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OTHER OFFICE LOCATIONS

Delhi Township
Detroit
Grand Rapids
Howell
Jackson
Kalamazoo
Lansing

April 11, 2018

City of Rochester Hills
1000 Rochester Hills Dr.
City of Rochester Hills, 48309-3033

Attn: Mr. Paul Davis, P.E.
City Engineer

Re: Auburn Road Corridor
Proposal for Right of Way Acquisition Services

HRC Job No. 20180131

Dear Mr. Davis:

As requested, we are pleased to offer our services to perform the acquisition of all required Rights-of-Way (ROW), Pathway Easements, Temporary Easements, Driveway Grading License and Consent to Reconstruct Sidewalk for the subject project. It is noted that Hubbell, Roth & Clark, Inc. (HRC) would provide our services in accordance with the terms and conditions of our existing Professional Engineering Services Agreement. The following identifies our proposed scope of services, estimated fees and project schedule:

SCOPE OF SERVICES

Based on the preliminary design HRC will provide negotiations needed for the acquisition of Rights of Way, Pathway Easements, Temporary Easements, Driveway Grading License and Consent to Reconstruct Sidewalk for forty seven (47) parcels. The procedures for acquiring the necessary ROW/easements will comply with Michigan Department of Transportation rules and regulations in addition to the requirements of Michigan Condemnation law.

The tasks HRC will perform during Acquisition and Execution of ROW/Easements are as follows:

- ≡ Coordination of acquisition activities with City staff.
- ≡ Recommending Right of Way documents and revisions.
- ≡ Defining appraisal problem and documenting contract.
- ≡ Ordering Appraisals as needed.
- ≡ Ordering Appraisal reviews per MDOT guidelines.
- ≡ Contacting the property owner first by mail or by telephone to make an appointment for meeting them.
- ≡ Meet with property owner for preliminary interview to identify on design plans the proposed work and the effect on their property, and discuss their concerns.
- ≡ Discussing mitigation measures with design team if needed.
- ≡ Negotiation of Acquisition.
- ≡ Ordering Landscape Appraisals when applicable.
- ≡ Maintain a file for each parcel which includes all Title Work, Instrument of Conveyance, Appraisals as required, Record of Negotiations, and conversations, per MDOT regulations.

- ≡ Attend public meetings, informational meetings, open houses, etc. and provide display materials as required.
- ≡ Submit copies of all records to the City in both digital and hard copy format.
- ≡ Keep the City informed of all negotiations and progress and shall copy the City on relevant correspondence.
- ≡ If any negotiations proceed in such a manner that it appears design changes are warranted, HRC shall notify the City to minimize acquisition expense.
- ≡ Submit invoices to the City for payment of Right of Way compensation including W-9 form from owner and informal closing with owner as applicable.
- ≡ Record signed documents.
- ≡ Arrange for property owner payment through City procedure.

HRC will also provide limited assistance to City Legal Counsel should Condemnation proceedings be necessary. This assistance would involve suggested revisions to documentation and design suggestions wherever possible to minimize acquisition expense, providing additional copies of information previously provided in this scope of services, and providing limited support to City attorneys. All other services associated with Condemnation including matters such as legal proceedings, MDOT Right of Way audit are not included. Real Estate Appraisers will be available at a fixed hourly rate to assist the City and its Counsel in condemnation matters such as trial and pretrial assistance.

As requested, for the purposes of this Proposal HRC has included a number of subcontracted services. These include engineering and title work by OHM Advisors; appraisal services by Kurschat & Co.; and traffic count services by Traffic Data Collection. Copies of the proposed services to HRC for each of these subcontracts are available upon request.

The enclosed Table 1 shows the estimated hours and fees for each Task by various project personnel. As shown, the total cost that would not be exceeded without prior authorization is \$166,517 and includes \$29,286 of direct reimbursable services by subcontracts. It is noted that the effort to obtain these acquisitions is difficult to predict, as property owners are unpredictable, and therefore additional Appraisals and reviews may be required.

The HRC team will work expeditiously and coordinate with the City to secure the needed Right of Way to meet the current goal of a February 2019 letting. This is based on HRC receiving a notice to proceed by May 1, 2018. Based on this start date it is anticipated that HRC would conduct negotiations through November 2018.

Specific items not included in this proposal are:

1. Extensive design changes to offset acquisition costs.
2. Obtaining Mortgage releases or subordination of liens from banks or lending institutions.
3. Obtaining Zoning Variances from the City.
4. Actual recording fee charged by the Oakland County Register of Deeds. These vary according to the value of the Easement.

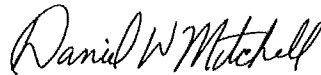
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5. Condemnation assistance after the files are turned over to the City.
6. Appraisals and title commitments that may be need for condemnation filing.

We hope this Proposal meets with your approval. If desired, we are available to meet and discuss any aspect of this proposal with the City. If you have any questions or comments, please do not hesitate to contact our office.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Daniel W. Mitchell, P.E.
President

Jl/ji
Enclosure; budget

Pc: HRC; N. Faught, C. Hart, J. Jones, File

Recommended by:
CITY OF ROCHESTER HILLS

Allan E. Schneck, P.E., DPS Director

Date: _____

Approved by:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____

ROCHESTER HILLS - AUBURN ROAD (Culbertson - Dequindre)
 ROW ACQUISITION AND RELATED SERVICES

TABLE NO. 1
 ESTIMATED HOURS AND FEES

April 10, 2018

HRC Job No. 20180131.86

TASK DESCRIPTION	Classification/Rate/Hours				TOTAL HOURS	ESTIMATED UNIT PRICE	NUMBER OF PARCELS	ESTIMATED FEES
	Project Manager/ Associate \$	Senior ROW Agent \$	ROW Agent \$	Admin. Staff \$				
<i>Hourly Services per Parcel</i>								
Preliminary Interview		1.0			1.0	\$ 135.00	47	\$ 6,345
Real Estate Services Assignment	-	1.0			1.0	\$ 135.00	47	\$ 6,345
Acquisition	0.5	10.0	4.0		14.5	\$ 1,785.00	47	\$ 83,895
Property Drawings & Descriptions (by others)					0.0	\$ -	47	\$ -
Informal Closing		1.0			1.0	\$ 135.00	47	\$ 6,345
Condemnation Support (negotiated if necessary)					0.0	\$ -	47	\$ -
File Recording		0.5			0.5	\$ 67.50	47	\$ 3,173
Meetings	0.5	0.5		0.5	1.5	\$ 180.00	47	\$ 8,460
Invoicing owner payment and bi-weekly report		0.5		0.5	1.0	\$ 105.00	47	\$ 4,935
Simple Valuations for Parcels Not Appraised (by others)					0.0	\$ -	47	\$ -
MDOT File Maintenance	-	0.5		0.5	1.0	\$ 105.00	47	\$ 4,935
Coordination With City	0.5	1.0			1.5	\$ 210.00	47	\$ 9,870
SUB-TOTALS	1.5	16.0	4.0	1.5	23.0		47	\$ 134,303
Price per Parcel								\$ 2,858
HRC SUBTOTAL								
\$ 134,303								
<i>Lump Sum Subcontract Services</i>								
Initial Appraisal - new comparables (Kurschat)						\$ 3,500	1	\$ 3,500
Review Appraisal (TBD)						\$ 1,000	1	\$ 1,000
Before and After Appraisal - Damages (Kurschat)						\$ 5,500	1	\$ 5,500
Title Commitments (OHM)						\$ 325	18	\$ 5,850
Additional Design Services (OHM)						\$ 6,686	1	\$ 6,686
Traffic Counts (TDC)						\$ 6,750	1	\$ 6,750
SUBCONTRACT TOTAL								
\$ 29,286								
HRC MARK-UP (10%)								
\$ 2,929								
PROJECT TOTAL							\$	166,517