



March 6, 2024

City of Rochester Hills
1000 Rochester Hills Dr.
City of Rochester Hills, MI 48309-3033

Attn: Paul Davis, P.E.
City Engineer / Deputy DPS Director

Re: Leach Road Paving Auburn Road to Waterview Drive (City File: E23-012) HRC Job No.20230110
& DPS Garage Access Connector (City File: E23-025) Projects
Proposal for Construction Engineering Services

Dear Mr. Davis:

Per your request, HRC has prepared this scope of work for the construction engineering services for the Leach Road Paving Project. Based on information provided by the City, this scope of work includes construction staking/layout, full-time on-site construction observation, materials testing, and construction administration. The construction is anticipated to be awarded to Pro-Line Asphalt, who was the lowest bidder. The project's construction cost is estimated at \$1,985,701 based on bid tabulation from February 20, 2024.

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 2024 with the project open to traffic by August 2024. Only restoration miscellaneous punch list is anticipated in the spring of 2025. 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.

Material Testing

HRC has included and can provide complete materials testing for the project and provide reports to the city and follow MDOT's requirements and procedures. This service has been included on an as-requested basis in the event that the City's geotechnical subconsultant does not perform these services.

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. Jake Darnall, P.E. and Emily Richardson 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's Construction Supervisor 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.

Fee

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 \$285,207.20. 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; B. Fritz, S. Rudolph
HRC; D. Mitchell, R. DeFrain, E. Richardson, File

Recommended by:
CITY OF ROCHESTER HILLS

Bill Fritz, P.E., DPS Director

Date: _____

Approved by:
CITY OF ROCHESTER HILLS

Bryan K. Barnett, Mayor

Date: _____

ATTACHMENT A
City of Rochester Hills
Hours / Costs for Construction Engineering Services - March 6, 2024
Leach Road Paving & DPS Garage Access Connector

Task Description	Principal	Proj. Eng	PM / Manager	Proj Eng	Const Admin / Clerk	Survey Crew (2)	Const Supervisor	Constr Grad Eng	Constr. Observer	Testing Engineer	Super. Lab Testing	Testing Technician	Total By Task
Contract Administration	16	96	40	80	200	180							612
Construction Engineering	10	96	20	80									206
Const Layout / Staking		16		40									56
On-Site Observation	8	30					120	320	1080				1558
Materials Testing										40	125	300	465
Total Hours by Classification	34	238	60	200	200	180	120	320	1080	40	125	300	2897

	Hours	Billable Hourly Rate	Direct Cost
Principal / Vice President	34	\$ 145.00	\$ 4,930.00
Const Project Engineer (Sr. Associate)	238	\$ 182.70	\$ 43,482.60
Project Manager (Associate)	60	\$ 130.50	\$ 7,830.00
Project Engineer	200	\$ 108.75	\$ 21,750.00
Construction Clerk / Office Tech	200	\$ 67.00	\$ 13,400.00
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	1080	\$ 74.00	\$ 79,920.00
Testing Engineer	40	\$ 121.51	\$ 4,860.40
Supervisor Lab. Testing	125	\$ 77.00	\$ 9,625.00
Testing Technician	300	\$ 67.00	\$ 20,100.00
Sub total - Direct Hours / Labor	2897		\$ 285,207.20

Total Construction Engineering Costs \$ 285,207.20