

May 28, 2024

Mr. Tim Lynch, City Manager
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107

**Subject: Proposal for Professional Services – Next Steps Through Construction
McCoy Creek Culvert Repair**

Dear Mr. Lynch:

Abonmarche is pleased to present this proposal for professional services related to the replacement of the failing culvert underneath the public driveway and sidewalk parallel to Days Avenue near downtown Buchanan. Abonmarche's original scope of work is nearly complete, and per our recent meeting several additional steps are needed to implement replacement of a portion of the structure.

UNDERSTANDING

Abonmarche has prepared a permit application, and the City has requested continued services. Per our discussions, Abonmarche will advance the design of the steel sheet pile walls, prepare an informal bid package, assist with bidding and award, and administer construction. The scope of work herein is intended to define the scope of work discussed.



Figure 1: Image of failing culvert parallel to Days Avenue facing north (Buchanan, MI). Note: failure area inside culvert is approximately 10-20' into the culvert.

SCOPE OF SERVICES

We propose the following Scope of Services:

[Note that Tasks 1 through 5 are either complete or in process.]

6. **Final Design:** Abonmarche will advance the concept design to a level of detail that will allow competitively bidding the project and establishing minimum requirements for construction.

6A – Final Design: Final design will be completed to identify only the critical design components of the project, given the intent to bid the project quickly. The following critical components will be designed and specified in drawings:

- Steel sheet pile wall material, minimum embedment elevation, wale beam, cap, and bracing or anchor system
- Reinforced concrete bridge deck/culvert cap details and placement/anchoring requirements
- Grading plan
- Utility penetration typical detail
- Removals

Upon completion of this task, Abonmarche will deliver a set of bid drawings that include the above material specifications and details. Abonmarche will first submit a draft for the City's review, and then make one round of revisions to the drawings before finalizing.

6B – Geotechnical Investigation: Abonmarche will work with a geotechnical subconsultant to complete a basic geotechnical investigation. The purpose of the geotechnical investigation is to determine and evaluate subsurface soil and groundwater conditions along the length of the project. Due to timing, Task 6A must be advanced prior to the collection of soil borings. Therefore, the completion of Task 6B may result in either bid amendments or contract amendments if unexpected conditions are identified.

A total of 4 test borings are planned, to depths of up to 25 feet, including two on each side of McCoy Creek. Laboratory tests will be performed to determine the physical characteristics of the subsurface soils. The testing program may include determination of unconfined compressive strength, dry density, natural moisture content, organic matter content, Atterberg limits, and soil classification in accordance with the Unified Soil Classification System.

The geotechnical consultant will contact Miss Dig utility locate service to identify any public utilities in the vicinity prior to mobilizing to the site.



The report will be prepared by a registered geotechnical engineer and will include the following information.

- A description of the tests performed
- Subsurface soil and groundwater conditions
- Recommendations regarding the design of the replacement walls
- Groundwater control in construction excavations, as appropriate
- Recommendations for vibration monitoring during construction – will be within contractor's scope

7. **Bid Document Preparation**: Abonmarche will prepare a set of informal bid documents, intended for distribution to qualified contractors. The bid documents will include the above drawings, an EJCDC draft contract, general specifications, and other necessary technical specifications for defining the critical components of the project.

8. **Bid and Award Assistance**: Abonmarche will distribute project advertisements to qualified contractors known to Abonmarche, and others as directed by City Staff. The bid will be administered electronically through Abonmarche's online bidding website and/or the City's website, as appropriate. We will address questions and issue addenda as needed. Any fees for advertising will be paid by the City.

This phase includes attendance at a pre-bid conference, bid opening, and City Council meeting. Abonmarche will also tabulate bids, review bidder references, and submit a contract award recommendation.

9. **Construction Administration**: Abonmarche will administer construction, including processing pay estimates, requests for information (RFIs), reviewing shop drawings and submittals, change orders, punch list, and related construction administration duties. Most of the construction will be administered through part-time inspection, except where noted otherwise below. Abonmarche efforts are based upon a six (6) week construction period. If construction extends beyond six weeks, Abonmarche will notify the City and discuss expansion of scope.

Abonmarche will attend and conduct all meetings necessary for the administration of the construction contract. This is anticipated to include the pre-construction meeting, up to 6 weekly or bi-weekly (every other week) meetings, a punch list walk-through, and site visit for verification of completion and final acceptance. We have also estimated office support time of four hours per week during construction.

At the close of construction, we will conduct a final walk-through to develop a punch list of items to address before contract closeout. We will administer the construction phase until the project has been closed out.



10. Construction Staking: Abonmarche will complete construction staking per contractor requests. We have estimated a total of two rounds of staking will be required, however, if our efforts exceed the budget, or if multiple rounds of staking/re-staking are required, we will complete these efforts on a time and materials basis.

MEETINGS & SCHEDULE

This proposal anticipates attendance of up to five (5) meetings in Buchanan in addition to the construction administration site meetings described above.

Abonmarche is aware that the replacement needs to occur as soon as possible, as the driveway access is currently closed. Based upon our discussions, we anticipate bidding the project as early as mid-June, with construction taking place in July, pending contractor schedules, materials procurement, and permit issuance.

NEXT STEPS AND EXCLUSIONS

Our proposal does not include any fees for obtaining record information or permit application fees. The following services are specifically excluded from this proposal. If a need is identified, Abonmarche is available to provide a proposal at your request.

- Berrien County SESC permits, Local (City) permits – by contractor
- Special studies as required by agencies (i.e., wetland delineation, threatened endangered species studies, etc.)

FEES

Our fees to complete the above scope of services, including direct costs, will be invoiced on a time and materials (T&M) basis not to exceed the following budgets:

Task 6A – Final Design	\$ 15,300
Task 6B – Geotechnical Investigation Budget ⁽¹⁾	\$ 9,500
Task 7 – Bid Document Preparation	\$ 7,400
Task 8 – Bid and Award Assistance	\$ 3,400
Task 9 – Construction Administration	\$ 17,500
Task 10 – Construction Staking	\$ 1,800
Total Fee:	\$ 54,900

1. Task 6B represents a budget for geotechnical services and Abonmarche 15% administrative fee. If actual geotechnical fees exceed the budget, Abonmarche will notify the City and discuss modification to this budget.



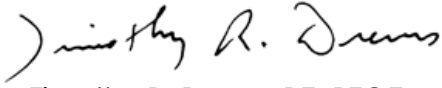
As we previously entered into a standard professional services agreement, your signature below will serve as authorization to proceed with the work outlined herein per the terms of our original professional services agreement.

If you have any questions or need further clarification, please feel free to contact me at (269) 926-4559.

Sincerely,
ABONMARCHE CONSULTANTS, INC.



Michael Morphey, PE, LEED AP
Waterfront Group Director



Timothy R. Drews, PE, PTOE
Vice President

AUTHORIZED BY:

DATE:

(Signature & printed)

(Date)

CC: Scott Leblang, PE
Tony McGhee
Martin Rivas, EIT

