

**AMENDMENT NUMBER I TO
PROFESSIONAL SERVICES AGREEMENT BETWEEN
WADE TRIM ASSOCIATES, INC.
AND THE CITY OF ANN ARBOR
FOR CIVIL ENGINEERING AND SURVEYING SERVICES**

This Amendment Number I ("Amendment") is to the agreement between the City of Ann Arbor, ("City") and Wade Trim Associates, Inc., ("Contractor") for civil engineering and surveying services, which is dated February 6, 2020 ("Agreement"). City and Contractor agree to amend the Agreement as follows:

- 1) Article III.A, Services, is amended to read as follows:

The Contractor agrees to provide civil engineering and surveying services ("Services") in connection with the Project as described in Exhibit A and to furnish all materials, equipment, and labor necessary, and to abide by all the duties and responsibilities applicable to it, in accordance with the requirements and provisions of this Agreement. Such Services shall be performed pursuant to mutually agreed-upon Work Statement(s), developed pursuant to Exhibit A. The City retains the right to make changes to the quantities of service within the general scope of the Agreement or within a Work Statement at any time by a written order. If the changes add to or deduct from the extent of the services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. The Contractor understands that: (1) there is no guarantee or implied promise of any nature that the City will issue a Work Statement pursuant to this Agreement; (2) the City is under no obligation to issue or consent to any Work Statement; and (3) this Agreement is non-exclusive.

- 2) Article V.A., Compensation of Contractor, is amended to read as follows:

The Contractor shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B or applicable Work Statement, following receipt of invoices submitted by the Contractor, and approved by the Contract Administrator.

All terms, conditions, and provisions of the Agreement, unless specifically amended above, shall apply to this Amendment and are made a part of this Amendment as though expressly rewritten, incorporated, and included herein.

City and Contractor agree that for this Amendment and any documents related to the Agreement: 1) signatures may be delivered electronically in lieu of an original signature; 2) to treat electronic signatures as original signatures that bind them; and 3) signatures may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

This Amendment to the Agreement shall be binding on the Parties' heirs, successors, and assigns.

For Contractor

By _____
Shawn W. Keough
Its: Senior Vice-president

Date: _____

For City of Ann Arbor

By _____
Christopher Taylor, Mayor

By _____
Jacqueline Beaudry, City Clerk

Date: _____

Approved as to substance

Tom Crawford, City Administrator

Craig A. Hupy, P.E.
Public Service Area Administrator

Approved as to form and content

Stephen K. Postema, City Attorney

EXHIBIT A SCOPE OF SERVICES

A. OBJECTIVE

The services include but are not limited to: civil engineering design services; traffic engineering and analysis; landscape architecture; preparation of plans, specifications and cost estimates for a variety of municipal engineering projects from public utility construction, roadway and sidewalk projects, minor structural repair and rehabilitation work, and other capital preventative maintenance projects; as-needed assistance with public engagement activities; detailed studies on specific items; preparation of reports; land surveying activities; and construction engineering and contract administration.

B. DESCRIPTION

1. Preparation of plans and specifications in accordance with City of Ann Arbor and/or MDOT Standards as appropriate and as requested for capital improvement projects of varying complexity, for portions of projects, or entire projects. Services may include civil engineering and structural design work, preparation of preliminary plans and cost estimates, necessary field work, drafting, design, surveying, project management and other civil engineering related work as needed.
2. Assist the City of Ann Arbor Engineering Team with site plan and engineering plan reviews for private development projects, and permitted work within the City right of ways, such as sidewalks, private utilities, drive approaches and other projects. These reviews would typically consist of, but not be limited to the following:
 - a. Review of site plan drawings to City of Ann Arbor Engineering standards, including preparation of review memos.
 - b. Review of public utility (water main, sanitary sewer, storm sewer) designs to City of Ann Arbor Engineering standards, including preparing review letters.
 - c. Review of public roadway and sidewalk projects to City of Ann Arbor Engineering Standards, including preparing review letters.
 - d. Work alongside of City staff during project reviews.
 - e. Review of associated construction related submittals, including construction materials, mix designs, density testing, inspector daily reports, etc.
 - f. Work alongside of City staff during construction to oversee public infrastructure improvements.
 - g. Work alongside City to assist with project closeout activities prior to issuance of Certificates of Occupancy.
3. Landscape architecture design and construction support for City projects, which may include preparation of plans and specifications, tree inventory and assessment, coordination and communication with the public, review of contractor submittals, and inspection of materials and installations.

4. Preparation of funding and/or various permit applications, needed support materials such as graphics, background information research, and all other needed support services for grants for state and federal funds.
5. Preparation and editing of engineering reports and studies on a variety of subjects.
6. Traffic engineering data collection and analysis; and review of Traffic Impact Studies.
7. Peer review of public utility, sidewalk, and road construction plans. Preparation of quantity take-offs and cost estimates for construction plans.
8. Preparation of the MDEGLE Act 399 and Part 41 Permit Applications for public water main and sanitary sewers, respectively.
9. Coordination, facilitation and/or attendance at project-related meetings, such as kickoff, design review, pre-bid, and pre-construction meetings.
10. Construction engineering, including, but not limited to, review and approval of shop drawings, utility cut sheets, assistance with the resolution of field conflicts, review of pay estimates, etc.
11. Coordination with other City service areas, local agencies, private utility companies, and members of the public.

C. REQUIREMENTS

1. Ability to work effectively with the City's Engineering staff and other City departments, with respect to any of the civil engineering services required by the City.
2. Ability to work effectively with the public and other public agencies.
3. Ability to function in a supporting role to the Engineering Unit. The consultants' services will be utilized for the civil engineering activities that exceed the staffing level or the expertise of the Engineering Unit.
4. Ability to work with developers, other consulting engineers, builders, contractors, property owners, and the public in general.

D. TASKS

1. Engineering Services

Engineering and/or Landscape Architecture as requested on public works projects including, but not limited to, sanitary sewer, storm sewer, street paving, street resurfacing, water mains, sidewalks, and bridges in accordance with City Standards and procedures.

The City procures construction inspection services and testing/geotechnical consulting services through separate requests for proposal. Respondents to this General Engineering and Survey Services RFP do not need to include these services in their proposal.

2. Survey

Perform various topographical surveying tasks and provide digital submissions for the preparation of civil engineering construction plans. It is understood that the final work product will be a complete survey that will contain all known site features and will be ready for use as a base drawing for final engineering plans. Topographic surveys shall be in accordance with the City's Topographic Survey Requirements, which were included in RFP #19-27.

Perform construction staking for projects including, but not limited to, sanitary sewer, storm sewer, water mains, road paving, curb and gutter, sidewalks, and bridges.

Perform other miscellaneous survey tasks as requested by the City.

3. Plans and Specifications

Preparation of construction plans and specifications shall include preliminary plans completed to a 30% level, engineering reports that detail the rationale for the decisions made and content of the plans, anticipated duration of construction, identification of all alternatives considered, cost estimates and supporting information, and contract documents for the final preferred alternative. The consultants shall also secure all necessary permits from all approving agencies including but not limited to the Michigan Department of Environment, Great Lakes, and Energy and the Michigan Department of Transportation.

4. Capital Improvements Plan

Participate in the establishment of project scope, preparation of cost estimates, and construction schedules in terms of project planning for the City's Capital Improvements Program.

5. Construction Administration

Construction Administration shall include general construction management services to coordinate and document activities such as construction staking, continuous monitoring of projects, coordination and supervision of testing services, approval and correction of shop drawings, attendance at meetings, final inspection and measurement, periodic reporting of progress, preparation of progress payments, review and recommendation of claims, preparation of change orders and preparation of payments.

EXHIBIT B COMPENSATION

General

Contractor shall be paid for those Services performed pursuant to this Agreement inclusive of all reimbursable expenses (if applicable), in accordance with the terms and conditions herein. The Compensation Schedule on the following pages states nature and amount of compensation the Contractor may charge the City.

**Wade Trim - Proposed Billing Rate Schedule
for City of Ann Arbor
General Engineering and Surveying Services (RFP #19-27)
With Equipment Billed Separately
Prepared October 25, 2019**

Labor Cost Classification Code	Title	Key Staff at Current Classification	Proposed Hourly Rates
299	Professional Engineer V	Chris Wall (Primary Client Representative)	\$180.00
299	Professional Engineer V	Mark Pribak, Matt Stacey, Robert Breen, Martin Parker, Greg Stanley	\$210.00
298	Professional Engineer IV	David Nummer, Brad Lund, Oscar Nordstrom, Leon Solowjow	\$195.00
297	Professional Engineer III	Vaughn Martin, Felipe Uribe, Tiffany Harrison, Lori Pawlik	\$168.00
296	Professional Engineer II	Brian Frisk, Bridget Bienkowski	\$142.00
295	Professional Engineer I	Carmelle Tremblay, Erin Fahey	\$126.00
294	Engineer IV	Jill Bosserd, Johnny Leverette	\$147.00
293	Engineer III	Mike Bywalec, John Hopp, Oneida Westhoff	\$137.00
292	Engineer II	Martin Hoemke, Steven Meyer, Brian O'Hara	\$105.00
291	Engineer I		\$95.00
247	Senior Professional Planner		\$168.00
246	Professional Planner III	Adam Young	\$142.00
245	Professional Planner II	Jason Smith	\$121.00
244	Professional Planner I	Michelle Leppek	\$100.00
243	Planner III		\$111.00
242	Planner II		\$79.00
241	Planner I		\$69.00
256	Professional Landscape Architect III		\$153.00
255	Professional Landscape Architect II	Scot Lautzenheiser	\$116.00
254	Professional Landscape Architect I		\$100.00
253	Landscape Architect III		\$95.00
252	Landscape Architect II	Catherine Dennis, David Richards	\$90.00
251	Landscape Architect I		\$84.00
266	Professional Scientist III		\$142.00
265	Professional Scientist II		\$100.00
264	Professional Scientist I		\$84.00
263	Scientist III		\$111.00

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Labor Cost Classification Code	Title	Key Staff at Current Classification	Proposed Hourly Rates
262	Scientist II		\$74.00
261	Scientist I		\$58.00
286	Professional Surveyor III	Scott Bliss, Scott Warnke	\$147.00
285	Professional Surveyor II		\$121.00
284	Professional Surveyor I		\$111.00
283	Surveyor III		\$105.00
282	Surveyor II		\$100.00
281	Surveyor I		\$84.00
786	Survey Technician VI		\$132.00
785	Survey Technician V	Brett Litigot	\$111.00
784	Survey Technician IV	Ian Campbell, Matthew Dudzik, Jeff Emery	\$100.00
783	Survey Technician III	Jim Holt	\$84.00
782	Survey Technician II		\$69.00
781	Survey Technician I		\$53.00
716	Construction Technician VI	Jason Yoscovits	\$147.00
715	Construction Technician V	Scott Redding, Brian Scherdt, Patrick Shupert	\$116.00
714	Construction Technician IV		\$105.00
713	Construction Technician III		\$95.00
712	Construction Technician II		\$79.00
711	Construction Technician I		\$69.00
726	CADD Technician VI		\$116.00
725	CADD Technician V	Marty Flanagan, Amanda Spence	\$111.00
724	CADD Technician IV		\$105.00
723	CADD Technician III		\$84.00
722	CADD Technician II		\$74.00
721	CADD Technician I		\$53.00
736	Engineering Specialist II	Robert Marker	\$168.00

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735	Engineering Specialist I		\$147.00
734	Engineering Technician IV		\$126.00
733	Engineering Technician III		\$105.00
732	Engineering Technician II		\$79.00
731	Engineering Technician I		\$63.00
746	Building Project Manager		\$132.00
745	Building Official		\$111.00
744	PA 54 Inspector III		\$111.00
743	PA 54 Inspector II		\$95.00
742	PA 54 Inspector I		\$84.00
741	Code Enforcement Officer		\$63.00
756	Project Specialist III/Manager	Trude Noble, Wendy Sherrill	\$174.00
755	Project Specialist II		\$137.00
754	Project Specialist I		\$111.00
753	Project Aide III		\$116.00
752	Project Aide II		\$90.00
751	Project Aide I		\$69.00
203	Senior Principal		\$247.00
202	Principal	Shawn Keough	\$237.00
201	Senior Professional	Dave Anthony, Bob Breen, Chris Brinks	\$210.00
444	Electrical Superintendent		\$184.00
443	Electrical Foreman		\$158.00
442	Journeyman Electrician		\$116.00
441	Apprentice Electrician		\$111.00

Additional Notes

Outside expenses and subconsultants will be invoiced at cost times 1.10.

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Wade Trim has over 400 employees. We have attempted to list all key staff in their current employee classification. As employees progress in their career, they often move up in employee classification. While employees may advance in classification, the wage rates proposed above for each classification will not change.

The billing rates provided above include overhead and profit and are charged on an hourly basis.

Special billing rates will apply in matters requiring expert witnesses or other consulting as it relates to legal matters.

Per RFP #19-27, these rates shall be held for a two year period from the date of award, following final discussion & approval by the City.