



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.™

February 16, 2015

Ms. Amy Gilson
Director of Public Works
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: 2015 Street Paving
Engineering Services Proposal

Dear Ms. Gilson:

ROWE Professional Services Company is pleased to submit a proposal to provide engineering services associated with your 2015 street paving project. It is our understanding this year's program consists of the mill and overlay of Beech Street from Cochran Avenue to Tumbleweed Lane. The road segment is approximately 0.5 miles in length and 36-feet in width. Based on our site visit, there appears to be some sections of the road where full depth removal and patching will be required to address potential poor underlying soil conditions.

We propose the following scope of services associated with this project.

DESIGN AND BIDDING PHASE

We will prepare construction documents suitable for bidding and construction purposes. We anticipate that the construction documents will be in a "log job" format.

The design phase will consist of the following tasks:

- Layout the stationing within the project limits;
- Measure and mark out the pavement and crack repair areas;
- Determine intersection butt joint locations;
- Measure roadway length and width;
- Identify curb repair areas, drainage revision areas and possible underdrain improvement areas;
- Develop plan sheets from field dimensions; indicate all pavement repair, curb repair, drainage improvements, crack repair, etc. on base plan drawings;
- Develop quantities and preliminary engineer's estimate;
- Develop contract documents and specifications;
- Review plans with city staff at preliminary and final stages; and,
- Advertise for bids; open bids; develop bid tabulation; review low bidder's qualifications and recommend contractor award.

CONSTRUCTION PHASE

During this phase we will provide administration and oversight to assist the city during the construction. The construction phase will consist of the following tasks:

- Attend pre-construction meeting with city and contractor;
- Provide as-needed construction observation and prepare daily observation reports;
- Assist with resolution of any construction problems;
- Monitor unit quantities;
- Coordinate material testing;
- Execute contract administration, prepare contractor pay estimates, and coordinate between the city, contractor and residents; and,
- Submit project drawings and construction file to city at completion of project.

SCHEDULE

We are available to begin work on this project immediately after receiving written authorization from the city. We anticipate that we will have preliminary (50%) documents complete within three weeks after receiving authorization to proceed (weather permitting to perform the field work), and final documents (100%) ready for city review two weeks after receiving comments on the preliminary documents. The dates for the bidding and construction phase will be discussed with the city during the design phase of the project.

COMPENSATION

Compensation for our services will be based on our billable rates for the staff assigned to this project. We propose the following engineering services budget for this project.

Description	Budget
Design / Bidding Phase	\$6,000
Construction Phase	\$6,700
Total Engineering Services Budget	\$12,700

Our construction phase budget is based on 50 hours of full time inspection during the duration of the project, plus office administration. This budget number will be adjusted once the contractor has been identified and a construction schedule prepared.

If you concur with this proposal, please sign in the space provided below and return one original copy as indication of your authorization to proceed. We appreciate the opportunity to provide engineering services to the City of Charlotte. If you have any questions or comments, please contact us at 810.341.7500.

Sincerely,
ROWE Professional Services Company



Jeffrey B. Markstrom, P.E.
Senior Project Manager

Attachment