

March 25, 2026

Jacob Maurer | Division Manager
Genesee County Metropolitan Planning Commission
324 S. Saginaw St., Flint, MI 48502

Re: Genesee County – New Recycling and Education Center Campus
Amendment 02

Dear Mr. Maurer,

DLZ Michigan Inc. (DLZ) respectfully submits the following Amendment 03 for review and approval, which outlines additional Professional Services to be provided for the Genesee County, New Recycling and Education Center Project Site.

PROJECT SUMMARY

DLZ Michigan Inc. (DLZ) has been contracted by Genesee County to provide architectural and engineering services for the New Recycling and Education Center Project to be located at the intersection of Robert T Longway Blvd. and Chavez Dr. in Flint, Michigan.

SCOPE OF SERVICES, AMENDMENT 03

The following amendment outlines professional services to be provided for two new facilities to be located on parcels adjacent to the new Recycling and Education Center; refer to Exhibit A – Initial Project Information.

Fleet Services (Motor Pool) Program

- Approximately 15,000sf
- 5 Service Bays
- 1 Wash Bay
- Parts and Tool Storage
- 3 Mechanics
- Reception Counter, Office, Break, Locker area
- Fuel Island
- Paving for 50+ vehicles as available

Genesee County Community Action Resource Department (GCCARD)

- Approximately 30,000sf
- Collect and Distribute Food
- Warehouse Racking
- Commercial Kitchen
- Commercial Freezer, Refrigeration
- Grocery Store
- Drop-off/Pick-up

Project delivery anticipates engaging a Construction Manager at Risk (CMAR) to collaborate with the project team for pre-construction services including budgeting, scheduling, and systems validation.

SCOPE OF SERVICES

The scope of services shall be as outlined in the original agreement, and as follows:

1. Topographic and Boundary Survey Services

DLZ will provide a topographic map for the identified parcel with traditional survey methods, and as follows:

- a. 1-foot contours will be identified.
- b. Man made improvements and individual standalone trees 6-inch and larger will be located. Trees will be identified as coniferous or deciduous.
- c. DLZ will submit a MISS DIG Design Ticket for the project limit area and plot utilities based on information received by the reporting utility companies as well as visually observed evidence.
- d. DLZ will show the Flood Designation; wetland delineation is excluded from this scope.
- e. Only provided easements will be plotted.
- f. Horizontal Datum will be based on Michigan State Plane Coordinate System South Zone 2113, International feet, NAD 83 2011 Adjustment
- g. Vertical Datum will be based on NAVD 1988
- h. DLZ will perform a boundary survey, based on deed provided by OWNER, in the field and plotted on the topographic map.

2. Geotechnical Services

DLZ anticipates engaging a Subconsultant for Geotechnical Soil Borings and Analysis; soil evaluation will include water infiltration testing. Scope to include Ground Penetrating Radar to identify utilities within the site limits that may not be identified by public utilities.

3. Programming

Programming establishes facility space needs including functional adjacencies for anticipated operations. This phase concentrates on information gathering, facility needs and the overall project parameters. DLZ will facilitate two (2) collaborative planning work sessions for each site to include the following:

- a. Tour existing facilities to identify existing space sizes and operations to be used as a reference for proposed improvements.
- b. Conduct programming work-sessions with applicable stakeholders to review existing operations, discuss anticipated needs, and identify project goals.
- c. Develop a digital base model to be used as a platform for developing a program of existing spaces and conducting a “test fit” of proposed use of identified parcels.
- d. Prepare conceptual plan graphics for Phase 1 and Phase 2 grants that identify options to accommodate identified needs.
- e. Programming to include planning as applicable for a Commercial Kitchen, Refrigeration, and Freezer.
- f. Identify utilities associated with proposed improvements.
- g. Provide preliminary, conceptual level budget estimates for proposed improvements.

4. Concept Design

Concept Design establishes a vision for proposed improvements, organization of spaces, materials and construction scope. The intent of this phase is to analyze the quantitative information developed during the Programming Phase and begin to develop a qualitative representation of the desired spaces and character of the project. The following items will be performed:

- a. Develop a concept design that reflects organizational adjacencies and information gathered during the Programming Phase; up to three organizational concepts will be explored.
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- b. Identify massing and the preliminary architectural character of proposed improvements.
- c. Identify utilities associated with proposed improvements.
- d. Provide preliminary, conceptual level budget estimates for proposed improvements.

5. Design Development

The Design Development Phase will build upon initial Programming and Conceptual Design phases to include the following services:

- a. Prepare preliminary civil drawings including a site plan, grading plan, and utility plan.
- b. Prepare preliminary landscape and site development plans.
- c. Prepare preliminary architectural design drawings to include floor plans, building elevations, building sections, wall sections, and interior elevations.
- d. Prepare preliminary interior finish schedule and material/color selections for review and approval.
- e. Prepare preliminary structural, mechanical, plumbing, and electrical plans.
- f. Prepare preliminary Commercial Kitchen, Refrigeration, and Freezer plans.
- g. Perform engineering calculations to validate appropriate equipment selection and system design.
- h. Conduct design review meetings with stakeholders for design approval prior to proceeding with the subsequent phases.
- i. Coordinate with the CM to support their cost estimating efforts; the CM will update the pre-construction cost estimate at this stage.

6. Construction Documents

- a. Prepare Construction Documents to include bid and permit drawings for the following disciplines:
 - 1) Civil Engineering
 - 2) Landscaping and Site Development
 - 3) Architectural Systems
 - 4) Structural Engineering
 - 5) Mechanical/Plumbing Engineering
 - 6) Electrical Engineering
 - 7) Commercial Kitchen, Refrigeration, and Freezer drawings.
- b. Prepare a Project Manual including Division 00-01 General Conditions and Division 02-33 Specifications.
- c. Construction Documents shall be prepared as a single bid package (for each site) as required for a competitive bid process.
- d. Submit Construction Documents to local authorities having jurisdiction (AHJ) for plan review. The plan review fee is anticipated to be included in the Guaranteed Maximum Price (GMP). If DLZ pays the application fee, it will be billed as a direct reimbursable expense.

7. Bidding

- a. DLZ will support the CM's efforts during the bidding and solicitation of sub-contractors.
- b. Attend a pre-bid meeting on-site for prospective bidders to review the scope of work.
- c. Respond to Bidder's Requests for Information (RFI's) in the form of an Addendum.
- d. Review bids received and attend post-bid interviews (virtual) for key subcontractors.

8. Construction Administration

- a. Conduct a pre-construction meeting to outline roles, responsibilities, and lines of communications.
 - b. Review shop drawings and submittals related to design and engineering services.
 - c. Respond to CM's Request for Information (RFI's) during construction.
 - d. Perform site visits to review construction progress and overall conformance with the Contract Documents. Site visits shall be conducted, on average, once every two weeks, for the duration of construction, not anticipated to exceed twelve (12) months of construction.
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- e. Perform basic commissioning services, as required by building code.
- f. Review CM's Payment Applications and make recommendations for payment.
- g. Perform one Substantial Completion walk-through and one Final Completion walk-through.
- h. Review Contractor's Project Closeout documents including review of O&M Manuals, Warranties, and Contractor's "As-Built" Record Drawings.

OPTIONAL/ADDITIONAL SERVICES

The items listed below are NOT included in the proposed fee and may be added, if required:

- 1. Professional Services beyond those defined in the Scope of Services.
- 2. Enhanced Commissioning Services.
- 3. Construction Material Testing and Special Inspections.
- 4. Detailed cost estimating (to be provided by the CM).
- 5. Environmental Site Assessment
- 6. Traffic Studies (any planning scope outside of the Right-of-Way)
- 7. LEED Certification and/or specialized sustainable design features.
- 8. Application to the Zoning Board of Appeals, Planning Commission, Historic Commission, or other AHJ related to variances, special use permits or other special project approvals.
- 9. Technology systems (CCTV, Access Control, A/V) equipment, design and integration is anticipated to be addressed as a separate project.

ADDITIONAL INFORMATION

- 1. Services will be consistent with those customarily performed for similar projects of this nature, as defined by the AIA B101-2017 Standard Form of Agreement Between Owner and Architect.
- 2. Correspondence and documentation shall utilize standard AIA documents and/or DLZ format. Deliverables will be provided electronically in a .pdf file format.

SCHEDULE

Refer to Exhibit B – Preliminary Project Schedule

COMPENSATION


DLZ shall provide services as outlined per Exhibit C – Preliminary Project Budget. Invoices shall be submitted on a monthly basis for services rendered.

STANDARD TERMS AND CONDITIONS

Project Terms and Conditions shall remain as outlined in the original agreement. Should you have any questions or need any additional information, please do not hesitate to contact our office.


Sincerely,
DLZ Michigan, Inc.

AGREED
Genesee County, MI



Manoj Sethi, PE
President

By: _____



Jason C. Vetne, AIA
Principal Architect

Concept Site Plan: Overall

EXHIBIT A



Construction Costs, Base Bid		Unit (Sq. Ft.)	Cost/Unit	GCCARD Food Bank	Fleet Services
New Construction			\$300	Up to 30,000sf	Up to 15,000sf
Site Development				2.5 Acres	2.0 Acres
Construction Cost, Base Bid Subtotal				\$9,000,000	\$4,500,000
			Inflation (Thru 2027)	\$270,000	\$135,000
			Contingency	\$648,900	\$324,450
Preliminary Construction Budget, Base Bid				\$9,918,900	\$4,959,450 ¹
Architectural and Engineering, Basic Services		Unit	Cost/Unit	Subtotal	Subtotal
Design					
Bid Administration					
Construction Administration					
Project Close Out					
Subtotal Professional Services Fee Proposal			7.25%	\$719,120	\$359,560 ²
Reimbursables				As noted	As noted ³
Architectural and Engineering, Additional Services		Unit	Cost/Unit	Subtotal	Subtotal
Geotechnical Services				\$16,000	\$14,000
Survey (Boundary, Topo, GPR) Services					\$15,000
Kitchen Consultant				\$40,000	
Additional Professional Services, Subtotal				\$56,000	\$29,000
Total, Professional Services - Amendment 03				\$775,120	\$388,560
Associated Project Costs, TBD (Not Included)		Unit	Cost/Unit	Subtotal	Subtotal
Signage and Wayfinding	Allowance				
FFE - Offices, Multi-Purpose, Classroom, Breakroom)	Allowance				
Sustainability Systems	Allowance				
Technology Equipment (Computers, WiFi, A/V, CCTV, Security)	Allowance				
Specialty Equipment	Allowance				
A/E Construction Project Representation (beyond Basic Services)	Allowance				
Builder's Risk Insurance	Allowance				
Building Permit, Plan Review Fees	Allowance				
Preliminary Associated Project Cost Budget				TBD	TBD
Preliminary Total Project Budget				TBD	TBD

Notes:

1. Assumed budget based on projects of similar type and complexity; with construction anticipated in 2027
2. Professional Services proposed are those as customarily defined by *AIA B101 - Standard Form of Agreement between Owner and Architect* for anticipated construction costs and project durations as identified. If either the anticipated cost or schedule change, Proposer would respectfully request a proportionate adjustment in fees.
3. Proposed Professional Service Fee includes digital copies of project deliverables. Project-related travel is included in the fee. Hard copies (printed) of presentations and deliverables can be provided as a reimbursable at cost, as-needed.
4. Design Fee includes coordination of standard access control door and gate hardware. Technology and system integration design for A/V, CCTV, and Network systems shall be provided as an additional service.
5. Construction Administration (CA) Basic Services include submittal review, response to RFIs, review of pay applications, and attendance at Owner and Contractor (OAC) Construction Progress meetings, assumed to be every two weeks for up to 12 months of construction. Additional construction project representation can be provided as mutually negotiated upon request.