

MARION TOWNSHIP
BOARD OF TRUSTEES
SPECIAL VIRTUAL MEETING
Thursday, April 7 2020
7:30 p.m.

Call to Order
Pledge of Allegiance
Members Present/Members Absent
Call to the Public

- 1) Approval of Agenda
- 2) Cedar Lake Road Estimate

Call to the Public
Adjournment

**NOTICE OF SPECIAL MEETING
MARION TOWNSHIP BOARD OF TRUSTEES
2877 W. Coon Lake Rd., Howell, MI 48843
Phone: 517-546-1588
Fax: 517-546-6622**

PUBLIC NOTICE

**Public Body: Marion Township Board of Trustees
Date of Meeting: Tuesday, April 7, 2020
Time of Meeting: 7:30 p.m.
Place of Meeting: Marion Township Hall
2877 W. Coon Lake Road
Howell, MI 48843**

Agenda Item

Cedar Lake Road Estimate

For Robert W. Dunney
Tammy L. Beal; Township Clerk
2877 W. Coon Lake
Howell, MI 48843
Phone: 517-546-1588.

4/6/2020 5:45 PM
Date and Time of Posting

A COPY OF THIS IS ON FILE IN THE OFFICE OF THE CLERK

**NOTICE OF SPECIAL TOWNSHIP BOARD MEETING
TO BE HELD ELECTRONICALLY**

**MARION TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN**

TO: The residents and property owners of Marion Township, Livingston County, Michigan, and any other interested parties

Please take notice that a regular meeting of the Marion Township Board will be held on April 7, 2020 at 7:30 pm by electronic remote access.

Electronic remote access, in accordance with the Michigan Governor's Executive Order 2020-15, will be implemented in response to COVID-19 social distancing requirements and Michigan Governor's Executive Order 2020-21. The public may participate in the meeting through *Go To Meeting* access by computer and smart phone using the following link:

<https://global.gotomeeting.com/join/356693045>

The public may also participate by calling in using this toll-free number:

1 (571) 317-3122 Access Code 356-693-045

Members of the public will only be able to speak during the public comment portion of the meeting and such comment will be limited to three minutes per person. To provide for orderly public participation, a person wishing to speak must state their name and request to be recognized by the Township Supervisor. The Supervisor will recognize all persons wishing to speak during public comment. If, prior to the meeting, members of the public have certain questions or wish to provide input on any business that will be addressed at the meeting, then such persons may contact the Township Board members by email to tammybeal@mariontownship.com. A copy of the meeting material may be found on the link on the Township's homepage at www.mariontownship.com

Tammy L. Beal, Township Clerk
2877 W. Coon Lake Road
Howell MI 48843
Phone: (517) 546-1588
Email: tammybeal@mariontownship.com



April 2, 2020

Robert Hanvey, Supervisor
Marion Township
2877 West Coon Lake Road
Howell, MI 48843

RE: Cedar Lake Site Distance
Marion Township

Dear Mr. Hanvey,

Spicer Group is pleased to offer the following proposal to Marion Township for professional engineering services related to the site distance from Loves Creek Drive south along Cedar Lake Road.

PROJECT UNDERSTANDING

Marion Township has concerns with the safety of the intersection of Loves Creek Drive and Cedar Lake Road, located north of W Coon Lake and west of County Farm Road. There is a slight hill on Cedar Lake Road that has reportedly prevented drivers on Loves Creek from seeing cars approaching the intersection in the northbound lane. This poses a safety issue for vehicles turning onto Cedar Lake. The Township wants to investigate the site distance at the intersection and design improvement if warranted.

Loves Creek is a private road and Cedar Lake is a County Road; both roads are gravel and will remain gravel. All proposed work will meet LCRC standards.

SCOPE OF SERVICES

We have a comprehensive approach that covers all areas of the project from initial project kick-off through final contract close-out and is highly adaptable to meet the needs and goals of Marion Township. Tasks are broken down into the following phases.

Note: Phase II will only be performed if the site distance at the intersection is proven to be inadequate.

Phase I: Survey and Site Distance Analysis

1. Arrange and attend a pre-design meeting with representatives of Marion Township, LCRC, and other project stakeholders to review the project scope and desired outcomes, discuss project concepts and approach, finalize how to communicate between team members, and finalize schedule. Spicer will prepare a summary of action items and distribute after the meeting.
2. Spicer will obtain the required topographic survey for use in preparing the plans. The survey limits for Cedar Lake are 1500 feet south and 500 feet north of Loves Creek. We will prepare an existing condition base plan including the following aspects.
 - a. A horizontal and vertical control network will be established. Benchmarks and traverse points will be established within the project rights-of-way and indicated on the survey. Benchmarks will be set for every 500' of road length. Appropriate datums will be used in

accordance with LCRC requirements. We are assuming these can be established from LCRC or Marion Township records.

- b. The survey limits will extend 10' beyond the ROW. In addition, survey information will be extended 200' down Loves Creek in order to determine proper drainage.
 - c. All visible physical features will be located including all existing walls, drives, curb cuts, paved areas, fences, sidewalks, pathways, trees, shrubs, drainage structures, culverts, etc. Grade breaks for ditches and swales will be delineated.
 - d. Research of utility plans and record plans for public and private utilities in the road right-of-ways as well as any located within the survey limits. Spicer will submit a Miss Dig Design Ticket and send a letter requesting record information to the local utility companies, and the information gathered will be represented on the plans.
 - e. Spicer will collect GIS parcel information from Livingston County and Marion Township to create a right-of-way (ROW) mosaic for the parcels along the route within the survey limits. Please note that boundary surveys are not included for any individual parcels. Spicer does not anticipate performing any title work or obtaining deeds for any parcels as part of this project.
 - f. Spicer Group will attempt to locate property corners in the field and obtain survey shots for those found. The ROW/property line mosaic created from the parcel information will be "best fit" on the topographical survey based on the found monuments.
3. Using the topographic survey, the site distance of the intersection will be evaluated per MDOT, LCRC and AASHTO standards. If the site distance meets these standards, we will draft a letter describing the situation, which can be shared with the public.

Phase II: Cedar Lake Road Design

If the site distance at the intersection does not meet standard guidelines, the following tasks will be performed:

1. Conceptual plans (approximately 30% completion) will be developed for the intersection. The conceptual plans will include horizontal and vertical alignments for all lanes. A preliminary opinion of cost will be developed based on the conceptual plans. The conceptual information will be provided to LCRC for review and comment. Although this step wasn't specifically requested by LCRC, we believe it is extremely important to prepare this early conceptual information.
2. After a review of the conceptual plans has been completed by LCRC, we will meet with LCRC, Marion Township, and other stakeholders of LCRC selection to discuss the project. A list of action items will be prepared and distributed after the meeting.
3. Based on comments received on the conceptual plans, a full set of preliminary plans (80% completion - in AutoCAD format) and an Engineer's cost opinion will be prepared. The plans and specifications will conform to current LCRC, MDOT, and AASHTO practices, guidelines, policies and standards. The format of the drawings will follow LCRC's preparation standards and layout, at scale when reproduced on an 11"x17" format. The following will be included in the submittal for review and comment:
 - a. Horizontal and vertical alignments for the road will be shown in plan and profile, along with any spot grades necessary to construct the project.
 - b. Storm sewer, culverts, or other drainage infrastructure necessary to regrade the road will be shown on the road plan and profile sheets. If additional plan sheets are necessary for construction activities outside the ROW or for more detailed views, they will be included as well.

- c. Permanent signing will be designed and included with the plans if necessary.
 - d. Detailed plans for maintaining traffic during construction will be provided, including any necessary detour routes.
4. Additional ROW acquisition or permanent easements are not anticipated for this project and are not included in the scope of services. However, road grading may require temporary grading easements. We will prepare any required temporary easement descriptions and drawings. If the neighboring residents are not willing to provide a grading easement, we will design the regrading to stay within the road ROW.
5. As early in the schedule as possible, Spicer will determine the required permits and fees and prepare the necessary application packages for submittal to the appropriate agencies. Permit submittal comments will be resolved and incorporated into the design plans. We anticipate one revision to the plans based on comments received from each of the permitting agencies. Permits will include but may not be limited to: SESC from the Livingston County Drain Commissioner.
6. Spicer will meet with the appropriate agencies and stakeholders at the completion of the preliminary design drawings to discuss any review comments.
7. We will incorporate any of the changes that may result from the preliminary design status meeting. We will develop final construction drawings by adding the necessary detailing and notations to the preliminary drawing set.
8. We anticipate the construction drawing set will include the following drawings at a minimum. Additional drawings may be necessary as the design progresses:
 - a. Cover sheet with a legend, location map and index.
 - b. Survey and existing conditions plan
 - c. Removal, construction and profile plans
 - d. Detailed grading drawings
 - e. Soil erosion and sediment control plan
 - f. Site details, including but not limited to utilities, pavements, specialty storm water quality structures, etc.
 - g. Permanent signing plan
 - h. Maintaining traffic plans
9. Develop a final engineering construction cost estimate for use in comparing bid pricing when received.

PROJECT SCHEDULE

It is our understanding that time is of the essence; we are prepared to start working on this project as soon as we are authorized.

ADDITIONAL SERVICES

We will furnish additional services for this project only upon authorization from Marion Township. Our fee for additional services will be determined at the time they are agreed to and rendered. For a clearer understanding of our work scope, the following is not included in our Scope of Services:

- Contract documents
- Bidding assistance

- Construction Administration

FEE SCHEDULE

We propose to assist you on an hourly basis billed at our standard hourly rates with estimated fees as indicated below. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses, unless other payment arrangements are made.

Phase I: Survey and Site Distance Analysis	\$13,000
Phase II: Cedar Lake Road Design.....	\$17,000
Total Project Fee	\$30,000

We have calculated these fees based on our current understanding of the project. Should we approach the amount of the fee for any reason before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



Tracy Anderson, P.E.
Project Manager
Phone: (734) 751-1909
mailto: tracy.anderson@spicergroup.com



Philip A. Westmoreland, P.E.
Sr. Project Manager
Phone: (517) 375-9449
mailto: philaw@spicergroup.com

SPICER GROUP, INC
125 Helle Blvd, Suite 2
Dundee, MI 48131

CC: SGI File #128609PR2020

Above proposal accepted and approved
by Owner.

MARION TOWNSHIP

By: _____
Robert Hanvey, Supervisor

Date: _____