

August 15, 2023

Lori M. Ward
Director
Northville DDA
c/o City Clerk's Office
215 West Main Street
Northville, MI 48167

Re: Northville Downtown Curbless Streets
Northville, Michigan
Landscape Architectural Services

Dear Lori:

It was a pleasure meeting with you, George, and Wendy to discuss this project. As requested in our meeting, this proposal is to provide Conceptual Design graphics to be used to portray the effect and benefits that raising the roadway to meet the sidewalks flush would create.

Our scope of services for Conceptual Design is as follows:

A. Conceptual Design Phase

1. Prepare concept design package illustrating the overall design intent with supporting reference images. Provide (2) plans and (1) 3D perspective rendering with precedence images.
 - a. Plans will be as follows:
 - i. Typical street section – summer
 - ii. Typical street section – winter
 - b. 3D perspective will be as follows:
 - i. View walking in center promenade
2. Provide a draft concept design package to you for review and approval. Provide (1) revision to the design based on your comments.

B. Schedule

We shall provide our draft conceptual package within 2 weeks of approval.

C. Compensation

Our proposed fee for the services as outlined above would be a lump sum fee of \$5,000.

1. Invoicing and payments for services shall be billed monthly as work progresses.

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2. Payments for services rendered shall be due 30 days from the date of the invoice. Amounts unpaid 30 days after the invoice date shall bear interest at the legal rate.
3. Additional work beyond that defined herein would be charged at an hourly rate per the attached schedule only after approval by Ownership.

D. Reimbursable Expenses

1. Reimbursable expenses are in addition to the above professional services and are per the attached schedule.

We thank you for this invitation to be involved with this project and hope that this proposal meets with your approval. If we can provide you with any additional information or answer any questions regarding our proposed services, please do not hesitate to contact us.

Sincerely,



Susan L. Grissim, PLA, ASLA
Vice President | Principal

SLG/mm

Approved and Accepted:

By: Lori M. Ward

Title: DDA Director

Date: 8.22.2023



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HOURLY RATES AND REIMBURSABLE EXPENSES

HOURLY RATES

For hourly fee contracts, additional services beyond the scope of our agreement will be performed at GMA's hourly rates that prevail at the time services are rendered. Current hourly rates are as follows:

Design Principal	195.00 / hour
Principal	175.00 / hour
Project Manager	140.00 / hour
Project Landscape Architect	125.00 / hour
Landscape Architectural Technician	115.00 / hour
Landscape Architectural Technician II.....	95.00 / hour

These rates are applicable through December 31, 2023

REIMBURSABLE EXPENSES

Reimbursable expenses will be billed at cost and shall apply to all project phases as incurred and include the following:

1. Local travel expenses: mileage (billed per IRS Standard Mileage Rate) and parking (if applicable).
2. Out of town travel: airfare, car rental, parking, tolls, food and lodging.
3. Special materials and/or equipment unique to the project (i.e. special graphic materials, mounting supplies, etc.).
4. Courier, express mail and postage.
5. Reproduction of drawings, specifications, graphics and photos.
6. A multiplier of 1.15 will be applied to sub-consultant invoices (electrical, irrigation, survey, etc.).

ELECTRONIC FILE TRANSFER

All drawing files (CAD files) received need to contain the following characteristics:

1. All files received need to be .DWG (AutoCAD).
2. Drawing files to include a color dependent plot style table (CTB) (i.e. not STB), AutoCAD compiled shape files, and font files.