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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 – Beaver Trail Development HRC Job No. 20170822.21
Proposal for Engineering Services

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 Beaver Trail development is part of a network of trails being developed within Innovation Hills. It is located within the Clinton River floodplain and 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. The tree tagging is based on a \$15 per tree and costs were estimated based on aerials and previous site visits.
Estimated Hours = 110
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 that comply with ADA guidelines.
Estimated Hours = 40
4. **Project Coordination** – under this task HRC will assist the City with contractor questions and answers throughout the bid process. Meetings and monthly progress reports are included, as needed.
Estimated Hours = 12

Task Description	Rate Classification & Estimated Hours				
	Survey Crew	Engineer	Tree Tag	Total Hours	Estimated Fees
	\$ 140	\$ 120	\$ 15		
1 Survey	10		100	110	\$ 2,900
2 Permits		16		16	\$ 1,920
3 Plans and Specs		40		40	\$ 4,800
4 Coordination		12		12	\$ 1,440
TOTALS	10	68	100	78	\$ 11,060

The services summarized in this proposal will complete Beaver 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 \$11,060** to complete the scope of this project.

Assuming an authorization to proceed by mid-January, we will complete the plans and specifications by February 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: _____