



January 28, 2026

Darwin McClary  
Village Manager  
Village of Lake Orion  
21 E. Church St.  
Lake Orion, MI 48362

**Re: Update and Finalize Pavement Asset Management Plan (PAMP)  
Village of Lake Orion  
Proposal for Professional Services**

Dear Mr. McClary:

Nowak & Fraus Engineers (NFE) appreciates the opportunity to submit our proposal for Professional Civil Engineering services for the Village of Lake Orion. You requested a proposal to update, finalize, and submit the Village's Pavement Asset Management Plan (PAMP). Please find detailed below a breakdown of our anticipated scope of services and associated fees.

**Understanding of the Project:**

The Village is responsible for maintaining local public roads along with other public improvements located within local road rights-of-way, including sidewalks, water mains, storm drainage and sanitary sewers. Each year the Village receives funding from the Michigan transportation fund, referred to as Act 51 funding, the allowable allocation of which is specified by the state and which is heavily weighted toward each community's major road system. We understand that the Village wants the ability to direct Act 51 funding toward preserving and improving the local road system to better serve the needs of the community.

In 2018, Michigan adopted PA 325 that requires local road agencies responsible for 100 or more certified road miles to submit asset management plans every three years, and established the Michigan Transport Asset Management Council (TAMC) to implement these procedures. While the Village is not subject to PA 325, the state requires local road agencies that wish to redirect Act 51 funding to create, adopt and implement an asset management plan following the same procedures required under PA 325. In December 2023, Nowak and Fraus Engineers presented a draft PAMP to the Village, based on the road condition information available at that time, utilizing the required TAMC template. In order to finalize the PAMP for submittal to TAMC, it is necessary to update the road condition data and analyses to reflect the most recent PASER ratings, model long-term trends, and analyze the road networks for three-year capital improvement planning.

**Engineering Services:**

- Update Pavement Asset Management Plan (PAMP): NFE will utilize the latest-year PAMP template, as required by TAMC, to address the requirements outlined in PA 325, plus the required Multi-Year Program, including:
  - Incorporate the latest PASER Asset Inventory,
  - Meet with the Village to review and update Performance Goals, anticipated Revenues and Expenses, and define the required Plans to Coordinate with Other Entities,
  - Prepare a Risk of Failure Analysis,
  - Describe Performance Outcomes and required steps to achieve them,

- Confer with the Village to define the required Multi-Year Program (three-year Capital Improvement Plan), designed to meet the Performance Outcomes,
- After formal adoption of the PAMP, incorporate Proof of Acceptance in the document
- Submit the Adopted PAMP to TAMC

**FEES FOR SERVICES:**

**1. Update, Finalize and Submit PAMP to TAMC:**

**Lump Sum: \$7,600.00**

**Scope Clarifications and Exclusions:**

Additional Services: Before proceeding with this project the Village must understand that by choosing to submit a PAMP, it will be necessary to update the plan every three years, according to current regulations, or lose the ability to designate Act 51 funding for local road improvements. Additionally, if the TAMC were to require the Village to increase the Pavement Asset Management Plan to a Transportation Asset Management Plan (including bridges, culverts, and traffic signals), such additional work is not included in the stated fee, and this would be an unlikely situation. Any such future work requested of NFE will be quoted separately at the time of request. Additionally, updating the Multi-Year Program (three-year CIP) each year and entering the information in the ADARS system is required, but not included in this proposed fee. Any other services requested by the Village will be quoted separately or billed on an hourly basis according to our discounted Village of Lake Orion hourly rate schedule.

Opinions of Probable Cost: Opinions of probable cost provided represent NFE's best judgment as design professionals familiar with the construction industry; however, NFE has no control over the cost of labor, materials, equipment or services provided by others. Therefore, NFE cannot guarantee that proposals, bids or actual construction costs will not vary from the opinions of probable cost prepared by our firm.

**Acceptance and Authorization to Proceed:**

Provided this proposal meets with your approval, please sign, date and return a copy of this Work Authorization to our office. Receipt of your signed Work Authorization will serve as our authorization to proceed.

The above Proposal is valid if accepted within 30 days of its receipt.

Thank you for choosing Nowak & Fraus Engineers to provide Engineering and Surveying services to the Village of Lake Orion.

Sincerely,  
**Nowak & Fraus Engineers**

**Accepted and Approved By:**



Wendy E. Spence, PE  
Sr. Project Manager

\_\_\_\_\_  
(Signature)  
Darwin McClary, Village Manager

Dated: 1/28/2026

\_\_\_\_\_  
(Date)

Enclosure: Village of Lake Orion Discounted Rate Schedule  
Cc: Wesley Sanchez, DPW Director

**Village of Lake Orion**  
2021 DISCOUNTED FEE SCHEDULE



Personnel	Hourly Rate
Corporate Principal	\$ 150.00
Senior Associate	\$ 135.00
Associate	\$ 125.00
ALTA Survey Manager	\$ 130.00
Land Surveyor/Field Coordinator	\$ 120.00
Plat Manager	\$ 120.00
CAD Manager	\$ 120.00
Senior Project Manager	\$ 125.00
Project Manager	\$ 115.00
Registered Landscape Architect	\$ 96.00
Project Engineer	\$ 110.00
Engineer III	\$ 105.00
Engineer II	\$ 95.00
Engineer I	\$ 85.00
Engineering Technician III	\$ 95.00
Engineering Technician II	\$ 85.00
Engineering Technician I	\$ 80.00
Senior Testing/Inspection Engineer	\$ 82.00
Testing/Inspection Engineer	\$ 75.00
Engineering Assistant	\$ 65.00
Survey Crew – 3 Person	\$ 175.00
Survey Crew – 2 Person	\$ 145.00
Survey Crew – 1 Person	\$ 110.00
Land Survey Technician	\$ 95.00

Survey Crew size will be determined on a per project basis.

**Reimbursable Expenses:**

Round trip vehicle mileage from the NFE offices will be charged \$0.56 per mile, when identified in the Work Authorization as a reimbursable expense.

The following expenses, when incurred in direct connection with the project, will be charged at the rates indicated (includes handling):

Courier services and project related purchases	Cost + 15%
Prints	\$2.00 Each
Oversize Prints	\$3.00 Each
Mylars & Vellums	\$20.00 Each
Express Deliveries	\$25.00 Each
Electronic Data Transfer - CD	\$100.00 Each
Electronic Data Transfer - Email	Hourly
Subconsultants	Fee + 10%
Traffic Counter	\$50.00/Day