

cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item S
November 10, 2008

SUBJECT: Approval to award a contract for design engineering services for the potential Special Assessment District 174 – Wixom Road (Section 18) Sanitary Sewer project to Orchard, Hiltz & McCliment, Inc., for a not-to-exceed design fee of \$27,690.

SUBMITTING DEPARTMENT: Engineering *RJH*

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$25,440 (SAD Design Fees) \$2,250 (Sanitary Plan for Section 18)
AMOUNT BUDGETED	\$0
APPROPRIATION REQUIRED	\$25,440 (SAD Design Fees) \$2,250 (Sanitary Plan Section 18)
LINE ITEM NUMBER	592-592.00-158.311 (SAD Design Fees) 592-592.00-805.000 (Sanitary Plan Section 18)

BACKGROUND INFORMATION:

Property owners adjacent to Wixom and Twelve Mile Roads approached the City with a petition requesting the formation of a special assessment district (SAD) to serve a portion of Section 18. If established, the SAD project would extend public sanitary sewer a distance of approximately 1,600 feet north from a point located one-third of a mile south of Grand River on the west side of Wixom Road to serve the six parcels that would receive a direct benefit (see attached maps).

The City has prepared initial construction cost estimates for the project and has hosted two public information meetings prior to the submittal of the petition to the City Clerk. Resolution #1, which authorizes the preparation of plans, specifications and cost estimates for the proposed SAD 174, was approved by the City Council on September 8, 2008.

The attached Request for Proposals (RFP) was sent to the six engineering consulting firms that have been pre-qualified for utility engineering work. The engineering scope consists of designing plans and preparing specifications for the sanitary sewer extension addressed in the special assessment petition. In addition, to the work proposed under the SAD, the RFP requested a separate fee from the consultant for an additional scope to study the future service area of the SAD sanitary sewer. There are remaining parcels in Section 18 that, while not included in the special assessment district, will eventually require sanitary sewer service. (The attached exhibit shows the future service area in blue). The consultant would establish the future service area for the SAD sanitary sewer and provide a conceptual design and construction cost estimate for the service of the remaining undeveloped parcels in Section 18. The future service area will require a sanitary sewer lift station and therefore could be established in the future as separate SAD.

Four proposals were received and each was evaluated using Qualifications Based Selection (QBS) procedures, with a greater weight assigned to the fee criterion. The results of staff review of the proposals are as follows:

Firm	Design Fee (Base + Alt)	Construction Engineering Fee %	Estimated Construction Cost	Estimated Construction Phase Engineering Fee	Total Engineering Fee	Staff Review Score	Rank
Orchard Hiltz & McCliment	\$ 27,690	6.70%	\$300,000	\$20,100	\$47,790	1750	1
Spalding DeDecker	\$ 20,300	9.90%	\$300,000	\$29,700	\$50,000	1425	2
Anderson Eckstein & Westrick	\$ 21,100	9.75%	\$300,000	\$29,250	\$50,350	1080	3
URS Corporation	\$ 23,500	9.90%	\$300,000	\$29,700	\$53,200	745	4

Of the four firms that submitted proposals, Orchard, Hiltz & McCliment (OHM) had the highest staff review score and met all requirements listed in the RFP (see attached SDA proposal dated October 9, 2008 and Engineering staff's proposal scoring summary for reference). Additionally, OHM provided the lowest overall engineering fee as shown in the table above.

OHM has completed engineering services for many utility projects for the City including the Capacity, Management, Operations and Maintenance (CMOM) studies, Hilton Lift Station upgrades, and is currently working on the Bellagio and Napier Sanitary Sewer Lift Station projects.

Preliminary engineering for the project will begin in November to facilitate a public information meeting in December. Following the public information meeting, Resolution 2, which sets the date for Public Hearing 1, will be presented to City Council for consideration. The intent of the schedule is to complete the design and prepare for bidding the construction of the project, prior to Resolution 5 of the SAD, thus allowing construction to occur following approval of the SAD, should it occur.

The city recoups the costs associated with SAD projects by collecting assessments from benefitting landowners, typically over a 20-year period. For a project of this size, the time needed to complete an SAD project (i.e., from Resolution Number 1 adoption through construction completion) ranges from 10 to 14 months. The estimated construction cost for the project is \$300,000.

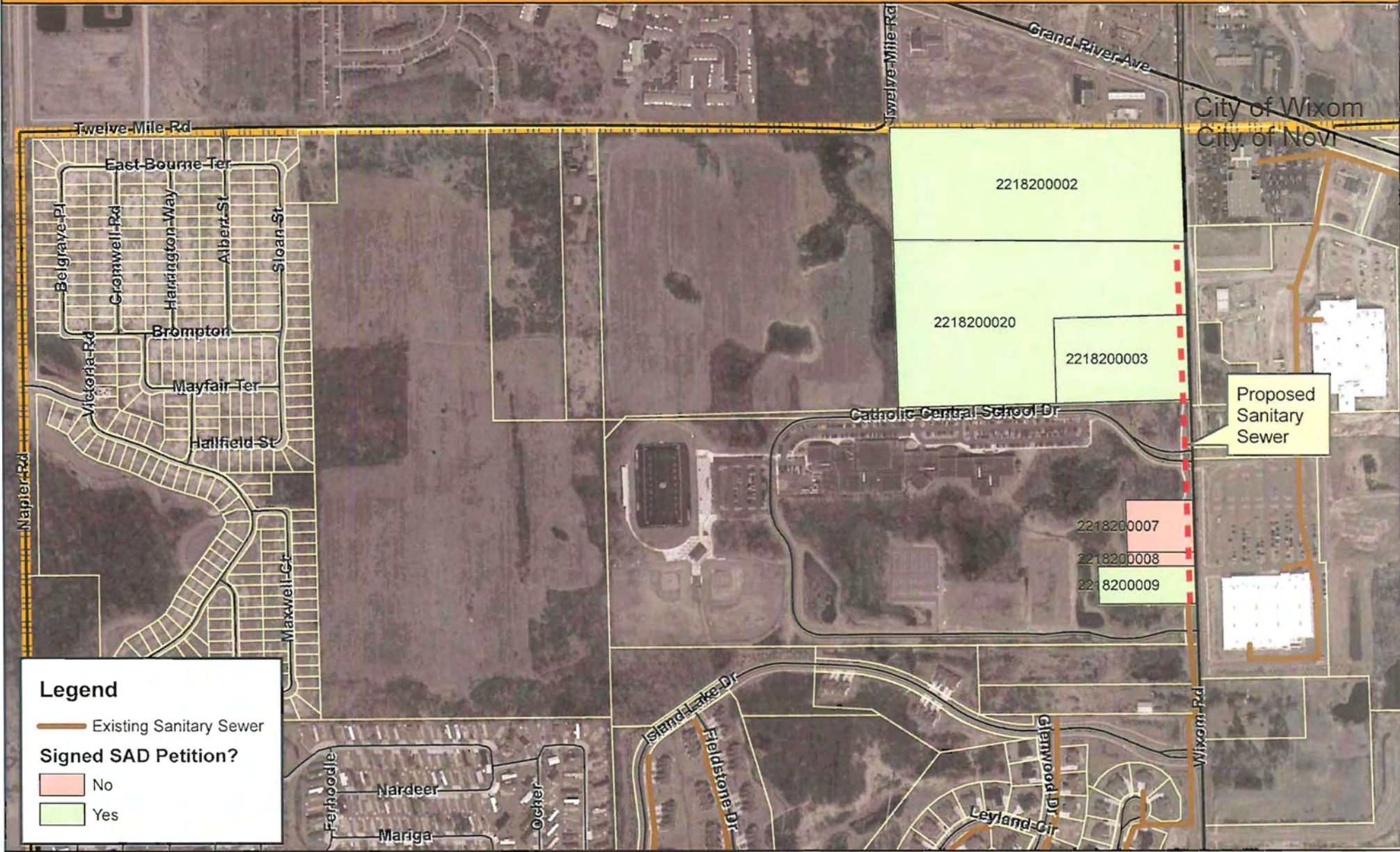
RECOMMENDED ACTION: Approval to award a contract for design engineering services for the potential Special Assessment District 174 – Wixom Road (Section 18) Sanitary Sewer project to Orchard, Hiltz & McCliment, Inc., for a not-to-exceed design fee of \$27,690.

	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 Special Assessment District 174

Wixom Road (Section 18) Sanitary Sewer Extension



Legend

- Existing Sanitary Sewer
- Signed SAD Petition?**
- No
- Yes

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

CITY OF NOVI

ENGINEERING DIVISION
 45175 W TEN MILE ROAD
 NOVI, MI 48375-3024
 (248) 347-0454
 MAP AUTHOR: Brian Coburn, PE



1 INCH = 600 FEET

MAP PRINT DATE: 8/29/08

Proposed Special Assessment District 174

Wixom Road (Section 18) Sanitary Sewer Extension



CITY OF NOVI
 ENGINEERING DIVISION
 45175 W. TEN MILE ROAD
 NOVI, MI 48375-3024
 (248) 347-0454
 MAP AUTHOR: Brian Coburn, PE



MAP INTERPRETATION NOTICE
 Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

MAP INTERPRETATION NOTICE
 Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

SCORING SUMMARY

Project Description:

SAD 174 Wixom Rd Sanitary Sewer

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

TOTAL SCORES	<i>Item weight:</i> 50	20	15	15	Totals	Rank
	1	2	3	4		
Anderson Eckstein & Westrick	12.5	10	8	9	1080	3
Orchard Hiltz & McCliment	20	15	14	16	1750	1
Spalding DeDecker	12.5	19	17	11	1425	2
URS Corporation	5	6	11	14	745	4

TOTALS 50 50 50 50

SCORING CRITERIA

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

City of Novi

Special Assessment District (SAD) Process

Resolution # 1

City Council makes three tentative determinations: the necessity of the improvement; the conclusion on whether to proceed with the improvement; and, the establishment of a proposed district of properties that will be specially benefited by the improvement (the proposed "special assessment district"). Once such determinations are made, the Council directs the City Manager to have plans and a cost estimate prepared for the improvement.

Resolution # 2

City Council confirms the tentative necessity of the improvement, sets a public hearing date on the issues to be considered for Resolution # 3, and directs the City Clerk to provide notice of the public hearing as provided in the City Code.

First Public Hearing is held to allow the Council to hear comments and objections on the proposed improvement and on the proposed special assessment district.

Resolution # 3

Following the public hearing, City Council again determines whether to proceed with the improvement, and, if so, this resolution approves the preliminary plans and cost estimate, designates the special assessment district, and directs the City Assessor to prepare a proposed special assessment roll, reflecting the total cost of designing, financing and constructing the improvement and the amount each property in the special assessment district will have to pay.

Resolution # 4

City Council receives the proposed special assessment roll prepared by the City Assessor, sets a date for a public hearing on the proposed assessment roll, and directs the City Clerk to provide notice of the public hearing as provided in the City Code.

Second Public Hearing is held to allow the Council to hear comments and objections on the proposed special assessment roll.

Resolution # 5

Following the public hearing, City Council makes the final determination on proceeding with the improvement, and confirms the special assessment roll, either as presented or as modified based upon comments and objections received at the public hearing.

The approved improvement is then pursued, and properties are assessed in accordance with Resolution # 5.



**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**Engineering Services for
SAD 174 Wixom Road (Section 18)
Sanitary Sewer Extension**

The City of Novi will receive sealed proposals for **Engineering Services for SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension** according to the specifications of the City of Novi.

Sealed proposals will be received until **3:00 P.M.** prevailing Eastern Time, **Thursday, October 9, 2008.** Proposals shall be addressed as follows:

**CITY OF NOVI
OFFICE OF THE CITY CLERK
45175 W. Ten Mile Rd.
Novi, MI 48375-3024**

All proposals must be signed by a legally authorized agent of the proposing firm.
ENVELOPES MUST BE PLAINLY MARKED

**Engineering Services for
SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension**

AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest bidder, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager
smorianti@cityofnovi.org

Notice dated: September 25, 2008



cityofnovi.org

REQUEST FOR PROPOSALS CITY OF NOVI

ENGINEERING SERVICES FOR SAD 174 WIXOM ROAD (SECTION 18) SANITARY SEWER EXTENSION

September 25, 2008

This Request for Proposals (RFP) for SAD 174 WIXOM ROAD (SECTION 18) SANITARY SEWER EXTENSION is being sent to the firms selected in the Roadway Qualification Process completed on March 19, 2007.

Project Description

The project consists of the construction a sanitary sewer extension along Wixom Road in Section 18. The project will be financed using a special assessment district. The special assessment district has been initially approved by City Council to proceed with preparation of design plans and construction cost estimates. The consultant will be responsible for the design and construction engineering components of the project, while staff will be responsible for the SAD process. Both staff and the consultant will be responsible for the public information component.

The project includes the construction of approximately 1,600 feet of sanitary sewer and related facilities and improvements in Section 18 which will provide a direct benefit to six parcels along a portion of Wixom Road (identified in orange in the figure in Exhibit B). A separate component of the project will include the development of a preliminary master plan design and construction cost estimate for the upstream area to be served by a future pump station (i.e. service to those parcels identified as indirect benefits on the figure in Exhibit B). The City will provide master planned densities and proposed residential equivalent units (REUs) for the purpose of design. The City will also provide 2' contours (from Oakland County) for the purposes of preliminary design of the future service area.

The record drawing for the existing sanitary sewer is included in Exhibit B for your reference.

SCOPE OF SERVICES

The selected consultant shall conduct the following activities:

- 1.) Upon authorization by the City Council and the City Engineer, the Consultant shall:
 - Provide complete topographic survey of the project area (for the sanitary sewer extension). The survey must include and identify type, size and condition of all trees measuring 6-inch d.b.h. and larger. The survey must also identify the property boundaries and right-of-way in the immediate area of the project.
 - Develop a sanitary sewer master plan to define the initial and ultimate service areas. The City will provide 2' contours for the area to assist with this task. The City will also provide existing and proposed development plans that are active at the time of this task and provide record drawings for the downstream sanitary sewer as required. It is anticipated that the future service area will require a sanitary lift station. The consultant shall provide a master plan for the ultimate service area and a construction cost estimate for the future extension beyond the initial service area. (This task shall be invoiced separately from the SAD engineering tasks, see fee proposal).
 - If soil borings are required, the consultant shall provide a scope of work to a minimum of three geotechnical engineering firms (to be determined by the City) for the purposed of obtaining fee proposals. The Consultant will provide the fee proposals to the City along

with a recommendation letter and the City will contract directly with the geotechnical firm, outside of this contract.

- Prepare a preliminary design and construction cost estimate for a sanitary sewer (shown as a red line on figure in Exhibit B) that will serve the six parcels participating in the SAD (shaded orange in the figure). The preliminary design and construction cost estimate will be used for discussion with the SAD participants at a public meeting.
 - Attend two (2) public information meetings to discuss the design and construction aspects of the project.
 - Contact and coordinate with all utility companies with facilities within the project boundary.
 - The project will involve the construction of a sanitary sewer within an existing 33' statutory ROW, therefore requiring easement. The consultant shall identify easements that may be required and consultant shall prepare the legal descriptions of the parcel and easement area based on title information to be provided by the City. The City will work through the City Attorney's office to obtain the easement. It is anticipated that legal descriptions and exhibits will be required for six properties. The City will provide title work to assist the consultant with this task.
 - Prepare construction plans specifications and cost estimates for the project. Profiles will be required for the proposed sanitary sewer. The plans must comply with City of Novi standards and regulations unless otherwise approved by the City Engineer. A revised construction cost estimate will be required prior to bidding.
 - Coordinate all work with state and local agencies to acquire any permits required. Wixom Road is under the jurisdiction of the City of Novi. The consultant shall provide completed applications and required support material needed to acquire the permits. The consultant shall include a permit application fees as part of their design phase fees.
- 2.) 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. The consultant shall also provide a completed SESC application, SESC Checklist and three (3) sets of plans at such time as the SESC plan has been approved by Engineering.
- 3.) The consultant shall provide a Progress Status Report to the Engineering Department every other Friday (beginning on 10/31) using the form provided by the Engineering Department.
- 4.) As required, the Consultant shall attend public informational meetings, and prepare exhibits and other display material that may be needed to present the project(s). Assume two public information meetings for the purpose of this proposal.
- 5.) The consultant shall address protection of existing survey monuments as part of the construction contract documents.
- 6.) In addition to the submittals stated elsewhere in this scope, the Consultant shall provide the following submittals:
- The Consultant shall provide presentation boards for use at each of the public information meetings.
 - The Consultant shall submit **four (4) sets** of plans and one (1) copy of cost estimates for review to the City Engineer at 30% complete.
 - The Consultant shall submit **four (4) sets** of plans and one (1) set of specifications and a construction cost estimate at 90% complete for review and comment.
 - The Consultant shall distribute **four (4) sets** of as-bid drawings and specifications to the City at the time of construction bidding (clearly marked as "BID SET") along with all

subsequent addenda at the same time they are sent to planholders. The submittals shall be made to the following departments directly as shown in the schedule below:

Department	Bid Sets (Paper) AND All Addenda	Electronic Version of Bid Set
City Clerk's Office 45175 W Ten Mile Road Novi, MI 48375	1 set	
Lisa DeMeo, Engineering 45175 W Ten Mile Road Novi, MI 48375	1 set	1 set
Sue Morianti, Purchasing 45175 W Ten Mile Road Novi, MI 48375	1 set	
Benny McCusker, DPW 26300 Delwal Dr. Novi, MI 48375	1 set	

- The consultant shall also submit the as-bid drawings and specifications in pdf format to the City Engineer at the time of 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.
 - At the end of the project, the consultant shall submit to City Engineering all project reports and documents, and written recommendation regarding final acceptance of the project. The Consultant, 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 Division within three (3) months following substantial completion of the project.
- 7.) 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. All bidding activities shall be coordinated through the Engineering Division and Purchasing Department. Following the bid opening, the consultant shall provide to Sue Morianti, Purchasing Manager (via email smorianti@cityofnovi.org) the planholders list for the project and documentation that all addenda, if any, were sent to all planholders. The consultant shall copy the Project Manager in Engineering on this email. The consultant shall also provide bid tabulation and award recommendation letter to Engineering (with a copy sent to the Purchasing Manager).
- 8.) 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.
- 9.) 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 Division.

CONSULTANT QUALIFICATIONS

The Consultant has been pre-qualified to provide engineering consulting services for 2007-2008 Utility 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.

<u>Criteria</u>	<u>Weight</u>
Engineering Fee	50%
Evaluation of Approach and Understanding of Project, Evaluation of Schedule, and Proposed Staff	20%
Analysis of subjective statements applicable to the project as required on the RFP (Value added items)	15%
Evaluation of past performance on City projects	15%

By submitting a proposal, the consultant agrees that neither the firm, sub-contractors, nor suppliers will discriminate against any person with respect to hiring or employment on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual's ability to perform tasks particular to a job or position.

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 C.

PROPOSAL SUBMITTALS

To be considered, sealed fee proposals (an one UNBOUND original and five bound copies) must arrive at the Purchasing Department, 45175 W. Ten Mile Road, Novi, Michigan 48375 on or before **3:00 PM** Local Prevailing Time, **Thursday, October 9, 2008** addressed to City Clerk's office, and clearly labeled **SAD 174 WIXOM ROAD (SECTION 18) SANITARY SEWER EXTENSION**. There will be no exceptions to this requirement and the City of Novi shall not be held responsible for late, lost, or misdirected proposals. Submitted proposals shall include:

- The completed fee proposal (Exhibit A)
- A proposed schedule for the project

- A rate sheet or fee schedule depicting the Consultant's hourly rates that could be applied to additional work as may be necessary, for each category of staff that would work on the project.
- A detailed discussion of the proposed approach to the project, in detail (including any value-added concepts and related costs/savings that would improve the overall project (i.e., cost savings, time savings, innovation, etc.)).

USE OF CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

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.

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

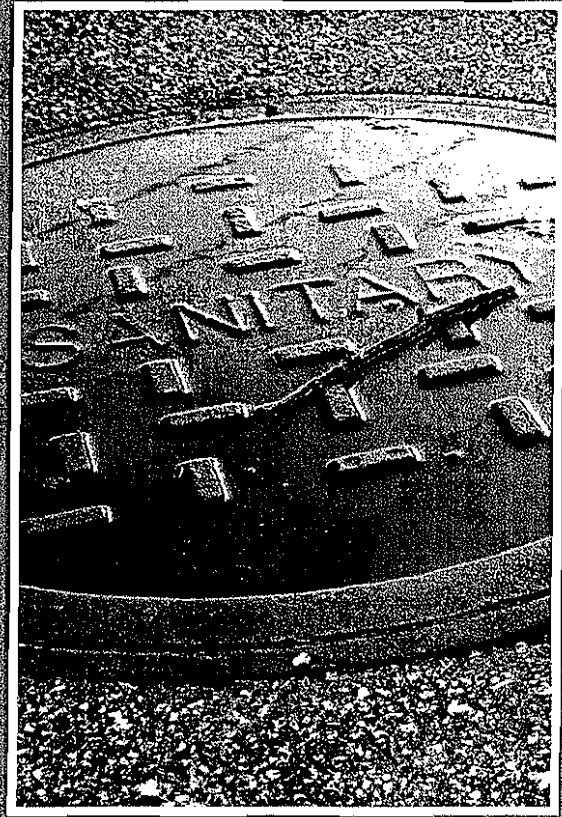
The City of Novi reserves the right to accept any or all alternative proposals and to award the project to other than the firm with the lowest fee proposal, waive any irregularities or informalities, or both, to reject any or all proposals, and in general, to make award in any manner deemed by the City,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

Exhibits

- A - Fee Proposal
- B- Background Information
- C - Engineering Consultant Agreement

**Proposal for
Engineering Services for
SAD 174 Wixom Road
(Section 18) Sanitary
Sewer Extension**

October 9, 2008



Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors Engineering Advisors

City of Novi

Office of the City Clerk
45175 W. Ten Mile Road
Novi, MI 48375-3024

OHM, with our division, Hitch, is an award winning consulting engineering firm focused on serving government agencies on infrastructure issues. Every day, our staff of engineers, architects, surveyors and specialized technicians strives to fulfill the company's mission, Helping Build Better Communities for Tomorrow.

- Integrity – We stand behind our work
- Dedication – Do what it takes
- People Caring Organization
- Teamwork – Desire to be a valued member of your team

In association with:

T E S
Consultants, P.C.

OHM

Advancing CommunitiesSM



October 9, 2008

Sue Morianti, Purchasing Manager
City of Novi
Office of the City Clerk
45175 W. Ten Mile Road
Novi, Michigan 48375-3024

Re: Engineering Services for
SAD Wixom Road (Section 18) Sanitary Sewer Extension

Dear Ms. Morianti:

Orchard, Hiltz & McCliment, Inc. (OHM) is pleased to submit our proposal to provide engineering services to the City of Novi for the above-referenced project. Our enclosed proposal provides essential information including our technical approach for the project, a description of the project team, and our not-to-exceed fee. In your review of our proposal, please consider the following key aspects of our project approach and team:

- The OHM team is well versed in this type of project, understands the Special Assessment Process and is ready to begin working immediately upon receipt of notice to proceed.
- The OHM team understands the importance of identifying the needed property interests (permanent and temporary easements) early in the design process and expediting the preparation of exhibit documents and legal descriptions to aid the City in acquiring the needed property interests for the project.
- The OHM team goal is to meet or exceed the City's expectations for this project. We understand that the City has been pleased with our past performance and we will strive to continue building on the success of our teamwork with City staff.

We are very excited about the opportunity to work with the City on this project. Enclosed is our proposal for the services that we believe will accomplish your goals. If we can provide any further information or clarification for your evaluation, please feel free to call me at (734) 522-6711.

Respectfully,
Orchard, Hiltz & McCliment, Inc.

A handwritten signature in black ink, appearing to read "Vyto Kaunelis", is written over a horizontal line.

Vyto Kaunelis, PE
Environmental & Water Resources Director

Table of Contents

Engineering Services for SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension

City of Novi

Cover Letter

Section 1 – OHM Corporate Profile

Section 2 – Project Understanding and Proposed Approach

Section 3 – Draft Summary of the SAD Process

Section 4 – Project Team

Project Team Description
Team Organizational Chart

Section 5 – Fee Proposal

Exhibit A
Rate Schedule





Section 1 – OHM Corporate Profile





Orchard, Hiltz & McCliment, Inc.

Orchard, Hiltz & McCliment, Inc. (OHM) is a firm of engineers and architects committed to advising government and other public organizations on infrastructure issues. We opened our doors in 1962 and have been *Advancing Communities* ever since. Our corporate office is located in Livonia, Michigan. We have branch offices in Houghton, Lansing, Auburn Hills and Gallatin, Tennessee.

OUR EMPLOYEES

The professional reputations of our employees are our most valuable asset. Their dedication to providing quality services to our clients is instrumental to the continuing success of our company.

OHM currently employs more than 170 employees. We are proud that half our staff members are civil engineers and more than half of those are registered professional engineers. We have professional architects, surveyors, information technology professionals, and a host of skilled technicians, computer-aided drafting designers, field and construction inspectors, as well as office professionals.

WHAT WE DO BEST

OHM's focus is to serve municipalities and agencies, including Cities, Townships, Villages, Road Commissions, Drain Commissioners, Parks Authorities, State Transportation Departments and other public agencies. We provide our clients with teams specializing in the following areas:

- Road, Highway, and Bridge Design
- Transportation Planning and Traffic Engineering
- Structural Design
- Storm Water Management
- Water Systems
- Environmental and Water Resources
- Sanitary Sewer Collection Systems
- Hydraulics/Hydrology
- Pumping Station Design
- Construction Engineering & Observation
- Right-of-Way Acquisition
- Site Development and Plan Reviews
- Land Surveying
- Global Positioning Systems
- Geographic Information Systems
- Database Design
- Facilities Management
- Scour Analysis
- Geotechnical and Materials
- Architectural Planning & Design
- Mechanical Engineering
- Electrical Engineering

Through our commitment to serving only the public sector, OHM has detailed understanding of federal, state, and local codes and ordinances pertaining to site plan reviews, infrastructure studies, designs, construction and mapping projects.

OHM HAS BEEN HONORED FOR EXCELLENCE IN ENGINEERING BY

American Public Works Association
American Council of Engineering Companies
American Society of Civil Engineers

"OHM has proven that they are leaders in our industry. Their involvement with recent high profile projects and leadership on statewide initiatives clearly demonstrates that they are living their tagline of *Advancing Communities*."

Kirk T. Steudle, PE
Director, Michigan Department of Transportation



Section 2 – **Project Understanding and Proposed Approach**



Project Understanding and Proposed Approach

Statement of Understanding

Introduction

OHM has reviewed and understands the information and requirements as detailed in the Request for Proposal for the SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension, dated September 25, 2008. The project proposes extending an existing 10-inch diameter gravity sanitary sewer approximately 1,600 feet along the west side of Wixom Road beginning near the south entrance to Catholic Central High School and continuing north to provide direct service to the following six (6) parcels:

- Sidwell Number
- 1. 2218200002
- 2. 2218200003
- 3. 2218200007
- 4. 2218200008
- 5. 2218200009
- 6. 2218200020

The project is to be financed through the establishment of a Special Assessment District (SAD).

For the extension of the 10-inch diameter gravity sanitary sewer, our services will include survey; design; preparation of bid-quality contract documents; bid assistance; and construction engineering, administration, observation and testing. OHM will also assist the City through a public information process that will run concurrently with the project design.

We understand in SAD 174 there are parcels identified as having an indirect benefit to the proposed sanitary sewer extension and that the City is interested in knowing what additional infrastructure will be needed to serve these parcels and the associated cost. Therefore, as part of our services, OHM will complete a Preliminary Master Plan for the estimated design and construction costs to construct the infrastructure to provide sewer service to the properties that have been identified as being indirectly benefited by the sewer extension. This will require analyzing topographic information (2-foot contour) that is to be provided by the City.

A preliminary examination of the area and topographic data (provided with the RFP) has confirmed the need for a future pump station as mentioned in the request for proposals. This future service area is comprised of the following four (4) parcels:

- Sidwell Number
- 1. 2218100004
- 2. 2218100005
- 3. 2218100006
- 4. 2218200017

Project Approach

OHM is committed to providing the highest quality service for the satisfactory completion of this project. We have assigned an experienced and knowledgeable project team who are driven to provide cost-effective services and innovative solutions to project challenges. They are ready to begin working on this project immediately upon receipt of a notice to proceed.

In addition to a thorough review of all work products leaving our office, as part of our internal quality assurance/quality control process, the project design will be completely reviewed for its low-cost approach and constructability. Our goal is to complete the project in the most cost effective manner possible, while



Project Understanding and Proposed Approach

be set at sufficient intervals to allow for displaying two (2) Benchmarks for each 1"= 40' horizontal scale plan sheet.

2. Perform boundary survey as necessary to tie in rights-of-way, easements and property lines.
3. The area of Topographic Survey will be from center line of road to fifty (50) feet west of the existing Wixom Road right-of-way. This will include identifying type, size and condition of all trees measuring 6-inch DBH and larger.
4. Create base map with 1-foot contours.

Task 3 – Preliminary Design

Under this task preliminary plans for all improvements will be prepared and submitted to the City for review at the 30 percent complete stage. Specific work efforts include:

1. Contact franchise utilities, obtain record information and coordinate possible conflicts if any.
2. Verify Base Survey: Visit the site and perform a visual inspection/comparison to the records and topographic information obtained.
3. Prepare plans including the horizontal alignment and vertical profile of the sanitary sewer, existing ground profiles, impacted landscaping/utilities, preliminary details and construction limits. Meet with the City and any affected franchise utility on-site to go over conceptual layout of horizontal and vertical design. Address any comments received and revise the alignments.
4. Prepare a cost opinion based on preliminary proposed improvement plans.
5. Submit four (4) sets of preliminary plans and engineer's opinion of probable cost at 30% complete to the City for review.
6. Address the City's comments regarding the 30% plan submittal.

Task 4 – Preliminary Master Plan Design and Construction Estimates of Probable Costs

This task involves the development of a preliminary sanitary sewer master plan that will identify the needed infrastructure and cost to provide service to these future parcels. The following specific work elements are included:

1. Determination of the ultimate development sanitary sewage flow from the parcels noted as having an indirect benefit
2. Identification of an approximate location for the future main line sanitary sewer route and pump station location needed to serve the future parcels
3. Preliminary sizing of the pump station and the sanitary sewer based on flows, topography and connection to the existing sewer system
4. Preparation of estimates of probable costs for the needed infrastructure and a map to display the location of the proposed future improvements

We understand the City will provide 2-foot contour information for the affected service area, and proposed development plans, densities and REUs to aid in the flow calculations.



Project Understanding and Proposed Approach

Following the bid opening, OHM will provide Sue Morianti, Purchasing Manager, (via e-mail) the planholders list, and documentation that all addenda, if any, were sent to all plan holders. OHM will copy the Project Manager in the City's Engineering Division on the e-mail.

Construction Phase

Task 1 – Construction Services

Under this task we will perform construction observation and administration as follows:

1. Prepare contract documents for distribution to Contractor.
2. Coordinate and facilitate a pre-construction meeting with the City of Novi, selected Contractor, and other interested parties. Prepare and issue pre-construction meeting minutes to attendees.
3. Provide construction staking as needed for the planned improvements as outlined in this Proposal.
4. Provide full-time daily construction observation during active periods of work on the project. The OHM representative's primary responsibility will be to observe the Contractor's work to verify that the materials, installation and construction methods used are in conformance with the project plans and specifications, and to perform SESC enforcement as an agent for the City under the Authorized Public Agency (APA) program in compliance with the City's Authorized Public Agency SESC Manual.

Daily Field Reports will be prepared in accordance with current City of Novi standards to document work and record quantities of contract pay items.

5. Provide reviews of project-related material certifications.
6. Provide documents to the City in an electronic format as specified by the Engineering Division.
7. Provide construction materials and soil density testing in accordance with accepted quality assurance and quality control practices. This work will be performed by TES Consultants, PC.
8. Perform contract administration and construction engineering services, assuring compliance with the contract documents, regular consultation with the City's engineering staff, interpretation of plans and specifications, processing of contractor pay requests, issuing of change orders, review of shop drawings and project supervision.
9. Conduct final inspection including preparation of punch list and a certificate of substantial completion.
10. Schedule two progress meetings with the City.
11. Prepare as-built drawings and transmit one (1) digital copy of as-built plan in .tif format (400dpi minimum), two (2) plan copies, and a CD containing the digital file of the record drawings in AutoCAD format. These drawings will be provided to the City Engineering Department within three (3) months following substantial completion of the project.
12. Attend to resident concerns and complaints during the construction. OHM representatives will contact residents and meet if possible, to assist in resolving any project-related problems or complaints.



Section 3 – Draft Summary of the SAD Process





Draft Summary of the Expected SAD Process

Establishment of a Special Assessment District

1. City Council meeting - Initiation of Project (Resolution 1., which has already occurred)
2. City Council meeting - Award of Design Contract
3. OHM Prepares Preliminary Plans and Specifications
4. City Council meeting - Tentative Determination of Necessity
 - Passes Resolution and directs City Clerk to give notice of Public Hearing (Resolution No. 2)
5. City Clerk publishes Notice of Public Hearing
6. Public Hearing (12 days minimum required notice)
7. City Council meeting - Determination of Project necessity (Resolution No. 3).
 - Plan approval
 - Determination of cost
 - Determination of benefit
 - Determination of installments for pay back
 - Designation of Special Assessment District
 - City Assessor Directed to prepare Assessment Roll
8. City Assessor established Assessment Roll
9. City Assessor files Assessment Roll
10. City Council meeting - Acceptance of filing of Special Assessment Roll (Resolution No.4)
11. Public hearing on Special Assessment Roll (12 days minimum required notice)
12. City Council meeting - Resolution confirming Special Assessment Roll (Resolution No. 5)



Section 4 – Project Team
Project Team Description
Team Organizational Chart



Project Team Description

OHM's Municipal Design Group will take the lead role in this project. This group of talented individuals specializes in infrastructure improvement projects for governmental clients.

OHM is a service-oriented firm. We provide quality work in partnership with our client communities and firmly believe that effective and efficient communication is crucial to the success of any undertaking. Jim Stevens, PE will serve as Project Manager and primary contact for this project. We also assure open communication and direct accessibility with all other key personnel. We are committed to working closely with City staff.

The following presents a description of the OHM project team:

Vyto Kaunelis, PE – Mr. Kaunelis will serve as Principal in Charge responsible for the team's effective operation and the overall client satisfaction. At OHM, he oversees the Environmental and Water Resources Group (EWRG) and ensures that the group fulfills its commitment to provide quality solutions to water resource issues. During his 10 years with Wayne County, he had served as the appointed Drain Commissioner and the Chief Deputy Director of the Department of Environment. Mr. Kaunelis has 33 years of experience and understands the needs of local governments and the parameters in which they operate.

Bob Craigmile, PE – Mr. Craigmile will serve as the QA/QC Officer. At OHM, he is responsible for the planning, design and construction of complex municipal projects, including utilities, roads, and site work. He makes recommendations for short and long-range improvements, and then manages the preparation of drawings and specifications along with overseeing construction administration on a variety of project types. Drawing on more than 28 years of experience in utilities, roadway, bridge, and site planning, Mr. Craigmile has managed countless projects in every aspect of municipal engineering.

Jim Stevens, PE – Mr. Stevens will serve as the Project Manager and primary contact. As a Client Representative at OHM, he is responsible for managing the work for the clients he serves and the training of project engineers. He has worked extensively with cities, townships, road commissions, and drain commissions. He attends board meetings, planning commission meetings, and public meetings, to represent OHM and offer municipal clients engineering services for these occasions. Mr. Stevens' responsibilities include the supervision of plan reviews, estimating, design of municipal projects, preparing specifications, and coordinating construction engineering for municipal infrastructure projects. Such projects include sanitary sewer, water main, storm sewer, paving, and grading. Mr. Stevens has 11 years of experience.

Joan Gauthier, PE – Ms. Gauthier will serve as the Lead Project Engineer, in charge of day-to-day operations along with the development of the design elements of the project. She has 15 years experience with municipal, industrial and commercial developments. Her design work has included site grading, storm drainage systems, storm detention systems, sanitary sewers, municipal water main infrastructure, roadway geometric design, and traffic signing and striping plans. In the past 3 years, she has led the design of two Tri-party projects which involved extensive coordination with the RCOC permitting department.

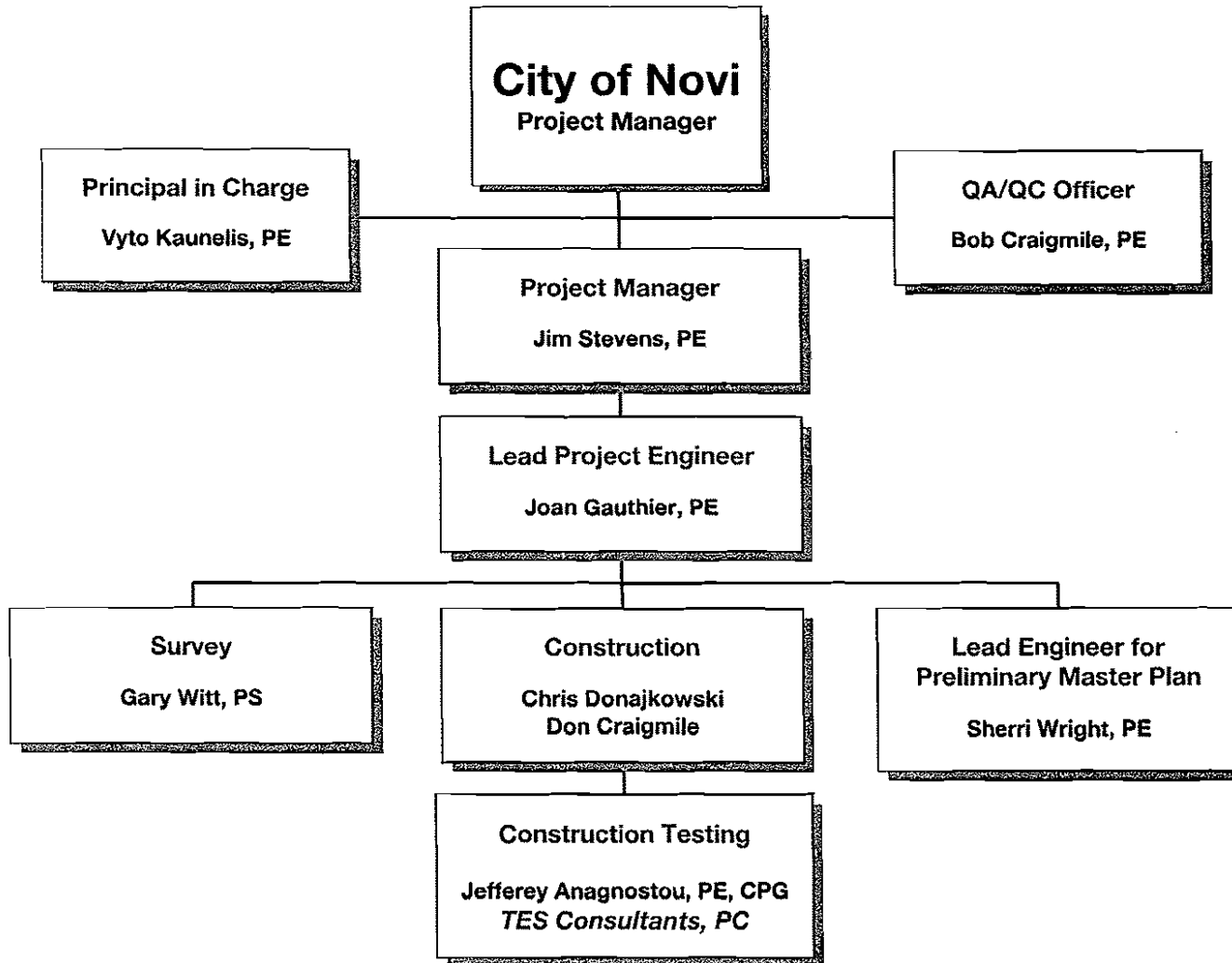
Gary Witt, PS – Mr. Witt will coordinate survey crews to provide necessary layout and support for the engineers to ensure quality products. As Senior Surveyor at OHM, Mr. Witt is responsible for overseeing and facilitating communication and coordination between his survey managers and crews and the firm's engineers and CAD operators to ensure quality products. Mr. Witt also performs the QA/QC reviews for the survey department. He has 10 years of experience.

Chris Donajkowski – Mr. Donajkowski will lead the construction engineering for the project. He has 22 years of experience in civil engineering construction supervision with MDOT, townships and cities. Currently, Mr. Donajkowski provides construction supervision services for major road and utility improvement projects in various Southeastern Michigan communities. He tracks project budgets through



Team Organizational Chart

Engineering Services for
SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension





Section 5 – **Fee Proposal**
Exhibit A
Rate Schedule





**EXHIBIT A
FEE PROPOSAL
CITY OF NOVI**

**ENGINEERING SERVICES FOR
SAD 174 WIXOM ROAD (SECTION 18) SANITARY SEWER**

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 September 25, 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
SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension	Design Phase (no soil borings)	\$ 25,440
	Construction Cost Estimate: \$ 260,000	
	Construction Phase: <u>6.7</u> % of Construction Cost	\$ 17,420
	TOTAL ESTIMATED FEE*	\$ 42,860
Preliminary Design and Construction Cost Estimate for Future Service Area (area beyond gravity service area-blue area on exhibit)	Design Phase (addition to base scope)	\$ 2,250

*Total Estimated Fee consists of a not-to-exceed design phase fee 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.

PLEASE TYPE:

Company Name: Orchard, Hiltz & McCliment, Inc.

Address: 34000 Plymouth Road, Livonia, MI 48150

Agent's Name: Vyto Kaunelis, PE

Agent's Title: Principal in Charge

Agent's Signature: *Vyto Kaunelis*

Telephone Number: 734-522-6711 Fax Number: 734-522-6427

E-mail Address: vyto.kaunelis@ohm-advisors.com Date: October 9, 2008



RATE SCHEDULE

City of Novi Engineering Services for SAD 174 Wixom Road (Section 18) Sanitary Sewer Extension

Graduate Engineer I	\$ 88.00
Graduate Engineer II	\$ 93.00
Graduate Engineer III	\$ 104.00
Professional Engineer I	\$ 98.00
Professional Engineer II	\$ 107.00
Professional Engineer III	\$ 113.00
Professional Engineer IV	\$ 135.00
Technician I	\$ 60.00
Technician II	\$ 76.00
Technician III	\$ 90.00
Technician IV	\$ 100.00
Engineering Aide	\$ 45.00
ROW Coordinator	\$ 125.00
Professional Surveyor	\$ 112.00
Graduate Surveyor	\$ 88.00
Surveyor I	\$ 67.00
Surveyor II	\$ 82.00
Surveyor III	\$ 87.00
Surveyor Aide	\$ 45.00
Senior Architect	\$ 140.00
GIS Analyst I	\$ 85.00
GIS Analyst II	\$ 100.00
GIS Analyst III	\$ 124.00
DB/AD Developer	\$ 160.00
IT Technician I	\$ 85.00
IT Technician II	\$ 130.00
IT Technician III	\$ 155.00
Administrative Support	\$ 50.00
Clerical Aide	\$ 38.00
Principal	\$ 150.00
Senior Associate	\$ 145.00
Associate	\$ 140.00
Manager	\$ 140.00