



CIVIL ENGINEERS  
LAND SURVEYORS  
LAND PLANNERS

October 21, 2024

Dennis Andrews, CPRP  
Parks Manager  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

**RE: Spencer Park – Deck / Pier / Kayak Launch  
City of Rochester Hills, Michigan  
Proposal E388**

Dear Mr. Andrews:

In response to your request, and based upon discussions at our site meeting, we have reviewed the project requirements relative to preparing design and bid documents for the replacement of decking at the Spencer Park Beach Building, expansion of the fishing pier and ADA compliant kayak launch.

Based on our review of the project requirements, we have identified the following scope of work required to develop these projects and advance them to the construction phase:

### **SCOPE OF WORK**

#### **PHASE I SERVICES – PRE-ENGINEERING**

- Perform all field investigation and survey services required to support the full design development of the project. Field investigation and survey services will include the following:
  - Update required field survey of the project development area and prepare existing condition drawings consistent with Rochester Hills requirements for project bidding.
  - Existing underground utilities shall be located and identified, including rim elevations and pipe inverts.
  - Perform field engineering analysis to identify construction constraints, conditions and make engineering assessment of current conditions to support design initiatives.

---

NOWAK & FRAUS ENGINEERS

46777 WOODWARD AVENUE  
PONTIAC, MI 48342-5032

WWW.NOWAKFRAUS.COM

VOICE: 248.332.7931  
FAX: 248.332.8257

## **PHASE II SERVICES – PRELIMINARY ENGINEERING**

- Prepare preliminary construction plans in accordance with City requirements. Construction plans to include the following:
  - Cover sheet, including location map
  - Existing Condition Plans
  - Preliminary Plans
  - Preliminary Typical Detail sheet with existing and proposed cross-sections.
  - Preliminary Electrical Design
  - Standard Detail Sheet(s)
- Plan sheets will be drawn to a scale of 1"=30' horizontal and 1"=4' vertical.
- Identify work items consistent with Rochester Hills Standard Specifications for Construction and prepare preliminary Engineer's Opinion of Construction Cost.
- Coordinate project development with the City and permitting agencies as required.
- Identify potential utility conflicts and coordinate with utility companies to resolve conflicts.
- Attending project design review meeting to present preliminary design and obtain critical feedback from City staff and departments.
- Attend public hearings, City Commission meeting, etc. as requested

## **PHASE III SERVICES – FINAL ENGINEERING**

- Prepare final construction plans in accordance with City requirements. Construction plans to include the following:
  - Existing Condition Plans
  - Final Plans including and utility work
  - Final Typical Detail Sheet with existing and proposed Cross-Sections.
  - Final Electrical Design
  - Standard Detail Sheet
  - Construction Staging Plan
- Identify work items consistent with Rochester Hills Standard Specifications for Construction and prepare final Engineer's Opinion of Construction Cost.
- Coordinate project development with the City and permitting agencies, as required for project permits. Apply for and obtain all required permits from permitting authorities.
- Prepare construction bid documents including modified Rochester Hills boiler plate, standard specifications for construction. We note it may be advisable to merge this project with other park projects undertaken in the City to assure a robust bidding environment.
- Submit 90% of the complete final design package to City for final review and comments.
- Make all necessary changes to final design documents and assist City with project bidding process
  - Review submitted bids for completeness and accuracy and prepare a bid tabulation sheet
  - Review references and prepare a letter recommending award to the desired contractor.

- Attending project meetings as required to develop final design consistent with City requirements. Based on the work outlined above, we submit the following engineering fee for your approval:

Based on the work outlined above, we submit the following engineering fee for your approval:

**PROJECT – SPENCER PARK KAYAK / PIER PROJECT**

<u>WORK</u>	<u>ESTIMATED FEE</u>
Phase I – Pre-Engineering Services	\$20,944.00
Phase II – Preliminary Engineering Services	\$24,680.00
Phase III – Final Engineering Services	\$26,480.00
Reimbursable Expenses	\$ 500.00
<b>TOTAL NOT-TO-EXCEED AMOUNT PROJECT:</b>	<b><u>\$72,604.00</u></b>

We submit the following cost breakdown as evidence of our expected costs associated with the design of the project:

**PHASE I – PRE-ENGINEERING**

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
2 Person Survey Crew	Topographic Survey	36	\$139.00	\$ 5,004.00
Engineering Tech III	Topographic Survey	40	84.00	3,360.00
Engineer II	Field Review/Investigation	40	78.00	3,120.00
Principal	Coordination	8	120.00	960.00
Geotech Allowance				<u>\$8,500.00</u>
<b>Subtotal Phase I</b>				<b>\$20,944.00</b>

**PHASE II – PRELIMINARY ENGINEERING**

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Engineering Tech. III	Prepare Const. Drawings in CAD	70	\$ 84.00	\$ 5,880.00
Project Engineer	Design of Improvements	70	96.00	6,720.00
Engineer II	Quantities & Cost Estimate, etc.	50	78.00	3,900.00
Landscape Architect	Design of Improvements	50	106.00	5,300.00
Principal	Review & Coordinate	24	120.00	2,880.00
Electrical Consultant				<u>\$ 1,500.00</u>
<b>Subtotal Phase II:</b>				<b>\$24,680.00</b>

**PHASE III – FINAL ENGINEERING**

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Engineering Tech. III	Prepare Const. Drawings in CAD	80	\$ 84.00	\$ 6,720.00
Project Engineer	Design of Improvements	80	96.00	7,680.00
Engineer II	Quantities & Cost Estimate, etc.	50	78.00	3,900.00
Landscape Architect	Design of Improvements	50	106.00	5,300.00
Principal	Review & Coordinate	24	120.00	
				2,880.00
Electrical Consultant				<u>2,000.00</u>
<b>Subtotal Phase III:</b>				<b>\$ 26,480.00</b>

**REIMBURSABLES**

Blueprinting, delivery charges, etc.	\$ 500.00
<b>Subtotal Reimbursables: \$ 500.00</b>	

<b>TOTAL NOT-TO-EXCEED AMOUNT KAYAK LAUNCH:</b>	<b><u>\$ 14,521.00</u></b>
<b>TOTAL NOT-TO-EXCEED AMOUNT PIER AND DECK UPDATES</b>	<b><u>\$ 58,083.00</u></b>
<b>TOTAL NOT-TO-EXCEED AMOUNT TOTAL:</b>	<b><u>\$ 72,604.00</u></b>

The work will be undertaken in accordance with our professional services agreement dated August 5, 2020, and we will proceed with the design work upon your authorization and complete the required construction documents within the following design development schedule:


Pre-Engineering Phase	Completed by November 8, 2024
Preliminary Engineering Phase	Completed by December 15, 2024
Final Engineering Phase	Completed by January 15, 2025
Permits	Completed by April 10, 2025
Bid Package Complete	Completed by January 24, 2025
Bids Received	March 2025

Please be advised that invoices will be based on actual hours and work required as approved by your office and the not-to-exceed amount will not be exceeded unless authorized by our office. We look forward to collaborating with you on this important project for the city.

Dennis Andrews  
City of Rochester Hills – Parks Manager  
Proposal E388  
October 21, 2024  
Page 5

If you have any questions or require further information, please feel free to contact me.

Sincerely,  
Nowak & Fraus Engineers

  
\_\_\_\_\_  
Steven Sutton P.E.  
Principal

Date: October 21, 2024

Recommended By:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Dennis Andrews, Parks Manager

Date: \_\_\_\_\_

Approved By:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Lisa Cummins, Procurement Manager

Date: \_\_\_\_\_