



**CITY OF ALLEGAN  
CITY COUNCIL STUDY SESSION MEETING  
Monday, July 27, 2020 6:00PM  
City Council Chambers - 231 Trowbridge Street  
Allegan, Michigan**

**\*\*\*NO ACTION IS TAKEN DURING THE STUDY SESSION\*\*\***

Call to Order

Public Comment Period

Discussion on Cutler Street Parking Lot

Review of Regular Meeting Agenda for Monday, July 27, 2020

Other

Adjourn to regular meeting to begin at 7:00 pm

Agenda Item 11F.1

MEMORANDUM

TO: Allegan City Council  
FROM: Joel Dye, City Manager  
Christopher Tapper, City Clerk  
RE: Request to approve PO 20-0579 with Abonmarche in the amount not to exceed \$52,500 for engineering and construction management services for the reconstruction of Cutler Street Parking Lot  
DATE: July 27, 2020

Summary

It is requested that City Council approve PO 20-0579 with Abonmarche in the amount not to exceed \$52,500.00 for engineering and construction management services for the reconstruction of Cutler Street Parking Lot.

Back on January 13, 2020 the City Council approve Abonmarche to serve as the City's Consultant of Record for all engineering, architectural and land surveying services for a term of three years.

With the currently relationship of Abonmarche and City of Allegan, Tony McGhee through Vice President, Timothy Drews PE, has provided a proposal for professional service, Cutler Street Parking Lot Improvements. As outlined in the attachment proposal, this project can start immediately upon authorization of the PO 20-0579, with the design process slated for either Fall of 2020 or Spring of 2021 depending on favorable pricing. Fees and Authorization to include Design Phase \$21,000, Bidding Phase \$3,500, Construction Phase \$28,000 for a total cost of \$52,500. The submitted proposal is budgeted item included in the FY2021 Budget.

Recommendation

It is recommended City Council approve PO 20-0579 with Abonmarche in the amount not to exceed \$52,500.00 for engineering and construction management services for the reconstruction of Cutler Street Parking Lot.

Attachment

Proposal – Abonmarche  
PO 20-0579

07/22/2020



City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010  
(269) 673-5511  
(269) 686-5139

# Purchase Requisition

Requested Date 07/22/2020

**Purchase Requisition No** 21-0579

Requested By JDye

Preferred Vendor 004872

Department 751

ABONMARCHE

Parks

Address 95 WEST MAIN STREET

PO BOX 1088

Contract/Job #:

BENTON HARBOR, MI 49023

Req. Description: Proposal for Professional Services - Cutler Street Parking Lot

Qty.	Description	GL Number	Unit Price	Amount
1	Proposal for Professional Services	101-751-97900	52,500.00	52,500.00

In Budget  Requires Budget Amendment

**Total:** 52,500.00

Requested By: \_\_\_\_\_ Date \_\_\_\_\_

Finance Approval: \_\_\_\_\_ Date \_\_\_\_\_

CM/Council Approval: \_\_\_\_\_ Date \_\_\_\_\_

Notes:

Summary of All Bids Received

Bidder Name  
ABONMARCHE

Bid Amount  
52,500.00

July 8, 2020

Mr. Joel Dye  
City Manager, City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010

**RE: Proposal for Professional Services  
Cutler Street Parking Lot Improvements**

Dear Mr. Dye

Abonmarche is pleased to present this proposal for professional services related to improvements to the city parking lot behind Bubba's Sports Bar & Grill. We understand that the project will include the following components:

- Reconstruction of the parking lot
- Investigate reconfiguration of the parking lot and the addition of "green" components such as a landscape buffer and bioswales
- Stormwater management
- Replacement of sidewalks around the perimeter of the parking lot
- Irrigation system with manual controls
- Funding for the project will include city and/or RDBG funds (pending grant application and acceptance)

The following will identify our proposed Scope of Services, schedule and fees to complete this project.

### **Scope of Services**

We expect that this project will include the following tasks:

- Meet with staff and representatives from the City of Allegan to finalize scope and schedule for the project
- Design Phase services will consist of developing a topographic survey, updated cost estimates, preparing plans and specifications for construction of the approved scope of work. This work will be performed with regular interaction with City staff through the design process.
- Abonmarche will be responsible for securing all permits with the exception of those which are the responsibility of the contractor for the project.
- Abonmarche staff will participate in a public meeting to review the project, answer questions and provide a timeline for the project before it is let for bid.
- After completion of the design plans and specifications, Abonmarche will solicit bids from contractors to complete the work. Abonmarche will administer the bidding process, review

the bids, recommend contractor(s) to complete the work, and prepare contracts after award of the project.

- Abonmarche will provide part-time inspection services as-needed throughout the construction process and review conformance with the contract documents. Abonmarche will review and approve shop drawings, pay requests, change orders, etc.
- After construction is complete, Abonmarche will conduct a final site visit and prepare necessary closeout documents and a punch list for any items requiring additional attention or correction.

### **Schedule**

We can start this project immediately upon authorization to proceed. We understand that the City desires to construct this project either in the Fall of 2020, or Spring of 2021 depending on favorable pricing.

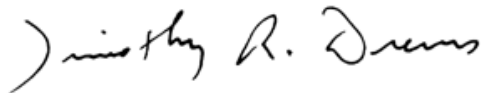
### **Fees and Authorization**

Our proposed fees to complete the above scope of services will be a lump sum fee as follows:

<u>Task</u>	<u>Fee</u>
Design Phase	\$21,000
Bidding Phase	\$ 3,500
Construction Phase	<u>\$28,000</u>
Total	\$52,500

Your signature on the attached Professional Services Agreement will serve as authorization to proceed with this project. If you have any questions, please do not hesitate to contact me at (269) 926-4550 or [tdrews@abonmarche.com](mailto:tdrews@abonmarche.com).

Sincerely,  
Abonmarche Consultants, Inc.



Timothy R. Drews, PE, PTOE, RSP  
Vice President

cc. Tony McGhee, Abonmarche

