



March 25, 2025

City of Rochester Hills  
1000 Rochester Hills Dr.  
City of Rochester Hills, MI 48309-3033

Attn: Tracey Balint, P.E., City Engineer

Re: Innovation Hills Sewer Extension  
Proposal for Construction Engineering Services

HRC Job No. 20220926

Dear Ms. Balint:

We are pleased to offer this proposal for providing construction engineering and survey layout services for the sanitary sewer extension project that will provide sanitary service to Innovation Hills Park. Hubbell, Roth & Clark, Inc. (HRC) has extensive experience with the City of Rochester Hills wastewater collection system and has provided engineering services towards the planning, design, easement acquisition, and coordination with groundwater remediation consultant and contractors for this project. We propose completing this work in accordance with our existing Engineering Service Agreement and the following project specific information.

**Project Description and Scope of Services:**

The City has selected a contractor to provide sanitary sewer service to Innovation Hills Park to coordinate with the new restroom building being constructed. The majority of the proposed gravity sewer will be installed by horizontal directional drilling methods (HDD), which is considered a “trenchless” method and requires much less excavation work that what would be encountered if using typical, open-cut methods. The proposed sewer will connect to the existing City sanitary sewer serving the Lake Village development, and extend approximately 800 feet to the west where it will cross under Hamlin Road to serve the park property on the north side of Hamlin. The contractor will be starting on the project in the next couple of weeks.

Our scope of services for the design phase would include the following tasks and associated hours of engineering services (refer to Attachment A for a more detailed breakdown of the proposed effort):

- 1) Assist the City Engineering Dept with Contract Administration..... 44 hrs
  - Attend project meetings (assuming 1 remaining)
  - Review shop drawings and other contractor submittals as-requested by City
  - Respond to City or Contractor questions related to project design
  - General internal HRC project management and coordination of services
- 2) Provide As-Requested Construction Engineering Field Services ..... 80 hrs
  - Provide Engineering staff support concerning field conditions encountered (up to 6 visits)
  - Provide supplemental reports/recommendations related to field conditions encountered
- 3) Perform Survey Layout for the Proposed Sewer and Associated Pavement Restoration..... 36 hrs
- 4) Provide As-Built Sewer Plans & Assist City with Contract Close-out..... 90 hrs
  - Complete survey of sewer manholes and fire hydrant after construction
  - Update easement sketches and descriptions based on final survey
  - Review contractor-provided HDD boring logs/profiles from the completed work
  - Provide updated CAD drawings with as-built sewer and water system information

**TOTAL 250 hrs**

We are assuming that HRC's main role during construction is to assist the City Engineering Department, who is primarily responsible for contract administration and construction engineering & inspection duties, and will be working on an as-requested basis. We are relying on the City to manage these duties and provide reasonable notice for when our services will be needed. We are also assuming that the City will coordinate with their Environmental and Construction Materials Testing Consultants and keep us informed to their activities as it relates to the tasks assigned to HRC. We are here to help the City during the construction phase of this project, and can provide as much assistance as needed.

Mr. James Surhigh, P.E., will serve as HRC's Project Manager. He has extensive experience working with City staff and managing comparable projects. Dan Mitchell, P.E. will provide project oversight, staffing coordination, and communication as required to ensure a successful project. Other staff from HRC's project team includes engineering, surveying, CADD, and GIS personnel. We would propose a **not-to-exceed fee of \$33,500** for these services (based on a blended rate of approximately \$120/hr), which would be billed for on a monthly basis at our various staff rates, in accordance with our current Engineering Services Agreement, and will not be exceeded without your written approval.

Again, we appreciate the opportunity and look forward to providing our services to the City of Rochester Hills for this project. If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James J. Surhigh, P.E.  
Senior Associate

Attachment

pc: HRC; D. Mitchell, B. Shepler

Recommended by:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Tracey Balint, P.E.  
City Engineer

Date: \_\_\_\_\_

Approved by:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Lisa Cummins,  
Procurement Manager

Date: \_\_\_\_\_

**ATTACHMENT A**  
**City of Rochester Hills**  
**Hours / Costs for Construction Engineering Services - March 25, 2025**  
**Innovation Hills Restroom Sewer Extension Project**

<b>Task Description</b>	<b>Princip</b>	<b>PM / Assoc</b>	<b>Proj Eng</b>	<b>Staff Eng</b>	<b>Const Admin / Clerk</b>	<b>Survey Crew (2)</b>	<b>Const Superv</b>	<b>Constr Grad Eng</b>	<b>Constr. Observ</b>	<b>Testing Engin</b>	<b>Super. Lab Testing</b>	<b>Testing Tech</b>	<b>Total By Task</b>
Contract Admin. Assistance (incl. 1 meeting after 3/24/25)		16		28									44
As-Requested Const Engin (incl. 6 visits)		24	8	32						16			80
Const Layout / Staking (sewer, paving)		2	6	10		12	6						36
Project Closeout / As-Built Plans		12	24	40		10	4						90
<b>Total Hours by Classification</b>	0	54	38	110	0	22	10	0	0	16	0	0	250