



Landscape Architecture  
Park & Recreation Planning  
Architecture • Urban Design  
Sports Facility Planning

March 15, 2024

Dan Zwick, Parks Supervisor  
Holland Charter Township  
353 North 120th Avenue Holland, MI 49424

Dear Dan,

MCSA Group, Inc. is pleased to provide Holland Charter Township with our proposal for professional services for the Helder Park Softball Field Lighting Replacement. It is assumed that new fixtures will be able to be installed on the existing poles.

We will be utilizing Musko Lights for this project. Our Electrical Engineer Scott Floyd of Comprehensive Engineering will complete the electrical engineering. He also worked on the Quincy Park Softball Field Lighting Replacement.

Our services will include Photometrics/ Engineering/ Construction Documents: Assistance with Bidding; and Construction Administration. It is understood that the Construction Budget for this project is \$300,000.

Our services will include the following Work Tasks:

- A. Existing Lighting Evaluation
- B. Photometric Plans
- C. Electrical Plans
- D. Light Fixture Details
- E. Construction Contract
  - General Conditions
  - Technical Specifications
  - Warranty Requirements
  - Bid Proposal Form
    - Supply of Lighting Fixture
    - Installation of Lighting Fixtures
  - Township Forms
- Review Meetings with Township will be held at 60% and 90% and as necessary.

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F. Construction Administration and Observation

- Pre-Construction Meeting
- Review Submittals and Shop Drawings
- Progress Meetings
- Construction Observation Field Reports
- Review and Certify Payment Applications
- Prepare Bulletins and Change Orders
- Prepare Punch List and Close Out Documents

The total professional fee will not exceed (\$14,180). Our services will be billed to you monthly, for payment, based upon our actual time expended, at our current hourly rates.

Thank you for this opportunity to continue our long relationship with the Holland Charter Township.

Sincerely,



MCSA Group, Inc  
Tiffany Smith  
President