



COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

635 CIRCLE DRIVE • IRON MOUNTAIN, MI 49801 • PHONE: 906-774-3440

September 8, 2025

Mr. Eric Buckman, City Manager
City of Gladstone
1100 Delta Avenue
Gladstone, MI 49837
Email: ebuckman@gladstonemi.org

Re: Professional Engineering Services
South Hill Road MDOT Small Urban Design and Inspection

Dear Mr. Buckman:

Coleman Engineering Company (CEC) appreciates the opportunity to submit this proposal for professional engineering services on the upcoming South Hill Road MDOT Small Urban Project in the City of Gladstone (City).

CEC understands that the project will generally consist of the crush, shape, and paving of South Hill Road from the railroad crossing at US-2 to the intersection of Tipperary Road, from 18th Avenue to 25th Street, approximately 4,700 feet. Widened shoulders will be constructed on both sides of South Hill Road. Geogrid base stabilization will be added to portions of the road near 906 Motors to support poor soils conditions expected in the eastbound south lane. Guardrail replacement will be completed to update existing guardrail sections to meet current standards.

Funding for the project will be provided by a fiscal year 2026 MDOT Small Urban Grant with City of Gladstone matching funds. Construction is planned for the summer of 2026.

CEC will undertake the following tasks to complete this project.

Design Phase:

- Meet with City representatives to finalize the project scope and delivery schedule;
- Prepare a State Historic Preservation Office review application for the project;
- Complete an MDOT Environmental Assessment for the project;
- Prepare and submit the Program Application to MDOT;
- Perform three (3) soil borings to a depth of 10 feet;
- Perform complete topographic survey of the project area;
- Prepare plan set with sufficient detail, as defined by MDOT, which will include a title sheet, typical section(s), note sheets and sheets identifying quantities of pay items at various stations;
- Prepare cost estimate with MERL Project Estimator;

- Prepare other MDOT bidding documents, including Special Provisions (if necessary), Progress Clause and Coordination Clauses;
- Submit all information to MDOT and schedule the Grade Inspection Meeting;
- Conduct the Grade Inspection Meeting with City and MDOT representatives; and
- Submit the final bidding package to MDOT and answer bidder questions during bidding.

Construction Phase:

- Facilitate a pre-construction meeting with the Contractor and prepare minutes;
- Required materials testing per MDOT specifications;
- Responsible for daily inspection and reports;
- Preparation of pay estimates, work orders and contract modifications in AASHTOWare Project Management software; this work will be accomplished by a Certified Office Technician, as required by MDOT; and
- Conduct a final project inspection and provide required paperwork to MDOT.

Fee:

CEC proposes to provide the above-referenced professional engineering services on a time and materials basis for a total not-to-exceed fee of \$28,000 for design phase services and \$29,500 for construction phase services.

Assumptions:

- Construction of this project will be completed in the 2026 construction season;
- Construction survey will be the responsibility of the Contractor;
- Land acquisition will not be required to complete the project;
- Storm sewer, sanitary sewer and water main work will not be required;
- Construction is anticipated to be completed in four (4) weeks from the onset of construction.

If you accept this proposal, please endorse the attached Work Order and return a copy to our office via email. A fully executed version will be returned to you. Once again, we would like to thank the City of Gladstone for this opportunity.

Sincerely,
COLEMAN ENGINEERING COMPANY



Scott Nowack, P.E.
Principal

SAN/mab

Attachment

AGREEMENT NO. 190286
PROJECT NO. _____
WORK ORDER NO. 01

EXHIBIT "A"
WORK ORDER

COLEMAN ENGINEERING COMPANY and its directors, officers, shareholders, employees, agents, affiliates, independent professional associates, consultants and subcontractors, as the case may be, (collectively, "COLEMAN") agree to perform for CLIENT, on this specific Project, the Services described below. The services shall be performed subject to and upon the terms and conditions set forth in the Professional Services Agreement (the "Agreement") dated February 8, 2019, by and between COLEMAN and CLIENT, which Agreement is hereby amended to incorporate this Work Order.

It is agreed that this Agreement, and such other documents required by it during the term of this Agreement, may be approved by a signed copy transmitted by fax or .pdf copy containing all signatures in lieu of the original signed copy, and that a copy transmitted by fax or .pdf shall be legally binding upon the parties to said Agreement(s)."

PROJECT: Professional Engineering Services
South Hill Road MDOT Small Urban Design and Inspection

SERVICES: As described in our proposal letter dated September 8, 2025, a copy of which is attached and made part of this contract.

FEES: Services will be completed for a not to exceed fee of \$57,500 for the scope of work, the assumptions and the conditions set forth in our proposal dated September 8, 2025, a copy of which is attached and made part of this contract.

Please understand that services will be invoiced on a time and materials basis using our current standard fee schedule(s) and that our estimate of cost is based on our current understanding of the project requirements and the level of effort needed to complete the services. We will make every effort to not exceed our estimate but if the scope of services and the associated assumptions or conditions of our estimate change, we will need to discuss how the changes will affect our estimate. Out of scope services will not be completed until our estimate is adjusted and approved. In addition, if our understanding of the service changes, we will also cease work until we discuss and agree to proceed.

SPECIAL TERMS AND CONDITIONS:

During completion of this work, Coleman Engineering Company will not accept responsibility for the safety of individuals other than Coleman Engineering Company employees.

AUTHORIZATION

This Work Order and the scope of services (the "Services") defined herein are approved and COLEMAN is hereby directed and authorized to proceed with the Services for the designated Project in accordance with the terms and conditions of the above-referenced Agreement.

Requested By:
CITY OF GLADSTONE

Accepted By:
COLEMAN ENGINEERING COMPANY

By: _____

By: Scott Nowack, P.E.

Title: _____

Title: Principal

Date: _____

Date: 9-8-25