



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.