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

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January 2, 2018

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 Trail 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 East Loop trails. A breakdown of our proposed services and budgeted hours are summarized below and in the following table:

- 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**
- Plans** – under this task HRC will draft plans of the potential trail location based on the survey data collected. Final plans and specifications to be completed under a separate proposal.  
**Estimated Hours = 10**
- Project Coordination** – under this task HRC will meet with the City and provide progress reports, as needed.  
**Estimated Hours = 6**

| Task Description | Rate Classification & Estimated Hours |           |           |             |                 |
|------------------|---------------------------------------|-----------|-----------|-------------|-----------------|
|                  | Survey Crew                           | Engineer  | Tree Tag  | Total Hours | Estimated Fees  |
|                  | \$ 140                                | \$ 120    | \$ 15     |             |                 |
| 1 Survey         | 30                                    |           | 20        | 50          | \$ 4,500        |
| 2 Plans          |                                       | 10        |           | 10          | \$ 1,200        |
| 3 Coordination   |                                       | 6         |           | 6           | \$ 720          |
| <b>TOTALS</b>    | <b>30</b>                             | <b>16</b> | <b>20</b> | <b>46</b>   | <b>\$ 6,420</b> |

Services for trail design, bid specifications and permits are not included within this proposal due to the uncertainty of the linking Brooksie Way trail. Once the adjoining path location is finalized, it is recommended that costs for engineering services be finalized for the development of the path design and permitting requirements.

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 \$6,420** to complete the scope of this project.

Assuming an authorization to proceed by mid-January, we will complete the survey work by March 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: \_\_\_\_\_