



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

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March 6, 2013

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

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

Re: Grant Pump Station Replacement Project
Proposal for Construction Engineering Services

HRC Job No. 20100450.86

Dear Mr. Davis:

We are pleased to offer our construction engineering services to the City of Rochester Hills for the Grant Street Pump Station Replacement Project. It is noted that Hubbell, Roth & Clark, Inc. (HRC) is pre-approved to provide the City these services in accordance with our Professional Engineering Services Contract. Our understanding of the project is based the construction plans and specifications prepared by HRC and our recent discussions throughout the bidding process with you and other City staff.

Our proposed construction engineering services consist of the following five (5) primary tasks:

1. Construction Administration – includes services through the bidding process such as the preparation of addendums, answering questions by bidders, evaluation of bids, attendance at a pre-bid and pre-award meeting and recommendation for award of contract. Also includes services throughout construction such as attending the preconstruction meeting, regular status meetings and site visits by a project engineer to oversee and supervise the observation staff. The engineer will be responsible for ordering appropriate materials testing (by others), reviewing progress payments, preparing meeting minutes and resolving any interpretations or problems which may arise with the plans and specifications. The engineer will also prepare monthly construction pay estimates in a timely manner to meet project deadlines for estimate approval, review contractor's construction progress for compliance with the approved project schedule, and prepare change orders, if required. The project engineer will be responsible to resolve all complaints and contractor's claims for extra compensation. A digital copy of all documentation developed under this task will be provided to the City.
2. Field Layout – will consist of bringing control to the site and staking for line and elevation of specific contract items such as the new pump station and valve vault chamber. A final survey to document location of as-built structures is included.
3. Shop Drawings – review shop drawings for materials supplied for conformance with the design concept and compliance with the contract documents. Copies of all final approved shop drawings will be provided to the City.

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Engineering. Environment. Excellence.

4. Observation – complete daily field reports documenting pay item quantities and general progress for the day. Documentation verifying compliance with the project specifications and plans will also be provided. Where necessary, line and elevation will be checked. HRC observation staff will provide daily phone calls to the project manager and regular communication with City staff as necessary to continually keep all project staff aware of the construction status. A digital copy of all daily inspection sheets and construction photos will be delivered to the City.
5. Record Drawings – complete record plans utilizing observation staff documentation. This will consist of final and approved drawings showing any significant field changes to underground utilities and/or structures, including final measured quantities. A digital copy (.pdf format) and up to two (2) hard copies of the plans will be delivered to the City.

We are proposing Mr. James Surhigh, P.E. as the Project Manager. He acted in this capacity on the design of the project and served in similar roles on numerous design engineering and construction engineering projects for the City of Rochester Hills. We can provide his resume upon request, but believe you and the other City staff are very familiar with his qualifications and capabilities. Our proposed Observer is Patrick S. Stephens. Mr. Stephens' is a Senior Observer with more than 20 years' experience in the construction industry that includes Waste Water Treatment/Pumping facilities. His resume is attached for your review.

An estimate of the hours and associated fees for each task are broken down in the attached Table 1. As shown, the total not-to-exceed cost proposed is \$130,860.00 and the work would be completed under the terms and conditions of our Agreement for Professional Engineering Services. At this time we feel this is an adequate budget for this project and we can monitor the contractor's operations appropriately to protect the City's interests. However, as you are aware, the level of engineering services required to properly manage a construction project is often influence by the contractor's operations.

It is noted that the contract documents identify a construction schedule of 240 calendar days following Notice of Award to Substantial Completion. However, for the purposes of this proposal we have identified 1,160 hours for Observation (29 weeks at 40 hours/week). As discussed, we plan to provide full-time observation for a majority of the construction, but will only provide part-time observation for a number of operations such as mobilization, dewatering, and final restoration. We feel this is the most cost effective means to meet the needs of the City for this project and have proposed a budget that is slightly under 13.5% of the \$974,950.00 construction cost proposed by the low bidder.

If you have any questions regarding this proposal, please contact the undersigned. Should you concur with this proposal, please sign below to serve as our authorization to proceed. Once again, we thank you for this opportunity and look forward to our continued services to the City of Rochester Hills.



Very truly yours,

HUBBELL, ROTH & CLARK, INC.

A handwritten signature in blue ink that reads "Daniel W. Mitchell".

Daniel W. Mitchell, P.E.
Vice President

pc: Rochester Hills; A. Schneck, T. Balint
HRC; J. Surhigh, File

Recommended by:
CITY OF ROCHESTER HILLS

Allan E. Schneck, P.E., Director of Public Services

Date: _____

Approved by:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____