



CIVIL ENGINEERS  
LAND SURVEYORS  
LAND PLANNERS

August 26, 2025

Mr. Dennis Andrews  
Parks and Natural Resources  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

**RE: City of Rochester Hills – Spencer Park Dock / Kayak Launch Improvements  
Surveying Layout, Construction Inspection and Engineering Assistance  
NFE Proposal 2025-59**

Dear Mr. Andrews:

In response to your request, we have reviewed the project requirements relative to performing construction administration services for the Spencer Park Dock Decking / Kayak Launch Improvements Project. Pursuant to the progress schedule, this project is scheduled to start in September. This project has been bid and the low bidder cost for the project is \$1,267,245. The project includes two separate components, including dock decking (\$1,099,230) and kayak launch (\$168,015).

Based on our review of the expected character of work and general understanding of the overall project requirements having completed similar projects in the past, we have identified the following scope of work required to perform construction administration services for the development of these projects:

**SCOPE OF WORK**

**1. Construction Layout**

Perform construction layout services to provide the contractor and inspectors vertical and horizontal control to construct the proposed improvements in accordance with the approved plans. Due to uncertainties involved in the surveying needs of a project, NFE typically performs construction layout services on a time and materials basis. Below we have prepared an estimated budget of anticipated stakeout costs for this project. Invoices for stakeout will be charged against this budget based upon actual hours worked, as authorized, including travel time and office support, for the various classifications of personnel. Office support is also included in the budget per the job classifications, invoicing rates, and anticipated hours of involvement to provide the work. Office support includes scheduling/assigning the survey crews and developing layout coordinates.

***Lump Sum Fee: \$22,340.00***

NOWAK & FRAUS ENGINEERS

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## **2. Contract Administration**

Complete all work associated with the Bid Document and Contract Administration phase of the project. This phase of the project includes, but is not limited to the following task items of work:

- Prepare progress estimates for approval and contractor payment.
- Prepare change orders and work authorizations as needed.
- Resolve contractor disputes as may arise during the project.
- Resolve contractor claims for additional compensation.
- Correspond and coordinate with City staff and officials throughout the project development
- Respond to Contractor's requests for information, review shop drawings and submittals
- Prepare additional drawings and hold site visits to solve problems relative to unforeseen conditions.
- Prepare regular project update summaries for City staff and officials.
- Attend project meetings as necessary.

***Lump Sum Fee: \$24,600.00***

## **3. Inspection and Construction Management**

Complete all work associated with the Inspection and Construction Administration phase of the project. This phase of the project includes, but is not limited to the following items of work:

- Provide all construction oversight supervision to assure project is constructed in conformance with the detailed plans and specifications.
- Provide all required construction inspection services to document daily operations and quantities of work in an Inspector's Daily Report (IDR).
- Coordinate with Material Testing Company retained by the City to review, understand, and document material related concerns. Implement corrective action plan, as necessary. Documents same in an IDR.
- Meet with and address staff inquiries
- Correspond and communicate with City staff and officials throughout the project development
- Resolve construction conflicts of constructability
- Document and resolve changed field conditions
- As necessary, provide field directive orders to the contractor to resolve unforeseen conditions
- Obtain project photos that document the progress of the work
- Prepare project closeout punch list

***Lump Sum Fee: \$115,600.00***

#### **4. Construction As-Builts**

Prepare construction as-builts in accordance with City of Rochester Hills's requirements for final project acceptance. As-built records shall include new curb location and elevations; new walk locations and elevations; locations, rims, and inverts of all storm sewer drainage structures; verification of pipe slopes between structures; provide dimensional ties or appropriate coordinates for all drainage structures; provide listing of pipe materials and obtain spot elevations in appropriate locations to confirm correct grading. All work will be reflected on a CADD "as-built" drawings and submitted to the city in hard copy and electronic format.

***Lump Sum Fee: \$13,480.00***

#### **5. Reimbursable Expenses**

Reimbursable expenses including costs involving the reproduction of drawings, specifications, presentation boards, etc. required by the project, except those utilized by NFE in the development of the project will be invoiced based on time and materials in accordance with the attached fee schedule.

***Lump Sum Fee: \$1,000.00***

Based on the work outlined above, we submit the following engineering fee for your approval, allocated by improvement area:

<b><u>WORK</u></b>	<b><u>ESTIMATE FEE</u></b> <b><u>(Kayak – 12%)</u></b>	<b><u>ESTIMATED FEE</u></b> <b><u>(Dock – 88%)</u></b>
Construction Layout	\$2,681.00	\$19,659.00
Contract Administration	\$2,952.00	\$21,648.00
Inspection & Construction Management	\$13,872.00	\$101,728.00
As-Builts	\$1,618.00	\$11,862.00
Reimbursable Expenses	\$120.00	\$880.00
<b>TOTAL NOT-TO-EXCEED AMOUNT:</b>	<b><u>\$21,123</u></b>	<b><u>\$154,897.00</u></b>

We submit the following cost breakdown as evidence of our expected costs associated with performing construction administration services for this project:

#### **CONSTRUCTION LAYOUT**

<b><u>Classification</u></b>	<b><u>Description of Work</u></b>	<b><u>Estimate Hours</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Amount</u></b>
2 Person Survey Crew	Construction Layout	80	\$139.00	\$11,120.00
Land Survey Technician	Coordinate Preparation	60	75.00	4,500.00
Survey Coordinator	Scheduling	30	96.00	2,880.00
Principal	Review and oversight	32	120.00	3,840.00

**Subtotal Construction Layout** **\$22,340.00**

**CONTRACT ADMINISTRATION**

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Principal	Contract Administration/ Project Oversight	140	120.00	\$16,800.00
Engineer II	Shop Drawing Review & Estimate Preparation	100	78.00	<u>7,800.00</u>
<b>Subtotal Construction Administration:</b>				<b>\$24,600.00</b>

**INSPECTION & CONSTRUCTION MANAGEMENT**

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
Engineer II	Site Inspection/Constr. Mgmt.	400	\$ 78.00	\$31,200.00
Inspection Technician	Site Inspection	800	64.00	51,200.00
Project Manager	Inspection Coordination and Scheduling	200	106.00	21,200.00
Principal	Review & Coordination	100	120.00	<u>12,000</u>
<b>Subtotal Inspection &amp; Construction Management:</b>				<b>\$115,600.00</b>

**ASBUILTS**

<u>Classification</u>	<u>Description of Work</u>	<u>Estimate Hours</u>	<u>Hourly Rate</u>	<u>Amount</u>
2 Person Survey Crew	As-Built Field Work	40	\$139.00	\$5,560.00
Engineering Tech. III	Coordinate Preparation	80	84.00	<u>\$6,720.00</u>
Principal	Review & Coordination	10	120.00	<u>1,200.00</u>
<b>Subtotal As-Built:</b>				<b>\$13,480.00</b>

**REIMBURSABLES**

Blueprinting, delivery charges, etc.	\$ 1,000.00
<b>Subtotal Reimbursables:</b>	<b>\$ 1,000.00</b>

**TOTAL NOT-TO-EXCEED AMOUNT:** **\$176,020.00**

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Please be advised that invoices will be based on actual hours and work required as approved by your office and the not-to-exceed amount will not be exceeded unless authorized by our office. We look forward to working with you on this important project for the city.

If you have any questions or require further information, please feel free to contact me.

Sincerely,  
Nowak & Fraus Engineers

\_\_\_\_\_  
Steve Sutton, P.E.  
Managing Partner

Date: August 26, 2025

Recommended By:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Ken Elwert, CPRE, Park and Rec Director

Date: \_\_\_\_\_

Approved By:  
CITY OF ROCHESTER HILLS

\_\_\_\_\_  
Bryan K. Barnett, Mayor

Date: \_\_\_\_\_