

December 27, 2017

Brian Slizewski, PE.  
Project Management Services Unit  
City of Ann Arbor  
2230 Platt Road, P.O. Box 8645  
Ann Arbor, MI 48107

**RE: Request for Additional Services Fee Proposal  
Engineering Services  
First Sister Lake Stormwater Retrofit Project**

Dear Brian:

Environmental Consulting & Technology, Inc. (ECT) is pleased to continue our collaboration with the City of Ann Arbor to treat and manage more stormwater entering First Sister Lake.

Based on recent conversations with you, ECT has prepared this proposal for services related to bidding and construction of the proposed project. We are prepared to begin immediately and complete the remaining tasks listed below in accordance to the timing needs discussed in previous correspondence and meetings.

**SCOPE OF SERVICES**

The following scope of work describes ECT's responsibilities for the delivery of services related to bidding and construction oversight. Per our discussions, we have prepared the following description to the revision of scope and associated estimated costs for the First Sister Lake Stormwater Retrofit Project.

- ECT will assist the City in the finalization of bidding documents.
- ECT will assist the City in preparation for a pre-bid meeting.
- ECT will attend and participate in the pre-bid meeting.
- ECT will assemble bidder's questions and prepare responses to questions received.
- ECT will assemble any addendum required.
- ECT will review received bids and provide a selection recommendation.
- Upon contractor selection, ECT will provide construction administration services including preparing for and attending a pre-construction meeting, submittal review, and pay application review.
- ECT will conduct construction observations as required by construction activities.
- ECT will provide information to the public during construction as requested by the City. This may include information regarding contractor's use of the site, construction schedule, and design information.
- ECT will discuss, negotiate, and document field changes.

2200 Commonwealth  
Blvd, Suite 300  
Ann Arbor, MI  
48105

(734) 769-3004

FAX  
(734) 769-3164

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*Deliverables:*

1. Final bidding documents.
2. Bidding question responses.
3. Addendums, as needed.
4. Contractor recommendation.
5. Submittal responses.
6. Pay application recommendations.
7. Construction progress documentation.
8. Field change documentation, as needed.

**SCHEDULE**

Work will begin immediately upon receiving a Notice-to-Proceed.

**FEE**

These items will be in addition to the previously authorized scope and will be performed on a time and materials basis for the not to exceed amount of \$24,000. A time and materials contingency of \$6,000 is being provided for additional services that may be requested and authorized by City staff; for a total budget of \$30,000.

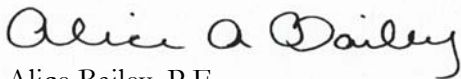
**ADDITIONAL SERVICES**

Additional Services outside the scope of work of this agreement shall be negotiated.

ECT appreciates the opportunity to assist the City of Ann Arbor's Project Management Services Unit to provide this final effort of this phase complete the necessary services for the Sister Lakes Stormwater Retrofit. Should you have any questions, please contact me at 734-730-8832 (cell) or 734-272-0762 (office).

Sincerely,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



Alice Bailey, P.E.  
Staff Engineer



Patrick J. Judd, P.L.L.  
Director, Landscape Architect/  
Green Infrastructure Studio