



November 5, 2022

Ms. Bobbi Welke - Supervisor
St. James Township
Po Box 85
Beaver Island, MI 49782

RE: Proposal to Professional Services for Preparation of Park & Recreation 5 Year Master Plan

Dear Bobbi:

We are pleased to provide our proposal for preparing a 5 Year Park and Recreation Plan for the Township. We understand that the Township would desire to merge the St. James Harbor Plan into the overall 5 year park and recreation plan. Our proposal is based on preparing a plan to meet current Michigan Department of Natural Resources (MDNR) plan submittal and funding eligibility requirements for park acquisition and development.

We recognize the following are necessary for your project's success:

- **Community Input.** Participation by members from the Planning Commission, Township Staff, Township Board, and general public is key to the overall success of this project.
- **Inventory & Analysis** of existing public and quasi-public land, existing parks and facilities and current and proposed programs need to be evaluated and established to reflect the current and projected needs of the community.
- **Identify true and accurate user needs.** Public involvement through workshops, public hearings and surveys can aid in long-range planning for park & recreation facility and program needs.
- **Identify viable grant funding sources** that are necessary for implementation. The Recreation Plan is the first stage in seeking funding assistance.
- **Completion Date.** The final 5-year Recreation Plan is anticipated to be completed prior to February 1, 2023.

Our project team of Landscape Architects and Engineers brings over 100 years of combined experience. We have a comprehensive understanding of the many diverse and sometimes competing complexities involved with Park and Recreation planning and design, which must be taken into consideration to meet the needs of active, passive, and challenged users in an integrated park setting.

SCOPE OF SERVICES

For recreational acquisition or development grant applications, the MDNR requires adopted plans, which are acceptable for not more than five years. Adopted plans require public input and a formal resolution to adopt the plan. Work will include updating demographic and economic data, updating an inventory of recreational facilities, conducting public workshops to identify current community needs, and developing a recreation plan to meet the needs of the community. The plan will be used to identify recreation programming needs and existing recreation opportunities. This plan will also be used to qualify the Township for MDNR recreation grants for the next five years.

603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
F: 231.932.8700
www.fveng.com

TASK 1 - START-UP MEETING /CONDUCT WORKSHOP (MEETING #1)

We will meet virtually with representatives from the Township Staff to confirm and to develop the project schedule. We will work together to identify a database of key community stakeholders who will interact with the community and consultants throughout the project. The Township Supervisor will serve as a link with the consultants and will help facilitate the focus of the public forums. We will need input from the stakeholders and Township Staff to establish goals and objectives for the public workshop and public hearing. We will also verify the scope of area to be addressed by the Master Plan and:

- Meet with the Township Staff to review objectives.
- Obtain existing 5-year park & recreation plan, master plans or maps of existing park facilities.
- Solicit public input at an informal workshop to discuss the needs and goals and objectives for the Recreation Plan.

We will need input from the Staff to help identify key issues, establish goals and objectives, and start the process of building a consensus for the scope and elements included for each of the respective park facilities.

Schedule to complete Task 1 from authorization date 10 days

TASK 2 - REVIEW & PREPARE DEMOGRAPHIC & ECONOMIC DATA

The recreational planning process needs to take into account the conditions of the actual park facilities, external factors, community growth patterns and the effect that these may have on the statistical data, examine ways to improve the data collected and then re-examine a more holistic approach to what the Community's true recreational needs really are. The data reviewed and synthesized will include:

- Physical attributes.
- Demographics (Census Data, etc.).
- Local Government Structure and Operational Budget.
- Community Master Land Use Plan and other planning related documents.

Schedule to complete Task 2 from authorization date 20 days

TASK 3 - PREPARE POPULATION-BASED STANDARDS / NEEDS ANALYSIS

We will utilize the National Recreation and Park Association (NRPA) *1995 Park, Recreation, Open Space and Greenway Guidelines* by James D. Mertes and James R. Hall that recognize the importance of establishing and using park and recreation standards as:

- A national expression of minimum acceptable facilities for the citizens of urban and rural communities.
- A guideline to determine land requirements for various kinds of park and recreation areas and facilities.
- A means to justify the need for parks and open space within the overall land-use pattern of a region or community, which can be best be defined as "the process of assessing the park, recreation, and open space needs of a community and translating that information into a framework for meeting the physical, spatial and facility requirements to satisfy those needs."
- We will prepare the Summary of Existing Parkland and Uses in relation to these guidelines.
- Summarize the ADA compliance inventory of existing facilities. Actual inventory data to be provided by the Township or gathered from visual observations.

Schedule to complete Task 3 from authorization date 30 days

TASK 4 - DEFINE & PREPARE COMMUNITY GOALS AND OBJECTIVES (VIRTUAL MEETING # 2)

We will facilitate a virtual public meeting/workshop involving the community stakeholders and the general public. We will encourage the Staff to invite key representatives from area groups such as recreational league organizers, senior groups and any others deemed appropriate. We will anticipate that one of these meetings will be held in conjunction with the area schools in order to get young people of all ages involved in the process. The goal of the first public meeting/community workshop will be to discuss the perceptions, needs and opportunities for the community as a whole. In addition, we will discuss such topics as:

- Community Identity and Character.
- Recreation and Culture.
- Natural Resources and the Environment.
- Historic Preservation.
- Commercial Development

The primary goals of these workshops will be to:

- Solicit public input on needs and goals and objectives for the Recreation Plan.
- Assess existing recreation opportunities.
- Assess recreation needs and priorities.
- Outline plan of action to meet community goals.

Schedule to complete Task 4 from authorization date 45 days

TASK 5 - PREPARE AND PRIORITIZE 5-YEAR RECREATION CAPITAL IMPROVEMENT SCHEDULE

Costs and economic realities need to be kept in mind even at the master plan stage. Proposed design elements and solutions need to be aesthetic as well as practical. Our design team will develop preliminary cost projections based on the input received from the public, the Planning Commission and Township Staff. Given the larger scale often associated with recreational projects, we would work with the Township Staff to develop a Logical Phasing Plan and Schedule. This section will be directly tied to the public input gathered as well as the defined methodology that the Township may consider for a cost/benefit analysis approach to establishing these priorities.

We will:

- Assign priority to address needs and implement improvements.
- Prepare estimated cost projections.
- Prepare capital improvement recommendations and schedule.
- Identify funding sources.
- Submit draft plan and advertisement for the required 30-day public review period. Advertising is responsibility of the Township.

Schedule to complete Task 5 from authorization date 60 days

TASK 6 - PUBLIC HEARING & PRINTING (MEETING # 3)

We will develop a Final Five-Year Master Plan Update and will present it at a final public meeting. We will:

- Attend virtual public hearing for review and comment on recreation plan draft.
- Revise and assemble the plan per public input.
- Present revised plan at Township Board virtual meeting for acceptance
- Submit approved copy of Recreation Plan to the MDNR prior to February 1, 2023 deadline
- Provide the Township with one printed copy of Recreation Plan, one electronic copy saved in PDF format and one electronic copy saved in Word format. All other printing is the responsibility of the Township.

Schedule to complete Task 6 from authorization date 90 days

Not included in our proposed scope of work at this time, we have experience and can provide professional services in the following areas:

- In person meetings (virtual meetings are in project budget)
- Preparation of Site Specific Preliminary Master Plans
- Preparation of MDNR Grant Application(s)
- Preparation of any written survey
- Design and preparation of construction documents
- Bidding and contractor selection
- Construction Management
- Topographical Survey



PROFESSIONAL FEE

Our services will be provided as a starting basis of working with existing plan with simple editing and reformatting. Community-wide surveys are not included in our fee. An on-line community survey can be added for an additional \$1,800 to the fee below if desired.

Task	Description	Fee
Tasks 1 - 6	Prepare 5 Year Park and Recreation Master Plan Update	\$6,800

We currently have the in-house staff necessary to complete all aspects of a parks and recreation master plan for the Township. Task 1 - 6 would begin in this fall or early winter to meet the plan filing deadline of February 1, 2023. If this proposal is acceptable, we will prepare a professional services agreement for your authorization. If there are questions, please call us at 616.942.3606.

Sincerely,

FLEIS & VANDENBRINK



Rick Stout, LLA LEED AP
Project Manager
Landscape Architect
rstout@fveng.com



Don DeVries, P.E.
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. (F&V) is hereby authorized to perform Services as detailed in this letter under the General Consultation Professional Services Agreement with attached.

St. James Township

Bobbi Welke – Supervisor

Date



RECENT 5 YEAR PARKS AND RECREATION MASTER PLANS Various Locations

F&V has a history of being very successful in developing 5-Year Park and Recreation plans, master plans for park development, non-motorized master plans and specific design park and trail development plans followed and supported by successful grant applications to various financial support groups.

- Argentine Township & Linden Community Schools
- Bedford Charter Township
- Caledonia Township
- Cascade Township
- City of Burton
- City of Brown City
- City of Carson City
- City of Cedar Springs
- City of Croswell
- City of Dearborn Heights
- City of Ferrysburg
- City of Greenwood, IN
- City of Harrison
- City of Manton
- City of North Muskegon
- City of Portland
- City of Reed City
- City of Rose City
- City of Saugatuck
- City of Scottville
- City of St. Joseph
- Courtland Township
- Dalton Township
- Egelston Township
- Glen Arbor Township
- Laketon Township
- Marathon Township
- Milan Township
- Mullett Township
- Muskegon Township
- Town of Hamilton, IN
- Town of Orland, IN
- Robinson Township
- Solon Township
- Village of Breedsville
- Village of Caledonia
- Village of Edmore
- Village of Howard City
- Village of Hubbardston
- Village of Mesick
- Village of Saranac
- Village of Spring Lake
- Village of Stockbridge



BALLFIELD & SPORTS COURT IMPROVEMENTS

New Era, MI

PROJECT INFORMATION

Construction Completed: 2018

Construction Cost: \$111,000

Funding: 50% Grant from MDNR

The Village had a 50-year-old park with limited accessibility and a ballfield and tennis court that wasn't upgraded in 30 years. The Village applied for and received a 50-50 grant from Michigan Department of Natural Resources Land and Water Conservation Fund (LWCF) to develop and improve the outdoor recreation area.

F&V provided funding assistance, design, bidding and construction engineering for the park improvements that featured renovations to the existing ball field including new bleachers, fencing and dugouts; construction of a new multi-sport courts and ADA accessible parking and walkways.

The refurbished park is now accessible for the whole community with a renovated ballfield and additional amenities recreation including a half-court basketball court, a pickleball and four square court.



COLDWATER TOWNSHIP SUSTAINABLE PARK

Coldwater, MI

PROJECT INFORMATION

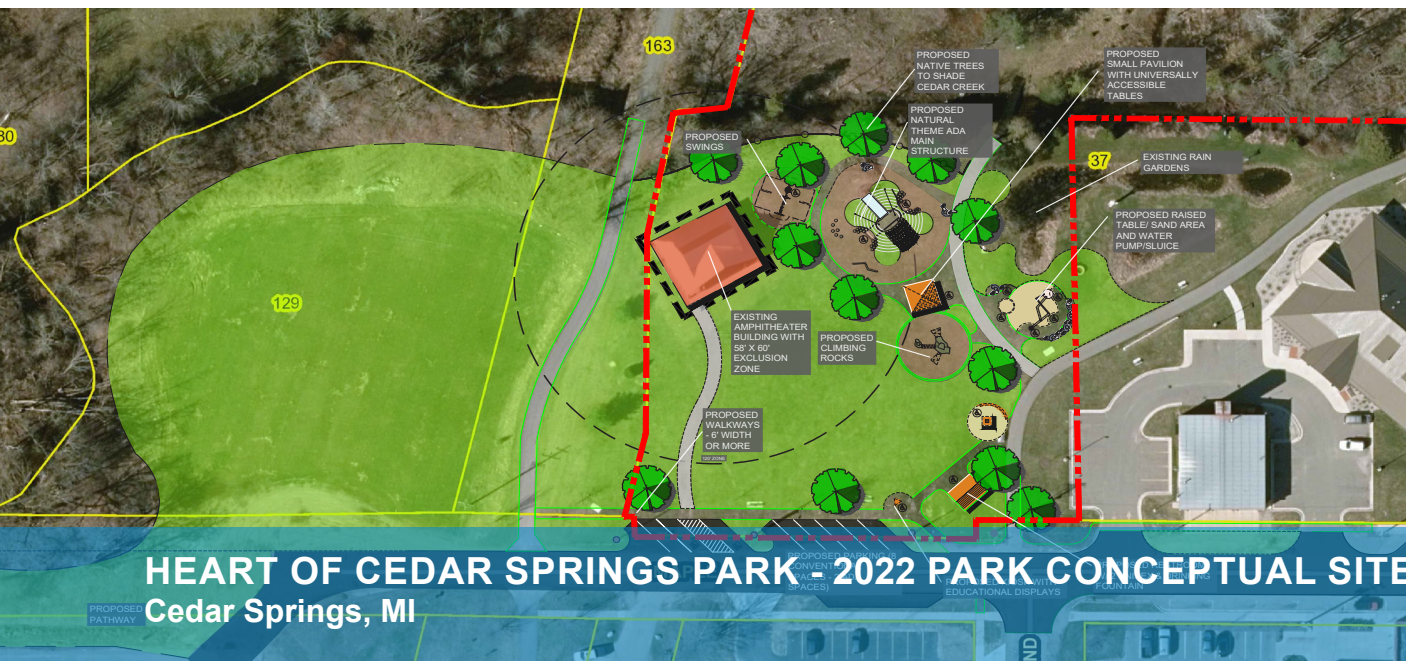
Project Cost: \$545,000
MNRTF: \$532,000

PROJECTS HIGHLIGHTS

Sustainability
Green Roof and Porous Walks
Native Prairie Grass Restoration

F&V provided grant writing and design assistance on the township's primary park facility located on five acres adjacent to the township hall. Sustainable elements of the project included retaining all storm water runoff on site with the use of native plants, in two large rain gardens. Over half of the five acre site was replanted with a native grass prairie mix. Circling through the prairie grass areas is a porous walk surface to minimize storm water run-off. Lastly, the new restroom building was designed with water-efficient fixtures and features a green roof to capture any rainwater that falls on the structure.

Other park elements include an oval lawn area for music in the park, ADA raised sand table and play area, ADA accessible walks, picnic pavilion with metal standing seam roof, picnic cabanas, grills and other site furnishings. The project also incorporates an educational signage component where local high school environmental science students can learn about the concepts and details for the park. They will learn about urban storm water runoff issues and help develop a "living classroom" pocket park for both the cultural and historic background of the Region.



HEART OF CEDAR SPRINGS PARK - 2022 PARK CONCEPTUAL SITE PLAN

Cedar Springs, MI

PROJECT INFORMATION

Date Completed: 2022

Construction Cost: \$600,000

REFERENCE

Mike Womack, City Manager

The proposed trailhead and park improvements are a part of the master development plan and will aid in creating a community destination as well as providing connections to the White Pine Trail and downtown Cedar Springs. The Fred Meijer White Pine Trail State Park connects directly or indirectly to many communities, one of which is the City of Cedar Springs. This is due to the fact the trail was previously a railroad and that railroad was constructed to service communities and commerce to the north of Grand Rapids. These communities offer the trail user various opportunities with regard to dining, lodging, camping, gift shopping, service, and more.

One of the unique elements proposed in this plan is the creation of a natural playground. Playgrounds made from natural elements have significant benefits for children. In addition to encouraging children to spend more time outdoors, they increase health, socialization, motor skill development, and are inclusive in many cases. Children can be challenged through physical play elements such as boulders and tree stumps that increase strength and balance. Items such as plants, rocks, and animal feeders in an open, natural play space encourage children to collaborate with each other improving social skills, problem-solving, empathy, and more as they work together. Since most natural playgrounds are open, it provides for inclusion for children of all skill levels and abilities to be involved.



PROJECT INFORMATION

Construction Completed: 2021

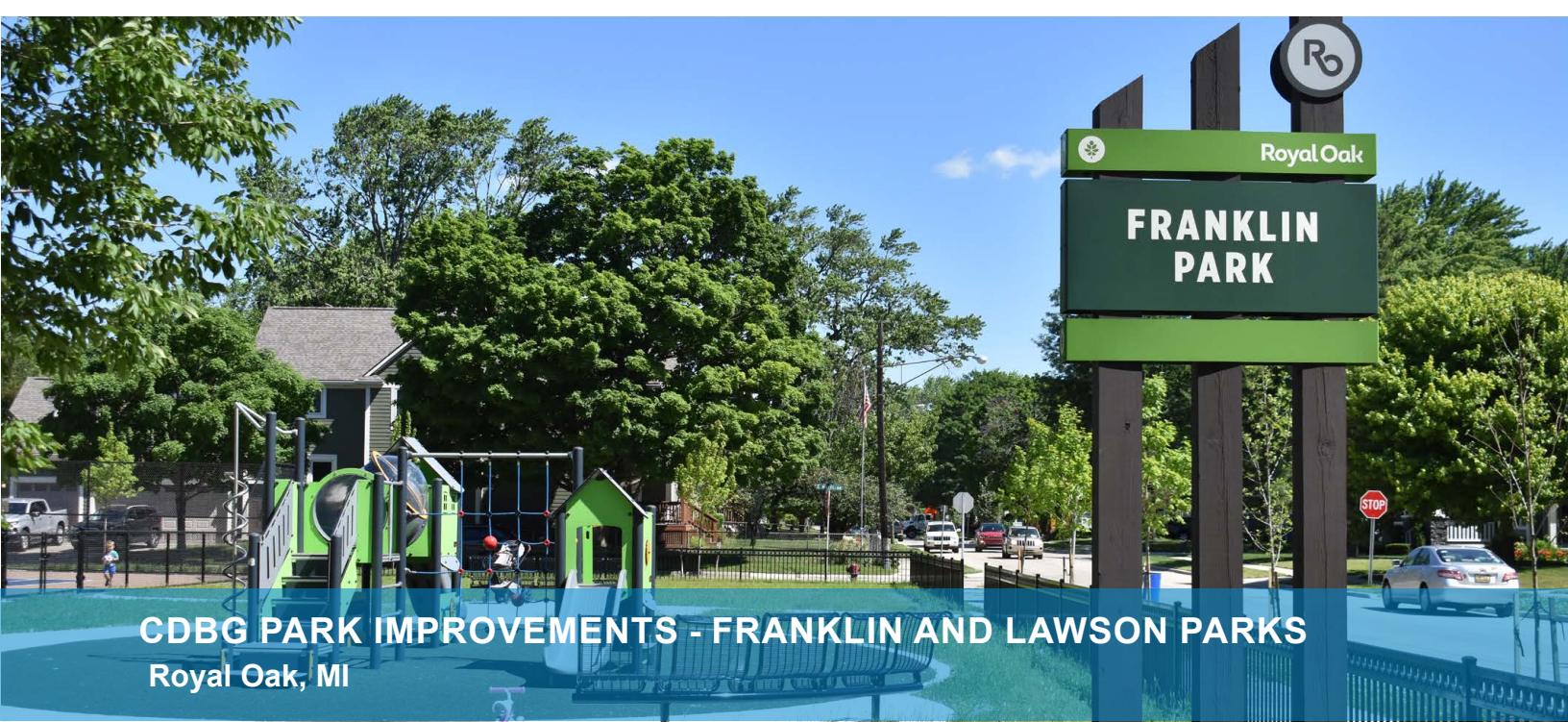
Construction Costs: \$550,000

William Toan Park, a riverside park in the City of Portland's historic downtown area, had served City and area residents well for decades, but needed renovating. The Portland Downtown Development Authority (DDA) and City of Portland made plans to revitalize the 1.5-acre parcel and the DDA started a fundraising campaign.

The project included relocation of more modern playground equipment already in the park, replacement of outdated equipment, constructing a new splash pad, shaded seating, a river overlook structure, a community fireplace, sidewalk connectors, landscaping improvements and related work.

F&V assisted the City and DDA in planning, design and construction engineering for the extensive renovation project.

The revitalization project has made Toan Park a great place for anyone of any age and includes a coveted splash pad that came up time and again on park and recreation surveys – the only one within 30 miles east or west of the City.



CDBG PARK IMPROVEMENTS - FRANKLIN AND LAWSON PARKS

Royal Oak, MI

PROJECT INFORMATION

Date Completed: 2021

Construction Cost: \$1,915,000

The City received funding through the Community Development Block Grant (CDBG) program to benefit residents of low and moderate income and developed a strategy to invest the annual funds in parks and recreation facility improvements. Franklin and Lawson Parks, two of the city's oldest parks, were selected for many recreational improvements and amenities including south end diverters.

F&V provided design, bidding and construction engineering services for the Lawson Park improvements that included playground and pavilion structures, outdoor exercise equipment, a basketball court with an innovative new court surface and baseball field updates with new fencing and benches. Franklin Park upgrades include a playground structure, new tennis court, sand box, swings and benches.

The improvements, which were a long time coming according to city officials, have provided new and improved recreational opportunities for neighborhood facilities in low to moderate income areas of the city for the next decade or two.

INTRODUCTION TO FLEIS & VANDENBRINK





FIRM INTRODUCTION

F&V was established in 1993 by two friends and civil engineers - Larry Fleis and Steve VandenBrink. The firm currently boasts a staff of 250 professionals who carry on the tradition Larry and Steve started of hiring good people, doing good work and having good client relationships.

We build relationships by being good listeners, hearing your concerns and issues before starting a project. We also try to get a thorough understanding of your goals and critical success factors.

Clients like our technical expertise, responsiveness and working relationship that puts them at ease. Working together on custom-fit solutions, we help deliver results and award-winning projects as promised - on time and on budget.

Our team is made up of engineers, architects, water resource specialists, landscape architects, geologists, environmental scientists, surveyors, GIS specialists, inspectors, field technicians, construction managers, professional emergency managers, operations specialists, and administrative support.

CORPORATION

Fleis & VandenBrink Engineering, Inc. (F&V) was established in January of 1993 as a firm of Professional Consulting Engineers.

F&V currently operates as a Corporation in the States of Michigan and Indiana.

Years in Business: 29

Larry Fleis, PE
Chairman of the Board

John DeVol, PE
President

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RECENT COMPANY AWARDS

The company has been recognized with the following awards within the past couple years:

- 2022, 2021, 2020, 2019, 2018, 2017, 2016, and 2015 West Michigan "101 Best & Brightest Companies to Work For"
- 2022, 2020, 2019, 2018, 2017 'Best & Brightest Companies to Work For' in the Nation
- 2022 The Zweig Group "Hot Firm" #90
- 2021 The Zweig Group "Hot Firm" #30
- 2020 The Zweig Group "Hot Firm" #26
- 2019 American Council of Engineering Companies – MI "Firm of the Year"
- 2018 #2 Top Area Civil Engineering Firms (Grand Rapids Business Journal)
- 2018 Zweig Group Marketing Excellence Special Event



OFFICE LOCATIONS

CORPORATE OFFICE:

Grand Rapids
2960 Lucerne Drive, SE
Grand Rapids, MI 49546
P: 616.977.1000
F: 616.977.1005

www.fveng.com

MICHIGAN OFFICES:

Farmington Hills Office
27725 Stansbury Boulevard
Suite 195
Farmington Hills, MI 48334
P: 248.536.0080
F: 248.536.0079

Grand Blanc Office
9475 Holly Road, Ste 201
Grand Blanc, MI 48439
P: 810.743.9120
F: 810.743.1797

Kalamazoo Office
4798 Campus Drive
Kalamazoo, MI 49008
P: 269.385.0011
F: 269.382.6972

Midland Office
2125 Ridgewood Drive, Ste 101
Midland, MI 48642
P: 989.837.3280
F: 989.837.3290

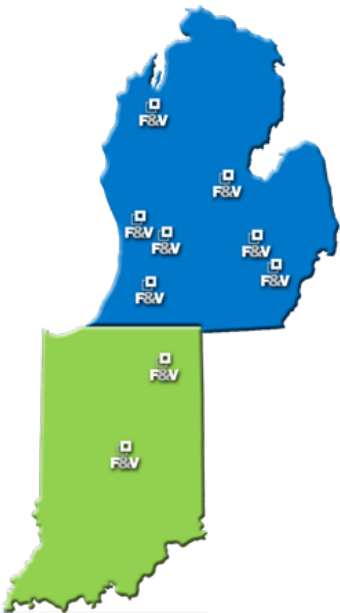
Muskegon Office
316 Morris Avenue, Ste 230
Muskegon, MI 49440
P: 231.726.1000
F: 231.726.2200

Traverse City Office
603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
F: 231.932.8700

INDIANA OFFICES:

Fort Wayne Office
5331 South Bend Drive
Fort Wayne, IN 46804
P: 260.435.1414
F: 260.435.1384

Indianapolis Office
140 Washington Pointe Drive
Ste C
Indianapolis, IN 46229
P: 317.843.0022
F: 317.843.0405





SERVICES PROVIDED

As clients' projects develop, and needs and goals are identified, we work to deliver on our promises and have grown our expertise around the needs of our clients.

- Architectural design
 - Brownfield redevelopment
 - Civil engineering
 - Construction engineering, inspection, and testing
 - Construction management
 - Demolition management
 - Electrical engineering
 - Emergency management and planning
 - Energy and sustainable design
 - Environmental investigation and remediation
 - Environmental property assessment
 - Geographic information system (GIS)
 - Grant and financial assistance
 - High water services
 - Hydrogeological
 - Land acquisition
 - Land surveying
 - Landscape architecture
 - Mass flow monitoring
 - Municipal engineering
 - Operations and technical support
 - Planning
 - Process mechanical design
 - Site development
 - Structural engineering
 - Traffic engineering
 - Underwater dive inspections
 - Wastewater treatment
-



LANDSCAPE ARCHITECTURAL SERVICES

DESIGNS TO BE EXPERIENCED

The landscape architects at F&V blend art, science and technology to inspire meaningful change to the environments in which we live, work and play.

Our designs are meant to be experienced. That's why our approach is a collaboration between you and your end users to create a valuable, aesthetic, safe and enjoyable environment based off your goals and needs. When environments are able to be experienced, your community is brought together. Whether it's a splash pad park for the young and young at heart or a community park with a "living classroom," our architects have the experience to integrate products and natural materials into a harmonious site development that's appealing, accessible and affable.

Our areas of expertise include:

- Landscape Architecture
- Park and Recreation Design and Planning
- Five-Year Recreation Plan Preparation
- Grant Application Preparation and Assistance
- Multi-Use and Non-Motorized Pathways/Trails
- Public Plazas and Gathering Spaces
- Site Design and Planning
- Splash and Inline Skate Parks
- Streetscapes, Waterfronts and Parks
- Rain Gardens
- Transportation Corridors and Woonerf Elements
- Commercial and Retail Beautification
- Public Participation and Design Charrettes



PLANNING SERVICES

SHAPING IDEAS INTO EXISTENCE

F&V assists clients in evaluating opportunities, identifying limitations and delivering their vision for project realization.

Our approach is to gain a thorough understanding of you, your project vision, goals and needs. Understanding your project goals allows us to put together the pieces of your project puzzle for a successful completion. This includes providing assistance to overcome complicated social, economic and physical problems, as well as evaluating opportunities for cost-saving factors.

Whether you're looking to master plan a farmers market or improve your community's park, we help shape your goals and needs into reliable, practical and constructible ideas and solutions.

Parks and Recreation

- Site Planning
- Comprehensive Master Plans and Updates
- Trail System Design and Engineering
- Camping Facilities
- Prairie Design and Restoration
- Community Building and Restroom Design
- Renovations and ADA Accessibility

Downtown Planning

- Site Inventory and Analysis
- Master Site Plans
- Streetscape Design
- Public Space Design
- Grant Applications and Administration
- Drainage and Storm Sewer Systems
- Streets and Roads
- Structural Inspection
- Construction Inspection
- Comprehensive/Master Plans
- Zoning and Subdivision Control Ordinances
- Land Use Plans and Surveys

Economic Development Planning

- Data Analysis
- Land Use Studies
- Market Analysis
- Grant Applications
- Economic Studies
- Utility Analysis
- Transportation and Parking Studies

Comprehensive Planning and Zoning Ordinances

- Tax Increment Financing
- Brownfield Plans
- Population Studies
- Community Facility Plans
- Capital Improvement Plans
- Grant Implementation Schedules



CIVIL ENGINEERING

MEETING YOUR EVERYDAY NEEDS

F&V's professional staff take your project through planning and zoning, preliminary design, and mapping/platting to the final design stage because it effects the lives of your citizens every day. All of these measures affect the lives of your citizens every day. From the roads you drive to the water you drink, F&V is able to address your infrastructure needs.

Our approach to civil engineering is to shape and enhance your community based on your goals and needs while maximizing the use of public grant and loan money. When your community and its everyday needs are operating at maximum efficiency, it increases the quality of life and attraction to the place you call home. In addition to the normal project lifespan, we find and help apply for grants on your behalf so no need is unmet due to lack of funds. Your infrastructure needs can go a long way in making your community the best it can be.

Our areas of expertise include:

- Bridges
- Cured-in-place pipes (CIPP)
- Dams
- Directional drilling
- Geographic Information Systems (GIS)
- Industrial parks
- Parking lots
- Permitting
- Pump stations
- Roads
- Roundabouts
- Site development
- Soil erosion control
- Stormwater and drainage design
- Streetscapes and downtown improvements
- Wastewater collection
- Water supply, distribution, and storage