



May 14, 2025

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

**RE: Lake Orion Failing Seawalls  
Oak Lane, Flint Street, Greens Park  
Village of Lake Orion, T4N, R10E**

Dear Mr. McClary:

Nowak & Fraus Engineers (NFE) appreciates the opportunity to submit our proposal for Professional Land Surveying and Civil Engineering services relative to the above referenced project. Please find detailed below a breakdown of our anticipated scope of services and associated fees.

**Understanding of Project:** Our office received a request from DPW Director Wesley Sanchez to view three locations of failing seawalls in the Village.

**Engineering Services:**

- **General:** NFE viewed the sites and discussed the sites with Mr. Sanchez. Because any work within Lake Orion requires approval from the Michigan Department of Environment, Great Lakes and Energy (EGLE), we recommended discussion with them prior to proceeding any further.
- **Permitting:** Permitting from EGLE is required for any work within or adjacent to Lake Orion. Sea wall replacement requires compliance with EGLE Minor Permit Category 42, Replacement of Existing Seawalls.
- **Construction Plans / Bidding / Construction Administration:** NFE has requested direction in this phase of the project. A separate proposal can be prepared once direction is given, or NFE can proceed on a time and materials basis.

Based on the above, we have developed the following scope of work and associated fees relative to the development of the project:

**Fees for Services:**

**1. General Services – All three sites**

NFE visited the sites to view the sea wall failures, as requested. On site, it was determined that each seawall should be replaced, and a summary and request was compiled for

submittal to EGLE. The required procedure through EGLE consists of requesting a pre-application meeting, which was facilitated and attended by NFE. All three sites were visited and direction was provided for Oak Lane. This phase may still be ongoing because a course of action for the Flint Street Seawall and the Green's Park Seawall are yet to be determined.

***Time and Materials Fee according to Lake Orion Fee Schedule – Current accumulation of hours - \$1,350***

**2. Oak Lane Seawall Adjacent to LO-10 EGLE Permit**

The Oak Lane seawall replacement is of an urgent nature because of the impending construction at pump station LO-10. This was discussed at the pre-application meeting with EGLE and direction for permit application was given by EGLE. Requirements for the Minor Permit (MP) were discussed, as well as an acceptable Best Management Practice (BMP) to facilitate permitting. **No topographic survey was or will be performed**, and drawings will be provided based on aerial photography, and information that can be obtained from Hubbell, Roth and Clark from their construction plans for the LO-10 pump station upgrades. This phase is only for the preparation of an EGLE / USACE Joint permit application and associated drawings, and no construction drawings or specifications are included in this phase.

***Lump Sum Fee: \$6,900.00***

**3. Construction Plans / Specifications / Bidding / Construction Services – Oak Lane Seawall adjacent to LO-10**

NFE has not been given clear direction regarding the preparation of plans, specifications and bidding documents for this phase of the project. The EGLE permit drawings are sufficient for quotes similar to other sea wall projects, but detail is not provided, nor are contract documents prepared. NFE can provide a proposal for this phase once clear direction is provided. Inquiries regarding this phase will be invoiced on a time and material basis until that time.

***Time and Materials fee based on Lake Orion Hourly Rate Schedule***

**4. Reimbursable Expenses**

Reimbursable expenses, meeting attendance, etc., required by the project will be invoiced based on time and materials in accordance with our Village of Lake Orion hourly rate schedule. Fees for the Pre-application meeting and EGLE permit have been paid by NFE and will be invoiced as a reimbursable expense.

***Budget: Permit / Preapplication Fees: \$255 (Preapplication), \$102 (Permit Application)***

***Meetings: Time and Materials based on Lake Orion Hourly Rate Schedule***

**SCOPE CLARIFICATIONS AND EXCLUSIONS:**

**Additional Services:** Any other services requested by the Village will be quoted separately or billed on an hourly basis according to our Village of Lake Orion hourly rate schedule.

**Excluded Services:** The following services are not included in this proposal and will be performed if necessary based upon a future proposal to be provided at time of necessity - geotechnical work / soil borings, structural design service including retaining walls, environmental testing investigations or materials testing. We have a pool of outside consultants that we rely on for those services and will facilitate these services if necessary.

**ACCEPTANCE & AUTHORIZATION TO PROCEED:**

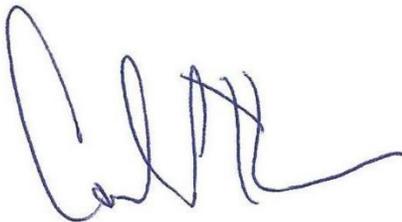
Provided this proposal meets with your approval, please sign, date and return a copy of this Work Authorization to our office. Receipt of your signed Work Authorization will serve as our authorization to proceed. The above Proposal is valid if accepted within 30 days of its receipt.

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

Sincerely,

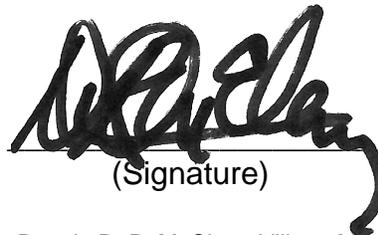
**Nowak & Fraus Engineers**

**Accepted and Approved By:**



Carol P. Thurber, PE, CFM  
Principal

Dated: 5/14/2025



(Signature)

Darwin D. P. McClary, Village Manager      May 15, 2025  
(Printed Name and Title)                      (Date)

Emergency purchase - to be submitted to Council on 5/27/25 for confirmation

Enclosure: Village of Lake Orion Discounted Fee 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   |