

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

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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 \_\_\_\_\_, 2020

**For Consultant**

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By \_\_\_\_\_  
Jesse VanDeCreek, Vice President

**Approved as to form and content**

\_\_\_\_\_  
Stephen K. Postema, City Attorney

**Approved as to substance**

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Howard S. Lazarus, City Administrator

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Craig A. Hupy, P.E., Public Services  
Administrator

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**EXHIBIT A-2**

**Scope of Services**

**EXHIBIT A**

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**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
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#### **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

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**EXHIBIT B-2**

**Fee Schedule**

**CONSTRUCTION ADMINISTRATION COST PROPOSAL: PACKAGE 1**  
**CITY OF ANN ARBOR**  
**LIFT STATION REPLACEMENT PROJECT**  
**RFP # 18-35**  
**Revised November 25, 2019**

TASK DESCRIPTION	Principal		Sr. Assoc.		Engineer		Struct. Eng.		Landscape Arch.		Elect. Eng.		RPR	CaddTech.	Admin	Total
	Rate (\$/hr.):	\$	Rate (\$/hr.):	\$	Rate (\$/hr.):	\$	Rate (\$/hr.):	\$	Rate (\$/hr.):	\$	Rate (\$/hr.):	\$	Rate (\$/hr.):	\$	Rate (\$/hr.):	
<b>Bid Phase</b>																
Pre-Bid Meeting (and notes)		4		7		2		2		2		2			16	11
Q&A, Addendum		1		12		4		4		4		4			16	35
Bid Tab															2	3
Bid Review and Recommendation Letter		2		4		0		0		2		2			16	49
Post-Bid Meeting (if needed)		3		27		2		2		2		2			16	2
<b>Subtotals</b>		<b>0</b>		<b>10</b>		<b>27</b>		<b>2</b>		<b>2</b>		<b>2</b>		<b>0</b>	<b>16</b>	<b>49</b>
		<b>\$ -</b>		<b>\$ 1,680</b>		<b>\$ 3,915</b>		<b>\$ 290</b>		<b>\$ 290</b>		<b>\$ 290</b>		<b>\$ -</b>	<b>\$ 1,952</b>	<b>\$ 150</b>
																<b>\$ 8,567</b>

<b>Task 3 - Construction Administration</b>																
Progress Meetings / Project communications	12	88	69	17	34	8	108									
Submittals (2)	4	52	69	17	34	8	176									
Pay Applications	2	20	20	20	20	20	22									
Changes in the Work (RFI, RFQ, COs, etc.)	8	20	20	20	20	20	108									
Periodic Inspections		16	16	16	16		64									
Start-up / Commissioning	4	24			20		48									
Project Closeout	4	12	6	2	6	8	58									
<b>Subtotals</b>	<b>0</b>	<b>34</b>	<b>232</b>	<b>111</b>	<b>96</b>	<b>40</b>	<b>584</b>									
		<b>\$ -</b>	<b>\$ 5,712</b>	<b>\$ 33,582</b>	<b>\$ 16,066</b>	<b>\$ 8,004</b>	<b>\$ 13,978</b>									
							<b>\$ 4,880</b>									
							<b>\$ 1,200</b>									
							<b>\$ 83,422</b>									

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

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:**