

July 17, 2024

Kingscott
Attn. Bill Carpenter
801 Broadway Ave. NW
Suite 306
Grand Rapids, MI 49504
bcapenter@kingscott.com
248-202-1390

RE: Condominium exhibit B drawings- &
Boundary, Topo & Utility survey of the COOR CEC property
Letter Agreement for Professional Services

Bill:

We are submitting a letter agreement for professional surveying services to complete the work associated with completing exhibit "B" drawings to accompany the master deed of a Condo as well as completing a Boundary, Topo & Utility survey (BTU) of the COOR CEC site. It is our understanding that both of these sites are located in Roscommon, Roscommon County, Michigan (hereinafter called the "project"). We request that you make available all pertinent existing data and details on the proposed project and to furnish us with full information as to your requirements including any special or extraordinary considerations for the project or special services needed.

Exhibit B drawings and related field work

A.) Research & Setup:

- Research tax description.
- Review provided title work for legal description and any easements that affect the parcel.
- Review and prepare project for field crews.
- Request a MISS Dig design ticket of the proposed condominium area to obtain utility maps for that area.

B.) Boundary Survey:

- Tie into the necessary plat or section corners to compute the overall boundary of the parcel.
- Stake out to the computed locations and verify existing monumentation or set temporary positions.
- Replace the existing monumentation or temporary corner with concrete monuments at the corners of the proposed condominium.
- Raise the corner locations with 4-foot wood stakes.

C.) Building location:

- Locate the exterior corners of the building in the proposed condominium.
- Locate the interior walls of the building within the area of the proposed condominium.
- Locate the necessary utilities as visible by the field crew.

E.) Expected results:

- We expect that all conventional topographic mapping data will achieve vertical accuracies better than 0.05'.

F.) Drafting:

- Review and place utility information servicing the project site on the survey drawing.
- Prepare a CAD drawing showing the topographic survey information, including contours at 1-foot intervals
- We will provide paper and pdf copies of the final CAD file.
- The Cad file will also be available for the design team to utilize.

The fee for our professional surveying services will be a lump sum in the amount of \$11,500.

Additional services related to this project will be furnished by us after you authorize the work. Our fee for those additional services will be determined at the time they are rendered.

We will submit monthly invoices to you for basic and additional services furnished and for any reimbursable expenses. The fee is a lump sum so the invoices will be based on our estimate of the proportion of total services actually completed at the time of billing.

Attached to this letter is a copy of our general conditions to our basic and additional services which are hereby incorporated into and made part of this letter agreement by reference. Any changes to the agreement in this letter must be agreed to in writing by both parties.

If you approve of this proposal, please acknowledge your approval by signing the enclosed copy in the space provided and return it to our office.

We deeply appreciate your confidence in our firm, and we are looking forward to working with you on this project.

Sincerely,



Patrick G. Bentley P.S.
Project Surveyor
SPICER GROUP, INC
302 River Street
Manistee, MI 49660
Phone: (231) 794-5620
Mail to: patrickb@spicergroup.com

Above Estimate Accepted by Owner

OWNER (or assign)

Signed: _____
Authorized Signature

Date: _____