

MEMO 22-28

TO: Frank Schulte, City Administrator  
FROM: Jim Kowalski, Director of Public Services *J.K.*  
DATE: July 6, 2022  
SUBJECT: Recommendation – Chene – Trombley Park Improvement Project

On September 15, 2020, City Administration met with the Grosse Pointe Woods Foundation to discuss improvements that had been submitted to City Council by the Citizens' Recreation Commission for Chene – Trombley Park.

The Grosse Pointe Woods Foundation's collaborative efforts with the City of Grosse Pointe Woods, Business Developer Joe Paluzzi, and private donors have raised \$70,000.00 for the Chene – Trombley Park project.

Park improvements includes new fencing, a covered picnic area, a rest room, a walking path, a tot lot, and an Americans with Disabilities approved swing set. Existing already in the park is a playscape for children ages 5 to 12 that will remain.

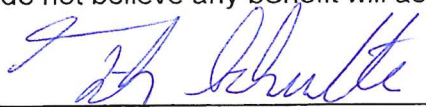
On February 11, 2021, Stucky Vitale Architects was awarded phase one of the project for \$3,500.00 which has been completed. Attached is the proposal from Stucky Vitale Architects, and new overhead view of Chene – Trombley Park.

<i>Phase One – Programing and Schematic Design of Master Plan</i> <i>(*previously approved)</i>	\$3,500.00*
Phase Two – Civil Engineering (Bids, drainage, grading, construction details)	\$11,500.00
Phase Three – Construction Oversight	\$5,000.00
Total Engineering Cost	\$20,000.00

To move forward with the Chene – Trombley Park project, I am recommending that Council approve funds for engineering that will be provided by Stucky Vitale Architects, located at 27172 Woodward Ave., Royal Oak, MI 48047, in the amount of \$16,500.00.

This is a budgeted item included in 2022/2023 fiscal year budget in Municipal Improvements – Parks and Rec account no. 401-902-977.104.

I do not believe any benefit will accrue to the City by seeking further bids. Approved for Council Consideration:

  
\_\_\_\_\_  
Frank Schulte, City Administrator

*7-6-22*  
\_\_\_\_\_  
Date

Fund Certification:

Account numbers and amounts have been verified as presented.

  
\_\_\_\_\_  
Steven Schmidt, Deputy Treasurer/Comptroller

*7-6-2022*  
\_\_\_\_\_  
Date



June 14, 2022  
*Revised June 30, 2022*

Frank Schulte  
City of Grosse Pointe Woods  
1200 Parkway Dr.  
Grosse Pointe Woods, MI 48236

Subject: Proposal for Professional Services  
Chene Trombley Park Master Plan  
Grosse Pointe Woods, Michigan  
Architects' Project No.: 2021.027

Dear Mr. Schulte:

Stucky Vitale Architects (SVA) is pleased to offer the services of our staff to Grosse Pointe Woods for the above referenced project. Based on our site visit and future vision document, the following is our understanding of the project and services, which are to be provided.

#### PROJECT DESCRIPTION

SVA to provide a design master plan for Chene Trombley Park. The design will include the placement and evaluation of various elements described in the "Park Improvement Proposal".

SVA to meet with City of Grosse Pointe Woods personnel, and park committee to confirm the program. The master plan will review and coordinate all elements of the "future" vision document and incorporate these elements in the master plan design. SVA will develop entrance 6 to the park.

#### SCOPE OF SERVICE

We propose to provide the following basic professional services for the above-mentioned project:

#### PHASE ONE – PROGRAMMING AND SCHEMATIC DESIGN OF MASTER PLAN

- Field visit and photographic survey of existing conditions.
- Meet with the Owner to confirm the program.
- Develop schematic design documents.
- Develop design development documents.
- Provide final design development drawings for approval.
- Code review.
- Perform verbal presentation of design development documents.
- Attend two (2) C.O.W. meetings with City Council.
- Attend two (2) Parks Committee meetings.

PHASE TWO – CONSTRUCTION DOCUMENTS

- Preparation of construction documents for City's approval, bidding, and construction. These to include architectural and civil engineering. All drawings prepared on AutoCAD Version 2018 software.
- CSI based specifications.
- Answer questions during the bidding phase. Preparation of addendums to clarify bid documents.
- Provide two progress reviews with the Owner – a 50% review and 90% review of the construction documents. Attend two progress review meetings.
- Assist in bid analysis and recommendation of contract award.

PHASE THREE – CONSTRUCTION ADMINISTRATION PHASE

- Answer questions of the Contractor during construction.
- Preparation of field orders and change orders to clarify construction if required.
- Site visits on a time and material basis.
- Preparation of a final punch list.

FEE

We propose to provide the Architectural and Civil Engineering Services described herein on an hourly basis not to exceed the following:

Phase One - Architectural Master Plan Design	\$ 3,500.00 (Completed)
Phase Two – Architectural, Civil Engineering (drainage, grading, construction details)	\$11,500.00
Phase Three – Allowance	\$ 5,000.00

CHANGES AND ADDITIONAL WORK

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our standard billing rate schedule plus reimbursable expenses.

Hourly Rates are as follows:

Principal Architect	\$150.00
Associate Architect	\$130.00
Senior Project Architect	\$120.00
Project Architect	\$110.00
Senior Architect	\$100.00
Architect	\$ 95.00
Senior Architectural Professional	\$ 90.00
Senior Interior Designer	\$ 95.00
Intermediate Architectural Professional	\$ 80.00
Architectural Professional	\$ 75.00
Interior Designer	\$ 75.00
CAD Technician	\$ 65.00
Administrative	\$ 55.00

#### REIMBURSABLE EXPENSES

For our reimbursable expenses, a multiple of 1.15 times the amount expended in the interest of the project.

1. Expense of reproductions, photographs, and renderings.
2. Any fees paid for securing approval of authorities having jurisdiction over the project.
3. Expense of long-distance telephone calls and postage.
4. Expense of any additional mechanical, electrical, structural, or civil engineering work beyond our basic services.

#### INVOICING PROCEDURES

Invoices for our services and reimbursable expenses will be submitted every four (4) weeks. Payments against our invoices will be expected within thirty (30) days from receipt of invoice.

#### SERVICES NOT INCLUDED

1. Attendance at meetings to secure approval of agencies having jurisdiction, unless indicated in Phase scope.
2. Reproduction of plans and specifications in excess of that required for coordination
3. Travel and lodging expenses for attendance at meetings to secure approval of agencies having jurisdiction.
4. Condominium documents
5. Estimate of probable construction cost
6. BIM, 3D models, professional renderings and presentation graphic boards
7. Dissemination of final CAD files
8. Mechanical and electrical engineering
9. COMcheck
10. Electric Demand Metering and/or Air Test Balancing
11. Existing utility evaluations
12. Soil borings, boundary survey, and topographical survey
13. As-built post-communication contract document updates
14. Infrastructure upgrades
15. Specialty/Hardware Consultant: Low voltage, specialty equipment (i.e. systems furniture, food service, laundry, medical equipment, etc.), security, audio visual, and/or acoustical.
16. Furniture, fixtures and/or art procurement
17. Energy and/or Life Cycle Cost Analysis
18. LEED certification and/or documentation
19. Commissioning of engineered systems
20. Value Engineering – design revisions for VE after (DD) plan sign-off

#### INSURANCE

For protection of our clients as well as our firm, we carry insurance protection including professional liability insurance. The extent and types of insurance can be provided upon your request.

Frank Schulte  
City of Grosse Pointe Woods  
Proposal – City of Grosse Pointe Woods – Chene Trombley Park Master Plan – GPW, MI  
Architects' Project No.: 2021.027  
June 30, 2022  
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#### HAZARDOUS MATERIAL

The architect and/or their consultants shall have no responsibility for the presence, discovery, handling, removal or disposal of or exposure of persons to hazardous materials in any form including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

#### RISK ALLOCATION

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect's fee or other amount agreed upon. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

Stucky Vitale Architects, Inc. has the experience and resources to successfully complete this project and we would appreciate the opportunity to be of services. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

#### TERMINATION OF AGREEMENT

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Architect, the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, the Architect's total liability to the Client, for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any causes shall not exceed the amount of the Architect's fee or other amount agreed upon. Such causes include, but are not limited to, the Architect's negligence, errors, omissions, strict liability, breach of agreement or breach of warranty.

#### WORKLOAD & TIMELINE

SVA has the required staff and project experience to meet the proposed project schedules and will work with the Owner to develop an agreeable design schedule and construction schedule for required review submittals and final approval package submittals. We would appreciate the opportunity to be of service. If you have any questions regarding our proposal or wish to discuss any aspect of this project, please contact us.

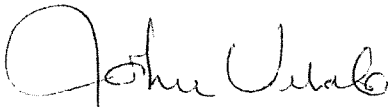
Frank Schulte  
City of Grosse Pointe Woods  
Proposal – City of Grosse Pointe Woods – Chene Trombley Park Master Plan – GPW, MI  
Architects' Project No.: 2021.027  
June 30, 2022  
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ACCEPTANCE

You may indicate your acceptance of this proposal by signing all copies and returning one copy to our office.

This proposal is an extension of the AIA Standard Form of Agreement Between Owner and Architect. This document is intended to be used in conjunction with AIA Document A201.

STUCKY VITALE ARCHITECTS

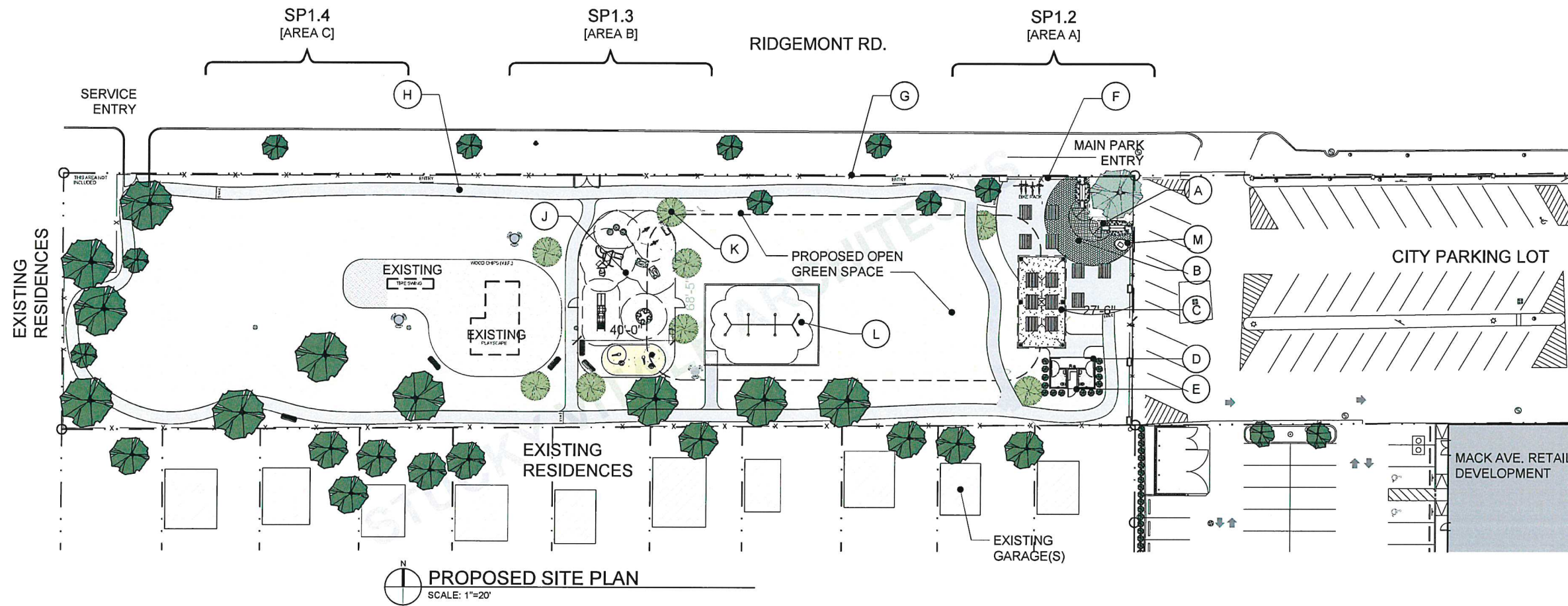


JOHN A. VITALE, CEO/PRESIDENT

\_\_\_\_\_  
CITY OF GROSSE POINTE WOODS

DATE: \_\_\_\_\_





NEW PROPOSED PARK IMPROVEMENTS	
TAG	DESCRIPTION
(A)	NEW MASONRY AND DECORATIVE METAL ENTRANCE GATE + SIGNAGE WITH UP-LIGHTING
(B)	NEW OUTDOOR HARDSCAPE PICNIC AREA
(C)	NEW OUTDOOR PAVILION STRUCTURE WITH ADA B.F. ACCESS
(D)	ADA UNISEX TOILET(S) + DRINKING FOUNTAIN WITH BOTTLE RE-FILL
(E)	STORAGE SHED WITH HOSE-BIBB WATER CONNECTION

NEW PROPOSED PARK IMPROVEMENTS	
TAG	DESCRIPTION
(F)	NEW WROUGHT IRON FENCING AND MASONRY PIER(S)
(G)	NEW 36" HT. FENCE
(H)	NEW CONCRETE WALKING PATH WITH DISTANCE MARKERS
(J)	NEW TOT LOT WITH 30" HT FENCE
(K)	NEW SHADE TREES
(L)	NEW SWING EQUIPMENT (B.F.) + SAFETY MAT BASE
(M)	BOULDER WITH HISTORIC DEDICATION PLAQUE

ALTERNATE SCHEME



MASTER PLAN DESIGN



2021.027  
CHENE-TROMBLEY PARK MASTER PLAN  
20861 RIDGEMONT RD.  
GROSSE POINTE WOODS, MI 48236  
DRAWN BY: JPM

# CONCEPTUAL DESIGN PACKAGE

JUNE 28, 2022

SP1.1a