



May 25, 2023

Ms. Rebecca Runkel
City of Novi
Field Services Complex
26300 Lee Begole Drive
Novi, MI 48375

Reference: Scope and Fee Letter for
2023 Capital Preventative Maintenance (CPM) Project

Dear Ms. Runkel,

AECOM is pleased to submit this proposal for the above referenced project. The work for this project will include field analysis of roadways; selection of asphalt roadways that are good candidates for CPM repairs; development of a project manual utilizing a Fixed Price Variable Scope delivery method; and performing full Construction Engineering Services. This project will be bid as a log job.

Initial Meeting and Scope Verification:

The intent of this task is to meet with the City and verify the aims of the CPM project as well as identifying any types of roads or subdivisions that should be included in this project. Upon completion of this task, AECOM will perform a field review of potential roadways.

Preliminary Report:

AECOM will discuss findings and potential CPM fixes with the City. The goal will be to address as many roadways as possible with the limited budget available.

Preliminary Proposal:

AECOM will develop a preliminary Project Manual with the selected potential roadways. A full set of plans will not be developed as this will be delivered as a log job, which will be outlined in the Project Manual. The Project Manual will include details on the Fixed Price Variable Scope delivery method, outline the work to be completed along with any required special provisions, identify the streets required to be included in a bid, additional streets for bid, and the scoring for the Contractor selection process.

Final Proposal:

Incorporating comments from the City, AECOM will develop the final Project Manual and cost estimate.

Advertising and Award:

We will respond to any final comments received from the City and submit the Advertisement for Bids to the City for publication. Contract documents will be made available to bidders by



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AECOM. AECOM will respond to bidder inquiries during the advertising period and prepare addenda as required. Following the bid opening, AECOM will submit the Bid Tabulation and a letter with recommendations regarding contract award.

Construction:

AECOM will provide full time inspection, contract administration, and staking as required for the project.

Estimated Cost of Design and Construction Fees:

Given the fee schedule and available out the door budget for the City of Novi, the total construction contract to be awarded to the Contractor will be \$870,000. 00

Design Fee: $\$870,000.00 \times 5.50\%$ = \$47,850.00

We understand that fees for crew days will be determined after a construction contract is awarded.

Please contact me if you have any questions or wish to discuss this submittal.

Sincerely,

AECOM Great Lakes, Inc.

A handwritten signature in blue ink, reading "Sean Kelsch".

Sean Kelsch, PE
Vice-President