



City Council Agenda Item Report

FROM: Ryan Cummins, City Manager

MEETING DATE: February 24, 2025

SUBJECT: Proposal for Professional Services for the Preparation of a MDNR Passport Grant Application for the Village Square Courts

DESCRIPTION:

Improvements to the courts at Village Square Park are listed as a priority for this fiscal year and next fiscal year.

Our engineers have evaluated the area. The condition of the concrete isn't a concern, but the current courts are smaller than regulation courts as they don't contain the out of bounds perimeters. The Parks and Public Works Committee previously suggested making the courts more multipurpose. The DPW Superintendent has noted that improvements to the courts have been planned for many years and could benefit from improvements to fencing and bringing back bleachers.

Our engineer has provided the attached project cost estimate of \$300,000 to:

- Enlarge the existing basketball court to 56-foot width by 100-foot length (50'x94' plus 3' out of bounds area around the perimeter).
- Enlarge the existing tennis court to 60-foot width by 102-foot length (36'x78' plus 12' out of bounds area around the perimeter).
- Replace the basketball hoops.
- Replace the tennis net.
- Replace perimeter fencing.
- Add bleachers.
- Resurface both courts.
- Incorporate a Futsal (or other multi-sport) court

A donor has come forward and offered to pay \$100,000 toward a project. Our engineers have recommended applying for a \$150,000 DNR Passport Grant to also help fund the project.

Attached is a proposal to prepare and submit the grant application. The donor is willing to cover the cost of the grant application. A grant announcement would not occur until December 2025. If awarded the grant, design would start fall 2025 and construction would occur in fall 2026.

If we are unsuccessful with the grant application, staff will re-evaluate project options and cost and discuss further with Parks and Public Works and City Council.

LEGAL REVIEW:

The City Attorney will be at your meeting if you have any questions.

SAMPLE MOTION:

Motion to approve the proposal for professional services from Fleis and Vandenbrink for the preparation of a Michigan DNR Passport Grant application in the amount of \$3,600.

February 12, 2025

Via Email: rcummins@saugatuckcity.com

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

Re: Proposal for Professional Services for the Preparation of a MDNR Passport Grant Application

Dear Ryan,

We are pleased to provide our proposal for preparing a grant application for the Michigan Department of Natural Resources (MDNR) Passport Grant Program. This application would be for proposed improvements to the east portion of Village Square Park, the City's 2.5 acre centrally located park at the three corners of the intersection of Butler and Main Street. The park has both active and passive zones with the northwest corner of the park containing the recently renovated Children's playground and serves as the site of Memorial Day/Veterans Day festivities. The east portion currently contains a tennis court and basketball court area, that are north and south respectively, of the existing public restroom building. Improvements to these court areas will be the focus of the grant application.



SCOPE OF SERVICES

TASK A – Passport Grant Application

Many communities rely on MDNR grant programs to acquire, develop or redevelop recreational facilities to improve the quality of life for their residents and promote a healthy active lifestyle. The following is an overview of basics and key factors that can lead to a successful grant application.

The application must be submitted by the application deadline of April 1, 2025 with the following:

- Completion of a MDNR Grant Application Form via the MDNR MiGrants online portal.
- Application narrative prepared by F&V with information and input from community staff.
- Revise site master plan as needed based on City comments and labeling proposed elements identified as part of this grant application.
- Project location map will be prepared by F&V.
- Boundary map – Provided by community and must delineate the legal boundaries of the property identified for park use. F&V will assist in map delineation.
- Documentation of Site Control Form (PR1956-1). Completed by community and community's legal counsel.

- g. Certified resolution from the governing body committing to the application. This resolution should be adopted at a public hearing with an advertisement 7 days prior to meeting. F&V will provide a sample ad and resolution. City to provide a copy of affidavit of publication from local paper.
- h. Documentation of local match sources – letters of commitment for match sources.
- i. Prepare elevation and plan view of any proposed structures, if necessary.
- j. City will be tasked with gathering any letters of support from local stakeholders and groups.
- k. Prepare supplemental information, if necessary, after preliminary application scoring.

Professional Fee

We propose to complete the work described in the Scope of Services for a lump sum fee, invoiced monthly based on percent complete in the amount below.

Task	Description	Fee
Task A	Prepare MDNR Passport Grant Application	\$3,600

If the project is selected for funding, we will prepare a separate proposal for professional design, bidding and construction phase services that will be required for the project.

Authorization to proceed with Task A may be given by returning a signed copy of this letter. Please let us know if there are any questions.

Sincerely,

FLEIS & VANDENBRINK

Rick Stout, LLA LEED AP
Landscape Architect

Jon Moxey, PE
Principal

WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform MDNR Passport Grant Application for the City of Saugatuck as detailed in this letter dated February 12, 2025 and authorized as additional services under the existing agreement with F&V to provide Professional Engineering services to the City dated October 13, 2018.

Authorized Local Official

Date

City of Saugatuck
Village Square Court Improvements
Engineer's Pre-Design Estimate of Probable Project Cost



Project No.: 3187-38
By: JWM
Date: 10/24/2024

Scope: Enlarge the existing basketball court to 56-foot width by 100-foot length (50'x94' plus 3' out of bounds area around the perimeter). Enlarge the existing tennis court to 60-foot width by 102-foot length (36'x78' plus 12' out of bounds area around the perimeter). Replace the basketball hoops. Replace the tennis net. Replace perimeter fencing. Add bleachers. Resurface both courts. Incorporate a Futsal court.

ITEM NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED AMOUNT
1	General Conditions, Bonds, Insurance & Mobilization (10%)	LSUM	1	\$ 21,800.00	\$ 21,800
2	Soil Erosion and Sedimentation Control	LSUM	1	\$ 1,000.00	\$ 1,000
3	Fence Removal	Ft	100	\$ 10.00	\$ 1,000
4	Miscellaneous Removals	LSUM	1	\$ 2,500.00	\$ 2,500
5	Excavation and Grading	LSUM	1	\$ 5,000.00	\$ 5,000
6	Sand Subbase (6")	Cyd	90	\$ 30.00	\$ 2,700
7	Concrete Court Paving, 4 inch	Sft	4,240	\$ 10.00	\$ 42,400
8	Court Joint Repair and Coating	Syd	1,330	\$ 25.00	\$ 33,250
9	Basketball Goal Replacement (New Posts)	Ea	2	\$ 7,500.00	\$ 15,000
10	Tennis Net Replacement (New Posts)	Ea	1	\$ 5,000.00	\$ 5,000
11	Bleacher Structure, 5 Rows w/Guardrails, 15' Long	LSUM	1	\$ 10,000.00	\$ 10,000
12	Perimeter Fencing, 10 foot (Tennis Backstops)	Ft	100	\$ 130.00	\$ 13,000
13	Perimeter Fencing, 4 foot (Remainder of Perimeter, Both Courts)	Ft	530	\$ 105.00	\$ 55,650
14	Stone Edging Along Fencing	Syd	150	\$ 40.00	\$ 6,000
15	Upgrade Basketball Goals and Fencing with Futsal Nets	Ea	2	\$ 10,000.00	\$ 20,000
16	Turf Restoration	Syd	500	\$ 10.00	\$ 5,000

Estimated Construction Costs (Rounded): \$ 240,000
Undeveloped Details & Contingencies (10%): \$ 24,000
Est. Design & Construction Engineering, Permitting & Admin (15%): \$ 36,000
Total Estimated Project Cost: \$ 300,000

The Design Professional has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing. Bid prices may vary significantly based on these factors and market conditions at time of bid.