



**CITY OF NOVI CITY COUNCIL**  
**JULY 10, 2023**

**SUBJECT:** Approval to award engineering design services to AECOM for the design of the southern portion of the Lakeshore Park Parking Lot Reconstruction in the amount of \$36,345.66

**SUBMITTING DEPARTMENT:** Parks, Recreation and Cultural Services  
Department of Public Works, Engineering Division

<b>EXPENDITURE REQUIRED</b>	<b>\$ 36,345.66</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 465,360.00</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ 0</b>
<b>LINE ITEM NUMBER</b>	<b>208-752.00-981.014</b>

**BACKGROUND INFORMATION:**

The City's Lakeshore Park houses a ten-mile trail network that starts at the southern end of the park's access road. The system sees frequent usage by bicyclists, including the Motor City Mountain Biking Association (MCMBA) and hikers. The MCMBA is planning to add a changing facility at the trail head in a separate project. In advance of the new facility, staff recommends reconstructing the southern end of the parking lot to eliminate the existing cul-de-sac, remove the existing kiosk, and create additional parking spaces to service the trail system, playground, and southernmost park shelter.

City engineering consultant, AECOM, prepared a scope of services for design of the parking lot. The attached design engineering services proposal outlines the detailed scope of services. The design fee for this project will be \$36,345.66 (9.25% of the estimated construction cost of \$392,926.05). AECOM's engineering fees are based on the fixed fee schedule established in the Agreement for Professional Engineering Services for Public Projects. Design of this project would begin following award with construction planned to be completed by Memorial Day 2024.

**RECOMMENDED ACTION:** Approval to award engineering design services to AECOM for the design of in the amount of \$36,345.66.



# Lakeshore Park Rear Parking Lot Improvements

## Location Map



Reconfigure parking areas to fit additional parking spaces

Remove island and replace with turnaround and additional parking spaces

Map Author: Rebecca Runkel  
 Date: 8/31/21  
 Project: Lakeshore Parking Lot  
 Version #: 1.0

**MAP INTERPRETATION NOTICE**

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

 Project Limits

		04	03	02	01
		09	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36



### City of Novi

Engineering Division  
 Department of Public Works  
 26300 Lee BeGole Drive  
 Novi, MI 48375  
[cityofnovi.org](http://cityofnovi.org)







June 19, 2023

Ms. Rebecca Runkel  
City of Novi  
Field Services Complex  
26300 Lee Begole Drive  
Novi, MI 48375

Reference: Scope and Fee Letter for  
Lakeshore Park Parking Lot Reconstruction

Dear Ms. Runkel,

AECOM is pleased to submit this proposal for the above referenced project. The work for this project will include the full removal and replacement of the southern portion of the Lakeshore Park Parking Lot. The northern limits will be the change of pavement where the previous reconstruction ended and the reconstruction will continue through to the southern limits. The southern portion of the parking lot will be re-designed to eliminate the turn-around as well as removing the existing kiosk. The parking lot will be designed in such a way so as to create additional parking spaces. It will also be designed so as to accommodate for a changing room structure that will be constructed at a future date.

**Initial Meeting and Scope Verification:**

The intent of this task is to meet with the City and verify the aims of the reconstruction project as well as identifying any other elements or considerations that should be included in this project. Upon completion of this task, AECOM will move forward with the surveying and preliminary design.

**Survey and Base Plans:**

The intent of this task is to provide topographic survey and base mapping as needed for the proposed design work. A full topographic survey is anticipated to be needed. Base drawings will be created using the survey data, supplemented by aerial photos, and a detailed field review of the site.

**Utilities:**

AECOM will obtain existing utility data with a design ticket through the MISS DIG system. In addition, AECOM will distribute the base plan design set to the utility companies that have indicated that they have facilities in the project area. We will incorporate the additional information that utility companies provide to AECOM into the plan set should there be any need.



Ms. Rebecca Runkel  
June, 2023  
Page 2

**Preliminary Plans:**

Incorporating the information obtained from the above tasks, we will prepare the preliminary plan set (90%) in accordance with City requirements. This submittal will include items such as the typical cross section, materials/quantities and details. The preliminary plan submittal will also include required special provisions and an estimate of cost.

**Final Plans and Proposal:**

Incorporating comments from the City, AECOM will develop the final Plans, Project Manual and cost estimate.

**Advertising and Award:**

We will respond to any final comments received from the City and submit the Advertisement for Bids to the City for publication. Contract documents will be made available to bidders by AECOM. AECOM will respond to bidder inquiries during the advertising period and prepare addenda as required. Following the bid opening, AECOM will submit the Bid Tabulation and a letter with recommendations regarding contract award.

**Construction:**

AECOM will provide full time inspection, contract administration, and staking as required for the project. This will be completed through a separate authorization.

**Estimated Cost of Design and Construction Fees:**

The preliminary estimate of construction costs is \$392,926.05

Design Fee:  $\$392,926.05 \times 9.25\%$  = \$36,345.66

We understand that fees for crew days will be determined after a construction contract is awarded.

Please contact me if you have any questions or wish to discuss this submittal.

Sincerely,

AECOM Great Lakes, Inc.

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Sean Kelsch, PE  
Vice-President