

WHITE LAKE TOWNSHIP TOWNSHIP BOARD

REPORT OF THE COMMUNITY DEVELOPMENT DEPARTMENT

TO: Township Board

FROM: Justin Quagliata, Staff Planner

DATE: February 11, 2022

RE: BRI design/engineering services proposal for Stanley Park

At its meeting on January 12, 2022 the Parks and Recreation Committee unanimously recommended approval to the Township Board the consulting services proposal from Beckett & Raeder (BRI) for design and engineering services for Stanley Park Phase 1 development. Their work on the Stanley Park Master Plan and Land and Water Conservation Fund (LWCF) grant application was instrumental to being awarded the \$500,000 grant. BRI proposes to provide design and engineering services for the initial development of Stanley Park as described in the LWCF grant. Their firm has a long history of successfully implementing grant awarded projects, including White Lake Township's Bloomer Park. Primary scope items for the construction project are anticipated to include site demolition, utility demolition/relocation, design of site improvements for recreation and circulation infrastructure, design of site utilities (storm sewer only), 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, and construction administration. Costs incurred associated with the preparation of plans, specifications, and bid documents for the project are reimbursable expenses through the LWCF grant.

The following motion is provided for the Board's consideration:

- **Move to authorize engaging Beckett & Raeder to complete design and engineering services for Stanley Park Phase 1 development with cost not to exceed \$125,000, to be paid from the Parks and Recreation Fund. The Supervisor is authorized to sign the consulting services proposal.**

Attachments

1. Beckett & Raeder Proposal dated December 20, 2021 (revision date Feb. 11, 2022).
2. Parks and Recreation Committee draft meeting minutes of January 12, 2022.

December 20, 2021
REVISED January 4, 2022
REVISED February 11, 2022

Mr. Justin Quagliata
White Lake Township
Township Clerk's Office
7525 Highland Road
White Lake, MI 48383



Regarding: Design and Engineering Services for
Stanley Park Phase 1 Development

Dear Mr. Quagliata,

Beckett & Raeder, Inc. (BRI) sincerely appreciates the invitation to propose our Design and Engineering services for the first phase of development at Stanley Park. We are eager to continue our work with you on this exciting project.

PROJECT UNDERSTANDING

BRI proposes to provide design and engineering services for the initial development of Stanley Park as described in the recent Land and Water Conservation Fund Grant. BRI has a long history of successfully implementing grant awarded projects, including White Lake Township's Bloomer Park. Along with this grant experience, BRI's park planning and design experience make us uniquely qualified to assist White Lake Township with the development of Stanley Park.

Primary scope items for the construction project are anticipated to include site demolition, utility demolition/relocation, design of site improvements for recreation and circulation infrastructure, design of site utilities (storm sewer only), 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 (virtual)

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 the original property surveyor, Kem-Tec Associates, to update the 2006 property topographic survey as needed for detailed design and engineering of the Phase 1 project elements. The survey update will include the area of the former residence on Elizabeth Lake Road, confirmation of relevant mature trees in the core of the park, and a limited scope of bathymetry to provide for the design of site improvements below the Brendel Lake ordinary high-water mark. In addition, BRI will retain a consultant to update determination and delineation of on-site wetlands per EGLE permit requirements.

1.3 Geotechnical Investigation

BRI will partner with G2 Consultants to conduct soil borings and infiltration testing to support detailed design, engineering, and permitting of the Phase 1 project elements. The borings will address information needed for design of roadway pavements, boardwalk and fishing pier structures, and LID/green stormwater solutions.

TASK 2: SCHEMATIC DESIGN

During the Schematic Design phase, the conceptual design produced during the grant application process will be reviewed and adjusted as required by discoveries from the updated topographic survey, wetland delineations, and geotechnical data.

2.1 Design Meeting (in-person)

The BRI Team will meet with the Parks Committee to review any necessary adjustments to the conceptual design due to updated site surveys and geotechnical investigations. The group will also discuss general design considerations and any specific product or construction detailing preferences.

2.2 Schematic Design 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
- SD Existing Conditions Plan
- SD Demolition Plan
- SD Layout & Materials Plan
- SD Grading Plan
- SD Utility Plan
- SD Landscape Plan
- SD Cost Estimate

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 Meeting (in-person)

The BRI Team will meet with the Parks Committee to review design progress and establish final design direction for Stanley Park Phase 1 elements.



3.2 Development of site systems including:

- Roadways and parking
- Multi-use pathways
- Boardwalk and fishing pier structures
- Site furnishing selections
- Earthwork for accessibility and drainage
- LID Storm Water Management Features
- Landscape Restoration and Planting

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 Structural Plan
- DD Landscape Plan
- DD Site, Utility, Structural, & Landscape Details
- DD Cost Estimate

3.4 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.

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 Logistics & Phasing Plan
- CD SESC Plan (with EHS forms)
- CD Demolition Plan
- CD Layout & Materials Plan
- CD Grading Plan
- CD Utility Plan
- CD Structural Plan

- CD Electrical Site Plan
- CD Landscape Plan
- CD Site, Utility, Electrical, Structural, & Landscape Details

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 Client 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 EGLE/USACE Joint Permit

BRI will prepare a joint permit application for project work within the floodplain, wetlands, and inland lake. We will assist the Township in submittal and administration of the permit application.

4.5 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 Client of all contacts.

4.6 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 client).

5.2 Pre-Bid Meeting (on-site)

BRI will arrange for a Pre-Bid Meeting. BRI will prepare an Agenda for review and comment by the Client. The Client will introduce the project and review the bidding procedures. BRI will review the documents and together with the client, 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 Client 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 (in-person)

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 Client 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 Client.

TASK 6: CONSTRUCTION ADMINISTRATION

6.1 Bonds and Insurance

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

6.2 Pre-construction Meeting (on-site)

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 (on-site)

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 3-month construction period and six (6) 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 first phase 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.
- BRI will be provided Civic Center design and construction documents and free access to the Civic Center design consultants for coordination of interfaces (surface and underground) between the two projects. It is assumed that the Civic Center design team's project development will occur at a level sufficient to inform project connection points in alignment with the Stanley Park design schedule.
- 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.
- Private and franchise utilities (electric, gas, telephone, cable, fiber optic communication, etc.) will not be impacted.
- 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.

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 and obtain permits in 2022, such that bidding may occur in Winter 2022/2023. Construction is anticipated in Summer 2023.



PROFESSIONAL FEE

For the work outlined above, BRI proposes a **basic services lump sum, fixed fee of \$101,000, plus outside-of-basic services fee of \$24,000**. 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)	\$ 96,250.00
Structural Design Inc.	\$ 4,750.00
TOTAL Basic Services	\$101,000.00

Outside-of-Basic Services	
G2 Consultants (geotechnical)	\$ 10,250.00
Kem-Tec Associates (wetland & survey)	\$ 13,750.00
TOTAL Outside-of-Basic Services	\$ 24,000.00

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
Principal

Attach: BRI 2022 Rates

2022 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:

Principal	\$155.00 Hour
Senior Associate	\$135.00 Hour
Senior Project Manager	\$130.00 Hour
Senior Professional Engineer	\$130.00 Hour
Associate	\$125.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$120.00 Hour
Project Manager	\$120.00 Hour
Professional Engineer	\$120.00 Hour
Senior GIS Specialist	\$110.00 Hour
Project Engineer (E.I.T.)	\$105.00 Hour
Senior Project Site Representative	\$100.00 Hour
Project Professional/Landscape Architect/Planner	\$100.00 Hour
GIS Technician	\$ 90.00 Hour
Resident Project Site Representative	\$ 80.00 Hour
Computer Technician /CAD Technician	\$ 80.00 Hour
Clerical	\$ 65.00 Hour
Interns (non-degreed)	\$ 60.00 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