



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
Paintcreektrail.org

Paint Creek Trailways Commission Meeting

Tuesday, November 24th, 2020 at 7:00 PM

Via Teleconferencing – GoToMeeting

<https://global.gotomeeting.com/join/834455485>

Access code: 834-455-485

Or by phone: +1 (571) 317-3122

The purpose of the electronic meeting is to maintain social distancing and comply with the Michigan Department of Health and Human Services Emergency Order.

The Paint Creek Trailways Commission will provide reasonable and necessary auxiliary aids and services for individuals with disabilities with advance notice. Please contact the Trail office at manager@paintcreektrail.org or 248-651-9260 at least 72 hours in advance.

SPECIAL MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Virtual Meeting Announcement**
4. **Approval of Agenda**
5. **Public Comment**
6. **Discussion/Approval:** Mannik Smith Group Field Survey, Inspection and Project Management for Bridge 33.7 Stairway
7. **Discussion/Approval:** Rochester Sign Shop Gateway and Kiosk Sign Installation
8. **Commissioner Reports**
9. **Adjournment of Special Meeting**

Mission

The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.

Next Regular Meeting:

December 15, 2020 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

Enclosures: Agenda Summary
 MSG Change Order to Professional Services Agreement
 Memo: Signage Installation
 Email from Rochester Sign Shop regarding Signage Installation
 Rochester Sign Shop Signage Installation Quote

Mission

The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.

**Agenda Summary
October 20, 2020**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Virtual Meeting Announcement**
4. **Approval of Agenda**
5. **Public Comment**
6. **Discussion/Approval:** Mannik & Smith Group's quote for field survey, inspection, and project management of the Bridge 33.7 Stairways project is included in your packet.
Desired Action: Approval
Budget Impact: Project supported by RCWJF Funds
7. **Discussion/Approval:** Rochester Sign Shop Gateway and Kiosk Sign Installation
Summary: Due to several factors, Trail staff believes it would be in the best interest of the Commission to have the Rochester Sign Shop install the new Gateway and Kiosks signs. A memo and an email/quote from the Sign Shop explaining the rationale for this request is included in your packet.
Desired Action: Approval
Budget Impact: Low
8. **Commissioner Reports**
9. **Adjournment of Regular Meeting**

Next Regular Meeting:
December 15, 2020 – Paint Creek Cider Mill



65 Cadillac Square, Suite 3311, Detroit, Michigan
 48226
 Tel: 313.961.9500 Fax: 313.961.9509
 www.MannikSmithGroup.com

AGREEMENT FOR PROFESSIONAL SERVICES

MSG Project No.: P3290001
 Date: November 19, 2020

CLIENT:	Paint Creek Trail Commissioner		
CLIENT CONTACT:	David Becker, Commission Chair		
ADDRESS:	4393 Collins Road	CITY, STATE ZIP:	Rochester, MI 48306-1670
PHONE:	(248) 651-9260	EMAIL:	Manager@paintcreektrail.org
PROJECT NAME:	Paint Creek Bridge/Trail – Construction of new stairway, SW Quadrant at Bridge 33.7.		

SCOPE OF WORK FOR MSG:

Services related to the construction of the new stairway at Bridge 33.7. The proposed stairway would be located in the southwest quadrant of the Paint Creek Trail at the bridge commonly referred to as 33.7. This proposal is to include field survey, inspection and project management during the construction of the proposed stairs. Based on a conversation with the contractor they are anticipating four days of construction. Therefore this proposal is based coordinating and running an on-site preconstruction meeting, field survey of the proposed stairs, four days of field inspection, general project management and report preparation and an as-built set of plans delivered to the client.

FEE SCHEDULE:

TIME AND MATERIALS (NOT TO EXCEED) LUMP SUM

PROJECT FEE \$8,400

SCHEDULE:

MSG will begin working following written authorization to proceed. Based on the conversation with the contractor work is scheduled to begin November 30, 2020.

AGREEMENT:

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described above according to the Terms and Conditions previously established on January 16, 2018 between Client and The Mannik & Smith Group, Inc.

PAINT CREEK TRAIL COMMISSION	THE MANNIK & SMITH GROUP, INC.
SIGNED: _____	SIGNED: <u><i>Aric R. Bennett</i></u>
PRINTED: _____	PRINTED: <u>Aric Bennett</u>
TITLE: _____	TITLE: <u>Vice President</u>
DATE: _____	DATE: <u>November 19, 2020</u>



MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Paint Creek Trail Signage Project – Installation of Gateway and Kiosks Signs
Date: November 21, 2020

On Thursday, November 19th, Trail staff received word from the Rochester Sign Shop that the two Gateway and nine Kiosk signs would be ready the week of November 22nd for pickup and installation. The Sign Shop requested that I come to the Shop prior to pick up so that I could be instructed on how the signs were to be assembled and then relay that information to the member community DPW/Parks departments. During this conversation, the Sign Shop stated that they felt it would be better if they installed the signs, since they were concerned that the signs might be damaged during assembly and installation by the member communities and if this occurred, the Trailways Commission would be responsible for the cost of replacing the damaged sign. However, if the sign were damaged by the Sign Shop, it would be replaced for free.

Please see the email from the Rochester Sign Shop that follow this memo for their rationale for using the Sign Shop for installation.

The lateness of the season and the need to get the signs into the ground prior the hard freeze are other reasons why it may be more advantageous to use the Rochester Sign Shop to install the new signs. Additionally, when Trail staff originally requested the assistance of the communities in January, we anticipated that these signs would be installed in late spring or early summer when the member community DPW/Parks departments would be at full staffing levels. We did not anticipate that the project would be delayed so long due to COVID and the state spending freeze nor did we know that the member community DPW/Parks departments would need to assemble as well as install the signage.

It is for these reasons that I recommend the Trailways Commission approve this request and utilize the services of the Rochester Sign Shop for the assembly and installation of the Gateway and Kiosks signs.

Trail staff will still be requesting that the member community DPW/Parks departments remove the old signage.

From: [Graphics](#)
To: [Melissa Ford](#)
Subject: Install Price
Date: Friday, November 20, 2020 3:23:46 PM
Attachments: [17010.pdf](#)

Hi Melissa,

I spoke with Mo and he feels very strongly about us installing these signs. He would prefer if the sign shop installed to entrust that the job is completed correctly and there is no chance of damaged signs. That being said he wanted to give a discounted install price. The price to install was originally \$600.00 per sign and we would like to offer a discounted price of \$400.00 per sign. There are many parts to the sign and there is no way for us to put them together before pickup and have them transported safely. The holes that are needed to be dug for proper installation require special equipment and are very specific in size. Scuffing and scratching the signs during install and transport are very concerning as well. I know these sign have taken some time to completed but the end product is going to be a beautiful addition to the trails and we would like to have the chance to ensure the job has met your satisfaction for start to finish.

Thank You,
Erika



714 N. Main Street
Rochester, MI 48307
Ph: 248-652-2750
Fx: 248-652-1667



Invoice #17010

12/11/2019

Prepared For:

Paint Creek Trailways Commission
Melissa Ford

Prepared By:

Mo Sayed
Rochester Sign Shop
714 N. Main Street
Suite 102
Rochester, MI 48307 USA

Phone: 248-651-9260 **Fax:**

Alt. Phone:

Email: manager@paintcreektrail.org

Phone: 248-652-2750

Fax: 248-652-1667

Alt. Phone:

Email: graphics@rochestersignshop.com

Description: Paint Creek Trail

Quantity	Description	Each	Total	Taxable
2	Paint Creek Trail Gateway Sign Per Customer Specs No Install.	2,350.00	\$4,700.00	
9	Paint Creek Trail Kisok Sign Per Customer Specs.No Install.	2,650.00	\$23,850.00	
11	Installation for Signs.	400.00	\$4,400.00	
			Subtotal	\$32,950.00
			Deposit (\$13,250.00)	
			Total	\$19,700.00

Terms: 50% Deposit and Balance Due When Signs Are Complete