



# Van Buren County Land Bank Authority

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Office of the County Treasurer  
219 East Paw Paw Street, Suite 101  
Paw Paw, Michigan 49079  
Phone: (269) 657-8228 Fax: (269) 657-8227

## Meeting Notice

Date and Time of Meeting:

December 17, 2025 2:00PM

Place of Meeting:

Van Buren County Administration Building  
Board of Commissioner's Room  
219 E. Paw Paw St.  
Paw Paw, MI 49079

### Agenda:

1. Approval of agenda
2. Approval of November 19, 2025 meeting minutes
3. Round 3 Projects
  - a. 5 W Main St Update
    - i. Review quotes for engineering services
    - ii. Award contract
4. Round 4 – Bergen Building
  - a. Project Update
5. Public comment
6. Adjournment



<b>COMPANY</b>	<b>Schley Nelson Architects</b>	<b>Century A&amp;E Facilites Design</b>	<b>WLP Associates, Ltd.</b>	<b>Bridger</b>
<b>Contact</b>	Kris Nelson	Craig C. Nicely & Matthew A. Tipping	Jason Altman	Kyle Bridger
<b>Scope of Work</b>	Staircase, HVAC & Code Scope	Staircase, HVAC & Code Scope	Staircase, HVAC & Code Scope	Staircase & Code Scope
<b>Bid Amount</b>	\$23,750	\$40,000	\$18,500	\$19,800
<b>Reimbursables</b>	Mileage & Printing	Unknown	Mileage	None Known
<b>Additional Work Hourly Rate</b>	\$175-\$200	\$105-\$192	\$175	\$165



**WLP Associates, Ltd.**  
3001 Fuller Ave N.E.  
Suite 1  
Grand Rapids, MI 49505  
ph. 616.454.1740  
www.wlpae.com

December 05, 2025

The Barton Group  
c/o Amelia Barker-King  
269-823-3572

**Re: Exterior Staircase and Code Compliance  
Hartford, MI  
Proposal for Architectural Services**

WLP Associates is grateful for the opportunity to design the exterior staircase and to complete code compliance for you. We appreciate the time we've spent discussing the requirements of this project, which has allowed us to gain valuable insights. We look forward to collaborating further as we bring this vision to fruition.

The following is our Architectural fee for construction drawings for the staircase design at 5 W Main, Hartford, MI.

### **\\ Project Scope**

The project includes building a new exterior stair tower on the structure. We will consult the Abonmarche 2025 structural report to assess the current condition of the building. Our goal is to determine the optimal location for the new staircase, considering the structural integrity, code requirements for future second-level apartments, and site limitations. The stair tower must be equipped with MEP systems and fire suppression to meet code standards and ensure tenant safety and comfort. The goal is to complete the drawings within 6 weeks of contract award.

### **\\ Assumptions**

This contract is based on the following assumptions:

- Review the attached Professional Services Agreement, sign, and return
- The Mechanical / Electrical work is included in the pricing of this project.
- Civil engineering, survey, or site plan drawings are not included in our fee.
- One meeting with Van Buren County Land Bank will be required.
- Soil Borings: We are assuming a minimum of 2,500 psf bearing, and that normal spread and pad footings will be used for the addition. If the local building official requires soil borings and testing, the owner will be responsible for all costs.
- Information provided by the owner shall be considered accurate.
- Construction Administration is excluded from this price, but can be added if so desired by the owner.

**\\ Investment**

The fee for the work described in the proposal above is shown below. Please note that these fees include our assistance with obtaining building permits.

Architectural Services	<b>\$18,500</b>
Hourly Rate*	<b>\$175 / Hour</b>

\*Hourly rate will cover site plan meetings, construction administration, and additional services.

**\\ Acceptance of Proposal**

The Project Scope and Investment for Architectural Services are hereby accepted as the Proposal between The Barton Group and WLP Associates. WLP Associates is authorized to proceed as specified.

WLP Associates



Jason Altman, RA NCARB  
Vice President of Operations

Signed by: .....

Signature: .....

Date signed: .....



## **Bridger Engineering and Design Estimate - December 5, 2025**

For: **The Barton Group**

2255 W. Centre Ave., Suite 212

Portage, MI 49024

**Project:** 5 W. Main – Hartford for Van Buren County Land Bank

### **Scope of Services - Engineering and Design for Exterior Staircase and Egress Code Compliance**

Engineering design services will be provided for stair enclosure, circulation, code compliance, and construction detailing for 5 W. Main. Bridger Engineering & Design will advise on the optimal placement of the staircase to maximize structural safety and integration with the existing building. The following services will be performed in accordance with structural engineering standards:

- Floor plan, elevation, and section drawings.
- Structural engineering for:
  - Stairwell foundations
  - Floors

- Roofs
- Connections to the existing building
- Lighting and electrical layout plan for pricing and for final design by the electrical subcontractor.

All documents provided will be stamped by State of Michigan professional engineer.

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### **Compensation- Fixed Cost**

**Total: \$19,800.00**

*(Includes 2 site visits)*

Additional Services: Work requested outside the initial agreed scope of work including additional site visits and construction administration will be billed at Engineer's standard hourly rate of \$165/hr, subject to Client's written or verbal authorization.

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### **Timeline**

- Services shall commence as soon as service agreement is signed by all parties.
- Services shall be completed within six weeks of the service agreement being signed.

-----End of Document -----

December 10, 2025

Amelia Barker-King  
President  
The Barton Group  
2255 W. Centre Ave. Ste. 212  
Portage, MI 49024

**RE: Van Buren County Land Bank- Hartford Stairwell Addition**

Dear Amelia:

Century A&E is pleased to submit this proposal to provide architectural and engineering services for the proposed new stairwell at 5 Main Street in Hartford, Michigan, for the Van Buren County Land Bank.

**STATEMENT OF UNDERSTANDING**

Century A&E understands the Van Buren County Land Bank would like to develop an egress stair from the 2nd floor of an existing building in Hartford for access to future apartments.

**SCOPE OF WORK**

The scope of work is for developing the construction documents and includes:

1. One meeting with the Van Buren County Land Bank to assess needs and preferences.
2. Assistance in deciding best location in building to place stairwell.
3. Determine egress and code requirements to be met.
4. MEP and fire suppression requirements met and designed for safety and tenant comfort.
5. Foundations and all structural information to be on construction drawings.
6. Scope of work includes 2 virtual progress review meetings during preliminary design and 2 virtual review meetings during final design.
7. Final deliverables include (2) hard copies of the printed materials and digital file copies.

**ASSUMPTIONS**

1. Abonmarche 2025 Structural report provided.
2. Century A&E to supply general liability, E&O and workers compensation insurance when selected.
3. Timeline to be approximately 6 weeks from contract award coordinated with meetings and municipal approval.
4. Scope of work is to provide construction documents for bidding to contractors.
5. Scope of work does not include site planning or civil engineering related services.
6. For design of required fire suppression system, assumes adequate water supply and service from existing building.
7. No formal bidding assistance or construction administration related services are proposed or provided as part of this proposal.
8. Proposal includes hourly rate schedule for any necessary site plan meetings or any other services not included in this scope of work and proposal.

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9. This proposal does not include any site survey, civil engineering or geotechnical investigation services.

**SCHEDULE**

Century A&E is prepared to support the project based on the following schedule, assuming we receive a signed PSA or your approval to proceed by January 1, 2026.

**DESIGN PHASE**

Notice of Award.....	January 1, 2026
Program and Design Scope Confirmation .....	January 5-9, 2026
Preliminary Design.....	January 12-16, 2026
Preliminary Design Review Meeting.....	Week of January 19, 2026
Final Design .....	January 26-February 6, 2026
Final Design Review Meeting .....	Week of February 9, 2026
Finalize Construction Documents.....	February 16-20, 2026
Printing and Deliverables.....	Week of February 23, 2026

**COST OF SERVICES**

Century A&E will perform the services outlined in the scope of work for the lump sum of Forty Thousand Dollars (\$40,000.00) invoiced monthly based on percentage of completion. Please see attached hourly rate sheet for any additional services outside the scope.

**AUTHORIZATION**

Your authorization can be given by returning to us a signed copy of the enclosed Professional Services Agreement or by issuing to us a purchase order referencing this proposal. The attached Professional Services Agreement is considered a part of this proposal and all terms and conditions therein shall apply if authorization is given by purchase order.

We appreciate the opportunity to submit this proposal and look forward to the possibility of working with you on this project. If you have any questions regarding our proposed work program or require additional information, please do not hesitate to call.

Respectfully submitted,

**CENTURY A&E**



Craig C. Nicely, AIA  
Senior Architect

**CENTURY A&E**



Matthew A. Tipping, P.E.  
Managing Partner

Enclosures

cc: S. Priest

**THIS AGREEMENT**, by and between Century A&E Corporation, 277 Crahen Avenue NE, Grand Rapids, Michigan 49525-3459, hereinafter referred to as Century, and **The Barton Group, 2255 W. Centre Ave., Suite 212, Portage, Michigan 49424**, hereinafter referred to as the Client.

**WITNESSETH:**

**SCOPE OF SERVICES.** The Client hereby contracts with Century to perform the following described professional services, hereinafter collectively referred to as the Scope of Services, with regard to the Client's Project as described or as referred to herein:

**See Scope of Work and Assumptions sections of the attached proposal.**

Century's **PROPOSAL** dated **December 10, 2025** is hereby incorporated into this Agreement.

Century's **COMPENSATION.** Century shall be paid for all services rendered on the following basis:

**Services to be billed monthly based on percentage of completion for the lump sum of Forty-Thousand Dollars (\$40,000.00).**

**CLIENT'S REPRESENTATIVE.** The Client has designated **Amelia Barker-King** the official Representative of the Client. As such, the Representative shall be responsible for the execution of any document pertaining to this Agreement or any amendment thereto, and for the approval of all change orders, addenda, and additional services to be performed by Century.

**TERMS AND CONDITIONS.** Century's Terms and Conditions of contract, as printed on page 2 hereof, shall apply to all work performed by Century pursuant to this Agreement unless otherwise specifically agreed in writing. Where a Client issues a purchase order to authorize Century's undertaking to perform professional services, that undertaking will be governed by the Terms and Conditions and Additional Provisions, if any, of this Agreement.

**ADDITIONAL PROVISIONS; ENTIRE AGREEMENT.** The Client and Century mutually agree that the rights and obligations of the parties under this Agreement shall be further governed by the additional provisions indicated below and attached hereto, and that such Additional Provisions, together with the Terms and Conditions printed on page 2 hereof are intended by the Client and Century as a final expression and complete and exclusive statement of their agreement.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement.

**THE BARTON GROUP**

**CENTURY A& E CORPORATION**

By: \_\_\_\_\_

Amelia Barker-King

Title: President

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: December \_\_\_\_\_, 2025

By:  \_\_\_\_\_

Craig C. Nicely, AIA

Title: Senior Architect

By:  \_\_\_\_\_

Matthew A. Tipping, P.E.

Title: President

Date: December 10, 2025

## TERMS AND CONDITIONS

The following terms and conditions shall be a part of Century A&E Corporation's, hereinafter referred to as Century, contractual undertaking to perform professional services, and Century's undertaking to perform such services and to enter into this Agreement is expressly conditioned on Client's assent to such Terms and Conditions, notwithstanding any additional or conflicting Terms and Conditions of Client, which are hereby expressly objected to and rejected by Century. Where a Client issues a purchase order to authorize Century's undertaking to perform professional services, that undertaking will be governed by the Terms and Conditions and Additional Provisions, if any, of this Agreement.

1. **PERFORMANCE.** Century shall exercise due care in performing professional design and other professional services, but Century makes no warranty, express or implied, with respect to any services performed hereunder. Century shall not be liable for any claim, damage, cost or expense (including attorney fees) or other liability or loss not directly and solely caused by the negligent acts, errors or omissions of Century. In no event shall Century be liable for any incidental or consequential loss or damage to Client in connection with performance of services hereunder.
2. **ADDITIONAL SERVICES.** Additional Services other than those rendered pursuant to any additional provisions attached hereto, or any subsequent modifications hereto, shall only be authorized by written amendment to this Agreement signed on behalf of Client and Century. All additional services shall nevertheless be performed by Century subject to these Terms and Conditions.
3. **SUBCONTRACTORS.** Century may engage subcontractors on behalf of Client to perform a portion of the services to be provided by Century hereunder.
4. **TERMINATION.** This Agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, Century shall be paid up to the effective date of termination for all services rendered by it, and all drawings or other documents prepared by Century shall remain the property of Century and not be delivered to Client until all monies owed to Century by Client (whether or not such monies have then become due and payable) have been paid. Century assumes no liability for the use of drawings and other documents delivered to the Client under this clause, unless otherwise specifically agreed to in writing.
5. **PAYMENT.** Century shall bill for services rendered and reimbursable costs incurred on a monthly basis. Each invoice shall be due and payable within 15 days of the presentation of the invoice. Invoices over 30 days past due will be charged monthly interest at the rate of 12% per annum on the unpaid balance or the highest lawful rate, whichever is less. Client hereby waives any defense of usury with regard to said rate of interest. Century may, after 7 days written notice to Client, suspend performance of services until all past due amounts are paid.
6. **MEDIATION.** In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and Century agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise.
7. **INSURANCE.** Upon request, Century will furnish Client a written description of insurance coverage then being maintained by Century, which may be related to Century's performance of services hereunder. No oral representations regarding insurance shall be binding upon Century.
8. **LIMITATION OF LIABILITY.** Century's liability for any and all claims, including but not limited to those arising out of professional services, negligence, gross misconduct, warranties or misrepresentations, shall be deemed limited to an amount no greater than three times the sum of all fees paid Century under this agreement or \$1,000,000 whichever is less.
9. **COST ESTIMATES.** Since Century has no control over the cost of labor and materials or over competitive bidding and market conditions, any estimates of equipment, construction, or operating costs will be made on the basis of Century's experience, but Century does not warrant the accuracy of such estimates as compared to contractor's bids or actual costs incurred.
10. **INDEMNITY.** Client agrees to indemnify, protect and hold harmless Century from and against all liability, claims, demands, losses, damages, expenses and costs (including attorney fees), related in any way to Century's performance of services under this Agreement; provided, however, that Client shall not be obligated to indemnify Century for any injury or damage caused directly and solely by the negligent acts, errors or omissions of Century.
11. **SITE ACCESS AND SECURITY.** Unless specifically expressed otherwise as services to be undertaken by Century, Client is solely responsible for all aspects of site security and for obtaining any necessary permission from any affected third-party property owners for use of their lands.
12. **UNDERGROUND STRUCTURES OR UTILITIES.** In the performance of its services, Century will take all reasonable care and precautions to avoid damage to underground structures or utilities. Client agrees to indemnify, protect, and hold harmless Century from and against all liability, claims, demands, losses, expenses, and costs (including attorney's fees) for and damage to or consequential loss from damage to any underground structures or utilities which are not called to Century's attention or which are not currently shown on plans furnished to Century, except for such damage as caused by the sole negligence of Century.
13. **WAIVER.** No waiver, discharge, or renunciation of any claim or right of Century arising out of breach of this Agreement by Client shall be effective unless in writing signed by Century and supported by separate consideration.
14. **GOVERNING LAW.** This Agreement shall be deemed to have been made in Kent County, Michigan, and shall be governed by, and construed in accordance with the laws of the State of Michigan.
15. **SHOP DRAWINGS.** If shop drawing review is provided under this Agreement, Century will check and review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of materials and equipment, and all other data which the Contractor is required to submit, only for conformance with the design concept of the Project and compliance with the information given by the construction Contract Documents.
16. **CONSTRUCTION PHASE SERVICES.** Unless specifically authorized to provide construction inspection or construction management services, Century assumes no liability with regard to the compliance of construction to Contract Documents prepared by Century.
17. **FEDERAL/LOCAL RIGHT-TO-KNOW COMPLIANCE.** In compliance with the Federal Hazard Communication Standards and applicable local laws or ordinances, Client shall provide Century with a list of hazardous substances in the workplace to which Century employees or subcontractors may be exposed to while executing this Agreement. In addition, the Client shall provide a listing of protective measures in case exposure occurs.

<u>Labor</u>	<u>Position</u>	<u>Hourly Rate</u>
<b>Architectural</b>		
Anthony J. Alvesteffer	Architectural Designer	\$125
Spencer S. Gafa, AIA	Architect	\$115
Heather M. Lamfers	Intern Architect	\$105
Craig C. Nicely, AIA	Senior Architect	\$192
Derk J. Walkotten, AIA	Senior Architect	\$155
<b>Structural</b>		
Justin N. Brenner	Structural Engineer	\$110
Pablo A. Cruz, EIT	Structural Engineer	\$110
Timothy J. Eastman	Structural Designer	\$122
Gregory J. Kapolnek, P.E.	Senior Structural Engineer	\$145
Claire H. Noll	Structural Designer	\$120
<b>HVAC/Mechanical</b>		
Thomas M. Bauer, P.E.	Senior Mechanical Engineer	\$160
Mathew R. Flegel	Mechanical Engineer	\$112
Daniel C. Gardner, EIT	Mechanical Engineer	\$110
Emma S. Hoy, EIT	Mechanical Engineer	\$115
Mason J. Loose	Mechanical HVAC Designer	\$100
Todd S. McCoy, P.E.	Senior Mechanical Engineer	\$160
Eric J. Schippers, P.E.	Senior Mechanical Engineer	\$192
Sarah R. Tyler, P.E.	Mechanical Engineer	\$140
<b>Electrical</b>		
Robert B. Arbetman, P.E.	Senior Electrical Engineer	\$165
Richard B. Ducham	Senior Electrical Designer	\$155
Phong N. Hoang	Electrical Engineer	\$100
Andrew T. Holland, EIT	Electrical Engineer	\$100
Jacob Z. Jones, P.E.	Electrical Engineer	\$130
Matthew T. Lewandowski	Electrical Designer	\$120
Troy L. McDonald, P.E.	Senior Electrical Engineer	\$155
Frederick C. Murphy	Senior Electrical Engineer	\$165
Edward L. Schindorf	Electrical Designer	\$122
Kurt C. Thomas	Electrical Designer	\$125
Matthew A. Tipping, P.E.	Senior Electrical Engineer	\$192
<b>Chemical/Process</b>		
Charles W. Nivison	Process Designer	\$130
Aaron K. Sherwood, P.E.	Senior Chemical Process Engineer	\$173
<b>Construction Management</b>		
Stephen F. Aman	Senior Project/Construction Manager	\$192
Nathaniel R. Shelton	Construction Manager	\$110
Steven M. Westrick	Senior Project/Construction Manager	\$181
<b>Administrative</b>		
Patricia A. Lang	Accounting Assistant	\$100
Joanne M. Perschbacher	Controller	\$155
Susan A. Priest	Administrative Assistant	\$88
Julie C. Tipping	Receptionist/HR Specialist	\$100



December 9, 2025

Amelia Barker-King  
President  
The Barton Group  
2255 W. Centre Ave., Suite 212  
Portage, MI 49024

Re: A/E proposal for Exterior Staircase and Code Compliance at  
5 W Main – Hartford, MI for Van Buren County Land Bank

Dear Amelia,

Schley Nelson Architects is happy to be considered for the Van Buren County Land Bank (VBCLB) project in Hartford. After careful consideration of the Request for Proposal that was issued, our team offers the following Fee for your review and consideration. This fee is based on the scope of work defined in the above reference RFP.

VBCLB owns the two story building located at 5 W Main St. in Hartford. The building requires significant repairs to become occupiable as per the Structural Evaluation Report you provided us from Abonmarche Byce dated September 2, 2025. The purpose of this proposal is not to develop the building or to modify the structure or details noted in that report but to simply detail a new stair structure to be added to the building to allow access to the 2<sup>nd</sup> floor of the building. The intent is to situate the stair in such a location to allow code required access/egress to future apartments that will be located on the 2<sup>nd</sup> floor of the building. This stair is intended to be a separate element from the building that will contain its own mechanical, electrical and potentially fire protection (if needed).

The scope of work we anticipate for the project will be as follows:

- Meet with VBCLB to review the long term goals for the building.
- Develop a preferred stair location and structural type based on the long term goals.
- SNA will review all applicable State and Local codes to assure egress compliance.
- Assuming the stair will be its own separate structure a Mechanical, Electrical and Fire Protection (if needed) concept will be developed to meet code.
- Upon approval of the concepts SNA will develop a set of Construction Documents that detail the structural elements of the stair and how it will connect to the existing building, as well and the details for the MEP systems.

Our proposed Fee for the work described above is as follows:

**Proposed Fixed Fee: \$23,750**

In addition to the above costs we estimate an additional \$300-\$500 for normal reimbursable expenses such as mileage, printing and plotting.

Caveats to fee:

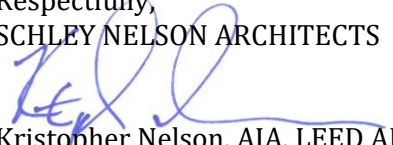
- SNA includes NO work related to repair existing building or site conditions as noted in the Abonmarche Byce report.

- SNA does not include any testing for hazardous materials or otherwise.
- No zoning meetings are included, if site plan approval process is required, we can provide that service on an hourly basis using our attached hourly rates schedule.
- Bidding and Construction administration services are assumed by others not SNA.
- Project budgeting is not included.

The terms for payment are on a regular monthly basis for 100% of the work completed, based on the proportion of services performed. Payments are due upon presentation of the Architect's invoice with interest due at 1.5% per month for the unpaid balance over thirty days.

If the fees and terms meet with your approval, please confirm your acceptance as agreement for our records signing below in reference to this letter. We anticipate our scope of work for the project to take approximately four weeks from authorization to proceed. Of course, any questions or concerns, please call. We look forward to this project and appreciate greatly the chance to be on your team.

Respectfully,  
SCHLEY NELSON ARCHITECTS



Kristopher Nelson, AIA, LEED AP  
President

Attachment

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Date



## **ARCHITECTURAL FEE SCHEDULE**

Tabulation of hourly rates used in computing fees for Architectural services effective January 6, 2025:

### **Billing Rates**

1. The time of Principal Kristopher Nelson, AIA actually spent on the project will be charged at the rate of \$200.00 per hour.
2. The time of Architect/Project Managers actually spent on the project will be charged at the rate of \$175.00 per hour.
3. The time of Project Managers actually spent on the project will be charged at the rate of \$145.00 per hour.
4. The time of Senior Associate Designers actually spent on the project will be charged at the rate of \$110.00 per hour.
5. The time of Associate Designers actually spent on the project will be charged at the rate of \$90.00 per hour.
6. The time of Draftspersons actually spent on the project will be charged at the rate of \$90.00 per hour.
7. The time of Interior Designers actually spent on the project will be charged at the rate of \$90.00 per hour.
8. Clerical time spent in typing specifications and special reports will be charged the rate of \$50.00 per hour.
9. Engineering rates vary between \$70.00 - \$200.00 per hour depending on services provided.

### **Reimbursable Expenses**

Actual out-of-pocket expense, plus 10%, shall be charged for reimbursable expenses. Reimbursable items include; emailing of drawing files, blueprints, plotting, and other reproduction services, out-of-town travel expenses, postage, etc. Automobile travel is charged at 70 cents per mile, plus 10% for administrative handling.