

April 2, 2025

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

Re: **2025 Concrete Road Replacement Program**  
CITY FILE No. E25-001

Dear Mrs. Balint:

Spalding DeDecker is pleased to have this opportunity to provide survey staking, construction contract administration, construction inspection and engineering assistance to the City of Rochester Hills for the above mentioned project. Below is our understood scope of services for the Concrete Road Replacement Program based upon review of the bid book and plans provided by your office. We look forward to working with you and your staff soon.

### **SCOPE OF SERVICES**

#### **CONSTRUCTION ADMINISTRATION, ENGINEERING, AND INSPECTION**

We understand the scope of services will include, construction contract administration and construction inspection of the reconstruction of the roads and/or sidewalks included in the Concrete Road Replacement Program. As a result, we understand and are prepared to perform the following contract administration responsibilities, as well:

- Coordinate and hold Pre-construction meeting
- 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 with use of Constant Contact to update those affected by construction (i.e. residents, city)
- 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
- Assemble all project files, field reports, and documentation for delivery to the City upon completion of the contract
- Prepare construction pay estimates to meet City requirements for estimate submittal
- Complete all items for project closeout, including final inspection, project documentation review, final estimate generation, and closeout paperwork

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All survey services will be directly managed by Mr. Mike DeDecker, and construction administration, inspection, and engineering services will be directly managed by Grady Rollins.

### **SURVEYING - SURVEY LAYOUT/ CONSTRUCTION STAKING**

Our work will be generally as-needed, and will vary from site to site. We have reviewed the RFP, bid sheet, and site maps you sent. We understand that the scope of services will include construction layout for segments of roads being reconstructed shown in the maps provided. This will include the following:

- Set at least one pair of benchmarks at each site using GPS-derived NAVD'88 elevations. The datum will be established using GPS measurements, but we will perform the actual grading by more precise methods such as using a total-station or optical level.
- Set back of curb 5' offset stakes graded to the existing curb in 50' intervals along straight segments or larger radius segments, and 25' intervals along small radius curved segments such as a cul-de-sacs. This will be done prior to demolition of the curbs so we can obtain the hub grade and existing curb grade at the same time. Staking for both sides of the roadway will be performed at the same time, although the construction will actually be part-width removal and replacement.
- We will record the location of offset stakes in case they need to be re-staked and used to compute new slope percentages if needed. We will produce a point plot showing the location of the stakes, which will typically be created as an overlay of the aerial image in Google Earth in order to show the relative location of the stakes.
- We will provide cut sheets for all stakes with the hub grade, existing curb grade, and a cut or fill from the hub to the curb.
- Some survey support may be requested for ADA ramps, although this will generally be the responsibility of the contractor.
- On an as-needed basis, we can perform pre- and/or post-construction aerial flights using an Unmanned Aerial System (UAS) to obtain low-altitude, high-resolution imagery in order to document the construction activities.

Performing as-built measurements and preparing record drawings is not included in the current scope of services. If budget remains, we can discuss with your staff if they would like us to measure any final as-built measurements for the roadway.

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**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:	\$ 71,081.00
• <u>Inspection and Engineering Assistance:</u>	<u>\$ 326,972.00</u>
Total:	\$398,053.00

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.

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**SPALDING DEDECKER ASSOCIATES, INC.**

Witnesses:

1) \_\_\_\_\_

2) \_\_\_\_\_

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: \_\_\_\_\_  
Tracey Balint, P.E., City Engineer

**Approved:**

By: \_\_\_\_\_  
Lisa Cummins, Procurement Manager

cc: Bill Fritz, PE, Public Services Director  
Tracey Balint, PE, City Engineer