

April 24, 2014

Mr. Mark Evans, Supervisor
Hopkins Township
142 E Main, PO Box 217
Hopkins, MI 49328

RE: Proposal to Provide Design Engineering Services for Hilliard's Park

Dear Mark:

We appreciate the opportunity to submit our proposal for this exciting project. With our on-going involvement in preparation of the park Master Plan, we are familiar with the opportunities the property and the project as a whole presents.

Hilliard's Park is located in the northeast quadrant of section four and is 5.27 acres. The park currently has two developed ball fields (one for adults and one for little league) with complete fencing and bleacher seating. The park also has one port-a-john, non ADA compliant playground equipment, four dilapidated picnic tables, a 24' x 40' modular community building, a 10' x 12' utility building with water well and pump, and a 4,000 sq. ft. gravel parking lot (which is not handicapped accessible) with access to 135th Avenue.



The Phase I project budget per the discussions with you is for \$250,000 including Engineering fees. The funding for the project is entirely by the Township and no grant funding is anticipated at this time. Phase One development would include regrading ballfield and open lawn areas, additional gravel parking, new ballfield fencing, ADA play area, under-drainage to improve water run-off and grass restoration. Other items such as HMA paving, a new well and other long-term improvements to benefit future phases would be explored as budget allows as part of the design refinement process.

Our project team of Landscape Architects and Engineers brings over eighty (80) years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design, which must be taken into consideration to meet the needs of active, passive and challenged users in an integrated park setting.

We propose the following scope of services:

SCOPE OF SERVICES

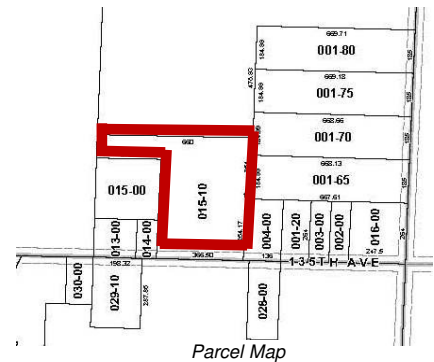
We propose to provide the following for the design engineering of the Hilliard's Park Improvements in Hopkins Township:

A. Pre-Design (Due Diligence and Project Orientation)

1. Initial meeting with Township Staff and other groups deemed necessary for project start-up. Meet with Township Staff to allow input and review the project requirements, work scope and schedule. Review alternatives for the ballfield renovation, parking area layout, drainage improvements, utilities, ADA play area, site furnishings and walk materials.
2. Obtain and review available as-built information, aerial photography and boundary description information from Township Staff.

B. Topographical Survey

1. Prepare topographical survey in AutoCAD format. The survey will be prepared with 1-foot contour interval and set appropriate benchmark controls.
2. Obtain existing utility information for electric, gas, telephone and cable TV. Coordinate any relocations or new facilities with the respective utility companies.



C. Geotechnical

1. Arrange and schedule geotechnical soils investigation. Perform six 5-foot deep hand augers at locations of key elements.

D. Design Engineering

We will utilize input gathered from meetings with Township staff to incorporate into the final engineering plans for the project area and continue to refine the preliminary cost estimates. These plans will be presented at a final review session with Township staff and shall include:

1. Complete final design and prepare final construction drawings including layout plan, playground details, grading plan, landscape plan, utilities plan and specifications in accordance with Township review comments.
2. The USDA Forest Service Outdoor Recreation Accessibility Guidelines (FSORAG) and the Accessibility Guidebook for Outdoor Trails will be utilized to provide guidance for maximizing accessibility of outdoor recreation and in the preparation of plans and specifications for the project facilities, unless the exemptions listed in the outdoor developed areas guidelines can be shown to apply to your project.
3. Prepare preliminary specifications, list of bid items and final quantities.



4. Prepare updated estimate of probable construction cost and bid quantities.
5. Meet with the Township Staff to review final plans and specifications.
6. Submit plans and specifications for department reviews.
7. Provide one (1) CD copy of plans and specifications and three (3) paper copies of plans and specifications to Township Staff. Additional copies will be available using our standard reimbursable expense rates.

E. Permitting

Based on our understanding of the project, our services will be provided for Tasks A-D above plus miscellaneous expenses on a lump sum basis as itemized below:

Task	Description	Fee
A	Pre-Design Due Diligence and Project Orientation	\$400
B	Topographical Survey	\$3,350
C	Geotechnical	\$600
D	Design Engineering	<u>\$13,900</u>
Total Proposed Fee		\$18,250

The above Scope of Services (work plan) is only complete through design engineering and permitting services. Once the design engineering is complete and we have a better understanding of the final project elements, we can provide you a separate work plan for bidding and construction observation phases.

As an alternative to the traditional method of bidding and construction with the general contractor delivery method, we suggest the Township consider a comprehensive approach to implementing the design concepts with a designer-led delivery of the constructed project. We will complete the design, and then through F & V Construction Management, Inc. (FVCM), our affiliate company, bid the trades and construct the project on your behalf.

We do not solicit bids from general contractors – only from major sub-trades to reduce or eliminate redundant mark ups. By separating the project into trade bidding packages, local contractors who specialize in providing the services necessary may bid on their respective trade. Many of these small tradesmen are unable to bond larger projects of this size. With FVCM holding the bonds, this is not an issue and recent projects have seen a fair amount of subcontracts being awarded to local companies.

Schedule

Design engineering plans are proposed to be completed by July 15, 2014 with construction around September with completion projected for late fall of 2014. If needed, we will work with you to make adjustments to the project scope to comply with your budget objectives. As the final design engineering nears completion, we would be happy to meet with you and your Board to review the differences of the General Contractor versus Construction Management approach for the bidding and construction phases.

Authorization to proceed with Tasks A-E may be given by returning a signed copy of the attached Professional Services Agreement (PSA). If there are any questions, please call me at 616.977.1000.

Sincerely,

FLEIS & VANDENBRINK



Rick Stout, L.L.A.
Project Manager



Paul Galdes, PE
Vice-President

Attachment - PSA