



City Council Agenda Item Report

FROM: Mark Ondersma - Director of Public Works

MEETING DATE: October 13, 2026

SUBJECT: Village Square Restroom Renovations & Wicks Park Restroom Replacement.

DESCRIPTION:

City staff have been working on improvements to the public restroom facilities at Village Square and Wicks Park. The City Council has identified these improvements as a priority for Fiscal Year 2026/2027. The project will replace the existing restroom building at Wicks Park and renovate the existing restroom facility at Village Square.

At Wicks Park, the existing restroom building will be replaced with a new facility generally following the layout of the recently constructed Mt. Baldhead restroom, including two unisex stalls and a storage/mechanical room. Improvements will include raising the building elevation to address periodic flooding, constructing a new gable-end roof, replacing the adjacent sidewalk, accommodating recreation of the existing mural, investigating and replacing the existing water service as needed, and relocating/re-feeding the irrigation system. ADA improvements and maintenance of the Wicks Park restroom are also identified as priorities in the Parks and Recreation Master Plan.

At Village Square, improvements will include siding and roof replacement as well as improvements to the entrance gates. Interior renovations will include new doors, restroom fixtures and furnishings, lighting and exhaust fans, improved ventilation and dehumidification, epoxy flooring, and interior painting. Existing sensor-operated toilet and urinal flush valves will be replaced with manual flush valves to improve reliability and reduce maintenance.

The Design Phase will include surveying the Wicks Park site, incorporating the existing Village Square survey, preparing site plans and preliminary construction documents, coordinating design reviews with City staff and stakeholders, and ensuring the proposed improvements comply with applicable building codes.

Staff recommend that City Council approve moving forward with the design phase of the Village Square Restrooms & Wicks Park Restroom Replacement.

BUDGET ACTION REQUIRED:

Funding for the Design Phase of the interior restroom improvements at Village Square and Wicks Park replacement is included in the current fiscal year budget in the amount of \$160,000.



COMMITTEE/COMMISSION REVIEW:

Parks & Public Works Committee has reviewed & recommended the replacement of the Wicks Park Restroom & the improvements to the Village Square Restrooms.

LEGAL REVIEW:

N/A

SAMPLE MOTION:

Motion to Approve Architectural & Engineering Design, Bidding & Construction Administration Services for Wicks Park Restroom Replacement & Village Square Restroom Renovations from Fleis & VandenBrink in the amount of \$72,800.



September 21, 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 Restroom Replacement & Village Square Restroom Renovations

Dear Ryan:

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

Wicks Park

- The new building will have a similar layout as the new restroom building at Mt. Baldhead, including two unisex stalls and a storage/mechanical room. Project specifics will include the following:
 - The floor elevation will be raised to prevent periodic flooding, eliminating the timber landscape wall around the perimeter.
 - The roof layout will be gable end type construction to match the look of the existing building.
 - Concrete sidewalk will be replaced to accommodate the new grade.
 - The exterior wall construction will be designed to accommodate re-creation of the existing mural. The City will contract for the artwork separately from construction. We will work with the selected artist to provide a “canvas” that meets their needs.
 - 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.
 - Irrigation piping will be re-fed from the new building with controller relocated to the mechanical room.

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 review the design for code compliance.

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.
- Assist the contractor with preparing 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 60 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: October 2026
- Survey: October – November 2026
- Design: November 2026 – April 2027
- Bidding: May – June 2027
- Pre-Construction Activities: Summer 2027
- Construction: Fall 2027 – Spring 2028 (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	\$ 45,100
Bidding	Bidding Assistance	\$ 2,800
Construction	Construction Engineering/Administration	\$ 11,900
	On-Site Observation & Testing	\$ 9,800
	Contract Closeout	\$ 3,200
Total Proposed Fee		\$ 72,800

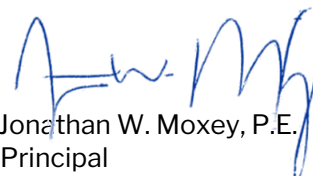
Authorization to proceed with the work can be given by returning a copy of this proposal, signed below as indicated. In the meantime, please feel free to contact us with any questions.

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 _____