



Proposal for :

Downtown Pocket Park Project

**108 & 110 East Lawrence Avenue
City of Charlotte, Michigan**

January 29, 2018

**ACTIVE.LIVABLE.BEAUTIFUL.WALKABLE.
VIBRANT.ORIGINAL.URBAN.DOWNTOWN**



313 North Burdick Street
Kalamazoo, Michigan 49007

1430 Monroe NW, Suite 210
Grand Rapids, Michigan 49505

January 29, 2018

Mr. Bryan Myrkle, Director
City of Charlotte Community Development
111 East Lawrence Avenue
Charlotte, Michigan 48813

Re: Proposal for Pocket Park Engineering - 108 & 110 East Lawrence Avenue

Dear Bryan,

This letter and the enclosed materials are submitted to you in response to the referenced Request for Proposals (RFP). This proposal is submitted by VIRIDIS Design Group, in professional association with KEBS, Inc. and is fully responsive to the requirements outlined in the RFP.

For this project, we have assembled a team of landscape architects, engineers, and surveyors who value a robust and vibrant downtown people places, have a history of collaboration, understand time-sensitive implementation, and are committed to a cause larger than ourselves. Individually and collectively, the talented staff assigned to this project have planned, designed, and implemented numerous urban park projects including the concept plan for Lawrence Avenue Pocket Park last summer, earning the trust and credibility of the citizens and public officials of the city. While this is about moving into engineering plans, we understand it is also about a bit more:

- Implementation: A seamless approach to implementing a community-supported plan for this space.
- Focus: A focused process to tell the story of what we are going to do, when we are going to do it, how we are going to do it....and what the anticipated outcomes are.

Throughout our professional careers we have advocated for the preservation, beautification and activation of the public realm. Quality downtown spaces provide economic, social, and recreational opportunities that help us understand ourselves as individuals and as a community. Our team believes a successful community begins with its people whose vision is reflected in the built environment. We look forward to the opportunity you have presented.

Sincerely,
VIRIDIS Design Group

A handwritten signature in black ink that reads "Trevor Bosworth". The signature is written in a cursive, flowing style and is positioned above a horizontal line.

Trevor Bosworth, PLA, ASLA
Senior Landscape Architect

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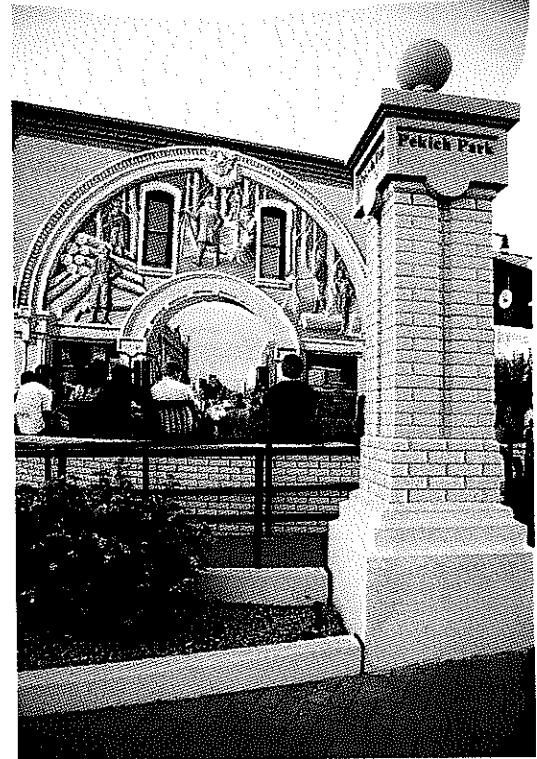
PROJECT UNDERSTANDING & APPROACH

Project Understanding

As part of its ongoing commitment to invest in a downtown that is livable, vibrant, and accessible to residents and guests, the City of Charlotte has prioritized two under-utilized parcels and would like to invest in public realm improvements focused on enhancing the functionality and experience by providing pocket park improvements at 108 & 110 East Lawrence Avenue. Professional services are being sought to prepare construction documentation and construction administration services to implement the recently completed conceptual vision formed by the City, stakeholders, and general public in 2017.

VIRIDIS Design Group understands the City of Charlotte is seeking proposals for the purpose of providing professional services to provide construction documentation, bidding, and construction administration services for the Downtown Pocket Park.

Services for this project will include assessment of the existing site and concept plan, performing a boundary and topographic survey, meeting with and engaging City staff, downtown stakeholders, and general public, and providing construction documents, cost estimates, bidding, and construction administration services.



Having completed the Pocket Park Concept Plan in 2017, our vast experience designing urban park improvements throughout the state, and our senior leader in charge of the project, Trevor Bosworth residing 15 minutes from downtown gives us a thorough understanding of the community's expectations, appreciation for the qualities and contextual character of the site, and a solid understanding of the opportunities and challenges the project may offer.

Project Approach

Our approach involves a strong commitment to provide the City, downtown stakeholders, and general public valuable information with which to implement the vision established during the concept phase. Our Process will be rooted in the following found within Charlotte Rising's Call to Action:

"Downtown Charlotte stands strong as our community's foundation—a gateway to our history, our home, and our hope for what is to come. From a rich history of trials and triumphs, a new energy surges throughout Downtown...With an engaged community from all walks of life, Downtown Charlotte magnifies an alluring and proud combination of past, present, and future—resulting in a place that truly creates a memorable experience for families, residents and guests."

OUR TEAM

VIRIDIS Design Group + KEBS, Inc.

The VIRIDIS Team is committed to design that matters, design that makes a difference, and design that contributes to the well-being of the communities we work in. Key team members assigned to this project are Licensed Landscape Architects and Professional Engineers with a minimum of 15 years professional experience.

Our talented team possesses a deep understanding of the urban environment as it relates to public realm activation, beautification, utility infrastructure, and low-impact development. Members of our team have planned, designed, and managed the implementation of numerous high-profile public projects over the course of their careers, which has provided a wealth of experience that we will draw upon for this project.

VIRIDIS Design Group (Prime): With extensive urban park, public realm, and streetscape implementation experience, VIRIDIS will lead the overall design and project management. Key team members from VIRIDIS include:

- Trevor Bosworth, PLA Experience: 20 +years Role: Senior in Charge of Project
- George W. Granger, PE Experience: 30 +years Role: Project Engineer
- SuLin Kotowicz, PLA Experience: 15 +years Role: Project Coordinator

KEBS, Inc (Subconsultant): With their long history of providing trusted professional survey services, KEBS will lead the surveying scope of the project. Key team members from KEBS include:

- Mike Groat, PS Experience: 20+ years Role: Project Surveyor

Detailed resumes for VIRIDIS project personnel can be found on subsequent pages



RESUME

Trevor J. Bosworth, PLA, ASLA

Senior Landscape Architect

Professional Registrations

Licensed Landscape Architect: State of Michigan

Education

Bachelor of Landscape Architecture, Michigan State University, 1997

Professional Memberships & Affiliations

American Society of Landscape Architects (ASLA)
Alliance for Livability - Downtown Grand Rapids Inc. (DGRI)
Michigan Recreation & Parks Association (MRPA)
The National Charrette Institute (NCI)
Michigan Complete Streets Coalition

Honors / Awards

Lead Designer & Project Manager for the following project awards:

- 2003 ASLA Honor Award, Illinois Chapter - Historic Town of Fort Sheridan Master Plan, Highwood, Illinois
- 2005 ASLA Honor Award, Michigan Chapter - Millennium Park Recreation Core, Kent County, Michigan
- 2010 State of Michigan, Governors Award, Historical Restoration - Clearwater Place, Grand Rapids, Michigan

Professional Summary

Trevor is a Senior Landscape Architect and manages our Grand Rapids office. He brings over 20 years of professional landscape architecture, urban design, and graphic communication experience to each project. Trevor has extensive knowledge pertaining to parks and recreation, streetscape and urban design guidelines, material specification, construction documentation, and public workshops & design charrettes. Trevor has designed and managed the implementation of numerous award-winning projects over the course of his career.

Selected Projects

Lawrence Avenue Pocket Park - Charlotte, MI

Millennium Park - Kent County, MI

Urban Design Guidelines - East Lansing, MI

8th Street Corridor Master Plan - Holland, MI

Downtown Riverfront Master Plan - Middleville, MI

Arena South Visioning Plan - Grand Rapids

Campau Promenade - Grand Rapids, MI

Community Park Performance Venue - Walker, MI

Jefferson Avenue Corridor Master Plan - St. Clair Shores, MI

Pocket Park and Spray Plaza - Hastings, MI

Public Realm and Streetscape Guidelines - Grand Rapids, MI

Jaycee Park & Riverfront Master Plan - Grand Ledge, MI

Non-Motorized Master Plan - Charlotte, MI

Cherry Street Pocket Park - Grand Rapids, MI

Campau Promenade - Grand Rapids, MI

Downtown Placemaking Plan - Lowell, MI

Downtown Master Plan - Texas Township, MI

Trowbridge Road Corridor Master Plan - East Lansing, MI



RESUME

George A. Granger, III, P.E.

Civil Engineer

Professional Registrations

Licensed Professional Engineer: State of Michigan, 1981

Education

Bachelor of Science in Civil Engineering: Michigan State University



Professional Summary

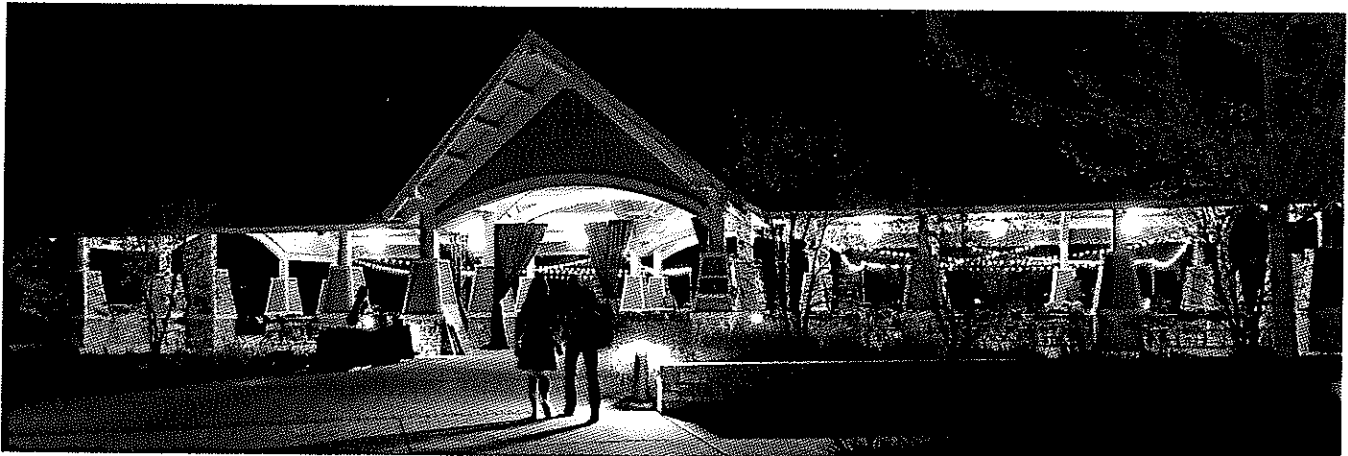
With over 30 years of experience in both municipal and private sector consulting George has extensive experience in infrastructure evaluation and design. George works closely to ensure that infrastructure designs mesh seamlessly with overall design with an emphasis on natural systems and environmental stewardship. He strives to create infrastructure that is effective and invisible.

Professional Memberships & Affiliations

American Society of Civil Engineers (ASCE)

Selected Projects

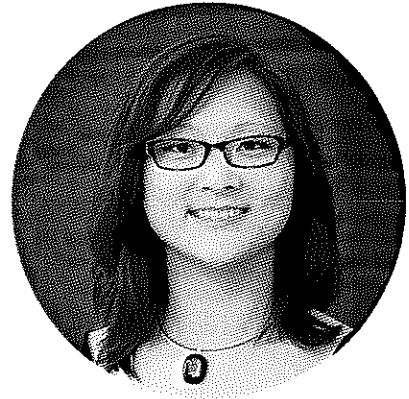
Park Village Pines Skilled Nursing Facility - Oshtemo Township, MI
Origami Brain Injury Rehabilitation Center, New Acute Care Facility - Michigan State University/Peckham, Inc
Visiting Nurse Association, New Hospice Home - Port Huron, MI
Medical Professional Office - Emmett Township, MI
Escanaba Public Schools, New High School - Escanaba, MI
Arcus Center for Social Justice Leadership- Kalamazoo College, MI
Peoples Food Co-Op, New Retail Center - Brownfield Redevelopment- Kalamazoo, MI
Oak Park Community Schools – Oak Park, Michigan



RESUME

SuLin Kotowicz, PLA, ASLA

Landscape Architect
Project Role: Project Manager



Professional Registrations

Licensed Landscape Architect: State of Michigan

Education

Bachelor of Landscape Architecture, Ball State University, 2002

Professional Memberships & Affiliations

American Society of Landscape Architects, President Michigan Chapter
American Society of Landscape Architects, National Past Presidents Committee.

Honors and Awards

Michigan Chapter – American Society of Landscape Architects – 2008 Emerging Professional of the Year

Professional Summary

SuLin has over 15 years of professional Landscape Architectural and project management experience. She has extensive local and regional streetscape and park design, construction documentation, and implementation experience. SuLin sits on numerous local, state and national boards, and is a tireless advocate for the profession. She has been selfless with her time and provided strong leadership for the ASLA - Michigan Chapter for over a decade.

Selected Projects

Monument Park Implementation – Grand Rapids, MI

Downtown Market Streetscape – Grand Rapids, MI

Millennium Park Meadow – Kent County, MI

Monument & Veterans Memorial Master Plan - Grand Rapids

Pekich Park – Grand Rapids, MI

Numerous Streetscape Projects – Grand Rapids, MI

12 Park Master Plan and Implementation - Grand Rapids, M

Easttown Hub- Grand Rapids, MI

Vital Streets: State, Bostwick, and Pearl - Grand Rapids, MI

Campau Promenade – Grand Rapids, MI



FIRM PROFILE

VIRIDIS Design Group, is a professional design firm with offices in Kalamazoo and Grand Rapids, Michigan. With over 100 years of collective professional experience, we have built our firm with individuals who specialize in urban, recreation, and campus planning and design. This comprehensive experience allows us to merge artistic vision, environmental sensitivity, and sound technical skills to create unique and dramatic places.

We believe successful projects emerge not from preconceived notions, but from a thoughtful collaborative process tied to the real world. Because we spend the time to understand the environmental, historical, and cultural settings, our projects fit seamlessly within their surroundings. We avoid a standard style or preconceived aesthetic. Instead, through careful listening, we rely upon our clients' aspirations and the unique characteristics of each community to suggest appropriate design directions.

Our designs focus on people, the environment, and connections between the two, bringing measurable value to the projects we undertake. "Green" design has always been at the forefront of what we do. It is manifest in the firm's name, which was chosen to foster a culture that values and invites innovative and economically viable sustainable design solutions.

We are devoted to design that matters, design that makes a difference, and design that contributes to the well-being of the communities we work in.

Firm Information

Established: 2006

Form of Organization: LLC

Key Staff:

Tim Britain, Principal

Woody Isaacs, Principal

Trevor Bosworth, Senior Landscape Architect

John McCann, Senior Landscape Architect

George Granger, Professional Engineer

SuLin Kotowicz, Landscape Architect

Linda Bruno, Landscape Architect

Experience:

25+ Years

25+ Years

20+ Years

20+ Years

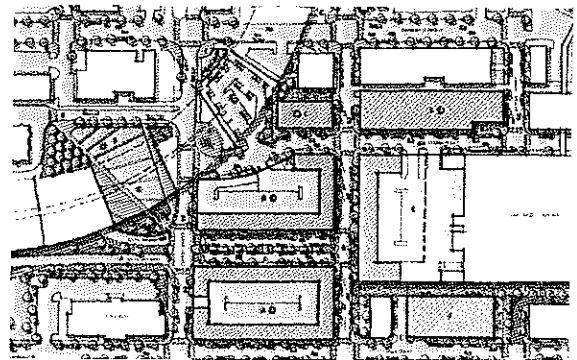
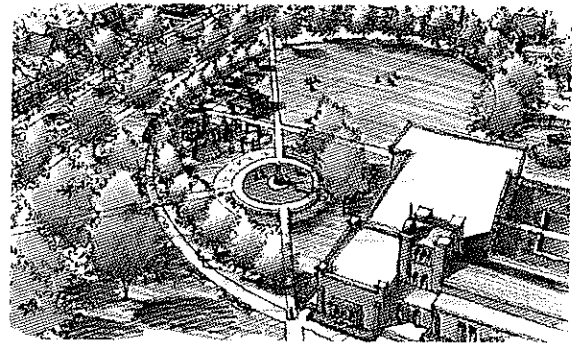
30+ Years

15+ Years

15+ Years

Grand Rapids Office: 1430 Monroe Avenue NW, #210
Grand Rapids, MI 49505
(616) 438-9841

Kalamazoo Office: 313 North Burdick Street
Kalamazoo, MI 49007
(269) 978-5143



WORK PLAN

Our work plan is designed to be flexible and is offered as a guide to develop and implement the project. Therefore the assignments listed below can be modified or put in a different sequence as the City deems necessary.

PHASE I – CONSTRUCTION DOCUMENTATION & BIDDING

Task 1: Kickoff Meeting: VIRIDIS will facilitate a kickoff meeting to review the scope of the project. We anticipate attendees of this meeting will include city staff, steering committee, and VIRIDIS. The following topics should be discussed:

- Discuss project scope and schedule
- Establish communication procedures
- Determine available mapping and information sources
- Discuss and identify changes in project scope from the 2017 concept plan

Deliverable: Meeting minutes with items discussed and decisions reached.

Task 2: Site Inventory & Analysis: The site inventory will include a thorough documentation of the existing conditions and careful analysis of the opportunities and constraints of the site (since demolition occurred). The site analysis will be developed through the examination of available mapping, surveying and historical data, an additional in-depth visual inspection of the site, and discussions with city staff. The site analysis will include the following:

- Visit the sites to take photographs and document existing conditions
- Perform full boundary and topographical survey of the site
- Study existing drainage patterns, vegetation, view sheds, pedestrian & vehicular circulation patterns and spatial relationships
- Evaluate all public and private utilities that may impact the design
- Develop an understanding and list of potential regulatory issues/permits and discuss regulatory requirements and policies. In our experience, for a project such as this, due diligence on potential regulatory requirements is critical to the success of the project.

Deliverable: Site Inventory & analysis summary and boundary and topographical survey .

Task 3: Construction Documentation: Using the concept plan as a basis for design, feedback from the kick-off meeting, as well as site inventory & analysis, VIRIDIS will prepare Construction Documents which will delineate all aspects of the proposed design. All drawings will be prepared in AutoCad and will include the following:

- Title sheet showing owner information, consultant information, grant authority information (if applicable) location map, sheet index, and any other pertinent information.
- Demolition Plan identifying removals and relocations.
- Site Layout Plan for geometric layout, materials and dimensioning.
- Site Grading Plan and Storm Water Management Plan showing the blending of existing and proposed grades, and proposed storm structures & management. Spot elevations and one-foot contours will be shown.
- Soil Erosion and Sedimentation Control Plan delineating soil erosion control measures, details and notes.
- Landscape and Restoration Plan which will show the layout, species, sizes, and details of all proposed plant material.
- Details showing plans, sections, and elevations of site elements.
- A project manual will be created which will include; all front end specification sections including bid forms, advertisement, and instructions to bidders, contracts etc, Division 1 general requirements and supplementary conditions, and technical specifications.
- Prepare a final Opinion of Costs to be used for comparison to bids.

Deliverables: VIRIDIS will provide the City with 2 bound hard copies and 1 electronic file of the Final Contract package which will include all of the items listed above.

Task 4 & 5: Design Review Meetings: During the development of the construction documents, we anticipate two design review meetings at 50% and 90% completion of the construction documents. VIRIDIS will meet with city staff and the steering committee to review the plans, gain feedback, and discuss potential issues. Once feedback is received VIRIDIS will make revisions as required.

Deliverable: Meeting minutes with items discussed and decisions reached.

Task 6: Special Presentations: VIRIDIS will present the project to other boards or community groups as the city deems necessary.

Deliverable: Public Presentations

Task 7: Bidding and Award : VIRIDIS will assist the City during the bidding of the project. The following will be completed:

- Publicly bid the project.
- Coordinate the printing and distribution of plans.
- Distribute bid documents to contractors and plan rooms.
- Answer questions during the bidding process and address RFI's as required.
- Issue addenda if required.
- Administer a pre-bid meeting.
- Oversee the bid opening, assist the City in reviewing bids and make recommendations for contract award.
- Prepare and distribute project contracts.

PHASE II – CONSTRUCTION ADMINISTRATION

VIRIDIS will oversee the contractor in completing the work in accordance with the contract documents. The following will be completed.

Task 8: Administer a pre-construction meeting.

Task 9: Provide construction administration services which will include the following:

- Being present at the site during active construction
- Attend construction progress meetings during the duration of construction (to be held during site visits). Prepare construction observation reports within three days of visit.
- Review shop drawings and submittals.
- Prepare proposal requests, construction change directives, change orders and other construction administration documents as required.
- Certify and process pay applications requests
- Certify Substantial Completion

Task 10: Conduct a final review and punch list for the project. Certify final payment.

SCHEDULE

VIRIDIS anticipates the following project schedule. We expect to discuss and finalize the schedule during the kick-off meeting.

Phase I Construction Documentation & Bidding (March 5th – June 27th)

- Task 1: Kick-off Meeting , March 5th
- Task 2: Inventory & Analysis, March 6th- March 26th
- Task 3: Construction Documentation, March 27th- April 17th
- Task 4: 50% Design Review Meeting, April 18th- April 25th
- Task 5: 90% Design Review Meeting, May 9th- 16th
- Task 6: Special Presentations, TBD
- Task 7: Biding & Award, May 30th- June 27th

Phase II Construction Administration (July 9th – October 15th)

- Task 8: Pre-Construction Meeting July 9th
- Task 9: Construction Administration, July 10th – September 15th
- Task 10: Final Review/Punch List/Final Payment, Sept 15th - October 15th

PROFESSIONAL FEE

In order to complete the scope of services outlined in this proposal VIRIDIS Design Group proposes a **Total Not To Exceed Fee of \$21,020**. This fee include all efforts and is based on the work scope outlined in the proposal. See fee worksheet on subsequent pages for detailed fee breakdown.

Our proposal is flexible and can be tailored to meet your needs; we are happy to discuss any desired adjustments to our work scope. Additional services may be added as mutually agreed upon by the City of Charlotte and VIRIDIS Design Group. Professional fees for such services would be based on the VIRIDIS 2018 billing rates.

VIRIDIS 2018 Billing Rates:

Principal	\$115/hour
Senior Landscape Architect	\$105/hour
Professional Engineer	\$105/hour
Landscape Architect	\$85/hour
Consultants	At-Cost
Mileage	\$0.545/mile
Printing	At-Cost
Mail and Postage	At-Cost

FEE WORKSHEET

Task	VIRIDIS Design Group				KEBS, Inc.	
	Bosworth	Kotowicz	Granger	Reim. Exp	Groat	Reim. Exp.
Phase I: Construction Documentation & Bidding						
Kick-Off Meeting	2.00	1.00	0.00	\$15.00		
Site Inventory & Analysis	1.00	3.00	1.00	\$15.00	22.00	
Construction Documentation	16.00	38.00	8.00			
Technical Specifications	2.00	8.00	2.00			
Opinion of Probable Construction Costs	3.00	1.00	1.00			
50% Design Review Meeting	2.00	1.00	0.00	\$150.00		
90% Completion Review	2.00	1.00	0.00	\$150.00		
Special Presentations/Meetings	4.00	2.00	0.00	\$60.00		
Bid Assistance / Contractor RFI's	4.00	1.00	1.00			
Post-Bid Interviews / Recommendation	2.00	0.00	0.00			
Prepare Owner/Contractor Contracts	2.00	6.00	0.00			
Hours	40.00	62.00	13.00		22.00	
Subtotal	\$4,200.00	\$5,270.00	\$1,365.00	\$390.00	\$2,200.00	0.00
Consultant	\$11,225.00				\$2,200.00	
Phase I Total	\$13,425.00					

Phase II: Construction Administration						
Pre-Construction Meeting	2.00	1.00	0.00	\$15.00		
Construction Administrative Services	12.00	0.00	2.00			
Site Visits/Progress Meetings	40.00	6.00	4.00	\$180.00	0.00	
Final Review/Punch List	3.00	1.00	1.00			
Hours	57.00	8.00	7.00		0.00	
Subtotal	\$5,985.00	\$680.00	\$735.00	\$195.00	\$0.00	0.00
Consultant	\$7,595.00				\$0.00	
Phase II Total	\$7,595.00					

Total Not-to-Exceed Fee (Phase I + Phase II) \$21,020.00

REFERENCES

City of Grand Rapids Parks
 David Marquardt, Director: (616) 456-3215

Downtown Grand Rapids Inc. (DGRI)
 Tim Kelly, Vice-President: (616) 719-4603

Kent County Parks
 Roger Sabine, Director: (616) 336-3696

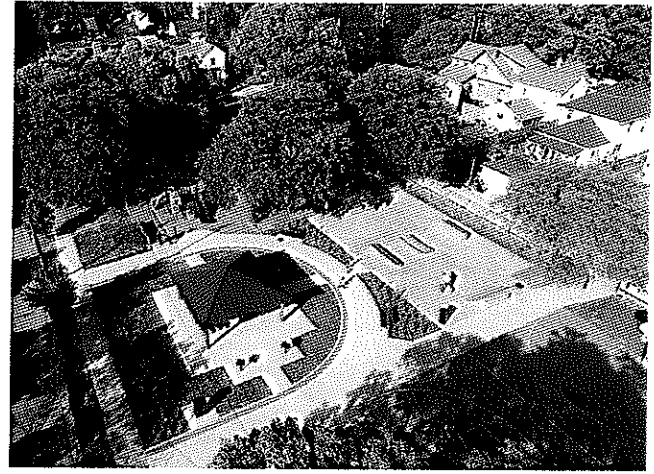
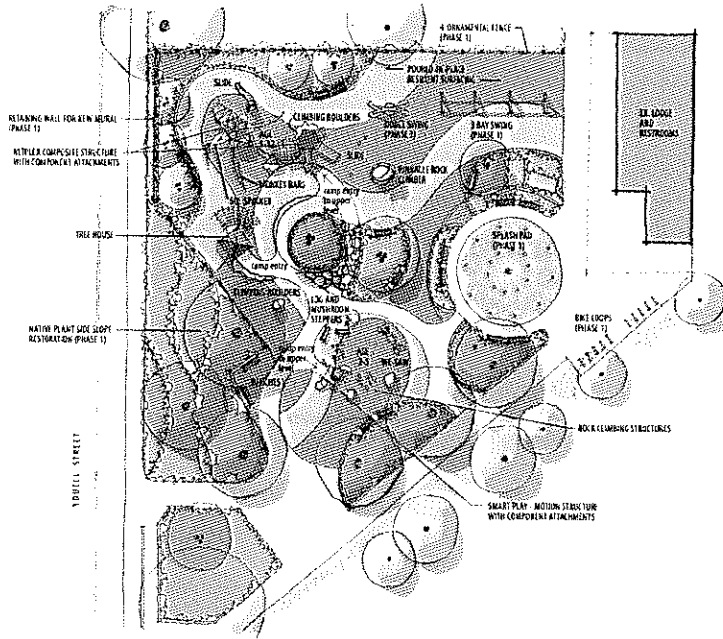
Meridian Township
 Jane Greenway, Manager: (517) 853-4610

RELATED EXPERIENCE

VIRIDIS Design Group has planned, designed, and managed the implementation of numerous public realm projects throughout Michigan. The following list and subsequent project sheets represent similar project experience:

- Arena South Visioning Plan - DDA/Downtown Grand Rapids Inc.
- Public Realm Beautification and Activation Plan - Downtown Grand Rapids Inc.
- Transportation Alternatives Program: Pedestrian Access and Improvements - City of Grand Rapids
- Urban Design Guidelines - City of East Lansing
- Trowbridge Road Corridor Concept Plan - City of East Lansing
- 8th Street Corridor Concept Plan - City of Holland
- Jefferson Avenue Corridor Concept Plan - City of St. Claire Shores
- Downtown Placemaking Plan - City of Lowell
- Burdick Streetscape Beautification - Downtown Kalamazoo Inc.
- DDA Master Plan and Complete Street Design Guidelines - Texas Township
- Newberry Streetscape Improvements: Monroe Avenue to Division Avenue - City of Grand Rapids
- State Streetscape Improvements: Lafayette Avenue to Madison Avenue - City of Grand Rapids
- Cherry Street Pocket Park - City of Grand Rapids
- Pocket Park and Spray Plaza - City of Hastings
- Village Green - Caledonia Township
- Adaptive Re-Use Plan: Hancock (1157 Wealthy Street) - Grand Rapids
- Adaptive Re-Use Plan: Atomic Object (1034 Wealthy Street) - Grand Rapids
- Adaptive Re-Use Plan: Clearwater Place (1430 Monroe Avenue) - Grand Rapids

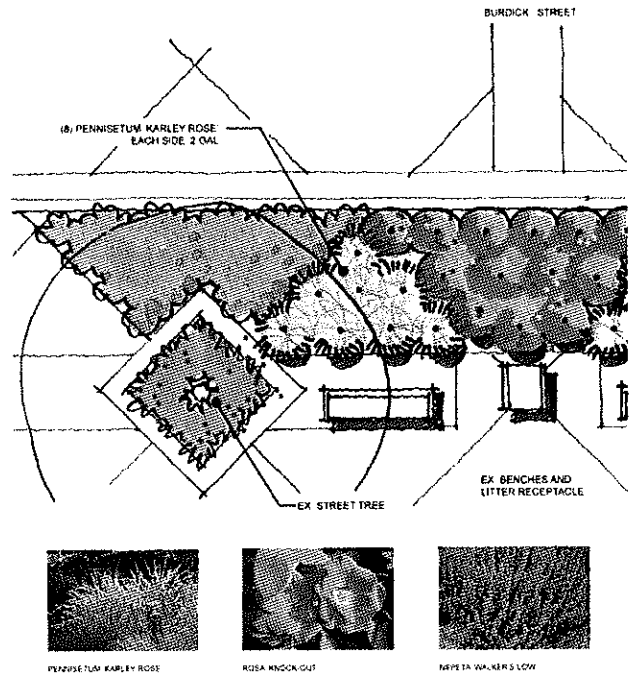
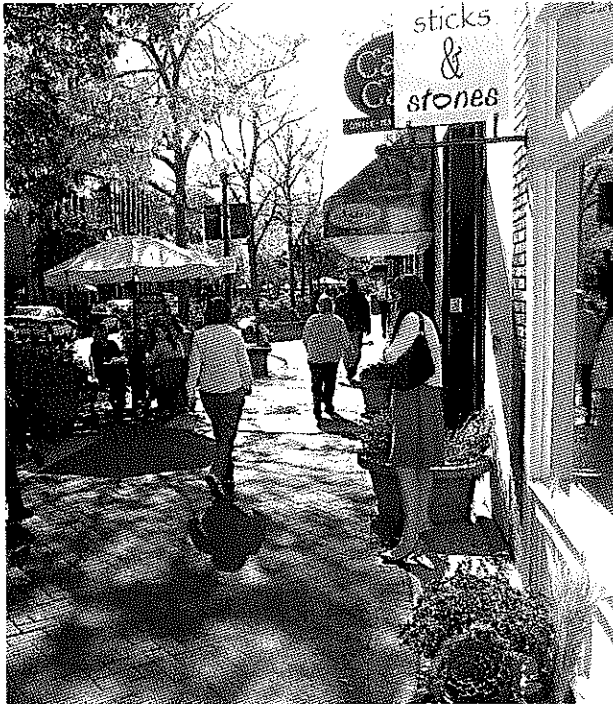




Various Park Improvements - 2015 City of Grand Rapids

VIRIDIS Design Group provided professional planning and design services to the City of Grand Rapids for improvements to four public parks located throughout the City.

Services provided included: public input sessions, concept design, budget analysis, construction documentation, permitting, and construction administration. Stakeholders for the project included the City of Grand Rapids, neighborhood and business associations, and other park programming stakeholders. Improvements for the four parks included: large group picnic pavilions, splash pads, skate plaza, vehicular and pedestrian circulation, utility infrastructure upgrades, rain gardens, bio-swales, and other low-impact development solutions. Cherry, Roosevelt, Westtown Commons, and Wilcox Parks were open to the public in the summer of 2015.



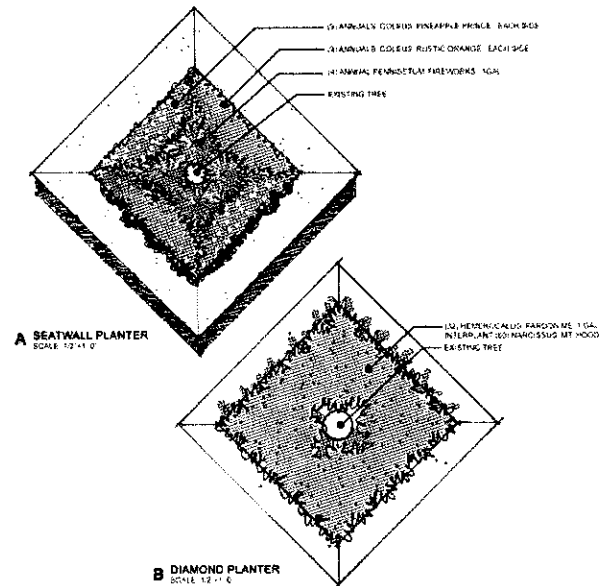
Downtown Beautification

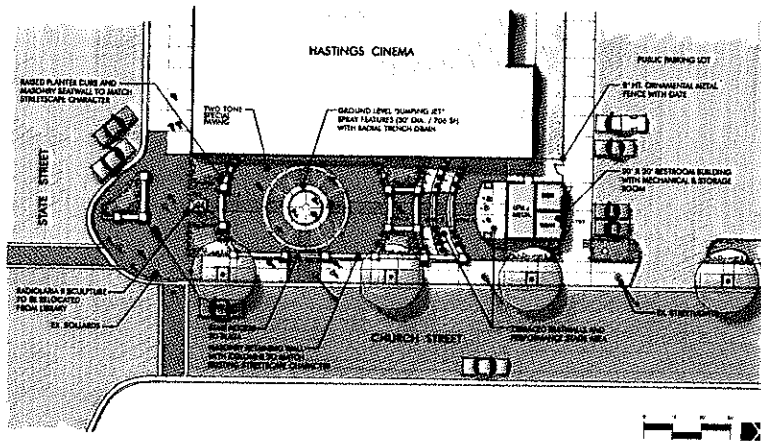
Kalamazoo, Michigan

Date Completed: 2011

VIRIDIS Design Group provided professional landscape architectural services to Downtown Kalamazoo Inc to develop a comprehensive vision for the Downtown's landscape beautification. The five block design study along Burdick Street focused on landscape enhancements that would manage on-site stormwater, provide seasonal interest, color, texture, and sense of place that would compliment the vibrant retail district. The final plan included a diverse mix of deciduous and evergreen shrubs, perennials and ornamental grasses, as well as a detailed design for seasonal planter rotations. Stakeholders for the study included local business owners, Downtown Development Authority, and City officials.

Contact:
Steve Deisler, President
Downtown Kalamazoo Inc.
(269) 344-0795





Hastings Spray Plaza

City of Hastings, Michigan

VIRIDIS Design Group provided professional design services to the City of Hastings for a new community events pace located in the heart of the historic downtown. Stakeholders for the study included local business leaders, Downtown Development Authority, and city officials. Project amenities include: interactive water feature, masonry seatwalls, ornamental fencing, community amphitheater, restroom facility, public art, brick pavers, bench seating, and landscaping. The project was opened to the public in the Summer of 2013.

Contact:
John Hart, Former Community Development Director
(269) 441-1255

