



Celebrating
60 Years!

SPALDING DEDECKER ASSOCIATES, INC.

905 South Boulevard East • Rochester Hills • Michigan 48307 • Tel 248 844 5400 • Fax 248 844 5404

www.sda-eng.com

August 22, 2014

Mr. Allan Schneck
City of Rochester Hills
1000 Rochester Hills Dr.
Rochester Hills, MI 48309

Sent via email only:

Re: Proposal for Design of Clinton River Trail TAP Grant project
City of Rochester Hills
SDA No. PR14-212

Dear Mr. Schneck:

Spalding DeDecker Associates, Inc. (SDA) is pleased to have the opportunity to submit this proposal to you for consulting services. Based on the information we have received on August 11, 2014, the following is our understanding of the project and our scope of services.

PROJECT DESCRIPTION

The Clinton River Trail Alliance along with the cities of Rochester Hills, Rochester and Auburn Hills have secured a grant through the Michigan Department of Transportation (MDOT) to provide signs and other amenities along the Clinton River Trail through those communities. It was determined through a study that the trail users would like to have a consistent look and feel to the trail with each of the communities wanting the ability to differentiate themselves.

Studies and work have already been completed on the project that include design of the signage, amenities and a general location for their placement. The details already prepared will be utilized in the bidding and construction of the work.

SCOPE OF SERVICES

Understanding that timing can be critical with a project bid through the MDOT Local Agency Program (LAP), SDA will coordinate a kick off meeting with the stakeholders to finalize the details and schedules for the project as soon as we are given the notice to proceed.

Our scope of service is as follows:

1. Meet with stakeholders in the field to identify the picnic shelter locations and areas of concern or that need special attention.
2. Establish control points along the centerline of the trail at major street intersections to properly align GIS maps that SDA will utilize in the preparation of the plans.
3. Prepare limited topographic surveys for the picnic shelter areas. Based on the information provided we have assumed two (2) picnic shelters will be constructed at this time.
4. Prepare 60% complete Bid Documents for review with the stakeholders. SDA will utilize the details for the amenities that have been prepared and supplement the details as needed. Special

Engineering Consultants

Infrastructure • Land Development • Surveying



Celebrating
60 Years!

SPALDING DEDECKER ASSOCIATES, INC.

905 South Boulevard East • Rochester Hills • Michigan 48307 • Tel 248 844 5400 • Fax 248 844 5404
www.sda-eng.com

- Provisions will be developed to assure that aesthetic features are defined for bidding accuracy.
5. Prepare engineer's estimate based on standard unit prices as well as prices previously obtained by Oakland County and/or Friends of the Clinton River Trail for unique amenities.
 6. After review, finalize the Bid Documents for submittal to MDOT for G.I. approval (90% plan completion)
 7. Attend G.I. meeting.
 8. Address MDOT comments/concerns, if any, and submit Bid Packages to MDOT for letting.
 9. Attend one public stakeholder meeting; prepare exhibits from existing materials in a format suitable for public display.
 10. Attend preconstruction meeting.

DELIVERABLES

SDA will provide a complete package of construction and plans, specifications, and engineer's estimate to MDOT standards for bidding through the MDOT LAP program.

FEES

SDA will provide the above noted tasks for the not-to-exceed lump sum fee of \$24,800. No additional work will be performed without prior written approval from your office. Invoicing will follow the project progress schedule as follows:

- 30% upon completion of field investigation, including survey and collaboration with stakeholders on site
- 50% upon submittal of accepted GI package to MDOT
- 20% upon submittal of final bid documents to MDOT for advertisement.

Thank you again for this opportunity to work with you and we look forward to hearing from you soon. If this proposal is acceptable, please sign below and return the signed copy as our notice to proceed.

Sincerely,
Spalding DeDecker Associates, Inc.

Accepted by:
City of Rochester Hills

David E. Richmond, P.E.
Project Manager

Date: _____

Engineering Consultants

Infrastructure • Land Development • Surveying