How many years have your or your company been providing municipal legal services? Provide historical narrative.

How many municipal clients do you or your company currently serve with the type of services the Trailways Commission is interested in securing? Explain the capacity of the services provided.

Please provide a list of client references (minimum 5). Include name, address, phone number, contact person and briefly describe scope of services performed. Include public sector clients.

DRAFT

Total personnel of firm, if applicable:

Professional:_____ Non-professional:_____

Provide experience and qualifications of Lead Attorney and all other personnel to be assigned to the Trailways Commission. Include name and position title, total years experience with current firm and other, education, summary of pertinent experience and qualifications and other information that would assist the Trailways Commission in determining the qualifications of the individuals and their ability to complete the services required.

DRAFT

Provide your understanding of the services and any special qualifications and experience that you would bring to the Trailways Commission if selected.

Provide a summary of your municipal experience and qualifications in the following areas:

Utility Licenses or Easements

Contracts & Grants

Ordinance Development & Interpretation

Property Law/Encroachment or adverse possession issues

DRAFT

Based on your prior experience what type of professional consulting services would you anticipate utilizing that would need to be subcontracted.

Describe methods of communication with your clients.

DRAFT

_____

Describe your company's policy regarding errors or omissions in plans and specifications.

Has a grievance(s) ever been filed against you or any of the attorneys in your firm? Please provide an explanation.

Have you or any of the attorneys in your firm been debarred? Please provide an explanation.

Are you or all attorneys in your firm members of the State Bar of Michigan?_____

DRAFT

When were you or the Lead Attorney and other personnel to be assigned to the Trailways Commission admitted to the State Bar of Michigan?

Are all legal staff members in good standing with the State Bar of Michigan? If not, please explain.

Is a contract required? If so, please attach a copy of your standard contract.

What are your billing procedures?

DRAFT

_____

_____

Have you been involved in any litigation during the past five years? If so, provide an explanation.

_____

_____

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_____

Provide a complete Cost Proposal including hourly rates for all personnel. Clearly define all relative direct and indirect costs and hourly minimums. Cost proposal shall be inclusive of five (5) years.

General Hourly Rates Per Category for Listed Scope of Services

Staff Category	Unit Price
Principal/Lead Attorney	$_____/Hr
Associate Attorneys	$_____/Hr
Paralegals	$_____/Hr
_____	$_____/Hr
_____	$_____/Hr
_____	$_____/Hr
_____	$_____/Hr
_____	$_____/Hr
_____	$_____/Hr

DRAFT

_____

_____ $_____/Hr

_____ $_____/Hr

Litigation Services, separate from listed Scope of Services

Principal/Lead Attorney $_____/Hr

Associate Attorneys $_____/Hr

Paralegals $_____/Hr

_____ $_____/Hr

_____ $_____/Hr

Additional Administrative Overhead for subcontracted services _____%

- **What is the percentage of increase for subsequent years of this contract in all categories, including subcontracted services.**
  - **2016** _____%
  - **2017** _____%
  - **2018** _____%
  - **2019** _____%

Identify all direct and indirect costs, including any and all minimums relative to hourly rates and other cost categories.

_____

_____

_____

_____

_____

_____

_____

_____

DRAFT

Reimbursable Expenses

Overnight mail charges	$_____
Transportation Charges	$_____
Copies	$_____
Other:	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Do you charge an administrative overhead? Please explain.

List any exceptions/alternates to the specifications contained in this Request for Proposal.

DRAFT

_____

_____

_____

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide labor and employment attorney services as described herein for the prices set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

It is understood that all proposed prices shall remain in effect for at least one hundred twenty (120) days from the date of the proposal opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.

The proposer affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

By submission of a response, the Proposer agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by member communities of the Paint Creek Trailways Commission. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the Trailways Commission, at its discretion may reject their proposal.

Representative's Name: _____

Title:_____

Signature:_____

DRAFT

MEMO

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: November Manager's Report

Date: November 12, 2014

Committee Reports

There are no committee reports this month.

Complaints/Vandalism

I received a complaint about speeding cyclists not announcing when passing this month.

Medical Emergencies/Police/Fire Calls on the Trail

I am unaware of any emergencies or police/fire calls on the trail. However, I heard a report of a car vs pedestrian accident in the Tienken crossing on November 10. Unknown on the seriousness of injuries.

Follow Up

- **Drinking Fountain**
  Finally! It has been installed! Just in time to turn it off for the year ☺. It was installed Wednesday, November 5. We will have an official ribbon cutting in the spring.
- **Pathway Concept**
  I spoke with Leah Groya from livingLAB regarding the pathway project. She suggested that we consider applying for a Land & Water Fund grant, instead of MNRTF. I have a call into our DNR grant coordinator to find out if one program would be better than the other to apply for funding.
- **Vector Pipeline**
  After last month's meeting, Chairman Becker and I developed a list of questions for Vector Pipeline that may help the Commission understand the future project. The list of questions and answers is in your packet. I also shared them with Oakland Twp Parks & Recreation, as Vector is interested in surveying one of their parks.

New Business

- **ONTV**
  On October 29, I was interviewed by ONTV (Lake Orion Cable access) regarding the trail and trail history. I also provided them some historical photos of the trail. They are editing the video, and should be showing it soon.
- **Prescribed Burns along the Trail in Oakland Township**
  Oakland Township Parks & Recreation Stewardship contracted with Plantwise LLC, and conducted prescribed burns in four locations along the trail on November 5. The locations: Next to the Prairie Art Project north of Gallagher; the Paint Creek Heritage Area Wet Prairie north of Silver Bell; the Kamin easement south of Silver Bell; and the Nicholson Prairie south of

Silver Bell. I watched the two major burns and took many photos. I posted a few on Facebook, along with information regarding the ecological significance of prescribed burns. I'm anxious to see how well the native prairie plants grow next year, especially the Wild Blue Lupine in the Nicholson Prairie! Thank you to Oakland Township Parks and Recreation Commission for being excellent stewards of the trail!

Friends of the Paint Creek Trail

- The next Friends meeting will be at the Paint Creek Cider Mill on Thursday, November 20, 2014 at 6:30pm. The meeting is open, and all are invited to attend. They are working on their 5th Annual Paint Creek Crawl. I've submitted several sponsorship requests to major companies over the last few weeks, so keep your fingers crossed. The Friends group discussed the Trail Etiquette program, and pledged their support. The Wine Tasting Event was on October 30. Tickets sales and profit were down this year, but they still raised approximately $800 for trail improvements.

Manager's Goals

- Our Facebook page has 3,207 followers.
- Our Twitter account has 168 followers
- I wrote an article for the Oakland Twp Parks & Rec Winter/Spring Newsletter.
- I was on the trail for 8 hours this month. I've taken many photos to add to our archives!
- I received a request from students at Adams High School for merchandise donations for a fundraiser to benefit the Festival of Trees event in Rochester. The Commission donated a hat & shirt to the cause!
- Rochester Hills has been updating GPS information for their portion of the trail. I took photos of all the benches and amenities that were stamped with GPS coordinates, and they imported them into a map for their residents. Awesome idea!

Future Agenda Items

- SE Rochester Property Recommendation
- License agreement reviews
- Lake Orion – Converse Court Access Improvements
- Naming policy
- Attorney Services RFP
- Limited Use Permit – Stair access project in Oakland Township
- 2014 Final Amended Budget
- 2014 Per Diem Report
- 2014 Summary of Events & Accomplishments
- Officer Elections

Paint Creek Trailways Commission Email Questions to D. Bilyk October 22, 2014 with Vector's Responses

1. How many miles of pipeline does Vector manage?

   Vector Pipeline, which began operation on December 1, 2000, is a 348-mile pipeline that transports approximately 1.3 billion cubic feet per day (Bcf/d) of natural gas from Joliet, Illinois in the Chicago area to parts of Indiana and Michigan and into Ontario, Canada. 274 miles of the 42-inch pipeline are in the U.S. and 15 miles are in Canada. Vector also leases a 59-mile, 36-inch diameter pipeline between Milford, Michigan, and Belle River, Michigan, from DTE Gas Company. Vector Pipeline has five natural gas compressor stations: two 15,000 horsepower and three 30,000 horsepower stations.

2. How many reportable accidents (spills, leaks, explosions, not worker injuries) have occurred in the last ten years on the managed pipeline?

   Vector has had no reportable accidents along the pipeline right-of-way since going into service in December 2000.

   In February 2011 a small natural gas leak on a 2 inch siphon assembly was discovered at the Belle River Mills meter station (St. Clair County, MI) during routine maintenance and inspection work within the fenced yard. There were no fatalities, injuries, or explosions as a result of the leak and the 2 inch siphon assembly was immediately repaired and returned to service. Repair work was contained within company owned property and affected no public or non-operator private property.

   In March 2009, at Vector's Joliet, Illinois compressor station, while station technicians were reprogramming communication equipment, an emergency shutdown was inadvertently triggered, which as designed closed main line valves and released station piping gas through the exhaust silencer. The gas being released through the silencer unexpectedly ignited (static charge suspected) and a fire plume from the top of the silencer ensued. The fire plume dissipated once station gas release was complete. There were no fatalities or injuries and damage was limited to portions of the silencer and some nearby trees were singed on the Vector property.

3. To whom were the accidents, if any, reported?

   The 2 inch siphon assembly leak noted above was reported to the Michigan Public Service Commission and the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration. The leak was also reported to the Department of Natural Resources and Environment - Air Quality Division due to the natural gas released and vented as a result of the leak and repair.

   Although the Joliet, Illinois incident did not meet the criteria for reporting to the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration because there were no fatalities or personal injuries and property damage was limited, Vector did consider the incident significant enough to report.

4. How many environmental cleanups were required due to the managed pipeline operations?

   Vector has had no environmental cleanups along the managed pipeline right-of-way since going into service in December 2000.

5. Was any environmental damage reported to regulators from pipeline operations?

   (N/A) See above.

6. What is the origin (wells) of the gas transshipped through the pipeline, i.e. states, provinces?

   It is very challenging for Vector to determine the origin of the gas that is transported in its system since Vector does not own the gas and connects to other pipelines that access gas supplies from many parts of the country as well as western Canada. We can summarize by saying that the majority of gas moving in our system could originate from the following States / provinces:

   Texas, Louisiana, Oklahoma, Kansas, Arkansas, Colorado, Wyoming, North Dakota, Michigan, Ohio, Pennsylvania, West Virginia, British Columbia, and Alberta.

7. Are there plans currently to place more wells anywhere near our property?

   Vector is not engaged in the business of drilling for or producing either natural gas or oil and it does not know if others may have any interest in exploration activities near your lands. Vector is only authorized by the Federal Energy Regulatory Agency to transport natural gas via pipeline that is produced and owned by others.

8. What is the current diameter of the gas line that currently runs under our property and what will the size be when expanded?

   Vector is answering this question for the area of your property that Vector is studying. Vector, through an agreement with DTE Gas, operates a 36 inch diameter interstate natural gas pipeline on your property. In addition, your property, in this general location, also has another 36 in pipeline owned and operated by DTE Gas. Vector believes there is also a 36 inch CMS pipeline crossing the trail in the vicinity of our study area. Vector is proposing to install an additional 42 inch diameter interstate natural gas pipeline generally parallel to the existing 36 inch which it operates.

9. Has the survey already been done on our property, and if so, what was the scope of the work? Some had concerns about clearing the area with machetes, and digging.

   Based on verbal approval the routing and staking of the proposed pipeline centerline survey was completed across the trail. The civil, wetland delineation and archaeological survey crews are not anticipated on the trail property until mid-November.

The letter you received dated October 6, 2014 should have included a description of the survey process which I am including for your review. There may be both cutting and digging depending on the needs of the survey crew though it will be limited in scope and will not interrupt the use of the trail.