



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention. .sm*

September 6, 2018

Mr. Michael McDonald, Village President  
Village of Leonard  
23 E. Elmwood Street  
PO Box 789  
Leonard, MI 48367-0789

RE: Sanitary Sewer Alternative Analysis

Dear Mr. McDonald:

Thank you for allowing ROWE Professional Services Company the opportunity to provide a proposal to prepare a study to evaluate sanitary sewer collection and treatment options for the Village. It is our understanding the Village would like to evaluate the potential of developing a sanitary sewer collection and treatment system for Village property owners. The Village would like to consider the United States Department of Agriculture (USDA) – Rural Development (RD) program as one potential for funding the proposed system. Accordingly, our analysis will be in a format compatible with RD funding and could be incorporated in a Preliminary Engineering Report (PER).

From the meeting we had with representatives of the Water Resource Commission (WRC) of Oakland County and yourself, ROWE has copies of the work completed in 2009 which outlines a service area, proposed schematic collection system and treatment system and a cost opinion. We will utilize this information to the extent possible.

ROWE proposes the following Scope of Services for your Sanitary Sewer Alternative Analysis:

- A. Hold a kick off meeting with the Village and stakeholders to define the sewer district limits, discuss the potential to work with adjacent communities, other potential existing sewer systems and discuss potential treatment and collection options.
- B. Develop a Sewer District Map outlining the parcels to be serviced with sanitary sewer. The map will be developed from existing aerials, tax maps, GIS and/or USGS topographic maps.
- C. Identify parcels that may be suitable for use as a treatment site. This will be based on parcel proximity to the proposed sewer district and potential discharge point, but will not include a geotechnical evaluation to analyze soil conditions.
- D. Based on the number of parcels, zoning and information available from the WRC, we will estimate the approximate flows and associated Residential Equivalent Units (REU's) per parcel.
- E. Meet with the Village to review the district, land uses, and estimate flows.
- F. Develop maximum of three alternatives with the pros and cons of each for sewer treatment options. These could range from several community owned hybrid treatment and subsurface disposal systems to sewer lagoons or a package treatment plant. We will also evaluate potential discharge options for the treatment system (ground water or surface water).
- G. Evaluate low pressure forcemain versus gravity collection systems and provide the Village with the advantages and disadvantages of each and develop schematic layout of the preferred option.
- H. Discuss permit requirements, associated costs, timelines and evaluation criteria for treatment facilities.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning  
Lapeer: 128 N. Saginaw Street • Lapeer, MI 48446 • O (810) 664-9411 • F (810) 664-3451

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September 6, 2018  
Page 2

- I. Hold a progress meeting to review the types of collection and treatment options and discuss permitting requirements.
- J. Develop an opinion of probable costs for up to two options for treatment and collection systems.
- K. Facilitate a meeting with the United States Department of Agriculture – Rural Development (USDA-RD) who can provide low interest loans, grants and combinations of grants with loans to discuss their requirements for applying for funding.
- L. ROWE will meet with the Village staff and stakeholders to discuss the “draft” of our findings, obtain input and revise the “draft” accordingly.
- M. If desired, we can present the report at a Village Council meeting for further considerations.

Deliverables will consist of a report which will include a summary, maps depicting the proposed sewer district area and proposed schematic of collection system, cost opinion, and a narrative of the items listed above.

ROWE proposes to provide the services outlined above for a lump sum fee of Twenty-Three Thousand One Hundred Dollars (\$23,100). The Village will be invoiced monthly based upon the work completed.

A proposal to assist with applying for RD funding can be provided by ROWE should the Village decide to pursue this project.

ROWE appreciates the opportunity to provide this proposal to the Village. If you find this proposal acceptable and wish to proceed, please sign below and return to ROWE. We are prepared to begin work on this project within four weeks upon receipt of a signed contract.

If you have any questions or comments, please do not hesitate to contact me at (810) 664-9411.

Sincerely,  
ROWE Professional Services Company



Douglas P. Skylis, P.E.  
Senior Project Manager

Attachment: Terms & Conditions

*Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

## TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days' written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to \$23,100 or the Engineer's fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:

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Owner