

July 27, 2020

Mr. Greg Babcock - President  
Village of Alanson  
PO Box 425  
7631 US-31  
Alanson, MI 49706  
Howard City, MI 49329

**Re: Professional Services for US-31 Enhancement Improvements & TAP Application**

Dear Greg:

With the impending Michigan Department of Transportation (MDOT) US-31 Roadway Improvements proposed for 2021 in the vicinity of the Village of Alanson, the opportunity to implement roadside improvements that may coincide with the reconstruction presents a unique opportunity for the Village. By leveraging MDOT's non-participating funds for the roadway reconstruction, the Village can increase its chance of obtaining Transportation Alternatives Program (TAP) funding for other roadside improvements. These roadside improvements would enhance the primary corridor of the Village business district along US-31 from M-68 on the north to West Street on the south and a portion of River Street from US-31 to West Street.



*Project Area (Red outline)*

The proposed design will follow the principals of roadside landscaping design and safety. Design elements for both projects will improve pedestrian and vehicular safety and provide enhanced ADA/Universal access to foster livable walkable communities. Proposed improvement elements may include, decorative street lighting, new sidewalk, street tree planting, benches, trash receptacles and traffic calming improvements.

We recognize the following concerns:

- Preliminary concept plans need to evaluate potential grant funding sources as well as maximizing and leveraging available public/private funds.

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- The input of the local residents, business owners and the Village of Alanson business owners, officials and staff is critical to the success.

Based on our discussions with the Village, this proposal will focus on the following activities:

### **1. Agency Coordination**

Meet with Village and MDOT TSC representatives to review project scope, proposed elements, material selections, turning radii considerations, options for multi-modal transportation, traffic calming and long term MDOT capital improvements and/or maintenance plans for US-31.

Meet with regional representatives of the MDOT Office of Economic Development to walk the project area, review overall grant competitiveness and obtain feedback for suggestions to aid grant application.

### **2. Work Session**

We will organize and facilitate project “kick-off” meeting and work session with Village council and staff. The goal of the work session will be to determine scope elements and discuss and review the plans as it relates to the community as a whole. Input from the staff and council members will be utilized to help identify key issues, establish goals and objectives and start the process of building a consensus for the scope elements to be included in the project. We will utilize input from this meeting to prepare conceptual design for further refinement and budgeting purposes.

A design charrette will be held at a subsequent meeting to examine and explore elements of design identified as part of the conceptual designs as well as discuss potential project impacts to adjacent properties. Public advertising of the meeting as well as meeting minutes is key to demonstrate to grant funding agencies such as MDOT that the public has been involved in the process and is in general agreement with the scope of work proposed

The concept plans will be revised based on input received at as part of the design charrette for inclusion in the various grant applications. The project team will present these finalized concepts to the council as well as discuss project goals, direction and budgets to be used as basis for grant applications.

### **3. Preliminary Concept Plan & Cost Estimate Updates**

Utilizing information available from Emmet County and MDOT, we will prepare preliminary plan graphics, cross-sections and cost estimates based on the public input. We will also identify potential needs for easement acquisition so the Village can begin the process of negotiation with property owners as soon as practical.

### **4. TAP Grant Application – Burr Avenue (US-31) & River Street**

We have worked with MDOT on many similar types of enhancement projects. For the application, F&V will format the information to meet current program filing criteria, add

supplemental information and prepare final grant application for Village approval prior to submittal. F&V will prepare the following sections:

- a) Basic Project Information
- b) Rationale for project competitiveness
- c) Project Area Photos
- d) Preliminary Budgeting of participating and non-participating funds
- e) Preliminary Design Plans & Cross-sections– based on MDOT US-31 topographical information, proposed roadway plans and GIS data.
- f) A maintenance plan needs to be specific with documentation on municipal line item budgets to handle new construction. (work by F&V & Village)
- g) Resolutions of support and letters of approval. Projects must have the support of the local unit of government as displayed by a resolution of support. Letters and other local support can be supported by inclusion of newspaper articles and/or lists of citizen's letters of support, retained in possession of the applicant (work by Village).
- h) Project Schedule – with input from MDOT TSC and Village
- i) Projects must have letters of support from the transportation agency with jurisdiction over the transportation facility. Projects along or next to state highways (M, US, and I routes) must have a letter of support from the MDOT region office in which the proposed project is found (work by Village and F&V).
- j) Document stakeholder input process and document any potential easement acquisitions

Based on our understanding of the project, our services will be provided for Tasks 1-3 outlined above on a lump sum basis as itemized below:

<b><u>Tasks</u></b>	<b><u>Description</u></b>	<b><u>Budget</u></b>
1	<i>Agency Coordination</i>	\$2,000
2	<i>Work Session</i>	\$800
3	<i>Concept Plan &amp; Preliminary Cost Estimates</i>	\$6,400
4	<i>MDOT TAP Grant Application</i>	<u>\$4,200</u>
<b>Subtotal Fee - Tasks 1- 4</b>		<b>\$13,300</b>

Authorization to proceed can be given by returning a signed copy of the attached Professional Services Agreement. We look forward to working with you on this project. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Rick Stout, RLA  
Project Landscape Architect



Brian Rowley, PE  
Project Manager