



CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

March 22, 2021

Mr. Allan E. Schneck, P.E.
Public Services Director
DPS Engineering Division
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

**RE: City of Rochester Hills – 2021 Butler Road Rehabilitation Program
Surveying Layout, Construction Inspection and Engineering Assistance
City File No: E21-002; NFE Proposal #9-D429**

Dear Mr. Schneck:

In response to your request, we have reviewed the project requirements relative to performing construction administration services for the 2021 Butler Road Rehabilitation Program. Pursuant to the progress schedule, this project is scheduled for final completion on October 8, 2021 with the contractor allotted 90 days from commencement to complete the work. The low bidder for the work is Pro-Line Asphalt Paving Corporation and their bid amount is \$648,366.00.

Based on our review of the expected character of work and general understanding of the overall project requirements having completed similar projects in the past, we have identified the following scope of work required to perform construction administration services for the development of these projects:

SCOPE OF WORK

1. Construction Layout

Perform construction layout services to provide the contractor and inspectors vertical and horizontal control to construct the proposed improvements in accordance with the approved plans. We understand staking is required at 3 foot off back of curb or edge of pavement at a minimum of 50-foot intervals along strait segments or larger radius segments, and 25-foot intervals along small radius curved segments such as a cul-de-sac. Additionally, construction staking is required for proposed ADA ramps where applicable. We will record the location of the offset stakes in case they need to be re-staked and used to compute new slope percentages if needed. We will provide cut sheets for all stakes with the hub grade, existing curb grade, and a cut of fill from the hub to the curb. Below we have prepared an estimated budget of anticipated stakeout costs for this project. Invoices for stakeout will be charged against this budget based upon actual hours worked, as authorized, including travel time and office support, for the various classifications of personnel. Office support is also included in the budget per the job classifications, invoicing rates, and anticipated hours of involvement to provide the work. Office support includes scheduling/assigning the survey crews and developing layout coordinates.

Lump Sum Fee: \$15,272.00

2. Engineering Assistance & Construction Inspection

Complete all work associated with the Inspection and Construction Administration phase of the project. This phase of the project includes, but is not limited to the following items of work:

- Attend Preconstruction meeting
- Document and resolve public complaints
- Assist with stakeholder coordination throughout construction, such as with the schools, US Postal Service, garbage collectors, police, and fire personnel, etc.
- Resolve contractor disputes as may arise during the project
- Assist in resolving contractor claims for additional compensation
- Correspond and coordinate with City staff and officials throughout the project development
- Respond to Contractor's requests for information, review shop drawings and submittals
- Prepare additional drawings and hold site visits to solve problems relative to unforeseen conditions.
- Prepare regular project update summaries for City staff and officials
- Attend project meetings as necessary
- Provide all construction oversight supervision to assure project is constructed in conformance with the plans and specifications.
- Provide all required construction inspection services to document daily operations and quantities of work in an Inspector's Daily Report (IDR).
- Deliver required Notices of Construction to residences & businesses and coordinate with City staff/operations.
- Coordinate with Material Testing Company retained by the City to review, understand, and document material related concerns. Implement corrective action plan, as necessary. Documents same in an IDR.
- Document and resolve changed field conditions
- Obtain project photos that document the progress of the work
- Prepare project closeout punch list

Lump Sum Fee: \$83,680.00

3. Reimbursable Expenses

Reimbursable expenses including costs involving the reproduction of drawings, specifications, presentation boards, etc. required by the project, except those utilized by NFE in the development of the project will be invoiced based on time and materials in accordance with the attached fee schedule.

Lump Sum Fee: \$500.00

Based on the work outlined above, we submit the following engineering fee for your approval:

<u>WORK</u>	<u>ESTIMATED FEE</u>
Construction Layout	\$13,410.00
Engineering Assistance and Construction Inspection	\$85,840.00
Reimbursable Expenses	\$500.00
TOTAL NOT-TO-EXCEED AMOUNT:	<u>\$99,750.00</u>

We submit the following cost breakdown as evidence of our expected costs associated with performing construction administration services for this project:

CONSTRUCTION LAYOUT

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
2 Person Survey Crew	Construction Layout	72	\$139.00	\$10,008.00
Land Survey Technician	Coordinate Preparation	30	75.00	2,250.00
Survey Coordinator	Scheduling	12	96.00	1,152.00
Subtotal Construction Layout				\$13,410.00

ENGINEERING ASSISTANCE AND CONSTRUCTION INSPECTION

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Engineer II	Construction Engineering	260	\$78.00	\$20,280.00
Senior Inspection Technician	Site Inspection	650	72.00	46,800.00
Project Manager	Oversight and Scheduling of Inspection Personnel	60	\$106.00	6,360.00
Associate Principal	Field Review and Oversight Review & Coordination	100	100.00	10,000.00
		20	120.00	<u>2,400.00</u>
Subtotal Inspection & Construction Management:				\$85,840.00

REIMBURSABLES

Blueprinting, delivery charges, etc.	<u>\$500.00</u>
Subtotal Reimbursables:	\$500.00

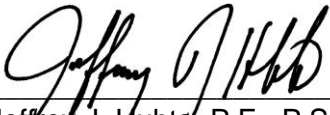
TOTAL NOT-TO-EXCEED AMOUNT: \$99,750.00

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Please be advised that invoices will be based on actual hours and work required as approved by your office and the not-to-exceed amount will not be exceeded unless authorized by your office. We look forward to working with you on this important project for the City.

If you have any questions or require further information, please feel free to contact me.

Sincerely,
Nowak & Fraus Engineers



Jeffrey J. Huhta, P.E., P.S.
Managing Partner

Date: March 22, 2021

Recommended By:
CITY OF ROCHESTER HILLS

Allan E. Schneck, P.E., DPS Director

Date: _____

Approved By:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____