

August 4, 2023

Mike Dolan, Clerk
Hamburg Township
10405 Merrill Rd.
Hamburg, MI 48139

RE: Manly W. Bennett Park Concept Plan
Hamburg Township, Livingston County, MI
Letter Agreement for Professional Services

Mike:

We are furnishing you with a letter agreement to develop a park concept plan for Hamburg Township's Manly Bennett Park. We are excited about the opportunity to assist the Township.

BACKGROUND

Listed below is our proposed scope of work to develop concept plan and cost estimate.

SCOPE OF WORK

Spicer Group's proposed services follow.

1. CONCEPT PLAN

- Spicer Group will develop a concept plan for the park using an aerial image as the base with potential improvements depicted as overlay images.
 - a. Kick off meeting with the Township.
 - b. Visit the park.
 - c. Develop a preliminary plan for the proposed improvements.
- We will develop a preliminary estimate of cost for the proposed improvements.
- We will submit the concept plan and estimate to you for review and discussion.
- Spicer Group will complete the concept plan and estimate based on the comments we receive.

2. RENDERED FINAL CONCEPT MASTER PLAN

- Spicer will prepare a color graphic rendering of the master plan for public presentations and usage in grant and park documents. 24" x 36" color printed and laminated document will be provided.

SERVICES NOT INCLUDED

The following items are necessary for the successful completion of the project but are expected to be provided or performed by the Township and are not included in our Scope of Work:

- Evaluation of existing facilities' structural integrity.
- Utilities within facilities and operational abilities.

ADDITIONAL SERVICES

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

FEE SCHEDULE

Our proposed fee schedule follows. We will submit invoices to you for our professional services, any additional authorized services, and any reimbursable expenses. We will perform this work on a standard hourly rate basis, billing the Township only for effort that we put toward this.

Concept Plan/Preliminary Estimate of Cost:	\$9,000
Rendered Concept Master Plan	\$1,500
Total	\$10,500

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reasons before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return one of the enclosed copies to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Cynthia A. Todd, PLA
Director of Planning



Shawn P. Middleton, P.E., CFM Sr.
Project Manager, Vice President

SPICER GROUP, INC.

230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5522
Fax: (989) 754-4440
mailto: cynthia.todd@spicergroup.com

Above proposal accepted and approved by Owner.

HAMBURG TOWNSHIP

By: _____
Authorized Signature

Printed Name

Title

Date: _____