

Request for Proposal

Hamburg Township Five Year Master Plan

Hamburg Township Parks Department

Hamburg Township
a great place to grow

Submitted on:
September 10, 2026

DLZ

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September 10, 2026

DLZ Engineers Architects Surveyors Construction Services

Deby Henneman
Township Coordinator
Hamburg Township
10405 Merrill Road, P.O. Box 157
Hamburg, Michigan 48139

Re: Parks and Recreation Five-Year Master Plan

Dear Ms. Henneman:

DLZ Michigan, Inc. is pleased to submit this letter proposal to update Hamburg Township's Parks and Recreation Five-Year Master Plan. We understand the Township needs more than an edited document. The final plan must reflect current demographics, public priorities, facility conditions, accessibility needs, realistic implementation costs, and the Michigan Department of Natural Resources planning timeline for the 2027 Trust Fund grant cycle.

Our approach combines recreation planning, landscape architecture, site and infrastructure assessment, accessibility review, public engagement, conceptual design, cost estimating, and implementation planning. We will work closely with the Township Coordinator, Parks and Recreation Committee, Township Board, and other staff to develop a clear, grant-ready roadmap for Manly Bennett Park, East Park, West Park, the three Township-owned trailheads, the Mike Levine Lakelands Trail connections, and associated recreation facilities.

Ben Baker, PLA, ASLA, LEED AP will serve as Project Manager and day-to-day point of contact, directing the planning process, coordinating meetings and public engagement, leading the park and trailhead planning effort, and managing the schedule through final submission. DLZ anticipates performing the stated work with in-house resources. No subconsultants are proposed at this time. If a specialized service becomes necessary, it will be discussed with and approved by the Township before authorization.

DLZ brings relevant experience in recreation planning, park improvements, accessible design, public input, grant-oriented planning, preliminary cost estimating, and implementation phasing. Our recent work includes planning and design for Oakland County's Waterford Oaks and Pontiac Oaks parks, park design services for the City of Muskegon, recreation planning for West Bloomfield Township, and trail and park projects for public agencies throughout Michigan and the Midwest. Mr. Baker has developed numerous 5-year recreation plans for communities similar to Hamburg Township over the past 15 years, and developed those plans into many successful grant applications.

We have organized this proposal around the Township's requested response format and have included a task-by-task work plan, specific deliverables, estimated labor hours by team member, and a schedule that achieves final completion no later than March 1, 2027. We appreciate the opportunity to be considered and look forward to helping Hamburg Township translate community priorities into an achievable five-year program.

Sincerely,

DLZ MICHIGAN, INC.

Manoj Sethi, PE
President
Principal-in-Charge
msethi@dlz.com

Ben Baker, PLA, ASLA, LEED AP
Project Manager
P: 269.247.6468
bbaker@dlz.com

Company Information

DLZ MICHIGAN, INC.

4494 ELIZABETH LAKE RD.
WATERFORD TOWNSHIP, MICHIGAN 48328

DLZ is a full-service, minority-owned business enterprise (MBE) that has been providing professional architectural and engineering services to public agencies throughout the Midwest since 1916. DLZ is dedicated to providing thoughtful, comprehensive planning, and design solutions to public sector clients.

As one of the leading architecture, engineering, and construction services consulting firms in the Midwest, we have expanded our park planning and landscape architecture services in Michigan.

This includes park and recreation planning, design, and MDNR and other grant services. Our project manager Mr. Baker has prepared 5 year recreation plans for many communities in Michigan over the past sixteen years.

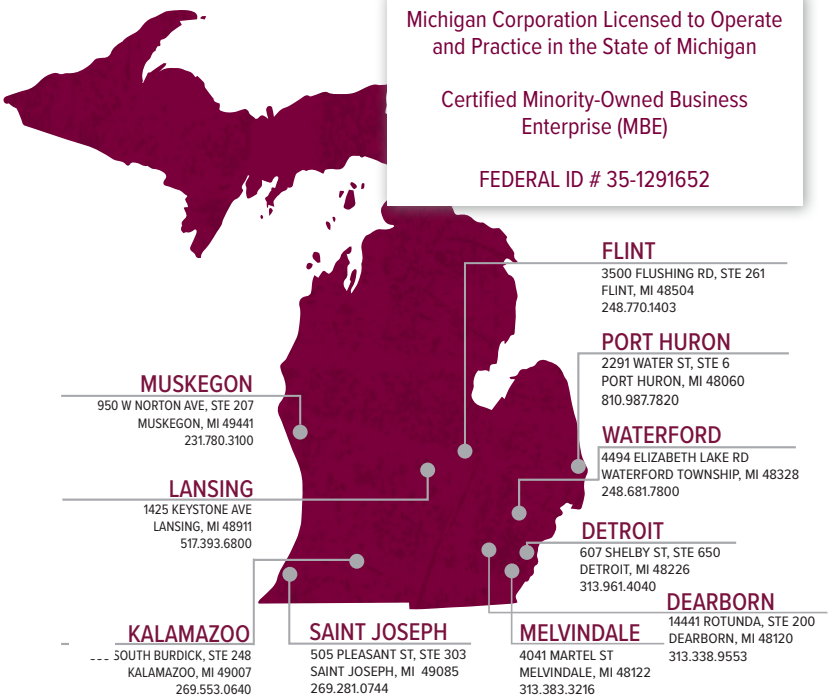
DLZ's multidisciplinary and collaborative approach to professional services allows us to build and lead successful project teams that are dedicated to providing value-based solutions that solve problems and improve operations. Applying the collaborative strengths of architects and engineers working together, our team offers every aspect of the delivery of services required for the successful completion of your project.



Michigan Corporation Licensed to Operate and Practice in the State of Michigan

Certified Minority-Owned Business Enterprise (MBE)

FEDERAL ID # 35-1291652



OFFICES

10 Offices in Michigan

31 Offices across the Midwest

125+ Staff in Michigan

900+ Staff Company-wide

CONTACTS



PROJECT MANAGER/PRIMARY CONTACT
Ben Baker, PLA, ASLA, LEED AP
(269) 247-6468 | bbaker@dlz.com



AUTHORIZED NEGOTIATOR
Manoj Sethi, PE, President
(517) 393-6800 | msethi@dlz.com

Similar Project Experience



LIVONIA, MICHIGAN

SHELDEN PARK COMMUNITY MASTER PLAN & REDEVELOPMENT

The 25-acre community park located at 10800 Farmington Road will be redeveloped as defined in the master planning efforts completed November 2024. The Livonia Parks & Recreation department sought out DLZ to provide residents new and updated amenities, focusing on community and providing spaces to enjoy the health benefits of outdoor recreation and relaxation. Shelden Park's Master Plan and redevelopment project includes a new children's spray pad, designed with a colorful array of flower-like waterspouts, ground sprays, and a no-slip surface. The spray pad is intended to be a fresh water supply system, actuated with user activation capability rather than continuous flow. Bio-swales constructed with native plantings snake a walking path around a new playground, changing and restroom pavilions, and seating areas. Lighted four-court tennis and eight-court pickleball parking area anchor the sports areas, reconfiguring ball diamonds and soccer fields, improving accessibility for people of all abilities.

Professional Services provided by DLZ included topographic surveying; landscape architecture; civil engineering; architecture and building engineering.

Contact

City of Livonia Parks & Recreation
15100 Hubbard Street
Livonia, MI 48154
Michelle Koppin
Assistant Superintendent
734.466.2918
mkoppin@livonia.gov

Completion

November 2024 (Masterplan)
May 2025 – August 2025 (Schematic Design)
August 2025 – December 2026 (Bid Documents, Review and Approval)
January 2026 – August 2026 (Bidding and Construction)

Project Cost

$5 million (construction)



GALVESTON, INDIANA

FIVE-YEAR PARKS AND RECREATION MASTER PLAN

The Town of Galveston contracted with DLZ to develop this 5-year Parks and Recreation Master Plan in order to better understand the needs of the town, potential for future growth, and opportunities to improve the quality of life for its residents. The project began with establishing the Towns goals for the Plan and gathering data on the existing park, Town, and surrounding service area to help guide decisions throughout the planning process. Public participation was conducted including stakeholder meetings, online surveys, and public meetings. This feedback and data gathering was utilized as the basis for analyzing the existing facilities and operations to guide future improvements. The Analysis phase began by utilizing slightly modified version of the traditional SWOT (Strengths, Weaknesses, Opportunities, and Threats) adding Aspirations and Measurable Results to help identify goals and ways to track achievement. This was followed by an Issues Analysis, reviewing relevant metrics, and related planning efforts. Concurrently, DLZ assisted the Town team in establishing priorities based on leadership and public feedback. DLZ then developed a draft Action Plan for consideration. This was then presented to the Town at a public meeting for concurrence. Additionally, plans were submitted to IDNR for the required reviews at milestones prior to adoption by the Town.

Contact

Town of Galveston
306 S. California Street
Galveston, Indiana 46932
Sunny Saylor Gordon
Ward4@townofgalveston.in.gov
765-432-0157

Completion

October 2023

Project Cost

$33,500 (Planning)



ELKHART COUNTY, INDIANA

BEECH GROVE PARK MASTER PLAN

Elkhart County selected DLZ to create a master plan for the future Beech Grove County Park. This approximately 65-acre parcel along County Road 17 is defined by a beautiful, deciduous forest, several wetlands, and a variety of wildlife that call this site home. The creation of this master planning report is the first step to developing this park and opening it up to the community.

A thoughtful site analysis and community engagement process laid the foundation for the final master plan layout. A combination of GIS analysis and in-person site visits revealed crucial layers about ecology and cultural context. This information was shared with the public, so they could provide informed feedback via the online survey (offered in English and Spanish) and in-person events. Over 250 community members shared their dreams for this park as a result of this successful outreach partnership with Elkhart County.

Based on this feedback, the master plan prioritizes access to nature and habitat restoration. The design strategically grouped more intensive elements like the pavilion, restroom, nature play area, Veterans memorial, historic cabin, and parking lot in the former agricultural field. In more sensitive forest and wetland habitats, the design relies on lower impact walking trails, interpretive signage, and a wetland overlook to connect visitors to the outdoors. The final report summarized the process, design, and provided recommendations to support Elkhart County with the next steps towards opening this park to the public.

Contact

Elkhart County
4230 Elkhart Road
Goshen, Indiana 46526
Natasha Kauffmann
Redevelopment Coordinator
574.971.4584
nkauffmann@dlkhartcounty.com

Completion

2026 (Anticipated)

Project Cost

N/A



WATERFORD, MICHIGAN

WATERFORD OAKS RENOVATION

Oakland County Parks and Recreation contracted with DLZ to plan for the future of Waterford Oaks Park. This nearly 200 acre park has been a regional draw for generations, featuring elements such as a refrigerated toboggan run, waterpark and wave pool, BMX track, hiking trails, universally accessible playscape and more, in addition to the unique upland and wetland environments on-site. Recently, the toboggan run, and many portions of the water park have been removed due to their age and the lack of parts availability. The planning process will look at master planning for the entire park and study what types of regional draws could replace those items.

Phase 1 of the project is improving the “Paradise Peninsula” area of the park which is home to the universally accessible playground, platform tennis, pavilion, and exercise equipment/trailhead. Waterford Township is in the process of renovating the 20 year old universally accessible playground and DLZ is planning the space around the playground. New improvements, such as pickleball, an outdoor fitness / ninja warrior playground area for teens and adults, a new pavilion and restrooms, enlarged plaza with outdoor games and activities, open lawn space for events, and a reconfigured trailhead will create a welcoming space for all ages.

Contact

Oakland County Parks and Rec
2800 Watkins Lake Rd.
Waterford Twp, MI 48328
Darryn Horvath, AIA
Project Manager
248.877.6983
horvathd@oakgov.com

Completion

December 2026 (anticipated)

Project Cost

$5,000,000





MADISON HEIGHTS, MICHIGAN

WILDWOOD PARK IMPROVEMENTS

The City of Madison Heights, located in southern Oakland County, was awarded $75,000 for their Wildwood Park Improvements Project, through the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant.

Development of this neighborhood park included construction of an Americans with Disabilities Act (ADA) accessible pathway from the parking lot to the playground area, new ADA accessible play structure and features including swings, several ground features, new benches and waste receptacle, and two Universally Accessible (UA) picnic tables.

DLZ Michigan, Inc. (DLZ) performed the grant writing and site design for the project and developed the application package for MDNR review. Final construction and restoration were completed in 2020.



Contact
City of Madison Heights
300 West Thirteen Mile Road
Madison Heights, Michigan 48071
Sean Ballantine
Public Services Director
248.589.2294
sballantine@madison-heights.org

Completion
2020

Size
30,000 SF

Project Cost
$133,600





ROYAL OAK TOWNSHIP, MICHIGAN

CIVIC CENTER PARK PLANNING AND DESIGN

Royal Oak Charter Township received a SPARK Grant for improvements to Civic Center Park. DLZ worked as the prime professional to refresh the Township's main park area. We developed a few conceptual layouts for the park and elements and took that information to a public Junteenth celebration to gather feedback from the community, and also placed the survey online. This feedback was used to finalize the project layout and select and prioritize project elements.

Project improvements include a walking path for area families and seniors, a new playground, two new picnic pavilions, a drinking fountain, a restroom as a second phase of construction, additional landscaping, and a native pollinator garden.

Contact
Township of Royal Oak
21131 Garden Lane
Ferndale, MI 48220
Ann Capela
Township Manager
248.547.9801
acapela@royaloaktwp.com

Completion
2026

Project Cost
$1,200,000



SOUTH BEND, INDIANA

PINHOOK PARK IMPROVEMENTS

The City desired to make park improvements utilizing partial funding from a Land and Water Conservation Fund (LWCF) grant. The one-mile trail and access improvements focus on connectivity within the park and to the nearby regional trail system, preservation of existing mature tree canopy, accessibility for all users, and creation of a unique user experience.

The playground includes nature-based themes and strives to inspire exploration, physical activity, and inclusive play, provide a range of age groups to encourage choices and integrate user groups, and allow for different types of social interactions. The playground area includes a poured in place surfacing system to accommodate fall protection, accessibility, and long-term parks maintenance costs.

The project also includes a concrete launch ramp for small boats, boarding dock, accessible kayak launch, and a secondary floating fishing pier. Architectural improvements to the existing Pavilion include updated interior finishes, electronics and lighting, accessibility improvements within the existing restrooms. DLZ services included Programming and Schematic Design, geotechnical services, topographic survey, Section 106/NEPA services, asbestos testing, 401/404 permitting, and development of design and construction documents along with bid and construction phase services.

Contact

City of South Bend
Venues Parks and Arts
227 W. Jefferson Boulevard
South Bend, Indiana 46601
Alicia Czarnecki
Project Engineer
574.235.5903
aczarnec@southbendin.gov

Completion

2020 (Construction)

Project Cost

$46,350 Geotechnical, Survey, Section 106/NEPA, Testing and Permitting
$140,700 Professional Design Services
$1,464,471 Construction Cost



MISHAWAKA, INDIANA

CRAWFORD PARK IMPROVEMENTS PHASE 1

Following completion of DLZ's Crawford Park Master Plan, the City of Mishawaka (City) began implementation of Phase 1. This phase targeted Active end of the park including a new spray pad and playground with nature themes. The spray pad and adjacent landscape areas imitated a stream bed with decorative pavement, boulders, and native plantings. The playground included a large lookout tower, numerous climbing components, an accessible merry-go-round, natural building materials, and nature themed poured-in-place surfacing. A picnic area sits adjacent to the spray pad and a large rental picnic pavilion overlooks the river to the west. A pre-fabricated restroom/mechanical building serves the area and features stone veneer to match the surrounding context where Works Progress Adminstration stone work is prevalent. New accessible parking spaces and a resurfaced parking lot provide easy access for all.

DLZ conducted topographic survey, utility coordination, and permitting, developed design and construction documents, coordinated with City-direct contracts, and performed bid phase assistance and construction observation.

Contact

City of Mishawaka
Board of Public Works & Safety
100 Lincolnway West Street
Mishawaka, IN 46544
Kenneth B. Prince, PLA, AICP
Executive Director, Planning and Redevelopment
574.258.1625
kprince@mishawaka.in.gov

Completion

2023 (Anticipated)

Project Cost

$2,081,000

Scope of Work

DLZ will use the Township's current plan and available background materials as the starting point, then validate conditions, priorities, and implementation needs through field review, staff coordination, public input, and milestone reviews. Each task below identifies the work steps and resulting products.

TASK 1 | PROJECT INITIATION AND MANAGEMENT

Conduct a kickoff meeting with the Township Coordinator, Parks and Recreation Committee, and key staff to confirm goals, decision-making protocols, available data, public engagement expectations, and the master schedule.

Prepare a detailed information request and review the current recreation plan, Township master plan, prioritized project list, aerial imagery, maps, policies, budgets, past grant materials, and available facility records.
Maintain the project schedule, action-item log, meeting documentation, and regular coordination throughout the assignment.

Products and deliverables

- Kickoff agenda and meeting summary
- Detailed information request
- Confirmed work plan, schedule, and decision log

TASK 2 | COMMUNITY, ADMINISTRATIVE, AND REGIONAL INVENTORY UPDATE

Update the community description using current demographic, land use, transportation, natural resource, and recreation service information.

Update the administrative structure, funding framework, staffing and maintenance responsibilities, and relevant partnerships. Inventory regional recreation facilities and summarize their relationship to Township needs and service gaps.

Products and deliverables

- Updated community description, maps, tables, and charts
- Updated administrative structure and funding narrative
- Regional facilities inventory and findings summary

TASK 3 | FACILITY ASSESSMENT AND ACCESSIBILITY REVIEW

Conduct an on-site review of the Township's parks, Senior/ Community Center recreation assets, playgrounds, athletic fields, concessions, pavilions, sledding hill, walking paths, boardwalk, 5K route, trail system, and the Village, Merrill, and Pettysville trailheads.

Document existing conditions, circulation, parking, access, safety, amenities, infrastructure, natural resource constraints, permitting considerations, maintenance needs, and opportunities for multi-use and intergenerational recreation.

Review goals and proposed improvements for consistency with applicable accessibility standards and identify planning-level corrective actions.

Products and deliverables

- Existing-conditions inventory and photo documentation
- Accessibility and opportunity findings matrix
- Planning-level permitting and constructability considerations

TASK 4 | COMMUNITY ENGAGEMENT

Meet with user groups identified by the Township who are stakeholders in the parks. We plan to hold this meeting during the public input survey.

We propose holding these meetings in a back to back format to hear each user group's concerns individually. We will utilize this information with the public input to identify the potential future updates for the park..

Products and deliverables

- Community outreach meetings
- Documentation of results and findings

TASK 5 | GOALS, OBJECTIVES, AND RECREATION PRIORITIES

Translate technical findings and public input into goals and measurable objectives for the next five years and beyond.

Evaluate desired uses and recommend priorities consistent with community needs, available resources, accessibility, multi-generational use, stewardship, and grant competitiveness.

Review recommendations with the Parks and Recreation Committee and Township staff at the 50 percent milestone.

Products and deliverable

- Draft goals and objectives
- Prioritized needs and opportunities matrix
- 50 percent review package and meeting summary

TASK 6 | MANLY BENNETT PARK AND TRAILHEAD CONCEPT PLAN

Prepare a master design plan drawing for Manly Bennett Park showing recommended five-year improvements and longer-term build-out opportunities.

Incorporate the three Township-owned trailheads and reflect the future build-out of the Park within a Park in West Park.

Address facility relationships, circulation, parking, pedestrian connections, lighting, amenities, universal access, natural resource constraints, permitting, and constructability at a planning level.

Products and deliverables

- Illustrative master design plan drawing
- Trailhead improvement concepts
- Planning-level design narrative suitable for grant attachments

TASK 7 | ACTION PLAN, COSTS, AND IMPLEMENTATION

Create a five-year action plan and longer-range recommendations organized by priority, responsible party, potential funding source, planning prerequisites, and target timeframe.

Prepare preliminary opinions of probable cost for recommended improvements and identify logical project phases.

Summarize anticipated permitting issues and grant-readiness actions, including information needed to support future budget requests, grants, or millage consideration.

Products and deliverables

- Five-year action plan and longer-range roadmap
- Planning-level cost estimates and phasing strategy
- Funding, grant, and permitting considerations

TASK 8 | DRAFT AND FINAL MASTER PLAN

Compile the planning process, findings, community input, updated inventories, goals, objectives, concept plans, action plan, costs, and implementation recommendations into a cohesive draft.

Present the 80 percent draft to the Parks and Recreation Committee and revise the plan based on consolidated comments.

Present revised plan to the Township Board, hold public hearing, complete final revisions, and assist with delivery of the final plan and supporting drawings to the State.

Products and deliverable

- 80 percent draft master plan
- Township Board presentation materials
- Final master plan: three printed copies and a web-ready PDF
- Final drawings, recommendations, cost estimates, and supporting appendices

Philosophical Approach and Schedule

Our team has carefully reviewed and understands the Scope of Services as outlined in the RFP. The phasing below outlines our approach to a standard project progression; these services will be tailored to meet your project's unique needs. We understand the Township would like the plan completed by March 1, 2027, and are committed to meeting that deadline.

PROJECT ADMINISTRATION

As industry leaders in public sector design services, our team understands the process necessary to deliver a successful Master Plan. A fully integrated and collaborative project team is critical to the project's success. DLZ will proactively engage administrators, stakeholders, and the community to establish clear lines of communication, develop consensus regarding project goals, and schedule for successful implementation.

COMMUNICATION

Effective communication from the design team starts with our Project Manager, Ben Baker, PLA, ASLA, LEED AP. He will be your primary point-of-contact and will be responsible for facilitating communication between administrators, stakeholders, the design team, and consultants throughout the project.



Community Parks
Pontiac, MI

Project success will be facilitated by embracing the principles of dedication, collaborative and innovative decision making, team participation, early goal definition, and open and transparent communication.

INITIAL REVIEW

We will review your website and previous recreation plan for information on existing parks, community description and administrative structure ahead of our kickoff meeting.

KICKOFF PLANNING MEETING

Hold a meeting with the Township to review the information and discuss changes that are needed. We will also discuss scope, schedule and roles.

PUBLIC INPUT

We plan to provide a mobile friendly online survey that can be shared across the Township's various platforms and as QR codes at the parks and at various events. We have had great success with a few different styles of surveys on projects in the past year and are excited to share those options with the Township.

PUBLIC INPUT RESULT MEETING

DLZ will compile the survey results for the Township's review and for the basis of Goals and Objectives and Action Program sections of the recreation plan. The meeting will be used to discuss the draft goals and objectives and the draft action plan.

INITIAL DRAFT PLAN PREPARATION & REVIEW

While the public input is being gathered we will complete the required inventory and accessibility assessment. We will compare the parks to NRPA and recreational standards. Based on the input from the Planning Meeting and the survey results meeting we will prepare an initial draft Recreation Plan for the Township's review. This will include all sections required per the MDNR guidelines. We plan to use the Township's previous plan as a basis for this project.

PUBLIC COMMENT PERIOD

Once the draft plan has been completed, residents must be provided with a well-publicized opportunity of 30 days, to review and comment on the plan before it is officially adopted.

FINAL PLAN PREPARATION

Input received during the public comment period will be incorporated into the draft plan.

PRESENTATION OF THE PLAN

The plan will be presented to the Township at a public hearing per MDNR guidelines. The Township will have the opportunity to approve the plan following the public hearing. Following approval of the 5-year Community Recreation Plan by the Township we will provide the necessary guidance and information to submit the plan for MDNR review and acceptance. DLZ will complete and provide the plan certification checklist document as well as submit the adopted plan to the regional and county planning commissions per MDNR guidelines.

We have included 5 in person meetings in the scope, the remaining meetings will be virtual.

APPENDICES, POST COMPLETION REPORTS, AND SUBMISSION

We understand that the MDNR's process are very detailed. DLZ will work with the Township to ensure the required documentation and reports are included in the appendices of the document. Some of which include copies of the survey, public notices, post completion reports, copies of the transmittal letters to the County and SEMCOG.



WBT Nature/Educational Programming

ESTIMATED LABOR HOURS BY TASK

The following planning-level hours are proposed for staffing and schedule purposes. They should be validated against the final negotiated scope and fee before submission. Ben Baker, PLA, ASLA, LEED AP will draw on additional in-house technical staff as needed within the task totals shown.

Task	Manoj Sethi PIC	Ben Baker PM	In-house Technical Staff	Total
Document Review and Site Visits	1	12	16	29
Public Input	1	12	24	37
Draft Pkan	1	9	28	38
Plan Presentation and Revisions	2	10	14	26
Appendices and Submittal		3	10	13
Graphic Layout of Proposed Improvemnts	1	2	10	13
TOTAL	**6**	**48**	**102**	**156**

Staffing Assumptions

- Manoj Sethi, PE provides executive oversight, contract authority, milestone quality review, and participation in key Township meetings.
- Ben Baker, PLA, ASLA, LEED AP serves as Project Manager, principal planner, and primary point of contact for the full assignment.
- In-house technical staff may include landscape architecture, planning, civil/site engineering, environmental/ permitting, accessibility, graphics, cost estimating, GIS, and document production support. Individual names and disciplines should be finalized before submission.
- The hours assume timely receipt of Township background information and consolidated review comments at each milestone.
- Additional meetings, surveying, boundary/topographic mapping, detailed engineering design, environmental delineation, or services beyond the planning-level scope would be authorized separately.

PROPOSED SCHEDULE AND TIMELINE

DLZ will organize the work to meet the Township's required completion deadline of March 1, 2027. The schedule assumes contract authorization following the Township Board's anticipated consultant selection and prompt access to background documents, staff, and facilities.

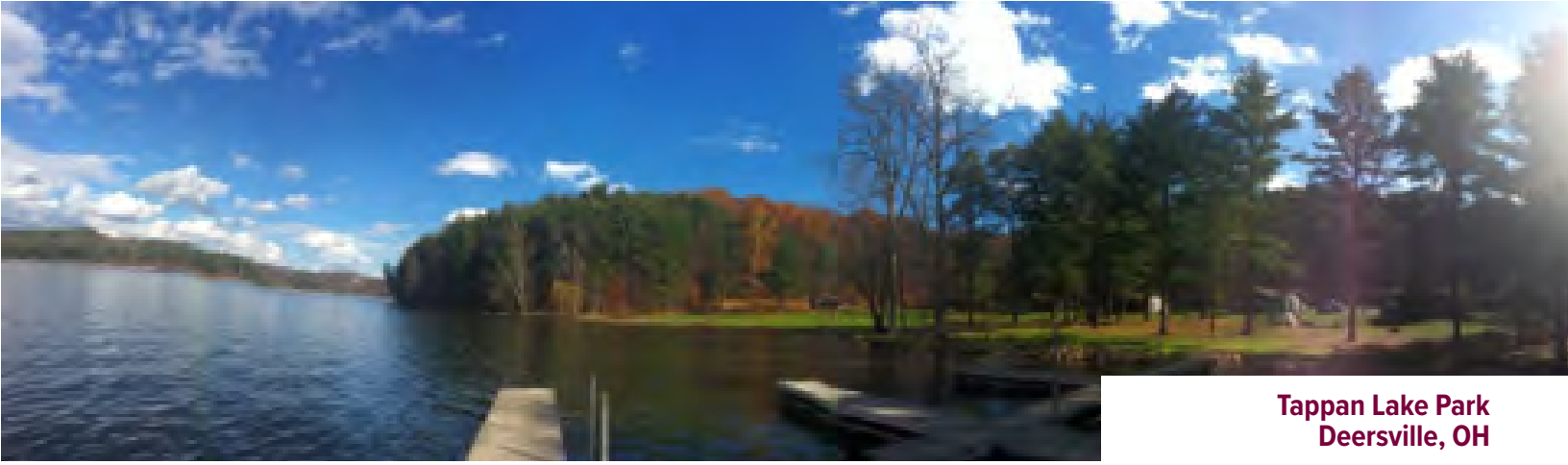
Target period	Activity / milestone
October 6–16, 2026	Contract finalization, kickoff, information request, schedule confirmation
October 12–30, 2026	Background review, community and administrative updates, regional inventory
October 19–October 23, 2026	Facility inspections, accessibility review, opportunities and constraints
October 19–November 13, 2026	Engagement materials, survey, focus groups/user input, public meeting activities
November 13–November 20, 2026	Goals, objectives, priorities, and 50 percent review
November 23–December 15, 2026	Manly Bennett Park and trailhead concept planning
December 1–December 15, 2026	Action plan, preliminary costs, phasing, funding and permitting considerations
December 15	80 percent draft master plan and Committee review
January 15-February 16, 2027	30 day review and comment period
February 16	Township Board Meeting and Public Hearing
February 1–12, 2027	Township Board review and consolidated revisions
February 17–26, 2027	Final production, quality control, printing, web-ready PDF, and State delivery support
March 1, 2027	Contract completion deadline

Milestone Meetings

- Kickoff / pre-commencement meeting
- 50 percent progress review
- 80 percent draft review
- Township Board final plan review and recommendations
- Final plan delivery coordination and State submission assistance

Deliverable Commitment

DLZ will provide three printed copies of the final master plan, a web-ready PDF, final planning drawings, recommendations, and planning-level cost estimates by March 1, 2027, subject to timely Township review and approval cycles.



Tappan Lake Park
Deersville, OH

Organizational Chart and Resumes

Our collaborative team brings targeted experience, specialized expertise, and commitment to your project. We will engage the staff, stakeholders, and broader community in a meaningful and collaborative way that brings the best ideas to life.

Hamburg Township
a great place to grow

Project Principal
Manoj Sethi, PE

Quality Manager
Jeff Hirsch, PLA, LEED AP *

Project Manager
Ben Baker, PLA, ASLA, LEED AP *

*Resume Included

Other Services

Landscape Architecture
Megan Palmer *

Planning Review/ADA
Stephen Metzer, AICP, SPWS*

Planning
Lauren Holtz*



Benjamin Baker, PLA, ASLA, LEED AP

PROJECT MANAGER

Mr. Baker is a Licensed Landscape Architect and LEED Accredited Professional with over 22 years of experience. He has worked through all phases of projects including project management, planning, design, construction documentation, specifications, and construction administration. He is a proven leader in the landscape architecture field and is heavily involved in his community. He has worked on a broad range of projects over his career, including parks and recreation, trails, grants, planning, urban design, green infrastructure and more.

- City of Albion, 5 Year Recreation Plan, Albion, Michigan. Project Manager and Landscape Architect. *
- City of Allegan, 5 Year Recreation Plan, Allegan, Michigan. Project Manager and Landscape Architect. *
- Village of Eau Claire, 5 Year Recreation Plan, Eau Claire, Michigan. Project Manager and Landscape Architect. *
- Village of Vandalia, 5 Year Recreation Plan, Vandalia, Michigan. Project Manager and Landscape Architect.*
- Village of Baroda, 5 Year Recreation Plan, Baroda, Michigan. Project Manager and Landscape Architect. *
- Village of Homer, 5 Year Recreation Plan, Homer, Michigan. Project Manager and Landscape Architect. *
- Village of Schoolcraft, 5 Year Recreation Plan, Schoolcraft, Michigan. Project Manager and Landscape Architect. *
- Baroda Township, 5 Year Recreation Plan, Baroda Township, Michigan. Project Manager and Landscape Architect. *
- Waterford Oaks Park Planning, Oakland County, Michigan
- Master Planning for 6 Community Parks, Pontiac, Michigan.
- Shelden Park, Livonia, Michigan.
- Civic Center Park, Royal Oak Charter Township, Michigan.
- Beech Grove Master Plan, Elkhart County, Indiana. Project Manager for master planning for 70 acre nature preserve.
- Silver Beach County Park Renovation, Berrien County, Michigan. Recreation Planning / 5 year recreation plans
- Waterford Oaks Master Plan, Oakland County, Michigan. Landscape Architect. *
- Stoffer Plaza Master Plan, Albion, Michigan. Project Manager and Landscape Architect. *
- Quality of Life Planning Project, Dowagiac, Michigan. Landscape Architect. *
- Grove Park Planning, Berrien Springs, Michigan. Project Manager and Landscape Architect.*
- Covert Park and Campground Master Plan, Covert, Michigan. Project Manager and Landscape Architect. *
- Covert Library Reading Garden Master Plan, Covert, Michigan. Project Manager and Landscape Architect.*
- Village Park Master Plan, Lawrence, Michigan. Project Manager and Landscape Architect. *
- Webster Street Park Planning, Homer, Michigan. Project Manager and Landscape Architect.*
- Homer Lake Park Master Planning, Homer, Michigan. Project Manager and Landscape Architect. *
- Sidewalk and Streetscape Assessment, Kalamazoo, Michigan. Project Manager and Landscape Architect. *
- Tree Inventory Plan, Paw Paw, Michigan. Landscape Architect. *
- Cheney Mansion Master Plan, Oak Park, Illinois. Project Manager and Landscape Architect. *

EDUCATION

B.L.A. Landscape Architecture, Michigan State University, 2004

REGISTRATIONS

Registered Landscape Architect – Architect: Michigan, 2010, #3901001536; Illinois, 2007, #157001228; Indiana, 2010, #LA21000135

* *Work perrformed with previous employer*

YEARS OF EXPERIENCE

22+



Jeffrey Hirsch, PLA, LEED AP

QUALITY MANAGER

Mr. Hirsch's landscape architectural and planning experience includes transportation/corridor, judicial/correctional, municipal, educational, recreational, environmental, federal and civic design projects. Specific design work has included site development for large municipal, institutional and university building projects, athletic field complexes, multi-use recreational trails, urban plazas, streetscapes, and detailed planting designs. Mr. Hirsch continues to educate himself with the latest information and technology pertaining to the landscape architectural profession.

- Byers Softball Complex Improvements, South Bend, Indiana. Quality Manager / Landscape Architect. Masterplanning and Design for Softball Complex improvements and expansion including new field layout, parking, spraypad, sport courts, aesthetics and maintenance.
- Airport Park Improvements, Warsaw, Indiana. Quality Manager / Landscape Architect. Master planning and Design of new Park improvements including Cricket pitch and 18 hole disc golf course.
- Dunn Stadium Pickleball Courts, Bartholomew County, Indiana. Quality Manager / Landscape Architect. Design for 12 Court Pickleball Complex including court layout, parking, fencing, grading and drainage.
- Kilbourne Run Sports Park, City of Columbus Recreation and Parks Department, Columbus, Ohio. Project Landscape Architect. Responsible for the planning and design of improvements to existing Kilbourne Run Park. Improvements include six (6) new synthetic turf soccer fields including one championship field and stadium, 1000 car parking lot, five (5) natural turf soccer fields, maintenance facility, restroom buildings, shelters, playgrounds, and pedestrian trail connections to surrounding greenways and neighborhoods.
- Founders Square Improvements 2023, City of Portage Redevelopment Commission, Portage, Indiana. Project Manager. Responsible for the planning and design of downtown general park improvements around Founder's Square Park and the Performance Venue Park features include a new beer garden, sidewalks, parking improvements, lighting, furnishings.
- MLK Center, South Bend, Indiana. Quality Manager / Landscape Architect. Planning and Design of new Park Community Center.
- Kennedy Park Improvements, South Bend, Indiana. Quality Manager / Landscape Architect. Planning and Design of new Park improvements and aquatic features.
- Memorial Park Spray Pad, New Carlisle, Indiana. Project Manager. Design and Implementation of new Park spray pad and associated utilities, park improvements and landscape plantings.
- Battell Park Improvements, Mishawaka, Indiana. Quality Manager / Landscape Architect. Design and Implementation of Park masterplan improvements consisting of new spray pad, Veterans walk, wedding garden and indigenous peoples memoriaL.
- Crawford Park Phase 1 Improvements, Mishawaka, Indiana. Quality Manager / Landscape Architect. Design and Implementation of Phase 1 Park masterplan improvements consisting of playground, shelters, spray pad, parking and comfort station.
- Mishawaka Riverwalk Extension and Marvin's Garden, Mishawaka, Indiana. Quality Manager / Landscape Architect. Design and Implementation of Riverwalk extension.
- Founders Square Improvements 2021, City of Portage Redevelopment Commission, Portage, Indiana. Project Manager. Responsible for the planning and design of downtown park plaza improvements between Founder's Square Park and the Performance Venue in addition to a new public plaza space between the Portage Police Station and Fire Station along Central Avenue. Park features include a large plaza space for event vendor trucks, custom access gates, lighting, furnishings, landscape plantings and decorative lighted bollards.

EDUCATION

Bachelor of Landscape Architecture, Ball State University, 1999

REGISTRATIONS

Professional Landscape Architect:
Indiana, 2001, # 10100142
Ohio, 2002, #0201056
Michigan, 2002, #39-01-001365
Illinois, 2003, #157.001100
Kentucky, 2005, #698
Tennessee, 2024, #1369

CERTIFICATIONS

LEED Accredited Professional, The U.S. Green Building Council, 2009
Council of Landscape Architectural Registration Boards (CLARB), Council Certification, 2002, #2736

YEARS OF EXPERIENCE

27+



EDUCATION

Bachelor of Landscape Architecture with a secondary major in Spanish, Iowa State University, 2024

SKILLS/TRAINING

AutoCAD / Civil 3D / LandFX
Adobe Creative Suite
SketchUp / Lumion
ArcGIS Pro / Online
Hand Rendering
2024 REVIT Architecture Essentials Training

YEARS OF EXPERIENCE

3+

Megan Palmer

LANDSCAPE ARCHITECT

Ms. Palmer is passionate about creating meaningful places, promoting sustainable design, and supporting communities. She also is an intermediate Spanish speaker, which has enhanced her community outreach work on projects. Today, she works to put the community first as she strives for excellence with DLZ.

- Waterford Oaks Park Planning, Oakland County, Michigan. Conceptual grading work, design development (plaza design, plant selection, pickleball courts) and final construction documents.
- Beech Grove County Park, Elkhart County, Michigan. Community engagement and master planning.
- Shelden Park, Wayne County, Michigan. Master planning, Design Development, and Construction Documents. Design included splash pad, playground, plaza, restroom, paths, plantings, fitness area, pickleball, tennis, soccer, and baseball fields.
- 7 Pontiac Community Parks, Oakland County, Michigan. Community engagement, master planning, and construction documents.
- Civic Center Park, Oakland County, Michigan. Preliminary concept creation and construction documentation support.
- Front Range Village Dog Park, Fort Collins, Colorado. Planting redesign prioritizing native species and water consciousness.
- Ypsilanti Transit Center, Oakland County, Michigan. Code research and site layout development.
- Camden MDOT Streetscape, Hillsdale County, Michigan. Tree and site furnishing construction documentation.
- Livernois Tree Grates, Wayne County, Michigan. Construction documentation for updated tree grates and associated sidewalk changes.
- Silver Beach Entry Way, Berrien County, Michigan. Entryway expansion and sidewalk construction documents.
- Covert Parking Lot, Van Buren County, Michigan. Parking lot grading and construction documents.



EDUCATION

B.S. Biology, Central Michigan University, 1986

CERTIFICATIONS

American Institute of Certified Planners, 2001, #017270

Senior Professional Wetland Scientist Society of Wetland Scientists, 1995, #000473

YEARS OF EXPERIENCE

30+

Stephen Metzer, AICP, SPWS

PLANNING REVIEW / ADA

Mr. Metzer is responsible for managing planning, biological, ecological, and site civil/ landscape architecture projects. Mr. Metzer's experience includes design and oversight of the preparation of construction plans for wide variety of site activities, including wetland mitigation design, grading, soil erosion control, drainage, stormwater management, parking lots and drives, and cultural and native landscaping. Many of his projects have been successfully constructed with excellent results consistent with the design intent. He also has extensive experience and expertise in a variety of ecological studies. He assists with performing a variety of flora and fauna studies for various projects, including performing wetland delineations. He has also assisted numerous clients with a variety of wetland and other permitting and monitoring services and has designed numerous wetland mitigation sites that are all deemed highly successful.

- Town of Galveston Comprehensive Plan, Galveston, Indiana. Project Manager. Responsible for development of master land use plan for small community in northwest Indiana. Duties included existing land use analysis, collection of demographic information, and public involvement.
- Traverse City Corridors Master Plan, City of Traverse City, Michigan. Senior Planner. Responsible for review and analysis of roadways and non-motorized transportation improvements in four corridors in the City of Traverse City. Included review of implementation of complete street elements and context sensitivity analysis.
- Master Plan Update, Bloomfield Township, Oakland County, Michigan. Subconsultant Project Manager. Data collection and analysis of environmental components of GIS mapping and text for master plan update. Included analysis of wetlands, watercourses, soils, woodlands, and wildlife corridors, as well as presentations to the Township's Planning Commission and the public.
- Town of Orland Comprehensive Plan, Town of Orland, Steuben County, Indiana. Project Manager. Responsible for public involvement and development of master land use plan for small community in northeastern Indiana. The Town desires to be proactive prior to recovery of the economy and establish updated future land use plans.
- Charter Township of West Bloomfield Planning Department, Oakland County, Michigan. Staff member responsible for assisting staff planners with day-to-day operations, including assisting the public with zoning ordinance compliance, interpreting zoning ordinance to assist code enforcement officers, review of site plans and plats for zoning conformance, meetings with developers and residents to review planning issues, and presentations and reports to the Planning Commission and Township Board.
- Water Quality Monitoring Program, West Bloomfield Township, Oakland County, Michigan. Utilization of volunteer and intern staff to collect water quality and aquatic plant data from 24 lakes and summarize results with recommendations for management in an annual report. Required close coordination with lake representatives for lake access and providing educational materials to lake residents. Made presentations to several lake associations annually on a variety of topics related to water quality, as well as preparing articles for lake association newsletters. Several lake associations requested presentations each year on the results and recommendations for management.
- Wetland Mapping, West Bloomfield Township, Oakland County, Michigan. Review of aerial photography, soil surveys, National Wetland Inventory maps, and USGS Quadrangle maps to determine wetlands for the 32-square mile township. Field verification was done if needed and the GIS database updated with each wetland delineation performed in-house or submitted by developers.
- Consulting Naturalist, West Bloomfield Parks & Recreation Department. Performed a variety of nature educational walks and tours in township parks and other areas of interest.
- Genesee County Parks Trail Alignment, Genesee County Parks & Recreation Commission, Genesee County, Michigan. Project Manager. Provided management and analysis for evaluation of several options for alignment of a 12 mile multi-use trail in Genesee County. Trail was intended to connect an existing park in the system to a new trailhead at an existing regional trail to the east.



Lauren Holtz

PLANNER

Ms. Holtz is an entry-level planner with 2 years of experience at DLZ. She has gained experience in a multitude of disciplines through assisting in the development of multi-modal corridor studies, research and data analysis, preparation of National Environmental Policy Act (NEPA) compliance documentation, preparation of grant applications for the State and Federal funding programs and performed evaluations of municipalities per the Americans with Disabilities Act (ADA) Design Standards. Ms. Holtz is highly familiar with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design and the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (ROW). She has acquired knowledge and practical experience through performing the compliance evaluations and data acquisition for report preparation. She has assisted in the completion of numerous Self-Evaluation and Transition Plans (SETP) and Title VI Plans for municipalities in Indiana and Ohio.

- City of Pontiac Road Master Plan, Pontiac, Michigan. Planner. Development of a long-term roads master plan for the City of Pontiac to identify current road, alley, sidewalk and storm sewer condition assessments and potential options to improve the overall condition of those assets. For preparation of the final report, responsibilities include; review of current and trending PASER data using Roadsoft, identifying potential repair/replacement options through development of an objective method for project prioritization, and development of conceptual cost estimates to bring the road network to a PASER rating of five (5) or better in a 10- and 20-year period.
- MDOT M-46 Corridor Study, Saginaw, Michigan. Planner. Assisted in the preparation of a comprehensive corridor study of the M-46 corridor in Saginaw from M-47 to Outer Drive to identify potential corridor improvements that would accommodate current and future traffic volumes, aim to enhance safety for all modes of transportation, improve non-motorized mobility, and eliminate barriers for bicyclist/pedestrians without impacting traffic flow. The outcome of the study identified short, medium, and long-term transportation system strategies to transform the corridor into a multi-modal environment that balances the needs of all modes and is sensitive to evolving land use and development.
- M-49, Camden TAP Grant, Hillsdale County, Michigan. Planner. Prepared and completed the grant application for the Michigan Transportation Alternatives Program (TAP) grant on behalf of the Village of Camden and MDOT Jackson TSC for the roadway and sidewalk improvements being completed along M-49. Responsibilities included coordination with MDOT Jackson TSC and municipality staff, data acquisition, and preparation of the required documentation to submit within the required 2023-2024 grant application schedule. The application was submitted in two sections, project design and project construction, $74,880 was awarded for the design phase on 12/12/2023 for FY 2024, and the construction phase received a conditional commitment for FY 2026 for $452,336 in grant funding.
- Hagadorn & Sandhill Roundabout, 5323 Form and Section 106 Application, Ingham County, Michigan. Planner. Researched and gathered data regarding the social, economic, and environmental impacts of the project site for preparation of NEPA compliance documentation. Assisted in the preparation and review of the Local Agency Environmental Clearance Form 5323 and Section 106 Application.
- City of San Angelo Recreation & Parks Department ADA Self-Evaluation and Transition Plan, San Angelo, Texas. DLZ Planner. Performed an evaluation of public and employee-common use areas for 25 City-owned facilities, including community and recreation centers, fairgrounds buildings, convention centers, civil department buildings, and special event pavilions. Assisted in the development of cost estimates, facility reports, and photologs documenting all non-compliance issues, to make the necessary corrective actions for the data collected by DLZ staff for ROW facilities. Work done as a subconsultant and includes coordination with client and City and assisting with project management.

EDUCATION

B.S. Urban and Regional Planning, Eastern Michigan University, 2020

SPECIAL TRAINING

National ADA Symposium, Minneapolis, 2024

Ohio Department of Transportation – LTAP NEPA Training, 2023

Michigan Department of Transportation – LAP Section 106 Review Process Training, 2023

Michigan Association of Planning, Transportation Bonanza, 2023

YEARS OF EXPERIENCE

6+

References

DLZ REFERENCES

Berrien County Parks Department
Jill Adams, Director
269.983.7111, ext 8234 ; jadams@berriencounty.org
Professional services including landscape architecture, architecture, civil engineering, grant administration, planning documents and construction documents.

City of Livonia Parks
Michelle Koppin, Assistant Superintendent
734.466.2918 ; mkoppin@livonia.gov
Professional services including landscape architecture, architecture, civil engineering, MEP engineering and more for many sites across the City. Including master planning, cost estimating, construction documents, bid phase services, and construction administration for a $5M project at Shelden Park.

Oakland County Parks
Mark Adams, Project Manager
248.762.3822 ; adamsmaj@oakgov.com
Professional services for a number of sites including inventory and analysis of parks, master planning, potential fee generation and amenity needs, construction documents, site observation. Including the renovations to Pontiac Oaks Park and Waterford Oaks Park.

Elkhart County Parks
Ronda DeCaire, Director
574.535.6458 ; rdecaire@elkhartcounty.com
Professional services including master planning, community engagement, and grant research for a new park site.



South Park
Harrison County, IN

FEE PROPOSAL

Five Year Master Plan

CLIENT	Hamburg Township
PROJECT	Five Year Master Plan
PROPOSAL DATE	September 10, 2026
PREPARED BY	DLZ Michigan, Inc.

SCOPE OF SERVICES

DLZ will provide the professional services described in the agreed-upon scope of work for the project identified above. Services will be coordinated with the Client and performed in accordance with the project schedule and applicable requirements.

FEE SUMMARY

PROFESSIONAL SERVICES	FEE
Lump Sum Fee	**$19,750**

FEE BASIS AND ASSUMPTIONS

- The fee is based on the scope of services and project information available as of the proposal date.
- Services requested beyond the agreed-upon scope will be considered additional services and performed only upon written authorization.
- Reimbursable expenses, permit fees, and third-party charges are excluded unless specifically identified in the final agreement.
- Invoices will be submitted in accordance with the terms of the executed agreement.

AUTHORIZATION

The Standard Terms and Conditions, as set forth as attached Exhibit A, are incorporated here into and made a part of this Proposal. The Client referred to in the Standard Terms and Conditions means Hamburg Township.

If you approve and accept this Proposal, please sign, date and return one copy to us our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

We appreciate the opportunity to submit this proposal and are pleased that we may be of service to you on this project. Please contact Ben Baker, (269) 247-6468 at your earliest convenience, if you should have any questions or comments.

Very truly yours,

DLZ MICHIGAN, INC.



Manoj Sethi, PE - President



Ben Baker, PLA, ASLA, LEED AP - Project Manager

Approved and Accepted

Signature _____

Printed Name _____

Title _____

Date _____

EXHIBIT [A]

DLZ'S STANDARD TERMS AND CONDITIONS

1. INVOICES AND PAYMENT: Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at one percent (1%) per month after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.

2. CONSTRUCTION SERVICES: If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contact documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.

3. CHANGES IN REQUIREMENTS: In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.

4. SURVEY STAKING: If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.

5. MISCELLANEOUS EXPENSES: Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.

6. CHANGE OF SCOPE: DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.

7. SAFETY: DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.

8. REUSE OF PROJECT DELIVERABLES: CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, will be at CLIENT's sole risk.

9. OPINIONS OF CONSTRUCTION COST: Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contractor bids or actual cost to CLIENT.

10. INSURANCE: During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- $1,000,000 per occurrence, $2,000,000 general aggregate, $2,000,000 products/completed operations aggregate, $1,000,000 personal/advertising injury aggregate; Automobile Liability- $1,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and $1,000,000 employers liability; and Professional Liability- $2,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.

11. INDEMNITY: To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.

12. CONSEQUENTIAL DAMAGES: Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.

13. LIABILITY: No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.

14. DISPUTES: Any claim or controversy arising out of or relevant to this agreement, or the breach thereof, shall be settled by binding arbitration in the state in which the project is located, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be rendered in any court having jurisdiction thereof.

15. STATUTE OF LIMITATIONS: The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.

16. DELAYS: DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.

17. SHOP DRAWINGS: If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.

18. ACCEPTANCE: Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.

19. STANDARD OF CARE: DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose. DLZ shall be entitled to rely on all CLIENT-provided information except to the extent otherwise stated in the agreement.