

May 1, 2017

Mrs. Tracey A. Balint, P.E.  
Public Utilities Engineer  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

Re: Water Main Replacement and Road Resurfacing Project E17-005  
Construction Engineering Services  
Job No.: PR17-146

Dear Mrs. Balint:

Spalding DeDecker is pleased to have this opportunity to provide construction engineering services to the City of Rochester Hills. Below is our understood scope of services and outline for engineering assistance for the project. We look forward to working with you soon.

#### **INSPECTION AND ENGINEERING ASSISTANCE**

We understand the scope of services will include construction inspection of the asphalt resurfacing portion of the water main replacement and road resurfacing project. City personnel will be inspecting the water main construction. Asphalt resurfacing is proposed for the following streets: June, Tamm, Gilsam, Alsdorf, Ruby, Alida, Grace, Samuel, Mildred, Cone and Dearborn Avenue. 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 Construction Contract Administration assistance responsibilities related to the asphalt paving work:

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

All inspection and engineering assistance services will be 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:

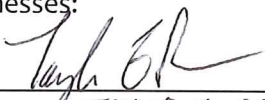
- Inspection and Engineering Assistance w/o CCA: \_\_\_\_\_ \$30,800.00
- Inspection and Engineering Assistance with CCA: \_\_\_\_\_ \$34,800.00

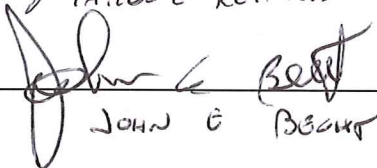
This fee shall not be exceeded without prior written approval from your office. Invoices will be submitted monthly based on actual hours incurred in accordance with our approved rate schedule.

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)   
\_\_\_\_\_  
TAYLOR E REYNOLDS

2)   
\_\_\_\_\_  
JOHN G BEARD

By:   
\_\_\_\_\_  
Cheryl Gregory, PE  
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

Cc: Allan Schneck, PE, Public Services Director  
Paul Davis, PE, City Engineer  
P. Rasor, PE, Spalding DeDecker