

RFP-RH-15-005							
Professional Engineering Services NOCWA							
NAME	OHM Advisors	Anderson, Eckstein and Westrick, Inc.	ROWE Professional Services Company	Johnson & Anderson			
ADDRESS	Livonia, MI 48150	Shelby Township, MI 48315	Flint, MI 48502	Waterford, MI 48328			
Years in Business	53	47	53	68			
Years providing technical engineering and contract administration services for municipal projects.	Since 1962/53 years	Founded in 1968/47 years	Founded 1962/53 years	Founded 1946/68 years			
Clients currently serve type of services described. Explain services provided.	Currently, technical advisors to Livingston Community Water Authority, Ypsilanti Community Utilities Authority and DWSD. Assist with services requested by Rochester Hills on behalf of NOCWA in this RFP. Providing program mgmt support to recently established Great Lakes Water Authority and technical advisor to NOCWA providing technical support needed. Represent more than 80 communities/agencies with services similar. Capacity to provide services requested, including cost analysis, water system master planning, modeling, contract negotiations, water system design, contract administration, construction observation, grant funding and regulatory assistance.	Serving role of Municipal Engineering Consultant over 25 municipal clients /50 governmental clients. Experience taking projects from preliminary planning phase, through design, construction, and contract administration services. Experience to assist NOCWA in planning/developing reliable water storage and distribution systems. Designed numerous water main transmission projects, performed water reliability studies, rate studies and user charge analysis, assisted with water meter replacement programs, provided temp. personnel with S-1 license during transition periods. Assisted clients pursuing and administering grant funding and drinking water revolving fund loans. Conducted instruction for Water Distribution System Operator's course more than 20 years, which focus S1 and S2 certifications.	Approximately 100 clients.	Currently provides municipal surveying and engineering services regularly to 15 entities. Services include full range of civil/municipal engineering services including: complete surveying services, sanitary and storm sewer and water system design and analysis, hydraulics, hydraulic modeling, water resources management and hydrogeologic reports, environmental services including municipal water and waster water treatment, solid waste management and engineering related to site development. Developed staff highly respected consturction engineering personnel.			
Client References	City Auburn Hills Orion Township City Farmington Hills Great Lakes Water Authority Livingston Community Water Authority Ypsilanti Community Utilities Authority City Southfield City Ann Arbor OCWRC	SOCWA City of Warren City Grosse Point Woods City Roseville City Clawson Village Bingham Farms City Eastpointe St. Clair Shores OCWRC	Genesee County Drain Commissioner OCWRC City Port Huron City Saginaw City Imlay City City Lapeer City Flint Grand Blanc Charter Township	West Bloomfield Township Waterford Township City Pontiac Charter Township Port Huron White Lake Township City Rochester			
Full Time Employees	207	63	117	26			
Part Time Employees	79	25	11	6			
Total Engineers	101	26	47	14			
P.E. Licensed	48	19	32	14			
Traffic Engineers	4	2	2	1			
Civil Engineers	45	26	47	13			
Total Surveyors	18	11	33	4			
P.S. Licensed	4	3	12	1			
Staff Profiles	Provided	Provided	Provided.	Provided			

Description of Deliverables:							
Technical Design	Deliverables associated with Technical Design will vary. Anticipate most upcoming deliverables to be planning related. Expect to provide technical memoranda associated with various water analyses, including but not limited to: Revenue Requirement cacluation and allocation, annual true-up analysis, emergency connections maps and hydraulic analysis and demand analysis. Expect to participate monthly in NOCWA board meetings providing guidance on technical items as needed.	Preliminary Eng: Report containing all data, assumptions, sketches, cost estimates, GIS mapping, technical information necessary to complete scope services requested. Deliver preliminary plans at appropriate scale, with existing utility informatino, soils data, enviornmental concerns, alignment, layout, critical conflicts, easement ROW requirements, survey control and preliminary quantities. Final Design: Deliver all detailed construction plans, copies necessary permits and approvals, specifications, cost estimates all bid/contract documents. As needed, easement/ROW descriptions and drawings.		Dependent upon scope of assigned task. In general expect to do: Planning or Analysis where assignments require address particular deficiency, evaluate options, plan future upgrades, propose to provide NOCWA technical memo. Will be prepared to provide concise summary work, including describing scope of assignment, identifying any assumptions used, summarizing existing conditions and facts, summarizing alternatives. Design of system upgrades: copies of plans specifications provided in formats desired by NOCWA, written basis of design prepared to document criteria which design is based. Document include summary of conditions.			Expected deliverables for engineering design are project drawings and specifications ready for bidding. Means drawings been prepared to applicable standards, received inhouse QA/QC review for bidability and constructability and reviewed druing design process with NOWA. Will submit opinion of probably cost based on plans as prepared. Documents submitted in hard copy, pdf, cd or website. Will prepare permit app as required. For construction entire paper trail for construction process. Project record drawings, as-built plans, change orders, inspectors daily reports, copies of compliants, copies material testing. GIS can provide information form.
Describe methods of communications w/ clients	Understand need for strong communication. Will assign point person to NOCWA. Most communication take place in person, over phone, email and scheduled meetings. If desired, can provide written monthly summarization of work completed or progress. Staff trained on how to facilitate meetings and set desired outcomes for meetings as agreed to by participants prior to meeting start. Believe in having agendas and do not leave meetings without summary and action plan communicated to meeting participants. Follow up with meeting summary unless someone else does this task. Strategy to communicate in excess.	Understand communication crucial to success. Assign client manager and assistant client manager as primary and secondary points contract. Can be reached by email, telephone, cell phone, or in person. Will establish regular schedule for project updates and progress meetings to discuss upcoming work, review ongoing work, visit ongoing construction projects, or other engineering needs.		Provide single point of contact, typically project manager. Project Managers respnsibility to disburse information provided by client to appropriate ROWE staff. Responsibility to get clarification and direction from client as necessary to complete assignemnts. Project manager also provides regular updates regarding progress on projects. Regular meetings scheduled, provide good forum for project manager to provide updates, discuss options, seek direction. Project managers available by cell outside of normal business hours for critical items. Provide monthly status report.			Maintains direct line communication through use of conventional telephones, cell phones and email. As much as possible, communicate in person. Develops professional lasting relationship avoids error in communication.
Management of sub consultants	Maintain relationships with highly respected subconsultants in state. Believe in selecting right partern for project task. Hired with documented scope work, including fee and schedule for work. Can provide copies of agreements. Project manager directly responsible for work completed by any subconsultants and will verify accurate complete delivery of work scope. Costs be through OHM with nominal price mark-up.	Client manager responsible for managing each project. If subconsultants being used will be managed through client manager. If NOCWA hires other consultants AEW will coordinate work directly with City's consultants and follow up for reports or deliverables necessary to proceed with our work. Same applies if AEW hires subconsultant. CLient manager responsible for coordinating work internally.		Do not anticipate needed. If find necessary they will be selected and managed by project manager. Have established relationships with many consultants for variety of services. Project manager coordinates work of any subconsultant on team. Project Manager will remain primary point of contact between team and City. Included in project startup and progress meetings with other members to ensure understanding of work and how it affects others. Periodic team meetings allow project manager to monitor progress of all team members, including subconsultants. Utilize collaborative websites such as SharePoint to share documents and project information to all memebers.			Interpretation relates to hanling of firms with specialized expertise that J&A may not have. Example geotechnical, material testing, wetland determinations, traffic modeling and signalization. In this regard tend to use subconsultants have relationship with over time and numerous projects. Projects generally managed by Principal of J&A with relationship with Principal of sub-consultant. Most cases engineering agreement between two parties outlining scope of services and nature of agreement. Arrangment based on trust and communication.

Work Plan for 10 days turn around for site plans	Upon receipt of site plan submittal, will be assigned to appropriate project engineer to perform review and facilitate process. Rhett Gronevelt expected to be directly involved. Site plans logged and list maintained for respective community, including contract information for project, date plans received and due back. Review process commence immediately upon receipt of plsn, formal reviews initiated shortly thereafter. Plans distributed internally to other professional disciplines, for concurrent review if necessary. Site visit to project site typically performed, depending upon complexity. Project Engineer consult with community any questions. Anticipated water demand will be documented ensure maximum day and peak hour contract rates not adversely affect. Applicable comments compiled and detailed review letter sent. Have adequate resources for 10-day turn around.	AEW has versatile workforce of approximately 90 professional, technical, and support staff available to each client mgmt team. Team will use these resources on as-needed basis, depending on project scope. Have company-wide monthly project scheduling meetins so can pool company resources and meet deadlines and needs of all cleints. Staff are authorized to work overtime in event necessary to meet project deadlines, but clients are charged straight time for all time spent on their projects.	Will develop checklist of items that will normally review for site plan. Will develop specific checklist with client to meet needs. Project manager will assign site plan to staff engineers based on availability. Day 1: Receive site plan, Day 2-4: Project engineer visits site, completes review, checklist, prepares draft letter, Day 4-6: Project manager reviews check list and draft review letter coordinates with City staff, Day 7-8: Review additionally, if necessary and finalize review letter, Day 9: Return checklist and review letter to City via email and send originals based on parameters established.	Day 1: Will log project upon notification and pick up materials with 24 hours, Day 2-6: Begin review. If primary reviewer backlogged review be assigned to supporting reviewer, Day 7: Review plan and preliminary review comments developed. Consultation with Principal regarding particulars of review, Day 8: Plan review comments finalized and review package prepared for transmittal, Day 9: Delivery of review package to City.				
Contract	Yes.	Yes.	Yes.	Yes.				
Billing procedures	Invoice on monthly basis.	Invoice every 4 weeks.	Invoice Monthly.	Invoices Monthly				
Litigation	Provided.	Provided.	Provided.	No.				
COST PROPOSAL:	Classification	Hourly Rate	Classification	Hourly Rate	Classification	Hourly Rate	Classification	Hourly Rate
Principal Engineer/Surveyor	Principal	\$ 180.00	Principal Eng/Surveyor/Architect	\$ 147.00	Principal	\$ 138.00	Engineer VI/Surveyor VI	120
Senior Associate	Senior Associate	\$ 170.00	Senior Project Engineer/Surveyor/Architect	\$ 134.00	Senior Project Manager	\$ 128.00	Engineer V/Surveyor V	110
Associate	Associate	\$ 160.00	Licensed Engineer/Surveyor/Architect	\$ 121.00	Project Manager	\$ 124.00	Engineer IV/Surveyor IV	95
Senior Project Manager	Graduate Engineer I	\$ 100.00	Graduate Engineer/Surveyor/Architect	\$ 99.00	Senior Project Engineer	\$ 112.00	Engineer III/Surveyor III	85
Project Mgr/Survey Manager	Graduate Engineer II	\$ 108.00	Team Leader	\$ 99.00	Project Engineer	\$ 107.00	Engineer II/Surveyor II	75
Senior Project Engineer/Surveyor	Graduate Engineer III	\$ 115.00	Engineering Aide III	\$ 83.00	Assistant Project	\$ 95.00	Engineer I/Surveyor I	70
Licensed Engineer/Surveyor	Prof. Eng I/Architect I	\$ 112.00	Engineering Aide II	\$ 75.00	Graduate Engineer	\$ 90.00	CAD Operator IV/Drafter IV	82
Graduate Engineer	Prof. Eng II/Architect II	\$ 125.00	Engineering Aide I	\$ 67.00	Designer	\$ 100.00	CAD Operator III/Drafter III	78
Graduate Engineer II	Prof. Eng III/Architect III	\$ 135.00	Engineering Aide Trainee	\$ 48.00	Eng Technician II	\$ 79.00	CAD Operator II/Drafter	62
Graduate Engineer III	Prof. Eng IV/Architect IV	\$ 155.00	Secretarial (special projects)	\$ 40.00	Eng Technician I	\$ 75.00	CAD Operator I/Drafter I	57
Professional EngineerI/ArchitectI	Technician I	\$ 66.00	Survey Crew (3 person)	\$ 200.00	Senior Eng. Technician	\$ 92.00	Const. Insp V/Tech V	90
Professional EngineerII/ArchitectII	Technician II	\$ 87.00	Survey Crew (2 person)	\$ 167.00	Construction Observer	\$ 87.00	Const. Insp IV/Tech IV	80
Professional EngineerIII/ArchitectIII	Technician III	\$ 100.00	Survey Crew (1 person)	\$ 130.00	Senior Survey Project	\$ 125.00	Const. Insp III/Tech III	70
Professional EngineerIV/ArchitectIV	Technician IV	\$ 110.00	Confined Space Entry (3 person)	\$ 192.00	Project Surveyor	\$ 105.00	Const. Insp II/Tech II	65
Project Engineer/Surveyor	Engineering/Eng. Aide	\$ 52.00	Confined Space Entry (each additional person)	\$ 65.00	Asst. Project Surveyor	\$ 89.00	Const. Insp I/Tech I	60
Staff Engineer/Surveyor	Surveyor Aide	\$ 52.00	Meeting Attendance	\$ 120.00	Graduate Sureveyor	\$ 82.00	Survey Crew (3 person)	180
Senior Engineer Technician	Surveyor I	\$ 70.00			Survey Crew Chief	\$ 85.00	Survey Crew (2 person)	150
Engineer Technician	Surveyor II	\$ 90.00			Survey Office Tech II	\$ 85.00	Survey Crew (1 person)	110
Survey Technician	Surveyor III	\$ 97.00			Survey Office Tech I	\$ 75.00	Clerical	50

	Classification	Hourly Rate	Classification	Hourly Rate	Classification	Hourly Rate	Classification	Hourly Rate
Engineer Aide	Graduate Surveyor	\$ 100.00			Survey Field Tech II	\$ 65.00	Mileage	.575/mile
Surveyor Aide	Prof. Surveyor I	\$ 110.00			Survey Field Tech I	\$ 60.00	Copy Costs	.20/copy
Designer-Drafts Person	Prof. Surveyor II	\$ 125.00			Meeting Attendance	\$ 300.00		
Administrative Overhead	OHM bears overhead costs. No additional overhead to be		No additional administrative overhead is charged.		No additional charges.		No additional.	
Yearly Adjustments in hourly rates:								
Year 2016	3%		CPI not to exceed 2.5% per year		Max 3%		2.50%	
Year 2017	3%		CPI not to exceed 2.5% per year		Max 3%		2.50%	
Year 2018	4%		CPI not to exceed 2.5% per year		Max 3%		2.50%	
Year 2019	To be negotiated		CPI not to exceed 2.5% per year		Max 3%		2.50%	
Year 2020	To be negotiated		CPI not to exceed 2.5% per year		Max 3%		2.50%	
Exceptions/Alternates	None		Indemnification language		None.		Insurance exception/Indemnification	