



December 3, 2025

Mr. Keith Depp
Project Engineer
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RE: Auburn and Technology Traffic Signal Replacement and Road Patching (E22-019)
Scope of Construction Services

Dear Mr. Depp:

We are submitting this scope of construction services for the above referenced project based on bids being received by the City on November 20th and the anticipated start of construction in the spring of 2026. The following outlines our Project Understanding, Scope of Services, Schedule, and Compensation for the construction phase of this project.

PROJECT UNDERSTANDING

The project consists of the placement of a traffic signal at the intersection of Auburn Road and Technology Drive and the road patching of southbound Technology just north of the intersection. The construction bid amount for the project is approximately \$385,000.

The traffic signal is owned and operated by MDOT and is maintained by RCOC and the proper permits have been obtained during the design phase.

SCOPE OF SERVICES

The scope of work for this project will be consistent with our Agreement for Civil Engineering Consulting Services between the City and OHM Advisors. This includes items related to the construction phase of work, as follows:

Contract Administration

Under this task, the project team will complete services necessary to administer the contract. Specific work efforts include:

- ▶ Coordinate with City and Contractor regarding award of the project.
- ▶ Review Contractor's construction progress for compliance with the approved project schedule.
- ▶ Prepare construction pay estimates to meet City requirements for estimate submittal.
- ▶ Prepare contract modifications (change orders) should the need arise.
- ▶ Review construction claims and coordinate claim resolution with Contractor and City.
- ▶ Complete items required for project closeout, including final site inspection, project documentation review, final estimate generation, and closeout paperwork.
- ▶ Assemble all project files, field reports, and documentation for delivery to the City upon completion of the project.



Construction Engineering

This task will consist of providing project engineering services required to address and resolve construction issues when they arise as well as providing project oversight. Specific work efforts include:

- ▶ Arrange and attend one (1) pre-construction meeting prior to the start of the project.
- ▶ Prepare and provide the Contractor with a list of required submittals and review shop drawings, construction schedules, materials certifications, and other submittals.
- ▶ Coordinate with the property owners and other stakeholders in the construction area regarding access, construction staging, schedule, and other pertinent items for the duration of the project.
- ▶ Address Contractor's construction concerns and resolve conflicts with the executed contract specifications.
- ▶ Arrange and attend regularly scheduled progress meetings during the construction phase.
- ▶ Coordinate with the materials testing consultant on materials related items.
- ▶ Provide weekly project updates (possibly utilizing Constant Contact) in coordination with the City.

Construction Observation

Under this task the team will observe the construction efforts on the project and assist with any necessary field changes to successfully complete the work. Specific work efforts include:

- ▶ Provide daily observation of the project when construction work is occurring to verify that materials, installation, and construction methods used are in conformance with the project plans and specifications as well as applicable standards. Full-time observation will be provided for traffic signal and roadway construction.
- ▶ Produce daily field reports to document work and record quantities of contract pay items.
- ▶ Conduct soil erosion inspections within the project area. Reports are not anticipated as project is exempt.

Construction Survey

This task will involve performing construction staking for the proposed traffic signal and roadway work. Specific work efforts include:

- ▶ Establish on-site survey control to be utilized during the construction of the project.
- ▶ Provide required construction staking for line and elevation of contract items for pavement, curb and gutter, sidewalk, and underground utilities. Offset stake locations will be coordinated with the Contractor. We have included effort required to provide one complete set of offset stakes for these items. Re-staking of items due to displaced or damaged stakes will be provided for an additional hourly fee.

SCHEDULE

In accordance with the contract documents, this project is set to start in April 2026. The construction of the project is anticipated to be substantially complete by July 2026, with the remaining restoration of the project areas to be completed before September 2026. This schedule is dependent on the Contractor's fulfillment of their obligations.

COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of sixty-eight thousand dollars (\$68,000.00). The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Contract Administration	\$ 14,500
Construction Engineering	\$ 16,000
Construction Observation	\$ 29,000
Construction Survey	<u>\$ 8,500</u>
Construction Services Total	\$ 68,000



FURTHER CLARIFICATIONS AND ASSUMPTIONS

- ▶ Main City point of contact will be Mr. Keith Depp.
- ▶ The City will create and execute final contract agreements with the Contractor for the project.
- ▶ Materials testing services will be provided by City geotechnical consultant under a separate contract and is not included in the above scope of services.
- ▶ All work will be within the public right-of-way, and easements from adjacent property owners will not be required.
- ▶ The City will assist with public notification of the project and be available to meet with stakeholders and/or property owners as issues arise.
- ▶ As-Built / Record Plans will not be required for this project.
- ▶ **Signal component fabrication inspection per MDOT permit requirements will be completed by City geotechnical consultant under a separate contract and is not included in the above scope of services. MDOT is requiring ITP Level 1 fabrication inspection.**

CONCLUSION

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. Should you find this agreement acceptable, please sign the authorization below and return a copy to us for our files. We look forward to providing professional services on this project. If you have any questions, please contact us.

Sincerely,

OHM Advisors

Timothy J. Juidici, P.E.
Principal

cc: Tracey Balint, Acting DPS Director
Alex Parent, OHM
Mark Loch, OHM
Bryan Smith, OHM
File

CITY OF ROCHESTER HILLS

Recommended:

BY:

Tracey Balint, Acting DPS Director

Date

Approved:

BY:

Lisa Cummins, Procurement Manager

Date