



September 12, 2025

City of Rochester Hills
Department of Parks and Natural Resources
1000 Rochester Hills Dr.
Rochester Hills, MI 48309

Attn: Mr. Matt Einheuser, Natural Resource Manager

Re: Clinton River Streambank Stabilization Project
Proposal for Construction Engineering and Administration Services

HRC Job No. 20240743

Mr. Einheuser,

Per your request, Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal for Construction Engineering and Construction Administration (CE/CA) services to assist the City of Rochester Hills with the construction of the Clinton River Streambank Stabilization project.

PROJECT DESCRIPTION

The Clinton River Streambank Stabilization project is for the repair and stabilization of streambanks of the Clinton River at two locations within the City of Rochester Hills – one location near the intersection of Hamlin Rd and S Adams Rd (Innovation Hills), and one location near the intersection of W Avon Rd and S Livernois Rd (Eagle's Landing). At both locations, the streambanks of the Clinton River have become destabilized, resulting in sediment entering the Clinton River, and dangerous conditions for pets, pedestrians, park patrons, and City staff. The proposed work will repair damaged areas, stabilize the streambanks against future wearing and weathering, stabilize the flow of the Clinton River at these locations, and provide habitats for local wildlife.

The project was bid on Tuesday, September 9th. Seven (7) bids were received, and at the time that this proposal was prepared, the Work had not yet been awarded. By submitting a bid, all bidders have agreed to a Substantial Completion date of February 28, 2026 (all non-restoration work to be completed), and a Final Completion date of June 30, 2026 (all restoration work to be completed).

Based on the locations of this work, it is our opinion that full-time observation will be required, including mobilization(s) in and out of the park. Additional communication and construction management time is anticipated and included herein. Below is a listing of our proposed services, by category.

SCOPE OF SERVICES

Construction Administration (152 hours)

Task	Description of Work	Estimated Time
Pre-Construction Meeting and Submittals	<ul style="list-style-type: none"> Coordinate and schedule date, time, and location Prepare agenda Moderate meeting Prepare and issue minutes Communication with contractor for required submittals Review of submittals; one (1) re-review for each submittal 	16 hours
Progress Meetings (6 meetings)	<ul style="list-style-type: none"> Coordinate and schedule dates, times, and locations Prepare agendas Moderate meeting Prepare and issue meeting minutes 	48 hours

Payment Applications (6 applications)	<ul style="list-style-type: none"> Prepare a payment schedule – Outlook scheduling of critical dates for Contractor, HRC, and Owner Prepare pay applications using an Owner-approved format Review of requests from Contractor; verify items and quantities that are payable; reject or defer non-payable work. Compile and present Owner with a complete payment application package (Dec Page, letter of request, itemized list, sworn statements, etc.). 	48 hours
General Construction Admin.	<ul style="list-style-type: none"> Various correspondence and coordination by engineering PM for direction, recommendations, clarifications, and corrections for the duration of the project. 	40 hours

≡ Construction Layout (32 hours)

Task	Description of Work	Estimated Time
Staking	<ul style="list-style-type: none"> Marking trees for removal Overall Point-of-Beginning (POB) and Point-of-Ending (POE) for each location (this is not the same as the limits of earth disturbance, which is TBD in the field at each location) POB and POE limits for the proposed toe wood bank stabilization work at each location Locations, positions, and grades for the proposed J-Hook vane structure work at each location 	32 hours

≡ Construction Observation (424 hours)

Task	Description of Work	Estimated Time
Observation	<ul style="list-style-type: none"> Preparation of an Observer's Daily Report (ODR) for each site visit, to document the activities on site Observation of the following activities: <ul style="list-style-type: none"> Contractor's mobilization and staging SESC work Tree removal work Earth work Stone work (riprap and J-Hook vane structures) Toe wood bank stabilization work Restoration work Contractor's demobilization and site clean-up work SESC Inspections and reporting 	400 hours
Site Visits by HRC PM (12 visits)	<ul style="list-style-type: none"> Weekly site visit by PM to monitor work and field staff 	24 hours

≡ Project Closeout (56 hours)

Task	Description of Work	Estimated Time
Punch List	<ul style="list-style-type: none"> Create and populate initial punch list, and update as-needed 	8 hours
Final Site Walk-Through	<ul style="list-style-type: none"> Coordinate and schedule date and time Prepare agenda Moderate meeting Prepare and issue meeting minutes 	8 hours
Survey of As-Built Work	<ul style="list-style-type: none"> Measuring and recording the as-built features of the J-Hook vane structures Processing survey information for as-built record drawing preparation 	20 hours
Preparation of As-Built Record Drawings	<ul style="list-style-type: none"> Preparation of a complete set of project Drawings, updated with as-built information; to be delivered to Owner in electronic format 	20 hours

≡ Material Testing (0 hours)

Neither the work at the Innovation Hills site, nor the work at the Eagle's Landing site require any material testing, except in the event of replacement of any pavement (HMA, concrete, roadway, sidewalk, path, curb, etc.) damaged by the Contractor as a result of their operations. Per the conditions and requirements of the Contract, the Contractor will be responsible for any and all costs associated with the repair of damaged property, including the testing services provided by the Owner's Engineer to ensure that the repair construction meets the City's minimum quality standards for the work. HRC's time would be billed to the City for payment, and then deducted from future payments to the Contractor.

SERVICES NOT INCLUDED IN THIS PROPOSAL

- Re-staking of any and all layout work already completed under the Construction Layout services.

ASSUMPTIONS OF THIS PROPOSAL

- The hours estimated in this proposal are based on an assumption that the Contractor will NOT be working at both sites simultaneously, but will be limiting their activity and focus to one site at a time.
- It is expected for there to be periods of "dead time" over the course of the project, when the Contractor is not actively working on site. The hours estimated in this proposal are based on the time that the Contractor is expected to be on site and actively working, and not the number of calendar days from the date of the Notice of Proceed to the Final Completion dates.

ESTIMATED COSTS

Based on the tasks outlined in this proposal (664 hours), the current cost for HRC's efforts to provide the City of Rochester Hills with CE/CA services for this project is estimated to be **\$99,600.00**, with all time being billed to the City using HRC's current rate table with the City. Additional services and hours in excess of those listed in this proposal will be billed on a time and material basis. In the event that Contractor's progress is slower than anticipated, additional CE/CA time may be needed.

Thank you for the opportunity to submit this proposal. HRC looks forward to providing the City of Rochester Hills with the CE/CA services for this project. If you have any questions or require any additional information, please contact the undersigned.

Sincerely,

HUBBELL, ROTH & CLARK, INC.



James F. Burton
Vice President

BHT/jfb

Attachment None

Enclosure None

pc: HRC; F. Babakhani, File

Proposal Accepted By:

Signature: _____

Written Name: _____

Title: _____

Dated: _____