



NOTICE and AGENDA for

Kalamazoo County Consolidated Dispatch Authority

FINANCE COMMITTEE

August 26, 2025

PLEASE TAKE NOTICE that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority Finance Committee will be held on **Tuesday, August 26th at 2:00 p.m.** in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo Michigan for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

KCCDA Board of Directors Treasurer <i>Tracie Moored, Chairperson</i>	Kalamazoo County Board of Commissioners <i>Kevin Catlin (Alt. John Taylor)</i>	
City of Kalamazoo <i>Jim Ritsema (Alt. Ryan Tibbets)</i>	Kalamazoo County Fire Chiefs Association <i>Jeff VanderWiere (Alt. Matt Beauchamp)</i>	
City of Portage <i>Nick Arnold</i>	Kalamazoo County Township Supervisors <i>Cheri Bell (Alt. Jeff Sorensen)</i>	
Township of Kalamazoo <i>Bryan Ergang</i>		

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. April 29, 2025

ITEM 4 – CITIZENS' TIME

The Committee welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand and state their full name and address for the record. Each member of the public is limited to four minutes or less.

ITEM 5 – FOR CONSIDERATION

- A. Old Business
- B. New Business
 - 1. Mercantile Line of Credit Increase
 - 2. RFP #25-01 – Architectural and Construction Services Recommendation
 - 3. RFP #25-02 – Financial Audit Services Recommendation

ITEM 6 – OTHER ITEMS

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – October 28th, 2025

ITEM 7 – ADJOURNMENT

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing admin@kccda911.org or calling (269) 488-8911.



MEETING MINUTES for
Kalamazoo County Consolidated Dispatch Authority
FINANCE COMMITTEE
April 29,2025

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Finance Committee, held in the Chief Switalski Meeting Room, was called to order by Chair Tracie Moored at 2:00 p.m. on Tuesday, April 29, 2025.

ITEM 2 – ROLL CALL

Members Present: Tracie Moored, Bryan Ergang, Jim Ritsema, Kevin Catlin, Cheri Bell

Others Present: Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. October 28, 2024 – Regular Meeting

“Motion by Mr. Catlin, second by Mr. Ergang to approve the minutes of the October 28, 2024, meetings of the Finance Committee.”

On a voice vote, **MOTION CARRIED.**

ITEM 4 - CITIZENS TIME

There were no public comments.

ITEM 5 – FOR CONSIDERATION

A. OLD BUSINESS

There was no old business.

B. NEW BUSINESS

1. 2024 Financial Audit Presentation

Alex Schaffer of Kruggel Lawton CPA presented the 2024 Financial Audit.

“Motion by Mr. Ritsema, supported by Mr. Catlin to receive and accept 2024 Financial Audit as presented.”

On a voice vote, **MOTION CARRIED.**

2. 2025 General Fund Budget Amendment – REVISION I

Mr. Troyer presented the 2025 General Fund Budget Amendment – REVISION I, which included a new contract with GovWorx for their CommsCoach Quality Assurance applicaiton and an additional \$250,000 allocation to the Capital Project Fund.

“Motion by Mr. Ergang, supported by Mr. Ritsema to adopt the proposed 2025 General Fund Budget Amendment – REVISION II as presented.”

On a roll call vote, Yes – 5, No- 0. **MOTION CARRIED.**

3. 2025 Capital Projects Fund Amendment – REVISION I

Mr. Troyer presented the 2025 Capital Projects Fund Amendment – REVISION I.

“Motion by Mr. Catlin, supported by Mr. Ergang to approve the 2025 Capital Projects Fund Amendment – REVISION I as presented.”

On a roll call vote, Yes – 5, No – 0. **MOTION CARRIED.**

ITEM 6 - **OTHER ITEMS**

A. Announcements and Member Comments

There were none.

B. Next Regular Scheduled Meeting

The next regular scheduled meeting of the KCCDA Finance Committee is August 26, 2025.

ITEM 7 - **ADJOURNMENT**

The meeting was adjourned at 2:38 p.m.



Kalamazoo County Consolidated Dispatch Authority



DATE: August 15, 2025

TO: Finance Committee Members and Board of Directors

FROM: Jeff Troyer
KCCDA Executive Director

SUBJECT: Mercantile Bank – Line of Credit Increase

In April of 2016, the Board of Directors established a Line of Credit totaling \$11,500 with Mercantile Bank of Michigan for Business Credit/Purchase Cards. This limit remains the same today even though our organization has grown significantly in the last nine years.

Recently, Deputy Director Rose and I conducted a Treasury Review with Mercantile Bank representatives and one item analyzed was credit/purchase card use for the organization. There have been a couple of instances where transactions were declined because the overall line of credit has been reached. In all cases, this happens after month-end statements and reconciliations are complete but before the payment for the same is processed. Below is a summary of Monthly Spending Trends:

MONTH	2023 SPEND	2024 SPEND	2025 SPEND
JANUARY	\$ 8,943.86	\$ 3,281.30	\$ 3,921.99
FEBRUARY	\$ 1,930.93	\$ 3,461.56	\$ 7,958.92
MARCH	\$ 1,525.93	\$ 2,851.46	\$ 2,927.23
APRIL	\$ 4,506.63	\$ 4,621.52	\$ 3,320.15
MAY	\$ 1,713.88	\$ 6,242.31	\$ 6,717.95
JUNE	\$ 5,340.07	\$ 3,905.28	\$ 6,660.91
JULY	\$ 2,092.92	\$ 2,693.76	
AUGUST	\$ 2,264.35	\$ 5,993.15	
SEPTEMBER	\$ 2,377.37	\$ 2,297.60	
OCTOBER	\$ 6,234.69	\$ 4,064.39	
NOVEMBER	\$ 4,263.61	\$ 3,815.00	
DECEMBER	\$ 8,912.63	\$ 4,048.25	
TOTAL	\$ 50,106.87	\$ 47,275.58	\$ 31,507.15

It is administration's recommendation for the Finance Committee and Board of Directors to increase the Mercantile Business Credit/Purchase Cards Line of Credit from \$11,500 to \$20,000, and authorize the Executive Director to execute appropriate documentation with Mercantile Bank.



Kalamazoo County Consolidated Dispatch Authority



DATE: August 19, 2025

TO: Finance Committee Members and Board of Directors

FROM: Jeff Troyer
KCCDA Executive Director

SUBJECT: RFP #25-01 – Architecture and Construction Services

On June 12, 2025, administration released a Request for Proposal (RFP) for Architecture and Construction Services for the purpose of assessing and completing necessary renovations at KCCDA's emergency communications center facility located at 7040 Stadium Drive, Kalamazoo, Michigan. The RFP was electronically distributed to architectural firms, and it was posted on KCCDA's website until 3 p.m. on Tuesday, July 15th.

KCCDA received three proposals (listed in alphabetical order):

ABONMARCHE BYCE – 306 South Kalamazoo Mall, Kalamazoo, MI 49007

<u>PHASE I - Cost</u> Needs Assessment, Cost Analysis, and Conceptual Schematics	<u>PHASE II - Estimate</u> Final Design, Detailed Drawings and Construction Services	<u>EXCEPTIONS</u> Specifications and/or Terms and Conditions
\$25,230	Phase II services will include professional architectural and engineering services and their respective deliverables. Phase II services will include service phases from Schematic Design, Design Development, Construction Documents, and Construction Contract Administration Services. The recommended general scope of work will be defined in Phase I, Phase II will further refine and define the solution and scope of work. We will provide a budget analysis and assist in establishing a budget. Our fee would be in the 6% to 7% range of the cost of work.	<u>Phase I</u> Assumes use of AIA B210-2017 Standard Form of Agreement, Facility Support Excludes expense of Owners Commonwealth Systems Consultant Vendor



Kalamazoo County Consolidated Dispatch Authority



SCHLEY NELSON ARCHITECTS – 4200 9th Street, Oshtemo, MI 49077

<u>PHASE I - Cost</u> Needs Assessment, Cost Analysis, and Conceptual Schematics	<u>PHASE II - Estimate</u> Final Design, Detailed Drawings and Construction Services	<u>EXCEPTIONS</u> Specifications and/or Terms and Conditions
\$22,600	We would estimate that Phase II Architectural and Engineering fees for this project would be about 5.9% of the total construction cost of the work. Initial rough guestimate for the construction cost might be up to \$3,000,000, depending on the final scope of the renovation work. If the construction cost is higher than the percentage fee may go down some and if the construction costs are lower that percentage may go higher. This is intended to be only an estimate without knowing the final scope of the project after design.	None

SPARK 43 ARCHITECTS, LLC – 6749 Fulton East, Suite A1115, Ada, MI 49301

<u>PHASE I - Cost</u> Needs Assessment, Cost Analysis, and Conceptual Schematics	<u>PHASE II - Estimate</u> Final Design, Detailed Drawings and Construction Services	<u>EXCEPTIONS</u> Specifications and/or Terms and Conditions
\$72,735	<p>Upon completion of the Phase I analysis, programming and conceptual design work, Spark 43 Architects will develop a comprehensive fee based on the amount of effort required to complete the subsequent design work and to administer the contract through construction.</p> <p>As part of our process, we show all our hourly rates, anticipated hours per team member estimated reimbursable costs, markups and margin. We believe in being as transparent as possible when it comes to fee setting – especially on public projects.</p>	<p><u>Phase I</u> Spark 43 proposes using AIA contracts for Phase I of the Project. Spark 43 proposes using a separate AIA contract for Phase II when it moves forward and the scope is more clearly defined. Phase I Limitation of liability: Client agrees, to the fullest extent permitted by law, to limit liability of Spark43 and its consultants to Client, for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including Attorney ffees and costs and expert witness fees and costs, so that the total aggregate liability of Spark 43 and its consultants to Client will not exceed Spark43's or its consultant's total fee for schematic conceptual design services rendered on this Project. This limitation is intended to apply to any and all liability or cause of actions, however alleged or arising, unless otherwise prohibited by law. <u>This paragraph will apply if Client is utilizing Spark43's services for Phase 1 services only</u> and will not apply to subsequent phases.</p>

Governmental collaborative to create an efficient and non-duplicative way of providing cost effective and efficient response to public safety emergency services, including the dispatch of emergency police, fire, and medical services within Kalamazoo County.



Kalamazoo County Consolidated Dispatch Authority



Schley Nelson Architects bid of \$22,600 for Phase I is the lowest proposal and cited no exceptions to the terms and conditions contained in the RFP. The firm's complete proposal is attached to this memo.

Each firm submitting a proposal was required to submit three references. In addition, as part of administration's customer satisfaction survey sent to the references, we ask if they are aware of any other customers who have contracted with the firm, and if any are identified, they too receive a similar survey. Attached are four completed customer satisfaction surveys (pages 24 through 36) which reveal a high level of satisfaction in all areas assessed.

It is my recommendation that the Finance Committee and Board of Directors approve the proposal submitted by Schley Nelson Architects in response to RFP #25-01 for the purpose of assessing and completing necessary renovations at KCCDA's primary emergency communications center.



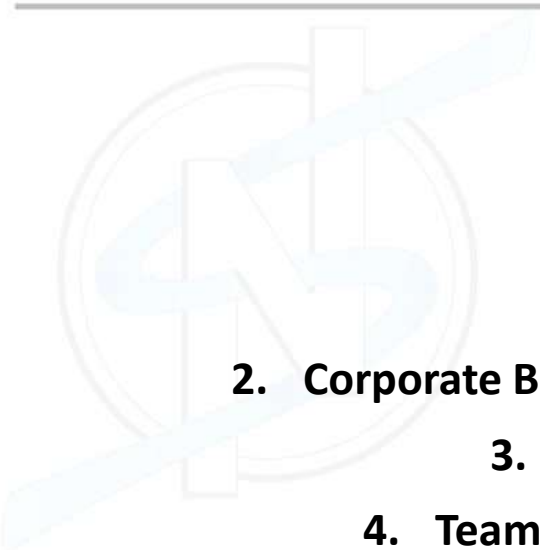
Request for Proposal:
Professional Architecture and Construction Services

Prepared By:



4200 9th Street, PO Box 239 Oshtemo, MI 49077

July 15, 2025



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KCCDA
7040 Stadium Dr.
Kalamazoo, MI 49009

RE: RFP: Architecture and Construction Services

Dear Selection Committee Members,

Schley Nelson Architects (SNA) has structured a team for the ideal fit for KCCDA. Firm President Kris Nelson will be your initial point of contact as our main Designer and Quality Assurance Administrator. We anticipate that Greg Good, with over 30 years of experience, will be assigned as the Project Manager for your project. You will find our complete team members and our process to have a distinct commitment to delivering KCCDA's best informed options for your project.

Our background in assessing existing facilities and government sector projects is extensive in fact, it is a primary focus of work. A key example is our experience with Michigan State Police. During the Phase 300 work SNA presented a comparative study for the project through offering varying Schematic Studies, Square Footage and pricing options in order to find the most appropriate fit for final project needs.

We recently completed a long project in multiple phases with Paw Paw Fire Department starting in 2014 with Phase 1 of the study to evaluate the condition and sizing of the existing facility to the departments needs. Phase 2 of the study was to explore options for how the existing facility could be expanded and to determine availability of viable alternative sites where a new station could be located if that was determined as the direction for the project. SNA designed the new facility and it was completed in 2024.

In closing, our experience with designing for government sectors involves creating functional, secure, and community-oriented spaces that meet strict regulatory standards and public needs. When working with existing facilities, SNA carefully assess current conditions, integrates modern systems, and preserve structural integrity while enhancing usability, sustainability, and accessibility. This requires a balanced approach that respects historical value, supports long-term adaptability, and minimizes disruptions to ongoing operations. The success of your project will be of the highest importance to us, and we pledge the full efforts of this firm.

The following person is authorized to answer questions regarding this Proposal:

Kristopher Nelson, AIA, LEED AP, NCARB
President
P: (269) 375.8360
Email: knelson@schley-aia.com

If you have any questions, please do not hesitate to contact us.

Respectfully,
SCHLEY NELSON ARCHITECTS



Kris Nelson, AIA, LEED AP, NCARB
President

July 15, 2025

Corporate Background: Firm History & Profile

Schley Nelson Architects proposes to provide to Kalamazoo County Consolidated Dispatch Authority as the primary organization for this proposal. Our office is located and with contacts as follows:

Schley Nelson Architects, Inc.

4200 South 9th Street

PO Box 239

Oshtemo, Michigan 49077

Phone: (269) 375.8360

E-mail: knelson@schley-aia.com

FIN: 38-3008029

Schley Nelson Architects is a State of Michigan "C" Corporation, formerly known as Schley Architects, Inc., as well as, Service & Design Group * Architects, Inc., first founded in August of 1991. The firm is wholly owned by Kristopher Nelson, who is licensed to practice architecture in Michigan (License No. 1301050548).

Schley Nelson is known among our community as extremely innovative and demanding in excellence. We will work with your team to develop a complete approach appropriate to KCCDAs needs and requirements. We believe strongly in a "hands on" relationship. This personalized approach will be very responsive to the needs of your projects. We are proven as understanding the goals necessary to achieve solutions within your market segment. We feel our past project experience will be an asset to our contribution as the leader of your design team.

Our staff blends experience and established credentials in Government, Non-Profit, Civic, Healthcare and Commercial projects. At Schley Nelson Architects every project is unique to us. As your Architect, we are determined to help you find that unique quality, value and conclusion and bring it out in its best form. We have learned that the most important part of the project is YOU, listening to your ideas, and incorporating them into our work for your project.

At Schley Nelson, in 2024 over 90% of our work came from direct referrals or repeat relationships. We are unique in our ability to deliver consistent design efficiently to projects of any scale. Our clients receive our specialized experience with all our staff's personal commitments to delivery and services.

SNA is seriously committed to providing our clients with exemplary service and quality design. We accomplish this by having a Senior team member remain directly involved as manager of your project. This provides hands-on, quality design for every project that goes out our door. Our historic strong relationships with Owners come by delivering consistency and reliability and this also is how we select our team partners.

In summary and approach, Schley Nelson Architects delivers a high level of excellent service for our clients. You will get this excellence in design and great service from our team for your project.

Team Experience: Key Personnel



Kristopher Nelson, AIA, LEED AP, NCARB
President/ Quality Assurance
SCHLEY NELSON ARCHITECTS

Overview

Kris has over 25 years of experience in the design and construction industry. His experience includes Governmental, Not-for-Profit, Commercial, Residential, and Institutional planning projects. Kris, as the firms Principal and Design lead will assure quality and creativity in design matters. Kris will provide oversight to the project committing further quality assurance as we pledge the firm to the KCCDA with our fullest attention and best skills.

Education

Graduate, University of Detroit, School of Architecture, 1996
 Bachelor of Architecture

Affiliations & Memberships

- LEED AP (Accredited Professional)
- National Council of Architectural Registration Boards (NCARB)
- Registered Architect, State of Michigan
- Registered Architect, State of New Jersey
- Past President, Southwest Michigan Chapter, AIA
- Treasurer, Southwest Michigan Chapter, AIA
- Past President, Kiwanis of Downtown Kalamazoo
- Almena Township Planning Commissioner (Vice Chair)
- Almena Township Construction Board of Appeals

Experience

Kalamazoo Gospel Ministries Women's and Children's Shelter **Kalamazoo, Michigan**

Schley Nelson Architects has been proud to serve as the Architects for the Kalamazoo Gospel Ministries for over 20 years. We are recently completed construction on their latest project that started by demolishing their existing dilapidated Women's shelter building that had been condemned in several areas. The new building rising up is a three story building of 36,900 s.f. that will work to house Women and Children in apartment style facilities on the 2nd and 3rd floors with critical overnight shelter space on the main floor.

Existing Facility Space Needs Assessment and Land Use Study for Paw Paw Fire Department **Paw Paw, Michigan**

Schley Nelson Architects evaluated the existing facility conditions to determine the feasibility of renovating or expanding the existing building. The evaluation of the existing building included reviewing the existing systems, layout, space size, expansion potential and overall fit to the site and building and forecasting preliminary space needs based on Owner needs.

Team Experience: **Key Personnel (Cont.)**

Phase 2 Feasibility Study for Paw Paw Fire Department

Paw Paw, Michigan

Schley Nelson Architects expanded the initial study from existing facility evaluation to a broader scope. This study reviewed the entire fire district makeup as well as location of past calls and current fire fighter locations to evaluate the location options for either a new fire station or multiple satellite stations. This also include evaluating programming of spaces and potential site size needs.

Replacement Design for the Back-up Offices of the State Communications System

Ionia, Michigan

SNA finalized design work on a building replacement design for the backup offices of the State communications system in a building shared with MSP doubling as a highway weigh station. During the Phase 300 work, Kris presented a comparative study for the project through offering varying Schematic Studies, Square Footage and pricing options in order to find the most appropriate fit for final project needs. The building will encompass space for offices, conference rooms, bathrooms, radio equipment room and weigh station

Study /Programming for New Administrative Offices Kalamazoo Community Mental Health & Substance Abuse Services

Kalamazoo, Michigan

This facility study, programming for need and schematic designs for a proposed new centralized office facility were to combine administrative offices and services within the City of Kalamazoo in a new efficient footprint. This work included a related site feasibility study of land for a potential purchase. The new building was programmed at a gross square footage of 49,700 - 56,800. Under separate initiative the project was combined into another approach.

Building Evaluation/ Programming & Renovation Design for: Woodlands Behavioral Health Network

Cassopolis, Michigan

SNA was hired to evaluate both the owners existing building as well as a building across the street to determine if it made sense for them to either, renovate the existing building or purchase the building across the street and renovate that to fit their needs. The existing building was a conglomeration of building additions that starts as a pole barn, with a car wash added onto it, at some point it was renovated and turned into the offices they use now. The building across the street was formerly a cooperative electrical company's headquarters. It became obvious quickly that the building across the street was a much better option. We were able to program the owners use to fit the building and ultimately designed the building out to meet their needs. The project made it through the design and bidding phases and the county ultimately decided not to do the construction.

New Medical Office Building OB-GYN P.C.

Kalamazoo, Michigan

Kris was Project Manager for this new free standing medical clinic for an OB/GYN practice. The new facility is approximately 14,400 square feet containing 22 exam rooms a procedure room, two ultra sound rooms, stress rooms, lab spaces, space for massage therapy, boutique sales area, kiosk check-in, as well as staff areas for offices, exercise space and break rooms. The facility is situated in Oshtemo Township on a beautiful but challenging wooded and sloped site. The project was completed in the fall of 2015.

Team Experience: Key Personnel



Greg J. Good
Project Manager
SCHLEY NELSON ARCHITECTS

Overview

Greg has over 30 years of project management, project design and construction documentation assembly experience. Greg has extensive experience with DTMB, Government sector projects and assessing existing facilities projects and expectations.

Education

Graduate, University of Detroit, School of Architecture
 Bachelor of Architecture, 1990

Experience

Westbound I-96 Fowlerville Weigh Station

State of Michigan DTMB

Fowlerville, Michigan

Schley Nelson Architects with Greg as Project Manager and working directly with DTMB, MSP and MDOT designed this masonry bearing, brick veneer weigh station to replace the existing outdated weigh station. The project bid in February 2022.

Westbound I-96 Ionia Weigh Station

State of Michigan DTMB

Ionia, Michigan

Schley Nelson Architects with Greg as Project Manager and working directly with DTMB, MSP, MPSCS and MDOT designed this masonry bearing, brick veneer weigh station to replace the existing outdated weigh station and to provide emergency public safety communication services. The project was completed in 2019.

Eastbound I-96 Ionia Weigh Station

State of Michigan DTMB

Ionia, Michigan

Schley Nelson Architects with Greg as Project Manager and working directly with DTMB, MSP and MDOT designed this masonry bearing, brick veneer weigh station to replace the existing outdated weigh station. The project will be completed in 2025.

Kalamazoo Psychiatric Hospital Roof Repair / Roof Replacement

State of Michigan DTMB / DHHS

Kalamazoo, Michigan

Schley Nelson Architects with Greg as Project Manager and working directly with DTMB and DHHS designed and detailed this roof repair / roof replacement project which included several different buildings on the campus at KPH and involved over 80,000 square foot of roof being removed, repaired and replaced where necessary. The projects were managed under Mr. Chris Kulhanek; file numbers 391/16442.CAK and 491/16442.CAK.

Fire Suppression System

State of Michigan DTMB

Grand Rapids Home for Veterans, Grand Rapids, Michigan

This project included a comprehensive fire suppression system being installed in an occupied 168,000 gross square foot Skilled Nursing building. Schley led this design work which was managed by Greg and successfully completed under the State of Michigan DTMB.

Team Experience: **Organizational Chart**

Schley Nelson Architects will be responsible as the **Project Leader** for all architectural and project management aspects of the project. We will work closely with the KCCDA to help turn any and all projects into successful endeavors.

This team is led by Kris Nelson, AIA, LEED AP, NCARB, a well-respected design leader having many successful experiences in governmental and not for profit projects. Kris will manage the overall project from start to finish with one of our highly qualified Project Managers to lead Schley Nelson in the Architectural capacity of your project. All Project Management will be conducted from our office in Kalamazoo.

The organizational chart below diagrams how we foresee the relationship of this team taking shape. Schley Nelson Architects will be your main point of contact for any of the work related to the project, all communications will flow through SNA that way nothing will be missed along the way to the end product.



Contractors and Engineers will be added for the phase II portion of this project when the time comes.

MICHIGAN STATE POLICE- BACK-UP NETWORK COMMUNICATIONS CENTER



Location: Ionia, Michigan

Description: Schley Nelson Architects has just recently finalized design work on a building replacement design for the backup offices of the State communications system in a building shared with MSP doubling as a highway weigh station. During the Phase 300 work, Schley Nelson presented a comparative study for the project through offering varying Schematic Studies, Square Footage and pricing options in order to find the most appropriate fit for final project needs. The building will encompass space for offices, conference rooms, bathrooms, radio equipment room and weigh station.

Const. Cost: \$2,367,000

Contact: Chris Kulhanek, R.A.

MEMO - RFP #24-117 Page 12 (517) 284-7909

July 15, 2025

Finance Comm Packet - Page #15



Location: Paw Paw, Michigan

Description: In 2014 Schley Nelson Architects was hired to perform a feasibility study to determine if the existing fire station would be able to accommodate the needs of the fire district now and 50 years into the future, the answer was no. After a series of studies to add onto the existing building followed by evaluations of 8 potential new sites a direction was determined with this new site. SNA designed the new facility with a 5 lane double stacked apparatus bay, two offices, a large education center, a workout room, a decontamination room, hose tower, a commercial kitchen, and a fire education room to house the historic fire truck which was visually connected to a new memorial park in front of the building. The future was planned for by including a pad in rear for a new training tower which is currently going thru a fundraising process.

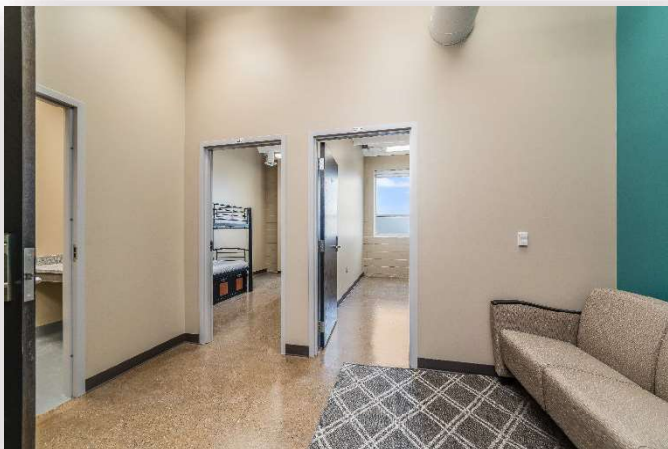


Kalamazoo Gospel Ministries Women's and Children's Shelter



Location: Kalamazoo, Michigan

Description: KGM is a faith based not-for-profit group that uses their faith as an anchor to help guide their way in helping the most vulnerable populations in the Kalamazoo community. The building is three stories totaling approximately 37,000 s.f. The building is connected to the existing Hildebrand building which contains the main dining and kitchen facilities for the entire KGM campus. The dining acts as a hub between this new women's and children's shelter and the men's shelter. There are 32 total apartments on the two floors.



APPENDIX A

Certifications and Assurances Form

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL. FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION.

Company/Firm Name: Schley Nelson Architecture

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer and valid for a period of not less than of 180 calendar days after the proposal due date (contained herein}, and it may be accepted by the KCCDA without further negotiation (except where obviously required by lack of certainty in key terms} at any time within this 180 calendar days period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the KCCDA whose duties relate (or did relate} to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that the KCCDA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of KCCDA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.

6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition, nor have I/we made any agreement with, nor offered or accepted anything of value from, an official or employee of KCCDA that would tend to destroy or hinder free competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail at the end of the Proposal Cost Worksheet.
8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the identified Project Administrator and/or Point-of- Contact may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.
10. I/we the undersigned, understand that the above information, along with any additionally submitted documents, become part of any agreement subsequently made with KCCDA and I/we attest to the best of my/our knowledge to its accuracy.

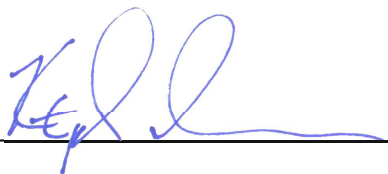
Name of Person Completing this Form:

Kristopher Nelson

Title:

President

Signature: _____



Date: **7/15/2025**

APPENDIX B

Certificate of Compliance with Public Act 517 of 2012

I certify that neither **Schley Nelson Architects** (Company/Firm), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20, 000, 000. 00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

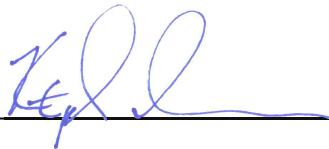
Name of Person Completing this Form:

Kristopher Nelson

Title:

President

Signature: _____



Date: **7/15/2025**

APPENDIX C

Customer Reference Form

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

Project Name

Michigan State Police – Back-up Network Communications Center

Primary Customer Contact

Name: Chris Kulhanek, R.A

Address: 3111 W. St. Joseph Lansing, MI 48917

Telephone Number: (517) 284-7909

Email: Kulhanekc@michigan.gov

Description of Project

SNA finalized design work on a building replacement design for the backup offices of the State Communications System in a building shared with MSP doubling as a highway weigh station. During the phase 300 work, SNA presented a comparative study for the project through offering various schematic studies, square footage and pricing options in order to find the most appropriate fit for final project needs. SNA completed the full building design and through construction completion utilizing all phases of the State of Michigan process. The building included space for offices, conference rooms, bathrooms, radio equipment and weigh station. This project began in 2015 and was completed in 2017,

APPENDIX C**Customer Reference Form**

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

Project Name

New Paw Paw Fire Department Station

Primary Customer Contact

Name: Jim DeGroff, Past Chief

Address: 832 S. Gremps, Paw Paw, MI 49079

Telephone Number: (269) 377-8760

Email: degroff@btc.bci.com

Description of Project

In 2014 SNA was hired to perform a feasibility study to determine if the existing fire station would be able to accommodate the needs of the fire district now and 50 years into the future. After a series of studies to add onto the existing building followed by evaluations of 8 potential new sites a direction was determined with the new site. SNA designed the new facility with a 5 lane double stacked apparatus bay, two offices, a large education center, a workout room, a decontamination room, hose tower, a commercial kitchen, and a fire education room to house the historic fire truck which was visually connected to a new memorial park in front of the building. The future was planned for by including a pad in rear for a new training tower which is currently going thru a fundraising process. This was completed by May 14, 2024.

APPENDIX C

Customer Reference Form

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

Project Name

Kalamazoo Gospel Ministries Women's and Children's Shelter

Primary Customer Contact

Name: Pastor John Simpson

Address: 448 N. Burdick Kalamazoo, MI 49007

Telephone Number: (269) 345-2974

Email: jsimpson@kzoogospel.org

Description of Project

KGM is a faith based not-for-profit group that uses their faith as an anchor to help guide their way in helping the most vulnerable populations in the Kalamazoo community. The building is 3 stories totaling approximately 37,000 s.f. The building is connected to the existing Hildebrand building which contains the main dining and kitchen facilities for the entire KGM campus. The dining acts as a hub between the new women's and children's shelter and the men's shelter. There are 32 total apartments between the two floors. This project began in 2018 and was finalized in 2023.

APPENDIX D**Proposal Cost Worksheet**

I, the undersigned, certify that I have read and fully understand the specifications supplied by the Kalamazoo County Consolidated Dispatch Authority (KCCDA) in this Request for Proposal.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS AND TERMS/CONDITIONS CONTAINED HEREIN MUST BE IDENTIFIED BY NUMERICAL REFERENCE TO THE REQUEST FOR PROPOSAL SECTION AT THE END OF THIS COSTWORKSHEET.

PROVIDER PRIMARY POINT OF CONTACT

Company/Vendor/ Firm Name: **Schley Nelson Architects**

Address: **4200 S. 9th St., PO Box 239 Oshtemo, MI 49077**

Primary Point of Contact: **Kristopher Nelson, President**

Telephone Number: **(269) 375-8360**

Email: **knelson@schley-aia.com**

PROPOSAL/BID - COST***PHASE I - Needs Assessment, Cost Analysis, and Conceptual Schematics***

This should be inclusive of all costs to complete Phase I of the Scope of Work and should not include taxes.

\$ 22,600.00 (twenty-two thousand six hundred dollars) Fixed Fee

PHASE II - Final Design, Detailed Drawings and Construction Services This should include an estimate and an explanation of the general cost structure/concept for services included in Phase II (optional) of the Scope of Work

We would estimate that Phase II Architectural and Engineering fees of this project would be about 5.9% of the total construction cost of the work. Initial rough guesstimate for the construction cost might be up to \$3,000,000, depending on the final scope of the renovation work. If the construction cost is higher then the percentage fee may go down some and if the construction costs are lower that percentage may go higher. This is intended to be only an estimate without knowing the final scope of the project after design.

Payment Policy/Terms:

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted and selected by the KCCDA. I further state that I have not communicated with nor otherwise colluded with any other person or Provider, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of the KCCDA that would tend to destroy or hinder free competition.

No business agreement or contract is created until the proposal is authorized by KCCDA's Board of Directors.

I hereby state that I have read, understand, and agree to be bound by all terms and conditions of this Request for Proposal document.

PERSON COMPLETING FORM:

Name: **Kristopher Nelson**

Title: **President**

Telephone: **(269) 375-8360**

Email: **knelson@schley-aia.com**

Signature:  Date: **7/15/2025**

ANY/ALL EXCEPTIONS TO SPECIFICATIONS AND/OR TERMS AND CONDITIONS:

July 15, 2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9881		CONTACT NAME: Certs@pciaonline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: Certs@pciaonline.com	
INSURED Schley Nelson Architects, Inc. 4200 S. 9th Street P.O. Box 239 Oshtemo MI 49077-0239		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Ins. Co. NAIC # 30104 INSURER B: Everest INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 25-26 New All

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		35SBWAS4HDE	05/16/2025	05/16/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 AICNT \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			35SBWAS4HDE	05/16/2025	05/16/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			35SBWAS4HDE	05/16/2025	05/16/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	AAEP000080-251	03/27/2025	03/27/2026	Per Claim \$ 1,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Kalamazoo County Consolidated Dispatch Authority, All Elected And Appointed Officials, All Employees And Volunteers, All Boards, Commission, And/or Authorities And Board Members, Including Employees And Volunteers Thereof are named as Additional Insured as respects to the General Liability Policy and would apply so long as required within a written contract.

CERTIFICATE HOLDER

CANCELLATION

Kalamazoo County Consolidated Dispatch Authority 7040 Stadium Dr Kalamazoo MI 49009	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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Responses Overview

Active

Responses

1

Average Time

01:53

Duration

15 Days

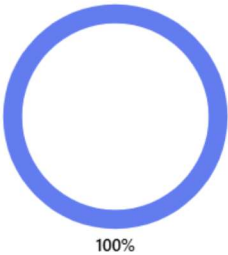
1. PROJECT NAME - Kalamazoo Gospel Ministries Wormen's and Children's Shelter.

The following is the detail listed by SNA on the project form:

KGM is a faith based not-for-profit group that uses their faith as an anchor to help guide their way in helping the most vulnerable population s in the Kalamazoo community. The building is 3 stories totaling approximately 37,000 s.f.The building is connected to the existing Hildebran d building which contains the main dining and kitchen facilities for the entire KGM campus. The dining acts as a hub between the new wome n's and children's shelter and the men's shelter. There are 32 total apartments between the two floors.This project began in 2018 and was fina lized in 2023..

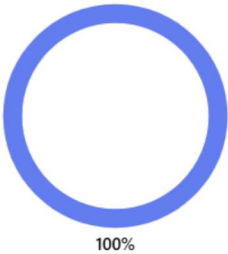
Does the above accurately reflect the services/project completed by SNA?

- Yes1
- No0
- Other0



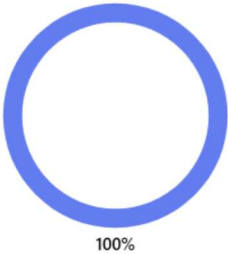
2. Were the services performed within the timeline established by the scope of work (Was the project completed on time)?

- Yes1
- No0
- Other0



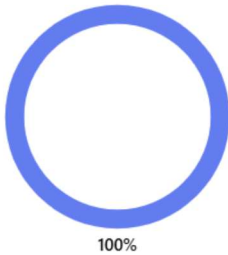
3. Was the project/services completed within budget?

- Yes1
- No0
- Other0



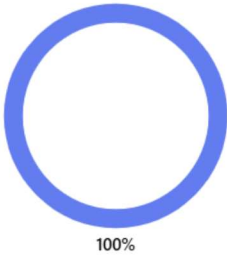
4. Overall, how satisfied are/were you with SNA?

- Extremely satisfied1
- Very satisfied0
- Somewhat satisfied0
- Dissatisfied0
- Very dissatisfied0



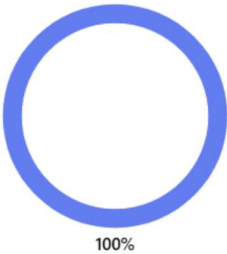
5. How well did SNA meet your needs?

- Extremely well1
- Very well0
- Somewhat well0
- Not so well0
- Not at all well0



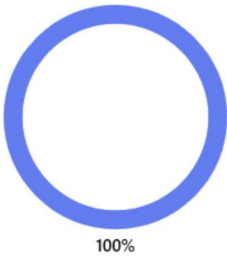
6. How would you rate the value for money for the services SNA delivered?

- Excellent1
- Above average0
- Average0
- Below average0
- Poor0



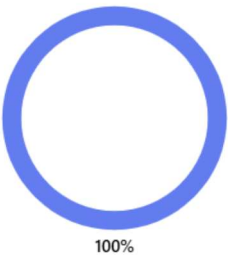
7. How responsive was SNA during your project when you posed questions or concerns?

- Extremely responsive
- Very responsive
- Somewhat responsive
- Not so responsive
- Not at all responsive
- 1
- 0
- 0
- 0
- 0

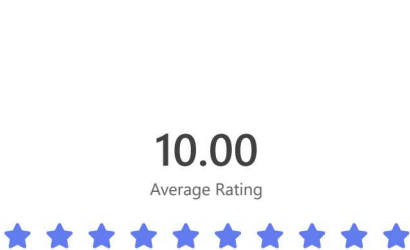


8. How likely are you to contract with SNA for similar/like services in the future?

- Extremely likely
- Very likely
- Somewhat likely
- Not so likely
- Not at all likely
- 1
- 0
- 0
- 0
- 0



9. How likely are you to recommend SNA to a colleague?



10. Are you aware of any other customers who have contracted with SNA? If so, can you please provide the name of the business/entity, contact name, and email address??

1

Responses

Latest Responses

"No, but they have completed several projects with us over the last 20 years."

Responses Overview

Active

Responses

1

Average Time

05:13

Duration

15 Days

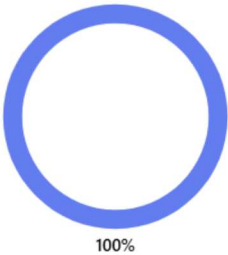
1. PROJECT NAME - Michigan State Police Back-up Network Communications Center.

The following is the detail listed by SNA on the project form:

SNA finalized design work on a building replacement design for the backup offices of the State Communications System, in a building shared with MSP, doubling as a highway weigh station. During the phase 300 work, SNA presented a comparative study for the project through offering various schematic studies, square footage and pricing options in order to find the most appropriate fit for final project needs. SNA completed the full building design and through construction completion utilizing all phases of the State of Michigan process. The building included space for offices, conference rooms, bathrooms, radio equipment and weigh station. This project began in 2015 and was completed in 2017.

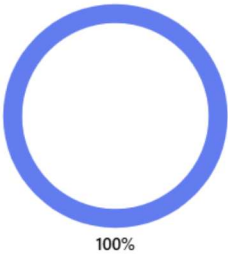
Does the above accurately reflect the services/project completed by SNA?

- Yes1
- No0
- Other0



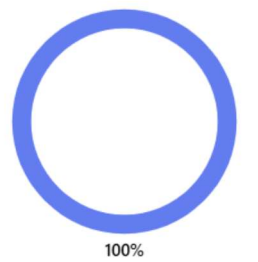
2. Were the services performed within the timeline established by the scope of work (Was the project completed on time)?

- Yes1
- No0
- Other0



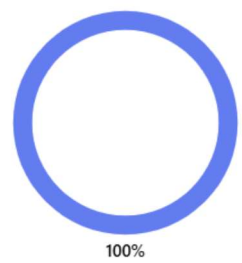
3. Was the project/services completed within budget?

Yes	1
No	0
Other	0



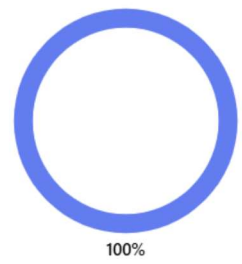
4. Overall, how satisfied are/were you with SNA?

Extremely satisfied	1
Very satisfied	0
Somewhat satisfied	0
Dissatisfied	0
Very dissatisfied	0



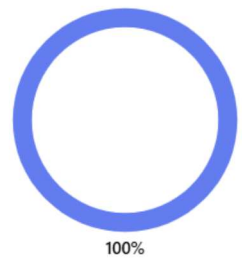
5. How well did SNA meet your needs?

Extremely well	1
Very well	0
Somewhat well	0
Not so well	0
Not at all well	0



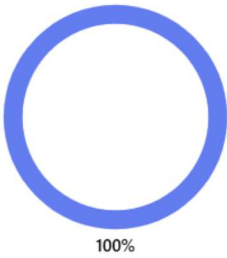
6. How would you rate the value for money for the services SNA delivered?

Excellent	1
Above average	0
Average	0
Below average	0
Poor	0



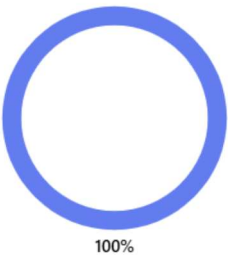
7. How responsive was SNA during your project when you posed questions or concerns?

- Extremely responsive 1
- Very responsive 0
- Somewhat responsive 0
- Not so responsive 0
- Not at all responsive 0



8. How likely are you to contract with SNA for similar/like services in the future?

- Extremely likely 1
- Very likely 0
- Somewhat likely 0
- Not so likely 0
- Not at all likely 0



9. How likely are you to recommend SNA to a colleague?



10. Are you aware of any other customers who have contracted with SNA? If so, can you please provide the name of the business/entity, contact name, and email address??

1
Responses

Latest Responses
"No."

Responses Overview

Active

Responses

1

Average Time

03:12

Duration

15 Days

1. PROJECT NAME - Paw Paw Fire Department Station.

The following is the detail listed by SNA on the project form:

In 2014 SNA was hired to perform a feasibility study to determine if the existing fire station would be able to accommodate the needs of the fire district now and 50 years into the future. After a series of studies to add onto the existing building followed by evaluations of 8 potential new sites a direction was determined with the new site. SNA designed the new facility with a 5 lane double stacked apparatus bay, two offices, a large education center, a workout room, a decontamination room, hose tower, a commercial kitchen, and a fire education room to house the historic fire truck which was visually connected to a new memorial park in front of the building. The future was planned for by including a pad in rear for a new training tower which is currently going thru a fundraising process. This was completed by May 14, 2024.

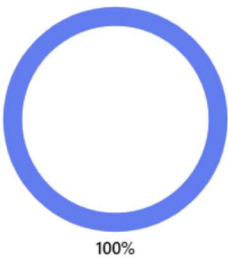
Does the above accurately reflect the services/project completed by SNA?

- Yes

1
- No

0
- Other

0



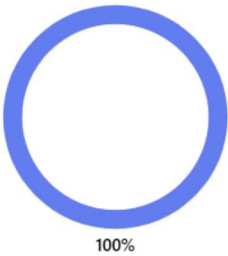
2. Were the services performed within the timeline established by the scope of work (Was the project completed on time)?

- Yes

1
- No

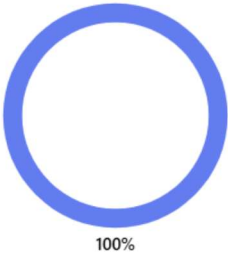
0
- Other

0



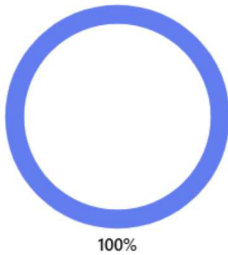
3. Was the project/services completed within budget?

- Yes1
- No0
- Other0



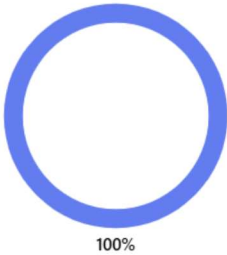
4. Overall, how satisfied are/were you with SNA?

- Extremely satisfied1
- Very satisfied0
- Somewhat satisfied0
- Dissatisfied0
- Very dissatisfied0



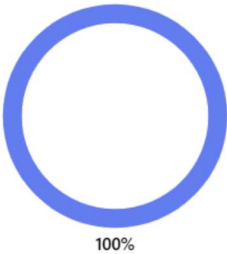
5. How well did SNA meet your needs?

- Extremely well1
- Very well0
- Somewhat well0
- Not so well0
- Not at all well0



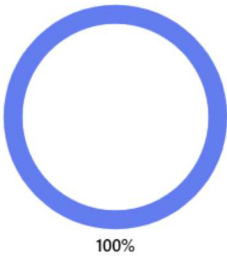
6. How would you rate the value for money for the services SNA delivered?

- Excellent1
- Above average0
- Average0
- Below average0
- Poor0



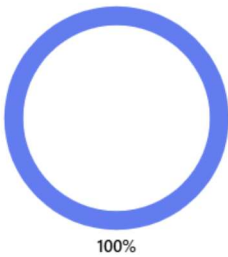
7. How responsive was SNA during your project when you posed questions or concerns?

- Extremely responsive
- Very responsive
- Somewhat responsive
- Not so responsive
- Not at all responsive
- 1
- 0
- 0
- 0
- 0

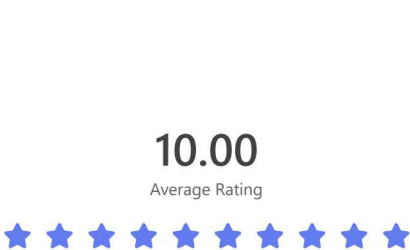


8. How likely are you to contract with SNA for similar/like services in the future?

- Extremely likely
- Very likely
- Somewhat likely
- Not so likely
- Not at all likely
- 1
- 0
- 0
- 0
- 0



9. How likely are you to recommend SNA to a colleague?



10. Are you aware of any other customers who have contracted with SNA? If so, can you please provide the name of the business/entity, contact name, and email address??

1

Responses

Latest Responses

"Oshtemo Township and Almena Township"

From: [Kyle Richardson](#)
To: [Jeff Troyer](#)
Subject: Re: FW: Schley Nelson Architects Reference
Date: Wednesday, August 6, 2025 9:31:47 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeff,

I completed the survey. We really enjoyed working with the Schley Nelson Team for the new Paw Paw Fire Station. Kris Nelson was great to work with and was always available to answer our questions. They designed a building that is very functional and fits our needs. Please contact me with any further questions.

Thanks,

Kyle Richardson
Fire Chief
Paw Paw Fire Dept.
269-720-3052

On Wed, Aug 6, 2025 at 3:19 PM Jeff Troyer <JTroyer@kccda911.org> wrote:

Chief Richardson,

Please see the email below. If you don't mind taking a few minutes and completing the short survey, I'd greatly appreciate it.

Thanks in advance.

Jeffery Troyer

Executive Director

Kalamazoo County Dispatch Authority


7040 Stadium Dr., Kalamazoo, MI 49009

Ofc: (269) 488-6616


Cell: (269) 718-2195

Responses Overview Active


Responses

1 

Average Time

08:11 

Duration

12 Days 

1. Name and Title of Person Completing Survey.

1
Responses

Latest Responses
"Joe A Leduc Township Supervisor"

2. Organization/Entity/Business Name.

1
Responses

Latest Responses
"Almena Township"

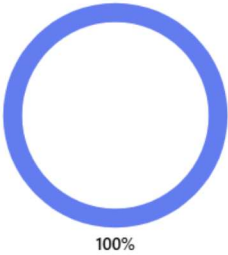
3. Please describe the project and/or services provided by Schley Nelson Architects including timeline and total project amount.

1
Responses

Latest Responses
"Design, bidding and oversight of construction of Township Hall addition"

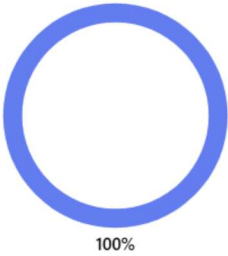
4. Were the services performed within the timeline established by the scope of work (Was the project completed on time)?

- Yes 1
- No 0
- Other 0



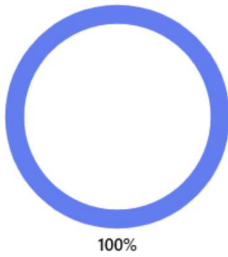
5. Was the project/services completed within budget?

- Yes 1
- No 0
- Other 0



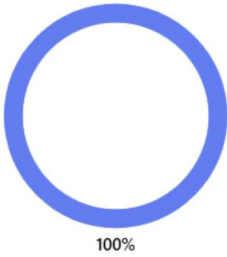
6. Overall, how satisfied are/were you with SNA?

- Extremely satisfied 1
- Very satisfied 0
- Somewhat satisfied 0
- Dissatisfied 0
- Very dissatisfied 0



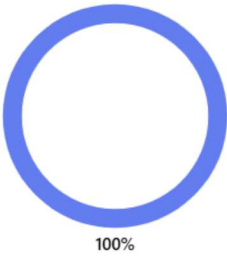
7. How well did SNA meet your needs?

- Extremely well 1
- Very well 0
- Somewhat well 0
- Not so well 0
- Not at all well 0



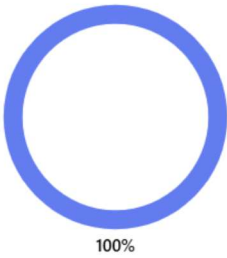
8. How would you rate the value for money for the services SNA delivered?

- Excellent 1
- Above average 0
- Average 0
- Below average 0
- Poor 0



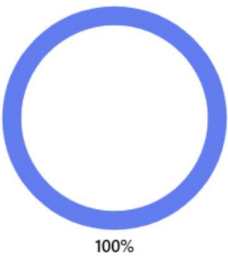
9. How responsive was SNA during your project when you posed questions or concerns?

- Extremely responsive 1
- Very responsive 0
- Somewhat responsive 0
- Not so responsive 0
- Not at all responsive 0



10. How likely are you to contract with SNA for similar/like services in the future?

- Extremely likely 1
- Very likely 0
- Somewhat likely 0
- Not so likely 0
- Not at all likely 0



11. How likely are you to recommend SNA to a colleague?



12. Are you aware of any other customers who have contracted with SNA? If so, can you please provide the name of the business/entity, contact name, and email address??

1
Responses

Latest Responses
"Gobles Veterinary Clinic, Andy Baker"



Kalamazoo County Consolidated Dispatch Authority



DATE: August 18, 2025

TO: Finance Committee Members and Board of Directors

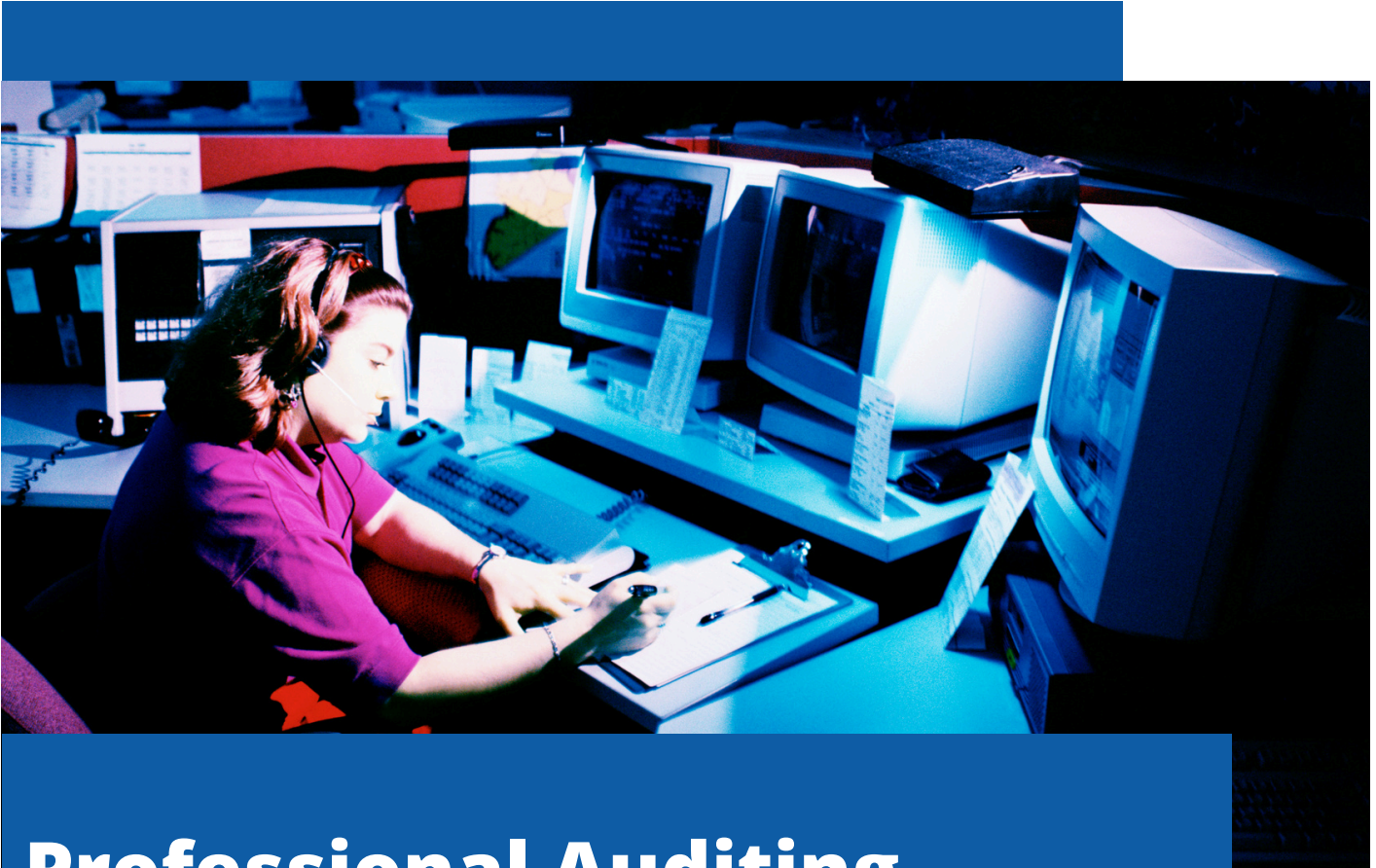
FROM: Jeff Troyer 
KCCDA Executive Director

SUBJECT: RFP #25-02 – Financial Audit Services

On June 13, 2025, administration released a Request for Proposal (RFP) for professional financial audit services to conduct an annual financial audit for three consecutive years beginning with fiscal year ending December 31, 2025. Administration electronically distributed this RFP to twelve different firms and it was posted on KCCDA's website until 3 p.m. on Tuesday, July 15th.

KCCDA only received one proposal from Kruggel Lawton CPA (attached). This is the same firm that completed our financial audits for the last three years. The proposal is complete, and the firm is qualified to perform the professional services. The proposal total cost is \$29,250 (FY2025 - \$9,000, FY2026 - \$9,750, and FY2027 – \$10,500).

It is administration's recommendation for the Finance Committee and Board of Directors to accept and approve the proposal from Kruggel Lawton CPA in response to RFP #25-02 for Financial Audit Services for fiscal years 2025 through 2027 totaling \$29,250.



Professional Auditing Services for:

Kalamazoo County Consolidated Dispatch Authority

SUBMITTED BY

Alex Schaeffer, CPA | Partner
aschaeffer@klcpas.com

July 15, 2025



526 Upton Drive
St. Joseph, MI 49085
Tel: 269.983.0131
www.klcpas.com

Jeff Troyer, Executive Director
Kalamazoo County Consolidated Dispatch Authority
7040 Stadium Drive
Kalamazoo, MI 49009

Dear Jeff:

Thank you for the opportunity to continue providing audit services to the Kalamazoo County Consolidated Dispatch Authority (KCCDA). We are confident that Kruggel, Lawton & Company, LLC (Kruggel Lawton) is well suited to meet your needs and further assist KCCDA's needs.

Based on our experience in serving government agencies, we believe that the following are key concerns and requirements for when choosing an accounting firm for audit services:

- Considerable knowledge and experience in the municipal sector;
- A proactive team that you feel comfortable working with and that can provide timely and relevant technical advice;
- High level of involvement from partners and senior members of the firm;
- Local proximity and responsiveness, combined with a depth and breadth of services;
- Reasonable fees for the services provided.

We believe the following qualities distinguish Kruggel Lawton's capabilities to serve KCCDA:

- Our people are critical to our success - Our team has substantial experience working with municipal organizations and has a deep understanding of service requirements.
- You will always deal with the decision-maker. Our decisions rest with our partners, supported by input from our management team. They are available when you need them throughout the year
- Through our independent membership in the BDO Alliance USA, we have access to a vast array of technical resources of BDO - the fifth largest accounting and consulting network in the world.

The next few pages will outline our understanding of the areas of specific interest to you and how Kruggel Lawton will meet your service needs. We are happy to provide any additional information to you and others on your team as needed. Again, we thank you for the opportunity to submit this proposal and we look forward to working with you in the future. This proposal is a firm and irrevocable offer for 90 days.

Best regards,

Kruggel Lawton CPAs
Alex Schaeffer, CPA | Partner

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"Kruggel Lawton provides excellent value for the service provided and great communication. I appreciate they are proactive and contact me regarding tax opportunities."

-Client Survey Response

Kruggel Lawton is committed to being your trusted partner.



OUR HISTORY, YOUR FUTURE

Kruggel Lawton was founded in 1956 by visionary leader, Herm Kruggel who was wholeheartedly committed to creating a company devoted to the value of family life. He would always say that his clients were really more like friends who he just happened to do business with. He and his partner Roy Lawton knew about their clients' families, hobbies, worries, and joys. As the company grew and the demands of professions in public accountancy grew, Kruggel Lawton's core values remained the same -- to put family first.

Still today, we are able to attract some of our nation's top talent into our offices in Indiana, Michigan, and Tennessee because we provide a culture where accounting professionals can be trusted advisors and experts in their practice area, but also maintain flexible schedules to achieve work life balance and give back as volunteers and integral members of the communities we serve.

Some of our clients have been with us for over 65 years. Why? Because they enjoy the relationship that is formed with our team and have made us a part of their growth strategy.

NATIONAL REACH IN ACCOUNTING EXPERTISE



Kruggel Lawton is an independent member of BDO Alliance USA, a nationwide association of accounting and consulting firms that links us to the resources, services, and technical knowledge of a national firm. Our firm stays in the know and sends out regular email updates and blog articles with timely information to all clients.

PROFESSIONAL MEMBERSHIPS



AWARD WINNING ACCOUNTING FIRM



BY THE NUMBERS

150

professional staff in seven office locations across three states

6 of 10

accountants on staff have earned a CPA license

62%

workforce comprised of women professionals and leaders

3x

higher customer satisfaction rate than industry average

"Great people to work with. Professional, informative, responsive. They help our staff with great patience." -Client Survey Response

Kruggel Lawton CPAs are *the* experts in Government Audit Services.

Kruggel Lawton's leadership and staff offer premier services for more than 40 municipal organizations each year. We understand the unique accounting, financial, and consulting requirements that deserve experienced attention in the government sector. We encourage you to reach out to our clients and learn more about their experience working with our firm.

Galien River Sanitary District (GRSD Sewer Authority)

Josh Teeter, Superintendent | 269-469-3434
jteeter@grsdsa.com
10831 Kruger Road, New Buffalo, MI 49117

Southwest Michigan Regional Sanitary Sewer and Water Authority

Steve Tilly, Chairman | 269-429-2501
stilly@royaltontownship.org
980 Miners Road, St. Joseph, MI 49085

City of Buchanan

Tony McGhee, City Manager | 269-695-3844
tmcghee@cityofbuchanan.com
302 N. Redbud Trail, Buchanan, MI 49107



98%
clients would
recommend
Kruggel Lawton

"I have referred Kruggel Lawton and will continue to. The prompt response, proactive reminders, and understanding as I have learned new things has been , from the start, more than I could have ever expected."
-Client Survey Response

Our approach goes far beyond providing an audit. We seek to understand your objectives, trends in your sector, and we are here to help you succeed.

Audit Approach

PROCESS We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of KCCDA's fiscal year-end, along with the changes in financial position for the year ended December 31, 2025, 2026, and 2027. The audit will include examination for compliance with applicable directives of the laws, regulations and contracts or grant agreements.

COMPLIANCE Currently KCCDA is required to be audited under Governmental Auditing Standards, which is generally called a Yellow Book audit. Under this type of audit engagement, auditors are required to obtain reasonable assurance about whether KCCDA's financial statements are free from material misstatement. Auditors must also assess KCCDA's adherence to material provisions of laws, regulations, contracts and grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our reports on compliance issued pursuant to Generally Accepted Auditing Standards (GAAS).

Coordinate Closely with Management

We will coordinate closely with management to gain a meaningful understanding of your organization's own risk assessments and procedures. Understanding and addressing risks early on will make our work as efficient as possible.

Design Custom and Efficient Audit Procedures

We will gather sufficient information using a "prepared by client" list with an agreed-upon timetable for provision of information and pre year-end planning meetings. Items usually include: account reconciliations, grant reports, and budgets.

Communicate Regularly and Proactively

Effective listening and regular, proactive two-way communication is an essential cornerstone of our audit quality and superior client service. We keep you updated regularly on the status of our services so you can provide timely input and evaluate expectations.

Educate Your Team for Lifelong Results

Our senior staff is responsible for the day-to-day engagement operations and reports to the manager, who is responsible for reviewing the engagement for technical compliance. The partner is responsible for the overall engagement and signs off on the reports.

Use Cloud-Based Technology

Our firm prefers to operate in a paperless environment and uses secure online portals to share documents quickly and efficiently, whenever possible. Our data software and other electronic tools are in place to make the audit run smoothly.

1:1
partner
and staff
interactions
and service

"The Kruggel Lawton team was very responsive and the quality of work was exceptional. Much appreciated!" -Client Survey Response

Municipal Center of Excellence

CORE SERVICES

- Specializing in municipal audit services
- Financial statement audits, reviews, and compilations.
- Internal controls and fraud
- Information security and risk assessment

GOVERNANCE AND STRATEGY

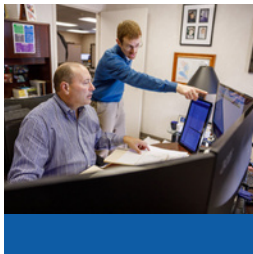
- Strategic planning
- Board and committee structure
- Guidance to finance and audit committees

MANAGEMENT SERVICES

- CFO/Controllership
- Budgeting, forecasting, and projections
- Accounting for management/board and grantors/funders
- Implement proven technology and software solutions
- Training for staff and board members

Schedule

The following proposed timeline is based upon our understanding of your organization's needs and other timing considerations. This timeline is dependent on your staff providing all documents completed in full on the dates requested for interim and year end fieldwork. Should the information not be available for us when requested, the timeline will be delayed accordingly.



FIELDWORK (February - March)

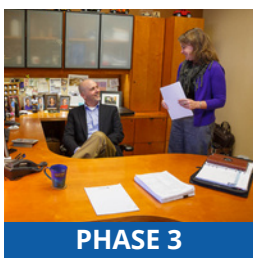
- Develop the preliminary audit plan based on updated information
- Schedule audit
- Document any changes in internal controls and accounting systems
- Perform preliminary risk assessments
- Determine reliance on controls
- Prepare the audit programs
- Assist with and observe audit of KCCDA



PHASE 2

TESTING (March - April)

- Assessment of risk
- Test internal controls, accounting systems, and review records as determined necessary
- Test and analyze support for transactions
- Determine whether financial statements are fairly stated in accordance with applicable standards, rules, and regulations



PHASE 3

SUBMISSION (April)

- Draft reports provided for review
- Prepare final report for issuance
- Consult with management on internal control findings
- Formal presentation of financial statements, management reports, and audit opinions to KCCDA's audit committee and/or board of directors
- Submit audit package to State of Michigan



Fee Structure

Our fees for services are based on the assumption that we receive a reasonably adjusted trial balance and other required information on a timely basis, and that your team members prepare certain reconciliations and workpapers, provided in electronic format when possible. We will work with and communicate with members of your team to prepare the necessary schedules and reports.

Fees are based on your prior year financial statements. If changes in accounting rules, federal regulations, auditing standards, KCCDA’s overall structure, or your team members warrant additional time by our professionals, we would notify you in advance prior to additional billing.

Services for KCCDA	2025	2026	2027
Financial Statement Audit for December 31 Year End	\$9,000	\$9,750	\$10,500
Total for Services	\$9,000	\$9,750	\$10,500
Fee includes state submissions and F65 and Municipal Reporting. Any additional charges for new accounting pronouncements will be met and discussed before hand. Additional time will be billed at a blended rate of \$165 per hour.			

Additional Services

We would be happy to address other business needs and opportunities with you outside of the services we have summarized above. If you occasionally call with simple questions that we answer relatively quickly, you will not be billed. If you encounter matters that require extended consultations or research, our rate will be blended at **\$165 per hour**. The hourly rate of \$160 has been discounted from our standard billing rates which can be seen below.

\$165
Your blended,
discounted rate.

Partners
\$250-420 per hour

Managers & Directors
\$150-350 per hour

Senior Accountants
\$120-185 per hour

Staff Accountants
\$85-150

“Kruggel Lawton provides consistency in all aspects of their service.” -Client Survey Response

We took a close look at your needs and hand-selected a team of qualified experts just for you.

WE ARE COMMITTED TO YOU

The following engagement team leaders will be assigned to your team because they have a proven record of experience in the field of government agencies, strong technical backgrounds, and outstanding management and client relationship skills. To the extent possible, staff assigned to your account will remain constant each and every year, providing for greater efficiencies as a result of familiarity.



Alex Schaeffer, CPA
Partner

Phone: 269.983.0131 ext. 418
Email: aschaeffer@klcpas.com
Office: St. Joseph, MI

Education & Credentials

- Western Michigan University, Kalamazoo, MI
 - B.B.A. in Accounting
 - B.B.A. in Finance

Expertise

- Audit, review and compilation services
- Consultation regarding internal controls
- Corporate and individual tax preparation
- 990 tax preparation
- Supervise, review and perform single audits of federal funds expended in accordance with Uniform Guidance Subpart F



Brian Hake, CPA
Manager/Tech Reviewer

Phone: 269.983.0131 ext. 421
Email: bhake@klcpas.com
Office: St. Joseph, MI

Education & Credentials

- University of Dayton, Dayton, OH
 - B.S. in Accounting
 - B.S. in Finance

Expertise

- Planning and performing audits of local units of government, privately held companies, and not-for-profit entities
- Individual and business tax planning and preparation
- Consulting on other various accounting issues, including payroll and bookkeeping



Jeremy Tolsma
Senior Staff Accountant

Phone: 269.983.0131 ext. 428
Email: jtolsma@klcpas.com
Office: St. Joseph, MI

Education & Credentials

- Western Michigan University, Kalamazoo, MI
 - Masters in Accountancy
 - B.S. in Accounting

Expertise

- Audit and review services for government and nonprofit clients
- Corporate tax preparation
- Individual tax preparation



Stella DiMarzio
Staff Accountant

Phone: 269.983.0131 ext. 420
Email: sdimarzio@klcpas.com
Office: St. Joseph, MI

Education & Credentials

- Indiana University, Bloomington, IN
 - B.S. in Accounting
 - B.S. in Finance

Expertise

- Audit and review services for government and nonprofit clients
- Corporate tax preparation
- Individual tax preparation

We are committed to high quality, professional work. Certified public accounting firms are required to undergo an independent peer review of their practice every three years. Since the inception of peer reviews, we are proud to report we have received a pass opinion for every peer review cycle. Our most recent peer review resulted in a rating of "Pass" – the best result possible from the peer review process.



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912

☎ 517.323.7500

📠 517.323.6346

Report on the Firm's System of Quality Control

January 10, 2025

To the Members of Kruggel, Lawton & Company, LLC and the
Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Kruggel, Lawton & Company, LLC (the firm) in effect for the year ended July 31, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with the requirements of professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Kruggel, Lawton & Company, LLC in effect for the year ended July 31, 2024 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Kruggel, Lawton & Company, LLC has received a peer review rating of *pass*.

Maney Costeiran PC

APPENDIX A

Certifications and Assurances Form

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL. FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION.

Company/Firm Name:

Krugger Lawton CPAs

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer and valid for a period of not less than 180 calendar days after the proposal due date (contained herein), and it may be accepted by the KCCDA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within this 180 calendar days period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the KCCDA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that the KCCDA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of KCCDA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.

6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition, nor have I/we made any agreement with, nor offered or accepted anything of value from, an official or employee of KCCDA that would tend to destroy or hinder free competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail at the end of the Proposal Cost Worksheet.
8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the identified Project Administrator and/or Point-of-Contact may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.
10. I/we the undersigned, understand that the above information, along with any additionally submitted documents, become part of any agreement subsequently made with KCCDA and I/we attest to the best of my/our knowledge to its accuracy.

Name of Person Completing this Form:

Alex Schaeffer, CPA

Title:

Partner

Signature:

Alex Schaeffer

Date:

7/15/2025

APPENDIX B

Certificate of Compliance with Public Act 517 of 2012

I certify that neither Kruggel Lawton CPAs (Company/Firm), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Name of Person Completing this Form:

Alex Schaeffer, CPA

Title:

Partner

Signature:

Alex Schaeffer

Date:

7/15/2025

APPENDIX C

Customer Reference Form

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

Project Name

Galien River Sanitary District (GRSD Sewer Authority)

Primary Customer Contact

Name: Josh Teeter

Address: 10831 Kruger Road

New Buffalo, MI 49117

Telephone Number: 269-469-3434

Email: jteeter@grsdsa.com

Description of Project/Services

(Include detailed summary of the services performed and the years in which the project began and/or finalized.)

Yearly annual audit. Client for 20 years.

APPENDIX C

Customer Reference Form

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

Project Name

Southwest Michigan Regional Sanitary Sewer and Water Authority

Primary Customer Contact

Name: Steve Tilly

Address: 980 Miners Road

St. Joseph, MI 49085

Telephone Number: 269-429-2501

Email: stilly@royaltontownship.org

Description of Project/Services

(Include detailed summary of the services performed and the years in which the project began and/or finalized.)

Yearly annual audit. Client for 6 years.

APPENDIX C

Customer Reference Form

Please fill out this form completely and be as detailed as possible. Use a separate form for each reference listed. Submit a minimum of three references.

Project Name

City of Buchanan

Primary Customer Contact

Name: Tony McGhee

Address: 302 N. Redbud Trail

Buchanan, MI 49107

Telephone Number: 269-695-3844

Email: tmcghee@cityofbuchanan.com

Description of Project/Services

(Include detailed summary of the services performed and the years in which the project began and/or finalized.)

Yearly annual audit for 6 years.

APPENDIX D

Proposal Cost Worksheet

I, the undersigned, certify that I have read and fully understand the specifications supplied by the Kalamazoo County Consolidated Dispatch Authority (KCCDA) in this Request for Proposal.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS AND TERMS/CONDITIONS CONTAINED HEREIN MUST BE IDENTIFIED BY NUMERICAL REFERENCE TO THE REQUEST FOR PROPOSAL SECTION AT THE END OF THIS COST WORKSHEET.

PROVIDER PRIMARY POINT OF CONTACT

Company/Vendor/Firm Name: Krugger Lawton CPAs

Address: 526 Upton Drive, St. Joseph, MI 49085

Primary Point of Contact: Alex Schaeffer, CPA

Telephone Number: 269-983-0131

Email: aschaeffer@klcpas.com

PROPOSAL/BID - COST

Year 1 – Financial Audit for fiscal year-end December 31, 2025

This should be inclusive of all costs to complete year one of the scope of work and should not include taxes

\$ 9,000

Year 2 – Financial Audit for fiscal year-end December 31, 2026

This should be inclusive of all costs to complete year two of the scope of work and should not include taxes

\$ 9,750

Year 3 – Financial Audit for fiscal year-end December 31, 2027

This should be inclusive of all costs to complete year three of the scope of work and should not include taxes

\$ 10,500

TOTAL (for all years):

\$ 29,250

Payment Policy/Terms:

Monthly progress bill at end of month until contract price is reached.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted and selected by the KCCDA. I further state that I have not communicated with nor otherwise colluded with any other person or Provider, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of the KCCDA that would tend to destroy or hinder free competition.

No business agreement or contract is created until the proposal is authorized by KCCDA's Board of Directors.

I hereby state that I have read, understand, and agree to be bound by all terms and conditions of this Request for Proposal document.

PERSON COMPLETING FORM:

Name: Alex Schaeffer, CPA Title: Partner

Telephone: 269-983-0131 Email: aschaeffer@klcpas.com

Signature:  Date: 7/31/2025

ANY/ALL EXCEPTIONS TO SPECIFICATIONS AND/OR TERMS AND CONDITIONS:

--



Our mission is to continuously design, develop, and deliver services that help our clients achieve their goals. We do this through ongoing investments in relationships, knowledge, skills, and experience that enhance our position as trusted advisors within our communities.

www.klcpas.com | info@klcpas.com | 269.983.0131