



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

August 29, 2019

Mr. Jeff Reem  
Woods West Condo Association  
7045 Woods West Drive  
Flushing, MI 48433

RE: Road Improvements Scoping Proposal  
Woods West Drive and Woods West Court, Clayton Township

Dear Mr. Reem:

Thank you for giving ROWE Professional Services Company the opportunity to provide a scoping proposal for the above referenced project. It is our understanding that the Condo Association would like ROWE to evaluate the pavement condition of Woods West Drive and Woods West Court and develop cost estimates for pavement improvement scenarios. We also understand that the Condo Association would like ROWE to provide additional scoping services for the Condo Association's consideration.

### Roadway Pavement Scoping

ROWE will provide the following roadway pavement scoping services. ROWE's lump sum fee for the roadway pavement scoping is **\$5,600**. Please note that we have budgeted \$2,500 for obtaining pavement cores (Item 2) and included this cost in our fee.

1. Review the roadway with the members of the Condo Board, collect input from the Condo Board, and evaluate the existing roadway condition.  
*Estimated time to complete - 2 weeks*
2. Send out requests to geotechnical firms to complete three pavement cores in random locations to confirm the existing roadway pavement types, thickness, and subbase soils.  
*Estimated time to complete - 4 weeks*
3. Develop two scenarios for roadway improvements including a cost-effective road rehabilitation approach (5- to 10-year design life) and a full road reconstruction scenario (20-year design life).
  - a. Provide a 24-inch by 36-inch conceptual sketch drawing for each scenario showing the proposed road improvements. The drawings will be developed using available construction plans provided by the Condo Association and aeriels. No survey work will be completed by ROWE.
  - b. Provide an Engineer's estimate of probable construction cost for each scenario.  
*Estimated time to complete - 3 weeks*
4. Attend one meeting with the Condo Board and residents to present the conceptual sketches and estimates. Provide handouts for the meeting.

ROWE can also provide the following additional underground utility scoping services to evaluate the condition of the existing underground infrastructure. This information may be beneficial to the Condo Association in making a decision of whether improvements should be made to the underground infrastructure prior to making any investments in road improvements.

#### Storm Sewer Scoping

Typically, the storm sewers within condominium developments are a private utility, owned and maintained by the Condominium Association. ROWE can assist the Condominium Association in evaluating the condition of the existing storm sewer system. ROWE will provide the following storm sewer scoping services. ROWE's lump sum fee for the storm sewer scoping is **\$2,700**. Please note that ROWE's fee does not include the cost of the sewer televising. Fees for sewer televising typically range from \$2 per foot to \$3 per foot of sewer. Based on the length of roadway (1,500 feet), the Condo Association may expect these fees to be in the range of \$3,000 to \$4,500. It's difficult to give an accurate budgetary number at this time because the details of the existing storm sewer system are unknown.

1. Obtain existing record (as-built) storm sewer utility information available at Clayton Township and the Condominium Association.
  - a. Confirm if storm sewer is public or private utility.
  - b. Create a map of the condominium storm sewer system using the as-built records received from Clayton Township, aerials, and available information. No survey work will be completed by ROWE.

*Estimated time to complete - 2 weeks*

2. Send out requests for proposals to contractors to provide mainline storm sewer televising and provide sewer DVDs and reports of sewer defects for all storm sewers 12 inches and larger.
  - a. Tabulate bids and provide bids to the Condo Association for televising contractor selection. The cost of televising the sewers is not included in this proposal and will need to be paid by the Condominium Association.

*Estimated time to complete - 4 weeks*

3. Review sewer televising DVDs/reports and develop two scenarios for storm sewer improvements, including trenchless repair methods that would be paired with a road rehabilitation approach and tradition open cut, and a sewer replacement scenario that would be paired with a road reconstruction scenario.
  - a. Provide a 24-inch by 36-inch sketch drawing for each scenario showing the proposed sewer improvements. The drawings will be developed using aerial and available construction plans. No survey work will be completed by ROWE.
  - b. Provide an Engineer's estimate of probable construction cost for each scenario.

*Estimated time to complete - 2 weeks*

#### Sanitary Sewer and Water Main Scoping (Public Utilities)

Sanitary sewers and water mains are public utilities owned and maintained by Clayton Township and/or the Genesee County Drain Commissioner's Office – WWS. ROWE can assist the Condo Association in working with the township and drain commissioner's office to discuss and evaluate the condition of the existing public water mains and sanitary sewers. ROWE will provide the following sanitary sewer and water main scoping services. ROWE's lump sum fee for the sanitary sewer and water main scoping is **\$1,400**.

1. Meet with Clayton Township and the Genesee County Drain Commissioner's Office – WWS to discuss the existing condition of the public sanitary sewers and water mains.
  - a. Confirm ownership and maintenance responsibility of the sanitary sewers and water mains.
  - b. Discuss age of sewers and water mains and discuss the need for any improvements to the sanitary sewers and water mains with the utility owner.
2. Obtain existing record (as-built) sanitary sewer and water main utility information available at Clayton Township and the Genesee County Drain Commissioner's Office – WWS.
  - a. Create a map of the condominium sanitary sewers and water mains using the as-built records received from Clayton Township, and/or the Genesee County Drain Commissioner's Office – WWS. No survey work will be completed by ROWE.

*Estimated time to complete - 6 weeks*

### Schedule

ROWE would be able to begin work within two weeks of receiving written authorization to proceed with the work. ROWE can schedule a site meeting with the Condominium Board at your earliest convenience. The site visit should be completed during the spring through fall without any snow cover on the road.

For clarification, we are assuming that the following items are not included in this proposal:

1. Design engineering, construction plans, bidding documents, bidding assistance, and construction engineering. ROWE can provide a proposal for these services after the project scoping has been completed.
2. Permit fees.
3. Any survey work (boundary, topographical, or construction staking).
4. Sewer televising costs. These costs will be based on the contractor pricing received.

Once again, thank you for the opportunity to provide this proposal. To authorize ROWE to proceed with the work, please sign under the selected scope of services you'd like ROWE to complete and return the signed proposal to me at our corporate office. Should you have any questions please feel free to contact me at (810) 341-7500.

Sincerely,  
ROWE Professional Services Company



Justin A. Westbrook, PE  
Senior Project Engineer

- Roadway Pavement Scoping – \$5,600
- Storm Sewer Scoping – \$2,700
- Sanitary Sewer and Water Main Scoping – \$1,400

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*Acceptance of scoping services selected above is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.*

Accepted by: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title

## TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by Contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days' written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to \$9,700 or the Engineer's fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:

\_\_\_\_\_  
Owner

\_\_\_\_\_  
ROWE Professional Services Company