



May 27, 2025

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Attention: Mr. Keith Depp, Project Engineer

Regarding : South Adams Pathway Connections
Scope of Design Engineering Services

Dear Mr. Depp:

Thank you for this opportunity to provide professional engineering services for the above referenced project. We have prepared the following project understanding and scope of services to be provided by OHM Advisors based on our previous discussions and the project's funding application.

PROJECT UNDERSTANDING

The project consists of construction of approximately 2,000 feet of pathway along South Adams Road to fill gaps within the City's existing pathway network. The first section is from the west side of the Meijer gas station drive along the north/west side of Adams to Forester Blvd then along the south side of Forester to the intersection with Old Adams Road. The second section is from the east side of the WhiteWater car wash along the south side of Adams to the Clinton River Trail near the mastodon site seating area. SMART has also recently added several bus stops in this area, which the new pathway connections will provide improved access to.

This project will include 8-foot-wide asphalt pathway in accordance with City standards. Sidewalk ramps will be improved at intersections for ADA compliance as well. It is our understanding that the City has received a grant from Oakland County through the Access to Transit Program to support the construction of this project. The total project is anticipated to be approximately \$535,000.

SCOPE OF SERVICES

Task 1 – Project Initiation and Obtain Information

Under this task, we will initiate the project and obtain necessary information to proceed with the design. Specific work efforts include:

- Organize and attend a kickoff meeting with City staff to review project objectives, prepare design criteria, and establish pathway limits.
- Contact Miss Dig to obtain existing utility information. Review existing utility information and note location of project details.
- Perform a site review to identify elements that are sensitive to project, i.e. driveway locations and other access issues, seek evidence of utility facilities in the area, geometric deficiencies, landscape/aesthetic features, and drainage items.
- Topographic survey will be collected, however the survey obtained for the pathway will be limited between Adams Road back of curb and trees lines or a sufficient distance as determined by OHM. Detailed tree



inventory and structure inventories will not be collected.

- ▶ Coordinate with the City's Geotechnical Engineer, Intertek PSI, to obtain soil borings and pavement cores along the project route should the City desire to obtain this information.

Task 2 – Design Development

Under this task, we will undertake the preparation of design details and specifications for the project and apply for the necessary permits. Specific work efforts include:

- ▶ Review field information collected to identify any deficient areas in the existing conditions.
- ▶ Coordinate with the Geotechnical Engineer or City Standards to assist in developing pavement cross-sections for the pathway.
- ▶ A reduced project design plan set will be developed. This includes the following sheets:
 - Title Sheet
 - Legend Sheet
 - Note Sheet
 - Typical pathway cross-sections, existing and proposed
 - Construction plans (no removals)
 - Detailed Grading plans for sidewalk ramps
 - Maintenance of Traffic Plans
- ▶ Utilize City technical specifications and method of payment entailing materials, equipment, and labor necessary to perform the work. OHM will supplement the City's technical specifications with unique specifications as needed.
- ▶ Prepare a Maintenance of Traffic (MOT) plan. It is anticipated that traffic will be maintained with single lane (outside) closures as required.
- ▶ Evaluate grading and ROW impacts associated with the proposed work and determine construction limits.
- ▶ Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- ▶ Prepare documents to obtain an Oakland County Water Resources Commission (OCWRC) soil erosion permit and Road Commission for Oakland County (RCOC) work in right-of-way permit.
- ▶ Compute preliminary quantities and prepare a preliminary Engineer's Opinion of Probable Construction Cost.
- ▶ Arrange and attend a review meeting with City staff to review the preliminary plans and specifications, as needed.

Task 3 – Final Design and Contract Documents

Based on comments received on the preliminary plans, final construction documents will be created and advertised for bidding. Specific work efforts include:

- ▶ Finalize design plans based on comments obtained.
- ▶ Complete detailed grading at ramps.
- ▶ Finalize grading easement limits and locations for City pursuit, if necessary.
- ▶ Prepare a bid sheet entailing all items of work and associated quantities.
- ▶ Prepare a final engineer's opinion of probable cost.
- ▶ Arrange and attend a meeting with City staff to review the bid set, as needed.
- ▶ Attend the bid opening.
- ▶ Prepare and evaluate a project bid tab. The bid tab shall include bidding contractors' total project bid and unit price breakdown.



SCHEDULE

The project will commence upon authorization to proceed. Design would start once authorized and field work for the design would take place in the Summer 2025. Permits would be submitted once final scope and cost have been confirmed. Final deliverables would be complete by Fall 2025. We anticipate that the project would be bid through Winter 2025 for a Spring 2026 construction start.

COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of forty-two thousand dollars (\$42,000.00). The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Task 1 – Project Initiation and Obtain Information	\$ 12,000
Task 2 – Design Development	\$ 20,000
Task 3 – Final Design and Contract Documents	<u>\$ 10,000</u>
Total	\$42,000

FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above-listed scope of services was prepared with the following assumptions.

- ▶ City will be responsible for all permit application fees and permit fees.
- ▶ Geotechnical Services will be provided by Intertek PSI under a separate contract and are not included in this scope of services.
- ▶ No permanent right-of-way is anticipated. City will obtain temporary grading easements, if required.
- ▶ City will provide site engineering plans for any current and proposed developments along the corridor for incorporation into the pathway plans.
- ▶ Meetings with adjacent property owners or outside stakeholders will not be required.
- ▶ No roadway improvements are anticipated beyond curb ramps required at intersection crossings.
- ▶ No other permits are anticipated beyond the OCWRC soil erosion and RCOC right-of-way permits.
- ▶ OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:
 - a. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation and/or construction layout.
 - b. Relocation design services for public utilities, if required.
 - c. Environmental assessments or reports, drainage studies, or other environmental evaluations associated with potential contaminated soils.
 - d. Design services for traffic signal modifications or improvements.
 - e. Preparation of plans for landscaping and ornamental improvements.

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

Alex Parent, P.E.
Project Manager

Timothy J. Juidici, P.E.
Principal-in-Charge

Encl: Pathway Connections Map

cc: Bill Fritz, DPS Director
Tracey Balint, City Engineer
File

CITY OF ROCHESTER HILLS

Recommended:

BY: _____
Bill Fritz, Director – Dept of Public Service

Date

Approved:

BY: _____
Lisa Cummins, Procurement Manager

Date

