

AGENDA REPORT

TO: Mayor & City Commissioners
FROM: Ken Hibl, City Manager
DATE: November 11, 2009
RE: *Communications



For the Agenda November 16, 2009

***Note: This is a Consent Agenda item and is considered as routine by the City Commission. As such, this matter shall be automatically enacted by one motion with all other Consent Agenda items unless a Commissioner or citizen requests this item be individually discussed, in which event it shall be removed from the Consent Agenda and considered and acted upon in its designated sequence on the approved Clare City Commission agenda of November 16, 2009.**

The following major items of correspondence were either received by or transmitted by the City since the last regularly scheduled City Commission meeting:

MDOT Correspondence. The City received the enclosed letter from MDOT outlining recommendations pertaining to a request/suggestion that the City install 3-way stop controls at an intersection in the vicinity of Clare Public Schools; based on this recommendation, the City's Traffic & Safety Committee denied the request.

Cancellation of Liquor License Application. We received the attached informational correspondence from the Liquor Control Commission.

Thank You Note. The attached thank you note from Sheila Bissonnette was addressed to the City Commission and City Staff for their consideration and support following the recent loss of Sheila's grandmother.

MDNR Correspondence. We received the enclosed correspondence (along with corresponding funds) from the DNR related to our rail-trail acquisition grant.

USDA Correspondence. The City received the two attached letters from USDA regarding our pending loan application for sanitary sewer system improvements.

MMDC Correspondence. The latest editions of weekly *MMDC Bullets* are attached for the Commission's information.

Attachments. As noted above.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
MT. PLEASANT TRANSPORTATION SERVICE CENTER

KIRK T. STEUDLE
DIRECTOR

October 5, 2009

Mr. Ken Hibl
Clare City Manager
307 W. Maple Street
Clare, MI 48617-1429

Dear Mr. Hibl:

Safe Routes to School
Schoolcrest Avenue and Hemlock Street Review

At the City's request the Michigan Department of Transportation (MDOT) reviewed the overall benefits the Safe Routes to School could have to the Clare Public Schools. The review focused on the intersection of Schoolcrest Avenue and Hemlock Street. The review included crash history, speed, sight vision, pedestrian usage, and 3-way stop control warrants.

Crash History

According to our records only two non-injury related crashes occurred in the last 10-years.

Speed Review

Actual speed measurements were taken during September 8, 2009 to September 14, 2009. The average speed on Schoolcrest Avenue at Hemlock Street was 28 mph.

Sight Vision

Good sight vision on Hemlock Street looking west and fair sight vision on Hemlock Street looking east. Two pine trees should be removed or trimmed at the north-east corner of the intersections. Schoolcrest Avenue has good sight vision at Hemlock Street.

Pedestrian Usage

Based on Bob Bonham's pedestrian volume sample measurement report and the traffic volumes collected on Hemlock Street, the estimated averages use (pedestrian, bicycle and vehicular) is below 200 units per hour for the same 8 hours. Based on the below guidance under MUTCD this does not meet a 3-way stop warrant.

3-Way Stop Control

This review followed the Manual on Uniform Traffic Control Devices (MUTCD) and approved by the Federal Highway Administrator as the National Standard and supplemented by Michigan. Section 2B.07 Multiway Stop Applications and the data collected was used to provide the City of Clare recommendation for a 3-way stop at the above intersection.

Mr. Ken Hibel
Page 5
October 2, 2009

Based on the guidance under the MUTCD this intersection does not warrant a 3-way stop control. Each criteria under this section was reviewed which included but not limited to the following: Hemlock Street traffic volumes not approximately equal to Schoolcrest Street volumes, low pedestrian/bicycle volumes, and the low crash history (less than five per year).

According to Michigan Supplement to the MUTCD, STOP signs shall not be used for speed control.

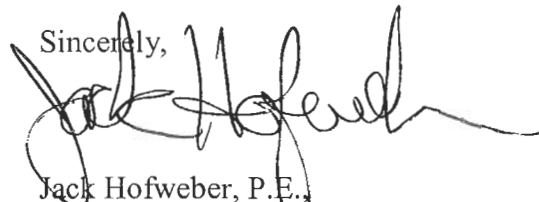
Other alternatives that are recommended in lieu of a 3-way stop: sidewalks, Pedestrian Island, bump-outs and/or move the existing marked crosswalk to the west side of the intersection.

This review recommends moving the existing marked crosswalk from the east side of Hemlock Street to the west side. Also recommend installing sidewalk approaches at both north and south of the new crosswalk.

This review was conducted to promote the Safe Routes to School National Partnership. This important campaign needs individual and community help. Safe Routes to School (SR2S) is an international movement—and now a federal program—to make it safe, convenient and fun for children to bicycle and walk to school. When routes are safe, walking or biking to and from school is an easy way to get the regular physical activity children need for good health. Safe Routes to School initiatives also help ease traffic jams and air pollution, unite neighborhoods and contribute to students' readiness to learn in school.

Enclosed are two documents related to Multi-way Stops and the collected data used for this review.

If you should have further questions or comments, please feel free to contact me at (989) 773-7756, extension 302.

Sincerely,

Jack Hofweber, P.E.,
Development Engineer

Enclosures
JH/kay



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
STANLEY "SKIP" W. PRUSS, DIRECTOR

NIDA R. SAMONA
CHAIRPERSON

NOTICE: CANCELLATION OF APPLICATION

October 27, 2009

SHRI HARI OIL, INC.
c/o ATTORNEY DENNIS L. MOORE
414 E. MAIN ST., PO BOX 380
EDMORE, MI 48829

Request ID # 512196

Dear Attorney Moore:

We are canceling request of Shri Hari Oil, Inc. for a new SDM license with gas pumps issued under MCL 436.1541(3) excluding sporting goods, apparel, hardware, etc., to be located at 1513 N. Mc Ewan, Clare, MI 48617, Clare County, pursuant to your request.

Our records are being marked accordingly and all concerned parties notified. If you have any questions, please contact the Licensing Division, Off Premise Section, at (517) 322-1400.

Very truly yours,
MICHIGAN LIQUOR CONTROL COMMISSION

klr

cc: MLCC Lansing District Office
Clare Police Department
Clare City Council

Thank you for the thoughts and prayers for my family after the loss of my grandmother. She was a very special lady. I was blessed to have her living in Clare for the last 2 years. It gave us more time to be together but also introduced her to many wonderful people who make Clare a special place to call home.

Thank you - Shula, Paul, Nate + Abby

During a time

like this

we realize how much our friends and relatives

really mean

to us

Your expression

of sympathy will always be remembered

The family of
Thyllis Friday



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



REBECCA A. HUMPHRIES
DIRECTOR

October 16, 2009

Mr. Ken Hibl
City Manager
City of Clare
202 West Fifth Street
Clare, MI 48617-1490

Dear Mr. Hibl:

SUBJECT: TF 05-171, Pere Marquette Trail Extension Acquisition

Our Office of Internal Audit has completed their review of the above-referenced project. A copy of their report is enclosed for your records.

A final payment has been processed in the amount of \$8,538.24.

You are reminded that long-term project agreement obligations remain in place. Please refer to your project agreement for the terms of this responsibility.

You will be notified soon regarding the information for the new Michigan Natural Resources Trust Fund sign.

If you have any questions, please contact me at 517-373-9443, or you may write to me at the following address: **Grants Management, Department of Natural Resources, P.O. Box 30425, Lansing, MI 48909-7925.**

Sincerely,

Samuel Duncan, IV
Accounting Specialist
Grants Management
517-373-9443
duncans@michigan.gov

SD:lh
Enclosure
cc: Ms. Jule Stafford, DNR

SUMMARY STATEMENT OF PROJECT COST
MICHIGAN NATURAL RESOURCES TRUST FUND
LAND ACQUISITION PROJECT
PUBLIC ACT 153 of 2006
TF 05-171
City of Clare, Pere Marquette Trail Extension

Project Cost:

1	DNR Fair Market Value for 2.3 Acres	\$	128,000.00
2	Title Insurance	\$	810.00
3	Appraisal	\$	3,500.00
4	Environmental Assessment Costs	\$	1,100.00

TOTAL REPORTED PROJECT COST	\$	133,410.00
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TOTAL VERIFIED PROJECT COST	\$	133,410.00
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Reimbursement to be 64% of audited projected cost not to exceed \$99,100.00	\$	85,382.40
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Payment on Grant	\$	76,844.16
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AMOUNT DUE City of Clare	\$	8,538.24
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**United States Department of Agriculture
Rural Development**
Community Programs – Michigan State Office

November 5, 2009

Pat Humphrey, Mayor
City of Clare
202 West Fifth Street
Clare, MI 48617-1490

SUBJECT: City of Clare Sanitary Sewer Improvements Project
USDA Review of the Preliminary Engineering Report
Prepared by: Gourdie Fraser

Dear Mr. Humphrey,

We have completed our initial review of the preliminary engineering report for the above-mentioned project. The preliminary engineering report is acceptable, no further information is required.

We have also attached Michigan Guide 3, Attachment 1, for your use when you and your consultant engineer prepare specification books and bidding documents. You or your engineer should also obtain Michigan Guide 3 EJCDC, "Blue Cover" Guide from the USDA Rural Development Area Office and RUS Bulletin 1780-26, from the regulations website given below. The "Blue Cover" Guide and RUS Bulletin 1780-26 provide guidance for preparing the EJCDC Funding Agency Edition contract documents, which are required.

USDA Rural Development expects that all forms or bulletins used in the specification books and contract documents will not be modified beyond filling in the blanks and will not be retyped. This applies to all hard copy forms and bulletins and those downloaded from the Internet: (<http://www.usda.gov/rus/water/ees/englib/index.htm>).

If the consultant proposes any changes as the contract documents are developed, they must be clearly marked (**bolded**) or set apart from the text of the form or bulletin and brought to the attention of the owner and the agency during the review of the draft documents.

We look forward to working with you and your engineer to proceed in an efficient and orderly manner.

3001 Coolidge Road • Suite 200 • East Lansing, MI 48823
Phone: (517) 324-5209 • Fax: (517) 324-5225 • TDD: (517) 324-5169 • Web: <http://www.rurdev.usda.gov/mi>

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write USDA, Director, Office of Civil Rights
1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

Pat Humphrey
November 5, 2009
Page 2 of 2

Please continue to work with Chris Maxwell, of our Caro area office in completing all remaining requirements.

Sincerely,

A handwritten signature in black ink that reads "Andrew H. Granskog". The signature is written in a cursive style with a large, prominent initial "A".

Andrew H. Granskog, P.E.
Environmental Engineer

Attachment

cc: Chris Maxwell, Area Specialist-Caro (by email) ✓
Gourdie Fraser – Joseph Elliot (by email) ✓

CONSTRUCTION CONTRACT DOCUMENTS

(Plans and Specifications)

1. Assemble contract documents as outlined in Michigan Guide 3EJCDC (Blue Cover) and RUS Bulletin 1780-26, "Guidance for the Use of EJCDC Funding Agency Edition Documents on Water and Waste Projects with RUS Financial Assistance." Most of the EJCDC documents must be purchased from third party. Four of the EJCDC documents are provided on the RUS Internet site. Michigan Guide 3EJCDC (Blue cover) provides guidance on what documents are needed and where to get them. As the need arises, Rural Development officials will work with other agency representatives to resolve conflicts and duplication regarding the contract documents. Consultants are encouraged to download USDA Rural Development (USDA-RD) contract documents (and the construction sign spec.) from the RUS Internet site: www.usda.gov/rus/water/ees/englib/contract.htm Documents must not be modified beyond minor modifications (editing *italicized*, bracketed, text) and filling in the blanks. Proposed changes must be clearly marked or set apart (**bold type**) from the text and brought to the attention of the owner and Rural Development. *For projects using the EJCDC documents, the first page of the specification book shall be the consultant's certification statement; an example is provided in the "Blue Cover Guide."*
2. **USDA-RD Approval**-Proposed bidding and contract documents (including addenda) must be approved by Rural Development prior to advertising for bids. One draft set of plans and specifications shall be sent to the RD engineer for review with a copy of the transmittal letter to the area office. All contracts will contain a provision stating that it will not be in full force and effect until it has been approved by USDA-RD.
3. **Forms and Bulletins**-USDA-RD expects that all forms or bulletins used in the specification books and contract documents will not be modified beyond filling in the blanks, except to make them project specific. Use the contract documents as originally supplied. Do not retype the documents. This applies to all hard copy forms and bulletins, and those downloaded from the Internet: www.usda.gov/rus/water/wwforms.htm. Regulations can be obtained at www.usda.gov/rus/water/regs.htm. If the consultant proposes any changes as the contract documents are developed, they must be clearly marked or set apart from the text in bold type and brought to the attention of the owner and the agency during the review of the draft documents.
4. **Davis Bacon**-Projects funded by Rural Development funds only, are not subject to the Davis-Bacon Act. If funds are provided by an agency subject to the Act, the entire project must meet the provisions of the Act.
5. **Retainage**-Michigan Act 524, PA 1980, (MCLA 125.1561 et seq.) regarding contractor retainage escrow accounts does not apply to USDA-RD funds. There will be no escrow account for retainage or interest earned from our agency funds. (See RUS Bulletin 1780-14, Section 3.5). This shall be stated in the contract documents.
6. **Maximum, Open & Free Competition**-Procurement procedures shall provide for maximum, open and free competition and shall not restrict or eliminate competition. Typical issues here are pipe materials and elevated water storage tank configurations. In most cases, "or equals" must be included in the specifications. If manufacturer's names are listed in the specifications, there must be a minimum of two, plus an "or equal." If there are items for which specifications are to be limited to one manufacturer or material, this must be requested and resolved prior to contract document preparation. Projects must be modest in size, design, and cost.
7. **Easements**-USDA-RD's letter of conditions requires clear title or easements for *the entire system* not just in areas affected by the project. Early in the project, evaluate whether the community has clear title or easements in the areas not affected by the project, and if not, the community should work getting these as soon as possible.
8. **Revised Estimates**- When submitting the plans and specifications for USDA-RD review, the engineer must prepare an estimate of construction costs using the bid schedule(s) included in the contract documents, and submit it with the plans and specifications. The purpose of the estimate is to re-evaluate the construction budget, after the design is complete.

9. **Electrical Service**-Consider the costs of providing needed electrical service carefully, projects have experienced large cost overruns due to unanticipated charges from electrical utilities.
10. **Liquidated Damages**-Liquidated damages should be set at an amount adequate to recover anticipated damages, debt service, additional inspection, etc. but not so high as to threaten prospective bidders.
11. **Bidding**- The USDA-RD area office will authorize bidding (in writing) after approval of plans and specifications; when the bond counsel and local attorney are prepared to close; and after the Rural Development loan requirements have been completed. Invitation for bids should be publicly advertised for 30 days. If addenda are issued, there shall be ample time prior to bid opening for contractors to revise bids. Advertisements must clearly state a public place where and when bids can be delivered, especially in the case of communities with part-time office hours. Responsive bids shall be opened publicly at the time and place stated in the invitation for bids. A reasonable bid hold time must be stated in the specifications, usually 90 days.
12. **Bid Awards**-Bid documents should clearly state how the low bid is determined so all the potential bidders understand how the award will be made. Handling of bid alternates should be clearly explained.
13. **Contract Times**-The contractors must be given a reasonable amount of time to do the work. A definite and reasonable time of final completion must be included in the specifications. The time for contract completion and the inspection time in the engineer's agreement should correspond.
14. **Plans**-Engineers are highly encouraged to submit plans on 11 x 17 paper, in a readable format.
15. **Incidental Items**-Items that are "incidental to the contract" should be avoided. If necessary, they should be clearly denoted on the plans and specifications. Avoid large "incidentals" and list them as bid items on the bid schedule.
16. **Seismic Requirements and Security Measures**-Structural plans for buildings and tanks must have a note stipulating that the seismic design complies with either the 1997 Uniform Building Code or the 1995 ASCE 7 Standard. Reasonable security measures (fences, alarm systems) should be considered in design of water storage tanks, treatment facilities, and well houses.
17. **Groundwater Discharge WWTP** -Wastewater treatment systems that involve discharge to groundwater (sand filters, drainfields, mounds, infiltration galleries, etc.) must have sites evaluated by a USDA – NRCS Resource Soil Scientist.
18. **Service Leads/Laterals**-Construction specifications shall specify that work on service leads or laterals will only be conducted in the public right-of-way, easements, or municipality-owned land dedicated to the project. Services to empty lots will not be installed, except in the case of special assessments, or other arrangements--one lateral per customer. Corporation stops (water) or wyes (sewer) shall be listed as separate line items on the bid schedule and shall correspond to the number of users. Water meters shall be used on all projects.
19. **Paving**-Every effort should be made in the design to minimize pavement, sidewalk and curb and gutter repairs. Our funds are for water or sewer projects, not excessive restoration. Paving repairs and driveway repairs shall be listed as separate items on the bid schedule, with units of square yards. We have had instances where paving repairs were listed as incidental to the lateral installation, and it has caused great confusion, and added significantly to project costs.
20. **Wellhead Protection**-For new water systems, a well abandonment program is warranted. A wellhead protection program is essential for any system that uses wells for a source. Pay attention to the water quality of new wells.
21. **Well Isolation Distances**- Be aware of local health department isolation distances for individual wells, especially with respect to sanitary forcemains, lift stations, and grinder pumps. This can sometimes be troublesome on small lots.

22. **Sewage Connections**-Sanitary Sewer laterals shall not have connections of sump pumps and footing drains. Inspections should be performed by the local plumbing inspector. Eliminate clear water leaks into the sewer.
23. **USDA-RD Signatures**-Prior to USDA-RD final contract approval and signature, all other signatures, dates, bonds, etc., must be completed and reviewed by the local attorney (Exhibit GC-A).
24. **USDA-RD Copies of Signed Documents**-USDA-RD will retain two signed, complete sets of construction contract documents. If you prefer, submit two complete sets for USDA-RD and the approval pages for the remainder of the contracts. We will execute the approval pages and return them to you for insertion into the remainder of the contract documents (Signature page from the EJCDC Standard Agreement).
25. **Bonds**-Surety companies executing bonds must appear on the Treasury Department's most current list, Circular 570, as amended. Bond forms must be EJCDC versions, 2002 Edition. Ineligible sureties have provided bonds in Michigan. This delays contract approval and elevates tensions and frustrations. Performance and payment bonds may not have dates prior to the date of the contract/agreement. Dates on the "Power of Attorney" attached to the performance bond and payment bond must be the same as the bond or later. Bonds provided in the contract documents must be exactly as provided in the specifications book. AIA bond forms are unacceptable.
26. **Reducing Retainage**-In order to reduce retainage, the project must be substantially complete and operational, and a pre-final inspection must be conducted by a USDA-RD engineer or delegated representative. A certificate of substantial completion setting the warranty date, and consent of the bonding company is also needed.
27. **Substantial Completion**-For water projects, the substantial completion documents should include some verification document from the contractor that all fire hydrant isolation valves are open and fire hydrants are in working order, ready for use.
28. **Additional Insured**-Section 5.04.B.5 of the general conditions (EJCDC C-710 2002 Edition) requires that contractor's liability insurance contain a provision or endorsement that coverage will not be canceled, materially changed, or renewal refused without at least 30 days notice to the owner, contractor and additionally insured. Historically, we have accepted certificates of insurance naming the owner as additionally insured, however, the language of the certificate indicates that it doesn't amend the policy or extend coverage. In our opinion, a certificate of insurance, listing the additional insured, is insufficient evidence that such endorsements or provisions are in place. Engineer's are cautioned to obtain a copy of a rider, an endorsement or other such provision naming the owner at a minimum, as additionally insured.
29. **Accessibility Issues** – For projects that involve restoration/replacement of curb and sidewalks, plans and specifications should include curb ramps at street corners. We are required to comply with the Americans with Disabilities Act, as are all public entities, including our borrowers. If we are replacing curb and/or sidewalks anyway, curb ramps should be put in to bring the community into compliance.
30. **Unique Site Conditions** – Avoid differing site conditions issues by including as much information about unique site conditions as possible in the plans and specifications. The bid schedule should include line items with unit quantities (e.g. rock excavation per cubic yard, or dewatering per foot of pipe) to ensure that bidders account for unique site conditions in their bids. It is always cheaper to bid these extras, than to try to negotiate change orders afterward.
31. **Water Meters & Meter Pits**- It may be useful to include a few meter pits on the bid schedule to cover instances where gaining access to a home for installation of an interior meter is difficult or impossible. Rural Development funds may be used to install a meter socket and meter in an existing service lateral, however construction of the service lateral from the right-of-way to the home, and all interior plumbing is the responsibility of the customer. .



**United States Department of Agriculture
Rural Development**
Community Programs – Michigan State Office

November 5, 2009

Pat Humphrey, Mayor
City of Clare
202 West Fifth Street
Clare, MI 48617-1490

SUBJECT: City of Clare Sanitary Sewer Improvements Project
USDA Review of the Draft Engineering Agreement
Prepared by: Gourdie Fraser

Dear Mr. Humphrey,

We have received a draft copy of the proposed engineering agreement for the above-mentioned project. Gourdie Fraser, the consulting engineer, has submitted a draft engineering agreement for our review. They have elected to use the 2002 version EJCDC Standard Form of Agreement between Owner and Engineer for Professional Services, Funding Agency Edition, which is acceptable for our projects. With regard to the draft agreement supplied, we also have the following comments:

Procurement of architectural or engineering services for RD funded projects must be in accordance with our regulations. Our procurement requirements are included in RUS Instruction 1780.39 (b) and read as follows:

Fees provided for in contracts or agreements shall be reasonable. The Agency shall consider fees to be reasonable if they are not in excess of those ordinarily charged by the profession as a whole for similar work when RUS financing is not involved. Applicants will be responsible for providing the services necessary to plan projects including design of facilities, development of proposals for organization and financing and overall operation and maintenance of the facility. Applicants should negotiate for procurement of professional service whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiations of fair and reasonable compensation. Contracts or other forms of agreement between the applicant and its professional and technical representatives are required and are subject to RUS concurrence.

Applicants shall publicly announce all requirements for engineering and architectural services and negotiate contracts for engineering and architectural services on the basis of demonstrated competence and qualifications for the type of professional services required and at a fair and reasonable price. Applicants may procure engineering and architectural services in accordance with applicable State statutes or local requirements provided that the Rural Development State Director determines that such procurement meets the intent of this section.

Please provide a description of the process you used to procure your engineer.

According to Exhibit C of the agreement, the fees for professional services are as follows:

Description of Service	Basis of Payment	Fee
Study and Report Phase	Lump Sum	\$15,300
Design & Construction Admin	Lump Sum	\$228,300
Resident Project Observation	Hourly Rates & Charges	\$39,000
Additional Services	Hourly Rates and Charges	\$23,400
	Total:	\$306,000

The construction budget for this project, as documented in the preliminary engineering report is \$1,800,000.

Rural Development provides a fee guideline for total engineering fees for our projects. We use this as a starting point in the review process, and recognize it may not apply to all projects. Our engineering fee trend, (shown on the most recent version of Exhibit C) includes total engineering fees (preliminary engineering, design and construction administration, inspection and additional services) versus total construction cost. Please note that our trend is based on actual projects we have funded over several years, at the end of the projects, after all of the change orders and engineering amendments are included.

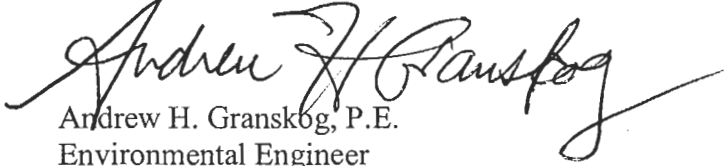
For this project, the total engineering costs are about 17% of the construction cost. We consider the fees to be within an acceptable range for a project of this size and complexity.

As a supervised credit agency, our applicants look to us to provide some extra scrutiny of their engineering agreements, which we try our best to do. This letter is to provide you with additional information to give you a second opinion on your engineering agreement; it has nothing to do with your project's eligibility for funding. Please submit the procurement information. If you have questions on format, please do not hesitate to call. When you are ready to sign the agreement, we will need four signed copies with an attorney's opinion of legal sufficiency (see example). **When final signed agreements are prepared make sure the effective date of the agreement is written in on Page 1 of 15, and in the upper right hand corner of each Exhibit. Some Exhibits need to be initialed by the owner and engineer as well.**

Pat Humphrey
November 5, 2009
Page 3 of 3

As always, if you have any further questions about engineering agreements or other engineering matters associated with your project, please do not hesitate to call me.

Sincerely,



Andrew H. Granskog, P.E.
Environmental Engineer

Attachment

cc Chris Maxwell, Area Specialist-Caro (by email) ✓
Gourdie Fraser – Joe Elliot (by email) ✓

ATTORNEY'S OPINION ON ENGINEERING AGREEMENT

I _____, being the attorney
for _____
_____ have examined
the Agreement for Engineering Services dated _____
between _____
_____ (owner) and _____
_____ (engineer). In my opinion this is a
valid contract between the above parties to carry out the
professional engineering services as contained in said Agreement.

(Date)

Attorney:

PLEASE RETYPE OPINION ON YOUR BUSINESS LETTERHEAD

SAMPLE

From: Carolyn Bennett [cbennett@mmdc.org]
Sent: Friday, November 06, 2009 5:13 PM
To: info@mmdc.org
Subject: Weekly bullets

MMDC Bullets – November 6, 2009

Here are a few of the highlights of this last week at MMDC.

- International Relations Council – Mt. Pleasant Area is hosting an International Soup Luncheon on Saturday, November 14 at the Ziibiwing Center on the corner of Broadway St. and Leaton Rd. from 2p.m. – 5p.m. The cost is \$5 per person at the door.
- This is a reminder to be in contact with Carolyn Bennett if you are interested in obtaining Incumbent Worker Training funding.
- Kathy Methner gave a presentation on Economic Gardening to the East Michigan Council of Government today.
- Thank you to the Clare County Enterprise Community for their financial support of Mock Interview Day 2010 and HEADCO's "Bucks for Business."

Kathy & Carolyn

Carolyn Bridges Bennett, CBSP
Director of Promotions & Workforce Development
Middle Michigan Development Corporation
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www.mmdc.org
PH (989)772.2858
FX (989)773.2115