



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

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March 10, 2008

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309

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

Re: East Ferry Drain and John R Road Improvements
Construction Engineering Services

HRC Job No. 20050147.86

Dear Mr. Davis:

Thank you for considering Hubbell, Roth and Clark, Inc. (HRC) to provide construction engineering services for the subject project. Our scope of work services is based on the design contract documents, the preliminary estimated \$4.4 million construction cost and our previous conversations. The following details our proposed engineering services:

1. **Bidding Process** – HRC will provide engineering services throughout the bidding process. Services will include attendance at the mandatory pre-bid meeting, clarifications of contract requirements, preparation of any addendums, reproduction of contract documents, bid analysis and recommendation of award.
2. **Field Layout** – HRC will provide construction surveying layout services for the various phases of the project including the Michelson Pump Station, the E. Ferry Drain, the VanMaele Drain, John R. Road and Spencer Park. Services will include staking and re-staking to establish such lines, points, grades and benchmarks as necessary to locate and control construction in accordance with the Plans.
3. **Contract Administration** – HRC will provide the City technical assistance and clarification of the design documents during construction. Under this task we have included time to attend a weekly progress meeting and complete review of shop drawings. HRC will also review certificates of inspections and tests completed in accordance with the Contract Documents to evaluate their content for compliance with the Contract Documents. As part of the Contract Close-out process, HRC will evaluate the construction for completeness including various permit conditions. Reproduction of up to twenty (20) sets of Plans is included.
4. **Observation** – HRC will provide up to 2,200 hours of Senior Observer staff time and an additional 1,700 hours of Observer staff time. These HRC personnel will provide oversight and documentation of the construction process including daily logs, quantities, test results and communication with City staff to maintain project status awareness. HRC observation staff will also distribute “Construction Flyers” and take photo documentation as warranted to keep the public informed and document various site conditions.

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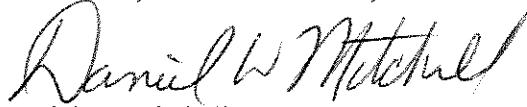
5. **Record Drawings** – HRC will complete Record Drawings (As-Builts) including supplemental survey work as necessary and provide a digital and reproducible copy to the City.

Listed on Table I are the estimated hours and associated fees to complete these tasks. As shown, the total engineering cost is \$547,608.00, which equates to 12.45% of the estimated construction cost and does not include material testing and construction management services. It is proposed that these engineering services be authorized through an amendment to the existing John R Road and East Ferry Drain Improvement Project. This cost is to be invoiced on a time basis with a multiplier of 2.9 times direct payroll and will not be exceeded without prior authorization. It is our understanding that the City will manage the project including processing payment requests, progress schedules and other submittals as required in the Contract Documents. Material testing services will be completed by the City's geotechnical consultant.

Should you have any questions regarding this proposal, please contact me.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in cursive script that reads "Daniel W. Mitchell".

Daniel W. Mitchell, P.E.
Associate

DWM/dwm
Attachment
pc: HRC; W. Alix, File

CITY OF ROCHESTER HILLS
JOHN R ROAD WIDENING & E. FERRY DRAIN IMPROVEMENTS

TABLE 1
ESTIMATED HOURS AND FEES

March 5, 2008 HRC Job No. 20050147

Task Description	Rate Classification & Estimated Hours										Clerical & Repr.	Total Hours	
	Associate/ Project Manager	Sr. Engineer	Engineer	Sr. Tech.	Technician	Survey Crew	Survey Office	Sr. Observer	Observer				
BIDDING PROCESS													
1 Contract Clarifications	40	60		4	4								108
2 Pre-Bid Meeting	20	30		20	20								94
3 Reproduction					4								4
4 Bid Analysis & Recommendation of Award	10	20											34
SUBTOTALS	70	110	-	24	28	-	-	-	-	-	-	8	240
FIELD LAYOUT													
1 Mitchellson PS Layout	1	2				20							23
2 E. Ferry & VanMaele Drain Layout	1	2				140							143
3 John R. Road Layout	1	2				140							143
4 Spencer Park Layout	1	2				40							41
5 Re-staking	1	2				100							103
6 Office Coordination	5	8		40		20							121
SUBTOTALS	10	16	-	40	-	460	40	-	-	-	40	8	574
CONTRACT ADMINISTRATION													
1 Design Clarification & Technical Assistance	100	100		40	40								260
2 Progress Meetings	120	40	40	40	40			40					400
3 Shop Drawings	20	120	40										200
4 Review Construction Documentation (as necessary)	40	120											170
5 Permit Compliance & Contract Close-out	40	40											100
6 P&S Reproduction	4												44
SUBTOTALS	324	420	80	80	40	-	-	40	40	-	2,000	1,500	1,174
OBSERVATION													
1 Field Engineering/Coordination	40	40											80
2 Observation											2,000	1,500	3,500
3 Public Coordination	40										200	200	440
SUBTOTALS	80	40	-	-	-	-	-	2,200	1,700	-	-	-	4,020
RECORD DRAWINGS													
1 Survey (as necessary)						40							50
2 Plans	10	40			120								170
3 Reproduction													20
SUBTOTALS	10	40	-	-	120	40	-	-	-	10	-	-	240
PROJECT TOTALS	494	626	80	144	188	500	50	2,240	1,740	-	-	-	6,248

ESTIMATED FEE SUMMARY

PERSONNEL	HOURS	RATE	TOTAL
Associate/ Project Manager	494	\$ 46.00	\$ 22,724.00
Sr. Engineer	626	\$ 39.00	\$ 24,414.00
Engineer	80	\$ 31.00	\$ 2,480.00
Sr. Tech	144	\$ 29.00	\$ 4,176.00
Technician	188	\$ 23.00	\$ 4,324.00
Survey Crew	500	\$ 63.00	\$ 31,500.00
Survey Office	50	\$ 29.00	\$ 1,450.00
Sr. Observer	2,240	\$ 28.00	\$ 62,720.00
Observer	1,740	\$ 18.00	\$ 31,320.00
Clerical & Repr.	186	\$ 20.00	\$ 3,720.00
TOTAL DIRECT PAYROLL			\$ 188,828.00
TOTAL INDIRECT PAYROLL (1.9)			\$ 358,760.00
TOTAL ESTIMATED COST			\$ 547,608.00