



# ANDERSON, ECKSTEIN AND WESTRICK, INC.

51301 Schoenherr Road, Shelby Township, Michigan 48315  
Civil Engineers • Surveyors • Architects 586-726-1234

August 20, 2015

Allan E. Schneck, P.E., Public Services Director  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, Michigan 48309

Reference: Proposal for Contract Administration and Inspection Services  
Clinton River Trail Enhancement Project  
MDOT #: 63459-126285A

Dear Mr. Schneck:

Thank you for your consideration of Anderson, Eckstein and Westrick, Inc. (AEW), to provide professional services for the referenced project.

## Understanding of the Project

The City of Rochester Hills is requesting this proposal for Construction Engineering Services associated with the Clinton River Trail Enhancement Project within the Cities of Auburn Hills, Rochester and Rochester Hills. The project includes 9.30 miles of developing trail amenities, safety and wayfinding signage, and interpretive exhibits along the Clinton River Trail. This project will be funded with Transportation Alternative Funds (TAP) and local matching funds.

## Services to be Provided

The proposed construction engineering services to be provided by AEW shall consist of the following:

- Arrange and chair the Pre-Construction Meeting.
- Provide Construction Administration which shall include:
  - Creation and maintenance of the "Project Records Filing System" as required by MDOT and described in the MDOT Construction Manual including all inspector's daily reports and construction item records. This work will be completed utilizing "Field Manager" software as required by MDOT.
  - Completion of all work orders and contract modifications as may be necessary for completion of the project. (All contract modifications will require an authorized signature by a publicly employed person responsible for the project).
  - Review of all certified payrolls from the prime contractor and any subcontractors on the project.
  - Completion of wage rate interviews of contractor's and subcontractor's workers covered under the Davis-Bacon Act.
  - Completion and submittal of the "Construction Pay Estimate Report" biweekly throughout the duration of the project as required by MDOT.
  - Coordinate Interim and Final Project Reviews with MDOT.
  - Review of contractor's claims for extra compensation.
  - Completion of punch lists and final acceptance documents.
  - Coordination of day-to-day construction activity with the on-site inspector and the contractor's representative.



- Attendance at meetings required by the City and at the request of the City.
- Follow up and respond to complaints during construction as requested by the City.
- Provide Construction Inspection which shall include the presence of a full time construction inspector to monitor, document and measure the completion of work items in accordance with the contract documents.
- Provide Construction Staking as needed.
- Provide record plans to the City upon final completion and acceptance.

**Services Not Provided**

Material testing, and environmental testing are outside the scope of services that AEW can provide. We will gladly coordinate these services when requested, to be performed by outside consultants as selected by the Client.

**Fee for Professional Services**

Based upon the above scope of construction engineering services to be provided, we propose to complete the work for a lump sum amount of \$29,500.

Any additional services will be provided on an hourly basis according to our rate schedule included in our contract with the City of Rochester Hills. Please note, there will be no additional fees without written approval from the owner.

This proposal does not include revisions to the project due to changes made by the Client of other project stakeholders.

**Basis of Payment**

Work in progress will be invoiced every four weeks (billing cycle) based upon hourly charges to date. Payment is due within twenty-eight days of invoice date, after which a time price differential charge of 1% per billing cycle (13% annually) will be added to the outstanding balance. There are no mileage expenses required. Travel time is charged portal to portal. Failure to pay invoices promptly can result in suspension of the work and revision of the completion schedule by the Engineer.

**Execution of the Agreement**

We trust that this proposal meets your needs. Please advise if any modifications or clarifications are required. When you are prepared to authorize us to proceed, please sign, date, and return one copy of this agreement with original signatures for our use.

We thank you once again for the opportunity to work with you on this project.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By:

\_\_\_\_\_  
Scott Lockwood, PE  
Executive Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date