



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

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Thomas D. LaCross
Dennis J. Benoit
James F. Burton
Jane M. Graham

November 2, 2011

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



Attention: Mr. Paul Davis, P.E., City Engineer

Re: Grant Pumping Station Improvements
Proposal for Engineering Design Services

HRC Job No. 20100450.86

Dear Mr. Davis:

Thank you for considering Hubbell, Roth and Clark, Inc. (HRC) to complete the Design of the Grant Pumping Station Improvement project. We note that HRC has been pre-approved to complete this work in accordance with our 2011 Agreement for Professional Engineering Services. Our understanding of the work and scope of services are based on the results of the November 1, 2011 Preliminary Design Study and includes completing construction contract documents (plans and specifications) for the Grant Pumping Station Improvements. Construction engineering services are not included at this time.

HRC would provide all services required to provide a complete biddable set of construction contract documents for the improvements identified in the Preliminary Design Report. This effort would include any necessary meetings, field work, preparation of permit applications and various draft submittals. The measured success of a project often stems from good communication between the owner and designer. We would propose a series of four (4) meetings as the design progresses, beginning with a kick-off meeting to identify project expectations and goals. Owner review meetings would be facilitated at approximately the 50% and 90% design stages to allow opportunity for City staff input into design details such as equipment selection, performance specifications and sequence of construction. During the bidding process HRC would assist the City with a Pre-bid meeting. Meeting agendas, notes, attendance sheets and other project communications would be provided by HRC.

Three (3) hard copies and a digital copy of each review set would be provided. Support and assistance with the preparation of any necessary permit applications and addressing comments and concerns from regulatory agencies and other interested parties that may be warranted is included. Up to 20 hard copies and 1 digital copy of all final plans and technical specifications would be provided to the City's Financial Department for the bidding and procurement process. Included in the 90% Review submittal and the Final Contract submittal are estimated construction schedules and construction costs. Support throughout the bidding process would include the preparation of any necessary addendums, preparation of answers to contractor questions, bid evaluation and recommendation of award for the construction contract.

For the purposes of this Proposal we have attached Table 1 that identifies our proposed Tasks and the estimated hours and fees to complete the work. As shown, we would propose a not-to-exceed fee of

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\$74,990 for our engineering design services. The work would be completed under the terms and conditions of our Agreement for Professional Engineering Services.

Our understanding of the project schedule is that the City desires to complete construction during the 2012 construction season. Attached is our proposed schedule (Figure 1). As shown, assuming the City authorizes us to proceed in early December, final plans and specifications would be delivered to the City within approximately five (5) months and includes a total of four (4) weeks of City review time for the two (2) draft submittals. Based on our experience and for the purposes of this proposal we have identified eight (8) weeks for the procurement and bidding process and nine (9) months for project construction. However, these items are dependent on significant City involvement and will be further refined as the project progresses.

If you have any questions regarding this proposal, please contact the undersigned. Should you concur with this proposal, please sign below to serve as our authorization to proceed. Once again, we thank you for this opportunity and look forward to our continued services to the City of Rochester Hills.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Daniel W. Mitchell, P.E.
Associate

Walter H. Alix, P.E.
Vice President

pc: Rochester Hills; A. Schneck, T. Balint
HRC; T. Grant, K. Chapman, File

Recommended by:
CITY OF ROCHESTER HILLS

Paul Davis, P.E., City Engineer

Date: _____

Approved by:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____

**CITY OF ROCHESTER HILLS
GRANT PUMP STATION IMPROVEMENTS**

**TABLE 1
ESTIMATED HOURS AND FEES**

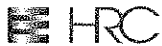
November 2, 2011

HRC Job No. 20100450.00

| Task Description | Rate Classification & Estimated Hours | | | | | | | | Total Hours |
|--|---------------------------------------|--------------|------------|-------------------|------------|-------------|---------------|------------------|-------------|
| | Associate/ Project Manager | Sr. Engineer | Engineer | Sr. Technician | Technician | Survey Crew | Survey Office | Clerical & Repro | |
| <i>Design Engineering Services</i> | | | | | | | | | |
| 1 Project Administration/Project Management & QA/QC | 40 | | | | | | | | 40 |
| 2 Meetings (4) | 8 | 16 | 16 | | | | | 4 | 44 |
| 3 Field Work & Site Visits | 4 | 8 | 8 | | | 8 | 2 | | 30 |
| 4 50% Draft Plans | 8 | 40 | 40 | 40 | 40 | | | | 168 |
| 5 90% Draft Plans & Specs. including Est. Schedule & Cost | 8 | 40 | 30 | 40 | 30 | | | 2 | 150 |
| 6 Constructability (Equipment Selection & Seq. of Constuction) | 10 | 24 | | | | | | 2 | 36 |
| 7 Permits | 2 | 4 | 10 | | | | | 2 | 18 |
| 8 Final Plans & Specs including Est. Schedule & Cost | 8 | 20 | 24 | 20 | 24 | | | 8 | 104 |
| SUBTOTALS | 88 | 152 | 128 | 100 | 94 | 8 | 2 | 18 | 590 |
| <i>Procurement and Bidding Process</i> | | | | | | | | | |
| 1 Addendums (as necessary) | 4 | 8 | 8 | 8 | 8 | | | 4 | 40 |
| 2 Contractor Questions/Clarifications of P&S | 4 | 10 | 8 | | | | | 2 | 24 |
| 3 Bid Evaluation and Recommendation of Award | 4 | 10 | | | | | | 2 | 16 |
| SUBTOTALS | 12 | 28 | 16 | 8 | 8 | - | - | 8 | 80 |
| PROJECT TOTALS | 100 | 180 | 144 | 108 | 102 | 8 | 2 | 26 | 670 |

ESTIMATED FEE SUMMARY

| PERSONNEL | HOURS | RATE | TOTAL |
|-------------------------------------|-------|----------|---------------------|
| Associate/ Project Manager | 100 | \$ 48.00 | \$ 4,800.00 |
| Sr. Engineer | 180 | \$ 45.00 | \$ 8,100.00 |
| Engineer | 144 | \$ 38.00 | \$ 5,470.00 |
| Sr. Technician | 108 | \$ 35.00 | \$ 3,780.00 |
| Technician | 102 | \$ 30.00 | \$ 3,060.00 |
| Survey Crew | 8 | \$ 65.00 | \$ 520.00 |
| Survey Office | 2 | \$ 30.00 | \$ 60.00 |
| Clerical & Repro | 26 | \$ 20.00 | \$ 520.00 |
| TOTAL DIRECT PAYROLL | | | \$ 26,310.00 |
| TOTAL INDIRECT PAYROLL (1.9) | | | \$ 48,680.00 |
| TOTAL LUMP SUM NOT-TO-EXCEED | | | \$ 74,990.00 |



HUBBELL, ROTH & CLARK, INC
Consulting Engineers

PROPOSED PROJECT SCHEDULE

| | 2012 | | | | | | | | | | | | 2013 | | | |
|---|----------|---------|----------|------------|------------|---------|------|------|--------|-----------|---------|----------|----------|---------|----------|-------|
| | December | January | February | March | April | May | June | July | August | September | October | November | December | January | February | March |
| PROPOSED DESIGN ENGINEERING SERVICES | | | | | | | | | | | | | | | | |
| 1 Authorization to Proceed | ◆ | | | | | | | | | | | | | | | |
| 2 Meetings (4) | Kick off | | | 50% Review | 90% Review | Pre-Bid | | | | | | | | | | |
| 3 Field Work & Site Visits | | | | | | | | | | | | | | | | |
| 4 Geotechnical Report (by others) | | | | | | | | | | | | | | | | |
| 5 50% Draft Plans | | | | | | | | | | | | | | | | |
| 6 City Review | | | | | | | | | | | | | | | | |
| 7 90% Draft Plans & Specs. including Est. Schedule & Cost | | | | | | | | | | | | | | | | |
| 8 City Review | | | | | | | | | | | | | | | | |
| 9 Constructability (Equipment Selection & Seq. of Constuction) | | | | | | | | | | | | | | | | |
| 10 Permits | | | | | | | | | | | | | | | | |
| 11 Final Plans & Specs including Est. Schedule & Cost | | | | | | | | | | | | | | | | |
| PROPOSED PROCUREMENT AND BIDDING PROCESS | | | | | | | | | | | | | | | | |
| 1 Advertisement | | | | | | | | | | | | | | | | |
| 2 Receipt of Bids | | | | | | | | | | | | | | | | |
| 3 Evaluation and Award | | | | | | | | | | | | | | | | |
| ANTICIPATED CONSTRUCTION (likely 9 month schedule to be refined during design) | | | | | | | | | | | | | | | | |
| 1 Mobilization | | | | | | | | | | | | | | | | |
| 2 Shop Drawings & Equipment Order | | | | | | | | | | | | | | | | |
| 3 Civil, Site & Structural | | | | | | | | | | | | | | | | |
| 4 Process, Mechanical, Electrical & Instrumentation | | | | | | | | | | | | | | | | |
| 5 Punch List | | | | | | | | | | | | | | | | |
| 6 Start-up & Final Restoration | | | | | | | | | | | | | | | | |
| 7 Contract Close-out | | | | | | | | | | | | | | | | |