



CITY of NOVI CITY COUNCIL

Agenda Item 5
March 17, 2008

SUBJECT: Approval to award a contract for design and construction engineering services for the 2008 Neighborhood Road Program to URS Corporation for a not-to-exceed study/design fee of \$55,871 and a construction engineering fee equal to a fixed 8.21% of construction cost (estimated to be \$114,940) for a total of \$170,811.

SUBMITTING DEPARTMENT: Engineering *RTH*

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$170,811
AMOUNT BUDGETED	\$200,000
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	203-203.00-805.428

BACKGROUND INFORMATION:

Each year, the City of Novi selects residential streets for reconstruction, repaving, and/or rehabilitation using PASER ratings and input from Public Works and Engineering Department staff based on field observations and resident concerns. Following the success of the program the past several years, the project will again be comprised of three phases: 1) Study and Recommendation Phase, 2) Design Phase, and 3) Construction Phase.

During the Study and Recommendation Phase, the consultant will inspect and document the condition of each street listed in the RFP (including specific locations of damaged or failing pavement) and provide a report with a prioritized list of specific locations requiring rehabilitation, reconstruction or repaving. The consultant will also prepare a cost estimate for the improvement to be implemented at each location. The study report and cost estimates will help the Engineering Department to prioritize work to maximize the number of streets to be addressed during the 2008 construction season.

Attached is a list and map of streets proposed for study for the 2008 Neighborhood Road Program. Please note that this list contains more streets than can be completed this year (and maybe next year) depending on the extent of the work at each location. (The 2009 construction program will include streets that remain on this list following 2008 construction.) Also note that the PASER data from 2004 and 2006 for some of the proposed streets is significantly different. Although both the 2004 and 2006 evaluations used a numerical pavement condition rating system of one (poor) to ten (good), the methods used to obtain data and arrive at a particular rating were somewhat different. The 2006 PASER evaluation conducted by Oakland County's consultant generally rated our streets higher/better than the PASER evaluation conducted by Novi's consultant in 2004; therefore, we have found that the 2004 data is more indicative of actual conditions. A service improvement request for an updated PASER evaluation will be included in the FY08/09 budget.

Similar to last year, this year's program includes only concrete streets. The reason is that there are many more miles of concrete streets that have more serious problems than asphalt streets, and the vast majority of the worst asphalt streets have been repaved/rehabilitated in recent years.

The attached RFP for engineering services was sent to the six firms that City Council pre-qualified for roadway-related projects. Five proposals were received and each was evaluated using *Qualifications Based Selection*. The following table summarizes the results of the proposal review process:

Firm	Study Phase Fee	Design Phase Fee	Fixed % of Const	Construction Engineering Fee (% Multiplied by Construction Cost Estimate*)	Total Estimated Fee	Staff Review Score	Proposal Rank
URS Corporation	\$10,358.00	\$45,513.00	8.21%	\$114,940.00	\$170,811.00	1905	1
Stantec	\$6,500.00	\$45,000.00	4.30%	\$60,200.00	\$111,700.00	1890	2
Spalding DeDecker	\$6,900.00	\$67,300.00	7.48%	\$104,720.00	\$178,920.00	1345	3
Anderson Eckstein & Westrick	\$10,000.00	\$71,200.00	6.30%	\$88,200.00	\$169,400.00	1275	4
Fishbeck Thompson Carr & Huber	\$13,478.00	\$44,536.00	9.78%	\$136,920.00	\$194,934.00	1085	5

*Construction Cost Estimate is \$1,400,000 for the purpose of this proposal.

Of the five firms that submitted proposals, URS met all of the requirements listed in the request for proposals and had highest staff review score (see attached URS proposal dated March 5, 2008 and the Engineering Department's scoring summary for reference). Please note that although Stantec proposed the lowest fee, the level of inspection Stantec anticipated for the construction engineering phase was significantly lower than what the other four firms had estimated and what we would expect and require for this level of construction activity.

URS successfully completed the 2007 Neighborhood Road Program, the Beck Road Repaving project completed in 2007, and the design of the Beck Road and Ten Mile Intersection Reconstruction project that will be constructed this year.

According to URS's schedule, the Study Phase will be completed in mid-April, and the Design Phase will be completed by mid-May. It is anticipated that the project will be awarded in late June.

RECOMMENDED ACTION: Approval to award a contract for design and construction engineering services for the 2008 Neighborhood Road Program to URS Corporation for a not-to-exceed study/design fee of \$55,871 and a construction engineering fee equal to a fixed 8.21% of construction cost (estimated to be \$114,940) for a total of \$170,811.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

PROPOSED STREETS FOR STUDY
2008 NEIGHBORHOOD ROAD PROGRAM

Street	From	To	Length (feet)	PASER Rating by Year		
				2001	2004	2006
Bedford	Center	Galway	2083	7	5	7
Brentwood Ct	Elizabeth	end	796	7	6	8
Brockshire	Chase	Hempshire	1229	7	6	7
Cherry Hill	Meadowbrook	E of Kings Pointe	750	8	6	7
Dunbarton Dr	Taft	Midway	2952	7	6	6
Galway Dr	Nine Mile	Windermere Ct.	2387	7	6	5
Ironside	Serenity	Cumberland	317	6	6	6
Lancaster Ct	Galway	end	687	6	6	7
Louvert Ct	Midway	end	322	--	6	6
Midway Dr	Plaisance	Dunbarton Dr.	695	5	6	7
Moorgate St	White Pines	Havergale St.	681	9	6	5
Norfolk Ct	Galway	end	833	8	6	7
Paddington Ct	Galway	end	799	7	6	9
Plaisance Blvd	Nine Mile	Huntingcross	849	5	6	7
Riverview Ln	western Ct.	Cider Mill	988	7	6	6
Rossdale Ct	Bedford	end	419	5	--	7
Serenity	Scenic	Ironside	1972	8	6	7
Shadybrook Dr	Katie Dr	Sunrise Blvd	1604	6	5	6
Sunnybrook Ln	Whitehall	end	1414	7	5	6
Welch Rd	Galway	City limit	994	--	--	8
Woodside Ct.	Bedford	end	387	5	--	6
Total Length of Streets (in miles)			4.39			

SCORING SUMMARY

Project Description: 2008 Neighborhood Roads

RANK 1= LOW, x= BEST (x = number of firms reponding)

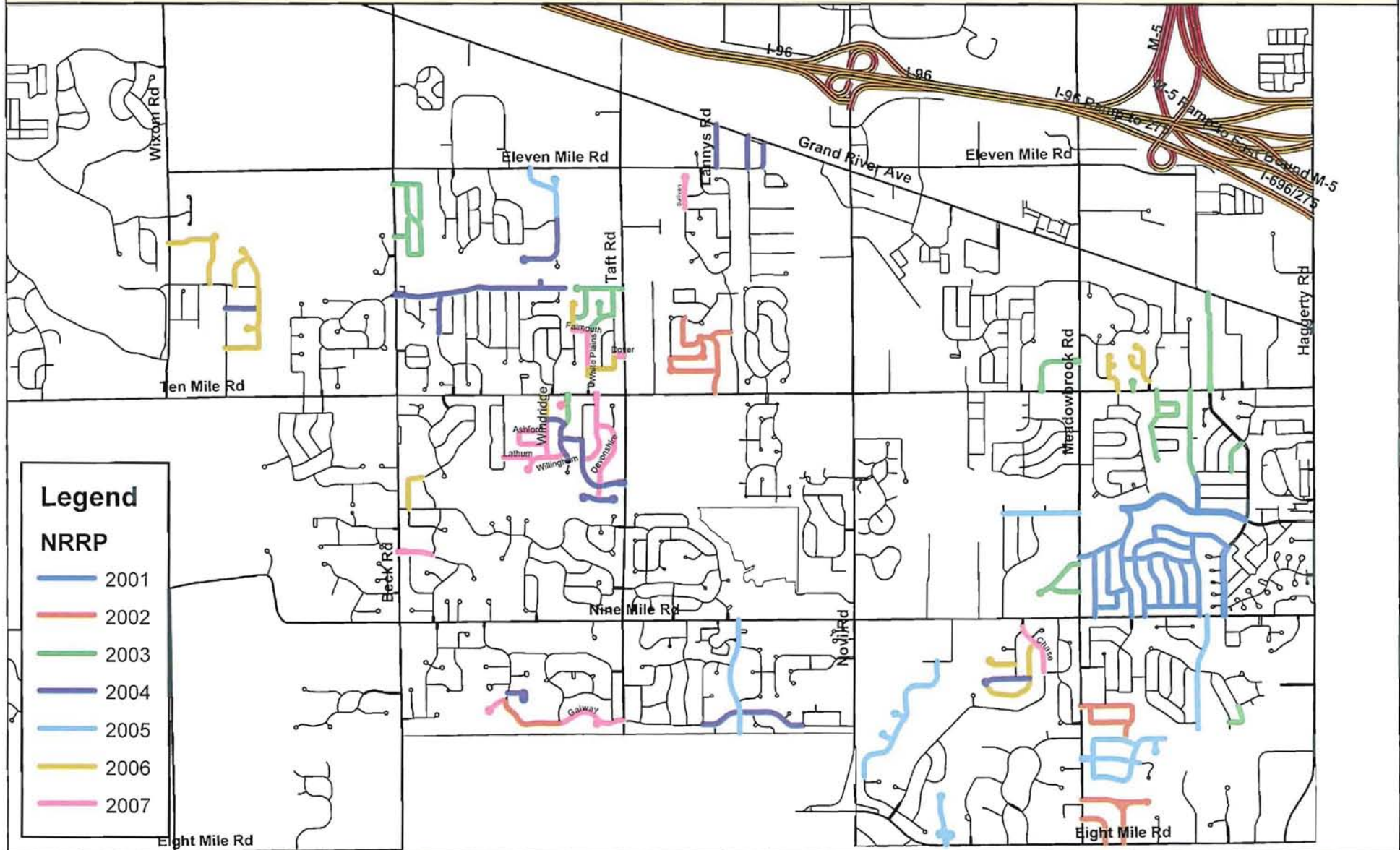
TOTAL SCORES	<i>Item weight:</i>	20	15	30	20	15	Totals	Rank
Anderson Eckstein & Westrick		1	2	3	4	5	1275	4
Fishbeck Thompson Carr & Huber		21	16	8	7.5	15	1085	5
Orchard Hiltz & McCliment		7	13	13	10.5	10		
		<i>NO PROPOSAL</i>						
Stantec		19	17	18	20	21	1890	2
Spalding DeDecker		10	14	16	16	9	1345	3
URS Corporation		18	15	20	21	20	1905	1
TOTALS		75	75	75	75	75		

SCORING CRITERIA

1. Engineering Fee
2. Evaluation of Schedule
3. Evaluation of Approach, Statement of Understanding of Project, and proposed staff
4. Analysis of subjective statements applicable to the project as required on the RFP (Value added items)
5. Evaluation of past performance on City projects

Neighborhood Road Program Completed Streets 2001-2007

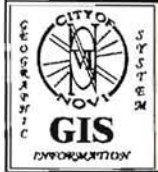
Map Publication Date: 01/22/08



Legend

NRPP

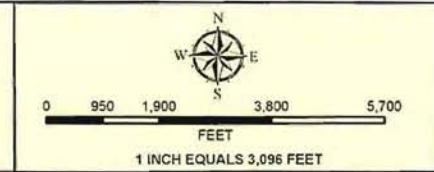
- 2001
- 2002
- 2003
- 2004
- 2005
- 2006
- 2007



CITY OF NOVI

ENGINEERING DEPARTMENT
NOVI CITY HALL
45175 W. TEN MILE ROAD
NOVI, MI 48375-3024
(248) 347-0454
WWW.CITYOFNOVI.ORG

MAP AUTHOR: BRIAN COBURN, P.E.

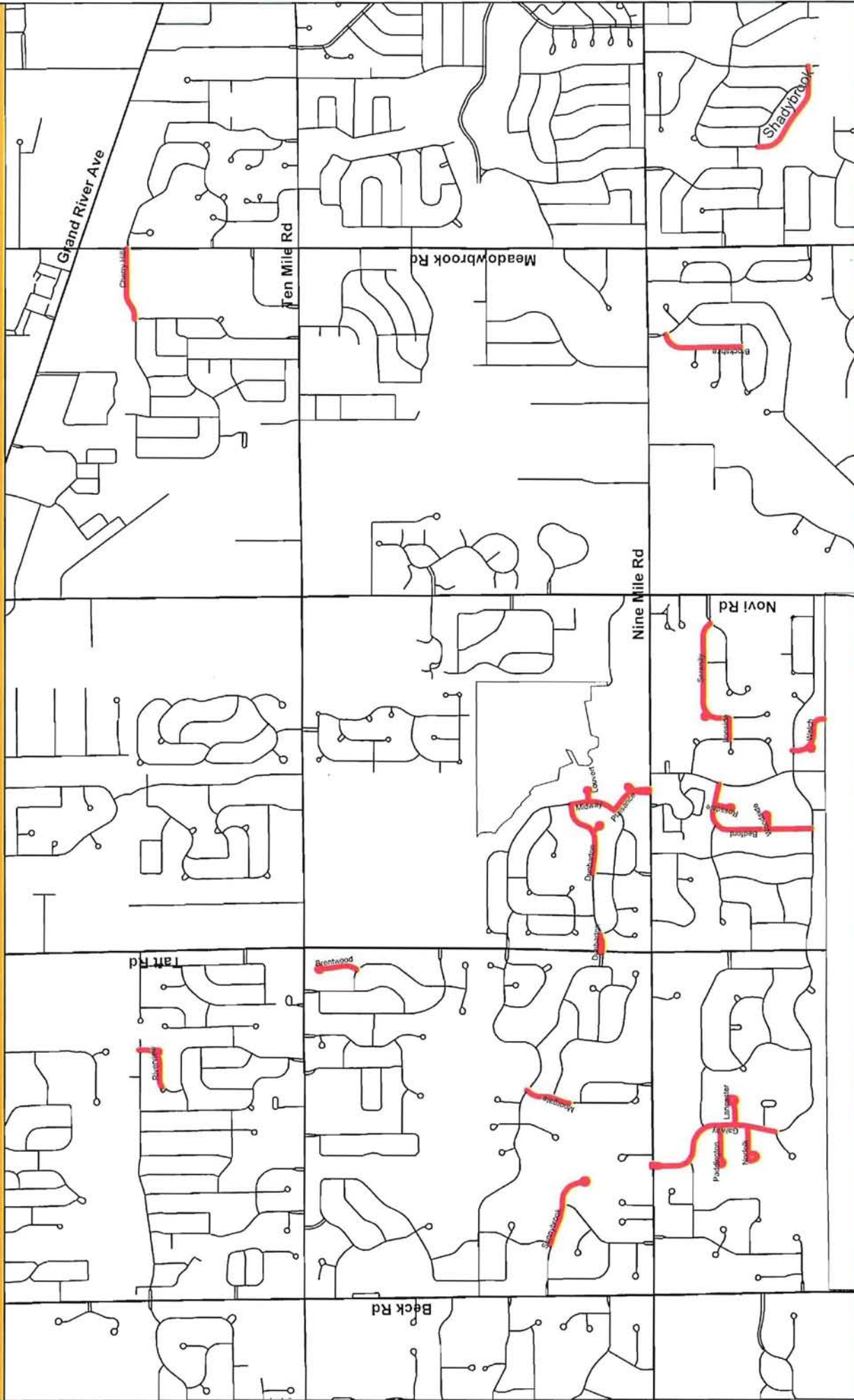


NOVI, MICHIGAN

MAP INTERPRETATION DISCLAIMER

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information, and data located in various city, county, state, and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Novi makes no warranty, express or implied, that the Geographic Information Systems (GIS) Data used to prepare this map are error free, and the City of Novi does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. Official records should be used as a primary information source for verification of the information provided on these pages.

Selected Streets for Additional Study in 2008
 2008 Neighborhood Road Program



MAP INFORMATION NOTICE
 Map information depicted is not intended to replace or substitute for any official or primary source. This map was prepared by using National Map Accuracy Standards and uses the most recent accurate sources available to the office of the City of Novi. Necessary measurements and other comparative and administrative data should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 136 of 1970 as amended. Plotted accuracy the City, Date: Manager 08/08/08. Content source and accuracy information subject to this page.

Legend
 Study Streets 08-09

1 INCH EQUALS 1,200 FEET MAP PROJECT DATE: 3/10/08



CITY OF NOVI
 ENGINEERING DIVISION
 4975 W. TEN MILE ROAD
 NOVI, MI 48275-3024
 (248) 347-3454
 MAP AUTHOR: Brian Coarun, PE



cityofnovi.org

REQUEST FOR PROPOSALS CITY OF NOVI

ENGINEERING SERVICES FOR 2008 NEIGHBORHOOD ROAD PROGRAM

February 19, 2008

This Request for Proposals (RFP) for 2008 NEIGHBORHOOD ROAD PROGRAM is being sent to the firms selected in the Roadway Qualification Process completed on March 19, 2007.

Project Description

2008 NEIGHBORHOOD ROAD PROGRAM. Each year the City of Novi selects residential streets for reconstruction, repaving, and/or rehabilitation using the ratings from the pavement analysis survey. A new analysis was completed in 2006 and it, along with the data from the previous analysis completed in 2004, was used to develop a list of streets for consideration in the 2008 program. Similar to last year's program, this RFP provides a listing with more streets than can be funded, so the list would need to be prioritized and the worst streets chosen once the amount of funding is known. The City operates on a fiscal year ending June 30, 2008. Therefore, the budget for this year's program is unknown until the budget process is completed in late April 2008. For that reason, this year's Neighborhood Road Program will be comprised of three phases; 1) Study and Recommendation Phase, 2) Design Phase and 3) Construction Phase. The scope for each phase is outlined below.

The project schedule shall contain the following milestones:

- Anticipated Engineering Award Date: March 17, 2008
- Recommendations to City of Novi (Study Report) April 30, 2008
- Preliminary Design Begins April 30, 2008
- Construction Contract Award by City Council June 23, 2008

The list of streets that are being considered for this year's program are summarized in Exhibit B. The list may contain more streets than could be completed using the anticipated budget. The budgeted amount for 2008 will be used to construct the highest priority streets first. The remaining streets not constructed under the 2008 budget will be considered for the 2009 program.

Please note that the portion of the review score for fee will be weighted less than typical to compensate for the lack of a definite budgetary figure and detailed scope. For the purposes of this proposal, assume a construction budget of \$1,400,000.

SCOPE OF SERVICES

The project will be comprised of three phases; 1) Study and Recommendation Phase, 2) Design Phase and 3) Construction Phase. The selected consultant will conduct the following activities:

- 1.) Upon authorization by the City Council and the City Engineer, the consultant will begin the Study and Recommendation Phase by:

- Meet with the City at the beginning of the project to verify the scope of the project.
- Observing and documenting the condition of each street listing in Exhibit B, including specific locations of damaged or failing pavement,
- Develop specifications for geotechnical services and obtain proposals from a minimum of three geotechnical consultants. The City will expeditiously award a separate purchase order to the geotechnical consultant directly based on the recommendation from the Consultant. The geotech services will be excluded from the consultant's contract and the geotechnical firm will be paid directly by the City.
- Reviewing existing information available from the City. The City will provide information as needed in the form of recording drawings of existing roadways and utilities (as available), standard details, specifications, benchmarks, etc., as required to assist the Consultant in completing the work.
- Providing three (3) copies of a summary report (see example from 2007 by URS in exhibit B) to the Engineering Department in accordance with the schedule above, which provides:
 - a prioritized list of specific locations requiring rehabilitation, reconstruction, repaving or no action.
 - a cost estimate for constructed solution at each location (if there are portions of a street that require repaving and portions of the same street that require reconstruction, identify these locations and costs separately).
 - soil boring information for each location to assist the Engineering Department with determination
 - enough information (condition and cost) to allow the Engineering Department to choose which locations to construct at the time that budgetary amount are determined for the project.

2.) Engineering Department staff will expeditiously review the report and select the streets to be completed for the 2008 Neighborhood Road Program, based on the preliminary budget and the report recommendations. Upon such notification by the City Engineer, the Consultant will begin the design phase which shall include the following activities:

- Provide complete topographic survey of the project area. Log sheets will be allowed for repaving and rehabilitation areas. The survey must include and identify all trees measuring 6-inch d.b.h. and larger within 25 feet of project area and the condition of such trees should be noted. There are no wetlands anticipated within the project limits.
- Provide preliminary design and project cost estimate at 30% complete for review and comment.
- Provide final plans and contract documents for the project at the time of 90% review. The front-end documents will be provided by the City of Novi, the specifications shall be prepared by the Consultant, and contract documents shall be prepared, printed, assembled, and distributed by the Consultant.
- A revised construction cost estimate shall be provided at the time of 90% review by the City.

- Contact and coordinate with all utility companies with facilities within the project limits.
 - Coordinate all work with state and local agencies to acquire any permits required. (All local streets are under City of Novi jurisdiction and will not require a ROW permit).
 - The plans shall be designed in accordance with the City of Novi Design and Construction Standards, Chapter 11, Novi Code of Ordinances, and RCOC requirements as applicable. The final design shall incorporate all items list above.
 - The Consultant shall be responsible for specifying protection of existing survey monumentation and coordinating with the County surveyor as required.
- 3) The Consultant shall complete a soil erosion and sedimentation control plan for the project in compliance with Part 91 of P.A. 451 of 1994, Chapter 29 of the Novi Code of Ordinances and the City of Novi SESC Program Manual.
 - 4) The Consultant shall submit five (5) sets of plans and cost estimates for review to the City Engineer at 30% complete. The Consultant shall submit five (5) sets of plans and two (2) sets of specifications at 90% complete for review and comment. The Consultant shall submit five (5) sets of as-bid drawings and specifications to the City at the time of construction bidding, as well as a CD of the digital file converted to AutoCAD format. The Consultant shall also provide all plan sets required for permit application submittal to any agencies as required. All bidding activities shall be coordinated through the Engineering Department and Purchasing Department.
 - 5) As a part of the Design Phase, the Consultant shall prepare bid documents and provide assistance to the City Engineering and Purchasing Departments with the bidding of the project, including coordinating and facilitating the pre-bid meeting, preparation of contract addenda, plan revisions, responding to bidder inquiries, review of bids, and recommendation of award to City Engineering.
 - 6) Contract administration services shall include, but not be limited to: reviewing shop drawings furnished by the contractor at the pre-construction meeting, coordinating and running the pre-construction meeting, ensuring compliance with contract documents, regular consultation with City Engineering, interpretation of plans and specifications, preparation and certification of pay estimates, staking, full-time construction inspection during active construction, and materials testing along with final testing and project review. The Consultant must also promptly attend to resident concerns and complaints as they become known.
 - 7) Construction phase services shall also include submittal to City Engineering of all project reports and documents, and written recommendation regarding final acceptance of the project. The Consultant, within this phase, shall also prepare record drawings and transmit one (1) digital copy of as-built plan in .tif format (400 dpi minimum), two (2) plan copies, and a CD containing the digital file of the record drawings in the City standard format (AutoCAD), and provide such information to the Engineering Department within three (3) months following substantial completion of the project.
 - 8) During the construction phase the Consultant shall be responsible for administering and enforcing the soil erosion and sedimentation control plan as an agent for the City under the Authorized Public Agency (APA) program in compliance with the City of Novi *Authorized Public Agency Soil Erosion and Sedimentation Control Program Manual*.

The Consultant shall also be responsible for soil erosion and sedimentation control inspections of the project for compliance with the approved soil erosion and sedimentation control plan. The inspections must be completed by an individual who has current certification through the Michigan Department of Environmental Quality under Part 91. The inspections must occur at regular intervals and soil erosion and sedimentation control inspection logs must be maintained and provided to City staff as required. The Consultant shall also be responsible for instituting corrective measures in the field to prevent soil erosion and sedimentation as required, and for overseeing the Contractor's Storm Water Operator.

DOCUMENT AND FILE FORMAT

All documents shall be submitted to the City of Novi in an electronic format as specified by the Engineering Department.

Documents: MS Word

Digital copies of files, maps, or drawings:
files: ArcView Shape file, AutoCAD,
maps/drawings: ArcView layouts print file
or AutoCAD format (.dxf)

All digital data should correspond to:
Project – State Plane Coordinate System
Michigan, South Zone – 6401
Datum – NAD83, NAVD 88
Spheroid – GRS1980
Units – International Feet

CONSULTANT QUALIFICATIONS

The consultant has been pre-qualified by the Request for Qualifications for Engineering Consulting Services for 2007-2008 Roadway Projects.

CONSULTANT SELECTION

As a pre-qualified consultant, the selection for this roadway project will be based on the fee proposal, which is labeled as Exhibit A, in addition to the consultant's project understanding, approach, schedule, staffing plan, and past performance on City engineering projects.

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of race, creed, color, age, height, weight, sex, sexual preference or handicap discriminate against any person qualified to perform the work required in the execution of the contract.

The selected consultant will enter into an agreement with the City of Novi to perform the services listed in this Request for Proposals. The City's standard Consulting Engineering Agreement is included as Exhibit D.

PROPOSAL SUBMITTALS

To be considered, sealed proposals (**one UNBOUND original and five bound copies**) must arrive at the Purchasing Department, 45175 W. Ten Mile Road, Novi, Michigan 48375 on or before **10:00 AM** Local Prevailing Time, **Thursday, March 6, 2008**

addressed to Carol J. Kalinovik, Purchasing Director, and clearly labeled **ENGINEERING SERVICES FOR 2008 NEIGHBORHOOD ROAD PROGRAM**. There will be no exceptions to this requirement and the City of Novi shall not be held responsible for late, lost, or misdirected proposals. As a pre-qualified consultant, the selection for this roadway project will be based on the fee proposal, which is labeled as Exhibit A, in addition to the consultant's project understanding, approach, schedule, staffing plan, and past performance on City engineering projects. **USE OF CITY LOGO IN YOUR PROPOSAL IS PROHIBITED**. The selection criteria and their corresponding weights for this project are as follows:

<u>Criteria</u>	<u>Weight</u>
Engineering Fee	20%
Evaluation of Schedule, and Proposed Staff	15%
Evaluation of Approach and Understanding of Project	30%
Analysis of subjective statements included in the Consultant's proposal (Innovative and/or value-added items)	20%
Evaluation of past performance on City projects	15%

All proposals must remain valid for one hundred twenty (120) days from due date and cannot be withdrawn during this period.

Questions regarding this Request for Proposals may be directed to:

City Engineer, Rob Hayes, P.E. (248) 735-5606

-or-

Civil Engineer, Brian Coburn, P.E. (248) 735-5632

The City of Novi reserves the right to accept any or all alternative proposals and to award the project to other than the firm with the lowest fee proposal, waive any irregularities or informalities, or both, to reject any or all proposals, and in general, to make award in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

Exhibits

- A - Fee Proposal
- B- Background Information
 - List of Streets for Further Study
 - Map showing streets for further study
 - 2007 URS Report Excerpt
- C - Engineering Consultant Agreement

PROPOSAL

CITY OF NOVI ENGINEERING SERVICES FOR 2008 NEIGHBORHOOD ROAD PROGRAM



Submitted by:

URS

MARCH 6, 2008



March 6, 2008

Ms. Carol J. Kalinovik
Purchasing Director
City of Novi
45175 W. Ten Mile Road
Novi, MI 48375-3024

**Reference: Request for Proposals
Engineering Services for 2008 Neighborhood Road Program**

Dear Ms. Kalinovik:

Please find enclosed an original and five copies of our Proposal for the above referenced project. This proposal includes detailed information on the scope of services, staffing, schedule, and costs for the project to be designed and constructed.

URS has a deserved reputation for designing and inspecting large scale, complex municipal projects. We have also provided quality services on hundreds of projects of all types and scales to Cities, Villages and Counties throughout the State of Michigan.

We provided the design, construction engineering, layout, and inspection services for the City of Novi on the 2007 Neighborhood Road Program Project. Our team also provided design and construction engineering services for the 9 Mile Road Watermain Project and the 11 Mile Road Culvert Replacement Project for the City. These projects provided us the opportunity to work with Novi staff and to become familiar with City of Novi expectations, procedures and requirements.

If you have any questions, please feel free to contact me at (248) 204-4950 or Project Manager Sean Kelsch at (616) 574-8497. We appreciate your consideration of our submittal and look forward to working with you again.

Sincerely,

URS Corporation – Great Lakes, Inc.

Khaled Soubra, Ph.D., PE
Vice President / Operations Manager

Attachments:

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UNDERSTANDING OF PROJECT

INTRODUCTION

The URS team includes experienced staff that has successfully completed many roadway design projects for various local agency clients, including the City of Novi. Our office in Southfield is close to Novi and allows quick access to the project sites and to City Staff at the Novi City Hall. Our team is available to focus on these projects and will complete the design and construction phases quickly and efficiently.

We have reviewed the Request for Proposals for the 2008 Neighborhood Road Program and we understand what is required to perform the needed services for this project. URS provided study, design, and construction engineering services for the City of Novi for the 2007 Neighborhood Road Program and numerous other projects. Our team is very familiar with the City of Novi expectations, requirements, and standards. As a result, we can complete the required tasks quickly and efficiently. The project schedule for the design phase is very constrained. Completing these tasks efficiently will be one of the principal keys for the success of the project.

Existing problems on each roadway, such as pavement failures due to inadequate subgrade drainage, poor soil conditions, behind the curb drainage ponding, and geometric deficiencies will be studied and discussed with the City. Understanding what problems exist is essential to ensure that these problems are addressed as part of the project. For roadways which are to be reconstructed, improvements in alignment and profile to address/correct problems can be designed and implemented.



We understand that the project will impact and inconvenience the neighborhoods. In an effort to minimize this, we will pay close attention to traffic maintenance issues and will be responsive to resident and City concerns during both the design and construction phases.

As shown in the organization chart, the URS team includes:

URS Corporation (URS)

- Project Management
- Quality Assurance and Quality Control
- Studies
- Design
- Surveys
- Construction Inspection and Contract Administration

Schleede Hampton Associates

- Materials Testing

UNDERSTANDING OF PROJECT

PROJECT APPROACH

Completing work efficiently and at the lowest possible cost is important to the City, and thus is important to us. A deliberate and structured approach to this project will be provided to ensure that this goal is met.

At URS, a Quality Assurance/Quality Control Plan is developed for all projects, regardless of size. A Senior Engineer is assigned to this project with the responsibility to ensure that the established process is followed and that independent checks are made of all work products. We firmly believe that our process results in lower overall costs and a reduction in claims during construction.

Our overall approach to this project is as follows:

Kickoff Meeting

After selection and prior to beginning work, we would schedule a "Scope Verification" meeting with the City. Staff that will be working on the project will attend this meeting. The purpose of this meeting will be to:

- Obtain information from City records needed to complete the project, including PASER data.
- Review and confirm the project requirements and work limits.
- Discuss in detail our management approach and any special project concerns.
- Establish a communication network to keep the essential decision-makers involved.
- Review the project schedule, design budget, construction budget, deliverables, and project milestones.

Study and Recommendation Phase

URS will conduct site visits to observe and document the condition of each street. URS will then prepare a summary report with a prioritized list of specific locations of damaged or failing pavement requiring rehabilitation, reconstruction, repaving, or no action. URS will also prepare a cost estimate for each location with the various types of repairs needed. URS will segregate the roadways into discrete segments, with the segments correlating to the type of repair needed. Photographs will be included for each roadway segment.

We understand that geotechnical services will be obtained as a separate contract. URS will prepare a detailed scope of services for the geotechnical work and obtain proposals from a minimum of three qualified firms. A recommendation regarding the selection of a geotechnical firm will then be prepared for city consideration. Overall coordination and direction of the geotechnical investigation will also be provided. The Soil Boring logs obtained will be included in the preliminary study and in the contract documents.

We understand the City process for evaluating and selecting the roadway segments to be included in the project. All information needed to make these important decisions will be presented clearly and concisely in the report.

UNDERSTANDING OF PROJECT

Preliminary Design Phase – 30%

Upon the review of the summary report by the City Engineering Division staff, the City will select the streets to be completed as part of the 2008 Neighborhood Road Program and notify URS to start the design phase.

URS will then conduct required topographic and tree surveys for the project areas. All survey data will be in State Plane Coordinates and NAVD 88 vertical datum to be compatible with the City GIS system.



Existing utilities will be identified and located as part of the topographic surveys. URS will coordinate with the various utility companies to obtain and verify this information. Close coordination with the utility companies regarding conflicts with the proposed projects and relocation of utilities will be maintained.

After the needed topographic surveys and other needed information is obtained, a preliminary design will be completed. Design work will be per City of Novi design and construction standards (Chapter 11, Novi Codes of Standards).

Upon completion of 30% Design Plans, the plans and preliminary cost estimate will be prepared and submitted for review by the City.

URS will attend a 30% Design Review meeting with City staff to discuss the proposed design and the project elements. To help facilitate the meeting and ensure that all issues are addressed, URS will prepare a detailed agenda for the meeting. Design issues will be identified and discussed, as will the project schedule and budget.

Public Information Meetings and/or meetings with Novi City Council will also be attended as requested. Easily understood exhibits and illustrations showing project layouts, impacts, costs and schedules will be prepared as appropriate for use at these meetings.

Detailed Design – 90%

Following receipt of comments on the 30% Design submittal, URS will prepare the 90% Design Review Submittal Package. The resolution of issues raised at the 30% Design stage will be incorporated into the plans and specifications. The construction cost estimate will be updated and additional details added to the plans. A complete Specifications booklet will be prepared and submitted, including bidding proposal, bonds, insurance requirements, technical specifications and the City's standard front end documents.

UNDERSTANDING OF PROJECT

A review meeting with the City will be attended to receive comments on the 90% Design Submittal package. Meeting(s) with the public and/or City council also will be attended as requested by the City.

The 90% Review package will contain a final design of the project, with only minor details not yet included. If there are outstanding issues that require a decision by the City to resolve, these will be explicitly outlined in the meeting agenda. Alternate drawings/exhibits and cost estimates will be presented as needed to help resolve outstanding issues.

Based upon the limits of work shown in the RFP, permits from other agencies (Road Commission or MDOT) do not appear to be needed. However, should permits be required, the applications will be prepared and submitted promptly to avoid project delays.

The required City of Novi SESC permit application and SESC checklist will be prepared and submitted with the 90% Review package.

Final Plans, Specifications, and Estimates

Following the 90% Review meeting, the project plans and specifications will be finalized and a final submittal of contract documents ready for advertising will be sent to the City. The bid package will include an Advertisement for Bids and a final construction cost estimate for the work.

Advertising

During the advertising phase, URS will respond to questions from bidders regarding the contract document. If needed, URS will prepare addenda to address any needed clarifications or revisions to the contract documents.

We will attend and assist City staff in conducting the the bid opening. All submitted bids will be evaluated and a formal recommendation letter will be prepared concerning contract award.

Construction Phase Services

Services provided during construction include Construction Inspection and Contract Administration. URS personnel will provide these services utilizing our experienced staff from our Southfield office.

Full-time Inspection will be provided while construction operations are in progress to ensure that all work is done in full compliance with the contract documents. Inspection services will also include verification that soil erosion control measures are in full compliance with MDEQ and City of Novi requirements. URS inspectors are certified for Soil Erosion and Sedimentation Control (per Act 91).

UNDERSTANDING OF PROJECT

Contract Administration includes the determination of completed quantities and submittal of pay estimates for completed work. Coordination with utility companies during construction will also be done.

The URS Inspector will be the point of contact between the Contractor, the City, and local residents for issues that arise during construction. We anticipate that one to two full-time inspectors will be required whenever construction operations are actively in progress. Keeping the City informed of project progress and issues and also coordinating the staking and materials testing operations will be the responsibility of the Inspector. Also, a senior inspector along with the project manager will communicate with the City Engineering staff relative to any site specific issues requiring immediate resolution.

Construction Staking

Staking during construction will be done by URS as required to construct each portion of this project. The control points set for the design surveys will be used for this work. The exact locations/offsets/ and information needed on the stakes will be discussed with the Contractor prior to starting work.

Materials Testing

During construction, Schleede Hampton Associates and the URS Inspector will perform the materials testing needed to ensure compliance with the project specifications.



Construction staff will work with residents to minimize Construction impacts

UNDERSTANDING OF PROJECT

CRITICAL ISSUES

Project Schedule

As outlined in the Implementation Schedule section, the time available for the design tasks is very limited. In order to meet the project schedule, these tasks must be completed very efficiently. We can complete the work efficiently because we have done other projects with the City and understand the internal processes, requirements, and expectations of the City. We understand the schedule issues and can commit to meeting the schedule.

Design Issues

Careful analysis of the soil borings to be obtained will be done to ensure that any existing problems with poor subgrade conditions and high groundwater are identified and addressed as part of the design. Specifically:

- Subgrade drainage will be incorporated in the design of all streets to be reconstructed. Edge Drains will be provided and the use of a permeable open-graded drainage course will be investigated if poor subsurface conditions and a high ground water table are encountered.
- Different methods of stabilizing unstable subgrade areas will be examined, including subgrade undercutting and geotextile stabilization, should the borings indicate this may be appropriate.
- Grading and drainage are always important issues in roadway design. For streets that are reconstructed, it will be possible to improve the alignment and profile to address existing deficiencies. Spot improvements to the geometrics, profiles and storm sewer systems will be investigated and implemented where feasible.

Maintaining Traffic

Maintaining through traffic and local access during construction are critical issues for this project.

We understand that the residents affected by the project will be asked to voice their preferences regarding the maintaining traffic schemes and that their opinions matter and will be taken into consideration.

Providing convenient nearby parking areas for residents during construction is also a critical issue, particularly when driveway access is not possible due adjacent paving operations. Provisions regarding parking for local residents will be included in the Contract Documents and rigorously enforced by our inspectors during the construction phase.

The Contractor that is awarded the project will also influence the maintaining traffic scheme to be utilized. Different contractors utilize different methods, depending upon the equipment they use. The Contractor that constructed the 2006 and 2007 Neighborhood Road Program projects preferred to construct the roadways part width and did not utilize automated equipment. The specifications for the 2007 Neighborhood Road Program were set up so that part width construction was required for all of the roadways. Alternate schemes were allowed to be proposed by the Contractor; however, City approval is required prior to implementing any full closures.

UNDERSTANDING OF PROJECT

Based upon our experience, we recommend using the same Maintaining Traffic contract requirements for the 2008 Neighborhood Road Program which were used successfully in the 2007 project in order to minimize impacts and inconvenience to the residents.

Refuse Pickup and Mail Service

Ensuring refuse disposal and mail service are provided at all times during construction is important to the City and to residents. Special attention to these issues will be made during the design and requirements regarding these issues will be included in the Contract Documents.

During construction, our inspectors will ensure that the contractor complies with all of the contract requirements, including those for maintaining mail and refuse disposal service to help minimize inconvenience to local residents. Concerns and complaints from residents and City staff will be addressed immediately.

Accommodating Special Needs Residents

On a past project, special attention was given by our staff to accommodate a resident with a specific disability and mobility issue. We will communicate with the affected residents and do whatever it takes to ensure that special needs residents are not unduly impacted by the project.

A number of Michigan agencies, including the City of Ann Arbor and the Michigan Department of Transportation, have recently been subjected to lawsuits regarding the design of pedestrian facilities and compliance with the Americans with Disabilities Act. The Michigan Department of Transportation has been updating and expanding Standard Plan R-28 for Sidewalk Ramps to include additional situations and special cases as a result of these developments. We are very familiar with these design issues and will ensure that the project design and construction is in full compliance with the Americans with Disabilities Act.

Environmental Issues

We understand City requirements for environmental matters and the emphasis the City places on soil erosion and sedimentation control. Minimizing impacts to trees is also very important to City staff and residents and will be made a priority by our team.

We have used Oakland County Drain Commission standard details for Soil Erosion and Sedimentation Control on past City projects and plan to continue their use. These standards are comprehensive and incorporate the latest Best Management Practices for Soil Erosion and Sedimentation Control. The required City SESC Application form and SESC checklist form will be submitted along with the 90% submittal.

We also will use contract language for tree protection and preservation that have been successfully used on past City projects to ensure that the Contractor places the same value on tree preservation issues as the City does.

UNDERSTANDING OF PROJECT

Communication and Coordination

Although technical issues are important, project coordination and communication may be the most critical factor for the success of this project. As such, project coordination and communication will be a distinct component of our Project Management Plan for this assignment.

URS will use several methods to maintain clear communications with the City and with affected residents, including:

- Copies of all e-mail communications will be sent to City of Novi Project Manager.
- Minutes of all meetings will be prepared by URS and distributed within five working days.
- During construction, bi-weekly site meetings will be held.
- Inspectors carry mobile phones at all times. A list of emergency phone numbers for key staff will be provided. Our staff can be reached at any time to deal with unexpected issues.
- Informational flyers for residents providing specific information on construction dates, driveway closure dates, and work limits have been helpful on past projects and will be used on this project.
- As issues and concerns arise during design and construction, they will be dealt with promptly, courteously, professionally, and efficiently.

STAFFING

URS has approximately 350 professionals in Southfield and Grand Rapids. If needed, URS has 27,000 employees worldwide that can provide virtually any specialized engineering or planning service that the City may require.

An organization chart follows for the 2008 Neighborhood Road Program Project. Resumes for all key staff members listed were included in the Statement of Qualifications for 2007-2008 Roadway Projects, submitted in February, 2007.

Our Project Manager, **Sean Kelsch, PE** has extensive expertise of with similar projects. Mr. Kelsch managed the City of Novi 2007 Neighborhood Roads Program.

Tara Weise, PE, Paula Johnson, PE, and Jim Hess, CET will be working on the design phase and the preparation of cost estimates. These staff members completed the design of previous projects for the City.

All deliverables will be reviewed by the QAQC senior engineer, **Leo Davies, PE**. Mr. Davies is very familiar with the City of Novi requirements and procedures and has extensive expertise on road design and construction projects.

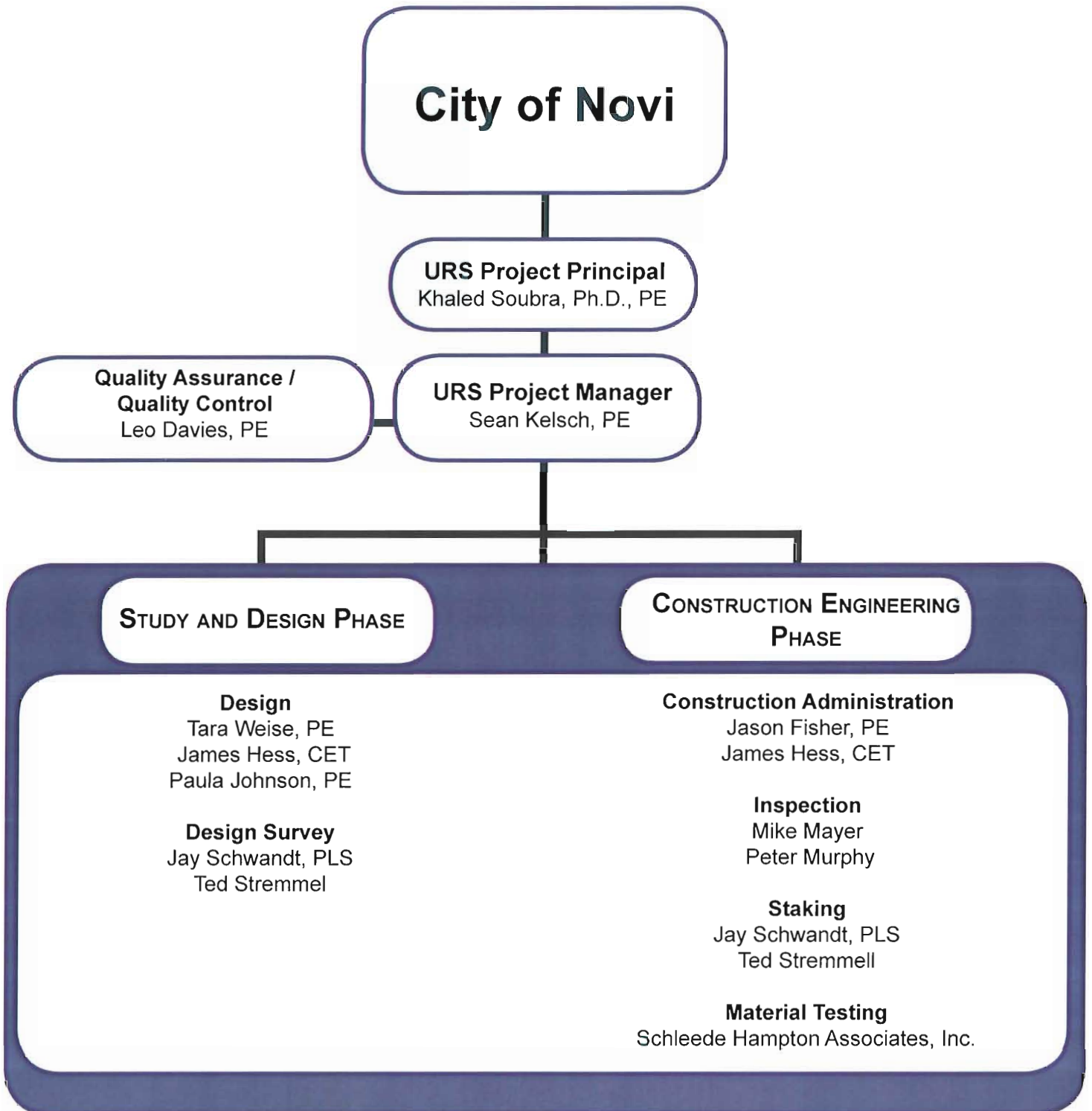
Jason Fisher, PE will manage the construction phase. Our Senior Inspector in charge of supervision of day to day inspection activities will be **Mike Mayer**. Mr. Mayer has extensive experience in road construction and recently completed the 2007 Neighborhood Roads Program Project for the City of Novi. Mr. Mayer will utilize certified inspectors to monitor the progress of construction on a daily basis.

In addition, Mike Mayer will serve as the certified soil erosion senior inspector. Mike will conduct soil erosion control measures checks periodically and after rain events to make sure the contractor is maintaining the soil erosion control at all times during construction.

We understand that construction of this project is to be completed in the 2008 construction season. We have assigned the staff with the most experience on previous projects for the City in order to ensure that the aggressive schedule is met.

Organizational Chart

2008 Neighborhood Road Program



All proposed staff are employees of URS Corporation.

IMPLEMENTATION SCHEDULE

A detailed schedule is attached for the 2008 Neighborhood Road Program. The schedule shows key dates, tasks, and submittals for the Study, Design and Construction phases of the project.

The key dates included in the Request for Proposal for the start of work, selection of roadways to be included in the program and City Council consideration of award of a construction contract are included in the schedule.

We understand that the City cannot make budgeting decisions prior to the budget being approved and that the project must begin construction by mid July in order for construction to be completed this season without the added cost of an expedited construction schedule. Given these realities, the schedule is very compressed for the design phase tasks. Our experience with previous projects for the city and the understanding of the City requirements we have gained from these projects will allow us to work efficiently and quickly.

We have looked carefully at the schedule and can commit to the dates shown.

Design and Construction Schedule 2008 Neighborhood Road Program City of Novi

ID	Task Name	Start	Finish	Duration	2008													
					March	April	May	June	July	August	Septemb	October	Novemb	Decemb	January			
1	Notice to Proceed	03/17/08	03/17/08	0 days	◆													
2	STUDY & RECOMMENDATION PHASE	03/17/08	04/30/08	33 days	[Gantt bar from March 17 to April 30]													
3	Project Setup	03/17/08	03/19/08	3 days	[Bar]													
4	Project Kickoff Meeting	03/20/08	03/20/08	0 days	◆													
5	Observation of Existing Conditions	03/21/08	04/03/08	10 days	[Bar]													
6	Solicit Geotechnical Consultant	03/25/08	03/31/08	5 days	[Bar]													
7	Summary Report	04/02/08	04/15/08	10 days	[Bar]													
8	Preliminary Cost Estimate	04/14/08	04/16/08	3 days	[Bar]													
9	Submit Draft Report	04/16/08	04/16/08	0 days	◆													
10	City Review	04/17/08	04/22/08	4 days	[Bar]													
11	Receive Geotechnical Study	04/17/08	04/17/08	0 days	◆													
12	Submit Final Summary Report	04/25/08	04/25/08	0 days	◆													
13	Notice to Proceed with Design	04/30/08	04/30/08	0 days	◆													
14	PRELIMINARY DESIGN - 30%	05/01/08	05/19/08	13 days	[Gantt bar from May 1 to May 19]													
15	Design Surveys	05/01/08	05/14/08	10 days	[Bar]													
16	Preliminary Design	05/01/08	05/19/08	13 days	[Bar]													
17	Submit Preliminary Design	05/19/08	05/19/08	0 days	◆													
18	DETAILED DESIGN PHASE	05/21/08	06/18/08	20 days	[Gantt bar from May 21 to June 18]													
19	Receive City Comments	05/21/08	05/21/08	0 days	◆													
20	Develop Detailed Design Plans & Specifications	05/22/08	05/26/08	3 days	[Bar]													
21	Plan Submittal to City	05/26/08	05/26/08	0 days	◆													
22	Receive City Comments	05/28/08	05/28/08	0 days	◆													
23	Final Plan and Specifications Revisions	05/29/08	05/30/08	2 days	[Bar]													
24	Submit Package for Advertising	05/30/08	05/30/08	0 days	◆													
25	Advertising Period	06/02/08	06/17/08	12 days	[Bar]													
26	Open Bids	06/17/08	06/17/08	0 days	◆													
27	Bids Evaluation	06/18/08	06/18/08	1 day	[Bar]													
28	CONSTRUCTION PHASE	06/23/08	01/12/09	145 days	[Gantt bar from June 23 to January 12, 2009]													
29	Contract Award By City Council	06/23/08	06/23/08	0 days	◆													
30	Contract Execution	06/24/08	07/07/08	10 days	[Bar]													
31	Construction	07/15/08	12/01/08	100 days	[Bar]													
32	Prepare Record / As-Built Plans	12/16/08	01/12/09	20 days	[Bar]													
33	Submit Final Deliverables to City	01/12/09	01/12/09	0 days	◆													



**EXHIBIT A
FEE PROPOSAL
CITY OF NOVI**

**ENGINEERING SERVICES FOR
2008 NEIGHBORHOOD ROAD PROGRAM**

We the undersigned propose to furnish to the City of Novi services consistent with the Request for Qualifications dated January 11, 2007 and Request for Proposals dated February 19, 2008, respectively. Design fees will be paid on an hourly basis for actual work performed to a maximum as proposed. A separate fee schedule is being provided should the City request additional work on an hourly basis.

Project	Phase	Total Fee
2008 NEIGHBORHOOD ROAD PROGRAM	Study and Recommendation Phase (not-to-exceed fee—soil borings EXCLUDED**)	\$ 10,358.00
	Design Phase (not-to-exceed fee)	\$ 45,513.00
	Construction Phase Construction Cost Estimate: \$ 1,400,000	
	8.21 % of Construction Cost (from estimate above)	\$ 114,940.00
	TOTAL ESTIMATED* FEE	\$ 170,811.00

*Total Estimated Fee consists of a not-to-exceed design phase fee (which includes geotechnical costs if applicable) and a fixed percentage construction phase fee which is used to estimate an approximate fee amount based on the cost estimate above. The actual construction phase fee will be established when the project is awarded to a contractor by multiplying the fixed percentage provided and the bid price of the successful bidder.

**The City will contract directly with a geotechnical consultant in coordination with the selected consultant.

PLEASE TYPE:

Company Name: URS Corporation Great Lakes

Address: 27777 Franklin Road, Suite 2000, Southfield, MI 48034

Agent's Name: Khaled S. Soubra, PhD, PE

Agent's Title: Vice President / Operations Manager

Agent's Signature: 

Telephone Number: 248-204-5900 Fax Number: 248-204-5901

E-mail Address: khaled_soubra@urscorp.com Date: March 6, 2008

RATE TABLE

URS Corporation Great Lakes

For January 1, 2008 through December 31, 2008

<u>Classification</u>	<u>Hourly Rate</u>
Project Manager	\$150
Senior Engineer	\$105
Engineer	\$80
Junior Engineer	\$60
Professional Surveyor	\$100
Surveyor	\$70
Senior Technician	\$80
Technician	\$50
Administration / Clerical	\$45