

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: Waterview Drive Reconstruction & Sidewalk  
Proposal for Construction Engineering Services

HRC Job No. 20210292

Dear Mr. Schneck:

Per your request, HRC has prepared this scope of work for the construction engineering services for the Waterview Drive Reconstruction 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 October 2022. Only restoration miscellaneous punch list is anticipated in the spring of 2023. HRC has estimated 26 weeks of full time on-site observation.
- Staff – HRC has included one primary field/observation staff for this task. One representative will serve as the lead for the Project duration and a second additional representative is included for approximately 8 weeks 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.

### 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 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 a Construction Observer to lead on-site observation. He will be supported by one additional observer 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'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. Lia Michaels, P.E. and Chris Bauer, P.E. will be responsible for communication efforts with the City, residents, and business owners. As the PM and Lead Designer 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 Construction Supervisor, Mr. Bill Pennycook, will be reviewing the project regularly and working closely with HRC's construction observer as-required if situations warrant additional experience and judgment. HRC will have a 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 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 \$281,700.20. 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, L. Michaels, 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**  
**Waterview Drive Reconstruction & Sidewalk**

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	16	112	40	80	200	180				628
Construction Engineering	10	112	20	80						222
Const Layout / Staking		16		40						56
On-Site Observation	8	30					120	320	1260	1738

**Total Hours by Classification**                      34      270      60      200      200      180      120      320      1260      2644

	Hours	Billable Hourly Rate	Direct Cost
Principal / Vice President	34	\$ 145.00	\$ 4,930.00
Const Project Engineer (Sr. Associate)	270	\$ 182.70	\$ 49,329.00
Project Manager (Associate)	60	\$ 130.50	\$ 7,830.00
Project Engineer	200	\$ 108.75	\$ 21,750.00
Construction Clerk / Office Tech	200	\$ 81.20	\$ 16,240.00
2-Person Survey Crew	180	\$ 203.00	\$ 36,540.00
Construction Supervisor	120	\$ 124.41	\$ 14,929.20
Construction Graduate Engineer	320	\$ 87.00	\$ 27,840.00
Construction Observer	1260	\$ 81.20	\$ 102,312.00
Sub total - Direct Hours / Labor	2644		\$ 281,700.20

**Total Construction Engineering Costs \$ 281,700.20**