

DRAFT

June 25, 2026

Sean O'Neil

White Lake Township
7525 Highland Road
White Lake, MI 48383

**Regarding: Design and Engineering Services for
Stanley Park Phase 2 Development**



Sean,

Beckett & Raeder, Inc. (BRI) sincerely appreciates the invitation to propose our Design and Engineering services for Stanley Park Phase 2 development. BRI and our architectural partner, Straub Pettitt Mann Architecture, are eager to continue our work with you for this exciting next phase.

PROJECT UNDERSTANDING

BRI proposes to provide design and engineering services for Stanley Park Phase 2 as described in the recent Land and Water Conservation Fund Grant and as further discussed with Township staff. Primary scope items include:

- Restroom/storage building with integrated picnic shelter
- Picnic shelter adjacent to Brendel Lake fishing pier
- Picnic pods near lower parking area
- Playground infrastructure near lower parking area (equipment and safety surface by others)
- Multi-sport Court in upper park near Elizabeth Lake Road
- Parking lot in upper park near Elizabeth Lake Road
- Park entrance sign
- Site preparation for future amphitheater

We anticipate the project scope items to require site demolition, site utilities (storm, sanitary, water), MEP utilities (electric, gas, IT), building architecture and MEP, site improvements for recreation and circulation infrastructure, site landscape, and site furnishings consistent with the LWCF grant application. Additional BRI tasks in support of project development will include site investigations, consultant team meetings, client meetings, bidding assistance, grant administration, construction administration, and other tasks as described below:

SCOPE OF WORK

TASK 1: Pre-Design Services

1.1 Kick-off Meeting

BRI will meet with Township staff to determine project requirements, review and permitting requirements for the project, and develop an overall schedule for project delivery. At this meeting we will also discuss general design considerations and any Township product and construction detailing preferences.

Beckett & Raeder, Inc.
535 West William, Suite 101
Ann Arbor, MI 48103

Petoskey Office
616 Petoskey St., Suite 100
Petoskey, MI 49770

Traverse City Office
921 West 11th St., Suite 2E
Traverse City, MI 49684

Toledo, Ohio
419.242.3428 ph

734 663.2622 ph
734 663.6759 fx

231.347.2523 ph
231.347.2524 fx

231.933.8400 ph
231.944.1709 fx

1.2 Site Survey

BRI will partner with DLZ to update the 2006 property topographic survey as needed for detailed design and engineering of the Phase 2 project elements. The survey update will include the upper park area adjacent to Elizabeth Lake Road, vicinity of the proposed restroom/storage building, and vicinity of the proposed picnic pods and playground.

1.3 Geotechnical Investigation

BRI will partner with G2 Consultants to conduct soil borings for detailed design, engineering, and permitting of the Phase 2 project elements. The borings will address information needed for design of building foundations and project pavements.

TASK 2: SCHEMATIC DESIGN

During the Schematic Design phase, the conceptual design produced during the grant application process will be refined with updated Township input regarding location of park elements, budget considerations, updated topographic survey, geotechnical data, etc.

2.1 Design Meetings (qty 2)

The BRI Team will meet with Township representatives to review conceptual programming and design refinements for both the building and sitework.

2.2 Schematic Design Package

The BRI Team will produce in-progress schematic materials and cost estimate to capture design progress for informal Township staff review and comment. The drawing package is anticipated to include:

- SD Site Plan Diagram
- SD Utility Diagram
- SD Building Floor Plan & Exterior Views
- SD MEP Narrative
- SD Cost Estimate

2.3 Parks Committee Presentation

The BRI Team will present Schematic Design materials at a Parks Committee meeting for public review and comment.

TASK 3: DESIGN DEVELOPMENT

The purpose of this phase is to further establish character, materials, and the horizontal and vertical design controls for the project to allow subsequent preparation of drawings and specifications for construction, and to secure necessary approvals from the Parks Committee and regulatory agencies having jurisdiction over the project. Specifically, this phase will include the following tasks:

3.1 Design Meetings (qty 2)

The BRI Team will meet with Township representatives to review design progress and establish final design direction for Stanley Park Phase 2 elements.

3.3 Design Development Package

The BRI Team will produce an in-progress drawing set and cost estimate to capture design progress for informal Township staff review and comment. The drawing package is anticipated to include:

- Cover Sheet
- DD Existing Conditions Plan
- DD SESC Plan
- DD Demolition Plan
- DD Layout & Materials Plan
- DD Grading Plan
- DD Utility Plan
- DD Landscape Plan
- DD Site, Utility, & Landscape Details

- DD Building Plans (including MEP) & Exterior Views
- DD Cost Estimate

3.4 Parks Committee Presentation

The BRI Team will present Design Development materials at a Parks Committee meeting for public review and comment.

3.5 Township Board of Trustees Approval

BRI will prepare an executive summary describing design status at the conclusion of Design Development (DD). The Board will approve the DD design prior to commencement of the Construction Document phase. BRI will advise the Township of any grant compliance, construction budget, or additional design fee considerations required to implement design modifications requested by the Board.



initiative

TASK 4: CONSTRUCTION DOCUMENTS

With all design decisions made in previous tasks, the Construction Document phase is focused on preparation of all technical drawings and specifications necessary to completely and accurately describe the proposed work for bidding and construction.

4.1 Construction Drawings

The complete set of construction drawings will include, but not necessarily be limited to, the following:

- Cover Sheet
- CD Existing Conditions Plan
- CD SESC Plan
- CD Demolition Plan
- CD Layout & Materials Plan
- CD Grading Plan
- CD Utility Plan
- CD Landscape Plan
- CD Site, Utility, & Landscape Details
- CD Building Plans (including MEP)
- CD Cost Estimate

4.2 Specifications

Prepare and assemble complete specifications in CSI Format and include White Lake Township standards and forms required for inclusion in the specifications. The Township will provide the front end documents.

4.3 Cost Estimate

Prepare a detailed cost estimate, which aligns with required LWCF grant scope and identifies any necessary Township budget contributions.

4.4 Agency Requirements

During preparation of Contract Documents, consult with officials and all public agencies and utility companies having jurisdiction over items affected by the proposed construction and notify the Township of all contacts.

4.5 Agency Reviews

BRI will distribute copies of the Contract Documents to jurisdictional authorities for necessary project approvals and/or permits. Anticipated agencies include White Lake Township, Oakland County Water Resources Commissioner, Oakland County Road Commission, Michigan EGLE, and LWCF.

TASK 5: BIDDING AND AWARD

This task shall include bidding and award procedures as follows:

5.1 Advertisement

BRI will assist the Township in public advertising of bids (actual cost of advertising will be paid by the Township).

5.2 Pre-Bid Meeting

BRI will arrange for a Pre-Bid Meeting. BRI will review the documents and together with the Township, answer any questions from the attendees. After the meeting, BRI will prepare minutes and distribute to all attendees.

5.3 Bid Assistance

BRI will maintain a log of all plan holders and will provide interpretations and other assistance to the Township and bidders as necessary during the bidding process. The BRI team will recommend modifications to the Contract Documents if needed to ensure the best bid results and issue any required addenda. BRI will track and distribute the Addenda to all plan holders.

5.4 Bid Opening

BRI will prepare a Bid Tab form corresponding to the Bid Proposal Form and BRI will attend the bid opening.

5.5 LWCF Grant Coordination

BRI will assist Township staff with LWCF bid and award reporting requirements.

5.6 Recommendation

BRI will tabulate the bids, review them with the Township and recommend Award of Contract. BRI will conduct reference checks of the low bidders.

5.7 Field Testing Services

BRI will prepare an RFP for Field Testing Services during the construction phase. BRI will tabulate and review the proposals received and recommend award of a contract to the most responsible bidder. The cost of the field testing will be paid by the Township.

TASK 6: CONSTRUCTION ADMINISTRATION

This task shall include construction administration procedures as follows:

6.1 Bonds and Insurance

BRI will obtain contractor's bonds, necessary insurance forms, coordinate contract preparation, and prepare notice of award, and notice to proceed.

6.2 Pre-construction Meeting

BRI will conduct a pre-construction meeting. BRI will prepare meeting minutes and distribute.

6.3 Site Visits

During the construction period, occasional site visits will likely be necessary to address encountered conditions or contractor requests. To maximize efficiency of Township dollars, Township staff will assist to the extent possible by emailing on-site information and photos to BRI. Additionally, all attempts will be made to coordinate BRI visits with scheduled on-site progress meetings, though that may not always be possible. When BRI site visits are required outside of scheduled progress meetings, time and expenses will be billed per our current rate schedule, and outside of our basic lump sum services.

6.4 Pay Applications

BRI will verify and approve the invoices from the construction contractor and prepare periodic estimates of the percentages and value of work completed.

6.5 Bulletins and Change Orders

BRI will prepare Bulletins and approve Change Orders as necessary.

6.6 Shop Drawings and Submittals

BRI will review, approve, and distribute, as necessary, any shop drawings and submittals submitted by the construction contractor.

6.7 Progress Meetings

BRI will conduct construction progress meetings on a bi-weekly basis for the project and record meeting minutes. BRI will maintain a project distribution list and distribute meeting minutes. For purposes of this proposal, we have assumed a maximum 6-month construction period and twelve (12) on-site progress meetings.

6.8 Punch List

BRI will prepare a punch list of items to be corrected prior to final approval.

6.9 Final Inspection

BRI will make a final inspection and make recommendations relative to acceptance of the work.

6.10 Record Drawings

Following completion of the work, BRI will prepare record drawings from digital mark-ups obtained from the contractor.

6.11 LWCF Grant Coordination

BRI will assist Township staff with LWCF grant reimbursement and project closeout requirements.

ASSUMPTIONS

BRI makes the following assumptions in preparation of this proposal:

- Project design will be in accordance with the Phase 2 concept and narrative of the approved Land and Water Conservation Fund Grant.
- Formal Township Site Plan Submittal, Review, and Approval will not be required.
- BRI will not be needed for community engagement services.
- Utility study and analysis will be limited to the specific project limits and not include study of larger upstream or downstream impacts. This includes capacity analysis, condition analysis, hydraulic/hydrologic modeling of flows, etc.
- If required, traffic studies and engineering will be provided as an additional service.
- If required, maintenance of traffic plans will be provided as an additional service.
- If required, testing for potentially contaminated soils will be provided by others. Remediation design and documentation will be considered an additional service.
- If required, wetland and floodplain mitigation will be provided as an additional service.
- Review and permitting fees will be paid by the Township.
- Construction material testing will be contracted separately by the Township.
- Renderings or illustrative models will not be required for sitework elements.

Should any of the above assumptions change during the course of the project, BRI reserves the privilege to revise this proposal or request fee for additional services.

SCHEDULE

We understand the project schedule is to prepare construction documents in 2026, such that bidding may occur in Winter 2026/2027. Construction is anticipated in Summer 2027.

PROFESSIONAL FEE

For the work outlined above, BRI proposes a basic services fixed fee of \$150,000, plus outside-of-basic services fee of \$17,500. Services will be billed monthly as a percentage of completion according to executed contract provisions. Prime and subconsultant fees are allocated as follows and per the attached Project Fee Schedule.

Basic Services	
Beckett & Raeder (Prime)	\$110,000.00
<u>Straub Pettitt Mann Architecture</u>	<u>\$ 40,000.00</u>
TOTAL Basic Services	\$150,000.00

Outside-of-Basic Services	
G2 Consultants (geotechnical)	\$ 10,000.00
<u>DLZ Corporation (survey)</u>	<u>\$ 7,500.00</u>
TOTAL Outside-of-Basic Services	\$ 17,500.00

Reimbursable Expenses

Provided all communications, drawings, graphics and other materials are provided electronically, we do not anticipate a need for reimbursable expenses.

ADDITIONAL SERVICES

Tasks or services not specifically described in this proposal, including design changes, will be provided upon authorization as additional services. Additional services will be provided according to the attached hourly rates or a prepared additional services agreement.

We look forward to working with you on this project! Please feel free to contact us to discuss any components of our proposal.

Sincerely,



Brian D. Barrick, PLA, ASLA
Partner

Attach: BRI 2026 Rates

2026 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

Partner	\$175.00 Hour
Principal	\$165.00 Hour
Senior Associate	\$155.00 Hour
Senior Project Manager	\$150.00 Hour
Senior Professional Engineer	\$150.00 Hour
Associate	\$145.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$140.00 Hour
Project Manager	\$140.00 Hour
Professional Engineer	\$140.00 Hour
Senior GIS Specialist	\$130.00 Hour
Project Engineer (E.I.T.)	\$125.00 Hour
Senior Project Site Representative	\$120.00 Hour
Project Professional/Landscape Architect/Planner	\$120.00 Hour
GIS Technician	\$110.00 Hour
Resident Project Site Representative	\$100.00 Hour
Computer Technician /CAD Technician	\$100.00 Hour
Clerical	\$ 85.00 Hour
Interns (non-degreed)	\$ 75.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered