



Cascade Charter Township

5920 Tahoe Dr, Grand Rapids Michigan 49546

Date: July 16, 2021
To: Treasurer Ken Peirce (Chair)
Trustee John Shipley (Vice Chair)
Trustee Timmy Noordhoek
From: Ben Swayze, Township Manager
Adam Magers, Fire Chief

Subject: Public Safety Advisory Committee Meeting Agenda – July 21, 2021 (9:00a)

The Public Safety Advisory Committee is to meet in the Training Conference Room of Township Hall to discuss the following:

1. **Approval of the May 19, 2021 Meeting Minutes** – The Committee is responsible for approving the previous meeting minutes

Recommended Action – Approve Minutes

2. **Approval of the June 24, 2021 Meeting Minutes** – The Committee is responsible for approving the previous meeting minutes

Recommended Action – Approve Minutes

3. **Cascade Charter Township Support Emergency Operations Plan** – The Township has recently received a request from the County Emergency Operations department to update our Support Emergency Operations Plan. This document is developed, in partnership with the State and County Emergency Management agencies to enhance the local emergency response capability. Chief Magers will be available to review the plan with the Committee and answer any questions you may have.

Recommended Action – Recommendation to the Township Board regarding the Cascade Charter Township Support Emergency Operations Plan.

4. **Hazardous Materials Survey and Phase I Environmental Study for Fire Station #1**
Attached you will find communication from Williams Architects regarding the need to have a Hazardous Material Survey and Phase I Environmental Study conducted for Fire Station #1 in order to facilitate a demolition plan. The Township could request a quote for these services from Williams/Prein & Newhof team or engage another local firm to conduct these studies. Chief Magers will be able to elaborate on the options at the meeting.

Recommended Action – Provide staff direction on obtaining proposals for Hazardous Materials Survey and Phase 1 Environmental Study for Fire Station #1 Demo.

5. **Construction Manager (CM) Support Services Proposal** – After the Architectural Services proposal interviews, the Committee indicated a desire to potentially utilize the services of a construction manager (at-risk) for the Fire Station #1 project. An at-risk construction manager works directly for the Township, but is also responsible to hold all of the contracts for construction. Williams Architects has provided the attached draft Request for Proposals that could be utilized to procure the services of a Construction Manager. If the committee would prefer to utilize an Owners Representative (who would oversee the construction activities on behalf of the Township, but would not hold any contractor contracts) the RFP can be redrafted accordingly. Chief Magers will be available to review the document and answer any questions the committee may have.

Recommended Action – Staff direction and/or a recommendation to the Township Board.

CASCADE CHARTER TOWNSHIP
PUBLIC SAFETY ADVISORY COMMITTEE MEETING
May 19, 2021 at 9:00am
Training Conference Room at Township Hall
5920 Tahoe SE, Grand Rapids, MI 49546

Members Present: Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

Others Present: Township Manager (TM) Ben Swayze, Fire Chief Adam Magers

Call to Order: Treasurer Peirce called the meeting to order at 9:00 a.m.

Business: The Public Safety Advisory Committee discussed the following items:

1. Approval of the April 21, 2021 Meeting Minutes

TM Swayze explained that per the committee policy, the committee is responsible for approving the minutes of the previous meeting.

Motion by Trustee Shipley, supported by Trustee Noordhoek to approve the minutes clarifying that a General Contractor will be included as part of the project. Motion carried.

2. Air Cargo Facility (Temp Station #1)

Chief Magers reviewed the memo that was prepared regarding the Air Cargo Facility that is being pursued for temporary Station #1 during construction. The original plan as presented called for only leasing the area known as the “Evergreen” suite. However, the suite adjoined to that suite, the “DHL” suite, has become available as well. Leasing this suite as well would allow for all of Station#1 operations and assets to be on site, rather than utilizing the outbuilding at Station #2 that is currently under design. After meeting with airport officials, they have indicated that the DHL suite would be available under the same rate and terms as the Evergreen suite.

Discussion ensued. The committee indicated that it would be desirable to lease both suites in order to keep Station #1 operations and assets consolidated into one site. Chief Magers indicated that a MOU for consideration is being drafted which, once executed, would allow the Township to begin necessary renovations. Actual lease would be anticipated to start 9/1/21.

Motion by Trustee Shipley, support by Trustee Noordhoek to recommend the Township Board lease both suites for consolidated temporary Station #1 operations. Motion carried.

3. Station #1 Architectural Services RFP

TM Swayze reviewed the RFP that was developed at the direction of the PSAC committee at the last meeting. The procurement schedule is aggressive, but builds in extra time for the committee to conduct site visits if they so desire. The RFP highlights that it is the intention of

the Township to hire an owner's representative, and part of the responsibilities of the successful bidder will be to assist the Township in securing those services. The scope of services is divided into four phases, each of which require approval by the Township Board to move to the next phase (Preliminary Design, Final Design, Bidding and Construction). The RFP designates the PSAC committee as responsible for making a recommendation to the Township Board. Discussion ensued.

Motion by Trustee Shipley, support by Trustee Noordhoek to recommend the Township Board issue the RFP as presented. Motion carried

Adjournment: Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 9:24 am

DRAFT

CASCADE CHARTER TOWNSHIP
PUBLIC SAFETY ADVISORY COMMITTEE MEETING
June 24, 2021 at 9:00am
Large Conference Room at Fire Station #1
2865 Thornhills SE, Grand Rapids, MI 49546

Members Present: Treasurer Peirce, Trustee Shipley, Trustee Noordhoek

Others Present: Township Manager (TM) Ben Swayze, Fire Chief Adam Magers

Call to Order: Treasurer Peirce called the meeting to order at 9:00 a.m.

Business: The Public Safety Advisory Committee discussed the following items:

1. Review of Fire Station #1 Architecture Proposals

Chief Magers began the review of each one of the Fire Station #1 architectural and engineering proposals. For each proposal, Chief Magers had a sheet on the wall which detailed costs, partnerships, pros, cons and reference projects. Once review was completed, discussion ensued related to the merits of each proposal. The committee recommended that they conduct interviews with the top three proposals.

The committee reviewed the proposals and removed proposals from the process one-by-one. The final three proposals were:

- Tower Pinkster / BRW
- The Collaborative / KZF
- Williams Architects

Motion by Trustee Shipley, supported by Trustee Noordhoek to direct staff to schedule interviews with the three firms selected. Motion carried.

2. Station #2 Outbuilding

Chief Magers reviewed a cost estimate put together by Progressive AE regarding certain training element that could be potentially incorporated into the Station #2 outbuilding project. The proposed changes would potentially add \$53k - \$60k to the project. Discussion ensued. Conversation was had regarding a potentially more comprehensive training facility at Station #2 in the future. Consensus was that given the two major projects already underway (Station #2 outbuilding and Station #1 build) adding to the scope of the project would not be advantageous at this time. Direction to staff was to continue with the project as previous approved by the Township Board.

No action, staff direction only.

Adjournment: Motion by Trustee Shipley, supported by Trustee Noordhoek to adjourn the meeting. Motion carried. Meeting adjourned at 10:56 am

Cascade Charter Township

SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the Kent County Emergency Action Guidelines, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

July, 2021

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

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Promulgation Document

Officials of [Cascade Charter Township](#), in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

Chief Executive Official

[Cascade Charter Township](#)

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how [Cascade Charter Township](#) will handle emergency situations in cooperation with the Kent County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. [Cascade Charter Township](#) will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the Kent County Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Grace Lesperance	Cascade	3/31/20	1
Township Manager / Chief Administrative Officer	Ben Swayze	Cascade	3/31/20	1
Cascade Treasurer	Ken Pierce	Cascade	3/31/20	1
Cascade Deputy Treasurer	Oxana Sourine	Cascade	3/31/20	1
Kent County Emergency Management Coordinator	Matt Groesser	Kent County	3/31/20	1
Communications and Warning Official	Brett Hulliberger	Kent County	3/31/20	1
Damage Assessment Official	Steve Peterson	Cascade	3/31/20	1
Fire Services Official	Adam Magers	Cascade	3/31/20	1
Assistant Township Manager	Stephanie Fast	Cascade	3/31/20	1
Public Health and Medical Services Official	Tedd VanSolkema	Life Ambulance	3/31/20	1
Public Information Official Supevisor	Grace Lesperance	Cascade	3/31/20	1
Senior Accountant	Liz Thompson	Cascade	3/31/20	1
Building Dept. Head	Brian Wilson	Cascade	3/31/20	1
Planner	Brian Hilbrands	Cascade	3/31/20	1
Assessor	Jennifer Genter	Cascade	3/31/20	1
Building/Grounds	Jim McDonald	Cascade	3/31/20	1
Township Clerk	Sue Slater	Cascade	3/31/20	1

Basic plan

Purpose

[Cascade Charter Township](#) has elected to incorporate into the Kent County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, [Cascade Charter Township](#), and the Kent County Emergency Management Program share joint responsibilities. The Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The [Cascade Charter Township](#) Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, [Cascade Charter Township](#) continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. [Cascade Charter Township](#), local Emergency Management resolution,
3. [Cascade Charter Township](#), adoption of the Support EOP,
4. Executive Directive No. 2005-09, the state adoption of the NIMS,
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III,
7. Good Samaritan Law and Know Act of 1986.

B. References used to develop the Support EOP:

1. NIMS,
2. NRF,
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD),
4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Kent County EAG, this document was developed in a cooperative, whole community effort between municipal

government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the [Township Board](#) and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the Kent County EAG.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality’s preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. [Cascade Charter Township](#) has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
 1. The mitigation of potential hazards.
 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under “Organization and Assignment of Responsibilities.”
 4. Integration with the Kent County EAG, Kent County Hazard Mitigation Plan, MEMP, etc.

C. Community profile:

[Cascade Charter Township](#) is located in the [South-East area](#) of Kent County. The community has a population of [19,406](#) residents. Approximately [3.6%](#) of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

D. Hazard and threat analysis:

According to the Kent County Hazard Mitigation Plan, communities in the county are most vulnerable to: Severe Winter Weather, Electrical Failure, Tornadoes, and Riverline Flooding. Areas within [Cascade Charter Township](#) that are especially vulnerable to these hazards are: [properties near the Thornapple River, as identified in the LaBarge and Cascade Dam EAPs.](#) Additional hazards that have been identified as unique to [Cascade Charter Township](#) include: [areas within the takeoff and landing paths of the Gerald R. Ford Airport.](#)

[17](#) sites that contain extremely hazardous materials are located in [Cascade Charter Township](#). Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, [Cascade Charter Township](#) has chosen to incorporate into the Kent County Emergency

Management Program. To coordinate emergency management related matters with the County Emergency Management Program, the [Cascade Charter Township](#) has appointed the [Fire Chief](#) to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between [Cascade Charter Township](#) and Kent County, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in [Cascade Charter Township](#).
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within [Cascade Charter Township](#) that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the [Chief Executive Official](#) may declare a local state of emergency for [Cascade Charter Township](#) if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the [Township Manager](#), pursuant to local legislation, the [Fire Chief](#) is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the [Township Manager/Fire Chief](#) to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
 - 1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.

2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and CAO and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the EOC. The EOC is located at [Fire Station 1, 2865 Thornhills Ave SE](#). If this location is unavailable, the alternate EOC location is [Township Hall, 5920 Tahoe Dr SE](#). (EOC Location 1 anticipated out of service due to construction late 2021/2022)
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through [County Dispatch, telephone, email, Kent County Mobile App](#).
 - e. The CAO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMHSD District Coordinator
 - e. Make available incident information to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The [Cascade Charter Township](#) emergency management organization is comprised of 7 agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination	Cascade	Ben Swayze	616)949-1500
Communications and Warning	Kent County	Brett Hulliberger	616)336-3113
Damage Assessment	Cascade	Steve Peterson	616)949-0224
Fire Services	Cascade	Adam Magers	616)318-8340
Mass Care, Emergency Assistance, Housing, and Human Services	Cascade	Stephanie Fast	616)285-2327
Public Health and Medical Services	Life Ambulance	Tedd Van Solkema	616)242-8874
Public Information	Cascade	Grace Lesperance	616)949-1500
Public Safety	Kent County	Omar Dieppa	616)632-6435
Public Works	Cascade	Jim McDonald	616)318-8785

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 st Alternate	2 nd Alternate
Life Ambulance	AMR Ambulance	Rockford Ambulance
Kent County Sherrif	State Police	

- 4. **Cascade Charter Township** maintains 1 fulltime department. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

- 1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency’s emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
- 2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

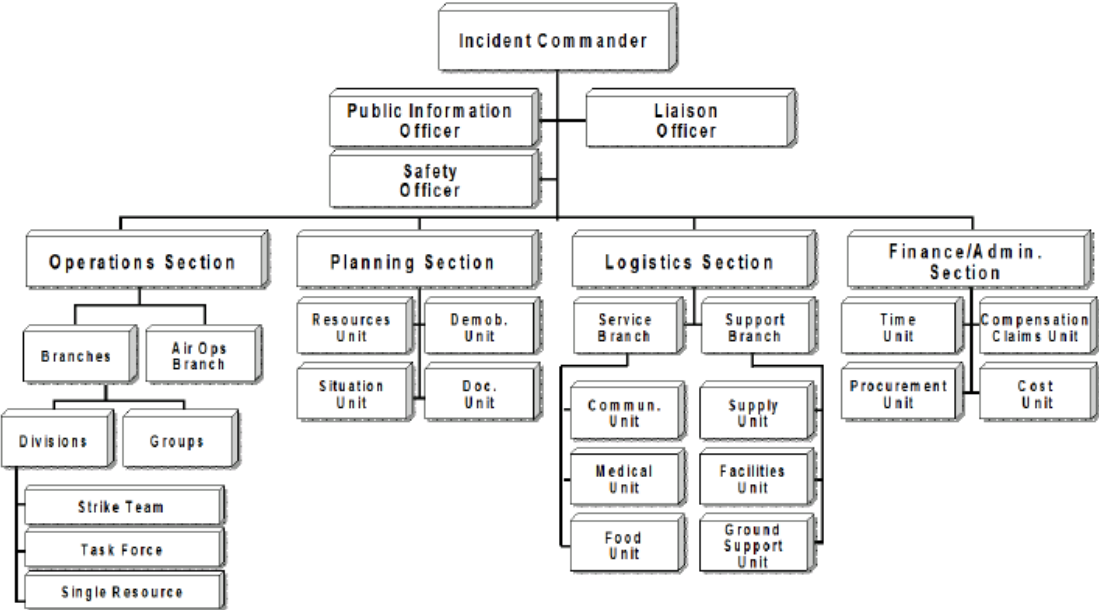
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (ICS/EOC Command, Direction and Control, ICS Planning, and ESF#5 – Information & Planning)

Responsible Agency: Executive Office

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	CAO / Township Manager

The line of succession for the CAO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Emergency Management Liasion	Cascade Township
Township Supervisor	Cascade Township

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Fire Captain	Cascade Township
Fire Lieutenant	Cascade Township

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Communications, Public Information, Warning, and ESF#2 – Communications and ESF#15 – External Affairs)

Responsible Agency: [Kent County Dispatch](#)

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes telephone, cell phone, radios, pagers, mobile apps etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include telephone, cell phone, radios, pagers, mobile apps etc.)
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include sirens, door-to-door notification, reverse 911, mobile apps, telephone etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County Dispatch	Emergency Communications Center Manager

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Emergency Communications Specialist II	Kent County Dispatch

Emergency Communications Manager is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX C

DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Damage Assessment, ICS Logistics Section, ESF#5 – Information & Planning and ESF#14 – Long-Term Community Recovery)

Responsible Agency: [Assessing Office, Building Department](#)

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMHSD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Community Development Director

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Building Dept Official	Cascade Township

Community Development Director is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

ANNEX D
FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Fire Services, ESF#4 – Firefighting, and ESF#9 – Search and Rescue, etc.)

Responsible Agency: [Fire Department](#)

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Fire Chief

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Captain	Cascade Township

Fire Chief is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Human Services, ESF#2 – Communications, and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services)

Responsible Agency: [Cascade Township](#)

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective action
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: Wisner Center

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Assistant Manager

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Human Resources Generalist	Cascade Township

Assistant Manager is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Emergency Medical Services, Public Health, and ESF#8 – Public Health and Medical Services)

Responsible Agency: [Life Ambulance](#)

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Patient care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public health
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Life Ambulance	Director of Operations

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Supervisor	Life Ambulance

Director of Operations is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE

ANNEX G

PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Information, Warning, and ESF#15 – External Affairs)

Responsible Agency: [Cascade Township](#)

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by Township Supervisor/Manager/SABO PR .
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at Township Hall or Wisner Center .
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Township Supervisor

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Assistant Township Manager	Cascade Township
PR Specialist	SABO PR

Township Supervisor is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H

PUBLIC SAFETY

The Public Safety function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Law Enforcement Annex, ESF#13 – Public Safety and Security)

Responsible Agency: [Kent County Sheriff](#)

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Kent County	Community Policing Officer East-Precinct

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Deputy	Kent County

East Precinct Community Policing Officer is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Works/Transportation, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy)

Responsible Agency: [Cascade Township Building/Grounds](#)

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to other agencies
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
Cascade Township	Maintenance Supervisor

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Maintenance Personnel	Cascade Township

Maintenance Supervisor is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE

13 July 2021

Chief Adam Magers
Cascade Fire Department
2865 Thornhills SE
Grand Rapids, MI 49546

Re: Cascade Charter Township
Fire Station No. 1
Hazardous Material Survey; Phase I Environmental Survey
Project No. 2021-341

Dear Adam:

In an effort to be better prepared and positioned to expedite design services with better accuracy in the coming weeks it would be to the Township's benefit to move forward with a Phase I Environmental and Hazardous Material Survey of the subject property.

Hazardous Materials Surveys

Since your facility is twenty (20) years old, materials need to be tested for potential hazards. These materials include but are not limited to asbestos (insulation, fireproofing, flooring and ceiling tile) or lead based paint. A specialty contractor, trained, licensed, and insured for this type of work is needed to perform the testing and potential abatement. The EPA requires a ten (10) day notice for abatement projects, in addition to the removal time.

The Hazardous Material Survey for the building shall include an inspection of the facility, identification of suspected hazardous materials (if any), sample collection, sample analysis, identification of the materials, hazard assessment, recommendations and a report. The report and findings will be used if hazardous materials are identified and need to be abated prior to the start of construction.

Phase I Environmental Survey

A Phase I ESA for the site is to include a review of records, site inspection, interviews and historical research of the property and adjacent properties and a report. The work shall identify any potential environmental contamination liabilities. If the potential for contaminated soils is found, then it will be necessary to perform a Phase II ESA, which involves sample collection, analysis, and identification of hazards.

Feel free to contact me if you have any questions.

Cordially,



Scott E. Lange, AIA, LEED AP
Principal / Vice President



**CASCADE CHARTER TOWNSHIP
FIRE STATION NO. 1**



REQUEST FOR PROPOSAL

CONSTRUCTION MANAGER (CM) SUPPORT SERVICES

PROJECT NO. 2021-341

14 JULY 2021

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REQUEST FOR QUALIFICATIONS**1. INTRODUCTION**

1.1 **PURPOSE:** The Cascade Charter Township (CCT) is requesting written proposals from responsible, qualified Construction Managers to provide construction management at risk services. A brief description is set forth below for your convenience, with detailed requirements found in Section 4 of the RFP, "Services Required from the Construction Manager".

1.2 **PROJECT DESCRIPTION:**

A new 18,000 sf 3 bay, one story Fire Station with a partial mezzanine. Included will be a Day Room, Bunk Rooms, Private Toilet/Shower Rooms, Large Training Rooms, Administrative Offices, a Community Storm Shelter, and Apparatus Bay Support Rooms.

The location will be where the existing station is located. The station will be fully demolished and the site will be fully developed to accommodate the new facility.

Hard construction costs will be \$7,000,000 including Construction Management fees.

3. SERVICES REQUIRED FROM THE CONSTRUCTION MANAGER (CM)

This section will include CCT needs, goals and requirements as well as any other specifications. This information should be used by Construction Manager to prepare for submitting qualifications. Construction Manager may submit qualifications considering that all or any combination of the services specified below in Section 3.1 and 3.3 are required.

3.1 Need for Services

The CCY proposes to construct:

A new 18,000 sf 3 bay, one story Fire Station with a partial mezzanine. Included will be a Day Room, Bunk Rooms, Private Toilet/Shower Rooms, Large Training Rooms, Administrative Offices, a Community Storm Shelter, and Apparatus Bay Support Rooms.

The CCT is seeking proposals from Construction Managers to provide at risk CM services to construct the project in its entirety.

3.1.1 Demolition

The CM shall be responsible for the selective demolition for the site.

3.2 Goals and Objectives

The CCT goal is to identify Construction Managers qualified to provide the required Construction Manager Services, which should ethically and professionally support the CCT need to coordinate and implement construction activities for the new expansion.

3.3 Services Required

Construction Manager shall be responsible for the following services:

- 3.3.1** Preconstruction services will include but not be necessarily limited to:
- a. Acting as the Cost Consultant and establishing preliminary and detailed final estimates of the Cost of the work.
 - b. Provide an integral part of the design approach.
 - c. Provide value engineering during the design phase.
 - d. Attend all design meetings with owner and Architect.
 - e. Establish bidding procedures in conjunction with owner and Architect.
 - f. Establish all scope of work bid packages for bidding.
 - g. Publish notice for pre-qualification of contractors.
 - h. Solicit a minimum of three (3) bids per trade.
 - i. Conduct public bidding, open and record all bids.
 - j. Evaluate all bids, and assist the Architect and engineer in preparing a recommendation and make presentation to Owner.

-
- 3.3.2** Construction management basic scope of services are to include but not be limited to:
- a. Preconstruction services including cost estimating, scheduling, constructability reviews, and value engineering during the design phase.
 - b. Estimating Cost of the Work and establishing a guaranteed Maximum Price.
 - c. Scheduling for the Project.
 - d. Responsibility for all construction management services and general conditions services.
 - e. Administration/project coordination
 - f. On site management.
 - g. All construction management services defined within the Contract documents.
 - h. Providing cost estimate and advice on a single versus a two phase construction project.
- 3.3.3** Selected Construction Manager must have a strong working knowledge of construction trades including but not limited to the following:
- a. Electrical & Low Voltage Power. Distribution & Lighting Systems.
 - b. Plumbing
 - c. Fire Protection
 - d. HVAC
 - e. Structural and Civil
 - f. Landscaping
 - g. Carpentry
 - h. Fire Facility Construction
 - i. Security & Access Systems
 - j. ADA Construction Requirements
 - k. Demolition and Excavation
 - l. Emergency Generator Systems
 - m. Safety
 - n. Scheduling, phasing, services and processes

As part of your submission list all trade bid packages anticipated. No self-performing shall be allowed. All trades to be publically bid.

3.4 Selected Construction Manager must develop and maintain a good working relationship with the CCT staff and external resources supporting CCT.

3.5 Staffing Specifications

Provide adequate qualified levels of staffing to perform all work required and specified by the Scope of Work and Services Required.

3.6 Where Services are to be Performed

2865 Thornhills SE
Grand Rapids, MI 49546

3.7 Other Specifications

CM shall provide CCT staff with a designated point of contact or contract manager who will serve as the single point of contact between the CCT and the Contact Person.

4. INSTRUCTIONS FOR PREPARING AND SUBMITTING QUALIFICATIONS:**4.1 GENERAL INSTRUCTIONS:**

- 4.1.1** These instructions prescribe the format and content of the qualifications. They are designed to facilitate a fair and uniform review process. Failure to adhere to this format will affect our evaluation and may result in disqualification.
- 4.1.2** The response – completed, signed, and returned – will constitute the Proposals. A signed original and the designated number of copies are required (see Section 2 of the RFP “Key Information about this RFP”). Failure to submit the required number of copies may prevent the qualifications from being evaluated within the allotted time.
- 4.1.3** The Qualifications must provide all information requested and must address all points.

4.2 QUALIFICATIONS ELEMENTS: Construction Manager must provide the following information regarding its experience. Forms are provided where noted; otherwise separate sheets are required:

- 4.2.1** Number of years experience with providing types of services specified in Section 3.3.1 of this RFP, “Services Required from the Construction Manager (indicate on Attachment B)
- 4.2.2** Construction Manager’s documentation and references that demonstrate the experience and qualifications are described in Section 3.3.1 of the RFP, “Services Required from the Construction Manager (Attachment C).
- 4.2.3** Described Construction Manager’s specific Fire Station Construction (separate sheet).
- 4.2.4** Provide Construction Manager’s Insurance Experience Modifier (Attachment B).
- 4.2.5** Construction Manager’s approach to developing and maintaining a good working relationship with (Owner) (separate sheet).
- 4.2.6** Construction Manager’s Years in Business Operating under current incorporation (Attachment B).
- 4.2.7** Construction Manager’s Litigation – current and past lawsuits (requires explanation – Attachment E)
- 4.2.8** Construction Manager’s Bond Capacity (Attachment B)

-
- 4.2.9** Construction Manager's Field Personnel who would be assigned to this project – ref. 4.3 (Provide Resume's)
 - 4.2.10** Construction Manager's Local Project Experience (Attachment C or separate sheet).
 - 4.2.11** Construction Manager's Projects completed > \$4,000,000 (Attachment C or separate sheet).
 - 4.2.12** Construction Manager's Construction Project Experience (Attachment C or separate sheet).
 - 4.2.13** Construction Manager's fee based on \$7,000,000 construction hard cost (including Construction Manager fee). Attachment B to be in separate sealed envelope.

Include breakdown of preconstruction services, insurance, overhead and profit, and general conditions. Describe specific exclusions from the General Conditions. Include cost estimate at conclusion of Schematic Design and one (1) detailed cost estimate at the conclusion of the Design Development phase. A guaranteed maximum price is to be established after bidding.

- 4.3 PERSONNEL:** Construction Manager must provide resumes for all key personnel, including the project manager, who will be involved in providing the services contemplated by this RFP. Resume must include the full name, education background, and years of experience and employment history particularly as it relates to the scope of services specified herein.
- 4.4 SCHEDULE:** Provide your anticipated schedule / approach with regards to A/E milestone dates of:
 - a. Complete Schematic Design Phase _____
 - b. Complete Design Development Phase _____
 - d. Complete Construction Document Phase _____

Describe potential for early site work bid release, long lead items advance procurement, etc. Expand on strategies to accelerate project turn over to Owner.

- 4.5 FINANCIAL CAPACITY INFORMATION:** Submit end of year financial statements for the last three (3) years. Construction Manager may also be required to provide additional financial information upon request.
- 4.6 CHANGES TO THE RFP:** If the (Owner) issues any changes (including amendments or addenda) to this RFP, these changes must be signed by an authorized individual.

4.7 FORMS REQUIRED OF THE CONSTRUCTION MANAGER:

Construction Manager is required to complete and submit all forms listed below. It is important to note that this section references forms that the Construction Manager must complete as part of the procurement process and does not serve as an opportunity for Construction Manager to insert their own forms.

Attachment A – Qualification Form

Attachment B – Business and Directory Information

Attachment C – References

Attachment D – Taxpayer Identification

Attachment E – Information Regarding Terminations, Litigations & Disbarment

Attachment A – Qualifications Form

The undersigned authorized representative of Construction Manager submits the following and hereafter attached Qualification Information to the CCT with the understanding that the CCT will use and rely upon the accuracy and correctness of the information in the evaluation of Construction Manager’s submittal to the CCT.

Construction Manager (Official Name and D/B/A)

Signature	Date
Printed Name	Title
Address	
City/State	Zipcode
Telephone	Facsimile
Email	

Attachment B – Business and Directory Information

(a)	Name of Business (Official Name and D/B/A)
(b)	Business Headquarters (include Address, Telephone and Facsimile)
(c)	If a Division or Subsidiary of another organization provide the name and address of the parent.
(d)	Billing Address
(e)	Name of Chief of Executive Office
(f)	Customer Contact (include Name, Title, Address, Telephone, Toll-Free Number, Facsimile and E-mail)
(g)	Company Web Site
(h)	Type of Organization (i.e., Sole Proprietor, Corporation, Partnership, etc., should be the same as on the Taxpayer ID form below)
(i)	Length of Time in Business under current incorporation
(j)	Annual Sales (for most recently complete Fiscal Year)
(k)	Number of Full-Time Employees (average from most recent Fiscal Year)
(l)	Type of and description of business
(m)	State of incorporation, state of formation or state of organization
(n)	Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Construction Manager's performance under the terms of this RFP.
(o)	Identify the Construction Manager's accounting firm
(p)	The successful Construction Manager's will be required to register to do business in Michigan. If already registered, provide the date of the Construction Manager's registration to do business in Michigan and the name of the Construction Manager's registered agent in the State.
(q)	Current Insurance Experience Modified
(r)	Construction Manager's Bonding Capacity (AM Best rated A6 or greater, performance, labor & material, \$10M w/o assistance). If a joint venture is required to secure \$10M bond, provide explanation.

- (s) Construction Management fee based on \$7,000,000 hard cost (including Construction Manager's fee). PROVIDE IN SEPARATE SEALED ENVELOPE. See description in 4.2.13.

Attachment C – References

Applicant to provide a minimum of 5 Architect references with the primary contact personnel with associated addresses and phone numbers that can attest to your experience and ability to perform the contract subject of this RFP.

(1) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(2) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(3) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(4) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:
Types of Supplies / Services Provided and Dates Provided/Contracted:	
(5) Firm / Agency (Name):	Contact Person Name: Address: Phone: Email Address:

Attachment D – Taxpayer Identification Number

I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
- 3. I am a U.S. person (including a U.S. resident alien).

Company Name: _____

Taxpayer Identification Number:

Social Security Number _____

or

Employer Identification Number _____

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the Owner's name followed by the name of the business and the Owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one)

Individual

Governmental

Sole Proprietor

Nonresident alien

Partnership / Legal Corporation

Estate or trust

Tax-exempt

Pharmacy (Non-Corp.)

Corporation providing or billing medical and/or health care services

Pharmacy/Funeral Home/Cemetary (Corp.)

Corporation NOT providing or billing medical and/or health care services

Limited Liability Company (select applicable tax classification)

D = disregarded entity

C = corporation

P = partnership

Other: _____

Signature: _____

Date: _____

Attachment E – Information Regarding Termination, Litigation, and Disbarment

The Agency/Buyer requests that the Construction Manager provide the following information:

- 1. During the last five (5) years, has the Construction Manager had a contact for services terminated for any reason? If so, provide full details related to the termination.

Yes ____ No ____

- 2. During the last five (5) years, describe any damages or penalties or anything of value traded or given up by the Construction Manager under any of its existing or past contracts as it relates to services performed that are similar to the services contemplated by this RFP and the resulting Contract. If so, indicate the reason for the penalty or exchange of property or services and the estimated amount of the cost of that incident to the Construction Manager

Yes ____ No ____

- 3. During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Construction Manager to engage in any business, practice or activity.

Yes ____ No ____

- 4. During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the Construction Manager to perform the required services. The Construction Manager must also state whether it or any Owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in ineligibility. This is a continuing disclosure requirement. Any such matter commencing after submission or qualification and with respect to the successful Construction Manager must be disclosed in a timely manner in a written statement.

Yes ____ No ____

- 5. During the last five (5) years, have any irregularities been discovered in any of the accounts maintained by the Construction Manager on behalf of others? If so, describe the circumstances of irregularities or variances and resolution disposition.

Yes ____ No ____

5. HOW WE WILL EVALUATE CONSTRUCTION MANGER QUALIFICATIONS

- 5.1 EVALUATION STEPS:** The evaluation process will consist of the following:
- 5.1.1** Review of the Construction Manager Proposal Submittals to assess compliance with mandatory administration requirements.
 - 5.1.2** Detailed evaluation of mandatory service requirements and proposed services, programs, and solutions.
 - 5.1.3** Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee).
 - 5.1.4** Determination if the Construction Manager (and any known sub-contractors) to be recommended for award has an unsatisfied delinquent debt. If delinquent debt is discovered, the selected Construction Manager may be found to be non-responsive. This step does not relieve any Construction Manager from satisfying any delinquent debt.
 - 5.1.5** Award decision by CCT.
- 5.2 SELECTION COMMITTEE:** The CCT intends to conduct a comprehensive, fair and impartial evaluation of qualifications received in response to this RFP. The CCT will review and evaluate the proposals.
- 5.3 EVALUATION CRITERIA:** Responses will be evaluated on three general categories of information: Administrative Compliance, Construction Manager Responsibility, and Responsiveness. All submittals regardless of the type of RFP, must meet the following administrative and responsibility criteria.
- 5.3.1 Evaluation of Administrative Compliance:** The CCT will determine whether the qualifications complied with Section 4 of the RFP "Instruction for Preparing and Submitting Qualifications" have been satisfied. CCT will reject proposal if submitted late. Failure to meet other requirements will affect the evaluation and may result in rejection.
 - 5.3.2 Evaluation of CM Responsibility:** The CCT will determine whether the CM submitting is one with whom the CCT can or should do business. Factors that may be evaluated to determine "responsibility" include, but are not limited to: certifications, taxpayer identification number, past performance, references compliance with applicable laws, financial stability and the perceived ability to perform completely as specified.

A Construction Manager must at all times must have financial resources sufficient, in the opinion of the CCT, to ensure performance of the contract and must provide proof upon request. Any failure to supply information and our determination of the quality of the information will affect our evaluation and may result in rejection.

5.3.3 Evaluation of Responsiveness: A determination will be made as to how well the Construction Manager's satisfy Section 3 of the RFP, "Services from the Construction Manager in terms of "responsiveness" to the requirements.

The CCT will determine whether any failure to supply information, or the quality of the information, will result in rejection or downgrading the Construction Manager. Construction Manager's who do not rank sufficiently high will not be considered.

5.3.3.1 The "responsible" Construction Manager who meets "administrative" requirements and minimum requirements will be eligible for consideration.

5.3.4 Cost Proposal:

The fee, insurance, general conditions and any other costs will be a significant factor in determining which CM is selected by CCT.

6. PROCUREMENT NOTICES AND REQUIREMENTS**6.1 NOTICES AND REQUIREMENTS FOR THIS RFP:**

6.1.1 RESPONSIBILITY TO READ AND UNDERSTAND: Failure to read, examine and understand the RFP will not excuse any failure to comply with the requirements of the RFP. If you suspect an error, omission or discrepancy in this RFP, you must immediately notify the RFP Contact listed in Section 2.1. of the RFP. The CCT will issue written instructions, if appropriate.

6.1.2 AMENDMENTS TO THE RFP: The CCT reserves the right to amend the RFP at any time. The Construction Manager must acknowledge receipt of an amendment with the signature of an authorized individual. If the amendment occurs after the closing date of receipt of Qualifications, the CCT may, in its sole discretion, allow Construction Manager to amend their Qualifications in response to the CCT amendment if necessary.

6.1.3 DOWNGRADING OR DISQUALIFICATIONS: The following are cause for downgrading or rejection of qualifications, depending on circumstances:

6.1.3.1 The Construction Manager fails to deliver Qualifications by the due date and time.

6.1.3.2 The Construction Manager fails to meet one or more requirements of the RFP.

6.1.3.3 The Construction Manager materially changes one or more requirements of the RFP.

6.1.3.4 The Construction Manager limits the rights of the CCT.

6.1.3.5 The Construction Manager fails to include information necessary to substantiate that it will be able to meet a Required Service. A response of "will comply" or merely repeating the Required Service is not sufficient. Response must indicate present capability; representations that future developments will satisfy the Required Services are not sufficient.

6.1.3.6 The Construction Manager fails to respond to the CCT request for information, documents, or references.

6.1.3.7 The Construction Manager fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in the RFP.

The Construction Manager extends gratuities including monies, gifts, or other valuable consideration to the CCT, CCT employees, or contractors to specifically influence its decision to accept or favorably rate its qualifications.

- 6.1.3.8** The Construction Manager provides misleading or inaccurate responses.
- 6.1.3.9** The Construction Manager has a conflict of interest that would materially influence the status of the Construction Manager qualifications or eligibility as determined by the CCT.
- 6.1.3.10** The Construction Manager fails to comply with the prevailing wage laws.

6.2 NOTICES AND REQUIREMENTS FOR THE REVIEW AND EVALUATION OF QUALIFICATIONS:

- 6.2.1 INFORMATION FROM OTHER SOURCES:** The CCT reserves the right to obtain and consider information from other sources concerning a Construction Manager, such as the Construction Manager's capability and performance under other contracts.
- 6.2.2 CRIMINAL HISTORY AND BACKGROUND INVESTIGATION:** The CCT reserves the right to conduct criminal history and other background investigation of the Construction Manager, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Construction Manager for the performance of the contract.
- 6.2.3 CLARIFICATION PROCESS:** The CCT reserves the right to contact a Construction Manager after the submission for the purpose of clarification to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Construction Manager has provided goods or services to the CCT or any other political subdivision wherever located, or requests for corrective pages in the Construction Manager qualifications. Responses must be submitted to the CCT within the time specified in the request. Failure to comply with requests for additional information may result in rejection.
- 6.2.4 DISPOSITION OF QUALIFICATIONS:** Ordinarily, qualifications become the property of the Owner and will not be returned to the CM.

CONSTRUCTION MANAGER INTERVIEW

Construction Manager: _____

Representative(s) Present: _____

Interviewer:	_____
Rating (1 Low – 5 High)	_____

I. Personal:

A. Total Number in Company: _____

B. Breakdown of Personnel to Be assigned to Project and their Roles:

1. Project Executive: _____

2. Project Manager: _____

3. Site Superintendent: _____

C. Working on This Project:

1. What are the last four projects the Project Manager assigned to this project has worked on?

2. What other Projects will they be concurrently working on?

3. Describe their experience: _____

4. Will Site Superintendent be full time? _____

5. Who will be the Job Meeting Attendees - The decision making authority?



6. What are your preliminary thoughts about doing this project in a single or in multiple bid releases (what are the pros & cons)?

II. Understanding of Methodology:

A. What do you handle and what do you expect the owner and architect to handle?

B. Describe Preconstruction Services

1. Cost Estimating – Describe your approach to cost consulting/estimating and cost control management: _____

2. Value Engineering: _____

3. Constructability Review: _____

4. Phasing: _____

5. Preparing Bid Packages and Scopes of Work: _____

C. Describe your Methods of Communication: _____

D. Scheduling and Supervising Subcontractors – How do you manage schedules? Do you have specific examples of how you create and oversee scheduling?

E. Problem Resolution: _____

F. For getting back on schedule should you fall behind: _____

G. Tracking Project Costs and Contingency Usage? _____

H. Handling shop drawings and samples: _____

I. Providing record drawings: _____

J. Providing warranty and maintenance manuals: _____

K. Handling Inspections and Punchlist: _____

L. Payout requests / Schedule of Values: _____

M. Change Orders - What level of authorization do they require? Will this increase their time to complete the work?

N. The project team will consist of the owner (Village), the architect (WA), and the CM. What is your philosophy regarding the relationship between these separate and distinct team members? Give me an example of instances where you as CM have recommended changes to the architect's design. Why was the recommendation made and were they accepted by the architect and/or owner?

III. Subcontractors:

A. How will your firm ensure there will be multiple bidders for each package? _____

B. Are there subs that you recommend? _____

C. How do you qualify your subs? _____

IV. General Questions:

A. Insurance

1. Do you have the amounts required? _____

2. Who is your insurance agent? _____

B. Please describe any exceptions you had to any of the RFP/RFQ documents? _____

C. What is the basis of your fee for services? _____

D. Describe what is included your general conditions and what do you assign to other contractors? _____

V. Experience

A. With this type of work: _____

B. Are there any special considerations involved with this project? What aspects of this project do you see as unique or unusual? What will be your approach dealing with these aspects?

C. What distinguishes your firm and any unique approaches to construction management from the other CM firms?

Notes:
