



ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.*sm

August 17, 2016

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

Subject: Parking Lots 4 and 10 Reconstruction
Construction Engineering Services Proposal

Dear Mr. Myrkle:

ROWE Professional Services Company is pleased to submit a proposal to provide construction engineering services associated with the reconstruction of Parking Lots 4 and 10 in the City of Charlotte. As you are aware, the bids for this project were received by the city on August 17, 2016 and it is anticipated that construction will begin in early to mid-September with a completion date no later than November 11, 2016.

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

SCOPE OF SERVICES

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 construction observation and prepare daily observation reports;
- Perform construction staking for the proposed improvements (based on three trips to project site);
- 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 business owners; and
- Submit project drawings and construction file to city at completion of project.

COMPENSATION

Compensation for our services will be based on our billable rates for the staff assigned to this project. We propose a budget of \$36,000 for this project. The actual time spent to this project will be dependent upon the contractor's work schedule on controlling items which will require our observer to be on site.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

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www.rowepsc.com

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Our engineering services budget is based on construction activities lasting eight weeks, which includes on-site observation during the duration of the project, plus office administration. As you are aware, we currently are performing similar engineering services on the Samuel A. Combs project. Our intention will be to utilize staff assigned to that project to monitor construction activities on this project, which should help save budget on both projects. However, there will be times when critical items of work are being performed where a second construction observer will be required to monitor construction activities on both projects.

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.
Civil Utilities Division Manager

Attachment

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