

March 9, 2022

City of Rochester Hills  
1000 Rochester Hills Dr.  
City of Rochester Hills, MI 48309-3033

Attn: Allan Schneck, P.E.  
DPS Director

Re: Auburn Road Rehabilitation & Water Main  
Proposal for Construction Engineering Services

HRC Job No. 20200798

Dear Mr. Schneck:

Per your request, HRC has prepared this scope of work for the construction engineering services for the Auburn Road Rehabilitation and Water Main Project. Based on information provided by the City, this scope of work includes construction staking/layout, full-time on-site construction observation, and construction engineering and administration. HRC will also work closely with Testing Engineers & Consultants, Inc. (TEC), the City's approved as-needed geotechnical engineering consultant. This will include coordination and scheduling of on-site testing services.

HRC's scope of work is as follows. The tasks below are also included in the estimated hours and costs shown on the spreadsheet summary.

Key Assumptions:

HRC's scope of work is based on the following:

- Schedule – Based on the Progress Schedule, the anticipated start date will be the first week of April, 2022 with the project substantially complete and open to traffic by November 2022. Only restoration miscellaneous punch list is anticipated in the spring of 2023. HRC has estimated 32 weeks of full time on-site observation.
- Staff – HRC has included one primary field/observation leader for this task with one additional staff to assist through the majority of the project. Due to the expedited schedule, HRC anticipates approximately 50-hours per week for our lead staff. Overtime is included in the total hours and budgeted cost, but not shown separately. One representative will serve as the lead for the Project duration and a second representative is included for approximately 30 weeks due to multiple crews being anticipated and also to assist during major operations and paving.

Contract Administration

HRC will provide complete construction contract administration including the preparation of regular pay applications, meeting minutes and engineering oversight. HRC will utilize MDOT's Field Manager program for the administration, reporting, and for generating estimates and pay applications. This task includes office technician / clerk efforts throughout the project.

Delhi Township  
2101 Aurelius Rd.  
Suite 2A  
Holt, MI 48842  
517-694-7760

Detroit  
535 Griswold St.  
Buhl Building, Ste 1650  
Detroit, MI 48226  
313-965-3330

Grand Rapids  
1925 Breton Road SE  
Suite 100  
Grand Rapids, MI 49506  
616-454-4286

Howell  
105 W. Grand River  
Howell, MI 48843  
517-552-9199

Jackson  
401 S. Mechanic St.  
Suite B  
Jackson, MI 49201  
517-292-1295

Kalamazoo  
834 King Highway  
Suite 107  
Kalamazoo, MI 49001  
269-665-2005

Lansing  
215 S. Washington SQ  
Suite D  
Lansing, MI 48933  
517-292-1488

### Construction Engineering

HRC will attend regular bi-weekly progress meetings and provide additional design support as-needed during the project. HRC's design staff will attend progress meetings and prepare additional designs that may be necessary during construction. HRC will also utilize Constant Contact for communication with City residents and business owners to provide bi-weekly project updates as well as advance notifications prior to construction starting and major staging / Maintenance of Traffic (MOT) changes. HRC will also work closely with residents and business owners along the project route and serve as the primary contact for questions and concerns.

### Construction Layout / Staking

HRC will provide construction staking and layout for the new watermain, underground utilities, sidewalk and roadway paving as required to complete the Project. Typical re-staking, including occasional contractor damage, is included.

### On-Site Observation

HRC has included an experienced field representative to lead on-site observation. He will be supported by one additional observer for much of the project. This includes during major work and paving operations, while the Contractor has multiple crews working on the roadway, driveways, utilities, and sidewalks. HRC will also have an experienced field supervisor working closely with the on-site team to assist when needed. HRC's field team will record daily construction activities and document pay items, measurements, and progress. HRC anticipates substantial overtime due to the scope of work and expedited schedule. While the cost for this is not explicitly noted in the budgetary spreadsheet, the hours included will accommodate the estimated 10 hours/week of OT for our field representatives.

### HRC's CE Team

Mr. Charles Hart, P.E. will be overseeing the overall project to ensure the City's expectations are met and to assist with communication and staffing. HRC's Construction Project Engineer, Mr. Robert DeFrain, P.E., is a Senior Associate at HRC and will be responsible for the construction engineering and administration. Nancy Kolinsky, P.E. and Jake Darnall, P.E. will be responsible for communication efforts with the City, residents, and business owners. As the Project Managers and Lead Designers for the project, they will remain involved throughout construction and will assist the construction team as-needed with potential design changes and provide background and design history to ensure the construction proceeds as-intended and designed. HRC's Graduate Engineers will assist Ms. Kolinsky and Mr. Darnall to provide the City a cost effective option for appropriate tasks.

HRC Construction Supervisor, Mr. Bill Pennycook, will be reviewing the project as required. HRC's primary field representative is Mr. Marty Garrison, one of HRC's supervisors. He has experience with large scale projects with substantial paving operations and underground construction, as well as complex MOT scenarios under higher traffic volumes. HRC anticipates Mr. Garrison will have a second field representative assisting him through the majority of the project. This is expected due to the expedited schedule and substantial amount of work to be completed in one season. HRC will have at least one full-time construction

observer on-site at all times when construction is active and the contractor is working. HRC will provide a supplemental construction observer(s) if required at times where additional crews may be working, or on major paving and production days. This will ensure the project is well documented, tickets are collected, and construction operations are being closely watched for conformance with the plans and specifications.

HRC is ready to begin this job immediately upon construction contract award. HRC is proposing to complete this work for a not to exceed cost of \$939,594.20. This will be invoiced on a time and material basis based on approved rates and in accordance with our contract with the City of Rochester Hills. Please see the attached spreadsheet for more detailed information about the budgetary derivation of our costs.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,  
HUBBELL, ROTH & CLARK, INC.



Charles E. Hart, P.E.  
Vice-President  
Attachment

City of Rochester Hills; Paul Davis  
HRC; D. Mitchell, R. DeFrain, N. Kolinsky, J. Darnall, File

Recommended by:  
CITY OF ROCHESTER HILLS

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

Date: \_\_\_\_\_

Approved by:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Bryan K.

Date: \_\_\_\_\_

**ATTACHMENT A**  
**City of Rochester Hills**  
**Hours / Costs for Construction Engineering Services - March 9, 2022**  
**Auburn Road Rehabilitation & Water Main Replacement**

Task Description	Principal	Proj. Eng	PM / Manager	Proj Eng	Const Admin / Clerk	Survey Crew (2)	Const Supervisor	Constr Grad Eng	Constr. Observer	Total By Task
Contract Administration	60	520	280	360	360					1580
Construction Engineering	60	500	240	360						1160
Const Layout / Staking		24		120		480				624
On-Site Observation	16	80					400	1680	2100	4276

**Total Hours by Classification**                      136    1124    520    840    360    480    400    1680    2100    7640

	Hours	Billable Hourly Rate	Direct Cost
Principal / Vice President	136	\$ 145.00	\$ 19,720.00
Const Project Engineer (Sr. Associate)	1124	\$ 182.70	\$ 205,354.80
Project Manager (Manager)	520	\$ 158.05	\$ 82,186.00
Project Engineer	840	\$ 118.61	\$ 99,632.40
Construction Clerk / Office Tech	360	\$ 81.20	\$ 29,232.00
2-Person Survey Crew	480	\$ 203.00	\$ 97,440.00
Construction Supervisor	400	\$ 124.41	\$ 49,764.00
Construction Graduate Engineer	1680	\$ 87.00	\$ 146,160.00
Lead Construction Observ. (Supervisor)	2100	\$ 100.05	\$ 210,105.00
Sub total - Direct Hours / Labor	7640		\$ 939,594.20

**Total Construction Engineering Costs \$ 939,594.20**