

**PRINCIPALS**

Daniel W. Mitchell  
Nancy M. D. Faught  
Keith D. McCormack  
Jesse B. VanDeCreek  
Roland N. Alix  
Michael C. MacDonald  
James F. Burton  
Charles E. Hart

**SENIOR ASSOCIATES**

Gary J. Tressell  
Randal L. Ford  
William R. Davis  
Dennis J. Benoit  
Robert F. DeFrain  
Thomas D. LaCross  
Albert P. Mickalich  
Timothy H. Sullivan  
Thomas G. Maxwell

**ASSOCIATES**

Marvin A. Olane  
Marshall J. Grazioli  
Donna M. Martin  
Colleen L. Hill-Stramsak  
Bradley W. Shepler  
Karyn M. Stickel  
Jane M. Graham  
Todd J. Sneathen  
Aaron A. Uranga  
Salvatore Conigliaro

**HUBBELL, ROTH & CLARK, INC.**

OFFICE: 555 Hulet Drive  
Bloomfield Hills, MI 48302-0360  
MAILING: PO Box 824  
Bloomfield Hills, MI 48303-0824  
PHONE: 248.454.6300  
FAX: 248.454.6312  
WEBSITE: www.hrcengr.com  
EMAIL: info@hrcengr.com

November 2, 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 –  
Woodland Boardwalk Trail Development  
Proposal for Engineering Services

HRC Job No. 20170822.25

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 Woodland Boardwalk Trail development is part of a network of trails being developed within Innovation Hills. It is located with an area that may impact some wetlands requiring a Michigan Department of Environmental Quality (MDEQ) permit. A breakdown of our proposed services and budgeted hours are summarized below and in the following table:

1. **Survey** – under this task HRC will survey the trail and perform tree tagging as noted. The tree tagging is based on a \$15 per tree and costs were estimated based on aerials and previous site visits.  
**Estimated Hours = 112**
2. **Permits** – under this task HRC will prepare and submit the permit required from the MDEQ for proposed work in wetlands and/or the floodplain. Included in this effort is pre-application meeting with MDEQ and City staff as necessary.  
**Estimated Hours = 16**
3. **Plans and Specifications** – under this task HRC will complete technical specifications for the Woodland Boardwalk trail. To comply with the City's grant requirements, the trail will be designed to meet Universal Design guidelines.  
**Estimated Hours = 120**
4. **Project Coordination** – under this task HRC will assist the City with contractor and grant questions throughout the design and bid process. Meetings and monthly progress reports are included, as needed.  
**Estimated Hours = 15**

Task Description	Rate Classification & Estimated Hours				
	Survey Crew	Engineer	Tree Tag	Total Hours	Estimated Fees
	\$ 140	\$ 120	\$ 15		
1 Survey	12		100	112	\$ 3,180
2 Permits		16		16	\$ 1,920
3 Plans and Specs		120		120	\$ 14,400
4 Coordination		15		15	\$ 1,800
<b>TOTALS</b>	<b>12</b>	<b>151</b>	<b>100</b>	<b>163</b>	<b>\$ 21,300</b>

The services summarized in this proposal will complete Woodland Boardwalk Trail through design and have it ready for construction bidding. 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 and \$140/hr for a surveying crew, we would propose a **not-to-exceed fee of \$21,300** to complete the scope of this project.

Assuming an authorization to proceed by mid-January, we will complete the plans and specifications by January 2018. 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: \_\_\_\_\_