

**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. Tressel  
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](http://www.hrcengr.com)  
EMAIL: [info@hrcengr.com](mailto:info@hrcengr.com)

March 10, 2017

City of Rochester Hills  
1000 Rochester Hills Dr.  
Rochester Hills, MI, 48309

Attn: Mr. Allan Schneck, P.E., DPS Director

Re: City of Rochester Hills  
Booster Pumping Station #2 Replacement Project  
Amendment to Design Engineering Services Proposal

HRC Job No. 20150021

Dear Mr. Schneck:

Thank you for the opportunity to allow Hubbell, Roth, & Clark, Inc. (HRC) to assist with the Professional Engineering design services for the subject project. The design is nearing completion for the installation of a pre-fabricated booster pumping station including the extension of water main, natural gas service, and electrical service to the new facility, storm water management improvements, and abandonment of the existing booster station.

The design work involved with the subject project has revealed several additional items of work and modifications to the project that we believe constitute a change in the scope of services currently being provided by HRC under contract with the City. Most of the additional work has been required based on the request for additional project features, additional complexity in project design and procurement, and additional coordination with the goal to provide the City with a successful project that meets its long-term goals.

HRC's current contract was developed with the City based on the scope of work and anticipated budget as outlined in our proposal letter dated July 22, 2016. As you are aware, HRC has a current base design services contract in the amount of \$69,000. These design services were felt to be sufficient for the base concept of the project and equated to approximately 7.0% of the estimated construction cost. However, these additional project features and amenities have impacted this scope and anticipated budget. While HRC recognizes that construction costs do not directly relate to design costs, the effort needed to design a project with a larger and more complicated scope requires more time. HRC requests that the City consider an amendment to the base design services contract in the amount of \$27,000. This amount represents the approximately 225 additional hours of HRC staff time needed to properly address the additional scope items. The amended total design fee would equate to less than 8.0% of the updated estimated construction cost if approved.

The additional scope changes in the project have contributed to an increase in the base design services and are summarized below:

Booster Station Facility & Site Additions – After the design services proposal was developed, the City confirmed that a permanent generator was necessary at the site, that stormwater management measures needed to be in place, and that the Rochester Community Schools would negotiate a cold storage space be located in the proposed booster station facility as a condition to granting an easement to construct the booster

pumping station at its desired location. These additions to the original pump station, along with the additional foundation needed to support the larger facility, the additional quantity of brick veneer and roof system necessary to cover the exterior of the facility, the need to extend natural gas service to the site, and the inclusion of stormwater management features, adds approximately \$200,000 to the project construction cost. HRC estimates the cost for this effort to be \$14,000.

Coordination w/ Booster Station Manufacturers & Site Visits – With the intention of gaining a better perspective on the design, manufacturing process, delivery, connection, and logistics of utilizing a pre-fabricated booster pumping station for this project, it was agreed to meet with local vendors and manufacturers and discuss their products. In order to maintain fair bidding practices, it was concluded that all interested local vendors should be invited to present to the City. The coordination efforts and reasonable staff coverage to host presentations from five (5) pre-fabricated booster station manufacturers was greater than anticipated. In addition, site visits were conducted to physically observe the proposed facility and get a sense of the space available in a pre-fabricated booster pumping station. HRC estimates the cost to coordinate these efforts to be \$5,500.

Modified Procurement Process/Design Complexity – During the design phase, multiple meetings and discussions were held to determine the best way for the City to procure services to install a pre-manufactured booster station. The Project Team made the decision that a turn-key project that is procured using a Request for Proposal (RFP) process would be in the best interest of the City. Pursuing a turn-key project for a pre-fabricated booster station that is procured using an RFP process, produces unique design complexities that were not included in the original scope. Construction details needed to be provided without directing the pre-fabricated booster station manufacturer, drawings and specifications must be developed with minimum requirements because the final site work will be dependent on the approved booster station pumping facility design and dimension, and the RFP will need to be reviewed for content so as to not cause any conflicts with the drawings and specifications. There is a significant difference in how these drawings and specifications needed to be setup when compared to a standard design-bid-build project delivery process. HRC estimates the cost for the additional meetings to review the procurement options, review of the RFP language, and development of construction drawings and specifications for the preferred procurement process to be \$7,500.

HRC believes some of these changes to the scope of the project were unforeseen while others were proactive decisions by the City in order to better meet expectations and provide long-term benefits to the proposed project. Nonetheless, these changes did require additional coordination and design time. HRC is therefore requesting City consideration of this amendment to our current Contract.

Assuming that the following items of work encompass the remaining scope of the design phase of the project, HRC intends to complete the design of this project under this amended Contract amount;

- Finalize construction drawings and specifications
- Assist the City during the Bidding phase of the project, up to the date when the proposals are received.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Bradley Shepler, P.E., CCCA, LEED AP  
Associate

pc: City of Rochester Hills; Paul Davis, Tracey Balint  
HRC; D. Mitchell, T. Maxwell, File