

B R i
Beckett&Raeder

*Landscape Architecture
Planning, Engineering &
Environmental Services*

May 26, 2016 (revised June 7, 2016)

Ms. Susie Shipman
Commissioner
Peninsula Township Parks Commission
13235 Center Road
Traverse City, MI 49686

Regarding: Bowers Harbor Park Expansion

*i
initiative*

Dear Ms. Shipman,

We are pleased to submit for your consideration our proposal for professional services related to refining the site plan for the Bowers Harbor Park Expansion project and seeking public input, in response to the Township's successful acquisition of the expansion property recently. As we recall from working on the project previously, the existing park is 21 acres and fairly active with sports fields, tennis courts and a perimeter trail. The proposed acquisition property added 58 acres to the park to the southwest in an area identified as "the orchards."

We understand that the site planning effort you wish to embark on immediately would seek to engage the public to participate in the ultimate design and programming for the park and produce a Schematic Illustrative Plan and cost estimate. Ultimately, you would like to utilize this product to seek grant funding from MDNR for implementation and as a visualization tool as you speak to potential donors about the project.

We propose that the project can be divided into 3 distinct phases that can be awarded individually (though would need to be sequential) or collectively, at the Township's discretion. The first of these phases would be Phase I: Input. In an attempt to be judicious with staff hours and project costs, we propose to host a kick-off meeting by web conference with you or your committee in which we would discuss the previously-prepared plan and any changes, issues, or concerns that we should be aware of. We will also discuss the format and forum of the Public Input Meeting and set a date. We would rely on the Township to advertise and secure meeting space/refreshments for the Public Input Meeting. We will modify the previously prepared illustrative rendering of the park to overlay on a current aerial photograph and exclude proposed design work in the existing park, for use at the Public Meeting. We will facilitate the Public Input Meeting to attain the public's desires for long-term character and programming of the park. We would then synthesize the outcome of the meeting in a written document and report to the committee via Web-conference. For Phase I, we propose a lump sum fee of \$4,980.00, inclusive of expenses.

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Once the public input has been received and synthesized, we will embark on Phase II: Design Alternatives. In this phase, we will attend a Site Visit and Walk Through with members of the committee (at their discretion) in preparation for preparing design alternatives. We will then prepare design alternatives and present them to you and the committee via web conference. For Phase II, we propose a lump sum fee of \$4,800.00 inclusive of expenses.

After our committee meeting, we will take direction gleaned from the design alternatives discussion, and embark on Phase III: Design Refinement. In this phase we will compile a final design plan from the alternatives presented in Phase II and a written document cross-referencing the proposed plan to Otwell-Mawby's Due Care Analysis identifying the type of mitigating factors and construction/cost challenges that the proposed program entails, assuming that the nature of the proposed program elements are the same or similar to those in the June 2013 Master Plan. (Note: should substantially different program elements be pursued as a result of the Public Input Meeting, this may entail the need for consultation with Otwell-Mawby, which may or may not generate a fee on their behalf for which we would request reimbursement at cost, upon written authorization from the Client.) We will then prepare a preliminary opinion of probable construction costs, including premium costs associated with working on a contaminated site. We will then attend a public meeting to present the final Schematic Design Plan to the committee and the public. The Schematic Design Plan will be presented as an illustrative color rendering mounted to a 24x36 foam core board. Aside from the rendered board, we will provide the rendering, Due Care Analysis cross reference, and cost estimate in digital format for your use in Township publications, grant submissions, etc. For Phase III, we propose a lump sum fee of \$5,880.00, inclusive of expenses.

We are prepared to begin the work immediately and proceed through the Phases over the summer months, which we understand to be your goal given that more property owners are in the area through the summer months for increased participation. Over the course of the project, we propose to bill monthly on a percentage completion basis.

We sincerely hope that this proposal meets with your needs and expectations. Should you have any questions or require additional information, or if you think that we have in any way misunderstood your needs for the project, please do not hesitate to contact me. We appreciate this opportunity to work with Peninsula Township Parks Commission on this important park expansion project on the Old Mission Peninsula. Thank you again for thinking of BRI as you embark on this site planning effort.

Sincerely,



Christy D. Summers, PLA, ASLA, LEED AP
Principal

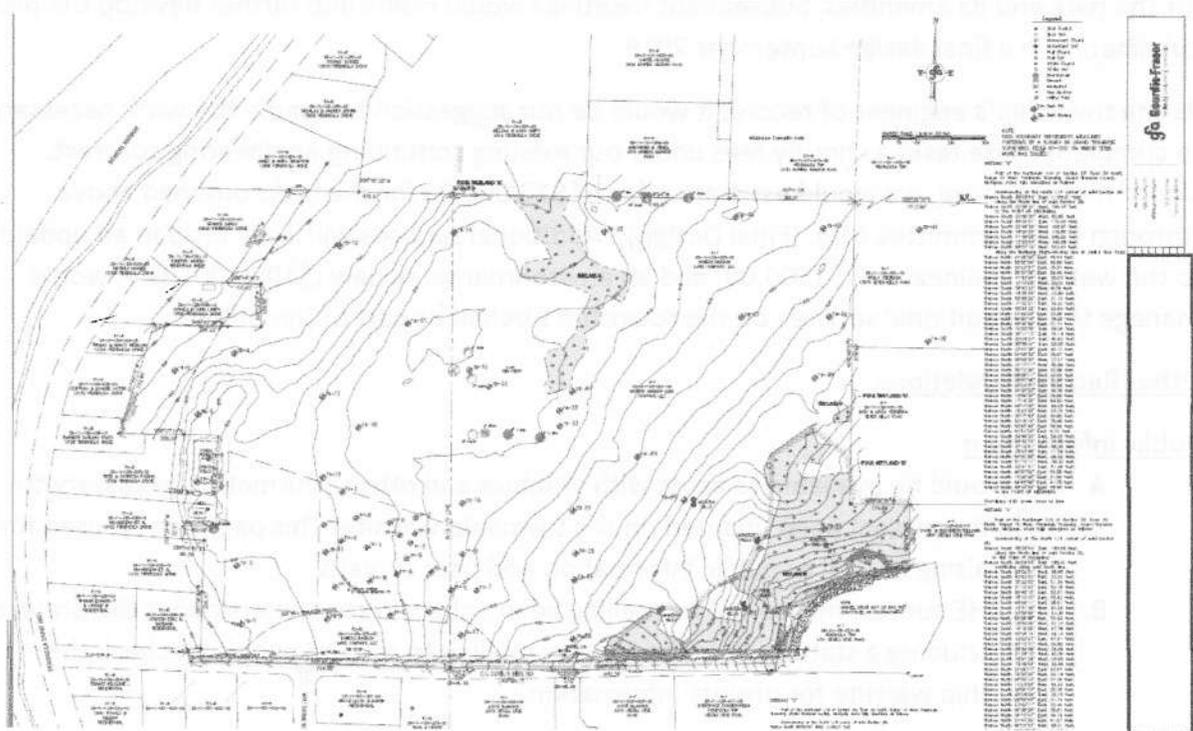
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Peninsula Township - Bowers Harbor Park Expansion



Project Overview

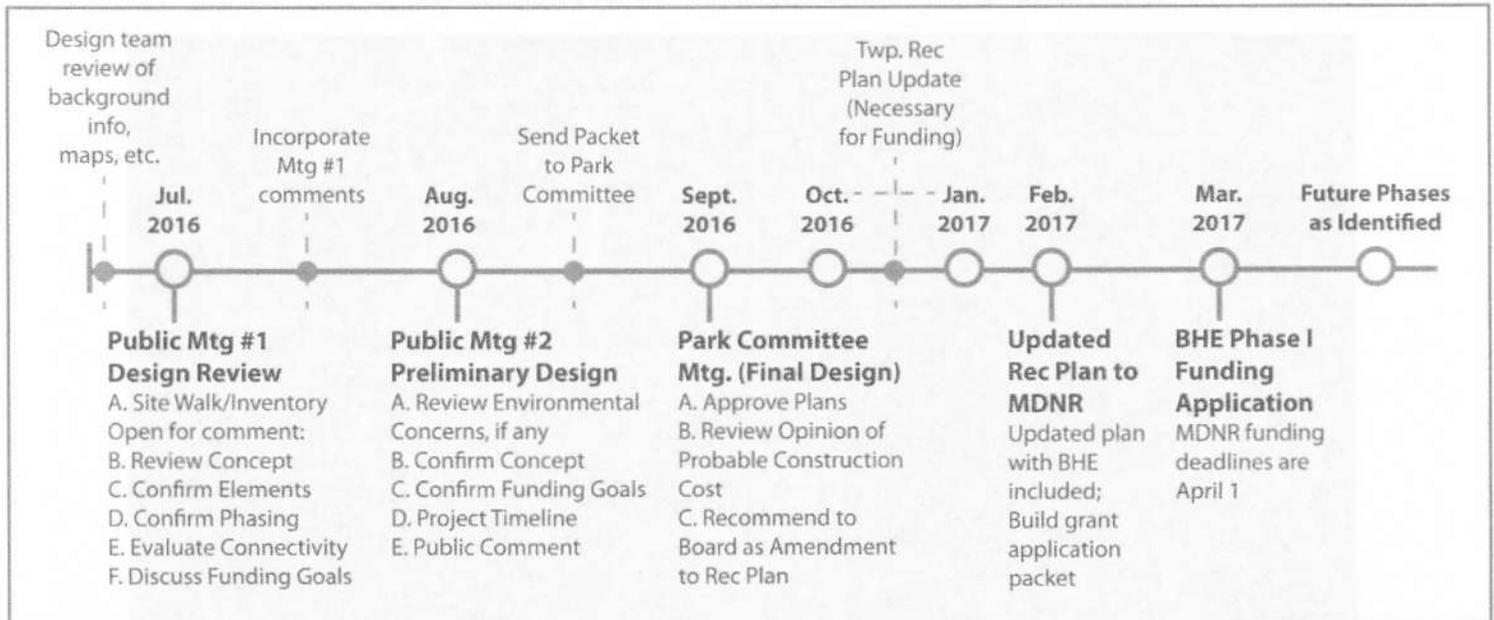
It's our understanding that the township's Park Committee has designated a subcommittee to develop a concept and plan for the Bowers Harbor Park Expansion. The property itself came into the township's possession December 2015 via the Grand Traverse Land Conservancy. At present the property is being used but has not been improved or marked.



Peninsula Township - Bowers Harbor Park Expansion



Susan Shipman requested a price from GFA to provide the services necessary to further this concept. Based on comments from the subcommittee meeting June 8, 2016, we have developed the following work scope and fees to assist the township in moving this project forward with the intention of applying for MDNR grant funding in spring, 2017.



The initial public meeting would clarify and develop a conceptual design for the park area, and include a visioning board with existing and proposed elements to help define a preferred look for the park and its amenities. Subsequent meetings would refine and further develop the plan, culminating in a final design September 2016.

As the township's engineer of record, it would be our suggestion to handle the work necessary to complete these tasks as hourly fees under our existing continuing engineering contract. Under that structure, we would estimate a fee of \$10,000.00 for the tasks outlined above (through Park Committee Mtg. (Final Design)). Additional services will likely include an update to the wetland delineation (\$1500.00) and an environmental review (\$1000.00). GFA would manage these additional services on the township's behalf as part of the project.

Other Recommendations

Public Information

- A. We would be available to assist with graphics and other information necessary to keep the project page updated on the township website. This page can be used for fundraising as well as public information and user surveys.
- B. The BHE subcommittee will be mailing adjacent property owners about the project, and including a statement in the July tax mailing to remind people to check the township website for project information.



Township Rec Plan Update

- A. Since the township would need to amend this project to the rec plan in order to seek MDNR funding, now is a good time to update the overall plan for the next five years (2017-2022). We've incorporated that into the timeline above for reference.

Miscellaneous: The township may wish to consider having the property boundary staked if there continue to be boundary questions. We could handle this service under our existing contract as well.



Susie Shipman <shipman.parks@gmail.com>

FW: Public engagement

Michelle Reardon <planner@peninsulatownship.com>
To: Susie Shipman <shipman.parks@gmail.com>

Wed, Jun 22, 2016 at 11:00 AM

Michelle Reardon

Ph. (231) 223-7314

planner@peninsulatownship.com

From: Brian Boals [mailto:brianb@gfa.tc]
Sent: Wednesday, June 22, 2016 8:28 AM
To: Michelle Reardon
Cc: Heather Harris-Brady
Subject: RE: Public engagement

Hi Michelle,

We are proposing the same deliverables as the Beckett-Raeder proposal. To summarize:

Report summarizing outcome of public meeting

Prepare design alternatives based on meeting (assume 2-3 alternatives)

Final design plan (based on input from follow up meeting), design plan can be formatted as desired, foam board, etc.

Preliminary opinion of probable construction cost and overall project budget.

As I previously discussed with Susie Shipman, although Heather and I will be directly involved, we typically partner with others to assist with landscape architecture and public facilitation services. For example, we are currently teaming with SmithGroup JJR on similar work with the Elmwood Township Marina project. On this project I believe we will be working with Progressive AE from Grand Rapids to assist with facilitation.

Thanks,

Brian

From: Michelle Reardon [mailto:planner@peninsulatownship.com]
Sent: Tuesday, June 21, 2016 9:27 AM
To: Brian Boals <brianb@gfa.tc>
Subject: RE: Public engagement

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