



**CITY of NOVI CITY COUNCIL**

**Agenda Item L  
June 18, 2012**

**SUBJECT:** Approval to award an amendment to the professional design services contract for additional design phase services related to the Pavilion Shore Park Development project to Hamilton Anderson in the amount of \$9,670.

**SUBMITTING DEPARTMENT:** Parks, Recreation, and Cultural Services Department  
Department of Public Services, Engineering Division *BTC JSU*

**CITY MANAGER APPROVAL:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	<b>\$ 9,670</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 884,000</b>
<b>LINE ITEM NUMBER</b>	<b>208-691.00-974.086</b>

**BACKGROUND INFORMATION:**

A professional services contract in the amount of \$66,970 was awarded to Hamilton Anderson by City Council on August 22, 2011 for the development of a concept plan and design of the first phase of a new park that was later named Pavilion Shore Park. A concept plan was presented and approved by City Council in January 2012, and additional design fees in the amount of \$19,060 were awarded to Hamilton Anderson on February 21, 2012 for the inclusion of phase 2 of the park as part of the currently funded construction. The construction of the project is partially funded by a grant from the Michigan Natural Resources Trust Fund (MNRTF). There were two minor contract changes that have been approved administratively related the environmental assessment required by the MNRTF grant totaling \$7,600.

As part of the design process, staff met to review the plans at several intervals of the design process. Additionally, the park design went through Community Development's site plan review process to ensure that the plan met applicable codes and ordinances, and to provide additional review of the plan to develop a better finished product. As part of this review process, there were a few minor scope changes, still consistent with the August 22 concept plan, which resulted in additional costs. The first scope change involved additional coordination with Detroit Edison to relocate some existing poles out of the park property and to provide electrical services for the irrigation pump at the park (\$2,860). A second change added scope to provide several alternates for the bid package to provided flexibility to the City in the bidding process should bids exceed the available budget (\$5,050). A third change was required by the Michigan Department of Environmental Quality as a condition of the permit for shore line work adjacent to Walled Lake (\$1,760). Additional detail for the requested total additional fee of \$9,670 is attached.

Hamilton Anderson has completed the design and it was submitted to the Michigan Department of Natural Resources (MDNR) on June 8 for formal review prior to bidding. Once the plans are approved by MDNR, the City will be able advertise the project for bidding. The attached April 12, 2012 memo outlines the proposed schedule for MDNR review and construction.

**RECOMMENDED ACTION:** Approval to award an amendment to the professional design services contract for additional design phase services related to the Pavilion Shore Park Development project to Hamilton Anderson in the amount of \$9,670.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				

**Contract Change Memorandum**

**No. 4**

**Date: May 21, 2012**

**Pavilion Shore Park**

Project Name

2011066.00

HAA Project No.

\$ 66,970.00

Original Contract Amount

October 5, 2011

Original Contract Date

**City of Novi**

Client

Jason Mangum

Client's Representative

Burke Jenkins

Contract Change Memorandum Requested By (HAA)

**Contract Change Description**

Phase/Description of Change	Reason for Change/ Requested By	Amount \$
Coordination meetings with DTE. Additional electrical work associated with increased phase 3 irrigation pump - coordinate requested Utility Pole revisions and develop Detroit Edison Company coordination package.	DTE / Owner	\$ 2,860.00
Added scope to revise drawings into multiple alternates. Boardwalk to be detailed and specified as wood and composite material per owner direction. Design and engineer project alternates for on street parking / utilities etc. Create signage package for construction by Owner.	Owner / Traffic Engineer	\$ 5,050.00
3 sediment samples to be taken from Walled Lake - lab fee and analyzed in response to MDEQ permit comments.	MDEQ / Owner	\$ 1,760.00
<b>Total Amount: \$</b>		<b>9,670.00</b>

Client Approval (return with signature to HAA)

Date

Note: Client approval required prior to proceeding with the above stated work.

**HAA Distribution:**

Project Principal R. Hamilton/K. Anderson  
 Accounting  
 Main Office File 2011066.00

**Client Distribution:**

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# MEMORANDUM



**TO:** CLAY PEARSON, CITY MANAGER  
**FROM:** JASON S. MANGUM CPRP, PRCS DIRECTOR  
**SUBJECT:** PAVILION SHORE PARK  
**DATE:** APRIL 12, 2012

*SM*  
4/12/12  
To: Mayor & City Council/Robson  
Update on park construction schedule.

The design and development of Pavilion Shore Park is currently on track according to the January 18, 2012 schedule provided to the City from our consultant, Hamilton Anderson Associates.

After reviewing the grant requirements it was discovered that DNR requires a full review of the completed design prior to bidding. Based on this information the Engineering Department has developed the schedules below: If DNR takes only 30 days to review, construction can proceed and much can be complete this year. However, if DNR takes the full 90 days to review the plan, construction would need to be pushed to calendar year 2013 because the plans would not be reviewed and ready for bidding until September, which pushes award to mid-October and start of construction to mid-November—the end of the construction season. A DNR review time of between 30-90 days will need to be evaluated to see what work could be completed, if any, this season. The following schedules are weather dependent and are subject to change.

4/23/12	Plans submitted for 90% Owner Review
4/27/12	90% Owner Review Meeting
5/18/12	Final Owner Review
→ 6/8/12	Submit final stamped plans to DNR Review (30-90 days)

#### Assume 30 day DNR Review:

7/8/12	Advertise for Bids
7/29/12	Open Bids – Evaluate Bids
8/13/12	Award Contract
9/15/12	Approximate Start of Construction
12/1/12	Approximate Seasonal End of Construction
6/15/13	Approximate Final Completion

#### Assume 90 day DNR Review (pushes construction to 2013)

2/15/13	Advertise for Bids
3/8/13	Open Bids – Evaluate Bids
3/18/13	Award Contract
4/30/13	Approximate Start of Construction
7/31/13	Approximate Substantial Completion of Construction
9/15/13	Approximate Final Completion