

January 2, 2019

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

Attn: Ken Elwert, CPRE  
Director of Parks and Forestry

Re: Innovation Hills –  
South Loop Boardwalk Development  
Proposal for Engineering Services

HRC Job No. 20170822.23

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 South Loop Trail development is part of a network of trails being developed within Innovation Hills. It is located between the Brooksie Way and Woodland Boardwalks. 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 each 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 = 30**
2. **Permits** – under this task HRC will prepare and submit the permit required from MDEQ for the proposed boardwalk located in wetlands. Included in this effort is a pre-application meeting with MDEQ and City staff as necessary.  
**Estimated Hours = 10**
3. **Plans** – under this task HRC will complete structural plans and technical specifications that comply with ADA guidelines. The proposed design includes the entire trail as boardwalk through the wetlands areas.  
**Estimated Hours = 300**
4. **Project Coordination** – under this task HRC will assist the City with contractor and grant questions throughout the design and bid process. Weekly Meetings and updates to the Teamwork webpage are included, as needed.  
**Estimated Hours = 50**

Task Description	Rate Classification & Estimated Hours			Estimated Fees
	Survey Crew	Engineer	Total Hours	
	\$ 140	\$ 120		
<b>South Loop Boardwalk</b>				
1 Survey	30		30	\$ 4,200
2 Permits		10	10	\$ 1,200
3 Plans and Specs		300	300	\$ 36,000
4 Coordination		50	50	\$ 6,000
<b>TOTALS</b>	<b>30</b>	<b>560</b>	<b>590</b>	<b>\$ 47,400</b>

Services have been revised to include trail design, bid specifications and permits. 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 \$47,400** to complete the scope of this project.

We will complete the plans and specifications by March 30, 2019. 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: \_\_\_\_\_