CITY of NOVI CITY COUNCIL

Agenda Item C
November 26, 2007

SUBJECT: Approval to award a contract for design and construction engineering services for the 2008 Pathway Construction project to Stantec Consulting Michigan, Inc. for a not-to-exceed design fee of $14,500 and a construction engineering fee equal to a fixed 7.0% of the estimated construction cost (estimated to be $11,200) for a total of $25,700.

SUBMITTING DEPARTMENT: Engineering

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	**$25,700**
AMOUNT BUDGETED	**$330,796 (includes budgeted amount for 2007 Bituminous Pathway Rehabilitation Project)**
APPROPRIATION REQUIRED	**N/A**
LINE ITEM NUMBER	**204-204.00-974-409**

BACKGROUND INFORMATION:

The purpose of this project is to construct five gaps in the Novi pathway system totaling 2,900 lineal feet along portions of Ten Mile Road, Eleven Mile Road and Bramblewood Drive. These five gaps are shown in more detail on the attached exhibits.

The attached Request for Proposals for design and construction engineering services was sent to the six firms that City Council pre-qualified for roadway-related projects. Four proposals were received and each was evaluated using Qualifications Based Selection, with a greater emphasis on the each firm's understanding of and approach to completing the project scope. The following table summarizes the results of the proposal review process:

Firm	Not-to-Exceed Design Fee	Fixed % of Const	Estimated Construction Cost	Construction Engineering Fee (% Multiplied by Construction Cost Estimate)	Total Estimated Fee	Staff Review Score	Proposal Rank
Anderson Eckstein & Westrick	$17,000	11.20%	$160,000	$17,920	$34,920	972.5	3
Fishbeck, Thompson, Carr & Huber	$14,204	10.17%	$160,000	$16,272	$30,476	835	4
Spalding DeDecker & Associates	$11,000	8.00%	$160,000	$12,800	$23,800	997.5	2
Stantec	**$14,500**	**7.00%**	**$160,000**	**$11,200**	**$25,700**	**1195**	**1**

Of the four firms that submitted proposals, Stantec had the highest staff review score, the second lowest overall fee, and met all requirements listed in the request for proposals (see attached Stantec proposal dated October 25, 2007 and Engineering staff's scoring summary for reference). The firm that had the lowest fee, Spalding DeDecker, submitted a proposal that did not present a clear understanding of project requirements and was not nearly as comprehensive as Stantec's proposal.

Stantec has completed several engineering projects for the City of Novi, including engineering for the Hudson Sanitary Pump Station Improvement project and the 2004 Sidewalk Construction project.

The design phase of this project will be completed by May 2008, and it is anticipated that the construction phase will be completed by August 2008. Public information meetings will take place during the design phase of this project and before final plans and specifications are developed to ensure that citizen concerns are heard and incorporated into the plans as appropriate.

RECOMMENDED ACTION: Approval to award a contract for design and construction engineering services for the 2008 Pathway Construction project to Stantec Consulting Michigan, Inc. for a not-to-exceed design fee of $14,500 and a construction engineering fee equal to a fixed 7.0% of the estimated construction cost (estimated to be $11,200) for a total of $25,700.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

SCORING SUMMARY FOR RFP REVIEW

Project Description: 2008 Sidewalks

RANK 1= LOW, x= BEST (x = number of firms reponding)

TOTAL OF STAFF REVIEW SCORES

Item weight:	*25*	*15*	*25*	*20*	*15*	*100*	
SCORES	**1**	**2**	**3**	**4**	**5**	Totals	*Rank*
Anderson Eckstein & Westrick	4	9	12.5	13	11	**972.5**	3
Fishbeck Thompson Carr & Huber	8	12.5	9.5	7.5	4	**835**	4
Orchard Hiltz & McCliment	0	0	0	0	0	**0**	5
Stantec	12	10	13	10.5	14	**1195**	1
Spalding DeDecker	16	8.5	5	9	11	**997.5**	2
URS Corporation	0	0	0	0	0	**0**	5
TOTALS	40	40	40	40	40		

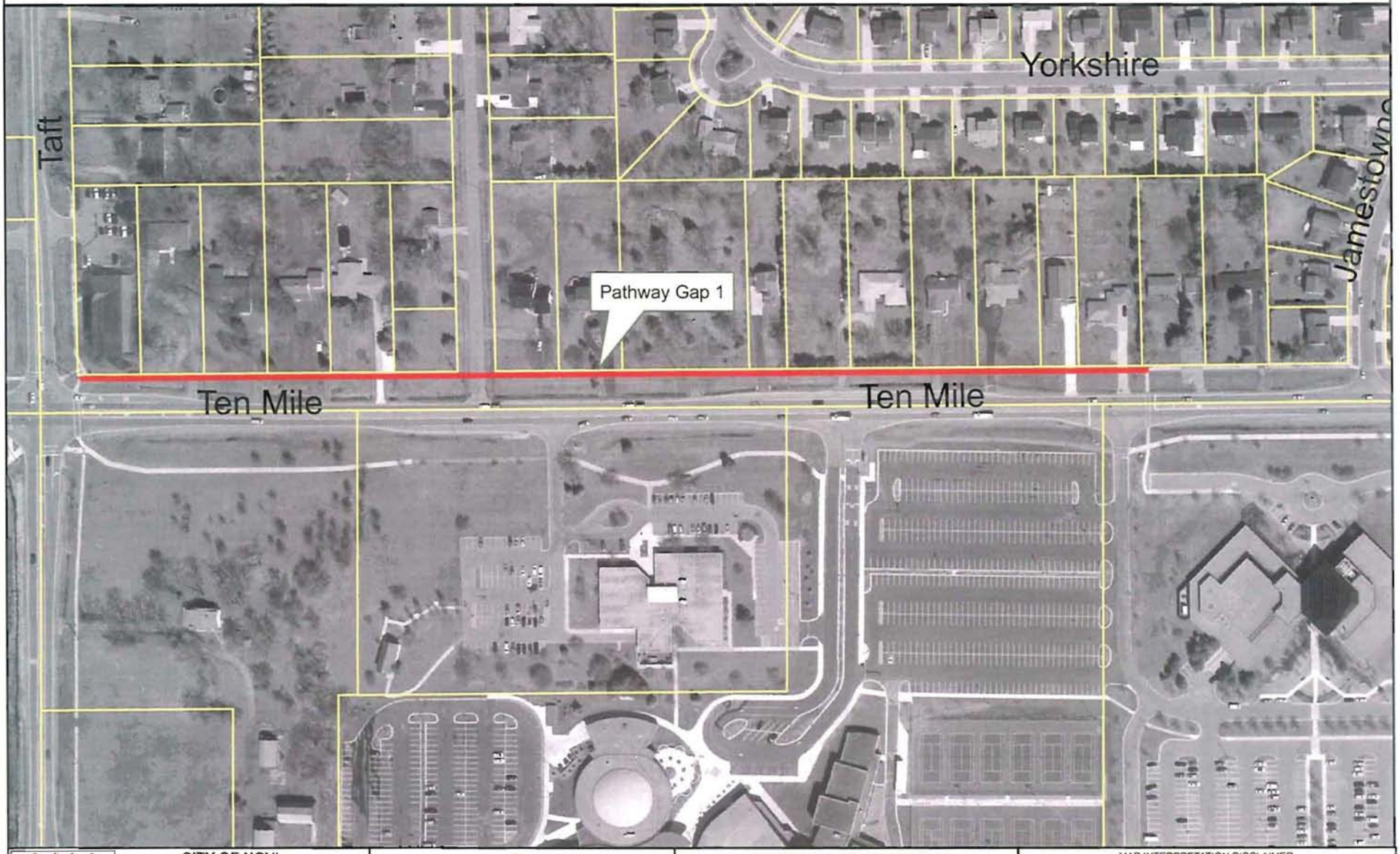
SCORING CRITERIA

1. Engineering Fee
2. Evaluation of Schedule
3. Evaluation of Approach, Statement of Understanding of Project, and proposed staff
4. Analysis of subjective statements applicable to the project as required on the RFP (Value added items)
5. Evaluation of past performance on City projects

Location Map

Pathway Gap 1 (Ten Mile Road East of Taft)

Map Publication Date: 10/3/07



CITY OF NOVI

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NOVI CITY HALL/CIVIC CENTER
45175 W. TEN MILE ROAD
NOVI, MI 48375-3024
(248) ENTER PHONE NUMBER
WWW.CITYOFNOVI.ORG

MAP AUTHOR: Brian Coburn, P.E.

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FEET

1 INCH EQUALS 209 FEET

MAP SOURCES OF INFORMATION

Describe your sources of map information here

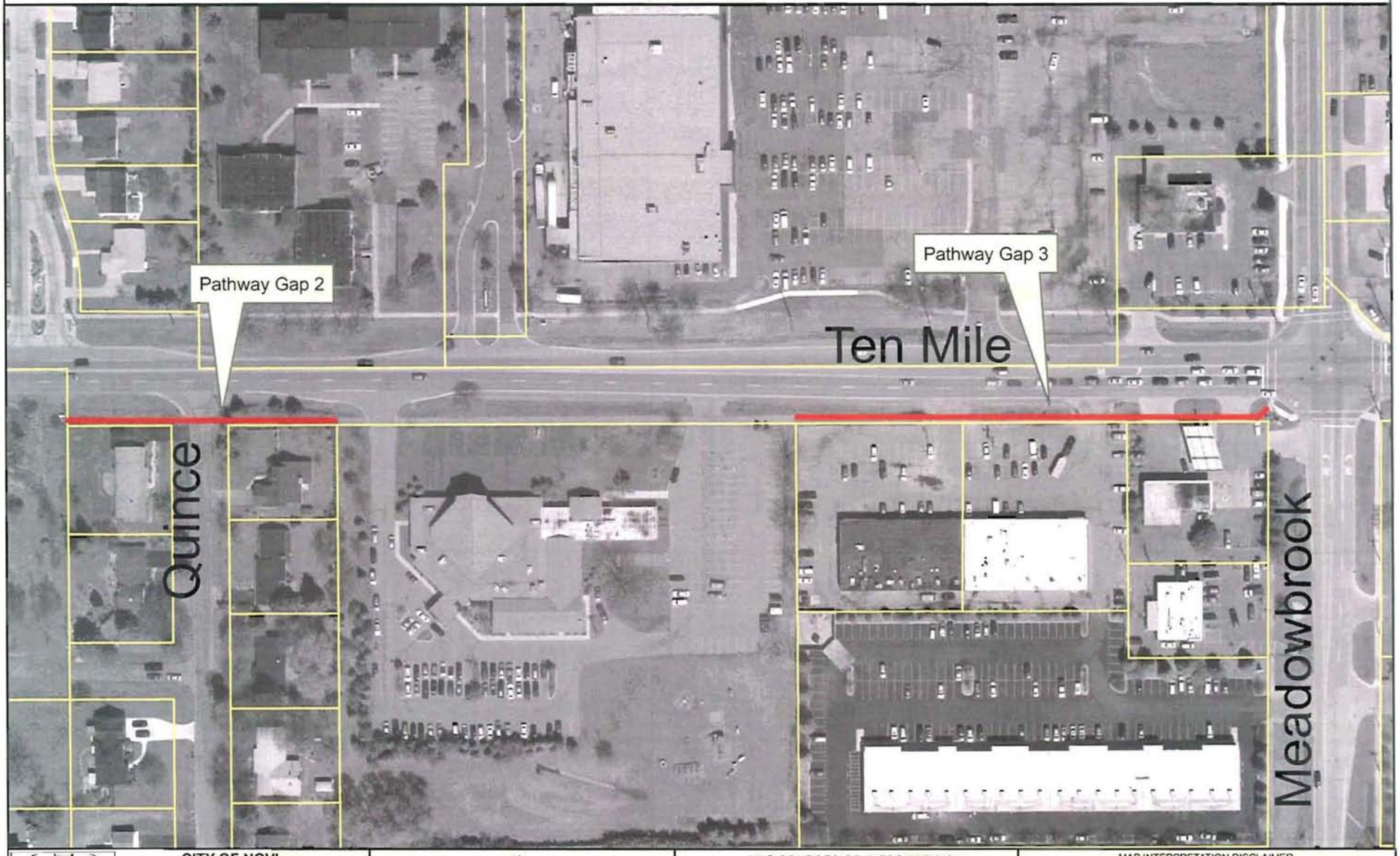
MAP INTERPRETATION DISCLAIMER

This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information, and data located in various city, county, state, and federal offices and other sources regarding the area shown, and is to be used for reference purposes only. The City of Novi makes no warranty, express or implied, that the Geographic Information Systems (GIS) Data used to prepare this map are error free, and the City of Novi does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. Official records should be used as a primary information source for verification of the information provided on these pages.

Location Map

Pathway Gap 2 and 3 (Ten Mile Road East of Meadowbrook)

Map Publication Date: 10/3/07



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MAP AUTHOR: Brian Coburn, P.E.

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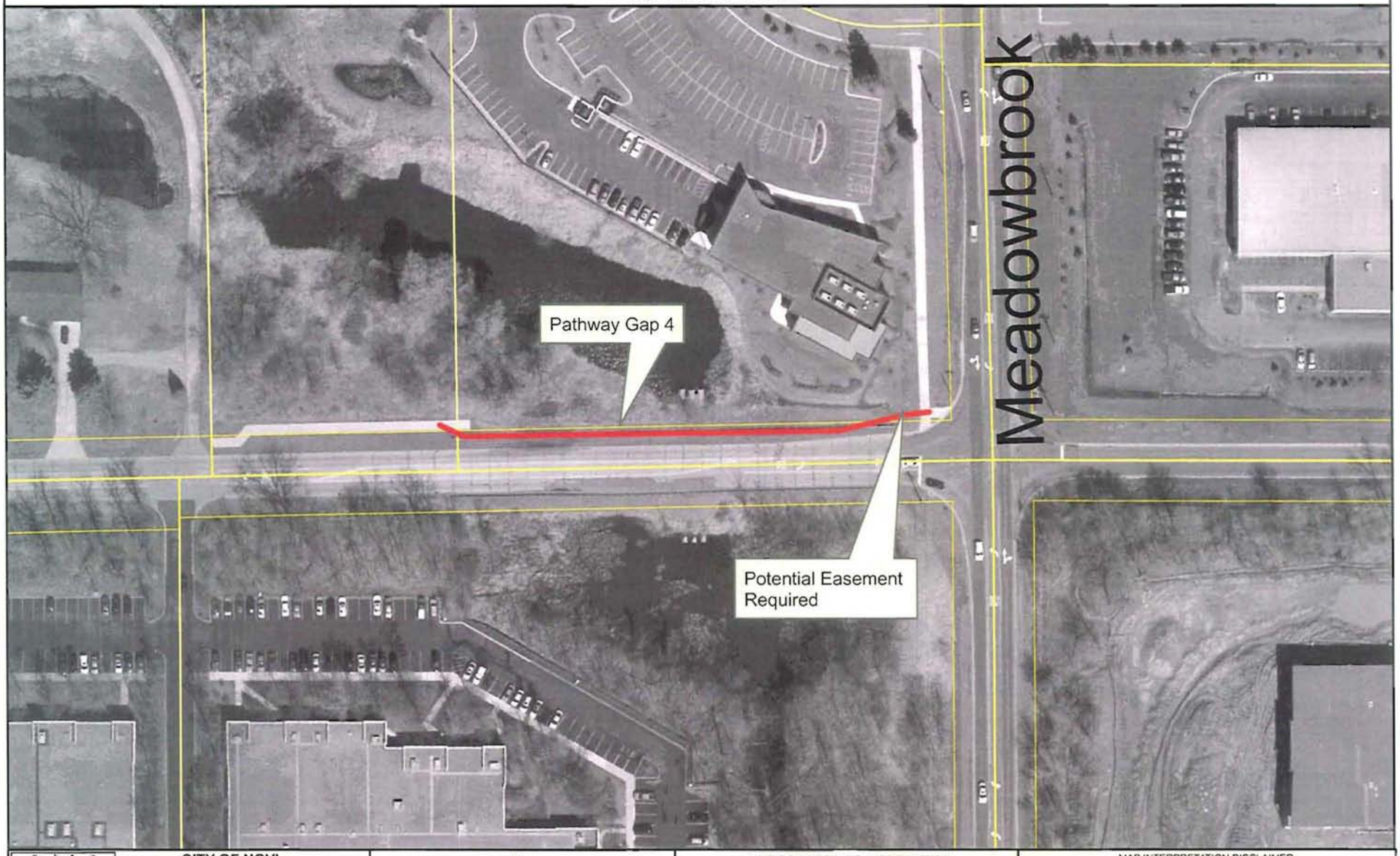
Location Map

Pathway Gap 4 (Eleven Mile Road East of Meadowbrook)

Map Publication Date: 10/3/07



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MAP AUTHOR: Brian Coburn, P.E.

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MAP SOURCES OF INFORMATION

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Location Map

Pathway Gap 5 (Bramblewood Drive)

Map Publication Date: 10/3/07

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NOVI, MI 48375-3024
(248) ENTER PHONE NUMBER
WWW.CITYOFNOVI.ORG

MAP AUTHOR: Brian Coburn, P.E.

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MAP SOURCES OF INFORMATION

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REQUEST FOR PROPOSALS
CITY OF NOVI

ENGINEERING SERVICES FOR
2008 PATHWAY CONSTRUCTION

October 8, 2007

This Request for Proposals (RFP) for 2008 Pathway Construction is being sent to the firms selected in the Roadway Qualification Process completed on March 19, 2007.

Project Description

2008 PATHWAY CONSTRUCTION. The project will include design and construction engineering services for approximately 2,300 LF of pathway gaps along three segments of Ten Mile Road, a segment of Bramblewood and a segment on 11 Mile Road. The locations of the gaps are shown in Exhibit B and the widths and lengths are as follows:

Gap Number	Location	Path Width (ft)	Approx.Length of Gap (LF)
1	North side of Ten Mile (City Hall to Taft)	5	1500
2 & 3	South side of Ten Mile (Meadowbrook to west of Quince) {2 gaps}	8	800
4	North side of Eleven Mile (just west of Meadowbrook)	8	380
5	West side of Bramblewood Drive (just south of Cider Mill)	5	225
TOTAL LENGTH 5-FOOT PEDESTRIAN PATH			1725
TOTAL LENGTH 8-FOOT BICYCLE PATH			1180
GRAND TOTAL			2905

There is the potential for 100 LF of boardwalk near Meadowbrook Road and the possibility that a sidewalk easement may be required at the corner of Meadowbrook and Eleven Mile Road. The schedule should include construction in spring-summer 2008. The budget for this project, including engineering is $185,000.

SCOPE OF SERVICES

The selected consultant shall conduct the following activities:

1.) Upon authorization by the City Council and the City Engineer, the Consultant shall:

- Provide complete topographic survey of the project area. The survey must include and identify type, size and condition of all trees measuring 6-inch d.b.h. and larger.
- Prepare plans specifications and cost estimates for the project. Profiles will be required for the 8-foot wide bicycle path and the 5-foot sidewalk. Additionally the City has a new requirement that contours and/or spot elevations must be shown on the plans to show drainage. The plans must comply with City of Novi standards and regulations unless otherwise approved by the City Engineer.
- Identify easements that may be required. The consultant shall prepare the legal descriptions of the parcel and easement area based on title information to be provided by the City. The City will work through the City Attorney's office to obtain the easement.
- Contact and coordinate with all utility companies with facilities within the project boundary.

- Coordinate all work with state and local agencies to acquire any permits required. A ROW permit from Road Commission for Oakland County will be required for all work within the Ten Mile Road right-of-way. Eleven Mile Road, Meadowbrook Road, and Bramblwood are City rights-of-way.

2.) The Consultant shall complete a soil erosion and sedimentation control plan for the project in compliance with Part 91 of P.A. 451 of 1994, Chapter 29 of the Novi Code of Ordinances and the City of Novi SESC Program Manual.

3.) As required, the Consultant shall attend Novi City Council meetings and public informational meetings, and prepare exhibits and other display material that may be needed to present the project(s). Assume one City Council meeting and two public information meetings for the purpose of this proposal.

4.) The Consultant shall submit five (5) sets of plans and cost estimates for review to the City Engineer at 30% complete. The Consultant shall submit five (5) sets of plans and two (2) sets of specifications at 90% complete for review and comment. The Consultant shall submit five (5) sets of as-bid drawings and specifications to the City at the time of construction bidding, as well as a CD of the digital file converted to AutoCAD format. The Consultant shall also provide all plan sets required for permit application submittal to any agencies as required. All bidding activities shall be coordinated through the Engineering Division and Purchasing Department.

5.) As a part of the Design Phase, the Consultant shall prepare bid documents and provide assistance to the City Engineering and Purchasing Departments with the bidding of the project, including coordinating and facilitating the pre-bid meeting, preparation of contract addenda, plan revisions, responding to bidder inquiries, review of bids, and recommendation of award to City Engineering.

6.) Contract administration services shall include, but not be limited to: reviewing shop drawings furnished by the contractor at the pre-construction meeting, coordinating and running the pre-construction meeting, ensuring compliance with contract documents, regular consultation with City Engineering, interpretation of plans and specifications, preparation and certification of pay estimates, staking, full-time construction inspection during active construction, and materials testing along with final testing and project review. The Consultant must also promptly attend to resident concerns and complaints as they become known.

7.) Construction phase services shall also include submittal to City Engineering of all project reports and documents, and written recommendation regarding final acceptance of the project. The Consultant, within this phase, shall also prepare record drawings and transmit one (1) digital copy of as-built plan in .tif format (400 dpi minimum), two (2) plan copies, and a CD containing the digital file of the record drawings in the City standard format (AutoCAD), and provide such information to the Engineering Division within three (3) months following substantial completion of the project.

8.) During the construction phase the Consultant shall be responsible for administering and enforcing the soil erosion and sedimentation control plan as an agent for the City under the Authorized Public Agency (APA) program in compliance with the City of Novi *Authorized Public Agency Soil Erosion and Sedimentation Control Program Manual*. The Consultant shall also be responsible for soil erosion and sedimentation control inspections of the project for compliance with the approved soil erosion and sedimentation control plan. The inspections must be completed by an individual who has current certification through the Michigan Department of Environmental Quality under Part 91. The inspections must occur at regular intervals and soil erosion and sedimentation control inspection logs must be maintained and provided to City staff as required. The Consultant shall also be responsible for instituting corrective measures in the field to prevent soil erosion and sedimentation as required, and for overseeing the Contractor's Storm Water Operator.

DOCUMENT AND FILE FORMAT

All documents shall be submitted to the City of Novi in an electronic format as specified by the Engineering Division.

Documents: MS Word

Digital copies of files, maps, or drawings:
files: ArcView Shape file, AutoCAD,
maps/drawings: ArcView layouts print file or AutoCAD format (.dxf)

All digital data should correspond to:
Project – State Plane Coordinate System
Michigan, South Zone – 6401
Datum – NAD83, NAVD 88
Spheroid – GRS1980
Units – International Feet

CONSULTANT QUALIFICATIONS

The Consultant has been pre-qualified to provide engineering consulting services for 2007-2008 Roadway Projects.

CONSULTANT SELECTION

As a pre-qualified consultant, the selection for this roadway project will be based on the fee proposal, which is labeled as Exhibit A, in addition to the consultant's project understanding, approach, schedule, staffing plan, and past performance on City engineering projects.

Criteria	Weight
Engineering Fee	25%
Evaluation of Schedule, and Proposed Staff	15%
Evaluation of Approach and Understanding of Project	25%
Analysis of subjective statements applicable to the project as required on the RFP (Value added items)	20%
Evaluation of past performance on City projects	15%

By submitting a proposal, the consultant agrees that neither the firm, sub-contractors, nor suppliers will discriminate against any person with respect to hiring or employment on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual's ability to perform tasks particular to a job or position.

The selected consultant will enter into an agreement with the City of Novi to perform the services listed in this Request for Proposals. The City's standard Consulting Engineering Agreement is included as Exhibit C.

PROPOSAL SUBMITTALS

To be considered, sealed fee proposals (an one UNBOUND original and five bound copies) must arrive at the Purchasing Department, 45175 W. Ten Mile Road, Novi, Michigan 48375 on or before **3:00 PM.** Local Prevailing Time**, Thursday, October 25, 2007** addressed to Carol J. Kalinovik, Purchasing Official, and clearly labeled **2008 PATHWAY CONSTRUCTION**. There will be no exceptions to this requirement and the City of Novi shall not be held responsible for late, lost, or misdirected proposals. Submitted proposals shall include:

- The proposed approach to the project, in detail (including any value-added concepts that would improve the overall project (i.e., cost savings, time savings, innovation, etc.).
- The completed fee proposal (Exhibit A)
- A proposed schedule for the project including design and construction phase
- A rate sheet or fee schedule depicting the Consultant's hourly rates that could be applied to additional work as may be necessary, for each category of staff that would work on the project.

All proposals must remain valid for one hundred twenty (120) days from due date and cannot be withdrawn during this period.

Questions regarding this Request for Proposals may be directed to:

City Engineer, Robert F. Hayes, P.E. (248) 735-5606
-or-
Civil Engineer, Brian T. Coburn, P.E. (248) 735-5632

The City of Novi reserves the right to accept any or all alternative proposals and to award the project to other than the firm with the lowest fee proposal, waive any irregularities or informalities, or both, to reject any or all proposals, and in general, to make award in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

Exhibits

A - Fee Proposal
B- Background Information
C - Engineering Consultant Agreement

EXHIBIT A
FEE PROPOSAL
CITY OF NOVI

ENGINEERING SERVICES FOR
2008 PATHWAY CONSTRUCTION

We the undersigned propose to furnish to the City of Novi services consistent with the Request for Qualifications dated January 11, 2007 and Request for Proposals dated October 8, 2007, respectively. Design fees will be paid on an hourly basis for actual work performed to a maximum as proposed. A separate fee schedule is being provided should the City request additional work on an hourly basis.

Project	Phase	Total Fee
2008 Pathway Construction	Design Phase (no soil borings required)	$
	Construction Cost Estimate: $_____	
	Construction Phase: _____% of Construction Cost	$
	TOTAL ESTIMATED FEE*	**$**

*Total Estimated Fee consists of a not-to-exceed design phase fee (which includes geotechnical costs if applicable) and a fixed percentage construction phase fee which is used to estimate an approximate fee amount based on the cost estimate above. The actual construction phase fee will be established when the project is awarded to a contractor by multiplying the fixed percentage provided and the bid price of the successful bidder.

PLEASE TYPE:

Company Name: _____

Address: _____

Agent's Name: _____

Agent's Title: _____

Agent's Signature: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____Date: _____

EXHIBIT B
BACKGROUND INFORMATION

Proposal of Professional Services for:

Engineering Services for 2008 Pathway Construction

Prepared for: **City of Novi, Michigan**

Prepared by:
Stantec Consulting Michigan, Inc.
3959 Research Park Drive
Ann Arbor, MI 48108
Ph: 734-761-1010
Fax: 734-761-1200
www.stantec.com

October, 2007

Stantec

Stantec Consulting Michigan Inc.
3959 Research Park Drive
Ann Arbor MI 48108-2216
Tel: (734) 761-1010 Fax: (734) 761-1200
stantec.com

Stantec

October 25, 2007

Carol J. Kalinovik
Purchasing Director
City of Novi
45175 W. Ten Mile Rd.
Novi, MI 48375-3024

Dear Ms. Kalinovik:

Reference: Engineering Services for 2008 Pathway Construction RFP

Thank you for the opportunity to provide our proposal for the 2008 Pathway Construction project. Based upon your RFP dated October 8, 2007, Stantec Consulting Michigan, Inc. (Stantec) is pleased to submit this proposal for Engineering Services for the 2008 Pathway Construction.

We believe that we are uniquely positioned to provide the needed services for the following reasons:

- We have outlined a detailed approach to this work through preliminary analysis of field conditions associated with each area of work proposed.
- We possess highly qualified civil engineers and construction technicians, experienced in pathway design and construction. Our construction technicians are fully capable of material testing responsibilities and soil erosion inspection in addition to their daily construction inspection duties.
- The experienced project team dedicated to this project is available to meet the detailed schedule proposed in our proposal.
- We maintain a field office in Northville Township to accommodate projects within that immediate geographical area. This allows us to react to any issue that may arise during construction and manage all of our field operations from our Northville Township office.

As mentioned above, because there is an extensive amount of detail and coordination necessary to successfully implement the work associated with this proposal, we have provided a detailed project approach that outlines a sound and effective design process while maintaining

an acceptable timeline. We present our ideas and concepts as a reflection of how we approach a project. We approach a project with the following focuses:

- We carefully evaluate the project issues, concerns, and problems
- We thoroughly investigate numerous options with consideration to short and long term solutions
- We analyze the financial implications of our decisions

We understand the importance of this project to the City, have the staff allocated to execute the work and are dedicated to the success of your project. Please do not hesitate to contact us with any questions. Thank you.

Sincerely,

STANTEC CONSULTING MICHIGAN, INC.

George A. Tsakoff, Associate
Civil Group Manager
Tel: 734-214-1887
Fax: 734-761-1200
george.tsakoff@stantec.com

Attachment: Proposal

TABLE OF CONTENTS

Stantec

Proposal for:
2008 Pathway Construction

Prepared for:
City of Novi, Michigan

Submitted by:
Stantec Consulting Michigan, Inc.
3959 Research Park Drive
Ann Arbor, Michigan 48108-2216
(734) 761-1010
FAX (734) 761-1200
www.stantec.com

October, 2007

SECTION I

Project Understanding/Approach

PROJECT UNDERSTANDING / APPROACH

Stantec

The City wishes to construct new sections of 8-foot and 5-foot wide pathway along Ten Mile Road, Eleven Mile Road and Bramblewood Drive to complete gaps in the pathway system throughout the City. There are currently dead end pathways on either side of the proposed gap in each location. By completing these pathway gaps, the City will provide continuous pedestrian access in the immediate areas of the pathway system for its residents.

As presented in the RFP, we understand that the City of Novi desires innovative, experienced, responsive and cost effective services to prepare contract documents for the design and construction of these pathway system improvements in the areas described above. These services would include design, bid assistance, construction administration and construction observation of the proposed work.

A description of the necessary improvements as provided in the RFP is as follows:

- Construct approximately 1,500 feet of new 5-foot wide concrete pathway on the north side of Ten Mile Road from a location west of Jamestowne Road and continuing west to Taft Road.
- Construct approximately 800 total feet of new 8-foot wide concrete pathway on the south side of Ten Mile Road in two gap locations at Quince Road (300 feet) and from Meadowbrook Road to the west for approximately 500 feet.
- Construct approximately 380 feet of new 8-foot wide concrete pathway on the north side of Eleven Mile Road from Meadowbrook Road to the west. A portion of this walk will need to be constructed as an elevated boardwalk.
- Construct approximately 225 feet of new 5-foot wide concrete pathway on the west side of Bramblewood Road from Cider Mill Road to the south. A portion of this walk will need to be constructed as an elevated boardwalk.

We understand these items to be the basic needs of the project and have included a brief description of our Approach utilizing Value Added Concepts for this project.

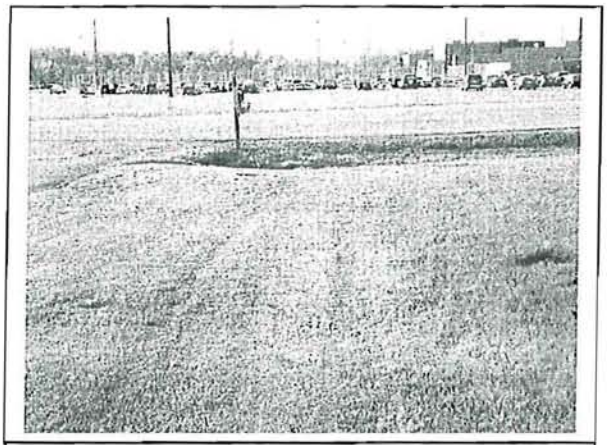
PROJECT APPROACH

The process involved with the design and contract administration for the construction of pathways would normally be considered to be a fairly straightforward and streamlined process. But after visiting each site presented in the RFP it is evident that this project presents several challenges with existing surface features and natural feature limits within the project area. This will result in a design effort that will require extensive field analysis and coordination with municipal and private entities to establish a proposed plan that can be effectively implemented during the construction phase of work. When identifying the approach and concepts that bring added value to a project of this nature, we concentrate on the effectiveness of the consultant to implement a design that is practical, efficient and complete while addressing all of the challenges presented in the field. This requires that much of the thought and analysis placed on the process and implementation of the design be completed during the initial stages of the project and in this case during the proposal stage of the project.

In the paragraphs to follow, it is our intent to provide a project approach at each location that will utilize our past experience with these types of projects and share the concepts that have been successful in providing a sound design and construction engineering process. This process will assist in maintaining a high quality of work, meeting schedule deadlines and maintaining positive public opinion during the course of the project.

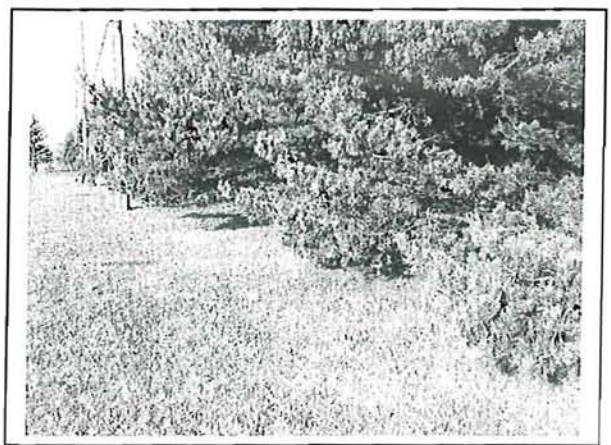
NORTH SIDE OF TEN MILE ROAD (JAMESTOWNE ROAD TO TAFT ROAD)

All proposed work for this 5-foot wide pathway is continuous on the north side of Ten Mile Road between existing dead-end pathways starting from a location west of Jamestowne Road (adjacent to the City Civic Center) and continuing west down to Taft Road. For drainage purposes, there is an existing road side ditch along the north side of Ten Mile Road which will limit the need to modify the existing grade along the pathway. In general, the elevation of this proposed pathway would be set such that drainage is not blocked from the north and will allow cross drainage down to the ditch on Ten Mile Road. There is one area where construction of the pathway across a defined side yard swale would affect drainage to the road and may require a culvert or grade modification during design of the pathway.

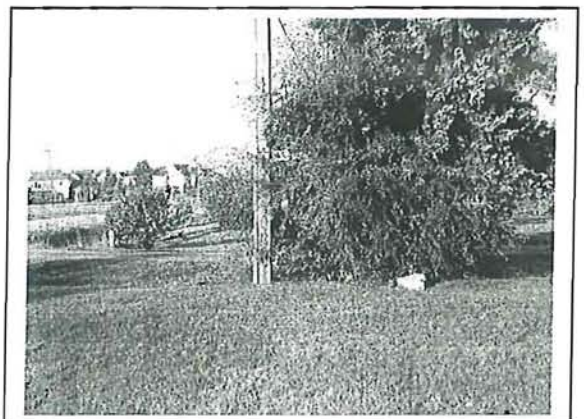


Side yard swale that crosses future pathway alignment

Although existing drainage patterns are not of major concern on this route, there are several instances where surface features such as existing landscape areas and mature trees will provide design challenges and additional coordination with the County and City. Routing determinations may vary from the standard 1-foot offset from the Right-of-Way (ROW) line depending on the size, quality and quantity of trees within the desired route and the level of public cooperation during the preliminary design stage of the project.



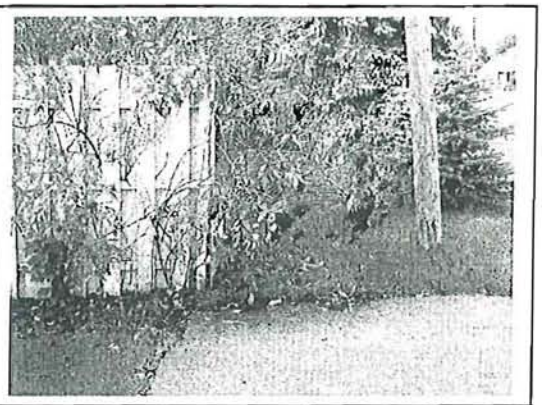
Mature trees within direct pathway route



Utility pole and landscaping in direct pathway route

SOUTH SIDE OF TEN MILE ROAD (MEADOWBROOK ROAD TO QUINCE ROAD)

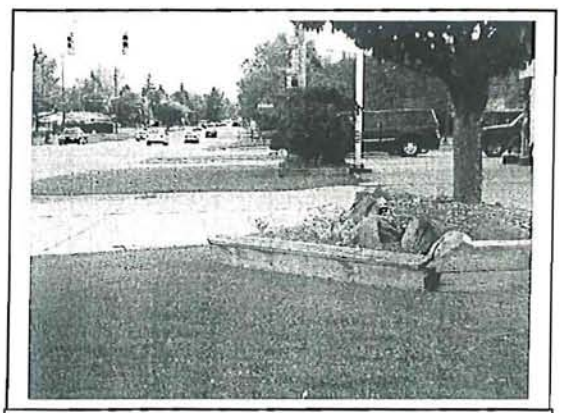
In this vicinity there are two gap zones to be addressed on the south side of Ten Mile Road. The first gap is located on either side of Quince Road from the ROW lines of Quince Road to the back property lines of each parcel adjacent to Quince Road. This location presents challenges with surface features near the ROW line of Ten Mile Road to the east of Quince Road. It appears that the fence of the parcel on the east side of Quince Road is slightly within the County ROW or the existing pathway is outside of the County ROW. Because of this, the pathway may not be able to be placed in a typical one-foot offset location from the ROW line. Coordination must take place at the initial stages of the design with the Oakland County Road Commission to establish precedence within the ROW area. Communication may be necessary between the County and the homeowner to discuss relocation of the fence. If an alternate pathway location is necessary, coordination will take place between the County, City and Stantec to discuss any possible alternate locations of the pathway within the County ROW.



Existing pathway at existing fence line east of Quince

In addition to the challenges presented by the fence line, there is a utility pole that will require relocation and coordination with the utility company. Again, this coordination will need to take place immediately with the County and utility company upon authorization of the project to establish logistics and cost to relocate the utility pole such that discussion can be held with the City. If relocation poses a financial hardship or schedule restraint on the City, an alternate location of the pathway will be investigated with the County and City for implementation into the project design.

The second gap in this project area is located to the east of the first gap. It is specifically located from Meadowbrook Road and continues to the west across 3 parcels for approximately 500 feet. This gap proposes similar challenges with avoiding surface features at the gas station and the existing ditch line along the south side of Ten Mile Road fronting the commercial development. It appears that modifications could be



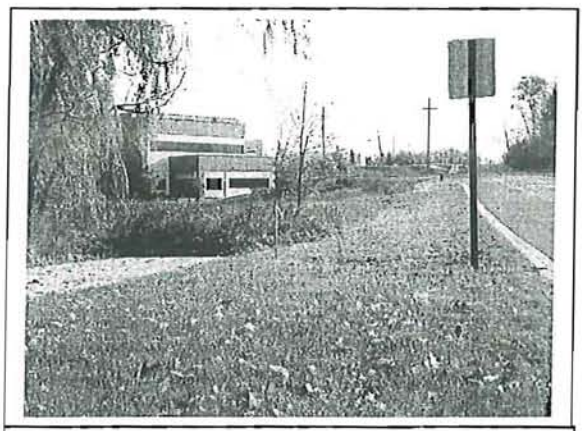
Existing landscaping within ROW area at gas station

Existing utility structure in ditchline across drive

proposed to the surface features at the gas station at minimal project expense. The ditch line fronting the commercial development will require further analysis and coordination with the County to determine if the side slopes of the ditch line can be modified to accommodate the proposed 8-foot wide pathway. Furthermore there is a utility structure in this ditch line within the alignment of the proposed pathway that will need to be addressed with the County. Alternate designs could include an elevated boardwalk, an enclosed pipe along this stretch of pathway or an alternate pathway routing. These improvements could considerably alter the construction cost of the project, but at this stage the necessity for these improvements or the type of improvement that would be acceptable to the County cannot be assumed. A full evaluation of the required design and updated cost estimate would be utilized by the City prior to a decision to proceed into the construction phase of work where these costs would be realized.

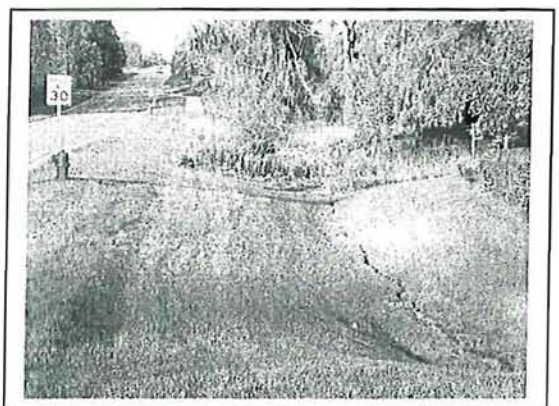
NORTH SIDE OF ELEVEN MILE ROAD (MEADOWBROOK ROAD TO THE WEST)

This gap area extends from Meadowbrook Road and continues to the west approximately 375 feet. At the west end of the gap there is an existing 8-foot wide pathway that was placed with a top of path elevation higher than the top of curb elevation at Eleven Mile Road (which is typical for pathway placement along a curbed road). In order to continue a proposed pathway at the same difference in elevation above the top of curb, it would be necessary to fill the project area from the existing back of curb to a location north of the proposed pathway. This would be required along the entire route of this gap where surface pathway is to be constructed. Once the area was filled for pathway construction, the grade would then drop off the back side (north edge) of the pathway to blend in with the existing grade at the limits of the wetland and ditch line along the north side of Eleven Mile Road. It is anticipated that this filling operation would require a grading easement from the adjacent land owner and could require coordination with the MDEQ for the possibility of a wetland permit. At this time these are only assumptions.



Existing grade drop off back of curb in distance

An alternate option to this design that would be discussed with the City would be to use a reverse cross slope on the proposed pathway to allow greenbelt drainage from the back of curb, across the pathway and down to the existing wetland or ditch. Although this method is not preferred due to the additional surface water directed across the pathway, it may be a viable option because only greenbelt drainage will be directed across the path and there are natural drainage areas to the north of the path in the way of wetlands and a ditch. This method would allow for minimal filling and grading operations within the project area and therefore would reduce the construction cost. Stantec would verify that this design would meet ADA requirements before



Potential boardwalk area.

implementation of this or an alternate design from the City Standard. Alternate options such as these will be discussed in more detail with the City upon project authorization to discuss the benefits and detriments of each method prior to entering the detailed design phase of work.

In addition to proposed surface pathway to be placed in this project area, it would be necessary to construct approximately 100 lineal feet of boardwalk at the east portion of the project area. This boardwalk is necessary due to the location of an existing fire hydrant that requires a horizontal alignment shift to the north and the significant drop off in grade where the horizontal alignment of the pathway must be moved to avoid the hydrant. Although an alternate option would be to relocate the hydrant to avoid the need for a boardwalk, this does not appear to be a viable option in this case due to the location of the water main and the minimal options for relocation of the hydrant to a suitable location within the Eleven Mile Road ROW.

BRAMBLEWOOD DRIVE (CIDER MILL ROAD TO THE SOUTH)

This project area is adjacent to a Conservancy Area along the west side of Bramblewood Road. The City has indicated that the Conservancy Area does not include any City Road ROW. Therefore it is our understanding that the existing brush that is located outside the Conservancy Area but within the City Road ROW could be cleared to provide the proposed route of the 5-foot wide path. A majority of this route along the boundary of the ROW line and Conservancy Area has a grade drop into a low lying area. Boardwalk construction would be necessary at the north and south boundaries of this route where the wooded areas have substantial depth into the Conservancy Area. But along the middle portion of this route there is an extended open area where it may be possible to grade down to the existing surface and not disturb existing vegetation.

Existing brush in ROW and grade drop off from curb

The other option to pursue on this stretch would be the reverse cross slope design described above for the Eleven Mile Road route where the greenbelt area behind the curb would drain to the west across the path into the natural low lying area of the Conservancy.

PROVIDE DETAILED TOPOGRAPHIC SURVEY & EXISTING PATHWAY BASE PLAN

For any pathway oriented project, the topographic survey and base drawing become critical to a successful design. Although all firms associated with the City can perform this duty, the detail and quality control of the base plan are key factors that set one plan apart from the other. All information that is obtained in the field with survey grade information is back checked by the field crew after a base plan is created. In addition the project manager will perform a detailed quality control review to ensure that every aspect of the existing condition is accurate prior to the proposed pathway being added to the plan. This is critical because all existing surface features (utility poles, landscape areas and natural feature limits) not accurately represented

would affect the execution of the work by the Contractor and increase the risk if construction delays and change orders to the work.

PERMITTING COORDINATION

Because Ten Mile Road is under the jurisdiction of Oakland County, it will be necessary to coordinate with that agency for the horizontal location of the pathway off of Ten Road in three locations. The challenges presented above in our proposal along Ten Mile Road require coordination early and often with the County to resolve many of the conflicts that are present on this project. Stantec is very familiar with the Road Commission of Oakland County through our extensive coordination with the agency in administering private development projects throughout the City over the past four plus years. We propose the following actions to provide a successful communication process with the County during this project:

- Contact the County immediately upon authorization of the work to discuss the challenges described in this proposal due to surface features along the route of the pathway in the Quince Road and Meadowbrook Road vicinity.
- At the time of initial contact, set up a site meeting between the County, Stantec and City representative to look at these concerns and discuss alternatives already proposed in this proposal write up.
- Upon discussion between all parties involved, prepare and submit 30% plans to the County to obtain approval of horizontal alignment of the pathway along with any other design attributes agreeable to all parties involved in the project.
- Continue coordination with the County by addressing plan comments and a final plan submittal for vertical path alignment.

Oakland County is the only outside public agency that will need to be contacted for permitting purposes. The City of Novi administers the Soil Erosion and Sedimentation Control process and has jurisdiction on Eleven Mile Road, Meadowbrook Road and Bramblewood Road. Stantec is very familiar with this process of coordination, review, inspection and reporting from our work with the City over the past 4 years on both private development and capital improvement projects.

OPTION TO UPGRADE SIDEWALK RAMPS TO BE ADA COMPLIANT

Because of safety concerns with sidewalk ramps, we would recommend that the City consider upgrading sidewalk ramps in the vicinity of the project limits to be ADA (American's with Disabilities Act) compliant with truncated dome inserts. The upgrades may be feasible for the City at this time because some of the ramps are in need of replacement from a structural standpoint and it makes sense to perform this work when the Contractor is in the vicinity. Areas to consider for replacement of sidewalk ramps would be at the following locations: (Insert Photos ADA 1, 2)

- Meadowbrook Road and Ten Mile Road
- Meadowbrook Road and Eleven Mile Road
- Taft Road and Ten Mile Road
- Bramblewood Road and Cider Mill Road

SECTION II

Work Plan/Task Listing

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I. Design Phase

A. Meet with City staff to confirm the scope of work
B. Review available background information including record drawings and City GIS data for the project area
C. Contact and coordinate with utility companies relevant to the project
D. Obtain full topographic survey of the project area including all trees 6" d.b.h. and larger
E. Coordinate with the RCOC for the work within the Ten Mile Road Right-of-Way.
F. Prepare soil erosion and sedimentation control plan
G. Prepare pathway plans/profiles (including drainage detail) and specifications (30%, 90%) for City review
H. Prepare any necessary sketch and descriptions for easements
I. Prepare project cost estimates (30%, 90%) for City review
J. Prepare permit applications and submit for permitting (RCOC, City of Novi)
K. Finalize 100% bid package

II. Bid Assistance

A. Coordinate with the City Engineering and Purchasing Divisions on all bidding arrangements for the project
B. Prepare and distribute contract documents to prospective bidders
C. Coordinate and facilitate a mandatory pre-bid meeting
D. Field questions, prepare and distribute addenda
E. Review bids and recommend award

III. Construction Administration

A. Prepare executed contracts for Contractor and review Agreement, Bonds & Insurance for conformance and final contract execution by the City
B. Coordinate and facilitate a preconstruction meeting with the Contractor and City.
C. Review shop drawings associated with the project including review of mix design for the pathway concrete pavement.
D. Interpret the contract for implementation on the project.
E. Provide construction staking for the pathway
F. Coordinate with City Engineering and Field Engineering staff during the project.
G. Process pay applications
H. Ensure compliance with the contract documents
I. Prepare record set drawings in hard copy and electronic format

Stantec

IV. Construction Observation

A. Perform full time inspection of improvements during ongoing work by the Contractor
B. Perform material testing to a level that will establish compliance with contract documents
C. Perform inspection to enforce soil erosion and sedimentation control plan and City Ordinance under the APA program.
D. Attend to businesses/residents concerns and complaints
E. Prepare punch list and recommendation of acceptance of project when applicable
F. Prepare and submit all daily inspection reports with digital photos

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SECTION III

Staffing Plan

We have assembled a highly experienced team to provide the best possible design and construction services for this project. Our team is intimately familiar with all aspects of pathway projects providing both design and contract administration services. The following is a brief summary of the team that has been specifically assembled for this project.

George A. Tsakoff will serve as Project Manager and provide overall project coordination between the City and Stantec staff. This coordination will take place between the Project Surveyor and Project Engineer during the design phase of work and with our Construction Group during the construction phase of work. George has extensive project and client management experience with several of Stantec's established municipal clients including the City of Novi. Over the past four years, George has worked with the City of Novi's Engineering, Building and Finance Departments on a mix of private development consultation and public project administration efforts. George is also familiar with City processes, procedures and most importantly the expectations for a high quality project, on-time and within budget.

Lawrence J. McCarthy, P.E., will serve as Project Engineer. Larry has extensive experience and expertise in the design, management and construction of road and highway projects and land development. With over 16 years of professional experience in both Michigan and Ontario, Canada, Larry has served as Project Engineer and Assistant Project Supervisor on various projects, ranging from $15 million interchange construction to small commercial and residential site plans. Larry brings a diversity of skills to Stantec, including design and management of municipal improvement projects, MDOT TEA-21 Enhancement projects, design of subdivision and condominium developments, and site plan review for municipal projects. Larry will serve as the lead engineer on this project and the design contact with the City and County.

Tiffany T. Neubig will serve as Project Designer. With over 8 years of experience in both the private and public sectors of Civil Engineering, Tiffany is well versed in the design of all aspects of road and pathway design. She has provided design efforts on an array of residential, commercial and public works project in coordination with Stantec's project engineers and project managers. Her experience ranges from large development such as the street design on the New Model Colony infrastructure improvement project in Ontario, California to assisting with design efforts for street and pathway designs with several of Stantec's municipal clients. Tiffany will be responsible for the layout of the proposed pathway and all plan preparation aspects of the project in coordination with the Project Engineer and Project Manager.

Bradly D. Fish, PS will serve as Lead Surveyor for this project. Brad has a Bachelor's of Surveying Engineering Degree from Ferris State University and over 14 years of experience in surveying. As the Lead Surveyor with Stantec, Brad manages survey projects from inception to completion. His experience includes remonumentation, ALTA/ACSM title surveys, boundary surveys, construction layout, topographic surveys, and site surveys for both municipal based clients and private sector clients. Brad will be responsible for the topographic survey of all project areas associated with the pathway design to provide a complete and detailed background drawing to the project designer.

Dean Trella will be responsible for the day to day oversight of the field operations on this project and coordination with the public during field operations by the Contractor. Dean has over 15 years of construction experience in the fields of construction administration, construction observation, material testing and soil erosion and sedimentation control (Part 91 Certified). Dean also has extensive construction phase and client

field management experience with several of Stantec's established municipal clients including the City of Novi. Dean is currently working with the City of Novi's Engineering Department, Building Department and Public Works Department on a mix of project administration and inspection efforts. Dean is familiar with City processes and procedures and the need for continuous coordination between the City, Contractor and Stantec staff during the course of construction on this project.

R. Brian Simons, PE will serve as QAQC Engineer. With nearly 20 years of professional experience, Brian has prepared site and road plans for local, state and federal projects including numerous projects for The University of Michigan Campus Division, Canton Center Road Improvements (Ford Road to Warren Road), the Sheldon Road/CSX Railroad Grade Separation and Pavement Reconstruction project, and Metro West Industrial Park No. 5 in Plymouth, Michigan. In addition, Brian has worked on several water and sewer projects to supplement his experience with road and site design. These include Pinckney M 36 Water and Sewer SAD, Irvine Ranch Water District, several water main improvement projects for communities and site plans for Washtenaw County Parks, U-Haul and several private developers. Brian has been a registered Professional Engineer in the State of Michigan since 1991.

Philip J. Maly will be responsible for technical oversight of Field Staff in both the construction and survey areas of work. Phil has over 30 years of experience involving construction engineering, surveying, and management. Phil is Stantec's Field Services Manager in charge of the Construction and Survey Groups. He has also acted as Manager of Field Operations for Pittsfield Charter Township since 1997 and served as the Interim Utilities Director for Pittsfield Charter Township for two years. Phil has survey, construction observation, design and construction management experience for the Cities of Flint and Ann Arbor and the Townships of Pittsfield, Northville, Saline, Scio and Lodi.

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SECTION IV

Project Schedule

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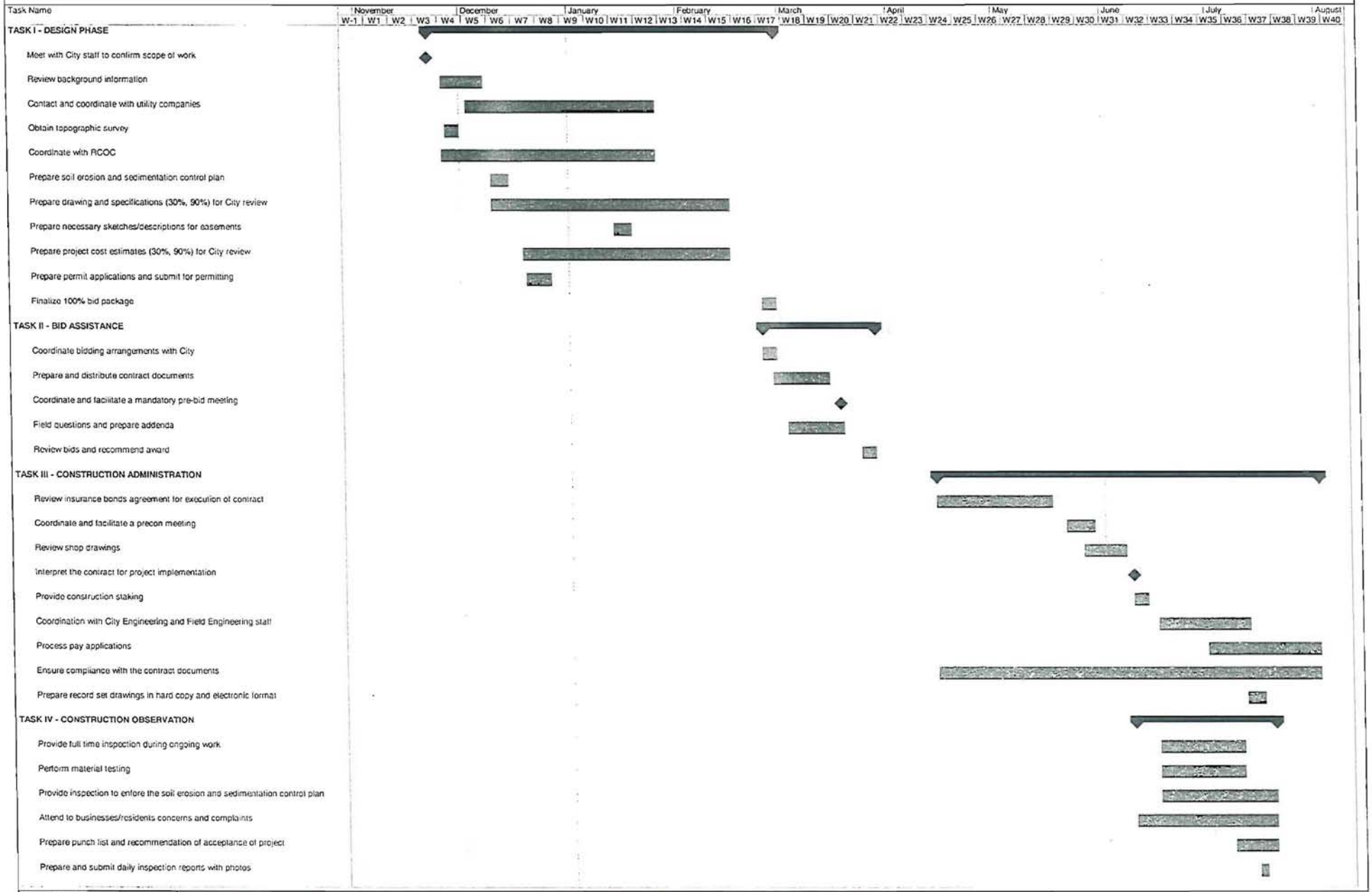
We have prepared the project schedule based on our recent experience with similar projects and the ideal timeline and benefits to the City to provide the scope of services identified in this proposal. For this type of work it is most beneficial to plan for construction operations during the dry season in early to mid-summer. We propose this start time for the project because we have found through our experience that construction of pathways during the dry months reduces the probability of having to remove saturated soils and perform undercuts due to weather conditions typically found during the spring months. In addition, this timeline would provide for field operations to begin as soon as the school year ends in early June.

Please refer to the attached project schedule for additional details.

City of Novi, Michigan
2008 Pathway Construction

Project Schedule
October 25, 2007



Project: 2008 Pathway Const.
Date: Thu 10/25/07

Task | Split | Progress | Milestone | Summary

SECTION V

Fee and Rate Information / Required Fee Proposal Form

The completed fee proposal from Exhibit A in the RFP is attached.

Our rate schedule as requested in the RFP follows. We understand that the rate schedule may be used for additional work as may be necessary.

Stantec

EXHIBIT A
FEE PROPOSAL
CITY OF NOVI

ENGINEERING SERVICES FOR
2008 PATHWAY CONSTRUCTION

We the undersigned propose to furnish to the City of Novi services consistent with the Request for Qualifications dated January 11, 2007 and Request for Proposals dated October 8, 2007, respectively. Design fees will be paid on an hourly basis for actual work performed to a maximum as proposed. A separate fee schedule is being provided should the City request additional work on an hourly basis.

Project	Phase	Total Fee
2008 Pathway Construction	Design Phase (no soil borings required)	$ 14,500
	Construction Cost Estimate: $ 159,200	
	Construction Phase: 7% of Construction Cost	$ 11,144
	TOTAL ESTIMATED FEE*	$ 25,644

Note: Bidding efforts to be included in design phase work.

*Total Estimated Fee consists of a not-to-exceed design phase fee (which includes geotechnical costs if applicable) and a fixed percentage construction phase fee which is used to estimate an approximate fee amount based on the cost estimate above. The actual construction phase fee will be established when the project is awarded to a contractor by multiplying the fixed percentage provided and the bid price of the successful bidder.

PLEASE TYPE:

Company Name: Stantec Consulting Michigan, Inc.
Address: 3959 Research Park Drive, Ann Arbor, MI 48108
Agent's Name: George A. Tsakoff
Agent's Title: Associate
Agent's Signature: George A. Tsakoff
Telephone Number: 734-761-1010 Fax Number: 734-761-1200
E-Mail Address: george.tsakoff@stantec.com Date: October 25, 2007

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2007 Fee Schedule

Title	Hourly Rate	Description
Technician	$41 - $47	• Entry-level position • Works under the supervision of a senior professional • Recent graduate from an appropriate post-secondary program or equivalent • Generally, less than four years experience
Engineering Assistant Construction Technician Environmental Technician	$53 - $65	• Junior-level position • Independently carries out assignments of limited scope using standard procedures, methods and techniques • Assists senior staff in carrying out more advanced procedures • Completed work is reviewed for feasibility and soundness of judgment • Graduate from an appropriate post-secondary program or equivalent • Generally, four years work experience
Senior CADD Technician Project Engineer Designer Senior Engineering Designer	$71 - $84	• Fully qualified professional position • Carries out assignments requiring general familiarity within a broad field of the respective profession • Makes decisions by using a combination of standard methods and techniques • Actively participates in planning to ensure the achievement of objectives • Works independently to interpret information and resolve difficulties • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, six years experience
Senior Designer Senior Project Engineer Project Manager	$91 - $109	• First level supervisor of first complete level of specialization • Provides applied professional knowledge and initiative in planning and coordinating work programs • Adapts established guidelines as necessary to address unusual issues • Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgment • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, nine years experience
Senior Project Manager Associate Registered Surveyor	$119 - $140	• Highly-specialized technical professional or supervisor of groups of professionals • Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise • Participates in short and long range planning to ensure the achievement of objectives • Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures • Reviews and evaluates technical work • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, ten years experience with extensive, broad experience
Principal	$149 - $174	• Senior level consultant or management function • Recognized as an authority in a specific field with qualifications of significant value • Provides multidiscipline knowledge to deliver innovative solutions in related field of expertise • Independently conceives programs and problems for investigation • Participates in discussions to ensure the achievement of program and/or project objectives • Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects • Graduate from an appropriate post-secondary program, with credentials or equivalent • Generally, fifteen years experience with extensive professional and management experience
Survey Crew	$147	