

B R 
Beckett & Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

December 23, 2024

Mr. Andrew Littman
White Lake Township
7525 Highland Road
White Lake, MI 48383

Regarding: Consultation Services
for
MDNR Land & Water Conservation Fund Grant Application
Stanley Park Multi-Purpose Building



Dear Mr. Littman,

Beckett & Raeder, Inc. (BRI) offers this proposal to assist White Lake Township with preparation of a MDNR Land & Water Conservation Fund Grant Application for the Stanley Park Multi-Purpose Building Renovation.

The subject grant project would renovate a former campground building in Stanley Park to serve multiple park support functions including restrooms, sheltered picnic space, and storage. The grant would also include utility connections, and accessible pedestrian and picnic pavements immediately surrounding the building.

BRI proposes the following scope of work to assist White Lake Township with development of a grant application prior to the MDNR submittal deadline of April 1, 2025:

SCOPE OF WORK

Draft Application Materials

BRI will prepare a draft grant application narratives and supplemental content. The draft will be provided for Township review and comment. Application items to be prepared by BRI include:

- Project need and justification narrative
- Applicant history narrative
- Site & design quality narrative
- Universal Design narrative
- Project Schedule
- Conceptual site plan (notated Stanley Park Master Plan)
- Prime Professional information
- Permit list
- Renovation narrative and site photographs
- Additional information narrative
- Letter of Intent

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

www.bria2.com

Final Application Materials

BRI will finalize application narratives and supplemental content based upon Township review comments, then input/upload to the MDNR MiGrants website.

ASSUMPTIONS

BRI prepares this proposal understanding the Township will supply the following application items/content:

- Establish MDNR MiGrants registration and authorize BRI access to the application
- Provide general applicant data/information
- Provide Documentation of Site Control Form and copy of property deed (re-use documents from Stanley application)
- Maintenance funding information
- Project cost estimate in MDNR format
- Local match funds amount and sources (if any)
- Building floorplans and renderings
- Building sustainability and universal design features (solar, etc.)
- Letters of support (if desired)
- Board resolution approving grant application
- Certification of application in MDNR MiGrants

 initiative

Based on the Stanley Park grant process, BRI anticipates that submittal of SHPO Section 106 and USFWS NEPA Reviews will be required. We further anticipate resubmitting the SHPO and USFWS documents produced for the previous Stanley Park LWCF grant. Any required update or modification of the previous documents after MDNR's initial review will be performed as an hourly service upon authorization.

Services are for a 2025 MDNR Land & Water Conservation Fund application. Resubmittals or modifications for subsequent application rounds will be performed as an hourly service upon authorization.

SCHEDULE

We understand the application must be uploaded and certified by the Township on or before April 1, 2025. In order to accommodate this schedule, BRI requests the Township's authorization to proceed immediately following the January 2025 Board meeting.

PROFESSIONAL FEE

BRI proposes an hourly not-to-exceed fee of \$5,000. Services will be billed monthly according to the attached Fee Schedule.

Reimbursable Expenses

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

ADDITIONAL SERVICES

Consultation services outside those described in this proposal will be considered an additional service and performed upon Township approval.

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

Sincerely,

A handwritten signature in black ink, appearing to read "B. Barrick", written over a horizontal line.

Brian D. Barrick, PLA, ASLA
Partner

Attach: BRI 2025 Rates



2025 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	\$170.00 Hour
Principal	\$160.00 Hour
Senior Associate	\$150.00 Hour
Senior Project Manager	\$145.00 Hour
Senior Professional Engineer	\$145.00 Hour
Associate	\$140.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$135.00 Hour
Project Manager	\$135.00 Hour
Professional Engineer	\$135.00 Hour
Senior GIS Specialist	\$125.00 Hour
Project Engineer (E.I.T.)	\$120.00 Hour
Senior Project Site Representative	\$115.00 Hour
Project Professional/Landscape Architect/Planner	\$115.00 Hour
GIS Technician	\$105.00 Hour
Resident Project Site Representative	\$ 95.00 Hour
Computer Technician /CAD Technician	\$ 95.00 Hour
Clerical	\$ 80.00 Hour
Interns (non-degreed)	\$ 70.00 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







