

FEE PROPOSAL

Request for Proposal

Public Works/Systems Planning Unit

GENERAL ENGINEERING SERVICES

RFP # 23-16
Due: March 30, 2023
By 2:00 PM

City of Ann Arbor

SUBMITTED TO:

City of Ann Arbor
301 E. Huron Street
Ann Arbor, MI 48107

PREPARED BY:

Hubbell, Roth & Clark, Inc.
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555 Hulet Drive
Bloomfield Hills, MI 48302



ENGINEERING.

ENVIRONMENT.

EXCELLENCE.

FEE PROPOSAL

PRICING INTRODUCTION

Hubbell, Roth & Clark, Inc. (HRC) understands that the City of Ann Arbor will award the 2023 Public Works/Systems Planning General Engineering Services to responsible, qualified consultants with costs being considered. HRC believes in an open and transparent fee discussion on professional services and fair compensation for our efforts. Fees are proposed to be billed hourly at the rates shown herein, unless previously agreed upon by the City and HRC. If desired, our fees could be invoiced on a cost multiplier basis, a lump sum, or a percent of completion. We look forward to discussing this further with the City of Ann Arbor but are committed to the submitted materials herein.

BILLING PRACTICES

- HRC is committed to establishing a custom billing procedure for the City of Ann Arbor within the limitations of our accounting software.
- HRC has computerized in-house financial management software by Deltek that assists in tracking on-going projects. The cost control system utilizes job and account numbers assigned to each project. Timesheets are completed by each employee, indicating time spent on each project by job number, task, and job title. Employees' timesheets are submitted on a bi-weekly basis and approved by an Associate or Project Manager. The computerized cost control system prints out employee identification number, man-hours, and direct payroll cost accumulation on a bi-weekly basis for each project. Review of the project cost reports versus allocated project costs has been successful in completing projects on time and within budget.
- Generally, municipal clients are invoiced on a monthly basis for the work completed to date with Fiscal Year Ending schedule adjustments as well as any time-sensitive matters such as grant reporting.
- Invoices include the City of Ann Arbor's project identification (by title and numeric ID) approved budgets, costs to date, budget remaining, staff hours by person or category, and summary notes of the work completed during this period. Comments for staff time can also be added, if desired.
- Monthly Accounts of Project Standings for larger projects are timed to correspond to invoicing cycles to provide additional details.
- Summaries or spreadsheets for smaller projects or tracking sheets for plan reviews can also be prepared and submitted with invoices to inform the City of Ann Arbor of project status as it relates to billing.

PROJECT FEE TRANSPARENCY

There is no charge for simple email, phone, or text communication between the City of Ann Arbor and HRC staff.

Billing rates for HRC include Unemployment and Payroll taxes, contributions for Social Security, Retirement benefits, Medical and Life insurance benefits, normal printing cost, equipment, mileage, other overhead costs, and profit. We propose billing direct labor costs plus 2.0 multiplier. Alternative pricing scenarios may be presented if mutually agreed upon by The City of Ann Arbor and HRC.

Hubbell, Roth & Clark, Inc.
 2023 Hourly Rate Schedule
 Prepared for: City of Ann Arbor

<u>Category</u>	<u>Billable Rates</u>	
Principal	150.00	197.00
Sr. Associate/Managing Engineer	176.00	213.00
Associate/Managing Engineer	142.00	176.00
Manager	134.00	180.00
Supervisor	109.00	148.00
Sr. Project Engineer/Architect/Surveyor	139.00	180.00
Project Engineer/Architect/Surveyor	119.00	138.00
Staff Engineer/Architect/Surveyor	111.00	119.00
Senior Project Analyst	132.00	154.00
Project Analyst	106.00	119.00
Staff Analyst	111.00	111.00
Graduate Engineer/Architect I/II	84.00	114.00
Technical Specialist	116.00	116.00
Sr Designer	133.00	141.00
Designer	125.00	135.00
Cadd Technician	66.00	125.00
Sr. Survey Office Technician	116.00	116.00
Survey Party Chief	92.00	130.00
Survey - Field Technician	69.00	72.00
Project Representatives	108.00	150.00
Sr. Construction Observer	82.00	105.00
Construction Observer I/II	68.00	103.00
Construction - Office Technician	80.00	87.00
Testing Coordinator	92.00	92.00
Testing Technician	63.00	79.00
Administrative Support**	64.00	138.00

Wage rates shown above are reflective for 2023. Rates will be increased a maximum of 2.5% per year in subsequent years per addendum 1.

Billable rates for Hubbell, Roth & Clark, Inc. include Unemployment and Payroll taxes, contributions for Social Security, Retirement benefits, Medical and Life insurance benefits, normal printing cost, telephones, fax, computer time, mileage, other overhead costs and profit.

Allowable Reimbursable expenses will be invoiced at our cost which is defined as the direct costs plus 10%.

** This category includes Computer, Reproduction and Administrative Staff.

OUR OFFICES



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REACH OUT TO US

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