

June 13, 2023

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

Re: Village of Milford Central Park Renovations
Milford, Michigan
Landscape Architectural Services

Dear Ann:

Thank you for the opportunity to submit our proposal for the above referenced project. This proposal covers design development through construction observation phases. We shall retain as our consultant, Resurgent Engineering, for structural engineering. In addition, we have retained G2 Consulting for additional soil boring. We shall bill G2's fee as a reimbursable. It is our understanding that GMA's scope of work will provide landscape architectural services to further the design and construction of the approved improvements as determined June 8, 2023 with minor updates as requested.

Our detailed scope of services is outlined as follows:

Project Scope – refer to attachment A

A. Data Collection and Programming Phase

This phase shall include but not be limited to the following items:

1. Site inventory to review existing conditions against survey provided by ZWA.
2. Site meeting with client representatives to review existing conditions and updates to schematic design.
3. Seek geotechnical soil and groundwater testing.
4. Meeting on site with irrigation contractor to review the existing irrigation system, the potential of Pettibone Creek to pump water from, and the irrigation scope.

B. Design Development Phase

Based on the approved conceptual design provided in March 2023, with minor updates, plans will be further refined and consist of drawings and other documents required to describe this part of the project and as follows for each of the phases noted above:

1. Research all proposed materials and consult with OHM on the following items as covered in their proposal dated April 18, 2023:
 - a. EGLE Assistance/Floodplain permitting
 - b. Bridge Crossing/Guardrail Assistance
 - c. Parking lot/Entrance Drive Assistance

- d. Electrical plan development assistance
2. Provide hardscape, landscape, lighting and furniture layout for all project related site components to a design development level and coordinate with DDA and other relevant parties.
3. Prepare updated estimate of costs based on design development scope.
4. Provide updates to the DDA and other relevant owner representatives for review and approvals.

C. Construction Document Phase

On acceptance of the design development phase and budget by the owner representatives and any adjustments in the scope of the project directed at this time, we will prepare detailed working drawings and specifications for our scope of work.

1. Prepare from the design development documents, drawings and technical specifications setting forth in detail the requirements for the bidding and construction of this part of the project, all of which are to be approved by the owner representatives.
2. Drawing documents to contain the following sheets and additional sheets if required:
 - a. Survey
 - b. SESC plans
 - c. Demolition plans
 - d. Layout and paving plans
 - e. Grading and drainage plans
 - f. Landscape planting plans
 - g. Irrigation scoping plan
 - h. Electrical and gas service plans (OHM + DDA to help develop these with us)
 - i. Lighting schedule
 - j. Site furnishing schedules
 - k. Site detail sheets.
3. Coordinate work with DDA, other owner representatives and consultants.
4. Provide bid documents for review and approval.
5. Provide updated estimate of costs based on bid document scope

D. Bid Assistance and Review

We will provide bid assistance and review services as follows:

1. Seek qualified contractors for bidding.
2. Distribute bid packages to bidders, DDA and Village.
3. Prepare for and participate in a pre-bid meeting.

June 13, 2023
Ann Barnette
Milford DDA
Page 3

4. Prepare addenda and clarification of documents as required.
5. Attend and assist with post-bid interviews for evaluation of bids and subcontractor qualifications, if required.

E. Construction Observation Phase

We will provide construction phase services as follows:

1. During construction, and upon request, a representative will visit the site to review for compliance with the Contract Documents and to assist in the resolution of any construction issues, as related to the scope of service defined by this proposal.
2. Prepare bulletins and change orders and respond to RFI's as required.
3. Review all project submittals and shop drawings pertaining to our scope of work.
4. Prepare punch lists relative to our scope of work as required.
5. Determine the dates of provisional acceptance and final acceptance of the work.

F. Compensation

1. GMA's fee for the work as described, as outlined above, would be a lump sum fee of \$228,000 based on a projected construction budget of \$3,257,000. If there is a significant change in the construction budget we request that our fee be adjusted.

2. Our consultant fees for:

Resurgent Engineering Structural Engineering	\$10,800.00
Total Fee	\$238,800.00

3. Billings will be invoiced monthly as work progresses for each phase of work.

G. Reimbursable Expenses

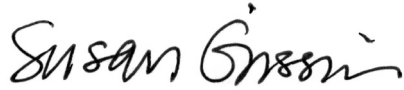
Reimbursable expenses are in addition to the above professional services and are per the attached schedule.

We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval. We look forward to working with you on this project.

June 13, 2023
Ann Barnette
Milford DDA
Page 4

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

Enc.

Approved and Accepted:

By: Ann M. Barnette

Title: Executive Director, DDA

Date: June 15, 2023

HOURLY RATES AND REIMBURSABLE EXPENSES

HOURLY RATES

For 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	195.00 / hour
Principal	175.00 / hour
Project Manager	140.00 / hour
Project Landscape Architect	125.00 / hour
Landscape Architectural Technician.....	115.00 / hour
Landscape Architectural Technician II.....	95.00 / hour

These rates are applicable through December 31, 2023

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.