



CIVIL ENGINEERS
LAND SURVEYORS
LAND PLANNERS

August 1, 2023

Mr. Ken Elwert, CPRE
Director of Parks and Natural Resources
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

**RE: Thelma Spencer Park Improvements - City File E23-TBD
City of Rochester Hills, Michigan
Proposal #9-E154**

Dear Mr. Elwert:

In response to your request, we have reviewed the project requirements relative to development of plans and specifications for the Thelma Spencer Park Improvement Project. This project includes the rehabilitation of HMA parking lot and associated access drives, resurfacing of tennis courts into multi-purpose courts, repurposing overflow parking areas into paved parking areas or other development ideas, such as a splash pad, pathway rehabilitation, pathway, and trail enhancements, etc. as identified in the site walk conducted on July 6, 2023.

Based on our review of the project requirements, we have identified the following scope of work required to develop these projects and advance them to the construction phase:

SCOPE OF WORK

PHASE I SERVICES – PRE-ENGINEERING

- Perform all field investigation and survey services required to support the full design development of the project. Field investigation and survey services will include the following:
 - Perform required field survey of the project development area and prepare existing condition drawings consistent with Rochester Hills requirements.
 - Existing underground utilities shall be located and identified, including rim elevations and pipe inverts.
 - Existing spot grades shall be obtained at 50-foot intervals for road edges and centerline, centerline of driveways and driveway edges, road intersection PC's, and other locations needed for design. Parking lots will have a 50-foot grid together with grade shots at all low points and high points.
 - All existing trees and improvements within the limits of the project shall be located and identified.
 - Perform field engineering analysis to identify construction constraints, conditions and make engineering assessment of current conditions to support design initiatives.

NOWAK & FRAUS ENGINEERS

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PHASE II SERVICES – PRELIMINARY ENGINEERING

- Prepare preliminary construction plans in accordance with City requirements. Construction plans to include the following:
 - Cover sheet, including location map
 - Existing Condition Plans
 - Preliminary Paving Plans including utility adjustments
 - Preliminary Typical Detail sheet with existing and proposed cross-sections.
 - Preliminary Electrical Design for new mechanical gates.
 - Standard Detail Sheet(s)
 - Preliminary Traffic Maintenance Plan/Construction Staging Plan
 - Preliminary Permanent Striping and Signing Plans
- Plan sheets will be drawn to a scale of 1"=30' horizontal and 1"=3' vertical. Quantity lists will be provided on each plan sheet
- Identify work items consistent with MDOT Standard Specifications for Construction and prepare preliminary Engineer's Opinion of Construction Cost.
- Coordinate project development with the City and other permitting agencies as required for project permits.
- Identify potential utility conflicts and coordinate with utility companies to resolve utility conflicts.
- Attending project design review meeting to present preliminary design and obtain critical feedback from City staff and departments.
- Attend public hearings, City Commission meeting, etc. as requested

PHASE III SERVICES – FINAL ENGINEERING

- Prepare final construction plans in accordance with City requirements. Construction plans to include the following:
 - Existing Condition Plans
 - Final Paving & Grading Plans including utility adjustments
 - Final Typical Detail Sheet with existing and proposed Cross-Sections.
 - Final Electrical Design for mechanical gates
 - Standard Detail Sheet
 - Final Traffic Maintenance Plan / Construction Staging Plan
 - Final Permanent Striping and Signing Plans
- Identify work items consistent with MDOT Standard Specifications for Construction and prepare final Engineer's Opinion of Construction Cost.
- Coordinate project development with the City and permitting agencies, as required for project permits. Apply for and obtain all required permits from permitting authorities.
- Prepare construction bid documents including modified Rochester Hills boiler plate, standard specifications for construction
- Submit 90% complete final design package to City for final review and comments.
- Make all necessary changes to final design documents and assist City with project bidding process

- Review submitted bids for completeness and accuracy and prepare a bid tabulation sheet
- Review references and prepare a letter recommending award to the desired contractor.
- Attending project meetings as required to develop final design consistent with City requirements. Based on the work outlined above, we submit the following engineering fee for your approval:

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

PROJECT – THELMA SPENCER PARK PARKING LOT REHABILITATION PROJECT

<u>WORK</u>	<u>ESTIMATED FEE</u>
Phase I – Pre-Engineering Services	\$72,804.00
Phase II – Preliminary Engineering Services	\$94,188.00
Phase III – Final Engineering Services	\$101,116.00
Reimbursable Expenses	\$2,000.00
TOTAL NOT-TO-EXCEED AMOUNT PROJECT 1:	<u>\$270,108.00</u>

We submit the following cost breakdown as evidence of our expected costs associated with the design of the project:

PHASE I – PRE-ENGINEERING

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
2 Person Survey Crew	Topographic Survey	180	\$139.00	\$ 25,020.00
Engineering Tech III	Topographic Survey	160	84.00	13,440.00
Engineer II	Field Review/Investigation	88	78.00	6,864.00
Associate	Field Review & Coordination	20	100.00	2,000.00
Principal	Coordination	4	120.00	480.00
Tree / Wetland Survey Allowance				\$25,000.00
Subtotal Phase I				<u>\$72,804.00</u>

PHASE II – PRELIMINARY ENGINEERING

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Engineering Tech. III	Prepare Const. Drawings in CAD	280	\$ 84.00	\$23,520.00
Project Engineer	Design of Improvements	200	96.00	19,200.00
Associate Engineer II	Design of Improvements, etc.	136	100.00	13,600.00
	Quantities & Cost Estimate, etc.	96	78.00	7,488.00
Principal Electrical Design Allowance	Review & Coordinate Electrical Design	24	120.00	2,880.00
Additional Amenities Design Allowance				\$7,500.00
				\$20,000.00
Subtotal Phase II:				\$94,188.00

PHASE III – FINAL ENGINEERING

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Engineering Tech. III	Prepare Const. Drawings in CAD	300	\$ 84.00	\$25,200.00
Project Engineer	Design of Improvements	188	96.00	18,048.00
Associate Engineer II	Design, Specifications, etc.	140	100.00	14,000.00
	Quantities & Cost Estimate, etc.	96	78.00	7,488.00
Principal Electrical Design Allowance	Review & Coordinate	24	120.00	2,880.00
Additional Amenities Design Allowance				8,500.00
				25,000.00
Subtotal Phase III:				\$101,116.00

REIMBURSABLES

Blueprinting, delivery charges, etc.	\$ 2,000.00
Subtotal Reimbursables: \$ 2,000.00	

TOTAL NOT-TO-EXCEED AMOUNT PROJECT 1: \$270,108.00

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The work will be undertaken in accordance with our professional services agreement dated August 5, 2020, and we will proceed with the design work upon your authorization and complete the required construction documents within the following design development schedule:

Pre-Engineering Phase	Completed by September 29, 2023
Preliminary Engineering Phase	Completed by November 30, 2023
Final Engineering Phase	Completed by December 31, 2023
Permits	Completed by January 10, 2024
Bid Package Complete	Completed by January 10, 2024
Bids Received	February, 2024

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 our 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: August 1, 2023

Recommended By:
CITY OF ROCHESTER HILLS

Ken Elwert, CPRE, PNR Director

Date: _____

Approved By:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____