



March 26, 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: Avon Industrial Drive Road Improvements
Proposal for Construction Engineering Services

HRC Job No.20220852

Dear Mr. Davis:

Per your request, HRC has prepared this scope of work for the construction engineering services for the Avon Industrial Drive Road Improvements 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 Florence Cement, who was the lowest bidder. The project's construction cost is estimated at \$1,726,045.87 based on bid tabulation from March 19, 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 early July 2024 with the project open to traffic by October 2024. Only restoration and miscellaneous punch list work is anticipated until final completion in early December 2024. HRC has estimated 20 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 four (4) 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 staff will advise and consult project objectives, manage Contract changes and modifications, and interpret Contract Documents throughout construction. HRC will document all field activities and track construction progress in Inspector's Daily Reports (IDRs). HRC staff understands the urgency of matters that come up during construction and will be available to respond quickly to any questions. HRC will review, coordinate and process all pay requests and develop the pay application documentation throughout the project. HRC will also issue documentation to memorialize Substantial Completion, Final Completion, and Final Payment.

Construction Engineering

HRC will attend regular 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 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 business owners along the project route and serve as the primary contact for questions and concerns.

Construction Layout / Staking

HRC has included and can 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 and can provide a Construction Observer to lead on-site observation. They 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. Jake Darnall, P.E. and Jeff Williamson, P.E. will be responsible for communication efforts with the City 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 the construction observer as required if situations warrant additional experience and judgment.

Upon City request, 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 field representation 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 \$256,122.00. 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.



Jacob Q. Darnall, P.E.
Transportation Manager



Charles E. Hart, P.E.
Vice-President

Attachment: A – Hours and Costs for Construction Engineering Services

pc: City of Rochester Hills; B. Fritz, T. Balint, K. Depp
HRC; D. Mitchell, J. Darnall, J. Williamson, File

Recommended by:
CITY OF ROCHESTER HILLS

Bill Fritz, P.E., DPS Director

Date: _____

Approved by:
CITY OF ROCHESTER HILLS

Lisa Cummins, Procurement Manager

Date: _____

ATTACHMENT A
City of Rochester Hills
Hours / Costs for Construction Engineering Services - March 25, 2024
Avon Industrial Drive Road Reconstruction

Task Description	Principal	PM / Manager	Staff Engineer	Grad Eng	Const Admin / Clerk	Survey Crew (2)	Const Supervisor	Constr. Observer	Testing Manager	Testing Coordinator	Testing Technician	Total By Task
Contract Administration	16	80	120	80	200	180						676
Construction Engineering	10	20	80	40								150
Const Layout / Staking			8	16								24
On-Site Observation	8		30	80			100	900				1118
Materials Testing									40	150	300	490
Total Hours by Classification	34	100	238	216	200	180	100	900	40	150	300	2458

	Hours	Billable Hourly Rate	Direct Cost
Principal / Vice President	34	No Charge	
Project Manager	100	\$ 140.00	\$ 14,000.00
Staff Engineer	238	\$ 119.00	\$ 28,322.00
Graduate Engineer	216	\$ 75.00	\$ 16,200.00
Construction Clerk / Office Tech	200	\$ 93.00	\$ 18,600.00
2-Person Survey Crew	180	\$ 230.00	\$ 41,400.00
Construction Supervisor	100	\$ 130.00	\$ 13,000.00
Construction Observer	900	\$ 95.00	\$ 85,500.00
Testing Manager	40	\$ 130.00	\$ 5,200.00
Testing Coordinator	150	\$ 92.00	\$ 13,800.00
Testing Technician	300	\$ 67.00	\$ 20,100.00
Sub total - Direct Hours / Labor	2458		\$ 256,122.00

Total Construction Engineering Costs \$ 256,122.00