

**CITY of NOVI CITY COUNCIL**

**Agenda Item E  
October 24, 2011**

**SUBJECT:** Approval to award an engineering services contract for design engineering services to update the design standards, specifications and standard details for water main and sanitary sewer and storm sewer to Orchard, Hiltz & McCliment, Inc. (OHM), in the amount of \$35,500.

**SUBMITTING DEPARTMENT:** Department of Public Services, Engineering Division *BTC*

**CITY MANAGER APPROVAL:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	\$ 29,500 (Water & Sewer Standards) <u>\$ 6,000 (Storm Sewer Standards)</u> \$ 35,500 TOTAL
<b>AMOUNT BUDGETED</b>	\$ 18,500 (Water & Sewer Standards) <u>\$ 0 (Storm Sewer Standards)</u> \$ 18,500 TOTAL
<b>APPROPRIATION REQUIRED</b>	\$ 11,000 (Water & Sewer Standards) <u>\$ 6,000 (Storm Sewer Standards)</u> \$ 17,000 TOTAL
<b>LINE ITEM NUMBER</b>	592-592.00-805.000 (Water & Sewer Standards) 210-211.00-805.000 (Storm Sewer Standards)

**BACKGROUND INFORMATION:**

This project will revise and update the engineering standards for the construction of water main, sanitary sewer, and storm sewer. These standards have been in place since the 1990s, and some standards are outdated, obsolete, or conflict with generally accepted standards produced by other agencies.

The existing standards and specifications for water main, sanitary sewer, and storm sewer are currently included in the Design & Construction Standards (Chapter 11 of the Novi Code of Ordinances) and will be reviewed, updated, revised, and incorporated in the Engineering Design Manual. The goal of this project is to provide a set of updated, current design standards. The standard detail sheets for water main, sanitary sewer, and storm sewer will also be revised to incorporate the above standards as part of this project.

The Agreement for Professional Engineering Services for Public Projects does not contain a fee category for the development of standards and specifications, so proposals were requested from the City's three pre-qualified engineering firms. City staff reviewed the

proposals and recommends that design engineering for this project be awarded to OHM. OHM's proposal and a summary of the review scoring are attached.

The engineering fee for this project is \$35,500, per the attached proposal. A draft of the Supplemental Professional Engineering Services Agreement for this project is enclosed and includes the project scope.

This project is expected to be completed by spring 2012.

**RECOMMENDED ACTION:** Approval to award an engineering services contract for design engineering services to update the design standards, specifications and standard details for water main and sanitary sewer and storm sewer to Orchard, Hiltz & McCliment, Inc. (OHM), in the amount of \$35,500.

	1	2	Y	N
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Gatt</b>				
<b>Council Member Fischer</b>				
<b>Council Member Margolis</b>				

	1	2	Y	N
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				
<b>Council Member Wrobel</b>				

## PROPOSAL EVALUATION SUMMARY

**Project Description:** Water Main, Sanitary Sewer and Storm Sewer Standards Update

**RANK 1= LOW, 2= BEST**

<b>SCORES</b>	<i>Item weight:</i>			<b>Totals</b>	<i>Rank</i>
	<i>10</i>	<i>60</i>	<i>30</i>		
<b>OHM</b>	<b>9</b>	<b>9</b>	<b>7</b>	<b>840</b>	<b>1</b>
<b>URS</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>430</b>	<b>3</b>
<b>SDA</b>	<b>5</b>	<b>4</b>	<b>8</b>	<b>530</b>	<b>2</b>
<b>TOTALS</b>	<b>18</b>	<b>18</b>	<b>18</b>		

### **SCORING CRITERIA**

1. Fee (10%)
2. Design approach (60%)
3. Value-added (30%)

### **FEE SUMMARY**

<b>OHM</b>	<b>\$ 35,500</b>
<b>URS</b>	<b>\$ 74,720</b>
<b>SDA</b>	<b>\$ 58,000</b>

## SUPPLEMENTAL PROFESSIONAL ENGINEERING SERVICES AGREEMENT

### WATER MAIN, SANITARY SEWER AND STORM SEWER STANDARDS AND SPECIFICATIONS

This Agreement shall be considered as made and entered into as of the date of the last signature hereon, and is between the City of Novi, 45175 W. Ten Mile Road, Novi, MI 48375-3024, hereafter, "City," and Orchard, Hiltz & McCliment, Inc., whose address is 34000 Plymouth Road, Livonia, Michigan 48150, hereafter, "Consultant."

#### **RECITALS:**

This Agreement shall be supplemental to, and hereby incorporates the terms and conditions of the AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES FOR PUBLIC PROJECTS, and attached exhibits, entered into between the City and the Consultant on September 24, 2009.

This project will revise and update the engineering standards for the construction of water main, sanitary sewer, and storm sewer. The existing standards and specifications for water main, sanitary sewer, and storm sewer are currently included in the Design & Construction Standards (Chapter 11 of the Novi Code of Ordinances) and will be reviewed, updated, revised, and incorporated in the Engineering Design Manual. The goal of this project is to provide a set of updated, current design standards and specifications. The standard detail sheets for water main, sanitary sewer, and storm sewer will also be revised to incorporate the above standards as part of this project.

NOW, THEREFORE, in consideration of the foregoing, the City and Consultant agree as follows:

#### **Section 1. Professional Engineering Services.**

For and in consideration of payment by the City as provided under the "Payment for Engineering Services" section of this Agreement, Consultant shall perform the work described in the manner provided or required by the following Scope of Services, per the Consultant's proposal dated August 31, 2011, all of said services to be done in a competent, efficient, timely, good and workmanlike manner and in compliance with all terms and conditions of this Agreement.

Exhibit A

Scope of Services

**Section 2. Payment for Professional Engineering Services.**

1. Basic Fee.

- a. Design Phase Services: The Consultant shall complete the design phase services as described herein for a lump sum fee of \$35,500, per the Consultant's proposal dated August 31, 2011.

2. Payment Schedule for Professional Engineering Services Fee.

Consultant shall submit monthly statements for professional engineering services rendered. The statements shall be based on Consultant's estimate of the proportion of the total services actually completed for each task as set forth in Exhibit A at the time of billing. The City shall confirm the correctness of such estimates, and may use the City's own engineer for such purposes. The monthly statements should be accompanied by such properly completed reporting forms and such other evidence of progress as may be required by the City. Upon such confirmation, the City shall pay the amount owed within 30 days.

Final billing under this agreement shall be submitted in a timely manner but not later than three (3) months after completion of the services. Billings for work submitted later than three (3) months after completion of services will not be paid. Final payment will be made upon completion of audit by the City.

3. Payment Schedule for Expenses.

All expenses required to complete the scope of services described herein, including but not limited to costs related to mileage, vehicles, reproduction, computer use, etc., shall be included in the basic fee and shall not be paid separately. However, as compensation for expenses that are not included in the standard scope of services, when incurred in direct connection with the project, and approved by the City, the City shall pay the Consultant its actual cost times a factor of 1.15.

**Section 4. Ownership of Plans and Documents; Records.**

1. Upon completion or termination of this agreement, all documents prepared by the Consultant, including tracings, drawings, estimates, specifications, field notes, investigations, studies, etc., as instruments of service shall become the property of the City.

2. The City shall make copies, for the use of the Consultant, of all of its maps, records, laboratory tests, or other data pertinent to the work to be performed by the Consultant under this Agreement, and also make available any other maps, records, or other materials available to the City from any other public agency or body.

3. The Consultant shall furnish to the City, copies of all maps, records, field notes, and soil tests that were developed in the course of work for the City and for which compensation has been received by the Consultant.

**Section 5. Termination.**

1. This Agreement may be terminated by either party upon 7- days' prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.

2. This Agreement may be terminated by the City for its convenience upon 90 days' prior written notice to the Consultant.

3. In the event of termination, as provided in this Article, the Consultant shall be paid as compensation in full for services performed to the date of that termination, an amount calculated in accordance with Section 2 of this Agreement. Such amount shall be paid by the City upon the Consultant's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries, and that other information and materials as may have been accumulated by the Consultant in performing the services included in this Agreement, whether completed or in progress.

**Section 6. Disclosure.**

The Consultant affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of consultants to provide professional engineering services to the City within the two years preceding the execution of this Agreement. A campaign contribution, as defined by Michigan law shall not be considered as a valuable gift for the purposes of this Agreement.

**Section 7. Insurance Requirements.**

1. The Consultant shall maintain at its expense during the term of this Agreement, the following insurance:

- A. Worker's Compensation insurance relative to all Personnel engaged in performing services pursuant to this Agreement, with coverage not less than that required by applicable law.
- B. Comprehensive General Liability insurance with maximum bodily injury limits of \$1,000,000 (One Million Dollars) each occurrence and/or aggregate and minimum Property Damage limits of \$1,000,000 (One Million Dollars) each occurrence and/or aggregate.
- C. Automotive Liability insurance covering all owned, hired, and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of \$1,000,000 (One Million Dollars) each occurrence and/or aggregate minimum property damage limits of \$1,000,000 (One Million Dollars) each occurrence and/or aggregate.

D. The Consultant shall provide proof of Professional Liability coverage in the amount of not less than \$1,000,000 (One Million Dollars) per occurrence and/or aggregate, and Environmental Impairment coverage.

2. The Consultant shall be responsible for payment of all deductibles contained in any insurance required hereunder.

3. If during the term of this Agreement changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Consultant will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Consultant's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

4. All policies shall name the Consultant as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the City.

With the exception of professional liability, all insurance policies shall name the City of Novi, its officers, agents, and employees as additional insured. Certificates of Insurance evidencing such coverage shall be submitted to Sue Morianti, Purchasing Manager, City of Novi, 45175 West Ten Mile Road, Novi, MI 48375-3024 prior to commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.

5. If any work is sublet in connection with this Agreement, the Consultant shall require each subconsultant to effect and maintain at least the same types and limits of insurance as fixed for the Consultant.

6. The provisions requiring the Consultant to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Consultant under this Agreement.

**Section 8. Indemnity and Hold Harmless.**

A. The Consultant agrees to indemnify and hold harmless the City, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the City by reason of personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of the Consultant in performing or failing to perform the work.

The Consultant agrees that it is its responsibility and not the responsibility of the City to safeguard the property and materials used in performing this Agreement. Further, this Consultant agrees to hold the City harmless for any loss of such property and materials used pursuant to the Consultant's performance under this Agreement.

**Section 9. Nondiscrimination.**

The Consultant shall not discriminate against any employee, or applicant for employment because of race, color, sex, age or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Consultant further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 4563) and will require a similar covenant on the part of any consultant or subconsultant employed in the performance of this Agreement.

**Section 10. Applicable Law.**

This Agreement is to be governed by the laws of the State of Michigan and the City of Novi Charter and Ordinances.

**Section 11. Approval; No Release.**

Approval of the City shall not constitute nor be deemed release of the responsibility and liability of Consultant, its employees, associates, agents and subconsultants for the accuracy and competency of their designs, working drawings, and specifications, or other documents and services; nor shall that approval be deemed to be an assumption of that responsibility by the City for any defect in the designs, working drawings and specifications or other documents prepared by Consultant, its employees, subconsultants, and agents.

After acceptance of final plans and special provisions by the City, Consultant agrees, prior to and during the construction of this project, to perform those engineering services as may be required by City to correct errors or omissions on the original plans prepared by Consultant and to change the original design as required.

**Section 12. Compliance With Laws.**

This Contract and all of Consultants professional services and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because the City is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Agreement.

**Section 13. Notices.**

Written notices under this Agreement shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City: Rob Hayes, P.E., Director of Public Services and Maryanne  
Cornelius, Clerk, with a copy to Thomas R. Schultz, City Attorney

Consultant: James Stevens, P.E.

**Section 14. Waivers.**



No waiver of any term or condition of this Agreement shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

**Section 15. Inspections, Notices, and Remedies Regarding Work.**

During the performance of the professional services by Consultant, City shall have the right to inspect the services and its progress to assure that it complies with this Agreement. If such inspections reveal a defect in the work performed or other default in this Agreement, City shall provide Consultant with written notice to correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Consultant shall correct the specified defects or defaults within the time specified. Upon a failure to do so, the City may terminate this Agreement by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so being a valid claim and charge against Consultant; or, the City may preserve the claims of defects or defaults without termination by written notice to Consultant.

All questions which may arise as to the quality and acceptability of work, the manner of performance and rate of progress of the work, and the interpretation of plans and specifications shall be decided by the City. All questions as to the satisfactory and acceptable fulfillment of the terms of this agreement shall be decided by the City.

**Section 16. Delays.**

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this agreement, except as hereinafter provided.

In case of a substantial delay on the part of the City in providing to the Consultant either the necessary information or approval to proceed with the work, resulting, through no fault of the Consultant, in delays of such extent as to require the Consultant to perform its work under changed conditions not contemplated by the parties, the City will consider supplemental compensation limited to increased costs incurred as a direct result of such delays. Any claim for supplemental compensation must be in writing and accompanied by substantiating data.

When delays are caused by circumstances or conditions beyond the control of the Consultant as determined by the City, the Consultant shall be granted an extension of time for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the permitting of the Consultant to proceed to complete the services, or any part of them, after the date to which the time of completion may have been extended, shall in no way operate as a waiver on the part of the City of any of its rights herein set forth.

**Section 17. Assignment.**

No portion of the project work, heretofore defined, shall be sublet, assigned, or otherwise disposed of except as herein provided or with the prior written consent of the City. Consent to sublet, assign, or otherwise dispose of any portion of the services shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this agreement.

**Section 18. Dispute Resolution.**

The parties agree to try to resolve any disputes as to professional engineering services or otherwise in good faith. In the event that the parties cannot resolve any reasonable dispute, the parties agree to seek alternative dispute resolution methods agreeable to both parties and which are legally permissive at the time of the dispute. The parties agree to use their best efforts to resolve any good faith dispute within 90 (ninety) days notice to the other party. In the event the parties cannot resolve that dispute as set forth above, they may seek such remedies as may be permitted by law.

WITNESSES

Orchard, Hiltz & McCliment, Inc.

\_\_\_\_\_  
\_\_\_\_\_

By: Vytautas P. Kaunelis, PE  
Its: Principal

The foregoing \_\_\_\_\_ was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_ on behalf of

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

WITNESSES

CITY OF NOVI

\_\_\_\_\_  
\_\_\_\_\_

By:  
Its:

The foregoing \_\_\_\_\_ was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_ on behalf of the City of Novi.

\_\_\_\_\_  
Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_

## EXHIBIT A - SCOPE OF SERVICES

Consultant shall provide the City professional engineering services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as the City's professional engineering representative for the Project, providing professional engineering consultation and advice and furnishing customary civil, structural, mechanical and electrical engineering services and customary engineering services incidental thereto, as described below.

### A. **Basic Services.**

[see attached]

### B. **Performance.**

1. The Consultant agrees that, immediately upon the execution of this Agreement, it will enter upon the duties prescribed in this agreement, proceed with the work continuously, and make the various submittals on or before the dates specified in the attached schedule. The City is not liable and will not pay the Consultant for any services rendered before written authorization is received by the Consultant.
2. The Consultant shall submit, and the City shall review and approve a timeline for submission of plans and/or the completion of any other work required pursuant to this Scope of Services. The Consultant shall use its best efforts to comply with the schedule approved by the City.
3. If any delay is caused to the Consultant by order of the City to change the design or plans; or by failure of the city to designate right-of-way, or to supply or cause to be supplied any data not otherwise available to the Consultant that is required in performing the work described; or by other delays due to causes entirely beyond the control of the Consultant; then, in that event, the time schedules will be adjusted equitably in writing, as mutually agreed between the City and the Consultant at the moment a cause for delay occurs.
4. Since the work of the Consultant must be coordinated with the activities of the City (including firms employed by and governmental agencies and subdivisions working with the City), the Consultant shall advise the City in advance, of all meetings and conferences between the Consultant and any party, governmental agency, political subdivision, or third party which is necessary to the performance of the work of the Consultant.



est.1962

October 14, 2011

City of Novi  
Engineering Department  
Mr. Ben Croy, PE  
26300 Delwal Drive  
Novi, MI 48375

Re: Engineering Design Manual and Construction Standard Details Proposal

Dear Mr. Croy:

OHM is pleased to submit our proposal for the revision/creation of portions of the Engineering Design Manual and the Construction Standard Details.

### **PROJECT UNDERSTANDING**

The City of Novi seeks to retain a consultant for the development of chapters within the City's Engineering Design Manual (EDM) as it pertains to water main and sanitary sewer systems. The City may also wish to have the proposed chapter for storm sewer systems included in this work at a later date. In addition to the creation of chapters in the EDM, the City desires to have the construction standard detail sheets (CSDS) for water main and sanitary sewer systems revise and/or developed, as necessary. Revisions to the storm sewer system CSDS may be added on to the scope as well. Finally, an update of Chapter 11 of the Novi Code of Ordinances – Design & Construction Standards, one which removes information to be provided in the EDM, is requested.

We are also proposing additional tasks below that we feel will provide the City with the most complete set of documents that will allow a clear and concise presentation of the City's standards and specifications.

### **TECHNICAL APPROACH TO THE PROJECT**

#### **Task 1–Project Initiation**

This task will include a project kickoff meeting with City staff to discuss the desired goals and outcomes for the project (i.e. user friendly document that outlines requirements for developing in the City of Novi) and obtain direction as to required ordinance content. At this meeting we will present some probable formats for the City's EDM, showing samples of other Michigan communities, and discuss issues the City staff has with current standards. We propose that representatives from the City's Community Development Dept., Fire Dept., and Public Services Dept. (Engineering, Field Operations and Water & Sewer Divisions) attend the kickoff meeting so all comments and concerns can be incorporated and addressed in the revision process.

#### **Task 2– Design and Construction Standards Review**

Standards and Specifications for water main, sanitary sewer and storm sewer systems are included in the City's Design and Construction Standards. This portion of the Novi Code of Ordinances will be reviewed, with a focus on removing information for incorporation in the EDM, identifying sections that duplicate generally accepted standards published by other agencies, and determining deficiencies in regards to technology not currently addressed in the City's Design and Construction Standards. OHM's review of the Design and Construction Standards will look to address concerns and recommendations identified by the City. It is our recommendation that Chapter 11 of the City's Code of Ordinances will be drastically reduced and simplified to reference the newly created EDM, general industry standards, and other appropriate documents. In addition the newly revised ordinance would allow the City Engineer the ability to make revisions and decisions in the best interest of the City (changes to the EDM, standard details, etc.) without having to go through the process of an ordinance amendment or revision. It is our expectation that most of the Articles in the current ordinance can be eliminated with the information

incorporate into the EDM or other appropriate location. This task will include the review and development of recommended alterations to the following Articles of the Design and Construction Standards:

- Article I – In General
- Article II – General Construction Standards for Water Mains, Storm Sewer and Sanitary Sewers
- Article III – Water Mains
- Article VII – Sanitary Sewers

And, if directed by the City to include for an additional fee,

- Article IV – Storm Sewers

#### Task 3 – Development of Engineering Design Manual Chapters

Under this task, OHM will develop chapters for the EDM that will incorporate the articles from the Design and Construction Standards as revised to update with new technology and requirements in regards to water main and sanitary sewer systems, and if authorized, storm sewer.

The proposed changes will be made utilizing the “Track Changes” option in Microsoft Word in order to facilitate an easier City review of the changes. At this time, OHM will also undertake the task of devising a format for the EDM. After reviewing Chapter 5 – Storm Water Management of the EDM and the initial draft of Chapter 2 – Water Mains of the EDM, we believe that some of the content should be moved/incorporated into the General Requirements Chapter (i.e. definitions or standards that apply to most or all subjects in the EDM) or removed from the EDM to be placed in other appropriate City documents (i.e. standard details, technical specifications, etc.). It is our opinion that the City should create 5 documents for a complete program: 1. Ordinance; 2. Engineering Design Manual; 3. Standard Specifications for Construction; 4. Standard Detail Sheets; 5. Internal Policy. OHM will provide a draft of the proposed EDM chapters to the City of Novi for review.

#### Task 4 – Development of Standard Details

Existing standard details will be reviewed for compliance with the revised standards and specifications. These details will be revised and new details developed as necessary to match the proposed standards. OHM will provide a draft of the proposed section to the City of Novi for review.

#### Task 5 – Revision of the Design and Construction Standards

Proposed revisions (deletions and/or incorporations in the EDM) to the Design and Construction Standards in Chapter 11 of the Novi Code of Ordinances will be “tracked” in a Microsoft Word document for ease of review by the City of Novi. OHM will provide a redline version of this document to the City of Novi for review.

#### Task 6 – Recommendation Summary and Review

Under this task, OHM will provide the City of Novi with revised project deliverables described above. OHM will meet with the City to discuss final recommendations and implementation of the revised design standards and specifications.

#### Additional Optional Tasks

In order to provide a clear and complete set of documents for the end users, we would recommend completing the following additional tasks: Creation of Chapter 1 of EDM, Revision of Chapter 5 of EDM to new format, Creation of Chapter 6 of the EDM, Creation of the Standard Specifications for Construction for Water Main, Sanitary Sewer, Storm Sewer, Paving (referencing MDOT), Grading/Earthwork, and Restoration, and Creating a standard detail sheet for restoration/planting.

By completing these documents it will provide a clear location for the different kinds of information and reduce confusion for both the City and end user. If these tasks are not completed concurrently, and the EDM is implemented, there could be a time where you need to look to the EDM for design information for water main, but to the ordinance for parking lots, as an example.

### **RELATED EXPERIENCE**

OHM has extensive experience assisting our municipal clients with updates to their design standards and specifications. Many times these efforts are to ensure that they reflect the latest technology in

water, sanitary or storm sewer systems, or advances in best practices, such as 'green' infrastructure design.

Rather than highlighting one or two projects, we are providing a matrix of clients we have assisted in the past few years or are currently working on updating standards. We invite you to discuss with them how OHM has served them in advancing their communities.

It is also worth noting that OHM was authorized by the City of Novi to undertake the development of a chapter in the EDM to implement complete street practices and the adopted non-motorized master plan. The value of having the same entity develop/revise/format multiple chapters of the EDM is consistency in requirements, cost savings for the City in managing the creation of the EDM and the lower probability of having to make additional revisions in order to ensure uniformity of the EDM.

Partial Client Listing		Duration of Services (in Years)	Population or Service Area Population
Cities / Villages	Auburn Hills, MI - Peter Auger, City Manager, 248-370-9440	40+	19,837
	Brighton Township, MI – Dan Bishop, Manager, 810-229-0550	6	19,134
	Dexter, MI - Donna Dettling, Village Manager, 734-426-8303 x 11	25	3,495
	Farmington, MI - Kevin Gushman, DPS Director, 248-473-7250	40+	10,423
	Huron Charter Township, MI – Bruce Wood, DPW Director, 734-753-4466	9	15879
	Livonia, MI - Kevin Maillard, PE, Director of Public Works, 734-466-2606	40+	100,545
	Midland, MI - Brian McManus, PE, City Engineer, 989-837-3353	4	41,685
	Oak Park, MI - Kevin Yee, City Engineer / DPW Director, 248-691-7497	15	29,793
	Rochester Hills, MI - Paul Davis, City Engineer, 248-645-4640	21	68,825
	Romulus, MI - Tim Keyes, Director of Community Development, 734-955-4537	21	31,500
	Superior Township, MI - William McFarlane, Township Supervisor, 734-482-6099	40+	13,058
	Westland, MI - William Wild, Mayor, 734-467-3200	26	86,602
	Ypsilanti, MI - Edward Koryzno, City Manager, 734-483-1810	16	22,362

**PROJECT SCHEDULE**

It is expected that the proposed project would be completed will take 11 weeks from project initiation. See table below for the proposed project timeline.

Task	Week of								
	10/31	11/7	11/14	11/21	11/28	12/5	12/12	12/19	- 1/9
Project Initiation									
Design and Construction Standards Review									
Development of Engineering Design Manual Chapters									
Development of Standard Details									
Revision of the Design and Construction Standards									
Recommendation Summary and Review									



**FEE PROPOSAL**

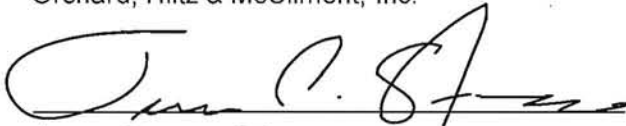
The services outlined above in Tasks 1 – 6 would be completed for a proposed fee of \$22,000. The proposed fee for the optional storm sewer standard inclusion into the Engineering Design Manual and revision of construction details is \$3,500.

At the City's request, we would propose to complete the following additional optional tasks at the associated fee: Creation of Chapter 1 of EDM - \$7,500, Revision of Chapter 5 of EDM to the new format - \$2,500, Creation of Chapter 6 of the EDM - \$5,000, Creation of the Standard Specifications for Construction for Water Main, Sanitary Sewer, Storm Sewer, Paving (referencing MDOT), Grading/Earthwork, and Restoration - \$15,000, Creation of standard details for restoration/planting - \$3,500.

As you are aware, it is extremely difficult to estimate the level of effort required for a project of this nature. Therefore, we would work closely with the City to ensure that our level effort and associate fee is consistent with the City's desires, expectations, and available budget.

We sincerely thank you for the opportunity to submit our proposal to assist you in updating/creating your Engineering Design Manual. If we can provide any further information, please feel free to call me at (734) 522-6711.

Respectfully,  
Orchard, Hiltz & McCliment, Inc.



James Stevens, PE  
Associate