



## CITY OF GROSSE POINTE FARMS, MICHIGAN

### REQUEST FOR PROPOSAL (RFP) #03-10 *Pier Park Recreation Center Renovation Analysis Study*

**PROPOSAL DUE:** Tuesday April 1, 2003; 11:00 AM

**SITE LOCATION:** Grosse Pointe Farms Pier Park, Grosse Pointe Farms, MI

**SUBMIT PROPOSAL TO:** Shane Reeside, City Clerk  
RFP #03-10  
City of Grosse Pointe Farms  
90 Kerby Road  
Grosse Pointe Farms, MI 48236

**Attention:**

Robert A. Formisano, AIA  
Project Planning & Management, Inc. (P2M)

**DESCRIPTION OF PROCUREMENT:** Programming and development of preliminary design concepts necessary to perform a "Renovation Analysis Study" for the GPF Recreation Center Building. Study shall determine the feasibility of renovation (maintained as a single story building) and a 2-story design option.

---

#### Background

The City is considering renovation options for the Grosse Pointe Farms Pier Park Recreation Center building located within Pier Park overlooking the marina. Pier Park is located at the foot of Moross and Lakeshore Drive. Currently, the Recreation Center building also houses a park maintenance function. However the maintenance facility portion of this building is moving to a new facility in the spring of 2003, thus leaving the potential for total rehabilitation or expansion of the Recreation Center site as an improved City amenity.

The project holds tremendous opportunity for the City to provide a unique and unparalleled amenity in the Grosse Pointe community. The concept of renovating the existing Recreation Center building to provide a possible "lodge" or "clubhouse" feel, with the possibility of catered events and a beautiful view of the harbor will be explored, whether as a one or two story facility option.

There are three major objectives in exploring these options:

1. Developing project scope or program (functions for the building project);
2. Developing and graphically communicating the building's planning and design;
3. Developing realistic construction and overall project budgets for both options.



## CITY OF GROSSE POINTE FARMS, MICHIGAN

### REQUEST FOR PROPOSAL (RFP) #03-10 Pier Park Recreation Center Renovation Analysis Study

#### INVITATION TO BID

1. The City of Grosse Pointe Farms invites you to submit a Lump Sum price proposal for services required in this RFP in accordance with this RFP and the following Attachments made part of this document:  
**Attachments:**

"A"	Non Collusion Affidavit	1 page
"B"	Cost Proposal Pricing Section	4 pages
2. Avoid mistakes. Read the RFP carefully and be sure you understand all of the terms and conditions. Check the Scope of Services and Administrative Requirements carefully. Failure to do so will be at the respondent's risk.
3. **Five (5) copies of your Technical Proposal and Attachments "A" and "B" are to be submitted in a sealed envelope, labeled as previously indicated.** Submit your proposal package to the undersigned at the address designated on Page 1. Each proposal package must consist of the following documents:
  - A. Technical Proposal as found in "5.0 Technical Proposal Submittal" and organized in the format provided therein.
  - B. Attachment "A" Non-Collusion Affidavit.
  - C. Duly completed and signed Pricing Section Attachment "B" with supporting cost data, proposal breakdowns and explanations as required by the instructions contained in this RFP. Erasures or changes must be initialed by the person signing the pricing form.
  - D. A proposed consultant **workplan / schedule** with adequate details to reflect the project approach with respect to services during each phase.
4. Any proposal may be withdrawn by giving written notice to the City Clerk before stated closing time. After stated closing time, no proposal may be withdrawn or canceled for a period of ninety (90) days after said closing time.
5. All submittals become the property of the City of Grosse Pointe Farms and may be used in current and/or future specification development and/or in requests for proposals/bids at the sole discretion of the City of Grosse Pointe Farms.
6. Proposals that take exception to the City of Grosse Pointe Farms' Terms and Conditions as a whole and substitute the bidder's standard terms and conditions may be rejected.

# CITY OF GROSSE POINTE FARMS

## REQUEST FOR PROPOSAL (RFP) #03-10 Pier Park Recreation Center Renovation Analysis Study



### 1.0 ADMINISTRATIVE REQUIREMENTS

The following section describes the various procedures and requirements for the proposal preparation, submission, evaluation and selection process for an Architect (**ARCHITECT**) by the City of Grosse Pointe Farms (**CITY**).

#### 1.1 Instruction to Bidders

##### GENERAL

- **ARCHITECT shall submit five (5) copies of the proposal by 11:00 AM; Tuesday April 1, 2003.** The City of Grosse Pointe Farms will reject any proposal that arrives late. Proposals received after this date and time will not be considered and will be returned to the ARCHITECT unopened. Proposals must be original hard copy. Oral, telephonic, electronic or facsimile proposals will not be considered.
- **Deliver proposals to:**  
Shane Reeside, City Clerk  
RFP #03-10  
City of Grosse Pointe Farms  
90 Kerby Road  
Grosse Pointe Farms, MI 48236  
**Attention:**  
Robert A. Formisano, AIA  
Project Planning & Management, Inc. (P2M)
- ARCHITECT shall assume full responsibility for all costs necessary to assemble the required information and for the timely delivery of the proposal at the above location.
- No consideration will be given to proposals that vary from the proposal format described in this Request for Proposal (RFP).
- For information concerning the specifications or conditions contained within this RFP, or if there are any questions regarding this RFP or the project, please communicate them via email at: **rformisano@p2mnet.com** for clarification **no later than Wednesday March 19, 2003, 12 Noon, Eastern Standard Time.** All firms invited to bid on the project will receive an e-mailed response from the City addressing all questions received. Any questions received after the deadline will not receive a reply.

##### PROPOSAL ACCEPTANCE OR REJECTION

- This Request for Proposal (RFP) does not commit the CITY to award a contract or to undertake any financial obligation whatsoever with respect to the requirement referred to herein.
- The CITY reserves the right, without qualification, to reject any or all proposals the CITY deems nonconforming, non-responsive, unqualified, unbalanced or conditional, and to reject any proposal or Proposer believed not to be in the best interest of the CITY. The Purchasing Officer hereby reserves the right to approve as an equal, or reject as not being equal, any article proposed which contains major or minor variations from specification requirements but which may comply substantially therewith.
- The CITY reserves the right, when it is deemed to be in the best interest of the CITY, to negotiate contract terms with the selected ARCHITECT, to award the proposal in its entirety, in part, in any



## **CITY OF GROSSE POINTE FARMS REQUEST FOR PROPOSAL (RFP) #03-10 Recreation Center Renovation Analysis Study**

combination or not at all and/or to select the proposal or combination of proposals deemed in the best interest of the CITY at the CITY's sole discretion. Therefore, the bidder should submit their best proposal initially from both technical and price standpoints.

- Team members of the selected ARCHITECT team, to whom CITY has made no reasonable objection, shall be used on the work for which they were proposed, and in the capacity represented by the ARCHITECT's proposal, and shall not be substituted without the prior written consent of CITY.

### **TYPE OF CONTRACT**

- This RFP is for the purpose of obtaining a Lump Sum contract price for services as described in the attached 4.0 Scope of Services. This RFP document and the scope of services described herein will form part of the contract for the proposed services.

### **USE OF ARCHITECT'S WORK PRODUCT**

- The actual design of the Recreation Center will occur in two phases. This RFP deals with Phase 1, which is the Renovation Analysis Study for the Recreation Center that includes developing building programs, criteria and conceptual designs for one and two story building options.
- It is the CITY's intention to issue a Phase 2 RFP soliciting full Architectural design services for the Recreation Center. **The ARCHITECT selected by this Phase 1 RFP may also submit a proposal for the Phase 2 RFP when it is issued subsequent to the completion of Phase 1; however the CITY plans to competitively select the Phase 2 architect.** The Phase 2 scope may have the conceptual designs developed as part of the Work described in this Phase 1 RFP serve as the basis for further design development by an architect to be selected by the CITY in Phase 2.
- By submitting a proposal response to this RFP, the Phase 1 ARCHITECT agrees to waive all rights, including copyright on the conceptual designs developed in Phase 1 by the ARCHITECT; and agrees that such conceptual plans and designs may be used by the City and the Phase 2 design architect for the Recreation Center project whether or not the Phase 1 ARCHITECT is selected as the Phase 2 design architect.

### **PROPOSED PHASE 2 FEE CREDIT**

- If the ARCHITECT is willing to credit all or a portion of the fee in Phase 1 against the Phase 2 fee, should the ARCHITECT be selected as the Phase 2 design architect, please indicate ARCHITECT's proposal in this matter in "Attachment B" Cost Proposal Pricing Section.

### **RESPONSIVENESS**

- To be responsive, the proposal must set forth full, accurate and complete information as required by this RFP and all attachments.

### **AMENDMENTS**

- Any amendment to this RFP will be issued in writing by the CITY. No information or representation other than that contained in such an amendment, whether received from an employee of the CITY or other person, will be considered to have been modified or be grounds for deviation from any stipulation or requirement of this RFP.

### **COST PROPOSAL / NON-COLLUSION**

- Your cost proposal must be submitted using the format attached hereto in **ATTACHMENT "B"**. Also complete and include the Non-Collusion Affidavit **ATTACHMENT "A"**. The cost proposal must be complete and accurate in all respects.

## **1.2 City's Standard Provisions**

- If the ARCHITECT hereunder is comprised of more than one legal entity, each such entity shall be jointly and severally liable hereunder.
- The ARCHITECT shall not publish, permit to be published, or distribute for public consumption, any



## **CITY OF GROSSE POINTE FARMS REQUEST FOR PROPOSAL (RFP) #03-10 Recreation Center Renovation Analysis Study**

information, oral or written, concerning the results or conclusions made pursuant to the performance of this Contract, without the prior written consent of the CITY. (Two copies of any material proposed to be published shall be submitted to the CITY.)

- Any subcontractors and outside associates or consultants required by the ARCHITECT in connection with the services covered by the Contract will be limited to such individuals or firms as were specifically identified and agreed to during negotiations. Any substitution in such subcontractors, associates, or consultants will be subject to the prior written approval of the City of Grosse Pointe Farms.
- **SOLE BENEFIT** - This Contract is for the sole benefit of the CITY and the ARCHITECT.

### **1.3 Selection Process / Preliminary Schedule Milestones**

Wednesday, March 12, 2003	RFP transmitted to ARCHITECTS
Tuesday April 1, 2003	Proposal response due at CITY by 12:00 noon
April 1 – April 4, 2003	Evaluation of proposals and shortlist ARCHITECTS - <i>Notify shortlisted firms</i>
Week of April 7, 2003	Interview short listed firms
Week of April 7, 2003	Internal CITY recommendation of ARCHITECT
Week of April 14, 2003	Notification to selected ARCHITECT
Week of April 14, 2003	Award to selected ARCHITECT
Week of April 14, 2003	Project begins

## **2.0 EVALUATION CRITERIA**

*To assist the ARCHITECT in preparation of the proposal, the following evaluation criteria is provided for the Technical and Cost Proposals. Although the final selections will involve a number of factors, this list will at least provide the most important issues CITY will use in its evaluation.*

### **2.1 Technical Proposal**

- **Firm**  
Firm experience, resources and capabilities (*recent projects of similar size and schedule*)
- **Team**  
Overall team experience  
Experience and commitment of lead individuals  
Interpersonal relations (“fit”) (*between ARCHITECT and CITY*)  
Character and integrity / references
- **Management**  
Design quality management  
Demonstration of project and RFP understanding

### **2.2 Cost Proposal**

Competitiveness / value of fee (*proposed fee vs. proposed services and staff quality*)  
Thoroughness and clarity of cost data and presentation of information.



## CITY OF GROSSE POINTE FARMS REQUEST FOR PROPOSAL (RFP) #03-10 Recreation Center Renovation Analysis Study

### 3.0 PROJECT OVERVIEW

*This section provides an overview of CITY and the project and its major objectives.*

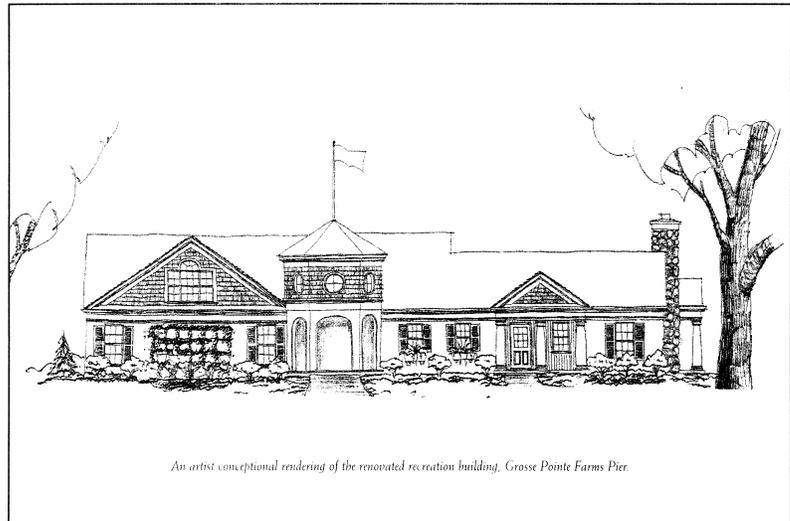
#### ▪ Project Background

The Grosse Pointe Farms Pier Park is located at the foot of Moross and Lakeshore Drive. The existing Recreation Center is a one-story facility and is approximately 4,800 SF. Currently the Recreation Center building also houses a park maintenance function of approximately 1,500 SF. However the maintenance facility portion of this building is moving to a new facility in the spring of 2003, thus leaving the potential for total rehabilitation or expansion of the Recreation Center site as an improved City amenity.

The Recreation Center is an anchor building in the Farms Pier Park and occupies a prime site location at the edge of the park overlooking the harbor. It has functioned as a place of shelter in storms, recreation space for residents and a place where various club and social groups can meet. It is also available for rent to residents for private parties. However the facility is dated and limited in its ability to support functions. It has only a small kitchen and limited floor space in the gathering area.

Recently, the Grosse Pointe Farms Foundation began a three-year fundraising effort to expand and update the Recreation Center. Included in the Foundation's objectives are changing the design of the existing structure to be more in character with other renovated buildings in the park (*see fundraising concept illustration below*), upgrading the building's equipment and facilities and increasing the gathering space and amenities that can be offered to residents by an improved Recreation Center.

The project holds tremendous opportunity for the City to provide a unique and unparalleled amenity in the Grosse Pointe community. The concept of renovating the existing Recreation Center building to provide a possible "lodge" or "clubhouse" feel, with the possibility of catered events and a beautiful view of the harbor is to be explored, whether as a one or two story facility option.



There are three major objectives in exploring these options:

1. Developing project scope or program (functions for the building project);
2. Developing and graphically communicating the building's planning and design;
3. Developing realistic construction and overall project budgets for both options.



**CITY OF GROSSE POINTE FARMS  
REQUEST FOR PROPOSAL (RFP) #03-10  
Recreation Center Renovation Analysis Study**

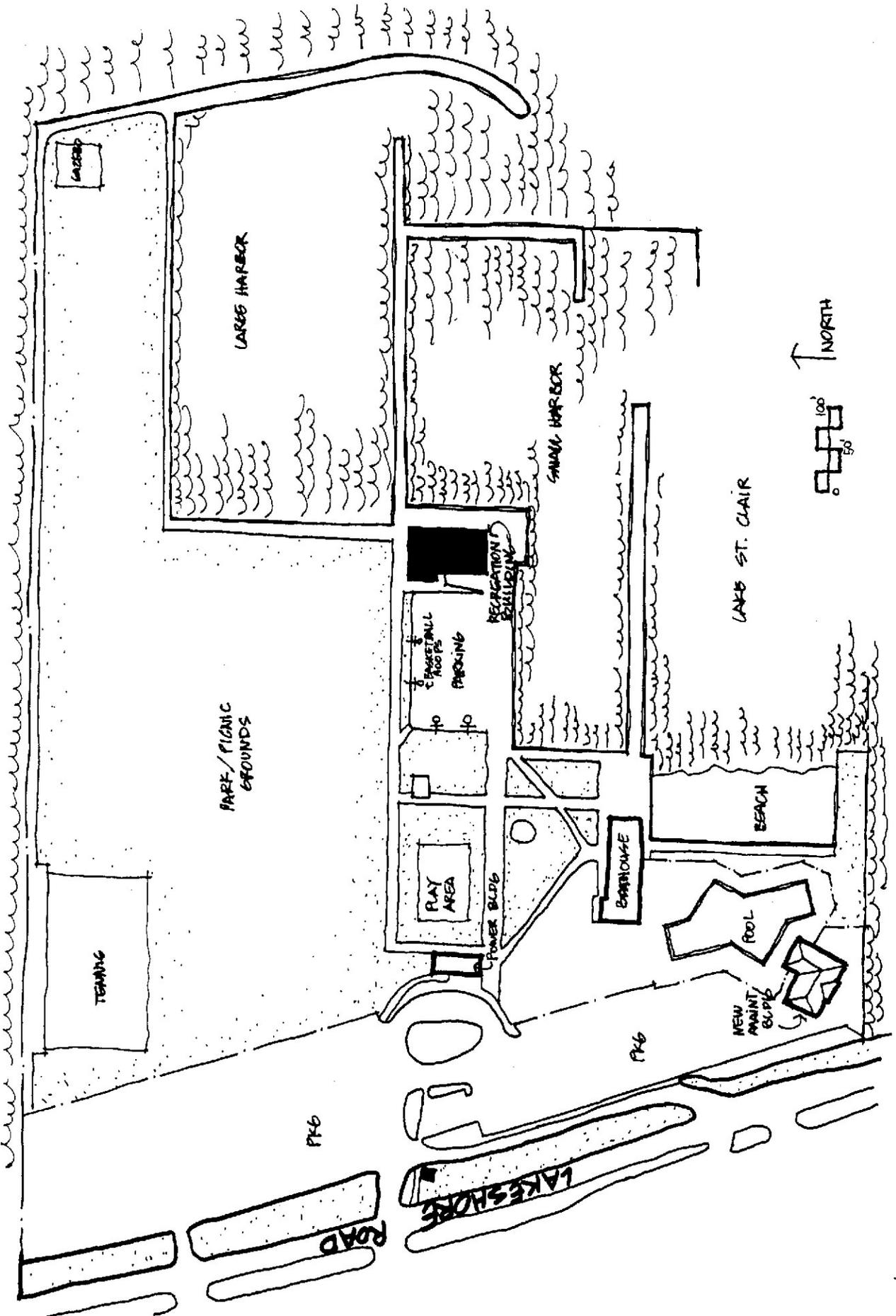
▪ **Site Information**

The site for the Recreation Center is located adjacent to the harbor in the eastern portion of Pier Park. The site of the existing building is flat and bordered on two sides by water. Soil borings in the immediate area have not been taken, but other park structures located near the water have required pile foundations and have had water showing up in soil borings often ranging about 3'-0" to 8'-0" deep.

The Recreation Center is accessed by a service drive running from the Pier Park parking lot to the building itself. **(See attached site plan).** Currently a paved area for basketball is in front of the building. In the winter this paved area is used for ice-skating. A significant concern of the CITY and a major design consideration for the new Recreation Center will be site access for the building and mitigating pedestrian /vehicular conflict.

▪ **Major Project Objectives**

- ✓ Solicit input and various viewpoints from project stakeholders including the Mayor and City Council, Farms Foundation, Parks & Harbor Committee, City staff and select citizens at large.
- ✓ Work closely with stakeholders to develop alternative facility programs, conceptual floor plans and building designs for a 1 and 2-story Recreation Center.
- ✓ Provide design concepts that create an exciting City and park amenity for residents.
- ✓ Provide a building that can "touch" a greater number of residents, i.e., be used by a large portion of residents through a creative facility program and flexible design.
- ✓ Leverage premium waterfront site location in the facility program and design.
- ✓ Recommend approach to mitigate pedestrian / vehicular circulation conflicts.
- ✓ Provide design concept material that can be used for fundraising and project promotion.



LARGE HARBOUR

LARGE HARBOUR

SMALL HARBOUR

PARK / PICNIC GROUNDS

RECREATION BUILDING

POCKETBALL ROOMS

PARKING

PLAY AREA

POWER BLDG

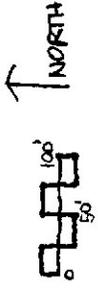
BARRIQUADE

BEACH

POOL

NEW MAINT BLDG

TENNIS



NORTH

LAKE SHORE

ROAD

PK6

PK6



## **CITY OF GROSSE POINTE FARMS REQUEST FOR PROPOSAL (RFP) #03-10 Recreation Center Renovation Analysis Study**

### **3.0 REQUIRED SCOPE OF WORK**

- Meet independently with City stakeholders including the Mayor and City Council, Farms Foundation, Parks & Harbor Committee, City staff and select citizens at large, to develop an understanding of initial desires, thoughts and ideas of what the building can be, what it can offer the citizens and what concerns the stakeholders have regarding the project.
- Consolidate the results of stakeholder interviews into “statements of needs” (programmatic drivers) that are reviewed and approved by a Project Task Force comprised of representatives of the stakeholder groups.
- Develop, document and refine a facility program for each of two options (1-story and 2-story). The facility program shall include detailed functional building components, space lists, adjacencies, features and special criteria.
- From the 1-story and 2-story facility programs develop 2 conceptual building designs including preliminary sections and elevations, preliminary selection of building systems and materials, development of approximate facility dimensions and areas, space planning.
- The 1-story option shall include such scope as redesigning and cladding the exterior of the existing building, restructuring the roofline, renovating the interior, minor building expansion or “bumpout”, sitework.
- The 2-story option shall include such scope as addition of a 2<sup>nd</sup> level (if structurally feasible) or demolition of the existing building and construction of a new 2-story recreation center and sitework.
- Develop renderings / presentation drawings of the conceptual floor plans and elevations communicating the 2 conceptual design options. Include the following as a minimum for each option:
  - ✓ Site Plans (1:30)
  - ✓ Floor Plans at 1/8" = 1'-0"
  - ✓ Elevations (4) at 1/8" = 1'-0"
  - ✓ Building Section at 1/8" = 1'-0"
  - ✓ Rendering
- Assist the CITY’s project manager in developing construction budgets for each of the 2 conceptual designs.



**CITY OF GROSSE POINTE FARMS  
REQUEST FOR PROPOSAL (RFP) #03-10  
Recreation Center Renovation Analysis Study**

**5.0 TECHNICAL PROPOSAL SUBMITTAL**

*It is required to submit the proposal according to the following format. Please keep your proposal response succinct and relevant.*

**5.1 Firm Introduction** *(provide for ARCHITECT and major sub-consultants)*

▪ **Basic Information**

Firm Name and Business Address  
Telephone / Fax Number; Contact Person and E-Mail Address  
Type of Legal Entity and Year of Organization (Corporation, Partnership, Etc.)

▪ **Supplemental Information**

Brief Description of Professional History  
Professional Services Offered  
Total Number of Staff by Discipline (identify number of licensed architects and engineers)

▪ **References**

*Please provide 3 Client references for the firm. For each of the references, please provide the following:*

Firm Name / Address  
Contact Name and Phone Number  
Project Experience with the Reference

**5.2 Experience**

*CITY is interested in the experience of the ARCHITECT and its particular qualifications to perform the work on this project. Please list relevant project information and experience as described below:*

▪ **Project Information and Experience**

Project Name / GSF (Gross Square Feet)  
Contact Name, Title and Phone Number

**5.3 Project Understanding**

▪ **Statement of Project Understanding**

▪ **Major Issues**

*(Please identify ARCHITECT's understanding of the major issues on the project)*

▪ **Preliminary Design and Construction Schedule / Workplan**

*(Include a macro level schedule for the study)*

▪ **Design and Management Process**

*(Please describe the ARCHITECT's process and controls for successfully working with CITY)*

**5.4 Project Team**

▪ **Team Organization Chart**

▪ **Proposed Key Team Personnel and Team Member Resumes** *(keep to one page in length per person; include at a minimum an overview of the person, their education and relevant project experience)*

▪ **Project Commitment for Key Team Members** *(Proposed project team members will be an important element in the selection of the ARCHITECT. The ARCHITECT should be prepared to contractually commit key team members to this project. Also, please disclose projects to which key team members are currently committed)*

**5.5 Scope of Work** *(describe your scope of proposed services as per Section 4.0)*

- Describe any clarifications or exceptions to the Required Scope of Work as outlined in Section 4.0.

**5.6 Deliverables / Work Products**

- *Please describe, in bullet format, the work products and quantities you will provide CITY on this project.*



**CITY OF GROSSE POINTE FARMS, MICHIGAN  
REQUEST FOR PROPOSAL (RFP) #03-10**

**Recreation Center Renovation Analysis Study**

**ATTACHMENT "A"  
NON-COLLUSION AFFIDAVIT**

**Return this completed form with your sealed bid.**

\_\_\_\_\_ being duly sworn deposes and says  
that he / she is \_\_\_\_\_  
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure the advantage against the City of Grosse Pointe Farms or any person interest in the proposed contract; and that all statements contained in said proposal or bid are true.

\_\_\_\_\_  
(signature of person submitting bid)

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ before me, a Notary Public  
in and for said County.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_



**CITY OF GROSSE POINTE FARMS, MICHIGAN  
REQUEST FOR PROPOSAL (RFP) #03-10**

**Recreation Center Renovation Analysis Study**

**ATTACHMENT "B"**

**PRICING SECTION**

***THIS SECTION MUST BE COMPLETED IN FULL AND RETURNED WITH YOUR PROPOSAL***

**Compensation for Services (Lump Sum)**

It is required to submit the cost proposal **according to the following format**. Please keep your response succinct and relevant. Requests for payment shall be made monthly against a **Lump Sum Fee** and shall be made in proportion to services rendered by the ARCHITECT.

**Cash Costs (Within Base Fee)**

- All cash costs including associated with this project are to be included in the Lump Sum Fee.

**Lump Sum Fee:** \$ \_\_\_\_\_ (In words) \_\_\_\_\_

**Additional services**

*Please list any additional services, which may be required (include hourly rates):*

_____	_____ Hrs	\$ _____	NTE
_____	_____ Hrs	\$ _____	NTE
_____	_____ Hrs	\$ _____	NTE

**Terms and Conditions**

- Identify any exceptions to the CITY's terms and conditions found in the RFP. Also, identify any special terms and conditions of the AE. *(Please note Invitation to Bid item #6 found in the RFP page 2 regarding unsolicited terms & conditions).*

**Proposed Phase 2 Fee Credit**

- If the ARCHITECT is willing to credit all or a portion of the fee in Phase 1 against the Phase 2 fee, should the ARCHITECT be selected as the Phase 2 design architect, please indicate ARCHITECT's proposal below:

---



---



---



---



**CITY OF GROSSE POINTE FARMS, MICHIGAN  
REQUEST FOR PROPOSAL (RFP) #03-10**

**Recreation Center Renovation Analysis Study**

**ATTACHMENT "B"  
PRICING SECTION**

**Sub-Consultants**

- In the event sub-consultants are required by the ARCHITECT to complete this project, please state your percentage mark-up, if any, for including the services of additional consultants under your primary contract.

**List Names of Sub-Consultants (If Applicable)                      Markup %:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Service to be provided:** \_\_\_\_\_

\_\_\_\_\_

**List Names of Sub-Consultants (If Applicable)                      Markup %:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Service to be provided:** \_\_\_\_\_

\_\_\_\_\_

**List Names of Sub-Consultants (If Applicable)                      Markup %:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Service to be provided:** \_\_\_\_\_

\_\_\_\_\_



**CITY OF GROSSE POINTE FARMS, MICHIGAN  
REQUEST FOR PROPOSAL (RFP) #03-10**

**Recreation Center Renovation Analysis Study**

**ATTACHMENT "B"**

***THIS SECTION MUST BE COMPLETED IN FULL AND RETURNED WITH YOUR PROPOSAL***

**ADDRESS, LEGAL STATUS AND SIGNATURE OF BIDDER:**

The undersigned bidder does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

**Firm:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact e-mail address:** \_\_\_\_\_  
(will be used for replies to questions regarding this RFP)

The bidder has the legal status checked below:

- Individual \_\_\_\_\_
- Partnership Formed in State of \_\_\_\_\_
- Corporation, Incorporated in the State of \_\_\_\_\_
- Other (describe) \_\_\_\_\_

**This proposal agrees with all terms of the RFP and is submitted in the name of:**

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2003

***(Submit five (5) copies to the City of Grosse Pointe Farms and retain one (1) copy)***