

August 3, 2023

Mr. Chris McLeod
Planning Manager
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RE: Gateways Bid Documents

Dear Mr. McLeod:

As the Gateways and Streetscapes Master Plan is finalized and has been accepted by the Planning Commission and City Council, we understand the City intends to move quickly into the implementation phase. OHM Advisors is pleased to submit this proposal to complete the necessary design and bid documents for the bidding and installation of the proposed gateway elements. This letter presents our proposed scope of services, schedule, and expected compensation.

PROJECT UNDERSTANDING

The City of Rochester Hills wishes to capitalize on the excitement and momentum generated during the Gateways and Streetscapes Master Planning process and move forward with the fabrication and installation of the proposed gateway elements. The City has asked OHM to prepare bid documents to include plans, details, and specifications for each gateway feature location indicated in the 2023 Gateways and Streetscapes Master Plan. There are seven sign types (two primary styles, two secondary styles, one tertiary, and two park sign styles) proposed in 20 locations across the City.

SCOPE OF SERVICE

Based on a review of the current site conditions, coordination with the project stakeholders, the approved conceptual gateway feature designs, and discussions with the City, the following services are proposed to prepare documents for bidding, fabrication, and installation of the gateway features.

TASK 1: Site Surveys – OHM will survey each of the 20 proposed gateway sites to identify existing structures, tree/vegetation stands, topography, utility locations, and other available information necessary to generate final site plans for each proposed gateway location. We will use this survey information to prepare AutoCAD base files to be used in preparing plans under Task 2 below.

TASK 2: Final Design and Bid Documents – OHM will finalize the conceptual gateway designs generated for the Gateways & Streetscapes Master Plan and prepare plans, details, and specifications for each of the 20 proposed gateway locations. These plans, details, and specifications are to be used as Bid Documents to solicit contractor pricing to fabricate and installation of each of the 20 proposed gateway elements, as one bid package. The Bid Documents will include the following for each site:

- ▶ Existing Conditions/ Removal Plans
- ▶ Grading Plans



- ▼ Layout Plans
- ▼ Materials Plans
- ▼ Planting/Landscaping Plans
- ▼ Electrical/ Lighting Plans (where applicable)

One Project Manual including the City of Rochester Hills standard contract documents will be prepared, including the following:

- ▼ Project Details
- ▼ Project Specifications

OHM will coordinate up to two (2) design review meetings with the City’s Planning, Engineering, and/or Parks and Reaction departments during Task 2.

OHM will assist in obtaining any permits, by preparing plans and permit applications required for work proposed in any Right-Of-Way outside the jurisdiction of the City of Rochester Hills, however any necessary permit applications are to be submitted by the City and/or the Contractor.

TASK 3: Bid Coordination – OHM will assist the City in drafting the Request for Proposal documentation necessary to obtain contractor pricing and providing responses to questions submitted during the bidding process.

SCHEDULE AND COMPENSATION

We are prepared to commence **TASK 1** upon approval and acceptance of this proposal and anticipate 3-4 weeks to complete.

TASK 2 will commence upon the completion of **TASK 1** and is expected to last approximately 2-3 months.

TASK 3 will commence upon the final City approval of the Bidding Documents generated in **TASK 2**. It is anticipated that the bidding process, from advertisement to contract award, will run approximately 6-8 weeks.

We will perform the work on an hourly basis in accordance with the terms and conditions of our continuing services agreement with the City. We will not exceed the amounts listed below without prior authorization from the City.

Task 1 Site Surveys	\$ 28,500
Task 2 Final Design & Bid Docs	\$ 37,500
<u>Task 3 Bid Coordination</u>	<u>\$ 2,500</u>
Total	\$ 68,500

OHM will prepare and submit a separate proposal for Construction Administration and Oversight services upon request.

All costs are included and no reimbursable expenses are expected.

ASSUMPTIONS & EXCLUSIONS



- ▼ Main City point of contact will be Mr. Chris McLeod.
- ▼ Final designs will be based upon the Concept designs from the Master Plan
- ▼ Permit costs are not included in this proposal.
- ▼ No wetland delineation or mitigation is included.
- ▼ Areas of impact are small enough that storm water management is not required.
- ▼ This proposal assumes the City of Rochester Hills can provide typical front end specification documentation.
- ▼ Planning Commission and/or City Council meeting attendance is not included in this proposal.
- ▼ Public Engagement is not necessary or included.
- ▼ Construction administration and oversight are not included in this proposal.

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

Sincerely,
ORCHARD, HILTZ & McCLIMENT, INC.

Ben Weaver, PLA
Project Manager

CITY OF ROCHESTER HILLS

Recommended:

BY: _____
Chris McLeod, Planning Manager

Date

Approved:

BY: _____
Bryan K. Barnett, Mayor

Date

Cc: Rhett Gronevelt, OHM
Paul Davis, City of Rochester Hills