



COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

635 CIRCLE DRIVE • IRON MOUNTAIN, MI 49801 • PHONE: 906-774-3440

August 14, 2023

Mr. Eric Buckman, City Manager
City of Gladstone
1100 Delta Avenue
Gladstone, MI 49837
ebuckman@gladstonemi.org

Re: Professional Engineering Services
Braves Avenue Utility Extension Design Engineering

Dear Mr. Buckman:

Coleman Engineering Company (CEC) appreciates the opportunity to submit our proposal for professional engineering services for the extension of water and sewer utilities on Braves Avenue in the City of Gladstone (City).

It is our understanding that the City would like to complete design plans for the installation of sanitary sewer and water main along Braves Avenue, from North Bluff Drive to Clark Drive. Construction of these utilities will support future residential developments along Braves Avenue and further subdivision development on City-owned land north and south of Braves Avenue. Design will include planning future subdivision access routes on both sides of Braves Avenue to facilitate construction of water and sewer service.

It is anticipated that one new sanitary sewer lift station, which will likely be connected to the existing gravity sanitary sewer system near the Gladstone Sports Park, will be required on Braves Avenue to service the entire length of the roadway. As part of the design, the existing Braves Avenue lift station will be reviewed for available capacity and upgrade recommendations. Based on the proposed number of homes to be connected, it is expected that some upgrades will be required.

CEC will undertake the following tasks to complete this project.

Design Phase:

- Meet with City representatives to finalize the project scope and delivery schedule.
- Perform a topographical survey of Braves Avenue and North Bluff Drive, between Braves Avenue and the Gladstone Sports Park.
- Perform five soil borings along the project route.

- Prepare a plan set with sufficient detail to show how development along Braves Avenue can be phased.
- Prepare draft subdivision layouts for City-owned land along Braves Avenue.
- Prepare a future water and sewer service layout to service subdivision developments.
- Prepare a phased cost estimate.

Assumptions:

- Upgrades to the existing Braves Avenue lift station and construction of one additional lift station will be required.
- Permitting, final design, bidding and construction phase services are not included as part of this proposal.
- Subdivision platting is not included.
- The City will phase construction of the project, depending on available funding and future housing needs.

Fee:

CEC proposes to provide the above referenced professional engineering services on a time and materials basis for a total not-to-exceed fee of \$24,000.

Should you accept this proposal, please contact our office and a corresponding Work Order will be provided to you. Once again, we would like to thank the City of Gladstone for this opportunity.

Sincerely,
COLEMAN ENGINEERING COMPANY



Scott Nowack, P.E.
Project Manager

SN/mab

AGREEMENT NO. 190286
PROJECT NO. 230830
WORK ORDER NO. 01

EXHIBIT "A"
WORK ORDER

COLEMAN ENGINEERING COMPANY and its directors, officers, shareholders, employees, agents, affiliates, independent professional associates, consultants and subcontractors, as the case may be, (collectively, "COLEMAN") agree to perform for CLIENT, on this specific Project, the Services described below. The services shall be performed subject to and upon the terms and conditions set forth in the Professional Services Agreement (the "Agreement") dated February 8, 2019, by and between COLEMAN and CLIENT, which Agreement is hereby amended to incorporate this Work Order.

It is agreed that this Agreement, and such other documents required by it during the term of this Agreement, may be approved by a signed copy transmitted by fax or .pdf copy containing all signatures in lieu of the original signed copy, and that a copy transmitted by fax or .pdf shall be legally binding upon the parties to said Agreement(s)."

PROJECT: Braves Avenue Utility Project

SERVICES: As described in our proposal letter dated August 14, 2023, a copy of which is attached and made part of this contract.

FEES: Services will be completed for a not to exceed fee of \$24,000 for the scope of work, the assumptions and the conditions set forth in our proposal dated August 14, 2023, a copy of which is attached and made part of this contract.

Please understand that services will be invoiced on a time and materials basis using our current standard fee schedule(s) and that our estimate of cost is based on our current understanding of the project requirements and the level of effort needed to complete the services. We will make every effort to not exceed our estimate but if the scope of services and the associated assumptions or conditions of our estimate change, we will need to discuss how the changes will affect our estimate. Out of scope services will not be completed until our estimate is adjusted and approved. In addition, if our understanding of the service changes, we will also cease work until we discuss and agree to proceed.

SPECIAL TERMS AND CONDITIONS:

During completion of this work, Coleman Engineering Company will not accept responsibility for the safety of individuals other than Coleman Engineering Company employees.


AUTHORIZATION

This Work Order and the scope of services (the "Services") defined herein are approved and COLEMAN is hereby directed and authorized to proceed with the Services for the designated Project in accordance with the terms and conditions of the above-referenced Agreement.

Requested By:
CITY OF GLADSTONE

Accepted By:
COLEMAN ENGINEERING COMPANY

By: _____
Title: _____
Date: _____


By: Scott Nowack, P.E.
Title: Project Manager
Date: August 24, 2023