



Stantec Consulting Michigan Inc.  
3754 Ranchero Drive, Ann Arbor MI 48108-2771

October 25, 2022  
File: 2075001316

**Attention: Mr. Matthew Best, Director of Municipal Services**

Pittsfield Charter Township  
6201 W. Michigan Avenue  
Ann Arbor, Michigan 48108

Dear Mr. Best,

**Reference: Pittsfield Pedestrian Safety Improvement Projects  
Textile Road at Whispering Springs Dr (i.e. Estates at Pittsfield Glen)  
Proposal for Professional Engineering Services**

## STATEMENT OF UNDERSTANDING

Pursuant to your request, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal to provide Professional Engineering Services for an additional Pedestrian Safety Improvement Project located on Textile Road at the entrance to the Estates of Pittsfield Glen (i.e. Pittsfield Glen). The existing sidewalks of Pittsfield Glen, on the north side of Textile, currently do not connect to the existing Platt-Textile Greenway, on the south side of Textile, which is a part of the Township's extensive greenway network. To improve pedestrian safety, the Township is looking to design and install a Mid-Block Crossing at this location. This crossing is anticipated to have activated RRFB's with no mast arm beacon.

Services provided under this engineering services agreement include assisting the Township with the design, permitting, bidding, and construction administration services. Concept Plans previously prepared by Stantec are attached.

## PROPOSED SCOPE OF WORK

The following is the proposed scope of work included in this proposal:

1. Project Kick-off: Meet with key stakeholders and review the goals and requirements of the project:
  - Pittsfield Township
  - WCRC
2. Design: Construction plans and contract documents for crossing improvements, signage, and pavement markings
  - The plan will be developed to satisfy applicable standards including:
    - Public Rights-of-Way guidelines by the U.S. Access Board, commonly referred to as "PROWAG".
    - AASHTO roadway, bicycle and pedestrian design recommendations.
    - Local design and plan submission standards for Pittsfield Township and the Washtenaw County Road Commission.

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- The plan will include the following elements:
    - Coversheet with project name, location, drawing index, and contact information.
    - Existing conditions plan.
    - Proposed crossing layout, utility, and grading plan.
    - Construction details and specifications.
    - Agency design approvals and/or permitting.
    - Franchise utility coordination.
  - If mast arms and downlighting are required by either Pittsfield Township or WCRC, a wiring diagram and details can be provided as an additional service.
3. Bidding: Coordinate with Pittsfield Township the advertising and bidding of the project, including bid evaluation and award recommendation. The project is to be advertised with the Lohr and Stone School midblock crossings.
  4. Construction: Coordinate with Pittsfield Township Part-time construction administration services. Stantec has budgeted for part-time services over four weeks. The project is to be under the same construction contract as the Lohr and Stone School midblock crossings.

## **UNDERSTANDINGS & ASSUMPTIONS**

This proposal was developed under the following understandings and assumptions:

- Public outreach, easements, traffic studies, geotechnical investigations, any fees, etc. will be by others. Excludes any work not listed above.
- This work will be conducted under the General Engineering Services Agreement that has been previously executed between Pittsfield Charter Township and Stantec Consulting Michigan Inc.
- The Pittsfield Glen crossing will be bid and constructed with the Lohr and Stone School pedestrian improvements construction package.
- Any work not described above is not included in the scope of work.

## **BUDGET**

We recommend establishing a not-to-exceed budget of **\$20,000** to complete the Engineering scope of work listed above. The work will be completed as requested on a time and materials basis.

If the above proposal meets your approval, please sign this proposal letter, and return a copy to our office. We sincerely appreciate the opportunity to continue to work with Pittsfield Charter Township and look

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Mr. Matthew Best, Director of Municipal Services

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forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

Regards,

**Stantec Consulting Michigan Inc.**



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Project Manager  
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**Stantec Consulting Michigan Inc.**



**Mark D. Pascoe** PE, LEED® AP, ENV SP  
Principal  
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Mark.Pascoe@stantec.com

Attachment:      Concept Plan

**ACKNOWLEDGED AND ACCEPTED:**

**PITTSFIELD CHARTER TOWNSHIP**

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Mandy Grewal  
Township Supervisor

\_\_\_\_\_, 2022

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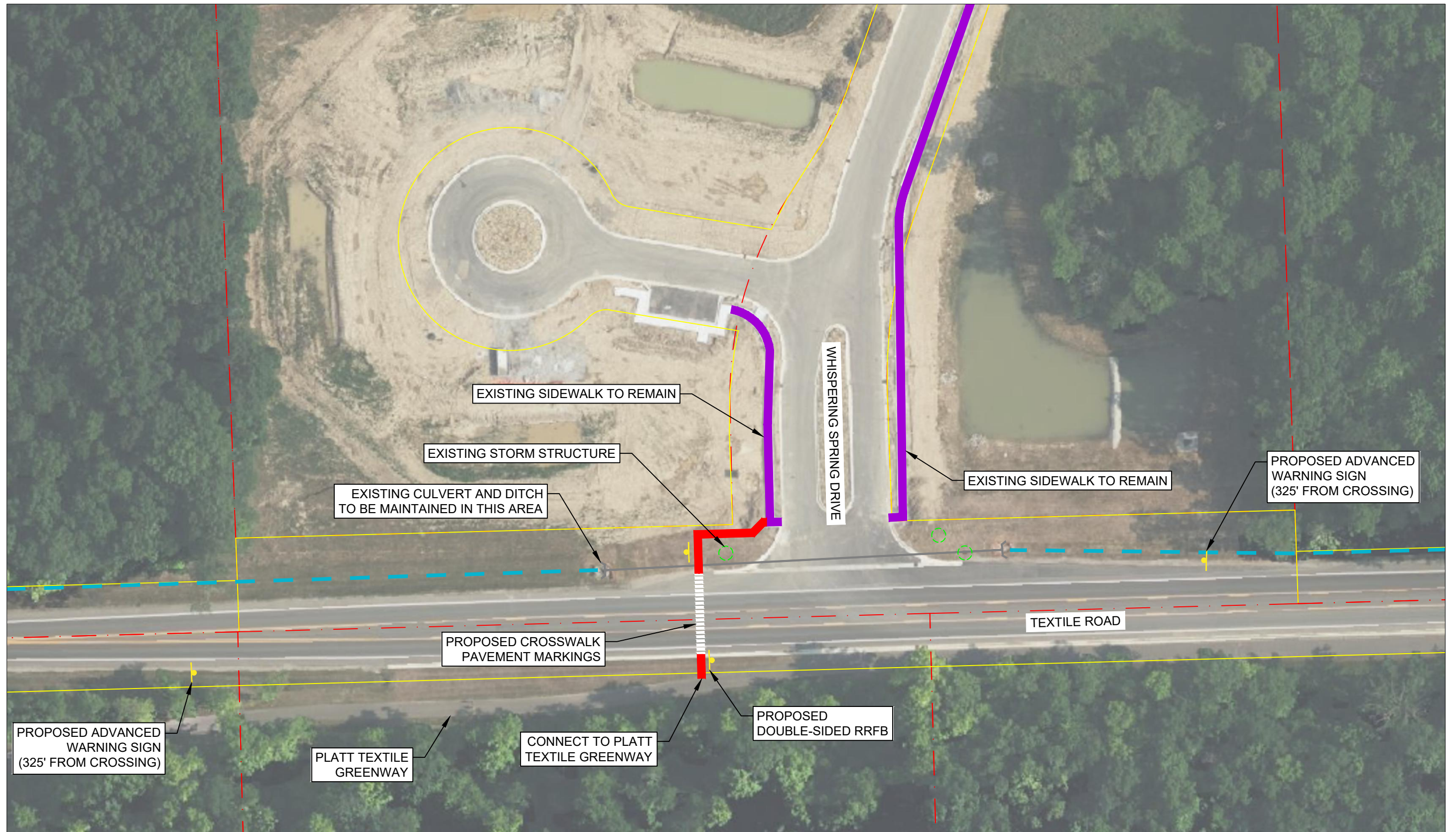
Michelle L. Anzaldi  
Township Clerk

\_\_\_\_\_, 2022

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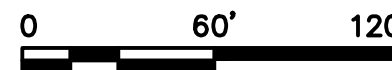
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LEGEND

- |  |                              |  |                        |
|--|------------------------------|--|------------------------|
|  | PROPOSED SIDEWALK            |  | ROW LINE               |
|  | EXISTING SIDEWALK CONNECTION |  | PROPERTY BOUNDARY      |
|  | EXISTING DITCH               |  | EXISTING LIGHT POLE    |
|  | PROPOSED CULVERT             |  | PROPOSED SIGN LOCATION |



Client/Project  
PITTSFIELD CHARTER TOWNSHIP  
  
PEDESTRIAN CROSSING OF  
TEXTILE ROAD  
  
Project No.  
2075001316

Title CONCEPTUAL PLAN	
Revision -	Date 2022.10.19
Reference Sheet -	Figure No. 1