



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM



Date: January 30, 2024

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager  
Megan E. Schubert, Assistant City Manager  
Rob Maleszyk, Chief Financial Officer  
Dee Ann Irby, Controller  
Kurt Bovensiep, Public Works Director  
Dennis Trantham, Deputy Public Works Director  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Sylvan Glen Lake Park Improvements Phase II – Design and Engineering Services

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### **History**

Sylvan Glen Lake Park is one of the City of Troy's current 10 neighborhood parks. The park is a total of 40 acres, which is the largest of the neighborhood parks. Amenities currently include a 16-acre lake that invites shore fishing and the second phase of the Troy Trail, inviting bikers, walkers, and runners to enjoy an opportunity to escape from suburban Troy and enjoy a wilderness setting. Although the park is currently classified as a neighborhood park it is likely to be reclassified as a community park with the expansion of amenities, which attract patrons from further distances becoming a destination point.

The 2020-2024 Parks and Recreation Master Plan specifically recommends the City of Troy concentrate its park development efforts at Sylvan Glen Lake Park as indicated on page 96 and 97 of the Parks and Recreation Master Plan and is further substantiated by the Green Space Subcommittee Report by recommending the park be developed into a premier park with various amenities.

When considering the future development of Sylvan Glen Lake Park, it was recognized that there needed to be a phased approach. In October of 2021, the City of Troy engaged OHM to develop a master plan to guide the future development of the park. It was quickly recognized that the first improvements made to the park should support the future recreational amenity opportunities. This first phase of park development included a paved parking lot, restroom facility, and necessary infrastructure for future development. Additionally, the proposed improvements would also support the current amenities including the Troy Trail and other passive recreational opportunities. At the meeting of the Troy City Council held on April 11, 2022, Troy City Council approved a contract for the construction of the first phase of projects (Resolution #2022-04-053). Construction was complete in July of 2023.



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## **CITY COUNCIL AGENDA ITEM**

When the Community Project Fund Grant became available, the City of Troy recognized the opportunity to further its efforts in improving recreational opportunities at the park by creating an environment that can engage people of all demographics.

Thanks to the efforts of Representative Haley Stevens, the City of Troy was awarded a \$1,500,000 Community and Regional Development Grant from the Department of Housing and Urban Development.

OHM Advisors of Livonia, MI, one of the City's professional service engineering firms, continues to be a great partner with the City of Troy and has worked on several park projects including the current design of the Sylvan Glen Lake Park, Jeanne M Stine Community Park Development, as well as the Civic Center Pavilion and Ice-Skating Amenity at the Jeanne M. Stine Community Park.

### **Purchasing**

The current contract for engineering and design services with OHM Advisors was renewed by City Council on May 23, 2022 (Resolution #2022-05-071-J-4b). Under the current contract pricing, OHM proposes a fee for Design and Engineering Services of \$159,000.

### **Financial**

Funds are budgeted and available in the Park Development Capital Fund under project number 2024CG0002 for the 2024 fiscal year. Expenditures will be charged to account number 401.770.771.974.075.

### **Recommendation**

City Management recommends granting the authority to expend budgeted capital funds to *OHM Advisors of Livonia, MI* for Sylvan Glen Lake Park Improvements Phase II Design and Engineering Services for a total estimated cost of \$159,000; not to exceed budgetary limitations.

January 18, 2024

Mr. Kurt Bovensiep  
City of Troy  
Public Works Director  
4693 Rochester Rd.  
Troy, MI 48085

RE: Proposal for Professional Design Services  
Sylvan Glen Lake Park Improvements Phase II Design and Engineering Services

Dear Mr. Bovensiep:

Thank you for the opportunity to submit this proposal for the professional design and engineering services for the second phase of improvements to Sylvan Glen Lake Park. This letter presents our understanding of the project and proposed scope of services, time schedule, and fee.

### **PROJECT UNDERSTANDING**

Through our initial discussions we have developed the following understanding of the project:

#### **Project Overview**

Following Phase 1 improvements to Sylvan Glen Lake Park, the City of Troy desires to continue into a second phase of improvements, including a Playscape and Pavilion. OHM Advisors understands the City has received funding of \$1.5 Million from the Federal Department of Housing and Urban Development (HUD). Improvements will be focused to the east of the newly constructed parking lot and restroom structure. Specific components are as follows:

##### *Site Preparation*

The site is generally well situated to receive the improvements. The parking lot will remain as is and preparation for improvements may require removal of some trees. The remainder of the site area is generally flat with turf grass and minimal site preparation is anticipated.

##### *Playscape*

A new play area will be the primary focus of the project. The design will seek to incorporate nature as a thematic element and integrate the landscape into the design through creative earth mounding and shaping. Play surfacing will be synthetic turf and will not utilize rubber surfacing. The design of the play structure will seek to be unique, playful, and accessible to a wide variety of ages and abilities. The unique experience will incorporate site specific features with standard and readily available playscape equipment.

##### *Pavilion*

A simple pre-engineered manufactured pavilion structure with materials to match and complement the existing building on-site is part of the original masterplan.

OHM Advisors understands that the City desires to complete design documentation in time to bid the project in Fall 2024 for Spring 2025 construction. Lead time of materials, especially play equipment, may affect the completion of construction.



## SCOPE OF SERVICES

With this understanding, our proposed scope of services for this project are as follows:

### Task 1: Schematic Design

- Project Management
  - Project Kick-off meeting by design team – Review project scope, schedule, and budget.
  - Schedule and facilitate progress meetings as required (Assuming 3 client meetings at this phase).
- Site Assessment and Inventory
  - Topographic Survey - Topographic survey for area receiving new work; will utilize existing survey and validate as-built features of phase 1 construction. (approx. 2.6 acres).
  - Site Analysis – OHM Advisors will review the survey and on-site observations to generate an analysis of the site's conditions. This will be reviewed with the City.
- Design Advancement
  - Prepare a presentation of precedent imagery and design approaches for the play area and review with the client to determine a preliminary understanding of park programming, elements, and aesthetic.
  - Develop up to two design schemes of site improvements. City comments will be documented and utilized to refine the design.
  - The design will be refined to a single chosen concept and reviewed with the City. Comments will be documented, and the design will be refined to a final schematic design.
- Schematic Documentation
  - Develop a schematic design (SD) drawing package illustrating the refined site design. Package will include rendered site plan, basis of design site amenities and furnishings and precedent imagery that convey the look and feel of the design. Items not illustrated in drawings will be captured in narrative format. The SD package will be provided to City for review. OHM will receive comments and finalize drawing package accordingly.
  - Develop an opinion of construction cost.

#### *Deliverables:*

- *Survey in PDF and CAD format*
- *Up to Two Site Design Concepts*
- *Schematic Design Drawings and Narrative*
- *Opinion of Construction Cost*

### Task 2: Design Development

- Project Management
  - Schedule and facilitate progress meetings as required (Assuming 3 client meetings at this phase).
  - Monitor progress to maintain project schedule.
- Design Advancement
  - With the schematic site design approved, OHM Advisors will develop the detailed components of the design, including but not limited to play structure components, structure color and materials, site furnishings, site amenities, signage and initial site utilities and grading approach.
  - Pavilion to be delegated design, with design team providing general aesthetics and specifications only.
  - OHM will further develop the site design to incorporate grading and utilities.
- Design Development Documentation
  - Prepare a design development drawing set. It is anticipated drawings will include the following:
    - General Notes
    - Existing Conditions Plan
    - Removals and Soil Erosion and Sedimentation Control Plan
    - Site Materials and Layout Plan
    - Site Grading Plan
    - Site Utilities Plan
    - Site Furnishings Plan
    - Site Details



- Landscape Plan and Details
- Pavilion structure Plan and Elevations.
- OHM Advisors will update the opinion of construction cost.

*Deliverables:*

- *Design Development Drawings*
- *Basis of Design Product Information*
- *Opinion of Construction Cost*

**Task 3: Construction Documents**

- Project Management
  - Schedule and facilitate progress meetings (up to one this phase)
  - Coordinate with playground supplier/designer to finalize construction documents.
  - Monitor progress to maintain project schedule.
  - Schedule and conduct 90% complete page turn of construction documents.
- Construction Documentation
  - Develop final construction drawings package.
  - Develop project manual, to include technical specifications.
  - Provide owner with draft final construction drawings and technical specifications for review. Refine package from comments received and from any permitting agencies.
- Permitting
  - OHM will support the owner in acquiring the necessary permits and preparing the required documents. It is anticipated that permits will not be required from any parties other than the City of Troy.

*Deliverables:*

- *Construction Documents at Draft and Final completion levels*
- *Technical Specifications*

**Phase 4 – Bidding Phase Services**

During the bidding phase, OHM will provide assistance to the City bidding the project. Specific work efforts include:

- Assist in developing front end documents, including procurement, contracting and general requirements. OHM will coordinate with City of Troy Purchasing to finalize documents.
- Assist in pre-bid meeting and issue pre-construction addenda to clarify the design, as needed.
- Respond to Request for Information (RFIs) in writing during the bidding process.
- Attendance of post bid contractor interviews if needed.

*Deliverables:*

- *Attendance of Pre-Bid Meeting*
- *Issuance of RFI Responses and Addenda*



**COMPENSATION**

OHM Advisors will perform the outlined services above based on hourly basis, in accordance with our current contract with the City. The following are the estimated costs for the project:

Phase	Fee	Schedule
Task 1 – Schematic Design	\$46,000	Eight Weeks
Phase 2 – Design Development	\$50,000	Ten Weeks*
Phase 3 – Construction Documents	\$56,000	Eight Weeks
Phase 4 – Bidding	\$7,000	Four to Six Weeks
<b>TOTAL</b>	<b>\$159,000</b>	

\* Design Development estimated schedule can be impacted by playscape manufacturer response time, this could influence final delivery schedule.

**ACCEPTANCE**

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Orchard, Hiltz, & McCliment, Inc.  
 CONSULTANT

City of Troy  
 OWNER

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Signature)

Christopher Ozog, AIA  
 (Name)

\_\_\_\_\_  
 (Name)

Senior Project Manager  
 (Title)

\_\_\_\_\_  
 (Title)

January 18, 2024  
 (Date)

\_\_\_\_\_  
 (Date)

Cc: Rhett Gronevelt, Principal, OHM Advisors