

July 5, 2018

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

Attn: Ken Elwert, CPRE
Director of Parks and Forestry

Re: Innovation Hills – Parking Lot, Pond Trail, and Woodland Trail
Construction Administration and Oversight
Proposal for Engineering Services

HRC Job No. 20170822.31

Dear Mr. Elwert:

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 parking lot improvements, Pond Trail and Woodland Trail was bid under separate contract as part of the City of Rochester Hills 2018 Pathway Program. The project was awarded to Proline Asphalt. The City has requested HRC to provide construction administration and oversight for the portion of work located in Innovation Hills. A breakdown of our proposed services and budgeted hours are summarized below and in the following table:

1. Layout – under this task HRC will stake the parking lot and trails one time. Should the contractor damage the staking or require additional staking due to sequencing or operations, we will seek compensation from the contractor to pay for these costs. However, the City would compensate HRC for this work then deduct or negotiate these costs from the contractor.
Estimated Hours = 8
2. Materials Sampling – under this task HRC will obtain field samples and perform materials testing on utility backfill, aggregate base, asphalt and concrete using our in-house laboratory.
Estimated Hours = 68
3. Observation and Field Engineering – under this task HRC will provide on-site field engineer(s) to monitor the Contractors work. Our observer will handle quantity verification at the end of each work day and prepare daily reports.
Estimated Hours = 160
4. Contract Administration – under this task HRC will provide bi-weekly pay estimates. Meetings and weekly progress reports are included, as needed.
Estimated Hours = 20

Task Description	Rate Classification & Estimated Hours			
	Survey Crew	Lab	Field Observation	Engineer
	\$ 140	\$ 81	\$ 100	\$ 120
1 Layout	\$ 1,120			
2 Materials Sampling		\$ 5,500		
3 Observation & Field Engineering			\$ 16,000	
4 Contract Administration				\$ 2,400
TOTALS	\$ 1,120	\$ 5,500	\$ 16,000	\$ 2,400

The services summarized in this proposal will complete the work included in Proline contract for Innovation Hills for the parking lot, Pond Trail and Woodland Trail. We are proposing Ms. Lynne Seymour, P.E. as the Project Manager. Ms. Seymour will be supported by various HRC staff including Construction Observers, Testing Technicians, and Engineers. Utilizing a blended rate summarized in the table above, we would propose a not-to-exceed fee of \$25,020 to complete the scope of this project.

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: _____