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September 21, 2017

Pickerel and Kimball Lake Improvement Board
c/o Newaygo County Drain Commissioner
306 S. North Street
PO Box 885
White Cloud, MI 49349-0885

Re: Pickerel and Kimball Lakes Professional Services Proposal

Dear Board Members:

Thank you for the opportunity to submit a proposal to assist with the coordination of the aquatic plant control program on Pickerel and Kimball Lakes. Progressive AE has had extensive experience working with lake communities across Michigan on aquatic plant control and long-term nutrient abatement programs.

In response to your Request for Proposals dated June 12, 2017, Progressive AE proposes the following scope of services:

1. Prepare technical specifications and bid documents for the aquatic plant control program and assist the Lake Board with obtaining bids from licensed herbicide applicators.
2. Provide authorization to the contracted herbicide applicator to submit a permit application to the Michigan Department of Environmental Quality (MDEQ).
3. Review contractor's insurance certificate to confirm adequacy of coverage.
4. Prepare a base map for Pickerel and Kimball Lakes that includes, at a minimum, shoreline rectified to current aerial photography, depth contours, and GPS waypoints along the shoreline and within the littoral zone for navigation and landmarking.
5. Conduct early-season, mid-summer and late-summer GPS-guided surveys of Pickerel and Kimball Lakes to identify locations of nuisance aquatic plant growth.
6. Prepare and provide detailed treatment maps to the plant control contractor. Maps shall include polygons denoting treatment areas and target plant species.
7. Conduct follow-up surveys to evaluate treatment effectiveness.
8. Coordinate the timing of treatments with the herbicide applicator.
9. Coordinate surveys and all project activities with a designated representative of the Lake Board.
10. Maintain a written record of the timing, scope, and cost of herbicide treatments.
11. Review contractor invoices and make recommendations to the Lake Board regarding payments.
12. Prepare an annual written summary of plant control activities and meet annually with the Lake Board to report findings.

The total annual cost of the services outlined above would be \$8,500 (eight thousand five hundred dollars). Progressive AE would bill for its services quarterly at a rate of \$2,125 (two thousand one hundred twenty-five dollars).

The Pickerel and Kimball Lake Improvement Board may terminate this contract at its discretion if Progressive AE fails to provide its services in a timely and professional manner.

Sincerely,

Progressive AE

A handwritten signature in black ink, appearing to read "Tony Groves". The signature is fluid and cursive, with a large initial "T" and "G".

Anthony F. Groves, MS
Water Resources Practice Leader

LETTER OF INTENT FOR PROFESSIONAL SERVICES

It is the intent of the Pickerel and Kimball Lake Improvement Board to engage Progressive AE for aquatic plant control management as described in the proposal from Progressive AE dated September 21, 2017.

Progressive AE proposes to provide services as described for a lump sum fee of \$8,500 (eight thousand five hundred dollars) per year billed on a quarterly basis of \$2,125 (two thousand one hundred twenty-five dollars).

The Pickerel and Kimball Lake Improvement Board may terminate this contract at its discretion if Progressive AE fails to provide its services in a timely and professional manner.

Accepted by:

Authorized Agent
Pickerel and Kimball Lake Improvement Board

Date: _____