



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.sm

February 8, 2019

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

Re: Parking Lots No. 1 Reconstruction
Additional Engineering Services Proposal

Dear Ms. Gilson:

ROWE Professional Services Company is submitting a proposal to address the design changes to the Parking Lot No. 1 project.

As we near completion of the design phase of Parking Lot No. 1, we have encountered several situations that have led to our request for a change order to our original contract to address the additional costs associated with the following changes:

1. Based on DPW video- Removal and replacement of the sanitary sewer located in the proposed parking lot, including preparation of a Michigan Department of Environmental Quality Part 41 application, plans, and specifications to obtain a construction permit.
2. Preparation of grading easements with adjacent property owners.
3. Addressing concerns raised by business owners at the public input session including grade changes and cost estimates to participate in the project.

These requested changes have impacted our previously approved design services budget. As a result, we are requesting an increase to our compensation of \$7,000 which would adjust our engineering budget from \$23,700 to \$30,700.

Our scope of work includes completing the design phase documents which includes construction estimate and bidding documents. We understand that the actual construction phase schedule is still not determined but, with the reconstruction of W. Lovett Street this summer along with the potential for the Beach Market renovation project also occurring this summer, there will need to be some additional discussion with city staff as to when the best timeframe would be to perform the construction of Parking Lot 1.

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, PE
Design Services Division Manager

Ms. Amy Gilson, PE, Director of Public Works

February 8, 2019

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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

Attachment

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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 \$30,700 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