

Email Correspondence

PM Environmental &  
City Staff

**From:** [Ginny Dougherty](#)  
**To:** [Giles Tucker](#)  
**Cc:** [Jeff Buck](#)  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC  
**Date:** Monday, February 5, 2024 2:50:28 PM  
**Attachments:** [image001.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image002.png](#)  
[App B Invoice Tracking by Contractor Madison Heights For Giles.xlsx](#)

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Hi Giles,

I've attached the excel file with the specific costs totaling up to \$170,270.94 highlighted.

Our Reimbursement Submission for each of these items included:

1. The Cunningham Limp Pay application submitted to Hudson Madison LLC, including the Continuation Sheet for descriptions of work and the Sworn Statement which outlined the specific roles of the subcontractors under the GC contract.
2. The Pay Application or other back-up documentation provided by the subcontractor to Cunningham Limp.

Feel free to give me a call if you have further questions on the billing.

**Ginny Dougherty** | *Project Consultant – Brownfield and Economic Incentives*

**PM ENVIRONMENTAL, a Pinchin Company**

p: 248-414-1436 | f: 877-884-6775 | c: 517-449-9336 | [Ginny.Dougherty@pmenv.com](mailto:Ginny.Dougherty@pmenv.com)

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**From:** Giles Tucker <GilesTucker@Madison-Heights.org>  
**Sent:** Monday, February 5, 2024 1:13 PM  
**To:** Ginny Dougherty <ginny.dougherty@pmenv.com>  
**Cc:** Jeff Buck <jbuck@cypressmi.com>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

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Sorry,

Thanks to Ginny for explaining what costs within the spreadsheet added up to the \$170,270.94. I got \$170,620.80 based off the number within your activity's details spreadsheet.  
 $\$170,620.80 / 22,081,205 = .7726\%$  so there is no substantive difference. I would like to see something that shows what costs are within the GC contract and which are not. Is it outlined in the

contact somewhere, maybe in the scope?

Giles Tucker  
Community Development Director  
Office (248) 583-0831  
Direct (248) 837-2650

---

**From:** Giles Tucker  
**Sent:** Monday, February 5, 2024 1:00 PM  
**To:** 'Ginny Dougherty' <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Jeff/Ginny,

Thanks for explaining Could you please send me something showing that the below work was under the C-L GC Contract? Is there a summary/scope in the GC contract that shows what work would and would not be under this GC contract?

Giles Tucker  
Community Development Director  
Office (248) 583-0831  
Direct (248) 837-2650

---

**From:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Sent:** Friday, February 2, 2024 11:27 AM  
**To:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Hi Giles,

\$454,732 is the Cunningham-Limp fee agreed to. It's a soft cost applied to all work completed under their GC Contract.

\$170,270.94 is the work completed by PEA, Industrial Fence, Site Development, Allor Plumbing, Ray's Nursery, Axis Electrical, and Cunningham-Limp grading within that GC contract. This request is 0.77% of the total GC contract (\$22,081,205), so we've requested 0.77% of the fee(\$454,732) =

\$3,506.50

**Ginny Dougherty** | *Project Consultant – Brownfield and Economic Incentives*

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**From:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>

**Sent:** Friday, February 2, 2024 11:13 AM

**To:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>

**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>

**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

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Apologies, can you help me understand this one?

1. Cunningham-Limp Soft Costs Related to Other Eligible Activities: Adjusted contract price is now \$379,136, isn't \$8,985 being returned to the developer? Also, I may have missed it, where does the \$170,270.94 come from? **\$2894.66** These were billed under the Cunningham-Limp GC contract. They include the first two PEA request items, all the Industrial Fence Request, all Site Development items requested, the Allor Plumbing request, Ray's Nursery, Axis Electrical, and the Cunningham-Limp Grading. **A final reconciliation of costs was received from Cunningham Limp showing the Contractor Fee paid to total \$454,732. May we revise this request to account for the final amount paid? A new calculation is attached totaling \$3,506.50.**

**Yes, you may/ received. I understand that this \$454,732 is the cost for C-L providing general contractor services for the project and that \$170,270.94 is the amount incurred being the GC for other eligible activities done by other entities under a contract. What I don't understand is how is that number derived? Is it a percentage stated in the GC contract between the developer and the C-L?**

---

**From:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>

**Sent:** Thursday, February 1, 2024 10:40 AM

**To:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>

**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>

**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Hi Giles,

I reviewed AKT's report from the previous submission. Sam had corrected a couple amounts in her initial review. I found two items under Cunningham Limp on the first request that needs to be updated.

Cunningham Limp provided an amount of \$151,400 for temporary facilities – Sam has a small typo indicating approval of 151,500.00

Sam's other adjustments under Site Development bumped up the Contractor Fee on Cunningham Limp from 27,895.91 to 28,015.89. I've updated this on my end.

- Overall, I think you are overstated by \$100 related to Sam's typo on the \$151,400 amount. I'm coming up with \$968,106.48 total should have been approved under Site Prep under Reimbursement Request #1.

**Ginny Dougherty** | *Project Consultant – Brownfield and Economic Incentives*

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p: 248-414-1436 | f: 877-884-6775 | c: 517-449-9336 | [Ginny.Dougherty@pmenv.com](mailto:Ginny.Dougherty@pmenv.com)

---

**From:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>

**Sent:** Tuesday, January 30, 2024 3:39 PM

**To:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>

**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>

**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

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Hi Ginny,

See my responses below in **Green**. I also noticed that we have a small difference in the total reimbursement for Request #1. Your table shows 1,306,640 and my documents show 1,306,859.98 was approved. This small difference seems to be in Site Preparation. You have \$967,986.50 and I have \$968,206.48. Any reason why? Aside from this, I just need clarification on Item 6 and I can finish the tables and complete the Agenda Item for the Feb. 12<sup>th</sup> Meeting.

Thanks!

Giles Tucker

Community Development Director

Office (248) 583-0831

Direct (248) 837-2650

---

**From:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Sent:** Tuesday, January 9, 2024 9:33 AM  
**To:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Hi Giles,

See below in Red. As mentioned yesterday, Jeff and his Team are tracking down checks or other proof of payment documentation for #2.

**Ginny Dougherty** | *Project Consultant – Brownfield and Economic Incentives*

**PM ENVIRONMENTAL, a Pinchin Company**

p: 248-414-1436 | f: 877-884-6775 | c: 517-449-9336 | [Ginny.Dougherty@pmenv.com](mailto:Ginny.Dougherty@pmenv.com)

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**From:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>  
**Sent:** Monday, January 8, 2024 9:58 AM  
**To:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

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Hi Ginny & Jeff,

Just a heads up. Our next opportunity to bring this request to the BRA is Tuesday January 16<sup>th</sup>. To hit this meeting, I need all these questions answered/resolved by Wednesday January 10<sup>th</sup>. The next opportunity to bring this to the BRA will be on February 20<sup>th</sup>. It is budget season and Meeting Agendas are filling up. Please let me know what dates we are shooting for so I can set aside time to get this approved.

Thanks

Giles Tucker  
Community Development Director  
Office (248) 583-0831  
Direct (248) 837-2650

**From:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>

**Sent:** Friday, December 22, 2023 9:03 AM

**To:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>

**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>

**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Hi Ginny,

I have completed my first run through the request. Could you please respond to the questions and request for more documentation below?

1. The first reimbursement went to Hudson-Madison, the letter names Cypress Partners.

What entity will the reimbursement be issued to?

Reimbursement should go to Hudson-Madison like last time. Thank you for double checking. **Got it, all set.**

2. We need more information about the checks that were used for proof of payment. Please provide an image of a cancelled check or other form of proof for: **Thank you.**

**Received from Jeff.**

- a. Check # 1005
- b. Check # 1009
- c. Check # 1066
- d. Check # 1074
- e. Check # 1119
- f. Check # 1168
- g. Check # 1224
- h. Cancelled Check 1288 – **already provided. Attached again**
- i. Check # 1007
- j. Check #1167
- k. Check #1192

3. PEA Group

- a. Staking- around 25% of sidewalk staking does seem reasonable. Where is \$8900 coming from as stated in the email or is it \$8,097.50? I see from Invoice # 94388.  
 $\$8,097.5 * 0.25 = \mathbf{\$2,024.38}$

**The Reimbursement Package only included two invoices to get us to the \$2,225. I've attached the four invoices that have charges specific to staking sidewalks:**

**1867.50 – requested in full**

**2047.50 – requested \$357.50**

**3410.00 – left out of Reimbursement Package**

**1575.00 – left out of Reimbursement Package**

**Totals: \$8900.00 on sidewalk staking, 25% in public ROW = \$2,225.00**

**Requested Understood and Accepted!**

- b. Soft Costs related to other eligible activities. Could you please provide more details that better describe the services provided in these invoices that are directly related to an eligible activity? **This is related to producing drawings, measurements, legals for easements on the property for utilities at the site. It also includes general construction management services for eligible activities, which include on-site direction and monitoring of earthwork and utilities being**

constructed according to design. This is related to Site Development's work, as well as the grading Cunningham-Limp completed. **Understood and Accepted!**

4. I found a very minor difference for Temporary Facilities (General Conditions) for Site Development, Inc. Invoice #16668 from Site Development to CLD shows a total of \$11,000 paid for "General Conditions". Total contract amount = \$1,226,098.68. Total RR#2 request \$87332.51.  $\$87332.51 / \$1,226,098.68 = .0712$ .  $7.12\% * 11,000 = \$783.42$   
Since this is a calculation to determine the **proportion** of cost we can attribute as eligible from the General Conditions, we have to subtract the billed amount of General Conditions from the overall contract.  $\$1,226,098.68 - \$11,000 = \$1,215,098.68$ . The request of \$87,332.51 is 7.19% of the \$1,215,098.68 contracted work.  $7.19\% \text{ of } \$11,000 = \$790.90$  **Understood and Accepted!**
5. Pay App 14 for RR #1 approved \$92,047.50 in reimbursement. This was \$102,275 less retainage of \$10,227.50. Pay App 24 shows that contract amount was paid including retainer. Pay App 24 shows a contract amount of \$1,686,469, Pay App 11 shows contract amount of \$1,714,111.00. I am not seeing a change order on Pay App 24, was this a typo? **Reimbursement Request 2 was intended to request the Retainer payment of \$10,277.50 related to sanitary relocation work – looks like excel rounded up to 10,228, so I'm overstated by \$0.50. No problem, a tiny rounding error.**

Allor performed other work associated with building branch plumbing, gas lines, condensates, etc. and had change orders that altered the total contract amount, but the amount billed for the Sanitary relocation was the same as Pay App 14.

6. Cunningham-Limp Soft Costs Related to Other Eligible Activities: Adjusted contract price is now \$379,136, isn't \$8,985 being returned to the developer? Also, I may have missed it, where does the \$170,270.94 come from? **\$2894.66 These were billed under the Cunningham-Limp GC contract. They include the first two PEA request items, all the Industrial Fence Request, all Site Development items requested, the Allor Plumbing request, Ray's Nursery, Axis Electrical, and the Cunningham-Limp Grading. A final reconciliation of costs was received from Cunningham Limp showing the Contractor Fee paid to total \$454,732. May we revise this request to account for the final amount paid? A new calculation is attached totaling \$3,506.50.**

**Yes, you may/ received. I understand that this \$454,732 is the cost for C-L providing general contractor services for the project and that \$170,270.94 is the amount incurred being the GC for other eligible activities done by other entities under a contract. What I don't understand is how is that number derived? Is it a percentage stated in the GC contract between the developer and the C-L?**

7. Looking through the Workplan Guidance, I don't believe that the inspection fees from the WRC are an eligible activity for reimbursement. The examples within the guidance are actions taken for erosion control, not the inspection of the actions. This seems more closely related to a permitting fee, which is ineligible. I have reached out to Rob Garza from MEDC brownfield for a second opinion. **I've emailed Rob Garza from MEDC twice now with no response. While I will not recommend approval for these eligible activities in my staff memo, I am happy to include any other supplemental documentation for the BRA to consider.**

Once these items are resolved, the next step will be to bring these to the BRA for reimbursement. I have a new Brownfield Plan application ready for consideration, and I am targeting for both this reimbursement request and the first look at that brownfield plan on January 16<sup>th</sup>, 2024. To meet this date, I would need to have a packet ready by January 9<sup>th</sup>.



Giles Tucker  
Community Development Director  
Office (248) 583-0831  
Direct (248) 837-2650

---

**From:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Sent:** Monday, December 18, 2023 3:30 PM  
**To:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Hi Giles,

See attached!

**Ginny Dougherty** | *Project Consultant – Brownfield and Economic Incentives*  
**PM ENVIRONMENTAL, a Pinchin Company**  
p: 248-414-1436 | f: 877-884-6775 | c: 517-449-9336 | [Ginny.Dougherty@pmenv.com](mailto:Ginny.Dougherty@pmenv.com)

---

**From:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>  
**Sent:** Thursday, December 14, 2023 4:35 PM  
**To:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** RE: Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

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Hi Ginny,

I am working through the Request #2 for Hudson Madison LLC. For the checks/canceled checks, I am seeing the invoice summary, but could you also include an image of the cancelled check?

Giles Tucker  
Community Development Director  
Office (248) 583-0831  
Direct (248) 837-2650

---

**From:** Ginny Dougherty <[ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)>  
**Sent:** Monday, November 27, 2023 4:20 PM  
**To:** Giles Tucker <[GilesTucker@Madison-Heights.org](mailto:GilesTucker@Madison-Heights.org)>  
**Cc:** Jeff Buck <[jbuck@cypressmi.com](mailto:jbuck@cypressmi.com)>  
**Subject:** Reimbursement Request #2 for Cypress Partners/Hudson Madison LLC

Hi Giles,

I've attached the second request for reimbursement at the Reserve at Red Run. Please let me know if you have any questions in your review.

Thank you,

**Ginny Dougherty** | *Project Consultant – Brownfield and Economic Incentives*

**PM ENVIRONMENTAL, a Pinchin Company**

4080 West Eleven Mile Road | Berkley, MI 48072 | [www.pmenv.com](http://www.pmenv.com)

p: 248-414-1436 | f: 877-884-6775 | c: 517-449-9336 | [ginny.dougherty@pmenv.com](mailto:ginny.dougherty@pmenv.com)

**Environmental & Engineering Services Nationwide**



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