



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

June 26, 2020

Mr. Rik Kowall, Supervisor
Charter Township of White Lake
7525 Highland Road
White Lake, Michigan 48383-2900

**RE: Proposal for Professional Civil Engineering Services Civic Center Loop Pathway Project
White Lake Township, Michigan**

Dear Mr. Kowall:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to White Lake Township (TOWNSHIP) for professional engineering services related to the Civic Center Loop Pathway project.

The following agreement between DLZ and the TOWNSHIP is separate and distinct from any other agreement between DLZ and the TOWNSHIP.

DLZ will provide the following services to the TOWNSHIP in conjunction with the Civic Center Loop Pathway project. Per the TOWNSHIP's request, we have separated the fees to include both base and alternate bid fees. The base bid includes services related to the pathway along Elizabeth Lake Road and Teggerdine Road, while the alternate includes additional services related to the pathway along M-59. Please refer to Exhibit B for limits of the proposed base and alternate bid services.

SCOPE OF SERVICES

A. Design Development, Construction Documents, and Bidding Phases Services

- DLZ will complete a topographic survey of the project corridor from center line of the roadway to right-of-way (ROW) including locating visible utilities.
- DLZ will make a recommendation on the final design of the proposed pathway and ADA ramps.
- DLZ will prepare a complete set of drawings for pathway construction.
- DLZ will prepare specifications for bidding.
- DLZ will coordinate with appropriate governmental agencies and obtain necessary permits to complete the project.
- DLZ will prepare an opinion of probable cost for the proposed construction.
- DLZ will assist in taking bids and make a recommendation as to the lowest responsible bidder.
- DLZ will attend a pre-bid meeting and prepare meeting minutes and participate in the bidding process.

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B. Construction Phase Services

- DLZ will organize and attend a preconstruction meeting and prepare minutes of the meeting.
- DLZ will review shop drawings/submittals.
- DLZ will perform construction staking for the project, including grading limits, pathway alignment (horizontal and vertical), and Americans with Disabilities Act (ADA) ramps.
- DLZ will provide full-time inspection of the project, while major work is being performed. DLZ staff will keep records of all work activity in Daily Field Observation Reports and track all work items.
- DLZ will complete material Testing in accordance with MDOT requirements.
- DLZ will review and advise the TOWNSHIP on pay quantities and pay applications.
- DLZ will review contractor's compliance with general contract requirements.
- DLZ will provide weekly updates to the TOWNSHIP and assist the TOWNSHIP with resolving any complaints or concerns that arise during construction.
- DLZ will provide as-built information for the final project construction.

MATTERS OF UNDERSTANDING

- It is DLZ's understanding that should the TOWNSHIP wish to complete the design of the 8-foot wide pathway along M-59, that portion of the project would be bid as an alternate.
- It is DLZ's understanding that the existing crosswalks crossing M-59 will be maintained and the proposed pathway will tie into these existing ADA ramps.
- It is DLZ's understanding that the intersection of Teggerdine Road and Elizabeth Lake Road will be reconstructed soon, and the proposed pathway design will account for the intersection realignment.

TERMS AND CONDITIONS

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

PROFESSIONAL FEE

- For **Base Bid** DLZ design services related to Teggerdine and Elizabeth Lake Road pathways described in **SECTION A** of the **Scope of Services**, DLZ proposes to charge, and the Township agrees to pay a Not to Exceed Fee of **\$35,000.00**.
 - For **Alternate** DLZ design services related to the M-59 pathway described in **SECTION A** of the **Scope of Services**, DLZ proposes to charge, and the Township agrees to pay a Not to Exceed Fee of **\$20,000.00**.
 - For **Base Bid** DLZ construction engineering services related to Teggerdine and Elizabeth Lake Road pathways described in **SECTION B** of the **Scope of Services**, DLZ proposes to charge, and the Township agrees to pay a Not to Exceed Fee of **\$29,500.00**.
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- For **Alternate** DLZ construction engineering services related to the M-59 pathway described in **SECTION B** of the **Scope of Services**, DLZ proposes to charge, and the Township agrees to pay a Not to Exceed Fee of **\$18,000.00**.
- The design and construction fees are based on a total project construction estimate of **\$560,000** and a three (3) to four (4) month construction schedule.
- Invoices will be rendered monthly based on the actual hours expended multiplied by the rate shown on the Exhibit B Rate Schedule of Fees for the classification of the individual providing services to the TOWNSHIP.

DLZ and its employees comply with all coronavirus protocols and guidelines, including all updates and revisions thereto, issued by the States in which DLZ provides services and the U.S. Centers for Disease Control and Prevention (CDC). DLZ time and expense for additional safety protocols or training required by the Charter Township of White Lake or its representatives are not included in this proposal and will be invoiced at DLZ's standard rates.

Neither Party will be responsible or liable for delays caused by persons, events, or circumstances for which the Party, its employees, subcontractors, and subconsultants are not responsible including, but not limited to, Acts of God including delays attributable to the coronavirus pandemic.

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

DLZ appreciates the opportunity to submit this Letter Agreement for professional services. This offer will remain open for acceptance for 60 days. If for any reason you should have questions, please do not hesitate to call Michael Leuffgen, P.E. at (248) 681-7800.

Respectfully,
DLZ MICHIGAN, INC.

Terry E. Biederman, PE
Vice President

Attachments:
Exhibit A: Standard Terms and Conditions
Exhibit B: Rate Schedule

Approved and Accepted	
Signature	
Printed Name	Rik Kowall
Title	Supervisor
Date	7-21-21

Design only 55K