

01.6.2020

Engineering Services Proposal

To:
Kitty McNamara
St. James Township
P.O. Box 22
Beaver Island, MI 49782

From:
Aaron Nordman
Performance Engineers
406 Petoskey Ave.
Charlevoix, MI 49720

Re:
Marina Grant Support

Proposal No.:
P2020676

Project Understanding:

St. James Township has requested a proposal for engineering services in support of their plan to apply for a Michigan Natural Resources Trust Fund (MNRTF) Grant for improvements to the Township's newly acquired marina. The Township has indicated that the improvements would be budgeted around \$1M, encompassing a complete renovation of the water-side of the marina. It is our understanding that the Township will provide a conceptual layout of the proposed renovations as a starting point for the engineering design process.

Similar to the previous grant application we were involved with, the Township has indicated that they have staff that can prepare much of the grant application and community support materials. Performance Engineers, Inc. (PEI) would support this process as needed, assuming that this would primarily be in the form of technical support for the project.

Scope of Services:

PEI has experience in designing and permitting marina projects, along with the associated facilities that support a marina. It is our understanding the Township will assign a main point of contact for the grant application and this person will be responsible for submitting the online application package for the project. PEI would support the project with the following scope of work:

Preliminary Design: PEI has been involved in the project, beginning with the acquisition of the property and planning for the temporary improvements. Therefore, we have a firm understanding of the initial state of the property, the interests of the Woollam Foundation, and the preliminary design goals. We propose to meet with the Township to review the scope of the desired marina renovations and look at how this integrates with the proposed temporary improvements. After this meeting, PEI would prepare a conceptual site design for review by the Township, along with preliminary budget information. This work would be completed by February 7th for the Township's review at your February Board meeting. We would then integrate any review comments

Performance Engineers, Inc.

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and have a final draft for review at the March board meeting in order to meet submittal deadlines.

From: Aaron Nordman
Performance Engineers
406 Petoskey Ave.
Charlevoix, MI 49720

Project Site Plan & Budget for Grant: PEI will take the comments from the preliminary design and incorporate them into the final plans and budget for the grant application. Of the required application materials, PEI will provide the following as a part of our proposal:

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- Project Location Map
- Site Development Plan
- Boundary Map
- Site Photographs (with additional from Township if available)
- Universal Design Documentation
- Project Cost Estimate Table
- Maintenance Plan & Budget

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All other required submittals are assumed to be provided by the Township. PEI would be glad to support such other application materials on an as-needed basis.

Cost of Services:

Performance Engineers, Inc. would provide our services on a time and materials basis (not-to-exceed), in accordance with our standard hourly rate schedule. PEI has proposed a 10% discount to our invoiced costs for St James Township on this project. PEI would only charge for actual time spent on the project up to the maximum fees indicated below for the associated scope of work items:

1. Preliminary Design	\$ 2,000
2. Project Site Plan & Grant Materials	<u>\$ 1,800</u>
Total	\$ 3,800 (not to exceed)

Please note that there may be some additional support needed after the application submittal to address questions raised by the DNR. PEI will continue to support the Township as needed to maximize your scoring throughout the review process.

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From:
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Proposal Acceptance:

Performance Engineers, Inc. appreciates the opportunity to provide you with a proposal for this project. Should you have any questions, please do not hesitate to contact us. However, if you would like to proceed with the scope of work identified above at the proposed maximum fee, please sign below and return to our office.

Sincerely,
Performance Engineers, Inc.



Aaron Nordman, P.E.
Principal

Accepted By :

Date