

AMENDMENT NUMBER 02 TO
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
HUBBELL, ROTH & CLARK, INC.,
AND
THE CITY OF ANN ARBOR

The City of Ann Arbor, a Michigan municipal corporation, with offices at 301 E. Huron St., Ann Arbor, Michigan 48103 ("City") and Hubbell, Roth & Clark, Inc, a Michigan Corporation with its office at 555 Hulet Drive, Bloomfield Hills, Michigan 48302 ("Consultant") agree to amend the professional services agreement for engineering services for the Lift Station Replacement Project executed by the parties dated March 22, 2019, as follows:

- 1) **EXHIBIT A, SCOPE OF SERVICES**, is amended to add additional services as specified in the attached **EXHIBIT A-2**.

- 2) **Article IV.A., COMPENSATION OF CONSULTANT** is amended to add the following:


The Consultant shall be paid for providing the additional services specified in attached **EXHIBIT A-2** on the basis of time spent and materials used at the rates and prices specified in attached **EXHIBIT B-2** for the professional service agreement for engineering services for the Lift Station Replacement Project executed by the parties dated March 22, 2019. The additional fee to be paid the Consultant for the additional services specified in **EXHIBIT A-2** shall not exceed \$149,455.00. Payment shall be made monthly following receipt of invoices submitted by the Consultant, and approved by the Contract Administrator.

All terms, conditions, and provisions of the original agreement between the parties executed March 22, 2019, unless specifically amended above, are to apply to this amendment and are made a part of this amendment as though expressly rewritten, incorporated, and included herein.

This amendment to the agreement between the parties shall be binding on the heirs, successors and assigns of the parties.

Dated this 03/26/2020, 2020

FOR CONSULTANT

By 
Jesse VanDeCreek, Vice President

FOR THE CITY OF ANN ARBOR

By  03/25/2020
 CHRISTOPHER TAYLOR, MAYOR

By  03/26/2020
 JACQUELINE BEAUDRY, CITY CLERK

Approved as to substance

 03/24/2020
 CRAIG HUPY, PUBLIC SERVICES AREA ADMINISTRATOR
Administrator

 03/25/2020
 TOM CRAWFORD, INTERIM CITY ADMINISTRATOR

Approved as to form and content

 03/25/2020
 STEPHEN POSTEMA, CITY ATTORNEY



EXHIBIT A-2

Scope of Services

EXHIBIT A

**PACKAGE 1:
ASTOR AND FRANKLIN LIFT STATIONS REPLACEMENT PROJECT
CONSTRUCTION ADMINISTRATION
SCOPE OF SERVICES
1/9/2020**

HRC will provide the following Construction Administration services:

BID ASSISTANCE

Pre-Bid Meeting

- ≡ HRC will prepare for and attend the Pre-Bid Conference, lead the technical design and construction issues and answer questions

Addenda

- ≡ HRC will prepare answers to formal questions from bidders, prepare bid addenda as necessary, and make necessary changes to the contract documents, specifications, and/or plan documents to clarify discrepancies.

Bid Evaluation

- ≡ HRC will assist with the evaluation of the apparent low bidders and their subcontractors, and will make a recommendation to award the construction contract.

CONSTRUCTION ADMINISTRATION

Construction Administration and Pre-Construction Tasks

- ≡ HRC will prepare the conformed set, conduct a pre-construction meeting, attend construction progress meetings, and conduct routine project communications including review progress payment applications for processing by the Owner.

Submittal Review

- ≡ HRC will review the contractor's schedule, shop drawings, sequencing work plan, shut-down requests, by-pass pumping plan, and equipment O&M manuals, test reports.
- ≡ HRC will maintain and updated the log of all submittals
- ≡ Forty submittal review are planned, including re-submittal reviews

Changes in the Work

- ≡ Log and address Requests for Information (RFIs), prepare Requests for Quotation (RFQs), issue field orders directing any changes, and prepare change orders for increased contract costs and/or time extension
- ≡ Prepare the final reconciliation Change Order.

Periodic Observation

- ≡ HRC will provide structural, process, landscaping and electrical periodic inspections to monitor the quality of the work.

- ≡ Attend field meeting when on-site observations and discussions are required to resolve issues
 - ≡ Eight days are planned, 2 days for each discipline
-

Equipment Start-up

- ≡ HRC will review start-up documents, witness equipment start-up, document Substantial Completion and issue Substantial Completion Certificates

Project Closeout

- ≡ HRC will prepare record drawings, punch lists, perform a final inspection, recommend final payment, prepare final reconciliation change order, issue the Final Completion Certificate, and transfer key HRC project documents in AutoCAD, Word and .PDF format.

RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES:

- ≡ Provide periodic RPR services to for observation services during construction. The RPR will verify conformance to the contract documents, help coordinate solutions to construction issues, review pay applications, quantify any unit pricing or time and materials work, help coordinate shutdown and start-up activities, participate in Punch List preparation, and assist with Project Closeout.
- ≡ RPR services assumes 4 hours/day, 114 working days

EXHIBIT B-2

Fee Schedule

CONSTRUCTION ADMINISTRATION COST PROPOSAL: PACKAGE 1
CITY OF ANN ARBOR
LIFT STATION REPLACEMENT PROJECT
RFP # 18-35

TASK DESCRIPTION	Principal	Sr. Assoc.	Process Engineer	Struct. Eng.	Landscape Arch.	Elect. Eng.	RPR	Cadd Tech.	Admin	Total
Bid Phase										
Pre-Bid Meeting (and notes)		4	7							16
Q&A, Addendum		1	12							16
Bid Tab			4							2
Bid Review and Recommendation Letter		2	4							2
Post-Bid Meeting (if needed)		3	4							2
Subtotals	0	10	27	2	2	2	0	16	2	49
	\$ -	\$ 1,680	\$ 3,915	\$ 290	\$ 290	\$ 290	\$ -	\$ 1,952	\$ 150	\$ 8,567

Task 3 - Construction Administration										
Progress Meetings / Project communications		12	88							8
Submittals (2)		4	52							176
Pay Applications		2	20							22
Changes in the Work (RFI, RFQ, COs, etc.)		8	20							108
Periodic Inspections			16							64
Start-up / Commissioning		4	24							48
Project Closeout		4	12							58
Subtotals	0	34	232	111	55	96	0	40	16	584
	\$ -	\$ 5,712	\$ 33,582	\$ 16,066	\$ 8,004	\$ 13,978	\$ -	\$ 4,880	\$ 1,200	\$ 83,422

Resident Project Representative										
Observation (1)										456
Subtotals	0	0	0	0	0	0	57,456	0	0	456
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,456	\$ -	\$ -	\$ 57,456
Project Totals	0	44	259	113	57	98	456	56	18	1089
	\$ -	\$ 7,392	\$ 37,497	\$ 16,356	\$ 8,294	\$ 14,268	\$ 57,456	\$ 6,832	\$ 1,350	\$ 149,445

Assumes 4 hours/day for 114 work days

- Assumptions
- Submittals 40
- Review 3 hours/submittal
- Subtotal** 120 Hours
- Resubmittals 50%
- Review 2 hours/submittal
- Subtotal** 40 Hours
- Resubmittals 15%
- Review 2 hours/submittal
- Subtotal** 12 Hours
- TOTAL** 172

FEE for CONSTRUCTION ADMINISTRATION SERVICES

EXHIBIT B: