



Agenda
Parks and Recreation Board Regular Meeting
Tuesday, January 13, 2026 - 6:30 PM
851 S. Eton, Birmingham, MI
DPS Conference Room

- I. Call to order**
- II. Roll Call**
- III. Announcements, Introductions of Guests & Chairpersons Comments**
City Commission Long Range Planning Meeting Saturday, January 24, 2026 8:30 AM
- IV. Open To The Public for Items Not On the Agenda (two minutes per person)**
- V. Approval of the minutes from previous meeting**
 - A. December 2, 2025 Parks and Recreation Board Minutes
- VI. Unfinished Business**
 - A. Park Rules & Regulations
- VII. New Business**

Written and submitted by 5pm Monday at the Birmingham Ice Sports Arena, one week prior to the meeting.

 - A. Design Services — St. James & Kenning Parks Presentations & Interviews
 - Dul Landscape Architecture
 - Nowak & Fraus
 - OHM
 - B. Golf Course Green Fee Increase in 2026
- VIII. Miscellaneous Communications**
- IX. Reports From Staff**
 - A. National Fitness Campaign — Review Information & Options
 - B. Playground Updates
 - C. Celebrating America's 250th Anniversary
- X. Items for Next Meeting on February 3, 2026:**
- XI. Adjournment**

Link to Access Virtual Meeting: <https://zoom.us/j/98191466679>

Telephone Meeting Access: 877 853 5247 US Toll-free

Meeting ID Code: 981 9146 6679

PARKS & RECREATION BOARD MISSION STATEMENT

The Parks and Recreation Board strives to provide opportunities for the enjoyment, education, and inspiration for present and future generations of residents and visitors through stewardship of natural, cultural and recreational resources. By continuously elevating the beauty and quality of the parks and recreation system of Birmingham, the Parks and Recreation Board will promote health and wellbeing, and strengthen the community.

You may also present your written statement to: City of Birmingham, Parks and Recreation Board 851 South Eton, Birmingham, Michigan 48009 prior to the meeting.

If you cannot attend the meetings, please contact Clinise Kirkwood at the Birmingham Ice Arena (248) 530-1651. Minutes are available for review at the Birmingham Ice Sports Arena, 2300 East Lincoln, Birmingham, MI 48009

Individuals requiring accommodations, such as interpreter services, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice) or 248-644-3405 (TDD) at least one day in advance to request mobility, visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-3405 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964)

City of Birmingham
Parks And Recreation Board Meeting Minutes
December 2, 2025, 6:30 p.m.
851 South Eton - Conference Room

I. Call to Order

The meeting was called to order at 6:30 p.m.

II. Roll Call

Present: Chair Heather Carmona, Vice Chair Pam Graham; Board Members Susan Collins, Anne Lipp; Alternate Board Member Joseph Wrobel; Student Board Members Jack Bassett, Abigail Murphy

Absent: Board Members Jessica Einstein, Sarah Kupczyk; Alternate Board Member Narlu Castellano

Staff: Department of Public Services Director Zielinski; Recreation Coordinator Kirkwood,
Parks and Recreation Manager Laird, Parks and Recreation Foreman McNab

III. Announcements, Introductions of Guests & Chairpersons Comments

None.

IV. Open To The Public for Items Not On the Agenda

Owing to his recent appointment to the City's Design Review Board, Steve Sweeney informed the Parks and Recreation Board of his resignation and thanked his Parks and Recreation Board colleagues.

The Parks and Recreation Board acknowledged Mr. Sweeney for his service.

V. Approval of the Minutes – October 28, 2025

Motion by Lipp
Seconded by Collins to approve the minutes as presented in the packet.

Motion carried, 5-0.

ROLL CALL VOTE

Yeas: Wrobel, Carmona, Collins, Graham, Lipp
Nays: None

VI. Unfinished Business

None.

VII. New Business

1. Pembroke Park Playground Design Planning Session

PRM Laird introduced the item and Lance Shipman of Penchura presented the item. Mr. Penchura and staff answered questions from the Board and the public.

Board members raised the following points during the discussion:

- These are great concepts.
- There was disagreement as to whether a sandbox should be included in the new plans.
- Combining concept two with the structure from number one because it would be different from the structures presently at the park.
- Red and gold are the colors of Pembroke School, and so the red color scheme might be appropriately complementary.
- Alternatively, the brown and green color scheme was also attractive.
- The house play structure would likely be well-utilized by younger children.
- The Park presently has drainage issues which should be taken into consideration when selecting a surface for the playground.
- The design clearly took public feedback into consideration. Children are likely to enjoy the zipline very much.
- The Park should have swings.
- Children would likely enjoy the music feature. Care should be taken that the volume is not disruptive to nearby residences.
- Having this playground be distinct from other Birmingham playgrounds would be welcome. The distinctive middle structure added interest.
- Adding the trees on future plans would be helpful for considering where additional shade might be added.

Public Comment

Michael Derry supported retaining the open space north of the tennis court, upgrading and retaining one sandbox, and commented regarding a decibel rating of the music feature, more context for the location of the structures, and drainage concerns near the restroom facilities.

Audrey Lipp supported new drinking fountains, the proposed zip line, and adding a tire swing.

Eliza Lipp supported having bicycle racks on a paved surface, the addition of a child-friendly and usable graffiti wall, and opposed the addition of a sandbox.

It was noted that it was Eliza Lipp's birthday.

Leota Lipp supported the zipline being 'longer' and 'funner'.

Theresa Larsen supported how the plans would allow caregivers to supervise children at multiple structures at once, supported the second concept with added shade towards the center of the play area, supported addressing drainage concerns throughout the park, supported the proposed zipline and Quantis, supported expanding the shade structure so that picnic tables could be located under it, and supported adding swings.

Charles Haig supported the addition of six or seven more swings and a sandbox.

Liz Kaufman opposed the music feature, supported the addition of a sandbox, supported retaining any code-compliant play structures, supported including space between the younger and older play structures, and supported the retention or addition of swings for smaller children.

David McElroy supported the addition of a sandbox.

Derek Lipp supported including the music feature since the tones are low and unobtrusive, and supported retaining the swings located to the east within the park and the inclusion of swings for smaller children.

Ms. Larsen concurred that the tones of the similar music feature at Adams Park are low and unobtrusive, supported keeping one of the present sandboxes so as not to add to the park budget, and supported the addition of water fountains with canine-accessible features.

Joseph Derry supported the overall plans, addressing the drainage concerns in the park, and adding and/or retaining swings.

Sue Derry commented that the money for the shade area might be better spent on play structures, supported the inclusion of a sandbox, and supported Pembroke remaining a neighborhood park.

Tim Derry commented his appreciation for the Board and staff, and supported evaluating whether the music feature would impact residences, retaining the space between the older and younger play areas, the fact that the play structures should accommodate a fair number of children at once, and retaining any code-compliant structures.

Doug Arceo supported retaining the spaciousness of the play areas in Pembroke, and supported future presentations including a scaled layout of the current park and a scaled overlay of the proposed park.

VIII. Miscellaneous Communications

1. Carpenter Lake Nature Preserve, Southfield, Michigan

2. Student Leadership Pembroke Elementary School Communication

IX. Reports from Staff

1. City-wide Playground Project Update

PRM Laird summarized the item.

2. Playgrounds Closing During Freezing Temperatures

PRF McNab summarized the item.

X. Items for Next Meeting

XI. Adjournment

The meeting was adjourned at 8:00 p.m.



Connie Folk, Ice Arena and Facilities Superintendent



Laura Eichenhorn, City Transcriptionist



MEMORANDUM

Department of Public Services

DATE: January 7, 2026

TO: Parks and Recreation Board Members

FROM: Carrie Laird, Parks and Recreation Manager

SUBJECT: Park Rules and Regulations

INTRODUCTION:

The City of Birmingham Park Rules and Regulations have been in place for many years, and are regularly reviewed and updated as necessary. The Parks and Recreation Board recommends the updated rules to the City Commission for adoption. Once adopted, the Park Rules are incorporated into the City Ordinance, as appropriate. The most recent version of the Park Rules and Regulations was adopted by the City Commission in March, 2021.

The 2021 version of the Park Rules and Regulations is in need of an update, with suggested changes attached to this memo.

BACKGROUND:

The Park Rules and Regulations are available on the Birmingham Website, and a select few rules are posted on park identification signs located at each park throughout the City. A QR code on the Park Identification signs links to the Park Rules and Regulations on the city website.

The Department also posts supplemental signage in different areas, such as "Dogs Must be Leashed", "No Dogs in the Play Area", "Fishing Allowed for ages..." and various parking restrictions among other appropriate rule postings throughout the park system.

Additionally, Tennis Courts, the Dog Park and the Skate Park have rule signs posted specific to each area.

As recommended by the Parks and Recreation Board in the past, we have included all posted rules so that we complete a comprehensive review of our Rules and Regulations.

LEGAL REVIEW:

The City Attorney has reviewed the proposed changes to the Park Rules and Regulations in advance of the January 13, 2026 Parks and Recreation Board meeting.

SUMMARY:

The Park Rules and Regulations in need of an update are attached to this report, with new language in red. Updates include new language to address the following items: clarification of all park facilities, drones, metal detecting, e-bikes, dog park incidents, private instruction on courts, and some minor changes to existing language. The Skate Park Rules had no changes, but are included as an attachment for a comprehensive review of all park rules.

Upon approval of the recommended changes by the Parks and Recreation Board, the Rules will be reviewed by the City Commission for adoption at an upcoming meeting.

FISCAL IMPACT:

Upon approval of the updated rules by the Parks and Recreation Board and the City Commission, new signs will be ordered and park maintenance staff will replace posted signs with updates.

Dog Park:

Replace 1 (one) Dog Park Sign

New Sign: \$300

Labor to remove and replace: \$300

Total: \$600

Tennis Court:

Replace 6 (six) Tennis Court Signs

New Sign: \$300

Labor to remove and replace: \$300

Total: \$2,100

Pickleball Court:

Replace 1 (one) Pickleball Sign

New Sign: \$300

Labor to remove and replace: \$50

Total: \$350

Grand Total: \$3,050. There are funds available for park signs in the 2025-2026 budget.

SUGGESTED RESOLUTION:

To approve the updated Park Rules and Regulations and updated language on posted park signage. Further, to recommend the Park Rules and Regulations be considered for adoption by the City Commission.

Park Rules and Regulations

Use of City Parks and Facilities & Park Permits

1. Users of City of Birmingham Parks and facilities are expected to abide by the rules posted at each individual facility. Parks and facilities include, but are not limited to, the following: The Skate Park, The Dog Park, Tennis Courts, and Pickleball Courts.

2. The use of any City of Birmingham park or facility is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.

3. A rental permit is required for reservation of all city facilities. No refund of the rental fee shall be made due to inclement weather. Park permits may not be assigned or otherwise transferred. A hold harmless agreement must be executed in order to obtain a permit.

4. A person holding a park permit shall maintain such permit in his or her possession at all times while utilizing the municipal facility. Such permit shall be presented by its holder upon request by a City official or employee. A permit does not give its holder exclusive use of the entire park, except for Springdale Shelter.

5. All set-up/clean-up must be done by the permit holder.

6. All parks must be maintained and left in a neat and clean condition, with garbage and refuse prepared for proper disposal. The person or entity in whose name the rental permit is issued shall be responsible for leaving the facility in a clean and orderly condition. Further, the permit holder accepts full responsibility for all damage to City property as a result of its activities. A fee may be assessed should clean up or repair by the City become necessary. This fee shall include, but is not limited to, all labor, equipment and administration expense incurred by the City.

7. Any equipment, valuables, or clothing left in or around the park shelter on closing shall be kept at the City of Birmingham Parks and Recreation office for two weeks. Contact the office at (248) 530-1642 to make arrangements for pick-up.

8. The City reserves first priority with regard to the use of all City Parks. A park permit grants its holder a permit to use the park or public property for a specified date and time and is revocable by the City. The City may order revocation of a park permit, at any time

with refund of fees paid, and all permits are granted with this understanding.

9. The Director of Public Services may, subject to the approval of the City Manager and the City Commission, establish supplemental regulations for all uses requiring the issuance of a permit for use of municipal facilities and fees for the use of the various facilities.

Alcoholic Beverages & Intoxicants

10. It shall be unlawful for any person to possess or consume any alcoholic liquor, intoxicants, including spirits, beer or wine, in any recreational facility, city owned property or park operated by the City or during any function, sporting event, skating exhibition, dance or other event; unless such alcoholic beverages were purchased on city owned premises from a duly licensed vendor or served in accordance with a Special Event permit issued through the City Clerk's office. Birmingham Golf Courses have MLCC-issued liquor licenses.

Smoking

11. Smoking of tobacco or any other substance, or smoking, consumption or use of marijuana products, or use of vapor producing products such as an e-cigarette or similar device, is strictly prohibited pursuant to city ordinance, in all buildings, facilities, parks and playgrounds operated and maintained by the City of Birmingham.

Park Hours

12. City parks and public property are open between the hours of 6:00 am to 10:00 pm except as noted below or as posted. Between the hours of 10:00 pm to 6:00 am, parks and public property are closed and during such hours, no person shall enter into or remain on such property, except those persons whose presence is related to or in connection with a municipal activity.

(1) Springdale Park hours shall coincide with Springdale Golf Course hours and park rentals. The closing of the park is up to the discretion of the City of Birmingham Representative on duty.

(2) The Skate Park shall be closed from 10:00 pm to 8:00 am.

For purposes of this section, public property shall be deemed to be property zoned as public property under the provisions of chapter 126.

Animals

13. Leashed dogs are allowed in any public park except in those areas as designated and posted by the Department of Public Services. Dogs are allowed on public property as long as they are restrained by a six foot maximum length chain or leash and under the reasonable control of some person. Owners and walkers of dogs on public property must comply with all City ordinances, including Chapter 18, Article II, pertaining to dogs and cats.

Sec. 18-33 Restraint of dogs.

It shall be unlawful for any owner of any dog to permit the dog to go beyond the premises of such owner unless restrained by a chain or leash and under the reasonable control of some person. (Code 1963, § 9.80(1))

14. Dogs are not permitted in any public playground or in any **other** area designated by the Department of Public Services. These areas shall generally include, but shall not be limited to, areas under and immediately adjacent to play structures and play equipment; sandboxes; the playing surface of ball fields, soccer fields, tennis courts, outdoor ice rinks, golf courses and sledding hills, when such areas are in use; pavilions and stages; fountains; and in areas designated for City permitted events and functions of concentrated use during said event or function.

Sanitation

15. The owner or walker of a dog is responsible for the collection of all fecal matter and the disposal of such fecal matter in an appropriate city waste receptacle or in accordance with ordinance Section 18-35 Sanitation.

Sec. 18-35 Sanitation.

(a) It shall be unlawful for any person to permit any animal owned or harbored by him to deposit fecal matter in any place other than the premises where the animal is harbored or kept, unless such fecal matter is immediately collected and removed to the premises where the animal is harbored or kept.

(b) It shall be unlawful for any person to walk any animal on any property not owned by such person, whether public or private, unless such person has an appropriate device for the collection of fecal matter in his immediate possession and an appropriate depository for the transmission of fecal matter to the premises where the animal is harbored or kept.
(Code 1963, § 9.95; Ord. No. 1586, 4-18-94)

Sound Amplification

16. The use of loudspeakers or other sound enhancing equipment for the amplification of sound or music is prohibited, unless allowed by permit issued by the City. Any amplification must be reasonable as to not disturb the peace.

Fires

17. Open burning of any kind is prohibited at all city parks and facilities. No person shall drop, throw, or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper, charcoal or other flammable material at any park, facility or trail. However, the use of barbecue burners or cooking in the picnic area at Springdale Park is permissible. No person shall leave the immediate vicinity of any fire, which he/she has started or used without first extinguishing the fire.

Fireworks, Sky Lanterns & Explosives

18. No person shall bring into a park, or public property or have in his possession, or set off or otherwise cause to explode any firecrackers, torpedo, rocket, **sky lanterns**, fireworks or explosives, or discharge them or throw them into any park area from land or property adjacent thereto.

Drone Usage (includes remote control planes)

19. The general public is not permitted to use drones within the City of Birmingham's park system. Drones may be used to conduct official City business such as aerial mapping, by law enforcement, or other City led activities only.

Obstructions; Damage; Fences; Disposal

20. No person shall obstruct any walkway or driveway in any public park or playground. No person shall injure, mar or damage, in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, herbaceous plant, flower, playground equipment, or other public property within or pertaining to such parks.

21. No person shall interfere with any fence constructed in or about any park; or deface, injure, remove, or destroy any tree, shrub, herbaceous plant, flower, or turf in any park or boulevard; or remove any dirt, sand or earth from any park or boulevard, or otherwise remove, destroy or injure any property therein; or leave or deposit any filth, rubbish, dirt, wastepaper or other refuse in any place in

any park or boulevard except in containers provided in parks for that purpose. Dumping or disposal of household or commercial waste transported from off-site to city property is prohibited.

Metal Detecting

22. The use of a metal detector must be approved by the Department of Public Services by issuance of a park permit. No digging is permitted with the use of a metal detector.

Peddling, Vending, Advertising and Signs

23. No person shall engage in the business of peddling or vending in any City of Birmingham Park without first obtaining a license from the city clerk's office. Contact the office at (248) 530-1880 for additional information.

24. No person shall expose, distribute, place any sign, advertisement, circular notice, or statement, or display any banner, City of Birmingham emblem, or design without written permission from the City.

25. Decorations may be attached to the Springdale shelter by means of masking or cellophane tape only. There should be no decorations drilled, fastened, or otherwise attached to the shelter with materials such as staples, nails, or tacks.

Boating

26. No person shall place or operate any boat including by remote control, propelled by any engine in or upon waters in any park in the city, including the water of Quarton Lake.

Fishing and Wildlife

27. Subject to State of Michigan fishing licenses regulations, fishing in any water park in the City of Birmingham, including Quarton Lake is allowed. Fishing is not allowed at either Lincoln Hills Golf Course or Springdale Golf Course.

28. No person shall feed any animals including deer, cats, geese, ducks, birds or other fowl in any City Park or any municipal Golf Course.

29. No person, except an authorized city employee shall injure, kill or capture any wild bird, or disturb any wild bird's nest or the contents thereof.

Swimming

30. Swimming and/or wading is prohibited in any lake, river, public fountain or public pond in the City of Birmingham.

Vehicles

31. No vehicles, except authorized City vehicles, are allowed to be driven across lawns, sidewalks, or any other park surface for any reason.

32. No person shall operate, use, ride, or pull another individual on a wheeled vehicle, on City-owned tennis courts, basketball courts, fountains and stone work ledges. Wheeled prohibited vehicles include, but are not limited to, in-line skates, skateboards, bicycles, hover boards, wagons, roller-skates, and scooters.

33. It is unlawful for any person to operate any motorized vehicle, trail bike, all-terrain vehicle, or similar type of motorized sport vehicle anywhere in any park or trail, except for the proper use of golf carts on city golf courses.

Electric Bikes (e-bikes)

34. Class 1 and Class 2 e-bikes are permitted in all City of Birmingham parks and trail systems. Class 3 e-bikes and out of class e-bikes are not allowed.

Violation of Rules & Regulations

35. Violation of these rules or other posted rules is a misdemeanor punishable by a fine up to \$500, or imprisonment for a term not exceeding 90 days, or both.

City Commission Approval: mm/dd/yyyy
Parks and Recreation Board Approval mm/dd/yyyy



Dog Park Rules

Hours: 6:00 am to 10:00 pm

Exception: Wednesdays: 12:00 pm –10:00 pm (April –November)

Membership Required for Entry bhamgov.org/dogpark

- All users must have a valid dog license and tag, on their dog at all times, and abide by these rules and City of Birmingham ordinances.
- Users are legally responsible for their dogs and any injuries and/or damages caused by their dog(s).
- Any dog-related incident occurring within the dog park shall be reported immediately to the Birmingham Police Department.. All parties involved in the reported incident shall have their access to the dog park temporarily suspended pending the conclusion of the police investigation. Any dog identified as potentially aggressive in the incident must undergo a formal evaluation conducted by a certified animal behaviorist or a licensed veterinarian. The completed evaluation must be submitted to the Parks and Recreation Office for review. Following review of the evaluation, the Parks and Recreation Office will determine whether the dog(s) involved will be permitted to re-enter the dog park.
- Dogs exhibiting aggressive behavior or barking excessively must be removed from the site immediately.
- Use of the ~~off-leash dog area~~ **Dog Park** is at the user's own risk.
- Minimum age for users is 18 years of age. Children between 5 and 17 years of age may enter with a parent or guardian. Children less than 5 years of age are not permitted in the fenced area.
- Users may bring up to 2 dogs into the Dog Park.
- Users must remain inside the fenced site with their dog(s) at all times.
- The following are prohibited in the Dog Park: dogs in heat, dogs under the age of four months, dogs with contagious diseases, internal or external parasites, aggressive dogs, and unfixed male dogs over the age of six months.
- Fighting between dogs is not allowed. Users must immediately remove any dog exhibiting hostility or aggressive behavior from the site. Users may protect dogs for which they are responsible but shall first protect people in the site, and then cause or encourage disengagement and separation of dogs engaged in fighting or aggressive behavior. Users bear all risks of their involvement. City of Birmingham employees have no responsibility to intervene in any such situation and are not responsible for the behavior or suitability of any dog brought to the Dog Park.
- Food, alcoholic beverages and glass containers are not allowed in the Dog Park.
- Pet food is prohibited.
- Users must clean up their dog(s) waste and deposit it in the receptacles provided.
- The City of Birmingham Department of Public Services reserves the right to prohibit the use of the site to any user who is in violation of these rules or any ordinance.
- From time to time parts of the Dog Park may be closed for maintenance purposes.
- These rules are subject to change at any time and without prior notice.

City Contacts:

Monday – Friday 8:00am – 5:00 pm (except Holidays) 248-530-1642

After Normal Business Hours and Weekends: 248-530-1870



Tennis Court Rules

- To reserve a tennis court visit www.play.bhamgov.org or contact our Parks and Recreation Office at 248-530-1642.
- To report damage contact the Parks and Recreation Office at 248.530.1642.
- The tennis rules exist for the purpose of maintaining our courts and providing opportunity for all to use and enjoy the courts.
- Each user is asked to cooperate and to assist in enforcing the tennis court rules.
- Priority use of the courts are for Birmingham residents that have made a reservation with the Parks and Recreation office.
- Tennis players may reserve two (2) hours of court time per week for up to two weeks; (i.e. 2 hours for the current week and 2 hours for the following week) between 7:00 am -9:00 pm, Monday - Sunday.
- No in-line skates, skateboards, bicycles, wagons, roller-skates, **electric boards** or scooters.
- Private instructions and classes are allowed **by permit only. All instructors must secure a permit through the Parks and Recreation Office, provide liability insurance and sign a hold harmless agreement before use of the courts. A permit fee of \$20 per court per hour applies. Any instruction without permit will be considered a rule violation and subject to penalty.**
- No ball playing of any kind other than tennis. **Pickleball is permitted at Crestview Pickleball courts, Poppleton multi-purpose court and any courts designated by the Department of Public Services.**
- These rules are subject to change at any time and without prior notice.

Pickleball Rules:

- Reservations available 12pm-8pm daily (no charge) for residents only: Visit www.play.bhamgov.org to reserve.
- **The courts are for Pickleball only.**
- Good sportsmanship is the rule, respect all players.
- Limit Play to 1 hour if others are waiting.
- Designated Open Play 9am-12pm daily- see Open Play rules.
- Use the Pickleball Courts at your own risk.
- No pets on courts.
- No food, glass or alcoholic beverages.
- No foul, combative or hostile language.
- No amplified music.
- No in-line skates, skateboards, bicycles, wagons, roller-skates or scooters.
- Proper footwear required.
- Children under the age of 12 must be accompanied by an adult.
- Residents may reserve two (2) hours of court time per week for up to two (2) weeks.
- Private classes are ~~not allowed without written permission from the Parks & Recreation Office. In addition, the established fee of \$5/court for private classes applies for every 2 hours reserved~~ **by permit only. All instructors must secure a permit through the Parks & Recreation Office, provide liability insurance and sign a hold harmless agreement before use of the courts. A permit fee of \$20 per court per hour applies. Any instruction without permit will be considered a rule violation and subject to penalty.**

Open Play (Mixed Skill Level) Rules:

9am-12pm Daily

Open Play is defined as a casual, organized session or period of time for players of all skill levels to show up and play together, in a rotational fashion, for recreational purposes. Open Play is not available for tournaments. All six courts are available for Open Play during the designated hours. All skill levels of players (beginner, intermediate, advanced) are welcome for Open Play.

- **All Pickleball Rules apply to Open Play**
- When courts are full, waiting players are to place their paddles in the paddle holder
- If there is a paddle or more up in the paddle holder, even if there are empty courts: Teams that have finished their game-losers come off the courts and allow the waiting player(s) to mix in
- If there are eight (8) or more waiting: The entire foursome should exit the court upon completion of their game
- As players remove their paddles from the holder, they should move the bar to the right to the next set of paddles waiting and so on. If players remove their paddles at the far right or end of the holder, they should slide the bar back to the left or beginning of the holder.



SKATE PARK

Hours of Operation: 8:00 am to 10:00 pm

IN CASE OF EMERGENCY, CALL 911

- Use of this facility is at your own risk. The City does not assume responsibility for personal injury or for any loss, theft or damage to personal items.
- You are responsible for the park's future – help keep it safe, clean and friendly. Do not litter or abuse the park in any way. Report any damage, acts of abuse or suggestions to the City Parks and Recreation Department, 248-530-1642.
- Be responsible for yourself, take turns and respect the skill level of others and the equipment. Be courteous to other skaters. Roughhousing and violence are not permitted.
- No bikes, personal ramps, or motorized equipment.
- No makeshift or street items. Existing park equipment may not be modified or moved.
- Food, drink and glass containers are prohibited inside the fence.
- Smoking, profanity and loud music are prohibited.
- No spectators inside the fence. Spectators assume risk for themselves.
- Use of safety equipment such as helmets, gloves, knee and elbow pads, wrist supports and proper shoes is recommended. Skaters are responsible for providing their own skateboard, skates, and other equipment. Skaters are responsible for inspecting equipment prior to use to insure their safety (do not use if broken or wet).
- This is an alcohol, weapon and drug free zone.
- Items brought into the Skate Park are subject to inspection at any time.
- The City reserves the right to schedule organized activities at any time without notice.
- Know your own abilities – skate safely. The Skate Park is used by both experienced and inexperienced skateboarder and skaters. Serious injury may result from being hit by a skateboard, falling or colliding.
- Rule violators may be cited, ejected or have their skate park privileges revoked. Loitering and trespassing are strictly prohibited.
- The Skate Park may be closed during inclement weather.

These rules are subject to change at any time and without prior notice.



MEMORANDUM

Department of Public Services

DATE: January 9, 2026

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks and Recreation Manager

SUBJECT: Design Services- St. James & Kenning Parks- Consultant Selection

INTRODUCTION

The Parks and Recreation Bond Priority list includes improvements to Kenning Park including but not limited to the playground, ballfield improvements, and potentially a walking path. Additionally, the Bond Priority List includes improvements to the playground at St. James Park.

The [2024-2028 Parks and Recreation Master Plan](#) identifies opportunities and key deficiencies, with St. James Park listed as an opportunity as the City recently purchased the property adjacent to the park, 400 E. Lincoln, with the intention of NEXT moving their location here.

The Parks and Recreation Master Plan, on page 125 under Short Term Implementation, includes updating the Kenning Park Plan, prioritizing an accessible walking path, a defined entry with places to rest, wayfinding signage and defined connections to surrounding neighborhoods. St. James Park is also listed here, prioritizing walking paths and places to rest, a well-designed entrance and connections to neighborhoods as well.

The Department of Public Services (DPS), Parks Division, budgeted for design services for both Kenning and St. James parks this fiscal year, with the intention of improving the parks beginning in 2027.

BACKGROUND:

The DPS recently requested proposals (RFP) for Design Services for the above mentioned parks. The RFP is included as an attachment to this report.

Design Services will include preparing a Park Concept Plan for St. James Park and revising and updating the 2014 Kenning Park Plan. Additionally, the selected Consultant will provide Engineering and Landscape Architectural designs for each park for the purpose of construction.

The selected Consultant will be familiar with other relevant city plans and initiatives including but not limited to the 2024-2028 Parks and Recreation Master Plan, the Birmingham 2040 Plan, and City Commission goals and objectives. Scope of work includes concept plan preparation

including meetings with the public, special interest groups, the Parks and Recreation Board and City Commission to garner input and feedback.

The selected Consultant will prepare plans and construction specifications that may include the following features based on public input, the 2024-2028 Parks and Recreation Master Plan, the Birmingham Plan (2040) and City Commission goals and objectives.

- Accessible restrooms
- Accessible walking paths
- Sustainability/Green Infrastructure features
- Landscaping, native gardens, and shade trees
- Seating
- Accessible/Inclusive Playgrounds
- Electrical outlets and potentially lighting within the park areas
- The utilization of conservation-minded design to minimize use of water and chemical controls and maximize positive environmental impact

The selected Consultant will provide construction administration managing all project details for both parks for all stages of construction, anticipated for 2027. Pre-construction duties include design review, bidding oversight and recommendation. Services required during construction include on-site inspections, submittal review, conflict resolution, change order management. The Consultant will be responsible for post construction tasks of project closeout and securing as-builts as well

The request for proposals for Design Services for St. James and Kenning Parks was advertised on the City's procurement website, MITN, during the month of November, with bids due on December 16, 2025. Six firms responded and bid results are displayed in the table below.

Firm	Cost	Alternates Offered
Giffels Webster	\$178,500	\$13,000 (2) restrooms \$900 per mtg fee
OHM	\$244,000	\$30,000 unisex restroom \$600 per mtg fee
Nowak & Fraus	\$289,100	\$22,000 restroom \$10,000 pavilion \$400 per mtg fee
Dul Landscape Architecture	\$298,500	\$2,500 each restroom (pre-fab) \$9,000 topo survey \$600 per mtg fee
HRC	\$513,400	Restrooms, Pavilion per park up to \$120,000 \$2,400 per mtg fee
AEW	\$523,600	Restrooms, grant writing up to \$53,900 \$1,500 per mtg fee

Staff evaluated the six proposals and selected the three most qualified proposals. The Parks and Recreation Board will interview the three firms that submitted these proposals at the January 13, 2026 meeting.

Consultants will present their proposals (up to 10 minute presentations) and respond to 7 questions (10-15 minute Q &A session)

The order of candidates are as follows (alphabetical order based on the name of the firm):

1. Dul Landscape Architecture
2. Nowak & Fraus Engineers (NFE)
3. OHM

Interview questions and evaluation forms are also included in this agenda packet. The forms will be filled out by all seated members of the Parks and Recreation Board at the January 13, 2026 meeting.

ATTACHMENTS:

- Questions for Interviews
- Evaluation Forms
- Design Services for St. James and Kenning Parks RFP
- Consultant Proposals

SUGGESTED ACTION:

To recommend (Firm Name) as the selected Consultant for Design Services for St. James and Kenning Parks to the City Commission for approval.

Design Services- St. James & Kenning Parks
Interview Questions

Parks & Recreation Board Meeting January 13, 2026

1. Can you describe a recent park or public open-space project similar in scale or complexity to ours, and what role your firm played from concept through construction?
2. How do you approach community engagement to ensure the park design reflects diverse user needs, including accessibility, safety, and cultural relevance? ? How do you get people to show up to meetings and how do you rank the priorities from the various groups?
3. How do you balance community input with technical, budgetary, and city policy requirements? Can you give an example?
4. How would you develop distinct identities for two different parks while maintaining consistency with the city's broader parks and open-space goals?
5. What strategies do you use to balance sustainable design (e.g., stormwater management, native planting, climate resilience) with long-term maintenance and operating costs?
6. Based on the RFP, what do you see as the key challenges and opportunities for designing these two parks, and how would you address them?
7. How do you manage schedules, budgets, and coordination with city staff, engineers, and contractors on public-sector projects? What tools or processes do you rely on?

EVALUATION FORM

DESIGN SERVICES- ST. JAMES & KENNING PARKS

The City will utilize a qualifications-based selection process in choosing a Consultant for the completion of this work. The evaluation panel will consist of City staff, board members, and/or any other person(s) designated by the City who will evaluate the proposals.

NAME OF FIRM: _____

REVIEWER: _____

CRITERIA	SCORE
Ability to provide services as outlined	_____ (0-100)
Firm background and personnel qualifications	_____ (0-100)
Related experience with similar projects	_____ (0-100)
Quality of materials proposed	_____ (0-100)
Overall Costs	_____ (0-100)
References	_____ (0-100)
TOTAL	_____ (0-600)
Average= Total /6	_____/100



REQUEST FOR PROPOSALS

Professional Design Services for St. James & Kenning Parks

Sealed proposals endorsed "Professional Design Services for St. James & Kenning Parks", will be received by the Department of Public Services, 851 S. Eton Street, Birmingham, Michigan, 48009, until **December 16, 2025 at 2:00 pm**, after which time bids will be publicly opened and read. Results will be posted on MITN.

Bidders will be required to attend a **mandatory pre-bid meeting on November 19, 2025 at 10:00 am at the Department of Public Services, Birmingham, MI 48009**. Bidders must register for the pre-bid meeting by 4:00 pm November 18, 2025 by contacting Carrie Laird at 248-530-1714 or claird@bhamgov.org.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to provide professional design services to prepare a Park Concept Plan for St. James Park and to revise and update the 2014 Kenning Park Plan. Additionally, to provide Engineering and Landscape Architectural design services for each park for construction purposes. Finally the proposal shall include construction administration for all phases for each park. Qualifying firms must have the appropriate background and experience in Construction/Environmental Engineering and Landscape Architectural design services. This work must be performed as specified in accordance with the specifications contained in the Request for Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or by contacting Carrie Laird, listed below.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until a written agreement has been executed.

Mandatory Pre-Bid Meeting: November 19, 2025 at 10:00 am.
Department of Public Services
851 S. Eton
Birmingham, MI 48009

Pre-bid Meeting RSVP: by 4:00 pm November 18, 2025

Deadline for Submissions: December 16, 2025 by 2:00 pm EST

Contact Person: Carrie Laird
Phone: 248-530-1714
Email: claird@bhamgov.org

RFP Submitted to MITN: November 7, 2025



REQUEST FOR PROPOSALS

Professional Design Services for St. James & Kenning Parks

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INTRODUCTION

For purposes of this request for proposals the City of Birmingham will hereby be referred to as "City" and the private firm will hereby be referred to as "Consultant."

The City is accepting sealed bid proposals from qualified professional firms to provide professional concept plan design and construction/environmental engineering and landscape architect design services for St. James and Kenning Parks. Qualifying firms must have the appropriate background and experience in design services for projects of a similar size and scope.

This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the City's best interest will be served and the City reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by January 27, 2026, pending award at the City Commission meeting on January 26th . An Agreement for services will be required with the selected Consultant. The Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the City.

REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide design services including concept plan preparation with robust public engagement, 3D renderings, and professional construction/environmental engineering and landscape design services for St. James Park and Kenning Park in the City of Birmingham. Services require meetings with and/or presentations to special interest groups and organizations that utilize the parks, the Birmingham senior community, the Parks and Recreation Board, and City Commission. Finally, the bid proposal shall include construction administration for both parks.

Design services are to include deliverables for each park such as park concept plans, topographic surveys, bid documents, site plans, construction plans and specifications. Construction administration for all phases of construction including construction staking are also part of this RFP.

MANDATORY PRE-BID MEETING

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting at the Department of Public Services, 851 S. Eton, Birmingham, MI 48009. This meeting will be held on **November 19, 2025, at 10:00 am. RSVP by November 18, 2025, 4:00 pm.**

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than **December 16, 2025, 2:00 pm.** to:

City of Birmingham
Attn: Carrie Laird
851 S. Eton
Birmingham, Michigan 48009

One (1) original and one (1) copy of the proposal shall be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, "Design Services St. James & Kenning Parks". Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Firms submitting a proposal must complete the attached forms contained herein (see Consultant's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to:

Carrie Laird, 851 S. Eton, Birmingham, MI 48009

OR claird@bhamgov.org

Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions.

3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to bidders and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the City at our sole discretion to the most responsive and qualified bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The City will use a qualification-based selection process in choosing a consultant for the completion of the work. Interviews with firms may be a part of the evaluation process.

An evaluation panel will consist of City staff and any other person(s) designated by the City, such as but not limited to Parks & Recreation Board members, who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined
2. Firm background and personnel qualifications & certifications
3. Related experience with similar projects
4. Quality of materials proposed
5. Overall Costs
6. References

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents.
3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Consultant sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Consultant for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Consultant and shall not be chargeable in any manner to the City.
6. Payment will usually be made within thirty (30) days after invoice. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.
7. The Consultant will not exceed the timelines established for the completion of this project.

CONSULTANT'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B)
 - b. Cost Proposal (Attachment C)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
 - d. Agreement (**executed if selected by the City**).
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. The proposal shall include a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Discuss any ideas, innovative approach, or specific new concepts included in the proposal that would provide a benefit to the City and the environment. It is expected that approval for final concept plans for both locations will occur by June 9, 2026. It is expected the design engineering and project specifications for both locations will be at 100% completion by October 15, 2026.
4. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
5. Provide a list of sub-consultants and their qualifications, if applicable.
6. Provide three (3) client references from past projects, including current phone numbers. At least two (2) of the client references should be for similar projects.
7. Provide statement of acknowledgement that the Consultant will be available according to the proposed timeline.
8. The Consultant will be responsible for transportation to and from the City, as well as within the City for field work, at no cost to the City.

CITY RESPONSIBILITY

1. The City will provide a designated representative to work with the Consultant to coordinate both the City's and Consultant's efforts and to inspect and verify any work performed by the Consultant.
2. The City will provide historical data, any records on file for each location
3. The City will provide access to the City of Birmingham during regular business hours or during nights and weekends as approved by the City's designated representative.
4. The City will coordinate any necessary soil borings.

SETTLEMENT OF DISPUTES

The successful Consultant agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 19 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

INSURANCE

The successful Consultant is required to procure and maintain certain types of insurances. Please refer to paragraph 11 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

CONTINUATION OF COVERAGE

The Consultant also agrees to provide all insurance coverages as specified. Upon failure of the Consultant to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Birmingham shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The Consultant whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandoned all rights and interest in the award and the contract may be awarded to another. The successful Consultant agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful Consultant agrees to indemnify the City and various associated persons. Please refer to paragraph 10 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

CONFLICT OF INTEREST

The successful Consultant is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful Consultant.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Consultant that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

It is anticipated that this project will commence upon award by the City Commission. A pre-project meeting will be scheduled after award to review project schedule.

RFP Submitted to MITN:	November 7, 2025
Pre-Bid Meeting RSVP deadline:	November 18, 2025 by 4:00 pm
Mandatory Pre-Bid Meeting:	November 19, 2025 at 10:00 am
Deadline for Submissions:	December 16, 2025 by 2:00 pm
Award of Bid:	Estimated for January 26, 2026
Project Kickoff:	Work expected to begin upon approval by the City Commission (anticipated to be January 26, 2025)
Anticipated Concept Plan final approval:	June 8, 2026
Design/Specifications Completion:	October 15, 2026
Construction:	Spring/Summer 2027

The Consultant will not exceed the timelines established for the completion of this project.

BACKGROUND

The [2024-2028 Parks and Recreation Master Plan](#) calls for upgrades to both St. James Park and Phase 2 of Kenning Park. St. James requires a new Concept Plan and Kenning requires revisions and updates to its [2014 Park Plan](#).

Kenning Park is the primary recreation complex owned by the City and is home to the recently updated Birmingham Ice Arena. The Birmingham Racquet Club resides at this location as well. Also, Kenning Park underwent upgrades to three ballfields in 2020.

St. James Park is located adjacent to the Birmingham YMCA, 400 E. Lincoln, which the City recently purchased. The City plans to partner with [Birmingham Next](#), the 50+ community center, to occupy the building in the upcoming months. The YMCA may maintain a small presence in the building, but plans to relocate the majority of its services. It is undetermined at this time for the future plans for improvements to the building.

The City may apply for a Michigan Natural Resource Trust Fund grant for the construction of one or both of these parks, and potentially other grant opportunities should they arise such as from Oakland County Parks and Recreation, in order to fund a portion of the design services or construction costs.

SCOPE OF WORK

This section and referenced documents shall constitute the Scope of Work for this project and as such all requirements must be met. The Consultant shall perform the following services in accordance with the requirements as defined and noted herein:

The selected Consultant will work with City staff, the Parks and Recreation Board, City Commission and the public to create concept plans and detailed design drawings for St. James and Kenning Parks.

1. Concept Plan preparation shall be completed including several meetings with the public, special interest groups, Parks and Recreation Board and City Commission.
2. Conduct a topographic survey of both locations.
3. Prepare plans and construction specifications that may include but not limited to the following features based on public input, the 2024-2028 Parks and Recreation Master Plan, the Birmingham Plan (2040) and City Commission goals and objectives.
 - Accessible restrooms
 - Accessible walking paths
 - Sustainability/Green Infrastructure features
 - Landscaping, native gardens, and shade trees
 - Seating
 - Accessible/Inclusive Playgrounds
 - Electrical outlets and potentially lighting within the park areas
 - The utilization of conservation-minded design to minimize use of water and chemical controls and maximize positive environmental impact
4. Apply for permits for the project including City permits (no fee for City permits however, consultant must register with the City).
5. Provide Construction Administration managing all project details for both parks for all stages of construction anticipated for spring of 2027. Pre-construction duties include design review, bidding oversight and recommendation. Services required during construction include on-site inspections, submittal review, conflict resolution, change order management. Responsible for post construction tasks of project closeout and securing as-builts as well.

DELIVERABLES

The Consultant shall provide:

1. Concept Plan development for both parks no later than May 15, 2026
2. 100% of design drawings and bid specifications for both parks no later than October 15, 2026
3. Permit applications for the City of Birmingham
4. Project documents including as-builts

MEETINGS AND PRESENTATIONS

The Consultant shall expect to attend 6-8 meetings with various Boards and City Commission for each park and base their fees accordingly. Additional meetings could be required, see cost proposal to list a per meeting fee.

AGREEMENT

Professional Design Services for St. James & Kenning Parks

THIS AGREEMENT is entered into this ____ day of _____, 2026, by and between the **CITY OF BIRMINGHAM**, whose address is 151 Martin Street, Birmingham, MI 48009 (hereinafter referred to as the City) and _____, a Michigan _____, whose address is _____, (hereafter referred to as Consultant) and the foregoing shall collectively be referred to as the parties, and effective upon the date of the Mayor's signature.

WHEREAS, the City desires to have professional design services including concept development, designs for construction, and construction administration for St. James and Kenning Parks; and

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to provide professional design services to prepare a Park Concept Plan for St. James Park, revise and update the 2014 Kenning Park Plan, provide Engineering and Landscape Architectural design services for each park for construction purposes, and provide construction administration for all phases of construction for each park, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions; and

WHEREAS, Consultant has qualifications that meet the project requirements and has provided a response and cost proposal to perform professional design services including concept development, designs for construction, and construction administration for St. James and Kenning Parks.

NOW, THEREFORE, in consideration of the foregoing preambles, the adequacy of which is acknowledged by and between the parties to this Agreement, the parties agree as follows:

1. MUTUALLY AGREE: It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform professional design services for St. James & Kenning Parks, and the Consultant's cost proposal dated _____, 2025 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. TERM: This Agreement shall have a term of 3 years from the date stated above. The City shall have the right to unilaterally terminate this Agreement on thirty (30) days written notice. In the event of termination, the Consultant shall receive compensation for services to the date the termination takes effect. In the event of termination, the Consultant shall receive compensation for services to the date the termination takes effect and the City shall be entitled to all work performed by the Consultant through such date.

3. TERMS OF PAYMENT: The Consultant will invoice monthly for all labor supplied and work completed. In no event shall invoices be submitted more than 45 days after completion of

services. Submitted invoices shall include the following detailed information: the type of work performed, the time spent on the work, the individual who performed the work and the per hour billing rate charged. The City may, at its sole discretion demand review and the right to request at any time further detailed accounting information for any or all bills. The right to inspection of any bill and invoice shall never be at any cost or billings to the City, nor shall preparation of said invoices be billed to the City or against the general retainer. Payment terms will be net 30 days unless otherwise specified by the City.

4. PERSONNEL: Consultant shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. INSURANCE SUBMISSION REQUIREMENTS: The Consultant has submitted proof to the City that it meets all City insurance requirements. Insurance, with coverage amounts at no less than the City's minimum requirements, must be held by the Consultant throughout the term of this Agreement. Certificates of insurance as stated below will be required no later than five (5) business days from the date of Consultant acceptance of the terms of this Agreement.

6. CONFIDENTIAL AND OR PROPRIETARY INFORMATION: The Consultant that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Consultant recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Consultant agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Consultant shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Consultant further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. INDEPENDENT CONSULTANT: The Consultant and the City agree that the Consultant is acting as an independent contractor with respect to the Consultant role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Consultant nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Consultant shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Consultant shall not be considered entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

8. COMPLIANCE WITH LAWS: Consultant agrees to fully and faithfully carry out the duties of set forth herein using its best efforts in accomplishing all assignments from the City, and further, in addition to upholding all federal, and state laws and applicable codes of professional

conduct to which Consultant is subject, Consultant hereby agrees to be bound by all Federal, State, or City of Birmingham ordinances, rules, regulations and policies as are amended from time to time, and including without limitation the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

9. NON-COMPLIANCE WITH INSURANCE REQUIREMENTS: Failure to deliver and maintain insurance in accordance with the terms of this Agreement will be cause for the City, by and through its City Manager, to terminate this Agreement, or at the City's option, the City may purchase on the open market such required insurance and shall be entitled to charge any additional cost to the Consultant, either by offset to any amounts due and owing Consultant for services provided to the City, or, by separate bill and demand for payment. Nothing in this paragraph shall be deemed to create or be interpreted as establishing a "for cause" termination; Consultant agrees and understands that its engagement is at will and may be terminated by the City Manager for any cause or no cause.

10. INDEMNIFICATION: To the fullest extent permitted by law, the Consultant and any entity or person for whom the Consultant is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on their behalf against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Consultant including its employees and agents, in the performance of this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City.

11. STANDARD INSURANCE REQUIREMENTS: The Consultant shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Consultant shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

For Sole Proprietorships: Consultant shall complete and furnish to the City prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be.

B. Commercial General Liability Insurance: Consultant shall procure and maintain during the life of this Agreement, Commercial General Liability

Insurance on an "Occurrence Basis" with limits of liability not less than **\$2,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Consultant Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

- C. Motor Vehicle Liability: Consultant shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following **Additional Insureds: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.** This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Consultant shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.
- F. Proof of Insurance Coverage: Consultant shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
 - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance, or a signed and notarized copy of the Sole Proprietor Form;
 - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
 - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance, if applicable;
 - 5. If so requested, Certified Copies of all policies mentioned above will be furnished.
- G. Maintaining Insurance: Upon failure of the Consultant to obtain or maintain such insurance coverage for the term of the Agreement, the City of

Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

12. WRITTEN NOTICES: Written notices regarding this Agreement shall be addressed to the following:

City: City of Birmingham
151 Martin St
Birmingham, Michigan 48009
Attn: Scott D. Zielinski, P.E.

Consultant:

Attn: _____

13. AMENDMENTS: No amendment, modification or supplement to this Agreement shall be binding unless it is in writing and signed by authorized representatives of the parties.

14. WAIVER OF BREACH: No waiver by either party of any breach of any of the terms, covenants or conditions herein contained by the other party shall be construed as a waiver of any succeeding breach of this same or of any other term, covenant or condition.

15. COMPLETE AGREEMENT: The parties agree that the conditions set forth in this Agreement sets forth all terms and conditions of Consultant agreement with the City of Birmingham. This Agreement supersedes all prior agreements or understandings between the parties. There are no promises, conditions or understandings other than those stated herein, and, that any prior negotiations, terms or conditions discussed between the City and the Consultant shall not constitute a part of this Agreement. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

17. DIRECT OR INDIRECT INTEREST: If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Consultant, the City shall have the right to terminate this Agreement without further liability to the Consultant if the disqualification has not been removed within thirty (30) days after the City has given the Consultant notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

18. FAILURE TO PERFORM. If Consultant fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

19. LEGAL PROCEEDINGS: Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

20. RESPONSE TO REQUESTS FOR PROPOSALS: The Consultant shall be held to and bound by all terms, conditions, warranties and representations which it made in its written response dated _____, to the City's Request for Proposals dated November 7, 2025 (attached hereto as Attachment "A"). In the event of a conflict in any of the terms of this Agreement and the Consultant's _____ response, the terms of this Agreement shall prevail.

21. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto agree to be bound by the above terms and conditions, and Consultant, by its authorized signature below, expressly accepts this Agreement upon the above provided terms and conditions contained in this Agreement as of the date provided below.

CONSULTANT:

By: _____

Its: _____

STATE OF MICHIGAN)

) ss:

COUNTY OF OAKLAND)

On this _____ day of _____, 2026, before me personally appeared _____, who acknowledged that with authority on behalf of _____ to

do so he/she signed this Agreement.

Notary Public

County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

CITY OF BIRMINGHAM:

By: _____
_____, Mayor

Date: _____

By: _____
Alexandria D. Bingham, City Clerk

Date: _____

APPROVED:

Jana L. Ecker, City Manager
(Approved as to substance)

Scott D. Zielinski, P.E., Director of Public Services
(Approved as to substance)

Mary M. Kucharek, City Attorney
(Approved as to form)

Mary J. Chavez, Finance Director
(Approved as to financial obligation)

ATTACHMENT B - BIDDER'S AGREEMENT
Professional Design Services for St. James & Kenning Parks

In submitting this proposal, as herein described, the Consultant agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

PREPARED BY
(Print Name)

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

ATTACHMENT C - COST PROPOSAL-St. James Park

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant's Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
St. James Park	BID AMOUNT
Concept Plan Development including 3D Renderings	
Topographical Survey	\$
Construction Plans	\$
Specifications	\$
Permits (other than City)	\$
Meetings (6-8)	\$
Construction Administration	\$
Miscellaneous: Any other items not listed above. Describe below or attach:	\$
Sub Total Base Bid Amount (St. James Park)	\$
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee	
Other (please describe below or attach)	\$

ATTACHMENT C - COST PROPOSAL- Kenning Park
Professional Design Services for St. James & Kenning Parks

FEE PROPOSAL	
Kenning Park	BID AMOUNT
Updated Concept Plan Development including 3D Renderings	
Topographical Survey	\$
Construction Plans	\$
Specifications	\$
Permits (other than City)	\$
Meetings (6-8)	\$
Construction Administration	\$
Miscellaneous: Any other items not listed above. Describe below or attach:	\$
Sub Total Base Bid Amount (Kenning Park)	\$
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee	
Other (please describe below or attach)	\$
Grand Total	BID AMOUNT
St. James Park Sub Total Base Bid	\$
Kenning Park Sub Total Base Bid	\$
Total Base Bid	\$

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for St. James & Kenning Parks

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

PREPARED BY
(Print Name)

TITLE

AUTHORIZED SIGNATURE

COMPANY

ADDRESS

NAME OF PARENT COMPANY

ADDRESS

TAXPAYER I.D.#



LANDSCAPE ARCHITECTURE

212 Daines Street
Birmingham, MI 48009
248.644.3410
duldesign.com

Integrating Nature with Exceptional Design.



ST. JAMES & KENNING PARKS

Birmingham, Michigan

PROPOSAL for Landscape Architectural Services

December 16, 2025

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*Booth Park
Conceptual Hand Graphic*

FIRM INTRODUCTION

DUL LANDSCAPE ARCHITECTURE is pleased to present our qualifications for professional design, construction bid documents, and construction administration services for the redevelopment of both St. James and Kenning Parks in Birmingham, Michigan. We offer superior knowledge, creativity, experience, consistency, and enthusiasm. Our team of landscape architects will work with the City staff, Parks & Recreation Board, City Commission, and public interest groups to formulate a vision that will reactivate the parks as a catalyst of the community and recreational focal point of each neighborhood.

For over 45 years, our team has earned a reputation as being leaders in our profession relating to creative design and construction management. Our design process begins with a study of each site as its own. A site-specific design is crafted that thoughtfully integrates architectural, cultural, and natural elements together into one cohesive space. Once a design is approved among the stakeholders, our firm brings a wealth of knowledge and passionate level of quality and consistency throughout each phase of the project.

Dul Landscape Architecture is an award-winning, Birmingham based, design firm known for creating memorable people-oriented exterior spaces. We are advanced in smart design, sustainability, and provide effective in-house graphic communication skills (2D & 3D renderings) perfect for enhanced communication and consensus building among stakeholder groups. With years of experience leading projects from start to finish, consistent communication between the landscape architect and the client has proved to be a crucial part of each project's success.

Years of practice have set our multi-generational firm apart. Our clients have brought us in on projects across all industries and scales: from city parks to lake front properties, schools to churches, hospitals to corporate headquarters, and manufacturing facilities to shopping centers, our team has a breadth of experience. Designing and constructing spaces of all scales and budgets has allowed us to learn what works, and what doesn't. Our diverse portfolio has taught us to understand how outdoor spaces function and how people use them. We don't just help sell a pretty dream and packet of drawings; we excel at bringing it to life with exceptional site and landscape designs that stand the test of time and last for generations to come.

PROJECT UNDERSTANDING

THE CITY OF BIRMINGHAM has a reputation of excellence and commitment to providing top-notch community park services. The City takes pride in being a walkable community that fosters a connected and healthy lifestyle through support and promotion of its accessible natural resources.

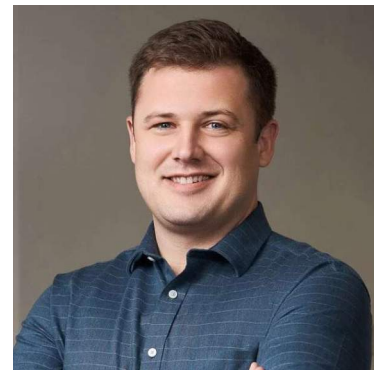
St. James & Kenning Parks are in need of strategic and comprehensive updates to better align with the Parks & Recreation Master Plan. Both parks have fallen out of the top tier of the Birmingham park system, yet both are integral pieces of large, active neighborhoods with adjacent public service buildings. Based on community input, the Master Plan has identified these two parks as the next areas of prioritized improvement. They shall be updated with improved facilities that are inclusive and accessible to a wide range of users. Desired park elements include: recreational open space, sports amenities, improved walking paths, sustainable infrastructure, universal playgrounds, added seating and rest areas, powered gathering/event spaces, enhanced native landscaping, shade trees, and best-practice maintenance procedures with minimal negative environmental impacts.

The landscape architect will be tasked with leading a creative design, community engagement, construction documentation, bidding, and implementation processes for the redevelopment of each park. Throughout each phase, our team will provide clear and concise communication to lead the City and stakeholders through all enhancements. The results shall meet or exceed the standards set with our prior execution in the crafting of Adams Park & Booth Park.



LEADERSHIP TEAM

We've established a leadership team for the continuity of excellence that our clients expect. Michael J. Dul, President Emeritus, crafted the core values that embody the team today: Creativity, Quality, Passion, Trust, and Client Satisfaction. Patrick Funke and Timothy Shoemaker now lead the firm, using their extensive full-cycle project experience, while bringing new products, technologies, and solutions to our clients. Together our leadership team provides a solid foundation for maintaining the firm's values, processes, management, and reputation.



MICHAEL J. DUL PLA, ASLA Founding Partner, President Emeritus

For over 45 years, Michael has demonstrated a passion for landscape architecture through his portfolio of completed projects. Creativity, understanding of natural systems, and a detailed eye for the built environment have enabled him to produce site-specific solutions. Clients include corporations, municipalities, institutions, developers and high-end residential.

Michael graduated from Michigan State University with a BS in Landscape Architecture and the ASLA Certificate of Honor for Excellence in the Study of Landscape Architecture. He's been a licensed Landscape Architect in the State of Michigan since 1977.

Under Michael's leadership, the firm has received numerous recognitions and design awards from Michigan Chapter of American Society of Landscape Architects, American Association of Nurserymen, Michigan Concrete Association, Michigan Nursery & Landscape Contractors Association, and several other local organizations and publications.

LEADERSHIP TEAM

PATRICK M. FUNKE PLA, ASLA, CNSP
Partner & Project Manager

Patrick joined the firm in 1995 and brings creative design concepts to life through his project management skills. He monitors construction quality, timelines and budgets to help ensure that projects meet our exceptional design and quality standards. A skilled communicator, Patrick leads field operations for the firm and consistently exceeds client expectations.

Patrick earned the ASLA Certificate of Honor for Excellence in the Study of Landscape Architecture, along with his Bachelors in Landscape Architecture from Michigan State University. He's been a licensed Landscape Architect since 2002 and is a Certified Natural Shoreline Professional in the State of Michigan.

TIMOTHY F. SHOEMAKER PLA, ASLA
Partner & Project Manager

Since joining the firm in 2014, Tim has completed a variety of residential and commercial projects applying his design, computer graphics, and project management skill set to produce site-specific solutions. He also leads sales and marketing for the firm.

Tim graduated with a Bachelors of Landscape Architecture from Michigan State University, where he was a member of the Sigma Lambda Alpha Honors Society for Landscape Architecture. He's been a licensed Landscape Architect in the State of Michigan since 2017.

TEAM STRUCTURE – YOUR PROJECT

Tim will serve as the project lead and main contact for these projects:
tshoemaker@duldesign.com, Mobile (734) 320 1313, Office (248) 644 3410.

The full DUL team will collaborate for each phase to ensure the project's design quality and timelines are met. Our staff and sub-consultants will be involved throughout all processes to assist with graphic communication, contract documents, cost estimates, and in-field work.

DESIGN TEAM

MICHAEL JACOBS PLA

Landscape Architect

Michael joined the firm in 2021, with many years of experience working with clients, contractors, design professionals and municipalities building thoughtful and high-performing spaces. His design skills and keen understanding of the built environment allow him to implement projects that successfully achieve the client's goals and aspirations. Michael holds Master's degrees in both Architecture (MArch) and Landscape Architecture (MLA) from the University of Pennsylvania. He's been a licensed Landscape Architect in the State of Michigan since 2020.

BRENDAN BRITT

Landscape Designer

Brendan interned with our firm for two years prior to joining full-time in 2024. He specializes in the application of computer and graphics skills throughout the design process. His communication skills and design background are utilized to manage site construction projects for the firm. Brendan graduated from Michigan State University with a Bachelor's Degree in Landscape Architecture. A member of the Michigan State Landscape Architecture Club, he also served two years on the executive board of his fraternity.

NATHAN HIGLEY

Landscape Designer

Nate joined the firm full-time in 2024 after interning with us the two previous summers. In 2023, he graduated from Michigan State University with a Bachelor's Degree in Landscape Architecture, accompanied by a double minor in Horticulture and Environmental Science & Sustainability. His organizational skills are utilized to provide thorough design and construction documents while managing site construction projects in the field.

MATTHEW BAYER

Landscape Designer

After completing his internship with our firm, Matthew joined the team full-time in 2024. He earned his Bachelor's Degree in Landscape Architecture from Michigan State University in 2023, including a Minor in Horticulture. He's excited to now apply that background to a variety of projects, using a touch of his own artistic style. MIASLA recognized Matthew with a Student Honor Design Award for his work on a Belle Isle restoration project. This award showcases his innovative and creative approach, with a commitment to sustainable design.



CONSULTANT TEAM

PRIORITY ENGINEERING, LLC

Priority Engineering will be an integral part of the team as experts in surveying, site civil design, and stormwater management. They strive to make their clients a daily priority, providing them with a foundation built on honesty, integrity, and communication. Priority Engineering's leadership combines over half a century of experience utilizing trendsetting innovation to efficiently provide cost effective designs while continuously keeping their clients informed and part of the team.



ANOTHONY B. THOMAS PE - *President*

Anthony has more than three decades of experience and is a seasoned engineering professional at the forefront of designing and driving capital programs for infrastructure renewal. He excels in pinpointing current needs and orchestrating transformative improvement initiatives, earning accolades for implementing comprehensive infrastructure programs. Having served as an owner's representative on multiple multimillion-dollar projects, Anthony's work ethic reflects his unwavering commitment to excellence. His extensive background as a project engineer, project manager, and regional office manager for an ENR top 500 engineering firm highlights his proficiency in delivering exceptional services across diverse markets.

TEON C. SUJAK PE - *Vice President*

With more than 30 years of civil engineering experience, Teon has established a career defined by strong technical capability, practical problem-solving, innovative design solutions, and long-standing client partnerships across Southeast Michigan. After founding and successfully operating his own civil engineering firm for more than 17 years, he brings extensive expertise in site development, municipal infrastructure, and regional project execution to Priority Engineering. His portfolio includes leading complex, multi-disciplinary projects, directing teams from early planning through construction, and maintaining a hands-on, results-oriented approach that supports community objectives. Since joining Priority Engineering in January 2025, he has continued to leverage his deep industry knowledge and entrepreneurial perspective to advance infrastructure programs throughout the region and deliver consistently high-quality outcomes for clients.

BRET A. HART PE - *Vice President, COO*

Bret is the Chief Operating Officer for Priority Engineering. With more than 24 years of experience, Bret is a technical expert in Land Development and Rehabilitation Projects from concept to construction. His expertise covers all aspects of project management and development of a multitude of projects such as road design, utility design, earthwork, permitting with local, state, and federal agencies and bid assistance. Bret is certified in multiple departments of transportation software packages as well as having a mastery in a multitude of others.

OUR PROVEN PROCESS

1.0 PRELIMINARY DEVELOPMENT

- A. Program Statement
- B. Base Plan & Site Survey
- C. Site Analysis & Evaluation
- D. Conceptual Ideas
- E. Preliminary Master Plan
- F. 2D & 3D Renderings
- G. Materials Review
- H. Probable Cost Projections

1.0

2.0

2.0 CONSTRUCTION DOCS.

- A. Graphic Documents
Existing Conditions, Demolition,
Grading & Drainage, Site Layout,
Site Details, Planting, Irrigation,
and Lighting Plans
- B. Material Schedules
- C. Specification

3.0

3.0 MUNICIPAL APPROVAL

- A. Ordinance Review
w/ Consultant Meetings
- B. 2D & 3D Graphics & Diagrams
- C. Public Meeting Representation
- D. Building Official Interface

4.0

4.0 IMPLEMENTATION

- A. Owner Representation
- B. Bid Proposal Forms &
Solicitation of Costs
- C. Contract Award
- D. Construction Management
& Scheduling
- E. Financial Monitoring
- F. Product Ordering

5.0

5.0 POST CONSTRUCTION

- A. Final Review & Punch Lists
- B. As-Built Drawings
- C. Warranty Certifications
- D. Maintenance Guidelines

WORK PLAN

Our team's services will be provided in phases and outlined in further detail as follows for each, St. James and Kenning Parks:

	<i>Estimated Timeline:</i>
• <i>Topographic Survey & Existing Site Analysis</i>	01/27/26 – 02/17/26
• <i>Conceptual Plan Development</i>	01/27/26 – 05/15/26
• <i>Construction & Bid Documentation</i>	06/09/26 – 10/15/26
• <i>Construction Administration</i>	04/01/27 – 11/01/27

WORK PLAN – TOPOGRAPHIC SURVEY & SITE ANALYSIS

Current Estimated Timeline for this Phase:
January 27th, 2026, through February 17th, 2026

TOPOGRAPHIC SURVEY: A topographic survey will be completed for each site, defining existing boundaries, topography, easements, utilities, hardscapes, recreation facilities, site amenities, trees, and landscape plantings. Any City provided documentation will be incorporated into the survey and supplemented as needed to provide accurate, up-to-date existing conditions to facilitate the design process.

OWNER INTERFACE & UNDERSTANDING: We will meet with the City staff to further understand the project scope requirements and develop a comprehensive program statement focused on understanding of the vision, issues, concerns, wants, and wishes for each park.

SITE ANALYSIS: In graphic format, we will review and analyze each component of the site. Focus will include condition of existing site elements & amenities, vehicular and pedestrian circulation, image area strengths and weaknesses, visible drainage and soil concerns, sun/shade patterns, utility review, required buffers, and existing plant material evaluations. Views, sight lines, slopes, drainage patterns, topography, site access points, trees, screening, and visible utilities will be studied. A comprehensive study of the City's Parks & Recreation Masterplan will be completed in this phase to ensure conformance with the established short-term and long-term goals.

PRESENTATION DRAWINGS: Color 2D presentation drawings and images.

OWNER REVIEW & DISCUSSION MEETINGS: *As needed, to establish clear and consistent programming and understanding of the project's scope.*

WORK PLAN – CONCEPTUAL PLAN DEVELOPMENT

Current Estimated Timeline for this Phase:

January 27th, 2026, through May 15th, 2026.

Concept Plan Approval Date (by City) June 8th, 2026.

COMMUNITY ENGAGEMENT: Host and participate with neighborhood and community groups to gather input for program statement. Our team will facilitate meeting outlines, questionnaires, and provide summaries of provided input.

CONCEPTUAL SITE PLAN: Our team will develop a Conceptual Site Plan for each park that embodies the City’s guidelines and establishes appropriate design direction. The following elements will be included (but not limited to): recreational open space, sports amenities, improved walking paths, sustainable infrastructure, universal playgrounds, added seating and rest areas, powered gathering/event spaces, drinking fountains, site furniture, potential site lighting, potential restrooms, and tree & landscape plantings. All design elements will focus on accessibility, inclusivity, sustainability, safety, effective storm-water management, and have minimal negative environmental impact. The design will focus on creative integration of the park elements into the site and overall improvement of neighborhood and community usage.

PRESENTATION DRAWINGS: Color 2D presentation drawings and 3D imagery (still shots and video fly-throughs) used for City review meetings, interest group reviews, and possible fundraising efforts. Both 2D and 3D graphics will be formatted to allow for City distribution, print and digital media, as needed.

MATERIAL SELECTIONS: *Proposed materials will be recommended for all hardscape and landscape elements. Samples can be obtained as needed.*

PRELIMINARY COST ESTIMATE: A cost estimate (opinion of probable construction costs) will be developed for the anticipated installation cost of the proposed design. Costs will be broken down into unit prices for review. A conceptual phasing plan can be reviewed based on budget updates.

REVIEW & DISCUSSION MEETINGS: *(8) in-person meeting allotment in this phase with City staff, Parks & Recreation Board, City Commission, and public interest groups.*

REVISIONS: Revisions will be provided based on feedback.

WORK PLAN – CONSTRUCTION DOCUMENTATION

Current Estimated Timeline for this Phase:
June 9th, 2026, through October 15th, 2026

Conceptual design drawings will be updated and converted into a bid document set for soliciting contractor's costs.

CONSTRUCTION LAYOUT PLAN: Site elements such as signage, walkways, patios, ornamental paving, playgrounds, sports courts/fields, recreation areas, walls, curbs, planters, benches, etc. will be included.

GRADING & DRAINAGE PLAN(s): Grading and drainage for the parks will be developed in collaborative efforts by the team's Landscape Architect & Civil Engineer for the approved design. Our prepared plan will be submitted to the City for internal review as needed to fulfill any permitting requirements.

CONSTRUCTION DETAILS: Plans, sections, and elevations will detail the hardscapes and site elements within the approved design.

MATERIAL SCHEDULES: Including proposed quantities.

PLANTING PLAN & PLANTING DETAILS

IRRIGATION PLAN

LANDSCAPE LIGHTING PLAN

SPECIFICATIONS: Directly on the drawing sheets.

MAINTENANCE GUIDELINES: Comprehensive manual of maintenance guidelines.

WORK PLAN – CONSTRUCTION ADMINISTRATION

Current Estimated Timeline for this Phase:

Commence Construction Spring of 2027

This phase includes project administration services for site construction based on documents prepared by our firm. These services include, but are not limited to, the following:

PRICE SOLICITATION: Our firm will prepare Bid Proposal forms for soliciting contractors' pricing of applicable trades and specific scopes of work. Provide subcontractor and selected bidders list for each specialty and category. Additionally, we will respond to any RFI's, prepare contracts, assist the Owner with the awarding of Subcontractor/Owner contracts, and attend any required pre-bid & post-bid meetings.

CONSTRUCTION ADMINISTRATION SERVICES: We will perform regular site trips to review the progress of the landscape and site development (not intended to provide supervision of contractors' work). Supervision, coordination, construction means, methods, techniques and safety fall solely to contractor responsibility and are not the responsibility of Dul Landscape Architecture. We will determine, in general, if the work-in-progress, when fully complete, will conform to the plans. Other administrative items will include review of submittal and shop drawings and coordination with the City's project manager, the general contractor, suppliers, and subcontractors as needed. We will monitor project schedule and project finances throughout the duration of construction.

FINAL APPROVALS/WARRANTY PROVISIONS: The Landscape Architect will provide an irrigation zone as-built map, initial irrigation programming during "grow-in" period, provide maintenance recommendations, secure final inspections and approvals with the City, as-built survey, and punch list(s). We will also set guidelines and expectations for the warranty periods defined for each trade.

FEE PROPOSAL

ST. JAMES PARK

TOPOGRAPHIC SURVEY	\$5,500
<i>Full Park - Including internal review meetings with city staff as required.</i>	

CONCEPT PLAN DEVELOPMENT	\$32,000
<i>Including 2D & 3D graphics, and 6-8 public/City committee meetings.</i>	

CONSTRUCTION DOCUMENTATION	\$47,500
<i>Including internal review meetings, specifications, and City permitting.</i>	

CONSTRUCTION ADMINISTRATION	\$50,000
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SUB TOTAL BASE BID:	\$135,000
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ADDITIONAL SERVICES (St. James Park):

Additional per Meeting Fee	+\$600 / each
<i>Includes 2 DUL team members</i>	

<i>Add Pre-Fab Restroom Facilities to Plan Set</i>	<i>+\$2,500</i>
--	-----------------

**** All above fees are also submitted in the City provided *Attachment C***

FEE PROPOSAL

KENNING PARK

TOPOGRAPHIC SURVEY <i>Western & Southern +/- 10 acres of park area - Including internal review meetings with city staff as required.</i>	\$9,500
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CONCEPT PLAN DEVELOPMENT <i>Including 2D & 3D graphics, and 6-8 public/City committee meetings.</i>	\$38,500
--	----------

CONSTRUCTION DOCUMENTATION <i>Including internal review meetings, specifications, and City permitting.</i>	\$57,500
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CONSTRUCTION ADMINISTRATION	\$58,000
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SUB TOTAL BASE BID:	\$163,500
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ADDITIONAL SERVICES (Kenning Park):

Additional per Meeting Fee <i>Includes 2 DUL team members</i>	+\$600 / each
--	---------------

<i>Add Pre-Fab Restroom Facilities to Plan Set</i>	+\$2,500
--	----------

<i>Full Park Topographic Survey (add +/- 12 acres of North and East sides)</i>	+\$9,000
--	----------

*** All above fees are also submitted in the City provided **Attachment C***

GRAND TOTAL BID

ST. JAMES PARK – SUB TOTAL	\$135,000
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KENNING PARK – SUB TOTAL	\$163,500
--------------------------	-----------

TOTAL BASE BID:	\$298,500
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TERMS OF SERVICE

Invoices shall be submitted monthly for that portion of the work performed and shall be payable upon receipt. If the invoice is not paid within 60 days of the invoice date, it shall be considered delinquent and from that time forward will be charged 1.5% per month until paid in full.

The contract may be terminated at any time, by either party, ten days after written intent to do so. In the event of termination, Dul Landscape Architecture shall be paid for services performed.

To the maximum extent permitted by law, the Client agrees to limit Dul Landscape Architecture's liability for the Client's damages to the sum equal to our professional fee. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

The Owner acknowledges that the construction documents, including electronic files, as the work papers of the Dul Landscape Architecture and the Dul Landscape Architecture's instruments of professional service. Ownership will not be transferred to Client.

REIMBURSABLES

Vehicular travel for design related meetings and construction administration is included in the above fees.

Printing will be reimbursed at cost with submitted estimates prior to printing.

ADDITIONAL SERVICES & CURRENT HOURLY RATES

Approved additional services, if required, such as: revisions to the construction drawings or 3D model after completion of the plans will be invoiced at our current hourly rate schedule:

Project Manager \$175, Landscape Architect \$150, Sr. Landscape Designer \$125, Landscape Designer \$100, Draftsperson \$85.

Hourly rate schedule may be subject to change January 1, 2028

ACCEPTANCE

This document is valid for 90 days from the date shown.

To approve this proposal, please return an executed copy to our office at your earliest convenience.

Please feel free to phone our office at (248) 644-3410 or Timothy's cell (734) 320-1313 should you have any questions or concerns about this proposal.

Thank you for the opportunity to collaborate with the City of Birmingham on bringing comprehensive updates to these valuable community green spaces. We are excited about these projects and look forward to delivering efficient service, high-level designs, and leading these parks into their new eras.

Sincerely,

Dul Landscape Architecture

Timothy F. Shoemaker

Timothy F. Shoemaker Partner PLA, ASLA

Approved by

Name

Date

FEATURED WORKS – ADAMS PARK, Birmingham, MI



Adams Park is the result of years-worth of efforts put in by neighborhood residents, community groups, a nearby school, and the City of Birmingham. Dul Landscape Architecture (formerly referenced as Michael J. Dul & Associates) facilitated the park planning efforts from 2015 through its completion in 2022. Our team listened closely to input from a wide variety of stakeholders turning their ideas into a shared vision and plan for reactivating this underused park, located in the heart of the neighborhood.

After much planning work, funding was designated for the project in 2021. Through a rigorous cost estimating process and hands-on engagement with the City and community, DUL developed the conceptual park plan into a detailed set of construction documents.

FEATURED WORKS – ADAMS PARK, Birmingham, MI



Graphic communication in the form of plans, reference images, and conceptual renderings (as seen above) provided a clear design direction and inspired further funding and resources to be allocated toward the project, through grants and donations. (A 3D Fly-Through Video can be found on our website @ DulDesign.com)

FEATURED WORKS – ADAMS PARK, Birmingham, MI



Our team facilitated the bid process and engaged several qualified contractors to submit bids, ensuring fair and competitive pricing. Under a fast-paced summer timeline, DUL oversaw all aspects of the project: coordinating daily with City staff and contractors to make sure the resulting park would remain within budget, meet required deadlines, and exceed community expectations.

FEATURED WORKS – ADAMS PARK, Birmingham, MI

In Fall 2022, Adams Park opened to the public and instantly become a treasure amongst neighborhood residents and visitors alike. Through skillful design, we were able to create a variety of useful and comfortable spaces that fulfill the needs of parks users young and old. Park entrances and walkways, as well as carefully selected furniture and play equipment (*Landscape Structures / PENCHURA*) assure that people of all means, ages and abilities can access all that the park has to offer.

At the ribbon cutting ceremony, the City was awarded a \$100,000 grant from the Oakland County Parks and Recreation Community Park and Trail Grant Program.



FEATURED WORKS – BOOTH PARK, Birmingham, MI



Michigan Chapter ASLA Award Winner:
Merit Award for Design & Legacy Merit Award for outstanding works that have been built and provide a lasting impact on community for more than 15 years (and counting).

- LEGEND
- | | |
|-----------------------------|---------------------------|
| A LABYRINTH GARDEN | G FUTURE BRIDGE |
| B ARTIFICIAL TURF HILL | H RIVERBANK STABILIZATION |
| C COMMUNITY BUILT PLAYScape | I SLED HILL/AMPHITHEATER |
| D TUNNEL | J PICNIC SHELTER |
| E DONOR WALL | K ICE SKATING |
| F WAVE WALL/LAWN WAVES | L RAIN GARDEN |
| | M TRAIL CONNECTOR |

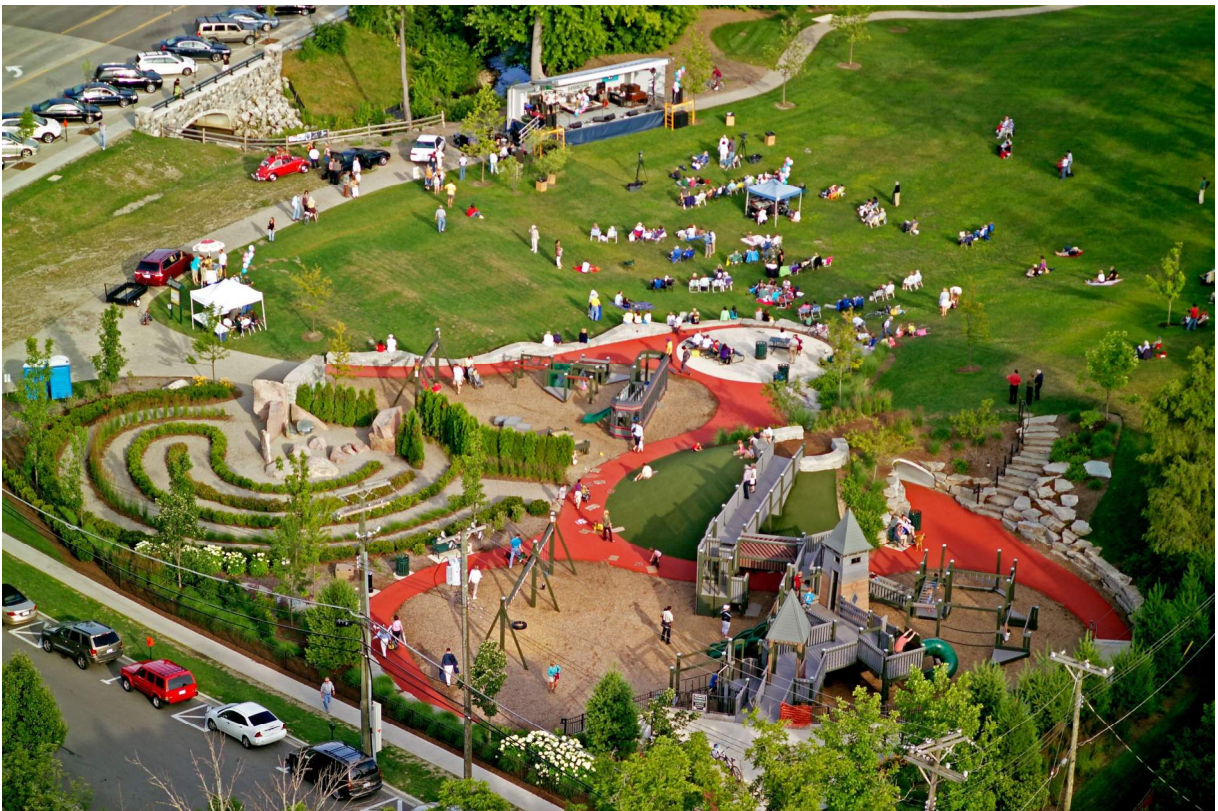


Designated for improvement as part of a recreational master-planning process, this pivotal property straddles an active shopping district, a residential neighborhood, and the wooded banks of the Rouge River. In effort to activate the site, Dul Landscape Architecture proposed a multitude of new uses that would appeal to a broad audience. A custom playground, an amphitheater for concerts and events, and a sledding hill provide year-round activity, while the trailhead and restored riverbank areas offer more passive recreational opportunities.

FEATURED WORKS – **BOOTH PARK**, Birmingham, MI



Booth Park formerly consisted of an outdated playground, an underused ball field, and lacked identity. The +5 acre parcel was rich with potential and was easily accessible to many members of the community.



Our team led the effort to envision, design, and implement a much more dynamic and inviting park space in the center of town, drawing in countless visitors, and contributing to the economic and social viability of the city.

FEATURED WORKS – BOOTH PARK, Birmingham, MI



“Countless landscape projects are testimony to Michael Dul’s commitment to the environment. In my hometown of Birmingham, Booth Park was transformational. With its sculpted landforms, the space is now an impactful landmark and a valued social destination for the city and region. Dul brings impeccable care to all his projects, injecting high-quality site design, plant selection and implementation. I consider it a privilege to see his professionalism improve my community and many others across Michigan.”

-Robin Boyle
Professor Emeritus of Urban Planning,
Wayne State University, Detroit, MI

Member (and previous Chair) Planning Board,
Birmingham, MI

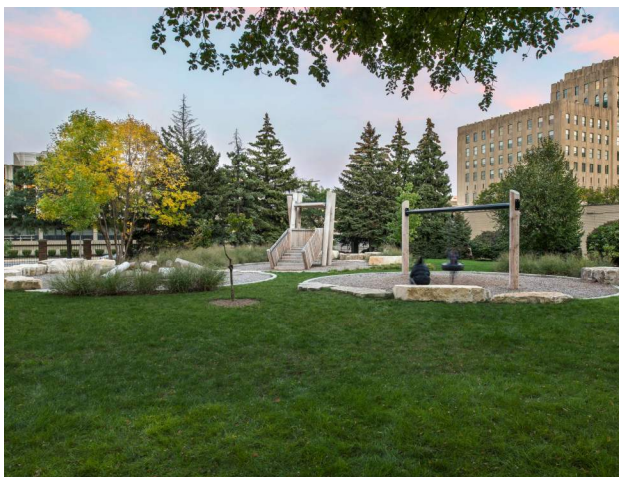
FEATURED WORKS – **BOOTH PARK**, Birmingham, MI

The one-of-a-kind play area includes many custom features that creatively engage the senses of children and adults alike, making Booth Park a destination within the community and the broader region. The topography of the site provided opportunities to integrate play areas with grade-level changes. Tunnels, bridges, boulder outcroppings, rolling lawns, undulating walls, and slide features were sculpted into the earth in a way that excites children and encourages year-round activity. The park now serves as anchor for this part of town, generating foot traffic for businesses and stimulating further private and public development of adjacent properties. Booth Park has become a beloved part of the community, prompting continual support and attracting crowds and visitors on a regular basis.



FEATURED WORKS – **PALLISTER PARK**, Detroit, MI

In the heart of Detroit's New Center Area, this children's play space functions as an important amenity for the established bordering neighborhood. Mature canopy trees beautifully integrate and help delineate the space into an elegant playground setting. Skillful placement allows the play structures to melt into the landscape. The effect? They easily integrate into the identity of this transformed urban open space. Visitors to the playground enjoy not only their park experience but also the incredible New Center skyline.



Strategically placed rock outcroppings provide natural playscape features and function as perimeter seating. Poured-in-place concrete borders define straightforward but graceful forms and help contain the wood fiber mulch. Generous masses of ornamental grasses add soft texture throughout the playscape. This simple plant palette unifies the man-made and natural elements and welcomes neighbors into the park.

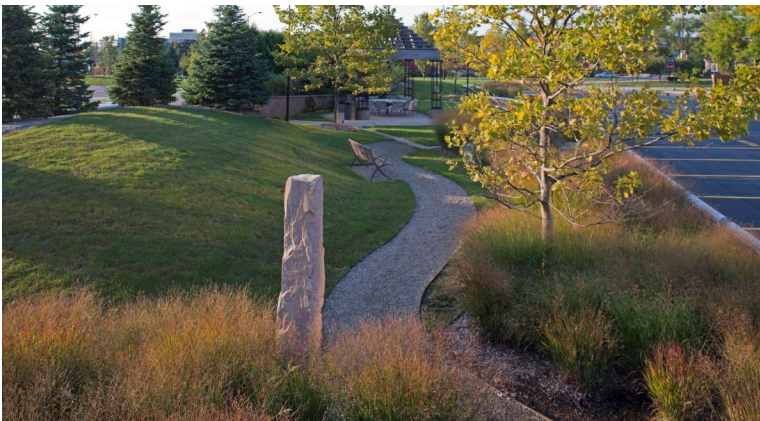
FEATURED WORKS – LOCAL POCKET PARKS



Birmingham Fire Station
*Adams Rd.
Birmingham, MI
(left)*

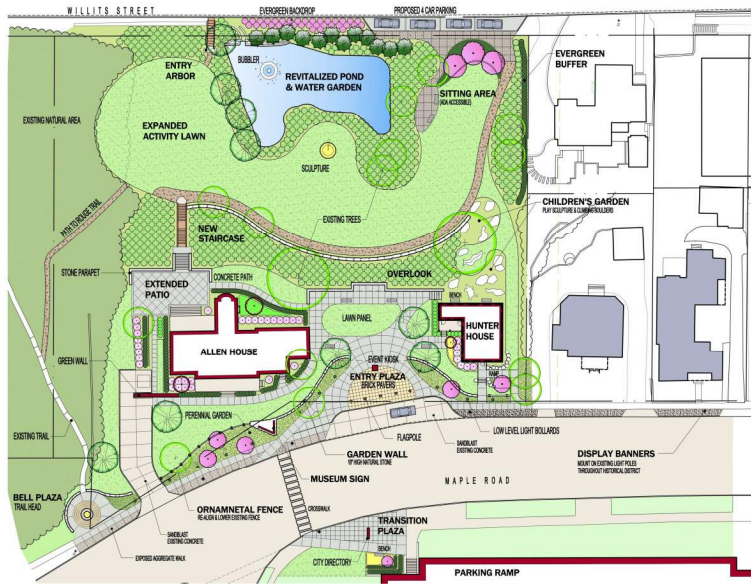
Pocket Park
*Old Woodward Ave.
Birmingham, MI
(middle left)*

Pocket Park
*Brown St.
Birmingham, MI
(middle right)*



eTitle
*Big Beaver Road
Troy, MI
(left)*

FEATURED WORKS – BIRMINGHAM COMMUNITY PROJECTS



The Birmingham Museum
Master Plan
Maple Road
Birmingham, MI
(left)



Holy Name Playground
Harmon Street
Birmingham, MI
(left)

A 3D Fly-Through Video can be found on our website @ DulDesign.com



The Community House
Bates Street
Birmingham, MI
(left)

REFERENCES

City of Birmingham, Michigan

- **Jana Ecker**, City Manager, (248) 530-1811
151 Martin Street, Birmingham, Michigan 48009
- **Carrie Laird**, Parks & Recreation Manager, (248) 530-1714
851 South Eton Street, Birmingham, Michigan 48009

Bloomfield Township, Michigan

- **Andrea Bibby**, Director of Planning, Building & Ordinance, (248) 433-7795
4200 Telegraph Road, Bloomfield Township, Michigan 48303

City of Bloomfield Hills, Michigan

- **Dave Hendrickson**, City Manager, (248) 644-1520
45 East Long Lake Road, Bloomfield Hills, Michigan 48304

eTitle

- **Linda Orlans**, eTitle Founder & Executive Chair, (248) 502-1550 (and Birmingham Resident)



“Based on his landscape designs demonstrating his command of plant and construction material, Michael J. Dul was asked by the City to incorporate specific features - flag display, honors fallen fireman, historic bell from the original fire station - with an innovative and compelling design. The final project design exceeded all expectations and established the foundation for a lasting community urban space. His masterful blend of hard and soft lines and textures provides an inviting and treasured visual experience.”

*-Patricia Voelker
Birmingham Fire Station Project*

*(former) Community Director of Birmingham and
(former) Director of Planning, Building &
Ordinance for Bloomfield Township*



LANDSCAPE ARCHITECTURE

212 Daines Street
Birmingham, MI 48009
248.644.3410
duldesign.com

WANT TO LEARN MORE?

Please visit our website to learn more about our diverse portfolio, our creative work process and services, our team, and list of achievements:

DulDesign.com

Integrating Nature with Exceptional Design.

ATTACHMENT B - BIDDER'S AGREEMENT
Professional Design Services for St. James & Kenning Parks

In submitting this proposal, as herein described, the Consultant agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Timothy Shoemaker	12/16/2025
PREPARED BY (Print Name)	DATE
Partner	12/16/2025
TITLE	DATE
	tshoemaker@duldesign.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
Dul Landscape Architecture	
COMPANY (DBA)	
212 Daines Street, Birmingham, MI 48009	TS Mobile: (734) 320 1313
ADDRESS	PHONE
Michael J. Dul & Associates, Inc.	Office: (248) 644 3410
NAME OF PARENT COMPANY	PHONE
212 Daines Street, Birmingham, MI 48009	
ADDRESS	

ATTACHMENT C - COST PROPOSAL-St. James Park

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant's Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
St. James Park	BID AMOUNT
Concept Plan Development including 3D Renderings	\$ 32,000
Topographical Survey	\$ 5,500
Construction Plans	\$ 47,500
Specifications <i>Included with Construction Plans</i>	<i>Included Above</i>
Permits (other than City) <i>Included with Construction Plans</i>	<i>Included Above</i>
Meetings (6-8) <i>Included with Concept Plans</i>	<i>Included Above</i>
Construction Administration	\$ 50,000
Miscellaneous: Any other items not listed above. Describe below or attach:	<i>Included Above</i>
Sub Total Base Bid Amount (St. James Park)	\$ 135,000
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee <i>Includes attendance of 2 DUL team members</i>	+\$ 600 / ea.
Other (1) Add Pre-Fab Restroom Facilities	+\$ 2,500

ATTACHMENT C - COST PROPOSAL- Kenning Park
Professional Design Services for St. James & Kenning Parks

FEE PROPOSAL	
Kenning Park	BID AMOUNT
Updated Concept Plan Development including 3D Renderings	\$ 38,500
Topographical Survey <i>**Western & Southern +/- 10 acres of Park Area</i>	\$ 9,500
Construction Plans	\$ 57,500
Specifications <i>Included with Construction Plans</i>	<i>Included Above</i>
Permits (other than City) <i>Included with Construction Plans</i>	<i>Included Above</i>
Meetings (6-8) <i>Included with Concept Plans</i>	<i>Included Above</i>
Construction Administration	\$ 58,000
Miscellaneous: Any other items not listed above. Describe below or attach:	<i>Included Above</i>
Sub Total Base Bid Amount (Kenning Park)	\$ 163,500
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee <i>Includes attendance of 2 DUL team members</i>	+\$ 600 / ea.
Other (1) Add Pre-Fab Restroom Facilities (2) Full Park Topographic Survey (add +/- 12 acres North & East Sides)	+\$ 2,500 + \$9,000
Grand Total	BID AMOUNT
St. James Park Sub Total Base Bid	\$ 135,000
Kenning Park Sub Total Base Bid	\$ 163,500
Total Base Bid	\$ 298,500

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for St. James & Kenning Parks

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Timothy Shoemaker

12/16/2025

PREPARED BY
(Print Name)

Partner

TITLE

12/16/2025

AUTHORIZED SIGNATURE

Dul Landscape Architecture

COMPANY (DBA)

212 Daines Street, Birmingham, MI 48009

ADDRESS

Michael J. Dul & Associates, Inc.

NAME OF PARENT COMPANY

212 Daines Street, Birmingham, MI 48009

ADDRESS

38-2614504

TAXPAYER I.D.#

An aerial photograph of a park featuring a large circular paved area with a central tree, a playground with various equipment, and a building with a corrugated metal roof. The image is overlaid with text and logos.

dūL

LANDSCAPE ARCHITECTURE

Integrating Nature with Exceptional Design.



ST. JAMES & KENNING PARKS

Birmingham, Michigan

Landscape Architectural Services

January 13, 2026

PROJECT UNDERTANDING



KENNING PARK



ST. JAMES PARK

OUR PROVEN PROCESS

1.0 PRELIMINARY DEVELOPMENT

- A. Program Statement
- B. Base Plan & Site Survey
- C. Site Analysis & Evaluation
- D. Conceptual Ideas
- E. Preliminary Master Plan
- F. 2D & 3D Renderings
- G. Materials Review
- H. Probable Cost Projections

1.0

2.0

2.0 CONSTRUCTION DOCS.

- A. Graphic Documents
Existing Conditions, Demolition,
Grading & Drainage, Site Layout,
Site Details, Planting, Irrigation,
and Lighting Plans
- B. Material Schedules
- C. Specification

3.0 MUNICIPAL APPROVAL

- A. Ordinance Review
w/ Consultant Meetings
- B. 2D & 3D Graphics & Diagrams
- C. Public Meeting Representation
- D. Building Official Interface

3.0

4.0

4.0 IMPLEMENTATION

- A. Owner Representation
- B. Bid Proposal Forms &
Solicitation of Costs
- C. Contract Award
- D. Construction Management
& Scheduling
- E. Financial Monitoring
- F. Product Ordering

5.0 POST CONSTRUCTION

- A. Final Review & Punch Lists
- B. As-Built Drawings
- C. Warranty Certifications
- D. Maintenance Guidelines

5.0

WORK PLAN

Our team's services will be provided in phases for each, St. James and Kenning Parks:

- *Topographic Survey & Existing Site Analysis*
- *Conceptual Plan Development*
- *Construction & Bid Documentation*
- *Construction Administration*

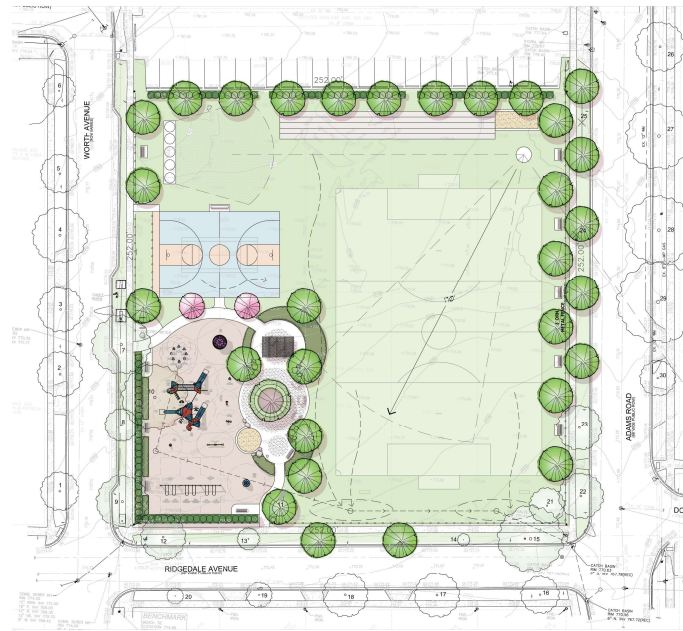
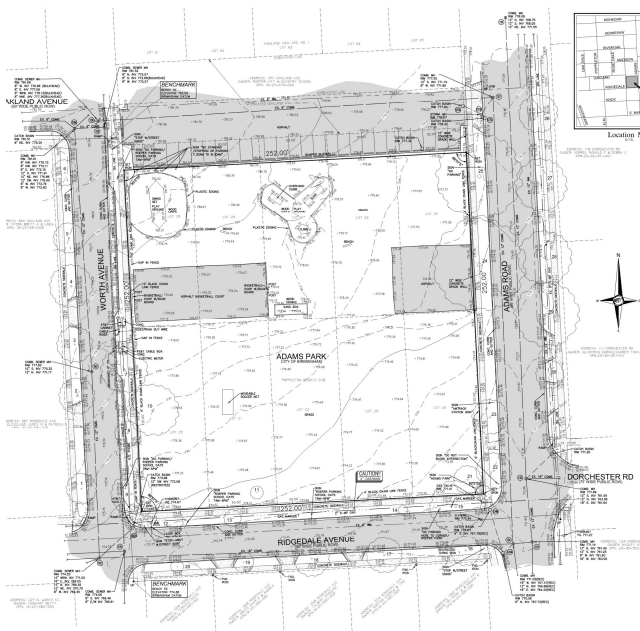
Estimated Timeline:

01/27/26 – 02/17/26

01/27/26 – 05/15/26

06/09/26 – 10/15/26

04/01/27 – 11/01/27



FEATURED WORKS – ADAMS PARK, Birmingham, MI



FEATURED WORKS – ADAMS PARK, Birmingham, MI



FEATURED WORKS – ADAMS PARK, Birmingham, MI



FEATURED WORKS – ADAMS PARK, Birmingham, MI



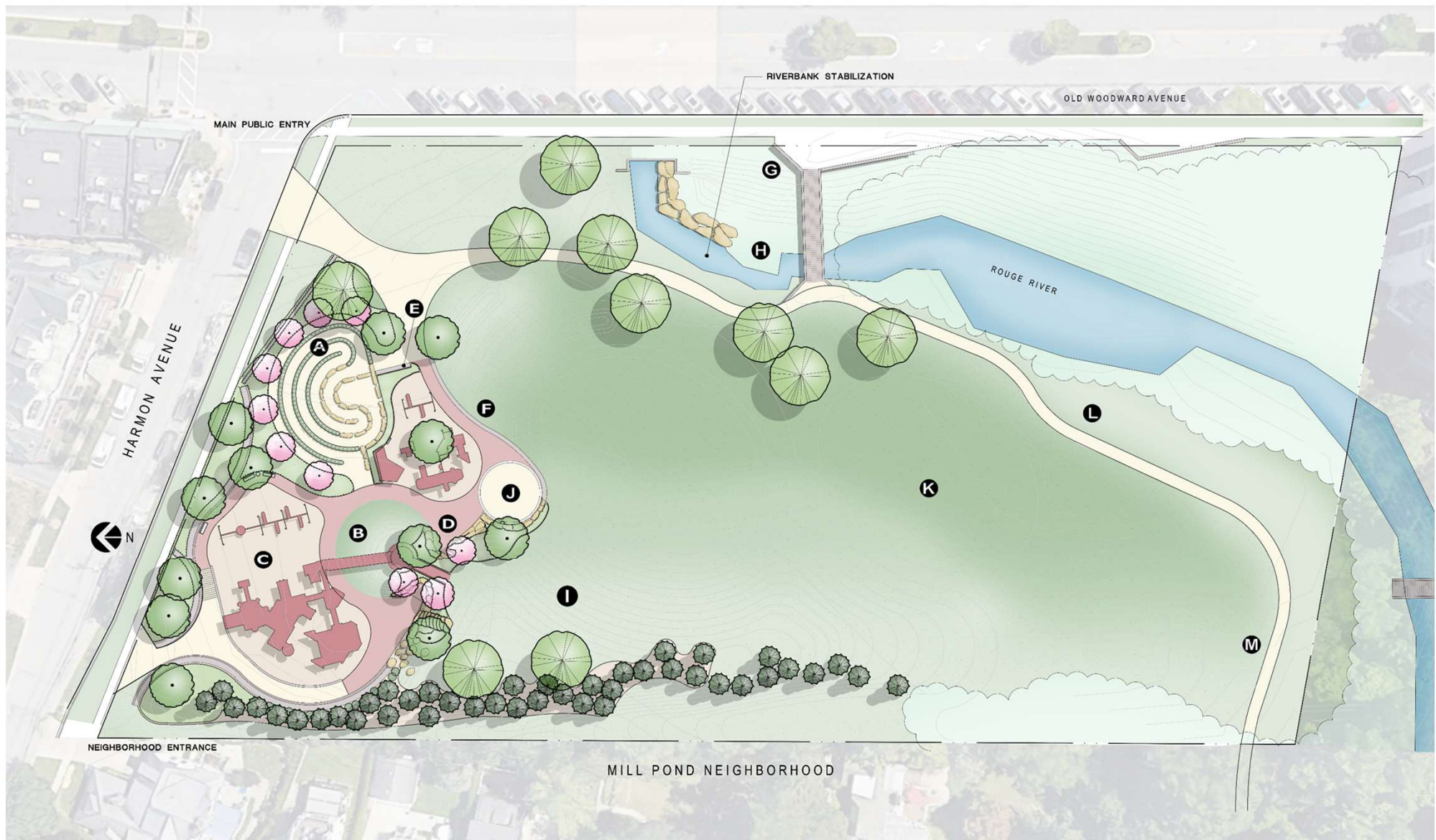


LANDSCAPE ARCHITECTURE

FEATURED WORKS – ADAMS PARK, Birmingham, MI



FEATURED WORKS – BOOTH PARK, Birmingham, MI



dūL

LANDSCAPE ARCHITECTURE

FEATURED WORKS – BOOTH PARK, Birmingham, MI



FEATURED WORKS – **BOOTH PARK**, Birmingham, MI



FEATURED WORKS – **BOOTH PARK**, Birmingham, MI





LANDSCAPE ARCHITECTURE

FEATURED WORKS – LOCAL PROJECTS





LANDSCAPE ARCHITECTURE

FEATURED WORKS – BIRMINGHAM PROJECTS





LANDSCAPE ARCHITECTURE

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Request for Proposal

CITY OF BIRMINGHAM PROFESSIONAL DESIGN SERVICES FOR ST. JAMES & KENNING PARKS

Prepared by:
Nowak & Fraus Engineers

December 16, 2025



December 16, 2025

City of Birmingham
Attn: Carrie Laird
851 S. Eton Street
Birmingham, MI 48009

RE: Request for Proposal
Professional Design Services for St. James & Kenning Parks

Dear Ms. Laird and Selection Committee:

Nowak & Fraus Engineers (NFE) is pleased to submit our proposal for the St. James Park and Kenning Park improvement projects, for professional design services. We are genuinely excited about the opportunity to continue to serve the city on this important project. As you are aware, NFE has been awarded a multitude of challenging engineering projects for roadway and utility infrastructure over the past 26 years within the City. With this proposal request, we would be excited to work again with the Parks and Recreation Department. NFE has previously worked on numerous parks throughout the Tri-County area for other communities that we serve including the public engagement process, all the way through construction.

NFE has provided design and construction administration services for the State of Michigan DNR (we have worked in 30 state parks, doing projects of all variety), Huron Metro Parks, Independence Township, City of Warren, City of Rochester Hills and Buena Vista Township. We have also served a variety of school districts with their update to playground and play field infrastructure.

We attribute the success of our work to our ability to carefully listen to our clients and stakeholders while providing our professional expertise, which balances the realities of implementation and budgets. Our careful diligence has also been paramount to our success.

It is with this in mind that NFE has submitted our proposal for your consideration. We look forward to the opportunity to continue our working relationship with the city.

Respectfully submitted,



Brett Buchholz, PE
Principal



Steven Sutton, PE
Managing Partner



PROPOSAL ORGANIZATION

SECTION 1: GENERAL INFORMATION AND PROJECT TEAM

SECTION 2: UNDERSTANDING OF PROJECT AND TASKS

SECTION 3: SCHEDULE & DELIVERABLES

SECTION 4: PERSONNEL

SECTION 5: BUDGET REVIEW

SECTION 6: REFERENCES

SECTION 7: COST PROPOSAL

SECTION 8: REQUIRED FORMS

TABLE OF CONTENTS

For any questions, please contact:
Brett Buchholz, PE
Principal
(248) 635-6457
bbuchholz@nfe-engr.com



SECTION 1: GENERAL INFORMATION AND PROJECT TEAM

1. GENERAL INFORMATION & PROJECT TEAM

Nowak & Fraus Engineers (NFE) will serve as the civil engineer and landscape architect for this contract. NFE brings a significant amount of public agency experience, specifically to the City of Birmingham. NFE has served our public agency clients in completing studies, schematic designs, preliminary designs, final designs and construction administration services on multiple-parks and recreation related projects over the past ten years.

NFE will utilize our highly specialized planning and environmental staff to complete all required land planning, landscape architectural and environmental services. Our civil engineers will perform all required detailed design and prepare the necessary bid specifications for construction. NFE will collaborate as needed with the city's geotechnical consultant, who will be performing all geotechnical investigations.

NFE operates as a partnership in the State of Michigan and is headed by five Managing Partners: Jeffrey J. Huhta, PE, Chad L. Findley, PE, PS, Steve Sutton, PE, Jason Longhurst, PE, and Brad Brickel, PE.



Independence Township – Bay Court Park playground

If awarded this contract, all work by our team will be administered and completed out of the following locations:

NOWAK & FRAUS ENGINEERS (NFE)

FED ID: 38-3211085
46777 Woodward Avenue
Pontiac, MI 48342

JFR ARCHITECTS (JFR) – Sub Consultant

FED ID: 20-3513786
33668 Bartola Drive
Sterling Heights, MI 48312
Phone: 586-436-0187

MATRIX CONSULTING ENGINEERS, INC.

(MATRIX) – Sub Consultant

FED ID: 38-3475660
1601 E. Grand River
Lansing, MI 48906
Phone: 517-487-2511

All firms listed above are licensed to operate and practice in the State of Michigan in their areas of expertise. The administration of this contract will be undertaken by:

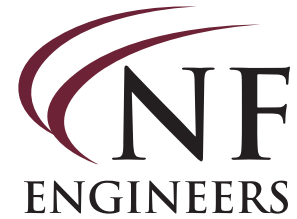
Mr. Brett Buchholz, PE, (Michigan)
Email: bbuchholz@nfe-engr.com
Cell: 248-635-6457



City of Rochester Hills – Avondale Park playground

FIRM PROFILE

CIVIL ENGINEERS • LAND SURVEYORS • LAND PLANNERS



Nowak & Fraus Engineers

OAKLAND COUNTY OFFICE

46777 Woodward Avenue
Pontiac, MI 48342
Phone: 248.332.7931

WAYNE COUNTY OFFICE

28 W. Adams, Suite 210
Detroit, MI 48226
Phone: 313.965.2444

MACOMB COUNTY OFFICE

48680 Van Dyke, Suite 200
Shelby Township, MI 48317
Phone: 586.739.0939

VAN BUREN COUNTY OFFICE

23952 City Center Circle
Mattawan, MI 49071
Phone: 269.993.3800

Current Staff Level

90+

SPECIALIZED SERVICES

- Municipal/Civil Engineering
- Transportation/MDOT
- Land Development
- Land Surveying and Mapping
- Land Planning and Landscape Architecture
- Environmental, Woodlands, Wetlands and LEED Development
- Construction Engineering
- Site Analysis and Infrastructure Evaluation

www.nfe-engr.com

Nowak & Fraus Engineers (NFE), a Michigan-based firm, specializes in civil engineering, land surveying and land planning services for both public and private clients. Since our inception in 1969, NFE has successfully provided professional services to several thousand clients and has been honored numerous awards.

At NFE, we know long-term relationships are the foundation of our success. Our talented staff of 90+ team members is dedicated to the development and maintenance of client relations. Using a wealth of in-house knowledge and expertise, we are able to tackle even the most challenging design projects for our clients.

PUBLIC WORK

In our public work sector, NFE has performed work in nearly every community in Southeast Michigan, and serves in the capacity of consulting engineer to 15 municipalities with the average years of continuous service being 20. Recent notable projects include City of Birmingham Maple Road Reconstruction from Southfield Road to Woodward Avenue and the City of Madison Heights R3 Roadway Replacement. We pride ourselves on being able to assist each community with the necessary steps to improve the quality of life for their residents.

PRIVATE WORK

Assisting private clients in finalizing project objectives and implementing those into a design that can be effectively constructed to achieve the highest benefit/cost to the owner is the core of our private work. Our work has included developments for office/industrial, healthcare, education, residential, financial, retail, recreation, religious and restaurants.

MDOT

Prequalified by MDOT in 18 construction, design and survey categories is the essence of NFE's public work. Our professional staff uses MDOT standards and specifications to design and administer construction projects on behalf of MDOT and local government agencies. Our familiarity with MDOT requirements extend beyond governmental work as we utilize MDOT's time tested standards in completing design and construction projects for private clients as well.



Professional Qualifications

Firm Information:

- | | | |
|----|------------------------------|---|
| 1. | Name of Firm: | JFR Architects, PC |
| 2. | Principal/Contact: | James F. Renaud AIA, NCARB |
| 3. | Address: | 33668 Bartola Drive
Sterling Heights, Michigan 48312
United States of America |
| 4. | Phone | 586.436.0187 |
| | E-Mail: | jfrarchitects@gmail.com |
| | Web: | www.jfrarchitects.com |
| 5. | Organizational Structure: | Michigan Corporation |
| 6. | License: | State of Michigan #1301046716 |
| | Federal ID Number: | 20-3513786 |
| | Insurance: | PCIA – XL Insurance Co.
PCIA – Hartford Casualty Insurance Co. |
| 7. | Number of Years in Business: | 20 years |
| 8. | Firms Specialty: | Parks and Recreation Architecture
Government / Municipal Architecture
Public Works Architecture |



Business Statement:

James F. Renaud AIA, NCARB owns JFR Architects, PC, as a Professional Corporation in the State of Michigan. James is responsible for the day-to-day management of the firm and all consulting engineers brought onto the project team as needed and requested by the City.

JFR Architects, PC was established with a mission to design architecture and engineering that sustains shared values and visions. The firm provides tried and proven resources of resolute and focused owners and the support of an outstanding design and technical team. Dedicated to ingenuity and integrity, Our team prides itself on unparalleled service standards.

Firm Principal, James F. Renaud AIA, NCARB has teamed to deliver an impressive portfolio of civic, municipal, and recreation projects for over 35 years.

The inspiration and impetus for this independent venture is simple. James seeks to continue and develop personal service relationships with the clients they work with. He is dedicated to making real contributions to our local communities that are home to our families.

History:

Over the past 35 years the principal of **JFR Architects, PC** has developed an extensive knowledge of architecture and construction that resulted with the creation of JFR Architects, PC which was formally organized in 2005 as a Michigan Corporation providing all aspects of the Architectural and Engineering service for a variety of construction types and projects in Michigan. While employed as a senior staff architect for one of Michigan's oldest architectural firms the principal has developed a solid foundation in all phases of architecture and construction. Through understanding the client's programs of the project, we provide complete and quality professional practice.

JFR Architects, PC is proud to state that our growing firm is now in their twentieth year of service. The Firm has realized steady growth since its inception and has had many successful project outcomes. Firm owner, James F. Renaud AIA, NCARB has focused the firm's efforts on catering to the needs of Municipalities, Governmental Agencies and Architectural / Engineering Consulting.

James's strong leadership and forward thought have built this exceptional professional team, which is evidenced by the quality work and passion that JFR Architects, PC puts forth in each endeavor. Working with JFR Architects, PC a client will understand that they are dealing with a team that takes a fresh approach to each individual project as no two projects are ever the same. At JFR Architects, PC we are highly qualified professionals who are enthusiastic and passionate about completing every project successfully. We achieve this through understanding the client's desires, understanding the requirements of the project, enhancing, and conveying of those desires and requirements through complete and quality design practices, and addressing the requirements of all team members from project conception through completion.



MATRIX

CONSULTING ENGINEERS, INC.

Lansing · Grand Rapids

Certifications



Licensed In

- Alabama
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Florida
- Georgia
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Montana
- Missouri
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas
- Utah
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Mission Statement

It is the mission of Matrix Consulting Engineers, Inc. to provide the highest quality service to customers and an atmosphere that is conducive to personal and professional growth for its employees. We provide the latest technology and resources available for our clients and are confident that it can provide the best possible experience for both its customers and employees.

Our Objective

Matrix Consulting Engineers, Inc. provides quality engineering services to our clients by:

- Taking a "hands-on" approach with your company from the beginning to the end of your project.
- Developing and maintaining long-term client relationships.
- Implementing time management skills and cost effectiveness for projects.
- Troubleshooting – diagnose a problem and formulate a solution.
- We stand behind our projects after completion

Our Company

Matrix Consulting Engineers has degreed professionals in mechanical and electrical engineering with a broad range of experience to design your building system needs. We can engineer efficient and cost effective solutions for your commercial, industrial, health-care, educational, institutional, and municipal projects.

Matrix Consulting Engineers provides quality engineering services to its customers focusing on long term relationships with owners, architects, and constructors. We constantly evaluate the latest technologies and standards to provide the best solutions for your business.



Professional Services

Mechanical Engineering

- HVAC
- Fire Protection
- Plumbing
- Energy Recovery Systems
- BIM

Electrical Engineering

- Lighting Design
- Power Distribution
- Life Safety Systems
- Power Quality/Coordination Studies
- Low Voltage Control & Alarm Systems
- Arc Flash Studies
- BIM

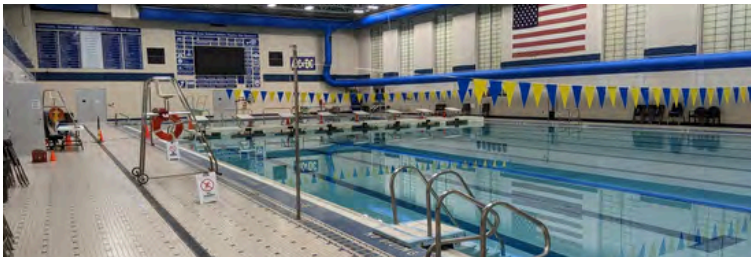
Commissioning

- Mechanical Commissioning
- Electrical Commissioning
- Plumbing Commissioning

Personnel

Matrix Consulting Engineers, Inc.'s has 67 employees on staff including:

42 Engineers · 16 Designers · 4 Consultants · 5 Support Staff



Matrix Consulting Engineers provides creative, client-focused mechanical and electrical engineering services to the private and public sectors. Since 1999, we have prided ourselves on innovative design solutions that are on time, within budget, and match the needs of our clients. We are a core-value driven company that works together to provide our clients with expert engineering services. We pride ourselves on growing the expertise on our team to give successful outcomes where our clients can learn, work and grow.

As a small business we are able to have our Principals oversee every project that is done by our team assuring that deadlines are met, communication is maintained and the clients are highly satisfied throughout the collaboration. With this approach and the team we have, we are able to design projects of all sizes and specifications to meet your needs.



SECTION 2: UNDERSTANDING OF PROJECT AND TASKS

2. UNDERSTANDING OF PROJECT & TASKS

PROJECT OVERVIEW

The City of Birmingham is in the process of engaging a professional design consultant to assist the City in revising the 2014 Kenning Park Concept Plan and creating a Concept Plan for St. James Park. To follow this process, the awarded design consultant will continue the design process in preparing engineering and landscape architecture design plans and specifications for permitting, bidding, and construction, for the 2027 construction season, all in accordance with the November 7, 2025 Request for Proposals (RFP), and as discussed at the mandatory pre-bid meeting on November 19, 2025.

The City of Birmingham offers its residents a total of 26 separate park locations, totaling over 230 acres of recreation space. Kenning Park, characterized as the “primary recreation complex in the community” per the City’s master plan, is approximately 21 acres and located on the south side of E. Lincoln, east of S. Eton. The park currently includes four (4) ball fields (three updated in 2020 in a partnership with Birmingham Little League), the Ice Arena (updated in 2021), tennis courts, skate park, playground, Birmingham Racquet Club, and police indoor pistol range. The park access and parking lot is off of E. Lincoln (the parking lot was updated in 2014 in coordination with the 2014 Kenning Park Master Plan).



Birdseye view of Kenning Park project area

St. James Park is located just south of the Birmingham YMCA, south of E. Lincoln, between Edgewood and Grant, and west of Woodward Avenue. It is approximately 6 acres in area and consists of an existing ballfield, playground, tennis courts, half-court basketball court and open space for soccer. The park access is from Edgewood or Floyd to the on-site parking lot, or from Grant with parallel street parking. The City purchased the YMCA property in 2023 and is planning to redevelop the property into a community and senior center in partnership with Birmingham Next, with some presence by YMCA in the building.



Birdseye view of Kenning Park project area

General Project/Design Considerations

The selected consultant shall:

- Work with City staff, the Parks and Recreation Board, City Commission and the public to create and update concept master plans and detailed design drawings for St. James and Kenning Parks.
- Prepare surveys of each property, including boundary, topographic, and tree surveys with inventory list.
- Prepare design drawings, bid documents, summarize and evaluate bid proposals, ensure compliance with federal requirements and provisions and oversee/administer the construction of designed improvements at the park.
- Participate through community engagement/collaboration to determine design elements that may include accessible bathrooms, pavilion structures, sustainability/green infrastructure features, accessible and inclusive playgrounds, water fountains, and lighting components. Also as applicable, baseball field updates (with associated fencing and bleachers/benches/irrigation /underdrainage), tennis court updates, pedestrian walks/walk paths, seating, new playground equipment with appropriate fall zone materials, landscaping, shade trees, native gardens, utilizing water conservation practices, and park amenities including but not limited to yard game/fitness equipment, tables, chairs, grills, etc.
- Attend meetings with staff, boards, and community engagements.
- Work through programming with the City to vet the project budget for construction and design accordingly. A specific budget as discussed at the pre-bid meeting included approximately \$1,000,000 for Kenning Park and \$880,000 for St. James Park, subject to further City review. It is our understanding that the City may pursue grants but not to the detriment of the planned project schedule. Also, we understand that professional services are to include alternate fees for restroom and pavilion structures.

Based on the above, the following is an outline of past project experience that we anticipate could be realized in the Scope of Work:

ADA IMPROVEMENTS/SITE AMENITIES:

NFE has experience in many of these amenities having designed these same features in other local and state day use areas. We also understand that parks must comply with the federal accessibility rules (Title II and III) when making alterations or retrofitting park space. We also understand that providing these accessible updates aids parents with strollers, seniors and those with temporary issues, and not just permanent disabilities. Showcasing accessible parks sends a strong message that the city values inclusion, diversity and innovation.

NFE understands the complexity of design universally accessible (UA) features together with accessible walkways and transitions. The NFE team regularly holds UA and Accessibility workshops to educate our existing staff and staff of local agencies in the proper design of these types of facilities. Furthermore, NFE regularly is working with the contracting community in understanding constraints and constructability issues that arise in the construction of these types of facilities.



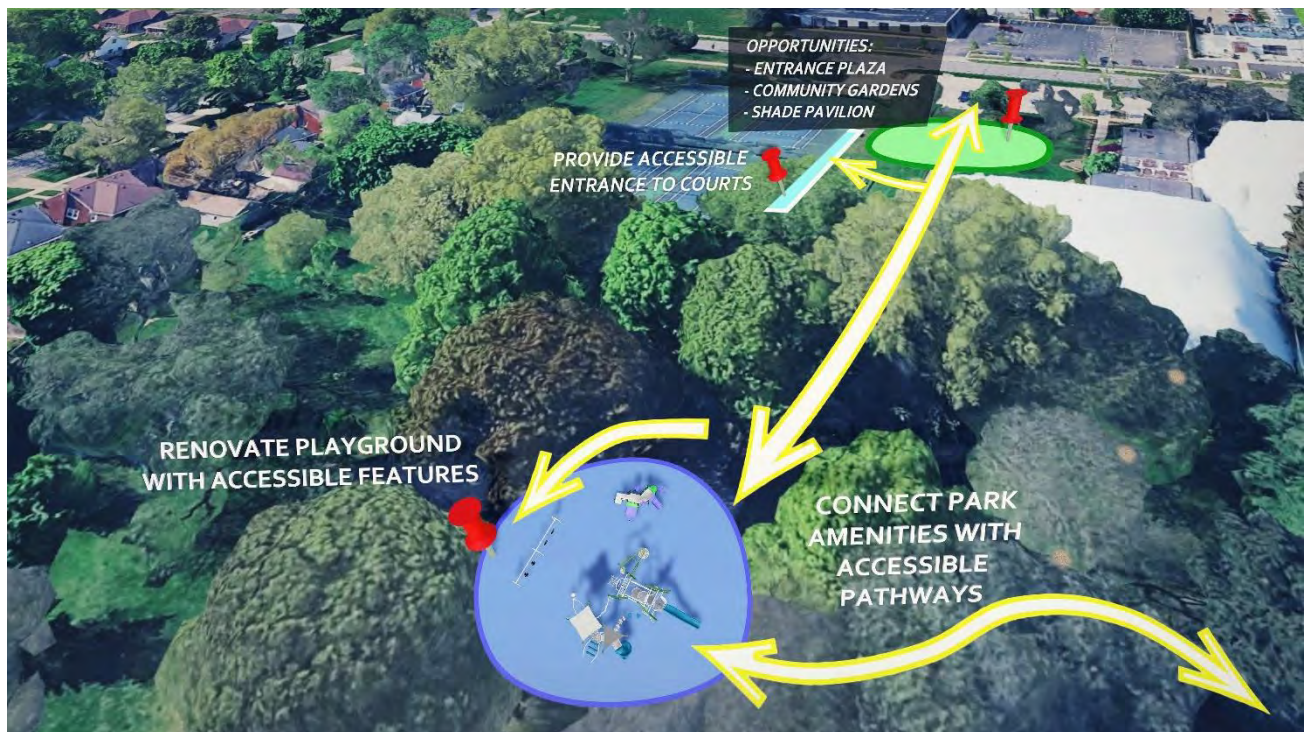
Opportunities: Accessibility – St. James Park



Opportunities: Potential New Amenities - St. James Park



Opportunities: Proposed Focus Area - Kenning Park



Opportunities: Accessibility with New Amenities - Kenning Park

PARKING AND ACCESS:

The proposal for Kenning Park does not include a need for parking updates (the parking lot was updated in 2014). For St. James Park, the existing parking lot is functioning but may need repair, however, such repair is not included within the park budget, as discussed at the pre-bid meeting.

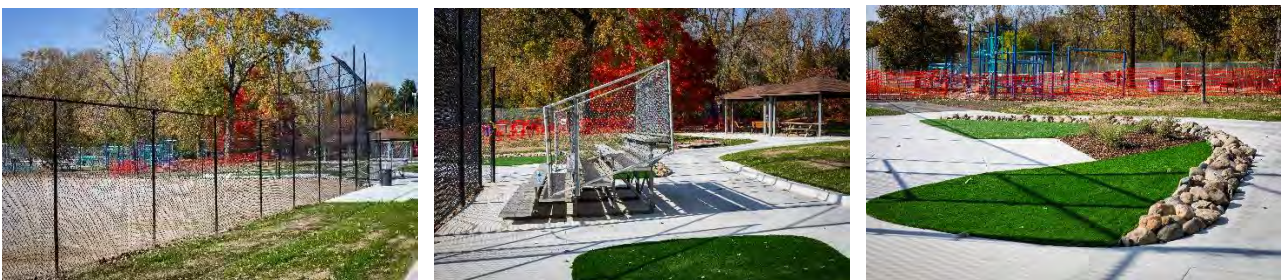
Pedestrian access upgrades are anticipated to be realized through the community engagement process to site new features in locations that fit the site grading and orientations. Following concurrence from the design team/owner/stakeholders on size and location, ADA compliant walkways will be designed to provide clear access from the adjacent streets, parking and from feature to feature. In addition, and to directly focus on one area, walks will be positioned to connect points. We understand that when parks are easily walkable and inviting, they become more than recreation areas—they serve as active transportation corridors and social hubs that strengthen the urban fabric.

BASEBALL FIELDS:

We anticipate that baseball fields may need to be designed to accommodate a wide range of users, from youth leagues to adult recreational play. Field layout will follow regulation dimensions based on the intended age group, with clearly defined base paths, a properly elevated pitcher's mound, and an outfield fence set at an appropriate depth. The playing surface will feature a durable infield mix and natural turf outfield, with subgrade drainage enhancements to reduce downtime following rain events. A gravel warning track may be incorporated for outfield safety, while all field lines and bases will be anchored and maintained for consistent playability.

The surrounding infrastructure will prioritize both functionality and safety. Chain-link fencing and backstops will be installed behind home plate and along foul lines to protect spectators, while dugouts areas / benches with ADA-accessible entries will be constructed on both baselines. If applicable, tiered bleacher seating with designated accessible viewing zones will provide ample spectator space.

Equity and accessibility are core to the field's design. Paved, gently sloped walkways will connect the field to adjacent parking, and playground space, ensuring full ADA compliance across the site. By integrating these elements, any new baseball field will serve as a vibrant, inclusive community asset—offering safe, enjoyable, and equitable access to organized sports, recreation, and outdoor activity for all park users.



Examples: City of Rochester Hills – Avondale Park baseball field improvements

PLAYGROUND SPACE:

Any new playground design will focus on maximizing value while creating an inclusive, engaging, and accessible environment for children of all ages. Using modular play systems, the layout will feature distinct zones that cater to toddlers (ages 2–5), elementary-age children (6–12), and shared spaces for family interaction. The younger children’s area could include low-height climbers, sensory panels, and spring riders—all with soft surfacing and clear sightlines for parental supervision. For older children, as applicable, NFE will look into dynamic features such as taller climbing nets, rotating structures, and slides to provide physical challenges and imaginative opportunities while remaining within safety standards.

To accommodate diverse developmental needs and budget limitations, the playground will prioritize multi-use structures that combine climbing, sliding, and balancing elements within a compact footprint. These units offer high play value per square foot and reduce installation and maintenance costs. Other considerations include ground-level components such as music panels, stepping pods, and balance beams which allow inclusive play for children with mobility limitations, while also providing fun and exploration for all ability levels.

Surfacing will be selected for safety, accessibility, and cost efficiency. Poured-in-place rubber or engineered wood fiber may be used depending on budget constraints and site conditions, both offering ADA compliance and impact absorption. We anticipate the consideration of shade trees, or other items such as fabric sails, in strategic locations to reduce sun exposure and enhance comfort during warmer months.

Finally, the design should include durable materials and finishes to ensure long-term value and reduced maintenance. Colors and graphics will reflect a vibrant, inviting atmosphere, with wayfinding signage and perimeter fencing to create a sense of enclosure and safety. By focusing on flexible design, budget-smart material choices, and inclusive features, the proposed playground will create a welcoming space that promotes healthy physical and social development for children of all ages within the city.

DRAINAGE:

We understand from the RFP to anticipate green infrastructure. NFE understands that effective site drainage is essential for the longevity, safety, and functionality of city parks—especially in high-use areas such as playgrounds and athletic fields. Without proper drainage, water can accumulate quickly during and after rain events, leading to soggy surfaces, standing water, and erosion. These conditions not only render facilities temporarily unusable but also pose safety risks such as slippery surfaces, mud hazards, and the potential growth of mold or bacteria in play areas. Well-engineered drainage systems protect park infrastructure from premature wear and reduce maintenance burdens for city staff.

For playgrounds, proper drainage preserves surfacing materials like engineered wood fiber, rubber tiles, or poured-in-place rubber by preventing waterlogging and material displacement. Standing water beneath or around play equipment can degrade structural components and create unsafe conditions for children. By grading the site effectively and incorporating sub-surface drains or perimeter swales, water can be directed away from active play areas, ensuring year-round usability and extending the life of both the equipment and the safety surfacing.

Athletic fields are especially vulnerable to poor drainage, which can lead to soil compaction, turf damage, and uneven playing conditions that increase the risk of injury. Fields that remain saturated are more likely to be closed during wet weather, disrupting programming and community use. By incorporating crown grading, sub-drainage systems, and permeable soil amendments, fields can recover quickly from storms and support more frequent, durable use. In both playgrounds and fields, efficient drainage is not just a technical necessity—it is a strategic investment that protects community assets and enhances the user experience across all seasons.

Specific to St. James Park, NFE is aware of the future bio-swale/BMP in the southwest corner of the park in working with the Engineering Department on the 2024 Edgewood Avenue Paving Project, of which storm sewer infrastructure was installed into the park in anticipation of this future improvement.

MEETINGS:

The RFP indicates to anticipate at least 6 to 8 meetings with staff, various boards, and City Commission, for each park. We also anticipate this to include the community engagement meetings, and we do understand that additional meetings could be required as applicable.

Considering the above, our design team has identified 8 meetings as listed in the detailed schedule plan anticipated for the project. Some meetings may be combined, however, in terms of pricing we are using 8 per each park, with an additional per meeting fee for in-person meetings over and above this amount.

Virtual meetings can be scheduled on an as-needed basis with staff to ensure that the entire design team is fully engaged and knowledgeable as part of the design process at no additional cost to the City.

We acknowledge that the chosen consultant will be responsible for transportation expenses to and from the City, as well as within the City, at no cost to the City.

DETAILED SCOPE OF WORK

Our team will complete all tasks required under this contract and will be available according to the proposed timeline. The design process will methodically unfold ensuring clear communication through the design process and positive owner/project outcomes. This will be accomplished through implementing a multitude of techniques to ensure that all stakeholders are engaged in the overall design development process. Below is a highlight of specific project elements that will be addressed as a part of the design phase of work.

Community Engagement

One of the first tasks for the design team will include collaborating with the city team to plan out the public engagement components of this project. Based upon our past projects where this step was involved, we understand that a robust community engagement process is critical to the ultimate planning, design, and long-term stewardship of park developments. Parks are inherently public assets, and their value is directly tied to how well they reflect the needs, preferences, and cultural context of the communities they serve. Early and meaningful engagement helps ensure that the park's programming, amenities, and layout align with actual community use patterns rather than assumptions, thereby improving functionality, inclusivity, and overall return on public investment.

From a project delivery perspective, effective community engagement builds consensus. By proactively involving stakeholders, residents, adjacent property owners, user groups, and local organization project teams can identify concerns related to safety, access, environmental impacts, and maintenance expectations before design decisions are finalized. It has been our experience that when community members feel heard and see their input reflected in the final design, they develop a sense of ownership and pride in the park. This often translates into higher usage rates, and stronger support for future funding and improvements.

The RFP does not specifically cite a prescribed outline for how the city anticipates gathering public feedback, other than note it should include several meetings with the public and interest groups. With that said, NFE would recommend the following and this work effort is included in our fee proposal.

Inventory Process:

- **Document and Data Review:** NFE will collect and review existing planning documents, including the City's current Parks and Recreation Master Plan, prior community surveys, administrative structure, and any available GIS or electronic park inventory data to establish a baseline understanding of the park system.
- **Existing Conditions and Systems Inventory:** NFE will inventory the physical, operational, and environmental characteristics of the existing park system, including facilities, maintenance practices (through coordination with Parks Maintenance supervisors), accessibility conditions and ADA deficiencies, conservation values, and opportunities for preservation and public access.
- **Staff Coordination and Interviews:** NFE will conduct interviews with key City staff involved in parks, recreation, and planning to gather institutional knowledge, identify challenges and opportunities for each site.

Engagement and Analysis:

- NFE will conduct 2 separate workshops for people to drop in and provide input relative to opportunities for the properties. One of which will be an open house. The workshops will be coordinated and posted by the City. Park Staff and NFE will provide a presentation before engaging the public in a drop-in format. Each input session will last approximately 2 hours, and all feedback will be memorialized.
- NFE, in coordination with park staff, work with the City's preferred online survey platform that is mobile-friendly and easy to navigate, allowing residents, park users, and other stakeholders to participate at their convenience. The survey would include a mix of quantitative questions (e.g., rankings, multiple-choice responses) and qualitative prompts (open-ended comments) focused on park usage, desired amenities, perceived deficiencies, accessibility needs, safety, and environmental priorities. Survey content would be aligned with the project goals. Public outreach for the survey would occur through multiple channels to maximize participation, including the City website, social media, email distribution lists, signage within parks, and coordination with local organizations. The survey would remain open for a defined period to allow adequate response time. Upon completion, NFE would compile and analyze the results, summarize key trends and community priorities.

Surveying Processes and Procedures

As it relates to the overall survey plan for this project, it is important to complete a topographic survey of the entire project area to serve as a base drawing for the required site planning and detailed design documents.

For this project, NFE will use our survey department for the field survey of the project area's surface elevations. Additionally, the NFE survey will locate and record existing site improvements, subsurface drainage facilities and overall topography of the project area.

Surveying data secured as a part of these projects will be used for detailed design services by the design team and will include sufficient data to support all project goals and initiatives. All work will be prepared within the Michigan State Plane Coordinate system under the NAD 1983 horizontal datum with ties to the City's benchmark system. Survey control for the project will come from elevations on the City's benchmark datum. We will establish a benchmark system for use in future projects as a part of this contract in conjunction with obtaining the existing conditions survey of the development areas. A permanent coordinate system shall be established within the project limits for the purpose of perpetuating the design through the construction process.

Geotechnical Investigation

The NFE team understands that in order to complete an adequate design for the proposed improvements, soil borings and a geotechnical analysis must be performed. As such, the NFE team will work with the city geotechnical consultant to perform a geotechnical investigation of the project areas. This will be especially important for understanding soil conditions for field and playground drainage, groundwater elevations and for elements of the playground equipment vendor design (foundations). Geotechnical fees are not included in this proposal.

Playground Design

NFE will lead the design effort for playground space and will collaborate with playground equipment vendors to specify appropriate, functional, and inclusive play structures for the project. This process will begin early in the design process, when we meet with city staff to evaluate the project goals, site constraints, target age groups, accessibility requirements, and available budget. With these parameters in mind, we will reach out to reputable playground equipment vendors who offer modular and customizable systems that align with the design intent, safety standards, and long-term maintenance expectations of the city.

NFE's certified playground designer and the vendor will work together to develop a tailored equipment layout that complements the overall site plan and design vision, and that the selected components meet national safety standards (such as ASTM and CPSC), are ADA-compliant, and support a variety of play types.

Restroom Building Design

The restroom building design along with mechanical, electrical, and plumbing engineering will be performed by NFE sub-consultants listed in the beginning of this proposal.

Effective Communication Plan

NFE understands that a spotlight will be cast upon this project as it is a significant improvement for this park. We also understand that multiple individuals and user groups will have questions related to the project development. We understand that a clear line of communication is important to the successful completion of this project. Additionally, we understand that city staff will be questioned from time to time with respect to

the progress of the work and schedule of activities. It will be very important to identify all logistical issues and adequately address them in the proposal documents.

Construction Administration

NFE is well versed in the city requirements for consultant oversight and administration of their projects, in having worked on many projects for the city, both presently and in the past. All Construction Engineering requirements listed in the RFP are understood, including as discussed at the pre-bid meeting.

Staffing for both design and construction administration are listed in the personnel section of the proposal.



SECTION 3: SCHEDULE & DELIVERABLES

3. SCHEDULE & DELIVERABLES

Bold items per RFP.

Pre-Bid Meeting: November 19, 2025 (attended)

Deadline for Submissions: December 16, 2025 by 2pm

Award: January 26, 2026.

CONCEPT PHASE: Includes both parks. Meetings are thought to be scheduled for each park in the same timeframe, such as back-to-back meetings or within same week. Concept drafts include opinion of costs. Community Engagement meetings include inviting the public and all applicable City Boards and Committees as determined by Staff. *Concept Phase Duration: January 27 through June 8, 2026.* Detail:

Topographic Survey/Mapping:	January 27, 2026 through March 27, 2026
Kickoff Meeting –Project Meeting with City Staff:	January 30, 2026
Publish notice of Community Engagement Meeting 1:	January 30 through February 6, 2026
Prepare Draft Community Engagement Survey Questionnaire:	February 6 through February 20, 2026
Community Engagement Meeting 1:	February 16 through 20, 2026
Publish Community Engagement Survey Questionnaire:	February 20 through March 13, 2026
Concepts 1 st Draft:	February 20 through March 20, 2026
Publish notice of Community Engagement Meeting 2:	March 20 through March 27, 2026
Staff Review Concept 1 st Draft:	March 20 through March 27, 2026
Concepts 2 nd Draft:	March 27 through April 3, 2026
Staff Review:	April 3 through April 10, 2026
Submit for Parks & Rec Board April meeting and Planning Board May meeting:	April 7, 2026
Community Engagement Meeting 2:	April 8 through 10, 2026
Staff/Park Board Review Meeting :	April 10 through April 17, 2026 - Park Board meets April 14, 2026
Concepts 3 rd Draft:	April 17 through April 28, 2026
Submit for Parks & Rec Board May meeting:	April 28, 2026
Staff/Park Board Review Meeting :	May 1 through May 8, 2026 - Park Board meets May 5, 2026
Concept 4 th Draft:	May 8 through May 13, 2026
Staff/Planning Board Review Meeting :	May 13, 2026
Concept 5 th Draft:	May 13 through May 15, 2026
Submit for Staff/Parks & Rec Board June meeting:	May 15, 2026
Staff/Park Board Review/Approval Meeting :	May 15 through June 3, 2026 - Park Board meets June 2, 2026
Submit for City Commission June meeting:	June 3, 2026 (by noon)
Concept Plan final approval: June 8, 2026, City Council Meeting.	

DESIGN DRAWINGS & SPECIFICATIONS (CONSTRUCTION PLANS)	
<i>Phase duration: June 8 through October 15, 2026. Detail:</i>	
Design Development Documents w/Cost Opinion*:	May 8 through July 24, 2026
Construction Documents for Permits:	July 24 through August 14, 2026
Permits (Building & Engineering Reviews & City Soil Erosion permits): August 14 through October 15, 2026	
Final Design/Specifications: October 15, 2026 , for Bidding	
Construction: Spring/Summer 2027 , April through September, 2027	

The above schedule constitutes a general synopsis of our overall work plan – see enclosed chart. The above subject to refinement with the City upon award.

*Design Development is part of the Construction Plans fee phase, to start prior to final concept approval to meet October 15 completion deadline, subject to project(s) refinement process.

Deliverables

NFE will provide deliverables in the form of 3D renderings, 2D renderings, construction plans (24x36”), and specifications (either on the plans or in book form), in PDF/hardcopy formats. Also, Word documents or Excel spreadsheets as applicable for proposal bid forms and opinions of cost estimates.

City of Birmingham
Professional Design Services for St. James Kenning Parks



**PROPOSED MILESTONE SCHEDULE FOR
PROJECT IMPLEMENTATION AND DESIGN DEVELOPMENT**

Task / Meeting		Completion Date		2026																											
				January				February				March				April				May				June				July			
		5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27
Notice to Proceed / Authorization	Monday, January 26, 2026				X																										
Topographic Survey / Mapping	January 27, 2026 - March 27, 2026																														
Project Kick-Off - Meeting with City Staff	Friday, January 30, 2026				X																										
Publish Notice of Community Engagement Meeting 1	January 30, 2026 - February 6, 2026																														
Prepare Draft Community Engagement Survey Questionnaire	February 6, 2026 - February 20, 2026																														
Community Engagement Meeting 1	February 16 - 20, 2026																														
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Staff/Park Board Review Meeting (Park Board Meeting May 5, 2026)	May 1-8, 2026																														
Concept 4th Draft	May 8-13, 2026																														
Staff/Planning Board Review Meeting	May 13, 2026																				X										
Concept 5th Draft	May 13-15, 2026																														
Submit for Staff/Parks & Rec Board June Meeting	May 15, 2026																				X										
Staff/Park Board Review/Approval Meeting (Park Board Meets June 2, 2026)	May 15, 2026 - June 3, 2026																														
Submit for City Commission June Meeting	June 3, 2026 (by noon)																							X							
Concept Plan Final Approval - City Council Meeting	June 8, 2026																								X						
Design Development Documents with Cost Opinion	May 8, 2026 - July 24, 2026																														

Task / Meeting		Completion Date		2026																							
				August					September				October				November				December						
		3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	31	7	14	21	28				
Construction Documents for Permits	July 24, 2026 - August 14, 2026																										
Permits (Building / Engineering Reviews / City Soil Erosion)	August 14, 2026 - October 15, 2026																										
Final Design / Specifications for Bidding	October 15, 2026											X															

Construction - Spring / Summer 2027

April - September 2027

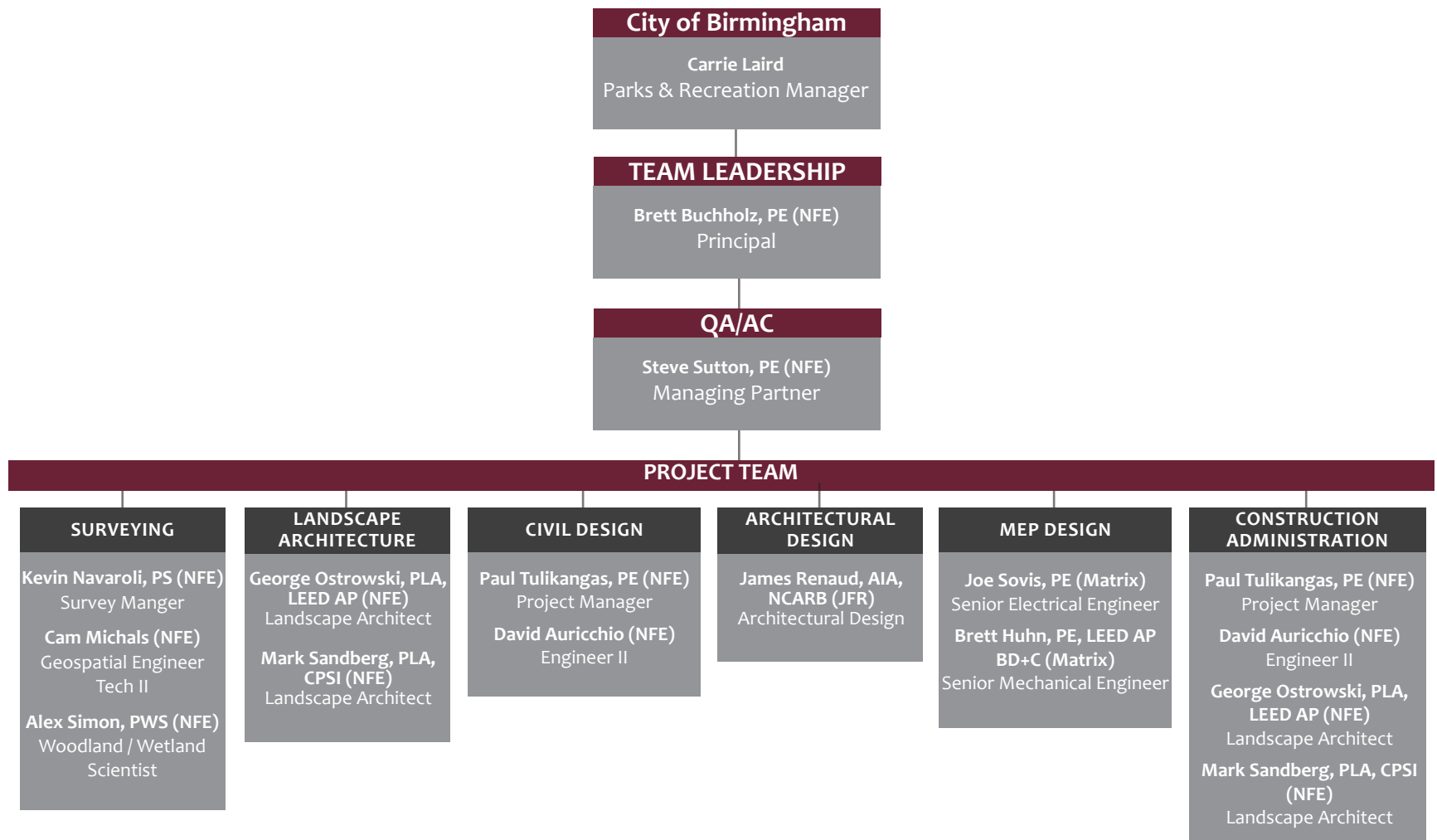
The above schedule constitutes a general synopsis of our overall work plan and includes the initial phase of construction. The work plan that the NFE team implements for this project will be based on the overall project requirements as defined through the design development process.

X = Meeting / Draft / Final Date



SECTION 4: PERSONNEL

CITY OF BIRMINGHAM PROFESSIONAL DESIGN SERVICES FOR ST. JAMES & KENNING PARKS TEAM ORGANIZATION CHART



BRETT J. BUCHHOLZ, PE

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 31
NFE – 31

TITLE

Principal

PROJECT ROLE

Account Manager/
Project Manager

EDUCATION

Bachelor of Science
Michigan State University,
1994
Civil Engineering

LICENSE

Professional Engineer, State
of Michigan, 1999

Mr. Brett Buchholz began his career at NFE as a graduate engineer in 1994, and through several promotions, currently serves as a Principal in the firm with 31 years of civil engineering experience. His main role is Project Manager overseeing design and construction engineering services on a wide range of public improvement and private land development projects, as well as overseeing product delivery for bidding and permits.

Since 1999, Brett has worked on NFE's municipal consulting services account for the City of Birmingham. He currently oversees the preparation of construction plans, specifications and bid documents for many roadway, streetscape and underground utility reconstruction projects. He also provides a managerial role in the construction administration, construction stakeout, as-builts and closeout of the projects. Many of the projects he has worked on have won awards.

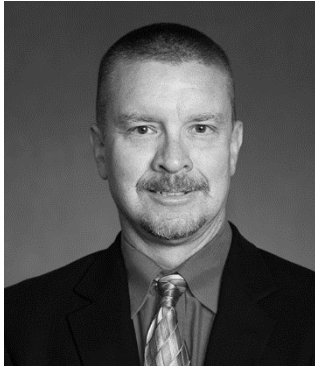
PROJECT EXPERIENCE

Project Manager – Municipal Consulting Services

- City of Birmingham, Michigan, Client since 1999, Ongoing
 - Traffic Signal Modernizations, 4 Intersections
 - Adams Road Resurfacing, Madison to N. City Limits
 - Oakland Ave. & Haynes Resurfacing, Woodward to Old Woodward
 - 2025 NHPP Sectional Project, E. Maple, Eton to Coolidge
 - Arlington Road & Shirley Drive Reconstruction, W. Lincoln to W. Maple
 - Edgewood Road Paving Project, Southlawn to E. Lincoln
 - Lincoln Hills Golf Course Cart Path Relocation
 - Quarton Lake Estates, Phase II
 - South Old Woodward Avenue Reconstruction from Landon to Brown, Downtown Improvements, Phase 3
 - Cranbrook Road Non-Motorized Pathway Project (MDOT)
 - Kenning Park Ice Arena Renovation
 - Maple Road Reconstruction (LAP-MDOT), Downtown Improvements, Phase 2
 - Pierce Street Alley & West Maple Alley Reconstruction
 - Park Street Streetscape
 - Quarton Lake Sub Reconstruction of Four Residential Streets, Phase I
 - Old Woodward Reconstruction from Brown Street to Willits Street/Oakland Avenue, Downtown Improvements, Phase 1.
 - West Maple Road Resurfacing (LAP-MDOT)
 - East Maple Road Sectional (LAP-MDOT)
 - Hamilton Road and Alley Reconstruction
 - Oak Street Reconstruction Project, Phase 1 & 2
 - Martin Avenue Reconstruction
 - North Eton Road Reconstruction
 - East Maple Gardens Sewer and Water Main Improvements
 - Villa Street Reconstruction
 - Downtown Streets (Shain Park) Reconstruction and Streetscape Enhancements
 - Pocket Park and Pedestrian Safety Improvements
 - North Old Woodward Reconstruction from Hamilton Street to Oak Avenue (LAP-MDOT)
 - Woodward Avenue Median Enhancement (LAP-MDOT)

STEVE W. SUTTON, PE, LSIT

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 26
NFE – 26

TITLE

Managing Partner

PROJECT ROLE

Project Manager

EDUCATION

Bachelor of Science
Michigan Technological
University, 1999
Civil Engineering

Extended University
Program for Surveying
Michigan Technological
University

LICENSES

Professional Engineer, State
of Michigan, 2003

Passed Professional
Surveyor Exam – Part 1

Mr. Steve Sutton began his career at NFE in 1998, and after several promotions, currently serves as Managing Partner for the firm with over 26 years of civil engineering experience. His main role is Project Manager for the design and construction administration of numerous municipal engineering and private land development projects. His municipal engineering experience includes roadway and utility system projects, and his private land development experience includes retail, industrial and residential projects.

Steve provides engineering consulting services to City of Rochester Hills and the Michigan Department of Management & Budget (DTMB), serving multiple state agencies. He is responsible for the design, management and construction administration for building developments and municipal roadway/utility system (water main, sanitary sewer and storm drain) projects.

PROJECT EXPERIENCE

Project Engineer – State of Michigan – Department of Natural Resources – Trails/Recreational Facilities/Boat Access Sites

- DTMB/DNR, Kal-Haven State Park Linear Trail from South Haven to Kalamazoo, Michigan
- DTMB/DNR, Highland Recreation Area Regional Trail (Cedar Creek Trail), Highland Township, Michigan
- DTMB/DNR, Island Lake Regional Trail, Brighton/Green Oak Township, Michigan
- DTMB/DNR, Belle Isle State Park Kayak and Canoe Launch, Detroit, Michigan
- DTMB, Bay City State Park Connectivity Study, Bay City, Michigan
- DTMB/DNR, Lexington Harbor BAS Paving Improvements, Lexington, Michigan
- DMTB/DNR, Quanicassee River BAS Paving Improvements, Essexville, Michigan
- DTMB/DNR/Michigan Army Reserve National Guard
 - Otsego Lake State Park Upgrades & Improvements, Gaylord, Michigan
 - Petoskey State Park Upgrades & Improvements, Petoskey, Michigan

Project Engineer – State of Michigan – Department of Natural Resources – Toilet/Shower Buildings & other Structures

- DTMB/DNR, Wilderness State Park Master Plan and Implementation, Carp Lake Township, Michigan
- DTMB/DNR, Warren Dunes State Park Master Plan Implementation, Sawyer, Michigan
- DTMB/DNR, Pontiac Lake Recreation Area Day Use Area Improvements, White Lake Township, Michigan
- DTMB/DNR, Wilson State Park Toilet Shower Building Replacement, Harrison, Michigan
- DTMB/DNR, Brimley State Park Toilet Shower Building Replacement, Brimley, Michigan
- DMTB/DNR, Straits State Park Toilet Shower Building Replacement, St. Ignace, Michigan
- DTMB/DNR, North Higgins Lake State Park Toilet Shower Building Replacement, Roscommon, Michigan
- DTMB/DNR, Belle Isle Shelter Replacement, Detroit, Michigan
- DTMB/DNR, Twin Lakes State Park Toilet Shower Building Replacement, Toivola, Michigan

PAUL A. TULIKANGAS, PE

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 20

NFE – 13

TITLE

Associate/Engineering
Manager

PROJECT ROLE

Project Manager

EDUCATION

Bachelor of Science
Western Michigan
University, 2006
Construction Engineering

LICENSES

Professional Engineer, State
of Michigan, 2010

CERTIFICATIONS

MDEQ Storm Water
Operator
Michigan TAMC
Pavement Surface
Evaluation & Rating
(PASER) Certification

Mr. Paul Tulikangas began his career at NFE in 2012, and after several promotions, currently serves as Associate/Engineering Manager for the firm with over 20 years of civil engineering and project management experience. His responsibilities include conceptual planning, site plan development, detailed engineering design and project management for both public and private infrastructure projects. As Engineering Manager, Paul is also responsible for coordinating workloads and assignments for NFE's staff-level engineers, ensuring they maintain a healthy workload and gain valuable professional experience on a wide variety of projects.

Paul began performing surveying and field observation for municipal and MDOT projects at the start of his career. He then progressed to engineering design and construction management for both public and private projects, including site evaluation, design, bidding and contract administration. He has played an integral role in developing and implementing capital pavement inventory, management and repair programs for various clients on both regional and national levels. From his diverse professional work experiences, Paul has learned how to effectively provide quality engineering design and project management services to exceed client expectations.

PROJECT EXPERIENCE

Project Manager – Municipal Consulting Services

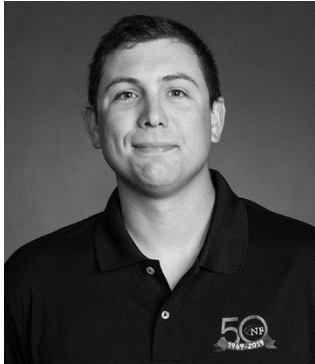
- City of Birmingham, Michigan, Client since 1999, Ongoing
 - Brown Street Reconstruction Project, Old Woodward Ave. to Woodward Ave.
 - Lincoln Hills Golf Course – Hole #1 Improvements
 - South Old Woodward Avenue Reconstruction from Brown to Landon
 - Cranbrook Road Non-Motorized Pathway Project (MDOT/Local Agency Project).
 - Townsend Street Reconstruction from Southfield to Chester
 - Grant Street Paving Project, 14 Mile to Bird and Humphrey to E. Lincoln
 - Maple Road Reconstruction Paving, Utility and Streetscape
 - 2018 Local Streets Project
 - Old Woodward Avenue Paving, Utility and Streetscape
 - Quarton Lake Estates Subdivision Reconstruction
 - West Maple Road Sewer Improvements and Resurfacing
 - Villa Road Paving and Utility
 - Webster Avenue Paving and Utility
 - Oak Street Paving and Utility
 - Kenning Park Parking Lot Renovations
 - North Eton Road Paving and Utility
 - Mohegan/Kennesaw Paving and Utility
 - Park Street Structure Streetscape Improvements
 - Cole Avenue Paving and Utility
 - Annual ADA Sidewalk Ramp Program

Project Manager – Education

- University Liggett School, Boll Campus Center Addition, Grosse Pointe Woods, Michigan
- Lincoln Consolidated Schools, Pavement Repair Program, Ypsilanti, Michigan
- Clarenceville Public Schools, Middle School Parking Lot Improvements, Livonia, Michigan

DAVID AURICCHIO

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 11

NFE – 11

TITLE

Engineer II

PROJECT ROLE

Construction Engineer

Testing/Inspection Engineer

EDUCATION

Bachelor of Science

Michigan Technological

University, 2014

Civil Engineering

CERTIFICATIONS

ACI Concrete Field Testing

Technician – Grade 1

MCA Concrete Field Testing

Technician – Level 1

MDOT Certified Bituminous

Technician

MDOT Certified Aggregate

Technician

MDOT Certified Density

Technician

MDOT Hot Mix Paving

Operations

MDEQ Storm Water

Operator

MDEQ SESC Plan Review

and Design

Mr. David Auricchio began his career at NFE in 2014 after finishing a successful internship in the summer of 2013. Dave serves as a Testing/Inspection Engineer. As an Inspector, he ensures that the construction on various types of civil engineering and design projects meet local and national building codes and ordinances, zoning regulations and contract specifications. His duties include regularly visiting construction sites, reviewing progress, monitoring activities, enforcing codes and processes, investigating complaints and participating in final inspections of the worksite. As a Testing Engineer, Dave conducts various field tests on construction sites.

PROJECT EXPERIENCE

Construction Engineer

- DTMB/DNR, MIANG Training – Wilderness State Park, Emmet County, Michigan
- City of Rochester Hills, 2024 Spencer Park / Avondale Park Improvements, Rochester Hills, Michigan
- City of Rochester Hills, 2023 Bloomer Park Parking/Pathway Improvements, Rochester Hills, Michigan
- City of Rochester Hills, 2022 Old Perch Road Reconstruction, Rochester Hills, Michigan
- City of Rochester Hills, 2021 HMA Road Replacement Program, Rochester Hills, Michigan
- City of Rochester Hills, 2021 Hamlin Road Reconstruction, Rochester Hills, Michigan
- City of Rochester Hills, 2020 HMA Road Replacement Program, Rochester Hills, Michigan

Inspector – Municipal/Government

- Independence Township Department of Public Works, Clarkston Road Safety Path, Clarkston, Michigan
- Independence Township Department of Public Works, Clintonville Road Safety Path, Clarkston, Michigan
- Charter Township of West Bloomfield, Drake Sports Park Pathway Reconstruction, West Bloomfield, Michigan
- DTMB, West Allegan Street Parking Lot Kiosk Improvements, Lansing, Michigan
- DTMB/DNR, Belle Isle State Park Shoreline Fishing Pier Improvements, Detroit, Michigan
- DTMB/DNR, Holly State Recreation Area Campground Road Restoration, Groveland Township, Michigan
- DTMB/DNR, Pontiac Lake State Recreation Area Water System and Sanitary Sewer Improvements, Waterford Township, Michigan
- DTMB/DNR, Seven Lakes State Park Sewage System Improvements, Holly Township, Michigan
- North Star Reach, New 105-acre Camp for Children with Serious Health Issues, Pinckney, Michigan
- DTMB/DNR, Ionia State Recreation Area Sewage System Improvements, Berlin Township, Michigan
- Charter Township of West Bloomfield, Civic Center Improvements, West Bloomfield Township, Michigan

KEVIN NAVAROLI, PS

CIVIL ENGINEERS · LAND SURVEYORS · LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 30

NFE – 18

TITLE

Associate/Survey Manager

PROJECT ROLE

Surveyor of Record

EDUCATION

Bachelor of Science
Ferris State University,
2004
Surveying Engineering

LICENSES

Professional Surveyor,
State of Michigan, 2006

Professional Surveyor,
State of Ohio, 2011

National Council of
Examiners for Engineering
and Surveying (NCEES),
2009

CERTIFICATE

MUST Safety Program,
2009

Mr. Kevin Navaroli began his career at NFE in 2007, and after several promotions, currently serves as Associate/Survey Manager for both municipal/MDOT improvement and private land development projects. He also assigns NFE's surveying teams to projects, overseeing that all surveyors are busy, and projects are completed on time. Kevin has exceptional communication and organizational skills, along with tons of patience, that is needed to successfully schedule NFE's surveying resources to meet our client's needs.

With extensive field experience, Kevin's expertise includes boundary, topographic, control, construction layout/staking and ALTA/NSPS Land Title Survey preparation. He is proficient in boundary review and analysis, right-of-way determination, legal research of property descriptions/deeds and field monumentation. In addition, Kevin has comprehensive knowledge of Michigan Public Act 132, Michigan Condominium Act and Michigan Plat Acts for development purposes.

PROJECT EXPERIENCE

Survey Manager and Surveyor of Record – Municipal Consulting Services

- City of Madison Heights, Michigan, Client since 1977, Various Municipal Improvement Projects
- City of Huntington Woods, Michigan, Client since 1980, Various Municipal Improvement Projects
- City of Royal Oak, Michigan, Client since 2002, Various Municipal Improvement Projects

Survey Manager and Surveyor of Record – Subdivision Platting

- Alexander Place Subdivision, Royal Oak, Michigan
- Amended Plat of Outlot A Farmington Freeway Industrial Park No. 1, Farmington Hills, Michigan
- Amended Plat of Davis Addition, Farmington Hills, Michigan
- Amended Plat of Bloomfield Acres, Bloomfield Hills, Michigan

Survey Manager and Surveyor of Record – Condominiums

- David Whitney Condominium, Detroit, Michigan
- Hudson Townes, Lyon Township, Michigan
- Charlevoix Commons, Charlevoix, Michigan
- Margate, Plymouth, Michigan
- Scripps District, Detroit, Michigan
- Billings Place, Royal Oak, Michigan
- Linda Condominium, Sterling Heights, Michigan
- The District Eton, Birmingham, Michigan
- Kamper Building Condominium, Detroit, MI
- Fisher Building Condominium, Detroit, Michigan
- Encore Townes at Tribute, Wixom, Michigan
- Encore Village at Tribute, Wixom, Michigan
- Brewster Village, Rochester Hills, Michigan
- Capital View Condominium, Lansing, Michigan
- Flat Irons of Detroit Street, Ann Arbor, Michigan
- Ravines at Plymouth, Plymouth, Michigan
- Green Oak Village, Green Oak, Michigan

CAMERON MICHALS

CIVIL ENGINEERS · LAND SURVEYORS · LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 7 years

NFE – 7 years

TITLE

Geospatial Technician I

PROJECT ROLE

Geospatial Technician

EDUCATION

Michigan Technological
University

Electrical Engineering &
Computer Engineering
2015 - 2022

CERTIFICATE

Norfolk Southern
CSX

Union Pacific
Burlington Northern Santa FE
Amtrak
Rail Pros

Mr. Cameron Michals began his career at NFE in 2018 and, following a series of promotions, currently holds the position of Geospatial Technician within NFE's newly established Geospatial Department. He possesses extensive expertise in preparing and maintaining detailed sketches, maps, and technical reports derived from legal survey descriptions. His responsibilities include performing precise site measurements, drafting accurate descriptions of property boundaries, and conducting comprehensive research into legal documents, historical survey records, and land titles to verify and clarify boundary information.

Cameron's role encompasses a diverse range of seasonal responsibilities. In the autumn months, he serves as an Inspector on roadway projects for the Michigan Department of Transportation (MDOT) and various county agencies. During the winter season, he is involved in developing AutoCAD designs for the Department of Natural Resources (DNR) and municipal clients. In the spring and summer, he contributes to the Lidar team, conducting high-resolution scans of roadways and large-scale properties to support advanced geospatial mapping and analysis.

PROJECT EXPERIENCE

CAD Technician, Production & Delivery

- Spencer Park, City of Rochester Hills, MI
- Avondale Park, City of Rochester Hills, MI
- Wilderness State Park, Emmet County, MI
- Straits State Park, City of St. Ignace, MI
- Brimley State Park, City of Brimley, MI
- 13 Mile Rd, City of Royal Oak, MI

Surveyor / Inspector - Field Operations

- Telegraph Paving 2023 – City of Waterford, MI
- Mineola Amtrak Sewer Inspection – City of Mineola, TX
- Bloomer Park Paving, City of Rochester Hills, MI
- Silverdome Topo, City of Pontiac, MI
- Ford Field Survey, City of Detroit, MI
- Willow Run Airport, Township of Superior Charter, MI
- Pontiac High School Athletic Field, City of Pontic, MI

Amtrak Surveys

- Mineola Station, TX
- Mobile Station, AL
- Meridian Station, MS
- Kirkwood Station, MO
- Maysville Station, KY
- Kankakee Station, IL
- Jackson Station, MS
- Durand Station, MI

ALEXANDER J. SIMON, PWS

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 17
NFE – 2

TITLE

Wetland Scientist

PROJECT ROLE

Woodland/Wetland
Scientist

EDUCATION

Bachelor of Science;
Cellular and Molecular
Biology,
University of Michigan,
2007

CERTIFICATIONS

Professional Wetland
Scientist #3999

ISA Certified Arborist
MI-4841A

EGLE-Certified Construction
Storm Water Operator and
SESC Plan Review and
Design

* Project with Previous Employer

Mr. Alexander Simon has 17 years of wetland and forestry experience serving numerous commercial, industrial, and municipal clients. Mr. Simon joined Nowak & Fraus in 2024, bringing in his expertise as an environmental scientist serving the transportation and energy sectors. As a Professional Wetland Scientist, Alex is responsible for characterizing wetlands in advance of preparing EGLE/USACE permit applications. He also prepares wetland mitigation, restoration, and monitoring plans; prepares NEPA documents; and conducts threatened and endangered species habitat assessments. As an ISA Certified Arborist, Mr. Simon is qualified to conduct woodland surveys for local municipalities.

PROJECT EXPERIENCE

Woodland/Wetland Scientist – Municipal/Government

- Civic Center Wetland Delineation and Tree Inventory, W. Bloomfield Township, MI
- Lyon Oaks County Park Wetland Delineation, Lyon Township, MI
- Eugene S. Nowicki Park Tree inventory, City of Rochester Hills, MI
- Oakland County Center Wetland Delineation and Tree Inventory, Waterford, MI
- Aloha State Park, Campground Wetland Delineation, Cheboygan, MI
- City of Pontiac, Wetland Delineation and Report of Hawthorne Park, Pontiac, MI
- Wetland Delineation and Restoration Plan, West Bloomfield, MI*
- Bureau of Land Management, NEPA EAs for Energy Development, Durango, CO*

Woodland/Wetland Scientist – Commercial

- Baptist Manor, Wetland Delineation and Tree Inventory, Farmington Hills, MI
- LaFontain Dealership, Tree Inventory and Wetland Delineation, Walled Lake, MI
- Just Mini Storage, Wetland Delineation and Report, Ray Township, MI
- Kem-Tech, Commercial Real Estate Wetland Delineations, Southeast MI*

Woodland/Wetland Scientist – Industrial

- Summit Carbon Solutions, MCE Pipeline Wetland Survey, Council Bluffs, IA*
- Consumers Energy of Michigan, Crescent and Polaris Wind Park Projects, Alma, MI*
- Discovery Midstream, DJ Basin Oil and Gas Development Project, Denver, CO*

Woodland/Wetland Scientist – Private

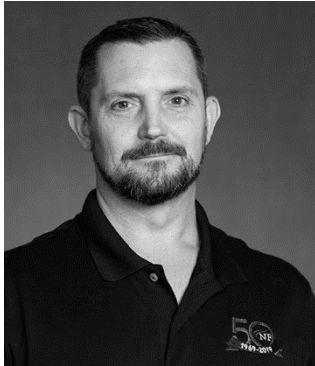
- 160-acre Tree Inventory for multi-home development, Northfield, MI
- Private Residence, Tree Inventory of 12.5-Acre Woodland, Bloomfield Village, MI
- Private Residence, Tree Survey and Wetland Delineation, West Bloomfield, MI
- Kem-Tech, Private Real Estate Wetland Delineations, Southeast MI*

Threatened and Endangered Species Habitat Assessments

- Tallgrass Energy, Pony Express Pipeline, Western Great Plains Region*
- TransCanada Energy, Bison and Pathfinder Pipelines, Rocky Mountain Region*
- Black Hills Energy, Habitat Assessments for Projects Throughout CO, WY, and NE*
- Xcel Energy, Cheyenne Ridge Wind Project, Eastern Colorado*
- Wyoming Power Co., Chokecherry and Sierra Madre Wind Projects, Wyoming*

GEORGE OSTROWSKI, PLA, LEED AP

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 29

NFE – 22

TITLE

Associate

PROJECT ROLE

Landscape Architect

EDUCATION

Bachelor of Landscape
Architecture
Michigan State University,
1994

LICENSES

Licensed Landscape
Architect, State of
Michigan, 2001

Licensed Landscape
Architect, Commonwealth
of Kentucky, 2023

LEED Accredited
Professional, 2009

Mr. George Ostrowski joined NFE in 2003 as Manager of the newly formed Land Planning and Landscape Architecture Department. George has over 28 years as a Landscape Architect and is proficient at providing land planning and landscape architecture services for municipal agencies, as well as private land developers. In addition to his leadership duties, he works closely with the NFE team and clients as a Project Manager, preparing site and landscape plans from concept through final construction documents.

George also provides environmental planning services, including wetland mitigation plans and woodland preservation plans, and oversees and assists with LEED compliance issues on projects when needed. Throughout his career, George has developed an extensive knowledge and understanding of local municipal ordinances and has established relationships with many local officials.

PROJECT EXPERIENCE

Landscape Architect – Municipal/Government

- DTMB/DNR, Highland State Recreation Area Regional Trail, White Lake, Michigan
- USACE, Detroit Arsenal Improvements, Warren, Michigan
- City of Birmingham, Pocket Parks, Birmingham, Michigan
- City of Mt. Clemens, Crocker Street Pedestrian Pathway, Mt. Clemens, Michigan
- City of Birmingham, Woodward Avenue Median Improvements, Birmingham, Michigan
- City of Birmingham, Old Woodward Streetscape Enhancements, Birmingham, Michigan
- City of Birmingham, Maple Road Improvements, Birmingham, Michigan
- DTMB/MSP, Michigan State Police Post, Walker, Michigan
- Kent County Road Commission, Central Complex, Walker, Michigan
- Clinton County Transit Area Building, Clinton County, Michigan
- Twin Lakes State Park, park improvements planning, Elm River Twp, Michigan
- Shelby Township Civic Center/Bandshell Concept Plan, Shelby Township, Michigan

Landscape Architect – Education/Libraries

- Central Michigan University, Graduate Housing, LEED Platinum Certification, Mount Pleasant, Michigan
- Oakland University, Oak View Hall, LEED Gold Certification, Rochester, Michigan
- Romeo Public Schools, New High School, Romeo, Michigan
- University Liggett, Campus Improvements, Gross Pointe, Michigan
- University of Detroit Prep, Athletic Fields, Detroit, Michigan
- Addison Township, New Public Library, Addison Township, Michigan
- Webster Community Center, City of Pontiac, Michigan

Landscape Architect – Private Land Development

- Penske Automotive Group, Audi of Mentor, Mentor, Ohio
- Topgolf, Indoor/Outdoor Recreation Facility, Auburn Hills, Michigan
- Greenstone Farm Credit Services, Headquarters, East Lansing, Michigan
- Villages at Bloomfield, Retail Development, Bloomfield Township, Michigan
- Concentra Urgent Care, New facility, Romulus, Michigan
- Wixom Logistics Park, Warehouse/Distribution Hub, Wixom, Michigan
- Oakland Logistics Park, Warehouse/Distribution Hub, Pontiac, Michigan

MARK SANDBERG, PLA, CPSI

CIVIL ENGINEERS › LAND SURVEYORS › LAND PLANNERS



YEARS OF EXPERIENCE

Industry – 12
NFE – 1

TITLE

Landscape Architect

PROJECT ROLE

Landscape Architect

EDUCATION

Bachelor of Landscape
Architecture
Ball State University, 2013

LICENSES

Licensed Landscape
Architect, State of
Michigan, 2017

CERTIFICATIONS

National Recreation and
Park Association, Certified
Playground Safety
Inspector, 2025

Mr. Mark Sandberg joined NFE in 2024, contributing to the Land Planning and Landscape Architecture Department. Mark has 7 years of experience as a Landscape Architect and has provided 12 years of design and planning services for communities, land developers, business owners, engineers, and homeowners. His primary roles include developing site and landscape plans from concept through final construction documents.

Mark is proficient in modeling proposed improvements within the existing site conditions. Mark also provides project management services, including due diligence and ordinance review, cost estimating and budgeting, project approval and permitting, material acquisition, and contractor selection and administration.

PROJECT EXPERIENCE

Landscape Architect – Municipal/Government

- Independence Township, Clintonwood Park Planning & Community Engagement, Independence Twp, Michigan
- City of Rochester Hills, Spencer Park Boathouse & Pier Improvements, Rochester Hills, Michigan
- Michigan DTMB, Fort Mackinac North Entry Accessibility Improvements, Mackinac Island, Michigan
- Bloomfield Hills Schools, Lone Pine Elementary Entry, West Bloomfield, Michigan
- Joe Louis Greenway Street Segments, Pedestrian Crossing Improvements, Davison - Littlefield Community, Detroit, MI*
- Recreation Authority of Roseville & Eastpointe, Recreation Inventory: Neighborhood and Community Parks, Roseville & Eastpointe, MI*
- City of Northville Park Facilities, ADA Accessibility Assessment, Northville, Michigan*

Landscape Architect – Private Land Development

- Hines Industrial, Tree Survey & Native Landscape, Northville Township, Michigan
- Robertson Brothers Homes, Subdivision Planning, Tree Survey & Preservation Plan, Northfield Township, Michigan
- LaFontaine Automotive Group, New Dealership Lots, Dearborn + Fenton, Michigan
- Penske Automotive Group, Parking Improvements, Livonia, Michigan
- HOPE Shelters, Housing + Health Facility Development, Pontiac, Michigan
- Saint 1881 Cafe & Bar, ADA-Accessible Patios and Ramp, Rochester, Michigan*
- KidTime Daycare, Playground + Site Improvements, Lansing, Michigan*
- Barns Senior Living Center, Barrier-Free Landscape, Rochester Hills, Michigan*
- Greenspoint Office Park, Waterfront Plaza, Schaumburg, Illinois*
- Grand Traverse Pavilions Senior Living, Fountain Plaza, Traverse City, Michigan*
- Blue Cross Blue Shield: Lyon Meadows Conference Center, Parking + Stormwater Management, Lyon Township, Michigan*
- Montebello Court, Subdivision Entrance + Community Space, Novi, Michigan*
- Dolphin Mall, Parking + Landscape Improvements, Miami, Florida*

Landscape Architect & Project Manager – Private Residences

- Pool + Spa with Fountains, Terraced Patios - 730 + 748 Grace St, Northville, MI*
- Pool + Spa with Fountains, Fire Features - 52843 Sable Ct, Shelby Township, MI*
- Pool + Spa, Terraced Landscape, Motor Court - 2580 Charnwood Dr, Troy, MI*
- Terraced Deck + Patios, Pond Restoration - 65 Brewer Rd, Leonard, Michigan*



James F. Renaud AIA, NCARB
Principal in Charge / Project Architect

Education:

University of Michigan

Masters of Architecture

Lawrence Technological University

Bachelor of Science in Architecture

Professional Affiliations:

Registered Architect in the State of Michigan

National Council of Architectural Registration Board Certificate

Detroit Chapter Board of Directors – Secretary for American Institute of Architects 2009-2011

Detroit Chapter Board of Directors – Vice-President for American Institute of Architects 2012

Awarded AIA Detroit Chapter "Young Architect Honor Award" - 2011

Chair-person for AIA Detroit, Building Codes and Regulations Committee 2006-2010

International Code Council Member

State of Michigan 2006 Code Committee Member

State of Michigan 2006 and 2009 Energy Code Committee member

Member of USGBC Detroit Chapter

With over 35 years of experience Mr. Renaud's encompasses a wide range of building types from Parks & Recreation, Municipal, Civic, Public Works, Educational, Medical, Commercial and Retail projects for new, additions, renovations and interior architecture. Mr. Renaud's area of expertise is in the development and management of construction documents, code analysis, and construction administration.

He demonstrates honed technical acuity and provides functional and value driven solutions and is considered an expertise in Building Codes, Accessibility Regulations and Energy Codes. He has served for years on the Detroit Chapter - AIA Building Codes and Regulations Committee and has chaired this body. Additionally, he has served on the State of Michigan Code Committee updating and refining standards and best practices for several review cycles.

His many years in the field, serve James well. He is the kind of valued architect that sees design beyond its documentation. Contractors, Construction Managers and clients alike consider him a vital resource ensuring that their facilities are built right. James received his Masters of Architecture degree with Distinction from the University of Michigan. Clients rely on James for his thorough project management process, excellent communication skills and personal dedication to the project outcomes. James has over 35 years of professional experience with over 30 years specifically in public architecture and demonstrates an ability to maximize value delivered. James provides the highest level of commitment, responsiveness, and thorough project delivery to each of his projects.

JOSEPH F. SOVIS P.E.

SENIOR ELECTRICAL ENGINEER



BACKGROUND

Mr. Sovis is a Principal responsible for all electrical power, lighting, fire alarm systems, and sound & communication systems. He has extensive experience with high technology buildings and specialized systems, engine test cell facilities, security systems, sound reinforcing, uninterruptible power and emergency power generation systems.

EDUCATION

Bachelor of Science, Electrical Engineering, MSU, 1992 //

Attended Lansing Community College, 1988 - 1990 //

Associate of Applied Science, Architecture Ferris State University, 1986 //

EXPERIENCE

Matrix Consulting Engineers, Inc. (1999 - present)

Clark • Trombley • Randers (1986 - 1999)

Nequist & Son Electrical Contractors (1984 -1985)

AFFILIATIONS / REGISTRATIONS

Registered Engineer, Michigan, 1996

Registered Engineer, Wisconsin, 1996

Registered Engineer, North Carolina 2006

National Society of Professional Engineers

Illuminating Engineering Society

WORK EXPERIENCE

STATE OF MICHIGAN – HOFFMASTER STATE PARK //

Muskegon, MI

The project consists of a conditions assessment of the Gillette Visitor Center to determine necessary upgrades including elevator upgrades, security, and IT upgrades. Matrix also provided mechanical, plumbing, and electrical design services for the visitor center updates as well as the new toilet building and open-air picnic shelter.

STATE OF MICHIGAN – WARREN DUNE STATE PARK //

Sawyer, MI

The project consists of the mechanical, plumbing, and electrical engineering services to provide three (3) new toilet buildings (1,300-2,500 sq ft) and one (1) new concession building on the beach at the Warren Dunes State Park in Sawyer, Michigan.

STATE OF MICHIGAN – BELLE ISLE //

Detroit, MI

The project consisted of mechanical, plumbing, and electrical design services for the replacement of two shelters electrical outlets fed with solar power and HVAC design with electric heaters in each of the toilet rooms.

STATE OF MICHIGAN - SEVEN LAKES STATE PARK //

Holly, MI

This project consisted of the mechanical, electrical, and plumbing design services for the conditions assessment and design of the new bathroom building.

STATE OF MICHIGAN - COLONIAL MICHILIMACKINAC VISITOR CENTER //

Mackinac City, MI

This project consisted of the mechanical, electrical, and plumbing design services for the conditions assessment and design of the new bathroom building.



BRENT HUHN

P.E., LEED AP BD+C

SENIOR MECHANICAL ENGINEER



BACKGROUND

Mr. Huhn's role as a Senior Mechanical Engineer includes client contact and systems design. Mr. Huhn has broad experience with office buildings, schools, correctional facilities, and health care projects applying a wide variety of HVAC systems. His design experience includes, HVAC, Plumbing, Fire Protection, Medical Gas Systems, Geothermal Systems, and Data Room Systems. In addition to design Mr. Huhn is greatly involved in commissioning buildings HVAC, Plumbing, and Control systems. Mr. Huhn has contributed to multiple LEED certified buildings.

EDUCATION

BSME, Mechanical Engineering, Michigan State University, 2004, graduated with High Honors //
Attended Lansing Community College, 2000-2002 //

EXPERIENCE

Matrix Consulting Engineers, Inc. (2006 - present)
Innotec, Incorporated (2005)
Reed Computer Aided Design, Inc. (2000-2004)

AFFILIATIONS / REGISTRATIONS

Registered Engineer, Michigan, 2009 //
LEED AP BD+C, 2010 //
ASHRAE Member //
Tau Beta Pi Honors Society Member //
Pi Tau Sigma Honors Society Member //

WORK EXPERIENCE

WARREN DUNE STATE PARK //

Sawyer, MI

The project consists of the mechanical, plumbing, and electrical engineering services to provide three (3) new toilet buildings (1,300-2,500 sq ft), and one (1) new concession building on the beach that offers food truck utility hook ups for multiple trucks at the Warren Dunes State Park in Sawyer, Michigan.

STATE OF MICHIGAN – HOFFMASTER STATE PARK - GILLETTE VISITOR CENTER //

Muskegon, MI

The project consists of a conditions assessment of the Gillette Visitor Center to determine necessary upgrades including elevator upgrades, security, and IT upgrades. Matrix also provided mechanical, plumbing, and electrical design services for the visitor center updates as well as the new toilet building and open-air picnic shelter.

HOFFMASTER STATE PARK //

East Lansing, MI

This project consisted of renovating the Hoffmaster State Park Gillette Visitor Center and the replacement of the toilet building.

STATE OF MICHIGAN – CONSTITUTION HALL //

Lansing, MI

Project consists of renovating-7 stories plus Atrium totaling approximately 500,000 square feet. Mechanical and electrical systems were modified, changed, and added to accommodate major floor plan changes to many areas of the building. The design was performed in Revit with clash detection performed and adjusted as needed.



SECTION 5: BUDGET REVIEW

5. BUDGET REVIEW

The pre-bid meeting indicated an approximate budget of \$1,000,000 for Kenning Park and \$880,000 for St. James Park, of which is the basis of this proposal.

NFE has prepared a rough conceptual cost estimate for the full construction of the project that can be utilized for planning purposes. This cost estimate will be reviewed and updated for the preliminary design phases, and the final design package submittal. At this stage of development, it is too early to know exactly what the project cost will be until it can evolve.

**ENGINEER'S CONCEPT OPINION OF COST
Project: St. James Park Improvements**

ITEM	QUANTITY		UNIT PRICE	TOTAL
<u>St. James Park Improvements</u>				
Site Clearing and Preparation	1	LS	\$7,500.00	\$ 7,500.00
Machine Grading - Field / Playground	1	LS	\$35,000.00	\$ 35,000.00
Ball Field Underdrains	1	LS	\$35,000.00	\$ 35,000.00
Backstop / Bleachers / Benches	1	LS	\$80,000.00	\$ 80,000.00
Fencing	1	LS	\$12,500.00	\$ 12,500.00
Infield Gravel	1	LS	\$25,000.00	\$ 25,000.00
Field Grass Turf	1	LS	\$35,000.00	\$ 35,000.00
Site Lighting/Electrical	1	LS	\$25,000.00	\$ 25,000.00
Yard Game Equipment	1	LS	\$20,000.00	\$ 20,000.00
Rain Gardens/Plantings/Trees	1	LS	\$40,000.00	\$ 40,000.00
ADA Grills	2	EA	\$1,750.00	\$ 3,500.00
Tennis Court Replacement	1	LS	\$60,000.00	\$ 60,000.00
5' Trail	3,000	SFT	\$10.00	\$ 30,000.00
Playground Prep / Base / Drainage	1	LS	\$35,000.00	\$ 35,000.00
Playground Allowance	1	LS	\$150,000.00	\$ 150,000.00
Pavilion/Shelter Alternate	1	LS	\$100,000.00	\$ 100,000.00
Restroom Alternate	1	LS	\$225,000.00	\$ 225,000.00
Subtotal St. James Park Improvement Costs				\$ 918,500.00
<u>Misc. Construction Costs</u>				
Mobilization	1	LS	\$45,925.00	\$ 45,925.00
Soil Erosion and Sedimentation Control	1	LS	\$6,500.00	\$ 6,500.00
Permit Fee Allowance	1	LS	\$5,000.00	\$ 5,000.00
Construction Contingency (10%)	1	LS	\$91,850.00	\$ 91,850.00
Subtotal Misc Construction Costs				\$ 149,275.00
Estimated Project Construction Subtotal:				\$ 1,067,775.00

**ENGINEER'S CONCEPT OPINION OF COST
Project: Kenning Park Improvements**

ITEM	QUANTITY		UNIT PRICE	TOTAL
<u>Kenning Park Improvements</u>				
Site Clearing and Preparation	1	LS	\$10,000.00	\$ 10,000.00
Machine Grading - Field / Playground	1	LS	\$35,000.00	\$ 35,000.00
Ball Field Underdrains	1	LS	\$35,000.00	\$ 35,000.00
Backstop / Bleachers / Benches	1	LS	\$80,000.00	\$ 80,000.00
Fencing	1	LS	\$25,000.00	\$ 25,000.00
Infield Gravel	1	LS	\$25,000.00	\$ 25,000.00
Field Grass Turf	1	LS	\$35,000.00	\$ 35,000.00
Site Lighting/Electrical	1	LS	\$35,000.00	\$ 35,000.00
Yard Game Equipment	1	LS	\$20,000.00	\$ 20,000.00
Rain Gardens/Plantings/Trees	1	LS	\$40,000.00	\$ 40,000.00
ADA Grills	2	EA	\$1,750.00	\$ 3,500.00
Tennis Court Replacement	1	LS	\$120,000.00	\$ 120,000.00
5' Trail	3,000	SFT	\$10.00	\$ 30,000.00
Playground Prep / Base / Drainage	1	LS	\$35,000.00	\$ 35,000.00
Playground Allowance	1	LS	\$250,000.00	\$ 250,000.00
Pavilion/Shelter Alternate	1	LS	\$100,000.00	\$ 100,000.00
Restroom Alternate	1	LS	\$225,000.00	\$ 225,000.00
Subtotal Kenning Park Improvement Costs				\$ 1,103,500.00
<u>Misc. Construction Costs</u>				
Mobilization	1	LS	\$55,175.00	\$ 55,175.00
Soil Erosion and Sedimentation Control	1	LS	\$6,500.00	\$ 6,500.00
Permit Fee Allowance	1	LS	\$5,000.00	\$ 5,000.00
Construction Contingency (10%)	1	LS	\$110,350.00	\$ 110,350.00
Subtotal Misc Construction Costs				\$ 177,025.00
Estimated Project Construction Subtotal:				\$ 1,280,525.00



SECTION 6: REFERENCES

6. REFERENCES

For the success of this project initiative, the City should carefully consider retaining a team of professionals which will evaluate your objectives with the goal of balancing critical program elements and environmental issues with those of functional requirements and available funding. NFE will implement a process which engages the project team when required to address your goals and expose all opportunities and constraints to ensure a consensus is met pertaining to the final design solutions.

Of particular note are some of the projects highlighted in the following pages. This project is very similar to many of NFE's past park related work. This experience provides NFE with a full understanding of operational requirements and the trends the park community is following.



NFE provided surveying and civil engineering services for utility improvements associated with the Grant Street and Edgewood Road paving projects. Work included the design and coordination of combined storm sewer extensions through St. James Park to improve connectivity, drainage, and support future green infrastructure in compliance with EGLE requirements.



ST. JAMES PARK

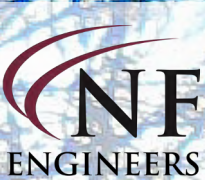


Birmingham, Michigan

2021-2024

NFE Project No. L485 / M516

CLIENT	City of Birmingham Department of Contact Name, Title and Phone No.
SCOPE	Utility Extension Sewer Design Storm Drainage Site Coordination Regulatory Compliance
ROLE	Civil Engineering Utility Design Infrastructure Support



NFE supported multiple improvement projects at Kenning Park by providing comprehensive surveying, design, and site development services. Across three separate projects, NFE completed land and tree surveys, civil and landscape design, construction stakeout, and as-built documentation to support parking lot replacement, athletic field renovations, and ice arena improvements, helping guide projects from planning through construction.



KENNING PARK ICE ARENA



Birmingham, Michigan

2021

NFE Project No. D669

CLIENT	City of Birmingham Carrie Laird, 248-530-1714
SCOPE	Land and Tree Survey Civil, Site, and Landscape Design Construction Stakeout As-builts
BUDGET	\$1.1 M Estimated Construction \$86,000 Engineering Services
ROLE	Surveying Site Planning Civil Engineering Landscape Design Construction Support



Independence Township selected NFE to provide comprehensive land surveying, engineering design, and consulting services for the replacement of the aging wooden castle playscape at Bay Court Park. The 26-year-old structure had deteriorated beyond safe use, prompting the need for a modern, accessible playground.

As part of the DNR Trust Fund grant requirements, NFE led public engagement efforts to help the Township identify preferred playground styles and amenities. Incorporating community input, the team prepared detailed design and bid documents and collaborated closely with the selected contractor, Penchura, to maximize project value within the available budget.

During construction, NFE coordinated demolition of the existing structure, oversaw adjacent paving work, and provided construction layout and on-site oversight for all project components, including new play equipment, tables, benches, and ADA-compliant parking and walkways. The project concluded with NFE completing all required post-construction documentation for grant closeout.

BAY COURT PARK PLAYGROUND



Clarkston, Michigan

2023

NFE Project No. M383

CLIENT	Independence Township Department of Parks & Recreation Lisa Chrisensen, CPRP Director of Parks & Recreation 248-625-8223
SCOPE	Land Surveying Consulting Engineering Landscape Architecture
BUDGET	\$750,000 Estimated Construction \$50,000 Engineering Services
ROLE	Surveying Engineering Design Community Engagement Construction Documents Construction Administration



NOWICKI PARK



Rochester Hills, Michigan

NFE Project No. O557

NFE was selected after a competitive bidding process to assist the City of Rochester Hills in preparing design development documents for this new 37 acre park. Work on this contract included the full design development for a new playground, trails, water feature, dog park, parking facilities, Adams Road Lane widening, Hawk Beacon pedestrian crossing signal and more. NFE is the lead civil consultant and landscape architect on this project. NFE is collaborating with A3C (project architect), Viridis (water feature design), and ASTI (environmental consultant) for this project.

Specifically, NFE is responsible for the preparation of the Boundary and Topographic Survey, Wetland Survey, Tree Survey, Concept Site Planning, Design Charette with Staff, Design Development, Construction Documents, and project permitting. Design is scheduled to be completed before the end of 2025 with construction commencing in 2026.

CLIENT

City of Rochester Hills
Department of Parks and Recreation
Ken Elwert, CPRP
Director of Parks and Natural Resources
248-841-2552

SCOPE

Boundary & Topographic Survey
Site Planning
Park Design
Adams Road Improvements

BUDGET

\$8,000,000 Estimated Construction
\$550,000 Engineering Services

ROLE

Lead Civil Consultant
Landscape Architect
Survey Services
Site Planning and Design
Construction Administration



NFE was retained by the City of Royal Oak to develop a comprehensive master plan for a new park on the former golf course at Normandy Road and Delemere Boulevard on the north side of Royal Oak. This work included an intense community engagement process with city officials and residents which included a design charrette, opinion survey, six public meetings, and numerous teleconferences with the citizens of Royal Oak. In the end, approximately 2,500 people participated in the overall park development planning and design process.

Construction documents were created for the development which included: two soccer fields, splash pad, playground, pavilion/picnic shelter, trails, pad for food truck vendor, and sledding hill all together with required parking lot and maintenance infrastructure. Also, a pedestrian bridge was designed to connect Normandy Oaks to the nearby Elks Park.

The goal of the development was to create a zero-point discharge for the site. The storm water management plan was carefully crafted to include bio-retention areas, bioswales, detention/irrigation pond, and plenty of green space. Storm water runoff will be harvested in the irrigation pond which will be used to irrigate the natural turf soccer fields. The pond will contain a unique outlet control structure that will allow the water level to rise for irrigation water storage. If needed, the water can be released into a piped system that directs the flow to another "wet" detention pond where evaporation/transpiration/percolation and effectively will address the extra volume of water.



NORMANDY OAKS PARK DEVELOPMENT



Royal Oak, Michigan

2021

NFE Project No. K026

CLIENT	City of Royal Oak Holly Donoghue, PE, City Engineer, 248-246-3260
SCOPE	Master Planning Design & Construction Documents Stormwater Management Design
BUDGET	\$3,000,000 Estimated Construction \$400,000 Engineering Services
ROLE	Surveying Engineering Design Construction Documents Construction Administration Community Engagement



NFE was selected to provide design services to make facility improvements to Spencer Park and Avondale Park to improve the visitor experience and aid in park operations. Improvements included reconstruction/expansion of parking facilities, pedestrian pathway updates/expansion, play court reconstruction, storm drainage updates, landscaping/planting updates, and associated park amenity replacements.

Following design, NFE was retained to provide construction oversight and administration on behalf of the City. NFE served as the direct liaison between the contractor team and City staff, and acted as the bridge between design and the final built product. NFE provided inspection on a daily basis to provide quality control to assure materials and implementation met the design intent. NFE managed, reviewed and processed RFI, change orders, shop drawing reviews, and also managed the project budget throughout the course of the project to ensure that project dollars were spent responsibly.

NFE managed the project close out process, including preparing and reviewing the completion of the punch list, completing project as built and all final payment paperwork for the contractors contract with the City.



SPENCER / AVONDALE PARK IMPROVEMENTS

Rochester Hills, Michigan

NFE Project No. N762 / N790



CLIENT

City of Rochester Hills
Department of Parks & Natural Resources
Ken Elwert, CPRP
Director of Parks and Natural Resources
248-841-2552

SCOPE

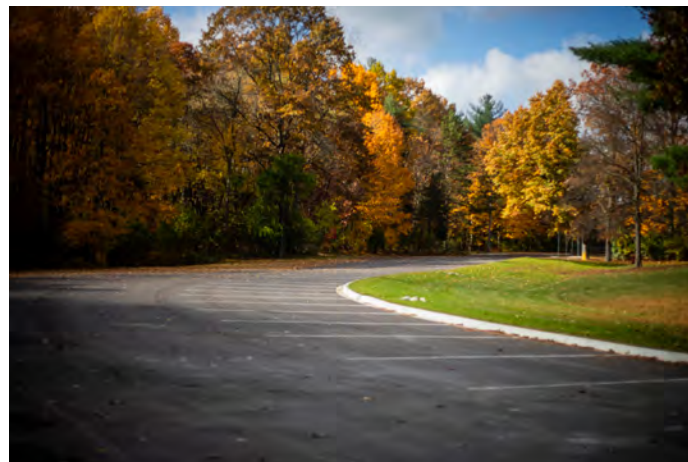
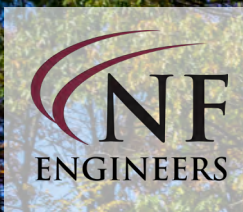
Parking & Paving Improvements
Ball Field Renovations
Construction Engineering

BUDGET

\$2,500,000 Estimated Construction
\$ 975,000 Engineering Services

ROLE

Lead Consultant
Surveyor
Civil Engineer
Landscape Architect
Construction Administrator



BLOOMER PARK PAVING / STORM DRAIN IMPROVEMENTS



Rochester Hills, Michigan

2023

NFE Project No. N239

The City of Rochester Hills contracted with NFE to provide survey, design engineering and construction administration services for the Bloomer Park paving and storm drain improvements project. NFE completed design engineering for the replacement / expansion of all paved parking and walking paths within the park, including updates for maintenance yard use, ADA access and erosion / storm drain improvements within the park.

NFE completed construction layout and construction management to monitor the work and administer the construction contract on behalf of the City of Rochester Hills.

CLIENT	City Rochester Hills Department of Parks and Recreation Ken Elwert, CPRP Director of Parks and Natural Resources 248-841-2552
SCOPE	Design & Engineering Construction Phase Services
BUDGET	\$4,100,000 Estimated Construction \$600,000 Engineering Services
ROLE	Surveying Design Engineering Construction Administration



SECTION 7: COST PROPOSAL

7. COST PROPOSAL

The NFE work plan provides for a comprehensive approach to effectively designing and administering this project. The attached cost proposal is submitted for your consideration. If there are any questions or comments associated with this proposal, please do not hesitate to contact us at any time.

ATTACHMENT C - COST PROPOSAL-St. James Park

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant's Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
St. James Park	BID AMOUNT
Concept Plan Development including 3D Renderings	\$ 21,100.00
Topographical Survey [INCLUDING TREE SURVEY]	\$ 8,900.00
Construction Plans [CDs]	\$ 33,680.00
Specifications	\$ Included in CDs
Permits (other than City) [NO OTHER PERMITS ANTICIPATED BEYOND CITY]	\$ Included in CDs
Meetings (6-8)	\$ 3,200.00
Construction Administration	\$ 27,500.00
Miscellaneous: Any other items not listed above. Describe below or attach: CONSTRUCTION STAKEOUT PRINT EXPENSES	\$ 14,430.00 \$ 1,000.00
Sub Total Base Bid Amount (St. James Park)	\$ 109,810.00
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee	\$ 400.00
Other (please describe below or attach) ALTERNATE - RESTROOM DESIGN ALTERNATE - PAVILION DESIGN	\$ 22,000.00 \$ 10,000.00

ATTACHMENT C - COST PROPOSAL- Kenning Park
Professional Design Services for St. James & Kenning Parks

FEE PROPOSAL	
Kenning Park	BID AMOUNT
Updated Concept Plan Development including 3D Renderings	\$ 21,690.00
Topographical Survey [INCLUDING TREE SURVEY]	\$ 9,900.00
Construction Plans [CDs]	\$ 34,600.00
Specifications	\$ Included in CDs
Permits (other than City) [NO OTHER PERMITS ANTICIPATED BEYOND CITY]	\$ Included in CDs
Meetings (6-8)	\$ 3,200.00
Construction Administration	\$ 29,600.00
Miscellaneous: Any other items not listed above. Describe below or attach: CONSTRUCTION STAKEOUT PRINT EXPENSES	\$ 15,300.00 \$ 1,000.00
Sub Total Base Bid Amount (Kenning Park)	\$ 115,290.00
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee	\$ 400.00
Other (please describe below or attach) ALTERNATE - RESTROOM DESIGN ALTERNATE - PAVILION DESIGN	\$ 22,000.00 \$ 10,000.00
Grand Total	BID AMOUNT
St. James Park Sub Total Base Bid	\$ 141,810.00
Kenning Park Sub Total Base Bid	\$ 147,290.00
Total Base Bid	\$ 289,100.00



SECTION 8: REQUIRED FORMS

ATTACHMENT B - BIDDER'S AGREEMENT
Professional Design Services for St. James & Kenning Parks

In submitting this proposal, as herein described, the Consultant agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Brett Buchholz, PE	12-16-2025
PREPARED BY (Print Name)	DATE
Principal	12-16-2025
TITLE	DATE
	bbuchholz@nfe-engr.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
Nowak & Fraus, PLLC	
COMPANY	
46777 Woodward Avenue, Pontiac, MI 48342	248-332-7931
ADDRESS	PHONE
N/A	
NAME OF PARENT COMPANY	PHONE
N/A	
ADDRESS	

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for St. James & Kenning Parks

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Brett Buchholz, PE

PREPARED BY
(Print Name)

Principal

TITLE



AUTHORIZED SIGNATURE

Nowak & Fraus, PLLC

COMPANY

46777 Woodward Avenue, Pontiac, MI 48342

ADDRESS

N/A

NAME OF PARENT COMPANY

N/A

ADDRESS

38-3211085

TAXPAYER I.D.#



OAKLAND COUNTY

46777 Woodward Avenue
Pontiac, MI 48342

WAYNE COUNTY

28 W. Adams, Suite 210
Detroit, MI 48226

MACOMB COUNTY

48680 Van Dyke, Suite 200
Shelby Township, MI 48317

VAN BUREN COUNTY

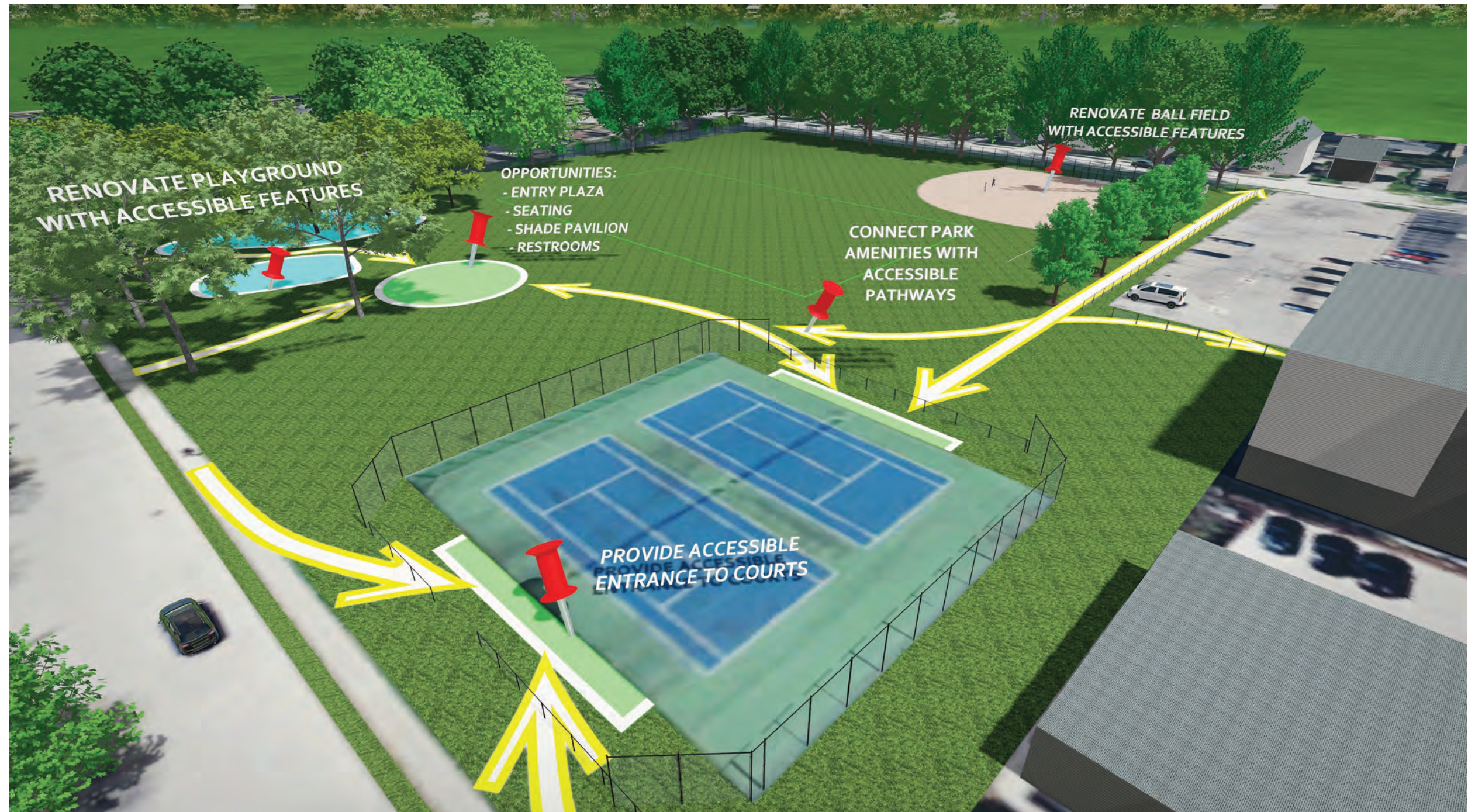
23852 City Center Circle
Mattawan, MI 49071

www.NFE-ENGR.com



ST. JAMES & KENNING PARKS

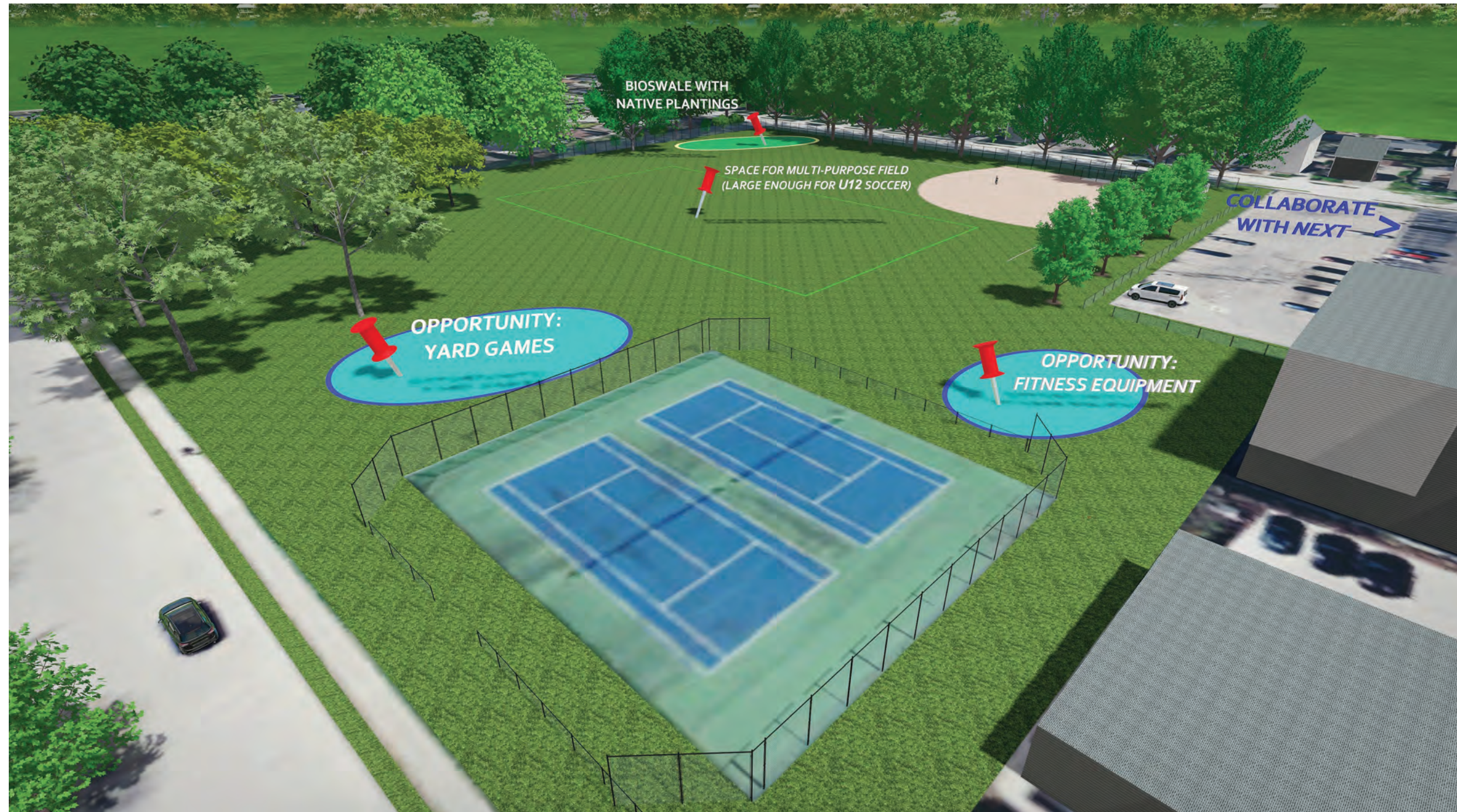
BIRMINGHAM, MICHIGAN



ST. JAMES PARK

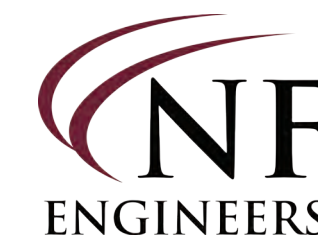
OPPORTUNITIES FOR ACCESSIBILITY





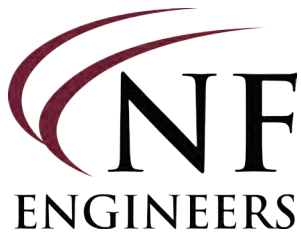
ST. JAMES PARK

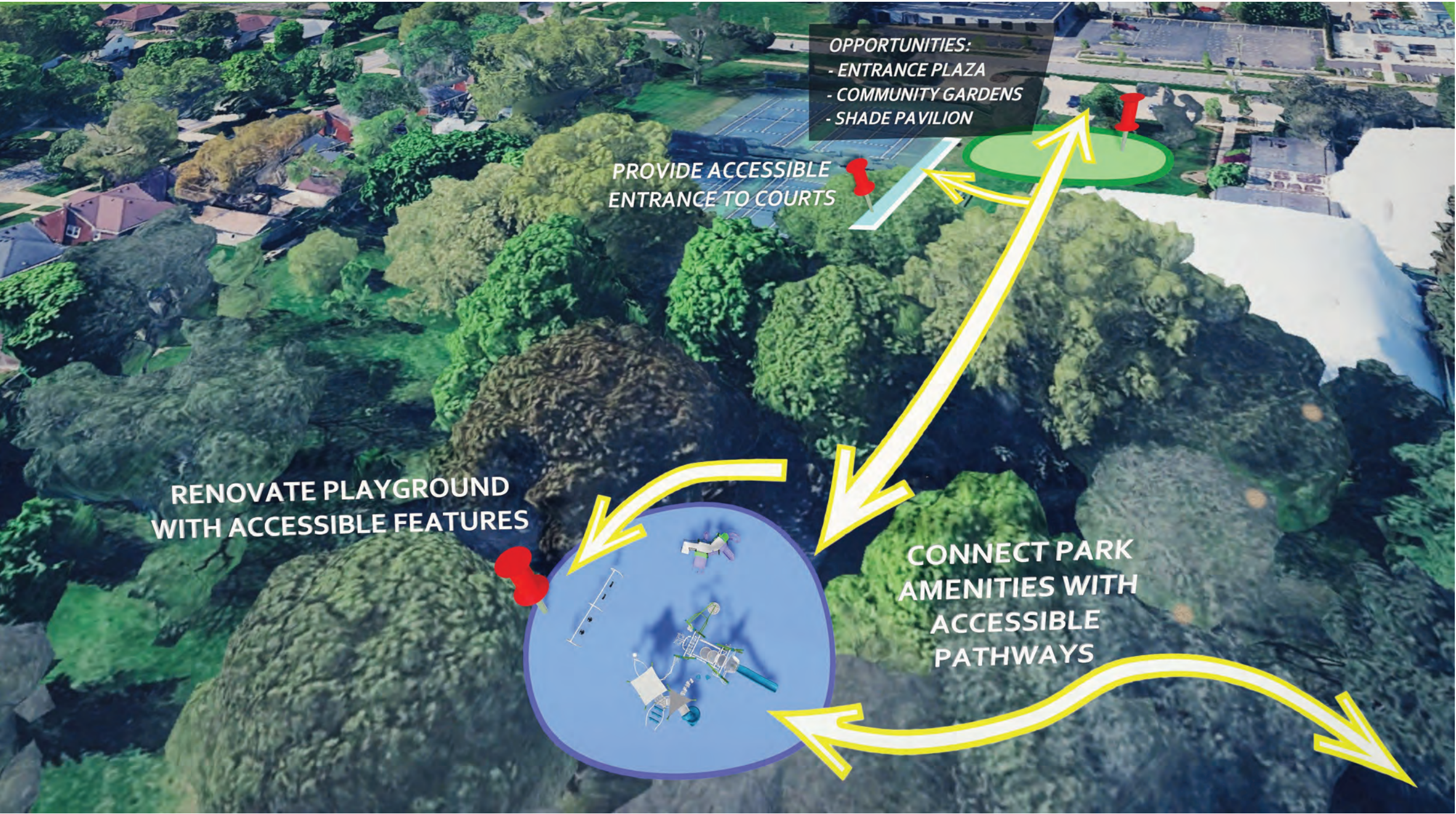
OPPORTUNITIES FOR NEW FEATURES





KENNING PARK
PRIMARY AREAS FOR IMPROVEMENT





KENNING PARK

OPPORTUNITIES FOR ACCESSIBILITY





FEATURED WORKS

SAMPLE PARK GRAPHICS





Proposal for Professional Design Services for

ST. JAMES AND KENNING PARKS

City of Birmingham



Proposal Due Date
Tuesday, December 16, 2025

December 15, 2025

City of Birmingham
Ms. Carrie Laird
851 S. Eton
Birmingham, MI 48009

RE: Professional Design Services for St. James & Kenning Parks

Dear Ms. Laird:

As recreation facilities continue to be a driving force in the health and viability of our communities, it is exciting to see the City of Birmingham continue to adopt the recommendations of recently adopted 2024-2028 Parks and Recreation Master Plan. OHM Advisors is grateful for the opportunity to submit this proposal, and we are excited about the potential to assist the City of Birmingham in reimagining St. James Park and enhancing the 2014 concept for Kenning Park.

An award-winning multi-disciplinary firm, OHM Advisors is well suited to assist the City of Birmingham in developing thoughtful park designs that will represent the unique vision of your community. OHM is the ***Community Advancement Firm*** with over 60 years of experience helping communities like yours plan for and implement long lasting projects that continue to benefit their residents. Central to our team and our design process is the belief that a park design should foster positive change in the community, connect to the surrounding neighborhoods, and be feasible to implement.

Our goal is to build on the unique community characteristics and existing strengths identified in the 2024-2028 Parks and Recreation Master Plan, coupled with valuable dialog with the Birmingham community, to develop thoughtful design considerations that embrace the community spirit and desired multi-generational goals. The designs for both parks must build upon the needs of the community and represent a balanced vision that can be paired with actionable steps that will lead to implementation.

Living and working in our neighborhoods amplifies our passion. We are excited to assist you not only because our skills align with your needs, but because we seek to work where we live. Our team is local to the Oakland County region and is eager to work with Birmingham Park Staff to fulfil the goals of these park projects. We see the opportunity to capitalize on the investment in your park system for all residents and visitors to utilize into the future.

We appreciate the opportunity to help you to take this important step in designing and implementing these two parks to *Advance Birmingham!* If you have questions or need to contact us for further information, please email me at stacey.tobar@ohm-advisors.com. We are proud to help our clients dream big, plan accordingly, and solve challenging problems, and we hope to be of service to you.

Sincerely,
OHM Advisors



Stacey Tobar
Project Manager

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FIRM OVERVIEW & QUALIFICATIONS



Who We Are

OHM ADVISORS

We are the community advancement firm.

As the community advancement firm designing award-winning work across the architecture, engineering and planning spheres, we believe that something incredible grows out of a team of experts with individual specialties—ideas with bigger impact.

Firm History

OHM Advisors was established in 1962 and has been growing steadily ever since. Some of our growth has been through strategic mergers and acquisitions and some has been organic, but the driving force has always been to create an exceptional team of people committed to best serving our clients.

Firm Leadership

Since our beginnings, we've understood that meeting the advisory needs of our clients starts with building their trust. For over six decades, our goal has been to create honest client partnerships for today's challenges that last well into the future.

FIRM OVERVIEW

A team of over **800** experts of diverse backgrounds and talents

23 Locations and growing throughout MI, OH, IN, PA, KY, FL & TN

Experts in **10** collaborative disciplines

Advancing Communities since **1962**

CONTRACT OFFICE

OHM Advisors
2365 Pontiac Rd, Ste 201
Auburn Hills, MI 48326
ph 248.751.3100



Explore our innovative solutions to challenges at **OHM-Advisors.com**

Our Services

AREAS OF EXPERTISE



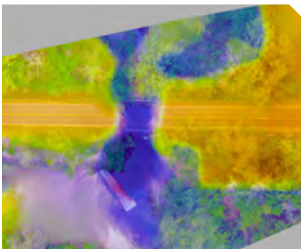
Architecture ▾

- ▾ Complete Architectural Design Services
- ▾ Site & Facility Evaluation
- ▾ Facility Master Planning
- ▾ Space Planning & Programming
- ▾ Interior Design
- ▾ Sustainable Design



Construction Engineering ▾

- ▾ Construction Design
- ▾ Construction Engineering & Observation
- ▾ Project Administration & Closeout



GIS & Innovative Technologies ▾

- ▾ Mobile GIS
- ▾ Software Solutions
- ▾ System Analysis
- ▾ System Design & Implementation
- ▾ Innovative Technologies



Landscape Architecture & Urban Design ▾

- ▾ Public Park Space & Master Plans
- ▾ Streetscapes
- ▾ Trails & Greenways
- ▾ Green Infrastructure
- ▾ Branding, Wayfinding & Signage
- ▾ Visualization & Graphics
- ▾ Site Design



Mechanical, Electrical & Plumbing Engineering ▾

- ▾ Heating, Ventilation & Air Conditioning
- ▾ Plumbing
- ▾ Lighting & Controls
- ▾ Power Distribution
- ▾ Safety & Security



Municipal Engineering ▾

- ▾ Community Engineering
- ▾ Infrastructure Assessment & Planning
- ▾ Funding Assistance
- ▾ Design & Implementation



Planning ▾

- ▾ Public Engagement & Facilitation
- ▾ Economic Development Planning
- ▾ City & Regional Planning
- ▾ Land Development, Zoning & Entitlements
- ▾ Transportation Planning
- ▾ Codes & Standards



Surveying ▾

- ▾ Road Design Surveys
- ▾ ALTA/NSPS Land Title Surveys
- ▾ Boundary Surveys
- ▾ Topographical Surveys
- ▾ Hydrographical Surveys
- ▾ Right-of-way Surveys
- ▾ As-built Surveys
- ▾ Stock Pile Volumetric Surveys
- ▾ Construction Layout



Transportation ▾

- ▾ Traffic Engineering
- ▾ Transportation Planning
- ▾ Roadway & Highway Design
- ▾ Bridge Engineering & Diverse Structures
- ▾ Multimodal Transportation Engineering



Water ▾

- ▾ Stormwater Management
- ▾ Drinking Water
- ▾ Wastewater
- ▾ Asset Management
- ▾ Ecological Services

ENGAGEMENT TACTICS

Engagement should be inclusive, fun, and inspiring.

By tailoring our planning process to each client, community, and project, we reach people where they are and create an environment where everyone feels welcome and valued. Equity and inclusion are essential to creating thriving communities; by engaging all members of the community, we gain the insight necessary to build a well-rounded strategy, while cultivating excitement around the project. The following strategies are those which have proved effective for us in past projects. See the Project Understanding & Approach section for the engagement methods we propose using for St. James & Kenning Parks.



Design Charrettes allow for collaboration and idea sharing and serve as an arena for participants to share their aspirations, insights, and feedback for the plan.



OHM's **digital and social engagement** ensures equitable participation and maximum engagement. We utilize tools such as Zoom, Miro, Mentimeter, Google Jamboard, Typeform, QR codes, social media platforms, and project websites.



Pop-ups are a great way of meeting people where they're at - whether it be coffee shops, recreational centers, grocery stores, etc. Meeting people where they are can be just as, if not more, effective than attending a formal public meeting.

GUIDING TENETS OF OUR PROCESS

TRUST

A fundamental building block in any relationship is **trust**. Building trust allows people to move beyond the veil and expose the root.

COLLABORATION

By placing engagement and **collaboration** at the forefront of our process, we can ensure that the resultant plan is rooted in the community.

VISION

Success in the previous two keys, trust and collaboration, leads to a strong **vision** that our team will guide the community in bringing to life.



Through **immersive engagement tools** such as illustrative conceptual renderings, Virtual Reality, clear graphics, and concise reports, we provide real, substantive idea of what the plan is recommending, generating excitement and support for the recommendations.



An **area tour** can be performed early on in the planning process and include the client team and stakeholders to physically identify constraints, opportunities, and other site related elements to lay the foundation.



Public open houses are a celebration of the efforts of all the stakeholders and community members who would have participated in the planning process and help to build excitement into the implementation of the recommendations for the client team.

VISUALIZATION

Visualization has been a big part of our design process for many years – so much so, that we’ve recently implemented a dedicated Visualization discipline within OHM. We’ve frequently utilized plan renderings and 3D modeling to help convey the intent of our designs and highlight specific details or special features of our projects. We’ve even generated full scale models that can be viewed through ocular lenses to create an experience of what a finish space will actually “feel” like once completed. Below are some visualization examples comparable to your project that we’ve developed in the past.



Wood Lane Playground Concept, Bowling Green, OH



Broughton Road Stone Curve Concept, Macomb Township, MI



Wadsworth Memorial Park Play Area, Wadsworth, OH



Roosevelt Park Bird's Eye Rendering, Detroit, MI

TEAM QUALIFICATIONS

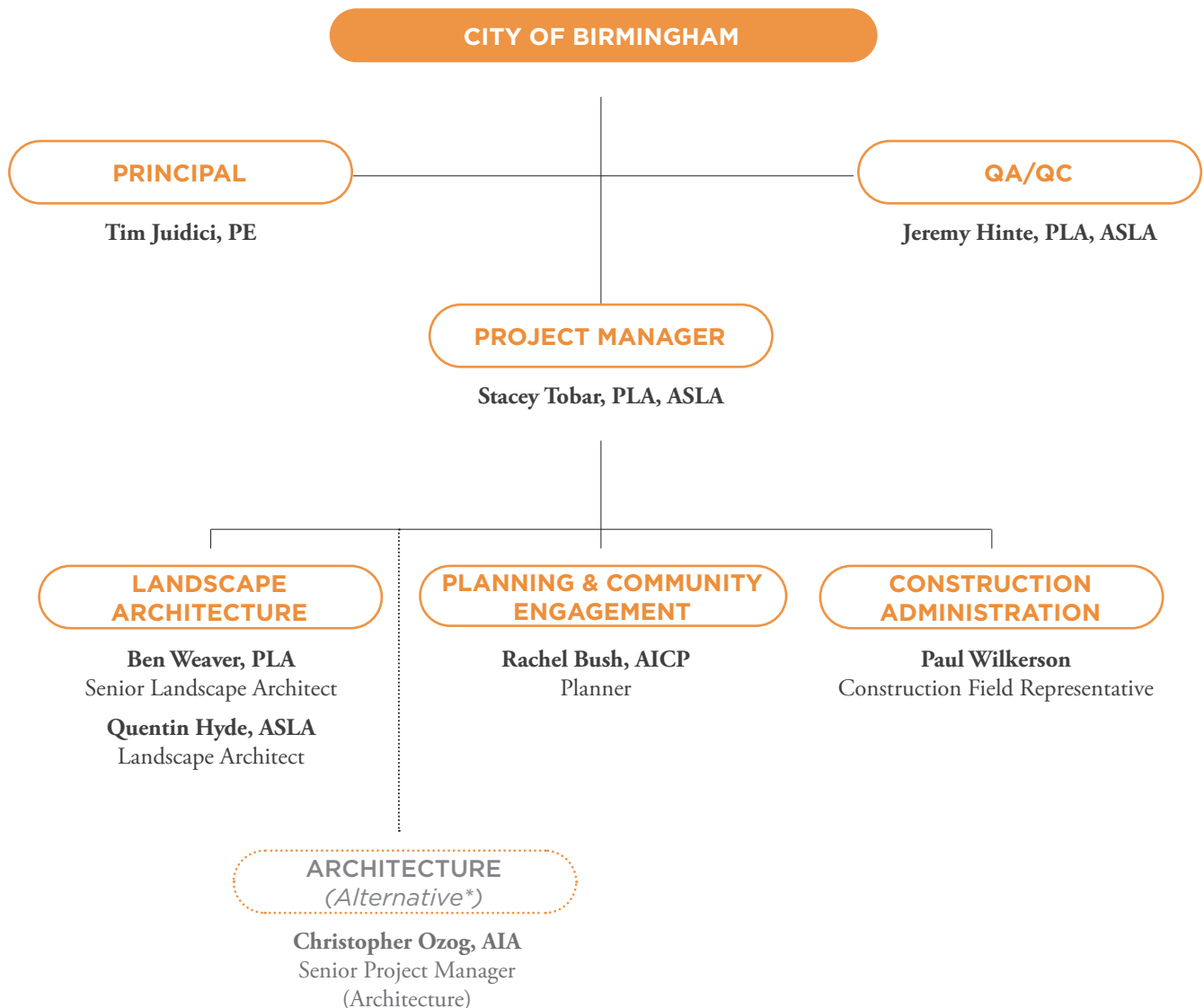
Sylvan Glen Park, Troy, MI



Your Project Team

ORGANIZATION CHART

OHM Advisors attests to the fact that the key personnel provided within this proposal have adequate availability to provide the services as outlined in this document. In addition to the key staff that will support the project directly, we have over 800 professionals firm-wide to provide as-needed support to our clients.



Tim Juidici, PE

PRINCIPAL



Education

- Bachelor of Science in Civil Engineering, Michigan Technological University, 2004

Professional Registration(s)

Professional Engineer
MI, 2009, #56021

Experience

With OHM since 2004
1 year prior experience

Professional Affiliation(s)

- American Public Works Association
- American Council of Engineering Companies
- Michigan Municipal League
- Michigan Association of Planning
- American Society of Civil Engineers

Background

As a Principal in OHM Advisors' Municipal Services group, Tim Juidici is responsible for serving communities. He assists municipalities with the evaluation of their infrastructure and the prioritization of capital investment needs, particularly for transportation, water and sewer system infrastructure. Tim has worked with a number of communities on general engineering services, capital improvement planning and implementation, municipal design services, construction administration, and review of site development projects. His work experience includes major and local roadways, water main, sanitary sewer, storm water management, pedestrian facilities, streetscapes, parks, and buildings. Tim serves as the primary client contact for several municipalities in southeast Michigan, where he functions as their City/Township Engineer. He routinely attends City Council, Township Board, Planning Commission, and other public meetings to serve as engineering advisor. He coordinates with City/Township staff, developers, contractors, and various agencies to plan, design, and implement projects.

Select Relevant Experience

Public Square, City of Auburn Hills, MI

Principal responsible for construction of a Public Square within Downtown Auburn Hills. The project included removal of existing parking lot and sidewalk, utility and drainage improvements, raised planters/seat walls, artificial turf area, construction of a stage structure and pergola structures, landscaping, site lighting, sidewalks, and other amenities. The Public Square is a focal point to the City's Downtown, and allows for passive use and programmed events.

Riverwalk & Millpond Park Improvements, City of Fenton, MI

Principal responsible for park and Riverwalk improvements within Fenton's downtown. The project consisted of improvements within Millpond Park including a playground, two kayak launches, construction of a new stone-arch pedestrian bridge, sidewalk and plaza space, landscaping, site lighting, exercise stations, and other amenities. The project also included construction of a new section of Riverwalk along the Shiawassee River between Caroline and Silver Lake Roads, including a retaining wall and bank stabilization. The project was partially funded via an MDNR Trust Fund grant.

Auburn Road Streetscape and Emmons Plaza, City of Rochester Hills, MI

Project Manager responsible for median and gateway features along the Auburn Road corridor to be incorporated into the newly reconstruction roadway. The project also involves construction of a public plaza within the vacated Emmons street, including a restroom/storage building, spray pad, hardscape, landscaping, furnishings, and lighting.

Riverside Park Amphitheater, City of Auburn Hills, MI

Project Manager/Client Representative responsible for construction of an amphitheater within Riverside Park. The project included tiered seating for the amphitheater, raised stage and pavilion structure, plaza spaces, splash pad, pathways, ADA ramps, and other park amenities. The amphitheater and splash pad enhance the park and attract people to the City's Downtown, consistent with the City's vision.

Stacey Tobar, PLA, ASLA

PROJECT MANAGER



Education

- Master of Urban Planning, Wayne State University, 2001
- Bachelor of Landscape Architecture, Michigan State University, 1995

Professional Registration(s)

Professional Landscape Architect
MI, 2021, #3901001325

Experience

With OHM since 2024
30 years prior experience

Professional Affiliation(s)

- American Society of Landscape Architects, member
- Michigan Downtowns Association, Board member
- Michigan State University Landscape Architecture Alumni Advisory Board, member
- MParks, Member
- CREW Detroit, member
- Women in Healthcare, member

Background

Stacey is a landscape architect and urban designer who is passionate about people and their outdoor environment that resonate in the complexities of creating memorable spaces, especially in the urban fabric. Her range of projects include urban parks and plazas, downtown streetscapes, upper education and corporate campuses, and multi-acre parks. The discovery process with each project lends to an attentive design with respect to neighborly context reflective of the history and culture of its people. Considerations for maintenance and longevity of materials assure projects are fiscally responsible and support operational goals and environmental priorities. Stacey enjoys creating site specific connections through site design that reflect the local heritage by achieving project goals. Her strengths include quick idea-generating drawings, collaborative design across curriculum's, and in the field solution seeking.

Select Relevant Experience

Wood Lane Building Assessment, Building Addition Feasibility Study, & Playscape Design, Bowling Green, OH

Landscape Architect; Wood County Board of Developmental Disabilities partnered with OHM Advisors to study improvements to their Wood Lane school building on campus. The study included a roof and building envelope assessment, a playground design concept, and a feasibility study for a building addition to support the programming for a future partnership with Wood County ESC. Important, special considerations for the student population include accessibility and functionality for their student population spanning in ages from preK to 28 years old. The playground concept supports adaptive playground equipment, accessibility for students and their paraprofessionals, and various zones to support a variety of play modalities.

Sylvan Glen Park Phase II, Troy, MI

Landscape Architect; Led overall design from Schematic Design to Construction Documentation. Provided quality assurance through reviews.

Parks & Recreation Design Services, Ferndale, MI*

Lead Landscape Architect delivering concise construction documentation for various park improvements in the City of Ferndale. Led design and layout of new pathways and playgrounds and performed inspections of landscape installation. Noted parks included are Harding Park, Wanda Park, Martin Road Park, and Geary Park.

The Corner Ballpark – Detroit PAL Headquarters, Detroit, MI*

Lead Landscape Architect responsible design and construction documentation for the exterior of the ballpark. Material selections incorporated the history of baseball as well as storm water management methodologies. The project was implemented in phases.

The Velodrome, Detroit, MI*

Lead Landscape Architect for the first indoor velodrome in Michigan. Designed the grounds to manage storm water from the dome of the velodrome. The swales contain native landscape and salt tolerate for ease of maintenance by the City of Detroit.

**Completed prior to joining OHM*

Jeremy Hinte, PLA, ASLA

QA/QC



Education

- Bachelor of Landscape Architecture, Virginia Polytechnic Institute and State University, 2006

Professional Registration(s)

Professional Landscape Architect:
OH, 2009, #LA.0901222

Experience

With OHM since 2017
11 years prior experience

Professional Certification(s)

- FHWA – NHI Bicycle Facility Design Certified

Professional Affiliation(s)

- American Society of Landscape Architects (ASLA)
- Ohio Chapter American Society of Landscape Architects – President Elect

Background

For 19 years, Jeremy has integrated his passion for high quality design, improving our environment, and strengthening local communities through creative planning and design solutions. His portfolio of successful design spans the built environment, but his specialties include active transportation and athletic facility (courts, fields, stadiums, etc.) design. A highly technical and detail-oriented landscape architect, he is responsible for design, construction documentation, and construction administration. Jeremy focuses on collaboration and technical excellence to deliver projects that stand the test of time.

Select Relevant Experience

Roosevelt Park Improvements, Detroit, MI

Landscape Architect; OHM provided landscape architecture, site civil, traffic, tree survey, electrical engineering, stormwater management land survey and construction engineering. The park resulting from this effort included open space with circulating sidewalks.

Wadsworth Downtown Pocket Park, Wadsworth, OH

Project Manager; This pocket park was initiated to transform an empty lot sitting in the heart of the downtown streetscape, into a thriving public gathering space with seating, fire pits, catenary lighting and a performance stage. The main challenge of this small lot is the 8' plus grade change from onside to the other, where the design created terraced seating areas with concrete pavement, decorative pavement, stepped sandstone seating blocks, and sloped synthetic lawn to provide a variety of seating for social gatherings, small performances, and community movie nights.

Westfield Community Park, Phases I & II, Westfield Center, OH

Project Manager; Phase 2; Jeremy was responsible for the design and implementation of the next phase of the community park improvements, which included a nature play area, pedestrian circulation, landscaping, and enhanced drainage swale with native plantings.

Pavilion and Skating Ribbon at Jeanne Stine Community Park, Troy, MI

Landscape Architect; Jeremy provided landscape architecture concepts for the feasibility study and final design for a 5,200 SF open-air pavilion with concessions and restrooms, ice rink, plaza with fire pit, seating areas throughout, two small structures for mechanicals and Zamboni storage, and landscaping.

Canal Basin Park, Cleveland, OH

Landscape Architect; Jeremy contributed to the development of the schematic design, focusing on site layout, user experience, and integration of natural and historical elements. He prepared illustrative graphics and technical documentation to support stakeholder understanding and project advancement.

Ben Weaver, PLA

SENIOR LANDSCAPE ARCHITECT



Education

- Master of Landscape Architecture, The Ohio State University, 2003
- Bachelor of Science in Horticulture, Michigan State University, 1999

Professional Registration(s)

Professional Landscape Architect
MI, 2012, #3901001575

Experience

With OHM since 2016
13 years prior experience

Professional Affiliation(s)

- American Society of Landscape Architects (ASLA)
- Michigan Association of Planning
- Rochester Hills Planning Commissioner (2020-Present)

Background

Inspired by the natural environment, Ben is a passionate designer with an extensive background in all areas of Landscape Architecture and Project Management. He is a creative problem solver with an expansive skill set working in the municipal, industrial, commercial, health care and residential sectors. He is a licensed Landscape Architect in the State of Michigan.

Select Relevant Experience

Auburn Road Reconstruction & Emmons Plaza, Rochester Hills, MI

Lead Landscape Architect; In addition to the roadway reconstruction, the City of Rochester Hills incorporated a new streetscape plan to encourage new economic growth and development of the area. The streetscape plan includes decorative concrete, rain gardens incorporated within street side plantings, customized decorative fencing, ornamental plantings, and customized gateway features. Emmons Plaza, initially a part of the overarching streetscape project, became a stand-alone effort as community interest continued to grow. This unique micro-plaza contains multiple synthetic turf play mounds, an in-ground fiber-optic light feature, ornamental plantings, and the City's first splash pad. Ben was responsible for landscape design, oversight, planning, project coordination, public engagement, and quality assurance services on both efforts. This combined corridor project was a winner of 4 professional design awards (APWA Project of the Year, ACEC Merit Award, MiASLA Professional Honor Award, and MAP Planning Excellence Award).

Fenton Veterans Memorial at Freedom Park, Fenton, MI

Project Manager/ Design Lead/ Landscape Architect; The City of Fenton partnered with OHM to create an updated Veteran's Memorial within Freedom Park, located along one of the main thoroughfares into the City. The memorial includes multiple granite monuments, a custom, programmable light feature, central promenade, and associated ornamental landscaping. Ben was responsible for all design, coordination with City and Veterans Committee officials, and bid and construction documentation. This project was awarded the 2024 Project of the Year (Historical Category) by the APWA Metro Branch, and the APWA Michigan Chapter.

Roosevelt Park, Detroit, MI

Landscape Architect; The City of Detroit General Services Department retained OHM to redesign the sprawling park in Detroit's Corktown Neighborhood in advance of the grand reopening of Michigan Central Station in 2023. This was a fast paced project that included the removal of Vernor Highway (bisecting the park), reimagined walkways and event spaces, ornamental planting gardens, and a welcoming sign element. Ben assisted with the public engagement efforts, conceptual design planning, and construction & bid document generation.

Auburn Hills Public Square, Auburn Hills, MI

Lead Landscape Architect; The City of Auburn Hills wanted to repurpose an under-utilized parking lot into a public square for community events and public gatherings. Plans included custom pergolas, custom masonry walls, columns and planters, a performance stage, decorative lighting, ornamental landscaping, and synthetic turf surfacing. OHM worked with the City to obtain grant funding. Ben led the design and documentation efforts, and currently performs on-call site inspection and quality control services during construction. This project was awarded the 2025 Project of the Year award by the Michigan Downtown Association.

Quentin Hyde, ASLA

LANDSCAPE ARCHITECT



Education

- Master of Arts in Environmental Design (MED), Michigan State University
- Bachelor of Landscape Architecture, Michigan State University

Experience

With OHM since 2024
7 years prior experience

Background

Quentin is a Detroit-based Urban Designer with 9 years of experience in the practice of landscape architecture. Clients include both the public and private sectors, with projects covering academic, institutional, municipal, recreation, and estate designs. An evidence-based designer, Quentin is enthusiastic about incorporating research and using the latest technology to create enjoyable, ecologically conscious, and equitable places. He specializes in construction documentation, visualization, and detailing of custom site amenities. His role as an Urban Designer ranges from testing forms and feasibility of conceptual ideas to bringing designs to life using variety of innovative rendering programs. Recently, at OHM, Quentin has supported projects within the communities of Southfield, Northville, Lansing, Troy, Macomb, and Detroit.

Select Relevant Experience

Sylvan Glen Park Phase II, Troy, MI

Urban Designer; Urban Designer; responsible for developing the planting plan and construction documents for Sylvan Glen Lake Park, Phase II, a playground addition to an earlier OHM effort. The park serves as a colorful, multi-season destination, offering a vibrant and stimulating play area nestled among a grove of existing mature shade trees, with an adjacent spacious covered pavilion. Construction was completed in Summer 2025.

Ford Field Park Gateway, Northville, MI

Urban Designer; Urban Designer; responsible for developing the planting plan and construction documents for Ford Field Park. The project creates an inviting gateway overlook plaza to visually connect the downtown commercial area with the riverside recreational green space. Other key improvements include, an ADA accessible pathway, vegetated MSE retaining wall, decorative paving, realignment of existing walking paths, enhancement of existing sculpture garden, and perimeter fencing upgrades. Construction to be completed in Spring 2026.

East Corktown Greenway, Detroit, MI

Urban Designer; responsible for preliminary concept generation, visualization and graphics development. The outdated existing street network and underutilized parking lot space is proposed for transformation into a linear greenspace connecting between the center of the neighborhood and the redeveloped Ralph C Wilson Riverfront Park. OHM Advisors worked with the local Block Club to identify the ideal route from the business district to the park. Scope included technical analysis, community engagement, and a utilities investigation. This concept will be used to find funding opportunities through TAP grants, private donors, and other financial sources.

LAN Capital Region International Airport Master Plan 2023, Lansing, MI

Urban Designer; Urban Designer; responsible for developing schematic 3D perspective renderings of a roundabout at the main intersection leading to Capital Region International Airport. Design included utilizing the center island as a gateway showcase element by proposing various degrees of treatment from a greenspace only concept, a version with sculptural brand signage, to a monumental installation of abstract landscape art.

Rachel Bush, AICP PLANNER



Education

- Master of Urban Planning, Wayne State University, 2022
- Bachelor of Science in Environmental Science, Oakland University, 2018

Experience

With OHM since 2022
1 year prior experience

Professional Certification(s)

- American Institute of Certified Planners (AICP)

Professional Affiliation(s)

- American Planning Association Member
- Michigan Association of Planning Member

Background

Rachel is a Detroit-based planner with a mission to foster more sustainable, equitable, and engaged communities. Thus far, her work has centered on enhancing transportation systems, developing non-motorized pathways and trails, neighborhood planning, and parks and recreation planning. In addition to her bachelor's and master's degrees, Rachel has received educational specializations in sustainability and agriculture. Prior to joining OHM Advisors, she worked in local government at the city and county level. In working closely with municipal leadership, stakeholders, and community members, Rachel identifies community strengths and aspirations and fosters opportunities for internal and external collaboration. With a diverse customer service background, extensive outdoor experience, strong organizational skills, and an inquisitive mindset, Rachel brings unique perspective to every team.

Select Relevant Experience

Freeway Park and Lincoln Woods Nature Preserve Master Plan, Southfield, MI

Planner; The City of Southfield sought to improve the environmental conditions and recreation facilities at a highway cap park and adjacent nature preserve. Led community engagement and incorporated feedback into the design of improvements and recommendations. Improvements include on-site stormwater management, pathway realignment and formalization, the addition of a multi-use court, and wetland restoration.

Oakland County Parks American Rescue Plan Act (ARPA) Parks Improvement Planning, Oakland County, MI

Planner; Facilitated six focus group sessions, designed surveys, and synthesized community priorities identified in the surveys to assemble improvement strategies for three Oakland County Parks to leverage \$3 million in ARPA funds and promote park equity in communities disproportionately affected by COVID-19.

Kalamazoo Parks and Recreation Plan, Kalamazoo, MI

Planner; Responsible for developing an equitable and community input focused framework to guide investment in the parks system over the next five years. OHM has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

Farmington Master Plan, Downtown Plan, & Parks & Recreation Plan Update, Farmington, MI

Planner; The City of Farmington is updating its Master Plan, Downtown Plan, and Parks and Recreation Master Plan through an integrated process as the community celebrates its 200th year. With evolving economic opportunities, shifting demographics, and growing infrastructure needs, this is a pivotal moment to pause and envision the future for the next generation. Together, the plans will form an integrated framework that guides development and investment across the city, from neighborhoods to the downtown core to parks.

Paul Wilkerson,

CONSTRUCTION FIELD CLIENT REPRESENTATIVE



Education

- Associate of Applied Science in Survey Technology, 1997, Ferris State University (Big Rapids, MI)

Experience

With OHM since 1992
All experience with OHM

Professional Certification(s)

- MDOT, Concrete Paving Course
- MDOT, Prevailing Wage Training
- ACI, Concrete Field Testing Technician, Grade 1
- MCA, Concrete Field Testing Technician, Level 1
- HMA, Paving Operations
- EGLE, SESC Comprehensive Part 91
- EGLE, Storm Water Management - Construction Site
- EGLE, SESC, Plan Review and Design
- NASSCO, PACP, MACP, LACP certified
- OSHA, 30-Hour Construction Safety
- OSHA, Confined Space Entry Training
- AHA, First Aid / CPR / AED

Background

Mr. Wilkerson has provided on-site construction inspection services on numerous MDOT LAP projects for OHM clients. These services include inspection of underground utility installations, excavation, aggregate base installation, adherence of contractors to traffic control and maintenance requirements, bituminous and concrete paving along with soil erosion and sedimentation control inspection, striping and landscape restoration. Mr. Wilkerson has also provided construction survey layout for many other projects of this type.

Mr. Wilkerson has also provided soil erosion and sedimentation control (SESC) inspections for several of OHM's municipal clients. He coordinated with municipal ordinance enforcement officers and other municipal officials to assist in compliance actions on various developments and individual residential lots. His soil erosion control responsibilities have covered sites ranging in size from less than one acre to more than 100 acres with sensitive wetlands and lakes present for projects in Orion and Ypsilanti Townships, and the Cities of Livonia, Westland, Lincoln Park, and Farmington Hills.

Select Relevant Experience

Sylvan Glen Lake Park Improvements, Troy, MI

Field Client Representative; This project includes the implementation of Phase I of the Master Plan for the Sylvan Glen Lake Park. The project scope consists of a public restroom and maintenance building and new paved entry drive and parking. The restroom/maintenance building is a masonry loadbearing construction with metal roof and cantilevered canopy that provided a unique design and focal point for the park.

Auburn Road Study & Reconstruction, Rochester Hills, MI

Construction Technician; for this project that consisted of 0.45 miles of hot mix asphalt pavement, earth excavation, aggregate base, concrete curb and gutter, sidewalk, storm sewer, crosswalks, landscaping, rain gardens, street furniture and pavement markings along Auburn Road from Culbertson Avenue to Hessel Avenue in the City of Rochester Hills. OHM provided all construction engineering services and oversaw the testing activities of a sub-consultant. This project was coordinated with the locally funded Auburn Road Alley and Parking Lot Improvement project that was concurrently being constructed.

M-59 Sidewalk Improvements (Elizabeth Lake Rd to Telegraph Rd), Waterford Twp, MI

Lead Construction Technician; for the removal and replacement of existing deteriorated asphalt and concrete sidewalk with new concrete sidewalk, curb and gutter, driveways, restoration, and associated work. These sidewalk improvements were completed by the Township in advance of the planned MDOT roadway rehabilitation along this portion of M-59 in 2026. OHM completed design, permitting, contract administration, and construction engineering services for the project.

Brandenburg Park Lakeshore Restoration, Chesterfield Township, MI

Lead Construction Technician; for seawall, shoreline and habitat restoration of Brandenburg Park Shoreline. Due to the environmental sensitive nature of this project, there were EGLE permit requirements that had to be followed and Paul was key for verifying adherence to all requirements.

Christopher Ozog, AIA

SENIOR PROJECT ARCHITECT



Education

- Master of Architecture, Lawrence Technological University, 2001
- Bachelor of Science in Architecture, Lawrence Technological University, 2000

Professional Registration(s)

Professional Architect
MI, 2006, #1301053769

Experience

With OHM since 2016
15 years prior experience

Professional Certification(s)

- CDT

Professional Affiliation(s)

- American Institute of Architects; Detroit chapter, member ID #30474454
- Organizer of AIA Detroit TAP Committee
- Past Director, Polish Roman Catholic Union of America
- AIA Mentor 2011-2012, 2015-2017
- Construction Specifications Institute, member, 2017-present

Background

Christopher is a Senior Architect with 24 years of professional experience, with a background on multi-discipline and complex project coordination as well as technology and documentation process and production. Providing QA/QC in all phases and aspects of projects allows for a 3rd party review internally of every project. Review of projects for constructability, quality, visual aesthetics, and project specific goals is important to the overall success of internal QA/QC processes.

Select Relevant Experience

Pavilion and Skating Ribbon at Jeanne Stine Community Park, Troy, MI

Project Manager & Architect; OHM provided feasibility study, concepts, final design, bidding, and construction phase services for the new development at the City of Troy Civic Center. The new development is an extension of the previously completed Town Center Public space and proposes construction of a new 5,000-sf open-air community pavilion, 700-sf utility building for storage of Zamboni and general site equipment, and adjacent 600-sf screened outdoor mechanical space. This design includes complete site and landscape improvements to existing conditions, including an 8,500-sf outdoor skating rink, open public spaces, seating areas and pathways, streambank restoration, culvert and vehicular drop off area. The Pavilion's structure is a heavy timber construction and the overall design basis for the project is themed 'Consistency through Nature', providing a central community gathering area capable of hosting a variety of events through all four seasons.

Beech Woods Park Improvements, Southfield, MI

Project Manager; OHM collaborated with the City of Southfield to reimagine a nine-hole golf course through a master planning process. This final design includes a playground, an informal amphitheater, and outdoor space for summer camps, while maintaining the natural landscape and incorporating a trail network to benefit the community.

Sylvan Glen Lake Park Improvements, Troy, MI

Project Manager & Architect; Project is implementation of phase 1 of the Master Plan for the Sylvan Glen Lake Park. Project scope consisted of a public restroom and maintenance building and new paved entry drive and parking. The restroom/maintenance building is a masonry loadbearing construction with metal roof and cantilevered canopy the provided a unique design and focal point for the park.

Sylvan Glen Park Phase II, Troy, MI

Project Manager; Project included concept design through contract administration. The primary focus of the improvements is a playscape, designed to incorporate natural elements of the existing park. The new playground design includes two sets of play elements for ages 5 to 12 years old. The playscape has synthetic turf and naturalized park edges. A pre-engineered pavilion structure was designed with materials to complement the existing building on-site.

PROJECT EXPERIENCE & REFERENCES

Roosevelt Park, Detroit, MI



Sylvan Glen Park Phase II

TROY, MI



Following Phase 1 improvements to Sylvan Glen Lake Park, the City of Troy desired to continue into a second phase of improvements, including a Playscape and Pavilion. The City received funding of \$1.5 Million from the Federal Department of Housing and Urban Development (HUD). Improvements focused on new playground with two sets of play elements for ages 5 to 12 years old and pavilion structure with seating. The playscape has synthetic turf and naturalized park edges, integrating several existing trees to provide a cohesive design with existing landscape and built elements.



COMPLETION

Design
03.2024-11.2024
Construction
05.2025-09.2025

COST

Design
\$145,000
Construction
\$1,235,000

CLIENT INFORMATION

City of Troy, MI
Dennis Trantham, Deputy
Public Works Director
4693 Rochester Road
Troy, MI 48085
248.524.3503
dennis.trantham@troymi.gov

SERVICES PROVIDED

Construction Administration
Landscape Architecture
Site Design

Roosevelt Park Improvements

DETROIT, MI



Roosevelt Park, a historic urban park in Detroit’s Corktown neighborhood, was originally designed in the early 1910s as a grand civic space complementing the Michigan Central Station. With the station’s 2023 reopening, the City of Detroit engaged OHM to help re-envision and restore the surrounding parkland.

OHM delivered a comprehensive, two-phase effort that began with a park-wide site inventory, including a historical review and full tree survey. Phase one focused on removing Vernor Highway from the park’s center, requiring traffic control planning, signal modifications, new curbs and sidewalks, and restoring the former roadway with turf grass. OHM then led a complete park redesign, supported by robust community engagement—three public meetings and a one-day festival—to shape both near- and long-term improvement priorities. The team advanced these concepts to construction-ready documents within three months through intensive workshops, modeling, and coordination.

The resulting design, praised by the community, provides a revitalized vision for Roosevelt Park that supports its historic character while meeting current needs. OHM’s multidisciplinary services included landscape architecture, civil and traffic engineering, tree surveying, electrical design, stormwater management, land surveying, and construction engineering.



COMPLETION

Design
08.2021 - 08.2022
Construction
07.2022 - 06.2023

COST

Design
\$335,500
Construction
\$6,000,000

CLIENT INFORMATION

City of Detroit
Jeff Klein, PLA, ASLA,
Deputy Chief of Landscape
Architecture
115 Eliot Street
Detroit, MI 48201
313.628.0900

SERVICES PROVIDED

Community Engagement
Construction Engineering
Electrical Engineering
Landscape Architecture
Planning
Site Design
Stormwater Engineering
Survey
Traffic Engineering

Beech Woods Park Improvements

SOUTHFIELD, MI



Following the completion of a master plan for Beech Woods Park, OHM Advisors collaborated with the City of Southfield to design and engineer the first phase of implementation. The project site, a nine-hole golf course that had become financially unsustainable for the City, was reimagined through the master planning process. This process identified the need for structured programming, including a playground, a splashpad, an informal amphitheater, and outdoor space for summer camps, while maintaining the natural landscape and incorporating a trail network.

OHM completed the design of an outdoor splashpad for the project, but the City ultimately decided to delay the splashpad construction and install a signature playground in this space.

The project was transformative in multiple ways. Beyond the physical improvements, it fostered a partnership between the City of Southfield and Oakland County Parks to create a shared-use facility. This collaboration allows both entities to support their respective programs while sharing parking, restrooms, and park access.

OHM assisted the City in selecting and onboarding a construction manager to provide pre-construction services and procure the project through a guaranteed maximum price (GMP) proposal. OHM helped manage the project's aggressive schedule and budget constraints.



COMPLETION

Design

2023 - 2024

Construction

2024 - 2025

CLIENT INFORMATION

City of Southfield
Terry Fields, Parks &
Recreation Director
26000 Evergreen Road
Southfield, MI 48037
248.796.4617
tfields@cityofsouthfield.com

COST

Construction

Estimated: \$7,800,000. Actual:
TBD. Delivery Model: CMAR.

SERVICES PROVIDED

Architecture
Ecological Services
Electrical Engineering
Engineering
Landscape Architecture
Mechanical Engineering
Plumbing Design
Survey

Pavilion and Skating Ribbon at Jeanne Stine Community Park

TROY, MI



Located on a formerly underutilized site in the heart of Troy's municipal district, The Pavilion and Skating Ribbon at Jeanne Stine Park is a year-round play and gathering space that furthers the city's long-term vision to enhance the district. Designed with input from the community and funded by a \$1.5M grant, the park features a 7,850-sf mass timber pavilion, an 11,000-sf refrigerated skating ribbon for seasonal roller blading and ice skating, a 670-sf Zamboni storage building, and a 1,000-sf music pavilion. Additionally, plazas of different scales provide space for gatherings and conversation, while numerous pathways allow shifting perspectives of the central rink and enhance connections to other recreational opportunities within the district.

Materials and Aesthetic: Mass timber columns and beams, cross laminated timber (CLT) decking, and weathered Corten steel and copper are incorporated to create a warm and natural aesthetic. Two bonfire pits, carefully selected landscaping, and programmable lighting that meets dark sky requirements and reduces light pollution also contribute to the park's cozy, backyard ambiance.

Environmental Considerations: To protect and enhance the surrounding ecosystem, including a natural watercourse and county drain, design emphasizes filtering suspended solids, reducing stormwater infiltration, native trees and drought-tolerant plantings, habitat creation, invasive species treatment and eradication, creek riparian zone restoration, and creek water temperature reduction.

Universal Design Features: The park includes a drop-off loop, companion seating, minimal grade changes, intuitive signage, and movable tables and chairs within the pavilion so that everyone can enjoy the space comfortably. In addition, bike parking and an e-bike charging station support alternative modes of transportation.

Project Highlights: Community Project Funding Grant, pavilions, skating rink, plazas, universal design, tree survey, stormwater management and conveyance, box culverts, habitat creation, invasive species removal, creek riparian zone restoration

COMPLETION

Design

Study: 09.2021 - 02.2022

Design: 04.2022 - 12.2022

Construction

04.2023 - 07.2024

CLIENT INFORMATION

City of Troy
Kurt Bovensiepe,
Public Works Director
4693 Rochester Road
Troy, MI 48085
248.524.3392,
PublicWorks@troymi.gov

COST

Design

Study \$75,000; Design

\$425,000

Construction

\$8M estimate; \$8,400,000
actual

SERVICES PROVIDED

Architecture
Community Engagement
Construction Engineering
Electrical Engineering
Landscape Architecture
Mechanical Engineering
Municipal Engineering
Planning
Site Design
Stormwater Engineering

Jordan Road Pocket Park & Dragon Playground

ORION TOWNSHIP, MI



The Jordan & Baldwin Road pocket park project stemmed from a corridor planning process led by OHM. Orion Township acquired the property from the Road Commission of Oakland County as part of the excess property remaining after the Baldwin Road widening project. It was incorporated into the public input efforts as a piece of the entire corridor and determined that public park amenities were desired in this location.

Orion Township was inspired by their school's mascot, the Lake Orion Dragons, and their community's 200-year-old 'Legend of the Dragon' for a park playground theme. With the help of OHM, they were able to secure partial funding for a large sculptural dragon play structure through a KaBoom grant program. Our team developed the conceptual design of this structure and creatively incorporated climbing, crawling, sliding, and vantage points into the dragon figure. Additional elements were proposed including "Lava" balance pieces and "Burnt Forest" logs to diversify play components and strengthen the Dragon theme. A series of storybook signage also surround the dragon, written by AP arts students at Lake Orion High School.

The rest of the park was designed around this signature element with mounding, plantings, furnishings, and fencing to create a sense of place and enhance the park experience. Once funding was secured, our team also assisted the Township through the design development and final engineering process

with playground manufacturers, securing discounts through cooperative purchasing agreements, value engineering, and working with a general contractor that the Township had secured in-kind services from.

The large dragon head is now visible from Baldwin Road, a main thoroughfare into the Township, and will serve as an entry branding element for the community as well as a place to gather and play.

COMPLETION

Design

Study: 4.2019 - 5.2019 Design: 7.2019 - 5. 2020

Construction

CE: 6.2020 - 4.2021 Construction: 6.2020 - 4.2021

CLIENT INFORMATION

Orion Township
Chris Barnett,
Township Supervisor
2525 Joslyn Road
Lake Orion, MI 48360
248.391.0304 Ext. 1001

COST

Design

Study: \$25,000

Construction

\$400,000

SERVICES PROVIDED

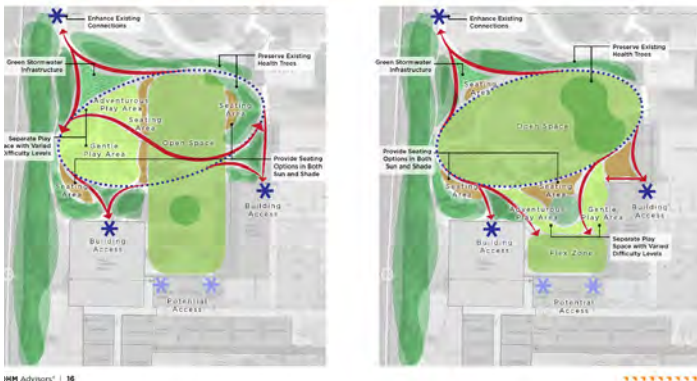
Construction Administration
Landscape Architecture
Site Design

Wood Lane School Building Assessment, Study & Playscape

BOWLING GREEN, OH

WOOD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES Wood Lane School

FUNCTIONAL USE DIAGRAM Exterior Concept 3A & 3B



Wood County Board of Developmental Disabilities partnered with OHM Advisors to study improvements to their Wood Lane school building on campus. The study included a roof and building envelope assessment, a playground design concept, and a feasibility study for a building addition to support the programming for a future partnership with Wood County ESC. Important, special considerations for the student population include accessibility and functionality for their student population spanning in ages from preK to 28 years old. The playground concept supports adaptive playground equipment, accessibility for students and their paraprofessionals, and various zones to support a variety of play modalities.

COMPLETION

Design
2025

COST

Design
\$29,000

CLIENT INFORMATION

Wood County Board of
Developmental Disabilities
Scott McKeown, Health &
Safety Coordinator
1921 East Gypsy Lane Road
Bowling Green, OH 43402
419.352.5115 ext. 2414

SERVICES PROVIDED

Architecture
Landscape Architecture
Urban Design

Emmons Plaza

ROCHESTER HILLS, MI



OHM Advisors was contracted by the City of Rochester Hills to study and design road widening and reconstruction along the stretch of Auburn Road. As part of this reconstruction project, the City incorporated a new streetscape plan to encourage new growth and development of the area. The streetscape planning included decorative concrete, rain gardens incorporated within street side plantings, a public plaza, customized decorative fencing, ornamental plantings, alleyway upgrades, and customized gateway features.

The crown jewel of the corridor is the plaza located within the closed section of Emmons Avenue. This is now a space for community events, public gatherings, family picnics, or lazy afternoons lost in a book. It is a one-of-a-kind neighborhood feature with points of interest for everyone – areas for gathering, unique paving patterns, integrated softscape features, exclusive accent lighting, aesthetic plantings, an inviting atmosphere, and a splash pad. With the large public greenspace adjacent to the west, there's also opportunity to introduce small farmer's market style gatherings or bring in food trucks for larger community events.

COMPLETION

Design
08.2018 - 11.2019
Construction
09.2019 - 11.2020

COST

Design
\$240,000
Construction
\$2,400,000

CLIENT INFORMATION

City of Rochester Hills
Paul Davis,
City Engineer
1000 Rochester Hills Drive
Rochester Hills, MI 48309
248.841.2486

SERVICES PROVIDED

Architecture
Landscape Architecture
Municipal Engineering
Site Design
Structural Engineering



We encourage you to contact the references listed below who can speak to the quality of our work and the effectiveness of our collaborative approach.

City of Auburn Hills

Steve Baldante,
Director of Public Works
1500 Brown Road
Auburn Hills, MI 48326
248.391.3777

City of Fenton

Dan Brisson,
Public Works Director
301 S. Leroy Street
Fenton, MI 48430
810.629.2261

City of Troy

Dennis Tranthum,
Deputy Public Works Director
4693 Rochester Road
Troy, MI 48085
248.524.3503
dennis.trantham@troymi.gov

City of Southfield

Terry Fields,
Parks & Recreation Director
26000 Evergreen Road
Southfield, MI 48037
248.796.4617
tfields@cityofsouthfield.com

UNDERSTANDING & APPROACH

Jeanne Stine Community Park, Troy, MI





Project Understanding

The City of Birmingham would like to move forward with upgrading two parks, Kenning Park and St. James Park, as described in the 2024-2028 Parks and Recreation Master Plan. The selected consultant would provide design and construction administration services for both parks – the design process for each park will commence simultaneously and construction for each will take place under a single contract. The design process will include several public engagement sessions, conceptual plans, 3D graphic renderings, construction plans, bid documents, and bidding assistance planned for fall/winter 2026. Construction Administration is planned to commence upon bid award in spring of 2027 and last throughout the summer until construction is complete.

Kenning Park is the primary recreation destination within the City and is home to the Birmingham Ice Arena, the Birmingham Racquet Club, several ball fields and tennis courts, a playground, and a skate park. A conceptual plan for this park was prepared in 2014 but will need to be revised to better meet the improvements outlined in the latest Master Plan as well as reflect the recently implemented site improvements.

St. James Park is a smaller, neighborhood park located in the southern portion of the City. The adjacent YMCA building was recently purchased by the City and will likely be utilized by Birmingham Next, an organization with activities and a connection center for older adults. This park will require a redesign to become the multi-generational destination described in the latest Master Plan.

To ensure a successful concept plan evolves, it must be rooted in factual data. Our team will be studying various data sources provided by the City of Birmingham and published plans that have set the tone for future development expectations. In addition to understanding existing context, we will explore opportunities to incorporate inclusive features, green infrastructure, and other sustainably minded design elements exist. We will be considering safety, lighting, and select materials suitable for the expected level of use that will also enhance the identity of place within the parks.

Project Approach

The scope of this project encompasses the full breadth of planning, design, and construction of both Kenning and St. James Parks. As described in the RFP, the design portion for the parks will span the majority of 2026, with final bid documents submitted by October 15th. Construction for both parks is planned to begin in the spring/summer of 2027. The following is our approach to meet this schedule:

Task 1 - Project Exploration

This task is intended to confirm the scope, identify the overall vision for each park, firm up the project schedule, communication preferences, and deliverable format preferred by the City of Birmingham. Formal introductions of our project team, City staff, and major stakeholders is also a key point of emphasis for this task.

- ▼ **Task 1.1 – Project Kick-Off Meeting with City Staff:**
The underlying objective of this meeting will be to formalize the project goals and objectives to ensure that all parties are aligned with the vision for each park

- o OHM will hold one (1) in-person meeting with the City's project team and relevant stakeholders to review the proposed scope of work, project timeline, and requested deliverables laid out in this proposal.
- o OHM will work with the City's Project Team to establish a cadence of future progress meetings and set project milestones. We anticipate these to be monthly progress updates, in addition to scheduled presentations and public engagement sessions.

Task 1.2 - Grant Exploration

- o OHM will support City staff to identify and evaluate potential Grant opportunities that could help offset project costs.

Task 1.3 – Public Engagement Strategy:

The core of any park plan is its users. Our process will integrate community feedback at critical points within the project, utilizing input previously gathered from the community, supplemented by our own engagement efforts to better understand the desires and needs of residents. We envision a multifaceted approach, utilizing interactive web-based hubs that can house plans, surveys, and project notices coupled with in-person engagement sessions to enhance community relationships with the project team. OHM Advisors will support the outreach initiative with City staff and work together to target resident feedback to ensure the project direction and outcomes meet community aspirations. This task will inform the programming considerations for each park.

- o OHM will facilitate up to 3 Public Engagement events for each park. These events will target park users, partner groups, and stakeholders to promote awareness of the project, discuss design concepts, and gather input for design development.

Developing a mutual approach and scheduling for these events will be an exercise during the project Kick-Off meeting and coordinated to best meet the project timeline, goals, and objectives.

- o OHM will work with the City to prepare and distribute targeted surveys to the community for additional feedback for the project as part of your engagement strategy.

Task 1 Deliverables:

- Calendar of project milestones and anticipated progress meetings.
- Identified Goals and Objectives
- Potential Grant Opportunity Identification
- Public Engagement Strategy

Task 2 - Concept Development for Each Park

In Task 2, OHM will prepare concepts for each park. These concepts will utilize feedback garnered from Task 1 and prepared for presentation to City staff, boards/commissions, and/or stakeholders.

Our design team will explore the full breadth of Kenning Park and St James Park to realize critical relationships across each site's integrated systems, including park programming, park maintenance, and the natural environment.

Using the goals and objectives identified during the project kick-off, we will develop up to two (2) design concepts for each park, which are respectful of context and identify opportunities to align the project with the desired outcomes. Our approach will quickly progress from broad strokes to a finer-grained concept to deliver a park plan for each park that is dynamic and actionable.



Roosevelt Park Improvements Plaza Rendering, Detroit, MI

OHM Advisors will present these options to gain feedback from staff and the project stakeholders. The concepts will advance into a final concept plan with consideration of the input incorporated. This package will include precedent imagery, an illustrative site plan with enlargements, and up to three - 3D renderings per park. Plans and renderings can be modified up to two times.

A draft, budgetary opinion of probable cost will be developed per park for the final conceptual plan. These deliverables will be tools to align park design with budgets, advocated implementation of the park features, and support funding applications, if considered.

Our process will be iterative and, using the unique expertise and creativity of our team, we will develop a design which is artful, engaging, innovative and actionable.

Task 2.1 – Site Assessment and Data Collection:

- o OHM will conduct a comprehensive analysis of the existing site conditions, including a topographic survey, utility locations and availability, and existing amenities and infrastructure that could affect or enhance the design.
- o OHM will review pertinent master planning documents, previous design documents, and City-provided park data for past events and “normal” park usage.

Task 2.2 – Conceptual Design:

- o OHM will develop concept plans for each park. These concepts will address the goals and objectives determined in Task 1 while reflecting the data collected in Task 2. They will show a broad level of detail and explore the possibilities and constraints of each site.
- o OHM will also prepare 3D renderings to help convey the design intent of key components of each park.
- o OHM will prepare preliminary, high level budget estimates for each concept.

Task 2.3 – Design Feedback Session:

- o OHM will hold one (1) in-person concept review meeting to present the parks’ preliminary concepts. This meeting will serve as a work session to allow the City’s Project Team (and desired stakeholders) to provide feedback on the concepts and offer input on the desired direction of the design.

Task 2.4 – Final Concept Plan:

- o OHM will work with the Parks and Recreation department to advance the project design into one comprehensive concept plan with the incorporation of the stakeholder feedback.

Task 2 Deliverables:

- Progress Meetings (Up to Four)
- Inventory and Analysis Plan
- Concept Plans for Each Park
- Conceptual Renderings of Key Park Elements
- Conceptual Cost Estimates for Each Park
- Conceptual Design Review Meeting
- Final Concept Plan



Task 3 - Design Development and Bid Documents

The Design Development progress will be documented into a package that illustrates the vision and scope of the project, with specific components of the package to be made available as standalone exhibits (plans, renderings). OHM will work with the Parks and Recreation department to advance the project design from the concept plan to design development and ultimately construction documents.

We will review the feedback and commentary collected from the Conceptual Design Review Meeting to continue design development in preparation of the Construction Plans and Bid Documents. This phase will develop and

refine scope, relationships, forms, sizes, quantities, finishes, and appearance by means of plans, elevations, sections, and details including specifications that identify major materials and systems.

▼ Task 3.1 – Design Development:

- o Utilizing the feedback obtained in Task 2, OHM will refine the concepts and generate a Preliminary Plan for City approval. This plan will provide more detail and add depth to the overall designs of each park. Accompanying these final plans will be updated renderings and cost estimates for implementation planning purposes.
- o OHM will also prepare an updated budget cost estimate for each design.

▼ Task 3.2 – Presentation to City Stakeholders:

- o Following the refinement of each park design, OHM will present the Preliminary Plans to City Stakeholders to ensure plan goals and objects remain in line with the project scope. The project team will be available to answer questions and provide additional insight to the design concepts.

▼ Task 3.3 – Construction and Bid Documents:

- o OHM will incorporate feedback obtained during Task 3.2 and finalize a set of construction and bid documents for us in obtaining bids to make the proposed improvements to the park. These documents will include the plan set, project details and specifications, and City front end documents necessary for contractors to provide a qualified bid proposal.
- o OHM will prepare a final opinion of probable cost for each park.

Task 3 Deliverables:

- Progress Meetings (Up to Four)
- Preliminary Plans for Each Park
- Plan renderings for each park
- Plan Review Meeting with Project Stakeholders
- Construction Plan Sets for Each Park
- Bid Documents
- Final Opinion of Probable Cost for Each Parks

Task 4 - Bidding Assistance

Upon release of the plans for bidding, OHM will work with the City of Birmingham during the bid letting period to perform the following duties:

- ▼ Schedule, coordinate, and attend a pre-bid meeting, followed up with meeting minutes and a list of attendees.
- ▼ Respond to submitted RFI's and issue necessary addendums for items requiring clarification.
- ▼ Attend the bid opening, provide and review a tabulation of submitted bids, and check contractor references.
- ▼ Prepare for and administration of contractor interviews, as requested by the City.
- ▼ Provide a Recommendation of Award for the project construction to a qualified bidder.

Task 4 Deliverables:

- Pre bid meeting with associated minutes and list of attendees.
- Bid addenda during the bid letting period.
- Tabulation of submitted bids.
- Contractor Interviews (as requested by the City).
- Award Documents (Letter of Award Recommendation, Notice to Proceed, etc.)

Task 5 - Construction Administration & Oversight

Upon award of the construction contract, OHM will provide Construction Administration and Oversight services for each park. These services will include the following responsibilities:

- ▼ Management of contractor contracts. OHM will work with the City to execute contract books for the project and act as an advocate for the City in contractual matters.
- ▼ Review and verify the information (quantities) provided on all submitted contractor pay applications.
- ▼ Provide weekly site visits (at a minimum) to ensure contractor compliance with the plans and contract documents in addition to on-site supervision during all milestone activities.
- ▼ Coordinate site inspections with City staff for permit and ordinance compliance.

Proposed Timeline

2026

TASK NAME	START	J	F	M	A	M	J	J	A	S	O
Task 1: Project Launch	Jan - Feb 2026										
1.1 Project Kickoff											
1.2 Grant Exploration											
1.3 Public Engagement Strategy											
Task 2: Concept Development	Feb - May 2026										
2.1 Site Assessment & Data Collection											
2.2 Conceptual Design											
2.3 Design Feedback Session											
2.4 Final Concept Plan											
Task 3: Design Development & Bid Documents	May - Oct 2026										
3.1 Design Development											
3.2 Presentation to Stakeholders											
3.3 Construction & Bid Documents											
Task 4: Project Finalization	Winter 2026/2027										
Task 5: Construction Administration & Observation	Spring/Summer 2027										

PROPOSAL FORMS

Jeanne M. Stine Community Park, Troy, MI



ATTACHMENT B - BIDDER'S AGREEMENT

Professional Design Services for St. James & Kenning Parks

In submitting this proposal, as herein described, the Consultant agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

Tim Juidici, PE	12/15/2025
PREPARED BY (Print Name)	DATE
Principal	12/15/2025
TITLE	DATE
	tim.juidici@ohm-advisors.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
OHM Advisors	
COMPANY	
2365 Pontiac Road, Suite 201, Auburn Hills, MI 48326	248.751.3100
ADDRESS	PHONE
OHM Advisors (Corporate)	
NAME OF PARENT COMPANY	PHONE
34000 Plymouth Road, Livonia, MI 48150	734.522.6711
ADDRESS	

ATTACHMENT C - COST PROPOSAL-St. James Park

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal documents shall be a lump sum, as follows:

Attach technical specifications for all proposed materials as outlined in the Consultant's Responsibilities section of the RFP (p. 6)

FEE PROPOSAL	
St. James Park	BID AMOUNT
Concept Plan Development including 3D Renderings	\$11,500
Topographical Survey	\$ 3,000
Construction Plans	\$ 25,000
Specifications	\$ Included in Const. Plans
Permits (other than City)	\$ N/A
Meetings (6-8) Council/Board meetings during design	\$ Included in fees above
Construction Administration Fee based upon \$800k budget	\$ 64,000
Miscellaneous: Any other items not listed above. Describe below or attach: Public Engagement (3 Meetings)	\$ 13,500
Sub Total Base Bid Amount (St. James Park)	\$ 117,000
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee	\$600
Other (please describe below or attach) Design of Park Restroom Facility (4 unisex restrooms, seasonal building)	\$ 30,000

ATTACHMENT C - COST PROPOSAL- Kenning Park
Professional Design Services for St. James & Kenning Parks

FEE PROPOSAL	
Kenning Park	BID AMOUNT
Updated Concept Plan Development including 3D Renderings	\$9,500
Topographical Survey	\$ 3,000
Construction Plans	\$ 21,000
Specifications	\$ Included in Const. Plans
Permits (other than City)	\$N/A
Meetings (6-8) Council/Board meetings during design	\$ Included in fees above
Construction Administration Fee based upon \$1M budget	\$ 80,000
Miscellaneous: Any other items not listed above. Describe below or attach: Public Engagement (3 Meetings)	\$ 13,500
Sub Total Base Bid Amount (Kenning Park)	\$ 127,000
ALTERNATE ITEM (If Necessary)	BID AMOUNT
Additional per Meeting Fee	\$600
Other (please describe below or attach) Design of Park Restroom Facility (4 unisex restrooms, seasonal building)	\$ 30,000
Grand Total	BID AMOUNT
St. James Park Sub Total Base Bid	\$ 117,000
Kenning Park Sub Total Base Bid	\$ 127,000
Total Base Bid	\$ 244,000

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
Professional Design Services for St. James & Kenning Parks

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Tim Juidici, PE

PREPARED BY
(Print Name)

Principal

TITLE



AUTHORIZED SIGNATURE

OHM Advisors

COMPANY

2365 Pontiac Road, Suite 201, Auburn Hills, MI 48326

248.751.3100

ADDRESS

OHM Advisors (Corporate)

NAME OF PARENT COMPANY

34000 Plymouth Road, Livonia, MI 48150

734.522.6711

ADDRESS

38-1691323

TAXPAYER I.D.#

St. James Park + Kenning Park Improvements

City of Birmingham | Parks & Recreation Board

January 13, 2026

The OHM Advisors Mission

***Advancing Communities.** Everything we do is grounded in the need to help communities solve problems and make places better for people. Not just today, but well into the future. Our singular forward-thinking focus on putting the needs of people first in our solutions drives our design process and innovation from conception through completion—and guides us in everything we do.*

A group of five people (three men and two women) are seated around a long, dark wooden conference table in a modern office. They are engaged in a meeting, with some looking at documents and others at each other. The room features large, multi-paned windows that offer a panoramic view of a city skyline, including several tall skyscrapers. The office is furnished with ergonomic black chairs, a small table with water bottles, and a glass partition on the right side. The overall atmosphere is professional and collaborative.

OUR TEAM

Our Expertise & Capacity

A Deep Bench of Experts in a Variety of Fields

OHM Advisors

ARCHITECTURE & INTERIOR DESIGN	33
CONSTRUCTION ENGINEERING	184
GEOGRAPHIC INFORMATION SYSTEMS	15
LANDSCAPE ARCHITECTURE	24
MEP ENGINEERING	21
MUNICIPAL ENGINEERING	189
PLANNING	25
SURVEY	65
TRANSPORTATION & STRUCTURES	79
WATER RESOURCES & ENVIRONMENTAL	58
CADD TECHNICIANS	26
ADMINISTRATIVE STAFF	108

As a firm, we are a team of 800+ using our expertise and talents to advance the communities we serve. Our Landscape Architecture & Urban Design team is as diverse as the projects we create.

- We work collaboratively across all the firm's disciplines to bring our clients **holistic design expertise**.*
- We work closely with our clients throughout the design process to **maximize efficiency**.*
- We partner with your community through **interactive** meetings and engagement to discover valuable resident feedback and build **enthusiastic project support**.*

Getting to know the PLACE team

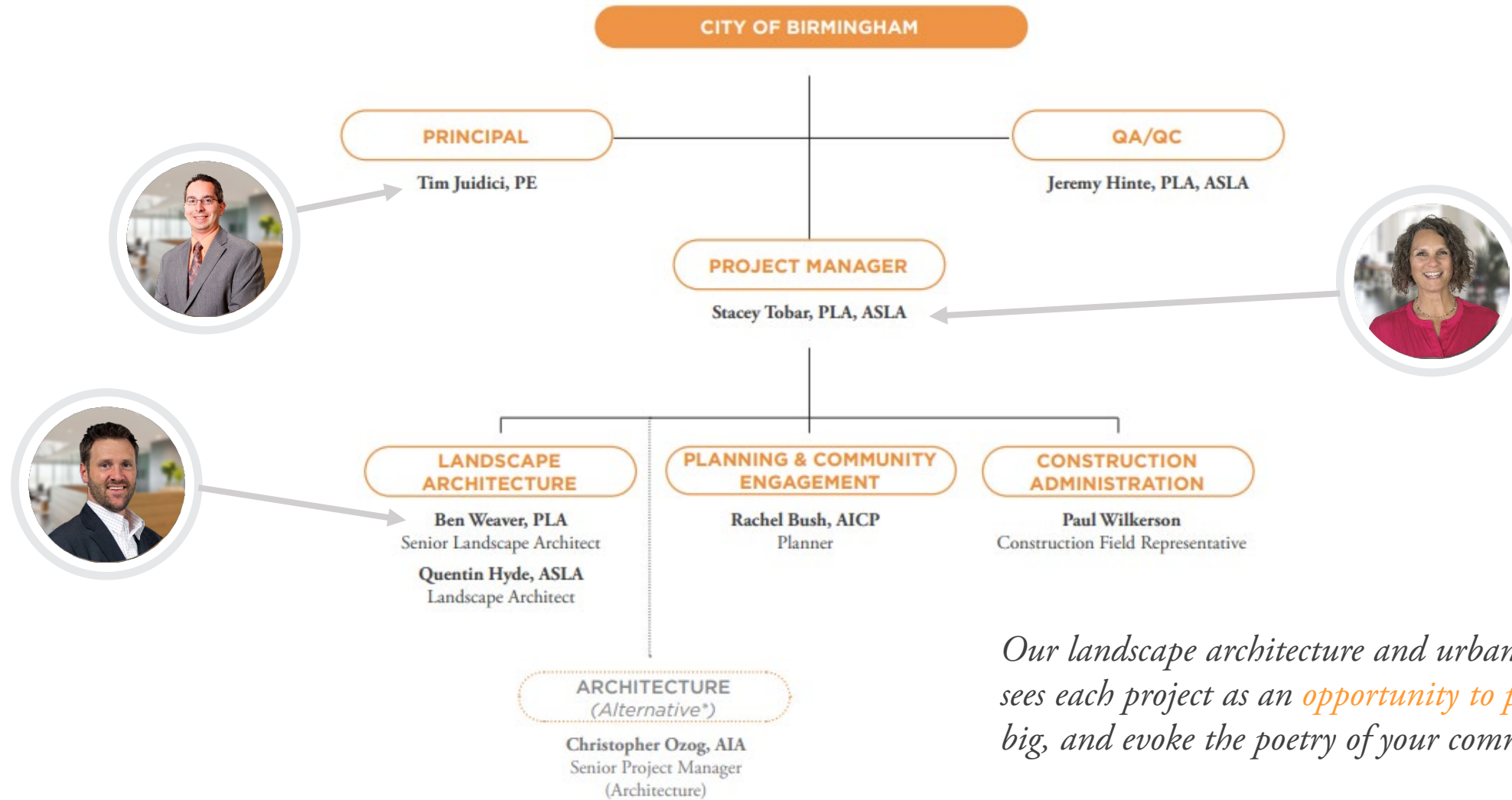
PLANNING, LANDSCAPE ARCHITECTURE, COMMUNITY, ENVIRONMENT



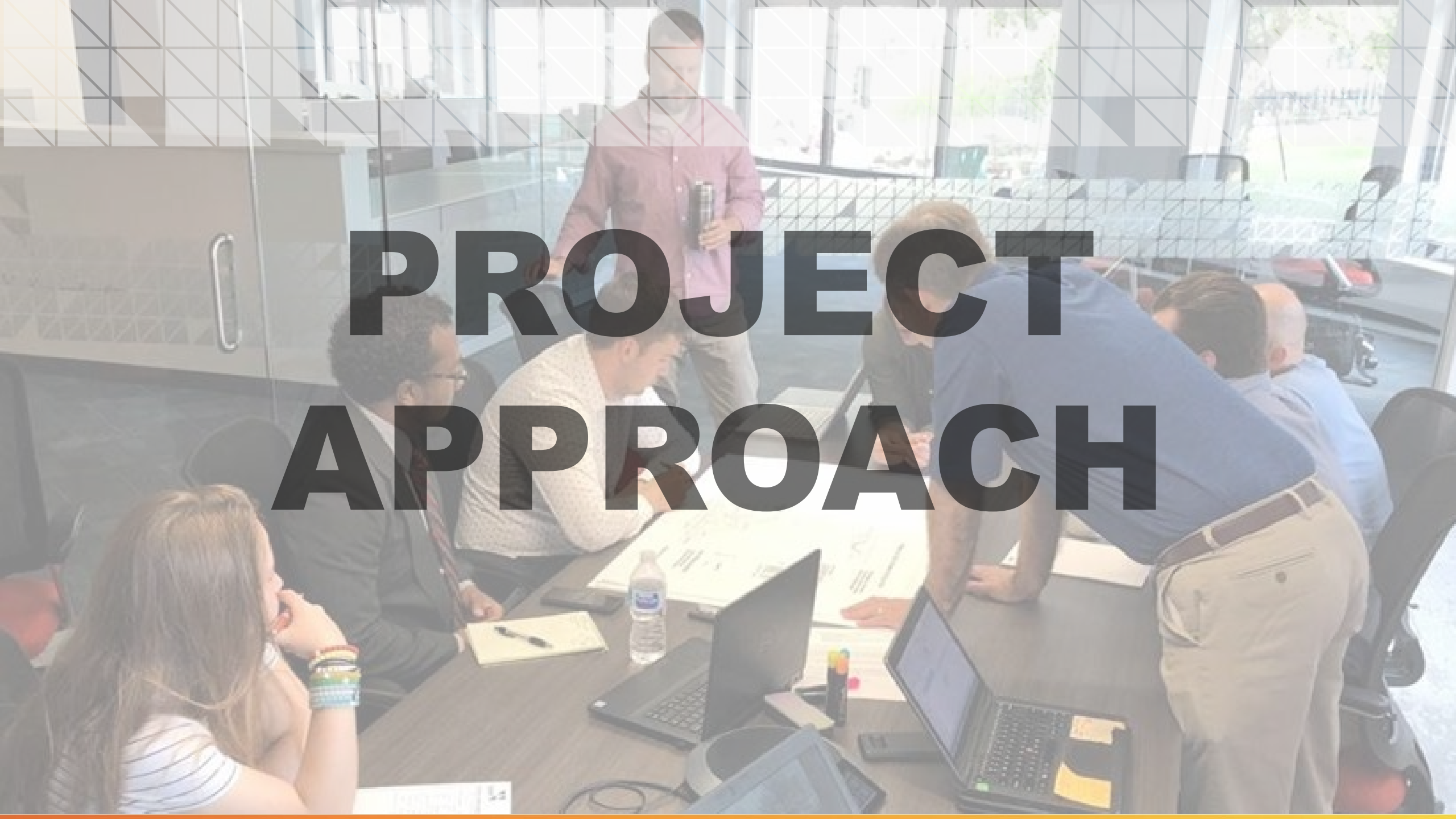
- Build *trust* with clients and communities
- Elevate the *dignity of people and place*
- Craft *holistic*, artistic, and timeless solutions
- Promote *innovation* and *sustainability*
- Focus on the *economics* of place and build community capital
- Create *happiness*, joy, and energy



Meet Your Project Team



*Our landscape architecture and urban design team sees each project as an **opportunity to partner**, dream big, and evoke the poetry of your community.*

A group of people are gathered around a large wooden conference table in a modern office setting. One man stands at the head of the table, holding a water bottle, while others are seated or leaning over the table, looking at documents and laptops. The office has large windows in the background, and the scene is overlaid with a semi-transparent grid pattern.

PROJECT APPROACH

Our Project Goals



Create **cohesive, attractive parks** that supports the community's recreation needs as identified in the master plan.

Enhance the users' experience with neighborhood connections, landscaping, and park amenities.

Improve **multi-generation interaction** through park programming and amenities.

Mindfulness of **inclusivity and accessibility** through design choices.

Coordinate closely with MDIR grant **opportunities**, utilities needs, and local agencies for feasibility.

Deliver an **implementable design** mindful of cost, phasing, and maintenance.

This project is not only a functional park improvement, but a strategic recreation and placemaking initiative that will shape how residence and visitors experience and interact within each park for years to come.

Our Approach

Our OHM team's intent is to reimagine St James Park and integrate the next phase of Kenning Park through comprehensive design improvements.

GOING THROUGH THE STEPS OF THE PROCESS...

- Kickoff Meeting & Coordination
- Public Engagement & Coordination
- Concept Development & Visioning
- Concept Refinement
- Detailing & Visualization
- Documentation, Presentation & Final Deliverables
- Bidding & Construction Administration

...WHILE KEEPING THE IMPORTANT STUFF (KEY THEMES) IN MIND

- Placemaking
- Graphic Visualization
- Environmental Best Practices and Maintenance-Aware Design
- Cost-Effectiveness
- Phased Implementation Considerations
- Public & Agency Alignment



SIMILAR EXPERIENCE

Our Work



Sylvan Glen Park Phase II

Owner: City of Troy

Completed: 2025

Services Provided:

- Survey
- Landscape Architecture
- Site Engineering
- Signage
- MEP
- Structural

Our Work



Photo Credit: City of Southfield



Beech Woods Park Improvements

Owner: City of Southfield

Completed: 2025

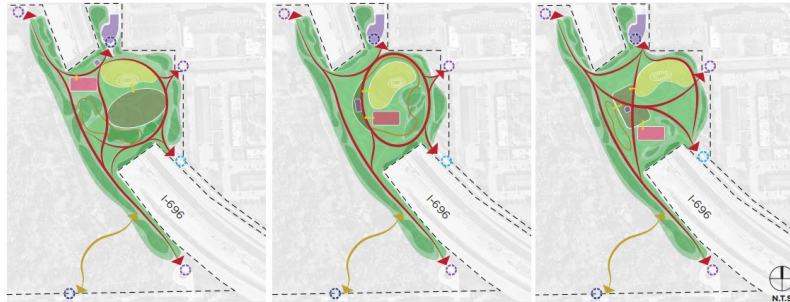
Services Provided:

- Survey
- Ecological Services
- Architectural
- Landscape Architecture
- Site Engineering
- Mechanical/Electrical/Plumbing
- Structural

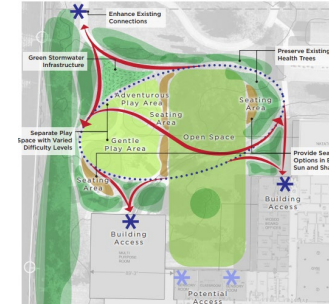


On the Boards

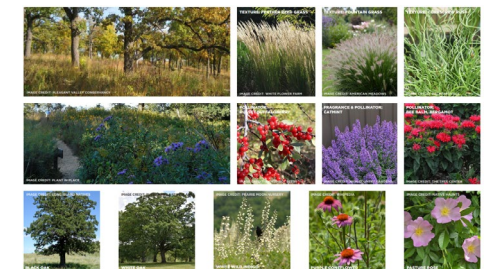
Our OHM team's design process



Freeway Park, City of Southfield



Wood Lane School, Cook County, Ohio



Why OHM Advisors?

“If we build the first idea we came up with, we have not done our job in getting input from others.”

– M.C. Mortiz, Transportation Engineer, OHM Advisors

One ROOF

- *Multi-disciplinary design experts housed within one company allows for quick consultation and peer design opportunities resulting in unique and mindful design solutions.*

Circular Design Process

- *The design process is not entirely linear. There are reiterations of thought expressed through lines and graphics that speak to people in different ways. We listen, process, and synthesize to create a unique place for your community.*



HAVE A SEAT AT THE TABLE WITH US!

A photograph of a playground with children playing on equipment. In the background, there is a large pavilion with a white roof and red pillars. The text "Q&A DISCUSSION" is overlaid in the center.

Q&A DISCUSSION



MEMORANDUM

Department of Public Services

DATE: January 11, 2026

TO: Parks and Recreation Board

FROM: Scott Zielinski, DPS Director
Carrie Laird, DPS Parks & Recreation Manager
Jacquelyn Brito, Golf Manager

SUBJECT: Golf Course Green Fee Increase in 2026

INTRODUCTION:

In our continuous commitment to elevate the standards and uphold the quality of our golf courses, we are proposing a modest increase in fees. The additional funds generated from these fees are a critical part of funding crucial capital projects aimed at improving the overall experience for all members and guests for years to come.

BACKGROUND:

Per the City Code, fees for applications, plan reviews, permits, inspections, licenses, registrations, appeals, and other charges or penalties shall be specified in the Schedule of Fees, Charges, Bonds, and Insurance. All fees are subject to change from time to time as recommended by City Staff. require support from the Parks Board. Golf Course fees additionally require support from the Parks and Recreation Board and are approved by the City Commission through resolution.

City staff proposes an increase in fees, effective March 1, 2026, to contribute directly to infrastructure improvements at Springdale and Lincoln Hills. The increases include: \$1 for weekday greens fees, \$2 for weekend green fees, \$1 for electric golf cart rental, \$5 for new resident membership, \$5 for renewing resident membership, \$25 for a business membership, \$25 for a single non-resident, \$25 for a dual non-resident, and \$25 for a family non-resident. These funds would be used toward projects such as cart path improvements, safety improvement projects, sprinkler improvements, stream bank stabilization, and other future projects.

FISCAL IMPACT:

The proposed fee increases are anticipated to generate an additional \$171,857 in revenue based on 2025 rounds played and membership dues collected as shown in the following chart showing the 2025 actual sales in comparison to what the fee increases would have earned.

	2025 Sales	2025 Quantity	Increases	Estimated Additional Revenue
WEEKDAY GREENS FEES	\$564,352	47,256	\$1	\$47,256.00
WEEKEND GREENS FEES	\$290,967	22,285	\$2	\$44,570.00
ELECTRIC GOLF CART RENTAL	\$244,050	32,201	\$1	\$32,201.00
RESIDENT MEMBERSHIP NEW	\$8,000	400	\$5	\$2,000.00
RESIDENT MEMBERSHIP RENEW	\$25,740	1,716	\$5	\$8,580.00
BUSINESS MEMBERSHIP	\$10,250	82	\$25	\$2,050.00
NON-RESIDENT SINGLE	\$158,525	907	\$25	\$22,675.00
NON-RESIDENT DUAL	\$80,100	356	\$25	\$8,900.00
NON-RESIDENT FAMILY	\$39,875	145	\$25	\$3,625.00
TOTAL REVENUES	\$1,421,860			\$171,857

SUSTAINABILITY:

Additional fees increase the capability to pay for projects such as stream bank stabilization and installation of turf boxes to be more efficient and create less waste.

PUBLIC COMMUNICATIONS:

Members and guests will be updated of the green fee increase via website, email and new rate cards and signage at both courses.

SUMMARY:

As part of our ongoing efforts to enhance and maintain the quality of the golf courses, City Staff proposes fee increases for the 2026 golf season. The additional funds will be applied to future capital improvements and safety improvement projects at both courses.

ATTACHMENTS:

N/A

SUGGESTED COMMISSION ACTION:

Make a motion supporting the proposed fee increases as proposed by the City Staff for the 2026 Golf Season.



MEMORANDUM

Department of Public Services

DATE: January 9, 2026

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks & Recreation Manager

SUBJECT: National Fitness Campaign

The 2024-2028 Parks & Recreation Master Plan identifies outdoor fitness equipment to be considered for inclusion within Birmingham's park system as it was communicated by residents as a desired feature.

In addition to public input for the Parks and Recreation master plan, fitness equipment is a topic from recent engagement with the residents during planning for playground improvements. Although the intention for playground improvements is typically only the direct areas of the playgrounds, there is value in exploring the addition of fitness equipment within the park system in areas other than playgrounds.

Staff has gathered preliminary information (below) from a National Fitness Campaign (NFC) representative for review and recommendations from the Parks and Recreation Board. [Watch the NFC campaign video.](#)

- The National Fitness Campaign's mission to improve public health through accessible, outdoor fitness infrastructure.
- There are two (2) fitness court options available through NFC, the Fitness Court and the Fitness Court Studio. According to NFC, both options are durable, ADA accessible, and require minimal maintenance. There are comprehensive support services available to partners.
- There is a grant program available. Grants range from \$30,000 to \$60,000, with \$50,000 being the average amount given to communities in MI last year.
- Upon review of potential locations, Barnum Park was identified as a strong candidate, with other parks such as Poppleton meeting site guidelines. The NFC has requirements for the location selected such as visibility, accessibility, and the proximity

to high amounts of pedestrian activity. NFC will conduct a feasibility study upon request.

- The costs start at \$180,000 for a fitness court only and for a fitness court studio \$245,000 (after grant award of \$50,000). Custom art and the addition of shade would add to this cost.
- The City is responsible for the procurement of a company to install concrete pad, of which NFC estimates at \$45,000 (Part of the \$180,000 or \$245,000).
- Farmington has a fitness court studio.

Should we determine to pursue the NFC option for fitness equipment , staff recommends budgeting for a fitness court or fitness court studio for fiscal year 2027-2028 as there are currently several projects in the works, including design for St. James and Kenning parks. It appears that St. James and Kenning Parks both meet the site guidelines for NFC, and could be candidate locations as well.

ATTACHMENTS:

- NFC Campaign Briefing
- NFC 2026 Campaign Funding Requirement



NATIONAL FITNESS CAMPAIGN CAMPAIGN BRIEFING





AMERICA'S LARGEST PUBLIC-PRIVATE WELLNESS PARTNERSHIP



CELEBRATING 750TH
Healthy Community this Year



NOW FUNDED
to welcome 1000 Healthy
Communities by 2026

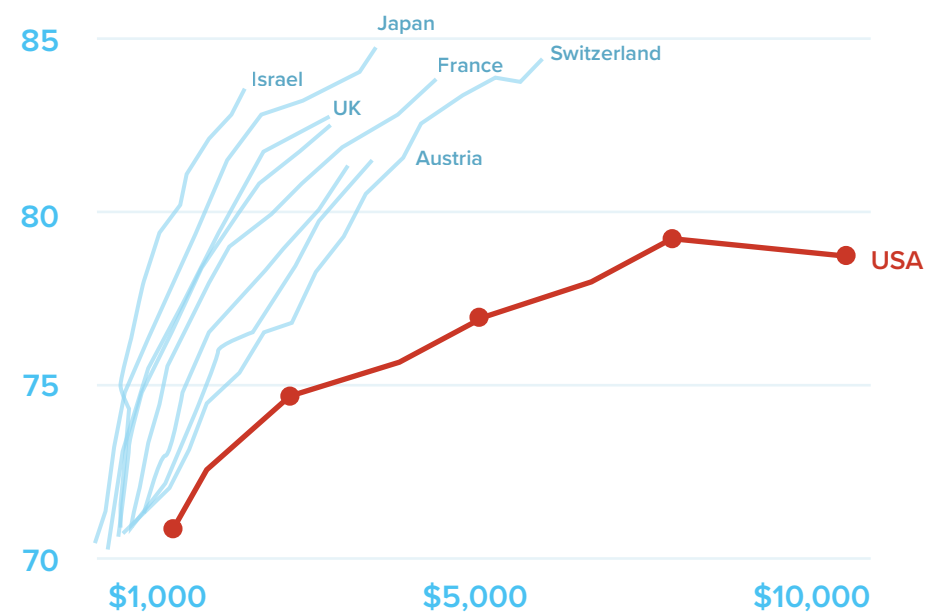
OUR MISSION : to Build Healthy Communities



WHY WE DO IT

TO MAKE WORLD CLASS FITNESS FREE

Life Expectancy vs Health Expenditure



UNDERSTANDING THE PROBLEM

AMERICA IS FACING A HEALTH CRISIS CAUSED BY SEDENTARY LIFE-
STYLES AND CITIES DESIGNED FOR CARS. USA SPENDS MORE MONEY
THAN ANY OTHER ON HEALTHCARE WITH POOR RESULTS.



BECOMING THE SOLUTION

WHEN COMMUNITIES ARE DESIGNED TO SUPPORT WELL-
BEING, HEALTH OUTCOMES CHANGE!



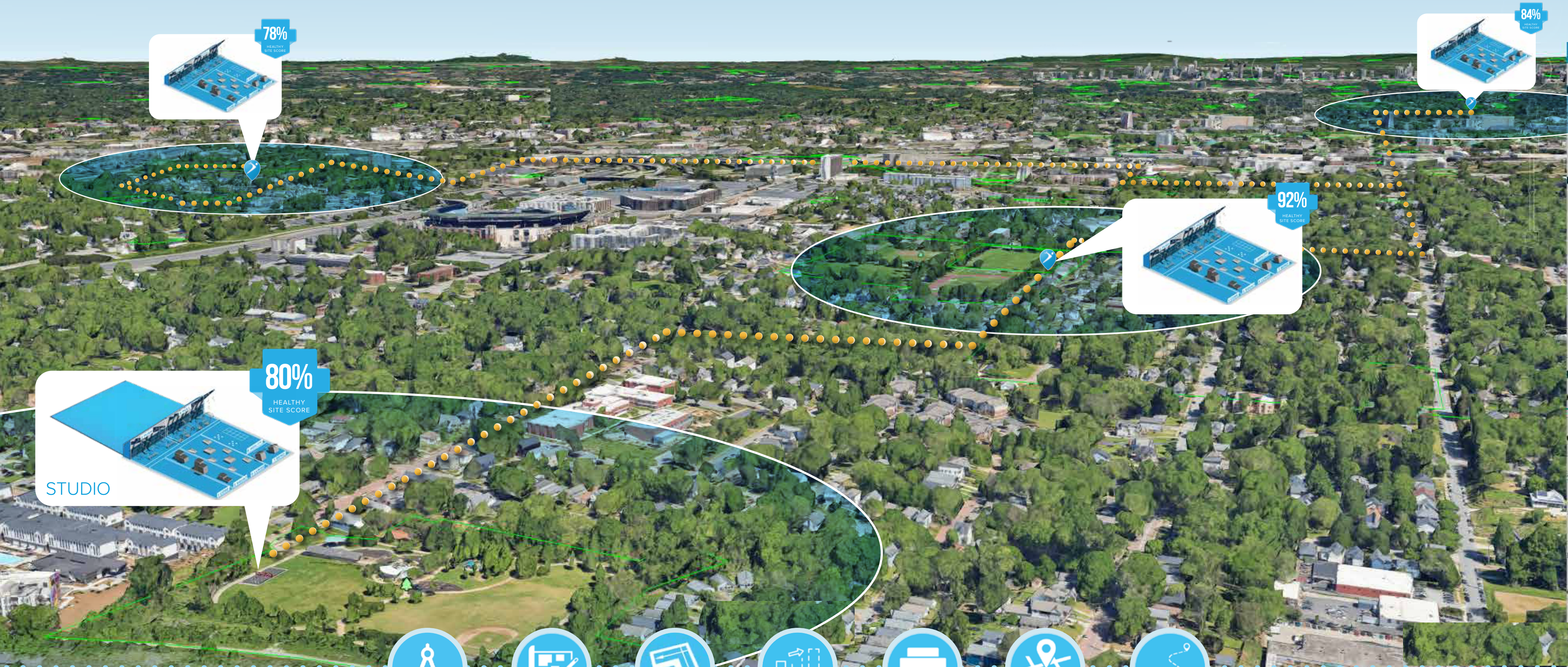
BROUGHT TO YOU BY





FITNESS COURT | HEALTHY INFRASTRUCTURE PLANNING

MULTI-SITE FUNDING FOR HEALTH IMPACT



BUILDING HEALTHY COMMUNITIES
MULTI-SITE PHASING FOR HEALTH IMPACT
HEALTHY SITE SCORE (HSS)



PLANNING



PHASING



LAYOUTS



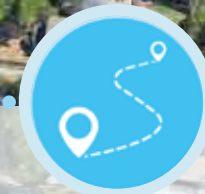
PROJECTIONS



SCORES



MAPPING



TRAILS



CAMPAIGN OVERVIEW

WHAT WE DO

A COMPREHENSIVE COMMUNITY WELLNESS PROGRAM

DESIGN & PLANNING

EXPERT CONSULTING

GRANT FUNDING

INSTALLATION

LAUNCH & PRESS

PUBLIC ART

AMBASSADOR TRAINING

MOBILE APP





FITNESS COURT

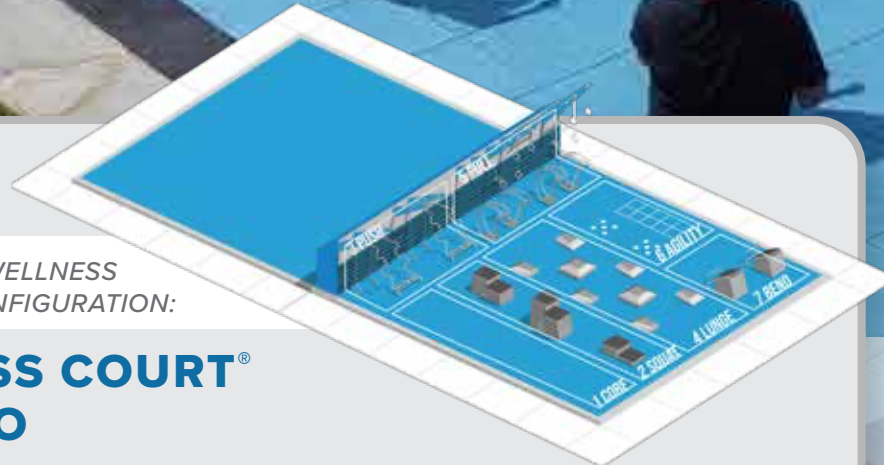
COMMUNITY WELLNESS HUB

STUDIO



OUTDOOR WELLNESS
CENTER CONFIGURATION:

**FITNESS COURT®
STUDIO**



HIIT



YOGA



ZUMBA



DANCE



STRETCH



KICKBOXING



TAI-CHI

COMMUNITY WELLNESS PROGRAMMING

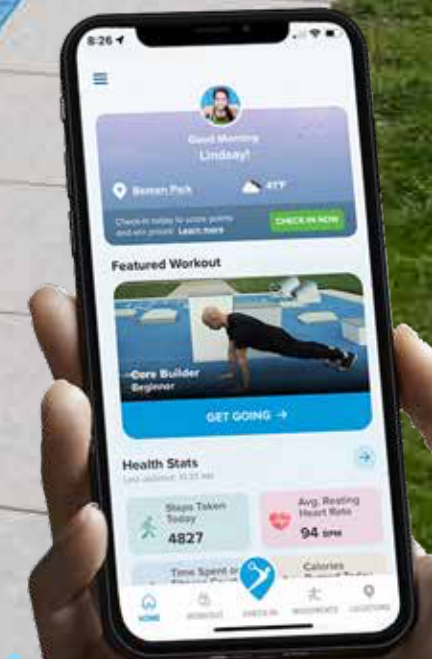
WELCOMES ENTIRE
COMMUNITY
MAYORS
WELLNESS SERIES



FITNESS COURT

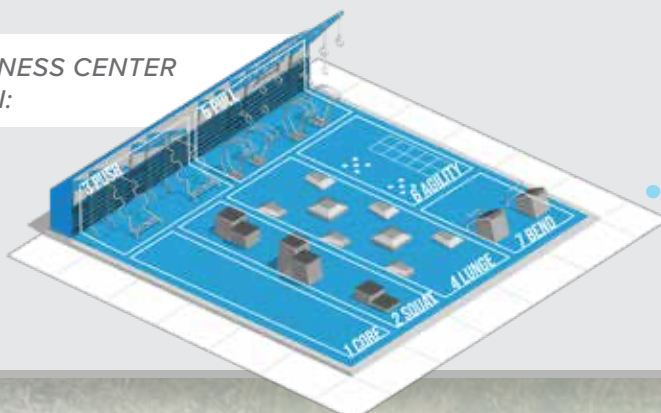
WORLDS BEST OUTDOOR GYM

**7 MOVEMENT
FULL BODY WORKOUT**
FUNCTIONAL TRAINING SYSTEM
DIGITALLY ACTIVATED
Coach in your Pocket



OUTDOOR WELLNESS CENTER
CONFIGURATION:

**FITNESS
COURT®**



CORE



SQUAT



PUSH



LUNGE



PULL



AGILITY



BEND



FITNESS COURT | ART

EVERY FITNESS COURT IS A WORK OF ART



WORK WITH LOCAL ARTISTS
NFC DESIGN STUDIO



WORLD RENOWN ARTIST GALLERY
KEITH HARING | JEAN MICHEL BASQUIAT
Page 187 of 196

FITNESS COURT ART OFFERINGS



Local Artist Invite a Local Artist to create a mural that represents your community!

Support your Local Artist Community with a **\$5,000 Grant to the Artist** provided by NFC!

Additional Funding Required. Example Art: Will be customized for your city

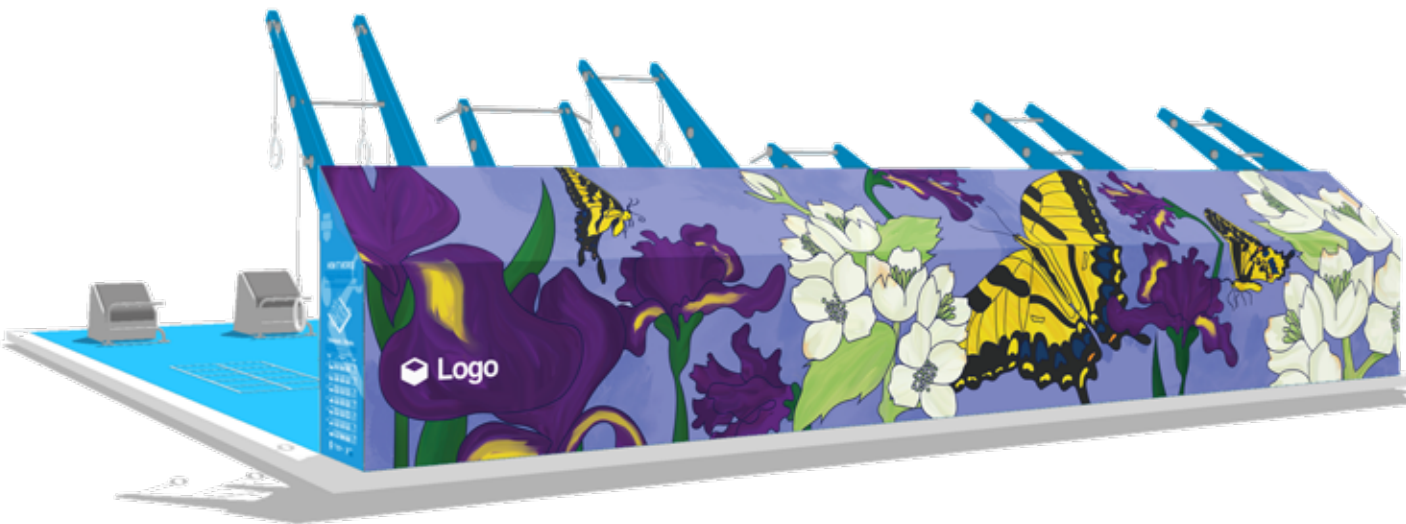


Front Wall Unlocked for Additional Artwork



Custom Art Work with the in-house NFC Art Studio Team

Additional Funding Required. Example Art: Will be customized for your city



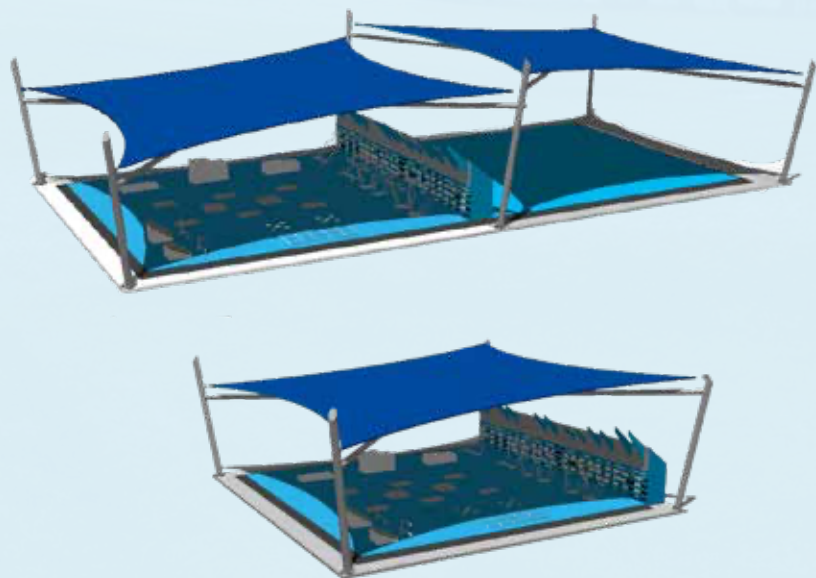
Fitness Court Art Unique design included in your state campaign

Example Art: to be confirmed at Award



NEW!

NOW AVAILABLE FOR
**FITNESS COURTS &
FITNESS COURT STUDIOS**



FITNESS COURT | SHADE
WORLDS BEST OUTDOOR GYM JUST GOT COOLER



EXTENDED
SEASONAL USE



UV & SUN
PROTECTION



INTEGRATED
DESIGN



ENHANCED
AESTHETICS



MADE IN
USA



LONG LASTING
MATERIALS



1. BE A PART OF THE NATIONAL FITNESS CAMPAIGN

AMERICA'S LARGEST PUBLIC PRIVATE WELLNESS PARTNERSHIP

2. HEALTH BENEFITS
MORE TIME OUTDOORS, IMPROVED MENTAL & PHYSICAL WELLBEING

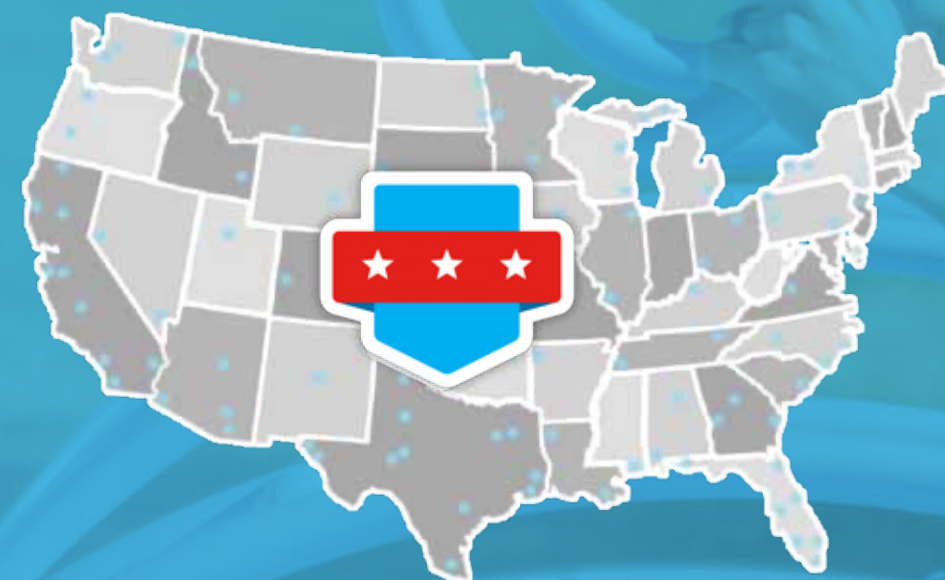
3. HEALTHY INFRASTRUCTURE
PLACES DESIGNED FOR PEOPLE NOT CARS

4. BUILDING COMMUNITY
CREATING A WELLNESS CULTURE THAT IS SOCIAL, CONNECTED AND FUN!

5. REDUCED HEALTHCARE COSTS
HEALTHIER, HAPPIER, PEOPLE



STATEWIDE CAMPAIGN



NATIONAL FITNESS CAMPAIGN

2026

200 NEW PARTNERS

WE'RE PLEASED TO ANNOUNCE THE 2026 CAMPAIGN

NFC Grant Requirements

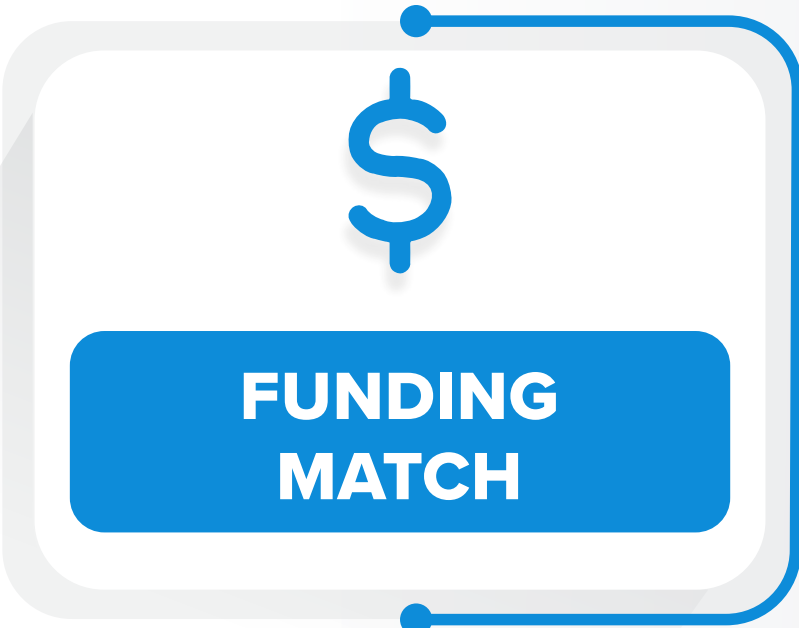
Program Qualification



STEP 1



STEP 2



STEP 3



STEP 4

JOIN THE CAMPAIGN



JOIN US

LET'S BUILD HEALTHY COMMUNITIES
TOGETHER

Discussion - Q&A

NEXT STEP



**SCHEDULE VIRTUAL SITE
REVIEW WORKSHOP LED BY
NFC EXPERT CONSULTANTS TO
EXPLORE FEASIBILITY**



DISCUSSED AT NEXT STEP:

- 1. SITE WORKSHOP & HEALTHY SITE
SCORE REVIEW**
- 2. FEASIBILITY & ALIGNMENT WITH
LOCAL PRIORITIES**
- 3. FUNDING REQUIREMENT DETAILS AND
GRANT PROGRAM & AVAILABILITY FOR
YOUR STATE**
- 4. NON-BINDING GRANT QUALIFICATION
PROCESS**

2026 CAMPAIGN FUNDING REQUIREMENT



PHASE 1: NFC PROGRAM FUNDING

The Fitness Court® Studio and National Campaign Services \$210,000

NFC GRANT FUNDING AWARD (if selected and approved) (\$30,000-\$60,000)

Optional Fitness Court® Studio Additions: Art & Shade

Fitness Court® Art (included)	Custom Art (+\$10,000)	Local Artist Program (+\$25,000)	Shade Structure*
			
Note: powder-coating color and included art design dependent on campaign sponsor			*funding requirements available upon request

• **FITNESS COURT® STUDIO & CAMPAIGN SERVICES** \$150,000-\$180,000

See GPR Milestone 2

PHASE 2: ASSEMBLY FUNDING

• **CONCRETE SLAB** (Slab Dimensions 38'x73' - refer to drawings) est. \$0-45,000

Can be performed in-house, in-kind or by contractor (separate agreement)
See GPR Milestone 5

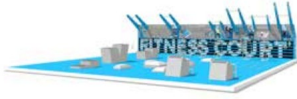
• **FITNESS COURT® STUDIO ASSEMBLY** \$37,750

NFC Approved Network (separate agreement) with prevailing wage rates: \$39,750
See GPR Milestone 6

Fitness Court® Studio & Assembly Total Program Funding **\$242,750

Estimate After \$50,000 Grant Funding (if selected and approved)

**Assumes concrete pad costs of \$45,000 (national average), NFC grant of \$50,000, and includes Fitness Court® Art

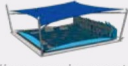


PHASE 1: NFC PROGRAM FUNDING

The Fitness Court® and National Campaign Services \$175,000

NFC GRANT FUNDING AWARD (if selected and approved) (\$30,000-\$60,000)

Optional Fitness Court® Additions: Art & Shade

Fitness Court® Art (included)	Custom Art (+\$10,000)	Local Artist Program (+\$25,000)	Shade Structure*
			
Note: powder-coating color and included art design dependent on campaign sponsor			*funding requirements available upon request

• **FITNESS COURT® & CAMPAIGN SERVICES** \$115,000-\$145,000

See GPR Milestone 2

PHASE 2: ASSEMBLY FUNDING

• **CONCRETE SLAB** (Slab Dimensions 38'x38' - refer to drawings) est. \$0-25,000

Can be performed in-house, in-kind or by contractor (separate agreement)
See GPR Milestone 5

• **FITNESS COURT® ASSEMBLY** \$30,000

NFC Approved Network (separate agreement) with prevailing wage rates: \$32,000
See GPR Milestone 6

Fitness Court® & Assembly Total Program Funding **\$180,000

Estimate After \$50,000 Grant Funding (if selected and approved)

**Assumes concrete pad costs of \$25,000 (national average), NFC grant of \$50,000, and includes Fitness Court® Art



MEMORANDUM

Department of Public Services

DATE: January 8, 2026

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks & Recreation Manager

SUBJECT: Citywide Playground Improvements Update

Poppleton Park playground equipment has been ordered and is currently in production, with an estimated delivery date during the month of February to the playground installer's location in Brighton. Penchura, the City's playground consultant, is currently working on having a survey performed and construction drawings finalized including grading and parking plans. The installation of the new playground area is on track for spring of 2026.

The Engage Birmingham survey for Pembroke Park closed on January 2nd. Staff and Penchura are currently reviewing the survey results. Additionally, Lance Shipman with Penchura has performed an assessment of the existing equipment at Pembroke Park based upon interest from neighboring residents in keeping some of the equipment such as swings and a sandbox. Upon review of all feedback and potentially keeping some of the existing equipment, a revised concept plan will be presented at the February 3, 2026 Parks and Recreation Board meeting.



MEMORANDUM

Department of Public Services

DATE: January 8, 2026

TO: Parks and Recreation Board

FROM: Carrie Laird, Parks & Recreation Manager

SUBJECT: Celebrating America's 250th Anniversary

The United States of America will celebrate the 250th anniversary of its founding on July 4, 2026. During this special year, communities will highlight the local history that gives them character within the bigger picture of the American story.

Birmingham will host special activities with a local history twist—including a new exhibit at the Birmingham Museum—as we celebrate the people and history behind our parks, our downtown, our neighborhoods, our civic heritage, and what gives Birmingham its unique sense of place.

The DPS, Parks and Forestry Division is participating in and incorporating the 250 celebration into our events and programs. Summer concerts kick off with the Birmingham Concert Band celebration of America's 250th and throughout the concert series with the national anthem before concerts. We are working with Derby school for a Maple Syrup learning program, planting an additional 250 trees in parks and City properties, hosting an old time baseball game or sandlot game at Kenning Park, and adding games such as hula hoop stations, croquet, corn hole and jump ropes to the park system.

Tentatively scheduled special events and activities are listed at bhamgov.org/250years.