



September 8, 2021

Mr. Paul Davis, P.E.
City Engineer/Deputy DPS Director
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RE: Proposal for Professional Engineering Design Services
Eastern Avenue, South of Auburn Rd, Parking Lot & Pedestrian Plaza

Dear Mr. Davis:

As the City of Rochester Hills looks to develop plans for construction of additional parking areas near Eastern Avenue and a pedestrian connection to the Auburn Road corridor, OHM Advisors is pleased to submit this proposal based on our understanding of the plans desired by the City. This letter presents our proposed scope of services, time schedule and expected compensation.

PROJECT UNDERSTANDING

As part of Rochester Hills' continued effort to support development along the Auburn Road corridor, the City strategically acquired property earlier this year in the area of Eastern Ave, south of Auburn Road for additional off-street parking. OHM assisted the City with this process with the preparation of concept alternatives for parking lot configurations and access. In addition, concept alternatives for transforming the existing Eastern Avenue right-of-way between Auburn Road and the alley into pedestrian/plaza space were also considered as part of the overall improvements to the area. Based on this process, it is our understanding that the City desires to proceed with detailed design and construction plans for the parking concept "Version 3" and pedestrian plaza "Concept C". Copies of these concepts are attached for reference.

The project will include two parking lots south of the existing alley on both sides of Eastern Avenue. The parking lots will be asphalt pavement with concrete curb/gutter. New sidewalk will be installed to provide a pedestrian connection to the Eastern Avenue and the Auburn Road corridor. Storm water runoff from the parking will be collected via catch basins and routed via storm sewer to the existing storm system within the alley. Existing storm sewer capacity and detention and/or infiltration requirements will be determined with the City during the detailed design. If detention is required, it would need to be underground beneath the parking lot. Landscaping and lighting will be included with the parking areas per City requirements. Lighting installation will be coordinated with DTE and is anticipated to match the lighting installed in the parking areas north of Auburn Road. The existing decorative fence along the alley will be relocated along the south property line of the parking areas. Additional decorative fencing is anticipated on the east and west sides of the parking area.

The project will also include development of a pedestrian connection and "plaza" space along the western side of Eastern Avenue between Auburn Road and the alley. Features within this space will complement the existing

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Auburn Road corridor. The specific improvements that will be implemented at this time will be coordinated with the City during the detailed design, as potential redevelopment of the property to the west is considered. The concept plan includes conversion of Eastern Avenue between Auburn Road and the alley to one-way traffic flow (southbound). Existing traffic counts for this segment of Eastern will be collected as part of the design in order to evaluate potential traffic impacts related to this change. If the roadway can be narrowed, it will provide additional space to be developed into the pedestrian plaza. Curb and gutter along the west side of the road would be reconstructed as part of the project. In addition, it is anticipated that the existing driveway to the western property would be relocated to be accessed from the alley instead of Eastern.

SCOPE OF SERVICES

Based on a review of the current site conditions, preliminary concept plans, and discussions with the City, the following engineering design services are proposed to prepare plans and specifications to be included with a City bid package that will include this and other projects.

Project Initiation and Base Plan Development

Under this task, we will initiate the project and develop preliminary plans for the project. Specific work efforts include:

- ▶ Attend a kickoff meeting with City staff to review project objectives, prepare design criteria, and establish a specific delivery schedule.
- ▶ Collect topographic survey information necessary to complete the design. This will include utility structures, road surface, curbs, sidewalks, trees, fences, property lines, and other pertinent features. The collected topographic information will be merged with existing survey information from recent adjacent projects.
- ▶ Notify known utility agencies of the proposed work and verify locations of existing known utilities including both public and private, within the project limits for conflicts and coordinate relocations if necessary.
- ▶ Obtain and review existing utility information and record drawings for the project area.
- ▶ Perform a site review to identify elements that are sensitive to the project such as existing features, pedestrian and vehicle access locations, utility infrastructure, natural and landscape features, topography, and unique site features and assets.
- ▶ Coordinate with the Geotechnical Engineer to obtain soil borings within the project area. It is anticipated that the geotechnical investigation will be coordinated by OHM and the Geotechnical Engineer will contract directly with the City.
- ▶ Collect traffic volume data for Eastern Avenue between Auburn Road and the alley. It is anticipated that traffic volumes will be recorded for a 4-day period (Thursday – Sunday). Traffic counts will be collected by TDC using video equipment.
- ▶ Determine preliminary storm runoff calculations and review outlet storm sewer capacity and detention requirements with the City.
- ▶ Review proposed pavement sections with the City and coordinate as needed with other projects to be bid in the same package.
- ▶ Research options for site amenities, including features, furnishings, landscape, and lighting and review with the City Team for inclusion in the project.
- ▶ Complete final Base Plans and submit to the City for review. A meeting will be held with City staff to review the plans.

Preliminary Plan Development

Based on comments received from the City, Preliminary Plans will be created. The Preliminary Plan Phase represents an approximate 80% plan set. Specific work efforts include:



- ▼ Prepare plan sheets and detail sheets for the proposed improvements, including site grading, utilities, earthwork, paving, hardscape, and landscape.
- ▼ Prepare technical specifications and method of payment entailing materials, equipment, and labor necessary to perform the work.
- ▼ Prepare a bid sheet entailing all items of work and associated quantities.
- ▼ Perform Quality Control/Quality Assurance reviews.
- ▼ Prepare a preliminary Engineer's Opinion of Probable Cost.
- ▼ Prepare preliminary schedule for proposed work including construction start, substantial completion, and final completion dates.
- ▼ Coordinate with DTE and City on lighting design and photometric plan for the parking area and pedestrian plaza.
- ▼ Evaluate grading impacts associated with the proposed work and determine impacts to adjacent properties and existing utilities.
- ▼ Complete final Preliminary Plans and submit to the City for review.
- ▼ Coordinate and attend one (1) design review meeting with City representatives.
- ▼ Prepare and submit a site plan package per City requirements for the new parking lots for review and approval by the Planning Commission.
- ▼ Attend one Planning Commission Meeting to support the City Team in seeking site plan approval.

Final Plan Development

Based on comments received from the Preliminary Plan review, Final Plans (100%) will be created. Specific work efforts include:

- ▼ Finalize design plans based on comments obtained from the preliminary review meeting.
- ▼ Prepare construction details and technical specifications for construction.
- ▼ Finalize detailed grading and sidewalk ramp requirements.
- ▼ Finalize Engineer's Opinion of Probable Cost.
- ▼ Submit final plans, project specifications, and an opinion of probable construction cost in digital format to the City.

SCHEDULE AND COMPENSATION

The project will commence upon authorization to proceed. It is our understanding that the City desires the project to be packaged and bid with several other projects in early 2022. We anticipated that the contract documents will be completed and delivered to the City by December 31, 2021, with expected bidding by the City in January or February. This schedule is based upon an authorization to proceed given by October 1, 2021.

OHM Advisors will perform the outlined services above based on an hourly, not to exceed basis per the following:

■ Project Initiation/Base Plan	\$ 9,000
■ Preliminary Plan Development	\$ 27,000
■ Final Plan Development	\$ 9,000

Total **\$ 45,000**

All costs are included and no reimbursable expenses are expected.

ASSUMPTIONS & EXCLUSIONS

- ▼ Main City points of contact will be Mr. Paul Davis & Ms. Sara Roediger.

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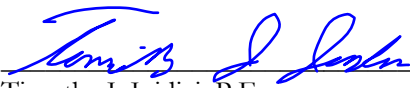
- ▼ The City will be responsible for all permit application fees and permit fees, as applicable.
- ▼ Geotechnical services will be provided by others through an existing City contract and are not included in the above scope of services.
- ▼ All work will be within City-owned property or right-of-way and easements from adjacent property owners will not be required.
- ▼ Demolition of the existing structures on the property will be done by the City under a separate contract.
- ▼ DTE will provide lighting design as required for the project, including power supply locations as necessary.
- ▼ Bidding assistance and Construction Engineering services are not included in this proposal.

CONCLUSION

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City.

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

Sincerely,
OHM Advisors



 Timothy J. Juidici, P.E.
 Client Representative

Enclosure: *Concept Plan for Parking Lots and Plaza*

cc: Sara Roediger, City of Rochester Hills
 Rhett Gronevelt, OHM Advisors
 File

CITY OF ROCHESTER HILLS
Recommended:

BY: _____
Paul Davis, City Engineer

Date

BY: _____
Sara Roediger, Director

Date

Approved:

BY: _____
Bryan K. Barnett, Mayor

Date