

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY  
MANAGEMENT COUNCIL  
WALLED LAKE COUNCIL CHAMBERS  
1499 E. West Maple Rd.  
Walled Lake., MI 48390**

**AGENDA  
Wednesday 13 March 2019  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Construction – Next Steps**
  - a. Construction start March 18**
    - i. Greenaway Drain**
    - ii. Bollard discussion**
    - iii. Trail closure signage**
  - b. Bridge update**
  - c. Phase Two Design/Engineering/Route/RFP update**
- 4. Adams Billboard Lease Update**
- 5. Trail Manager Report**
  - a. Legal & Audit services RFPs**
- 6. Re-Writing Interlocal Agreement: update**
- 7. Financials submitted, discussion as warranted**
- 8. Other matters and next meeting date**
  - a. Next Friends Group meeting Tues, April 2; Wixom Library**
  - b. Next Trail Council meeting April 10; Walled Lake**
- 9. Approve the Warrants**
  - a. Manager of the Air Line Trail**
  - b. Trail Attorney's invoice**
- 10. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Management Council  
Special Meeting  
2-26-2019  
3 p.m.  
Walled Lake Council Chambers  
Walled Lake, MI**

**Council members**

David Scott	Commerce	President	Present
John Owsinek	Walled Lake	Treasurer	Present
Steve Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Linda Ackley, Deanna Magee, Casey Ambrose, Van Vanerian

Meeting was called to order by President David Scott at 3:15 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 2-13-2019 Minutes. <b>Motion</b> by Owsinek, supported by Brown, to approve the Minutes of February 13, 2019. <b>Motion Carried unanimously.</b>	
2	Public Comment. Casey Ambrose reported that the Walled Lake Council used an executive session at their most recent meeting to review some of the WL changes to the new Interlocal Agreement and that version was the copy that was sent to attendees for today.	
3	<p>Scott asked Manager if there were new estimates of local contributions for the TAP project. Manager replied that he was working on them and would be consulting MDOT on a few items before finalizing the estimates, as well as waiting for results of the bid sheets, which should be discussed at the preconstruction meeting. Mayor Ackley responded that some sort of reduction or financial assistance would likely be needed. Scott replied that sale of WL's portion of trail to Commerce would also be a possible option.</p> <p>Discussion resumed on the WL Depot. Scott reported that Commerce's engineering consultant said that it is his opinion that the existing structure be razed, and a new facility constructed. Owsinek cautioned that he was concerned about perpetual maintenance and operational costs on a new (or remodeled) facility, especially if that building is an elaborate facility. Mayor Ackley responded that if the existing facility is demolished, that it should be replaced with some kind of a replica facility. Owsinek commented that the dormer added to the Depot structure removes its official historical building status.</p> <p>Estimates of demolition costs were raised; Commerce and Wixom indicated that they would consult with a couple of contractors they have experience with to ask for a rough estimate quote for Depot demolition. Manager will also investigate.</p> <p>Mr. Vanerian provided some insight into his additions/changes to the Interlocal Agreement draft. They reflect 1) concerns about the Depot existing or not (as it currently stands), 2) concerns about how it will be paid for, and 3) the formula for calculating future contributions to the Trail Council's operating budget. The formula he suggested, based on taxable value, resulted in a 69% Commerce, 24% Wixom and 7% Walled Lake arrangement. It was mentioned that this was just a suggestion/starting point for further discussion. Scott indicated that it would be very difficult for Commerce to accept such a setup, and that Commerce is</p>	Council members to solicit Depot demolition rough estimates.

	<p>already paying for more first responders that will be used on the Trail. Ambrose suggested that some level of contribution between 30% and 7% would be a target. The 53/18/29 split that was previously reviewed was also discussed; Ms. Wiltfang will circulate copies of that ratio formula to Council.</p> <p>Item 9A. The last sentence dealing with withdrawal regarding the Adams billboard was seen as redundant and will be removed.</p> <p>The next Council meeting date is 3:00 p.m. on March 13 at the Walled Lake Chambers.</p>	<p>Manager to circulate latest copy of Draft IA to council.</p>
<p>4</p>	<p>Adjourn. <b>Unanimous consent. Motion Carried Meeting Adjourned at 4:39 p.m.</b></p>	

# REQUEST FOR PROPOSALS

## LEGAL SERVICES FOR THE MICHIGAN AIR LINE TRAIL VIA THE CW2 TRAILWAY MANAGEMENT COUNCIL (COMMUNITIES OF COMMERCE, WALLED LAKE AND WIXOM)



### **Proposal Due Date:**

Friday, April 12, 2018 at 12:00 PM

### **Issued by:**

CW2 Trailway Management Council  
2009 Township Drive  
Commerce Township, Michigan 48390

### **RFP Contact:**

John Hensler—Trail Manager  
[manager@miairlinetrail.com](mailto:manager@miairlinetrail.com)  
Phone: (248) 506-0942

# **REQUEST FOR PROPOSALS (RFP)**

## **Section 1: Instructions to Respondents**

**Objective:** The Commerce, Walled Lake, and Wixom Trailway Management (CW2) Council (“Council”), invites qualified firms to submit Proposals for Legal Services associated with the operation, ongoing development and maintenance of the Michigan Air Line Trail within the communities of Commerce, Walled Lake and Wixom.

**Purpose:** The intent of this document is to provide interested consultants with sufficient information to enable them to prepare and submit proposals for consideration to the Council for legal services. The successful Consultant will be approved by the Selection Committee, based on the evaluation of the submitted qualifications of the Consultant’s team, trail knowledge and experience, and the fee proposal and interview, if deemed necessary.

**Services Required:** Professional services will include staffing of a part-time attorney as needed to perform those duties regularly associated with the administration and operation of the Trail, including but not limited to construction and permit activities within the trail and road right-of-way, negotiating contracts, and providing legal opinions as the Council requests/needs.

**Issuing Office:** This RFP is issued by the Commerce, Walled Lake and Wixom Trailway Management Council. The contact person for this RFP is Mr. John Hensler, Michigan Air Line Trail Manager [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) or (248) 506-0942.

**Questions or Clarifications of RFP Requirements:** Any inquiries relating to this RFP must be submitted in writing via email to the Trail Manager, Mr. John Hensler at [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) and received no later than **Friday, March 29, 2019 at 3:00 PM (EST)**.

**Proposal Submission:** All Sealed proposals are due **on or before Friday, April 12, 2019 at 12:00 PM (EST)**. Proposals will not be accepted after the time designated for opening of proposals. The bidder will accept all responsibility for delivery of the proposal.

The proposals must be addressed and delivered as follows:

Mr. John Hensler, Trail Manager  
Commerce Township Offices  
2009 Township Drive  
Commerce Township, Michigan 48390

Proposal for Legal Services,  
Michigan Air Line Trail

If you wish to submit the proposal electronically, email the Trail Manager, Mr. John Hensler at [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) and upload links/directions will be sent to your attention.

**The fee proposal shall be submitted in a separate envelope or as a separate uploaded document. Any proposal not complying with this requirement may be subject to disqualification.**

Mailed or delivered submission must include:

1. Qualification materials – Envelope #1
  - Provide (4) copies in 8 ½” x 11” format, as described in this RFP.
  - Provide (1) electronic copy (on a flash drive or compact disc) in Adobe PDF format. The electronic copy should be saved as one single document.
2. Fee proposal - Envelope #2
  - Provide (4) copies of fee proposal in 8 ½” x 11” format in with the company name and contact information clearly identified.
  - Provide (1) electronic copy (on a flash drive or compact disc) in Adobe PDF format. The electronic copy should be saved as one single document.
  - Cost data shall not be included in the qualifications response material (document #1 above). Failure to comply may result in disqualification.

Electronic submissions must include:

1. Qualification materials – Upload #1
  - Provide in a single pdf document with divider pages separating and identifying the response items as described in this RFP. Qualification material to be uploaded as one single document.
2. Fee proposal – Upload #2
  - Provide a single pdf document to be uploaded as a separate single document from the qualification materials.
  - Cost data shall not be included in the qualifications response material (upload #1 above). Failure to comply may result in disqualification.

**Selection Criteria:** The basis of selection will be focused on qualifications of the Consultant’s team, comprehensive knowledge of all aspects of law, trails experience, familiarity with Michigan Transportation policy, including non-motorized policy, and the fee proposal. All proposals will be reviewed by a Selection Committee composed of CW2 Council members, Trail Manager and Oakland County staff. The final candidates may be interviewed, if the Selection Committee deems it necessary. A meeting will be scheduled with the full CW2 Council to introduce the project team, clarify proposal, and ensure mutual understanding of the project. The Council will decide and award the contract to the successful proponent.

**Schedule:** The following is the solicitation schedule for this procurement.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Issue Request for Proposal	Friday, March 15, 2019
Questions Regarding RFP Due	Friday, March 29, 2019
Addendum Issued to Firms	Wednesday, April 3, 2019
Responses to RFP Due	Friday, April 12, 2018 by 12:00 p.m. EST
Interviews (if needed)	Anticipated in Late April
Finalist Selected	May 2019

Note: The above schedule is for informational purposes only and is subject to change at the Council's discretion.

**Proposal Terms and Requirements:** This RFP in no manner obligates the CW2 Council to the eventual purchase of any products or services described, implied, or which may be proposed, and may be terminated by the Council without penalty or obligation at any time.

Expenses for developing and presenting responses to this RFP shall be the entire responsibility of the Consultant and shall not be chargeable to the CW2 Council. All supporting documentation and manuals submitted with this proposal will become the property of the Council.

The Consultant affirms that to the best of its knowledge there exists no actual or potential conflict-of-interest between the Consultant's family, business, or financial interests and providing the Services. The Consultant will not attempt to influence any municipal employee by the direct or indirect offer of anything of value. The Consultant also warrants that no officer or employee of the CW2 Council has or will have a direct or indirect personal financial interest in the Agreement. The Consultant also affirms that neither the Consultant nor any of its employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the Consultant, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of an Agreement.

In the event of change in either Consultant's interests or Services under an Agreement, the Consultant will inform the Council regarding all possible conflicts-of-interest which may arise as a result of such change. The Consultant agrees that conflicts-of-interest will be resolved to the Council's satisfaction or the Council may terminate the Agreement.

## Section 2: Scope of Work

**Background Information:** The Commerce, Walled Lake, Wixom Trailway Management Council (CW2 Council), a public body corporate organization, was established on June 17, 2009 through an Interlocal Agreement. The three communities have been working together since that time to acquire the former railroad right-of-way and transform it into a non-motorized, shared use path for active transportation and recreation. The CW2 Council was awarded acquisition funding in 2011 from the Michigan Natural Resources Trust Fund (MNRTF) and Michigan Department of Transportation (MDOT) Transportation Enhancement Program. The tracks and railroad ties were removed in 2012 and the acquisition was completed in February 2017. The CW2 Council now owns the trail property, including the Depot building in Walled Lake and its parking lot. The Council applied for and was awarded conditional grant monies from the State and Federal Transportation Alternatives Program in January 2018, and supplemented those funds with an additional grant from the Ralph C. Wilson, Jr. Foundation in June of 2018. Construction of enhanced road crossings and trail surfacing will take place in Spring and Summer of 2019.

**Introduction:** The Commerce, Walled Lake, and Wixom Trailway Management Council, is requesting proposals from qualified firms (Consultant) for Legal/Attorney Services associated with the Michigan Air Line Trail operation and ongoing development.

**Description:** This RFP has been prepared with the philosophy that the legal firm selected will be a full service legal firm. This is expected to include, but not be limited to providing legal opinions, representing the Council in legal matters, assisting with Trail matters, land acquisition and real estate, human resources and personnel matters, reviewing documents and contracts as requested and responding to the Trail Manager in a timely manner, generally considered to be one business day.

The performance period for the contract between the Council and the chosen firm is one year, with an annual review by the Council. The contract may be terminated by the Council or firm upon written notice to the other party.

The chosen firm will submit monthly invoices to the Trail Manager for review. The firm should allow 30 days for payment.

Professional services for legal services to be provided by qualified personnel include:

1. Attend regular Trail Council meetings, currently scheduled monthly on the second Wednesday of each month at 3pm (meeting locations vary).
2. Attend special meetings as needed.
3. Provide consultation for the Trail Manager and Trail Council members as needed.
4. Draft, review and or otherwise negotiate contracts, easements, as needed.



5. Assist as needed with any other items deemed necessary by the CW2 Council.

**Requirements:**

1. Ability to work effectively with the Trail Manager, Council and other municipal agencies as needed.
2. The ability to function in a support role to the Trail Manager and Council. The consultant's services may be utilized for legal activities that exceed the staffing level or expertise of the Trail Manager and Council.

**Section 3: Minimum Information Required**

**Proposal Organization:** It is the desire of the Council to receive accurate and easily comparable information on all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal and we do not expect flashy or very lengthy proposals. Proposals should be but are not required to be presented in an 8.5" x 11" size. Further, we ask that the proposal be prepared and submitted by the individual attorney or teams of attorneys who will be directly involved with the Council's legal needs. We respect senior partners but very much want to meet with the attorneys with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest day to day dealings with the Council be identified and serve as the firm's representative during the selection process.

**1. Cover Citation –**

Proposal addressed to:  
Mr. John Hensler, Trail Manager  
Michigan Air Line Trail  
2009 Township Drive  
Commerce Township, Michigan 48390

Proposal for Legal Services, Michigan Air Line Trail  
Date of Submittal

2. **Cover Letter** - Indicate name of the attorney who will serve as contact for your firm and be the District's primary contact. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, and type of firm (e.g., corporation, partnership, proprietorship).
3. **Firm Profile** - Please provide a brief description of your firm including number of years in business, professional experience with governmental agencies, specifically Michigan Department Of Transportation and County Government, types of legal services provided, and the number of employees in the firm.

4. **Project Team** - Identify the following key members of the legal firm and state their experience and qualifications:
  - Principal/Partner in charge
  - Attorneys who will be working directly with the Trail Manager
  
5. **References** – Please list at least four recent (past five years) public service clients for whom your firm has provided full service legal services. Please include a contact person’s name, telephone number.
  
6. **Fee Proposal** - The fee proposal must be submitted in a separate envelope or as a separate uploaded document. Any proposal not complying with this requirement may be subject to disqualification.
  
7. **Transmittal Letter** – A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.

NOTE: THE CW2 COUNCIL RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY PROPOSAL; TO REJECT ALL PROPOSALS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A PROPOSAL THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS, ANY MODIFICATIONS TO REQUEST FOR PROPOSALS, OR ANY SPECIFICATIONS; TO WAIVE THE INTERVIEW PROCESS AND EVALUATE THE CONSULTANTS BASED ON THEIR PROPOSALS AND FEE SCHEDULES ALONE; TO SELECT THE WINNING PROPOSAL IN THE ABSOLUTE DISCRETION OF THE CW2 COUNCIL THAT ARE IN THE COUNCIL’S BEST INTEREST WHETHER OR NOT THE PROPOSAL SELECTED IS THE LOWEST MONETARY PROPOSAL RECEIVED, AND TO NEGOTIATE WITH THOSE WHO SUBMIT PROPOSALS TO REACH AGREEMENT ON TERMS AND CONDITIONS DIFFERENT THAN THOSE ORIGINALLY SUBMITTED.

# REQUEST FOR PROPOSALS

## ACCOUNTING SERVICES FOR THE MICHIGAN AIR LINE TRAIL VIA THE CW2 TRAILWAY MANAGEMENT COUNCIL (COMMUNITIES OF COMMERCE, WALLED LAKE AND WIXOM)



### **Proposal Due Date:**

Friday, April 19, 2018 at 12:00 PM

### **Issued by:**

CW2 Trailway Management Council  
2009 Township Drive  
Commerce Township, Michigan 48390

### **RFP Contact:**

John Hensler—Trail Manager  
[manager@miairlinetrail.com](mailto:manager@miairlinetrail.com)  
Phone: (248) 506-0942

# **REQUEST FOR PROPOSALS (RFP)**

## **Section 1: Instructions to Respondents**

**Objective:** The Commerce, Walled Lake, and Wixom Trailway Management (CW2) Council (“Council”), invites qualified firms to submit Proposals for Accounting Services associated with the operation of the Council within the communities of Commerce, Walled Lake and Wixom.

**Purpose:** The intent of this document is to provide interested consultants with sufficient information to enable them to prepare and submit proposals for consideration to the Council for Accounting services. The successful Consultant will be approved by the Selection Committee, based on the evaluation of the submitted qualifications of the Consultant’s team, trail knowledge and experience, and the fee proposal and interview, if deemed necessary.

**Services Required:** Professional services will include staffing of a dedicated accountant as needed, including but not limited to annual audits and consulting as requested on issues of an accounting nature.

**Issuing Office:** This RFP is issued by the Commerce, Walled Lake and Wixom Trailway Management Council. The contact person for this RFP is Mr. John Hensler, Michigan Air Line Trail Manager [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) or (248) 506-0942.

**Questions or Clarifications of RFP Requirements:** Any inquiries relating to this RFP must be submitted in writing via email to the Trail Manager, Mr. John Hensler at [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) and received no later than **Friday, April 5, 2019 at 3:00 PM (EST)**.

**Proposal Submission:** All Sealed proposals are due **on or before Friday, April 19, 2019 at 12:00 PM (EST)**. Proposals will not be accepted after the time designated for opening of proposals. The bidder will accept all responsibility for delivery of the proposal.

The proposals must be addressed and delivered as follows:

Mr. John Hensler, Trail Manager  
Commerce Township Offices  
2009 Township Drive  
Commerce Township, Michigan 48390

Proposal for Accounting Services,  
Michigan Air Line Trail

If you wish to submit the proposal electronically, email the Trail Manager, Mr. John

Hensler at [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) and upload links/directions will be sent to your attention.

**The fee proposal shall be submitted in a separate envelope or as a separate uploaded document. Any proposal not complying with this requirement may be subject to disqualification.**

Mailed or delivered submission must include:

1. Qualification materials – Envelope #1
  - Provide (4) copies in 8 ½” x 11” format, as described in this RFP.
  - Provide (1) electronic copy (on a flash drive or compact disc) in Adobe PDF format. The electronic copy should be saved as one single document.
  
2. Fee proposal - Envelope #2
  - Provide (4) copies of fee proposal in 8 ½” x 11” format in with the company name and contact information clearly identified.
  - Provide (1) electronic copy (on a flash drive or compact disc) in Adobe PDF format. The electronic copy should be saved as one single document.
  - Cost data shall not be included in the qualifications response material (document #1 above). Failure to comply may result in disqualification.

Electronic submissions must include:

1. Qualification materials – Upload #1
  - Provide in a single pdf document with divider pages separating and identifying the response items as described in this RFP. Qualification material to be uploaded as one single document.
  
2. Fee proposal – Upload #2
  - Provide a single pdf document to be uploaded as a separate single document from the qualification materials.
  - Cost data shall not be included in the qualifications response material (upload #1 above). Failure to comply may result in disqualification.

**Selection Criteria:** The basis of selection will be focused on qualifications of the Consultant’s team, government municipality experience, and the fee proposal. All proposals will be reviewed by a Selection Committee composed of CW2 Council members, Trail Manager and Oakland County staff. The final candidates may be interviewed, if the Selection Committee deems it necessary. A meeting will be scheduled with the full CW2 Council to introduce the project team, clarify proposal, and ensure mutual understanding of the project. The Council will decide and award the contract to the successful proponent.

**Schedule:** The following is the solicitation schedule for this procurement.

Activity/Event	Anticipated Date
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Issue Request for Proposal	Friday, March 22, 2019
Questions Regarding RFP Due	Friday, April 5, 2019
Addendum Issued to Firms	Wednesday, April 10, 2019
Responses to RFP Due	Friday, April 19, 2018 by 12:00 p.m. EST
Interviews (if needed)	Anticipated in May
Finalist Selected	May 2019

Note: The above schedule is for informational purposes only and is subject to change at the Council's discretion.

**Proposal Terms and Requirements:** This RFP in no manner obligates the CW2 Council to the eventual purchase of any products or services described, implied, or which may be proposed, and may be terminated by the Council without penalty or obligation at any time.

Expenses for developing and presenting responses to this RFP shall be the entire responsibility of the Consultant and shall not be chargeable to the CW2 Council. All supporting documentation and manuals submitted with this proposal will become the property of the Council.

The Consultant affirms that to the best of its knowledge there exists no actual or potential conflict-of-interest between the Consultant's family, business, or financial interests and providing the Services. The Consultant will not attempt to influence any municipal employee by the direct or indirect offer of anything of value. The Consultant also warrants that no officer or employee of the CW2 Council has or will have a direct or indirect personal financial interest in the Agreement. The Consultant also affirms that neither the Consultant nor any of its employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the Consultant, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of an Agreement.

In the event of change in either Consultant's interests or Services under an Agreement, the Consultant will inform the Council regarding all possible conflicts-of-interest which may arise as a result of such change. The Consultant agrees that conflicts-of-interest will be resolved to the Council's satisfaction or the Council may terminate the Agreement.

## Section 2: Scope of Work

**Background Information:** The Commerce, Walled Lake, Wixom Trailway Management Council (CW2 Council), a public body corporate organization, was established on June 17, 2009 through an Interlocal Agreement. The three communities have been working together since that time to acquire the former railroad right-of-way and transform it into a non-motorized, shared use path for active transportation and recreation. The CW2 Council was awarded acquisition funding in 2011 from the Michigan Natural Resources Trust Fund (MNRTF) and Michigan Department of Transportation (MDOT) Transportation Enhancement Program. The tracks and railroad ties were removed in 2012 and the acquisition was completed in February 2017. The CW2 Council now owns the trail property, including the Depot building in Walled Lake and its parking lot. The Council applied for and was awarded conditional grant monies from the State and Federal Transportation Alternatives Program in January 2018, and supplemented those funds with an additional grant from the Ralph C. Wilson, Jr. Foundation in June of 2018. Construction of enhanced road crossings and trail surfacing will take place in Spring and Summer of 2019.

**Introduction:** The Commerce, Walled Lake, and Wixom Trailway Management Council, is requesting proposals from qualified firms (Consultant) for Accounting/Audit Services associated with the Michigan Air Line Trail operation.

**Description:** This RFP has been prepared with the philosophy that the Accounting firm selected will be a full-service Accounting firm. This is expected to include, but not be limited to providing Accounting services, including annual audits, and, if requested, reviewing documents and contracts, responding to the Trail Manager in a timely manner, generally considered to be one business day.

The performance period for the contract between the Council and the chosen firm is one year, with an annual review by the Council. The contract may be terminated by the Council or firm upon written notice to the other party.

The chosen firm will submit invoices as needed to the Trail Manager for review. The firm should allow 30 days for payment.

Professional services for Accounting services to be provided by qualified personnel include:

1. Perform an annual audit of the Council's finances, to be completed within 90 days of the close of the Council's fiscal year (December 31).
2. Perform a one-time special audit for the time period February 6, 2017 — December 31, 2018. This is the duration that the Council has owned the former railroad property.
3. Provide consultation for the Trail Manager and Trail Council members as needed.

**Requirements:**

1. Ability to work effectively with the Trail Manager, Council and other municipal agencies as needed.
2. The ability to function in a support role to the Trail Manager and Council. The consultant's services may be utilized for Accounting activities that exceed the staffing level or expertise of the Trail Manager and Council.

**Section 3: Minimum Information Required**

**Proposal Organization:** It is the desire of the Council to receive accurate and easily comparable information on all interested firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal and we do not expect flashy or very lengthy proposals. Proposals should be but are not required to be presented in an 8.5" x 11" size. Further, we ask that the proposal be prepared and submitted by the individual accountant or teams of such who will be directly involved with the Council's Accounting needs. We respect senior partners but very much want to meet with the accountant(s) with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest day to day dealings with the Council be identified and serve as the firm's representative during the selection process.

**1. Cover Citation –**

Proposal addressed to:  
Mr. John Hensler, Trail Manager  
Michigan Air Line Trail  
2009 Township Drive  
Commerce Township, Michigan 48390

Proposal for Accounting Services, Michigan Air Line Trail  
Date of Submittal

2. **Cover Letter** - Indicate name of the accountant who will serve as contact for your firm and be the District's primary contact. Please state firm name, address of office submitting proposal (also include address of main firm office if proposal is submitted by a branch office), telephone number, and type of firm (e.g., corporation, partnership, proprietorship).
3. **Firm Profile** - Please provide a brief description of your firm including number of years in business, professional experience with governmental agencies, specifically Michigan Department of Transportation and County Government, types of Accounting services provided, and the number of employees in the firm.
4. **Project Team** - Identify the following key members of the Accounting firm and state their experience and qualifications:



- Principal/Partner in charge
  - Staff who will be working directly with the Trail Manager
5. **References** – Please list at least four recent (past five years) public service clients for whom your firm has provided Accounting services. Please include a contact person’s name, telephone number.
6. **Fee Proposal** - The fee proposal must be submitted in a separate envelope or as a separate uploaded document. Any proposal not complying with this requirement may be subject to disqualification.
7. **Transmittal Letter** – A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 60 days.

NOTE: THE CW2 COUNCIL RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY PROPOSAL; TO REJECT ALL PROPOSALS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A PROPOSAL THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS, ANY MODIFICATIONS TO REQUEST FOR PROPOSALS, OR ANY SPECIFICATIONS; TO WAIVE THE INTERVIEW PROCESS AND EVALUATE THE CONSULTANTS BASED ON THEIR PROPOSALS AND FEE SCHEDULES ALONE; TO SELECT THE WINNING PROPOSAL IN THE ABSOLUTE DISCRETION OF THE CW2 COUNCIL THAT ARE IN THE COUNCIL’S BEST INTEREST WHETHER OR NOT THE PROPOSAL SELECTED IS THE LOWEST MONETARY PROPOSAL RECEIVED, AND TO NEGOTIATE WITH THOSE WHO SUBMIT PROPOSALS TO REACH AGREEMENT ON TERMS AND CONDITIONS DIFFERENT THAN THOSE ORIGINALLY SUBMITTED.

**TO:** CW2 Trailway Council/John Owsinek  
c/o City of Walled Lake  
1499 E. West Maple Rd.  
Walled Lake, MI 48390

**INVOICE:** CW2 Air Line Trail Manager, February 12—March 11, 2019

**INVOICE DATE:** March 12, 2019

**DESCRIPTION:** Support for the following work from February 12—March 11, 2019:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 3 hrs

Presentation development, Construction updates video development, media follow-up: 8 hrs

Further refinements & development of 2<sup>nd</sup> gen website, drafting/writing new pages for site including construction updates page, archiving 6 hrs

*17 hours*

Research & study of trail materials and surface types, including engineer/constructor consultation of other trails and their surfaces (ongoing)

*0 hours*

Phase One Construction: including consultation, management, follow-up and direction including Greenaway Drain plans, coordination with Construction Engineer and Contractor, donor relations, etc.

*14 hours*

*Meetings/Events:*

	<u>Hours:</u>
2.13 Trail Council meeting	2.5
2.19 WL Depot recon meeting	2.0
2.26 Trail Council special meeting	2.0
2.28 Trail Preconstruction meeting	3.0
2.28 Meeting at Motiv8 Fitness, Commerce	1.0
3.5 Meeting with K & A Rzeznik/Drafting Table	1.0
<u>3.5 MALT Friends Group Meeting</u>	<u>2.0</u>
	<i>13.5 hours</i>

*Misc administrative tasks:* email, drafting of RFPs for Attorney and Accounting services, Maintenance for MailChimp service (edits/adds to email list, emails to Friends group and to main email list), general phone meetings/consultation, coordination, etc.

*13 hours*

**TOTAL @ \$24/hour**

**\$1,380.00**

**Remit to:** John Hensler  
5045 Mansfield Ave.  
Suite 305  
Royal Oak, MI 48073  
248.506.0942  
SS# on file  
Terms: 15 days

**Thank You!**

invoice sam:JWHT31219

Adkison, Need, Allen, & Rentrop, PLLC  
39572 Woodward  
Suite 222  
Bloomfield Hills, MI 48304  
248-540-7400, Fax 248-540-7401  
Tax ID Number: 38-3224154

Michigan Air Line Trail  
2009 Township Drive  
Commerce Township MI 48390

Attn: John Hensler

Page: 1  
February 28, 2019  
Account No: 3051M

Balance

\$228.00

**Credit card payments may be made online through the firm's website at [www.anafirm.com](http://www.anafirm.com). Please note that the firm accepts Visa, Mastercard, American Express and Discover.**

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Page: 1  
 February 28, 2019  
 Account No: 3051-0000M  
 Statement No: 116185

Attn: John Hensler

Previous Balance \$150.00

Fees

		Rate	Hours	
02/01/2019	Receive and review correspondence from Jon Mayes regarding status of billboard lease. Reply to same.	120.00	0.20	24.00
02/11/2019	Receive and review correspondence from Jon Mayes at Michigan Department of Natural Resources requesting information on new Adams Outdoor billboard lease. Locate information and reply. Notify John Hensler and Trailway Council of matter.	120.00	0.75	90.00
02/12/2019	Receive and review correspondence from Jon Mayes of Michigan Department of Natural Resources regarding Adams Billboard lease. Forward details to Trailway Council.	120.00	0.50	60.00
02/15/2019	Receive and review correspondence from Rebecca Kosta of Adams Outdoor Advertising regarding status of approval of the lease agreement by Michigan Department of Natural Resources. Reply to same.	120.00	0.20	24.00
02/20/2019	Draft correspondence to John Hensler with language for request to amend Project Agreement to permit billboard lease to Adams Outdoor.	120.00	0.25	30.00
	For Current Services Rendered		1.90	228.00
	Total Current Work			228.00

Payments

03/04/2019	Payment Received, Check # 2131	-150.00
	Subtotal	<u>\$228.00</u>
	Total Due for this Matter	<u>\$228.00</u>

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