

December 9, 2021

Ms. Ann Barnette  
Executive Director  
Milford DDA  
1100 Atlantic St.  
Milford, MI 48381

**Re: Village of Milford DDA Area Limits**  
Milford, Michigan  
Landscape and Irrigation Maintenance Specification Services

Dear Ann:

We are pleased to submit the following proposal for landscape architectural services for the above stated project. As discussed, we are submitting this proposal to cover the following scope:

1. Programming
2. Provide landscape and irrigation maintenance specifications.
3. Bid assistance, review and recommendation.

Specifically, our scope of work will include:

**A. Programming**

1. Meet with you, and others as relevant, to review the current landscape and irrigation maintenance program and determine the scope for the maintenance bid package.

**B. Landscape and Irrigation Maintenance Specifications**

Based on our review and input from you, we will custom tailor our LMBD Maintenance Specifications to fit the needs of the your DDA maintained landscaping and also include the following:

1. Review and refine existing maintenance specifications.
2. Include performance requirements (e.g. provide timelines for spring and fall cleanup, removal and replacement of plantings, and miscellaneous repair timelines).
3. Include unit pricing on the bid proposal for frequently used items and labor rates.
4. Include requirements for replacement plantings, records of installation, and warranty periods.
5. Specify watering responsibility, including irrigation monitoring and operation.

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6. Review and provide direction for maintenance area scope map updates. Incorporate these scope maps as provided from you and supplement with additional exhibits which we will provide, into the bid package.
7. Replace sections 3.01 through 3.03 with a summary of work description.

**C. Bid Assistance, Review and Recommendation**

1. Prepare documents for bidding as follows:
  - a. Work with you to edit and incorporate your contract and insurance requirements into the bid document package.
  - b. Provide instructions to bidders.
  - c. Provide a comprehensive bid proposal form
2. Seek qualified landscape maintenance contractors and provide a list of recommended contractors for your review.
3. Contact potential bidders with the bid documents, and provide bid package to you to publish.
4. During bidding period, answer contractor questions, prepare addenda and clarification documents as required.
5. Analyze and evaluate bids, contact bidders to confirm bid accuracy and determine most favorable bid.
6. Provide letter of recommendation.

**D. Landscape Maintenance Review and Quality Control**

1. Attend spring startup meeting with you and the maintenance contractor to review existing conditions, maintenance protocol, expectations, and answer questions on landscape and irrigation management.
2. Attend on-site meetings with you and landscape maintenance contractor, per your request, as agreed on, as an extra service at the hourly rates attached.

**E. Fees**

Our proposed fee for the services outlined above are as follows:

Tasks A and B.....	\$2,500
Task C.....	\$4,300
Task D.....	\$1,320
	<b>TOTAL \$8,120</b>

1. Reimbursable expenses are in addition to our base fee above and per the attached rate schedule.

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**F. Invoicing**

Invoicing for services rendered shall be at completion of each task.

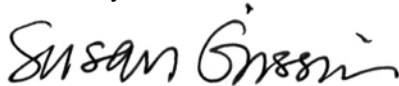
**G. Additional Services**

Additional services beyond those services outlined above would be billed per the attached rate schedule.

We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval. We believe our firm can provide you with the highest quality of professional services and we look forward to working with you on this project.

If we can provide you with any additional information or answer any questions regarding our proposed services, please do not hesitate to contact us.

Sincerely,



Susan L. Grissim, ASLA  
Vice President | Principal

SLG/mm

Encl.

**Approved and Accepted:**

**By:** Ann M. Barnette

**Title:** DDA Exec. Director

**Date:** December 9, 2021

**TASKS A & B APPROVED**

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**HOURLY RATES AND REIMBURSABLE EXPENSES**

**HOURLY RATES**

For lump sum and hourly fee contracts, additional services beyond the scope of our agreement will be performed at GMA’s hourly rates that prevail at the time services are rendered. Current hourly rates are as follows:

Design Principal.....	185.00 / hour
Principal .....	165.00 / hour
Project Manager.....	125.00 / hour
Project Architect/Project Landscape Architect.....	115.00 / hour
Landscape Architectural Technician.....	110.00 / hour
Landscape Architectural Technician II.....	90.00 / hour

**These rates are applicable through December 31, 2021**

**REIMBURSABLE EXPENSES**

Reimbursable expenses will be billed at cost and shall apply to all project phases as incurred and include the following:

1. Local travel expenses: mileage (billed per IRS Standard Mileage Rate) and parking (if applicable).
2. Out of town travel: airfare, car rental, parking, tolls, food and lodging.
3. Special materials and/or equipment unique to the project (i.e. special graphic materials, mounting supplies, etc.).
4. Courier, express mail and postage.
5. Reproduction of drawings, specifications, graphics and photos.
6. A multiplier of 1.15 will be applied to sub-consultant invoices (electrical, irrigation, survey, etc.).

**ELECTRONIC FILE TRANSFER**

All drawing files (CAD files) received need to contain the following characteristics:

1. All files received need to be .DWG (AutoCAD).
2. Drawing files to include a color dependent plot style table (CTB) (i.e. not STB), AutoCAD compiled shape files, and font files.