

April 6, 2022

*Via Email: [skjones@atlastownship.org](mailto:skjones@atlastownship.org)*

Shirley Kautman-Jones, Supervisor  
Atlas Township  
7386 S. Gale Road  
Grand Blanc, MI 48439

**RE: Proposal for Civil Engineering Services for South Parking Lot Reconstruction at Atlas Township  
Fire Station in the Village of Goodrich, Genesee County**

Dear Shirley:

Thank you for requesting this proposal to provide civil engineering services for reconstruction of the south parking lot at the Atlas Township Fire Station located at 8088 Clarence Street in the Village of Goodrich. For reference purposes, Fleis and VandenBrink (F&V) assisted the Township with reconstruction of the north parking lot in 2015. We appreciate the opportunity to be a part of the south parking lot improvements and agree this is a necessary project for the health, safety and welfare of the community.

You may recall, a geotechnical review was performed prior to the 2015 north parking lot reconstruction project. We do not anticipate any changes that would warrant an updated analysis so we will utilize this existing report for our design. Also, you may recall we performed a topographic survey in 2016 for design of the south parking lot before the project was placed on hold. We will utilize this previous survey data but will need to supplement it for any changes that may have occurred since 2016. Lastly, as we discussed on April 1, 2022, there has been an on-going drainage issue between the Village and the neighbor to the west regarding the Villages' Clarence Street storm sewer. Wade Trim, the Village's engineer, has been working with both parties to resolve this issue. At this time, we are not aware of any cooperation requested of the Township to help resolve this issue and therefore are not including any relative design or survey assistance in this proposal. If the Township does get involved, we would be happy to provide a contract amendment for service to assist the Township with this matter.



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[www.fveng.com](http://www.fveng.com)

## SCOPE OF SERVICES

We propose to offer the following scope of services:

### PHASE A – RESEARCH AND PRELIMINARY SITE LAYOUT

1. Supplemental field survey and merge with current topographic data
2. Develop a site layout plan based on updated topographic survey.
3. Review previous soil boring report prepared by geotechnical company.
4. Review the plan with Township representatives and obtain approval to proceed with construction documents.

*(Note: As we understand, like the 2015 project, site plan approval will not be required for this project. Site plan development and processing services are not included in this proposal).*

### PHASE B – DESIGN AND CONSTRUCTION DOCUMENTS:

1. Site design including on-site storm sewer and grading of pavement, sidewalks, and ramps as needed.
2. Prepare construction plan documents which typically include:
  - a. Site layout plan
  - b. Removal plan
  - c. Soil Erosion and Sedimentation Control plan (SESC). Your contractor will use this plan in applying for the SESC permit.
  - d. Grading and drainage plan, including elevations and storm sewer design
  - e. Final landscape plan
  - f. Sections, details and construction notes

3. Develop front end and technical specifications for client review and bidding purposes.
4. Provide Township with a final bid package in PDF format.

*(Note: A lighting plan is not included. We anticipate site lighting will remain or be salvaged and replaced.)*

### PHASE C – BID PROCESSING:

1. Coordinate advertisement of bids and/or direct mail to contractors of Township's choice and/or those we recommend
2. Issue bidding documents to bidders electronically
3. Answer RFI's to site work and assist with addenda preparation
4. Tabulation and analysis of bids
5. Write letter of Recommendation and Issue Notice of Award
6. Attend Pre-construction meeting

## PROFESSIONAL FEES

Phase	Lump Sum Fee
Phase A – Research and Preliminary Site Layout	\$3,500
Phase B – Design and Construction Documents	\$8,000
Phase C – Bid Processing	\$2,000
<b>Total Lump Sum Fee</b>	<b>\$13,500 *</b>

\* Plus reimbursable expenses

*Please note: the above scope and fee does not include a boundary survey, variance application, design of public utilities including storm sewer, traffic analysis, photometric plan, construction staking, administration, as-built drawings, or meeting attendance not mentioned above. If required or requested, these services can be provided when authorized. Reimbursable expenses include copies, postage, mileage, and equipment.*

### OPTIONAL CONSTRUCTION ENGINEERING PHASE SERVICES:

If desired, the following items can be provided during construction for an additional fee:

- Site visits at your request during construction to review progress
- Answer contractor questions during construction
- Construction layout staking
- Attendance at construction progress meetings

Please let us know if any of these optional services are desired.

If you concur with the above scope and fee for Phases A, B, and C, please sign and return the attached Professional Services Agreement (PSA) as authorization for us to proceed. Please do not hesitate to contact me if you have any questions. If our understanding of this project does not fully address your needs, please let us know and we will modify our proposal accordingly.

Once again, thank you Shirley for requesting the professional services of Fleis & VandenBrink. We look forward to working with you and the Township once again toward a successful project!

Sincerely,

FLEIS & VANDENBRINK



Lisa M. Easterwood  
Project Manager