



# CITY of NOVI CITY COUNCIL

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**Agenda Item G  
October 22, 2007**

**SUBJECT:** Approval to award a contract for design and construction engineering services for the Eleven Mile/Delwal Water Main Extension project to Spalding DeDecker Associates, Inc. for a not-to-exceed design fee of \$12,000 and a construction engineering fee equal to a fixed 6.0% of the estimated construction cost (estimated to be \$12,960) for a total of \$24,960.

**SUBMITTING DEPARTMENT:** Engineering *RT*

**CITY MANAGER APPROVAL:** *POA for CTP*

<b>EXPENDITURE REQUIRED</b>	<b>\$24,960</b>
<b>AMOUNT INCLUDED IN CIP</b>	<b>\$236,000</b>
<b>LINE ITEM NUMBER</b>	<b>592-592.00-158.475</b>

### BACKGROUND INFORMATION:

This project includes the construction of a water main along the frontage of the City property at the northeast corner of Eleven Mile Road and Delwal Drive. This water main extension will connect to existing dead-end water mains to improve reliability to the Field Services Complex and adjacent users. The water main extension will also eliminate the water main gaps along the City's frontage of Eleven Mile Road.

The attached Request for Proposals for design and construction engineering services was sent to the six firms that City Council pre-qualified for utility-related projects. Six proposals were received and each was evaluated using *Qualifications Based Selection*, with a greater emphasis on the each firm's proposed fee and schedule because of the relatively straightforward nature of the project scope. The following table summarizes the results of the proposal review process:

Firm	Not-to-Exceed Design Fee	Fixed % of Const	Estimate of Construction Cost	Construction Engineering Fee (% Multiplied by Construction Cost Estimate)	Total Estimated Fee	Staff Review Score	Proposal Rank
Spalding DeDecker	12,000.00	6.00%	216,000.00	12,960.00	24,960.00	1125	1
Stantec	13,000.00	8.00%	216,000.00	17,280.00	30,280.00	1095	2
Anderson Eckstein & Westrick	13,700.00	7.30%	216,000.00	15,768.00	29,468.00	1055	3
Orchard Hiltz & McCliment	14,125.00	8.50%	216,000.00	18,360.00	32,485.00	820	4
URS Corporation	15,750.00	9.50%	216,000.00	20,520.00	36,270.00	655	5
Fishbeck Thompson Carr & Huber	22,829.00	7.00%	216,000.00	15,120.00	37,949.00	500	6

Of the six firms that submitted proposals, Spalding DeDecker had the lowest fee and met all requirements listed in the request for proposals (see attached SDA proposal dated October 2, 2007). The scoring summary is also attached for reference.

SDA currently serves as the City's civil engineering field services consultant for private development sites and is currently designing the Crowe/Ingersol Drive Reconstruction project. The design and bidding phases of this project will be completed by the end of March 2008 and the construction phase will be completed by August 2008.

**RECOMMENDED ACTION:** Approval to award a contract for design and construction engineering services for the Eleven Mile/Delwal Water Main Extension project to Spalding DeDecker Associates, Inc. for a not-to-exceed design fee of \$12,000 and a construction engineering fee equal to a fixed 6.0% of the estimated construction cost (estimated to be \$12,960) for a total of \$24,960).

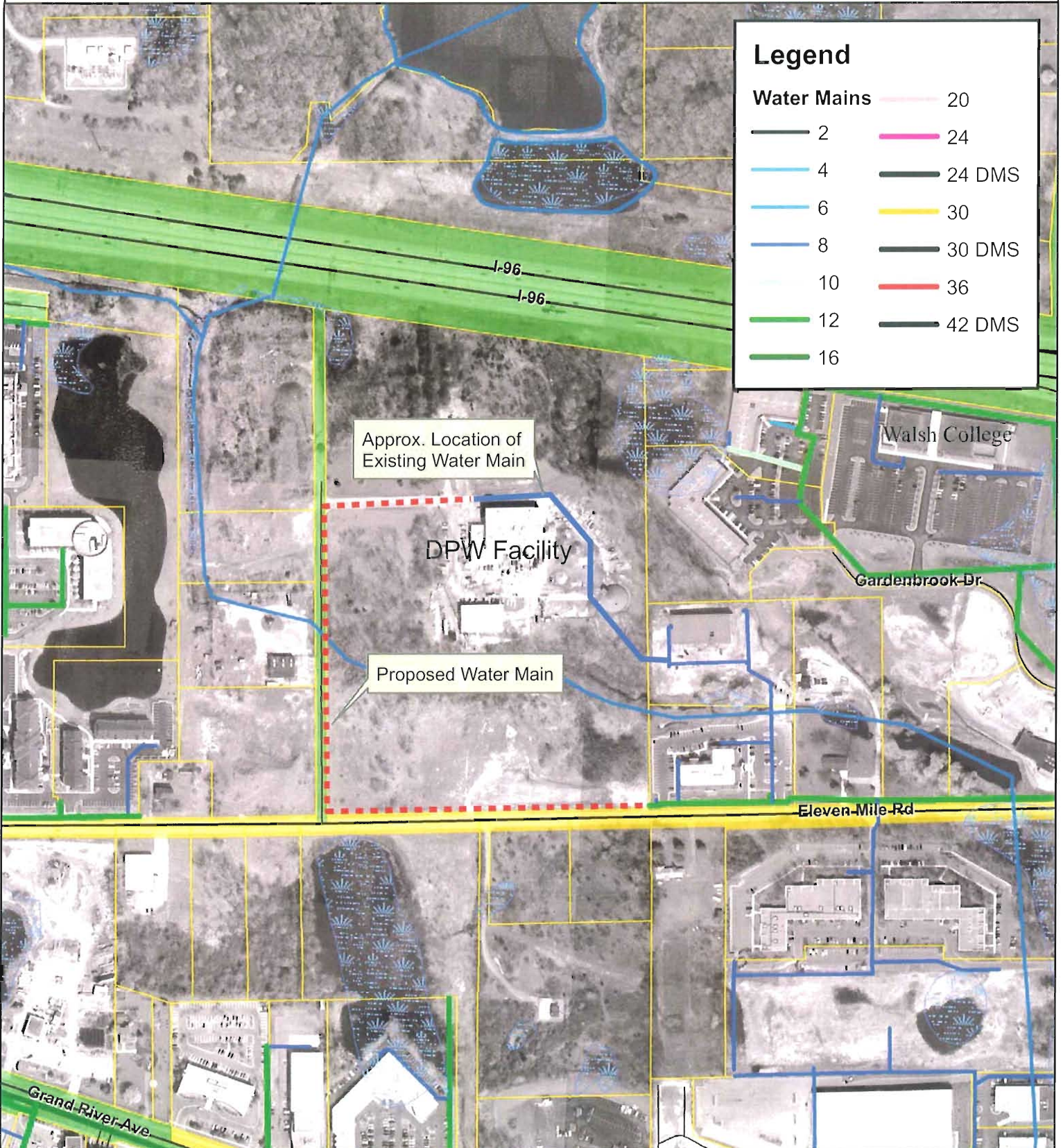
	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				



# Location Map

## Eleven Mile/Delwal Water Main Extension



Legend	
Water Mains	20
2	24
4	24 DMS
6	30
8	30 DMS
10	36
12	42 DMS
16	

Approx. Location of Existing Water Main

DPW Facility

Proposed Water Main

Walsh College

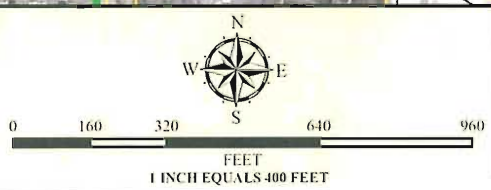
Gardenbrook Dr

Eleven-Mile Rd

Grand River Ave

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M

**CITY OF NOVI**  
 ENGINEERING DIVISION  
 45175 W. TEN MILE ROAD  
 NOVI, MI 48375  
 (248) 347-0454  
 WWW.CI.NOVI.MI.US



**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 FOR RFP REVIEW

Project Description: Eleven Mile/Del Wal Water Main

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

SCORES	<i>Item weight:</i>					Totals	<i>Rank</i>
	25 <b>1</b>	10 <b>2</b>	5 <b>3</b>	5 <b>4</b>	5 <b>5</b>		
Anderson Eckstein & Westrick	25	18	23	17	10	<b>1055</b>	3
Fishbeck Thompson Carr & Huber	5	15	18	20	7	<b>500</b>	6
Orchard Hiltz & McCliment	15	19	9	12	30	<b>820</b>	4
Stantec	20	24	23	25	23	<b>1095</b>	2
Spalding DeDecker	30	14	18	15	14	<b>1125</b>	1
URS Corporation	10	15	14	16	21	<b>655</b>	5
TOTALS	105	105	105	105	105		

### SCORING CRITERIA

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





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

**ENGINEERING SERVICES FOR  
ELEVEN MILE / DELWAL WATER MAIN EXTENSION**

The City of Novi will receive sealed proposals for **Engineering Services for Eleven Mile / Delwal Water Main Extension** according to the specifications of the City of Novi.

Sealed proposals will be received until **3:00 P.M.** prevailing Eastern Time, **Tuesday, October 2, 2007.** Proposals shall be addressed as follows:

**CITY OF NOVI  
CAROL J. KALINOVIK, PURCHASING DIRECTOR  
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 ELEVEN MILE / DELWAL WATER MAIN 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.

Carol J. Kalinovik  
Purchasing Director  
[ckalinovik@cityofnovi.org](mailto:ckalinovik@cityofnovi.org)

Notice dated: September 13, 2007



## REQUEST FOR PROPOSALS CITY OF NOVI

### ENGINEERING SERVICES FOR ELEVEN MILE/DELWAL WATER MAIN EXTENSION

September 13, 2007

This Request for Proposals (RFP) for ELEVEN MILE/DELWAL WATER MAIN EXTENSION is being sent to the firms selected in the Utility Qualification Process completed on March 19, 2007.

#### Project Description

The purpose of this project is to extend a 12-inch diameter water main along city owned property on Eleven Mile Road and Delwal Drive in Section 14 to provide a connection between two existing portions of the water system. The project consists of the installation of:

- approximately 1,000 LF of 12-inch water main along the north side of Eleven Mile Road from the existing Pinnacle Office Park along the frontage of City property to Delwal Drive,
- approximately 900 LF of 12-inch water main along the east side of Delwal Drive along the frontage of City property, and
- approximately 400 LF of 8-inch water main along the entrance road the Novi's Field Services Complex to connect to the existing 8-inch water main.

The project will include one watercourse crossing of Bishop Creek along Delwal Drive which will require a permit from the Michigan Department of Environmental Quality (DEQ). Both roads involved in the project are under City jurisdiction.

The budget for the project, including engineering is \$236,000. The project is scheduled for completion in early summer 2008.

#### SCOPE OF SERVICES

The selected consultant shall conduct the following activities:

- 1.) Upon authorization by the City Council and the City Engineer, the consultant will:
  - Attend scope verification meeting with City staff.
  - Review available record drawings as provided by staff for the water main adjacent to the project area.
  - Provide complete topographic survey of the project area. 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 include the wetland and water course boundaries as delineated by the Consultant's wetland expert.
  - Prepare plans, specifications, and cost estimates for the project. Profiles will be required for all water mains.
  - Contact and coordinate with all utility companies with facilities within the project boundary.
  - Coordinate all work with state and local agencies to acquire any permits required. A DEQ permit will be required for crossing Bishop Creek.
  - Provide preliminary design and project cost estimate at 30% complete for review and comment.
  - Provide final plans and contract documents for the project at the time of 90% review. The front-end documents will be provided by the City of Novi, the specifications shall be

prepared by the Consultant, and contract documents shall be prepared, printed, assembled, and distributed by the Consultant.

- A revised construction cost estimate shall be provided at the time of 90% review by the City.
  - The plans shall be designed in accordance with the City of Novi Design and Construction Standards, Chapter 11, Novi Code of Ordinances and RCOC requirements as applicable.
- 2.) The Consultant shall submit five (5) sets of plans and cost estimates for review to the City Engineer at 30% complete. The Consultant shall submit five (5) sets of plans and two (2) sets of specifications at 90% complete for review and comment. The Consultant shall submit five (5) sets of as-bid drawings and specifications to the City at the time of construction bidding, as well as a CD of the digital file converted to AutoCAD format. The Consultant shall also provide all plan sets required for permit application submittal to any agencies as required. All bidding activities shall be coordinated through the Engineering and Purchasing Departments.
  - 3.) The Consultant will 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 Authorized Public Agency SESC Program Manual.
  - 4.) 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.
  - 5.) 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.
  - 6.) Construction phase services shall also include submittal to City Engineering of all project reports and documents, and written recommendation regarding final acceptance of the project. The Consultant, within this phase, shall also prepare record drawings and transmit one (1) digital copy of as-built plan in .tif format (400 dpi minimum), two (2) plan copies, and a CD containing the digital file of the record drawings in the City standard format (AutoCAD), and provide such information to the Engineering Department within three (3) months following substantial completion of the project.
  - 7.) During the construction phase the Consultant shall be responsible for administering and enforcing the soil erosion and sedimentation control plan as an agent for the City under the Authorized Public Agency (APA) program in compliance with the City of Novi *Authorized Public Agency Soil Erosion and Sedimentation Control Program Manual*. The Consultant shall also be responsible for soil erosion and sedimentation control inspections of the project for compliance with the approved soil erosion and sedimentation control plan. The inspections must be completed by an individual who has current certification through the Michigan Department of Environmental Quality under Part 91. The inspections must occur at regular intervals and soil erosion and sedimentation control inspection logs must be maintained and provided to City staff as required. The Consultant shall also be responsible for instituting corrective measures in the field to prevent soil erosion and sedimentation as required, and for overseeing the Contractor's Storm Water Operator.



## DOCUMENT AND FILE FORMAT

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

Documents: MS Word

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

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

## CONSULTANT QUALIFICATIONS

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

## CONSULTANT SELECTION

As a pre-qualified consultant, the selection for this utility project will be based on an evaluation of the fee proposal, which is labeled as Exhibit A, in addition to the Consultant's project approach, schedule, and value-added concepts that would improve the overall project (i.e., cost savings, time savings, innovation, etc.). **Due to the relatively low complexity of this project, the following scoring will be used:**

<u>Criteria</u>	<u>Weight</u>
Engineering Fee	50%
Evaluation of Schedule	20%
Evaluation of Approach, Statement of Understanding of Project, and Proposed Staff	10%
Analysis of subjective statements applicable to the project as required on the RFP (Value added items)	10%
Evaluation of past performance on City projects	10%

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 UNBOUND original and five copies) must arrive at the Purchasing Department, 45175 W. Ten Mile Road, Novi, Michigan 48375 on or before **3:00 PM** Local Prevailing Time, **Tuesday, October 2, 2007** addressed to Carol J. Kalinovik, Purchasing Director, and clearly labeled **ELEVEN MILE/DELWAL WATER MAIN 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 including design and construction phase
- 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 VERY BRIEF discussion of the proposed approach to the project, in detail (including any value-added concepts that would improve the overall project (i.e., cost savings, time savings, innovation, etc.).

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- Location Map
- C - Engineering Consultant Agreement



**EXHIBIT A  
FEE PROPOSAL  
CITY OF NOVI**

**ENGINEERING SERVICES FOR  
ELEVEN MILE/DELWAL WATER MAIN EXTENSION**

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 13, 2007, 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
Eleven Mile/Delwal Water Main Extension	Design Phase (not-to-exceed fee)	\$
	Construction Phase Construction Cost Estimate (by engineer for fee determination):\$ _____	\$
	_____ % of Construction Cost (from estimate above)	\$
	<b>TOTAL ESTIMATED* FEE</b>	<b>\$</b>

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

**PLEASE TYPE:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Title: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date: \_\_\_\_\_



October 2, 2007

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

Re: Request for Proposal  
**Engineering Services for Eleven Mile / Delwal Water Main Extension**  
SDA Proposal: PR07-287

Dear Ms. Kalinovik:

Spalding DeDecker Associates, Inc. (SDA) is pleased to provide the following proposal for Engineering Services for Eleven Mile / Delwal Water Main Extension. SDA has an excellent reputation for providing municipalities with civil engineering services. We have developed a strong team with expertise in dealing with local issues and experience in local, regional, and federal requirements. We take pride in our service to the City of Novi over the past 1-1/2 years providing both design and construction engineering services. We understand the City of Novi's challenges with regard to maintaining its infrastructure in peak operating performance and are committed to providing quality, on-time engineering services.

Attached please find five (5) bound and one unbound original proposals for our services. We trust that you will find our proposal to be thorough with regard to your needs in completing the Eleven Mile Road / Delwal Water Main Extension project. We look forward to the opportunity to further address your selection committee in an open discussion of our qualifications.

Very Truly Yours,

**SPALDING DEDECKER ASSOCIATES, INC.**

David W. Bluhm, PE  
Project Manager

cc: SDA Job File  
SDA Chrono



# Table of Contents



City of Novi  
Engineering Services for Eleven Mile / Delwal Water Main Extension  
PR07-287  
October 2, 2007

## Section

- 1 Project Approach and Scope of Services
- 2 Schedule
- 3 Fee Proposal / Hourly Rates

# Project Approach and Scope of Services



## PROJECT UNDERSTANDING

Spalding DeDecker Associates, Inc. (SDA) appreciates the opportunity to submit this proposal for design and construction services for the Eleven Mile / Delwal Water Main Extension. It is understood that approximately 2,300 linear feet of 8" and 12" water main is to be constructed along Eleven Mile Road west of Meadowbrook Road and north along Delwal Drive and east along the entrance road to Novi's Existing DPW facility with connections. It is also understood that state and/or local permits will be required for the water main extension and the crossing of the Bishop Creek. It is further understood and our schedule reflects construction of this project in early summer 2008. This proposal shall remain valid for 120 days from the date of submittal.



## PROJECT APPROACH

SDA will provide design, bidding and construction engineering services as outlined in the Request for Proposals. We have previous experience in providing these types of services to the City and are familiar with your administrative process, contract requirements and communication expectations. Continuous communication will be provided between our office and field staff as well as City engineering throughout the project to assure that all RFP requirements are met and exceeded. Our approach to this project will begin with a project kick-off meeting with the City to discuss project specifics including milestones, deliverables and to gather required information critical to project success. Our design and construction services will follow as described below.

### **Design Engineering**

A topographical survey indicating visible site features along with underground utilities will be prepared as well as a right-of-way survey along the route. Elevations will be obtained at sufficient intervals to allow for engineering design and to properly assess any impacts to the regulated floodplain of the Bishop Creek. All topographic survey information will be referenced to published City of Novi benchmarks. A tree survey will be completed as necessary for any woodlands potentially impacted by this design. The topographical survey will also reflect wetlands flagged by our environmental consultant. We have routinely worked with King and MacGregor in the past and will rely on them to provide environmental services for this project.

SDA's preliminary design (30%) will include the proposed water main alignment, project costs and specifications and impacts proposed to regulated floodplain, wetlands and woodlands (all in the vicinity of Bishop Creek) and will identify the permits required for these impacts. We have walked the route and identified some potential impacts to design including overhead utilities along 11-Mile and Delwal Drive and storm sewer along Delwal Drive.

We have familiarized ourselves with the constructability challenges of this project in the vicinity of the Bishop Creek which crossing through an existing woodlands area in close proximity to the steel member retaining wall and multiple existing utility crossings. We will evaluate alternative methods from conventional open cut construction in this area for the City's consideration. In particular, advances in construction materials and techniques using directionally drilled HDPE water main pipe

# Project Approach and Scope of Services



or ductile iron should be considered. Our design will include obtaining soil borings in the Bishop Creek area and along the proposed alignment as necessary. We regularly work with Testing Engineers & Consultants (TEC) on projects in Novi and will rely on them for geotechnical services on this project.

At this time it is anticipated that the following permits will be required; DWSD/MDEQ for water main and MDEQ/USACE for the Bishop Creek crossing including any temporary impact to the associated floodplain and wetlands. It is anticipated that since this water main extension is a stand alone City project, with only a temporary impact on wetlands, a local wetland permit will not be required. Plans will be also prepared and a local permit secured for SESC in conformance with Part 91 of P.A. 451 of 1994 and Chapter 29 of the Novi Code.

Upon the City's preliminary review, SDA will coordinate permit application in the City's name and secure permit approvals.

Final plans, specifications, contract documents and an updated cost estimate will then be prepared and submitted to the City for final review (90%). Once approved by the City, SDA will provide bidding administration assistance pursuant to item #4 in the Scope of Services of the RFP.

## Construction Engineering

SDA's Construction Engineering Team has much experience in the coordination and construction of public water main projects for our client municipalities. We are familiar with the City's construction contract management and inspection services and are prepared to provide all services required within sections 5, 6 and 7 of the Scope of Services in the RFP.



We will coordinate and provide construction staking which is anticipated to include offset staking, location and grade for valves and hydrants and preparation of cut-sheets. Full time construction inspection will be provided throughout the duration of active construction for this project. SDA will administer and enforce the SESC plan as an agent for the City under the Authorized Public Agency (APA) program in compliance with the City of Novi Authorized Public Agency SESC Manual. Particular attention will be provided to the water main crossing at Bishop Creek from an SESC point of view.

Upon project conclusion, SDA shall submit to the Engineering Division all project reports, documents and a written recommendation regarding final acceptance of the project. Additionally, SDA shall prepare record drawings in the City standard format, and provide such information to the Engineering Division within three (3) months following substantial completion of the project.

Our Construction Engineering department has worked under contract for the City of Novi for 1-1/2 years now, knows the City's administrative staff and understands the City of Novi's administrative policies and procedures.



# Project Approach and Scope of Services



## PROJECT SCHEDULE

A project design/construction schedule has been developed in order to deliver this project during the summer of 2008. Please see this schedule in the attached Section 2.

## PROJECT STAFFING PLAN

SDA proposes project staffing for the Eleven Mile / Delwal Water Main Extension project pursuant to Figure 1-1. The overall project manager for this project will be **Mr. David W. Bluhm, PE**. Mr. Bluhm will also provide quality assurance and quality control for the project. **Ms. Taylor Reynolds, PE** will be the lead design engineer for this water main extension project. Ms. Reynolds has many years of experience and has led design efforts for many water main projects in the City of Troy and other communities. Ms. Reynolds is familiar with the City of Novi's design standards, specifications and bidding administration process. **Mr. Mike DeDecker, PS** will manage design survey and construction staking for the project. **Mr. Ted Meadows** will provide Contract Administration for the project and will be the City's primary contact person for the project. Ted is new to SDA but has extensive experience with the City of Novi and its staff. A copy of Mr. Meadows resume is included at the end of this section as a new member to our Team. Lead inspector for the project will be **Mr. Don Pashby**. Don is extremely familiar with City of Novi providing inspection services for a variety of projects for the last 18 months. **Mr. Paul Tulkangas** will provide SESC compliance for the City. Paul and Don both maintain current certifications through the MDEQ under Part 91. Paul has provided SESC compliance services for most active projects in the City for the past 18 months. Our Contract Administrator and Inspection staff works out of our local field office in Farmington Hills to serve the City of Novi's construction activities. We believe the close proximity of our field office and our current work with the City of Novi will provide an added value with regard to successful completion of the 11 Mile/Delwal Water Main Extension project.

With the exception of Mr. Meadows, all resumes for key staff members are on file with the City of Novi. These or other resumes can be provided upon your request.

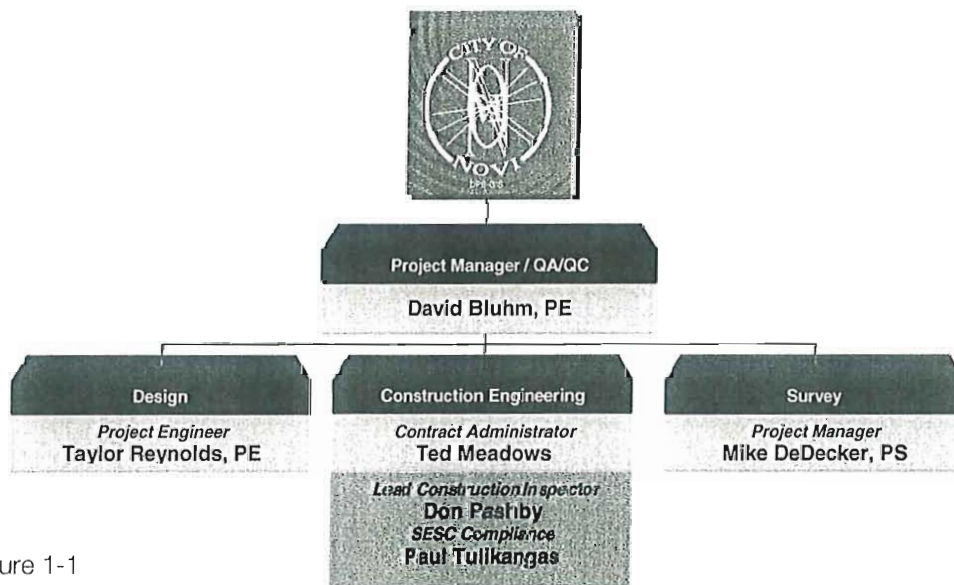


Figure 1-1

# PROJECT Personnel



## Ted Meadows

Contract Administrator

Ted has 9 years of exceptional experience in municipal construction engineering. In his role as Contract Administrator, Ted is responsible for managing public and private construction engineering projects. Construction Engineering (CE) management involves the coordination of all aspects of a project including client relations and working with a project team to meet the requirements of the scope of work. Ted provides field and office expertise for the successful support and continuous improvement of CE projects to provide quality in workmanship and value for project budgets.

Currently Mr. Meadows is the construction operations supervisor for projects within the City of Novi. Ted has worked in the construction phase of numerous public works and private development projects on behalf of our municipal clients. As the supervisor of the construction staff, Ted is responsible for the daily construction activities for all projects including staff scheduling, construction observation procedures, staff training, as-built plan review, walkthroughs, punch lists, and project close out.

### RELEVANT EXPERIENCE

#### Water

**2006 Northville Township Water Main Improvements, Northville Township, MI** – Senior Construction Technician responsible for the replacement of one mile of existing water main in existing subdivisions and related pavement and site restoration. Responsible for over seeing inspection, contract documentation, and processing pay certifications.

**Bradner and Franklin Road Water Main Replacement, Northville Township, MI** - Senior Construction Technician responsible for the replacement of two miles of existing water main in an existing subdivision and related pavement and site restoration. Responsible for over seeing inspection, contract documentation, and processing pay certifications.

**Northville Road Water Main Replacement, Northville Township, MI** - Senior Construction Technician responsible for the replacement of one mile of existing water main with directionally drilled HDPE water main through the Middle Rouge Watershed site. Responsible for over seeing inspection, site restoration, contract documentation, and processing pay certifications.

**Five Mile Road Water Main Replacement, Phase I, Northville Township, MI** - Senior Construction Technician responsible for the replacement of one mile of existing water main with directionally drilled ductile iron lock joint pipe in existing subdivisions. Responsible for over seeing inspection, pavement and site restoration, contract documentation, and processing pay certifications.

### EDUCATION

BS Environmental Science, University of Kansas, 1997

### SPECIALIZED TRAINING / CERTIFICATIONS

MDOT Certified Density Technician  
MDOT Certified Aggregate Technician  
MDOT Concrete Paving Inspector

Concrete Technician & Concrete Construction Inspector Level I  
Concrete Field Testing Technician Level I

MDEQ Certificate of Training for Part 91  
Soil Erosion and Sedimentation Control  
Radiation Safety Officer  
USDOT HAZMAT Certification  
HDPE Pipe Fusion Academy

# PROJECT Personnel



## Wastewater

**SAD 170 Phase 1B and 2B, City of Novi, MI** – Senior Construction Technician responsible for the supervision of installation of over 10,000 feet of new trunk line sanitary sewer. Responsible for over seeing inspection, pavement and site restoration, contract documentation, and processing pay certifications.

**Livingston/Mill Street Repairs, Village of Pinckney, MI** – Senior Construction Technician responsible for removal and replacement of four blocks of bituminous road with associated storm sewer. Responsible for over seeing inspection of pavement and storm sewer, construction documentation, coordinating site testing, and quality control.

## General Services

**General Engineering and Construction Services, Northville Township, MI** - Senior Construction Technician that supervised field and office construction technicians. Performed project quality control, construction contract administration, soil erosion and sedimentation control procedures, surveying, and observation of paving and tunneling operations. Oversaw work done in multifamily and single family developments throughout Wayne County.

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ELEVEN MILE ROAD / DELVAL WATER MAIN EXTENSION

ID	Task Name	Duration	Start	Finish
1	<b>ELEVEN MILE ROAD / DELVAL WM REPLACEMENT</b>	193 days	Fri 10/19/07	Tue 7/15/08
2	<b>PROJECT AWARD</b>	2 days	Fri 10/19/07	Mon 10/22/07
3	Award of Project	1 day	Fri 10/19/07	Fri 10/19/07
4	Kickoff Meeting w/ City Personnel	1 day	Mon 10/22/07	Mon 10/22/07
5	<b>DESIGN</b>	101 days	Tue 10/23/07	Tue 3/11/08
6	Topo Survey	5 days	Tue 10/23/07	Mon 10/29/07
7	Prepare Preliminary Plans (30%)	10 days	Tue 10/30/07	Mon 11/12/07
8	Review by City	7 days	Tue 11/13/07	Wed 11/21/07
9	Public Information Mtg (if necessary)	1 day	Thu 11/22/07	Thu 11/22/07
10	Permits Review & Approval (MDEQ)	60 days	Fri 11/23/07	Thu 2/14/08
11	Prepare Final Plans & Specifications (90%)	10 days	Fri 11/23/07	Thu 12/6/07
12	90% City Review	5 days	Fri 12/7/07	Thu 12/13/07
13	Final Design Review	1 day	Fri 12/14/07	Fri 12/14/07
14	Final Plans & Specs Prepared	10 days	Fri 2/15/08	Thu 2/28/08
15	Final City Review	7 days	Fri 2/29/08	Mon 3/10/08
16	Issue Plans for Bid	1 day	Tue 3/11/08	Tue 3/11/08
17	<b>BIDDING</b>	25 days	Wed 3/12/08	Tue 4/15/08
18	Bid Advertisement Period	15 days	Wed 3/12/08	Tue 4/1/08
19	Pre-Bid meeting (Mandatory)	1 day	Wed 3/26/08	Wed 3/26/08
20	Bid Opening	1 day	Wed 4/2/08	Wed 4/2/08
21	Recommendation to Award	2 days	Thu 4/3/08	Fri 4/4/08
22	Award of Contract (City Council)	2 days	Mon 4/14/08	Tue 4/15/08
23	<b>CONSTRUCTION PHASE</b>	32 days	Mon 6/2/08	Tue 7/15/08
24	Notice to Proceed (Contract Executed)	1 day	Mon 6/2/08	Mon 6/2/08
25	Pre-construction Meeting	1 day	Tue 6/3/08	Tue 6/3/08
26	Substantial Completion	20 days	Wed 6/4/08	Tue 7/1/08
27	Restoration/Clean up	10 days	Wed 7/2/08	Tue 7/15/08

2008

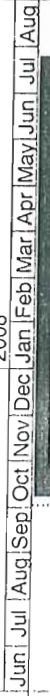




EXHIBIT A  
FEE PROPOSAL  
CITY OF NOVI

ENGINEERING SERVICES FOR  
ELEVEN MILE/DELWAL WATER MAIN EXTENSION

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 13, 2007, 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
Eleven Mile/Delwal Water Main Extension	Design Phase (not-to-exceed fee)	\$ 12,000
	Construction Phase Construction Cost Estimate (by engineer for fee determination):\$ <u>190,000</u>	
	<u>6.0</u> % of Construction Cost (from estimate above)	\$ 11,400
	<b>TOTAL ESTIMATED* FEE</b>	<b>\$ 23,400</b>

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

**PLEASE TYPE:**

Company Name: SPALDING DEDECKER ASSOCIATES, INC.

Address: 905 SOUTH BOULEVARD EAST, ROCHESTER HILLS, MI 48307

Agent's Name: DAVID W. BLUHM, PE

Agent's Title: PROJECT MANAGER

Agent's Signature: 

Telephone Number: 248-844-5400 Fax Number: 248-844-5404

E-mail Address: dblum@sda-eng.com Date: OCTOBER 2, 2007



**Spalding DeDecker Associates, Inc.**  
**City of Novi, Michigan**  
"Hourly Rate Schedule"



**PROFESSIONAL SERVICES**

The engineering and surveying services of SDA will be performed under the overall supervision of Principals and Department Managers of our firm. Fees will be based upon the time worked on the project by engineering, surveying, technical, construction technicians and clerical personnel assigned to the project.

<u>Classification</u>	<u>Hourly Rate</u>
Department Manager	\$140.00
Project Manager	\$123.00
Senior Project Engineer/Senior Project Surveyor +	\$121.00
Project Engineer/Project Surveyor/Resident Project Representative +	\$103.00
Project Accountant +	\$103.00
Operation & Maintenance Specialist+	\$ 99.00
Engineer +	\$ 94.00
Surveyor+	\$ 94.00
Designer/Mapping Specialist +	\$ 87.00
Drafter/Technician/Surveyor Assistant/Engineering Assistant +	\$ 73.00
Two-person Survey Crew (Crew Chief & Instrumentman w/truck and equipment) or Sewer Crew +	\$159.00
Additional Survey/Construction Tech Assistants (if necessary) +	\$ 54.00
Construction Technician I +	\$ 68.00
Construction Technician II +	\$ 75.00
Senior Construction Technician +	\$ 91.00

+ Overtime services will be charged at a rate equal to 1.3 times the indicated rate. "Overtime" is time worked in excess of 8 hours per day.

REIMBURSABLE EXPENSES: The following items are reimbursable to the extent of 110% of actual expenses (including subcontracting expense) accrued for the project.

1. Printing and Reproduction
2. Subcontracted Services
3. Shipping and Handling Charges