

April 4, 2022

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

Re: West Summit Street Greenbelt Improvements
Milford, Michigan
Landscape Architectural Services

Dear Ann:

We are pleased to submit the following proposal for landscape architectural services for the above referenced project. This proposal includes conceptual landscape design recommendations for hardscape and landscape improvements related to greenbelt improvements along Summit Street from the railroad track crossing, west to the property line of the Hector and Jimmie's property. Our proposed scope of services is outlined as follows.

A. Conceptual Design Phase

We will delineate for review and acceptance a conceptual design package showing proposed improvement options. The options will include improvements to the Summit Street right of way, greenbelt area, parking lot access drives and parking lot layout abutting the greenbelt. Our scope of work includes:

1. Prepare a base file of the site using existing G.I.S information and surveys as available, aerials, and field measurements.
2. Review and inventory existing conditions on site and take photographs.
3. Prepare design concepts showing layout of pedestrian and vehicular pavements, parking and landscape plantings.
4. Prepare reference images including photos of existing conditions and proposed plant materials.
5. Meet to present and receive comment and direction on the design concepts.
6. Revise the design package based on input received.
7. Prepare budget estimate for the preferred improvements.
8. Finalize the Conceptual Design package and budgeting for your use.

B. Compensation

1. Our fee for services outlined above would be invoiced hourly, anticipated not to exceed \$4,500 invoiced monthly per the attached rate schedule as work progresses.

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2. Payments for services rendered shall be due 30 days from the date of the invoice.
3. As part of the conceptual design package and as an additional service, we can provide a fee to prepare selected 3D views of the proposed designs.
4. Based on the approved Conceptual design and budget, we can provide a separate proposal and fee for bidding/construction documents and construction phase services.

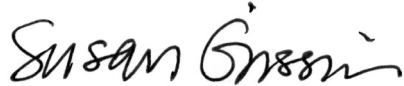
C. Reimbursable Expenses

Reimbursable expenses are in addition to professional fees and will be invoiced per the attached schedule.

We thank you for the opportunity to submit this proposal and hope that this proposal meets with your approval.

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

Sincerely,



Susan L. Grissim, ASLA
Vice President | Principal

SLG/mm

encl.

Approved and Accepted:

By: Ann M. Barnette

Title: Executive Director, MDDA

Date: 4/28/2022

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, 2022

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.