

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 –  
Wetland Boardwalk Trail & Kayak Landing Development  
Proposal for Engineering Services

HRC Job No. 20170822.32

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 Wetland Boardwalk Trail and kayak landing development is part of a network of trails and amenities 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 and stake the trail for the MDEQ permit.  
Estimated Hours = 75
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 engineering plans and technical specifications for the Wetland Boardwalk trail and kayak landing. To comply with the City's grant requirements, the trail and landing will be designed to meet Universal Design guidelines.  
Estimated Hours = 150
4. Project Coordination – under this task HRC will assist the City with contractor and grant questions throughout the design and bid process. Bi-weekly Meetings, bi-weekly progress reports and updates to the Teamwork webpage are included, as needed.  
Estimated Hours = 30

Task Description	Rate Classification & Estimated Hours			
	Survey Crew	Engineer	Total Hours	Estimated Fees
	\$ 140	\$ 120		
<b>Wetland Boardwalk and Kayak Launch</b>				
1 Survey	75		75	\$ 10,500
2 Permits		16	16	\$ 1,920
3 Plans and Specs		150	150	\$ 18,000
4 Coordination		30	30	\$ 3,600
<b>TOTALS</b>	<b>75</b>	<b>196</b>	<b>271</b>	<b>\$ 34,020</b>

The services summarized in this proposal will complete Wetland 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 \$34,020 to complete the scope of this project.

We will complete the plans and specifications by February 28, 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: \_\_\_\_\_