

cityofnovi.org

# CITY of NOVI CITY COUNCIL

**Agenda Item 1  
August 25, 2008**

**SUBJECT:** Approval to award a contract for professional design services, including site plans, construction drawings and bid documents, for the initial development of Fuerst Park to Hamilton Anderson Associates, Inc. in an amount not to exceed \$31,350

**SUBMITTING DEPARTMENT:** Parks, Recreation & Forestry Department

**CITY MANAGER APPROVAL:** 

<b>EXPENDITURE REQUIRED</b>	<b>\$ 31,350</b>
<b>AMOUNT BUDGETED</b>	<b>\$347,250 (includes Township Hall relocation and improvements and Phase 1)</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-971.100</b>

**BACKGROUND INFORMATION:** In January 2008, the City of Novi issued a Request for Proposal (RFP) for a Master Plan study of the long-term use of the property at the southeast corner of Ten Mile and Taft Roads (6.5 acres). McKenna Associates was retained by the City to conduct a comprehensive study of the property and its structures, and develop concepts and cost estimates to bring the public property into use. Citizens had the opportunity to participate in several ways, including:

- Community input meetings
- Online survey
- Survey at Civic Center
- Parks, Recreation & Forestry Commission Meetings
- Contacting Department staff

On May 12, 2008, City Council approved in the FY 08-09 Budget components of the Conceptual Plan. The concept elements include:

- Relocation of the Township Hall west to the Fuerst Park
- Creation of a gateway plaza at the northwest corner of the property
- Development of pathways
- Landscaping
- Development of a small performing arts stage

In July, 2008, an RFP was issued to retain professional design services and work with the City to further develop the approved concepts, with agreement on the elements, to be included in the site plans, construction drawings and bid documents for the initial development of Fuerst Park in Spring/Summer 2009. The multi-purpose building that was reflected in the McKenna Plan will not be a component of the park.

Eleven proposals were received and each was evaluated using the Qualifications Based System, with an emphasis on each firm's experience and understanding of the project scope. The results of the team review of qualifications are as follows:

Firm	Score	Rank
Hamilton Anderson Associates, Inc.	3165	1
Beckett & Raeder, Inc.	3000	2
Landscape Architects	2930	3
Anderson Eckstein & Westrick	2775	4
Atwell-Hicks	2605	5
McKenna Associates	2530	6
InSite Design Studio, Inc.	2465	7
URS Corporation	2075	8
Washtenaw Engineering Co.	2005	9
Driesenga	1785	10
Boss Engineering	1730	11

The top three firms were then interviewed by staff and through this process it was determined that Hamilton Anderson Associates, Inc. was the firm that best met the qualifications as stated in the Fuerst Park Design Services RFP. Hamilton Anderson Associates, Inc. is based in Detroit and has extensive experience with park projects including Wahby Park on the Nautical Mile in St. Clair Shores, the Ypsilanti Arts Center, and the Rexer Jablonski Memorial Park in Bay City.

The first task of the firm will be to create a revised conceptual plan. City Council will be engaged in this process, as staff will continually seek input and provide updates. The revised plan, incorporating the input of City Council and staff, will be shared with the community in late September (via the City of Novi website). The October 9, 2008 Parks, Recreation and Forestry Commission meeting will provide an opportunity for further community input. A recommendation of a final site plan will be provided to Council at the October 20, 2008 meeting.

The design firm will create the construction drawings and assist with the bid package for the construction phase. A recommendation for a construction contractor will be provided to Council in April and construction is targeted to begin in late April or early May. The initial development of the park will be complete in July, 2009.

**RECOMMENDED ACTION:** Approval to award a contract for professional design services, including site plans, construction drawings and bid documents, for the initial development of Fuerst Park to Hamilton Anderson Associates, Inc. in an amount not to exceed \$31,350

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

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



**CITY OF NOVI**  
**FEE PROPOSAL**  
**DESIGN SERVICES**  
**FOR**  
**DEVELOPMENT OF FUERST PARK**

We the undersigned propose to furnish to the City of Novi services consistent with the Request for Proposals dated July 25, 2008. Further, we are separately providing a separate estimate of hours and detail of cost. **Fees will be paid on an hourly basis for actual work performed to a maximum as proposed.** A separate fee schedule is being provided should the City request additional work on an hourly basis.

**THIS FEE PROPOSAL MUST BE SUBMITTED IN A SEPARATE SEALED AND APPROPRIATELY LABELED ENVELOPE. PLEASE DO NOT INCLUDE FEES WITH THE STATEMENT OF QUALIFICATIONS.**

Description:	Not-to-exceed Fee
Base Scope (Tasks 1, 2 and 3)	\$ 26,500
Alternate Scope (additional fee)	\$ 4,850

**PLEASE TYPE:**

Company Name: Hamilton Anderson Associates, Inc.

Address: 1435 Randolph, Suite 200

Agent's Name: Kent Anderson

Agent's Title: Principal

Agent's Signature: 

Telephone Number: 313 887 6270 Fax Number: 313 964 0270

E-mail Address: kanderson@hamilton-anderson.com Date: 08 07 08



city of novi

DESIGN SERVICES FOR DEVELOPMENT

hamilton anderson team

# hamiltonanderson

August 8, 2008

Sue Morianti  
Purchasing Manager  
Office of the City Clerk  
City of Novi  
45175 W. Ten Mile Road  
Novi, MI 48375-3024

Re: Proposal for Design Services for Development of Fuerst Park

Dear Ms. Moriani:

Hamilton Anderson Associates, Inc. (HAA) is pleased to offer our proposal to provide professional design services for the Development of Fuerst Park. We're excited about your vision to develop a park in conjunction with your new library. Our experience will bring a high level of design expertise to this substantially visible and important project.

Our diverse group of professionals work closely together to blend their expertise into a comprehensive approach to problem solving. Over the past three years, no other firm has received more recognition for design from Michigan's professional design and planning societies than Hamilton Anderson. We have received several design awards from groups such as the Michigan APA, Michigan ASLA, Michigan Parks and Recreation Association.


The project requires extensive design expertise in recreation design for a variety of user groups while promoting long-term environmental stewardship. The study plan must also respond with sincerity to the vision / needs of the community and stakeholder groups. HAA will respond to these important issues that will drive a creative and energetic solution for the park.

We trust the enclosed material will provide the information needed to evaluate our qualifications. We propose an interactive design process to produce a final design. We look forward to sharing our ideas and insights and focusing our energy and enthusiasm on this exciting and highly visible project.

Sincerely,



Kent Anderson, ASLA, RLA, CLARB  
Design Principal



David Tobar, ASLA, RLA, CLARB, LEED® AP  
Project Manager

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# team organization



Hamilton Anderson Associates, Inc. (HAA)

1435 Randolph, Suite 200

Detroit, Michigan 48226

p 313 964 0270

Contact David Tobar, RLA, ASLA, LEED® AP-- Project Manager

Direct 313 887 6238

HAA is a design firm dedicated to the positive evolution of the urban environment. We design spaces that unify architecture and landscape architecture to create livable communities through visionary planning and design. HAA's unique, holistic approach blends architecture, landscape architecture, planning, urban design, interior and graphic design. We combine knowledge with heart, taking on projects in their entirety. Our quality service provides value to a variety of clients, including: private sector businesses, developers, institutions, corporations and governments.

We are a multidisciplinary design firm with a strong reputation for planning, design and implementation. Our strength lies in our ability to partner with clients to create responsive, successful solutions. We do not rely on basic "boilerplate" services in our design approach; we use our training and experience to help identify issues, opportunities and ideas that give you choices. We then work with you in selecting recommendations and strategies that fit best.

## Form of Organization

"C" Corporation, licensed in the State of Michigan, 1994.

Principals      Rainy Hamilton, Jr. AIA, NCARB, NOMA  
                         Kent Anderson, RLA, ASLA, CLARB  
                         Thomas J. Sherry, AIA, LEED® AP

Architect, Rainy Hamilton Jr. founded Hamilton Anderson Associates in 1993. In 1994, he was joined by landscape architect, Kent H. Anderson. Rainy brought his experience in managing multi-million dollar design and construction projects in varying building types including healthcare, entertainment and recreational facilities. Kent adds his expertise in landscape architecture, urban design and planning. Together, they incorporated Hamilton Anderson Associates in 1995 as architect and landscape architect, and as two individuals from radically different beginnings--they would pool their talent, personalities and backgrounds to build a firm that values unity over uniformity—with the goal of creating a workplace where individuality and diversity are nourished through the pursuit of creative and innovative design.

## AFFILIATIONS

American Society of Landscape Architects

American Institute of Certified Planner

American Institute of Architects

American Planning Association

American Society of Interior Designers

Building Officials Code Administration

Congress for the New Urbanism

International Interior Design Association

National Brownfield Association

National Fire Protection Association

National Organization of Minority Architects

National Trust for Historic Preservation

Society for College & University Planning

U.S. Green Building Council, LEED Accredited Staff \_ 16

Urban Land Institute



#### Staff Size

Our 140 person staff includes landscape architects, planners and architects fifteen of which are LEED accredited employees (LEED A.P.-2.0), certified by the US Green Building Council.

#### Recent Awards

##### 2008

AIA Michigan

Firm of the Year

American Lodging Investment Summit Development of the Year

MGM Grand Detroit

##### 2007

Gayot Top 10 New Hotels in the Nation for 2007

MGM Grand Detroit

NOMA National Honor Award

Southwest Public Safety Center

MASLA

Firm of the Year

MASLA Merit Award for Design

Washington Boulevard

MASLA Merit Award for Design

Byways to Flyways

MRPA Community Service Award

Detroit River International Wildlife Refuge

AIA Michigan, Honor Award

Ford Field Stadium

ACEC/Michigan Engineering and Surveying Excellence Competition

Engineering Excellence Conceptor Award

Conner Creek CSO Control Facility

Michigan Nursery & Landscape Association Merit Award

Almont Pocket Park

##### 2006

CEFPJ John Shaw Regional Design Award

Detroit School of Arts

NOMA National Honor Award

Youthville Detroit

AIA Chicago Honor Award

Mexicantown International Welcome Center and Mercado

AIA Michigan Honor Award for a Building

Detroit School of Arts

Engineering Society of Detroit Honor Award

Detroit School of Arts

AIA Detroit Honor Award for a Building

Youthville Detroit

MASLA Merit Award for Design

Almont Fountain Park

MASLA Honor Award for Planning

Heritage Water Trail

##### 2005

AIA Detroit Honor Award for a Building

Detroit School of Arts

NOMA National Honor Award

Detroit School of Arts

Strategic Energy Solutions, Inc.  
23237 Woodward Ave.  
Ferndale, MI 48220  
248 399 1900  
Contact Steve DeBerardine, PE  
Role MEP & Lighting Engineering

Strategic Energy Solutions, Inc. provides engineering consulting design services for mixed use, educational, commercial, retail, healthcare, municipal and religious markets, involving both renovation and new construction. We are a team of progressive professionals dedicated to providing strategic mechanical and electrical engineering solutions.

HH Engineering  
220 Bagley Avenue, Suite 500  
Detroit, MI 48226  
313 963 6560  
Contact Helen Himes, PE  
Role Civil Engineer

HH Engineering Ltd. was incorporated in March of 1992 as a Michigan consulting engineering company. HH Engineering Ltd. provides site, road and bridge design services for publicly funded transportation projects. They have an excellent reputation working with MDOT and local agencies throughout Michigan. They provide specialized services for civil engineering, transportation and land development projects ranging from the design of major highways and bridges to design and construction administration for large commercial and industrial projects. In the past 10 years, they have provided road and bridge design services to MDOT, many local governmental agencies, private developers and with other consultants in Michigan. In addition, HH Engineering Ltd. has been involved in the site engineering for numerous commercial and industrial sites throughout the state of Michigan.



Kent H. Anderson, Principal of Hamilton Anderson Associates, is a landscape architect whose practice focuses on urban design and redevelopment. Kent has played a key role in reshaping Detroit and beyond by working to develop affordable and market-rate urban housing; helping improve community parks; providing design services to cities and community organizations; designing quality educational environments to help schoolchildren; and engaging in critically important greenway developments linking inner city neighborhoods with the metropolitan region. His design work demonstrates a strong understanding of the public/private development processes and the complex layering of issues necessary to design within the urban environment.

#### PARTIAL LISTING OF EXPERIENCE

The Dow Chemical Company  
Commerative Park  
Midland, MI

Rouge River Gateway  
Master Plan  
Wayne County, MI

Rouge River Gateway Corridor  
Greenway  
Dearborn, MI

Conner Creek CSO Pilot Facility  
and Maheras Park Fish Habitat  
Mitigation, Detroit, MI

Downriver Linked Greenways  
Initiative  
Gibraltar & Trenton, MI

Conner Creek Greenway  
Detroit, MI

Southwest Detroit Riverfront  
Greenway  
Detroit, MI

Southwest Detroit/Dearborn  
Greenway  
Detroit & Dearborn, MI

Belle Isle Master Plan  
Detroit, MI

Patton Park Master Plan  
Detroit, MI

Orchard Lake Road Corridor Study  
Oakland County, MI

Conner Creek Greenway  
Interpreive Signage  
Southeast MI

Riverside Arts Plaza  
Ypsilanti, MI

Grand River Arts Walk  
Jackson, MI

Van Dyke Corridor Study  
Warren, MI

Downtown Midland  
Midland, MI

Riverside Park Master Plan  
Ypsilanti, MI

Frog Island Park  
Ypsilanti, MI

Genesee County Park Database  
Genesee County, MI

Paradise Valley  
Interpreive Signage and Therning  
Detroit, MI

Paradise Valley @ Ford Field  
Plaza Conceptual Design  
Detroit, MI

Downriver Heritage Water Trail  
Southeastern Michigan

Parks and Recreation Plan  
Highland Park, MI

Parks and Recreation Master Plan(2)  
Center Line, MI

Flushing Park Master Plan  
Genesee County, MI

Buell Lake Park Master Plan  
Genesee County, MI

Richfield Park Master Plan  
Genesee County, MI

Lyndon Park Master Plan  
Genesee County, MI

EDUCATION  
Master of Science in  
Landscape Architecture  
University of Wisconsin, 1983

Bachelor of Landscape Architecture  
Michigan State University, 1975

PROFESSIONAL  
REGISTRATIONS  
Landscape Architect: Michigan # 3901001006, 1987  
Landscape Architect: Nevada # 623, 2004  
Landscape Architect: Ohio # 1098, 2004  
Landscape Architect: Texas # 2264, 2005

CLARB Certified

AWARDS  
American Institute of Architect's  
Charles Blessing Award, 2006

Michigan State University's 2006  
Distinguished Alumnus

AFFILIATIONS  
American Planning Association

American Society of  
Landscape Architects

American Society Landscape  
Architects, Michigan Chapter

Community Development Advocates of Detroit

Congress for New Urbanism

Institute for Urban Design

Institute of Transportation Engineers

MDEQ Certified CSSO

National Commercial Builders Council

National Brownfield Association

Michigan Recreation & Parks  
Association

National Trust for Historic  
Preservation

The Waterfront Center

Urban Land Institute



#### EDUCATION

Bachelor of Science in Architecture  
University of Detroit School of Architecture, 1974

Master of Architecture  
University of Detroit School of Architecture, 1976

PROFESSIONAL  
REGISTRATION  
Architect Michigan: 1980  
Nevada: 2007 # 6062

NCARB Certified

#### AFFILIATIONS

American Institute of Architects  
Associate Member since 1978  
Full Professional Member since 1980

City of Novi and Detroit Chapter Roundtable Discussion  
"Can Good Design be Legislated"

Michigan Architectural Foundation  
Treasurer, 1994-2002

Novi Rotary Club  
1986-2003, President 1995

Novi Chamber of Commerce - President 1990

Novi Historic District Study Committee - Chair, 1991

Novi Construction Board of Appeals - 2003-Present

#### AWARDS

Blue Water Plastics  
CAM Showcase Award

Iron Workers Local 25 Union Hall  
Novi Chamber of Commerce Honor Award

Rossi Office Building  
Novi Chamber of Commerce Honor Award

Applebarn Adaptive Re-Use  
AIA Detroit Honor Award

#### PUBLICATIONS

Progressive Architecture  
Architectural Record  
Landscape Architect  
Residential Architect  
Ann Arbor News - Home Section  
Flint Journal - Home Section  
Detroit News - Business Section  
Better Homes & Gardens - Remodeling

No other architect has been more instrumental of the planning and design of Novi than Lee Mamola. First as a member of the Novi Planning Board he established the Town Center Steering Committee, involved the Detroit Chapter of the AIA in the debate regarding design controls or guidelines with the roundtable discussion of premier architects, city planner and council members. He also authored the initial "Façade Ordinance" and methods to implement same as part of the approval process. He served on the Planning Board when the "Šimjilar-Dissimilar" ordinance was established.

Lee Mamola has over thirty two years of vast architectural experience, serving over the past 21 years as owner of his own successful firm in Novi. He has continued to volunteer his efforts to the community. He has served his profession by teaching design and construction of architecture as an adjunct professor at the University of Detroit Mercy School of Architecture for the past five years.

He adds his expertise to our firm in project development, contracts, design, and documentation, construction administration of all projects. Special focus will be given to the municipal approval process and functionally constructible design documents.

#### PARTIAL LISTING OF EXPERIENCE

Paradise Park  
Novi, MI

Tributary Industrial/Office Park  
Novi, MI

RE/MAX 100 Office Center  
Novi, MI

Rossi Office Building  
Novi, MI

Applebarn Adaptive Re-Use  
Novi, MI

Bishop Creek Office Building  
Novi, MI

Iron Workers Local 25 Union Hall  
Novi, MI

Iron Workers Local 25 Fringe  
Benefits Office  
Novi, MI

The Links of Novi  
Novi, MI

City of Novi Library Interiors  
Novi, MI

Programmed Products  
Novi, MI

Mercedes Benz of Novi  
Novi, MI

Cort Furniture Rental  
Novi, MI

Wonderland Music Retail Center  
Novi, MI

Diamond Castle Retail  
Novi, MI

Breckenridge Retail  
Novi, MI

McGowan Residence  
Novi, MI

Galland Residence Addition  
Novi, MI

Johnson's Printing Services  
Novi, MI

Don's of Traverse City Dinner  
Novi, MI

Belle Tire Store  
Novi, MI

Vet Select Animal Hospital  
Novi, MI

Andes Hills Condominiums  
Novi, MI

Mill Valley Retail Center  
Milford, MI

Blue Water Plastics  
Corporate Offices and Engineering  
Marysville, MI



David Tobar has over nineteen years of comprehensive experience involving design and planning for public infrastructure, urban parks, and residential communities. His strengths include management of complex fast track projects that require interdisciplinary cooperation and consensus building. His work consists of face-to-face collaboration with stakeholders to develop successful implementation and construction strategies.

**PARTIAL LISTING  
OF EXPERIENCE**

Grand Circus Park  
Renovations  
Detroit, MI\*

Mt. Elliott Park  
Detroit, MI\*

St. Aubin Park Dry Dock  
Detroit, MI\*\*

Madison / Broadway Avenue  
Streetscape  
Detroit, MI \*

MGM Grand Wet Republic  
Las Vegas, NV

Monte Carlo Pool Expansion  
Las Vegas, NV

Monte Carlo Casino & Hotel  
Port Cochere  
Las Vegas, NV

Mirage Volcano Renovations  
Las Vegas, NV

Wayne State University  
McGregor Plaza Renovations  
Detroit, MI

Mexicantown International  
Welcome Center and Mercado  
Landscape Design  
Detroit, MI

MGM Grand Detroit  
Site Design  
Detroit, MI

MGM Grand Temporary Casino  
Landscape Design  
Detroit, MI

Detroit School of Arts  
Landscape Design  
Detroit, MI

Washington-Cobo Boulevard  
Streetscape Improvement Plan  
Detroit, MI

Washington Boulevard Streetscape  
Improvement Plan  
Detroit, MI

Lower Woodward Cross Streets  
Detroit, MI

Belle Isle Boat Club/Marina  
Site Analysis  
Detroit, MI

Paradise Valley @ Ford Field  
Plaza Conceptual Design  
Detroit, MI

General Motors East Riverfront  
District Planning and  
Design Guidelines  
Detroit, MI

General Motors River East  
Streetscape  
Detroit, MI

General Motors Global  
Headquarters Landscape Design  
Detroit, MI

Harmonie Park Hilton Hotel  
Landscape Design  
Detroit, MI

Mexicantown Bagley Streetscape  
Detroit, MI

Uniroyal Redevelopment  
Design Guidelines  
Detroit, MI

Compuware Headquarters at  
Campus Martius Streetscape  
Detroit, MI

Wayne State University  
College of Pharmacy Streetscape  
Detroit, MI

Sisters of Mercy  
Campus Renovations  
Farmington Hills, MI

**EDUCATION**

Master of Landscape Architecture  
California State Polytechnic, 1991

Bachelor of Landscape Architecture  
Michigan State University, 1989

**PROFESSIONAL  
REGISTRATION**

Landscape Architect: Michigan #3901001230 - 1997  
Landscape Architect: Nevada # 616 - 2004  
Landscape Architect: Louisiana # 07-0564 - 2007  
Landscape Architect: California #5359 - 2007

CLARB Certified, 2002

LEED®2.0 Accredited Professional, 2004

**AFFILIATIONS**

American Society of Landscape Architects  
Michigan Chapter  
2003 President

\*services performed while employed with  
Albert Kahn Collaborative



Angela Hicks has more than sixteen years of experience in the design and implementation of urban environments, many of which include recreation, athletic facilities, golf courses, zoos and detailed site work. Her extensive knowledge of the design process enables her to see a project from analysis and design, to documentation and implementation. Ms. Hicks has worked extensively with community groups and stakeholders, facilitated focus groups and directed visioning sessions to develop concepts and reach consensus for implementation. She is also adept at writing and compiling creative, user friendly master plan documents and design guidelines.

**PARTIAL LISTING  
OF EXPERIENCE**

**EDUCATION**  
Bachelor of Landscape Architecture  
Michigan State University  
Magna Cum Laude, 1991

Bachelor of Fine Arts in  
Graphic and Industrial Design  
University of Michigan, 1983

**PROFESSIONAL  
REGISTRATION**  
Landscape Architect: Michigan, 1995

CLARB Certified Landscape  
Architect, 2002

LEED®2.0 Accredited Professional, 2004

**AFFILIATIONS**  
American Society of Landscape Architects

American Society of Landscape Architects  
Michigan Chapter

Urban Land Institute

Wyoming Parks Database  
Wyoming, MI

Genesee County Park Assessment  
Genesee County, MI

Historic Belle Isle Master Plan  
Detroit, MI

Belle Isle Nature Center Zoo  
Detroit, MI

Patton Park Master Plan  
Detroit, MI

Richfield Park Master Plan  
Genesee County, MI

Buell Lake Park Master Plan  
Genesee County, MI

Flushing Park Master Plan  
Genesee County, MI

Linden Park Master Plan  
Genesee County, MI

Orchard Lake Road Corridor Study  
Oakland County, MI

Sinai Educational Campus and  
Athletic Fields  
Detroit, MI

Detroit Public Schools Baseball and  
Softball Field Renovations  
Detroit, MI

Mumford High School Athletic  
Complex  
Detroit, MI

Redford High School  
Athletic Complex  
Detroit, MI

Osborn High School  
Athletic Complex  
Detroit, MI

Denby, Martin Luther King,  
Southwestern, and Mackenzie High  
School Athletic Complexes  
Detroit, MI

Renaissance High School  
Detroit, MI

East Riverfront District Master Plan  
Detroit, MI

Detroit Public Schools  
Regional Athletic Facility  
Detroit, MI

Automobile National Heritage Area  
Management Plan  
Southeastern, MI

Wixom Downtown Development  
Design Guidelines  
Wixom, MI

Kalamazoo CMI Riverfront  
Redevelopment Plan and Guidelines  
Kalamazoo, MI

Uniroyal Redevelopment Site  
Detroit, MI

Labadie Park Neighborhood Plan  
& Codebook  
Wyandotte, MI

Wayne State University  
Phase III Residence Hall  
Detroit, MI

DWSD Upper Rouge Tunnel  
Wayne County, MI

Regional Athletic Complex  
Detroit, MI

Tabernacle Missionary Baptist  
Church Landscape Design  
Detroit, MI



Burke Jenkins is a landscape architect with experience in urban, streetscape, greenway, athletic field, and commercial site design. Mr. Jenkins has strong graphic communication skills and experience in the entire design process, from conceptual design through construction documentation and implementation as performed on the below projects.

PARTIAL LISTING  
OF EXPERIENCE

Riverside Arts Park  
Ypsilanti, MI

Rouge River Gateway Master Plan  
Southeast MI

Fort Street Greenway  
Ecorse, MI

Southwest Detroit Riverfront  
Greenway  
Detroit, MI

Conner Creek Greenway  
Detroit, MI

Grand River Arts Walk  
Jackson, MI

Orchard Lake Road Corridor Study  
Oakland County, MI

Patton Park Master Plan  
Detroit, MI

Farwell Recreation Center  
Detroit, MI

Detroit River International  
Wildlife Refuge Gateway  
Master Plan  
Trenton, MI

Heritage & Wildlife Education and  
Recreation Plan for the  
University of Michigan Dearborn  
Henry Ford Estate  
Dearborn, MI

Sisters of Mercy Campus  
Environmental Plan  
Farmington Hills, MI

Detroit/Wayne County Port Authority  
Detroit, MI

Gesu Community Green Playground  
Detroit, MI

Rochester Hills  
Historic Preservation Survey  
Rochester Hills, MI

Michigan State University  
Farm Lane East West Circle  
East Lansing, MI

Automobile National Heritage Area  
Management Plan  
Southeastern, MI

Nine Mile Streetscape Phases I&II  
Ferndale, MI

Bagley Streetscape  
Detroit, MI

MGM Grand Temporary Casino  
Landscape Design  
Detroit, MI

Monte Carlo Casino & Hotel  
Port Cochere  
Las Vegas, NV

Delray Senior Center  
Detroit, MI

Detroit Institute of Arts  
Master Plan Renovation  
Detroit, MI

Mexicantown International  
Welcome Center  
and Mercado Site Design  
Detroit, MI

The Detroit School of Arts  
Detroit, MI

Eastern Michigan University  
Pease Auditorium Parking and  
Pedestrian Improvements  
Ypsilanti, MI

Orion Township Public Library  
Site Feasibility Assessment  
Orion Township, MI

Wayne State University  
Welcome Center  
Detroit, MI

William J. Beckham Elementary  
School Master Plan  
Detroit, MI

EDUCATION

Bachelor of Landscape Architecture,  
Michigan State University, 1999

PROFESSIONAL  
REGISTRATION

Landscape Architect, Michigan 2002

CLARB Certified Landscape  
Architect, 2002

LEED®2.0 Accredited Professional, 2004

AFFILIATIONS

American Society of  
Landscape Architects  
Michigan Chapter, 2002

National Playground Safety  
Institute Certified Playground Inspector, 2002





Lori Singleton is the lead site designer with over eight years of extensive expertise in park and site design, urban design, higher education, residential planning and campus/plaza design. Mrs. Singleton has strong graphic communication skills and experience with the entire design process, from conceptual design to implementation.

**PARTIAL LISTING  
OF EXPERIENCE**

Rexer Jablonski Park  
Bay City, MI

The Dow Chemical Company  
Founder's Garden  
Midland, MI

Martin Luther King Jr.  
Memorial Park  
Detroit, MI

Paradise Valley  
Interpretive Signage and Theming  
Detroit, MI

Paradise Valley @ Ford Field  
Plaza Conceptual Design  
Detroit, MI

Washington Boulevard  
Streetscape Improvement Plan  
Detroit, MI

Washington Boulevard  
Streetscape Design  
Detroit, MI

Washington-Cobo  
Boulevard Streetscape  
Improvement Plan  
Detroit, MI

Hawthorne Playfield  
Detroit, MI

Boll Family YMCA  
Outdoor Play Area  
Detroit, MI

Detroit Parks Improvement  
Detroit, MI

Downtown Midland  
Midland, MI

Grand Blanc Master Planning  
Grand Blanc, MI

Huron River Corridor Study/Frog  
Island Amphitheater/Riverside Park  
Ypsilanti, MI

Wayne State University  
Phase III Residence Hall  
Detroit, MI

Wayne State University  
Gullen Mall Site Improvements  
Detroit, MI

Wayne State University  
Campus Center Master Plan  
Detroit, MI

Wayne State University  
Student Center Building  
Detroit, MI

Eastern Michigan University  
West Cross Street and College Place  
Grant Assistance  
Ypsilanti, MI

Western Michigan University  
Millers Arts Plaza  
Kalamazoo, MI

Western Michigan University  
Design Charrette  
Kalamazoo, MI

Western Michigan University  
Sangren Parking Lot Conversion  
Kalamazoo, MI

Wayne State University  
Welcome Court  
Detroit, MI

Eastern Michigan University  
Pease Auditorium Parking and  
Pedestrian Improvements  
Grant Assistance  
Ypsilanti, MI

Monte Carlo Casino & Hotel  
Port Cochere  
Las Vegas, NV

Rouge Gateway Master Plan  
& Greenway  
Southeastern MI

**EDUCATION**

Bachelor of Landscape Architecture  
Michigan State University, 1998

(CPTED) Crime Prevention Through Environmental Design

**PROFESSIONAL  
REGISTRATION**

Landscape Architect: Michigan 2002

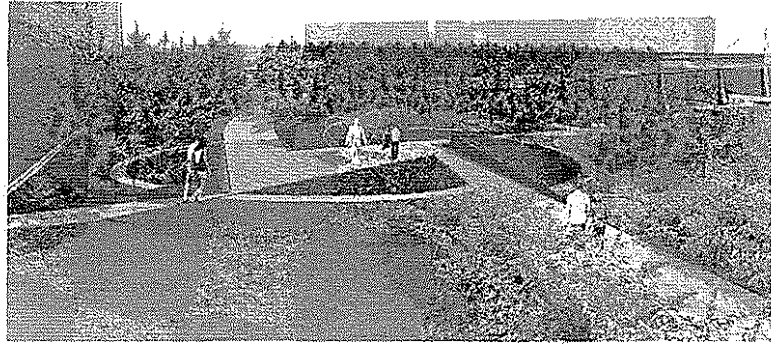
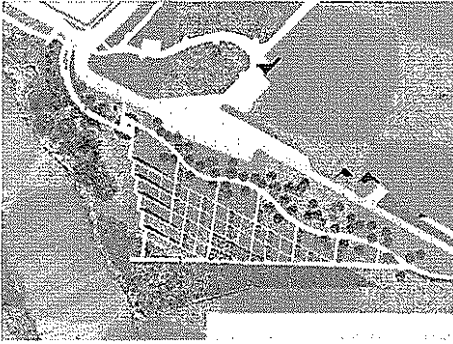
**AFFILIATIONS**

American Society of Landscape Architects

American Society of Landscape Architects  
Michigan Chapter

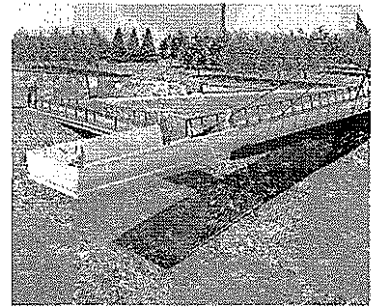
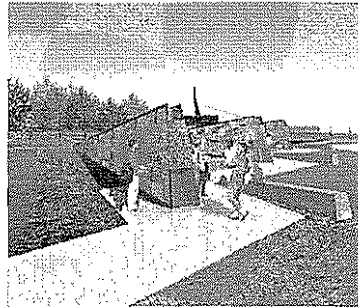
project  
experience

THE DOW CHEMICAL COMPANY  
FOUNDER'S GARDEN  
Midland, Michigan



**SERVICES**  
Master Planning  
Landscape Architecture  
Graphic Design  
Environment graphics  
Cost Estimating  
Construction Administration

**CLIENT**  
Terri McNeill  
Public Relations Leader  
Michigan Operations  
The Dow Chemical Company  
1790 Building  
Midland, MI 48667  
p 989 636 5279



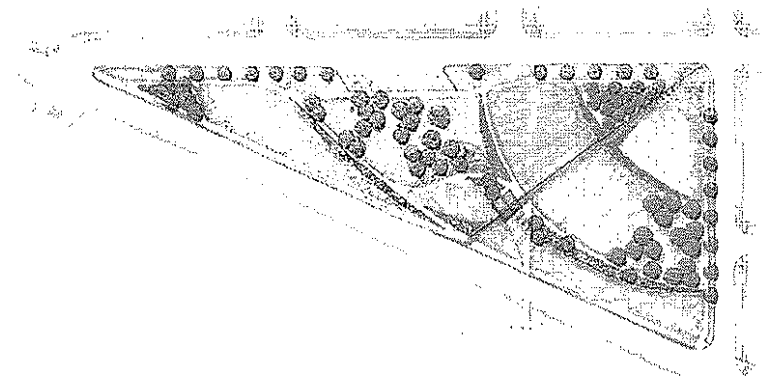
The 47 Building Site is the historic grounds of one of Herbert Dow's original laboratories and office, and the long time location of The Dow Chemical Company's World Headquarters. The location of the site relative to downtown Midland, the Tittabawasee River, Dow Chemical Michigan operations and the new minor league baseball stadium provides the opportunity to enhance the existing network of open spaces while highlighting the distinct contributions made to the community and the world of chemical engineering. The design develops the site as a passive, commemorative space that makes a statement about the Company's heritage and legacy. Native granite boulders gradually emerge from the earth to form five walls leading to the bluff above the river. They symbolize the bond between chemistry and humanity. Graphic representations of key chemical contributions are engraved on one face of each wall, the opposite face is engraved with unique quotes attributed to the philosophy of the company's founder, H. H. Dow. A pathway along the top of the bluff reveals five walls one at a time. Secondary paths frame diamond-shaped spaces to create an 'Idea Garden' where exhibits, events and displays can take place. Rows of fruit trees reflect Dow's personal passion for orchards and horticulture, and plantings of pines recall the heritage of Midland and times when Dow would "walk through the pines" to solve problems and contemplate ideas.

REXER JABLONSKI MEMORIAL PARK  
Bay City, Michigan



**SERVICES**  
Construction Administration  
Landscape Architecture  
Planning  
Site Design

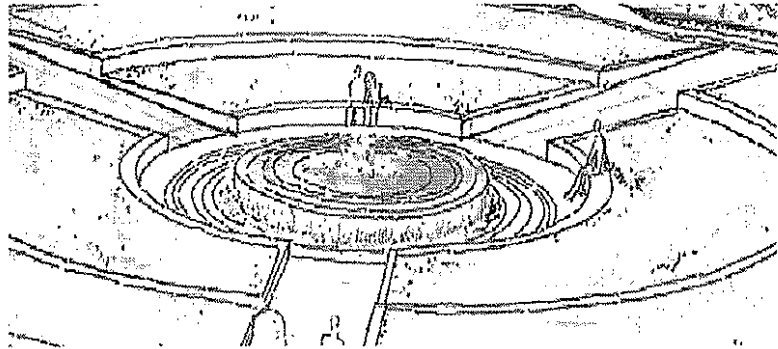
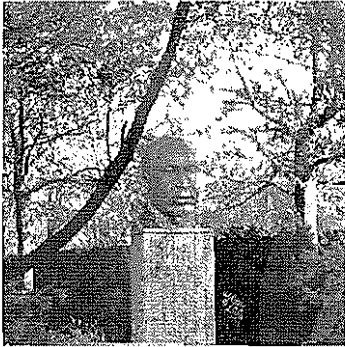
**CLIENT**  
Jim Bedell  
City of Bay City  
301 Washington Avenue  
Bay City, Michigan 48708  
p 989 894 8115



Rexer – Jablonski Park is named in memory of two fallen Bay City police officers: Raymond P. Rexer and Terry Jablonski. It memorializes the two fallen officers, creates a stronger relationship to the river, and provides needed recreation amenities to the neighborhood. The triangular shaped park is located in the Columbus / Garfield recreational neighborhood of Bay City, east of the Saginaw River and bounded by Water Street to the west, Broadway to the east and 19th Street to the south.

The program suggests a passive theme, including walking paths landscaping, playground, pavilion, picnic facilities, lighting, flagpoles, site amenities and a memorial to the officers. Unnecessary utilities were vacated and sidewalks were improved as a part of the development, all while avoiding and protecting still buried Native American artifacts and burial grounds

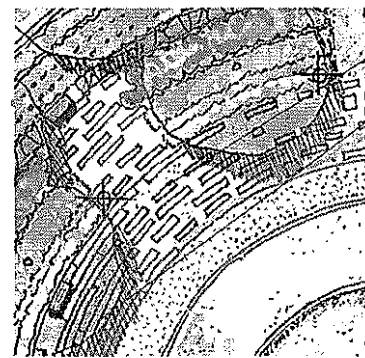
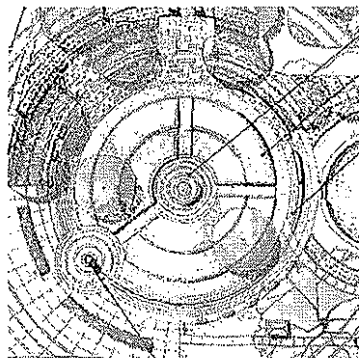
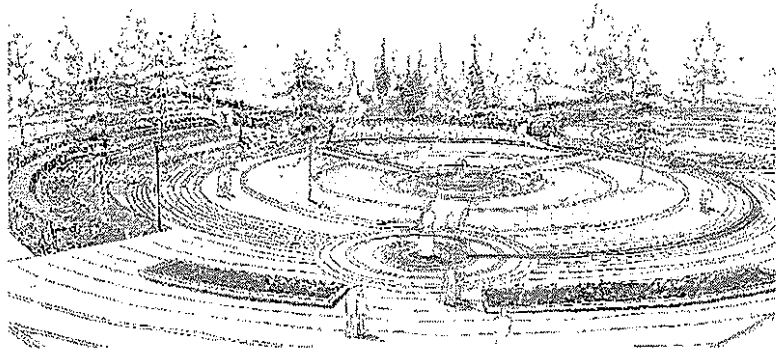
MARTIN LUTHER KING JR  
MEMORIAL PARK RENOVATION  
Detroit, Michigan



SERVICES  
Landscape Architecture  
Site Design  
Site Evaluation

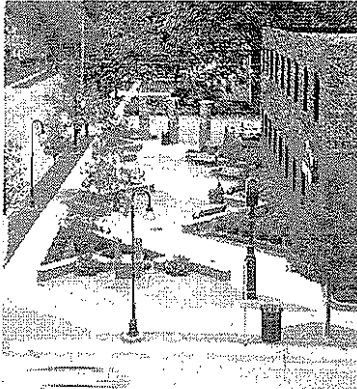
CLIENT  
Ms. Kate Collins  
Planner

United Methodist Retirement Communities  
the soon to be Lopez family!  
3030 electric avenue



Martin Luther King Memorial Park was a neglected 1/2 acre piece of land situated on a busy street. Its relative isolation and outdated inward focused design made it attractive to vagrants and vandals. The adjacent United Methodist Retirement Community adopted the park, and obtained three adjacent lots expanding it to 1.5 acres. The program and the focus of the park were also expanded. A central fountain conceptually expands through the park into the adjacent neighborhood. The design is a celebration of Dr. King's legacy of compassion, hope and activism. It includes the aforementioned fountain, the freedom trail, sculpture, contemplating gardens, a MLK Jr. statue, and gathering space.

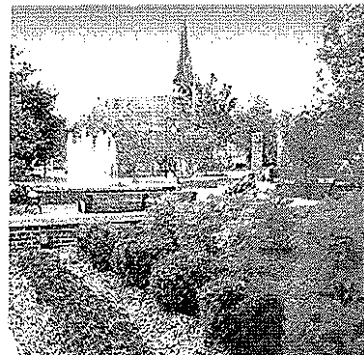
ALMONT FOUNTAIN PARK  
Village of Almont, Michigan



**SERVICES**  
Master Planning  
Site Design  
Construction Administration

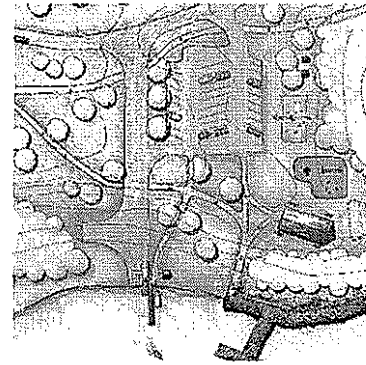
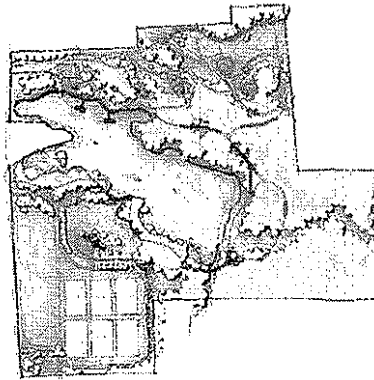
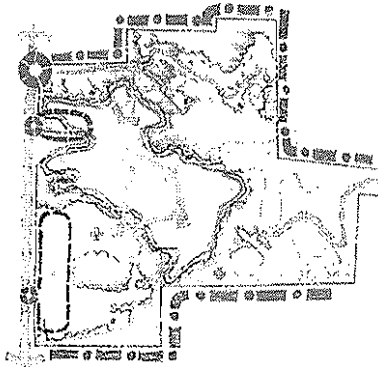
**CLIENT**  
Gerald C. Oakes, P.E.  
Village Manager  
Municipal Offices  
817 N. Main St.  
Almont, Michigan 48003  
p 810 798 8528

**RECOGNITION**  
Michigan ASLA Merit Award



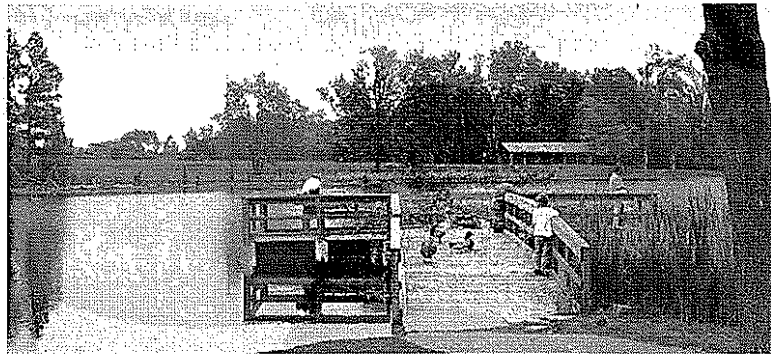
For the charming and friendly community of Almont, Michigan, going into town is as much social event as it is commercial necessity. The site plan for a downtown pocket park, known locally as the four corners, was designed with neighbors in mind. The goal was to provide a centrally-located passive park that improved the appeal of the downtown. The park serves as central gathering point for the residents and provides a respite from the nearby traffic, while maintaining the friendly rural character of the village community.

BUELL LAKE PARK  
Genesee County, Michigan



**SERVICES**  
Site Inventory  
Public Meetings  
Master Plan Design  
Cost Estimating  
Report Generation

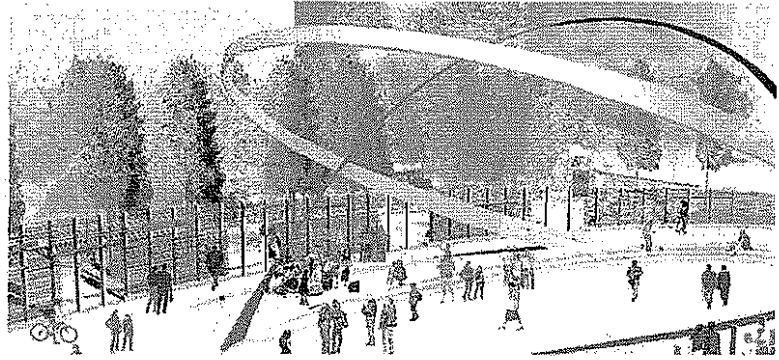
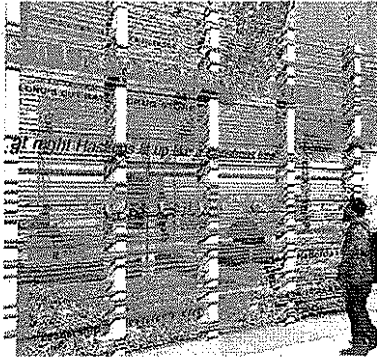
**CLIENT**  
Amy McMillan, Director  
Genesee County Parks and  
Recreation Commission  
5045 Stanley Road  
Flint, Michigan 48506  
p 810 736 7100



Hamilton Anderson Associates consulted with Genesee County to develop a Master Plan for the northern most park in the County. The park is divided into two large segments, separated by Buell Lake; a small deep water lake popular with local fishing enthusiasts. An active sports area is enlarged at the southern end of the park by the existing model airplane field. Soccer or ballfields can be built depending on the future needs of the community. The fields are linked to the special group picnic area, with a grand pavilion sited on top of a grassy hill overlooking Buell Lake. Existing picnic areas on the north side of the park are improved with better grills, tables, trash receptacles and pavilion repair. Play equipment is replaced and parking improved. The existing boat launch and shore fishing area is relocated to a larger area on the north shore of the lake. New signage and fencing at the road accentuate the entrances and clearly delineate the park boundaries. A new maintenance facility has been designed in the interior of the park with restrooms accessible to the public. The County has obtained grant funding to implement Phase 1 improvements that include a floating boardwalk system has been added at the boat launch to accommodate shore fishing, expanded parking, improved picnic facilities and play equipment. This boardwalk will connect to a system of trails that wind through the existing picnic areas, to the wetlands on the east side of the park, to the open picnic and sports areas on the south side of the park

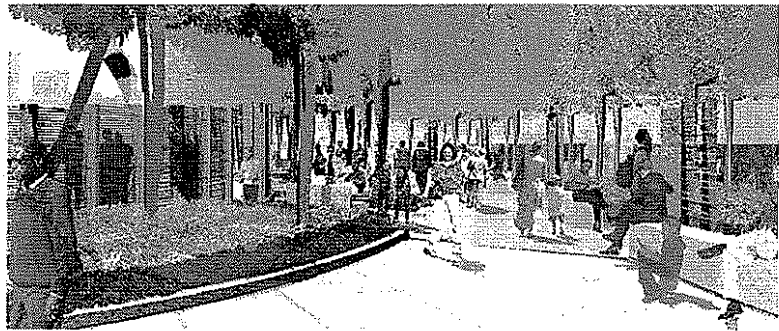


PARADISE VALLEY @  
FORD FIELD COMMEMORATIVE PARK  
Detroit, Michigan



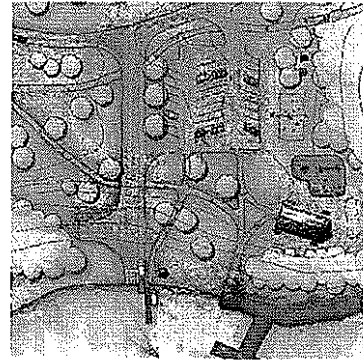
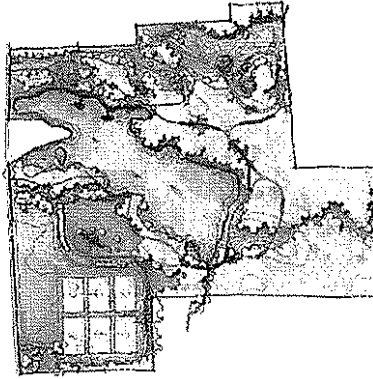
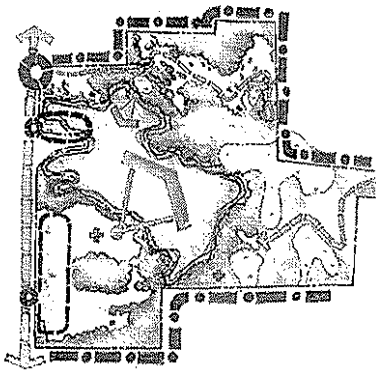
SERVICES  
Historic / Cultural Research  
Site Inventory and Assessment  
Conceptual Design  
Schematic Plaza Design

CLIENT  
Malik Goodwin  
Project Manager  
City of Detroit Economic Growth Corporation  
211 West Fort Street, Suite 900  
Detroit, Michigan 48226  
p 313 963 2940



Recognized nationally for its extensive black owned businesses and world class entertainment, The Paradise Valley district featured performers such as Count Basie, John Lee Hooker, and Billie Holiday. While many suffered from challenged economic status, African American women and men created and responded to gender and class factors to build a dynamic community structure within Paradise Valley. Urban Renewal and the subsequent construction of I-375 in the early 1960's resulted in the demolition of nearly the entire community. Hamilton Anderson was selected to design a commemorative park to honor the significance of the site within the new Ford Field Stadium Complex. The commemorative park incorporates the significant cultural, social and economic contributions of the African American community in Paradise Valley through the use of grand scale public art and interpretive elements. The intent of the park is to leave visitors with an uplifting sense of the accomplishments made by African American women and men in Paradise Valley and to recognize an important geographic place and window of time.

BUELL LAKE PARK  
Genesee County, Michigan



SERVICES  
Site Inventory  
Public Meetings  
Master Plan Design  
Cost Estimating  
Report Generation

CLIENT  
Amy McMillan, Director  
Genesee County Parks and  
Recreation Commission  
5045 Stanley Road  
Flint, Michigan 48506  
p 810 736 7100



Hamilton Anderson Associates consulted with Genesee County to develop a Master Plan for the northern most park in the County. The park is divided into two large segments, separated by Buell Lake; a small deep water lake popular with local fishing enthusiasts. An active sports area is enlarged at the southern end of the park by the existing model airplane field. Soccer or ballfields can be built depending on the future needs of the community. The fields are linked to the special group picnic area, with a grand pavilion sited on top of a grassy hill overlooking Buell Lake. Existing picnic areas on the north side of the park are improved with better grills, tables, trash receptacles and pavilion repair. Play equipment is replaced and parking improved. The existing boat launch and shore fishing area is relocated to a larger area on the north shore of the lake. New signage and fencing at the road accentuate the entrances and clearly delineate the park boundaries. A new maintenance facility has been designed in the interior of the park with restrooms accessible to the public. The County has obtained grant funding to implement Phase 1 improvements that include a floating boardwalk system has been added at the boat launch to accommodate shore fishing, expanded parking, improved picnic facilities and play equipment. This boardwalk will connect to a system of trails that wind through the existing picnic areas, to the wetlands on the east side of the park, to the open picnic and sports areas on the south side of the park

BLUE GILL BOAT LAUNCH  
Genesee County, Michigan



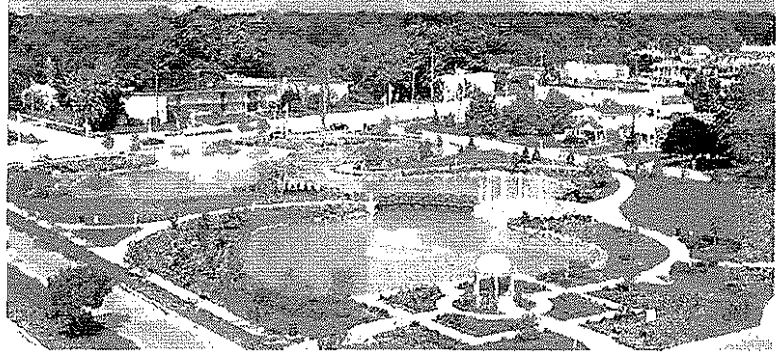
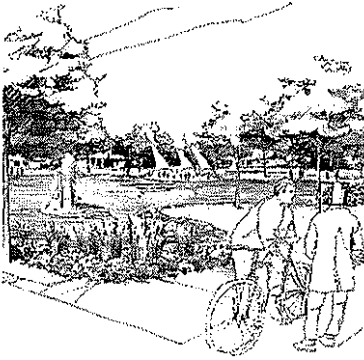
SERVICES  
Design  
Construction Documents  
Bidding  
Construction Administration  
Permitting

Client  
Amy McMillan, Director  
Genesee County Parks and  
Recreation Commission  
5045 Stanley Road  
Flint, Michigan 48506  
p 810 736 7100



Hamilton Anderson Associates designed and developed construction documents for a concession / restroom building for the Genesee County Parks and Recreation Commission at one of their boat launch park sites. The Bluegill Boat Launch site is open 24 hours and serves the popular Mott Lake, one of two major lakes in the Genesee County Recreation Area. Existing facilities include a large parking area, picnic tables, grills and portable toilets. The new building has offices for the park administrator, complete toilet facilities, concessions service, and storage space. The building's style is reminiscent of architectural styles found in other parks in the Genesee system, especially the stone pillars at the entrance. A nautically styled light at the top of the building serves as a beacon for boaters at night, while a fabric awning at the entrance signals to boaters on the water whether the concessions area is open.

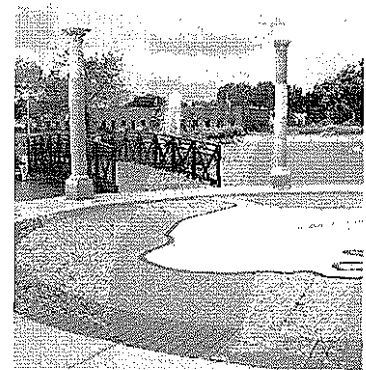
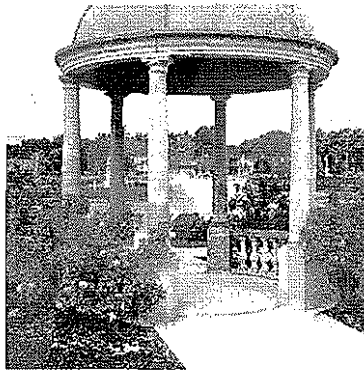
NAUTICAL MILE/WAHBY PARK  
St. Clair Shores, Michigan



**SERVICES**  
Site Evaluation  
Public Participation  
Landscape Architecture  
Cost Estimating  
MDEQ Permitting  
Construction Administration

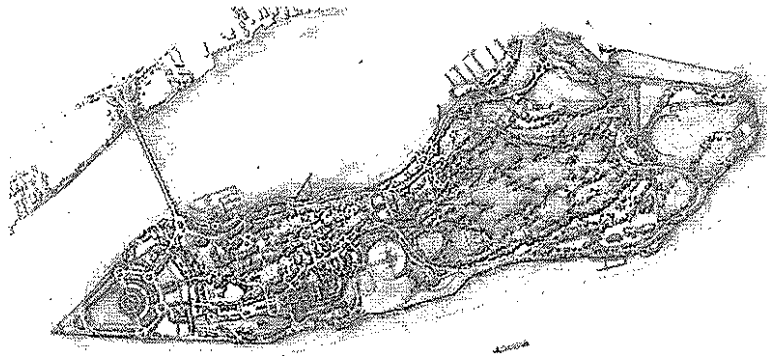
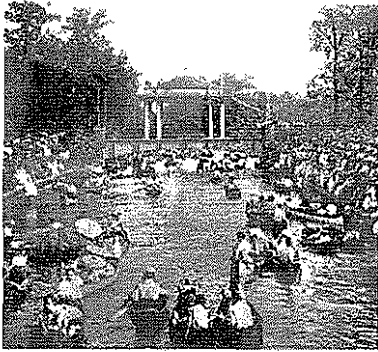
**CLIENT**  
Chris Royes  
27600 Jefferson Circle Drive  
St. Clair Shores, Michigan 48081  
p 586 447 3337

**RECOGNITIONS**  
MSP - Honor Award  
Michigan ASLA - Merit Award  
MML - Achievement Award  
for Economic Development



Wahby Park, located on Jefferson Avenue in St. Clair Shores, is the focal point of the Nautical Mile District, the epicenter of the boating community on Lake St. Clair, drawing boaters, and non-boaters alike to its many restaurants, specialty shops, yacht dealerships and summertime special events. The park has earned support as a venue for special events and as a public space on the Mile. Wahby Park symbolizes the community's waterfront heritage and adds dramatic green relief in the heart of the strip. It's four-acre pond, amphitheater, passive walks, interpretive sculptures, gardens and fountains create a visual extension of Lake St. Clair, bringing water to the street scene where none existed before. Residents of the adjacent senior housing tower enjoy views into the park and daily walks along the pathways. The park design completes St. Clair Shores' Nautical Mile improvement effort by dovetailing with a \$1.2 million streetscape project, also designed by Hamilton Anderson Associates, and a \$5 million road reconstruction and water main replacement project.

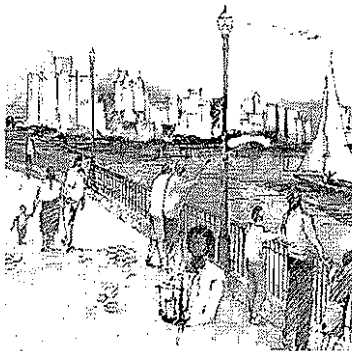
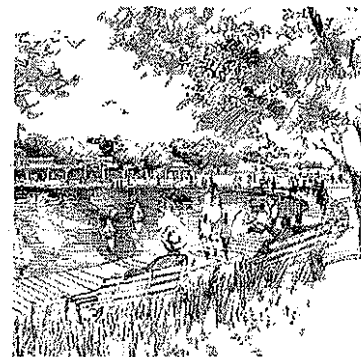
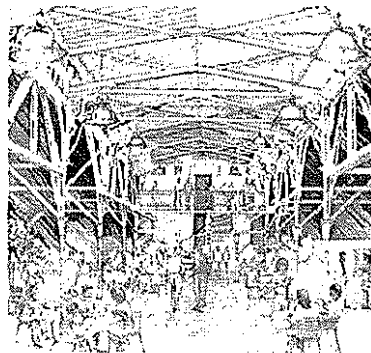
BELLE ISLE MASTER PLAN  
Detroit, Michigan



**SERVICES**  
Master Planning  
Programming  
Strategic Planning  
Facilities Assessment  
Site Design  
Landscape Architecture  
Cost Estimating  
Historic Preservation  
Urban Design

**CLIENT**  
Ernest Burkeen  
Director  
Ft. Lauderdale Parks & Recreation Department  
1350 W. Broward Blvd.  
Ft. Lauderdale, Florida 33312  
p 954 928 5348

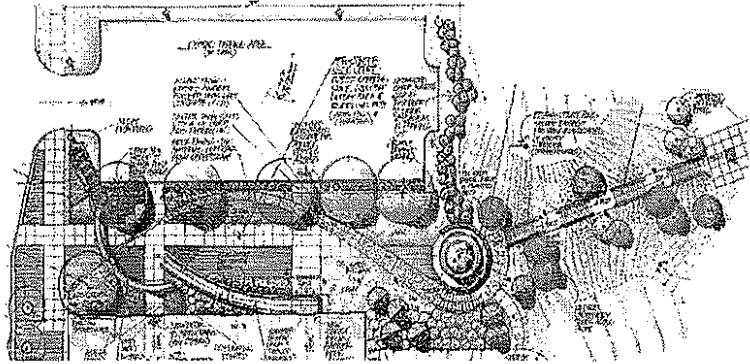
**RECOGNITION**  
ASLA National Honor Award  
MASLA Honor Award  
MRPA Master Plan Award  
AIA Detroit Honor Award for Urban Design



Situated in the Detroit River, less than a mile from downtown, historic Belle Isle offers Detroiters a retreat from their urban surroundings, providing a magnificent natural setting that has grown to become a special part of the city. Hamilton Anderson Associates was commissioned by the Detroit Recreation Department to identify immediate needs and develop a long-term restoration program for Belle Isle. The designed program recognized the island park's role as a unique natural environment, historic conservator, learning center and city gathering place. The plan recommended strengthening the island's assets and amenities, enhancing the range and quality of its public experiences, exploring appropriate revenue generating opportunities, creating more efficient management and operations practices and establishing a consensus for the future direction of the island.



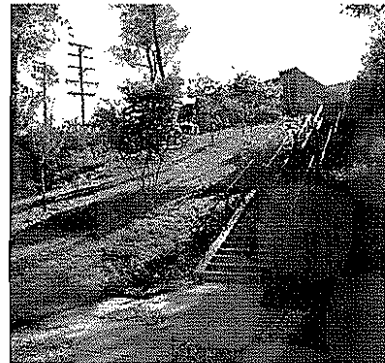
YPSILANT ARTS CENTER  
Ypsilanti, Michigan



**SERVICES**  
Landscape Architectural Design  
Field Verification  
Cost Estimating  
Selection of Materials  
Public Presentations  
Contract Documents  
Construction Administration

**CLIENT**  
Brett Lenart  
Principal Planner  
Washtenaw County Department of  
Planning and Environment  
705 N. Zeeb Road  
Ann Arbor, MI 48107  
734 222 3860

Edward B. Koryzno, Jr.  
City Manager  
City of Ypsilanti  
One South Huron Street  
Ypsilanti, Michigan 48197  
p 734 483 1810



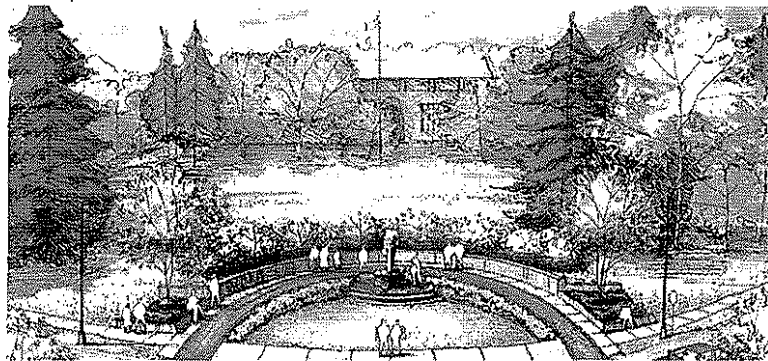
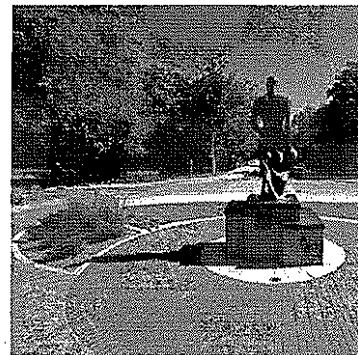
The Ypsilanti Arts Center Plaza creates an informal gathering space for the Arts Center and strengthens the link between Ypsilanti's Central Business District and adjacent Riverside Park. HAA provided design & Engineering services for a contemporary concept that draws visitors through the site to a vibrant gathering space with paving, seating, lighting and plantings. The linear space leads to a stairway and overlook providing views over the park and the Huron River. The stairway was sensitively placed on a steep east-facing slope leading to the park. The team for the enhancement project included the Michigan Department of Transportation, Riverside Arts Center Steering Committee, Riverside Arts Center Board of Directors and the City of Ypsilanti.

MICHIGAN STATE UNIVERSITY  
SPARTY STATUE RELOCATION &  
STEAM SERVICE REPLACEMENT  
East Lansing, Michigan



SERVICES  
Master Planning  
Landscape Architecture  
Cost Estimating  
Construction Administration

CLIENT  
Dennis Hansen  
Senior Landscape Architect  
Michigan State University  
Physical Plant Building  
East Lansing, Michigan 48824  
p 517 353 9223



Replacing ceramic with bronze, Michigan State University's Sparty, proudly stands at the north end of Demonstration Hall field. Coordinating with the university's Division of Campus Park and Planning, this project offered creative solutions, providing construction documents for the "Spartan Statue Intersection Reconstruction and Steam Service Replacement Project". Design services provided an aesthetically pleasing and functional sculpture space, uniting the university's campus with the surrounding community.

The project includes improvements to motorized and pedestrian traffic and provides for utility enhancement. In conjunction with Sparty relocation, steam condensation lines needed replacement due to aging pipes and anchors. Working closely with steam and structural engineers, the project coordinated the reconfiguration of underground utilities, with the construction of surface amenities to ensure a cohesive, coordinated and successful effort.



approach

# project understanding

## *Project Objectives:*

- *Create daily passive uses by walker, biker, etc.*
- *Create opportunities for connection with Library patrons*
- *Develop opportunities for recreation programming for Library and City to accommodate a range of 10-15,000 people*
- *Create a Small performing arts stage*
- *Produce a historical/ agricultural design concept utilizing stone saved from previous structure*
- *Ensure cohesive flow into the Novi Library / Civic Center Campus*

The City of Novi is taking the opportunity to develop Fuerst Park as part of a community wide initiative to determine the best use of the property located at the corner of Ten Mile and Taft Roads. The project objectives, as outlined in the RFP are in the margin at right. These objectives were compiled through a n intensive Master Planning and public participation process that involved the community, stakeholders, business owners and local government. A new library has been design on the adjacent property. The new park must relate and connect to this new structure. It is anticipated that the new Township offices will be moved to the site and should be incorporated into the design.

The Budget for design and Phase 1 construction is \$200,000. this includes engineering and design fees, project contingencies, construction documentation for Phase 1 work and construction of Phase 1 work.

It is our understanding that all documents shall be submitted to the City of Novi in an electronic format as specified by the Engineering Division:

Documents: MS Word

Digital Copies of Files, maps and drawings:

Files: ArcView Shape file, AutoCAD 2008 or earlier

Maps/drawings: ArcView layouts print file or AutoCAD (.dxf)

All digital data shall conform to:

Project: State Plane coordinate System

Datum : NAD83

Spheroid: GRS1980

Units: International feet

HAA also understands that all geotechnical reports, engineered surveys, flood plain information, wetland delineations, and other testing are not included in this scope of work.

## APPROACH

Our design philosophy is built around a central belief in the importance of people's visceral experiences in built landscapes. The HAA Team views the City of Novi as a place and destination that supports a great concentration of quality-of-life activities. A park must balance the needs of its citizens, infrastructure, government and the environment in an attractive, safe, inviting setting regardless of size. It must function as a superstructure,

integrating environmental, social, educational and physical functions; where the traditional and inventive, hard and soft, green and grey, fuse in a seamless fabric.

Successful planning balances creativity and technical proficiency; it takes passion, patience and a cooperative spirit. Our design will encourage social interaction and provide people with an opportunity for engaging experiences. Design evolves by cultivating and nurturing the best ideas between opportunities and constraints, and collaboration produces the highest creative yield.

Our approach is not driven by formula or style. Good design evolves by cultivating and nurturing the best ideas that emerge between creativity and constraints. Delivering an artistically inspiring plan that balances efficiency and value with aesthetics brings us the highest level of satisfaction. We achieve this balance by engaging key members of our entire project delivery process at the onset of the project.

#### **Design is Communication**

The HAA Team establishes a work methodology that emphasizes dialogue, responding to all constituents and incrementally building consensus. We place high value on intense dialogue and generating a comprehensive, multi-disciplinary working product early in the process that builds consensus and establishes priorities. Open communication clarifies the vision, lays down a framework that is easily understood and highlights subtle differences among goals, givens and intentions. We aggressively pursue critical input as we explore alternatives to solve problems. This includes working with you to validate program, evaluate options, determine an approach to project phasing/budget as well as to understand impacts relative to maintenance, implementation and image.

Our design team will aggressively pursue critical input as we explore alternatives to solve problems. We prefer lively discussion at the onset of the project to painful arguments later.

Our process is open and accessible to client decision-makers, stakeholders, end-users, consultants, and departments and agencies that must approve the work. Broad-based participation brings richness and a strong sense of reality to our work.

The HAA Team prides itself on our concise, clear, effective documents. The purpose of plan graphics, whether they are an analysis plan, concept plan, or a final rendering is to clearly communicate proposed ideas. Confusion and clutter are failures of design, even on a two dimensional drawing. Plan graphics

illustrate design strategies that reveal complex ideas. The idea should never be lost because the viewer could not understand the drawing. Often times, the Team also uses perspective sketches, detail drawings and cross sections to illustrate idea. The Team will use a combination of hand drawing and Adobe Photoshop to create appropriate plan graphics.

During the design process the team will conduct participation and review sessions with the guidance of the City staff and departments. The design team will discuss and refine the program; such as revisions to drawings/concepts, updated itemized cost analyses, and design studies of issues/components that evolve from the review process.

### **Summary**

Hamilton Anderson views the Fuerst Park Project as a way to celebrate and reinforce its historical and cultural heritage while enthusiastically looking forward to fulfilling its future needs. We believe we can deliver a special and unique vision, and we relish the chance to work with you to make your park a viable and vibrant place.

# work plan

The following Scope of Services provides an outline for the Hamilton Anderson team's work. It is based upon our understanding of the RFP and is designed to work in partnership with the City of Novi staff.

## TASK 1 - PROJECT INITIATION AND REVIEW

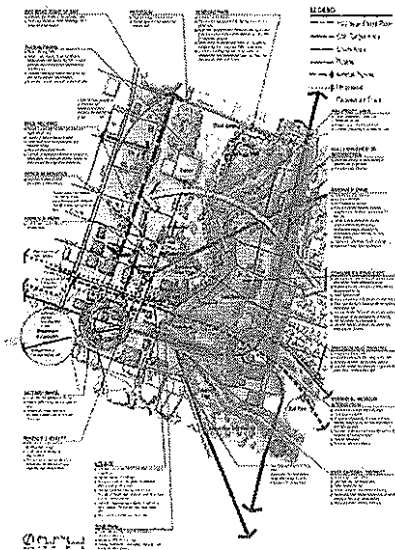
### Project Initiation

- Attend project kick-off meeting with the City of Novi staff to discuss draft schedule, milestones, programming, work plan and other issues associates with the project.
- Finalize detailed schedule for all necessary meetings.
- Finalize work plan.
- Finalize programming.

### Review and Analysis

A well-conceived Master Plan must be fashioned on a strong information base. HAA will obtain, review and make use of all existing planning documents made available by the City of Novi staff. New geotechnical reports, soil borings, floodplain/floodway determinations and engineered surveys are not included in this scope of work.

- Evaluate existing data, policies, graphics, plans, ordinances, guidelines, aerial photos, surveys, and current and previous studies affecting the project area including:
  - Master Plan for Fuerst Property by McKenna Associates
  - City Council meeting minutes as they pertain to Fuerst Park, specifically 4-7-08, 5-8-08 and 7-7-08
  - County Park and Recreation plans
  - New Library Design Plan
  - Current and future environmental studies
- Create base map with:
  - Circulation routes
  - Street names
  - Landmarks
  - Floodplain/floodway
  - Current and future land uses
  - Current zoning
  - Adjacent uses
- Perform an onsite reconnaissance session to review site conditions.
- Create Photo Inventory of significant landmarks, structures, features and areas within study area.



- Create Site Assessment Plan featuring opportunities and constraints that include:
  - Aesthetic attributes and drawbacks including buildings, public spaces, significant land features
  - Adjacent land uses
  - Environmental factors including: floodplain/floodway, vegetation, wind, utilities and natural drainage
  - Visual/View Characteristics – Document all key views to and from study area.
  - Existing road infrastructure
  - Environmental factors concerning flora and fauna

#### Task 1 Deliverables:

- Kickoff meeting agenda and minutes
- Final project schedule, programming, work plan and deadlines
- Photo Board at presentation scale (1 color hardcopy at presentation scale )
- Analysis Drawing at presentation scale (1 color hardcopy at presentation scale)

#### INITIAL DEVELOPMENT COMPONENTS:

- *Gateway Plaza at northeast corner of property*
- *Pathways*
- *Landscaping*
- *Small Performing Arts Stage*
- *Township Hall Location*

#### TASK 2 – CONCEPTUAL PLAN

Based on the results of the information gathered during the Task 1, a Conceptual Improvement Plan will be generated along with related themes and images. Design will include, but is not limited to, the following activities:

- Develop a conceptual concept for the park through the use of plan, section, elevation and detail graphics as necessary to convey the ideas. This plan will be based on Concept B from the Master Plan for Fuerst Property and comments from scope verification meeting and City Council.
- Meet with the City of Novi to review concept. It is expected that a preferred direction will be selected for further development at this meeting.
- Refine park plan per meeting City of Novi
- Create preliminary phasing and implementation plan
- Generate preliminary cost estimate for improvements
- Present to preliminary design, phasing plan and cost estimate to City Council

#### Task 2 Products:

- Conceptual Design Plan (Hard copy, rendered at presentation scale and electronic)
- Preliminary Phasing and Implementation Plan
- Preliminary Cost Estimate
- Meeting Minutes

### TASK 3 – SITE PLAN DEVELOPMENT AND IMPLEMENTATION

#### Design Development

Upon acceptance of the Conceptual Design by the City of Novi the design team will begin Design Development.

- Refine park plan per discussions with City.
- Further develop site elements such through the use of plan, section, elevation, detail graphics as necessary to convey development concepts.
- Comply with City of Novi requirements as outlined in the landscape ordinance, landscape design manual, zoning ordinance, design and construction standards, engineering design manual as required for approval by the Plan Review Center.
- Compile material study and product images for review by City.
- Update the Construction Cost Estimate.
- Update Phasing and Implementation Plan
- Identify Phase 1 work to be completed in this contract
- Meet with City of Novi staff to discuss Design Development
- Make revision as required
- Create final park plan rendering.
- Obtain approval to proceed with construction documents

#### Construction Documents

- Prepare final construction documents for Phase 1 work (drawings and specifications) for general site work
  - Soil Erosion and Sedimentation Control Plan
  - Existing Conditions Plan
  - Demolition Plan
  - Layout Plan(s)
  - Grading Plan
  - Utility Plan
  - Lighting Plan
  - Irrigation Plan (if required)
  - Landscape Plan
  - Site Details
- Compile required permitting application and drawings such as:
  - Oakland County Road Commission Right of Way Permit
  - Soil Erosion and Sedimentation Permit
  - City of Novi
  - NPDES Construction Permit
  - It is understood that HAA is not responsible for any fees associated with any permitting.
- Division 1 documents pertaining to City of Novi contract and construction standards for Site work will be provided by the City of Novi.
- Submit Construction Documents to City of Novi Review Center for comment



- Revise Construction Documents as required upon review
- Submit stamping sets to City of Novi review Center for final review
- Submit five (5) sets of Bid Documents at time of bidding, one set to Purchasing, 1 set to City Clerk and 3 sets to Engineering.

#### Bidding

- City of Novi will provide advertising of bid package
- Provide Bid documents to bidders (City of Novi to pay for printing)
- Compile bidders list
- Coordinate and facilitate pre-bid meeting.
- Prepare addendums and answer RFI's as necessary and within the scope outlined in this proposal.
- Review bids and make recommendations to City of Novi as required.

#### Construction Observation

While construction observation is not included in this scope of work, HAA will answer RFI's as required to facilitate construction.

#### Task 3 Products:

- Revised Final park plan rendered in color at presentation scale.
- Revised Construction Cost Estimate
- Revised Phasing and Implementation Plan
- Site and Construction Documents 90% review package (1 hard copy set)
- Site Construction Bid Documents (11 hard copy sets to Novi Plan Review Center; 2 hard copy sets to City Project Managers; and 1 electronic set for printing)
- Revised stamping sets to City of Novi Review Center for final review (8 hard copies, 1 electronic copy)
- Bid Sets (5) hard copies: one set to Purchasing, 1 set to City Clerk and 3 sets to Engineering.
- Permit Applications and Documents as required
- Bidders list
- Pre-bid agenda, sign-in sheet, meeting minutes
- Addendums and RFI's as required during bidding
- RFI's as required during construction
- Meeting Minutes

#### ALTERNATE SCOPE

The following scope of work is offered as an alternative if a structure requiring a building permit be required.

- Prepare final construction documents (drawings and specifications) for identified architectural work including:

- Architectural Floor Plans for buildings (if required)
- Architectural Details and Schedules (if required)
- Mechanical Plans and Details
- Electrical Plans and Details
- Submit required documents to the City of Novi Community Development, Building Division.
- Revise drawings as required
- Include drawing in stamping set submittal
- Include in bid package
- Present the structure as a representation of the City at a Planning Commission Meeting, if required.

Alternate Scope Products:

- Structure Construction Documents
- All required applications for structure
- Building Review Documents (3 sets to Building Div.)

## SCHEDULE

Below is a sample schedule based on The City of Novi's desire to begin the project in August 2008 and complete construction in July 2009. The final schedule will be developed with the City.

