



City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: July 8, 2026

SUBJECT: Wicks Park & Village Square Restroom Renovations

DESCRIPTION:

The City Council has prioritized upgraded restroom interiors at Village Square and Wicks Park for fiscal year 2026/2027. The City has been working with Fleis & VandenBrink on a proposal for restroom renovations at Wicks Park and Village Square. The proposed project includes both interior and exterior improvements intended to modernize the facilities, improve reliability, and enhance accessibility for public use. Anticipated improvements include water service upgrades, electrical upgrades, door replacements, ADA-compliant layout modifications, and exterior landscaping updates.

BUDGET ACTION REQUIRED:

Funding for the proposed Park improvement project is included in the current fiscal year budget in the amount of \$160,000. \$50,000 for siding at Village Square was included in last year's budget but not used. A future budget amendment may be necessary for this cost. No additional budget action is required currently unless the project cost exceeds the amount currently budgeted.

COMMITTEE/COMMISSION REVIEW:

The Parks & Public Works Committee & Historical District Commission will review both.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

N/A



June 30, 2026

Via Email: rcummins@saugatuckcity.com

Ryan Cummins, City Manager
City of Saugatuck
102 Butler Street
Saugatuck, MI 49453

RE: Proposal to Provide Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park & Village Square Restroom Renovations

Dear Ryan:

We understand the City is planning to renovate the existing restroom buildings at Wicks Park and Village Square. We have reviewed both buildings with City staff and developed the following scope of renovation work.

Wicks Park

- Exterior/Site Improvements
 - The existing building elevation is lower than the surrounding grade. That cannot be corrected without replacement or a jacking & underpinning operation that would likely be comparable in cost to replacement. No structural modifications are planned for the building envelope (walls, roof, etc.) as part of this project.
 - The exterior mural has spots that are deteriorated and flaking. We understand art students have historically touched up the mural, and this work will be done separate from the renovation project.
 - Repaint the fascia trim and louvers.
 - Replace exterior sidewalk where concrete is cracked and one joint has a significant offset.
 - The existing water service enters the building above grade and is 2" galvanized pipe that needs to be replaced to comply with EGLE's Lead and Copper Rules. The service line will be further investigated during construction and replaced either to the curb stop or all the way to the main, depending on the findings and will be placed at a standard bury depth for frost protection, which will require replacement of some of the concrete flooring in the building.
 - The railroad tie landscape wall around the building exterior is deteriorating and several irrigation lines are exposed. The wall will be replaced, irrigation lines re-buried and landscaping around the building updated.
- Interior Improvements
 - The building layout is not ADA compliant, and the footprint is not large enough to maintain multiple stalls that are compliant. We are planning on two unisex single stalls (similar to the new restroom at Mt. Baldhead) with a small interior storage/utility area built in one of them.
 - The electrical will be replaced, as well as certain portions of the plumbing.

- Interior finishes will be removed down to the concrete masonry unit (block) walls and interior block partition walls will be removed. Interior furnishings will be replaced, and an epoxy flooring will be installed.
- The doors to the exterior will be replaced.

Village Square

- Exterior Improvements
 - F&V recently worked with City staff to obtain quotes for siding improvements, but the costs were above the amount in the budget. This scope of work will be incorporated into the bid package and coordinated with the installation of a new drinking fountain included in the Village Square court renovation project.
 - City staff also recently obtained quotes for re-shingling the roof. Coordinating roof improvements with siding is desirable for flashing and other details. This work will be included in the bid package.
 - Metal gates at the entrance will be removed or paint touched up, depending on City preference.
- Interior Improvements
 - Entry doors will be replaced, as well as the doors between the restrooms and the center storage/utility area.
 - Interior vestibule doors (between the vestibules and the restroom areas) will be removed.
 - Interior furnishings (hand driers, sinks, mirrors, partitions, toilets, urinals, air fresheners, etc.) will be replaced. We understand the current “no touch” toilets have frequent sensor issues, and the “no-flush” urinals frequently require filter replacement at approximately \$50 per urinal, plus labor. We will utilize manual flush valves for both toilets and urinals, similar to what was installed recently at Mt. Baldhead.
 - Replace lights and fans. Improve ventilation/dehumidification.
 - Replace current tile flooring with epoxy.
 - Repaint the interior (white).

Based on our understanding of the project scope, we have developed the following Scope of Services to assist the City with this project.

SCOPE OF SERVICES

Design Phase

- Obtain topographic survey of the Wicks Park restroom building and surrounding site features to serve as a base for design of site improvements. Incorporate topographic survey recently obtained for the Village Square court renovation project.
- Prepare a basic site plan for each building, illustrating exterior improvements.
- Prepare preliminary plans and specifications for the project.
- Meet with City staff, KLSWA and other stakeholders, as appropriate, to review the plans and specifications. Incorporate comments received.
- Review proposed work with the local code official to determine whether a building permit is required.

Bidding Phase

- Prepare and submit the advertisement for bids. Contact potential bidders directly and place the advertisement with plan rooms.
- Assemble bidding documents and distribute electronic (PDF) copies to plan rooms. Bid documents will also be available for review on our website.
- Issue electronic bid documents to prospective bidders.
- Answer bidder questions and provide supplemental information, if necessary.

- Conduct a public bid opening to be held at City Hall.
- Tabulate and review the bids received, evaluate references and provide a Recommendation of Award to the City.
- Prepare building permit applications, including mechanical, electrical, and plumbing. Cost for the permit to be paid by the selected contractor.

Construction Phase

- After an award is made by the City, review bonds and insurance certificates provided by the successful bidder for conformance with the specifications. Prepare construction contracts for City signature. After contracts have been executed, prepare the Notice to Proceed.
- Schedule and attend a pre-construction meeting with the City, Contractor and utility companies, as appropriate. Prepare and distribute meeting minutes.
- Provide project administration and engineering during the construction period. Tasks will include:
 - Review Contractor pay applications and, if appropriate, submit a recommendation to the City for payment.
 - Prepare contract change orders, as necessary, and submit recommendations to the City for approval.
 - Maintain project records.
- Provide as-needed on-site observation and testing during project construction activities. We have included approximately 40 hours of field time in our fees. The field technician's duties will include:
 - Perform on-site materials testing, as needed.
 - Review work progress to date for conformance with the bid documents.
 - Address complaints filed with the City, if any.
- Conduct a final walk-through meeting on site with the Contractor and City staff to review the work. Prepare a final punch list of remaining work items. Provide follow-up review to see that the punch list items have been completed.
- Coordinate final payment with release of retainage and contract closeout.

ANTICIPATED SCHEDULE

We anticipate the following schedule for this project:

- Authorization: July 2026
- Survey: August 2026
- Design: September – November 2026
- Bidding: December 2026
- Pre-Construction Activities: January 2027
- Construction: February – May 2027 (substantial completion prior to Memorial Day)

ENGINEERING BUDGET

We propose to complete the Scope of Services outlined above for the following lump sum fees:

Phase	Task	Fee
Design	Bid Package	\$ 33,000
Bidding	Bidding Assistance	\$ 2,800
Construction	Construction Engineering/Administration	\$ 10,400
	On-Site Observation & Testing	\$ 7,200
	Contract Closeout	\$ 3,200
Total Proposed Fee		\$ 56,600

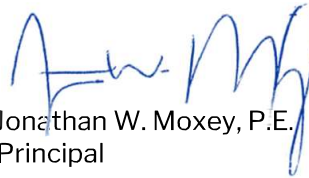
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Dave Gibbs, RA
Project Manager



Jonathan W. Moxey, P.E.
Principal

Cc: Mark Ondersma, Superintendent of Public Works
Michelle Gibson, Project Coordinator

WORK AUTHORIZATION

Fleis & VandenBrink is hereby authorized to proceed with the Scope of Services presented in this proposal in accordance with the existing Professional Services Agreement for General Consultation dated November 13, 2018.

By _____

Date _____