

PARKS & RECREATION MASTER PLAN UPDATE



Submitted to:
City of Madison
Heights

August 29, 2024
P20973



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August 29, 2024

Tracee Miller, HR/Purchasing Assistant
City of Madison Heights
300 West Thirteen Mile Road
Madison Heights, MI 48071

RE: Parks & Recreation Master Plan Update (MH 24-15)

Dear Tracee:

As the City of Madison Height continues to expand and evolve, its outdoor public spaces play a pivotal role in shaping the urban landscape, serving as vital hubs for social interactions and fostering a strong sense of community. With a diverse population of approximately 30,000 residents, this vibrant City in Oakland County is known for its strategic location within the Detroit metropolitan area. Madison Heights offers a unique blend of residential neighborhoods, thriving businesses, and 12 recreational opportunities. Fleis & VandenBrink (F&V) looks forward to the opportunity to collaborate with the City on their parks and recreation update, ensuring these essential spaces continue to enhance the community's quality of life.

Our staff of landscape architects, engineers, and architects have a comprehensive understanding of the many diverse and competing complexities involved with park and recreation planning and design. Highlights of how F&V is best suited to assist on this project include:

- **We Have Extensive Experience:** We work on over 20 park projects annually, and have assisted more than 100 communities with specific park projects in the past 10 years, including numerous splash pads, picnic shelter/pavilion, parking lot improvements, sidewalks/trails, sustainability, and ADA upgrades. We are currently working on several park-specific master plan improvement projects similar to yours in the Village of Shelby and City of Royal Oak.
- **Grants and Loans Experts:** Our staff maintains relationships with several funding agencies and stays abreast of the latest state and federal programs that offer significant funding, because every project is important to your community - and to us. We've assisted clients in receiving over \$16,000,000 in recreational funds, many of which have been submitted through MiGrants. Your project manager is active on over 40 community organizations as a consultant for MiGrants.
- **We Are Experts at Community Input:** We know effective public input and engagement begins with careful listening and letting people know their voices are heard. We provide a variety of community input opportunities for nearly all our park projects, ranging from community input meetings, public hearings, council meetings, to various outreach avenues (like survey monkey questionnaires).

We look forward to working with you on this community enhancing project! We can begin working on the plan immediately upon your authorization and can adjust our schedule to meet your needs. Please call (616.942.3606) or email (rstout@fveng.com) if you have any questions or need additional information.

Sincerely,

FLEIS & VANDENBRINK



Rick Stout, LLA, LEED AP BD+C
Project Manager and Landscape Architect

27725 Stansbury Boulevard, Suite 195
Farmington Hills, MI 48334
P: 248.536.0080
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www.fveng.com



SECTION 2: FIRM INTRODUCTION

BRIEF DESCRIPTION OF THE FIRM: Fleis & VandenBrink (F&V) is an employee-owned, multi-disciplined civil engineering firm with nine offices serving Michigan and Indiana. Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects - on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards successful projects.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

YEARS IN BUSINESS: 31 years, established as a Corporation in the state of Michigan and Indiana in 1993.

STAFF SIZE: 308 professionals

ADDRESS: 27725 Stansbury Boulevard, Suite 195, Farmington Hills, MI 48334 (Local, Serving You)
2960 Lucerne Drive SE, Grand Rapids, MI 49546 (Corporate)
We have an additional five offices in Michigan, including nearby Grand Blanc, and two in Indiana.

APPLICABLE SERVICES: A landscape architect at F&V blends art, science, and technology to inspire meaningful change to the environments in which we exist.

Our designs are meant to be experienced. That's why our approach is a collaboration between our landscape architect, you, and your end users to create a valuable, aesthetic, safe, and enjoyable environment based on your goals and needs. When environments are able to be experienced, your community is brought together. Whether it's a splash pad park for the young and young at heart, or a community park with a "living classroom," our architects have the experience to integrate products and natural materials into a harmonious site development that's appealing, accessible, and affable.

SECTION 3: WORK PROGRAM

SCOPE OF SERVICES

For recreational acquisition or development grant applications, the MDNR requires adopted plans, which are valid for no more than five years. Adopted plans require public input and a formal resolution to adopt the plan. We will update the demographic data, economic data, and the inventory of recreational facilities. We will conduct a public workshop to verify current community needs, and update the recreation action plan to meet the needs of the community. The plan will be used to identify recreation programming needs and existing recreation opportunities. This plan will also be used to qualify the Recreational Authority for MDNR recreation grants for the next five years.

Task 1 - Start-Up Meeting (Meeting #1)

We will meet with representatives from the Parks and Recreation Commission, to develop and confirm the project schedule. The Parks and Recreation Commission will name a representative to serve as a link with F&V and will help facilitate and focus the public forums. We will need input from the identified stakeholders to establish goals and objectives for the public workshop and public hearing. We will:

- Meet with the Parks and Recreation Commission and City staff representatives to review objectives.
- Obtain existing master plans or maps of existing park facilities.
- Review options for intergovernmental cooperation.
- Solicit public input at an informal workshop to discuss the needs and goals and objectives for the Recreation Plan. Start the process of building a consensus for the scope and elements included for each of the respective park facilities.

Task 2 - Review & Outline Demographic & Economic Data

The recreational planning process needs to consider the conditions of the actual park facilities, external factors, community growth patterns, and the effect that these may have on the statistical data. The process examines ways to improve the collected data and then re-examines it with a more holistic approach to assess the Community's true recreational needs. Much of this data is already completed but will need to be incorporated into the overall plan. The data will include:

- Physical attributes
- Demographics (census data, etc.)
- Local government structure and operational budget
- Community Master Land Use Plan and other planning related documents
- Inventory of existing parks, natural areas, and recreational facilities

Task 3 - Population-Based Standards / Needs Analysis

We will utilize the National Recreation and Park Association (NRPA) *1995 Park, Recreation, Open Space and Greenway Guidelines* by James D. Mertes and James R. Hall that recognize the importance of establishing and using park and recreation standards as:

- A national expression of minimum acceptable facilities for the citizens of urban and rural communities.
- A guideline to determine land requirements for various kinds of park and recreation areas and facilities.
- A tool to outline the summary of existing parkland and uses in relation to these guidelines. (Recreational Authority Board will provide base data for existing park acreage, uses, and facilities).
- A summary of the ADA compliance inventory of existing facilities. Actual inventory data to be provided by the Recreational Authority Board or gathered from visual observations.

Task 4 - Define Community Goals And Objectives (Meetings 2-9)

We will facilitate up to three progress meetings and six community workshops in each of the six school districts, involving the community stakeholders, Parks and Recreation Commission, and the public. We will encourage the Parks and Recreation Commission to invite key representatives from area groups such as non-profits, senior groups, and any others deemed appropriate. The goal of the public workshops will be to discuss the perceptions, needs, and opportunities for the community. In addition, we will discuss such topics as:

- Community identity and character
- Recreation and culture
- Natural resources and the environment
- Historic preservation
- Commercial development

The primary goals of the workshops will be to:

- Solicit public input on needs and goals and objectives for the Recreation Plan.
- Assess existing recreation opportunities.
- Assess recreation needs and priorities.
- Outline plan of action to meet community goals.
- Identify opportunities for non-motorized trail system connecting parks.

Task 5 - Prioritize 5-Year Recreation Capital Improvement Schedule (Meetings 10-13)

Costs and economic realities need to be kept in mind even at the master plan stage. Proposed design elements and solutions need to be aesthetic as well as practical. Our design team will develop preliminary cost projections based on the input received from the public, the Parks and Recreation Commission and staff. Given the large scale often associated with recreational projects, we would work with the Parks and Recreation Commission to develop a logical phasing plan and schedule. This section will be directly tied to the public input as well as the defined methodology that the Parks and Recreation Commission may consider for a cost/benefit analysis approach to establishing these priorities. We will hold three meetings with the Parks and Recreation Commission and staff to formulate the Capital Improvement Schedule.

We will:

- Assign priority to address needs and implement improvements.
- Outline action program with capital improvement recommendations, estimated cost projections, and schedule.
- Identify funding sources.
- Prepare a draft plan for the 30-day required public comment period. Draft plan must be completed no later than November 1, 2024.

Task 6 - Public Hearings & Printing (Meeting 14-15)

We will develop a Final 5-Year Master Plan and present it at two final public meetings for each community. We will:

- Attend public hearing for review and comment on recreation plan draft.
- Revise and assemble the plan per public input.
- Present revised plan to Parks and Recreation Commission and/or Planning Commission for adoption.
- Present revised plan to the City of Madison Heights for adoption.
- Submit adopted copy of Recreation Plan to the MDNR prior to December 1, 2024.
- Provide the Parks and Recreation Commission with twenty drafts and twenty final printed copies of the Recreation Plan, one electronic copy saved in PDF format, and one electronic copy saved in Word format. All other printing is the responsibility of the City.

Task 7 - Community Survey/Questionnaire Preparation

As an option for additional community feedback, we will gather input and summarize the collective perceptions of the community, issues considered, magnitude or priority of concerns and recommended actions that have evolved from the public workshop, other feedback, and the Parks and Recreation Commission. It is important that the survey reach those persons who, for reasons such as comfort-level or time constraints, cannot participate in an open forum. It will also provide data that can be compared/contrasted with data gathered at the public workshop.

This survey will attempt to validate the issues and priorities presented. We will:

- Meet with City staff and Parks and Recreation Commission to review issues and topics to be addressed in the Survey.
- Prepare survey/questionnaire draft for review by City staff and Parks & Recreation Commission. We would recommend an online survey through a website such as Survey Monkey. The survey will be posted on the City's website and in your Recreation Happenings Brochure.
- Prepare a summary memo to City staff based on our review of the results.

Scope Exclusions

We have not included grant application, design, or construction activities in this proposal; however, as the Parks and Recreation Commission identifies projects they would like to pursue, we would be happy to provide you with a project-specific scope of services and professional fee for implementing your chosen improvements.

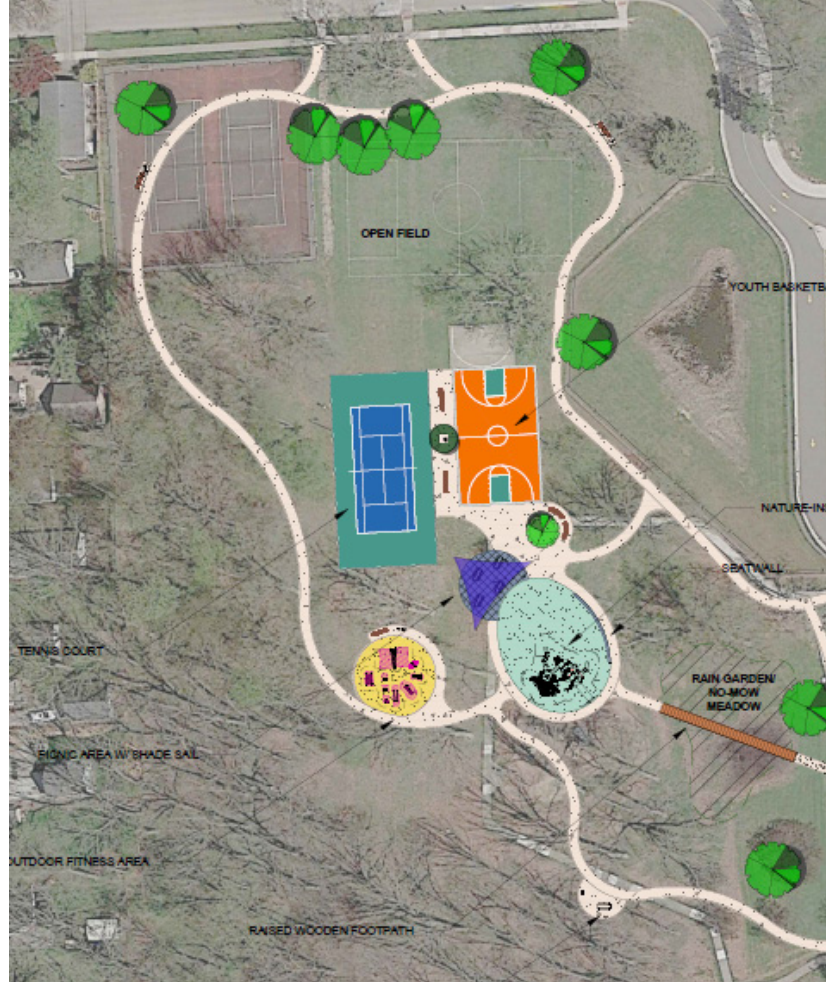
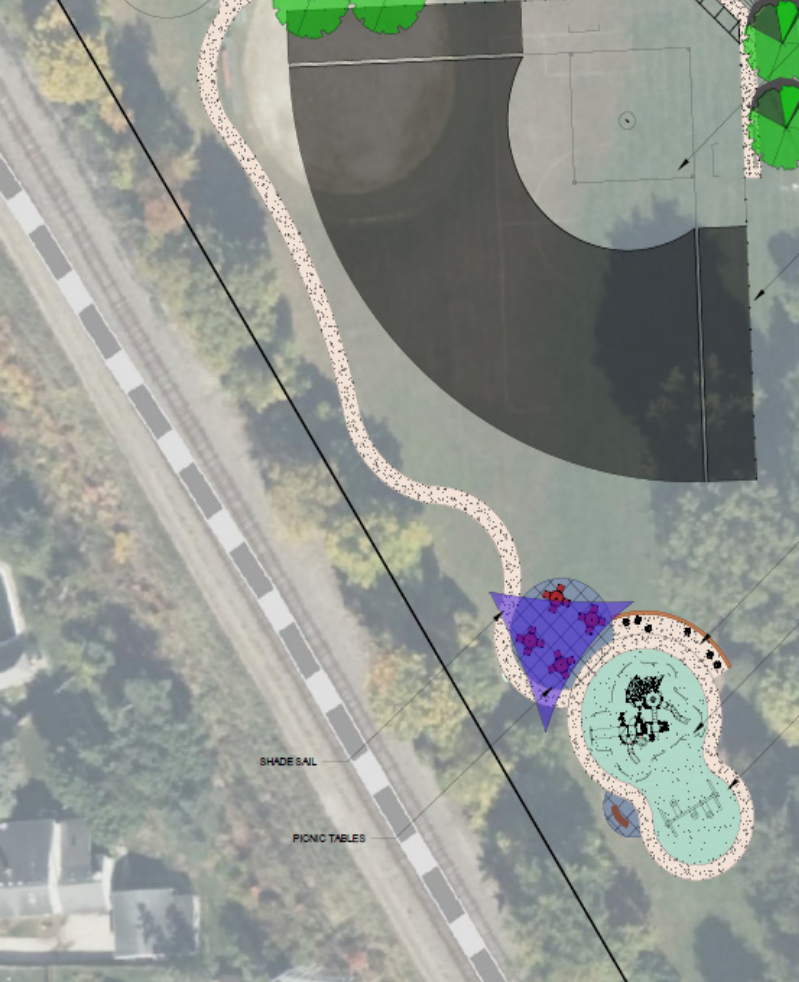


SECTION 4: EXPERIENCE AND QUALIFICATIONS

F&V has a history of being very successful in developing 5-Year Park and Recreation plans, master plans for park development, non-motorized master plans, and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups.

- Argentine Township & Linden Community Schools
- Bedford Charter Township
- Caledonia Township
- Cascade Township
- [City of Burton](#)
- City of Brown City
- City of Carson City
- City of Cedar Springs
- City of Croswell
- [City of Dearborn Heights](#)
- City of Ferrysburg
- City of Greenwood, IN
- City of Harrison
- [City of Lincoln Park](#)
- City of Manton
- City of Montague
- City of North Muskegon
- City of Portland
- City of Reed City
- City of Rose City
- [City of Royal Oak](#)
- City of Saugatuck
- City of Scottville
- City of St. Joseph
- City of White Cloud
- Courtland Township
- Dalton Township
- Egelston Township
- Glen Arbor Township
- Laketon Township
- Marathon Township
- [Milan Township](#)
- Mullett Township
- Muskegon Township
- Town of Hamilton, IN
- Town of Orland, IN
- Robinson Township
- Solon Township
- Village of Breedsville
- Village of Caledonia
- Village of Edmore
- Village of Howard City
- Village of Hubbardston
- Village of Mesick
- Village of Saranac
- Village of Spring Lake
- Village of Stockbridge

We have provided project sheets for similar services on the following pages, along with references.



CLAWSON AND LOCKMAN PARKS

Royal Oak, MI

PROJECT INFORMATION

Date Completed: Antic. 2025
 Construction Cost: Antic. \$1,000,000

REFERENCE

Holly Donoghue, PE, City Engineer
 P: 248.426.3000

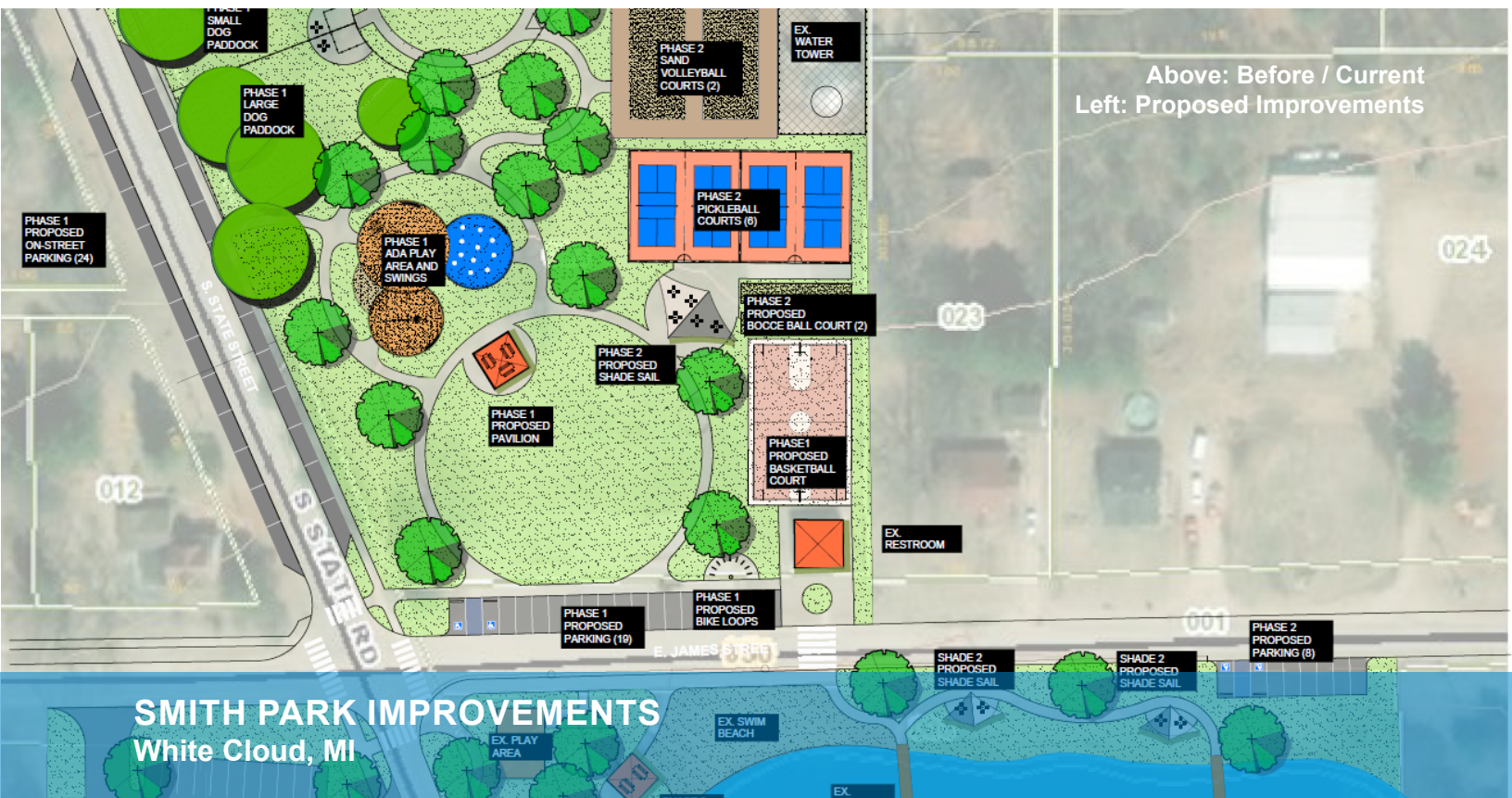
F&V prepared park master plans and construction documents for Lockman Park (~9.2 acres) and Clawson park (2.2 acres) for the City of Royal Oak. The community development department utilized F&V to prepare design documents and oversee construction for physical improvements to Lockman Park and Clawson Park.

Each park contains outdated and deteriorated recreation / playground equipment. The project is funded by Community Development Block Grant (CDBG) money received from the U.S. Department of Housing & Urban Development (HUD).

The work included:

- Removal of existing play equipment, basketball half court, trees, and miscellaneous items
- Site preparation and grading
- Concrete sidewalk and exercise area curbing
- Exercise equipment supply and installation
- Synthetic grass play area surfacing
- Basketball court construction
- Tennis court construction
- Portajon vinyl screen fence
- Site furniture (benches, tables, bike racks, etc.)
- Landscaping





SMITH PARK IMPROVEMENTS

White Cloud, MI

PROJECT INFORMATION

Date Completed: Antic. 2025/2026
Construction Cost: Antic. \$900,000

FUNDING

SPARK Grant

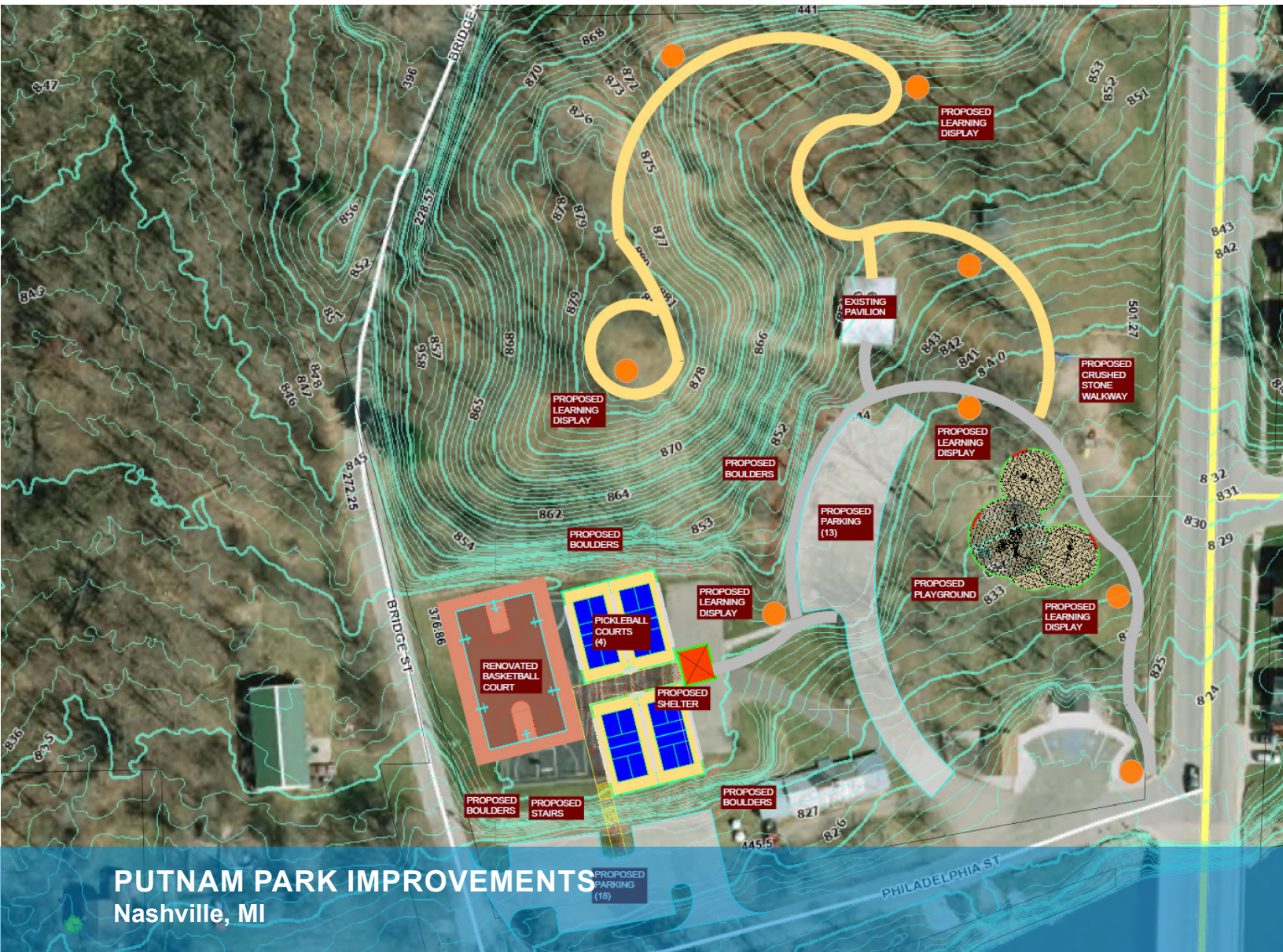
REFERENCE

April Storms, Manager
P: 231.689.1194

Smith Park was outdated and becoming underutilized. The City sought to re-imagine the park to bring it back to life to attract residents and visitors to use the amenities, as well as people to the community.

F&V provided a master plan, which assisted the community in successfully receiving SPARK funding. F&V then provided design engineering and will provide construction engineering during construction of the improvements.

The improvements of the 3.86-acre park includes a new all-inclusive and accessible playground, large and small dog park areas, a pavilion, concrete pathway, and bike parking loops. It will also enhance the existing parking lot located on E. James Street, as well as the addition of new ADA-accessible parking locations on S. State Road and E. Newell Street, totaling 64 parking spaces in the vicinity of the park. A swim safety net is also proposed for a portion of the shore on Lake White Cloud.



PUTNAM PARK IMPROVEMENTS

Nashville, MI

PROJECT INFORMATION

Date Completed: Antic. 2025/2026
 Construction Cost: Antic. \$1,000,000

FUNDING

SPARK Grant: \$994,600

REFERENCE

Josh Pierce, DPW Director
 P: 517.852.9571

Putnam Park's infrastructure was aging and becoming a concern for visitors and becoming underutilized. The Village knew they needed to invest in improvements to bring value and fun back to the park.

F&V provided a master plan, which assisted the community in successfully receiving SPARK funding. F&V then provided design engineering, topographic surveying, construction documents, and bidding assistance. We will provide construction engineering during construction of the improvements.

The improvements include two additional parking areas, totaling 31 additional parking spaces, repositioning and installing a new all-inclusive and accessible playground, a learning display walkway, pickleball courts, shelter, renovated basketball court, pedestrian paths, and walkways.





MILT HEY/HUDSON PARK IMPROVEMENTS

Royal Oak, MI

PROJECT INFORMATION

Date Completed: 2023
Construction Cost: \$750,000

REFERENCE

Holly Donoghue, PE, City Engineer
P: 248.426.3000

The City received funding through the Community Development Block Grant (CDBG) program to benefit residents of low and moderate income and developed a strategy to invest the annual funds in parks and recreation facility improvements. Hudson Park, a 1.86 acre park on the south side of Royal Oak, contained outdated and deteriorated recreation and playground equipment. All of the older equipment was removed and will be replaced with new state of the art equipment.

F&V provided design, bidding, and construction engineering services for the Hudson Park improvements that include a brand new basketball court, new bike racks, shade sails providing a cool spot to unwind with family and friends, a nature-themed playscape, and a walking trail.

The improvements provide an incredible transformation with fantastic recreational additions for the residents in low to moderate income areas of the City for years to come.





CDBG PARK IMPROVEMENTS - FRANKLIN AND LAWSON PARKS

Royal Oak, MI

PROJECT INFORMATION

Date Completed: 2021
Construction Cost: \$1,915,000

FUNDING

MEDC CDBG: \$1,200,000
Local Match: \$700,000

REFERENCE

Holly Donoghue, PE, City Engineer
P: 248.426.3000

The City of Royal Oak received funding through the Community Development Block Grant (CDBG) program to benefit residents of low and moderate income and developed a strategy to invest the annual funds in parks and recreation facility improvements. Franklin and Lawson Parks, two of the City's oldest parks, were selected for many recreational improvements and amenities including south end diverters.

F&V provided design, bidding, and construction engineering services for the Lawson Park improvements that included playground and pavilion structures, outdoor exercise equipment, a basketball court with an innovative new court surface, and baseball field updates with new fencing and benches. Franklin Park upgrades include a playground structure, new tennis court, sand box, swings, and benches.

The improvements have provided new and improved recreational opportunities for neighborhood facilities in low-to-moderate income areas of the City for the next decade or two.



CULLEN MEMORIAL FIELDS

Montague, MI

PROJECT INFORMATION

Date Completed: Antic. 2025

Construction Cost: Antic. \$3,600,000

REFERENCE

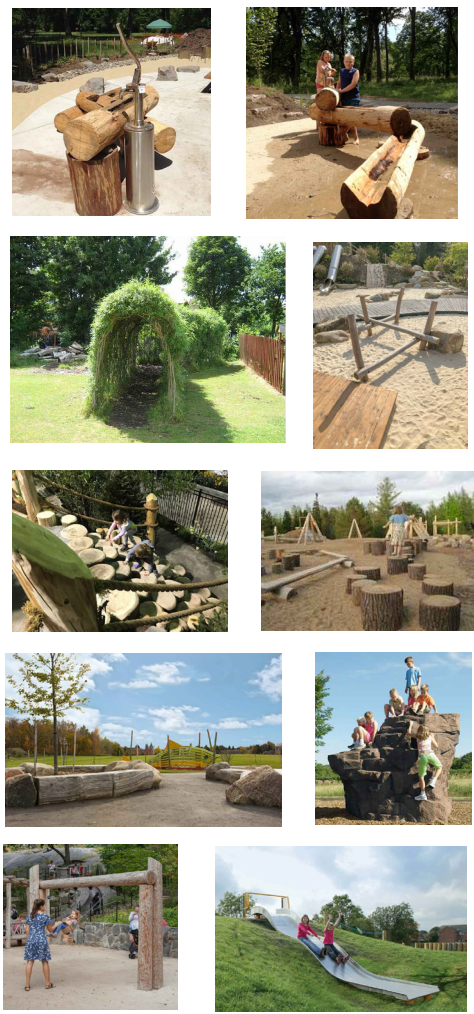
Jeff Auch, Manager

231.893.1155 x175

F&V assisted City of Montague with developing a basic schematic concept plan of improvements to Cullen Memorial Fields.

Preliminary design elements identified include:

- Parking lot improvements - Paving, striping, and improved drainage
- Dog park - located next to the parking area
- Playground - located next to the bathrooms
- Pickleball courts
- Potential phase #3 - visioning for strip of land between the ballfields
- ADA accessible pathways



HEART OF CEDAR SPRINGS PARK CONCEPTUAL SITE PLAN

Cedar Springs, MI

PROJECT INFORMATION

Date Completed: 2022
Construction Cost: \$600,000

REFERENCE

Darla Falcon, Manager
616.696.1330 x103

The proposed trailhead and park improvements are a part of the master development plan and will aid in creating a community destination to the White Pine Trail and downtown Cedar Springs. The Fred Meijer White Pine Trail State Park connects directly or indirectly to many communities, including the City of Cedar Springs. These communities offer the trail user various opportunities with regard to dining, lodging, camping, gift shopping, service, and more.

One of the unique elements proposed in this plan is the creation of a natural playground. In addition to encouraging children to spend more time outdoors, playgrounds made of natural elements increase health, socialization, motor skill development, and are inclusive in many cases. Children can be challenged through physical play elements such as boulders and tree stumps that increase strength and balance.

Items such as plants, rocks, and animal feeders in an open, natural play space encourage children to collaborate with each other improving social skills, problem-solving, empathy, and more as they work together. Since most natural playgrounds are open, it provides for inclusion for children of all skill levels and abilities to be involved.



GETTY PARK IMPROVEMENTS

Shelby, MI

PROJECT INFORMATION

Date Completed: Antic. 2024
 Construction Cost: Antic. \$1,300,000

FUNDING

MDNR Land & Water:
 \$300,000

REFERENCE

Paul Inglis, President
 P: 231.861.4400

The Village of Shelby received a MDNR Land & Water Conservation Fund grant of \$300,000 to upgrade Getty Park. The park has fallen to disrepair and in need of some major upgrades and new life.

F&V provided design engineering, bidding assistance, and construction engineering for the improvements, which are anticipated to be completed by the end of summer 2024.

Improvements to the park will include new tennis court, basketball court, and pickleball court, splash pad, upgrade the restroom building to meet ADA requirements and convert part of the existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.

The project will bring new life into this youth-favored park with the restored courts & restroom facilities, and the new additions of a pickleball court, picnic shelters, and open play fields.



SAMPLE MASTER PLANS

Due to the size of the master plans, we have uploaded our documents in a single sharefile links and QR-Code. We are happy to provide printouts of these plans upon request from the City.

We are providing master plans for:

- **City of Wyoming** Population: ~77K
- **City of Lincoln Park** Population: ~40K
- **City of Dearborn Heights** Population: ~64K
- **City of Portland** Population: ~4K

<https://fveng.sharefile.com/public/share/web-sba7302eb033544c284a2c26cdfd0bf2f>

Please note this link will expire after 3 months



ART IN PROJECTS EXPERIENCE

We have considerable experience with the design and installation / incorporation of public art, and have a direct working relationship with creative and reputable artists.



"Together Rising" by Richard Hunt
Muskegon, MI



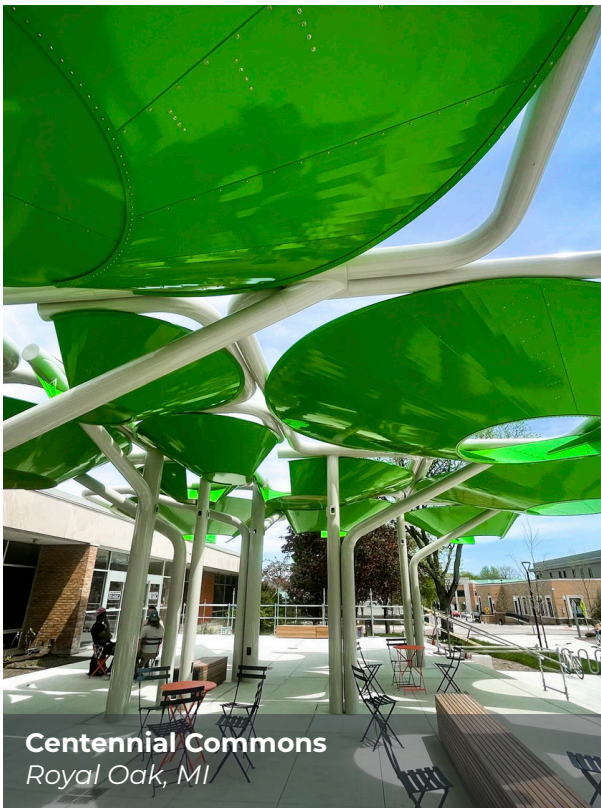
"Sculpture with the Stars" by James Clover
Muskegon, MI



Mural Mall
Three Rivers, MI



Green Rooftop
Muskegon, MI



Centennial Commons
Royal Oak, MI



William Toan Park
Portland, MI

PICKLEBALL COURT EXPERIENCE



John Gurney Park
Hart, MI



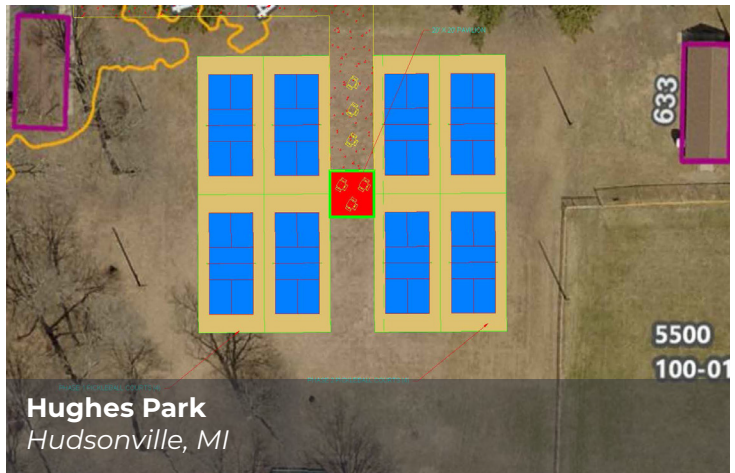
Township Community Park
Yankee Springs, MI



Granger Meadows Park
DeWitt MI



Hemlock Park
Big Rapids, MI



Hughes Park
Hudsonville, MI

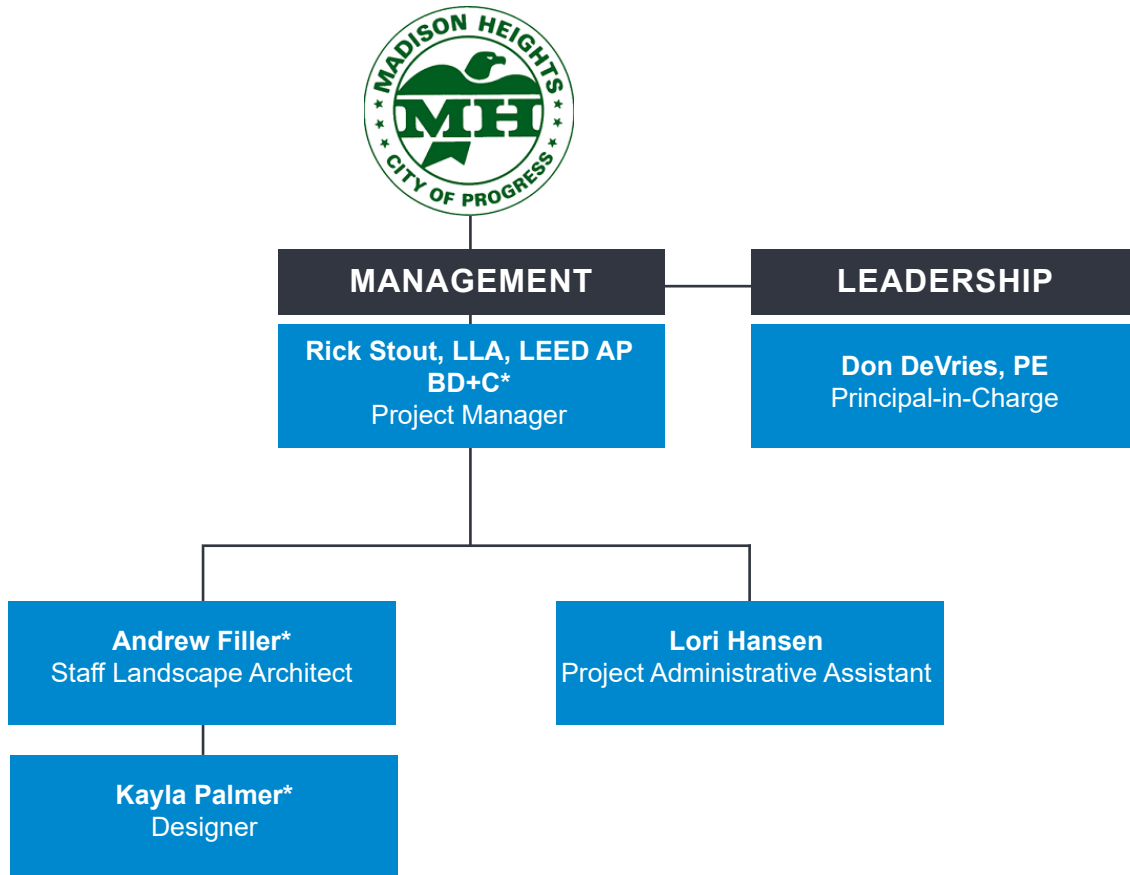


Sports Complex
Frankenmuth, MI

SECTION 5: CONSULTANT PERSONNEL

With a staff of 300 professionals and LEED accredited staff, we are able to pull the appropriate resources together based on the specific needs of the City. Our staff of landscape architects, architects, and engineers bring over 100 years of combined experience.

Your project manager, Rick Stout, will serve as the City's main point of contact. His team of landscape architects and engineers are fully knowledgeable in the development of Parks and Recreation Master Plans, MDNR grant program applications, park-specific master plans, and design/construction engineering on a variety of passive and active recreation park facilities.



Resumes of key personnel (*) are provided. Additional resumes can be provided upon request.



PROFESSIONAL BIO

Rick has been involved in the design, preparation of plans and specifications, and construction of site development projects for 30+ years. He serves as landscape designer, lead landscape architect and project manager for the study, design and construction of streetscapes, parks trailways, site improvements and residential developments.

Rick has prepared successful grant applications for more than 40 projects involving federal aid. Funding sources include MDOT TEA-21, MEDC CDBG and MDNR MNRTF and LWCF funding programs. Rick also brings the unique insight from serving five terms as city council member in his community as well as two terms on the zoning board of appeals, two past terms on the zoning board and three terms on the park and recreation advisory board.

RICK STOUT, LLA, LEED AP BD+C
Landscape Architect



rstout@fveng.com
616.942.3606



BS: Landscape Architecture,
Michigan State University



Landscape Architect
Michigan (No. 3901001054)
North Carolina (No. 1561)

Parks and Recreation 5-Year Plans

Landscape architect for 5 year park and recreation plans, master plans for park development, non-motorized master plans and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups. Sample clients include:

- Breedsville
- Caledonia
- Cascade Township
- Courtland Township
- Edmore
- Ferrysburg
- Glen Arbor Township
- Harrison
- Manton
- Mesick
- Milan Township
- Mullett Township
- Nashville
- Rose City
- Royal Oak
- Sehly
- Saugatuck
- Stockbridge

Hudson Park Improvements - Royal Oak

Landscape architect responsible for the design of Hudson Park improvements, which included sidewalk and play area curbing, play area equipment supply and installation, synthetic grass play area surfacing, shade sail, basketball court construction, portion vinyl screen fence, site furniture (benches, tables, bike racks, etc.), landscaping, and restoration. Construction budget \$750,000. Funding provided by Community Development Block Grant Program and the City of Royal Oak.

Lockman Park Improvements - Royal Oak

Project manager responsible for the design of Lockman Park improvements, which included concrete sidewalk and play area curbing, playground equipment supply and installation, tennis court construction, synthetic grass play area surfacing, basketball court construction, portion vinyl screen fence, site furniture (benches, tables, bike racks, etc.), landscaping, and restoration.

Getty Park Renovations - Shelby

Project manager responsible for the design improvements to Getty Park. Improvements included new tennis court, basketball court and pickleball court, upgraded restroom building to meet ADA requirements, conversion of an existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.



PROFESSIONAL BIO

Andrew has 12 years of experience in the preparation of designs and construction documents for site enhancement projects. He has served as a landscape designer, associate landscape architect on the design of playgrounds, trail systems, community parks and site improvements. He has also served as lead project manager for construction of commercial and residential development projects.



ANDREW FILLER
Landscape Architect



afiller@fveng.com
616.942.3627



BS: Landscape Architecture,
Michigan State University

Lockman Park Improvements - Royal Oak

Landscape architect responsible for the design of Lockman Park improvements, which included concrete sidewalk and play area curbing, playground equipment supply and installation, tennis court construction, synthetic grass play area surfacing, basketball court construction, portajon vinyl screen fence, site furniture (benches, tables, bike racks, etc.), landscaping, and restoration.

Franklin Park and Lawson Park Improvements - Royal Oak

Landscape architect for the CDBG-funded park improvements. Lawson park design included playground structure for ages 5-12, pavilion structure, outdoor exercise equipment, a basketball court VersaCourt surfacing, and baseball field upgrades with fencing and benches. Franklin park design included a playground structure for ages 2-5 and 5-12, new tennis court, and benches.

Smith Park Master Plan - White Cloud

Landscape architect for this project scope, including site work, preparation and grading, soil erosion controls, and site restoration. The proposed park improvements include the enhancement of the existing parking location, as well as the addition of new parking locations. Additional proposed improvements include installing a new all-inclusive and accessible playground, large and small dog park areas, a pavilion, and bike parking loops.

Downtown Pocket Park Improvements - Cedar Springs

Landscape architect for the design of park improvements including, seating areas, textured concrete to provide contrast, festoon light strings, restroom building, performance stage, seat walls, ADA compliant sidewalks and paths, synthetic turf areas for all weather conditions and types of events, outdoor fireplace, drinking fountain, and landscaping. The park is located at the NW corner of Slosson Avenue and N. Chestnut Street.

Getty Park Renovations - Shelby

Project engineer responsive for the design improvements to Getty Park. Improvements included new tennis court, basketball court and pickleball court, upgraded restroom building to meet ADA requirements, conversion of an existing building to a picnic shelter, new playground equipment, concrete walks, site lighting, and additional parking.



PROFESSIONAL BIO

Kayla has over two years of experience in landscape design. She is involved in several projects that include park, trail, waterway recreation, safety, and streetscape design. She has also completed several master plans for communities and grant applications through the MDOT TAP program and MDNR for project funding.

She has assisted in the design, permitting, and construction of various site design and infrastructure systems, as well as construction inspection.



KAYLA PALMER
Landscape Designer



kpalmer@fveng.com
616.588.1905



BS: Sustainable Built Environments,
University of Arizona

Lockman Park Improvements - Royal Oak

Lead CAD designer for the CDBG-funded park improvements to Lockman Park. Improvements included an ADA-compliant sidewalk throughout the park for access to an exercise fitness area, basketball court, tennis court, and restroom facilities. The project also included new bike racks, surface mounted benches, and surface mounted tables.

Arboretum Improvements - Royal Oak

Lead CAD designer for the CDBG-funded park improvements to the Royal Oak's Arboretum. F&V provided design, bidding, and construction engineering services for the Arboretum improvements that include an ADA compliant pathway throughout the park, in addition to a new shed, electrical, surface mounted benches, and trash receptacles.

Scheid Park Improvements - Saranac

Co-landscape designer for MDNR grant for park improvements to Scheid Park. Helped develop functional gathering spaces within the park that was ADA compliant. The improvements included a restroom and concession building, concrete sidewalk, pathway, concrete steps, utilities, landscaping, and parking. Coordinated with client and contractor via construction oversight, progress meetings, and performing construction administration such as shop drawing reviews and pay applications.

Cullen Memorial Park Field Improvements - Montaque

Landscape designer for park master plan. Helped develop a park master plan that would serve as a basis for pursuing grant funding and aid in forming collaborative partnerships with other area organizations. The master plan then served as a basis for a grant application with the Michigan Department of Natural Resources.

Village Square/Nash Creek Park Plan - Sparta

Lead CAD designer for park master plan. Helped develop a park master plan that would serve as a basis for pursuing grant funding and aid in forming collaborative partnerships with other area organizations. The master plan then served as a basis for a grant application with the MDNR.

SECTION 6: TIMEFRAME FLOW CHART

Per the RFP, we have the resources to meet the following schedule:

Task	Schedule
Kickoff Meeting	September 2024
On-line Community Survey	September 2024 to October 15, 2024
Community Workshops	October 1, 2024 to October 15, 2024
Draft Plan 30-day Public Notice	November 1, 2024
Final Public Hearing	Early Dec. 2024
Final Plan Adoption By City Council	Late Dec. 2024 to Early January 2025
Submittal to MDNR	February 1, 2025

SECTION 7: ESTIMATED COSTS

We anticipate a total of fifteen public/formal meetings during this process. We have also included seven internal working sessions with City staff and the Parks & Recreation Commission. If more meetings are desired by the City, we can provide them for an additional fee upon written authorization.

Description		Fee
Tasks 1-6	5-Year Park and Recreation Master Plan	\$22,000
Task 7	Community On-line Survey	\$2,000
TOTAL		\$24,000

Total number of hours: 178

Hourly Rates:

Classification	Rate
CIVIL ENGINEERS	\$55 - \$255
Intern	\$55
Engineers-in-Training	\$122
Engineer	\$141 - \$163
Project Engineer	\$173
Engineer Manager	\$173 - \$186
Senior Engineer Manager	\$200 - \$255
PROJECT MANAGERS	\$160 - \$215
Project Manager	\$160 - \$185
Senior Project Manager	\$200 - \$215
TECHNICIANS	\$84 - \$191
Technician	\$84 - \$128
Office Technician	\$108
Senior Engineer Technician	\$135 - \$191
SITE DEVELOPMENT	\$98 - 193
Landscape Designer	\$98 - \$110
Landscape Architect	\$136 - \$156
Architect	\$156 - \$176
Senior Landscape Architect	\$165 - \$187
Senior Architect	\$193
ADMINISTRATIVE AND BUSINESS SERVICES (IT, HR, MARKETING, ACCOUNTING, BUSINESS DEVELOPMENT)	\$76 - \$228
Administrative Assistant	\$76 - \$110
Senior Administrative Assistant	\$136 - \$228

SECTION 8: EXHIBITS

Please include fully executed copies of Exhibits B and C attached to this RFP.

EXHIBIT B – Proposal Submission

The undersigned having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Madison Heights. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Madison Heights that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

DATE: August 29, 2024


FIRM NAME: (if any) Fleis & VandenBrink

ADDRESS: 27725 Stansbury Blv, Suite 195, Farmington Hills, MI 48334

(Street Address) (City) (State) (Zip)

PHONE NO. (248) 536.0080 FAX NO.: (248) 536.0079

EMAIL: ddevries@fveng.com



SIGNATURE

PRINTED NAME: Don DeVries

TITLE: Principal

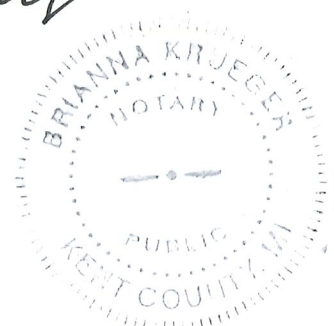
Subscribed and sworn to before me this 29th day
of August, 20 24, a notary public in
and for said county.

Brianna Krueger, Notary Public

Kent County, Michigan



BRIANNA KRUEGER
My Commission Expires
July 21, 2030
County of Kent
Acting in the County of Kent

City of Madison Heights

Parks and Recreation Master Plan Updates – RFP

H:\23 24 Purchasing - Bids + PO's\24-15 Parks & Rec Masterplan Update\Specs MP REC PLAN UPDATE RFP.docx

My Commission Expires: July 21, 2030

EXHIBIT C – Non-Collusion Affidavit

STATE OF MICHIGAN)

COUNTY OF Kent)

Don DeVries, being first duly sworn, deposed and says that:

1. He/She is Principal of Fleis & VadenBrink, the consultant that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such proposal is genuine and is not a collusive or sham proposal;

4. Neither the said consultant nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other consultant, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other consultant, firm or person to fix the price or prices in the attached proposal or of any other consultant, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other consultant, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Madison Heights or any person interested in the proposed contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The undersigned signed this on the 29th day of August, 2024.



SIGNATURE

City of Madison Heights

Parks and Recreation Master Plan Updates – RFP

H:\23 24 Purchasing - Bids + PO's\24-15 Parks & Rec Masterplan Update\Specs MP REC PLAN UPDATE RFP.docx

PRINTED NAME: Don DeVries

TITLE: Principal

Subscribed and sworn to before me this 29th day

of August, 20 24, a notary public in
and for said county.

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Kent County, Michigan

My Commission Expires: July 21, 2030



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Brianna Krueger

