



3205 US-23 South
Alpena, MI 49707
Ph: 989-356-6375
Fax: 989-354-8286

August 25, 2020

The Village of Lincoln
Ms. Sheila Phillips, President
117 W Fiske Street
PO Box 337
Lincoln, MI 48742

**Re: *Traverse Bay Road
From the Village Limits to 2nd Avenue
Proposal for Design and Construction Engineering Services***

Dear Ms. Phillips,

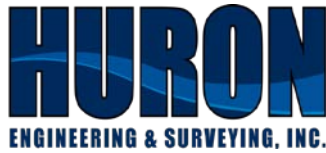
Huron Engineering and Surveying, Inc. (Huron) is pleased to submit this Proposal for Design Engineering Services for the Traverse Bay Road Project.

Huron understands the following regarding this project:

- The project is located on Traverse Bay Road, from the Village of Lincoln Village Limits to 2nd Avenue. The entire project is approximately 0.6 miles in length.
- Based on discussions an HMA overlay is the desired fix and will be placed to provide a smooth template and riding surface.
- The programmed amount of funds will likely not be enough to complete this work, however we understand that additional funding may be available through the Lincoln DDA.
- This project will be developed as a log project.
- The project will be constructed to Preventative Maintenance Standards, and be let through the Michigan Department of Transportation (MDOT) Local Agency Programs (LAP) unit. As such, it will meet with their requirements.
- The Village has \$48,962 in STP funds, with a minimum match of \$9,792.40. The actual funding required for this project will depend on the type of overlay chosen and additional funding sources that may be available to the Village. Huron will work with the Village during the early stages of the project to determine the appropriate fix based on the available funding.

Huron is proposing to provide the following Design Engineering services:

- Provide sufficient survey to develop a log plan to current standards.



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- Prepare project programming for submittal to MDOT LAP. We do not anticipate any required permits at this time.
- Prepare log plans for the project for submittal to MDOT LAP.
- We understand that the Village would like this to be in the earliest letting possible. We will work with the Village and MDOT for the earliest possible letting.
- Since this project is an HMA overlay it falls within the Categorical Exclusion for environmental clearances.
- Prepare the MDOT LAP 5323 form for environmental clearance.
- Participate in an on-site grade inspection with representatives of the Village and others as appropriate. Participate in a public meeting to explain the project to area citizens and to solicit public comment on the proposed project if requested.

Huron proposes to complete Log Plans for this project. Plans will evolve from preliminary to final through various submittals and reviews. Each deliverable will be subject to our QA/QC review.

It is the understanding of Huron that the Construction Engineering duties for the above project include:

- Preconstruction duties including preparation and invitations, meeting attendance, and creating and distributing meeting minutes.
- Day to day on-site inspection of construction activities by the prime contractor and approved subcontractors.
- All on-site and off-site material testing not otherwise certified.
- Bituminous plant testing.
- Project documentation in accordance with MDOT and FHWA standards.
- Preparation of progress reports, work orders, recommendations, and estimates.
- Review of project records and project closeout with MDOT.

Participation in Contractor claims proceedings through the local MDOT TSC. Time for any claims beyond the local MDOT TSC will be approved and billed separately.



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We are proposing to complete Design and Construction Services for this project at our standard hourly rates, with an anticipated fee as follows:

<u>Task</u>	<u>Anticipated Amount</u>	<u>Not-to-Exceed Amount</u>
Design Services	\$6,500	\$8,500
Construction Services	\$12,380	\$15,000
Total Amounts	\$18,880	\$23,500

As an attachment to this proposal, Huron has prepared an Estimated Hours per Task and Associated Fees table for the services proposed for this Construction Engineering Project. This estimate and proposed scope of services are based upon our understanding of the project and the expected project schedule.

This proposal assumes that Ms. Rebecca Rivard, P.E., will serve the role of Project Engineer, and that Ms. Sheila Phillips will serve the role of Project Supervisor.

Since the design and construction process is based on repetitious cycles of plan preparation, submittals and reviews, it is vital that every phase be done in a timely manner. We trust that the Village will partner with Huron in timely reviews and quick responses, and we look forward to working together, to create a quality project.

We appreciate the opportunity to submit this proposal for Design and Construction Engineering Services and look forward to working with the Village as the Traverse Bay Road Project moves from concept to completion. Please call with any concerns or questions you may have at 989-356-6375.

If this proposal is acceptable, please sign below and return via fax or email.

Sincerely,
Huron Engineering and Surveying, Inc.

Rebecca E. Rivard, P.E.
Project Engineer

Sheila Phillips
Village President



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Attachment
 Estimated Hours Per Task and Associated Fees
 Traverse Bay Road CE

Task	Estimated Hours	Hourly Rate	Total Fee
Project Coordination and Daily Review and Field Manager	40 Hours/Week, 1 Week = 40 Hours	\$83	\$3600
Project Management/Review	2 Hours/Week, 1 week = 2 Hours	\$90	\$180
Daily On-Site Inspection	40 Hours/Week, 1 Week = 40 Hours	\$65	\$2600
Bituminous Lab	20 Hours	\$75	\$1500
Meetings, Correspondence & Project Closeout	40 Hours	\$90	\$3600
Review – Engineer	10 Hours	\$90	\$900
Total Estimated Fee for Above Services			\$12,380

Huron fees will not exceed \$15,000 without prior written authorization from the Village of Lincoln.