



**UNIVERSITY OF MICHIGAN HOSPITALS AND HEALTH CENTERS  
FACILITIES PLANNING AND DEVELOPMENT**

300 N. Ingalls Building, NI5C06  
Ann Arbor, MI 48109-0470

**M E M O R A N D U M**

**TO:** Professional Design Firms with Blanket Contract (RFP # H-A&E-07TF)

**FROM:** Denise G. Seibert   
Accounting Clerk Sr., Capital Budgets, UMHHC

**THROUGH:** Robert C. Harris, P.E.   
Director, Facilities Planning and Development, UMHHC

**DATE:** August 16, 2007

**SUBJECT:** ARTICLES, Financial Arrangement, page 14, Direct Payroll Cost  
Schedule - Hourly

The worksheets that are being submitted to support Continuing Services Agreements (CSA's) and Additional Services Agreements (ASA's) contain job titles and hourly rates that do not match the contracted amount submitted with the proposal.

The job titles on Exhibit D-2, CSA Consultant Hour Summary and Exhibit E-2, ASA Consultant Hour Summary must match what was submitted and the hourly pay rate must be within the range listed for each job title. Firms cannot add employees under job titles where an hourly rate was not contracted. The current fee schedules are in effect through 04-30-08.

Please review the Financial Arrangement section, pages 14 and 15 of your contract. FPD project management personnel will be happy to answer any questions you may have.

BH/dgs