

January 3, 2023

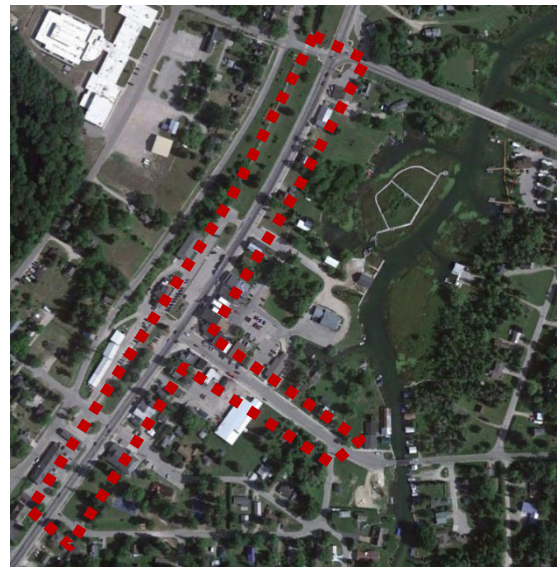
Mr. Greg Babcock - President
Village of Alanson
PO Box 425
7631 US-31
Alanson, MI 49706

Re: Professional Services for US-31/River Street Final Design Plans & Bidding

Dear Greg:

With the Michigan Department of Transportation (MDOT) US-31 Roadway Improvements proposed for 2023 in the vicinity of the Village of Alanson, there are indications that the Transportation Alternatives Program (TAP) program is considering funding this project for roadside improvements within the Village. These improvements would be made along 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. The proposed improvement elements are programmed to include street lighting, new sidewalk, street tree planting, benches, trash receptacles and traffic calming improvements.

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.



Project Area (Red outline)

We recognize the following concerns:

- Coordinating with MDOT / TAP & Local Agency Program (LAP) staff to identify deadlines, coordinate final design, bidding, and construction.
- Working with the Gaylord TSC to determine if the roadway improvements State Historic preservation Office (SHPO) and National Environmental Protection Act (NEPA) clearances can be utilized with some minor amendments.

Our proposal will focus on the following Scope of Services:

A. TOPOGRAPHICAL SURVEY - RIVER STREET

F&V gather information using a mixture of surveying techniques and equipment to deliver data in the required format accurately and timely - laying the foundation for a successful project.

1. Obtain survey data for project area along US-31 from MDOT Gaylord TSC.
2. Identify utilities within the influence of the project area. Village to provide as-built information for all utilities. Obtain utility information for electric, gas, telephone, and cable TV.
3. Draft the survey information with 1' contour intervals and prepare plan and profile sheets at an appropriate horizontal scale.
4. The right-of ways will be taken from the County GIS and existing tax map records and descriptions. All title work shall be the responsibility of the Village at their expense and provided to F&V.
5. We also assume easements will not be required for the work. If easements are necessary, F&V can provide a written proposal for easement work for review approval by the Village

B. PRELIMINARY DESIGN PHASE

1. Meet with Village staff to review the project requirements, work scope and overall schedule.
2. Prepare and submit project schedule to MDOT LAP staff for review.
3. Conduct one (1) public informational/workshop meetings to review concepts for the design and review access needs with business owners within the project area. The proposed improvement elements are programmed to include street lighting, new sidewalk, street tree planting, benches, trash receptacles and traffic calming improvements.
4. Meet with Village staff after the public meeting to discuss how to incorporate the public comments into the design. Develop final scope of the project with the Village staff.
5. Prepare and submit MDOT Program Application.
6. Prepare plan and profile sheets at an appropriate horizontal scale. The location of existing utilities will be plotted on the drawings.
7. Complete preliminary design of the proposed improvements identified as part of the TAP grant application.
8. Meet with Village staff to review the preliminary design including the overall geometric layout, material selections, material layout concepts, costs, and alternatives.
9. Update preliminary plans.
10. Prepare MDOT draft bidding documents including special provisions, list of bid items, quantities, and an estimate of probable construction costs.
11. Submit draft plans and specifications to Village and MDOT for review.
12. Submit draft plans, program application and specifications to MDOT for scheduling of the Grade Inspection meeting.

C. FINAL DESIGN PHASE

1. Attend the Grade Inspection meeting with MDOT and Village staff.
2. Prepare final plans and specifications, incorporating MDOT comments.
3. Update the estimate of probable construction cost.
4. Meet with Village staff to review the final plans and specifications.
5. Update and finalize the plans and specifications, based on the final review with Village staff.
6. Obtain approval from MDOT to bid the project.

D. PERMITS

1. Prepare and submit to the MDOT Permit Gateway (MPG) for permit for work in the MDOT Right-of-Way.

E. BIDDING ASSISTANCE

1. For enhancement portions of the project, we have recommended in past projects that communities let the projects through MDOT as opposed to local bidding for local advantages in cash flow/reimbursement ease being administered by MDOT in lieu of local staff. We provide special provisions, plans and log cover sheet to MDOT Local Agency Program coordinator. We assist MDOT during the bidding period by answering questions from bidders and providing supplemental drawings and specifications, if required. The local community approximate administration fee by MDOT is usually in the range of \$4,000.

<u>Tasks</u>	<u>Description</u>	<u>Budget</u>
A	Topographic Survey - River Street	7,000
B	Preliminary Design Phase	27,000
C	Final Design Phase	16,000
D	Permits	1,500
E	Bidding Assistance	<u>4,000</u>
Total Fees - Tasks A-E		\$55,500

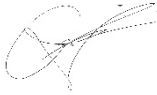
F. CONSTRUCTION PHASE:

Once we have completed design and established a construction schedule, we can prepare a budget for construction engineering. This will also require input from the Gaylord TSC to determine if a portion of the construction phase services can be administered by the TSC.

This work can be authorized with your written authorization under the terms and conditions of our existing Professional Services Agreement referenced below. If you have any questions, please contact us.

Sincerely,

FLEIS & VANDENBRINK ENGINEERING, INC.



Andrew Filler
Project Landscape Architect



Brian Rowley, PE
Regional Manager

Authorization to Proceed:

This work for Final Design Plans & Bidding Tasks A-E is authorized as additional services under our existing professional services agreement dated July 10, 2020, based on the work scope outlined above.

Village of Alanson
Authorizing Signature

Date

Printed Name