

March 29, 2018

Mr. Allan E. Schneck, P.E.
Public Services Director
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Re: 2018 Asphalt Rehabilitation Program
Professional Services for Survey Staking, Construction Inspection and Engineering Assistance
Job No.: PR18-139

Dear Mr. Schneck:

Spalding DeDecker is pleased to have this opportunity to provide survey staking, construction inspection and engineering assistance to the City of Rochester Hills. Below is our understood scope of services for the Asphalt Program based upon review of the bid book and plan set you have provided, as well as further discussion with you on March 13, 2018. We look forward to working with you soon.

SCOPE OF SERVICES

SURVEY, INSPECTION AND ENGINEERING ASSISTANCE

We understand the scope of services will include construction layout and construction inspection of the reconstruction of Quail Crest Subdivision, Old Orion Court, Red Oak Lane, North Fairview Farms, Biggers Road, Spring Hill Subdivision, Thames Drive, Heather View Estates, Manchester Subdivision, John R Storm Sewer, Borden Park Maintenance Drive and Scenic Hollow Storm Sewer. For the Construction Contract Administration of the project, we understand the City will be preparing pay estimates and change orders, and as a result, we are prepared to perform the following engineering assistance responsibilities:

- Attend Pre-con
- Document and resolve public complaints
- Prepare and review daily inspection reports, including, pictures and sketches; provide all documentation to the City
- Assist with stakeholder coordination throughout construction, such as with the schools, US Postal Service, garbage collectors, police and fire personnel, etc.
- Provide weekly progress updates for the City's use in updating media and residents
- Coordinate, conduct, and provide meeting minutes for construction progress meetings if requested.

- Coordinate materials testing and geotechnical inspections; document and resolve any testing deficiencies
- Provide coordination to resolve utility conflicts

All survey services will be directly managed by Mr. Mike DeDecker and inspection and engineering assistance services will be directly managed by Mr. Ted Meadows.

SCHEDULE

We are prepared to begin all services described herein immediately upon authorization, but understand the work will be scheduled based on the contractor's schedule.

FEE

Our proposed not-to-exceed fee to perform the services described herein are as follows:

- | | |
|---|---------------------|
| • Survey Staking: | \$ 29,500.00 |
| • <u>Inspection and Engineering Assistance:</u> | <u>\$177,200.00</u> |
| Total: | \$206,700.00 |

This fee shall not be exceeded without prior written approval from your office. Invoices will be submitted monthly based on actual hours incurred in accordance with our approved rate schedule.

 **SPALDING DEDECKER**
Engineering & Surveying Excellence since 1954

If the above terms are acceptable, please provide us with written authorization to proceed. We understand that this would likely be provided after the funding has been approved by City Council. Thank you for considering us for this work, and please don't hesitate to contact me with any questions.


SPALDING DEDECKER ASSOCIATES, INC.

Witnesses:

- 1) 

DAVID G. RICHMOND
- 2) 

TAYLOR E. REYNOLDS

By: 

Ted Meadows
Spalding DeDecker Associates, Inc.
905 South Boulevard East
Rochester Hills, Michigan 48307
Tax I.D. # 38-1598901
Telephone: 248-844-5400

CITY OF ROCHESTER HILLS

WITNESSES:

- 1) _____
- 2) _____

Recommended :

By: _____
Allan E. Schneck, PE

Approved:

By: _____
Honorable Mayor Bryan K. Barnett

attachment

Cc: Keith Depp, Project Engineer
Paul Davis, PE, City Engineer
Tracey Balint, PE, Public Utilities Engineer