



March 10, 2026

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

RE: **South Adams Pathway Connections**  
Scope of Construction Services

Dear Mr. Depp:

Outlined below is a Scope of Work for construction services to be provided by OHM Advisors for the above referenced project.

### **PROJECT UNDERSTANDING**

It is our understanding that the City of Rochester Hills plans to move forward with the construction phase of the South Adams Pathway Connections project for which bids were received on Wednesday, March 4th, 2026. The project consists of almost one half mile of pathway along South Adams Road from Forester Boulevard to a refuge area along the Clinton River Trail. This eight foot wide pathway connects sections that were previously dead ends. We are aware that the City entered into an Interlocal Agreement with the City of Auburn Hills to provide additional connectivity beyond Forester Boulevard and will observe that Agreement. We are also aware that the City received funding from the County through an 'Access to Transit' program and will be cognizant of any reporting requirements for that as well.

### **SCOPE OF SERVICE**

#### **Construction Engineering / Observation**

Under this task the project 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 all pathway pavement section and utility construction.
- ▶ Produce daily field reports to document construction activities and record quantities of contract pay items.
- ▶ Prepare and provide the Contractor with a list of required submittals and review shop drawings, construction schedules, materials certifications, and other submittals.
- ▶ Address Contractor's construction concerns and resolve conflicts with the executed contract specifications.
- ▶ Arrange and attend regularly scheduled progress meetings during the construction phase. It is anticipated that meetings will be held biweekly during the active construction period, and as requested by the City.
- ▶ Coordinate with the materials testing consultant on material related items.
- ▶ Coordinate with the property owners and other stakeholders in the construction area regarding access, traffic staging, schedule, and other pertinent items for the duration of the project.
- ▶ Prepare and deliver record (As-Built) plans that include the constructed location of all installed underground utilities. Record plans will be delivered electronically in PDF format.



### **Contract Administration**

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

- ▶ Arrange and attend one (1) pre-construction meeting prior to the start of the project.
- ▶ Review Contractor's progress on the project to ensure that the work is in compliance with the proposed schedule.
- ▶ Prepare monthly construction pay estimates and process contract change orders (if required).
- ▶ Request and review information from the Contractor to verify compliance with funding requirements, if required.
- ▶ Review construction claims and coordinate claim resolution with Contractor and City.
- ▶ Request and collect Contractor's declaration, contractor's affidavit, waivers from major suppliers and subcontractors, release of surety, and release from other public agencies for which permits have been obtained under this contract.

### **SCHEDULE**

Based on the Council meeting schedule of March 23<sup>rd</sup> and contract book execution timelines, we anticipate that construction may begin in late April or early May. Per the contract documents, the pathway should be paved by July 3<sup>rd</sup>, 2026 and final completion of all project items by August 28<sup>th</sup>, 2026.

### **COMPENSATION**

The construction engineering and contract administration outlined above will be performed on an hourly basis for the not-to-exceed amount of fifty-two thousand seven hundred and fifty dollars (\$52,750.00). The City will be invoiced for services on a monthly basis. The City of Auburn Hills section of the project will be invoiced separately as detailed in the Interlocal Agreement.

### **FURTHER CLARIFICATIONS AND ASSUMPTIONS**

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

- Materials testing services will be provided by a subconsultant under a separate contract and are not included in this scope of services.
- The City will be responsible for any permit or inspection fees not covered by the Contractor.

Should you find this agreement acceptable, please execute both copies and return one 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**

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Alex Parent, P.E.  
Project Manager

cc: Tracey Balint P.E., City Engineer  
Tim Juidici P.E., OHM



**City of Rochester Hills  
South Adams Pathway Connections  
Construction Services**

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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