

Memo

To: City Council
From: Bryan Myrkle, Director of Community Development
Date: July 23, 2015
Re: Parking lot engineering

Per a request from City Council, I have obtained an engineering proposal from Rowe Engineering for the anticipated reconstruction of parking lots #4 and #10 in the 100 Block of S. Washington Street. It is attached for your review and reference.

Council has set aside \$180,000 for parking lot projects, and this would be paid for from that allocation. It will, however, require a budget adjustment down the road so that this expense is specifically accounted for.

I have placed this item on the Council's consent agenda for approval at your July 27 meeting. Should you have any questions, please contact me or City Manager Guetschow.



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.sm

July 22, 2015

Mr. Bryan Myrkle
Community Development Director
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

Re: Parking Lots No. 4 and 10 Reconstruction
Engineering Services Proposal

Dear Mr. Myrkle:

ROWE Professional Services Company is pleased to submit a proposal to provide engineering services associated with the reconstruction of Parking Lots No. 4 and 10 located on the west side of S. Washington Street, between E. Lovett Street and E Lawrence Avenue (see attached map for project limits).

Based on our discussions, we understand that the city would like to reconstruct both parking lots, including the area where the old Corral building once stood. The design will utilize the concepts that were established during the reconstruction of Parking Lot No. 2.

We propose the following scope of services to assist the city with this project.

SCOPE OF SERVICE

Design / Bidding Phase

- Perform field survey of the existing parking lots. Survey will consist of the following:
 - Obtain topographic information throughout the project boundary.
 - Locate all property corner stakes found around the perimeter of the lot.
 - Locate building faces on east side of lot / alley.
 - Identify utility corridors based on trench patch within parking lot.
 - Locate and inventory existing storm sewer basins / manholes.
 - Property boundary and road right-of-way will be identified.
- Prepare conceptual layout(s) for review by the city. We anticipate that two layouts will be developed and presented to the city for comments and selection of a layout to proceed within the design phase engineering.
- Request and obtain private utility information to determine if there are any underground lines that would impact the proposed layout.
- Prepare preliminary drawings and specifications for review by city at 50% completion.
- Prepare final drawings and specifications for review and approval by City at 100% completion.

- Develop construction cost opinions will be prepared at both the 50% and 100% submittal stage.
- Once documents are approved by the city, we will assist with the advertisement for bids.
- Assist the city during the bid opening, including reviewing the contractor's bids and preparing a letter of recommendation of award.

SCHEDULE

We are available to begin work on this project within a week after receiving written authorization from the city. We anticipate that we will have two conceptual site layouts completed within four weeks after authorization, which would allow for the field survey to be completed to create a background drawing. Preliminary (50%) documents will be complete within three weeks after the city has selected the layout, with final documents (100%) ready for city review three 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

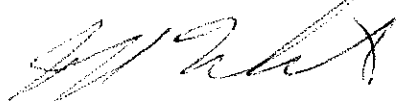
Compensation for our services will be based on our billable rates for the staff assigned to this project. We propose the following engineering services budget for this project.

Description	Budget
<i>Design / Bidding Phase</i>	
Plan and Contract Documents	\$16,800
Survey	\$4,200
Bidding Assistance	\$2,000
Total	\$23,000

We can submit a construction engineering services proposal once the design phase is underway and we have a more defined project scope.

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

Mr. Brian Myrkle

July 22, 2015

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Having reviewed this proposal, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work. Our standard terms and conditions are attached and considered part of this proposal.

Accepted by:

Signature

Date

Print Name and Title

P:\City of Charlotte\Parking Lot No 4 and 10 Reconstruction Proposal.docx



ROWE PROFESSIONAL SERVICES COMPANY

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PREPARED FOR:
CITY OF CHARLOTTE
LOT 4 AND 10
RECONSTRUCTION

PLAN NO. _____
DATE: _____ JULY 2015
PROJECT MGR: _____ JBM
REVIEWER: _____ JBM
SCALE: _____ NONE SHEET NO: 1

TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to \$23,000 or the Engineer's fee, whichever is greater.


The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:

Owner


ROWE Professional Services Company