OHM Advisors®

Qualifications & Proposal for

Parks and Recreation Five Year Master Plan

Client Hamburg Township (Michigan)
Due Date Thursday, September 3, 2026



"A community-driven plan that connects resident priorities with feasible improvements, future funding opportunities, and long-term investment in Hamburg Township's recreation system."

Jennifer Morris, AICP, Principal at OHM Advisors

PRIME NAME Orchard, Hiltz & McCliment, Inc. dba OHM Advisors (Corporation, Michigan)
CONTRACT OFFICE 3767 Ranchero Drive, Suite 100, Ann Arbor MI 48108

Cover Letter

DEAR MS. HENNEMAN,

Hamburg Township's diverse recreation system connects residents and visitors to parks, athletic facilities, trails, waterways, wetlands, and natural areas. As the Township looks ahead, updating its Five-Year Parks and Recreation Master Plan presents an opportunity to build on these assets, evaluate progress since adoption of the current plan, and establish a practical framework for recreation improvements over the next five years and beyond.

This planning effort comes at an important time. Hamburg Township needs more than an update to the existing plan's narrative, statistics, and required components—it needs a community-driven, actionable decision-making tool that connects resident priorities with feasible improvements, anticipated costs, implementation timeframes, and future funding opportunities. The plan must also maintain eligibility for Michigan Department of Natural Resources funding while supporting future grant applications, capital budgeting, and partnerships.

The attached work plan outlines an integrated approach that builds upon the Township's current Parks and Recreation Master Plan and focuses project resources where they will have the greatest value. A distinguishing feature of the assignment is the coordination of system-wide recreation planning with planning-level concepts for Manly W. Bennett Memorial Park, the future build-out of the "Park within a Park," and the Township's three trailheads.

The effort includes:

- A focused review of existing facilities, infrastructure, accessibility, and emerging recreation needs;
- Meaningful and inclusive engagement to identify community priorities;
- Development of clear goals, feasible recommendations, preliminary costs, implementation timeframes, and permitting considerations;
- Planning-level concepts for Manly W. Bennett Memorial Park, the "Park within a Park," and the Township's trailheads; and
- Preparation of an engaging, MDNR-compliant plan positioned to support grants and other funding opportunities.

Throughout this process, OHM Advisors will draw upon our integrated parks and recreation planning, community engagement, landscape architecture, GIS, accessibility, engineering, and cost-estimating experience. Similar efforts for the cities of Farmington, Oakland County Parks, and City of Ann Arbor demonstrate our ability to efficiently translate community input and technical findings into realistic, fundable recommendations.

Alex Hritcu, AICP, NCI, will serve as Project Manager and Hamburg Township's primary point of contact, supported by **Jennifer Morris as Principal-in-Charge**. Together, they will coordinate the project team, engagement activities, deliverables, and schedule while working closely with Township staff, the Parks and Recreation Committee, and the Township Board.

Our goal is to help Hamburg Township create a plan that is visually engaging, implementation-focused, and ready to guide public review, adoption, and MDNR submission. We appreciate the opportunity to present our qualifications and look forward to helping translate community priorities into feasible, fundable improvements for the Township's parks, trails, and recreation facilities.

Sincerely,



Jennifer Morris, AICP
Principal, OHM Advisors

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COMMUNITY IS AT THE CENTER OF EVERYTHING WE DO.

Who We Are & Our Expertise

OUR MISSION

We are a team of 800+ people from different backgrounds in twenty-six (26) different cities across Michigan, Ohio, Tennessee, Kentucky, Indiana, Florida, and Pennsylvania, striving to use our combined expertise and talents to continually advance the communities we serve. Since our founding in 1962, we've stayed true to our roots—our people, our values and our mission—as we cultivate innovative solutions for the future. It's where we start in every client relationship, *working together today to make tomorrow better.*

SERVICES & CAPACITY

We believe that something incredible grows out of a team of experts with individual specialties, working together toward tomorrow. Ideas with bigger impact. Creative solutions from a broader perspective. And limitless imagination to innovate for our clients.

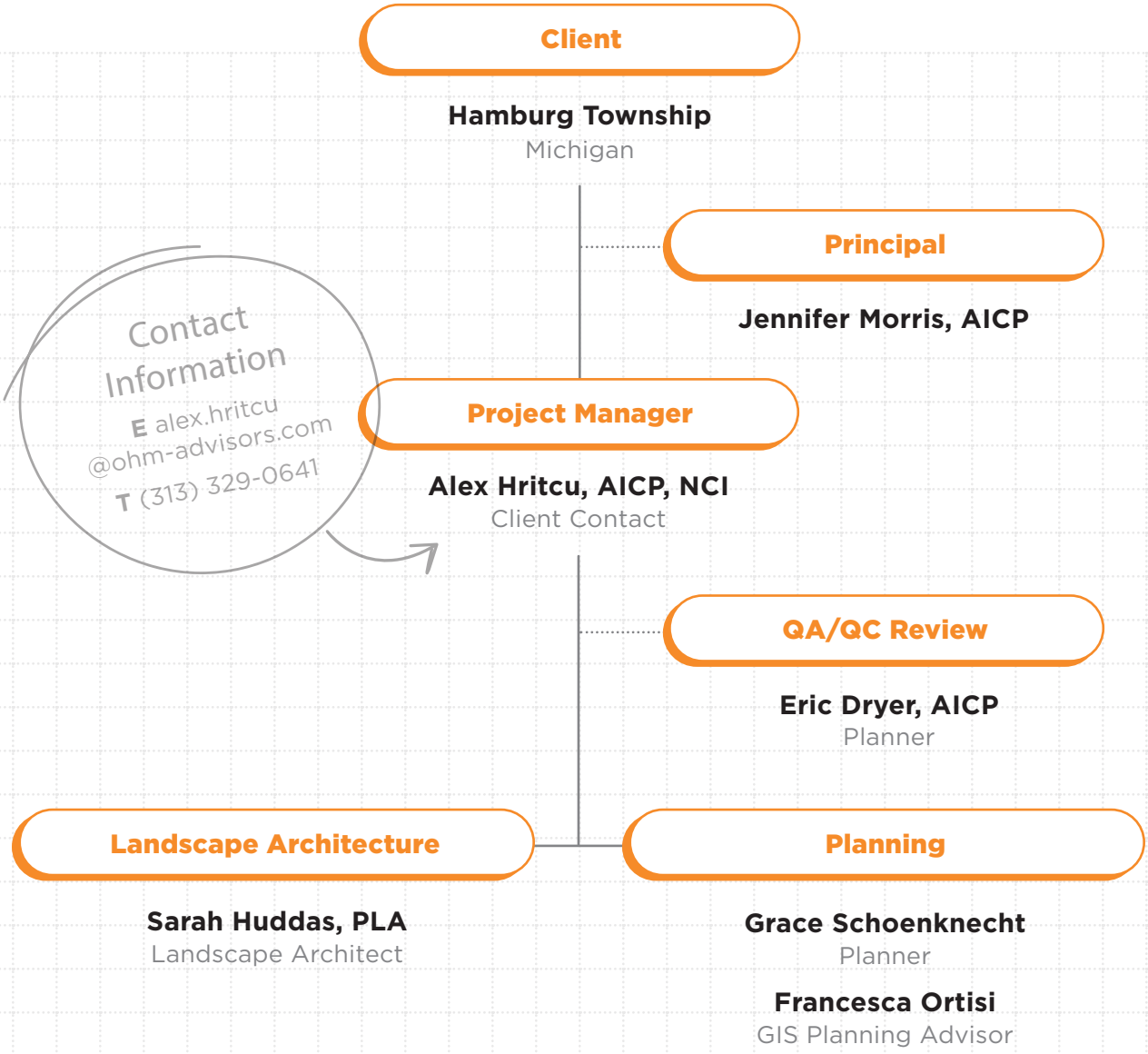
Discipline	Total Staff
Architecture	60
Construction Engineering	184
GIS & Innovative Technologies	15
Landscape Architecture & Urban Design	24
Mechanical, Electrical & Plumbing Engineering	21
Municipal Engineering	189
Planning	25
Surveying	65
Transportation	72
Water & Ecological Environmental	58

29 OFFICES | **800+** EXPERTS OF DIVERSE BACKGROUNDS & TALENTS | **10** DISCIPLINES

Organization Chart

STRUCTURE & COMMUNICATION

Our mission-driven team works collaboratively across multiple service areas, including architecture, engineering, planning, urban design and landscape architecture, surveying, and construction engineering, to create better places for people.





Jennifer Morris, AICP

Principal

Jennifer Morris is a Principal at OHM Advisors, supporting both the Municipal Services and PLACE (Planning, Landscape Architecture, Community, and Environment) groups. With more than 30 years of experience in municipal management, planning, and economic development, she has worked with over two dozen communities across Michigan and Florida. Most recently, as Director of Neighborhood and Economic Operations for the City of Jackson, she led economic and community development, planning and zoning, housing and redevelopment initiatives, and capital improvement planning. Her leadership helped position Jackson as a benchmark for redevelopment readiness.

Education

Master of Public Administration with Honors, Walden University, 2010

B.S in Urban and Regional Planning, Michigan State University, 1992

WITH OHM ADVISORS SINCE **2021** | **17 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Farmington Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI
Project Manager; The City of Farmington is updating its Master Plan, Downtown Plan, and Parks and Recreation Master Plan through an integrated process as the community celebrates its 200th year. With evolving economic opportunities, shifting demographics, and growing infrastructure needs, this is a pivotal moment to pause and envision the future for the next generation. Together, the plans will form an integrated framework that guides development and investment across the city, from neighborhoods to the downtown core to parks.

Governor Warner Mansion Study, Farmington, MI
Project Manager; Project Manager leading the team in an assessment of the City owned Governor Warner Mansion to determine options for future use, current and future structural needs, and the identification of financing opportunities.

Grand River Avenue Corridor Improvement Plan (Farmington & Farmington Hills), Farmington and Farmington Hills, MI
Project Manager; leading the team in updating the 2013 multi-jurisdictional Grand River Corridor Improvement Authority Vision Plan to reflect the economic and financial changes that have resulted since its original adoption.

Troy Historic Village Master Plan, Troy, MI
Project Manager; Developed a master plan for Troy Historic Village to guide future improvements, addressing operational limitations such as limited space, infrastructure, and parking. Assessed existing conditions and incorporated community input to define goals and prioritize phased short- and long-term enhancements. Provided recommendations and cost estimates to support implementation and future funding decisions.



Alex Hritcu, AICP, NCI

Project Manager

Alex is a multidisciplinary planner and leader specializing in urban planning, zoning, and economic development. He has led municipal master plans, zoning ordinance rewrites, parks and recreation master plans, and downtown and corridor strategies across Michigan, Colorado, and Tennessee. Throughout his career, he has partnered with more than two dozen Main Street and downtown communities, advancing economic development, historic preservation, organizational capacity, and implementation-focused planning. His work integrates land use planning, redevelopment, housing, placemaking, and public engagement to help communities turn vision into action. A member of the American Institute of Certified Planners and the National Charrette Institute, Alex brings a balanced public-private perspective to creating resilient, community-driven plans.

Education

Master of Urban Planning at Wayne State University (2008)

B.A. in Urban Studies at The University of Tennessee, Knoxville (2005)

Certification(s)

American Institute of Certified Planner (AICP), #244133
National Charrette Institute (NCI)

WITH OHM ADVISORS SINCE **2025** | **18 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Grosse Ile Township DDA & TIF Plan, Grosse Ile Township, MI
Project Manager; Led the amendment of Grosse Ile Township's Downtown Development and TIF Plan, establishing a 25-year investment framework and $11 million financing strategy to support business development, placemaking, redevelopment, and public improvements.

Farmington Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI
Quality Assurance & Technical Expert; Reviewed the Farmington Master Plan and Downtown Plan for quality, consistency, and alignment with planning standards and community goals..

Ferndale As Needed Planning, Ferndale, MI
Project Manager; Provides planning support to the City of Ferndale, including development review, zoning administration, and land use recommendations that advance the City's planning goals.

***Parks and Recreation Master Plan for Morton Township, MI**
Senior Planner — Coordinated public engagement and facility assessments to craft a 5-year parks and recreation strategy supporting state grant eligibility.

***Parks and Recreation Master Plan – Village of Port Sanilac, MI**
Project Manager; Led planning and community engagement for recreation improvements, enabling access to state and federal grant funding.

**Completed prior to OHM Advisors*



Eric Dryer, AICP

Planner & QA/QC Reviewer

Eric is a Detroit based planner with a passion for improving communities through holistic and coordinated planning to ensure that infrastructure, mobility, development, and natural spaces work together in harmony. He brings an approach that relies equally on data, community input, and design to help communities find feasible, yet forward thinking solutions to advancing their communities. Eric has led planning projects around Michigan and Ohio, including the Grand Rapid's Downtown Parking System Assessment, City of Kalamazoo's Parks and Recreation Plan, Detroit's E. Warren/Cadieux and Greater Warren/Conner Neighborhood Framework Plans, MDOT's Washtenaw Avenue PEL Study, and the Medina County Strategic Transit Plan. He has also led transportation, non-motorized, and land use planning studies in Monroe, Westland, Grayling, Oakland County, Lansing, and more.

Education

Master of City & Regional Planning, University of Oklahoma (2013)

Bachelor of Science in Biology, University of Michigan (2010)

Certification(s)

American Institute of Certified Planners, #029160

WITH OHM ADVISORS SINCE **2018** | **7 YEARS** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Roosevelt Park Improvements, Detroit, MI
Transportation Planner; Responsible for providing non-motorized transportation options that connect to and travel within Roosevelt Park. OHM led a full redesign of the park and included three meetings with the community. The engagement helped to provide the design team with valuable input on what improvements and amenities the community desired for the park; both for the short term and long term.

E. Warren/Cadieux Neighborhood Framework Plan, Detroit, MI
Project Manager; Responsible for managing the plan, which focused on developing strategies within four specific issue areas of the neighborhood: Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. Concepts were developed for each of the focus areas to guide investments in the neighborhood.

Kalamazoo Parks and Recreation Plan, Kalamazoo, MI
Project Manager; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

9 Line Trail Plan, Oakland County, MI
Principal and Project Manager; Responsible for developing a concept for a connected and cohesive non-motorized pathway from Hazel Park to Farmington Hills. The plan is intended to assist each community in implementing walking and biking pathways that allow for safe and feasible travel between communities and would link to recreational facilities within each city. Recommendations include pathway type, placemaking locations, amenity needs, corridor identity, and an implementation plan.



Education
Bachelor of Landscape Architecture, (BLA)
Michigan State University, 2009

Registration(s)
Registered Landscape Architect: MI, #3901001817 (2021)

Sarah Huddas, PLA

Landscape Architect

Sarah Huddas is a landscape architect with OHM Advisors with more than 13 years of experience across all phases of the design process. She combines a passion for landscape architecture, sustainable design, art, and culture to create outdoor spaces that inspire connection, appreciation, and respect for the natural environment. Her experience includes municipal and private planning, site design, campus design, urban redevelopment, streetscapes, cemetery master planning, and marketing support. Sarah has contributed to projects from concept development through construction documentation and brings strong skills in public engagement, client communication, presentations, graphic communication, and artistic renderings throughout the design process.

RELEVANT PROJECT EXPERIENCE

Ford Cove Shoreline & Coastal Wetland Restoration Feasibility Plan, Grosse Pointe Shores, MI
Landscape Architect; Project includes the development of a feasibility plan to restore and reestablish native habitat that has been lost on the Ford House grounds and in Ford Cove, including 5.5 acres of coastal marsh, 8 acres of nearshore habitat, 4 acres of adjacent forested wetland and roughly 1 mile of Great Lakes shoreline. Utilizing the latest technology in concert with natural processes and nature-based solutions to impairments in this coastal habitat, this work focuses on the feasibility of harnessing ecosystem services to provide healthy conditions for our native flora and fauna and support the historical and ecological landscape envisioned by the Ford family and Jens Jensen.

Hudson Downtown Trail & Greenway Concept Plan, Hudson, OH
Urban Designer; Worked on a team to develop a complete greenway concept plan, to be used as both a recreational and transportation facility. Connected current retail areas to a proposed Downtown Phase II development. Routed the trail through the downtown corridor to create full connectivity with the City's core amenities. Assisted with design layout, graphics & exhibits, cost estimating and designing & compiling final report.

Roosevelt Park Improvements, Detroit, MI
Landscape Architect; Worked closely with multidisciplinary design team and client to see the Roosevelt Park improvements from concept design to construction documentation. This historic park sits adjacent to the Michigan Central Station, an iconic architectural beacon for the City of Detroit. Project goals included revitalization of the space to make it a welcoming park for all to gather, and included flex use options for multiple user-groups. Project role included assisting team with inventory and analysis, participating in concept design and design development exploration, attendance at internal, client-led, and public engagement meetings.

WITH OHM ADVISORS SINCE **2016** | **6 YEARS** PRIOR EXPERIENCE



Grace Schoenknecht

Planner

Education

Bachelor of Urban Planning, University of Cincinnati, 2024

Grace is a Detroit-based planner focused on building sustainable and equitable communities. Her interests include non-motorized connectivity, pedestrian infrastructure, parks and recreation planning, trail systems, and community engagement. She has contributed to projects including the 9 Line Trail Plan, Mack Avenue Streetscape Plan, Oakland County APRA Parks Improvement Plan, and Orchard East Subarea Plan. Prior to joining OHM Advisors, Grace worked in green roof landscaping, providing hands-on experience with sustainable landscape practices and the relationship between built and natural environments.

RELEVANT PROJECT EXPERIENCE

9 Line Trail Plan, Oakland County, MI
Planner; Responsible for developing a concept for a connected and cohesive non-motorized pathway from Hazel Park to Farmington Hills. The plan is intended to assist each community in implementing walking and biking pathways that allow for safe and feasible travel between communities and would link to recreational facilities within each city. Recommendations include pathway type, placemaking locations, amenity needs, corridor identity, and an implementation plan.

Pedestrian Bridge Asset Management Plan, Detroit, MI
Planner; Developed a data-driven asset management plan for 77 pedestrian bridges in Southeast Michigan to guide investment, maintenance, and replacement decisions. Conducted structural evaluations, established prioritization strategies, and identified opportunities to reduce system burden while maintaining connectivity. Supported the plan with public engagement and comprehensive reporting to enable long-term decision-making.

Mack Avenue Streetscape Plan, Wayne County, MI
Planner; A plan for improving Mack Avenue from Conner Street to Moross Road. Mack Avenue passes through Detroit, Grosse Pointe Park, Grosse Pointe, and Grosse Pointe Farms and lacks a cohesive identity between the four communities. This plan identifies streetscape improvements and a signage package that support the unique character of each community.

TCRPC Tri-County Regional Trails Plan, Clinton, Eaton, and Ingham Counties, MI
Planner; Conducted parcel opportunity analysis by overlaying multiple GIS layers to conclude which parcels are more optimal for trail development. This project is ongoing and will need further GIS analysis of the safety of these routes contributing to finding optimal opportunities to build trails for the public to use.



Francesca Ortisi

GIS Planner Advisor

Francesca Ortisi is an interdisciplinary professional working at the intersection of GIS analysis and urban planning, with a focus on transportation and environmental planning. With a background in geographic information systems and comprehensive planning, she brings a systems-level approach to community development. As a certified open water scuba diver, she also contributes to freshwater mussel surveys, supporting environmental restoration efforts. Francesca's experience includes managing utility and municipal datasets, conducting spatial analysis, and developing interactive mapping tools to support infrastructure and planning decisions. As a planner, she has contributed to PEL (Planning and Environmental Linkages) studies, corridor and streetscape plans, transit initiatives, and parks and recreation planning. She specializes in existing conditions analysis, data visualization, community engagement, and developing actionable planning recommendations.

Education

B.S. in Geography & Sustainable Planning – Environmental & Urban Development, Grand Valley State University (2020)

Registration(s)

Professional Engineer: MI, #6201313235 (2023)

WITH OHM ADVISORS SINCE **2020** | **1 YEAR** PRIOR EXPERIENCE

RELEVANT PROJECT EXPERIENCE

Kalamazoo Parks and Recreation Plan, Kalamazoo, MI
GIS Specialist; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

Greater Warren/Conner Neighborhood Framework Plan, Detroit, MI
GIS Specialist; This Neighborhood Framework Plan focuses on the development of feasible recommendations for the neighborhoods surrounding the Stellantis Jefferson Assembly Plant on the eastside of Detroit. The plan is built on technical analysis and community collaboration to produce a guide for implementing residential improvements, new commercial development, park and open space enhancements, and transportation and mobility updates. Each set of recommendations also includes opportunities to address sustainability, resiliency, and health equity in the community.

9 Line Trail Plan, Oakland County, MI
Planner; Responsible for developing a concept for a connected and cohesive non-motorized pathway from Hazel Park to Farmington Hills. The plan is intended to assist each community in implementing walking and biking pathways that allow for safe and feasible travel between communities and would link to recreational facilities within each city. Recommendations include pathway type, placemaking locations, amenity needs, corridor identity, and an implementation plan.

Project Understanding

OUR UNDERSTANDING

Hamburg Township (Township) is preparing for the next five-year period of investment in a recreation system that includes Manly W. Bennett Memorial Park, the Mike Levine Lakelands Trail, three (3) Township-owned trailheads, athletic facilities, playgrounds, community facilities, water access, and natural areas. The current Parks and Recreation Master Plan provides a strong foundation, including an inventory of facilities, community input, goals and objectives, an action program, grant history, and accessibility priorities. The update should preserve relevant information from that plan while documenting recent improvements and addressing conditions and priorities that have changed.

A Focused Update

This assignment is an update rather than a comprehensive redevelopment of the Township's existing plan. The planning process should concentrate on updated demographic and administrative information, changes to the recreation inventory, completed and active projects, current accessibility needs, and community priorities for the next five (5) years.

Using the current plan as the starting point will allow the Township to direct project resources toward meaningful public engagement, updated recommendations, and a practical implementation program. The resulting document should provide Township staff, the Parks and Recreation Committee, and the Township Board with a clear basis for evaluating projects, allocating resources, and coordinating future improvements.

Community Priorities and Implementation

Public input will be essential to determining how recreation needs and preferences have evolved since the current plan was adopted. The Township needs an engagement process that reaches residents and recreation users while remaining efficient and closely coordinated with the Parks and Recreation Committee.

Community input should be considered alongside an assessment of the facilities conditions, accessibility, operational capacity, natural-resource constraints, and available funding. This will allow the updated goals and action program to distinguish between immediate needs, projects that may be advanced during the five-year planning period, and longer-term opportunities.

The action program should connect each priority to a general timeframe, planning-level cost, potential funding source, and responsible party. This implementation focus will help the Township use the plan for annual budgeting, capital planning, partnerships, and grant applications rather than treating it solely as a grant-eligibility document.

MDNR Compliance and Adoption

The updated plan must address the content and procedural requirements established by the Michigan Department of Natural Resources (MDNR). These include a community description, administrative structure, recreation inventory, description of the planning and public input processes, goals and objectives, and an action program. The Township must also complete the required public review, hearing, recommendation, and formal adoption process.

The project schedule must account for the Parks and Recreation Committee's (Committee) role as the recommending body and the Township Board's (Board) responsibility for final adoption. Close coordination among OHM Advisors (OHM), Township staff, the Committee, and the Board will be necessary to complete the draft by March 1, 2027, and finalize the adoption documentation following Board action.



PROJECT UNDERSTANDING
CONTINUED...

A Coordinated Design Vision

The Master Design Plan is a related but distinct component of the assignment. The Five-Year Plan will first establish the community-supported goals, priorities, and projects that should guide the Township's future investments. The design work can then translate those priorities into planning-level concepts later in 2027 in preparation for future grant opportunities.

The design effort should reconcile the Township's 2019 Manly W. Bennett Memorial Park concept with current conditions, recently completed improvements, active grant projects, updated park mapping, accessibility priorities, and the findings of the new Five-Year Plan. The Township's current materials identify significant improvements that have occurred or advanced since the earlier concept was prepared, particularly in West Park and near the Huron River Water Trail access.

The design package will present one unified planning vision for Bennett Park. Focused improvement graphics should also address the Village and Pettysville trailheads. Planning-level costs and phasing will help position priority improvements for future budgeting and the anticipated 2028 grant cycle.

THE SUCCESSFUL OUTCOME WILL BE AN ADOPTED, MDNR-COMPLIANT RECREATION PLAN THAT ESTABLISHES CLEAR PRIORITIES FOR THE NEXT FIVE (5) YEARS, FOLLOWED BY A COORDINATED DESIGN VISION THAT POSITIONS THE TOWNSHIP'S MOST IMPORTANT PARK AND TRAILHEAD IMPROVEMENTS FOR IMPLEMENTATION AND FUNDING.

Work Plan & Deliverables

PLAN OF ACTION

OHM Advisors will complete the assignment through two (2) coordinated work components. The **Five-Year Parks and Recreation Master Plan** will establish the Township's community-supported goals, priorities, and implementation program. The **Master Design Plan for Manly W. Bennett Memorial Park and Trailheads** will build upon that work by translating applicable physical improvement priorities into planning-level concepts.

The two (2) components will share the initial kickoff, facility tour, background review, community survey, and public input process. This coordinated approach will avoid duplicating technical work and community engagement while allowing the Five-Year Plan to remain the Township's immediate priority.

Deby Henneman, the Township Coordinator, will serve as the primary staff contact and coordinate input from applicable Township departments. The Parks and Recreation Committee will serve as the project's advisory and recommending body, reviewing the Five-Year Plan at scheduled milestones before making a recommendation to the Township Board. A separate steering committee or subcommittee is not proposed.

Part 1: Five-Year Parks and Recreation Master Plan

Phase 1: : Project Initiation and Existing Plan Review

This phase will establish the project framework and identify the portions of the existing plan that require updates. OHM will use the current Parks and Recreation Master Plan and information provided by the Township as the foundation for the update, allowing project resources to focus on changed conditions, current needs, and future priorities.

Task 1.1: Kickoff Meeting and Facility Tour

OHM will conduct a combined in-person kickoff meeting and guided facility tour. The kickoff discussion will confirm the project schedule, communication process, public engagement activities, available background information, and review responsibilities. OHM and Township staff will also discuss completed improvements, current projects, active grants, known facility needs, and emerging recreation priorities.

Following the kickoff discussion, Township staff will guide OHM through Manly W. Bennett Memorial Park and the Village, Merrill, and Pettysville trailheads. The tour will provide context regarding existing uses, general facility conditions, accessibility, circulation, parking, trail connections, and future improvement opportunities.

The kickoff meeting and facility tour will be coordinated with Parks and Recreation Committee Meeting No. 1 on the same day when practical.

Task 1.2: Existing Plan and Background Review

OHM will review the current Parks and Recreation Master Plan and relevant information provided by the Township, including accessibility materials, project priorities, grant records, park maps, aerial photography, and other applicable plans and records.
The review will identify:

1. Information that remains current and can be retained
2. Information requiring updates
3. Improvements completed or initiated since adoption of the current plan
4. Recommendations that remain relevant
5. Issues requiring further evaluation or public input

WORK PLAN & DELIVERABLES
CONTINUED...

Task 1.3: Project and Engagement Framework

Following the kickoff and background review, OHM will confirm the detailed project schedule, Committee meeting sequence, community survey process, public input activities, communication procedures, and document-review responsibilities.

Meetings and Activities
One combined in-person kickoff meeting and facility tour
Parks and Recreation Committee Meeting No. 1, conducted in person and coordinated with the initial project visit
Routine coordination with the Township Coordinator by email, telephone, or virtual meeting

Deliverables
Confirmed project schedule
Community engagement framework
Summary of Plan components and background information requiring update



Phase 2: Recreation System Update

This phase will update the factual and technical foundation of the current plan. The work will concentrate on information that has changed since the current plan was prepared and findings necessary to guide the next five-year action program.

Task 2.1: Community Description Update

OHM will update relevant demographic and community information using available U.S. Census, American Community Survey, SEMCOG, and Township data. The update will focus on population, age, household, and growth trends that influence recreation needs.

OHM will also review and update relevant information concerning the Township's regional setting, natural resources, waterways, transportation system, and trail connections. Information from the existing plan that remains accurate may be retained and refined.

Task 2.2: Administrative Structure Update

OHM will update information concerning recreation administration, staffing, maintenance, operations, budgets, partnerships, grants, and decision-making responsibilities.

A consolidated virtual staff discussion will be used to gather input from applicable Township representatives. Participants may include the Township Coordinator, Clerk, Planning and Zoning Administrator, Senior and Community Center Director, Public Works Director, and Buildings and Grounds Team Leader.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 2.3: Recreation Inventory Update

OHM will update the inventory of Township-owned parks, recreation facilities, trails, and trailheads using the existing plan, Township records, and observations from the facility tour.
The update will address:

1. Existing facilities and principal uses
2. Completed and ongoing improvements
3. General facility needs
4. Accessibility and barrier-free access
5. Parking and circulation
6. Trail and pedestrian connections
7. Opportunities for multi-use and intergenerational recreation
8. Relevant maintenance and infrastructure needs
9. Natural-resource considerations

The inventory will also update applicable school, private, regional, and state facilities that supplement the recreation opportunities available to Township residents.

Task 2.4: Mapping and Graphics Update

OHM will update the maps and graphics needed to document Hamburg Township's recreation system. Mapping will use available Township, county, regional, and state information and will focus on the products needed for the updated Five-Year Plan.

Task 2.5: Existing Conditions Findings

OHM will summarize the principal findings from the existing-plan review, demographic update, staff coordination, recreation inventory, and facility tour. The findings will identify relevant changes, completed projects, current needs, and opportunities requiring community input.

The findings will be presented at Parks and Recreation Committee Meeting No. 2 and will help frame the public input discussion.

Meetings and Activities
One (1) consolidated virtual Township staff discussion
One (1) virtual review of existing conditions findings with the Township Coordinator
Presentation of existing conditions findings at Parks and Recreation Committee Meeting No. 2, followed by the public input session described in Phase 3

Deliverables
Updated community description and demographic information
Updated administrative structure
Updated recreation and regional facilities inventory
Updated maps and supporting graphics
Existing conditions findings incorporated into the draft plan

Phase 3: Community Input and Plan Direction

This phase will identify current recreation needs and priorities through a focused community engagement process. Engagement will include one community survey and one public input session. Recreation user groups and community organizations will be encouraged to participate through these activities rather than through separate focus groups or charrettes.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 3.1: Community Survey

OHM will prepare and host an online community survey addressing:

1. Use of existing parks, trails, and recreation facilities
2. Satisfaction with existing facilities and amenities
3. Current and unmet recreation needs
4. Accessibility and connectivity
5. Priorities for future park and trail improvements
6. Priorities for Manly W. Bennett Memorial Park and the Township's trailheads
7. Community investment priorities

A printable version of the survey will also be provided. The Township will promote the survey through its established communication channels. OHM will analyze the responses and identify the principal findings.

Task 3.2: Public and Stakeholder Input

OHM will facilitate one in-person public input session in conjunction with Parks and Recreation Committee Meeting No. 2.

The session may include facilitated discussion, mapping, visual preference activities, and prioritization exercises. Recreation user groups, schools, athletic organizations, trail users, senior representatives, accessibility interests, community organizations, and other interested parties will be encouraged to participate.

Task 3.3: Community Engagement Findings

OHM will combine the survey results and public input into a concise summary of community priorities, areas of agreement, location-specific concerns, and unmet needs. The findings will be incorporated directly into the Five-Year Plan and will also inform the subsequent Master Design Plan.

Task 3.4: Goals and Objectives

OHM will review the existing plan's goals and objectives using the updated technical findings and community input. Goals that remain relevant will be retained or refined, and new goals and objectives will be developed where necessary.

The updated framework will address facilities, accessibility, trails and connectivity, intergenerational recreation, maintenance, natural resources, partnerships, and funding.

Meetings and Activities
One in-person public and stakeholder input session coordinated with Parks and Recreation Committee Meeting No. 2
One virtual staff review of community engagement findings and draft goals
Parks and Recreation Committee Meeting No. 3, conducted virtually to review community findings, goals, and plan direction

Deliverables
Online and printable community survey
Survey promotion templates
Public input meeting materials
Community engagement summary incorporating survey and meeting findings
Updated goals and objectives

Phase 4: Recommendations and Five-Year Action Program

This phase will translate the updated plan information and community input into an implementation-focused program. The Five-Year Plan will identify priority improvements for the Township's recreation system, including Manly W. Bennett Memorial Park and the three trailheads. The subsequent Master Design Plan will illustrate applicable physical improvements in greater detail.

WORK PLAN & DELIVERABLES CONTINUED...

Task 4.1: Recreation System Recommendations

OHM will develop recommendations for the Township's parks, recreation facilities, trails, trailheads, accessibility, and supporting infrastructure. Recommendations will consider:

1. Community priorities
2. Existing uses and facility needs
3. Accessibility
4. Parking, circulation, and trail connections
5. Multi-use and intergenerational recreation
6. Maintenance and operations
7. Natural-resource conditions
8. Partnership and funding opportunities

Recommendations may address physical improvements, maintenance, programming, partnerships, policies, funding, or additional study.

Task 4.2: Five-Year Action Program

OHM will prepare a prioritized action program identifying the following:

1. Recommended projects, programs, and initiatives
2. Priority and general implementation timeframe
3. Responsible or participating entities
4. Potential funding sources
5. Relevant implementation considerations

The action program will distinguish among near-term priorities, improvements to be advanced during the five-year planning period, and longer-term opportunities. Planning-level costs developed under Task 4.3 will be incorporated into the action program.

Task 4.3: Planning-Level Costs and Implementation Considerations

OHM will prepare planning-level cost ranges for prioritized physical improvements. The cost ranges will be based on available information, comparable projects, and planning-level unit costs.

OHM will also identify readily apparent accessibility, infrastructure, permitting, natural resources, and implementation considerations that may influence future project development. This task will not include detailed engineering, measured quantities, permit applications, or construction-level cost estimating.

Task 4.4: Recommendations and Action Program Review

OHM will review the preliminary recommendations, cost ranges, and action program with Township staff before presenting the materials to the Parks and Recreation Committee.

Meetings and Activities
One (1) virtual staff review of the recommendations and action program
Parks and Recreation Committee Meeting No. 4, conducted virtually to review the recommendations, costs, and action program

Deliverables
Recreation system recommendations
Prioritized five-year action program
Planning-level cost ranges
Funding and implementation considerations
Committee presentation materials

WORK PLAN & DELIVERABLES
CONTINUED...



Phase 5: Draft Plan, Public Review, and Adoption

This phase will include compiling the updated information, community input, goals, recommendations, and action program into a clear and visually engaging Parks and Recreation Master Plan. The document will address applicable MDNR content and adoption requirements while remaining practical for ongoing Township use.

Task 5.1: Administrative Draft

OHM will prepare an administrative draft containing the following:

1. Community description
2. Administrative structure
3. Recreation inventory
4. Description of the planning process
5. Description of the community input process
6. Goals and objectives
7. Recommendations
8. Five-year action program
9. Planning-level cost information
10. Supporting maps and appendices

The Township Coordinator will coordinate the Township's review and provide one consolidated set of comments. OHM will conduct a virtual review meeting with Township staff and revise the document accordingly.

Task 5.2: Public-Review of Draft Master Plan

Following staff review, OHM will prepare the public-review draft for release by the Township.

OHM will provide sample flyers, postcards, press releases, and other outreach templates as identified in the RFP. The Township will publish and post the required notices, make the document available for public review, and receive public comments.

Task 5.3: Public Hearing and Committee Recommendation

OHM will attend Parks and Recreation Committee Meeting No. 5 in person to present the public-review draft, summarize the planning and engagement process, and support the Committee's review and recommendation to the Township Board.

The formal public hearing will be coordinated with this meeting or another appropriate Township meeting based on the Township's preferred adoption process. OHM will document public comments and Committee direction for incorporation into the final adoption draft.

Task 5.4: Final Adoption Draft and Township Board Review

OHM will incorporate applicable public and Committee comments and deliver the **final adoption draft** of the Five-Year Parks and Recreation Master Plan to the Township by **March 1, 2027**, consistent with the RFP deadline.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 5.5: Final Plan and MDNR Coordination

Following Township Board adoption, OHM will incorporate the adoption resolution, notices, meeting documentation, and other required records into the final plan.

OHM will provide three (3) printed copies and a website ready PDF and assist the Township in organizing the adopted plan and supporting documentation for MDNR submission.

Meetings and Activities
One (1) virtual administrative-draft review with Township staff
Parks and Recreation Committee Meeting No. 5, conducted in person for final plan review and recommendation, with public hearing support coordinated through the Township's adoption process
One (1) virtual Township Board adoption presentation

Deliverables
Administrative draft
Public-review draft
Public notice and outreach templates
Public hearing presentation
Public comment summary
Final adoption draft delivered by March 1, 2027
Township Board presentation
Final adopted Parks and Recreation Master Plan
Three (3) printed copies
Website ready PDF
Adoption documentation
MDNR submission support

Part 2: Master Design Plan for Manly W. Bennett Memorial Park and Trailheads

The Master Design Plan for Manly W. Bennett Memorial Park and Trailheads, referred to as the "Master Design Plan" in the RFP, will build upon the adopted Five-Year Plan and translate applicable physical improvement priorities into planning-level concepts.

Initial site information and design-related public input will be gathered during Part 1. Concept development will occur later in 2027 so the completed Master Design Plan can support future budgeting and preparation for the anticipated 2028 grant cycle.

Phase 6: Concept Program Confirmation

This phase will confirm the locations and improvements to be addressed in the Master Design Plan. The work will build upon information gathered during Part 1, including the facility tour, Township-provided materials, community input, and priorities established through the adopted Five-Year Plan.

Task 6.1: Existing Information Confirmation

OHM will confirm the status of relevant improvements identified during Part 1, including projects that have been completed, funded, initiated, or retained as future priorities. This focused confirmation will establish an accurate basis for the updated concepts without duplicating the background review completed for the Five-Year Plan.

WORK PLAN & DELIVERABLES
CONTINUED...

Task 6.2: Concept Program

OHM will prepare a concise concept program identifying the improvements to be evaluated for the following locations:

1. Manly W. Bennett Memorial Park East
2. Manly W. Bennett Memorial Park West
3. Merrill Trailhead
4. Village Trailhead
5. Pettysville Trailhead

OHM will review the concept program virtually with Township staff before preparing the planning-level concepts.

Meetings and Activities
One (1) virtual concept-program meeting with Township staff

Deliverables
Confirmed concept program identifying the locations and improvements to be addressed in the Master Design Plan

Phase 7: Preferred Concept Development

This phase will translate the confirmed concept program into coordinated planning-level graphics suitable for master planning, capital budgeting, and grant support.

Task 7.1: Manly W. Bennett Memorial Park Concept

OHM will prepare one (1) preferred overall concept for Manly W. Bennett Memorial Park East and West. The concept will address applicable priorities for accessibility, recreation amenities, parking, internal circulation, pedestrian connections, trails, and future improvements.

The Park within a Park and Merrill Trailhead will be incorporated into the overall park concept as appropriate.

Task 7.2: Village and Pettysville Trailhead Concepts

OHM will prepare focused planning-level graphics for the Village and Pettysville trailheads. The format and level of detail will correspond to the scale of the proposed improvements and may include annotated aerial photography, diagrams, precedent imagery, or focused plan graphics.

Task 7.3: Staff Concept Review

OHM will review the preliminary concepts virtually with Township staff. Township feedback will be used to refine the preferred concepts before presentation to the Parks and Recreation Committee.

Meetings and Activities
One (1) virtual staff concept-review meeting

Deliverables
Preliminary preferred concept for Manly W. Bennett Memorial Park East and West, including Merrill Trailhead
Preliminary Village Trailhead concept graphic
Preliminary Pettysville Trailhead concept graphic

WORK PLAN & DELIVERABLES
CONTINUED...

Phase 8: Final Master Design Plan

This phase will refine the preferred concepts and prepare an implementation framework that supports future budgeting, phased improvements, and grant applications.

Task 8.1: Costs, Phasing, and Implementation

OHM will prepare planning-level cost ranges and potential project phasing for the principal improvements shown in the concepts.

OHM will also identify readily apparent permitting, accessibility, natural resource, infrastructure, and implementation considerations that may influence future project development.

Task 8.2: Committee Review

OHM will present the draft Master Design Plan to the Parks and Recreation Committee. The presentation will describe the proposed improvements, potential phasing, planning-level costs, and relationship to the adopted Five-Year Plan.

Task 8.3: Final Master Design Plan Package

OHM will incorporate applicable Committee comments and prepare the final Master Design Plan package for Township use.

Meetings and Activities

- One (1) virtual Parks and Recreation Committee presentation of the draft Master Design Plan

Deliverables

- Final preferred concept for Manly W. Bennett Memorial Park East and West, including Merrill Trailhead
- Final focused concept graphics for the Village and Pettysville trailheads
- Planning-level cost ranges and potential implementation phasing
- Summary of relevant implementation considerations
- Committee presentation materials
- Final digital Master Design Plan package in PDF format

>>>>>> Coordinated Project Outcome

The final adoption draft of the Five-Year Parks and Recreation Master Plan will be delivered to the Township by March 1, 2027, with Committee recommendation and Township Board adoption occurring through the Township's March meeting sequence. The Master Design Plan for Manly W. Bennett Memorial Park and Trailheads will be completed later in 2027, allowing the adopted priorities to guide the concepts in advance of the anticipated 2028 grant cycle.

Projects & Clients

OUR PORTFOLIO

Parks & Recreation Plan

City of Farmington

OHM Advisors successfully developed a comprehensive Parks and Recreation Plan update for the City of Farmington, establishing an attainable five-year roadmap to maximize existing resources, reprogram underused spaces, and leverage grant funding. The planning process began with a rigorous inventory and analysis of Farmington's 12 existing parks, augmented by regional and national recreation trends alongside a level of service (LOS) analysis to benchmark the system against industry standards. To support equitable park access and connectivity goals, OHM conducted a geographic walkshed analysis that identified service gaps and directly informed the strategic introduction of new pocket parks and public spaces within the downtown core. Grounded in robust community engagement to capture local priorities, the final plan provides individual park concepts paired with clear, actionable implementation strategies designed to elevate community health and connectivity over the next five years.

Client Contact

City of Farmington (MI)
Chris Weber, Assistant City Manager
T (248) 474-5500





Ann Arbor Parks & Recreation Asset Management

City of Ann Arbor

The City of Ann Arbor manages 2,210 acres of parkland across 163 park properties, including 1,400 acres of natural areas. Parks and open spaces comprise approximately 11.6% of the city's land area, demonstrating its commitment to preserving and enhancing green space. OHM Advisors is assisting the city with the development of an Asset Management Plan to assess existing assets, prioritize capital improvements, and optimize resources across park facilities. Supported by robust community and stakeholder engagement, the plan will establish a framework for managing and improving parks and recreation assets over time.

Key project components include the development of a GIS-based asset inventory, condition assessments of park amenities, and analysis of asset lifecycle and replacement costs to support capital improvement planning. The team is also evaluating current levels of service and establishing targets based on industry best practices. In addition, OHM is developing a funding strategy to support implementation and align the asset management program with the city's broader planning efforts.

Client Contact

City of Ann Arbor
Adam Fercho, Park Planner
T (734) 794-6110



PROJECT & CLIENTS **CONTINUED...**

Kalamazoo Parks & Recreation Plan

City of Kalamazoo Parks & Recreation

The Kalamazoo Parks and Recreation Department brought on OHM Advisors to assist with the five-year update of its Parks Master Plan building on the ten strategic goals identified in the City's Master Plan. The Parks and Recreation Plan is developing recommendations for the next five years using input from the community, a city-wide equity analysis, and a focus on feasibility.

The Plan's recommendations are broken into two categories: department wide projects and park specific projects. OHM Advisors has developed recommendations for the overall Parks and Recreation department that will help guide the priorities of the department for capital improvements, accessibility, marketing, staffing, and growth. Additionally, the Plan identifies specific improvements to parks that are needed to meet the needs of the community. These improvements are based on the desires of neighbors and the changing recreation preferences of the community.

Client Contact

City of Kalamazoo Parks & Recreation (MI)
Ashton Anthony, Deputy Director
T (269) 337-8295

Parks & Recreation Master Plan (PRMP)

City of Dublin

OHM Advisors, working with PROS Consulting, crafted a Parks and Recreation Master Plan (PRMP) for the City of Dublin, a 50,000-person community in Central Ohio. The key focus areas of this plan included parkland, recreation facilities, recreation services, park and recreation operations, and financing. Here are some of the notable findings within these areas.

The Dublin PRMP was a document that provided an inclusive framework for orderly and consistent planning, acquisition, development, and administration of the parks and recreation resources, programs, and facilities in the community. It served as a framework for planning, developing, rehabilitating, and maintaining Dublin's parks, open spaces, recreation facilities, and programming. OHM Advisors calibrated the plan to Dublin's rich history, including the traditions of indigenous peoples such as the Hopewell culture, which called the area home, as well as the settlers who followed. The PRMP built on this proud history as it looked to the community's future parks and recreation needs.

This plan detailed the current state of the system and outlined plans for future improvements and investments based on a comprehensive assessment of community priorities and values. Community input was collected via focus groups, key leader and stakeholder interviews, open public forums, a community online survey, and a statistically valid survey. The information gathered from the community engagement process was combined with technical research to produce the final Master Plan.

Client Contact

City of Dublin (Ohio)
Matt Earman, Director of Parks & Recreation
T (614) 410-4710



PROJECT & CLIENTS **CONTINUED...**

Roosevelt Park Improvements

City of Detroit

The City of Detroit General Services Department brought on OHM Advisors to lead the renewal of Roosevelt Park, the Corktown green space developed in the early 1910s to complement the Michigan Central Railroad terminal, ahead of the 2023 reopening of Michigan Central Station. OHM Advisors first assisted with removing Vernor Highway from the center of the park, then completed a park-wide inventory including a historical resource review and a comprehensive tree survey.

OHM Advisors then led the full redesign, engaging residents through three public meetings and a one-day festival to identify short- and long-term improvements. Workshops and modeling exercises aligned the final plan with the vision of both the community and the department, taking the team from community input to bidding documents in three months. Services included landscape architecture, site civil and traffic engineering, tree survey, electrical engineering, stormwater management, land surveying, and construction engineering.

Client Contact

City of Detroit (MI)
Jeff Klein, PLA, ASLA,
Deputy Chief Of Landscape Architecture
T (313) 628-0900

American Rescue Plan Act (ARPA) Parks Improvement Planning

Oakland County Parks

OHM Advisors was hired to facilitate community engagement, prepare conceptual plans, and complete high-level cost estimates for three Oakland County Parks to support a funding request to the County Board of Commissioners for up to $10 million in American Rescue Plan Act (ARPA) funding.

In the short span of two months, our staff held six focus group meetings, managed three online surveys, developed plan-view conceptual drawings, collected precedent imagery for the proposed park improvements, and calculated the estimated construction costs for each park. These deliverables were packaged into a final report, which included a summary of previous community parks planning within the County parks' service areas and a thorough analysis of the survey data. Additionally, midway through this effort, Oakland County Parks requested additional conceptual drawings for another county park and three community parks for which the department is seeking to support financially.

Client Contact

Oakland County Parks (Michigan)
Melissa Prowse, Manager
T (248) 249-2801





PROJECT & CLIENTS **CONTINUED...**

Southfield 5-Year Parks & Recreation Master Plan

City of Southfield (Michigan)

The Parks and Recreation Department hired OHM Advisors to assist with the development of City's Parks and Recreation 5-Year Master Plan. This document provided the strategic plan for investment into parks and recreation for the following 5-year period. Recommendations were developed through close coordination with the Parks and Recreation Department, internal and external stakeholders, and open comment from the general public. The plan achieved high engagement metrics for a defined engagement period and positions the City for granting opportunities from the Michigan Department of Natural Resources (MDNR) and other sources.

Client Contact

City of Southfield (Michigan)
Terry Fields, Director
T (248) 309-1154

Sidney Parks & Recreation Master Plan

City of Sidney (Michigan)

The OHM Advisors' team successfully developed a comprehensive Parks and Recreation Master Plan for the City of Sidney, focusing on enhancing the quality of life for its residents through improved parks and recreational opportunities. The project placed significant emphasis on community engagement, and clear implementation strategies grounded in individual parks master plans. The project resulted in a dynamic strategic action plan designed to guide the city's parks and recreation services over the next ten years. OHM Advisors (prime) together with PROS Consulting created a clear and realistic strategic action plan that provided a roadmap for the long-term success and financial sustainability of Sidney's parks, recreation programs, and facilities.

Client Contact

City of Sidney (Michigan)
Andrew Bowsher, City Manager
T (937) 498-8110

Client References

OUR REPUTATION

Everything we do is grounded in the need to help communities solve problems and make places better for people. Not just today, but well into the future. Our singular focus puts the needs of people first in our solutions which drives our thinking and innovation from conception through completion—and guides us in everything we do.

Client	Contact Information
City of Farmington	**Chris Weber, Assistant City Manager** **A** 23600 Liberty Street Farmington, MI, 48335 **T** (248) 699-5147 **E** cweber@farmington.gov
Oakland County Parks	**Melissa Prowse, Planning & Develop. Manager** **A** 2800 Watkins Lake Road, Waterford Township, MI 48328 **T** (248) 249-2801 **E** prowsem@oakgov.com
City of Ann Arbor	**Adam Fercho, Park Planner** **A** 301 E. Huron StreetAnn Arbor, MI 48104 **T** (734) 794-6110 **E** afercho@a2gov.org

Project Schedule

FROM START TO FINISH : WITH THE ASSUMPTION THAT THE PROJECT WILL KICK-OFF BY MID OCTOBER

Phases & Tasks	Meeting Format	Oct. 2026	Nov. 2026	Dec. 2026	Jan. 2027	Feb. 2027	Mar. 2027
PART 1: FIVE-YEAR PARKS AND RECREATION MASTER PLAN							
Phase 1: Project Initiation and Existing Plan Review							
Kickoff, facility tour, background review, and project framework	In person and virtual						
Committee Meeting No. 1: Project Initiation	In person						
Phase 2: Recreation System Update							
Community description, administration, inventory, mapping, and findings	Virtual staff review						
Phase 3: Community Input and Plan Direction							
Community survey, public input, findings, goals, and objectives	In person and virtual						
Committee Meeting No. 2: Existing Conditions and Public Input	In person						
Committee Meeting No. 3: Community Findings and Plan Direction	Virtual						
Phase 4: Recommendations and Five-Year Action Program							
Recommendations, action program, costs, and implementation considerations	Virtual staff review						
Committee Meeting No. 4: Recommendations and Action Program	Virtual						
Phase 5: Draft Plan, Public Review, and Adoption							
Administrative draft, public-review draft, hearing, adoption, and MDNR support	In person and virtual						
Committee Meeting No. 5: Final Review and Recommendation	In person						
Final Adoption Draft Delivered							
Township Board Consideration and Adoption	Virtual OHM participation						
Final Adopted Plan and MDNR Documentation							

Project Schedule

FROM START TO FINISH **CONTINUED...**

Phases & Tasks	Meeting Format	Apr. 2027	May 2027	June 2027	July 2027
PART 2: MASTER DESIGN PLAN FOR MANLY W. BENNETT MEMORIAL PARK AND TRAILHEADS					
Phase 6: Concept Program Confirmation					
Confirm project status and concept program	Virtual staff meeting				
Phase 7: Preferred Concept Development					
Bennett Park concept, trailhead concepts, and staff review	Virtual staff review				
Phase 8: Final Master Design Plan					
Costs, phasing, Committee review, and final concept package	Virtual Committee presentation				
Draft Master Design Plan Presented to Committee	Virtual				
Final Master Design Plan Delivered					

Meeting or Milestone **Five-Year Plan** **Master Design Plan**

Proposed Fee Language

OHM Advisors proposes to complete the professional services described in this proposal for a combined not-to-exceed fee of **$49,500**. The fee includes **$35,000** for the Five-Year Parks and Recreation Master Plan and **$14,500** for the Master Design Plan for Manly W. Bennett Memorial Park and Trailheads.

Services will be invoiced monthly based on the actual hours worked at the billing rates identified in the proposal, up to the authorized not-to-exceed amount for each work component. The Township will not be invoiced for more than the applicable not-to-exceed amount without prior written authorization.

Proposal Budget

PROPOSED LABOR ALLOCATION

Budget Summary	Hours	Not-to-Exceed Fee
Five-Year Parks and Recreation Master Plan	242	$35,000
Master Design Plan for Manly W. Bennett Memorial Park and Trailheads	82	$14,500
TOTAL	**324**	**$49,500**

Terms and Conditions

1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.

2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
   a. Provide access to the project site to allow timely performance of the services.
   b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
   c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.

3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.

4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.

5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.

6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.

7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.

8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.

9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to $25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.

10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.

11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.

12. GOVERNING LAW. The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.

13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.

14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.

15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.

16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.

18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.

19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.

20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.

21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.

22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.

23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.

24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.

25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.

26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

Authorization and Acceptance

This Proposal, together with the attached Terms & Conditions and all other Attachments, constitutes the entire Agreement between Hamburg Township and OHM Advisors and will serve as the contract for this project. Acceptance is effective upon Hamburg Township's signature below, which will serve as OHM Advisors' authorization to proceed.

HAMBURG TOWNSHIP

Proposal for Parks and Recreation Five-Year Master Plan

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____


OHM
Advancing Communities®