



## Meeting Minutes

### **Augusta Twp, Fire Station Pre-Proposal Meeting**

**January 16, 2019, 9:00 am**

**Augusta Twp Hall**

**8021 Talladay Rd**

**Whittaker MI 48190**

1. Sign-in sheet attached
2. Introductions
3. Project Overview
  - a. Project Scope, desired Open Summer 2020
  - b. No additional budget beyond the 1 mill currently being collected, passed in 2016 Nov election, estimated revenue \$2.4 based on constant SEV could go up to \$2.7 million. Design team to work backwards from the budget number, and scale back finished product to meet the budget. Be that by leaving spaces unfinished or stubbing out foundations for future additions.
  - c. List of Fire Departments highest priorities
    - i. 6 -80 ft deep drive-thru apparatus bays
    - ii. Fire support decontamination area and turn out gear storage
  - d. Site Civil Features
    - i. Site Storm collection system and detention pond volume to accommodate for Future Twp Hall, adherence to Washtenaw County Ordinances. Ultimate discharge anticipated to be the McCarthy Drain approx. 800 ft to the south of the property.
    - ii. Aug Twp Water main on far side of Whittaker Rd, tap for site hydrant and domestic service, record plans available post award.
    - iii. Aug Twp Sanitary low pressure force main, 4 inch and 6 inch along near side of Whittaker Rd, to tap for san service, record plans available post award.
  - e. Contract Award
    - i. Augusta Twp Board Meeting Feb 12, 2019



#### 4. Questions Asked prior to and at the Pre-Proposal Meeting

Q1: Finances: Given current list of desired space approx. 20,000 sft the budget only allows for \$120/-\$135/ sft, does the project cost include hard (construction) and soft (FFE, Equipment, Prof fees) costs?

A1: The Project cost is based on anticipated revenue from the millage, there are no other anticipated funding sources. Project cost is “all in”.

Q2: Future Town Hall: How much site cost for the future building is included?

A2: Only storm water sewer and detention volume to accommodate anticipate future building/ pavement. Future Building site shall be left positively graded and restored with topsoil and seed.

Q3: Since this is a “Civic Center” may we assume that material selection will be an important element?

A3: Augusta Fire Department is focused on the functionality of the new building as their first priority, aesthetic elements would be nice but may wait to be added once Township Hall is being designed. Township Hall is not anticipated for many years.

Q4: Fire Separations between uses: Fire protection- sprinklers throughout?

A4: Meet the minimum required by MI building code. If sprinklers are not required at this time, place underground infrastructure to finished slab so that sprinklers can be added in the future without requiring underground work.

Q5: Training room: How many training at one time?

A5: Augusta Twp Fire anticipates having 25 on-call members, sufficient space to hold training for all.

Q6: Concrete Roadway: Aprons only or everything?

A6: Design team will need to determine based on budget the extent of concrete roadways which can be provided.

Q7: Water Pressure: Will a tank be needed for FD?

A7: Water main on Whittaker has avg pressure of 90 psi. No tank is anticipated.

Q8: Apparatus: Can some vehicles be stored under carports?

A8: Augusta Fire Department would like to store all of their fleet within the new fire station apparatus bays. Brush trucks are used throughout the year.

Q9: Turnout gear for 25: Requires decontamination area for carcinogens?

A9: Meet the minimum required by MI building code.

Q10: Storm shelter for tornados: Per 2015 IBC; not adopted by Michigan?

A10: Fire station is not intended as a storm or tornado shelter



Q11: Vehicle Exhaust Eqpt: In Budget?

A11: Yes Project Cost "all-in"

Q12: Site plan Circulation: Town Hall and FD Conflict?

A12: Concept plan was developed to show that the 6 Ac parcel would be adequate for both the FD and a future Town Hall. Design team does not need to follow the layout shown.

Q13: Insurance: Owner's Contractors Protective Liability Insurance; Design professionals are not contractors. Why is this included?

A13: Article 5 of the Insurance requirements for Augusta Charter Township Fire Station shall not apply to this Design Contract. Proof of insurance for the other 4 articles is still required at the time of execution of the contract.

Q14: Bid Security: Highly Unusual, Why?

A14: To show that bid submitted are from committed firms. Requirement is removed.

Q15: Generator: In Budget?

A15: Project Cost "all-in". Existing diesel backup generator at Fire Station #1 can be relocated to new station. It is an older model.

Q16: Permits and Fees, Etc: Reimbursable or paid for directly by the Township?

A16: Permits and fees will be paid for by the Township directly.

Q17: Township Hall: What are the clear limits of the FD vs future Town Hall?

A17: Design for site pavement, required to service the Fire Department only.

Q18: Storm outlet: Is there an identified ultimate outlet?

A18: The McCarthy Drain, approx. 800 ft to the south is the anticipated ultimate discharge point. Discharge is anticipated to be conveyed in an enclosed drain along Whittaker Rd ROW.

Q19: Washtenaw County Roadway: Are any road improvements expected or planned as part of this project?

A19: Augusta Fire has been in contact with WCRC and no improvements on Whittaker or Judd are required.



Q20: Overhead wires: Any modifications to the overhead power lines planned as part of this project?

A20: There is an overhead wire that cuts across the northwest corner of the property. Augusta Fire has met with DTE energy and the proposed building need only be 10 ft clear of the line. Power line is not anticipated to be relocated. There is a Comcast aerial that runs along the Whittaker property line. The Design team will need to determine if some or all of that line needs to be relocated.

Q21: Tree removal: Are the trees along Whittaker all being removed?

A21: It is anticipated that all the trees along Whittaker Rd will be removed, but the Design team can determine the removal limits.

Q22: Washtenaw County Storm BMP: Are any green features anticipated?

A22: The Design team can determine if the credit for meeting the Washtenaw County BMPs is cost effective over the cost of the additional detention volume.

Q23: Planning: Are there any open space features planned, ie gazebo, walking path/ play structures?

A23: No

Q24: Utilities: Water is called out on the west side of Whittaker Rd, is it planned for this project to loop water main around the entire site or just building leads?

A24: Water main extension is anticipated for a site hydrant and FD building service, service to be sized for building sprinkler system (now or future) or for filling the tanker truck which ever governs.

Q25: Sanitary Sewer: Is this high pressure or low pressure force main?

A25: Both the 4 inch and 6 inch force mains are low pressure.

Q26: Tanks: Are there any tanks or filling stations anticipated?

A26: Yes, Oxygen tanks: FD has Cascade refilling setup. Diesel tanks: existing above ground unit at fire station to be relocated to new station.

Q27: Floodplain: Was a floodplain determination made on the property?

A27: FEMA floodplain maps were reviewed prior to the purchase of the property. The property is not within a floodplain.

Q28: Wetlands: Are there any know wetlands on the property?

A28: No, current property usage is farmland and has been for decades.



Q29: Schedule: What is the anticipated schedule for Design?

A29: Design and permitting March thru July, documents out for bid in Aug, Construction starting in September.

Q30: Staff Schedule: When will staffing go to full time paid?

A30: Currently only the Fire Chief is full time, everyone else is paid on call. Full time staff is a long ways out.

Meeting concluded at 10:00 am

Distributed to all firms listed on the plan holder list as of 1-24-19.  
Posted on the OHM Bid Plan Room.

Meeting minutes prepared by Nicholas Bayley PE, OHM Advisors  
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# Augusta Charter Township, Fire Station

## Pre-Proposal Meeting Sign in Sheet

Project: Augusta, Fire Station

Date: 1-16-19

**Please print the following information and provide a business card to the OHM representative.**

NAME	COMPANY	PHONE	E-Mail
Nicholas Bayley	OHM Advisors	734-466-4538	Nicholas.Bayley@ohm-advisors.com
ROY BAKER	NSA ARCHITECTS	248 921 9104	rbaker@nsa-ae.com
DAN REDSTONE	REDSTONE ARCHITECTS	248-418-0990	dan@redstonearchitects.com
LAURIE FREY	DLZ	734.604.8745	lafrey@dlz.com
George Kacan	Sidock Group	248 869-4029	gkacan@sidockgroup.com

**All persons listed above will receive a copy of this information packet via email. Please include the Project Name and OHM Project Number on all correspondence**

compensating a geotechnical firm for work related to Washtenaw County Permeability Testing.

5. **Additional Information.** Architect to include any additional information and/or tasks which they believe are required to provide a project ready to bid in the tasks noted above or as a separate task.

### **Bid Security**

~~Each proposal shall be accompanied with security in the form of a surety bond, a certified check, cashier's check, or money order in the amount of \$5,000 as a guarantee on the part of the responder that he/she will enter into the contract to perform the work at the prices stated in the proposal. All pricing shall remain in effect for a period of ninety (90) days from the submission deadline. The bid security will be returned upon either the rejection of the proposal; or upon execution of the Agreement by all parties.~~

~~Responders who do not have the required security attached to their submission will be disqualified.~~

**Removed via Addendum #1 1-25-19**

**INSURANCE REQUIREMENTS**  
**For Augusta Charter Township Fire Station**

The Architect shall provide the Township with proof of all insurance required in this section evidencing such coverage at the time of the Architect's execution of this contract. The Township, and all elected and appointed officials, employees and volunteers as individuals acting within the scope of their authority, shall be named as additionally insured. Coverage shall be primary to any other coverage that may be available to the additional insured.

1. Workers' Compensation Insurance. Architect shall procure and maintain during the life of the Contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. Commercial General Liability Insurance. Architect shall procure and maintain during the life of this Contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, \$2,000,000 Aggregate, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; and (D) Broad Form General Liability Extensions or equivalent.
3. Motor Vehicle Liability. Architect shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including all applicable no-fault coverages with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage, \$2,000,000 Aggregate. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. Professional Liability. Professional liability insurance, including efforts and omissions coverage with limits of not less than \$1,000,000 per claim. If this policy is a claims form then the contractor shall be required to keep the policy in force, or purchase a "tail" coverage, for a minimum of 3 years after the termination of this contract.
5. ~~Owners Contractors Protective Liability. The Architect shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage.~~  
**Removed via Addendum #1 1-25-19**