

July 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 –
Brooksie Way Trail Development
Proposal for Engineering Services

HRC Job No. 20170822.22

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 Brooksie Way Trail development is part of a network of trails being developed within Innovation Hills. As currently proposed, the Brooksie Way Trail will require off-site easement through the neighboring subdivision common area. This scope is based on the City coordinating those efforts. Also, the proposed trail location 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 each trail and perform tree tagging as noted. The tree tagging is based on a \$15 per tree and costs were estimated based on aeriels and previous site visits.
Estimated Hours = 36
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 = 40
3. **Plans and Specifications** – under this task HRC will complete structural plans and technical specifications that comply with ADA guidelines. The proposed design includes the entire trail as boardwalk through the wetlands and floodplain areas.
Estimated Hours = 200
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 = 20

Delhi Township
2101 Aurelius Rd.
Suite 2A
Holt, MI 48842
517-694-7760

Detroit
535 Griswold St.
Buhl Building, Ste 1650
Detroit, MI 48226
313-965-3330

Grand Rapids
801 Broadway NW
Suite 215
Grand Rapids, MI 49504
616-454-4286

Howell
105 W. Grand River
Howell, MI 48843
517-552-9199

Jackson
401 S. Mechanic St.
Suite B
Jackson, MI 49201
517-292-1295

Kalamazoo
834 King Highway
Suite 107
Kalamazoo, MI 49001
269-665-2005

Lansing
215 S. Washington SQ
Suite D
Lansing, MI 48933
517-292-1488

Task Description	Rate Classification & Estimated Hours				
	Survey Crew	Engineer	Tree Tag	Total Hours	Estimated Fees
	\$ 140	\$ 120	\$ 15		
1 Survey	16		20	36	\$ 2,540
2 Permits		40		40	\$ 4,800
3 Plans and Specs		200		200	\$ 24,000
4 Coordination		20		20	\$ 2,400
TOTALS	16	260	20	276	\$ 33,740

The services summarized in this proposal will complete Brooksie Way 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 \$33,740** to complete the scope of this project.

We will complete the plans and specifications by August 31, 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: _____