



# COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

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

May 13, 2024

Mr. Eric Buckman, City Manager  
City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837  
Email: [ebuckman@gladstonemi.org](mailto:ebuckman@gladstonemi.org)

Re: Professional Engineering Services  
Gladstone Marina Renovation – Phase II

Dear Mr. Buckman:

Coleman Engineering Company (CEC) appreciates the opportunity to submit our proposal for professional engineering services to the City of Gladstone (City) for Phase II of the marina renovation project. The project is to include the replacement of four stationary existing docks with ADA compliant flotation docking, plumbing and electrical upgrades, and replacement and relocation of the existing fuel pumping station and sanitary pump out station.

Our project understanding is based on information provided to CEC by the City, including the preliminary engineering study, the MDNR Waterways grant application, and other verbal information provided by the City.

CEC will undertake the following tasks to complete this project:

- Meet with City representatives to finalize the project scope and delivery schedule.
- Perform a topographical survey of the project area.
- Obtain an EGLE/USACE Joint Permit to conduct marina improvements.
- Design drawings for the plumbing and electrical upgrades, as well as the replacement and relocation of the existing fuel pumping and sanitary pump out stations.
- Prepare specifications for the previously mentioned improvements.
- Prepare an Engineer's Opinion of Cost.
- Aid the City in the bidding process.
- Conduct a pre-construction meeting with the Contractor and prepare preconstruction meeting minutes.
- Perform four (4) site visits during construction.

- Develop a punch list post-construction with MDNR assistance.
- Assist the City with preparing MDNR Waterways Grant reimbursement request.

Assumptions:

- Geotechnical drilling and report will not be required for this project. A description of the existing soil conditions is included in the preliminary engineering report and should suffice for the proposed project scope.
- Flotation Docking Systems will be solely responsible for the engineering of the docks and connections, as well as the permitting and coordination associated with on-dock utilities.
- Flotation Docking Systems will be solely responsible for the design of the de-icing system.
- Plumbing, electrical, and fuel system permits will be obtained by the contractor.
- We understand that approval of this proposal is contingent upon successful execution of a MDNR Waterways Grant Agreement. CEC will not commence work on the project until we receive written approval from the City.

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 \$38,000.

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