AGENDA
CITY COMMISSION MEETING
WEDNESDAY, JUNE 14, 2023
CITY HALL | 130 N. NOTTAWA ST.
WIESLOCH RAUM

REGULAR MEETING 6:00 P.M.

1. CALL TO ORDER BY MAYOR
2. PLEDGE OF ALLEGIANCE
3. INVOCATION
4. ROLL CALL
5. PROCLAMATIONS / PRESENTATIONS
   A. Swearing In of New Police Officer Dillan Ware and Firefighter/EMT Joshua Clark – Ryan Banaszak
   B. Audit Presentation – Holly Keyser
6. VISITORS – (Public comments for items not listed as agenda items)
7. APPROVAL OF AGENDA
8. APPROVAL OF CONSENT AGENDA
   A. Action of Minutes of Previous Meetings
      - **APPROVE the minutes from the May 24, 2023 regular meeting as presented.**
   B. Pay Bills
      - **AUTHORIZE the payment of the City bills in the amount of $1,834,489.24 as presented.**
   C. 2023 Independence Day Children's Parade
      - **APPROVE the request for an Independence Day Children's Parade in the South Lakeview neighborhood to be held on Tuesday, July 4, 2023 at 10:00 a.m. with a route as presented.**
   D. 2023 Walking Along Suicide Prevention 5K
      - **APPROVE the requests for the Walking Along Suicide Prevention 5K Walk on September 9, 2023 as presented.**
   E. 2023 Homegrown Music Festival
      - **APPROVE the requests for the 2023 Homegrown Music Festival on August 12, 2023 as presented.**
   F. 2023 Dave Locey Youth Memorial Triathlon
      - **APPROVE the requests for the 2023 Dave Locey Memorial Youth Triathlon on June 24, 2023 as presented.**
   G. Grace Christian Fellowship Party in the Park Event
      - **APPROVE the requests for the 2023 Grace Christian Fellowship Party in the Park on July 23, 2023 as presented.**
9. UNFINISHED BUSINESS
10. NEW BUSINESS
    A. Millage Rate Public Hearing – Kenneth Rhodes
    B. Wastewater Treatment Plant Staffing – Brandon Schrader
    C. Sturges-Young Marketing Agreement – Sheila Bolda
    D. Electric Department Contracted Engineer – Chris McArthur
    E. S. Centerville Utility Alternatives – Barry Cox
    F. Zoning Amendment – William Prichard
11. COMMISSIONER / STAFF COMMENTS

12. CLOSED SESSION - to consider material exempt from discussion or disclosure by state or federal statute.
13. ADJOURN

Manager's Report

JUNE 14, 2023

CITY OF Sturgis MICHIGAN

Submitted by:

Andrew Kuk
City Manager

Return to Agenda

5. Presentation

A. Swearing In of New Police Officer Dillan Ware and Firefighter/EMT Joshua Clark

Staff: Ryan Banaszak

Dillan Ware is a graduate of Sturgis High School. He attended Glen Oaks Community College, where he studied criminal investigations and introduction to law enforcement, graduating with his associate degree. Officer Ware then continued his education at Trine University, graduating with a Bachelor of Science in Criminal Justice. He attended the Kalamazoo Valley Police Academy and after graduation was employed by the Kalamazoo Valley Community College Department of Public Safety. Officer Ware is currently in the final phase of the Field Training Program (FTO). After completing the FTO process, he will be assigned to a midnight shift platoon. The Sturgis Department of Public Safety is excited to have Dillan join and continue the tradition of Sturgis graduates coming home and serving their community.

Firefighter/EMT Joshua Clark grew up in Richland, MI and is a graduate of Gull Lake High School in 2016. Firefighter Clark attended Kalamazoo Valley Community College and obtained his EMT license along with graduating from the Fire Academy. Firefighter/EMT Clark has worked for Life EMS and the Grayling Department of Public Safety Fire Department. He was most recently working for Pride Care Ambulance as an EMT and Dispatcher. Joshua brings a great deal of EMS experience and the Sturgis Department of Public Safety is excited for his future here.

5. Presentation

B. Audit Presentation

Staff: Holly Keyser

Matt Holland of Gabridge & Company will be presenting the audit report of the City's financial performance for the period ending September 30, 2022.

Additional Information:

1. City of Sturgis Audit for FY Ending 9/30/2022 (separate document)

Return to Agenda

8. Consent Agenda

Proposed Motion:
Move that the Sturgis City Commission APPROVE/DENY the Consent Agenda for June 14, 2023 as presented.

Staff Recommendation:
APPROVE

8A. Action of Minutes of Previous Meetings

Consent Agenda Motion:
APPROVE the minutes from the May 24, 2023 regular session meeting as presented.

8B. Pay Bills

Consent Agenda Motion:
AUTHORIZE the payment of the City bills in the amount of $1,834,489.24 as presented.

8C. 2023 Independence Day Children's Parade

The City has received a request from resident Julie Meyer to have an Independence Day Children's Parade in their South Lakeview neighborhood the morning of Tuesday, July 4th. The parade will start at Parkside Circle, running to Parkside, then to Myrtle, west on Myrtle to Independence, and ending at the Frost tennis courts (on Independence). The parade would start at 10:00 a.m. The event request includes an invitation for the Fire Department to have a truck lead the parade. The City Commission has approved the event in the past.

Consent Agenda Motion:
APPROVE the request for an Independence Day Children's Parade in the South Lakeview neighborhood to be held on Tuesday, July 4, 2023 at 10:00 a.m. with a route as presented.

8D. 2023 Walking Along Suicide Prevention 5K

Included in your packet is an event summary for the "Walking Along Suicide Prevention 5K Walk". The event is scheduled to take place on Saturday, September 9th.

The event is looking for several approvals, including:

- Use of Oaklawn Terrace Park
- Completion of a 5K walk along the stated route; event would take place on sidewalks with participants following normal rules of pedestrian usage and crossing.
- Permission to hold a "car smash" fundraiser as part of the event.

The St. Joseph County United Way has agreed to act as a fiduciary for the event, handing all funds associated with the event.

Staff will work with the event to ensure the car smash is completed in a safe area and adequate cleanup of the park is completed following the event.

Consent Agenda Motion:
APPROVE the requests for the Walking Along Suicide Prevention 5K Walk on September 9, 2023 as presented.

Included in your packet:
1. Event Summary

8E. 2023 Homegrown Music Festival

Eric Wynes, organizer of the Homegrown Music and Arts Festival, is again requesting use of Oaklawn Park for the event.

The Festival is scheduled for Saturday, August 12, 2023 and is being sponsored by the Kiwanis Club of Sturgis. The group is requesting the following:

- Use of the park from noon until close of the park (est. 10:00 p.m.) on the 12th; also included would be setup on August 11th (p.m.) and clean up on August 13th.
- Use of electric hookup at the park.
- Closure of Magnolia Street between South Nottawa and South Clay for pedestrians at the festival (City staff recommends closure from 11:30 a.m. through 11:00 p.m.; 1/2 hour prior to and following the event).
- Use of City barricades for street closure.
- Use of City fencing to set up alcohol sales area.
- Police assistance /presence as the City sees fit (no extraordinary arrangements).
- Authorization to sell concessions / food during the event by United Way (approval conditional on necessary approvals of the Health Department).
- Authorization to sell alcohol in the park during the event (approval conditional on the Kiwanis Club obtaining the necessary liquor license from the State of Michigan).

Event representatives are responsible to set up and take down the requested barricades as needed. City staff will deliver the barricades the Friday before during regular business hours.

Two homes have a drive entrance off of Magnolia in the area the street closure is being requested. As in past years, if the request is approved the festival organizers will be required to contact these homeowners. The owners will still be able to access their drives during the closure.

The event, by nature of being free and open to the public, can have the use of City facilities (park pavilions and the amphitheater) waived. They are also requesting that fees for the use of equipment (barricades, fencing, and poles) be donated for the event; a condition of the donation would be recognition by the event of the City as an event sponsor.

Consent Agenda Motion:
APPROVE requests for the 2023 Homegrown Music Festival on August 12, 2023 as presented.

8F. 2023 Dave Locey Memorial Youth Triathlon

Organizers of the Dave Locey Memorial Sturgis Youth Triathlon submitted a request for their event again this year. The event is put on by volunteers with the cooperation of the Sturgis Elks Lodge and Sturgis Community Pool and is scheduled for Saturday, June 24th.

Organizers are requesting closure of Ivanhoe Street from 7:00 a.m. until 1:00 p.m., as well as the use of City barricades. The event will also require the closure of Franks Avenue from the south entrance of the Sturgis Medical Commons to Fawn River Road. This stretch of road, while within the City limits, is the jurisdiction of the County Road Commission. Event organizers have secured permission of the County Road Commission for the closure, but as with previous years, City barricades would be used to complete the closure.

The Sturgis Elks Lodge is handling all funds associated with the event and is a 501c Organization. Funds raised by the event will cover expenses and be used for youth activities later in the year.

Consent Agenda Motion:
APPROVE the requests for the 2023 Dave Locey Memorial Youth Triathlon on June 24, 2023 as presented.

8G. Grace Christian Fellowship Party in the Park Event

Grace Christian Fellowship Church is requesting use of Langrick Park for a free community event on July 23rd, 2023. Use of the park would be from 11:00 am until 3:00 pm and include setup and clean up time; the event itself will run from 12:00 noon to 2:00 pm. The event would include music,

bounce houses, outdoor games, and grilling food to give away. The event would be open to the public.

<u>Consent Agenda Motion:</u>
APPROVE the requests for the 2023 Grace Christian Fellowship Party in the Park on July 23, 2023 as presented.

Return to Agenda

10. New Business

A. Millage Rate Public Hearing

Staff: Kenneth Rhodes

OPEN PUBLIC HEARING

In order to include the City's millage rates on 2023 summer tax bills, the City Commission needs to set the City Operating property tax rate by the end of June. A public hearing is required. The City also needs to set the rate for the Streets/Sidewalks Improvement Millage, which was approved by voters in 2022 for 3.0 mils.

Due to the State of Michigan's Headlee rollback rule, the highest millage general operating rate the City may consider this year (without a vote of the electorate) is 11.6818. If this rate were adopted, it would generate approximately $345,000.00 in additional revenue over the 2022 tax rate of 10.4623.

The City advertised the millage rate at 11.6818 because, as previously discussed, the advertised tax rate is the maximum rate that the City Commission can set after the public hearing. The Commission is not obligated to approve this rate and may choose to approve a lesser tax rate.

In addition to the millage rates, as typically approved by the City Commission, a 1% tax administration fee is scheduled to be collected on all City tax bills this year. This fee is authorized and recommended by the State to allow communities to recover the costs of tax collection.

CLOSE PUBLIC HEARING

Proposed Motion:

Move that the Sturgis City Commission SET the 2023 millage rate at _____ mils for the General Operating Millage.

Proposed Motion & Staff Recommendation:

Move that the Sturgis City Commission SET the 2023 millage rate at 3.0 mils for Streets/Sidewalk Improvement Millage as presented.

Return to Agenda

10. New Business

B. Wastewater Treatment Plant Staffing

Staff: Brandon Schrader

At the November 2021 Commission meeting, the Commission approved a proposal to implement a department succession plan for the Wastewater Treatment Plant (WWTP). Part of the plan at that time was increasing staffing from five full-time employees to six full-time employees; two senior employees were projected to retire in the next few years, at which time staffing would be reevaluated.

Since the plan was implemented, one of the senior staff (Tom Sikorski) has moved on to a new position in the City with the second being scheduled to retire at the end of 2023. Currently, the WWTP is staffed by five full-time employees (FTEs), including the WWTP Supervisor.

The WWTP is looking to hire another staff member based on the pending retirement. Evaluating the City's staffing needs using a study from the New England Interstate Water Pollution Control Commission (NEIWPCC), based on current plant operating conditions, the study recommends annual man-hours of 9.24 FTEs. The proposed new hire would bring WWTP staffing back to six total FTEs until the retirement at the end of 2023; at that time WWTP staff would evaluate whether continuing at six FTEs would be necessary.

Given the current hiring conditions for a variety of positions, particularly in the technical/mechanical fields, now would be an ideal time to take action to fill this position. The overlap of the extra staffing is key to development of a new operator so they can shadow the seasoned staff member before retirement and gaining as much institutional knowledge as possible. Development of wastewater operators can take up to four years before becoming comfortable with all the different processes and responsibilities within the treatment plant. With the recent transitions and the upcoming retirement, the day-to-day operations personnel will go from a combined 50 years of experience to less than ten years' combined experience.

This past year the WWTP was privileged to work with the St. Joseph County Career and Technical Education (CTE) program and started an internship program with one of their students. City staff expects to continue to utilize the CTE program developing new students within the water resources field. Through this internship program, staff have gained a strong candidate with a desire to fill the proposed position, if it were to be approved.

While the addition of another Wastewater Operator was not included as part of the budget in this fiscal year, based on projected expenditures the current FY 2022-2023 budget can support this new hire position without an amendment. The proposed FY 2023-2024 budget also includes funding for this position. The expected annual cost for total compensation of the new Apprentice Wastewater Operator is $46,000.00, however this cost will not be fully incurred during this fiscal year.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the hiring of an additional Wastewater Operator as presented.

Staff Recommendation:

APPROVE

10. New Business

C. Sturges-Young Marketing Agreement

Staff: Sheila Bolda

The Sturges-Young Center for the Arts is requesting to renew the one-year marketing contract originally approved on June 8, 2022 with FocalPoint. The renewal would run from July 1, 2023 through September 30, 2024.

In the first year, FocalPoint developed the marketing plan, designed and implemented fresh branding for the SYCA, redesigned the sturgesyoung.com website and social media platforms, and helped implement marketing for the new sign.

The continuation of the contract would allow for further development of marketing strategies in renewing public interest and usage of the facility and increase in ticket sales and community engagement. The standard monthly retainer fee of $5,000.00 would not increase.

Proposed Motion:
Move that the Sturgis City Commission APPROVE/DENY the Professional Services Agreement with FocalPoint from July 1, 2023 through September 30, 2024 with a five thousand dollar ($5,000.00) monthly retainer fee as presented.

Staff Recommendation:
APPROVE

Information Included in Packet:
1. FocalPoint Professional Services Agreement
2. FocalPoint Strategic Marketing Plan

Return to Agenda

10. New Business

D. Electric Department Contracted Engineer

Staff: Chris McArthur

As electric department staff prepare to complete a system-wide study of our local substation, distribution, and transmission assets and other potential significant upcoming projects, staff reviewed proposals for contracted electrical engineering and consulting services.

Staff issued a request for proposals for a 5-year contract for these services which was due on May 15th. Four proposals were received from CTC Engineering LLC, GRP Engineering, Waypoint Electrical Services, and Matrix Consulting Engineers, LLC. The scope of work includes performing engineering and consulting services on a project-by-project basis for the electrical substations, transmission lines, and distribution system.

Those submitting proposals were asked to provide information on their firm qualifications, previous experience, proposed project team (with resumes), references, and fee structure. Copies of the four proposals are included in your packet along with a fee structure comparison.

Based on the proposals received, staff believe three companies were qualified based on their firm qualifications, previous experience, proposed project team. These included GRP Engineering, CTC Engineering, and Matrix Consulting Engineers. Due to limited firm qualifications and an incomplete project team, Waypoint Electrical Services, LLC was not considered to be qualified.

Of the three qualified firms, Matrix Consulting Engineers provided the lowest cost fee structure, with a 3% annual increase. GRP Engineering was the next lowest fee proposal, with an 4% annual increase. CTC Engineering was the highest of the three fee proposals.

Upon evaluating the proposals of the qualified firms, staff is recommending approval of the proposal from GRP Engineering. There were several key differentiators for staff that elevated GRP's proposal.

First, GRP Engineering offers electrical distribution experience that other proposals did not provide. GRP Engineering is also experienced with and specialized in the same software for the electric System Mapping and Outage Management that the Electric Department currently utilizes and has budgeted to upgrade to in the future budget. Finally, GRP Engineering does have extensive experience with the City of Sturgis and its system. The electric department has utilized GRP engineering for several years for electrical engineering work on a number of projects, and the City has experienced no issues with their work. GRP has come in at or below proposed cost, where extenuating circumstances were not present.

While their fee proposal was not the lowest of the qualified firms, GRP Engineering does bring the most experience and qualifications for design and consultation from their work on many municipal systems throughout the State of Michigan. Staff believes that GRP Engineering is positioned to deliver the best service for the City's electric engineering and consulting needs for the next five years.

Proposed Motion:

Move that the Sturgis City Commission APPROVE/DENY the five (5) year proposal from GRP Engineering for electric engineering and consulting services as presented.

Staff Recommendation:

APPROVE

Information Included in Packet:

1. Proposals
2. Fee Structure Summary

Return to Agenda

10. New Business

E. S. Centerville Utility Alternatives

Staff: Barry Cox

The Michigan Department of Transportation (MDOT) is planning several road rehabilitation projects on state highways within Sturgis in the next five years. MDOT requested the City determine and complete any planned utility improvements in advance of their road work.

Based on MDOT scheduling, Phase 1 of our utility work would occur in the portion of M-66 (S. Centerville Road) between US-12 and Wade Street; this work is planned for 2024. City staff has worked with Fleis and VandenBrink to select utility modifications for the majority of the water system in Phase 1 as part of the utility study work previously approved by the City Commission. The estimate for the currently-planned improvements is $744,000.00.

The last segment with potential utility work is the area between W. South Street and Fawn River Road. Given the additional water main costs associated with Phase 2 and Phase 3 in upcoming years, as well as the timing of the project with MDOT road improvements, it is important to get direction from City Commission on this area. The Utility Study provided three options for consideration.

Alternate 1 – No Improvements

This alternative considers no improvements over this half mile of the water system. The 10-inch, cast iron water main was installed in 1958. Public Services looked back over the last 15 years and found 5 instances of water main breaks on the segment. Repair costs totaled $24,388.00 or about $5,000.00 per instance. The expected life of the MDOT rehabilitation work is expected to be 15 to 20 years.

Alternate 2 – Full Replacement

Alternate 2 would replace the existing 10-inch water main with a new 12-inch, ductile iron water main and find a location to build it. It could include replacement of water main crossings at Chella Street extended and the water main just north of

the Travel Inn. Design life of the new water main is 50 years. Alternative 2 has an estimated cost of $487,000.00.

Alternate 3 – Water Main Lining

The final alternative looks to line the existing water main. This alternative minimizes excavation requirements, but does require periodic excavations. The per-foot cost of installation ranges from $100.00-$250.00 dollars. A $175.00 per foot cost basis was used for the cost estimate. Design life of the lined water main is 50 years. Cost of this alternative is estimated at $488,000.00.

Reviewing pros and cons of each alternative, Alternate #1 does not minimize future, potential maintenance work to repair water main breaks. The City could reasonably expect at least five more water breaks over the life of MDOT's pavement. Repair costs will continue to rise during this time and repair costs could reach $50,000.00 with inflation and potential increased break quantity. On the other hand, Alternative #1 eliminates a significant expense as part of this project and allows the City to spend water capital on other parts of the system which have planned improvements.

Alternative #2's implementation should eliminate any maintenance during MDOT's pavement life and beyond. It will be difficult to find a suitable corridor to build the water main and estimated costs could rise based on the defined corridor.

Alternative #3 would avoid the construction corridor challenges and provides a similar design life as the new main construction. The City has never lined a water main and it is a newer technology. It could extend the life of the water main to meet the design life of MDOT's road improvement, however it may still have maintenance issues occur.

Proposed Motion:

Move that the Sturgis City Commission APPROVE Alternate # ____ for the M-66 Utility Phase 1 project between W. South Street and Fawn River Road.

Information Included in Packet:

1. Phase 1 Water Main Improvements Map

10. New Business

F. Zoning Amendment

Staff: William Prichard

In July of 2022, the City Commission had first and second readings to Zoning Ordinance amendments related to fences in the Manufacturing zoning district, the number of Accessory Structures in residential zoning districts, and dumpster enclosures and screening residential uses from non-residential uses. Although the approved minutes reflect a motion that includes all of the relevant sections of the Zoning Ordinance, the resolution and language related to Accessory Structures was not included in the Commission packet for the second reading; the language was, however, included in the packet for the first reading. In order to ensure that there are no questions relating to the adoption of the Accessory Structure amendment, confirmation of the adoption is recommended.

As a reminder of what was included in the Accessory Structure amendment, the following is an excerpt from the July 15, 2022 Manager's Report: "Currently, you are only permitted to have two accessory buildings on any one parcel excluding playhouses, dog houses or buildings of similar uses. Amend this to include pergolas and gazebos not exceeding 150 square feet so these building types are not included in the total number of accessory buildings." A copy of the resolution is included in your packet.

Proposed Motion:

Move that the Sturgis City Commission CONFIRM/NOT CONFIRM the second reading and approval of amendments to the City Code of Ordinances, Appendix A – Zoning section 1.1105 pertaining to accessory structures effective August 25, 2022.

Staff Recommendation:

CONFIRM

Included in your packet:

1. Resolution

Noteworthy Meetings / Events

- Chamber Board of Directors Meeting | May 23rd
- Bourbon, Bacon & Blues Meeting | May 23rd
- United Way RadioThon | May 25th
- Bourbon, Bacon & Blues | May 26th
- Chamber Spring Swing Golf Outing| May 31st
- DDA Meeting | June 7th
- Budget Basics Meeting | June 7th
- Special Closed Session Meeting | June 8th
- Bourbon, Bacon & Blues Recap Meeting | June 9th
- Ribbon Cutting – Brush and Hook Studio | June 9th

Upcoming Events

- Budget Work Session | Large Conference Room | 5:00pm | June 12th
- Safety Town Golf Outing | Cedar Lake Golf Club | 8:00am start | June 17th
- Sturgis Fest Kickoff Dinner | SYCA | 5:00pm | June 20th
- Sturgis Fest Family Night/Wine Night | Downtown | 4:00pm-8:00pm | June 21st
- Budget Work Session Part 2 | Large Conference Room | 5:00pm | June 21st
- Sturgis Fest Bike Night | Downtown | 5:00pm-9:30pm | June 22nd
- Sturgis Fest Car Cruise-In | Downtown | 5:00pm | June 23rd
- Sturgis Fest Electric Parade | Downtown | 9:30pm | June 23rd
- Sturgis Fest All Sports Day | June 24th
- Sturgis Fireworks | Kirsch Municipal Airport | Dusk | June 24th
- Gaming Unplugged | SYCA | 6:00pm-9:00pm | June 27th
- Cinema Circle – Raiders of the Lost Ark | SYCA | 7:00pm| June 29th
- The Magic Hour | SYCA | 7:00pm | July 7th

City of Sturgis
City Commission
Regular Meeting

Agenda Item 8A

Return to Agenda

Return to Agenda

REGULAR MEETING - STURGIS CITY COMMISSION
WEDNESDAY, MAY 24, 2023
WIESLOCH RAUM – CITY HALL

Mayor Mullins called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was said by all present.

The Invocation was given by Mayor Mullins.

Commissioners present: Bir, Kinsey, Nieves, Smith, Harrington, Hile, Vice-Mayor Miller, Mayor Mullins
Commissioners absent: Perez

Also present: City Attorney, City Manager, City Controller, SYCA Director, Electric Department Superintendent, City Clerk

Dray Perkins, 206 Pleasant Street, spoke about Commission addresses on the website and comments at a previous meeting regarding the use of State allocated marijuana funds.

Brian Boughton, 28459 Kelly Road, provided information on the work begin done on the emergency extreme weather center.

Dennis Allen, 100 Amy Court, Centreville, explained that he is running for County Sheriff in 2024 and provided some of his qualifications.

Moved by Comm. Hile and seconded by Comm. Smith to approve the agenda as amended with the addition of 10C.
Voting yea: Eight **Voting nay: None** **Absent: Perez** **MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Smith to approve the Consent Agenda of May 24, 2023 as presented.

8A. Action of Minutes of Previous Meetings
- APPROVE the minutes from the May 10, 2023 regular meeting as presented.

B. Pay Bills
- AUTHORIZE the payment of the City bills in the amount of $1,562,640.40 as presented.

C. Annual PA 95 Opt-Out
- APPROVE the recommendation to opt-out of Public Act 95 of 2013 for the 2023-2024 heating season.

D. Sturges-Young Bylaws Update
- APPROVE a request to update the Sturges-Young Center for the Arts mission statement as written in the bylaws to the proposed updated statement.

E. Sturges-Young MAAC Grant Application

Return to Agenda

• APPROVE the submission of a grant application to the Michigan Arts and Culture Council, Capital Improvement Grant Program, for projection upgrades as presented.

F. Fireworks Approvals

• AUTHORIZE Deputy Public Safety Director – Fire Division Andrew Strudwick or his designated representative to complete all necessary permit reviews and SIGN all necessary documents for a community fireworks display.

• APPROVE closure of West Lafayette and temporary no parking on North Centerville as presented.

Voting yea: Eight Voting nay: None Absent: Perez MOTION CARRIED

Sturgis Area Chamber of Commerce Executive Director Kari Hatt provided details on activities for this year's Sturgis Fest. City Manager Andrew Kuk provided details on requests for the City. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Smith to approve the requests for Sturgis Fest 2023 as presented.

Voting yea: Eight Voting nay: None Absent: Perez MOTION CARRIED

SYCA Director Sheila Bolda and programming Board Chair Jackie Harrison provided details on the establishment of procedures for the newly-established SYCA Programming Fund at the Sturgis Area Community Foundation. Discussion followed. Discussion followed.

Moved by Comm. Hile and seconded by Comm. Kinsey to approve the establishment procedures for the Sturges-Young Center for the Arts Programming Fund as presented.

Voting yea: Eight Voting nay: None Absent: Perez MOTION CARRIED

City Clerk/Treasurer Kenneth Rhodes provided information on the procedures for holding a public hearing related to the millage rate for the upcoming fiscal year budget. Discussion followed.

Moved by Comm. Miller and seconded by Comm. Kinsey to set the 2023 millage rate Public Hearing for the June 14, 2023 regular meeting and direct City Staff to include 11.6818 mils for Operating Millage and 3.0000 mils for Streets/Sidewalk Improvement Millage as part of the Public Hearing notice.

Voting yea: Eight Voting nay: None Absent: Perez MOTION CARRIED

City Clerk/Treasurer Kenneth Rhodes provided information on the boards and committees appointments.

Moved by Comm. Hile and seconded by Comm. Kinsey to reappoint all board members requesting reappointment.
Voting yea: Eight **Voting nay: None** **Absent: Perez** **MOTION CARRIED**

Moved by Comm. Hile and seconded by Comm. Kinsey to appoint James Furkis to the Construction Board of Appeals, David Mumby to the Sturgis Housing Commission, and Brice Burch to the Zoning Board of Appeals.
Voting yea: Eight **Voting nay: None** **Absent: Perez** **MOTION CARRIED**

The meeting was adjourned at 7:00 p.m.

Kenneth D. Rhodes, City of Sturgis Clerk/Treasurer

Return to Agenda

City of Sturgis
City Commission
Regular Meeting

Agenda Item 8B

Return to Agenda

Return to Agenda

Date	Check#	Vendor	Vendor Name	Amount
Manual Checks				
05-26-2023	PR0610M	00061	CITY OF STURGIS PAYROLL	336,254.26
05-19-2023	T15799M	04088	BLUE CROSS BLUE SHIELD OF MI	19,728.25
05-26-2023	T15800M	04088	BLUE CROSS BLUE SHIELD OF MI	84,272.65
05-25-2023	T15801M	05892	PAYCOR	443.02
04-17-2023	T15802M	05875	ALERUS FINANCIAL/MERS-STIPEND	1,500.00
05-25-2023	T15803M	05875	ALERUS FINANCIAL/MERS-STIPEND	1,800.00
06-01-2023	T15804M	03951	SOUTHERN MICHIGAN BANK & TRUST	5,277.77
06-04-2023	T15805M	06121	GB SOLAR TE 2020 HOLDINGS LLC	137,679.41
06-04-2023	T15806M	00197	CITY OF STURGIS UTILITIES	17,524.01
06-12-2023	T15807M	00197	CITY OF STURGIS UTILITIES	13,746.43
06-02-2023	T15808M	03770	MICHIGAN GAS UTILITIES	42.15
06-02-2023	T15809M	03770	MICHIGAN GAS UTILITIES	116.71
06-08-2023	T15810M	03770	MICHIGAN GAS UTILITIES	61.94
06-08-2023	T15811M	03770	MICHIGAN GAS UTILITIES	596.22
06-09-2023	T15812M	03770	MICHIGAN GAS UTILITIES	401.86
06-20-2023	T15813M	00197	CITY OF STURGIS UTILITIES	11,572.35
06-20-2023	T15814M	00197	CITY OF STURGIS UTILITIES	6,919.75
06-01-2023	T15815M	04291	HUNTINGTON NATIONAL BANK	3,064.69
06-01-2023	T15816M	03951	SOUTHERN MICHIGAN BANK & TRUST	1,658.42
06-12-2023	T15817M	04389	FRONTIER COMMUNICATIONS A	26.08
06-12-2023	T15818M	04389	FRONTIER COMMUNICATIONS A	88.20
06-12-2023	T15819M	04389	FRONTIER COMMUNICATIONS A	214.30
06-12-2023	T15820M	04389	FRONTIER COMMUNICATIONS A	52.92
06-12-2023	T15821M	04389	FRONTIER COMMUNICATIONS A	180.50
06-14-2023	T15822M	03770	MICHIGAN GAS UTILITIES	36.98
05-22-2023	T15823M	04197	MI PUBLIC POWER AGENCY	156,908.99
05-29-2023	T15824M	04197	MI PUBLIC POWER AGENCY	150,279.67
06-01-2023	T15825M	04088	BLUE CROSS BLUE SHIELD OF MI	22,269.00
05-24-2023	T15826M	00108	STATE OF MICHIGAN	57,859.71
05-26-2023	T15827M	00062	CITY OF STURGIS-EMPLOYEE INS	71,044.95
05-26-2023	T15828M	05588	ALERUS FINANCIAL/MERS TRANSFER	2,898.13
05-26-2023	T15829M	06190	HEALTH EQUITY/HSA PR TRANSFER	1,400.00
05-26-2023	T15830M	00065	DOYLE MEMBERSHIP TRANSFER	2,856.15
05-26-2023	T15831M	00063	CITY OF STURGIS TAX TRANSFER	19,091.94
05-26-2023	T15832M	05123	COMERICA BANK-INST TRUST SERV	32,888.25
05-26-2023	T15833M	03229	CITY OF STURGIS-WORKERS COMP	2,722.42
05-26-2023	T15834M	00064	INTL CITY MGMT ASSOC RETR CORP	8,335.77
05-22-2023	T15835M	03173	FIFTH THIRD BANK	16,452.28
06-10-2023	T15836M	04421	AT&T MOBILITY	864.32
06-13-2023	T15837M	04389	FRONTIER COMMUNICATIONS A	53.55
06-15-2023	T15838M	04389	FRONTIER COMMUNICATIONS A	604.00
06-12-2023	T15839M	02909	CHARTER COMMUNICATIONS	715.91
06-21-2023	T15840M	03770	MICHIGAN GAS UTILITIES	79.94
06-20-2023	T15841M	04389	FRONTIER COMMUNICATIONS A	218.35
06-21-2023	T15842M	04389	FRONTIER COMMUNICATIONS A	52.89
06-22-2023	T15843M	03770	MICHIGAN GAS UTILITIES	224.13
06-23-2023	T15844M	03770	MICHIGAN GAS UTILITIES	163.73
06-22-2023	T15845M	03770	MICHIGAN GAS UTILITIES	76.67
06-06-2023	T15846M	05123	COMERICA BANK-INST TRUST SERV	40,453.11
06-06-2023	T15847M	05903	WEST SIDE BEER DISTRIBUTING	183.75
Automatic Checks				

Return to Agenda

Date	Check#	Vendor	Vendor Name	Amount
06-14-2023	246186	04319	AFC INTERNATIONAL INC	564.03
06-14-2023	246187	00332	ALEXANDER CHEMICAL CORP	216.00
06-14-2023	246188	00002	ALL-PHASE ELECTRIC SUPPLY	1,266.33
06-14-2023	246189	05986	ALPHA BUILDING CENTER-NOTTAWA	238.72
06-14-2023	246190	00296	AMANDA L ZIERLE	20.86
06-14-2023	246191	06119	AMAZON.COM SALES INC	5,275.30
06-14-2023	246192	00340	AMERICAN SAFETY & FIRST AID	172.77
06-14-2023	246193	00296	ANISSA K LONG	51.40
06-14-2023	246194	00296	ANTONIO TRINIDAD ARANDA	21.59
06-14-2023	246195	06152	APEX SOFTWARE	260.00
06-14-2023	246196	00624	AQUA BLAST CARWASH SYSTEMS INC	440.00
06-14-2023	246197	03576	ARROW SERVICES INC	76.55
06-14-2023	246198	02292	ASPLUNDH TREE EXPERT CO	10,791.91
06-14-2023	246199	00379	AUTO PARK FORD	299.90
06-14-2023	246200	05462	AUTOZONE STORES LLC	182.48
06-14-2023	246201	05868	B & B ENVIRONMENTAL SERV LLC	66,307.50
06-14-2023	246202	05640	BECKETT & RAEDER	7,367.40
06-14-2023	246203	06117	BENITA ANN LEWIS	45.00
06-14-2023	246204	00296	BENJAMIN C OSBORN	57.91
06-14-2023	246205	00072	BIRD, SCHESKE, REED & BEEMER,	9,703.94
06-14-2023	246206	00743	BLACKBURN MANUFACTURING CO	64.78
06-14-2023	246207	00132	BOFA INC	90.50
06-14-2023	246208	00006	BOLAND TIRE INC	60.00
06-14-2023	246209	04271	GREG BROOKS	224.00
06-14-2023	246210	01283	BYCE & ASSOCIATES INC	6,905.00
06-14-2023	246211	03343	BYLER ELECTRIC INC	334.68
06-14-2023	246212	00041	CHELSEY BALLARD	45.00
06-14-2023	246213	05412	CLEANCHEM	431.62
06-14-2023	246214	06065	COOPER'S TRENCHING INC	1,800.00
06-14-2023	246215	05108	CORRIGAN OIL CO	1,716.75
06-14-2023	246216	00296	CORY J SNOOK	82.42
06-14-2023	246217	06325	COTTIN'S HARDWARE	969.40
06-14-2023	246218	06158	CULLIGAN WATER OF STURGIS	63.00
06-14-2023	246219	05402	CUSTOM BRICK SOLUTIONS LLC	2,400.00
06-14-2023	246220	05898	COLE D'HAESE	56.00
06-14-2023	246221	05909	TONY D'HAESE	336.00
06-14-2023	246222	01119	DAVID W LUDDERS	52.00
06-14-2023	246223	05634	DELBERT & LINDA HALLING	125.00
06-14-2023	246224	00296	DENISE P KENYON	53.82
06-14-2023	246225	04638	DRIESENGA & ASSOCIATES INC	5,966.25
06-14-2023	246226	00364	CAROL DUSTIN	460.00
06-14-2023	246227	03339	ROBERT ELLIFRITZ	120.00
06-14-2023	246228	06244	EMERGENCY VEHICLES PLUS	1,621.97
06-14-2023	246229	05807	ENGINEER SUPPLY LLC	1,015.00
06-14-2023	246230	00296	ENTERPRISE STAFFING SOLUTIONS	76.30
06-14-2023	246231	04955	ENVIRO-CLEAN	7,768.00
06-14-2023	246232	00574	ETNA SUPPLY COMPANY	720.00
06-14-2023	246233	05434	F & F GRINDING SERVICE	30.00
06-14-2023	246234	00091	FEDERAL EXPRESS	56.53
06-14-2023	246235	05490	FERGUSON WATERWORKS #3386	7,554.50
06-14-2023	246236	00013	FISHBECK	1,504.26
06-14-2023	246237	00296	FLAGSTAR	30.86
06-14-2023	246238	00776	FLEIS & VANDENBRINK	45,632.33

Return to Agenda

Date	Check#	Vendor	Vendor Name	Amount
06-14-2023	246239	00041	FRANCISCO RAMIREZ	44.00
06-14-2023	246240	04389	FRONTIER COMMUNICATIONS A	9,482.97
06-14-2023	246241	00291	GATEHOUSE MEDIA MICHIGAN	489.90
06-14-2023	246242	06367	GMES LLC DBA FARWEST	176.32
06-14-2023	246243	00183	W W GRAINGER INC	735.95
06-14-2023	246244	04588	HI-TECH ELECTRIC COMPANY	2,556.25
06-14-2023	246245	00296	HOLY ANGELS	560.00
06-14-2023	246246	06284	HUFF WELL DRILLING	175.00
06-14-2023	246247	00633	MICHAEL HUGHES	6,351.71
06-14-2023	246248	04922	HUTSON ASSESSING INC	4,900.49
06-14-2023	246249	05171	STUART C IRBY CO	835.59
06-14-2023	246250	04543	J & B MEDICAL SUPPLY INC	42.20
06-14-2023	246251	06199	JANSEN PLUMBING, HEATING &	1,588.20
06-14-2023	246252	05634	JESSE SMITH	8,633.30
06-14-2023	246253	06379	JM TEST SYSTEMS LLC	432.00
06-14-2023	246254	06314	JODIE M JOHNSON	40.00
06-14-2023	246255	06217	JOHN J FLOWERS	40.00
06-14-2023	246256	04523	JOHN SCHURING JR GREENHOUSES	3,392.80
06-14-2023	246257	00889	KENTON KELLEY	301.50
06-14-2023	246258	04238	MICHELE KELLEY	270.00
06-14-2023	246259	00020	KENDRICK STATIONERS INC	1,063.46
06-14-2023	246260	04498	KIRSCH INDUSTRIAL PARK LLC	97,497.63
06-14-2023	246261	05933	KNAPHEIDE TRUCK EQUIPMENT	487.07
06-14-2023	246262	01656	KOORSEN FIRE & SECURITY INC	6,550.14
06-14-2023	246263	01101	JANENE KOSMAN	260.00
06-14-2023	246264	04666	PAUL KRICK	360.00
06-14-2023	246265	00581	KRONTZ GENERAL MACHINE & TOOL	202.50
06-14-2023	246266	04071	KS AUTO SERVICE INC	2,743.04
06-14-2023	246267	00212	KSS ENTERPRISES	2,541.08
06-14-2023	246268	05977	LAKELAND INTERNET LLC	106.94
06-14-2023	246269	05634	LARRY CRITES	25.00
06-14-2023	246270	03684	LEXISNEXIS RISK SOLUTIONS	100.00
06-14-2023	246271	03256	LIMA ELEVATOR COMPANY INC	57.87
06-14-2023	246272	00220	LITHO PRINTERS INC	1,284.23
06-14-2023	246273	01346	TOM LONG	56.00
06-14-2023	246274	06385	MAIN STREET SMOKEHOUSE	686.00
06-14-2023	246275	00296	MARILYN SHOUP	52.71
06-14-2023	246276	00041	MATT FURR	30.00
06-14-2023	246277	00296	MICHAEL J CLARK	43.05
06-14-2023	246278	04817	MICHIANA RECYCLING & DISPOSAL	1,465.40
06-14-2023	246279	01641	MICHIGAN RURAL WATER ASSOC	800.00
06-14-2023	246280	00296	MICHIGAN VETERANS TRUST FUND	87.99
06-14-2023	246281	05121	MICKEY'S LINEN	332.91
06-14-2023	246282	04702	MILLER JOHNSON ATTORNEYS	426.56
06-14-2023	246283	00241	JEFF MILLER	3,670.00
06-14-2023	246284	04730	MILLER'S SIGN CO INC	10,908.80
06-14-2023	246285	05051	MILSOFT UTILITY SOLUTIONS	507.89
06-14-2023	246286	00041	MORGAN PUESCHEL	180.00
06-14-2023	246287	05022	NASRO	550.00
06-14-2023	246288	00593	NEWKIRK ELECTRIC ASSOCIATES	42,910.50
06-14-2023	246289	00255	NIBLOCK EXCAVATING INC	4,125.98
06-14-2023	246290	01411	NCL OF WISCONSIN INC	1,231.32
06-14-2023	246291	06358	NORTHERN INDUSTRIAL FLOORING	56,250.00

Return to Agenda

Date	Check#	Vendor	Vendor Name	Amount
06-14-2023	246292	01080	NYE UNIFORM CO	489.57
06-14-2023	246293	05042	PLANT GROWTH MANAGEMENT SYSTEM	5,744.00
06-14-2023	246294	05026	PLUMMER'S ENVIRONMENTAL	2,650.25
06-14-2023	246295	00033	POSTNET POSTAL & BUSINESS	224.90
06-14-2023	246296	00485	POWER LINE SUPPLY	9,325.03
06-14-2023	246297	04251	RAI JETS LLC	1,260.00
06-14-2023	246298	00279	RATHCO SAFETY SUPPLY	945.00
06-14-2023	246299	05700	RED CEDAR CONSULTING LLC	750.00
06-14-2023	246300	05739	RENEWABLE WORLD ENERGIES LLC	5,958.88
06-14-2023	246301	00035	RESCO	6,496.40
06-14-2023	246302	06038	REVOLUTION HEALTH, P.C.	755.00
06-14-2023	246303	00296	RICHARD K BARBER	56.83
06-14-2023	246304	05662	ROBERTS INSTALLATION/REPAIR IC	4,510.00
06-14-2023	246305	00296	SAMUEL S MCDANIEL	26.85
06-14-2023	246306	00296	SEBASTIAN J RUMSEY	27.47
06-14-2023	246307	05395	SITEONE LANDSCAPE SUPPLY LLC	1,156.99
06-14-2023	246308	05138	TIMOTHY L SOERGEL	56.00
06-14-2023	246309	00707	SPORTSARAMA INC	226.00
06-14-2023	246310	01546	ST JOSEPH CO ROAD COMMISSION	101.40
06-14-2023	246311	05506	STAR INSURANCE COMPANY	828.00
06-14-2023	246312	00296	STESY V REQUENA NAVAS	23.19
06-14-2023	246313	04903	STONECO OF MICHIGAN	111.84
06-14-2023	246314	00936	STURGIS COMMUNITY POOL	120.00
06-14-2023	246315	00042	STURGIS ELECTRIC MOTOR SERVICE	195.00
06-14-2023	246316	05826	STURGIS GLASS LLC	65.00
06-14-2023	246317	00101	STURGIS NEIGHBORHOOD PROGRAM	5,033.33
06-14-2023	246318	00507	STURGIS OVERHEAD DOOR & LADDER	130.00
06-14-2023	246319	05855	STURGIS TROPHY HOUSE	155.00
06-14-2023	246320	04140	SWICK BROADCASTING COMPANY	200.00
06-14-2023	246321	06091	THE ARMSTRONG MONITORING CO	1,664.00
06-14-2023	246322	06125	THE COPY IMAGE INC	268.79
06-14-2023	246323	06151	THE NAKED SHIRT CUSTOM PRINTNG	443.00
06-14-2023	246324	00296	TIMBERLANE HOLDINGS LLC	485.31
06-14-2023	246325	06410	TONY'S LAWN CARE AND	60.00
06-14-2023	246326	00041	TRAVIS THANGVIJIT	30.00
06-14-2023	246327	01238	UNITED PARCEL SERVICE	92.79
06-14-2023	246328	06150	UNITED WHOLESALE GROCERY	292.07
06-14-2023	246329	03331	UTILITIES INSTRUMENTATION SERV	6,298.67
06-14-2023	246330	00296	VALERIE E BALDRIDGE	80.87
06-14-2023	246331	05745	ERICA VARGAS SARCO	160.00
06-14-2023	246332	03511	WASTE MANAGEMENT	1,074.80
06-14-2023	246333	06147	WAYNE DUCHARME	112.00
06-14-2023	246334	06319	WEALING BROTHERS LLC	56,580.00
06-14-2023	246335	03872	JORY WEBB	420.00
06-14-2023	246336	06107	YEOMAN, TALIA	540.00
06-14-2023	246337	06404	YODER CONCRETE LLC	1,740.44
06-14-2023	246338	00296	ZACHARY J PUORRO	9.21
06-14-2023	D01991	00335	ALTEC INDUSTRIES, INC.	570.88
06-14-2023	D01992	04066	BORDEN WASTE-AWAY SERVICE INC	6,401.50
06-14-2023	D01993	02983	CINTAS LOCATION #351	1,368.88
06-14-2023	D01994	00019	KENDALL ELECTRIC INC	589.58
06-14-2023	D01995	00216	LAWSON PRODUCTS INC	1,717.54
06-14-2023	D01996	03944	LINDE GAS & EQUIPMENT INC	177.28
06-14-2023	D01997	06250	MARANA GROUP	3,247.81
06-14-2023	D01998	06026	MID-CITY SUPPLY CO INC	33.24
06-14-2023	D01999	06069	NAPA AUTO PARTS	84.36

Manual Total	$1,231,956.48
Automatic Total	$602,532.76
Grand Total	$1,834,489.24

Return to Agenda

PAYROLL DISBURSEMENT

FOR PAYROLL ENDING 05/21/2023
PR0610M PAYROLL DATE 05/26/2023

GENERAL	$150,256.26
MAJOR STREET	8,608.65
LOCAL STREET	7,415.95
CEMETERY	10,196.88
DDA	957.65
AIRPORT	1,545.47
BUILDING	3,410.72
HOUSING DEPARTMENT	97.13
STURGES-YOUNG CENTER FOR THE ARTS	6,069.10
RECREATION	4,679.92
DOYLE RECREATION CENTER	10,250.03
AMBULANCE	12,203.09
ELECTRIC	88,890.47
SEWER	15,120.16
WATER	15,884.81
MOTOR VEHICLE	667.97
Payroll Sub-Total	**$336,254.26**

Return to Agenda

City of Sturgis
City Commission
Regular Meeting

Agenda Item 8D

Return to Agenda

Return to Agenda

W.A.S.P.
Walking Along Suicide Prevention
5k Walk

EVENT DATE:
Saturday, September 9, 2023

EVENT LOCATION:
Oaklawn Terrace Park, Sturgis MI

EVENT ROUTE:
Starting at Oaklawn Park to E.South st., E.South st to S.Lakeview, head North on S.Lakeview to Chicago St, West on Chicago St. to S.Jefferson St., S.Jefferson St. heading south to Magnolia St, East on Magnolia and finish back at Oaklawn Park. (We will be using sidewalks for event)

EVENT GOAL:
Have about 300 register for the W.A.S.P. event. Bringing together a community and making everyone aware of Suicide and mental health problems. We want to give people courage to talk about mental health and raise awareness to what suicide does to those left behind. Since suicide and mental health has affected Millions, together we can walk along side each other and walk in memory of those we have lost.

PARTICIPATION:
$15 for students (cover T-shirt cost)
$-- For adults
Free for volunteers (free t-shirt)
Sponsored businesses – Tents throughout the walk and in park; supplying water halfway on 5k route. (Tent/tables for Beads, color faces for kids, Memorial tent to make a sign to walk with)
Walking for them – signs through out walk.
Having uptown stores decorate through out month of September in fighting suicide prevention.

REGISTRATION:
- T-shirts
- Goodie bags
- Snacks
- Solicited for suicide prevention and walk.
- Suicide information
- Sponsored swag

Return to Agenda

VOLUNTEERS:

- Required at each cross area (5 cross areas w/2 at Chicago st)
- Registration table (2-3 tables)

MARKETING:

- Graphics – brochures with route
- Include porta bathrooms
- Water stations
- Social media – event page, community groups, calendar, graphics (share your story), radio, mail (United Way Mail?), News paper (press release), T-shirts (black and white for participants/teal for volunteers)

EVENT SET UP:

Tables and chairs
Bathrooms
Sound system
Car smash fundraiser

FOCUSED BUSINESSES:

Sara – Abbot, BOTI, Franks Foundation, Morgan Olson, Sturgis Bank and Trust, Meijers

Ramon – International Paper, Frank Perez Agency, Huntington Bank, 5 Lakes, Clark and Clark Logics.

ACTION ITEMS:

Return to Agenda

City of Sturgis
City Commission
Regular Meeting

Agenda Item 10C

Return to Agenda

Return to Agenda

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT ("the Agreement") is effective this 1st day of July, 2023 by and between Focal Point, an Indiana Corporation with its principal offices at 8500 E. 116th St. Suite # 252, Fishers, IN 46037 and Sturges-Young Center for the Arts with its principal offices at 201 N. Nottawa Street, Sturgis, MI 49091 ("Customer"). This agreement recognizes that Customer desires to purchase and Focal Point desires to provide, marketing/communication services. The parties agree as follows:

RECITALS:

1. **Term, Termination**

The term of this agreement ("Term") shall commence on July1, 2023 and shall continue in full force and effect during the period as described in Section 4, or until the Agreement is terminated by either party upon ninety (90) calendar day's written notice. Estimates may only be terminated due to a breach of this Agreement by either party, or upon written ninety (90) day notice. Termination under the ninety 90) day notice period by either party shall not affect Customer's obligation to pay any accrued fees with respect to services rendered prior to the effective date of termination. Prior to the conclusion of each year during the Term, Agency and Client will meet to discuss and resolve Agency's compensation for the next subsequent year. If Agency's compensation is not agreed upon prior to the beginning of the next quarter year, Client shall continue to pay Agency as otherwise provided until the parties negotiate such compensation or until this Agreement is terminated, whichever occurs first. The final billing upon termination shall be payable within fifteen (15) days. In the event of termination, ALL materials, including but not limited to artwork, photographs, video footage, design mock-ups, etc. will belong to the Customer once the final invoice is paid to Focal Point.

2. **Personnel & Prices**

Focal Point shall assign the person or persons to complete the work described in the estimate. All services hereunder shall be compensated within the retainer fee or on a per project basis. In the event that Customer needs Focal Point to contract additional personnel resources to complete a project, Customer and Focal Point will negotiate the rate at which Customer will pay Focal Point for each additional resource. Any Project that requires additional resources from Focal Point will require a budget amendment in writing that will be mutually agreed upon. It will be the responsibility of Focal Point to find and pay any new resource(s) that is (are) required to complete the project. The prices stated for services include all taxes, except Customer shall pay any state and local sales or use tax if ever imposed thereon.

3. Certain Out-of pocket Costs

Out of pocket expensed such as printing, postage, illustrations, photography, video, shipping, color and digital outputs, messenger service, supplies and materials, presentation boards and travel shall be billed as they are incurred. Travel expenses are defined as mileage, ground transportation, parking, food and beverage. The client shall be notified of any outside services that require partial or full payment such as photography, video production, postage, outside research projects or others as required by vendor prior to the initiation of the project.

Return to Agenda

4. Compensation

In full consideration of the services rendered and referenced in “Scope of Work”, Focal Point shall be paid the budgeted amount as follows:

$5,000.00 monthly retainer beginning July 1, 2023, and continuing through September 30, 2024. Invoice will be issued on the 1st of each month during the term of this agreement.

Services provided will be managed within the budget of $5,000.00 per month. If additional services are requested beyond the original scope and/or expenses outside of the retainer fee are incurred, an estimate will be provided, and cost will be mutually agreed upon before moving forward on any additional services and billed at the beginning of each month along with the next month’s retainer fee.

Scope of Work

FULL-SERVICE MARKETING RETAINER

Brand Positioning Consultation & Plan Management, Graphic Design & copywriting, SEO / Content Marketing Strategy, Content Development, On Page SEO Coding, Email Marketing Management.

Website Hosting, Website Management, Website SEO management, Website software updates and security updates, Social Media Pages Setup, Design & Management.

(All services will be managed within Retainer with Annual Agreement)

Return to Agenda

5. Use of Facilities

During the term of this Agreement, Customer agrees to allow Focal Point access to and reasonable use of its facilities as each project warrants, subject to the following qualifications:

(a.) Focal Point expressly warrants and represents that it will perform its services on its own business premises and with its own equipment, except by agreement with Customer and in accordance with paragraphs 5.b and 5.c;

(b.) Focal Point shall be allowed to use the facilities of Customer to render the services outlined in the project scope; and

(c.) Any use of Customer's facilities by Focal Point shall be subordinated to Customer's own requirements.

6. Confidential Information

(a) *Acknowledgement of Confidentiality.* Each party hereby acknowledges that it may be exposed to confidential and proprietary information of the other party including, without limitation, (including functional and technical specifications, designs, drawings, analysis, research, processes, computer programs, methods, ideas, "know now", and the like), business information (sales and marketing research, materials, plans accounting and financial information, personnel records and the like) and other information designated as confidential expressly or by the circumstances in which it is provided ("Confidential Information"). Confidential Information does not include (i) information already known or independently developed by the recipient, (ii) information in the public domain through no wrongful act of the recipient, or (iii) information received by the recipient from a third party who was free to disclose it.

(b) Covenant Not to Disclose. With respect to the other party's Confidential Information, the recipient herby agrees that during the Term and at all times thereafter it shall not use, commercialize or disclose such Confidential Information to any person or entity, except to its own employees having a "need to know" (and who are themselves bound by similar nondisclosure restrictions), and to such other recipients as the other party may approve in writing; provided, that all such recipients shall have first executed a confidentiality agreement in a form acceptable to the owner of such information. Neither party nor any recipient may alter or remove from any software or associated documentation owned or provided by the other party any proprietary, copyright, trademark or trade secret legend. Each party shall use at least the same degree of care in safeguarding the other party's Confidential Information as it uses in safeguarding its own confidential information.

7. Employee Solicitation

During the Term and for a period of eighteen (18) months thereafter, each party agrees not to hire, solicit, nor attempt to solicit, the services of any employee or independent contractor of the other party without the prior written consent of that other party. Violation of this provision shall entitle the damaged party to assert liquidated damages against the offending party equal to one hundred fifty (150) percent of the solicited person's monthly compensation, during period of such a violation.

8. Injunctive Relief

The parties acknowledge that violation by one party of the provisions of Section 6 ("Confidential Information") or Section 7 ("Employee Solicitation") would cause irreparable harm to the other party not adequately compensable by monetary damages. In addition to other relief, it is agreed that injunctive relief shall be available to prevent any actual or threatened violation of such provisions.

9. Remedies & Liabilities

(a) *Liabilities.* Except for damages arising from bodily injury caused solely by the negligence of customer, customer shall not be liable to Focal Point for any claim arising out of this agreement in an amount exceeding the total contract price. In no event shall either party be liable hereunder for any indirect, incidental, or consequential damages (including lost business profit) sustained by the other party or any other individual or entity for any matter arising out of or pertaining to the subject matter of this agreement. The parties hereby expressly acknowledge that the foregoing limitation has been negotiated by the parties and reflects a fair allocation of risk.

10. Notices

Notices sent to either party shall be effective when delivered in person or transmitted by fax machine or email, one (1) day after being sent by overnight courier, or by two (2) days after being sent by first class mail postage prepaid to the address set forth below, or at such other address as the parties may from time to time give notice:

Customer Mailing Address/Email

Sheila Bolda
Sturges-Young Center for the Arts
201 N. Nottawa Street,
Sturgis, MI 49091
TEL. (269) 651-8541

Focal Point Mailing Address/Email

Brien Richmond
Focal Point
8500 E. 116th St.
Suite # 252
Fishers, IN 46037
TEL 317.710.6454

A fax of this Agreement and notices generated in good form by a fax machine or email (as well as photocopy thereof) shall be treated as “original’ documents admissible into evidence unless a document’s authenticity is genuinely placed in question.

11. Default

(a) Either party may be declared in default of this Agreement if it breaches any material provision hereof and fails within the ten (10) days after receipt of notice of default to correct such default or to commence corrective action reasonably acceptable to the other party and proceed with due diligence to completion. Either party shall be in default hereof if it becomes insolvent, makes an assignment for the benefit of its creditors, a receiver is appointed or a petition in Bankruptcy is filed with respect to the party and is not dismissed within thirty (30) days.

(b) Overdue payments shall be subject to interest charges of 1 ½ percent compounded monthly (18% annually) on any unpaid balances.

Return to Agenda

12. Disputes, Choice of Law and Venue

The parties hereby agree that any dispute that arises over the contents or terms of this contract/agreement shall be resolved in the courts of Marion County, State of Indiana. Except for certain emergency judicial relief authorized under Section 8 ("Injunctive Relief"), which may be brought at any time, the parties agree that all disputes between them shall first be subject to the procedures in Section 13 ("Default") and then shall be submitted for informal resolution to their respective legal counsels. Any remaining dispute involving more than ten thousand dollars ($10,000) shall be submitted to a panel of three (3) arbitrators, with each party choosing one (1) panel member and the third member chosen by the first two (2) panel members. The proceedings shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The award of the arbitrators shall include a written explanation of their decision and shall be binding upon the parties and enforceable in any court of competent jurisdiction. In the event it is necessary to enforce this agreement due to any reason, including failure to pay outstanding fees, Focal Point shall be entitled to all expenses and costs incidental to that effort, including but not limited to, reasonable attorney fees.

13. Modifications

This writing and aforementioned attachment(s) includes the entire agreement between the Parties the services herein. This Contract/Agreement can be modified only with another written agreement signed by both Parties except, that the Customer may authorize expenses or revisions orally. In the event the Customer authorizes expenses or revisions orally, the authorization will be memorialized by Focal Point within five (5) business days by use of a confirmation letter or electronic mail (e-mail), which will include details of the authorized expenses or revisions. If the Customer does not object to, reply to, or deny the terms in the confirmation letter or electronic mail (e-mail) within two business days of the Customer's receipt of the confirmation letter or electronic mail (e-mail), the terms in the confirmation letter or electronic mail (e-mail) will be deemed accepted by the Customer, and the Customer will be billed and payment will be required in accordance with the terms herein. A waiver of a breach of any of the provisions of this Contract/Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions hereof.

14. Independent Contractor Status

Each party and its employees, agents and representatives are independent contractors in relation to the other party with respect to all matters arising under this agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties. Each party shall have no authority to bind the other in any contractual arrangement. Each party shall remain responsible, and shall indemnify and hold harmless the other party, for the withholding and payment of all Federal, State and local personal income, wage, earnings, occupation, social security, unemployment, sickness and disability insurance taxes, payroll levies or employee benefit requirements (under ERISA, state law or otherwise) now existing or hereafter enacted and attributable to themselves and their respective people.

15. Miscellaneous Warranties and Representations.

Focal Point expressly warrants the following:
(a) Focal Point expressly warrants and represents that for the duration of this Agreement, it will make its services available to the general public and will perform its services for other businesses at the same time it is under contract with Customer.

(b) Focal Point expressly warrants and represents that it has and maintains its own business premises and its own equipment, and

Return to Agenda

(c) Focal Point expressly warrants and represents that it holds a federal employer identification number.

16. Contract Services

Customer and Focal Point expressly acknowledge that the professional services for which Customer has hereby contracted are nonpermanent in nature and made pursuant to a definite project as set forth in the Estimates. Accordingly, Focal Point is expected to complete the project as described in the proposal within the budget terms. Focal Point has the exclusive right to determine what hours its own employees must work in order to complete each project.

17. Credits

Credits in the name of Focal Point shall not be published with the customers' work. If however, the finished work provided by Focal Point is used as a contribution to a magazine, book, broadcast or e-publication except YouTube, authorship credit shall be given unless specified to the contrary. Focal Point does reserve the right to show only the final product/artwork in our portfolio as a sample of our work unless expressly prohibited by the customer.

18. Security, No Conflicts

Each party agrees to inform the other of any information made available to the other that is classified or restricted data, agrees to comply with the security requirements imposed by any state or local government, or by the United States Government, and shall return all such material upon request. Each party warrants that its participation in this Agreement does not create any conflict of interest prohibited by the United States Government or any other domestic or foreign government and shall promptly notify the other party if any such conflict arises during the Term.

19. Insurance, Indemnity

Each party shall maintain adequate insurance protection covering its respective activities hereunder, including coverage for statutory worker's compensation, comprehensive general liability for bodily injury and property damage, as well as adequate coverage for vehicles. Each party shall indemnify and hold the other harmless from all liability for bodily injury, death, property damage or other costs and expenses (including attorneys' fees) resulting from the acts or omissions of its own officers, agents, employees or representatives.

20. Permissions and Releases

The Customer agrees to indemnify and hold harmless Focal Point against any and all claims, costs, and expenses, including attorney's fees, due to materials included in the Work at the request of the Customer for which no copyright permission or privacy release was requested/granted, or uses that exceed those allowed pursuant to a permission or release.

21. Miscellaneous

The Parties have read and agreed to this Contract/Agreement. This document and the accompanying Estimate constitute the entire agreement between the parties with respect to the subject matter hereof and supersedes all other communications, whether written or oral. This Agreement may be modified or amended only by a writing signed by the party against whom enforcement is sought. Except as specifically permitted herein, neither this Agreement nor any rights or obligations hereunder may be transferred or assigned without the other party's prior written consent and any attempt to the contrary shall be void. Neither party shall be liable for delays caused by events beyond its reasonable control. Any provision hereof found by a tribunal of competent jurisdiction to be illegal or unenforceable shall be automatically conformed to be the minimum requirements of law and all other provision shall remain in full force and effect. Waiver of any provision hereof in one instance shall not preclude enforcement thereof on future occasions. Headings are for reference only and have not substantive effect. Focal Point has provided the Customer with a copy of this agreement. The parties have signed this Contract/Agreement on the dates specified herein below.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

Client	Sturges-Young Center for the Arts	Provider	Focal Point
Signature:	_____	Signature:	_____
Name:	Sheila Bolda	Name:	Brien Richmond
Title:	Executive Director	Title:	President/CEO
Date:		Date:	

Return to Agenda

Sturges-Young Center for the Arts

2022-23 Strategic Marketing Plan

Situational Summary

- Organization Profile
- Research Findings
- Current Market Challenges

"If you fail to plan, you plan to fail."

- Benjamin Franklin

Company Profile

The Sturges-Young Center for the Arts is a large, multi-purpose facility equipped to provide an exciting experience whether you're enjoying one of our quality performances on the main stage or hosting your special event in one of our many spacious rooms. The flexible event space, convenient location, professional friendly staff, and affordable rates are just some of the reasons why the Sturges-Young Center for the Arts is the premier events space in the area. The center is located in downtown Sturgis, Michigan, 2 miles from Indiana Toll Road, halfway between Detroit and Chicago, and an hour south of Kalamazoo. The multi-purpose event venue includes a 960+ seat auditorium, 200 seat ballroom space, and lower-level meeting rooms hosting various year-round events, including concerts, dances, live stage plays, art shows, films, and more. Event rentals include weddings, showers, class reunions, memorial services, business meetings and conferences, and social events.

Registered in the roster of Michigan Historical Places, the Sturges-Young stage has hosted a multitude of diverse talents in its storied 67-year history including the final 2 performances of the late, great Duke Ellington, a month before his passing in the Spring of 1974.

Built in 1955, the Sturges-Young Center for the Arts (formerly the Sturges-Young Auditorium and Civic Center) features distinct Mid-Century Modern architectural details including limestone block, Roman brickwork, slate tile flooring, and raw cypress paneling.

Company Profile (cont'd)

Desiring a civic auditorium that could be used for multiple purposes since the 1930s, the City of Sturgis saw generous estate grants from three different philanthropically minded women make the Sturges-Young a dream come true. Emma D. Young left more than $400,000 to the city expressly for the creation of a cultural center. After the passing of her sister Stella Sturges-Taylor, Clara Sturges created the Albert and Jane A. Sturges memorial funds, and under the guidance of their trustee, Raymond Dresser, Sr., the two estates were combined to bring the project to fruition. The land was gifted from the Sturgis Public Schools, as the main High School was located directly across the street and the project would allow for expansion of the music and theater programs.

Here are some of the basic facts about SYCA that are pertinent to this effort:

NEEDS AND BUSINESS OBJECTIVES

- Financially support the type of public events the community expects.

OPERATIONAL ASSUMPTIONS

- We have more capacity to grow private events like weddings.
- We want to draw higher ticket acts to our venue but we do not have the finances in place to support the initial investment to launch SYCA into an entertainment destination.
- We do not have a robust business sponsorship program

SWOT Analysis

(S)TRENGTHS *Current factors and circumstances that have a positive impact potential for success in relation to goals*

- Auditorium
- Community support (city, chamber, library, etc.)
- History of the facility
- Full commercial kitchen for private events

(W)EAKNESSES *Existing circumstances that create friction or are obstacles to stated goals*

- Can't afford big ticket attractions
- Smaller city residents with smaller entertainment budgets
- Confusion over purpose of the facility

(O)PPORTUNITIES *Existing conditions that can be developed or exploited to create an advantage in achieving goals*

- Strategic partnerships that open doors with their clients.
- Many more product / services we can release over time.
- We have an opportunity to be the goto for local events
- Ability to attract artist traveling between Chicago, Detroit & Indianapolis

(T)HREATS *Unexpected or consequential circumstances that can create friction or obstacles that prevent success*

- New venue can come into town offering what we can't
- We are not able to execute with speed because of limited resources

Competitors - Private Events

Klinger Lake Country Club

Description:
Have an event? Klinger Lake Country Club strives to make each event special and honor each individual's personal wishes. You will find our menu ranges from traditional to exotic food and our experienced staff will work to customize any menu to your liking. Our facility can accommodate 15-200 guests on our upper level without the use of our outside deck area. Our Clubhouse Manager is available to assist with all of your planning needs from start to finish.

Competitive Facts:

- Size of Events - 15 to 200 guests
- Facility Costs - $200 - $950
- Manager / Event Planner offered? Yes
- Indoor / Outdoor? Both
- In Sturgis? Yes

Competitors - Private Events

Marion Magnolia Farms

Description:
Tucked away on the outskirts of small town Cassopolis, MI sits your very first modern barn wedding venue with rustic elegance and refined vintage charm. Surrounded by cornfields and the dense wood of southwest Michigan, see how each Spring, Summer or Fall season is the perfect time to host your special day with us. Rest assured that your intimate ceremony can take place right here, followed by an open concept reception as our six large barn doors that can be open or closed at your request. Just ask our daughters, Hadley Marion and Harper Magnolia how perfect of a day you can truly have at the farm.

Competitive Facts:

- Size of Events - up to 299 guests
- Facility Costs - $4,500 - $9,000
- Manager / Event Planner offered? Yes
- Indoor / Outdoor? Indoor
- In Sturgis? No (45 min away)

Competitors - Private Events

Twin Gables

Description:
A Michigan barn wedding venue. Schedule a complimentary tour to see if our barn and services are the perfect fit for your dream wedding.

We have a lovely park like setting with a gazebo as a grand entrance & a large pergola with bench seating for weddings that sits on 15 acres. The pond surrounded by grasses and poly wood benches with an arch & a large fountain. At nightfall, its all lights under the gazebo & deck with a fire table at the courtyard. Located on M-86 in Nottawa, MI, (St Joe County) we are easily accessible to the surrounding areas. Schedule a tour today!

Competitive Facts:

- Size of Events - ??
- Facility Costs - $1,100 - $4,700
- Manager / Event Planner offered? No
- Indoor / Outdoor? Both
- In Sturgis? No (15 min away)

Competitors - Private Events

Gable Hill

Description:
Within the rolling countryside of Southwest Michigan lies Gable Hill; a barn nestled in the woods, surrounded by Streater's Mill Pond and set upon 13 picturesque acres.

At Gable Hill, we accommodate events for 200 guests including weddings, family reunions, and work-related functions. Ample space for catering services has been provided within the barn for your convenience.

For weddings, a lovely outdoor ceremony area overlooks the pond and within a short walk is the bridal cottage where wedding parties can relax and prepare for their day in comfort. No detail has been overlooked in order to make any event at Gable Hill a memorable one.

Competitive Facts:

- Size of Events - up to 175
- Facility Costs - $1,000 - $7,500
- Manager / Event Planner offered? No
- Indoor / Outdoor? Both
- In Sturgis? No (40 min away)

Competitors - Private Events

Rouch World

Description:
The Rouch World Event Center Banquet Hall in Sturgis, Michigan has a rustic barn feel with the capacity for 250 guests.

Complete with a beautiful stone fireplace and hardwood dance floor, our event venue is perfect for weddings, corporate events, birthdays, anniversaries and graduation parties. The heated and air-conditioned barn includes a warming kitchen, a large bar in our saloon room, indoor bathrooms, and Bridal & Groom suites.

Our gorgeous wooded grounds and large pond with fountains make the perfect backdrop for your photos.

Competitive Facts:

- Size of Events - up to 250
- Facility Costs - $3,750 - $5,700
- Manager / Event Planner offered? No
- Indoor / Outdoor? Both
- In Sturgis? Yes

Competitors - Public Events

Sauder Concert Hall - Goshen College

Description:
Sauder Concert Hall is a leading performance venue in the Midwest due to its acoustics features and simple elegance. The hall design was inspired by the great concert halls of Europe. Vance George, director of the San Francisco Symphony Chorus, described Sauder Concert Hall as "one of the great halls of the world. It has incredibly warm and true acoustics."

Competitive Facts:

- Size of Events - up to 900
- Ticket Packages? Yes (10% off regular price)
- Pricing: $6-$45
- In Sturgis? No (50 min. away)

Competitors - Public Events

Blue Gate

Description:
Over 300 shows, 100 artists and outstanding Amish Musicals, the Blue Gate Theatre is the best place for entertainment in Shipshewana and a household name in the Midwest. Featuring world-class musicals and concerts by world-famous performers like Gary Allan, Bill Engvall, Michael W Smith, Josh Turner, Phillip Phillips and more! Also featuring Southern Gospel favorites and other family-friendly entertainment. Ask about our Shipshewana Experience Packages that include hotel and dinner! A short drive from Chicago, Detroit, Indianapolis, Fort Wayne, Grand Rapids and Toledo. A great getaway and suggestion when looking for things to do close to your home!

Competitive Facts:

- Size of Events - up to 1,500
- Ticket Packages? Not currently
- Pricing: FREE - $60
- In Sturgis? No (25min. away)

Social Media Research - Public Event Venues

Platform	Metric	SYCA	Sauder Hall	Blue Gate
Facebook	Likes	3094	29	84,475
	Reviews	81	0	1,383
	Posts Per Week	4	5	7
Instagram	Followers	263	-	3,546
	Posts	139	-	487
Google	Reviews	152(4.4)	24(4.9)	1,019(4.6)
	Q&A	13	0	61
	Photos	2	4	100+

Social Media Research - Private Event Venues

Platform	Metric	SYCA	Klinger	Marion	Twin	Gable	Rouch
Facebook	Likes	3094	1,000	4,400	1,821	8,300	8,100
	Reviews	81	131	16	41	173	N/A
	Posts Per Week	4	5	2	10	3	2
Instagram	Followers	263	526	1,236	568	2,404	248
	Posts	139	622	156	900	287	39
Google	Reviews	152(4.4)	65(4.5)	41(4.9)	91(4.2)	84(4.7)	128(4.0)
	Q&A	13	2	0	0	0	13
	Photos	2	59	31	100+	39	1

Current Market Challenges

Stepping back and reviewing the big picture situation after our three meetings and hours of additional research, the FocalPoint team came back and evaluated the SYCA potential market challenges that need to be understood and/or addressed to reach our growth goals. Here are some of our thoughts.

We are missing alignment on our ideal prospects.

We believe there is internal confusion related to who is the ideal patron for SYCA. This typically is the hardest hurdle to overcome for an organization because there are so many people to help. Clarity and focus will help our messaging and effectiveness.

We don't market our "how"

This is something we need to add. How we achieve results is what matters. It shows our expertise and offers a differentiation to other options in the marketplace for our ideal prospects.

We are missing a clear, simple, and compelling message.

When your message is always changing (see item #1), we lose effectiveness in creating awareness. If most of the messages are not relevant to everyone because we talk about so many things, then we really are not doing marketing correctly.

There is a lack of consistency in our messaging.

I would believe that if we did a survey today of our community, they would not be able to articulate what differentiates us over other event venues and why someone should choose us over all the others. We need to portray a consistent message in the marketplace to achieve more success with our marketing efforts.

We are missing a "deep bench" of strategic partners that want to help us have success.

It's definitely more expensive for us to go at it alone. If we had a group of strategic business partners that was able to share our message with those that know, like and trust them as well as share in marketing costs for various initiatives, then we would be more effective and efficient with our marketing efforts.

We don't have a clear, go to market strategy.

We all have good ideas, but ideas are not the problem. A clear and concise approach is the problem. If we all row separately we will not get to where we want to go. We all have to be rowing in stride with one another, and that is what we are missing right now.

Strategy Overview

- Proposed Marketing Strategies
  - Funnel
  - Differentiation
  - Ideal Prospect
  - Success Path
  - Products / Services
  - Partnerships

"People don't buy what you do, they buy why you do it."

- Simon Sinek

Proposed Marketing Strategies

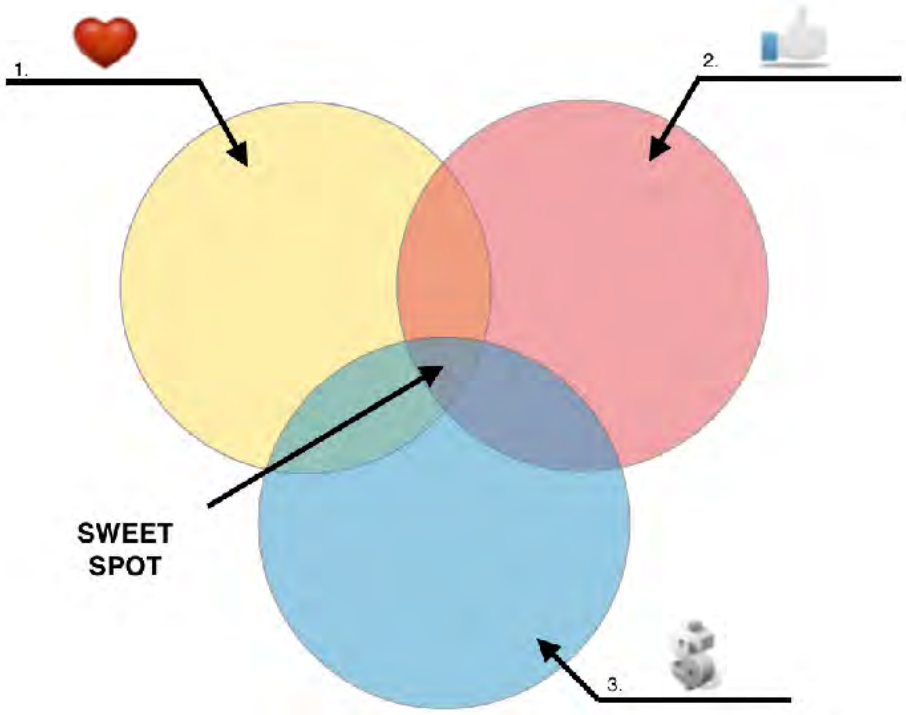
After our initial discussion, we at FocalPoint believe more and more that SYCA has tremendous opportunities to grow their market position in the local event space and therefore take their business to the next level.

These proposed strategies are designed to reach our new growth goals by positioning us in a unique way to our ideal clients, influencers and potential partners. Certainly we don't have to go with all of them to make an impact, but all these ideas are what we believe will give us the best opportunity to achieve the kind of growth and sustainability you are looking for over the year, as well as in the future.

These next few pages may be strategies you have never considered and that's OK. Actually, that is good! It's important at this point to "think outside of the box" and evaluate new ideas that could make us better.

Give each of these ideas time to sink in. At first thought, they may seem improbable or hard to understand how we may accomplish them. Instead, we should evaluate whether or not we believe these ideas will equip us to be the successful company we can be, because if we like the concepts, many of the details will be worked out in Phase 2.

The key to this exercise is to remember the chart of the three overlapping circles.



Our goal is to find problems that we: 1.) Love to solve, 2.) Solve really well, and 3.) Make lots of money solving.

Many of the current services don't fit this criteria above and that's OK! The idea is that when you have a dollar to invest in marketing, you do it to attract your ideal client — the one that fits this criteria.

Here are our ideas that will draw this type of ideal client.

The Six Key Strategic Marketing Triggers

As we discussed in both of our strategic meetings, there are six major triggers that provide effective and strategic marketing results. The focus in our time together was to understand which of the six triggers need to be modified to enhance our marketing efforts and reach our goals.

1 FUNNEL	2 DIFFERENTIATION	3 IDEAL PROSPECT
4 SUCCESS PATH	5 PRODUCTS SERVICES	6 PARTNERSHIPS

Trigger #1: The Funnel

In our funnel process, we need to establish labels for each stage of each channel. Here is how we define each stage. As we mentioned, we have public events, private events and donor/sponsorships. Below is a funnel example for donor/sponsorships

- **Qualified Leads:** These are companies that show signs of investing in the community and are of a size that would consider support of our mission.
- **Prospects:** These are companies that through their actions have told us that they feel we could be a good fit for them. And they are ready to learn more. This means that they have agreed to a meeting to learn more.
- **Opportunities:** These are companies who are considering a specific sponsorship package or have requested we give them a proposal for a custom solution
- **Clients:** A company partnering with us to reach their business goals and help us reach ours.

Let's now take a look at what a funnel might look like for private events.

One point to make about tracking our leads. It's the best way to determine what marketing activities are working and what activities are not working.

Here is an example of a funnel for private events.

- **Qualified Leads:** These are individuals that live in the community and have attended an SYCA public event. They are familiar with the facility and have already experienced an event here.
- **Prospects:** These are individuals that through their actions have told us that they feel we could be a good fit for them. And they are ready to learn more. This means that they have agreed to a meeting to learn more.
- **Opportunities:** These are individuals who are considering who are considering hosting an event in our facility and have asked for a proposal.
- **Clients:** An individual partnering with us to host their event in our facility.

Next, we can take a look at what a funnel might look like for a public event.

Public events are a little harder to do this with but it is important to find a method that works for us.

Here is an example of a funnel for public events.

- **Qualified Leads:** These are individuals that live in the community and are of the demographic of our target persona for our public events.
- **Prospects:** These are individuals who have attended at least one of our public events. This shows us that through their actions, they have an interest in our programs.
- **Opportunities:** These are individuals who are willing to investigate more information about our memberships.
- **Clients:** An individual who has signed up for a membership to SYCA.

Why Is This So Important?

If we use funnels like this it helps us in many ways.

1. It allows us to focus each marketing activity to a specific stage of the funnel process (which makes it most effective).
2. It helps us to understand what marketing activity is successfully moving people from one stage to the other and more importantly what marketing activity is not.
3. It helps us know if our marketing is effectively helping us reach our goals.

Next Steps

We recommend creating a funnel management process to track the work that is being done to get more clients. By tracking this appropriately, you will quickly be able to understand what marketing activities are producing results and what marketing activities are not. This is typically managed in a CRM.

In addition, this funnel process should flow through all of our marketing initiatives. Everything we proactively do should be aligned with moving an ideal prospect through the funnel process. Our recommendation is to engage with us to initiate an outbound strategy to connect with, educate and schedule meetings for the sales process. It's the most efficient way to reach your revenue goals for the year.

Trigger #2: Differentiation

In our second session, we also discussed what we believe makes us different. In other words, of all the choices for the problem(s) we solve, why would someone choose us over other choices they have to attend a public event, host a private event, or support another community amenity.

What became clear from our discussions is that because of our facility, we are uniquely **local, flexible and inclusive.** This ability allows us to provide events that are **simple, community focused, and in partnership** with the local business community.

What's important for us going forward is to make sure that our communications as well as our products, services and events must always align with this message.

As we discussed in our sessions, "different is better than better." Most often organizations want to talk about how they are better than other options. "Better" is a subjective trait and hard to market. The best approach is to explain how you are different and therefore attract those that feel that differentiation is important to them.

Also, the lowest common denominator of choice is price. When we talk about our differentiation, we can change the conversation and talk more about value and experience, which people are willing to pay more for.

Why Is This So Important?

When you can create a marketing message that focuses on the unique way you solve your ideal prospects' problems, your marketing efforts will be 10x more effective than if you don't. The reason is that effective marketing recognizes that prospects are already solving the problem one way — even if that way is ignoring the problem. You have to interest a prospect into seeing your way as different. This causes them to want to learn more.

Next Steps

Our recommendation is to develop a series of boilerplates. These are organization descriptions that highlight what we do, who we do it for, and the unique way we do it. We generally recommend 75, 150, and 300 word versions. We also need to create a simple statement that can be used on a website and a brochure that differentiates us. And lastly, we need to create an expanded version that highlights "why choose us" over all the other choices you have to solve your problem that would be published throughout our marketing materials.

In addition, it creates the consistent phrasing that we use in all of our marketing, sales and operational efforts. This builds the brand and creates awareness around the differentiation.

Trigger #3: Ideal Prospect

Often we recognize that we can help all types of people with all types of solutions, but when we market like that, we spread our message too wide and too thin to make a significant impact on anyone. The key is to be specific by marketing to your ideal prospect only, and with a focus on the specific problem they have that gets you the face to face meeting.

In our sessions, we identified 3 different audience types. Those who attend public events, those who host private events, and those who invest in community enhancing programs and services

It's important for us to document the characteristics of each of the prospective audiences so that all of our marketing materials speak to those who match those characteristics. It helps the writers and designers to picture those characteristics so as to make materials more aligned to who we are targeting.

On the next page is an example of what we need to do that matches our funnel steps. We should create this for each of the 3 audience types. It will help us to focus our messaging, making what we do more effective.

In this example, we are suggesting that a bride planning a wedding and looking for a venue is one of the audience types.

IDEAL PROSPECT

Example: Bride

Stage	State of Mind	Questions+ Concerns	Answer+Topics	Keywords	Content Forms	Content Distribution
Leads (Awareness)	I want the event to be how I've always dreamed but I'm unsure of what to do and how to do it. Cost is also a concern.	What do the spaces look like? How have you helped other brides with their event?	Flexible rooms. Various options. One stop shop. Facility coordinator included	Wedding venues costs	Photos Videos Infographics Informational Videos	**Paid:** Trade Shows / FB Instagram ads **Earned:** Referrals from other weddings **Owned**: Past public event attendees
Prospects (Consideration)	Can this venue meet all of my needs? Does the representative understand what I envision for my event?	Can I make this what I want it to be? Can I afford my dream wedding here?	Packages based on budget. Photos of past events.	Wedding venues near Sturgis	Competitor Comparative Matrix Blogs Case Studies Testimonials	**Paid:** Remarketing **Earned:** PR / Partner sites Reviews **Owned**: Social media channels
Opportunity (Decision)	Does the solution meet all my needs? Is it in a price point that equals the value I am receiving?	Did you listen and proposed all I said was important to me. Is there any risk I am not aware of?	Reference list	Competitor names	Success Path Money Back Guarantee	**Paid:** Remarketing **Earned:** PR / Partner sites Reviews **Owned**: Website

Why Is This So Important?

All of our marketing materials and communication becomes more effective if we have them focused to speak to a specific prospect with specific characteristics. If we know exactly who is the right fit, we can do a better job of expressing what we do and how we do it in a way that he / she would see it as the best solution available for them.

Next Steps

Part of our recommendations would be to create a persona for each of the three client types and provide a buyers journey diagram to outline the communication process at each stage. This provides everyone on the team the characteristics of the ideal prospect. It's important that no matter who is involved in the company, they have a picture in their head of the ideal prospect. This will help us be consistent with our communications across marketing, sales and operations.

Then, we use that target persona to validate all the communication work we do. This assures the consistency we want. This is part of our typical branding work we do for clients.

SUCCESS PATH 4

Trigger #4: Success Path

It is important that we give prospects the confidence that we have a program in place with a process to implement that assures they will have success with us. This often is marketing version of our current standard operating procedures in a more high-level way. We call this your success path for clients.

Marketing your success path for clients is a simple way to establish confidence and explain to the prospect what they will experience when working with you. It also further outlines how we will solve the problem.

As we've met together, you have shared aspects of your success path that you have implemented internally so we know it exists. The key this success is for our marketing team to help draw out the elements we know would be critical to explaining to a prospect.

Another type of success path that is very important in this scenario is what we call a success path for SYCA. In other words, what is the standard process we use to get ideal prospects to become ideal clients. For example, what is generally the first problem we solve for them? Then the second? And the third? Do we have our marketing tools aligned to this? Do we know how long it takes?

Why Is This So Important?

When you present a solution that a prospect has not seen before, then it gives them great confidence you can deliver on your promises when you present your success path along with it. In our case, we are offering a unique solution by focusing on local, flexible, and inclusive events. To simplify and explain, a diagram, graphic and / or description would be helpful to gaining confidence that this is a preferred and unique solution.

Next Steps

We recommend working with the operations team to create a marketing description of the operational processes. This can be in the form of charts, workflow diagrams and/or written. This would be used across various marketing channels as well as throughout the sales process.

We also recommend working with the sales team to create an "ideal prospect to ideal client" process. This would be used to know how the marketing and sales support tools are put together and in what order they are used.

Trigger #5: Products / Services

Often we are able to work with an organization and identify areas where products and services can be enhanced to either a.) differentiate them from their competition, b.) increase their revenue with their existing clients and/or c.) improve the service they provide.

Organizations that find ways to consistently do this effectively are the ones that attract new patrons consistently as well as keep the ones they have. We call this re-innovating and it is one of our specialties at FocalPoint.

We believe there is more than likely some tremendous opportunities to re-innovate what we are doing to solve more problems for clients in a better way — focusing on the problems we love to solve, that we are good at, and that we make the most money addressing. The key to doing this successfully is to create a model for how existing and future products and services are named.

Why Is This So Important?

When it comes to marketing, "different is better than better." It's a phrase that explains the problem when you try to convince a prospect that you are better. Better is a "subjective" term and hard to explain to someone who has never experienced your product/service. But if you can say something that makes you unique and solves the prospects issue, you will attract people who find value in that (because they can't get it elsewhere).

Next Steps

The best approach to this is by breaking down our products/services and building them back up. We can find simple holes that if filled would lead to a differentiation or new market-able item.

For example, what if we came up with "pre-designs" for our wedding venue? We could partner with a wedding planner and rental company and hire a photographer to shoot the different room concepts. This could simplify the process for the bride. All they need to choose is the "elegant" or the "simple" or the "rustic" or the "contemporary". This is just for explanation, but hopefully it helps you see what can be done to bring new ideas of differentiation to our products/services.

Trigger #6: Partnerships

This is an area of marketing that we find most people neglect and one that has the biggest impact on your success. As we like to say, we often find clients who feel they need to go out on their own and find the needle in the haystack. Instead, there are companies out there that have already collected all the needles for you. All you need to do is develop a relationships with them to share the effort.

Often there are companies that also target the exact same ideal prospect and do not compete with us. We must seek those out and develop a working partnership with them. It makes our marketing more affordable and more effective.

One important element of our partnerships is to use them strategically to further our brand identity as a local, flexible and inclusive solution for our community.

Why Is This So Important?

The important thing to remember is that we need to hit the goal and we need to do it as efficiently as we can. If we can develop a relationship with people who already have a relationship with our ideal prospects and influencers, it doesn't get more efficient than that.

Next Steps

The reason that one of our recommended audience types is local business is because they are the perfect partner for us. The reason is that if we can become their partner, we can leverage their relationship and reputation to get new clients. This is a great example of an effective and efficient partnership.

We need to quickly identify all of the local companies that we want to target with a marketing campaign to educate them on why they should choose us for a partnership.

Detailed Phase Two Plan

- Recommended Marketing Tools
- Budget Overview

"If I had asked my customers what they wanted, they would have said a faster horse."

- Henry Ford

Overall Branding / Messaging

An important aspect of what we need to address in Phase 2 is the lack of clarity in which we are telling our three target audience types why they should choose us over all other choices. In addition, we need to be able to distinguish differentiation between us and other event venues, explain our success path, and show what makes us different in the market.

We believe there is an opportunity to improve and clarify the message

This work would be applied to both the website as well as brochure and sponsorship presentation. In addition, it's important that there be a different message designed for each of the 3 audience types. They each will see their issues differently and what we do will need to speak to them in specifics, not in generalities.

In addition, our team feels a study of the logo for the center / auditorium is needed. We have inconsistencies in our branding that this will help to center for us.

Surveys

One of the activities that we felt important to initiate based on our discovery is surveys. Most of what we've been focused on it what we feel the community is looking for in regards to public events, private events, and sponsorship / partnership opportunities. What would be best is for them to inform us.

FocalPoint will initiate a series of surveys. To accomplish the results we want, it's important to create partnerships with companies that have relationships with the audience we need. For example, a bridal shop who has relationships with people who have just gotten married or are looking to get married would be a wonderful audience to survey about our facilities and what we can offer.

Seeking out these partnerships are important and knowing the questions to ask them are important as well.

Once the objective information is collected and interpreted, often a focus group is helpful to dig into the why more. FocalPoint has extensive experience in facilitating these events as well.

Website Enhancements

The website is an important component of the marketing strategy. It is the place we can draw people back to consistently across all of our lead generation efforts to learn more about SYCA as well as our services and events.

Currently, the website is lacking information and effectiveness.

Here are some of the important components that we feel must be present to be effective.

- **Sections for each target audience** - users will have a simple way to define which of the audience types they are on the home page. Then by selecting that audience type, the information presented will be specific to them (articles, case studies, language, etc)

- **Articles and Case Studies** - this is really the meat of the website. It will show our subject matter expertise to the users. As stated above, it would be most helpful broken into the audience types we are targeting.

- **A defined success path** - here we will help the user understand the steps we take to solve their problems. Understanding the decision process and how difficult it is to make these changes will be important.

Website Enhancements (cont'd)

- **Call to action** - it is common that many organizations like ours make the call to action "schedule a visit." Unfortunately, that is typically seen as a big commitment and a larger step than most are comfortable with. It is often more effective to offer multiple options to the user, such as "fill out this questionnaire to see if we could be a good fit," or "tell us where to email our latest client case study."

- **Information about the team** - another checkbox that is important to include is information about the team at SYCA. Often when companies do not include this information, it is seen as you are hiding something. A change for companies like what we are asking of them requires us to build trust from the start. We need to show them the expertise we have on staff.

- **Proper contact information options** - much like previous suggestions, it's important to remember that people will feel comfortable reaching out in different ways. We need to provide various options such as phone, email, contact form, or maybe even online chat.

Video

It's important to recognize that most of our audience types will not be proactively looking for a solution like what we provide, because they either do not know it exists, or understand its value above their current solution. So having effective tools for an outbound strategy becomes very important.

Focal Point would propose producing a 60 to 90 second 2D animated video to tell the story of SYCA, designed to illustrate the history of the facility as well as what the future holds. This may require 2 or 3 short videos we can push out via social media channels and being to educate the community and region on the history of SYCA as well as the exciting new future and how this will impact the community.

Sponsorship Packages / Presentation

When meeting with prospective sponsors or partners, it's often very helpful to have a presentation and leave behind available. People often feel that these tools can substantiate what they heard from you in the meeting / conversation, and provides them something they can take back and share with others in their company.

Our recommendation is a brochure that provides and overview about the organization and the ways we can help them achieve their goals when they help us achieve ours. In addition, the brochure would include a pocket in the back for additional materials that can be customized for the prospect and a place for the sales person to slide in a business card.

By including this pocket, it allows the team to make the leave behind more specific to the audience type.

Branded Case Study / Testimonials

We noticed that you have completed some very helpful case studies / reports. We believe these would be more effective if they were designed and branded to the organization. In addition, we would like to recommend one-page slicks to highlight important items like upcoming events or a specific private event offerings like wedding packages or business meeting options.

These are examples of materials that could effectively be put in the back of the brochure in the pocket or could be available on the website for download as a PDF.

The design should include a call to action and contact information as well.

We believe that there are about 3 different design styles that need to be created to handle all the various ways we need to provide this information. They would act as templates for future materials and create consistency in look and organization.

Social Accounts Setup

An important element of marketing is often to make sure you look like an expert and influencer in your space. Many see what you do online as a way to help define this expertise and influence. In addition, it's important that we control the way people see us online as well as the way they find us.

Emphasis on specific platforms will depend on each persona you are looking to create awareness with. But part of what FocalPoint can help you with in Phase 2 of our work is to set up your communication strategy for each platform used. This will allow someone on your internal team assist with communication which helps make it more genuine and relevant.

App

We think there is tremendous potential to create an app for the organization. Apps are great for communication, automation and information. They are the one way to get into everyone's pocket because everyone has their phone on them at all times.

Our ideas are to use the app for schedule of events, digital tickets as well as memberships and a map of nearby amenities (hotels, restaurants, entertainment, etc). Also, businesses can provide offers in the app to patrons that makes it even more valuable to the local patron.

Our goal would be to find a sponsor to help with the cost of the app in exchange for being featured as the major sponsor.

CRM System

It is our assumption that there are many contacts that could be beneficial to the business that are not being stored in a consistent location with tracking to know when communication is happening and where they are in the buyer's journey.

This would apply for both private events as well as corporate sponsorships.

Our recommendation would be to setup a CRM system (Hubspot) that can be what the team uses to consistently log their interactions. This will live on past individual employees and allow others to continue where the current staff leaves off.

Also, this will keep leads from falling through the cracks and minimizes the time between touch points because activities and reminders can be scheduled.

Conclusion

We are excited to have begun this journey with you. The many hours we have spent learning about you and your business shows us even more that you represent the kind of people and the kind of organization that we went into business to help.

As you begin this journey of growth, there will be many ups and downs along the way, and as senior leadership, it is easy to feel you are fighting the battles alone. That's why we make it our purpose to fight along side you, even sometimes jumping into the foxhole with you. We look to partner with all of our clients this way, and make our success directly connected to theirs.

Our goal is for you to find that in all our words and actions.

We would be honored to continue into Phase 2 with you and hope you give all of this plan your careful consideration.

Thanks again for your trust.

City of Sturgis
City Commission
Regular Meeting

Agenda Item 10D

Return to Agenda

Return to Agenda

City of Sturgis

ELECTRICAL ENGINEERING/ CONSULTING SERVICES

CTC Engineering, LLC

GLENN T. KEATES P.E.
4343 Concourse Dr., Suite 270
Ann Arbor, MI 48108
734/222-9951 (Telephone)
734/730-2855 (Mobile)
734/222-9957 (Facsimile)
glenn.keates@ctcengineering.com

May 12, 2023

CTC Engineering

CTC Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957

May 12, 2023

City of Sturgis - City Manager's Office
130 N. Nottawa Street
Sturgis, Michigan 49091

Subject: **Indefinite Delivery Electrical Engineering/ Consulting Services Proposal for the City of Sturgis CTC Engineering, LLC Proposal No. P27757.00**

To the City of Sturgis:

CTC Engineering, LLC is pleased to submit this proposal to provide you with Electrical Engineering/Consulting Services as described in the subject Request for Proposal. We feel that the team of professionals assembled will provide the City of Sturgis with quality and cost-effective services.

The CTC in CTC Engineering, LLC stands for "concept to commissioning". This phrase is the root of what we do. We will work on any and all phases of a project from the development of the initial concept to the final commissioning. We believe that being involved with a project beyond just its design, allows us to better serve our clients and provide elegant solutions to complex problems.

CTC prides itself on the personal relationships with our clients. These relationships, along with a "work with" attitude toward our clients make us uniquely qualified to serve the City of Sturgis. CTC has experience working with municipalities and local governments in Michigan. We have and continue to provide engineering services for the City of Chelsea, the Village of Newberry, Union City, Soaring Eagle Casino and Resort and Western Michigan University. As such, we understand the important balance of providing both dependable service and keeping project budgets low for the well-being of the communities being served.

Another aspect of CTC that clients depend on is our ability to respond quickly. We make ourselves available on a 24/7/365 basis. Many of our clients have critical systems that demand reliable service, not only from their processes but with their consultants as well. Located in Ann Arbor, Michigan, our office is a short 2-hour drive from the City of Sturgis, allowing us to be on site relatively quickly when needed.

We thank you for the opportunity to submit our qualifications to serve you and look forward to working with you. If you have any questions or need additional information as they relate to these qualifications, please do not hesitate to contact us.

Sincerely,

CTC ENGINEERING, LLC

GTK

Glenn T. Keates, P.E.
Chief Engineer

GTK/maf

Return to Agenda

City of Sturgis
Electrical Engineering/Consulting Proposal
CTC Engineering, LLC

TABLE OF CONTENTS

CTC Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957

PROFESSIONAL QUALIFICATIONS OF CTC ENGINEERING, LLC

CTC Engineering, LLC is a professional consulting firm providing electrical power engineering services to industrial, utility, municipal, health care, institutional and manufacturing sectors, with projects ranging from low voltage (<600 volts) to the 345kV. These projects have covered the design and implementation of generation, distribution, transmission, controls, metering, SCADA and protective relaying systems as well as the studies that make up such designs.

Engineering Design Services

CTC Engineering's design services comprise of electrical systems from low voltage to high voltage. Our hands-on expertise in all aspects of electrical engineering is a significant reason for CTC's success. Some of the major areas of power system we work on include the following:

Low Voltage Systems

We design low voltage distribution systems for a wide range of clients such as schools, hospitals, commercial buildings, and industries adhering to the National Electricity Code (NEC) and the local Utility code. We produce drawings for the designs which are typically used by contractors to submit to the Local Authority Having Jurisdiction for permitting purposes.

Substations

We design Medium and High Voltage Substations and provide on-site consultation with owners and contractors through the design, construction, and commissioning process. Our role includes determining substation capacity, conferring with the local utility company to verify that there is adequate sourcing available from them, conceptual design, preparing the pre-purchase package of major, long lead items, the construction package, the commissioning package, and the turn-over package.

Protective Relay Systems

We design new and retrofit older protective relay systems for our clients that include both electro-mechanical and microprocessor-based relays. With the advancement in protective relaying technology, we can incorporate protective automation control and communications between the relays and to a central location for monitoring in a secure manner.

Emergency/Standby & Parallel Generation

We design and develop backup power systems strategically placed in hospitals, airports, refineries – wherever the loss of the main source of power can cause catastrophic issues. Generators are built to our specifications and site acceptance testing is performed by CTC Engineers along with other controls to assure proper functionality. We also work with out clients to help them generate their own electrical power which can use for peak load shaving and/or demand response programs for creative income.

Cogeneration

CTC's broad skillset includes helping our clients develop cogenerative systems to use waste heat recovery from the generation system that can be efficiently used for heating and cooling.

Return to Agenda

Electrical Studies
CTC Engineering regularly provides engineering studies for our clients. Some of them include but are not limited to load flow studies, short circuit studies, protective device coordination studies, arc flash and shock hazard studies, substation ground grid studies, motor starting studies, power quality and harmonic studies, generation interconnection studies, NERC/FERC compliance studies, etc.

Investigations, Emergency Response and Troubleshooting
At CTC, we understand our clients' need for reliable power. When things go bad, our engineers respond 24/7/365. We can always be contacted anytime through mobile phones, and we will be on-site to help restore your system.

Project Management
Projects undertaken by CTC Engineering are managed by the individual engineers themselves working on the project so that the client directly contacts them. Larger projects may be broken down and shared among other engineers to provide quick turnaround. The projects are documented as they progress and throughout the life of the project and even beyond that. All the communications with our clients and the project documents are securely stored in a centralized server and backups are made periodically.

Training
With years of experience on our shoulders we value knowledge sharing. At the end of every project, along with the turnover package, we provide on-site training to our clients on their new or modified system. This will make the operations teams familiarize themselves with their system and make them aware of the potential electrical hazards in their system. With our short circuit/protective device coordination/arc flash and shock hazard studies, we offer training exclusively on safety to go over the report, how to read an arc flash label, the required PPEs and why they are required.

SOFTWARE CAPABILITIES

CTC Engineering, LLC currently holds licenses for the engineering software noted below. They are familiar with many other engineering software programs, including ArcGIS mapping. Any software program required by the City of Sturgis can be obtained by CTC Engineering.

- AutoCAD-2023® for drafting work.
- SKM Power Tools for Engineering Studies.
- SES-CDEGS® Autogrid Pro for ground grid design.

COMPANY HISTORY

Glenn Keates, P.E. started Dymax Engineering in 2005 as a division of Dymax Holdings, LCC, a testing company seeking to add electrical engineering services. A leading engineer at Cummins and Barnard, Inc., Glenn provided engineering support for Dymax's electrical testing and maintenance group, in addition to the professional engineering power consulting services to its clients. In 2014, Dymax Engineering became CTC Engineering, Inc., (CTC) and a division by Utilities Instrumentation Service (UIS) Corporation of Dexter, Michigan, a prominent testing agency. In March 2021, CTC

became a fully independent company owned by Sharon and Roger DeBelly and is currently operating as CTC Engineering, LLC.

While CTC's name may have changed, the core group of engineers has remained the same and continues to operate with the dedicated focus of satisfying the needs of our clients. We have also been retained by our clients throughout these management changes, some of whom we have been working with since the early 1990s.

PROJECT TEAM

CTC Engineering, LLC is a small power consulting firm located in Ann Arbor, Michigan. Our dedicated team has a combined professional experience of sixty-five years. As a small engineering firm, every client is valuable. Our dedicated staff make personal investments in every project. All the engineers at CTC are licensed Professional Engineers (P.E.) in Michigan as well as in several other states. The resumes of team members that would be key project personnel for the City of Sturgis projects have been attached.

CITY OF STURGIS

REQUEST FOR PROPOSAL

Professional Services for City of Sturgis

2023 Indefinite-Scope Indefinite-Delivery

ELECTRICAL ENGINEERING/CONSULTING SERVICES

Project: Electric Engineering/Consulting Services

Date: April 28, 2023

Bids of ___CTC Engineering, LLC_____ (Bidder), organized and existing under the laws of or a resident of the State of __Michigan_____, doing business as a corporation, a partnership or an individual (circle one).

To the City of Sturgis (City).
City will receive sealed Bids for Engineering Services for Electric at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday, May 15th, 2023, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "BID ENCLOSED –FUTURE ELECTRIC ENGINEERING/ CONSULTING SERVICES", and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.

Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis City Commission for consideration at its meeting on Wednesday, May 24th, 2023.

The City reserves the right to waive any irregularities and to reject any and all Bids. Bids will be subject to CITY OF STURGIS Purchasing Policy & Guidelines section 2.1

The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase Order, and to commence as specified or indicated beginning June 1st, 2023 and ending May 31st, of 2028.

This is a 5-year contract, Bidder must submit unit pricing for each year they plan to provide services (Attachment I-2-A.)

This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.

Electric Engineering Requirements: See below on requirements for the Electric Engineering Requirements. Please read the document carefully as Bidders will be expected to adhere to the requirements.

If Bidders have questions, please contact Mr. Chris McArthur, Electric Superintendent, at (269) 659-7298.

Instructions and Information - Billable Rate

Cost Proposal for the ISID Contract shall outline the billable rates for the Professional firm's individuals. Specific Cost Proposals for individual projects will be obtained at the time of individual project assignment and shall carefully interface with all phases/tasks of the work plan requested at that time.

If sub-Consultants are used for a particular assigned project, their fees shall be provided at that time. A mark-up (to cover the Professional firm's sub-Consultant administration) of the Consultants' fees or billing rates will be allowed; indicate the percentage of the mark-up within the tables.

Reimbursable Expenses: The City of Sturgis will reimburse the Professional for the actual cost of printing and reproduction of project deliverables such as reports. City of Sturgis will also reimburse for U.S. Mail regular shipping or postage. A mark-up of reimbursable expenses will be allowed; indicate the percentage of the mark-up within the tables.

All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, all computer time, and clerical/secretarial services (not project related), telephone services, miscellaneous travel, reproduction services for other than bid documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Professional's billing rates.

If the project is further than 100 miles one-way from the Professional firm's office, travel expenses to the project site at the establish rates by contract (current at time of assigned project) will be allowed as a reimbursable expense. Other travel expenses are not to be included.

Cost Review: Cost Proposals will be reviewed on billable rates and fee schedule. At the time that an individual project is assigned to a Professional under this contract, the City reserves the right to negotiate on the Total Fee proposed by the Professional.

Return to Agenda

Capital Project Management

The Consultant should expect to work with the City of Sturgis through the phases of the project, including executing multiple Purchase Orders to coincide with the process phases as well as the specific project phases, as applicable.

Project Engineering Drawing Standards

The City of Sturgis maintains drawings for many facilities over their entire lifecycle. It is, therefore, important for our engineering Consultants to follow City of Sturgis' Project Engineering drawing standards. Whenever feasible, the Consultant shall update an existing City of Sturgis drawing, maintaining the existing drawing number instead of creating a new drawing with a new drawing number.

GIS Requirements:

- Projected Coordinate System: NAD 1983 State Plane Michigan South FIPS 2113 Feet International*
- Projection: Lambert Conformal Conic
- Geographic Coordinate System: GCS North American 1983
- Format: File Geodatabase and/or Shapefile
- Tabular: Excel, CSV, dBase, and/or Text
- Current Software Versions: ArcGIS 10.8.2 and/or ArcGIS Pro 3.3
- Drawing formats from/to clients can be in PDF, JPG, TIF, PNG, or BMP

*This is the City of Sturgis' native coordinate system and as such data coming into the GIS would work seamlessly with what we are currently mapping, however, conversion allowances can be made.

CAD Requirements:

- Current Software Version: AutoCAD Map 2023 (but can accept and supply multiple versions)
- Format: Can accept and supply drawing files (dwg)
- Deliverables: Drawings to clients can be converted to either PDF and/or Shapefiles

Permitting and Plan Review

The Consultant is the Engineer of Record for this project and, as such, will be responsible for identifying and leading the effort for all required permits and plan reviews.

Cybersecurity Requirements

Any device that needs to connect to the City of Sturgis IT or OT network must be scanned by City of Sturgis's IT department before work. If the device connects to an outside network, it must be scanned again for each subsequent use. If a consultant or contractor requires access to the City of Sturgis network, a City of Sturgis account may need to be set up, which might include a background check. Consultant shall include these provisions in the contract documents.

Project Management Plan

The Consultant shall provide and maintain a Project Management Plan throughout the project. This plan shall incorporate City of Sturgis-specific processes as discussed within this RFP. The plan shall also include a master project schedule to be continuously updated and compared to the baseline throughout the project.

Contractor Conduct

The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall dress and act appropriately and professionally at all times. Offensive language, gestures, or actions while in this setting are not acceptable.

The Contractor's employees shall follow all applicable safety standards including operating all equipment in conformance with the manufacturer's operating instructions for each, and in compliance with OSHA and MIOSHA standards and requirements.

Precaution shall be exercised at all times for the protection of persons, (including employees) and property. The safety provisions of all applicable laws shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.

CITY OF STURGIS BACKGROUND INFORMATION

Electric System Configuration

The City of Sturgis is a municipally owned utility located in St. Joseph County, Michigan, and supplies electricity to the community and surrounding townships.

Electricity is generated at one hydro station with four generating units located on the St Joseph River north of Centerville, Michigan. The city also owns a 6 Mw reciprocating engine used for peak shaving and emergency generation. The city utility operates its distribution system at 4160v, 12,470v, and 25kV. The city is fed from the AEP 69kV transmission system with two feeds and owns its own 9-mile 69kV loop tying all of the substations together. The city owns five substations and has plans to expand one substation and build one other to support future load.

The City of Sturgis serves around 7,500 residential, business, and industrial electric customers and owns approximately 360 miles of overhead and underground power lines inside the city and surrounding areas.

Over the past 15 years, there have been many system improvements and there are many more to come. Starting in 1991, the city embarked on a distribution improvement plan that continues to this day. The goal is to convert the entire distribution system to 12,470 volts which will improve system performance, reduce losses, and require fewer substations. The city has constructed a nine (9) mile transmission loop. To fully utilize the system, we need to add circuit breakers to the substations and finish the voltage conversion to eliminate the Eastside and Central substations.

Automated Metering Infrastructure (AMI)

The City of Sturgis utilizes the Eaton Yukon AMI system to manage its meters. This system manages both the electric and water meters on a mesh system.

SCADA (Supervisory Control and Data Acquisition)

In 2020 a new Survalent SCADA system was installed. This new installation is taking the place of an obsolete one that formerly operated the hydro units. The new configuration is now operating the hydro units, water system, substation breakers and other equipment throughout the network. This system will allow us flexibility and bring reliability along with it by allowing the system to switch load during outage situations.

Return to Agenda

DESCRIPTION OF WORK

The City of Sturgis is seeking proposals for future Engineering Consulting Services work.

Proposals from this RFP will be evaluated based on qualifications, experience, willingness to work collaboratively, ability to respond to project issues, staffing, rates, contract terms, and other metrics as deemed appropriate by the City of Sturgis. The City of Sturgis may enter into one-year contracts renewable up to 5 years as it deems to be in its best interest. Contracts will document agreed upon Terms and Conditions for any potential work and does not guarantee that any work will be granted nor exclusivity working with vendors who have established contracts for Consulting Engineering Services. This Contract shall not restrict the City of Sturgis from acquiring similar, equal, or like goods and/or services from other entities or sources.

These contracts will be structured as follows:

- The Proposal shall provide sufficient detail of the previous experience, the number of employees available locally, and the experience.

The Consultant may be asked to provide a variety of Engineering Services, including but not limited to the following:

- Discipline Engineering services: Electrical, Controls, and Operation.
- Facility Projects: Electric Generation, Cogeneration
- Electric Distribution Projects
- Services: Engineering Studies, Geotechnical, Standards.
- Support Services: Project Management, Construction Management, Database Management, Clerical, Schedules, List of Milestones, Submittals, Bid Specifications, Bid Evaluation Services, Test Plans, Commissioning Plans, Plan Review, Permitting, etc.

All Consultants will be expected to work collaboratively as an extension of the City of Sturgis staff to provide the best system and/or design possible. The Consultant is responsible for using all applicable City of Sturgis standards as part of their designs. Existing drawings should be updated and revised whenever possible rather than creating new ones. City of Sturgis CAD and drawing standards shall be followed throughout all work.

The Bidders shall briefly introduce their firm and summarize its administration, organization, and staffing, including multiple offices, if applicable. Provide an organizational chart indicating the positions and names of the core management team which will undertake the assignments including evidence of personnel's expertise in their discipline and within the stated utilities. For example, the Consultant may provide evidence of an Electrical and Controls Engineer's expertise in electric generation and electric distribution. Describe the firm's experience in the last thirty-six (36 months) in performing consulting services of diverse sizes and scopes.

The Bidders shall provide a proposed fee schedule for the next Five years broken down in sufficient detail to allow the City of Sturgis to evaluate their Proposal. The proposed fee schedule should include travel with included fees and related expenses, along with software expenses and any other relevant miscellaneous costs.

Return to Agenda

Future projects include but are not limited to the following: Total System Study, Installation, and Design of Behind the Meter Generation, Updated Outage Management System, Continue with Voltage Upgrades, Expansion of Industrial Substation, Construction of Stateline Substation, Substation Relay and Metering Upgrades, Various New Customer Studies, and Distributed Energy Resource Integration.

INSURANCE REQUIREMENTS

The following insurance requirements must be met and maintained:

A. The Contractor shall file with City of Sturgis satisfactory certificates of insurance prior to commencement of construction. The form, content, and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to City of Sturgis (Best rating of A or better). Advance written notice will be given to City of Sturgis before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to City of Sturgis.

B. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to City of Sturgis. Failure to mail by the Insurer will not waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modification of the standard cancellation clause is acceptable.

C. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.

D. Each insurance policy shall have an Additional Insured endorsement naming City of Sturgis, its officers, agents, directors, and employees (including the Engineer.) The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.

E. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all contractors on site.

F. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Contractor shall remain with the Contractor until official acceptance of the work by City of Sturgis.

G. Insurance types and coverages:

1. Worker's Compensation and Employer's Liability. The Contractor shall secure and maintain in force Worker's Compensation and Employer's Liability insurance. This insurance shall protect the Contractor against all claims under applicable state Worker's Compensation laws. The Contract shall also be protected against claims for injury, disease (including occupational disease), or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law under a voluntary compensation endorsement. This policy shall include a "Broad Form All States" endorsement. The liability limits shall not be less than:

Worker's Compensation - Statutory – Michigan
Employer's Liability - $100,000 each accident
$500,000 disease – policy limit
$100,000 disease – each employee

Return to Agenda

2. Business Automobile Liability. The Contractor shall secure and maintain in force Business Automobile Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims for personal bodily injuries to members of the public and damage to property of others arising from the ownership or use of any motor vehicles. The liability limits shall not be less than:

Bodily Injury and $1,000,000 combined single limit

Property Damage (each occurrence)

Michigan Automobile Insurance

Reparation Benefits (No-Fault) Statutory Limits to Apply

3. Comprehensive General Liability. The Contractor shall secure and maintain in force Comprehensive General Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims arising from personal or bodily injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or subcontractors. This policy shall specifically include coverage for:

Personal injury liability, independent contractors, and broad form property damage, including completed operations, and explosion, collapse, and underground (XCU). The liability limits shall not be less than:

Personal Injury and $1,000,000 combined single limit Property Damage (each occurrence) and $1,000,000 aggregate.

4. Umbrella Liability Policy. This insurance shall protect Contractor and the named additional insureds against all claims in excess of the limits provided under their employers' liability, comprehensive automobile liability and comprehensive general liability policies. The liability limits of the umbrella liability policy shall not be less $2,000,000. The policy shall be an "occurrence" type policy.

Return to Agenda

SUBMITTED May 12th , 2023
Date*

By: CTC Engineering, LLC
Name of Bidder*

4343 Concourse Drive, Suite 270
Street*

Glenn T. Keates
Signature

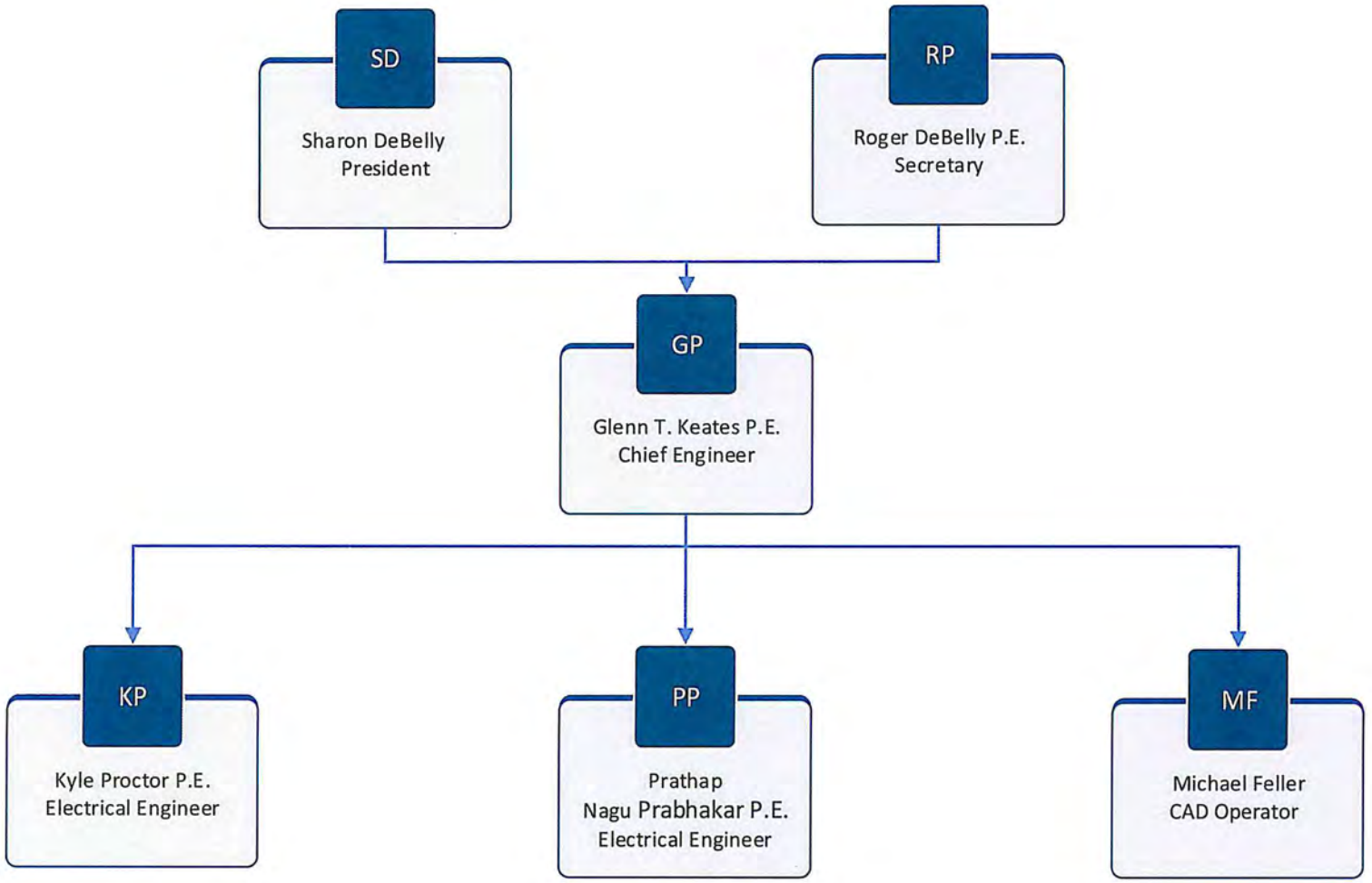
Ann Arbor, MI 48108
City, State, and Zip*

Glenn T. Keates P.E. - Chief Engineer
Name and Title of Signatory*

734-222-9951
Telephone Number*

*Typed or printed in ink.

CT Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957



CTC Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957

Headquartered in Ann Arbor, Michigan, CTC Engineering, LLC, represents over sixty-five years of combined professional engineering experience. Areas of proficiency consist of electrical design aspects of power generation, and transmission and distribution projects for industrial, institutional, utility, municipal, and power development clients. The CTC Engineering scope of projects encompasses high, medium and low voltage systems. Commissions undertaken by CTC Engineering include substations, roadway/pedestrian lighting, primary and secondary distribution, primary power, emergency generation, parallel and distributed generation, SCADA, control, protective relaying, load studies, short circuit calculations, arc flash studies, instrumentation and controls, cogeneration feasibility studies and design.

ENGINEERING CAPABILITIES

CTC Engineering, LLC maintains complete and comprehensive Windows-based analysis tools for the power engineering industry. CTC Engineering currently uses the *SKM Power Tools®* for Windows software for engineering studies, *Auto-Cad®* for drafting work, and the Dranetz-BMI *Dran-View®* and *Pronto®* program for power quality issues. We also have an up-to-date software library of the various relay and equipment manufacturers.

Through the years, CTC Engineering, LLC has collected an extensive library of past and existing technology to support installations where electro-mechanical devices are in use. Our technicians and engineers continue to support these devices along with modern micro-processor protection and communications.

CTC Engineering, LLC provides a unique service to other architectural and engineering firms, as well as to other testing agencies, in a collaborative but non-competitive and team building fashion. Where a staff does not support a full-time engineer, but where a need for a specialized type of service may be necessary, we are envisioned as an extension of their staff. CTC Engineering can bring diverse solutions to electrical problems, whether it be solving a technical problem, or working with the local utility. Working together we can get a safe and effective outcome for all parties.

Planning for the future is another service CTC Engineering, LLC provides. In this era of deregulation, there are a number of opportunities to reduce electric energy costs, and simultaneously improve reliability. Perhaps, on-site generation may be a method where we can achieve such a "win-win" situation. With system wide outages becoming an issue, site protection becomes increasingly important.

CTC Engineering, LLC stands ready to assist in all electrical engineering needs. Please do not hesitate to call us.

EXPERIENCE HIGHLIGHTS

Emergency Generation
Short Circuit Analysis
Protective Device Coordination
Load Flow Analysis
Project Management
NERC/FERC Compliance
SCADA Design and Implementation
Cogeneration Analysis and Design
Substation Design
Parallel Generation
Major Utility Projects
Campus Distribution Systems
Municipal Distribution Systems
Alternate Power Sources
Network Systems Analysis
Site Master Planning/Electric and Communications
Arc Flash Hazard Analysis
Reliability Studies
Power Factor Correction
Power Quality Survey
Harmonic Analysis
Troubleshooting
One-line and schematic updates

REPRESENTATIVE CLIENTS

Airport Facilities
College and University Campuses
Electric Cooperatives
Generation Plants/IPP's & IOU's
Health Care Facilities
Industrial Plants
Municipal/Public Power
Railroads
Electric Utilities

PROFESSIONAL AFFILIATIONS

National Society of Professional Engineers (NSPE)
Michigan Society of Professional Engineers (MSPE)
National Fire Protection Association (NFPA)
Institute of Electrical and Electronics Engineers (IEEE)
Michigan Municipal Electric Association (MMPA)

Return to Agenda

CT Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957

GLENN T. KEATES, P.E.
Chief Engineer

Over forty-four years of professional engineering experience involving electrical design aspects of power generation, transmission and distribution projects for industrial, institutional, power developer, utility and municipal clients. Projects encompass high, medium and low voltage systems; substations, primary and secondary distribution, primary power, emergency generation, parallel generation, protective relaying, load studies, short circuit calculations, device coordination, arc flash/shock hazard determination, instrumentation and controls; start up and commissioning; cogeneration feasibility studies and design; and fire alarm, security and communication systems as well as forensic studies. Currently serves as Chief Engineer, responsible for technical integrity of all electrical design projects.

PARTIAL REPRESENTATIVE PROJECTS

Detroit Metropolitan Wayne County Airport - Provided the electrical engineering for the utility negotiations and installation of a nominal 14.7MW Gas Turbine for the *NORTH* Power Plant. Provided the electrical engineering for the load shedding scheme for the Delta Airlines/McNamara Terminal and its associated facilities. As part of the overall project requirements, also provided the short circuit and device coordination studies for the Energy Center, Terminal and Pumping Stations.

Central Michigan University - Project Engineer for analysis to resolve problems associated with emergency and base loaded generation equipment tripping offline and returning consistent, reliable power to the campus.

Dearborn Industrial Generation, LLC - Conducted electrical and power analysis for this site. Providing the design and engineering services to upgrade and retrofit the electrical system and gas and steam turbines. Provided numerous protective relaying upgrades to their 230kV, 120kV and 13.8kV systems.

AKSteel/Dearborn Works – Provided the design and relay protection for the new PLTCM/HDGL, 230kV:32.5kV:13.8kV Substations #70/#75/#80/#85 and #90. Now serving as their electrical engineer for medium and high voltage systems.

Illinois Institute of Technology/Chicago Campus – Developed and implemented the replacement of the *SOUTH* Substation, with the replacement of a number of the feeder cables that were in danger of failing. Working with the local utility, developed and implemented a strategy for relaying while using the on-site generation. Now providing support for the *SmartGrid*® program for the renewal of the campus primary system.

Newberry Water & Light Board – Developed and implemented a brokered power agreement for this municipality to lower their bulk power costs. Completed the MISO registration and reporting for this utility as a load and generation node.

Plastic Omnium – Performed the electrical studies for certain of their plants and developed the maintenance program for the 120kV:13.8kV substation for their Huron site. As part of this work, discovered misapplied settings and a wiring issue with the transformer differential protection and corrected it.

Northern Michigan University – Developed the protection and settings for the wood fueled, paralleled generator and the associated medium voltage switchgear.

EXPERIENCE HIGHLIGHTS

Power Generation Design
Emergency Generation
Short Circuit Analysis
Protective Device Coordination
Load Flow Analysis
Arc Flash/Shock Studies
Cogeneration Analysis and Design
Substation Design
Parallel Generation
Major Utility Projects
Campus Distribution Systems
Municipal Distribution Systems

MAJOR CLIENTS

Western Michigan University
Illinois Institute of Technology
DTE/Energy Services
AKSteel Dearborn Works
Metro Energy, L.L.C.
Delta Airlines, Inc.

EDUCATION

BSEE - Michigan State University
Nuclear Physics - Eastern Michigan University

REGISTRATION

Professional Engineer – Registered in Michigan, Arizona, Connecticut, Indiana, Illinois, Ohio, Idaho, New York, Pennsylvania, Massachusetts

PROFESSIONAL ACTIVITIES

National Society of Professional Engineers
Michigan Society of Professional Engineers
National Fire Protection Association/ Electrical Section
Institute of Electrical and Electronics Engineers, Inc./Power Group

Return to Agenda

CT Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957

KYLE T. PROCTOR, P.E.
Lead Electrical Engineer

Over thirteen years of experience involving electrical design aspects of distribution and over current protection for industrial, utility, municipal and educational clients. Projects encompass low and medium voltage systems; secondary distribution, protective relaying, load, short circuit, device coordination, arc flash and shock hazard studies as well as instrumentation and control design. Heavily involved in computer aided design and CAD drawings production. Currently serves as a Lead Electrical Engineer.

REPRESENTATIVE PROJECTS

Detroit Metropolitan Wayne County Airport – Developed and designed power cable routing plans for a new 14MW Gas Turbine Generator.

Western Michigan University – Developed procedure for the removal of power factor correction unit and aided in the design of the new automatic power factor correction unit.

Cloverland Electrical Cooperative – Provided transmission design for 25kV overhead line rebuild.

Dearborn Industrial Generation – Provided protective device settings, cable sizing and routing for a new reverse osmosis water treatment building.

DTE – Provided short circuit device coordination and arc flash hazard analysis for the Ann Arbor Data Center.

Central Michigan University – Provided short circuit device coordination and arc flash hazard analysis for the CMU primary distribution system.

Soaring Eagle Casino/Saganing Indian Tribe – Provided power demand and load estimations for potential area upgrades, which include gaming facilities, hotel accommodations, commercial, residential and industrial use.

Shenango – Provided short circuit device coordination and arc flash hazard analysis for Shenango Coke Battery, based on self collected data.

Johnson Controls – Provided short circuit device coordination and arc flash hazard analysis for battery facility, based on self collected data.

EES Coke and Battery – Provided short circuit device coordination and arc flash hazard analysis for the EES Coke and Battery, based on self collected data.

Gerdau MacSteel – Provided short circuit device coordination and arc flash hazard analysis for the Gerdau MacSteel Heat Treat, based on self collected data.

The University of Michigan – Provided short circuit device coordination and arc flash hazard analysis for the University of Michigan Wrestling Center, West Stadium, Towsley Center.

St. Joseph Mercy Hospital – Provided short circuit device coordination and arc flash hazard analysis for St. Joseph Mercy Hospital.

Washtenaw County – Provided short circuit device coordination and arc flash hazard analysis for Washtenaw County District Court 3A.

EXPERIENCE HIGHLIGHTS

Arc Flash Analysis
Distribution Systems
Lighting Design
Protective Device Coordination
Power Factor Correction
Short Circuit Analysis
Relay/Transformer Testing
AutoCAD Design
Electrical System Coordination
Schematics/One-Line Diagrams
Power Transmission
EDSA/SKM Power Tools/ETAP

MAJOR CLIENTS

Detroit Metropolitan Wayne County Airport
Western Michigan University
Central Michigan University
Gerdau Macsteel
Dearborn Industrial Generation
Johnson Controls
City of Chelsea, Michigan
Blue Cross Blue Shield
EES Coke and Battery
The University of Michigan
AK Steel
Shenango
Soaring Eagle Casino

EDUCATION

BSEE - Michigan State University

REGISTRATION

Professional Engineer – Michigan

PROFESSIONAL ACTIVITIES

National Society of Professional Engineers
Michigan Society of Professional Engineers
Mathcounts

Return to Agenda

CTT Engineering
4343 Concourse Dr., Suite 270, Ann Arbor, MI 48108
Office (734) 222-9951
Fax (734) 222-9957

PRATHAP NAGU PRABHAKAR, P.E.

Lead Electrical Engineer

Over nine years of experience involving electrical design and analysis of distribution and protection for industrial and commercial clients; operation and maintenance experience of oil and gas-based power plants. Projects in design encompass low and medium voltage systems, secondary distribution, protective relaying, load flow analysis, short circuit analysis and device coordination, arc flash and shock hazard studies, power quality studies. Experience in O&M includes emergency generation, parallel generation, electrical overhaul and control and instrumentation. Actively involved in computer aided design and CAD drawings production. Currently serves as a Lead Electrical Engineer.

REPRESENTATIVE PROJECTS

Wärtsilä India Ltd. – Three years of extensive experience as Electrical Engineer in Operations and Maintenance of Oil and Gas based Wärtsilä-ABB engine-generator set. Managing shift operations with continuous and emergency generation in Island and parallel mode for Automotive, Industrial and Utility clients.

Detroit Metropolitan Wayne County Airport – Troubleshot the control wiring as a part of the throw-over scheme for a 400kW, 480V Caterpillar emergency gen-set which had the potential to fail and posed danger, load tested along with Michigan CAT service engineer.

DTE Dean Peakers – Protective Relay Design for replacing an existing Generator Protection Relay with Breaker Failure monitor in a peaker-generation plant.

Giga-Watt, Washington – Designed the Low Voltage Distribution System (277Y/480V) and analyzed grounding grid of the Medium Voltage Distribution Substation (115kV-13.8kV) for a datamining facility.

Lear Corporation/ Roth Electrical LLC – Designed and modelled the low voltage (120Y/208V) electrical system for a commercial building at Detroit downtown. Performed short circuit device coordination.

Detroit Regional Convention Facility Authority (DRFCA)/ COBO Hall/ TCF Center/ Huntington Place – Designed and commissioned an Automatic Throw Over (ATO) Scheme for a 4.8kV three-Mains and two-Tie system and currently designing a SCADA system.

Swissport/ Delta Airlines – Designed and commissioned a robust control system with emergency generation for a fuel farm that supplies Detroit Metropolitan Airport.

Ashley Capital LLC – Designed a 13.8kV Campus Overhead and Underground Distribution systems. Performed Line Tension and Sag Calculations, developed complete parts list for the project, performed over current coordination and relay settings. Designed an Auto-Throw over (ATO) Scheme with SEL relays for a Main-Tie-Main Substation.

123Net Headquarters – Designed the Medium Voltage Overhead System (40kV) extension and worked with DTE to reroute the electrical service to the new substation (40kV-13.8kV). CTC designed the substation, backup generation and relaying for this high security data center.

Binational Industrial R&D (BIRD) Grant – R&D in online power quality (PQ) measuring device with Ayyeka Technologies, Israel. Research on PQ market, existing devices, standards, implementing Artificial Intelligence (AI) tools and cloud computing to monetize PQ losses, predict energy consumption and optimize wireless data transmission. Developed SCADA HMI screens that acquire data over wireless with cyber security.

EXPERIENCE HIGHLIGHTS

Arc Flash Analysis
Distribution Systems
Protective Device Coordination
Short Circuit Analysis
Power Plants Operation and Maintenance
Emergency and Parallel Generation
Schematics/One-Line Diagrams
SKM Power Tools
EDSA/ Paladin Design Base
ETAP
CYME System Analysis (CYMDIST)
AutoCAD Design
SCADA

MAJOR CLIENTS

Detroit Metropolitan Wayne County Airport
Detroit Edison (DTE)
Giga-Watt
Ashley Capital
Verizon
University of Michigan

EDUCATION

MSEE – Michigan Technological University

REGISTRATION

Professional Engineer – Michigan

PROFESSIONAL ACTIVITIES

Mathcounts
NFPA

Return to Agenda

PROJECT:

NEW 7.5MVA, 138kV:13.8kV SAGANING SUBSTATION & UNDERGROUND LOOP DESIGN AND COMMISSIONING

Saginaw Chippewa Indian Tribe

The Saginaw Chippewa Indian Tribe of Michigan (SCIT) owns and operates the Saganing Community & Eagles Landing Casino in Standish, Michigan. As the casino and surrounding areas developed, the SCIT desired to reduce their energy costs, improve the electric reliability, and provide a better means to develop the surrounding community. SCIT engaged CTC Engineering, LCC. to provide the design of a transmission class substation and underground service loops for their Eagles Landing Casino, hotel and surrounding community. This substation allowed the tribe to form the SCIT Tribal Electric Authority, providing low-cost power for those within the Tribe's Trust and Land boundaries.

The ultimate substation design included a 138kV tap from an ITC transmission line to feed a 7.5 MVA transformer. Transformer protection is provided through a 145kV, SF_6 circuit switcher and by Schweitzer Engineering Laboratories relaying. A 1200A, 13.8kV switchgear distributes power to four (4) underground primary loops and fiber communications. The substation and switchgear was designed with provisions for an additional 7.5MVA transformer and future on site generation.

CTC Engineering, LLC provided a complete concept to commissioning project for the Saganing Substation. This was started with initial review and investigation into the feasibility of a transmission class substation. We then took the project into the conceptual design phase and determined the required electrical site capacity, site location, proposed plan layouts and one-lines, and initiated conversations with ITC. CTC then developed the design drawings and construction package for bidding, as well as assisted in negotiations with the ITC/Consumers utilities. During construction, CTC oversaw the build progress ensuring the substation was built to appropriate standards. Finally, CTC oversaw the commissioning of the substation and underground loops, including third-party testing, protective device settings and training.

Project Details:
Year Completed: 2020
Project Location: Standish, Michigan
Voltages: 138 kV, 13.8 kV
CTC Engineering Tasks: Feasibility Study, Load Studies, Substation Design, Substation Commissioning, Protective Relaying, Primary Underground Distribution.
Client Reference:
Steven Jablonski, Director of Facilities

CTC Engineering

Return to Agenda

PROJECT:

UNION CITY SUBSTATION ELECTRICAL UPGRADE DESIGN AND COMMISSIONING

Village of Union City, Michigan

As a result of a proposed industrial farming facility, Union City determined that it did not have the available capacity at their existing 5MVA substation to supply its growing needs. CTC Engineering, LLC. was brought on to upgrade the existing substation to meet this need. In addition, the existing distribution switchgear was in dire need of replacement, as the protection could not be depended on.

The Union City electrical upgrade project included a new 46kV/41.6kV, 12.5MVA transformer, replacement of the existing 3-phase voltage regulator with three (3) single phase voltage regulators, a new 15kV switchgear with solid-state protective relays, an upgrade to the primary overhead distribution system, and a remote SCADA connection. As this substation provided power to the entire village, generators were used over a three-day period to provide power while the transformer and voltage regulators were being replaced.

CTC Engineering, LLC provided a complete concept to commissioning project for the Village Union City Substation. Starting with initial conceptual design to determine the upgraded electrical site capacity, proposed plan layouts, one-lines, and coordination of the temporary generator. CTC then developed the design drawings and construction package for bidding. During construction, the existing switchgear that was to be replaced experienced a critical failure. CTC was on site within a couple of hours and worked with the village and overhead contractor to connect an emergency bypass, restoring power to the village within 12 hours. Finally, CTC oversaw the commissioning of the substation and switchgear, including third-party testing, protective device settings and training of the municipal employees.

Project Details:
Year Completed: 2021
Project Location: Union City, Michigan
Voltages: 46 kV, 4.16 kV
CTC Engineering Tasks: Substation Upgrade, Switchgear Design, Overhead Distribution Design, Protective Relaying, Emergency Response, SCADA.
Client References:
Chris Mathis, Village Manager

CTC Engineering

Return to Agenda

CLIENT:

WESTERN MICHIGAN UNIVERSITY

Kalamazoo, Michigan

Western Michigan University is a public University located in Kalamazoo, Michigan with a student population of over 16,000 students and faculty. Their Robert Beam Power Plant uses natural gas and heat recovery steam generators to produce over 10MW of electricity. This electricity is distributed throughout the campus via a 13.8kV and 2.4kV distribution system. The engineers at CTC Engineering, LLC have been providing ongoing engineering services for the university's power plant since the early 1990's. A small sample of these projects are:

15kV Recloser Replacement

Provided engineering services to replace a failing recloser at the *BRONCO* Substation. This 138 kV:13.8kV substation provides power to the Paper Pilot Plant, Engineering and Applied Sciences Building, and Energy Resource Center via two 13.8kV feeders. CTC then specified the replacement recloser and provided installation drawings and protective settings. CTC subsequently commissioned and performed functional testing of the recloser with a third-party testing agency.

Emergency Transformer Failure

When the *BRONCO* Substation was hit by lightning, power was lost to the WMU Technology Park. Working with used equipment, CTC designed a temporary substation to provide power to the Park until the replacement transformer could be installed.

Solar Plant

CTC provided the CMS Interconnect Application and relay settings for its initiation into solar energy. This solar farm was the first one that was installed on the University site and has expanded to many more such farms in various locations on the campus.

Energy Resource Center Electrical Safety Studies

Provided short circuit, protective device coordination and arc flash studies for the Energy Resource Center. Electrical safety training on arc flash hazards, personal protective equipment use, and lock-out tag-out procedures was also provided to employees. The Energy Resource Center provides steam, electricity and chilled water to the Paper Pilot Plant and Engineering and Applied Sciences Building.

Project Location: Kalamazoo, Michigan
Voltages: 46kV, 13.8kV, 2.4kV, 480V
CTC Engineering Tasks: Emergency Support, On-going engineering support, Generator Interconnection, Electrical System Studies.
Client References: Mr. George H. Jarvis P.E., Director

CTC Engineering

Return to Agenda

CLIENT:

DETROIT METROPOLITAN WAYNE COUNTRY (DTW) AIRPORT

Wayne County Airport Authority, DTE Energy Services, DTE Energy and Delta Air Lines, Inc.

The staff at CTC Engineering, LLC have a long history with the Detroit Metropolitan Wayne County Airport. Some of these projects that they have been involved with include:

The Midfield Energy Center

This project was conceived in 1998 as an expansion to the DTW airport supports the Edward H. McNamara Terminal Building, Pump Stations #10, #11, and #12, the Midfield Parking Ramps, the GSE and Triturator Buildings. This project consists of two (2), 120kV:13.8kV, 37.5MVA transformers in *ROGELL* substation with 17MW of standby power by three reciprocating engine generators in the Energy Center capable of operating in parallel to the utility. This project was the first introduction to DTW and was made through Duquesne Power & Light, Pittsburgh, Pennsylvania. The project was completed on time and on budget. CTC developed the periodic maintenance protocols for the Energy Center at the request of the Wayne County Airport Authority.

Load Shed Scheme

In order to add the Terminal onto the Energy Center standby generators, a PLC load shed scheme was developed to drop out the Ground Power Units and the Auxiliary Power Units to the parked aircraft. This system is tested on an annual basis to prove the reliability of the system.

***ROGELL* Substations/*NORTH* Substation Connection**

CTC developed and is now executing the 13.8kV *ROGELL* and *NORTH* substations connection so that the *NORTH* substation would be fed from a 120kV system. CTC also developed the relaying connection.

NORTH Power Plant Gas Turbine Project:

CTC designed the gas turbine generator installation for the North Power Plant. This gas turbine generator acts as the emergency source to the North Terminal (now, Evans Terminal). This gas turbine is now being incorporated into the *ROGELL/NORTH* substation intertie which would operate in parallel to the existing three gas-engines in the Energy Center.

Westin Hotel/Low Voltage and Medium Voltage Electrical Modifications

In this project, the lower levels of the hotel could not be used due to vibrations and noise being generated by the substation transformers in the basement. The system was redesigned so that only the penthouse transformer would be needed, vibration isolators were installed, and the basement transformer was de-energized. The existing emergency generator was reworked so that it now supports the entire hotel in a closed transition manner.

Flight Kitchen Upgrades

A number of electrical upgrades have been made to the Flight Kitchen to accommodate their additional equipment installations. Forensic analysis of an electrical fire incident was also conducted by CTC for this facility.

CTC Engineering

Return to Agenda

CLIENT:

DETROIT METROPOLITAN WAYNE COUNTRY (DTW) AIRPORT

Wayne County Airport Authority, DTE Energy Services, DTE Energy and Delta Air Lines, Inc.

DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY

Signature Air/Standby Generation Addition

CTC developed the emergency generator system and commissioned along with the throwover scheme for the Signature Air hanger. This hanger is used for private jets, dignitaries, and athletic teams.

Pump Station Throw-over Scheme

CTC developed and commissioned the Pump Station Automatic Throw-over Schemes. These 900HP pumps are critical in nature as they protect the airport from storm water flooding.

Swissport Fuel Farm Emergency Power

The fuel farm supplies fuel to the entire airport and is a critical facility. The fuel farm contains an emergency generation system but the PLCs controlling the throwover scheme started to fail. CTC modified and commissioned the throw-over scheme by removing the PLCs and by using existing relays, all when the fuel farm was operational. In addition to that, a Basler Synch-Check relay was added to the scheme for a close transition throw-over thereby decreasing outage window.

Project Details:

Project Location: Romulus, Michigan
Voltages: 120kV, 40kV, 13.8kV, 4.8kV, 480V
CTC Engineering Tasks: On-going Engineering Support, Substation Design, Commissioning, Protective Relaying, Emergency, Parallel and Cogeneration, Forensic Analysis, Subject Matter Expert (SME).
Client References:
Kelly Tally, Director – Inventory Management, **Wayne County Airport Authority**
John Philbrook, Director – Power Systems, **Wayne County Airport Authority**
Anthony Hobbs, Plant Manager, **Metro Energy, LLC**
John Azzaro, Regional Manager- Facilities, **Delta Air Lines, Inc.**

CTC Engineering

Return to Agenda

CLIENT:

INDUSTRIAL SUBSTATION UPGRADE

Chelsea Power & Light, Chelsea, Michigan

The City of Chelsea is a municipally owned utility. CTC Engineering provides full Electrical Engineering/Consulting Services to the City of Chelsea exactly like what the City of Sturgis is looking for. Fed from the 46kV Consumers Energy sub-transmission system, the city owns and operates its three substations and its distribution system at 13.8kV. The city also owns two 1,135kW and one 1,250kW reciprocating engine generators for emergency and peak load shaving purposes. CTC Engineering and Chelsea Power & Light have a long history involving improvements such as Substation Design, Distribution System upgrades including addition of Reclosers, Automated Metering Infrastructures (AMI), SCADA design, Rate Study, Protective Device Coordination and Relay Settings, etc.

The *INDUSTRIAL* Substation was originally designed and commissioned by our Chief Engineer, Glenn Keates, P.E., when he was working with Cummins and Barnard. The substation is fed from a 46 kV overhead line by Consumers Energy, has a 10/12.5MVA transformer that steps the voltage to a 13.8kV system. The substation has overhead reclosers serving residential and industrial customers with one of them tied to the three on-site generation. In 2016, the city of Chelsea sought professional services and were able to retain Glenn now with CTC Engineering. After over 20 years of its service, the *INDUSTRIAL* Substation now requires expansion and upgrades.

Acting as an owner's engineer, CTC Engineering is fully involved in the substation upgrades which includes feasibility studies, coordination with the utility, physical design, equipment specification, protection and control engineering, relay settings, testing and commissioning support. The substation transformer is being replaced with a higher capacity of 22.4MVA, the existing voltage regulators are being replaced, and are also adding two more 600A overhead reclosers. As a part of this project the existing protective relaying is also being upgraded. We have completed the feasibility studies, negotiations with the utility, and the conceptual design phase. We then completed the detailed design drawings, construction package for bidding, and are currently in the equipment specification and submittal review process. We are also providing support to the client in the procurement of long-lead nature items such as the transformer. From this point forward, we will then perform the relay settings, oversee construction, and provide support during third-party testing and commissioning.

In addition to this upgrade, the city also has several other plans to add a solar farm, provide interconnection to residential rooftop solar generation, implement a central SCADA system for the substation and the electrical distribution system, and much more. CTC Engineering will continue providing the consulting services as before to all the above future projects.

Project Details:

Year Completed: In Progress

Project Location: Chelsea, Michigan

Voltages: 46kV, 13.8kV

CTC Engineering Tasks: On-going Engineering Support, Feasibility Study, Load Studies, Substation Design, Protective Relaying, Substation Commissioning.

Client References:

Chuck Stevens, Electrical Operations Supervisor, **Chelsea Power & Light**

CTC Engineering

Return to Agenda

CLIENT:

VILLAGE OF NEWBERRY

Newberry, Michigan

The Village of Newberry is located in Michigan's Upper Peninsula and is home to just over 1500 people. Approximately 20% of the Newberry population has income below the poverty line. With a primary focus of facilitating low-cost power for this community, CTC Engineering, LLC personnel has been providing ongoing engineering services on an "as needed" basis for the village since 1997. Power is distributed via a 69kV:13.2kV, 10MVA substation. A small sample of these projects are as follows:

Rate Studies

CTC Engineering regularly provides a review and analysis of the electric rates for the Newberry Water & Light Board. As a municipal entity in the State of Michigan, the Board is unregulated with respect to the rates they may charge. Our analysis continues to help ensure they balance providing low-cost electricity for the citizens of the community and while at the same time generating additional revenue. These rate studies have directly led to the change to purchase energy from the bulk energy market.

Brokered Power Agreement

In an endeavor to keep electric rates as low as possible, CTC Engineering, LLC. facilitated the termination of their contact with the local electric cooperative and entered into an agreement with the Consumers Energy Company/Enterprises group ("CMS") for energy and demand. To facilitate the power interchange, the village contracted with the Midcontinent Independent System operators, Inc. ("MISO") for transmission rights from the CMS Dearborn Industrial Generation facility to the Newberry Substation. This change allowed a 20-40% reduction of the electric rates and provides a positive cash flow for the Newberry Water & Light Board.

2.4kV to 13.2kV Overhead Conversion

Provided engineering design and support for the conversion of an existing 2.4kV ungrounded system to a 13.2kV grounded system. This upgrade allowed the village to correct the voltage issues plaguing their distributions system, permitting future industrial expansion in the service area. CTC provided engineering design, commissioning, coordination of the outages as well as contractor bid reviews and project oversight.

69kV Overhead Rebuilds

Provided engineering design and support for the Newberry Substation 69kV incoming line rebuild. The new 69kV greatly improved the reliability of the electric service to the substation. CTC provided engineering design, commissioning, as well as contractor bid reviews and project oversight.

Project Location: Newberry, Michigan
Voltages: 69kV, 13.2kV
CTC Engineering Tasks: Emergency support, on-going engineering support, rate studies, brokered power, bid proposal reviews.
Client Reference: Dan Kucinskas, Water & Light Superintendent

CTC Engineering

Return to Agenda

I-2-A. POSITION, CLASSIFICATION AND EMPLOYEE BILLING RATE INFORMATION

2023 Indefinite-Scope Indefinite-Delivery - Request for Proposal

Electrical Engineering/Consulting Services

Firm Name

CTC Engineering, LLC

Yearly Hourly Billing Rate Increase

~3.5%

Employee(s) Name	Position/Classification	Year 1	Year 2	Year 3	Year 4	Year 5
Sharon Debelly	President	$70.00	$72.50	$76.00	$78.00	$81.00
Glenn T. Keates P.E.	Chief Engineer**	$220.00	$228.00	$235.00	$242.00	$250.00
Kyle T. Proctor P.E.	Staff Engineer**	$175.00	$181.00	$187.00	$194.00	$200.00
Prathap Nagu Prabhakar P.E.	Staff Engineer**	$175.00	$181.00	$187.00	$194.00	$200.00
Michael Feller	CAD	$115.00	$119.00	$123.00	$132.00	$136.00
Subcontractor	Markup	10%	10%	10%	10%	10%
Material	Markup	10%	10%	10%	10%	10%
Software	Markup	10%	10%	10%	10%	10%
Mileage	IRS Rate					

** Key Project Personnel

CTCENGI-01 AMCMANN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Stapleton Insurance & Risk Mgt P. O. Box 1118 Sylvania, OH 43560-0118	PHONE (A/C, No, Ext): (419) 720-6446	FAX (A/C, No): (419) 882-3911
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Auto-owners Insurance Co.	18988
INSURER B : AccidentFund Ins.Co.OfMichigan	10166
INSURER C : CNA Insurance Companies	20443
INSURER D : Philadelphia Insurance Company	23850
INSURER E :	
INSURER F :	

INSURED
CTC Engineering, Inc.
4343 Concourse Drive
Suite 270
Ann Arbor, MI 48108

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY							
	[ ] CLAIMS-MADE [X] OCCUR			05283300	3/17/2023	3/17/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:						HIRED NON OWNED	$ 1,000,000
A	AUTOMOBILE LIABILITY							
	[ ] ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS			05283300	3/17/2023	3/17/2024	BODILY INJURY (Per person)	$
	[X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	[X] UMBRELLA LIAB [X] OCCUR							
	[ ] EXCESS LIAB [ ] CLAIMS-MADE			53283300	3/17/2023	3/17/2024	EACH OCCURRENCE	$ 7,000,000
	[ ] DED [X] RETENTION $ 10,000						AGGREGATE	$
							Aggregate	$ 7,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						[X] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) Y / N [ ]	N / A		WCP 100015337	3/17/2023	3/17/2024	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
C	Professional Liabili			AEH591947979	3/17/2023	3/17/2024	Professional	4,000,000
D	Crime			PHSD1730295	8/6/2022	8/6/2023	Client Coverage	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
$1,000,000 Employee Theft and Client Coverage $2,500 Deductible
$1,000,000 ERISA Fidelity

City of Sturgis, its officers, agents, directors, and employees(including the Engineer) are named as additional insured with respects to general and auto liability. Waiver of Subrogation applies. 30 Day Notice of Cancellation also applies.

CERTIFICATE HOLDER

City of Sturgis
130 N Nottawa Street
Warren, MI 48091

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Andrea McMann

CITY OF STURGIS

REQUEST FOR PROPOSAL

Professional Services for City of Sturgis

2023 Indefinite-Scope Indefinite-Delivery

ELECTRICAL ENGINEERING/CONSULTING SERVICES

Project: Electric Engineering/Consulting Services

Date: April 28, 2023

Bids of GRP Engineering, Inc. (Bidder), organized and existing under the laws of or a resident of the State of Michigan, doing business as a (corporation) a partnership or an individual (circle one).

To the City of Sturgis (City).
City will receive sealed Bids for Engineering Services for Electric at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday, May 15th, 2023, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "BID ENCLOSED –FUTURE ELECTRIC ENGINEERING/ CONSULTING SERVICES", and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.

Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis City Commission for consideration at its meeting on Wednesday, May 24th, 2023.

The City reserves the right to waive any irregularities and to reject any and all Bids. Bids will be subject to CITY OF STURGIS Purchasing Policy & Guidelines section 2.1

The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase Order, and to commence as specified or indicated beginning June 1st, 2023 and ending May 31st, of 2028.

This is a 5-year contract, Bidder must submit unit pricing for each year they plan to provide services (Attachment I-2-A.)

This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.

Electric Engineering Requirements: See below on requirements for the Electric Engineering Requirements. Please read the document carefully as Bidders will be expected to adhere to the requirements.

If Bidders have questions, please contact Mr. Chris McArthur, Electric Superintendent, at (269) 659-7298.

Instructions and Information - Billable Rate

Cost Proposal for the ISID Contract shall outline the billable rates for the Professional firm's individuals. Specific Cost Proposals for individual projects will be obtained at the time of individual project assignment and shall carefully interface with all phases/tasks of the work plan requested at that time.

If sub-Consultants are used for a particular assigned project, their fees shall be provided at that time. A mark-up (to cover the Professional firm's sub-Consultant administration) of the Consultants' fees or billing rates will be allowed; indicate the percentage of the mark-up within the tables.

Reimbursable Expenses: The City of Sturgis will reimburse the Professional for the actual cost of printing and reproduction of project deliverables such as reports. City of Sturgis will also reimburse for U.S. Mail regular shipping or postage. A mark-up of reimbursable expenses will be allowed; indicate the percentage of the mark-up within the tables.

All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, all computer time, and clerical/secretarial services (not project related), telephone services, miscellaneous travel, reproduction services for other than bid documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Professional's billing rates.

If the project is further than 100 miles one-way from the Professional firm's office, travel expenses to the project site at the establish rates by contract (current at time of assigned project) will be allowed as a reimbursable expense. Other travel expenses are not to be included.

Cost Review: Cost Proposals will be reviewed on billable rates and fee schedule. At the time that an individual project is assigned to a Professional under this contract, the City reserves the right to negotiate on the Total Fee proposed by the Professional.

Return to Agenda

Capital Project Management

The Consultant should expect to work with the City of Sturgis through the phases of the project, including executing multiple Purchase Orders to coincide with the process phases as well as the specific project phases, as applicable.

Project Engineering Drawing Standards

The City of Sturgis maintains drawings for many facilities over their entire lifecycle. It is, therefore, important for our engineering Consultants to follow City of Sturgis' Project Engineering drawing standards. Whenever feasible, the Consultant shall update an existing City of Sturgis drawing, maintaining the existing drawing number instead of creating a new drawing with a new drawing number.

GIS Requirements:

- Projected Coordinate System: NAD 1983 State Plane Michigan South FIPS 2113 Feet International*
- Projection: Lambert Conformal Conic
- Geographic Coordinate System: GCS North American 1983
- Format: File Geodatabase and/or Shapefile
- Tabular: Excel, CSV, dBase, and/or Text
- Current Software Versions: ArcGIS 10.8.2 and/or ArcGIS Pro 3.3
- Drawing formats from/to clients can be in PDF, JPG, TIF, PNG, or BMP

*This is the City of Sturgis' native coordinate system and as such data coming into the GIS would work seamlessly with what we are currently mapping, however, conversion allowances can be made.

CAD Requirements:

- Current Software Version: AutoCAD Map 2023 (but can accept and supply multiple versions)
- Format: Can accept and supply drawing files (dwg)
- Deliverables: Drawings to clients can be converted to either PDF and/or Shapefiles

Permitting and Plan Review

The Consultant is the Engineer of Record for this project and, as such, will be responsible for identifying and leading the effort for all required permits and plan reviews.

Cybersecurity Requirements

Any device that needs to connect to the City of Sturgis IT or OT network must be scanned by City of Sturgis's IT department before work. If the device connects to an outside network, it must be scanned again for each subsequent use. If a consultant or contractor requires access to the City of Sturgis network, a City of Sturgis account may need to be set up, which might include a background check. Consultant shall include these provisions in the contract documents.

Project Management Plan

The Consultant shall provide and maintain a Project Management Plan throughout the project. This plan shall incorporate City of Sturgis-specific processes as discussed within this RFP. The plan shall also include a master project schedule to be continuously updated and compared to the baseline throughout the project.

Return to Agenda

Contractor Conduct

The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall dress and act appropriately and professionally at all times. Offensive language, gestures, or actions while in this setting are not acceptable.

The Contractor's employees shall follow all applicable safety standards including operating all equipment in conformance with the manufacturer's operating instructions for each, and in compliance with OSHA and MIOSHA standards and requirements.

Precaution shall be exercised at all times for the protection of persons, (including employees) and property. The safety provisions of all applicable laws shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.

CITY OF STURGIS BACKGROUND INFORMATION

Electric System Configuration

The City of Sturgis is a municipally owned utility located in St. Joseph County, Michigan, and supplies electricity to the community and surrounding townships.

Electricity is generated at one hydro station with four generating units located on the St Joseph River north of Centerville, Michigan. The city also owns a 6 Mw reciprocating engine used for peak shaving and emergency generation. The city utility operates its distribution system at 4160v, 12,470v, and 25kV. The city is fed from the AEP 69kV transmission system with two feeds and owns its own 9-mile 69kV loop tying all of the substations together. The city owns five substations and has plans to expand one substation and build one other to support future load.

The City of Sturgis serves around 7,500 residential, business, and industrial electric customers and owns approximately 360 miles of overhead and underground power lines inside the city and surrounding areas.

Over the past 15 years, there have been many system improvements and there are many more to come. Starting in 1991, the city embarked on a distribution improvement plan that continues to this day. The goal is to convert the entire distribution system to 12,470 volts which will improve system performance, reduce losses, and require fewer substations. The city has constructed a nine (9) mile transmission loop. To fully utilize the system, we need to add circuit breakers to the substations and finish the voltage conversion to eliminate the Eastside and Central substations.

Automated Metering Infrastructure (AMI)

The City of Sturgis utilizes the Eaton Yukon AMI system to manage its meters. This system manages both the electric and water meters on a mesh system.

SCADA (Supervisory Control and Data Acquisition)

In 2020 a new Survalent SCADA system was installed. This new installation is taking the place of an obsolete one that formerly operated the hydro units. The new configuration is now operating the hydro units, water system, substation breakers and other equipment throughout the network. This system will allow us flexibility and bring reliability along with it by allowing the system to switch load during outage situations.

Return to Agenda

DESCRIPTION OF WORK

The City of Sturgis is seeking proposals for future Engineering Consulting Services work.

Proposals from this RFP will be evaluated based on qualifications, experience, willingness to work collaboratively, ability to respond to project issues, staffing, rates, contract terms, and other metrics as deemed appropriate by the City of Sturgis. The City of Sturgis may enter into one-year contracts renewable up to 5 years as it deems to be in its best interest. Contracts will document agreed upon Terms and Conditions for any potential work and does not guarantee that any work will be granted nor exclusivity working with vendors who have established contracts for Consulting Engineering Services. This Contract shall not restrict the City of Sturgis from acquiring similar, equal, or like goods and/or services from other entities or sources.

These contracts will be structured as follows:

- The Proposal shall provide sufficient detail of the previous experience, the number of employees available locally, and the experience.

The Consultant may be asked to provide a variety of Engineering Services, including but not limited to the following:

- Discipline Engineering services: Electrical, Controls, and Operation.
- Facility Projects: Electric Generation, Cogeneration
- Electric Distribution Projects
- Services: Engineering Studies, Geotechnical, Standards.
- Support Services: Project Management, Construction Management, Database Management, Clerical, Schedules, List of Milestones, Submittals, Bid Specifications, Bid Evaluation Services, Test Plans, Commissioning Plans, Plan Review, Permitting, etc.

All Consultants will be expected to work collaboratively as an extension of the City of Sturgis staff to provide the best system and/or design possible. The Consultant is responsible for using all applicable City of Sturgis standards as part of their designs. Existing drawings should be updated and revised whenever possible rather than creating new ones. City of Sturgis CAD and drawing standards shall be followed throughout all work.

The Bidders shall briefly introduce their firm and summarize its administration, organization, and staffing, including multiple offices, if applicable. Provide an organizational chart indicating the positions and names of the core management team which will undertake the assignments including evidence of personnel's expertise in their discipline and within the stated utilities. For example, the Consultant may provide evidence of an Electrical and Controls Engineer's expertise in electric generation and electric distribution. Describe the firm's experience in the last thirty-six (36 months) in performing consulting services of diverse sizes and scopes.

The Bidders shall provide a proposed fee schedule for the next Five years broken down in sufficient detail to allow the City of Sturgis to evaluate their Proposal. The proposed fee schedule should include travel with included fees and related expenses, along with software expenses and any other relevant miscellaneous costs.

Return to Agenda

Future projects include but are not limited to the following: Total System Study, Installation, and Design of Behind the Meter Generation, Updated Outage Management System, Continue with Voltage Upgrades, Expansion of Industrial Substation, Construction of Stateline Substation, Substation Relay and Metering Upgrades, Various New Customer Studies, and Distributed Energy Resource Integration.

INSURANCE REQUIREMENTS

The following insurance requirements must be met and maintained:

A. The Contractor shall file with City of Sturgis satisfactory certificates of insurance prior to commencement of construction. The form, content, and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to City of Sturgis (Best rating of A or better). Advance written notice will be given to City of Sturgis before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to City of Sturgis.

B. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to City of Sturgis. Failure to mail by the Insurer will not waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modification of the standard cancellation clause is acceptable.

C. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.

D. Each insurance policy shall have an Additional Insured endorsement naming City of Sturgis, its officers, agents, directors, and employees (including the Engineer.) The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.

E. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all contractors on site.

F. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Contractor shall remain with the Contractor until official acceptance of the work by City of Sturgis.

G. Insurance types and coverages:

1. Worker's Compensation and Employer's Liability. The Contractor shall secure and maintain in force Worker's Compensation and Employer's Liability insurance. This insurance shall protect the Contractor against all claims under applicable state Worker's Compensation laws. The Contract shall also be protected against claims for injury, disease (including occupational disease), or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law under a voluntary compensation endorsement. This policy shall include a "Broad Form All States" endorsement. The liability limits shall not be less than:

Worker's Compensation - Statutory – Michigan
Employer's Liability - $100,000 each accident
$500,000 disease – policy limit
$100,000 disease – each employee

Return to Agenda

2. Business Automobile Liability. The Contractor shall secure and maintain in force Business Automobile Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims for personal bodily injuries to members of the public and damage to property of others arising from the ownership or use of any motor vehicles. The liability limits shall not be less than:

Bodily Injury and $1,000,000 combined single limit

Property Damage (each occurrence)

Michigan Automobile Insurance

Reparation Benefits (No-Fault) Statutory Limits to Apply

3. Comprehensive General Liability. The Contractor shall secure and maintain in force Comprehensive General Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims arising from personal or bodily injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or subcontractors. This policy shall specifically include coverage for:

Personal injury liability, independent contractors, and broad form property damage, including completed operations, and explosion, collapse, and underground (XCU). The liability limits shall not be less than:

Personal Injury and $1,000,000 combined single limit Property Damage (each occurrence) and $1,000,000 aggregate.

4. Umbrella Liability Policy. This insurance shall protect Contractor and the named additional insureds against all claims in excess of the limits provided under their employers' liability, comprehensive automobile liability and comprehensive general liability policies. The liability limits of the umbrella liability policy shall not be less $2,000,000. The policy shall be an "occurrence" type policy.

Return to Agenda

SUBMITTED May 12 , 2023
Date*

By: GRP Engineering, Inc.
Name of Bidder*

459 Bay Street
Street*

Signature

Petoskey, MI 49770
City, State, and Zip*

Michael P. McGeehan, President
Name and Title of Signatory*

231.881.9724
Telephone Number*

*Typed or printed in ink.

Return to Agenda

I-2-A. POSITION, CLASSIFICATION AND EMPLOYEE BILLING RATE INFORMATION

2023 Indefinite-Scope Indefinite-Delivery - Request for Proposal

Electrical Engineering/Consulting Services

Firm Name

GRP Engineering, Inc.

Yearly Hourly Billing Rate Increase

4%

Employee(s) Name	Position/Classification	Year 1	Year 2	Year 3	Year 4	Year 5
	Senior Project Manager	$175	$182	$189	$197	$205
	Project Manager	$165	$172	$179	$186	$193
	Senior Engineer	$160	$166	$173	$180	$187
	Project Engineer	$155	$161	$167	$174	$181
	Engineer II	$150	$156	$162	$169	$176
	Engineer I	$130	$135	$140	$146	$152
	Entry Level Engineer	$110	$114	$119	$124	$129
	Field Staking Technician	$97	$101	$105	$109	$113
	GIS Technician	$80	$83	$86	$89	$93
	GIS Developer	$90	$94	$98	$102	$106
	Senior Engineering Technician	$90	$94	$98	$102	$106
	Engineering Technician	$85	$88	$92	$96	$100
	Engineering Intern	$60	$62	$65	$68	$71
	Administrative	$65	$68	$71	$74	$77

** Key Project Personnel

Notes:

1. Cost proposals for specific and distinct projects will be submitted with a clearly defined scope services for those individual projects.
2. Travel related expenses will be invoiced at cost per the RFP.
3. No mark-up for reimbursable expenses allowed by the contract or subconsultant fees will be essed.
4. Should the Federal COLA exceed 4% in any year, GRP Engineering reserves the right to ne tiate hourly rates for the subsequent year.

May 12, 2023

Chris McArthur
Electric Superintendent
City of Sturgis
130 North Nottawa Street
Sturgis, MI. 49091

RE: 2023 Indefinite Scope – Indefinite Delivery
Electrical Engineering/Consulting Services Proposal

Dear Chris:

GRP Engineering, Inc. is pleased to present this proposal to the City of Sturgis based on the 2023 Indefinite Scope – Indefinite Delivery Electrical Engineering/Consulting Services RFP dated April 28, 2023. We are highly qualified to provide these services for the City of Sturgis through our project experience on municipal electric systems, our experience on the City of Sturgis' electrical system, and the qualifications of all our personnel.

The overall scope of this contract is to perform engineering services associated with the City of Sturgis' electrical substations, transmission lines, and distribution system. Since this is an indefinite scope – indefinite delivery contract, services will be performed as requested by City of Sturgis staff. Separate proposals with a clearly defined scope of services will be submitted for specific and distinct projects as those projects materialize. The duration of the contract is up to five years from acceptance.

GRP Engineering will work collaboratively with City of Sturgis staff as we have successfully done on multiple projects in recent years. We will provide electrical engineering services for projects on the City's electrical system from the planning and study phase through design, bidding, award, construction oversite, testing, commissioning, and closeout. Subconsultants will be utilized where GRP Engineering does not have in-house staff including civil, structural, and geotechnical engineering as noted on the Project Team page.

GRP Engineering has a long history of completing projects with municipal utilities within the State of Michigan, including the City of Sturgis. Over the past five years, GRP has completed the following projects:

System Studies	22
Substation Projects	24
Protection & Controls	56
Transmission & Distribution	265

Attached to this cover letter are the following documents to assist the City of Sturgis with evaluating our proposal:

- Firm Qualifications
- Project Experience
- References
- Fee Structure
- Project Team
- Organizational Chart
- Resumes

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions regarding this proposal.

Sincerely,
GRP Engineering, Inc.

Michael P. McGeehan, P.E.
President/Project Manger

Enclosures

GRP Engineering, Inc.

Firm Qualifications

GRP Engineering, Inc. was formed in October of 2003 as a power utility consulting firm to service a client base in Michigan. GRP Engineering's team of professional personnel bring many years of power utility and electrical engineering experiences with them. GRP Engineering excels in a full range of services required to plan, design, startup, operate, and maintain power utility and electrical facilities to assist our clients in meeting current needs and planning for future requirements. Currently, GRP Engineering is providing engineering services to over twenty municipal electric utilities and rural electric cooperatives within the State of Michigan.

Engineering services provided for this project will be performed out of both our Grand Rapids and Petoskey offices utilizing experienced power utility engineers along with additional engineering support staff. We utilize long term relationships with sub-consultants for civil and structural engineering to support these disciplines when required on projects.

Staff team together between our offices to successfully complete substation, transmission & distribution line projects throughout our geographically diverse client base in the state. GRP Engineering also maintains a large library of software tools including AutoCAD, ESRI ARC-GIS, PLS-CADD, WindMil, WindMilMap, LightTable and a proprietary line staking program for use throughout the project analysis, design and construction process. GRP Engineering's staff maintain training through several sources including nationally recognized university post-graduate design courses, IEEE and NSPE webinars, plus relay and equipment manufacturer sponsored events.

Recent Projects

GRP Engineering, Inc. and its design team have successfully completed multiple substation, transmission, and distribution line projects for utilities in the State of Michigan. A representative list is provided below with project details included in the Project Experience section of this proposal.

City of Sturgis	System Load Study (2022)
City of Marshall	Voltage Conversion Plan (2022)
Great Lakes Energy	2022 Distribution Work Plan Rebuilds (2022)
Bay City Electric Light & Power	Prestolite Substation (2022)
City of Petoskey	Residential Underground (2022)
Village of Clinton	Substation #3 (2022)
City of South Haven	12th Avenue Substation & Distribution Circuits (2022)
City of Marshall	Brooks Industrial Substation (2022)
City of Sturgis	Stapleton Industrial Park UG (2021)
Marquette Board of Light & Power	#5 Substation Control House (2021)
Grand Haven Board of Light & Power	Osipoff Substation Transformer #2 (2021)
Coldwater Board of Public Utilities	Butters Avenue Substation (2020)

Return to Agenda

2022 City of Sturgis System Load Study – Preparation of a system load study including review of electrical system from the substation transformers through distribution circuit three-phase mainline level. Work included field review of all mainline three-phase circuits, substations, and tie-points, development of a System Operating Philosophy, and report in written and graphical format outlining existing system load and capacity for load growth.

City of Marshall Voltage Conversion Plan – Preparation of an electric distribution voltage conversion plan outlining a 15-year approach to upgrading the entire distribution system voltage to 7.2/12.5kV. Work included acquiring load data all circuit and substation transformers, field assessment of distribution circuits, circuit analysis, preparation of a 15-year written plan including cost estimates and assessment of reliability to top load and critical customers throughout the plan.

Great Lakes Energy 2022 Distribution Work Plan Rebuilds – Design, material procurement, contract administration, permitting, construction staking and observation for the reconstruction of more than 40 miles of 15kV & 25kV, overhead and underground distribution circuit lines throughout GLE's service territory.

Bay City Electric Light & Power Prestolite Substation – Design, construction observation, start up, and function testing for a new 46kV to 13.8kV substation. Project includes 46kV bus structure, two 69kV transrupters, two 10/12/16MVA power transformers, four 13.8kV recloser, twelve 416kVA voltage regulators and four 13.8kV circuit exits, plus distribution connections at a new operating voltage. Construction Cost: $3,400,000

City of Petoskey 2022 Residential Underground – Design, material procurement, communication company coordination, construction staking and observation for the conversion of more than one mile of electric distribution circuit. Project included installation of conduit, conductor, transformers, sectionalizing devices for the new underground at the higher 7.2/12.5kV operating voltage, plus the conversion of over 80 residential services within the City of Petoskey.

Village of Clinton Substation – Design, construction observation, start up, and function testing for expansion and reconstruction of a 40kV to 12.5kV/4.16kV substation. Project includes two 69kV circuit switchers, one new 10/12.5MVA power transformer, nine 15kV breakers, and six 4.16kV circuit exits, plus control house, relay panels, and 40kV transmission connections. Construction Cost: $3,680,000 *(Project currently under construction.)*

Return to Agenda

City of South Haven 12th Avenue Substation – Design, construction observation, start up, and function testing for a new 69kV to 12.5kV substation. Project includes one 69kV circuit switcher, one new 15/20/25MVA power transformer, five 15kV breakers, and four 12.5kV circuit exits, plus control house, relay panels, and distribution circuit construction. Construction Cost: $4,200,000 *(Project currently under construction.)*

City of Marshall Brooks Industrial Substation – Design, construction observation, start up, and function testing for a new 138kV to 12.5kV substation. Project includes two 138kV circuit switchers, two 20/27/33MVA power transformers, nine 15kV breakers, and four 12.5kV circuit exits, plus control house, relay panels, and distribution circuit construction. Construction Cost: $6,340,000 *(Project currently under construction.)*

2021 Marquette Board of Light & Power 5 Plant Substation – Design, construction observation, start up, and function testing for a new substation control house to replace relay protection and controls located in the decommissioned generating plant. Project includes new control house, control panels and relaying, conduits, cabling, and SCADA connections. Construction Cost: $1,679,000

Zeeland Board of Public Works Washington Ave Substation 69KV Line – Design and construction observation for redundant 69kV transmission line connection to Washington Avenue Substation. Project includes three self-supporting steel poles, drilled pier foundations, 69kV connections to existing steel pole and substation across CSX railroad property. Construction Cost: $400,000

Grand Haven Board of Light & Power Osipoff Substation T2 – Design, construction observation, start up, and function testing for replacement of one transformer and circuit reclosers. Project includes one 40MVA power transformer, nine 13.2kV reclosers, and one relaying control panel. Construction Cost: $1,400,000

2020 Coldwater Board of Public Utilities Butters Avenue Substation – Design, construction observation, start up, and function testing for a new 138kV to 13.8kV substation. Project includes two 138kV circuit switchers, two 30MVA power transformers, nine 13.8kV breakers, and three 13.8kV circuit exits, plus control house, panels, and SCADA connections. Construction Cost: $4,713,000

Return to Agenda

Coldwater Board of Public Utilities Michigan Ave Substation – Design, construction observation, start up, and function testing for relaying upgrades project at a 138kV to 13.8kV substation. Project includes transformer overcurrent and differential relaying upgrades, RTAC installation, and replacement of five switchgear cubicle doors by CBPU crews. Relaying & Panel Door Replacement Cost $78,000

Grand Haven Board of Light & Power Grand Haven Substation – Design, construction observation, start up, and function testing for an expanded 69kV to 13.2kV substation. Project includes four 138kV breakers, existing 40MVA and one relocated 20MVA power transformer, eleven 13.2kV breakers, and five 13.2kV circuit exits, plus control house, panels, and SCADA connections. Construction Cost: $3,750,000

City of Marshall Pearl Street Substation Transformer #3 – Design, material procurement, start-up, and function testing a substation expansion including new 138kV to 12.5kV power transformer, 138kV circuit switcher, four (4) 12.5kV underground circuit exits, control house & panels. Construction cost: $2,370,000

Traverse City Light & Power Barlow Switching Station – Design, start up, and function testing of an expansion to a 69kV to 13.8kV distribution substation. Project includes new 69kV deadend structures, bus and breakers, 69kV circuit switchers, 13.8kV MOIS switches, control house & panels. Construction cost: $1,650,000

2019 City of Marshall Monroe Street Line Relocation – Design, material procurement, contract administration, construction staking and observation for a four-circuit 4.16kV overhead line relocation project in conjunction with the Monroe Street bridge replacement. Construction cost: $337,000

South Haven Core City Overhead Upgrade Phase 4 – Design, material procurement, contract administration, construction staking and observation for the replacement of 288 poles and upgrade of associated 12.5kV overhead lines in the core residential area of the city. Construction cost: $1,650,000

2018 Village of Sebewaing Pine Street Substation - Design, construction observation, start up, and function testing for a substation replacement project including new 40kV transmission line entrance, 40kV to 4.16kV power transformer, 4.16kV bus, breakers, and generator connections, 4.16kV to 2.4kV power transformer, 2.4kV breakers and four circuit exits.

rn to Agenda

Traverse City Light & Power Parsons Road Switching Station – Design, construction administration, start up, and function testing of an expansion to a 69kV to 13.8kV distribution substation. Project includes new 69kV deadend structures, bus and breakers, 69kV circuit switchers, 13.8kV MOIS switches, control house & panels. Construction cost: $1,800,000

Traverse City Light & Power Substation Exit Replacement – Design, material procurement, and construction administration for replacement of twelve (12) 13.8kV underground circuit exits from three separate substations. Construction cost: $279,000

Bay City Electric Light & Power – Design and construction standards development for substation replacement project including a 4-bay 46kV deadend structure, 46kV to 8.32kV power transformer, plus four 8.32kV regulator installations, reclosers, and underground circuit exit structures.

Maroa Farms Substation - Design, construction administration, start up, and function testing of a substation expansion project including 138kV metering, circuit switcher, power transformer, 13.8kV bus, control panels, and underground substation exit. Construction cost: $1,479,000

2017

Coldwater Board of Public Utilities Jonesville Rd Substation – Design, construction observation, start up, and function testing for a new 138kV to 13.8kV substation. Project included two 138kV circuit switchers, two 50MVA power transformers, six 13.8kV breakers, and 13.8kV circuit exits, plus control house, panels, and SCADA connections. Construction cost: $3,150,000

City of Marshall South Substation Protection – Design for the installation of substation 15kV breaker for power transformer protection including physicals, wiring diagrams, schematics, relay programming and testing.

Lowell Light & Power Relay Upgrade – Design, on-site assistance, function testing, and SCADA programming for the replacement of thirteen (13) 15kV circuit breaker relays.

Alpena Power Company – Besser Substation - Project consisted of the construction of a new 34.5kV:4.16kV substation including underground transmission connection, 2.5MVA transformer, voltage regulators, recloser, primary metering, and underground connection to customer switchgear. Scope of work included site and substation design, equipment procurement, schematics, wiring diagrams, & SCADA system control. Project Cost: $600,000

Return to Agenda

Grand Haven Board of Light & Power – Transmission Line – Design, material procurement, contract administration, construction staking and observation for reconstruction of 5.25 miles of 69kV transmission lines. Total construction cost for two phases: $2,675,000

2016

Lansing BW&L – Northeast Substation 138kV Capacitor Bank - Project consisted of the installation of a new 46MVAR @ 145kV capacitor bank including two 138kV circuit breakers, 138kV bus structures, plus conduit, grounding, fencing, and associated relay and control panels. Scope of work included site and substation design, schematics, wiring diagrams, battery sizing, ground grid design, 138kV relaying setting calculations, and function testing plans. Project Cost: $1,200,000

City of Marshall – Brewer Substation - Project consisted of the construction of 2.6 miles of 138kV transmission and a new 138kV to 12.5kV substation and including 138kV deadend structure, one 138kV circuit switcher, one 20/26.7/33.3 MVA power transformer, five 12.5kV breakers, 138kV PT/CT's for metering, two 12.5kV bus structures, plus all equipment foundations, conduit, control house, and associated relay panels. Scope of work included full project management, site and substation design, station commissioning including relay and function testing, plus coordination with ITC. Project Cost: $3,400,000

Return to Agenda

GRP
Engineering, Inc.

References

Grand Haven Board of Light & Power	Grand Haven, Michigan Robert Shelley Distribution/Engineering Manager 616-607-1263
City of Marshall	Marshall, Michigan Kevin Maynard Director of Electric Utilities 269-558-0329
Coldwater Board of Public Utilities	Coldwater, Michigan Andrew Cameron Engineering Manager 517-279-6934
City of Petoskey	Petoskey, Michigan Mike Robbins Director of Public Works 231-347-2500
Marquette Board of Light & Power	Marquette, Michigan Brett Kyllonen Manager of Engineering Services 906.228.0335

rn to Agenda

GRP Engineering, Inc.

Fee Structure

GRP Engineering, Inc.'s current hourly rates are provided below along with future years on the form provided in the RFP. As noted in the RFP, cost proposals for specific and distinct projects will be submitted with a clearly defined scope of services for those individual projects.

Considering GRP Engineering's offices are greater than 100 miles from the City of Sturgis, travel related expenses will be invoiced at cost per the RFP. No mark-up for reimbursable expenses allowed by the contract will be assessed.

No mark-up for subconsultants fees will be added.

Hourly Rate Structure (2023)

Employee Title	Engineer Level	Hourly Rate
Senior Project Manager	8	$175
Project Manager	7	$165
Senior Engineer	6	$160
Project Engineer	4 - 5	$155
Engineer II	3	$150
Engineer I	2	$130
Entry Level Engineer	1	$110
Field Staking Technician		$ 97
GIS Technician		$ 80
GIS Developer		$ 90
Senior Engineering Technician		$ 90
Engineering Technician		$ 85
Engineering Intern		$ 60
Administrative		$ 65

**Hourly rates for future years are provided on the form provided in the RFP.*

Return to Agenda

GRP Engineering, Inc.

Project Team

Engineering services provided for this work with the City of Sturgis will be performed out of both our Grand Rapids and Petoskey offices primarily utilizing the following individuals. Additionally, the full engineering staff of GRP Engineering, Inc. will team along with additional support staff as needed to successfully complete projects.

Michael P. McGeehan, PE
Nicholas M. Abraitis, PE
Nicholas A., Winsemius
Kelli Wodek
Kurt Grebe
Will Langejans

Subconsultants

GRP Engineering has long-standing relationships with highly qualified engineering firms that are utilized to complete design on projects where services are required outside our area of expertise. We team with local firms where possible to complete tasks including topographic surveys. For specialized design in civil and structural engineering, we team with the following two Michigan-based firms.

Civil Engineering	Gosling Czubak Engineering Sciences, Inc.
Structural Engineering	JDH Engineering, Inc.

Michael P. McGeehan, PE – Project Manager

Project management plus transmission and distribution system design, system modeling, and planning will be completed by Mr. Michael McGeehan. Mr. McGeehan has twenty-nine years of power utility consulting experience for municipal and cooperative utilities within the state specializing in design and operation of transmission & distribution systems. Mr. McGeehan has completed design and inspection of over 500-miles of overhead and underground distribution line plus transmission line route selection and design up through 138kV. Additionally, Mr. McGeehan has successfully completed multiple electrical system modeling projects and system studies including presentations to Utility Boards and City Councils/Commissions.

Nicholas M. Abraitis, PE – Project Engineer

Substation physical design, protection schemes, schematics, wiring diagrams, relay settings, and function testing, plus system modeling, studies, and analysis will be completed by Mr. Nicholas Abraitis. Mr. Abraitis has over fourteen years of power utility consulting experience for municipal, cooperative and privately-owned utilities within the state specializing in design and operation of electric utility substations and control systems, plus electrical system modeling, operation, system studies and coordination, and SCADA system programming.

Return to Agenda

Nicholas A. Winsemius – Electrical Engineer

Transmission, distribution system, and substation physical design, SCADA programming and testing, plus substation physical design, protection schemes, schematics, wiring diagrams, relay settings, and function testing will be completed by Mr. Nicholas Winsemius. Mr. Winsemius has over twelve years of power utility experience in the municipal utility market specializing in line design plus operation of electric utility substations and control systems, electrical system modeling, operation, system studies and coordination, and SCADA system programming.

Kelli M. Wodek – Senior Engineering Technician

Preparation of AutoCAD drawings, ArcMap GIS work, plus project permitting will be completed by Ms. Kelli Wodek. Ms. Wodek has fifteen years of power utility consulting engineering experience specializing in preparing project drawings, system mapping, MDNR, EGLE, and local governmental agency permitting.

Kurt H. Grebe – Senior Engineering Technician

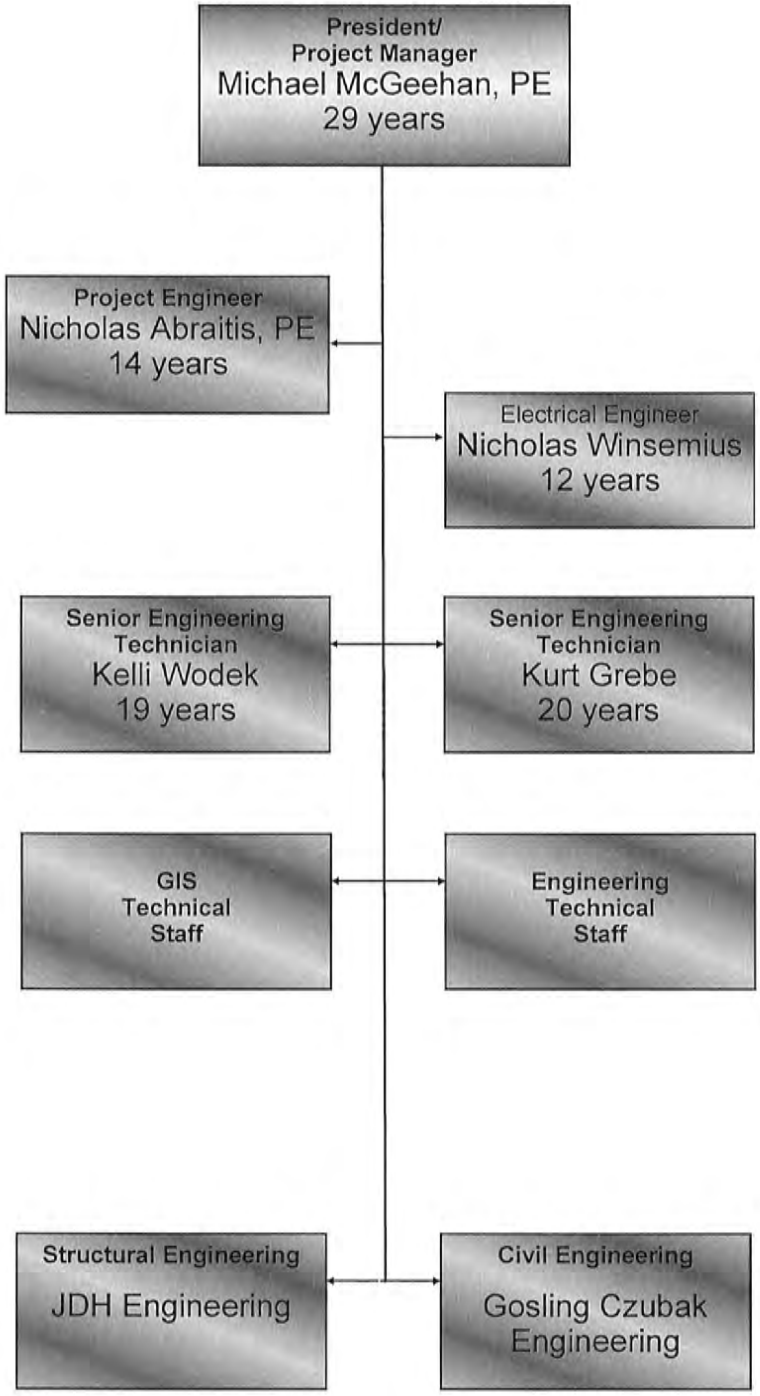
Preparation of AutoCAD drawings and field staking will be completed by Mr. Kurt Grebe. Mr. Grebe will also aid in the process of distribution line design projects. Mr. Grebe has over 20 years of experience in preparation of AutoCAD drawings and over 10 years of experience with field staking for construction.

Will Langejans – GIS Technician

ArcMap GIS work, field mapping and application development, system model development, and data translation work will be completed by Will Langejans. Mr. Langejans has over 3 years of experience in electric utility GIS database work and ESRI-based programs.

rn to Agenda

GRP Engineering, Inc.



Return to Agenda

GRP Engineering, Inc.

Resume

MICHAEL P. MCGEEHAN, PE

Registration: 1999 / Professional Engineer / Michigan / No. 45127

Years of Experience: 29 years, 10 years with Greiner/URS Corporation, 19 years with GRP Engineering, Inc.

Education: BS / 1993 / Electrical Engineering / Michigan Technological University

Professional Affiliations: Michigan Society of Professional Engineers (MSPE)
Institute of Electrical & Electronic Engineers (IEEE)

Expertise: Electrical engineering - medium and high voltage power systems. Specializing in design and operation of transmission & distribution systems. Design of over 400-miles of overhead and underground distribution line; transmission line route selection and design up through 345kV; substation design; and various electrical studies.

Key Projects:

Traverse City Light & Power, Traverse City, Michigan
- 69kV & 13.8kV conversion to underground project.
- 69kV transmission line routing and design.
- Project management of multiple 69kV:13.8kV substations
- Transmission system thermal upgrade.

Coldwater Board of Public Utilities, Coldwater, Michigan
- Project management of 138kV:13.8kV substation
- GIS mapping to WindMil system model conversion.
- System sectionalizing study.
- Load flow study

City of Marshall, Marshall, Michigan
- Project management of 138kV transmission line
- Project management of 138kV:12.5kV substation
- Multiple distribution rebuild project
- Conversion to double circuit underground distribution river crossing

Village of Sebewaing, Sebewaing, Michigan
- Project management of 40kV:4.16kV substation
- Design of 40kV transmission lines and 4.16kV distribution circuits

Lowell Light & Power, Lowell, Michigan
- GIS mapping to WindMil system model conversion.
- Double circuit aerial spacer cable system with integral optical messenger project.
- Multiple distribution line reconstruction projects.

Zeeland Board of Public Works, Zeeland, Michigan
- Transmission & distribution system modeling.
- System coordination and arc-flash study.
- Distribution system planning study.

Alpena Power Company, Alpena, Michigan
- ESRI GIS mapping to WindMil system model conversion.
- Distribution system & arc-flash study.
- Multiple 34.5kV transmission reconstruction projects.

Return to Agenda

City of Petoskey, Petoskey, Michigan
- Multiple 12.5kV distribution conversion to underground projects.
- Distribution system model creation.
- Municipal Marina electrical upgrade.

City of South Haven, South Haven, Michigan
- Distribution system modeling.
- System planning study.
- Multiple 12.5kV distribution conversion to underground projects.

Grand Haven Board of Light & Power, Grand Haven, Michigan
- Multiple 13.2kV distribution conversion to underground projects.
- Distribution line reconstruction projects.
- Downtown alley 13.2kV conversion to underground projects.

Great Lakes Energy, Boyne City, Michigan
- Multiple distribution line reconstruction projects totaling over 500 miles in length.
- Distribution line work order inspection.

Cloverland Electric Cooperative, Dafter, Michigan
- Multiple distribution line reconstruction projects totaling over 85 miles in length.
- Distribution line work order inspection.

Mackinac Bridge Authority, St. Ignace, Michigan
- Electrical system and bridge lighting replacement project.
- Primary electrical system switch controller upgrade project.

Wolverine Power Cooperative, Cadillac, Michigan
- Multiple 69kV transmission line relocation projects.
- Optical ground wire installation project.

Holland Board of Public Works, Holland, Michigan
- Multiple 138kV transmission line projects.
- 138kV underground feasibility study.

Michigan Department of Management & Budget, Lansing, Michigan
- Design 8.32kV electrical system upgrade for State Secondary Complex.

Marquette Board of Light & Power, Marquette, Michigan
- Transmission & distribution circuit upgrades at the #5 Substation.
- 69kV transmission steel pole relocation project.

GRP Engineering, Inc.

Resume

NICHOLAS M. ABRAITIS, PE

Registration: 2016 / Professional Engineer / Michigan / No. 62934

Years of Experience: 14 years, 4 years with Traverse City Light and Power / 10 years with GRP Engineering, Inc.

Education: BS / 2009 / Electrical Engineering/ Power Engineering / Michigan Technological University

Expertise: Substation and control system design, distribution system modeling, system studies and operations.

Key Projects:

Bay City Electric Light & Power, Bay City, Michigan
- Design & commissioning of 46kV:13.8kV substation
- *System Arc-Flash Study*

City of Marshall, Marshall, Michigan
- Design & commissioning of 138kV:12.5kV substation
- Substation 15kV breaker installation project
- Distribution recloser project design and commissioning

Coldwater Board of Public Utilities, Coldwater, Michigan
- Design & commissioning of 138kV:13.8kV substation
- Substation arc-flash study
- Protective relay setting calculations
- Generation siting study
- Commissioning tests of substation breakers and relays

Lansing Board of Water & Light, Lansing, Michigan
- Design of 138kV substation ring bus & capacitor bank project
- Protective relay setting calculations

City of South Haven, South Haven, Michigan
- Distribution system study and modeling upgrades
- System over current protection philosophy
- SCADA system installation

Saginaw Chippewa Indian Tribe, Mt. Pleasant, Michigan
- SCADA system installation

Alpena Power Company, Alpena, Michigan
- Designed 34.5kV:4.16kV substation
- Transmission & Distribution System Studies
- System coordination and arc-flash study

Sebewaing Light & Water, Sebewaing, Michigan
- Design & commissioning of 46kV:4.16kV substation

Return to Agenda

Village of Paw Paw, Michigan
- Distribution system modeling
- System planning, coordination and arc-flash studies

Hart Energy, Hart, Michigan
- Design & commissioning of 138kV:12.5kV substation transformer addition
- Protective relay setting calculations
- System arc-flash study

Traverse City Light & Power, Traverse City, Michigan
- Programming of SCADA system in DNP3.0 and Modbus
- Developed a net metering agreement and program
- Created distribution system model in WindMil and performed studies
- Implemented an outage management system using Milsoft Dispatch
- Developed fuse schedule and coordinated protective devices
- Design of 69kV switchyard and line relaying

City of Petoskey, Petoskey, Michigan
- Recloser replacement & controller upgrades
- Substation metering for data collection
- SCADA system installation

City of Charlevoix, Charlevoix, Michigan
- Arc-Flash analysis
- System Protection philosophy
- Substation maintenance program
- Net Metering Policy

Cloverland Electric Cooperative, Dafter, Michigan
- Reviewed and revised substation structure foundations
- Reviewed and revised substation steel structural drawings

Marquette Board of Light & Power, Marquette, Michigan
- Distribution system study and coordination study
- System arc-flash study
- 69kV tie breaker sync check & relaying panel
- MRH mini-sub ground grid design

City of Harbor Springs, Harbor Springs, Michigan
- Line recloser and system protection coordination
- Line voltage drop study and installation/programming of voltage regulators
- Substation recloser replacement & relay testing

Lowell Light & Power, Lowell, Michigan
- SCADA system installation
- Interchange Substation relay upgrade
- System Study & 5 Year Plan

Zeeland Board of Public Works, Zeeland, Michigan
- Distribution system study and coordination Study
- ICCP SCADA control programming

GRP
Engineering, Inc.

Resume

NICHOLAS A. WINSEMIUS

Years of Experience: 12 years, 7.5 years with Grand Haven Board of Light and Power, 5 years with GRP Engineering.

Education: BS / 2006 / Electrical Engineering / Michigan Technological University

Professional Affiliations: Institute of Electrical & Electronic Engineers (IEEE)

Expertise: Electric distribution system planning and operation. Specializing in substation control and troubleshooting, SEL relay and RTAC programing, SCADA system programing, distribution system modeling, and GIS mapping.

Key Projects:

Grand Haven Board of Light and Power, SCADA System Upgrade

- SCADA system upgrade and installation.
- Installed a dual-redundant server.
- Setup communication lines using VPNs over broadband internet.
- Installed SEL-3530 RTAC RTUs
- Programmed analog input, digital input, and digital control points.
- Completed RTU and control panel wiring.
- Distribution system model updates
- Distribution system planning study

City of Sturgis, Wastewater Treatment Plant Auto Transfer Switch Control Upgrade

- Troubleshot and diagnosed control system issues.
- Designed DC schematics and wiring diagrams for control system.
- Programmed relays for generator automatic transfer switch.
- Completed installation, testing, and commissioning of the control system.
- Large load addition planning studies

Lowell Light and Power, Interchange Substation Relay Upgrade

- Assisted with the installation of SEL-351S relays.
- Programmed digital, analog and control points.
- Completed testing on all SCADA points.

City of Marshall, Marshall, Michigan

- Design & construction oversight 138kV:12.5kV substation

Coldwater Board of Public Utilities, Coldwater, Michigan

- Distribution system model updates
- System planning study

Traverse City Light & Power, Traverse City, Michigan

- Design & commissioning of 69kV:13.8kV substations

Zeeland Board of Public Works, Zeeland, Michigan

- Distribution system planning study.

rn to Agenda

GRP
Engineering, Inc.

Resume

KELLI WODEK, Engineering Tech

Years of Experience: 19 years; 2 years Modern Engineering contracted to General Motors, 2 years Town & Country Cedar Homes, 15 years GRP Engineering. Inc.

Education: AAS / Computer-Aided Drafting & Design Engineering Technology/ Alpena Community College

Expertise:

CAD – Compiling & creating construction drawings utilizing surveys, GIS data, field data, images and pdfs.

GIS – Creating & maintaining data and maps. Analyze and perform quality checks on field data. Communicating effectively with clients.

Permits – Road Commission, MDOT, MDEQ, Rail, FAA

Key Projects:

City of Marshall, Marshall, Michigan

- 138kV:12.5kV substation

Coldwater Board of Public Utilities, Coldwater, Michigan

- Distribution Coordination System Map
- Multiple Distribution line reconstruction projects.
- 138kV:13.8kV substation

Traverse City Light & Power, Traverse City, Michigan

- Multiple 69kV Transmission line reconductor projects.
- Multiple Distribution conversion to underground projects.
- Multiple substation projects

Great Lakes Energy, Boyne City, Michigan

- GIS data and mapping
- Multiple Distribution line reconstruction projects.
- Multiple Underground reconstruction projects.
- Multiple Distribution conversion to underground projects.

Grand Haven Board of Light & Power, Grand Haven, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Transmission line reconstruction projects.
- Multiple 13.2kV Distribution conversion to underground projects.

City of South Haven, South Haven, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Underground reconstruction projects.
- Core city secondary upgrade.

Cloverland Electric Cooperative, Dafter, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Underground reconstruction projects.

rn to Agenda

Petoskey Department of Public Works, Petoskey, Michigan

- Multiple 12.5kV distribution conversion to underground projects.
- Distribution Coordination System Map
- GIS drawing integration.
- Electrical Distribution Maps

Zeeland Board of Public Works, Zeeland, Michigan

- Distribution Coordination System Map

Alpena Power Company, Alpena, Michigan

- Multiple 35kV Transmission line reconstruction projects
- Distribution Coordination System Map

Lowell Light & Power, Lowell, Michigan

- Flat River Crossing
- Electrical Distribution Mapping
- System Circuit Maps

City of Charlevoix, Charlevoix, Michigan

- Multiple Distribution line reconstruction projects.

City of Harbor Springs, Harbor Springs, Michigan

- Multiple Distribution line reconstruction projects

Marquette Board of Light & Power, Marquette, Michigan

- 69kV Line Relocation, Presque Isle & Magnetic Street
- System Study & 5 year plan

rn to Agenda

GRP
Engineering, Inc.

Resume

KURT GREBE, Engineering Tech

Years of Experience: 20 years; 4 years The Architect Forum, 6 years Fuller-Nichols Architects, 10 years GRP Engineering. Inc.

Education: Computer-Aided Drafting / North Central Michigan College

Expertise:

CAD – Compiling & creating construction drawings utilizing surveys, GIS data, field data, images and pdfs.

GIS – Maintaining data and maps via field collection. Communicating effectively with clients & contractors.

Make-Ready / Attachment Reviews – field analysis of utility poles for joint use attachments.

Field Staking – Staking of overhead and underground power lines for construction & coordination.

Key Projects:

City of Marshall, Marshall, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Transmission line reconstruction projects.
- 138kV:12.5kV substation project.

Coldwater Board of Public Utilities, Coldwater, Michigan

- Distribution Coordination System Map
- Multiple Distribution line reconstruction projects.
- 138kV:13.8kV substation.

Traverse City Light & Power, Traverse City, Michigan

- Multiple 69kV Transmission line reconductor projects.
- Multiple Distribution line reconstruction projects.
- Multiple Distribution conversion to underground projects.
- Multiple Substation upgrade projects.
- Multiple Make Ready/Attachment reviews.

Great Lakes Energy, Boyne City, Michigan

- GIS data and mapping
- Multiple Distribution line reconstruction projects.
- Multiple Underground reconstruction projects.
- Multiple Distribution conversion to underground projects.
- Multiple Make-Ready/Attachment Reviews.

Grand Haven Board of Light & Power, Grand Haven, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Transmission line reconstruction projects.
- Multiple 13.2kV Distribution conversion to underground projects.
- Multiple Substation upgrade projects.

rn to Agenda

Alpena Power Company, Alpena, Michigan

- Multiple 35kV Transmission line reconstruction projects

City of Harbor Springs, Harbor Springs, Michigan

- Multiple Distribution line reconstruction projects
- Substation upgrade project.

City of South Haven, South Haven, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Underground reconstruction projects.
- Core City Secondary Upgrade.

Cloverland Electric Cooperative, Dafter, Michigan

- Multiple Distribution line reconstruction projects.
- Multiple Underground reconstruction projects.
- Multiple Substation upgrade projects.

Lansing Board of Water & Light, Lansing, Michigan

- 138kV substation capacitor bank project.

Lowell Light & Power, Lowell, Michigan

- Distribution line reconstruction project.

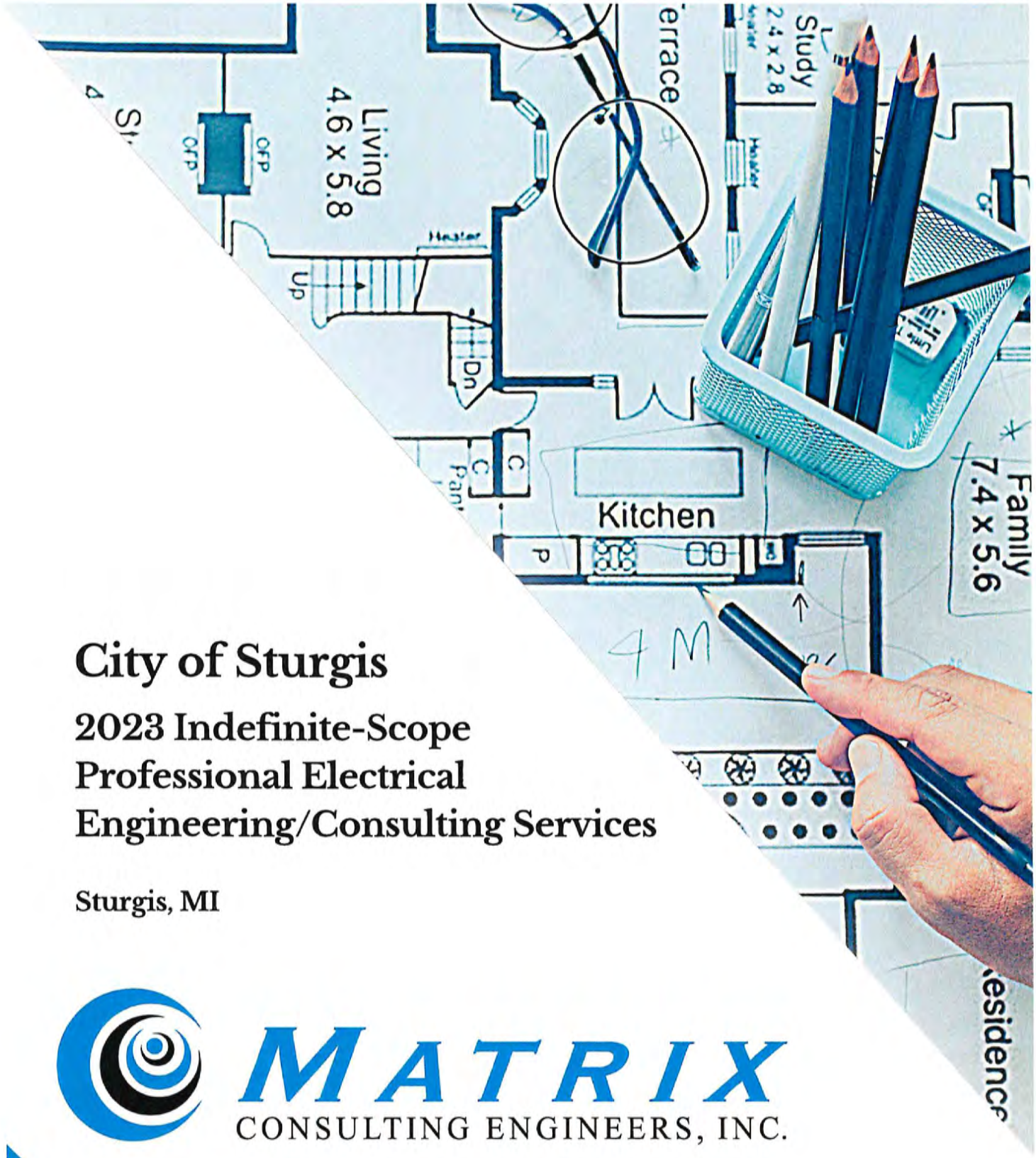
Marquette Board of Light & Power, Marquette, Michigan

- Multiple substation upgrade projects.

Petoskey Department of Public Works, Petoskey, Michigan

- Multiple 12.5kV distribution conversion to underground projects.
- Electrical Distribution Maps

rn to Agenda



City of Sturgis

2023 Indefinite-Scope Professional Electrical Engineering/Consulting Services

Sturgis, MI

MATRIX
CONSULTING ENGINEERS, INC.

1601 E. Cesar E. Chavez Ave.
Lansing, MI 48906

(p) 517-487-[illegible]11
(f) 517-487-[illegible]44

MATRIX
CONSULTING ENGINEERS, INC.

1601 E. GRAND RIVER, LANSING, MI 48906
PHONE: (517) 487-2511
FAX: (517) 487-2544

May 12th, 2023

City of Sturgis
City Manager's Office
130 N. Nottawa St.
Sturgis, MI 49091

RE: Professional Services Proposal
Future Electric Engineering/Consulting Services
Public Service Department
Matrix Proposal No. 23259.00

To Whom It May Concern:

Matrix Consulting Engineers, Inc. is pleased to present this response to the Request for Proposal for Future Electric Engineering / Consulting Services for the City of Sturgis. Our firm would like to have the opportunity to further our relationship with the City of Sturgis like we have with many clients in the past.

Our approach to each project is singular in that we recognize that each owner representative and project is unique. This approach will be especially beneficial with this miscellaneous services project. Overall, each project takes on its own set of characteristics, and we at Matrix Consulting Engineers, Inc. enthusiastically embrace the opportunity to serve with that context.

We wish the very best in your selection process.

Respectfully Submitted,

Joseph F. Sovis

Joseph F. Sovis
Vice-President

Return to Agenda

Table of Contents

Return to Agenda

Part I: Company Information and History

Refer to Appendix A for additional company information.

1. **Firm Name:** Matrix Consulting Engineers

2. **Established:**
   a. Year: 1999
   b. State: Michigan

3. **Type of Organization:** Corporation

4. **Business Address & Telephone Number of Home Office:**
   1601 E. Cesar E. Chavez Ave., Lansing, MI 48906
   (517)-487-2511

5. **Principals & Associates:**
   Craig Trierweiler – President – P.E., LEED AP, CxA
   Joe Sovis – Vice President – P.E.

6. **Key Personnel of Firm for this scope of work:**
   Joseph F. Sovis, P.E.
   Project Manager/Lead Electrical Engineer
   Office: (517) 487-2511
   Email: jsovis@matrixceinc.com
   Experience: 37 years of experience in electrical engineering
   Responsibilities:
   Joseph will serve as the Project Engineer for this project. As project Engineer, he will work with the project design team with an emphasis on clear definition of objectives, project scheduling, inter-disciplinary coordination and, perhaps most importantly, working with the City of Sturgis Team on a continuous basis to maintain the necessary balance between the project scope, project budget and project schedule. Joseph will also be the Lead Electrical Engineer for this project. As Project Engineer, he will work with the team to coordinate the electrical needs and wants of the City of Sturgis. Joseph will gain a full understanding of the current electrical systems and determine how to provide successful projects for the City.
   Certifications or Licenses: Registered Professional Engineer in Michigan, North Carolina, and Wisconsin.

Morgan Gatt, MBA
Electrical Lead Project Manager
Office: (517) 487-2511
Email: mgatt@matrixceinc.com
Experience: 6 years of experience
Responsibilities:
Morgan will serve as the lead electrical project engineer. As Lead Electrical project engineer, she will work with the design team to coordinate the electrical needs and wants of the City of Sturgis team. Morgan will gain a full understanding of each project and determine how to implement the required changes.

Refer to Appendix B for resume.

7. **Total Personnel of Firm:**
   Mechanical: 25
   Electrical: 13
   Clerical: 3
   Total Personnel: 41

   Refer to Appendix C for Organizational chart.

8. **Sub-consultants**
   Nowak & Fraus Engineers

   Steve W. Sutton, PE, LSIT
   Office: (248) 332-7931
   Email: swsutton@nfe-engr.com
   Experience: Principal with over 23 years' experience
   Responsibilities:
   Steve will serve as the lead civil engineer with experience also covering GIS Requirements.

   Refer to Appendix B for resume.

Part II: Selected Project Experience

Refer to Appendix D.

PART III: Project Understanding

It is our understanding that the City of Sturgis is looking to enter one-year contract(s) (up to five years) for electrical engineering/consulting services for miscellaneous projects. It is anticipated that open communication will be necessary to understand the existing systems, standards, and general workings of the City of Sturgis to best serve the city as an as needed consultant. Matrix believes that the City of Sturgis is searching for firms that are willing and eager to work collaboratively to problem solve and produce successful and on time

projects while following the requested metrics and guidelines deemed appropriate by the city.

Part IV: Method of Approach

The as-needed Electrical Engineering Services will be provided by Matrix staff and our sub-consultants who will actively participate in client discussions, design, and documentation for the various projects. Matrix Consulting Engineers Inc and our subconsultants will participate in all phases of the projects providing a platform of consistent communication and accountability throughout the process. Matrix Consulting Engineers' process is structured to provide a logical straight-forward approach in problem solving based on the needs set forth by the client.

The proposed method of approach for this as-needed design services project include the following steps:

DESIGN/REVIEW SERVICES STAGE

Step One
Matrix will receive specific project information from City of Sturgis personnel.

Step Two
Matrix will prepare and send the appropriate proposal to the City of Sturgis personnel for the specific project covering all design services for the project.

Step Three
After receiving approved proposal, Matrix will schedule field investigation to verify existing conditions associated with the work.

Step Four
Matrix will evaluate the information they have found from discussions with the owner and field investigations.

Step Five
Matrix will complete any code research required for the project.

Step Six
Matrix will generate schematic demolition and new plans from the discussions and field investigations.

Step Seven
Matrix will send and review schematic demolition and new plans with City of Sturgis personnel. Review meeting will most likely be on online virtual meeting such as a Microsoft Teams meeting or equal.

Step Eight
Based on review meeting with the City of Sturgis, Matrix will complete construction drawings and specifications.

Step Nine
In-house coordination and peer review will be completed.

Step Ten
Matrix will send and review construction documents with City of Sturgis personnel. Review meeting will most likely be on online virtual meeting such as a Microsoft Teams meeting or equal.

Step Eleven
Based on review meeting with the City of Sturgis, Matrix will make final changes to construction drawings and specifications. Construction documents or items review report will be submitted to the City of Sturgis.

CONSTRUCTION ADMINISTRATION OFFICE SERVICES (when required)

Submit plans to plan review as required.

Provide construction budget cost estimating for project.

Provide estimated construction schedule for project.

Assist the City of Sturgis during the bidding and contracting process. Prepare and distribute bid documents. Issue Addendums, as required, to clarify bid documents.

Collect and manage bid security deposits. Review and evaluate bids and conduct precontract meetings with the apparent lowest qualified bidder and make recommendation on award of the contract.

Final Design Corrections: Issue clarifications and request authorization for addendums to correct and clarify documents during the construction phase.

Evaluate contractor's price quotations. Recommend appropriate action to the Department.

Matrix will attend all project related meetings as required by the City of Sturgis.

Prepare and distribute meeting minutes, correspondence and site visit reports as required.

Matrix will review and process all Shop Drawings and submittals.

Matrix will monitor, evaluate, and process applications for payment.

Matrix will monitor and evaluate construction work schedule. Review and evaluate Bulletins.

Matrix will monitor and evaluate the contractor's performance and quality control.

Matrix will prepare and distribute punch lists. Monitor and evaluate contractor's completion.

Matrix will evaluate and respond to contractor claims.

Matrix will incorporate and render contractor As-Build Drawings in Auto CAD format.

Matrix will review and verify completeness of Operating and Maintenance Manuals.

Provide three complete sets of manuals to the Owner including copies of reduced size, As-Built Drawings and Specifications from updated AutoCAD drawings.

CONSTRUCTION ADMINISTRATION FIELD SERVICES (when required)

Matrix will coordinate with staff, the owner, and contractor performance.

Matrix will attend meetings, take and send out meeting minutes.

Matrix will be on-site weekly for field inspections and report on status of the work. Matrix will also attend construction meetings twice a month or as needed on-site.

Matrix will set up and record meetings and provide design decisions to resolve problems affecting the construction work. These additional meetings will be held as needed.

Matrix will conduct and record weekly on-site progress meetings.

Matrix will conduct final inspection and determine whether the contractor achieves substantial completion. Matrix will also prepare Punchlist items and verify the accuracy of the Contractor's As-Built Drawings.

The above steps and services will be provided on an as-needed basis with each project being customized per the City of Sturgis's specific project requirements. Matric believes the approach above will provide an organized but also flexible approach to the as-needed services requested in the RFP.

PART V: Fee Schedule

Refer to Appendix E.

PART VI: Additional Information

Matrix is comprised of highly talented and motivated professionals who make service and client satisfaction our top priority. The team that we have assembled has worked together as a design team for more than 20 years. This project will be staffed by principals who will actively participate in client discussions, design, and documentation.

The same staff members participate in all phases of the projects providing a platform of consistent communication and accountability throughout the process. Matrix Consulting Engineers' process is structured to provide a logical straight-forward approach in problem solving based on the needs set forth by the client.

Matrix believes that our team is a great fit to provide as-needed services for the City of Sturgis and are the best value to provide as-needed services for many reasons.

1. Matrix has extensive project experience with similar types of projects.
2. Experience of working with many municipalities to complete many successful projects.
3. Matrix has experience completing successful projects over great distances including the Upper Peninsula and throughout the country; proving that we are capable of successful projects at any distance.
4. Matrix's commitment to only have successful projects and do whatever it takes to produce a successful project.
5. Matrix's overhead is low which allows us to put time into the actual design of the project.

APPENDIX A

COMPANY INFORMATION AND HISTORY

MATRIX
CONSULTING ENGINEERS, INC.
1601 E. César E. Chávez Avenue
Lansing, MI 48906
Phone (517) 487-2511
Fax (517) 487-2544

MATRIX
CONSULTING ENGINEERS, INC.

Our Company

Our Beliefs

How We Work

Mission Statement

It is the mission of Matrix Consulting Engineers, Inc. to provide the highest quality service to customers and an atmosphere that is conducive to personal and professional growth for its employees. We provide the latest technology and resources available for our clients and are confident that it can provide the best possible experience for both its customers and employees.

Our Objective

Matrix Consulting Engineers, Inc. provides quality engineering services to our clients by:

- Taking a "hands-on" approach with your company from the beginning to the end of your project.
- Developing and maintaining long-term client relationships.
- Implementing time management skills and cost effectiveness for projects.
- Troubleshooting – diagnose a problem and formulate a solution.
- We stand behind our projects after completion

Our Company

Matrix Consulting Engineers has degreed professionals in mechanical and electrical engineering with a broad range of experience to design your building system needs. We can engineer efficient and cost effective solutions for your commercial, industrial, health-care, educational, institutional, and municipal projects.

Matrix Consulting Engineers provides quality engineering services to its customers focusing on long term relationships with owners, architects, and constructors. We constantly evaluate the latest technologies and standards to provide the best solutions for your business.

Matrixceinc.com

1601 E. Cesar E. Chavez Ave. Lansing, MI 4 906

rn to Agenda

MATRIX
CONSULTING ENGINEERS, INC.

Matrix Consulting Engineers, Inc. Profile

Matrix Consulting Engineers provides creative, client-focused mechanical and electrical engineering services to the private and public sectors. Since 1999, we have prided ourselves on innovative design solutions that are on time, within budget, and match the needs of our clients. We are a core-value driven company that works together to provide our clients with expert engineering services. We pride ourselves on growing the expertise on our team to give successful outcomes where our clients can learn, work and grow.

Professional Services

Mechanical Engineering
- HVAC
- Fire Protection
- Plumbing
- Energy Recovery Systems

Electrical Engineering
- Lighting Design
- Power Distribution
- Life Safety Systems
- Power Quality/Coordination Studies
- Low Voltage Control & Alarm Systems

Commissioning
- Mechanical Commissioning
- Electrical Commissioning
- Plumbing Commissioning

Personnel

Matrix Consulting Engineers, Inc.'s has 41 employees on staff including:

- **26 Engineers**
- **12 Designers**
- **3 Support Staff**

As a small business we are able to have our Principals oversee every project that is done by our team assuring that deadlines are met, communication is maintained and the clients are highly satisfied throughout the collaboration. With this approach and the team we have, we are able to design projects of all sizes and specifications to meet your needs.

Certifications:
- P.E. Professional Engineers
- CGD Certified Geothermal Designer
- LEED AP
- LEED AP BD+C
- CxA Certified Commissioning Agent
- Licensed Electrician
- Electrical Journeyman
- Fire Alarm Systems Level 1
- NCEES

Organizations We Belong To:
- Leadership in Energy and Environmental Design (LEED)
- National Council of Examiners for Engineering and Surveying (NCEES)
- National Fire Protection Association (NFPA)
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- AABC Commissioning Group (ACG) Certified Commissioning Authority
- American Society of Mechanical Engineers (ASME)
- American Society for Engineering Education (ASEE)
- Lansing Regional Chamber of Commerce
- System for Award Management (SAM)
- National Society of Professional Engineers (NSPE)
- The Institute of Electrical and Electronics Engineers (IEEE)

States We are Licensed to Practice In:
- Alabama
- Arizona
- Connecticut
- Florida
- Georgia
- Illinois
- Indiana
- Iowa
- Kentucky
- Massachusetts
- Michigan
- Mississippi
- Missouri
- New Jersey
- New York
- North Carolina
- North Dakota
- Ohio
- Pennsylvania
- Rhode Island
- Tennessee
- Texas
- Virginia
- Wisconsin

Matrixceinc.com
1601 E. Cesar E. Chavez Ave. Lansing, MI 4 906

rn to Agenda

MATRIX
CONSULTING ENGINEERS, INC.

Why Choose Matrix Consulting Engineers, Inc.?

Matrix Consulting Engineers, Inc. is comprised of highly talented and motivated professionals who make service and client satisfaction our top priority. The team that we have assembled has worked together as a design team for more than 20 years. Our approach to each project is singular in that we recognize that each owner and project is unique. Overall, each project takes on its own set of characteristics, and we at Matrix Consulting Engineers, Inc. enthusiastically embrace the opportunity to serve with that context. The same staff members participate in all phases of the project providing a platform of consistent communication and accountability throughout the process. Matrix Consulting Engineers' process is structured to provide a logical straight-forward approach in problem solving based on the needs set forth by the client.

What Do Our Clients Say About Us?

Mark Rosekrans, Former Superintendent, Charlotte Public Schools

"I have found your staff to be very prompt, professional and intentional to my calls, concerns and/or projects. I would not hesitate to use your company again for future projects."

Monty Moyer, Assistant Vice President for Operations, Western Michigan University Thomas Cooley Law School

"Cooley Law School has had a long relationship with Matrix CE dating back over sixteen years and over twenty years with their Principals. We have engaged their services for mechanical and electrical engineering for many successful renovation projects including our 220,000 sf Classroom Building, 60,000 sf Library, 64,000 sf Center for Research and Study (CFS), and the Ann Arbor Classroom Building. The Matrix engineering footprint is evident throughout our Lansing Campus. I would happily recommend Matrix CE for engineering services and have always appreciated their dedication and commitment to engineering excellence."

Chris Strugar-Fritsch, PE, LEED AP Lansing Community College, Former Executive Director, Administrative Services Division

"Working with Matrix CE is an enjoyable experience throughout programming, design, construction, commissioning, and project close-out. Matrix's team is professional, responsive, and sensitive to LCC's needs and expectations. The projects had the typical challenges of higher education construction projects: tight budgets, completing work on time to assure facilities are ready at the start of the semester, and an owner with wishes exceeding available resources. Matrix was successful in managing these issues and expectations with the end result being an exceptionally pleased customer."

Matrixceinc.com

1601 E. Cesar E. Chavez Ave. Lansing, MI 4 906

urn to Agenda

MATRIX
CONSULTING ENGINEERS, INC.

Client References

Tim Martz

Director of Facilities
Lansing Community College
(517) 483-1808

LCC Infrastructure Evaluation Study

Performed Mechanical and Electrical Analysis of all facilities owned or leased by Lansing Community College. Project consisted of more than 30 buildings covering 1,400,000 square feet in three cities and included Mechanical and Electrical survey, evaluation, recommendation, and cost estimate. Implemented Data Base Catalog of all major pieces of equipment including installation date, condition, size, maintenance concerns and expected life. Final report was used to develop future budget of maintenance department and major project funding.

Gene Page

Physical Plant Division Administrator
Michigan Department of Corrections
(517) 230-9335

Multiple Correctional Facility Projects throughout the State of Michigan

Projects consisted of Boiler Replacements, Domestic Water Booster Pumps, Security Upgrades, Perimeter Fence modifications, and Site Lighting throughout many correctional facilities.

Neal Droste

Facilities Supervisor Zone 5
DTMB
(517) 749-7465

State of Michigan Library and Historical Center

Matrix was the prime consultant and engineer to replace all temperature, mechanical, lighting, and related controls throughout the State of Michigan Library and Historical Center with a new direct digital control (DDC) system. This DDC system included LON and/or BacNET interoperable system controllers and Tridium network area controllers. The centralized DDC control system enabled remote operator, trending, scheduling and alarm features. All pneumatic controls were converted to DDC with new electric actuators and/or variable frequency drives to reduce energy consumption. Matrix performed the required fieldwork; complete drawings indicating the existing controls and their associated equipment locations and provided a construction cost estimate.

APPENDIX B

RESUMES

MATRIX
CONSULTING ENGINEERS, INC.
1601 E. César E. Chávez Avenue
Lansing, MI 48906
Phone (517) 487-2511
Fax (517) 487-2544

Return to Agenda

JOSEPH F. SOVIS

VICE PRESIDENT, P.E.

BACKGROUND

Mr. Sovis is a Principal responsible for all electrical power, lighting, fire alarm systems, and sound & communication systems. He has extensive experience with high technology buildings and specialized systems, engine test cell facilities, security systems, sound reinforcing, uninterruptible power and emergency power generation systems.

EDUCATION

Bachelor of Science, Electrical Engineering, MSU, 1992 //
Attended Lansing Community College, 1988 - 1990 //
Associate of Applied Science, Architecture Ferris State University, 1986 //

EXPERIENCE

Matrix Consulting Engineers, Inc. (1999 - present)
Clark • Trombley • Randers (1986 - 1999)
Nequist & Son Electrical Contractors (1984 -1985)

REGISTRATION/AFFILIATIONS

Registered Engineer, Michigan, 1996
Registered Engineer, Wisconsin, 1996
Registered Engineer, North Carolina 2006
National Society of Professional Engineers
Illuminating Engineering Society

SELECTED PROJECT EXPERIENCE:

CITY OF LANSING – PEDWAY RENOVATION//
Lansing, MI
Complete redesign of the covered pedestrian walkway connecting the Lansing Center, Radisson Hotel and parking ramp.

LANSING RIVERFRONT – ROTARY PARK //
Lansing, MI
Design of the site lighting throughout the park, lighted tree forest and other unique lighting features throughout the park.

PUBLIC SCHOOLS SPORTS COMPLEX LIGHTING AND POWER //
Holt, Haslett, Williamston, Dewitt, Owendale-Gagetown and East Lansing, MI

HILLSDALE COLLEGE – PERFORMANCE AND CHURCH FACILITY //
Hillsdale, MI

MICHIGAN STATE UNIVERSITY – WHARTON CENTER COMISSIONING AND MODIFICATIONS //
East Lansing, MI

MICHIGAN STATE UNIVERSITY – SPARTAN STADIUM COMMISSIONING AND REDESIGN //
East Lansing, MI

DART CONTAINER //
Kentucky, Mississippi, Texas, Mason, and Florida.

DART CONTAINER – GYM AND FITNESS, KITCHEN AND OFFICE //
Mason, MI

MATRIX
CONSULTING ENGINEERS, INC.

rn to Agenda

MORGAN GATT, MBA

ELECTRICAL PROJECT ENGINEER

BACKGROUND

Ms. Gatt' s role as an Electrical Design Engineer includes client contact and systems design. Her design experience includes evaluating electrical systems, products, components, and applications by designing and conducting research programs. She also designs electrical wiring for commercial and residential projects using NEC and Building Codes, develops one-line riser diagrams, switchgear design, emergency lighting, and Autodesk AutoCAD design software.

EDUCATION

Bachelor of Science, Electrical Engineering, MSU, 2018 //
Masters of Business Administration, Project Management, CMU, 2021 //

EXPERIENCE

Matrix Consulting Engineers, Inc. (2018 - present)
Nealis Engineering (Summer of 2017)
Power Source Electric (2010 -2016)

AFFILIATIONS

Society of Women in Engineering Member
Institute of Electrical and Electronics Engineers Member
Miss Dig Certified

MATRIX
CONSULTING ENGINEERS, INC.

SELECTED PROJECT EXPERIENCE:

FARM BUREAU INSURANCE – HEADQUARTERS RENOVATION //
Lansing, MI
3-story interior office renovation of approximately 140,000 square feet. Matrix is providing the mechanical, plumbing, and electrical schematic scope narratives and conceptual plans for the project. The construction cost for the project is $35,000,000.

EVOLUTION GAMING – TOWN CENTER RENOVATION //
Southfield, MI
Renovation of approximately 34,000 square feet to meet the operational needs of the owner. The construction cost of the project is $7,000,000.

MSUFCU – LIGHTING CONTROL UPGRADES //
East Lansing, MI
Project consists of surveying the building with cost estimates, energy savings and a lighting control design for MSUFCU's HQ1.

MSUFCU – INFRARED STUDY //
East Lansing, MI
Matrix will provide electrical engineering services for the infrared inspection at HQ1 and HQ2 to find hot spots caused by defects in connections and components that could lead to equipment failure.

STATE OF MICHIGAN - DHHS STATE LAB – EXPANSION //
Lansing, MI
Project consists of adding a 19,800 square foot two-story addition on the south end and 700 square foot addition on the north end with 5,300 square foot of renovated space in the existing building. Matrix provided complete mechanical and electrical design services.

DART BANK – HEADQUARTERS BUILDING //
Mason, MI
Matrix provided the mechanical and electrical design for the new Dart Bank Headquarter Building consisting of [illegible]ximately 27,000 square feet of area with offices, lobby and driv[illegible]ough. The electrical design included power, lighting, fire [illegible] and empty conduit and box for data.

Return to Agenda

Steve W. Sutton, PE, LSIT

Civil Engineers • Land Surveyors • Land Planners

NF ENGINEERS

YEARS OF EXPERIENCE
Industry – 23
NFE – 23

TITLE
Principal

PROJECT ROLE
Project Manager

EDUCATION
Bachelor of Science
Michigan Technological University, 1999
Civil Engineering

Extended University Program for Surveying
Michigan Technological University

LICENSES
Professional Engineer, State of Michigan, 2003

Passed Professional Surveyor Exam – Part 1

Mr. Steve Sutton began his career at NFE in 1998, and after several promotions, currently serves as Principal for the firm with over 23 years of civil engineering experience. His main role is Project Manager for the design and construction administration of numerous municipal engineering and private land development projects. His municipal engineering experience includes roadway and utility system projects, and his private land development experience includes retail, industrial and residential projects.

Steve provides engineering consulting services to City of Rochester Hills and the Michigan Department of Management & Budget (DTMB), serving multiple state agencies. He is responsible for the design, management and construction administration for building developments and municipal roadway/utility system (water main, sanitary sewer and storm drain) projects.

PROJECT EXPERIENCE

Project Manager – Municipal Consulting Services

- City of Rochester Hills, Michigan, Client Since 2015, Ongoing
  - 2020 HMA Rehabilitation Program
  - 2019 / 2021 Hamlin Road Reconstruction Projects
  - School Road/John R. Road Improvements
  - Borden Park Pavement Program - 2022
- Independence Township, Michigan, Client Since 2019, Ongoing
  - Clintonville Road Pathway
  - Independence Township Pathway Master Plan
  - Clarkston Road Pathway

Project Manager – Municipal/Government

- DTMB/MDOC, Central Michigan Correctional Facility Parking Lot Improvements, St. Louis, Michigan
- DTMB/MSP, New Michigan Center for Decision Driving Facility, Dimondale, Michigan
- DTMB/MSP, Niles Post Parking Improvements, Niles, Michigan
- DTMB/DNR, Multiple Gun Range Developments, Grand Traverse County, Echo Point, Algonac State Park, Pontiac Lake State Recreation Area, Marquette County, Lake Superior Sportsman's Club, Lapeer State Game Area and Sharonville State Game Area, Michigan
- DTMB/MSP, Michigan State Police Grand Rapids Consolidation, Walker, Michigan
- DTMB, Capitol Complex Master Plan and Implementation, Lansing, Michigan
- DTMB/DNR, Wilson State Park Toilet/Shower Building Replacement, Harrison, Michigan
- DTMB/DNR, Warren Dunes State Park Toilet Building Replacement, Sawyer, Michigan
- DTMB/MDOC, Egeler Corrections and Woodland Corrections Pavement Improvements, Jackson and Whitmore Lake, Michigan
- DTMB/MDOC, Lakeland Corrections Sewer and Water Main Improvements, Coldwater, Michigan
- DTMB/DNR, Multiple Campsite Electrical Improvements, Eight Locations in Michigan
- DTMB, Wilderness State Park Master Plan and Implementation, Carp Lake Township, Michigan
- DTMB/DNR, Highland Recreation Area Regional Trail Design, Highland, ...igan

Return to Agenda

- DTMB, O'Neal Lake Dam Restoration, Bliss Township, Michigan
- Oakland County Parks and Recreation, One Mile Sashabaw Road Safety Pathway, Independence Township, Michigan

Project Manager – Education

- Central Michigan University, Graduate Housing Facility (Certified LEED Platinum), Mt. Pleasant, Michigan
- Romeo Community Schools, New Romeo High School, Washington Township, Michigan
- Romeo Community Schools, Barnabo Athletic Field Improvements, Washington Township, Michigan
- Clarenceville School District, Parking and ADA improvements, Livonia, Michigan

Inspection Management – Municipal/Government

- City of Rochester Hills, Project Manager for NFE assigned projects including oversight of on-site inspection, Rochester Hills, Michigan
- DTMB, Project Manager/Project Engineer for over 40 infrastructure projects including oversight of on-site inspection, Various Locations in Michigan
- Independence Township, Project Manager for NFE assigned projects including design and oversight of all construction activities, Clarkston, Michigan

Project Manager – Private Land Development

- Ford Motor Company, Pavement Evaluation for 25 Manufacturing Facilities in Michigan, Ohio, Kentucky, Missouri, Illinois, New York, and Ontario
- General Motors, PEP Car Facility Parking Reconstruction, Warren, Michigan
- Community Living Services, Parking Reconstruction, Wayne, Michigan
- Kent County Road Commission, Central Campus Development, Walker, Michigan
- PAR Pharmaceutical Campus – Various Developments, Rochester, MI

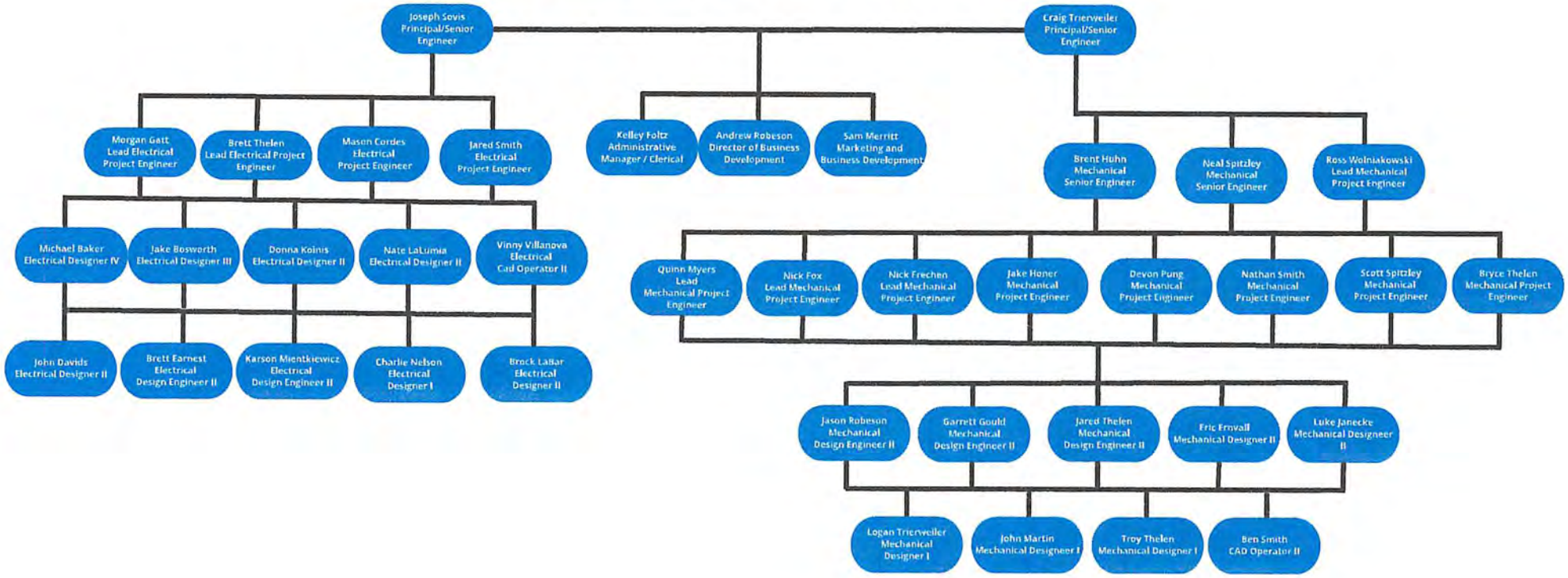
Return to Agenda

APPENDIX C

ORGANIZATIONAL CHART

MATRIX
CONSULTING ENGINEERS, INC.
1601 E. César E. Chávez Avenue
Lansing, MI 48906
Phone (517) 487-2511
Fax (517) 487-2544

MATRIX
CONSULTING ENGINEERS, INC.



APPENDIX D

SELECTED EXPERIENCE

MATRIX
CONSULTING ENGINEERS, INC.
1601 E. César E. Chávez Avenue
Lansing, MI 48906
Phone (517) 487-2511
Fax (517) 487-2544

Return to Agenda

MATRIX
CONSULTING ENGINEERS, INC.

Selected Project Experience

State of Michigan - ISID Contract

Project Details:

Matrix has held an indefinite-scope, indefinite-delivery contract with the State of Michigan to complete the mechanical, electrical and plumbing engineering services on a variety of state funded construction projects since 2016, with the current contract ending in 2025.

Lansing Community College - Preferred Vendor

Project Details:

Matrix has an exception relationship with Lansing Community College and has been a preferred vendor who the College uses to complete many mechanical, electrical and plumbing engineering services for the college on a variety of projects.

State of Michigan Department of Corrections

Various Michigan Correctional Facilities (30+ facilities)

Project Details:

Matrix has completed numerous electrical projects for each of the correctional facilities in the Upper and Lower Peninsula of Michigan (30+ facilities). These projects include the retro-commissioning of the facilities backup generators and switch gears, design of the security razor ribbon fencing at each facility, security upgrades, fire safety system upgrades, site lighting, and countless other projects of varying sizes.

Completed: 2016-2023

Pictured: N ette Branch Prison

rn to Agenda

MATRIX
CONSULTING ENGINEERS, INC.

SELECTED PROJECT EXPERIENCE

Kent County Road Commission
Grand Rapids, MI

Project Details:

The project consisted of providing mechanical, electrical and plumbing design for the new Kent County Road Commission Facility. The buildings include a new 24,500 square foot office building, 133,000 square foot vehicle parking and maintenance building, 21,000 square foot Salt Barn, 5,150 square foot Vehicle Wash Building, and 18,400 square foot Warm/Cold Storage Building. The mechanical design includes infrared heaters, unit heaters, in-floor heat, exhaust fans, intake louver, and indoor air handling units required to serve the new buildings. The plumbing design includes bathrooms, trench drains and oil interceptor in the garage/vehicle wash spaces. A compressed air design for serving the garage areas and fire protection design for the new facilities. The electrical design includes lighting design, power design and site lighting for the new facility.

Completed: 2020

City of Lansing - Pedway Renovation
Lansing, MI

Project Details:

The project consisted of the mechanical and electrical engineering design for the renovation of the existing covered pedestrian walkway connecting the Lansing Center, the Radisson Hotel, and the parking ramp over the Grand River. Power and lighting design and controls were provided for the interior and exterior lighting, interior power, and HVAC electrical distribution system.

Completed: 2022

State of Michigan - Southern Region Business Office
Jackson, MI

Project Details:

Matrix replaced the high voltage switchgear at the Power Plant Building at the Southern Region Business Office. The design was for a new 12.47kV primary switchgear which replaced the existing switchgear. The new switchgear is remote operable and remotely monitored. The existing 12.47 kV to 2.4 kV transformers were evaluated, tested, and replaced. The parking lot lighting was also designed and updated for the ADD and SRBO parking lots.

Completed: 2022

Return to Agenda

MATRIX
CONSULTING ENGINEERS, INC.

SELECTED PROJECT EXPERIENCE

City of Lansing - Rotary Park

Lansing, MI

Project Details:

The project consisted of providing mechanical and electrical design services for the City of Lansing's Rotary Park on the riverfront. The design included "icicle" lights and controls for lighted tree forest, power design for the band stage area, lighting and controls for the canopy area, the HUB under the bridge (including Color Reach RGBW lights that tie into the beat of the music), the bridge stairs, and signs. As well as power and gas provided for the fireplace.

ASCE 2023 Quality of Life Award Recipient

Completed: 2022

City of Burton - Meter Pits

Burton, MI

Project Details:

Matrix provided electrical service to the four (4) new meter pits throughout Burton. Matrix completed a field survey of the site, reviewed existing electrical documents, and provided bidding drawings and specifications for the project. Matrix provided construction administration, including attendance at a contractor pre-bid meeting, bid review, shop drawing review, field inspections and project close-out on an on-call basis as requested.

Completed: 2020

Return to Agenda

APPENDIX E

FEE SCHEDULE

MATRIX
CONSULTING ENGINEERS, INC.
1601 E. César E. Chávez Avenue
Lansing, MI 48906
Phone (517) 487-2511
Fax (517) 487-2544

1-2-A Position, Classification and Employee Rate Information

Firm Name Matrix Consulting Engineers
Yearly Hourly Billing Rate Increase 3%

Employee(s) Name	Position / Classification	2023	2024	2025	2026	2027
Craig Trierweiler	Principal / Mechanical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Joe Sovis**	Principal / Electrical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Brent Huhn	Senior Mechanical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Neal Spitzley	Senior Mechanical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Morgan Gatt**	Electrical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Ross Woiniakowski	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Nick Fox	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Nick Frechen	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Quinn Myers	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Brett Thelen	Electrical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Mason Cordes	Electrical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Jared Smith	Electrical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Sam Hanover	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Scott Spitzley	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Jake Honer	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Nathan Smith	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Bryce Thelen	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Devon Pung	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Jason Robeson	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Garrett Gould	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Luke Janecke	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Eric Emvall	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Max Grace	Mechancial Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Jared Thelen	Mechancial Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Brett Earnest	Electrical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Karson Mientkiewcz	Electrical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Mike Baker	Electrical Designer IV	$122.00	$126.00	$130.00	$134.00	$138.00
Jake Bosworth	Electrical Designer III	$103.00	$107.00	$111.00	$115.00	$119.00
Donna Koinis	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Vinny Villanova	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Nate LaLumia	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Brock LaBar	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Logan Trierweiler	Mechanical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
John Davids	Electrical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
John Martin	Mechanical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Troy Thelen	Mechanical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Charlie Nelson	Electrical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Ben Smith	CAD Operator II	$67.00	$69.00	$71.00	$73.00	$75.00
Andrew Robeson	Director of Business Development / Clerical	$54.00	$56.00	$58.00	$60.00	$62.00
Kelley Foltz	Administrative Manager / Clerical	$54.00	$56.00	$58.00	$60.00	$62.00
Samantha Merritt	Marketing and Business Development / Clerical	$54.00	$56.00	$58.00	$60.00	$62.00

** Key Personnel for this scope

Return to Agenda

NF ENGINEERS

CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

ATTACHMENT "A"
2023 FEE SCHEDULE

PERSONNEL	HOURLY RATE
Principal	$186.00
Senior Associate	$166.00
ALTA Survey Manager	$150.00
Associate / Senior Project Manager /Cad Manager	$150.00
Professional Surveyor	$138.00
Land Surveyor/Field Coordinator/ Project Manager	$138.00
Woodland/Wetlands Manager	$138.00
Registered Landscape Architect	$132.00
Project Engineer	$130.00
Senior Project Coordinator	$116.00
Land Survey Technician	$112.00
Landscape Architect	$112.00
Engineer III	$122.00
Engineer II	$114.00
Engineer I	$ 92.00
Engineering Technician III.	$104.00
Engineering Technician II	$ 102.00
Engineering Technician I	$ 92.00
Senior Testing / Inspection Engineer	$ 98.00
Testing / Inspection Engineer	$ 94.00
Engineering Assistant	$ 78.00
Survey Crew – 3 Person	$220.00
Survey Crew – 2 Person	$178.00
Survey Crew – 1 Person	$140.00
Clerical	$ 78.00

Authorized overtime will be billed at 1.2 times the above stated rates. Authorized overtime for Sundays and Holiday work will be billed at 1.4 times the above stated rates. Expert Testimony will be billed at 1.4 times the above stated rates. Survey crew size will be determined on a project-by-project basis by NFE Management to provide production surveying services.

Reimbursable Expenses: NFE Expenses when incurred in direct connection with project, will be charged at following rates:

▪ Courier services / Specialized Reproduction /Project Related Purchases	Cost + 15%
▪ Standard Print – Colorized Prints – 24" x 36" (Engineering Format)	$25.00 Each
▪ Standard Print - Black Line Prints - 24" x 36" (Engineering Format)	$3.00 Each
▪ Oversized Print - Black Line Prints - 30" x 42" (Architectural Format)	$5.00 Each
▪ Mylar / Reproducible Vellum Print - 24" x 36" (Engineering Format)	$25.00 Each
▪ Express (Hand) Deliveries – Local Area Only as Requested by Client	$Hourly
▪ Electronic Data / Media / File Transfer as Requested by Client	$Hourly
▪ Sub-Consultant Fee / Expenses (Application Fees, Review Fees, Permit Fees, etc.)	Fee / Cost + 15%
▪ Round Trip Vehicle Mileage from NFE Offices when identified on NFE Proposal	$0.58.5 Mile
▪ Travel Expenses (Hotel, Meals, Etc.)	$ At Cost
▪ Engineering Consent Agreements for Lender ($2,500) / Project Insurance (Quoted Rate)	

Revised: January 1, 2023

APPENDIX F

SIGNED RFP

MATRIX
CONSULTING ENGINEERS, INC.
1601 E. César E. Chávez Avenue
Lansing, MI 48906
Phone (517) 487-2511
Fax (517) 487-2544

Return to Agenda

CITY OF STURGIS

REQUEST FOR PROPOSAL

Professional Services for City of Sturgis

2023 Indefinite-Scope Indefinite-Delivery

ELECTRICAL ENGINEERING/CONSULTING SERVICES

Project: Electric Engineering/Consulting Services

Date: April 28, 2023

Bids of Matrix Consulting Engineers, Inc. (Bidder), organized and existing under the laws of or a resident of the State of Michigan, doing business as a corporation, a partnership or an individual (circle one).

To the City of Sturgis (City).
City will receive sealed Bids for Engineering Services for Electric at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday, May 15th, 2023, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "BID ENCLOSED –FUTURE ELECTRIC ENGINEERING/ CONSULTING SERVICES", and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.

Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis City Commission for consideration at its meeting on Wednesday, May 24th, 2023.

The City reserves the right to waive any irregularities and to reject any and all Bids. Bids will be subject to CITY OF STURGIS Purchasing Policy & Guidelines section 2.1

The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase Order, and to commence as specified or indicated beginning June 1st, 2023 and ending May 31st, of 2028.

This is a 5-year contract, Bidder must submit unit pricing for each year they plan to provide services (Attachment I-2-A.)

Return to Agenda

This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.

Electric Engineering Requirements: See below on requirements for the Electric Engineering Requirements. Please read the document carefully as Bidders will be expected to adhere to the requirements.

If Bidders have questions, please contact Mr. Chris McArthur, Electric Superintendent, at (269) 659-7298.

Instructions and Information - Billable Rate

Cost Proposal for the ISID Contract shall outline the billable rates for the Professional firm's individuals. Specific Cost Proposals for individual projects will be obtained at the time of individual project assignment and shall carefully interface with all phases/tasks of the work plan requested at that time.

If sub-Consultants are used for a particular assigned project, their fees shall be provided at that time. A mark-up (to cover the Professional firm's sub-Consultant administration) of the Consultants' fees or billing rates will be allowed; indicate the percentage of the mark-up within the tables.

Reimbursable Expenses: The City of Sturgis will reimburse the Professional for the actual cost of printing and reproduction of project deliverables such as reports. City of Sturgis will also reimburse for U.S. Mail regular shipping or postage. A mark-up of reimbursable expenses will be allowed; indicate the percentage of the mark-up within the tables.

All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, all computer time, and clerical/secretarial services (not project related), telephone services, miscellaneous travel, reproduction services for other than bid documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Professional's billing rates.

If the project is further than 100 miles one-way from the Professional firm's office, travel expenses to the project site at the establish rates by contract (current at time of assigned project) will be allowed as a reimbursable expense. Other travel expenses are not to be included.

Cost Review: Cost Proposals will be reviewed on billable rates and fee schedule. At the time that an individual project is assigned to a Professional under this contract, the City reserves the right to negotiate on the Total Fee proposed by the Professional.

Return to Agenda

Capital Project Management

The Consultant should expect to work with the City of Sturgis through the phases of the project, including executing multiple Purchase Orders to coincide with the process phases as well as the specific project phases, as applicable.

Project Engineering Drawing Standards

The City of Sturgis maintains drawings for many facilities over their entire lifecycle. It is, therefore, important for our engineering Consultants to follow City of Sturgis' Project Engineering drawing standards. Whenever feasible, the Consultant shall update an existing City of Sturgis drawing, maintaining the existing drawing number instead of creating a new drawing with a new drawing number.

GIS Requirements:

- Projected Coordinate System: NAD 1983 State Plane Michigan South FIPS 2113 Feet International*
- Projection: Lambert Conformal Conic
- Geographic Coordinate System: GCS North American 1983
- Format: File Geodatabase and/or Shapefile
- Tabular: Excel, CSV, dBase, and/or Text
- Current Software Versions: ArcGIS 10.8.2 and/or ArcGIS Pro 3.3
- Drawing formats from/to clients can be in PDF, JPG, TIF, PNG, or BMP

*This is the City of Sturgis' native coordinate system and as such data coming into the GIS would work seamlessly with what we are currently mapping, however, conversion allowances can be made.

CAD Requirements:

- Current Software Version: AutoCAD Map 2023 (but can accept and supply multiple versions)
- Format: Can accept and supply drawing files (dwg)
- Deliverables: Drawings to clients can be converted to either PDF and/or Shapefiles

Permitting and Plan Review

The Consultant is the Engineer of Record for this project and, as such, will be responsible for identifying and leading the effort for all required permits and plan reviews.

Cybersecurity Requirements

Any device that needs to connect to the City of Sturgis IT or OT network must be scanned by City of Sturgis's IT department before work. If the device connects to an outside network, it must be scanned again for each subsequent use. If a consultant or contractor requires access to the City of Sturgis network, a City of Sturgis account may need to be set up, which might include a background check. Consultant shall include these provisions in the contract documents.

Project Management Plan

The Consultant shall provide and maintain a Project Management Plan throughout the project. This plan shall incorporate City of Sturgis-specific processes as discussed within this RFP. The plan shall also include a master project schedule to be continuously updated and compared to the baseline throughout the project.

Return to Agenda

Contractor Conduct

The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall dress and act appropriately and professionally at all times. Offensive language, gestures, or actions while in this setting are not acceptable.

The Contractor's employees shall follow all applicable safety standards including operating all equipment in conformance with the manufacturer's operating instructions for each, and in compliance with OSHA and MIOSHA standards and requirements.

Precaution shall be exercised at all times for the protection of persons, (including employees) and property. The safety provisions of all applicable laws shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.

CITY OF STURGIS BACKGROUND INFORMATION

Electric System Configuration

The City of Sturgis is a municipally owned utility located in St. Joseph County, Michigan, and supplies electricity to the community and surrounding townships.

Electricity is generated at one hydro station with four generating units located on the St Joseph River north of Centerville, Michigan. The city also owns a 6 Mw reciprocating engine used for peak shaving and emergency generation. The city utility operates its distribution system at 4160v, 12,470v, and 25kV. The city is fed from the AEP 69kV transmission system with two feeds and owns its own 9-mile 69kV loop tying all of the substations together. The city owns five substations and has plans to expand one substation and build one other to support future load.

The City of Sturgis serves around 7,500 residential, business, and industrial electric customers and owns approximately 360 miles of overhead and underground power lines inside the city and surrounding areas.

Over the past 15 years, there have been many system improvements and there are many more to come. Starting in 1991, the city embarked on a distribution improvement plan that continues to this day. The goal is to convert the entire distribution system to 12,470 volts which will improve system performance, reduce losses, and require fewer substations. The city has constructed a nine (9) mile transmission loop. To fully utilize the system, we need to add circuit breakers to the substations and finish the voltage conversion to eliminate the Eastside and Central substations.

Automated Metering Infrastructure (AMI)

The City of Sturgis utilizes the Eaton Yukon AMI system to manage its meters. This system manages both the electric and water meters on a mesh system.

SCADA (Supervisory Control and Data Acquisition)

In 2020 a new Survalent SCADA system was installed. This new installation is taking the place of an obsolete one that formerly operated the hydro units. The new configuration is now operating the hydro units, water system, substation breakers and other equipment throughout the network. This system will allow us flexibility and bring reliability along with it by allowing the system to switch load during outage situations.

Return to Agenda

DESCRIPTION OF WORK

The City of Sturgis is seeking proposals for future Engineering Consulting Services work.

Proposals from this RFP will be evaluated based on qualifications, experience, willingness to work collaboratively, ability to respond to project issues, staffing, rates, contract terms, and other metrics as deemed appropriate by the City of Sturgis. The City of Sturgis may enter into one-year contracts renewable up to 5 years as it deems to be in its best interest. Contracts will document agreed upon Terms and Conditions for any potential work and does not guarantee that any work will be granted nor exclusivity working with vendors who have established contracts for Consulting Engineering Services. This Contract shall not restrict the City of Sturgis from acquiring similar, equal, or like goods and/or services from other entities or sources.

These contracts will be structured as follows:

- The Proposal shall provide sufficient detail of the previous experience, the number of employees available locally, and the experience.

The Consultant may be asked to provide a variety of Engineering Services, including but not limited to the following:

- Discipline Engineering services: Electrical, Controls, and Operation.
- Facility Projects: Electric Generation, Cogeneration
- Electric Distribution Projects
- Services: Engineering Studies, Geotechnical, Standards.
- Support Services: Project Management, Construction Management, Database Management, Clerical, Schedules, List of Milestones, Submittals, Bid Specifications, Bid Evaluation Services, Test Plans, Commissioning Plans, Plan Review, Permitting, etc.

All Consultants will be expected to work collaboratively as an extension of the City of Sturgis staff to provide the best system and/or design possible. The Consultant is responsible for using all applicable City of Sturgis standards as part of their designs. Existing drawings should be updated and revised whenever possible rather than creating new ones. City of Sturgis CAD and drawing standards shall be followed throughout all work.

The Bidders shall briefly introduce their firm and summarize its administration, organization, and staffing, including multiple offices, if applicable. Provide an organizational chart indicating the positions and names of the core management team which will undertake the assignments including evidence of personnel's expertise in their discipline and within the stated utilities. For example, the Consultant may provide evidence of an Electrical and Controls Engineer's expertise in electric generation and electric distribution. Describe the firm's experience in the last thirty-six (36 months) in performing consulting services of diverse sizes and scopes.

The Bidders shall provide a proposed fee schedule for the next Five years broken down in sufficient detail to allow the City of Sturgis to evaluate their Proposal. The proposed fee schedule should include travel with included fees and related expenses, along with software expenses and any other relevant miscellaneous costs.

rn to Agenda

Future projects include but are not limited to the following: Total System Study, Installation, and Design of Behind the Meter Generation, Updated Outage Management System, Continue with Voltage Upgrades, Expansion of Industrial Substation, Construction of Stateline Substation, Substation Relay and Metering Upgrades, Various New Customer Studies, and Distributed Energy Resource Integration.

INSURANCE REQUIREMENTS

The following insurance requirements must be met and maintained:

A. The Contractor shall file with City of Sturgis satisfactory certificates of insurance prior to commencement of construction. The form, content, and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to City of Sturgis (Best rating of A or better). Advance written notice will be given to City of Sturgis before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to City of Sturgis.

B. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to City of Sturgis. Failure to mail by the Insurer will not waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modification of the standard cancellation clause is acceptable.

C. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.

D. Each insurance policy shall have an Additional Insured endorsement naming City of Sturgis, its officers, agents, directors, and employees (including the Engineer.) The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.

E. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all contractors on site.

F. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Contractor shall remain with the Contractor until official acceptance of the work by City of Sturgis.

G. Insurance types and coverages:

1. Worker's Compensation and Employer's Liability. The Contractor shall secure and maintain in force Worker's Compensation and Employer's Liability insurance. This insurance shall protect the Contractor against all claims under applicable state Worker's Compensation laws. The Contract shall also be protected against claims for injury, disease (including occupational disease), or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law under a voluntary compensation endorsement. This policy shall include a "Broad Form All States" endorsement. The liability limits shall not be less than:

Worker's Compensation - Statutory – Michigan
Employer's Liability - $100,000 each accident
$500,000 disease – policy limit
$100,000 disease – each employee

Return to Agenda

2. Business Automobile Liability. The Contractor shall secure and maintain in force Business Automobile Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims for personal bodily injuries to members of the public and damage to property of others arising from the ownership or use of any motor vehicles. The liability limits shall not be less than:

Bodily Injury and $1,000,000 combined single limit

Property Damage (each occurrence)

Michigan Automobile Insurance

Reparation Benefits (No-Fault) Statutory Limits to Apply

3. Comprehensive General Liability. The Contractor shall secure and maintain in force Comprehensive General Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims arising from personal or bodily injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or subcontractors. This policy shall specifically include coverage for:

Personal injury liability, independent contractors, and broad form property damage, including completed operations, and explosion, collapse, and underground (XCU). The liability limits shall not be less than:

Personal Injury and $1,000,000 combined single limit Property Damage (each occurrence) and $1,000,000 aggregate.

4. Umbrella Liability Policy. This insurance shall protect Contractor and the named additional insureds against all claims in excess of the limits provided under their employers' liability, comprehensive automobile liability and comprehensive general liability policies. The liability limits of the umbrella liability policy shall not be less $2,000,000. The policy shall be an "occurrence" type policy.

Return to Agenda

SUBMITTED May 12th , 2023 By: Matrix Consulting Engineers, Inc.
Date* Name of Bidder*

1601 E. Cesar E. Chavez Ave. Joseph F. Sovis
Street* Signature

Lansing, MI 48906 Joseph F. Sovis, Vice President
City, State, and Zip* Name and Title of Signatory*

(517) 487-2511
Telephone Number*

*Typed or printed in ink.

Return to Agenda

CITY OF STURGIS

REQUEST FOR PROPOSAL

Professional Services for City of Sturgis

2023 Indefinite-Scope Indefinite-Delivery

ELECTRICAL ENGINEERING/CONSULTING SERVICES

Project: Electric Engineering/Consulting Services

Date: April 28, 2023

Bids of WAYPOINT ELECTRICAL SERVICES, LLC (Bidder), organized and existing under the laws of or a resident of the State of MICHIGAN, doing business as a corporation, a partnership or an individual (circle one).

To the City of Sturgis (City).
City will receive sealed Bids for Engineering Services for Electric at the City of Sturgis, City Manager's Office, 130 N. Nottawa Street, Sturgis, Michigan 49091 until Monday, May 15th, 2023, 4:00 p.m., local time. No Bids will be received after this date and time. Bids must be submitted on this form and shall be enclosed in an opaque, sealed envelope, marked with "BID ENCLOSED –FUTURE ELECTRIC ENGINEERING/ CONSULTING SERVICES", and the name and address of the Bidder. Do not submit an envelope so marked unless a valid Bid is enclosed.

Bids may not be withdrawn for a period of 30 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the City and any Bidder or Bidders. It is anticipated that a recommendation for award will be submitted to the Sturgis City Commission for consideration at its meeting on Wednesday, May 24th, 2023.

The City reserves the right to waive any irregularities and to reject any and all Bids. Bids will be subject to CITY OF STURGIS Purchasing Policy & Guidelines section 2.1

The undersigned Bidder proposes and agrees, if this Bid is accepted, to accept a Purchase Order, and to commence as specified or indicated beginning June 1st, 2023 and ending May 31st, of 2028.

This is a 5-year contract, Bidder must submit unit pricing for each year they plan to provide services (Attachment I-2-A.)

This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the City.

Electric Engineering Requirements: See below on requirements for the Electric Engineering Requirements. Please read the document carefully as Bidders will be expected to adhere to the requirements.

If Bidders have questions, please contact Mr. Chris McArthur, Electric Superintendent, at (269) 659-7298.

Instructions and Information - Billable Rate

Cost Proposal for the ISID Contract shall outline the billable rates for the Professional firm's individuals. Specific Cost Proposals for individual projects will be obtained at the time of individual project assignment and shall carefully interface with all phases/tasks of the work plan requested at that time.

If sub-Consultants are used for a particular assigned project, their fees shall be provided at that time. A mark-up (to cover the Professional firm's sub-Consultant administration) of the Consultants' fees or billing rates will be allowed; indicate the percentage of the mark-up within the tables.

Reimbursable Expenses: The City of Sturgis will reimburse the Professional for the actual cost of printing and reproduction of project deliverables such as reports. City of Sturgis will also reimburse for U.S. Mail regular shipping or postage. A mark-up of reimbursable expenses will be allowed; indicate the percentage of the mark-up within the tables.

All other costs, such as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, all computer time, and clerical/secretarial services (not project related), telephone services, miscellaneous travel, reproduction services for other than bid documents, employees not providing a direct service, other indirect costs, overhead and profit, shall be included in the calculation of the Professional's billing rates.

If the project is further than 100 miles one-way from the Professional firm's office, travel expenses to the project site at the establish rates by contract (current at time of assigned project) will be allowed as a reimbursable expense. Other travel expenses are not to be included.

Cost Review: Cost Proposals will be reviewed on billable rates and fee schedule. At the time that an individual project is assigned to a Professional under this contract, the City reserves the right to negotiate on the Total Fee proposed by the Professional.

Return to Agenda

Capital Project Management

The Consultant should expect to work with the City of Sturgis through the phases of the project, including executing multiple Purchase Orders to coincide with the process phases as well as the specific project phases, as applicable.

Project Engineering Drawing Standards

The City of Sturgis maintains drawings for many facilities over their entire lifecycle. It is, therefore, important for our engineering Consultants to follow City of Sturgis' Project Engineering drawing standards. Whenever feasible, the Consultant shall update an existing City of Sturgis drawing, maintaining the existing drawing number instead of creating a new drawing with a new drawing number.

GIS Requirements:

- Projected Coordinate System: NAD 1983 State Plane Michigan South FIPS 2113 Feet International*
- Projection: Lambert Conformal Conic
- Geographic Coordinate System: GCS North American 1983
- Format: File Geodatabase and/or Shapefile
- Tabular: Excel, CSV, dBase, and/or Text
- Current Software Versions: ArcGIS 10.8.2 and/or ArcGIS Pro 3.3
- Drawing formats from/to clients can be in PDF, JPG, TIF, PNG, or BMP

*This is the City of Sturgis' native coordinate system and as such data coming into the GIS would work seamlessly with what we are currently mapping, however, conversion allowances can be made.

CAD Requirements:

- Current Software Version: AutoCAD Map 2023 (but can accept and supply multiple versions)
- Format: Can accept and supply drawing files (dwg)
- Deliverables: Drawings to clients can be converted to either PDF and/or Shapefiles

Permitting and Plan Review

The Consultant is the Engineer of Record for this project and, as such, will be responsible for identifying and leading the effort for all required permits and plan reviews.

Cybersecurity Requirements

Any device that needs to connect to the City of Sturgis IT or OT network must be scanned by City of Sturgis's IT department before work. If the device connects to an outside network, it must be scanned again for each subsequent use. If a consultant or contractor requires access to the City of Sturgis network, a City of Sturgis account may need to be set up, which might include a background check. Consultant shall include these provisions in the contract documents.

Project Management Plan

The Consultant shall provide and maintain a Project Management Plan throughout the project. This plan shall incorporate City of Sturgis-specific processes as discussed within this RFP. The plan shall also include a master project schedule to be continuously updated and compared to the baseline throughout the project.

Return to Agenda

Contractor Conduct

The Contractor shall employ only such workers as are skilled in the tasks to which they are assigned. Workers shall dress and act appropriately and professionally at all times. Offensive language, gestures, or actions while in this setting are not acceptable.

The Contractor's employees shall follow all applicable safety standards including operating all equipment in conformance with the manufacturer's operating instructions for each, and in compliance with OSHA and MIOSHA standards and requirements.

Precaution shall be exercised at all times for the protection of persons, (including employees) and property. The safety provisions of all applicable laws shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with applicable safety provisions.

CITY OF STURGIS BACKGROUND INFORMATION

Electric System Configuration

The City of Sturgis is a municipally owned utility located in St. Joseph County, Michigan, and supplies electricity to the community and surrounding townships.

Electricity is generated at one hydro station with four generating units located on the St Joseph River north of Centerville, Michigan. The city also owns a 6 Mw reciprocating engine used for peak shaving and emergency generation. The city utility operates its distribution system at 4160v, 12,470v, and 25kV. The city is fed from the AEP 69kV transmission system with two feeds and owns its own 9-mile 69kV loop tying all of the substations together. The city owns five substations and has plans to expand one substation and build one other to support future load.

The City of Sturgis serves around 7,500 residential, business, and industrial electric customers and owns approximately 360 miles of overhead and underground power lines inside the city and surrounding areas.

Over the past 15 years, there have been many system improvements and there are many more to come. Starting in 1991, the city embarked on a distribution improvement plan that continues to this day. The goal is to convert the entire distribution system to 12,470 volts which will improve system performance, reduce losses, and require fewer substations. The city has constructed a nine (9) mile transmission loop. To fully utilize the system, we need to add circuit breakers to the substations and finish the voltage conversion to eliminate the Eastside and Central substations.

Automated Metering Infrastructure (AMI)

The City of Sturgis utilizes the Eaton Yukon AMI system to manage its meters. This system manages both the electric and water meters on a mesh system.

SCADA (Supervisory Control and Data Acquisition)

In 2020 a new Survalent SCADA system was installed. This new installation is taking the place of an obsolete one that formerly operated the hydro units. The new configuration is now operating the hydro units, water system, substation breakers and other equipment throughout the network. This system will allow us flexibility and bring reliability along with it by allowing the system to switch load during outage situations.

Return to Agenda

DESCRIPTION OF WORK

The City of Sturgis is seeking proposals for future Engineering Consulting Services work.

Proposals from this RFP will be evaluated based on qualifications, experience, willingness to work collaboratively, ability to respond to project issues, staffing, rates, contract terms, and other metrics as deemed appropriate by the City of Sturgis. The City of Sturgis may enter into one-year contracts renewable up to 5 years as it deems to be in its best interest. Contracts will document agreed upon Terms and Conditions for any potential work and does not guarantee that any work will be granted nor exclusivity working with vendors who have established contracts for Consulting Engineering Services. This Contract shall not restrict the City of Sturgis from acquiring similar, equal, or like goods and/or services from other entities or sources.

These contracts will be structured as follows:

- The Proposal shall provide sufficient detail of the previous experience, the number of employees available locally, and the experience.

The Consultant may be asked to provide a variety of Engineering Services, including but not limited to the following:

- Discipline Engineering services: Electrical, Controls, and Operation.
- Facility Projects: Electric Generation, Cogeneration
- Electric Distribution Projects
- Services: Engineering Studies, Geotechnical, Standards.
- Support Services: Project Management, Construction Management, Database Management, Clerical, Schedules, List of Milestones, Submittals, Bid Specifications, Bid Evaluation Services, Test Plans, Commissioning Plans, Plan Review, Permitting, etc.

All Consultants will be expected to work collaboratively as an extension of the City of Sturgis staff to provide the best system and/or design possible. The Consultant is responsible for using all applicable City of Sturgis standards as part of their designs. Existing drawings should be updated and revised whenever possible rather than creating new ones. City of Sturgis CAD and drawing standards shall be followed throughout all work.

The Bidders shall briefly introduce their firm and summarize its administration, organization, and staffing, including multiple offices, if applicable. Provide an organizational chart indicating the positions and names of the core management team which will undertake the assignments including evidence of personnel's expertise in their discipline and within the stated utilities. For example, the Consultant may provide evidence of an Electrical and Controls Engineer's expertise in electric generation and electric distribution. Describe the firm's experience in the last thirty-six (36 months) in performing consulting services of diverse sizes and scopes.

The Bidders shall provide a proposed fee schedule for the next Five years broken down in sufficient detail to allow the City of Sturgis to evaluate their Proposal. The proposed fee schedule should include travel with included fees and related expenses, along with software expenses and any other relevant miscellaneous costs.

Return to Agenda

Future projects include but are not limited to the following: Total System Study, Installation, and Design of Behind the Meter Generation, Updated Outage Management System, Continue with Voltage Upgrades, Expansion of Industrial Substation, Construction of Stateline Substation, Substation Relay and Metering Upgrades, Various New Customer Studies, and Distributed Energy Resource Integration.

INSURANCE REQUIREMENTS

The following insurance requirements must be met and maintained:

A. The Contractor shall file with City of Sturgis satisfactory certificates of insurance prior to commencement of construction. The form, content, and limits of such insurance, together with the insurer thereof in each case, shall be acceptable to City of Sturgis (Best rating of A or better). Advance written notice will be given to City of Sturgis before any material modification, cancellation, or expiration of any policy covered thereby. Notice of policy material modification, cancellation, or expiration shall be made by certified mail to City of Sturgis.

B. Should any of the insurance requirements stated herein be terminated by the Insurer, the Insurer will mail thirty days written notice to City of Sturgis. Failure to mail by the Insurer will not waive the obligation or liability of any kind upon the insurer affording coverage. These requirements must be stated on all certificates of insurance. Modification of the standard cancellation clause is acceptable.

C. All certificates shall list any exclusions which are nonstandard within the industry as they appear on the policy.

D. Each insurance policy shall have an Additional Insured endorsement naming City of Sturgis, its officers, agents, directors, and employees (including the Engineer.) The issuing company for comprehensive general liability and excess liability shall waive subrogation of all claims against parties named as additional insureds.

E. The worker's compensation, automobile liability, and general liability insurance specified shall apply to all contractors on site.

F. For insurance purposes, the title of ownership of the equipment, if any, furnished by the Contractor shall remain with the Contractor until official acceptance of the work by City of Sturgis.

G. Insurance types and coverages:

1. Worker's Compensation and Employer's Liability. The Contractor shall secure and maintain in force Worker's Compensation and Employer's Liability insurance. This insurance shall protect the Contractor against all claims under applicable state Worker's Compensation laws. The Contract shall also be protected against claims for injury, disease (including occupational disease), or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law under a voluntary compensation endorsement. This policy shall include a "Broad Form All States" endorsement. The liability limits shall not be less than:

Worker's Compensation - Statutory – Michigan
Employer's Liability - $100,000 each accident
$500,000 disease – policy limit
$100,000 disease – each employee

Return to Agenda

2. Business Automobile Liability. The Contractor shall secure and maintain in force Business Automobile Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims for personal bodily injuries to members of the public and damage to property of others arising from the ownership or use of any motor vehicles. The liability limits shall not be less than:

Bodily Injury and $1,000,000 combined single limit

Property Damage (each occurrence)

Michigan Automobile Insurance

Reparation Benefits (No-Fault) Statutory Limits to Apply

3. Comprehensive General Liability. The Contractor shall secure and maintain in force Comprehensive General Liability insurance. This insurance shall be written in comprehensive form and shall protect the Contractor and City of Sturgis, and the other additional named insureds against all claims arising from personal or bodily injuries to members of the public or damage to property of others arising out of any act or omission of the Contractor or his agents, employees, or subcontractors. This policy shall specifically include coverage for:

Personal injury liability, independent contractors, and broad form property damage, including completed operations, and explosion, collapse, and underground (XCU). The liability limits shall not be less than:

Personal Injury and $1,000,000 combined single limit Property Damage (each occurrence) and $1,000,000 aggregate.

4. Umbrella Liability Policy. This insurance shall protect Contractor and the named additional insureds against all claims in excess of the limits provided under their employers' liability, comprehensive automobile liability and comprehensive general liability policies. The liability limits of the umbrella liability policy shall not be less $2,000,000. The policy shall be an "occurrence" type policy.

rn to Agenda

SUBMITTED MAY 15 , 2023
Date*

By: WAYPOINT ELECTRICAL SERVICES, LLC
Name of Bidder*

9411 SOUTH SIXTH STREET
Street*

Signature

KALAMAZOO, MICHIGAN 49009
City, State, and Zip*

NEAL BENSON, P.E. / OWNER
Name and Title of Signatory*

269-391-7075
Telephone Number*

*Typed or printed in ink.

Return to Agenda

Waypoint
ELECTRICAL SERVICES

Prepared By: Neal Benson, PE

Electrical Engineering and Consulting Services

CITY OF STURGIS
130 NORTH NOTTAWA STREET
STURGIS, MICHIGAN 49091

Date: Monday May 15, 2023

City of Sturgis Engineering and Consulting Proposal – Part I: Technical

I-1 General Information and Project Team

Waypoint Electrical Services, LLC (WES) is a young electrical engineering firm in Kalamazoo, Michigan backed by 18 years of experience building and designing large scale electrical systems. In addition to electrical engineering services, WES offers limited electrical construction services to its design clients. WES has significant experience in electrical distribution planning, design, and construction services and is licensed and insured to operate in the State of Michigan. WES operates out of a physical office with a registered agent on file for legal mailings and a postage box for all project-related mailing. Please see relevant company and project information below:

Full Name:	Waypoint Electrical Services, LLC
Business Structure:	Limited Liability Company, State of Michigan
Physical Address:	9411 South 6th Street, Kalamazoo, Michigan 49009
Engineer of Record / License #:	Neal Benson / 6201311950
Master Electrician of Record / License #:	Neal Benson / 6217936
Electrical Contracting License #:	6114740
Registered Agent:	Hamilton Law, PLC
Registered Agent Address:	3431 Oakland Drive, Kalamazoo, Michigan 49008

The business address for all project related communications including, but not limited to, contracts, contract orders, contract modifications and payments is:

Authorized Contract Representative:	Neal Benson, PE
Title:	Electrical Engineer / Project Manager
Address:	P.O. Box 368, Mattawan, Michigan 49071
Email:	nbenson@waypointelectrical.com
Phone Number:	269-391-7075

I-2 Understanding of Project and Tasks

Overview

At Waypoint Electrical Services, LLC (WES) we understand the electrical generation, transmission, and distribution landscape is changing rapidly. As distributed energy resources become more prevalent, the ability for the customer to generate their own power has significant consequences on the electrical utility. Electric utilities will have to develop robust modeling of their distribution systems to ensure the customer is receiving the best power quality. Additionally, the customer experience is more important now than it has ever been. Reducing outages and increasing automation are only some of the technical components to a customer service strategy. The customer experience thrives with clear and concise communication

between customer and utility. The following sections detail our firm's extensive experience on a variety of projects.

Distribution Design and Customer Design

WES has direct experience in distribution design services with nearly four years of experience working for Indiana Michigan Power Company (IMP). WES was founded to become a local resource for regional electrical utilities and to develop long-term partnerships to enhance internal engineering teams and provide support for the evolution of the electrical distribution grid into the future.

WES was started in the Fall of 2022 by Neal Benson, Electrical Engineer P.E. Neal developed a passion for distribution engineering while working in IMP's Michigan District. First as a Customer Design Technician and then transitioning to a Region Engineering position in Distribution Support and Planning. Prior to working at IMP, Neal started his career as an industrial electrician and has also worked in architectural engineering consulting. WES has significant experience working directly with electric utility customers. Experience in customer service design ranges from single family home services to large primary metered customers. Additional experience includes line rebuild and relocation design as well as substation distribution exits and equipment replacement programs.

WES' experience in customer service design required the project management of many concurrent projects, including experience preparing forms for underground location services, easement record drawings, and third-party attachment transfers. Unique experience includes the design and coordination of an underground railroad crossing to establish a new circuit tie. The circuit tie was designed to increase reliability and required coordination with a survey subconsultant, the railroad company, and county permitting requirements.

WES also provides the technical knowledge necessary to meet today's distribution design standards. WES has experience working with Distribution Design Studio software to analyze designs to meet regional structural integrity requirements and customer service sizing requirements. Automated Volt/Var energy optimization strategies are being deployed to maintain specific voltage levels making it increasingly important to properly interpret customer load forecasts and properly size customer services. With 11 years of experience in industrial electrical construction, WES provides unique insight into customer service load requirements and power quality concerns.

Field Experience

In addition to office services, WES has extensive field experience. All electrical utility work ends up in the field with daily interactions with customers. WES has the experience necessary to be a reliable, knowledgeable, and compassionate representative to the clients' customers. WES provides experience dealing with high stress customer interactions including outage restoration and assessment activities. Additional field experience includes meeting customers onsite to determine construction requirements and working with Trimble-brand GPS devices to document the precise location of existing structures. GPS technology proved extremely beneficial during a substation exit design in Riverside, Michigan. The project included the expansion of an existing substation, the addition of a new distribution circuit, design for new distribution station exits and the coordination of distribution under build on newly constructed transmission structures. Interacting with an out-of-state transmission and substation engineering firm required clear and consistent communication. Accurate GPS data collection resulted in accurate design analysis and allowed for the precise onsite field marking required by construction personnel. Additionally,

rn to Agenda

accurate GPS data and modeling allowed for expedited easement record drawings and local permitting requirements.

Distribution System Planning

WES also provides a strong background in distribution system planning. WES has valuable experience providing recommendations for grid improvement and reliability including smart recloser deployment and the identification of system improvements required to realize circuit ties and capacity increases. Additional experience includes the creation of settings files for Eaton Nova reclosers as well as G&W Viper reclosers with SEL 651R controls. WES provides a strong knowledge of coordination including the development of recloser settings to coordinate with upstream station circuit breakers and downstream fuses and hydraulic/vacuum reclosers. WES' experience extends beyond short circuit analysis and coordination studies. WES also provides experience with essential grid equipment such as capacitor banks, voltage regulators, and line monitoring devices. Experience in Volt/Var optimization studies using Eaton Cyme software provides valuable insight into load allocation and modeling including the placement of power factor correction capacitors and voltage regulators. WES also has experience with voltage conversion projects and their requirements including the system upgrades required for the conversion of 12.47kV circuits to 34.5kV.

Communication Systems

Communication systems play an important role in advanced distribution control. WES can provide the field services necessary to confirm cellular coverage and provide recommendations on the precise placement of line monitoring devices to keep the system operating within its design parameters. Additional technical experience includes the assessment and design of distribution automation schemes with experience interfacing with Eaton's Yukon Feeder Automation Software. WES provides the background necessary to identify key locations within the system to optimize the placement of automatic reclosing devices. WES knows that the key to the successful deployment of any distribution automation scheme comes with the necessary training of field personnel and distribution system operators. Training of field personnel is essential to develop trust in the system and ensure that it is maintained and operated at the highest level of safety.

Commitment to Safety

WES is committed to delivering excellent design and field services safely. The success of any project is ultimately measured in the health and safety of its personnel. WES has direct experience working in electrical construction and has experienced the importance of safety firsthand. WES can provide pre-construction safety planning and provide onsite visits to identify hazards and help crews stay safe. Safety doesn't start in the field. Safety in design includes adherence to all current design and construction standards. WES provides a strong working knowledge of the National Electrical Safety Code and the application of distribution design standards. Adhering to newer, more robust distribution design standards comes with careful construction considerations. Distribution field conditions change rapidly, and previous standards did not include the larger clearances required for today's construction and maintenance techniques. The integration of current distribution standards into existing field conditions requires thoughtful engineering consideration. WES can provide the expertise and field support required for a safe and successful design and construction process.

rn to Agenda

The Waypoint Electrical Services Team

WES is a small group of dedicated individuals focused on providing electrical engineering consulting services with the experience and knowledge necessary to identify the needs of other disciplines. Please see *Figure 1* below for a brief organizational overview. WES has extensive experience working with subconsultants and can retain the necessary external services to carry out any project need.

Additional members of the project team include Alyssa Benson. Alyssa is a marketing professional with 10 years of marketing and project management experience. Alyssa serves part-time as WES's marketing manager and project administrator. Alyssa has direct experience interpreting state construction contracts, writing proposals, and administering projects within contract guidelines. The combination of Neal's electrical knowledge with Alyssa's marketing and project management experience offers the City of Sturgis an agile team of individuals dedicated to the success of the project and its promotion in the community.

WES is also a signatory employer with the International Brotherhood of Electrical Workers Local 131 in Kalamazoo, Michigan. This allows WES access to a large group of qualified electrical designers that can be hired on demand with the experience and knowledge necessary to be immediately effective. WES works with several long tenured IBEW members who have experience in designing and constructing power distribution systems.

WES is strongly committed to a successful design process and understands the importance of being available to be onsite, whenever necessary, to maintain clear and consistent communication. Every aspect of the engineering process requires collaboration between many different partners including construction contractors, suppliers, executives, and the public interest. WES is committed to providing the resources necessary for the successful completion of long-term, complicated engineering projects. WES strives to be the local resource necessary to execute the City of Stugis' electric utility improvement goals and is well positioned to meet the needs of the city. WES is excited to provide a proposal for electrical engineering and consulting services and knows they will be the experienced, knowledgeable, local leader necessary to carry out the goals and expectations of the City's electrical infrastructure improvements.

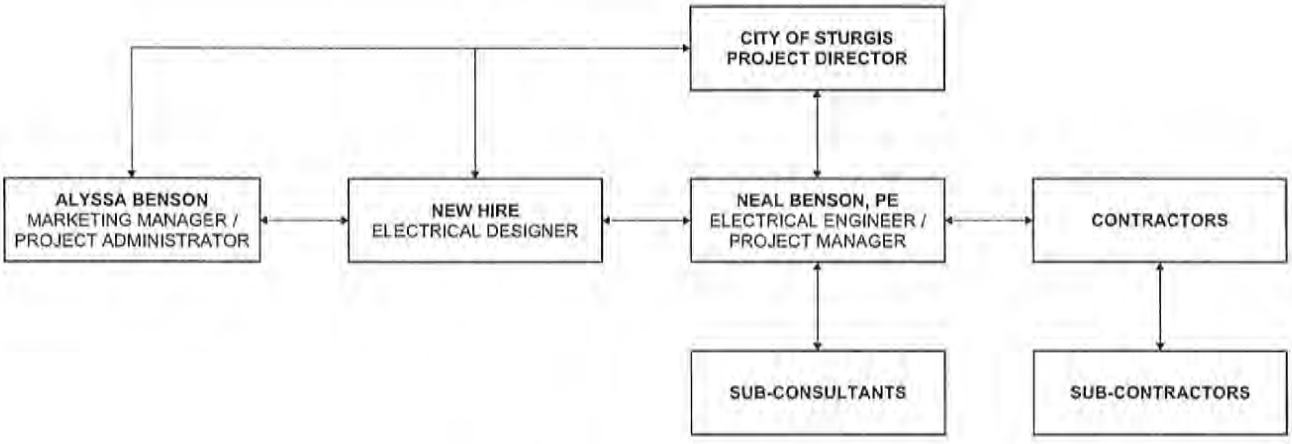


Figure 1: Project Organizational Chart

I-6 References

WES realizes the importance of collaboration in the engineering and construction process. References include many long tenured engineers and electricians licensed in the State of Michigan. WES maintains communications with many representatives within Indiana Michigan Power Company and is an excellent resource project interface with the regional power supplier.

Lentz Becraft, PE
Principal / Electrical Engineer
Ignyte Design
lbecraft@ignyte.design

Shane Evens, PE
Electrical Department Manager / Electrical Engineer
TowerPinkster
sevens@towerpinkster.com

Todd Gasaway
Master Electrician / Project Manager
Moore Electrical Service, Inc.
toddgasaway@mooreelectrical.com

Richard Berg
Senior Electrical Engineer
Indiana Michigan Power Company
rvberg@aep.com

City of Sturgis Engineering and Consulting Proposal – Part II: Cost

Form II-2(A) Position, Classification and Employee Billing Rate Information

Firm Name Waypoint Electrical Services, LLC

Yearly Hourly Rate Billing Increase ~4%

Position Classification	2023	2024	2025	2026	2027	2028
Electrical Engineer / Project Manager	$130.00	$135.00	$141.00	$146.00	$152.00	$158.00
Electrical Designer	$105.00	$109.00	$114.00	$118.00	$123.00	$128.00
Marketing Manager / Project Administrator	$75.00	$78.00	$81.00	$84.00	$88.00	$91.00

Form II-2(B) Authorized Reimbursables – Subconsultants, Printing and Expenses

Firms Mark-Up Percentage: 5%

Bid Tab - Electrical Engineering/Consulting Services 2023

Vendor	Yearly Hourly Billing Rate increase	Employee/Position	Year 1	Year 2	Year 3	Year 4	Year 5
CTC Engineering, LLC	3.50%	President	$70.00	$72.50	$76.00	$78.00	$81.00
CTC Engineering, LLC	3.50%	Chief Engineer	$220.00	$228.00	$235.00	$242.00	$250.00
CTC Engineering, LLC	3.50%	Staff Engineer	$175.00	$181.00	$187.00	$194.00	$200.00
CTC Engineering, LLC	3.50%	Staff Engineer	$175.00	$181.00	$187.00	$194.00	$200.00
CTC Engineering, LLC	3.50%	CAD	$115.00	$119.00	$123.00	$132.00	$136.00
CTC Engineering, LLC	3.50%	Markup	10%	10%	10%	10%	10%
CTC Engineering, LLC	3.50%	Markup	10%	10%	10%	10%	10%
CTC Engineering, LLC	3.50%	Markup	10%	10%	10%	10%	10%
CTC Engineering, LLC	3.50%	Mileage-IRS Rate					

Bid Tab - Electrical Engineering/Consulting Services 2023

Vendor	Yearly Hourly Billing Rate increase	Employee/Position	Year 1	Year 2	Year 3	Year 4	Year 5
GRP Engineering, Inc.	4%	Senior Project Manager	$175.00	$182.00	$189.00	$197.00	$205.00
GRP Engineering, Inc.	4%	Project Manager	$165.00	$172.00	$179.00	$186.00	$193.00
GRP Engineering, Inc.	4%	Senior Engineer	$160.00	$166.00	$173.00	$180.00	$187.00
GRP Engineering, Inc.	4%	Project Engineer	$155.00	$161.00	$167.00	$174.00	$181.00
GRP Engineering, Inc.	4%	Engineer II	$150.00	$156.00	$162.00	$169.00	$176.00
GRP Engineering, Inc.	4%	Engineer I	$130.00	$135.00	$140.00	$146.00	$152.00
GRP Engineering, Inc.	4%	Entry Level Engineer	$110.00	$114.00	$119.00	$124.00	$129.00
GRP Engineering, Inc.	4%	Field Staking Technician	$97.00	$101.00	$105.00	$109.00	$113.00
GRP Engineering, Inc.	4%	GIS Technician	$80.00	$83.00	$86.00	$89.00	$93.00
GRP Engineering, Inc.	4%	GIS Developer	$90.00	$94.00	$98.00	$102.00	$106.00
GRP Engineering, Inc.	4%	Senior Engineering Technician	$90.00	$94.00	$98.00	$102.00	$106.00
GRP Engineering, Inc.	4%	Engineering Technician	$85.00	$88.00	$92.00	$96.00	$100.00
GRP Engineering, Inc.	4%	Engineering Intern	$60.00	$62.00	$65.00	$68.00	$71.00
GRP Engineering, Inc.	4%	Administrative	$65.00	$68.00	$71.00	$74.00	$77.00

Bid Tab - Electrical Engineering/Consulting Services 2023

Vendor	Yearly Hourly Billing Rate increase	Employee/Position	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Waypoint Electrical Services, LLC	4%	Electrical Engineer/Project Manager	$130.00	$135.00	$141.00	$146.00	$152.00	$158.00
Waypoint Electrical Services, LLC	4%	Electrical Designer	$105.00	$109.00	$114.00	$118.00	$123.00	$128.00
Waypoint Electrical Services, LLC	4%	Marketing Manager/Project Administrator	$75.00	$78.00	$81.00	$84.00	$88.00	$91.00

Bid Tab - Electrical Engineering/Consulting Services 2023							
Vendor	**Yearly Hourly Billing Rate increase**	**Employee/Position**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Matrix Consulting Engineers	3%	Principal/Mechanical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Matrix Consulting Engineers	3%	Principal/Electrical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Matrix Consulting Engineers	3%	Senior Mechanical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Matrix Consulting Engineers	3%	Senior Mechanical Engineer	$174.00	$180.00	$186.00	$192.00	$198.00
Matrix Consulting Engineers	3%	Electrical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Matrix Consulting Engineers	3%	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Matrix Consulting Engineers	3%	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Matrix Consulting Engineers	3%	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Matrix Consulting Engineers	3%	Mechanical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Matrix Consulting Engineers	3%	Electrical Engineering Project Manager	$148.00	$152.00	$157.00	$162.00	$166.50
Matrix Consulting Engineers	3%	Electrical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Electrical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Mechanical Project Engineer	$121.00	$125.00	$129.00	$133.00	$137.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Mechanical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Electrical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Electrical Design Engineer II	$110.00	$114.00	$118.00	$122.00	$126.00
Matrix Consulting Engineers	3%	Electrical Designer IV	$122.00	$126.00	$130.00	$134.00	$138.00
Matrix Consulting Engineers	3%	Electrical Designer III	$103.00	$107.00	$111.00	$115.00	$119.00
Matrix Consulting Engineers	3%	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Matrix Consulting Engineers	3%	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Matrix Consulting Engineers	3%	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Matrix Consulting Engineers	3%	Electrical Designer II	$93.00	$96.00	$99.00	$102.00	$105.00
Matrix Consulting Engineers	3%	Mechanical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Matrix Consulting Engineers	3%	Electrical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Matrix Consulting Engineers	3%	Mechanical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Matrix Consulting Engineers	3%	Mechanical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Matrix Consulting Engineers	3%	Electrical Designer I	$78.00	$80.00	$82.00	$85.00	$87.00
Matrix Consulting Engineers	3%	CAD Operator II	$67.00	$69.00	$71.00	$73.00	$75.00
Matrix Consulting Engineers	3%	Director of Business Development/Clerical	$54.00	$56.00	$58.00	$60.00	$62.00
Matrix Consulting Engineers	3%	Administrative Manager/Clerical	$54.00	$56.00	$58.00	$60.00	$62.00
Matrix Consulting Engineers	3%	Marketing and Business Development/Clerical	$54.00	$56.00	$58.00	$60.00	$62.00

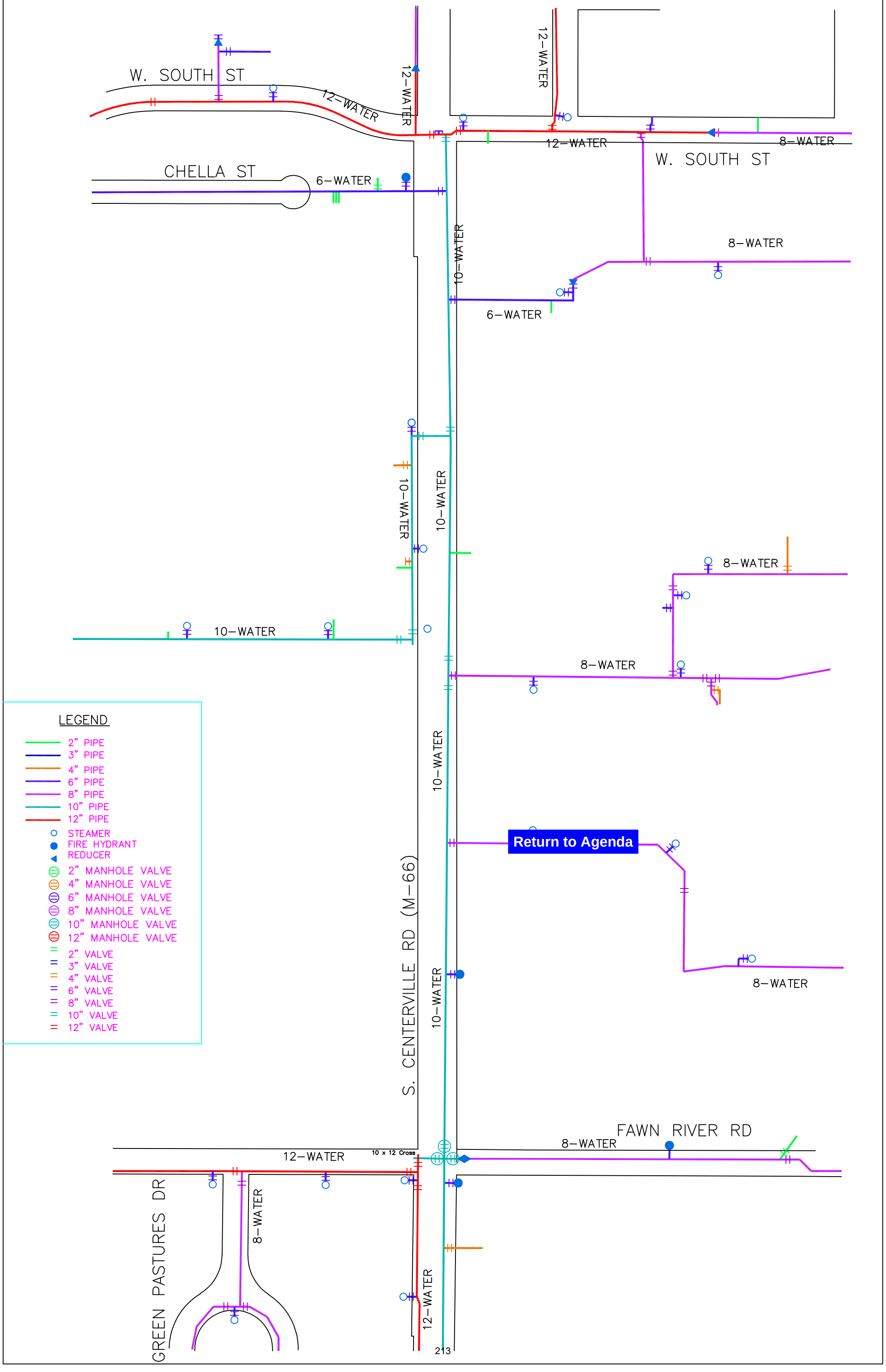
City of Sturgis
City Commission
Regular Meeting

Agenda Item 10E

Return to Agenda

Return to Agenda

M-66 (S. Centerville Road) - Phase 1 Water Main Improvements



Return to Agenda

City of Sturgis
City Commission
Regular Meeting

Agenda Item 10F

Return to Agenda

Return to Agenda

AMENDMENTS TO ZONING ORDINANCE
PERTAINING TO THE REGULATION
OF ACCESSORY BUILDINGS, STRUCTURE

An ordinance to amend Appendix A of the Zoning Ordinance of the City of Sturgis to provide for the modification regarding Accessory Buildings, Structure and Use within certain districts in the City and an effective date of this Ordinance.

WHEREAS, the City Commission, upon recommendation from the Planning Board, has determined that it is in the best interest of the residents of the City to modify the Zoning Ordinance to provide for the modification of zoning within the City;

NOW, THEREFORE, the City of Sturgis, St. Joseph County, Michigan ordains:

Appendix A of the Zoning Ordinance of the City of Sturgis, Section 1.1105, of the Zoning Ordinance is hereby modified to provide as follows effective as of August 25, 2022.

1.1105 Accessory buildings, structures and uses.

…

(B)

…

(8) There shall be no more than two accessory buildings on any one parcel excluding play houses, dog houses, pergolas or gazebos not exceeding 150 square feet, or buildings of similar uses.

Return to Agenda