



August 2, 2022

Mr. Paul Davis, P.E.  
City Engineer/Deputy DPS Director  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

RE: Proposal for Construction Services  
Eastern Avenue Parking Lots

Dear Mr. Davis:

We are submitting this scope of services as a follow up to our completion of design and bidding documents, and the anticipated start of construction this Fall. The following outlines our Project Understanding, Scope of Work, Schedule, and Fee for the construction phase of this project.

### **PROJECT UNDERSTANDING**

We understand this project to include the construction of approximately 900 tons of asphalt paving and 1,700 feet of concrete curb with associated restoration to construct additional parking lots along Eastern Avenue in support of the Auburn Road Streetscape. OHM Advisors recently completed bidding documents with the City for the project and we anticipate this scope of services to be in conjunction with the award of the project contract.

### **SCOPE OF SERVICES**

The scope of work for this project will be consistent with our Agreement for Civil Engineering Consulting Services between the City and OHM Advisors. This includes items related to the construction phase of work as follows:

#### **Contract Administration**

Under this task, the project team will complete services necessary to administer the contract. Specific work efforts include:

- ▶ Coordinate with City regarding award of the project.
- ▶ Review Contractor's construction progress for compliance with the approved project schedule.
- ▶ Prepare construction pay estimates to meet City requirements for estimate submittal.
- ▶ Prepare contract modifications (change orders) should the need arise.
- ▶ Review construction claims and coordinate claim resolution with Contractor and City.
- ▶ Complete items required for project closeout, including final site inspection, project documentation review, final estimate generation, and closeout paperwork.

#### **Construction Observation**

Under this task the team will observe the construction efforts on the project and assist with any necessary field changes to successfully complete the work. Specific work efforts include:

- ▶ Provide daily observation of the project when significant construction work is occurring to verify that materials, installation, and construction methods used are in conformance with the project plans and specifications as well as applicable standards.

#### **OHM Advisors®**

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- Coordinate with the City selected Geotechnical Consultant for the material testing needs of the project.
- Conduct soil erosion inspections within the project area and generate reports per requirements.
- Produce daily field reports to document work and record quantities of contract pay items.

### Construction Engineering

This task will consist of providing project engineering services required to address and resolve construction issues when they arise as well as providing project oversight. Specific work efforts include:

- Arrange and attend one (1) pre-construction meeting prior to the start of the project.
- Prepare and provide the Contractor with a list of required submittals and review shop drawings, construction schedules, materials certifications, and other submittals.
- Regular site visits by the project engineer to oversee and supervise the observer and to attend to problems if they arise.
- Address Contractor's construction concerns and resolve conflicts with the executed contract specifications.
- Arrange and attend regularly scheduled progress meetings during the construction phase.
- Coordinate with the materials testing consultant on materials related items.
- Coordinate with the residents and other stakeholders in the construction area regarding access, traffic staging, schedule, and other pertinent items for the duration of the project.
- Prepare and deliver record (As-Built) plans that include the constructed location of all installed underground utilities. Record plans will be delivered electronically in PDF format.

### SCHEDULE

In accordance with the contract documents, we expect that work on this project will start in September 2022. The construction of the parking lots is anticipated to be substantially complete by November 2022, with the remaining restoration of the project area to be completed before June 2023.

### COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of eighty-two thousand dollars (\$82,000.00). The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Construction Staking	\$ 12,500
Construction Observation	\$ 49,500
Contract Administration	\$ 9,500
Construction Engineering	<u>\$ 10,500</u>
<b>Construction Services Total</b>	<b>\$ 82,000</b>

### ASSUMPTIONS & EXCLUSIONS

- Main City points of contact will be Mr. Paul Davis & Ms. Sara Roediger.
- The City will be responsible for all permit application fees and permit fees, as applicable.
- Materials testing services will be provided by others through an existing City contract and are not included in the above scope of services.
- All work will be within City-owned property or right-of-way and easements from adjacent property owners will not be required.
- Demolition of the existing structures on the property will be done by the City under a separate contract.




**CONCLUSION**

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Sincerely,  
**OHM Advisors**

  
\_\_\_\_\_  
Timothy J. Juidici, P.E.  
Client Representative

cc: Sara Roediger, City of Rochester Hills  
Mitch Master, OHM Advisors  
Alex Parent, OHM Advisors

**CITY OF ROCHESTER HILLS**

Recommended:

BY: \_\_\_\_\_  
Paul Davis, City Engineer

\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Sara Roediger, Director

\_\_\_\_\_  
Date

Approved:

BY: \_\_\_\_\_  
Bryan K. Barnett, Mayor

\_\_\_\_\_  
Date