



# Holland Charter Township

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## Memorandum

**TO:** Board of Trustees  
**FROM:** Steve Bulthuis  
**DATE:** January 12, 2026  
**SUBJECT:** Township hall east wing improvements

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At the July 17 meeting the Board took action to retain Lakewood Construction to provide architectural and construction management services related to constructing security improvements and completing other office renovations in the east wing of the township hall (community development department area).

Design was completed and Lakewood Construction solicited bids to complete the work. Multiple bids were received for each category and reviewed by Greg Maybury. Exhibit A contains the bids from various subcontractors recommended by Lakewood.

As shown in Exhibit A, the cost of construction, along with fees and a 10% contingency, totaled \$447,497. This amount falls within the cost range discussed at the July meeting and under the \$500,000 cost estimate contained in the 2026-2031 Capital Improvement Program.

Staff is seeking authorization to proceed with awarding the bids and associated costs as shown in Exhibit A for an amount not to exceed \$447,497.

Please contact me should you have any questions concerning this matter.



# HCT Interior Renovations

## OWNER BREAKDOWN

Documents Dated: 1/9/2026  
Revision: 1  
Project Square Footage: 2,800  
Date: 9-Jan-26

DIVISION	DIVISION TITLE	TOTAL	\$ COST/SF
00	Pre-Construction Services	0	0.00
01	General Requirements	42,580	15.21
02	Site Demolition	0	0.00
03	Concrete	0	0.00
04	Masonry	32,525	11.62
05	Metals	1,455	0.52
06	Woods & Plastics	32,047	11.45
07	Thermal & Moisture	4,225	1.51
08	Doors & Windows	54,922	19.62
09	Finishes	94,960	33.91
10	Specialties	0	0.00
11	Equipment	0	0.00
12	Furnishings	0	0.00
13	Special Construction	0	0.00
14	Conveying Systems	0	0.00
21	Fire Suppression	0	0.00
22	Plumbing	0	0.00
23	Heating/Ventilation/AC	38,111	13.61
26	Electrical	56,650	20.23
27	Communications	0	0.00
28	Electronic Safety & Security	5,600	2.00
31	Earthwork	0	0.00
32	Exterior Improvements	0	0.00
33	Utilities	0	0.00
41	Material Processing & Handling	0	0.00
48	Electrical Power Generation	0	0.00
50	Miscellaneous	0	0.00

<b>Total</b>		<b>\$ 363,075</b>	<b>129.67</b>
Construction Fee	5.00%	\$ 18,154	6.48
<b>Subtotal</b>		<b>\$ 381,229</b>	<b>136.15</b>
Bond		\$ 3,145	
Architectural/Engineering Fees	0.00%	\$ 25,000	8.93
Construction Contingency	10.00%	\$ 38,123	13.62
<b>TOTAL CONTRACT</b>		<b>\$ 447,497</b>	<b>159.82</b>

<b>ALTERNATES/Clarifications</b>			
Changes made in Bullet#1 are included			
CPT-1 where CPT-2 is called out	ADD	\$ 6,713	
FLS Troffers	ADD	\$ 6,200	
Relocate existing reception furniture to board room is included			
Casework included: All Solid Surface, 122 Reception (east wall), and 130 Corridor (print Station)			
Make reception work surfaces and the cabinets in those spaces architectural wood work solutions	ADD	\$ 9,500	
Glazing Film Allowance	Included	\$ 1,000	
<b>Exclusions</b>			
Relocation of security button & all IT Finishes			
Furniture			
Window Blinds			

## DIVISION BREAKDOWN

DIVISION	DESCRIPTION	TOTAL	\$ COST/SF
<b>00 Pre-Construction Services</b>			
	In-House Design	\$0	\$0.00
	Consultants	\$0	\$0.00
	Estimating, Scheduling & Procurement	\$0	\$0.00
	Misc. Support	\$0	\$0.00
	<b>Pre-Construction Services Subtotal</b>	<b>\$0</b>	<b>\$0.00</b>
<b>01 General Requirements</b>			
	Project Supervision	\$21,600	\$7.71
	Project Management	\$6,480	\$2.31
	Travel	\$0	\$0.00
	Testing	\$0	\$0.00
	Temporary Electric	\$0	\$0.00
	Temporary Heat	\$0	\$0.00
	Project Technology	\$0	\$0.00
	Temporary Water	\$0	\$0.00
	Field Office	\$0	\$0.00
	Temporary Toilets	\$750	\$0.27
	Safety Compliance & Signage	\$3,500	\$1.25
	Temporary Roads / Snow Removal	\$0	\$0.00
	Temporary Fencing	\$0	\$0.00
	Temporary Enclosures	\$3,500	\$1.25
	Weather & Moisture Protection	\$0	\$0.00
	General Liability Insurance	\$0	\$0.00
	Layout	\$0	\$0.00
	Clean up	\$1,950	\$0.70
	Dumpsters & Recycling	\$2,400	\$0.86
	Miscellaneous Support	\$0	\$0.00
	Permits	\$2,400	\$0.86
	<b>General Requirements Subtotal</b>	<b>\$42,580</b>	<b>\$15.21</b>
<b>02 Site Demolition</b>			
	Site Demolition	\$0	\$0.00
	Dewatering / Water Remediation	\$0	\$0.00
	<b>Site Demolition Subtotal</b>	<b>\$0</b>	<b>\$0.00</b>
<b>03 Concrete</b>			
	Foundations	\$0	\$0.00
	Interior Flatwork	\$0	\$0.00
	Exterior Concrete	\$0	\$0.00
	Concrete Floor Polishing	\$0	\$0.00
	Precast	\$0	\$0.00
	<b>Concrete Subtotal</b>	<b>\$0</b>	<b>\$0.00</b>
<b>04 Masonry</b>			
	Masonry	\$32,525	\$11.62
	<b>Masonry Subtotal</b>	<b>\$32,525</b>	<b>\$11.62</b>

05 Metals				
	Structural Steel / Joist & Deck		\$0	\$0.00
	Metal Fabrications / Miscellaneous Steel		\$1,455	\$0.52
	<b>Metals Subtotal</b>		<b>\$1,455</b>	<b>\$0.52</b>

06 Wood & Plastics				
	Selective Demolition		\$6,000	\$2.14
	Rough Carpentry		\$5,936	\$2.12
	Finish Carpentry / Architectural Woodwork		\$20,111	\$7.18
	<b>Wood &amp; Plastics Subtotal</b>		<b>\$32,047</b>	<b>\$11.45</b>

07 Thermal & Moisture				
	Dampproofing / Waterproofing		\$0	\$0.00
	Building Insulation		\$0	\$0.00
	Metal/Composite Panels		\$0	\$0.00
	Siding / Soffit / Fascia / EIFS		\$0	\$0.00
	Roofing		\$2,500	\$0.89
	Roof Specialties		\$0	\$0.00
	Caulking / Sealants / Fireproofing		\$1,725	\$0.62
	<b>Thermal &amp; Moisture Subtotal</b>		<b>\$4,225</b>	<b>\$1.51</b>

08 Doors & Windows				
	Hollow Metal / Wood Doors /Door Hardware		\$14,782	\$5.28
	Overhead Doors & Operators		\$0	\$0.00
	Bullet Resistant Windows Systems		\$40,140	\$14.34
	<b>Doors &amp; Windows Subtotal</b>		<b>\$54,922</b>	<b>\$19.62</b>

09 Finishes				
	Mtl Stud Framing / Drywall / ACT / Insulation		\$49,225	\$17.58
	Flooring / Hard Tile		\$36,760	\$13.13
	Painting / Wall Coverings		\$8,975	\$3.21
	<b>Finishes Subtotal</b>		<b>\$94,960</b>	<b>\$33.91</b>

10 Specialties				
	Visual Display Boards		\$0	\$0.00
	Interior / Exterior Signage		\$0	\$0.00
	Toilet Partitions / Accessories		\$0	\$0.00
	Folding Partitions		\$0	\$0.00
	Fire Extinguishers		\$0	\$0.00
	Knox Box		\$0	\$0.00
	Lockers		\$0	\$0.00
	Miscellaneous Specialties		\$0	\$0.00
	<b>Specialties Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

11 Equipment				
	Dock Leveler / Restraints		\$0	\$0.00
	Food Service Equipment		\$0	\$0.00
	Audio/Visual Equipment		\$0	\$0.00
	Laboratory Equipment		\$0	\$0.00
	Theatre/Stage Equipment		\$0	\$0.00
	Athletic / Recreational / Gymnasium Equipment		\$0	\$0.00
	Ecclesiastical Equipment		\$0	\$0.00
	<b>Equipment Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

12 Furnishings				
	Window Treatments		\$0	\$0.00
	Floor Mats		\$0	\$0.00
	Audience / Stadium / Bleacher Seating		\$0	\$0.00
	<b>Furnishings Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

13 Special Construction				
	Pre-Engineered Building & Erection		\$0	\$0.00
	<b>Special Construction Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

14 Conveying Systems				
	Elevators		\$0	\$0.00
	<b>Conveying Systems Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

21 Fire Suppression				
	Fire Suppression		\$0	\$0.00
	<b>Fire Suppression Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

22 Plumbing				
	Plumbing		\$0	\$0.00
	<b>Plumbing Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

23 Heating/Ventilation/AC				
	HVAC		\$38,111	\$13.61
	<b>HVAC Subtotal</b>		<b>\$38,111</b>	<b>\$13.61</b>

26 Electrical				
	Electrical System		\$56,650	\$20.23
	<b>Electrical Subtotal</b>		<b>\$56,650</b>	<b>\$20.23</b>

27 Communications				
	Communications / Sound / Video		\$0	\$0.00
	<b>Communications Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

28 Electronic Safety & Security				
	Security / Alarm Systems		\$5,600	\$2.00
	<b>Electronic Safety &amp; Security Subtotal</b>		<b>\$5,600</b>	<b>\$2.00</b>

31 Earthwork				
	Earthwork		\$0	\$0.00
	<b>Earthwork Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

32 Exterior Improvements				
	Asphalt		\$0	\$0.00
	Fencing and Gates		\$0	\$0.00
	Site Furnishings		\$0	\$0.00
	Irrigation		\$0	\$0.00
	Landscaping		\$0	\$0.00
	<b>Exterior Improvements Subtotal</b>		<b>\$0</b>	<b>\$0.00</b>

33 Utilities				
	Utilities		\$0	\$0.00
	Utilities Subtotal		\$0	\$0.00

41 Material Processing & Handling				
	Overhead Crane		\$0	\$0.00
	Material Processing & Handling Subtotal		\$0	\$0.00

48 Electrical Power & Generation				
	Solar & Wind Equipment		\$0	\$0.00
	Electrical Power & Generation Subtotal		\$0	\$0.00