



January 13, 2025

Ms. Sara Roediger
Planning & Economic Development Director
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RE: Proposal for Construction Services
Gateway & Park Signage

Dear Ms. Roediger:

We are submitting this scope of construction services for the above referenced project based upon a submission deadline scheduled for Thursday, December 5, 2024, OHM and the anticipated start of construction shortly thereafter. The following outlines our Project Understanding, Scope of Services, Schedule, and Compensation for the construction phase of this project.

PROJECT UNDERSTANDING

The project includes 21 Gateway and park signage installations at various locations throughout the City, within road right-of-way or City Park properties. The work at each location includes sign fabrication and installation, site preparation and grading, landscaping, lighting, utilities, and restoration. OHM will assist the City team with construction administration and oversight to deliver a signature project that continues to build the City's brand.

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 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.

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.

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- 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.
- Continue coordination efforts with MDOT for the M-59 and Rochester Road location.

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 significant construction work, including underground utilities, site grading, landscaping, and restoration, 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. Based on the project scope and schedule, we have included 200 hours of observation effort in this scope budget.
- Visit the Contractor’s fabrication facility for periodic sign fabrication reviews. We have included efforts for up to five (5) such visits.
- Produce field reports to document work and record quantities of contract pay items.

SCHEDULE

In accordance with the contract documents, we expect that work on this project will start in January 2025. The construction of the project is anticipated to be substantially complete by August 3, 2025, with the remaining restoration of the project areas to be completed before September 30, 2025. The specific schedule for the sign fabrication and installation will be set by the selected contractor.

COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of seventy-five thousand dollars (\$75,000.00). The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Construction Engineering	\$ 29,800
Contract Administration	\$ 20,600
Construction Observation	<u>\$ 24,600</u>
Construction Services Total	\$ 75,000

ASSUMPTIONS & EXCLUSIONS

- Main City point of contact will be Ms. Sara Roediger.
- The City will create and execute final contract agreements with the Contractor for the project.
- Materials testing services will be provided by others through an existing City contract and are not included in the above scope of services.
- The City Building Department will perform necessary inspections for electrical and foundations at each location as required. OHM
- The project contract includes Contractor Staking. Staking operations performed by OHM are not included in this proposal.
- The City will be responsible for establishment of new electric services/meters with DTE as necessary.



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: Ben Weaver, OHM
Paul Wilkerson, OHM
File

CITY OF ROCHESTER HILLS

Recommended:

BY: _____

Sara Roediger, Planning & Economic Department Director

Date

Approved:

BY: _____

Lisa Cummins, Procurement Manager

Date