


Memo

To: City Council
From: Amy E. Gilson, P.E., Director of Public Works
Date: September 23, 2015
Re: Bridge Inspections



Under the Consent Agenda you will find a proposal from Rowe PSC for three bridge inspections. We will be inspecting the two wood bridges in Bennett Park and the pedestrian overpass on State Street near Henry Street. While it is not required by the State that these bridges be inspected on the same schedule as the bridges on Act 51 streets, we feel it is imperative to provide inspections for safety and liability reasons.

The pedestrian bridge was last inspected in 2008. I am requesting approval of the contract with Rowe PSC to provide bridge inspections for a fixed fee of \$800. The inspections were included in the approved budget for the current fiscal year.

Please let me know if you have any questions.



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.sm

September 23, 2015

Ms. Amy Gilson
Director of Public Works
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: 2016 Bridge Inspection
Engineering Services Proposal

Dear Ms. Gilson:

ROWE Professional Services Company has been providing bridge inspection and bridge load ratings for local agencies across Michigan for multiple bridge inspection cycles and has the following minimum qualifications:

- A) Copies of National Highway Institute "Certificate of Training" in safety inspection of in-service bridges showing at least 24 hours of recurring training within the last five years for the individuals who would be performing and/or overseeing such work.
- B) Familiarization with Federal (NBIS) and State of Michigan (MiBRIDGE) bridge inspection system.

We understand the city is interested in performing inspections for three pedestrian bridges. Two are wood structures located in Bennett/Veterans Memorial Park and the third is a steel structure located on State Street near W. Henry Street.

We offer the following scope of services associated with this proposal.

SCOPE OF WORK

- A) Perform routine inspection of three (3) City of Charlotte bridge structures. One city street walkover and two park structures. (To be completed to MiBRIDGE requirements) AASHTO Element Level Data Collection is not required for these structures. This will include the initial data collection required to properly record the bridge condition evaluations.
- B) Prepare quality control review of structure inventory and appraisal forms and inspection reports for completeness and accuracy. Update data as required.
- C) Prepare and submit a written report containing at a minimum the following information:
 - 1) Notice of critical recommendations or changes in bridge condition from prior inspection that may require additional investigation and/or action.
 - 2) Completed structure inventory and appraisal forms and inspection reports.
 - 3) Color photographs clearly showing both the facility carried and feature intersected by structure, as well as details of areas of work recommendations and signs showing posting limits, if any.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200; P.O. Box 3748 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573
With Offices In: Lapeer, MI • Mt. Pleasant, MI • Farmington Hills, MI • Grayling, MI • Tri-Cities, MI • Myrtle Beach, SC

www.rowepsc.com

COMPENSATION

Compensation for our services will be based on the following fixed fee budget.

City Street Walkover	\$300.00
Park Bridge - 1	\$250.00
Park Bridge - 2	\$250.00
Total Fee	\$800.00

If you concur with this proposal, please sign in the space provided below and return one original copy as indication of your authorization to proceed. We appreciate the opportunity to provide continued engineering services to the City of Charlotte. If you have any questions or comments, please contact us at 810.341.7500.

Sincerely,
ROWE Professional Services Company



Jeffrey B. Markstrom, P.E.
Senior Project Manager

Attachment

Having reviewed this proposal, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work. Our standard terms and conditions are attached and considered part of this proposal.

Accepted by:

Signature

Date

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 \$800 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:

Owner



ROWE Professional Services Company