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November 20, 2017

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

Attn: Ken Elwert, CPRE
 Director of Parks and Forestry

Re: Innovation Hills – Advance Tree Removal HRC Job No. 20170822.28
 Proposal for Engineering Services

Hubbell, Roth & Clark, Inc. (HRC) is pleased to offer engineering services to the City of Rochester Hills for the subject project. We propose that all items of work be completed under the terms and conditions of our existing Agreement for Professional Engineering Services.

The proposed Innovation Hills Park incorporates parking, amenities and various trail opportunities. The development of this park will require select tree cutting. HRC will utilize previous tree tagging efforts to develop engineering plans and specifications needed to obtain tree removal bids. A breakdown of our proposed services and budgeted hours are summarized below and in the following table:

- Plans and Specifications** – under this task HRC will take the tree tagging information previously collected to complete engineering plans and technical specifications for the bidding. **Estimated Hours = 40**
- Project Coordination** – under this task HRC will assist the City with contractor questions and answers for the tree removal bid process. HRC is also assisting the City with the Avon Creek Phase IV stream restoration grant project and will coordinate the re-use of needed cut trees from Innovation Hills for that project to potentially eliminate the purchasing of cut trees. Meetings and monthly progress reports are included, as needed. **Estimated Hours = 12**

Task Description	Rate Classification & Estimated Hours	
	Engineer Hours	Estimated Fees
	\$ 120	
<i>Advance Tree Removal</i>		
1 Plans and Specifications	40	\$ 4,800
2 Coordination	12	\$ 1,440
TOTALS	52	\$ 6,240

We are proposing Ms. Lynne Seymour, P.E. as the Project Manager. Ms. Seymour will be supported by various HRC staff including Designers and Engineers. Utilizing a blended rate of \$120/hr for these personnel, we would propose a **not-to-exceed fee of \$6,240** to complete the scope of this project.

Assuming an authorization to proceed by the end of November, we will complete the plans and specifications by December 31, 2017. Should you concur with this proposal, please sign below to serve as our authorization to proceed. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Daniel W. Mitchell, P.E.
President

pc: Rochester Hills; L. Cummins

Recommended by:
CITY OF ROCHESTER HILLS

Ken Elwert, Parks and Forestry Director

Date: _____

Approved by:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____