



March 24, 2026

Mr. Ken Elwer, CPRE
Parks and Natural Resources
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

RE: City of Rochester Hills – Nowicki Park Improvements
Surveying Layout, Construction Inspection and Engineering Assistance
NFE Proposal 2026-32

Dear Mr. Elwert:

In response to your request, we have reviewed the project requirements relative to performing construction administration services for the Nowicki Park Project. Pursuant to the progress schedule, this project is scheduled to start in May of this year and culminate in August 2027. This project has been bid and the low bidder cost for the project is \$13,671,437.

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

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. We have prepared an estimated budget of anticipated stakeout costs for this project. 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.

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.

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

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; building 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. In addition, NFE will provide all city requested as built data points to allow for update of the cities GIS mapping.

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.

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

WORK	NTE ESTIMATED FEE
Construction Layout	\$112,840
Contract Administration	\$133,600
Inspection & Construction Management	\$859,660
As-Builts	\$33,080
Reimbursable Expenses	\$1,000
TOTAL NOT-TO-EXCEED AMOUNT:	<u>\$1,140,180</u>

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

CONSTRUCTION LAYOUT

Classification	Description of Work	Estimate Hours	Hourly Rate	Amount
2 Person Survey Crew	Construction Layout	360	\$188.00	\$67,680.00
Land Survey Technician	Coordinate Preparation	180	98.00	17,640.00
Survey Coordinator	Scheduling	80	148.00	11,840.00
Principal	Review and oversight	80	196.00	15,680.00
Subtotal Construction Layout				\$112,840

CONTRACT ADMINISTRATION

Classification	Description of Work	Estimate Hours	Hourly Rate	Amount
Principal	Contract Administration/ Project Oversight	400	196.00	\$78,400
Senior Project Engineer	Contract Administration	200	148.00	29,600
Engineer II	Shop Drawing Review & Estimate Preparation	200	128.00	<u>25,600.00</u>
Subtotal Construction Administration:				\$133,600

INSPECTION & CONSTRUCTION MANAGEMENT

Classification	Description of Work	Estimate Hours	Hourly Rate	Amount
Senior Inspection Tech	Site Inspection/Constr. Mgmt.	3000	\$ 94.00	\$282,000
Inspection Technician	Site Inspection	4800	82.00	393,600

Project Manager	Inspection Coordination and Scheduling	220	128.00	28,160
Principal	Review & Coordination	400	196.00	78,400
Playground Consultant Allowance	Review and Site Inspection			60,000
Electrical Engineer Allowance	Shop Drawings / RFI			15,000
Irrigation Consultant	Shop Drawings / RFI			2,500
Subtotal Inspection & Construction Management:				\$859,660

ASBUILTS

Classification	Description of Work	Estimate Hours	Hourly Rate	Amount
2 Person Survey Crew	As-Built Field Work	80	\$188.00	\$15,040
Geospatial Eng III	GIS Preparation and Mapping	102	100.00	10,200
Engineering Tech. III	Coordinate Preparation	40	98.00	3,920
Principal	Review & Coordination	20	196.00	3,920
Subtotal As-Builts:				\$33,080

REIMBURSABLES

Blueprinting, delivery charges, etc.	\$ 1,000.00
Subtotal Reimbursables:	\$ 1,000.00

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

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: _____