



April 29, 2025

City of Ann Arbor
Community Services – Parks and Recreation Services
301 E. Huron Street
Ann Arbor, Michigan 48104

Attn: Mr. Adam Fercho, Park Planner & Landscape Architect

Re: Work Statement – Architectural Consulting Services Agreement
West Park Band Shell Demolition & Restoration
Proposal for Professional Design Services – **FINAL**

HRC Job No. 20250289

Dear Mr. Fercho:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this scope of services related to the demolition of the existing Band Shell structure at West Park, and restoration of the affected area. This work will be completed under a future assigned Work Statement and our Professional Services Agreement dated April 3, 2024



Understanding of this Assignment

It is our understanding that the City would like to demolish the structure in its entirety, including foundations. The shell structure is not intended to be salvaged for reuse. The building is located in a floodway, so once demolished, the area is to be restored similar to the surrounding area. Site areas outside of the building footprints are intended to remain as-is, including the circular paver plaza and tiered amphitheater seating.

Additionally, the City may opt to include a new overlook bridge installed in the demolished building's footprint, to enhance the wetlands restoration. We have included design and construction administration services as separate added costs to this proposal as requested.

The intent is for demolition work to start in Spring 2026 as EGLE permits will generally take a minimum of 180 days to process.

Below are our scope, hours, and recommended budgets for the work scope.

Task 1A: Design & Bidding Phase

1. Project personnel will visit the sites to re-inspect existing building conditions and gather information needed to develop the design drawings, including the creation of background drawings, which will be used as the basis for the demolition work. Aerials, photos, and sketches may be used to identify and clarify work scope.
2. Collect topographic survey of the affected area to use as a basis for site restoration drawings.
3. Preparation of a Site Plan with work scope such as S.E.S.C. Control Measures, Limits of Removals, Staging Areas, Perimeter Fencing, Dust Control, Restoration Plan of Disturbed Areas, and Utility Disconnects.
4. HRC assistance with submission of Building, SESC, and other permit applications (Fee's and deposits paid by owner). Coordinate submission of Drain Use permit with OHM.
5. Preparation of Bid Documents for the Project for Bidders, including:
 - Topographic Survey
 - Site drawings showing demolition limits
 - Site restoration provisions and plantings
 - Building reference plans
 - Technical specifications
 - Coordination with City of Ann Arbor front end documents
6. Design Review Meeting at 80% Level of Design. Provide engineer's Opinion of Probable Cost at review meeting.
7. Attendance at a Park's Advisory Commission meeting, if needed.
8. Assistance in preparation of the front end RFP documents.
9. Assistance in solicitation and review of the bids including attendance at the Pre-Proposal Building Walk Thru, respond to questions, issue addendum as required, and review/scoring of bid proposals with City.

Task 1B: Design & Bidding Phase, Overlook Bridge Added Costs

1. Preparation of Bid Documents, including:
 - Plan, Elevations, Sections and Details for Overlook Bridge, and connections to site paving (assumed to be wood construction set on piles).
 - Technical specifications
2. Existing geotechnical data obtained during the structural analysis of the building will be used to determine footing designs. It is presumed that structural piles or caissons will be required to accommodate any new designs.
3. HRC assistance with submission of Building permit application (Fee's and deposits paid by owner).
4. Assistance in preparation of the front end RFP documents.

Task 2A: Construction Administration

1. Attend Pre-Construction Meeting (including meeting minutes).
2. Review and comment on shop drawings & submittals.
3. Perform site visits to review prepared/installed conditions – (4) total visits assumed.
4. Review and respond to RFI's and Change Orders.
5. Pay Application Review & Prevailing Wage Compliance – (4) total assumed.

6. Perform in-person, on-site Wage Interviews for Pay Apps – (4) assumed.
7. Perform Final Inspection Walkthrough and Punch List.

Task 2B: Construction Administration, Overlook Bridge Added Costs

1. Review and comment on shop drawings & submittals.
2. Perform site visits to review prepared/installed conditions – (2) total visits assumed.
3. Review and respond to RFI's and Change Orders.
4. Perform in-person, on-site Wage Interviews for Pay Apps – (2) assumed.
5. Perform Final Inspection Walkthrough and Punch List.

Estimated Budget

Below is our estimate of the costs for the scope above. See attached for a breakdown of hours.

Task 1A: Band Shell Demo Design & Bidding Assistance	290 Hours	\$ 41,140
Task 1B: Overlook Bridge Design & Bidding Assistance	236 Hours	\$ 31,110
Task 2A: Band Shell Demo Construction Administration	192 Hours	\$ 28,710
Task 2B: Overlook Bridge Construction Administration	102 Hours	\$ 14,830
SubTotal	802 Hours	\$ 115,790
Miscellaneous Design & Construction Contingency	-	\$ 20,000
Total	802 Hours	\$ 135,790

Schedule

It is our understanding that you anticipate the project moving forward now. Assuming that the project is authorized in the next month, design work is anticipated to be completed in late summer 2025.

Clarifications

HRC includes this section so as to clarify the expectations for both the Owner and HRC.

1. Given the age of the building, the presence of lead-based paint and asbestos is possible. It is our understanding that the Owner will complete hazardous material testing at the structure (if not already completed) and that the resultant testing reports will be included in the RFP. HRC will include provisions within the specifications for addressing hazardous material abatement in this work scope based on the test results.
2. Legal Descriptions and Landscape Design services are not included but can be provided upon request under separate work scope.
3. Provisions for mitigation of contaminated soils have not been included but can be provided as a separate service, if uncovered.
4. We have not included provisions for environmental permit procurement, or SHPO/Historical Committee coordination.
5. The design adder for the overlook bridge is to be determined if being included at the kickoff meeting.
6. We presume that there is no need for new site lighting in this area, or on the new overlook bridge, but electrical design can be provided as a separate service if desired.
7. A Miscellaneous Design & Construction Contingency allowance has been included in our proposal which will be for additional services not identified in this proposal. Funds from this allowance shall only be used with prior approval from the Owner.

- a. We have not included services related to any required Dewatering of the affected site area, including coordination of sampling/testing or on-site storage and filtration of dewatering byproducts. Should this be required, we could provide assistance under the Contingency allowance at the Owner's request.
8. It is our assumption that the Owner will be responsible to day-to-day observation of the sites during demolition, and that the Contractor is solely responsible for work site safety, sequencing, etc.

Staffing

This project will be overseen by Mr. James Burton, Principle in Charge; Adrianna Melchior, Project Manager; and John Balint, QA/QC. HRC's other Departments will provide staffing support as needed.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Vice President

JFB/amm
Attachment

pc: HRC; A. Melchior, File

ATTACHMENT A
City of Ann Arbor
Hours / Costs for Architectural Services - April 9, 2025
West Park Band Shell Demolition & Restoration

Task Description	Principal QA/QC	Assoc. Arch	Assoc. Civil	Grad Arch II	Senior Project Engineer Structural	Staff Engineer Civil	Senior CAD Tech	Staff Engineer Elect	Sr. Party Chief	Total By Task
Design Phase										
TASK 1A - DEMOLITION DESIGN										
Administration		8								8
Site Visit Investigations (incl. prep)		4	4							8
Topographic Survey			2			4			32	38
Specifications		6	4	8		8				26
Backgrounds				8						8
Design Documents		12	8	40		40				100
80% Design Review Meeting		4	4							8
Cost Estimate		2	2			2				6
Site Coordination & Requirements			4			24				28
Demo & SESC Permitting		2	2	8		8				20
Bid Documents		4		6		4				14
Bid Process		16	4	2		4				26
										0
										0
TASK 1B - BRIDGE DESIGN ADDER										
Administration		8								8
Design Documents		4			80		120			204
80% Design Review Meeting		4			4					8
Cost Estimate		2			2					4
Building Permit					2		4			6
Bid Process					2		4			6
Total Hours by Classification	0	76	34	72	90	94	128	0	32	526

Fees					
	Hours		Billable Rate*		Total Cost
Principal	0		\$ 185.00		\$ -
Associate Arch	76		\$ 175.00		\$ 13,300.00
Associate Civil	34		\$ 180.00		\$ 6,120.00
Graduate Architect II	72		\$ 120.00		\$ 8,640.00
Senior Project Engineer	90		\$ 140.00		\$ 12,600.00
Staff Engineer Civil	94		\$ 125.00		\$ 11,750.00
Senior CAD Tech	128		\$ 120.00		\$ 15,360.00
Staff Engineer Electrical	0		\$ 120.00		\$ -
Sr. Party Chief	32		\$ 140.00		\$ 4,480.00
Sub total	526				\$ 72,250.00
				Total Costs	\$ 72,250.00
Subtotals	290			Task 1A	\$ 41,140.00
	236			Task 1B	\$ 31,110.00

* In accordance with As-Needed Rate Schedule (2025 Rates)

ATTACHMENT A
City of Ann Arbor
Hours / Costs for Architectural Services - April 9, 2025
West Park Band Shell Demolition & Restoration

Task Description	Principal QA/QC	Assoc. Arch	Assoc. Civil	Grad Arch II	Senior Project Engineer Structural	Staff Engineer Civil	Senior CAD Tech	Staff Engineer Elect	Total By Task
Construction Administration									
TASK 2A - CONSTRUCTION ADMINISTRATION									
Administration		8							8
Preconstruction Meeting		6	6						12
Site Visit During Construction - (2) visit assumed		4	4						8
Monthly Progress Meetings - (6) virtual assumed		12	12						24
RFI's and Change Order Documentation		8	4	16		16		8	52
Shop Drawing & Submittal Reviews		4	4	16		16		8	48
Wage Interviews		8							8
Punchlist		4	4	4		4			16
Final Closeout		4	4	4		4			16
									0
TASK 2B - BRIDGE CA SERVICES ADDER									
Administration		4							4
Site Visit During Construction - (2) visit assumed					10				10
Monthly Progress Meetings - (6) virtual assumed					8				8
RFI's and Change Order Documentation		2		4	12				18
Shop Drawing & Submittal Reviews		2		4	24				30
Wage Interviews		4							4
Punchlist		2	2	4	4				12
Final Closeout		4	4	4	4				16
									0

Total Hours by Classification	0	76	44	56	62	40	0	16	294
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Fees					
	Hours		Billable Rate*		Total Cost
Principal	0		\$ 185.00		\$ -
Associate Arch	76		\$ 175.00		\$ 13,300.00
Associate Civil	44		\$ 180.00		\$ 7,920.00
Graduate Architect II	56		\$ 120.00		\$ 6,720.00
Senior Project Engineer	62		\$ 140.00		\$ 8,680.00
Staff Engineer	40		\$ 125.00		\$ 5,000.00
Senior CAD Tech	0		\$ 120.00		\$ -
Staff Engineer Electrical	16		\$ 120.00		\$ 1,920.00
Sub total	294				\$ 43,540.00
				Total Costs	\$ 43,540.00
Subtotals	192			Task 2A	\$ 28,710.00
	102			Task 2B	\$ 14,830.00

* In accordance with As-Needed Rate Schedule (2025 Rates)