



August 12, 2025

City of Rochester Hills
Department of Public Services
1000 Rochester Hills Drive
Rochester Hills, MI 48309-3034

Attn: Angela Hysinger, P.E. – Public Utilities Engineering Manager
Re: Sanitary Sewer System Capital Improvement Plan
Proposal for Design Engineering Services

HRC Job No. 20250582

Dear Ms. Hysinger:

Pursuant to your request, Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal to provide engineering services to assist the City in developing a Capital Improvement Plan (CIP) for its sanitary sewer system.. This project will be developed by analyzing sewer condition assessment data previously collected through various programs, identifying repair and rehabilitation areas and locations, and forecasting capital improvements based on various metrics to meet or exceed the City's desired Level of Service for its sanitary sewer system. This work will be performed in conjunction with the FY2025 and 2026 Sewer Rehabilitation and Repair project, which will be part of a separate proposal.

Background

It is HRC's understanding that Rochester Hills currently performs a variety of sewer maintenance work, but there is a desire for a more proactive approach for managing the City's sanitary sewer collection system. The goal of this work is to develop a CIP that identifies and prioritizes needed improvement projects in the short and long term. It will include a proposed schedule for implementation that considers City's current budget and make recommendations for future investment. It will also provide a link between the City's existing Asset Management Plan (AMP).

In 2017, the City completed a sanitary sewer AMP, where portions of the collection system were televised by several different contractors. It is our understanding that limited capital improvement in the collection system has been completed since the AMP was developed, and the condition, severity, and needs of the City may have changed since that time. As part of this proposal, HRC will assist in the evaluation of sewer condition assessment data, make recommendations for and prioritize repairs, and summarize our findings and recommendations in a CIP report that includes maps, spreadsheets and related GIS files. Our proposal is based on the following:

Scope of Services:

Project Kick-Off Collaboration and Update Meetings

HRC will meet with City staff to organize a formal kickoff meeting. This kickoff meeting will be attended by key project staff to be an essential tool to define the following:

- Client communication protocols
- Gather input from City engineering and operation staff responsible for operation and maintenance of the sewer system, to gain insight on known "problem" areas that may be affected by condition, inadequate capacity, infiltration, or other operational needs.
- Goals of the Capital Improvement Plan
- Discussion of deliverables and schedule.
- Present CIP updates to the City as data is implemented.

Review of Existing Information

HRC will review the types of condition assessment data, previous studies and reports, and database information available.

- HRC will consolidate existing sanitary sewer collection-system data, including Geographic-Information-Systems (GIS) data, televising pipe video and reports, and other records or source information from the City.
- HRC will summarize existing data, reports, videos, and previous studies (such as the data and reports from the City's Stormwater, Asset Management, and Wastewater project.)

Data Analysis

Under this task, HRC will review and evaluate sewer condition assessment data of sanitary sewer pipes and manholes available, provided by the City, and will analyze a targeted plan that incorporates the following:

- Understanding construction features of the Sanitary Sewer collection system, such as material types, age, and sizes, to identify failure mechanisms and operating defects in order to streamline repairs as part of a long-term capital improvement plan.
- Identifying feasible repairs, rehabilitation, or maintenance types for assets based on the condition assessment available.
- Working with City staff to review and update risk metrics such as Probability of Failure, Consequence of Failure, and Business Risk Evaluation Scores and assigning scores to system assets.
- Receiving input on operation data from the City's Department of Public Service Staff and using this data to refine risk assessment and prioritization of future work.
- Identifying remaining sewers and/or manhole structures that need to be inspected, and developing a standard protocol for future inspections.
- Collaborating with upcoming utility and road projects. This task allows repairs requiring excavation and road closures to be planned into a single project which may save money and reduce impact and inconvenience to the public.
- Developing prioritization factors based on location, access, road type, ground type, and road jurisdiction.
- Developing prioritization by severity and immediate needs to maintain sewer operation.

Preparation of Capital Improvement Plan Mapping, Figures, and Reports

This task will consist of the preparation of a written report. Maps and figures that outline locations of proposed capital improvements, needs, and features from the previous Task will be developed for the City. HRC will utilize GIS data mapping techniques to create static maps, as well as data that may be integrated into the City's GIS databases.

Budget

It is our understanding that the City has \$1M budgeted for FY2025 and FY2026 each for construction, and uncommitted funds from each year can be carried over. Based on the scope of services described above, our understanding of the necessary effort, and the City's expectations, we propose to perform this work for a not to exceed budget amount of **\$80,000.00**. A detailed hourly breakdown by task is listed on Attachment A.

This amount will not be exceeded without a change in project scope and prior written authorization. This will be invoiced on a time and material basis based on approved rates and in accordance with our contract with the City of Rochester Hills.

Project Schedule

We understand that the City would like to get started on this program so all work can be completed within the 2026 fiscal year. We would expect to review all information and complete the Capital Improvement Plan report for City review by January 2026.

Personnel

The design will be managed by Matthew Hughes, P.E. with assistance from other members of the Asset Management Department and GIS Department. Charles Hart, P.E. will serve as HRC's Principal In-Charge and Sally Duffy, P.E. will provide project oversight, staffing coordination, and communication as required to ensure a successful project.

If this proposal is accepted, please sign and return a scanned copy of this proposal which will serve as our formal authorization to proceed.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Charles E. Hart, P.E.
Vice-President



Sally L. Duffy, P.E.
Manager

MGH/sld

Attachment: (1) Detailed Cost Table

pc: City of Rochester Hills; Ms. Tracey Balint
HRC; K. Stickel, M. Hughes, E. Mercier, File

Recommended By:

CITY OF ROCHESTER HILLS



Angela Hysinger, PE, Public Utilities Eng. Manager

08.18.2025

Date

Approved By:

CITY OF ROCHESTER HILLS

Lisa Cummins, Procurement Manager

Date

ATTACHMENT A
City of Rochester Hills
Hours / Costs for Preliminary Engineering Services - August 12, 2025
Sanitary Sewer System Capital Improvement Plan

Task Description	Principal QA/QC	Manager	Sr Project Engineer	Grad Engineer	GIS Specialist/CA DD Tech	Administ rative		Total By Task
Kick Off and Design Meetings	6	12	12	0		8		38
Condition Assessment / Review Ex. Information	2	16	80	60				158
Data Analysis / GIS Collaboration	4	24	24	20	120			192
CIP Mapping and Figures	2	20	20	20	90			152
Prepare Final Report	2	30	30	20		12		94
Total Hours by Classification	16	102	166	120	210	20	0	634