



November 24, 2025

Mr. Jeffrey Herczeg
Director of Public Works
City of Novi - Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375

**RE: Scope of Design Engineering Services
2026 – 2027 Neighborhood Road Program**

Dear Mr. Herczeg:

Per your request, the following outlines our proposed scope of services and fee to perform design engineering, for the above referenced project. This summary includes our project understanding, proposed scope of work, assumptions, schedule, and fee.

PROJECT UNDERSTANDING

It is our understanding that the City of Novi plans to continue its annual neighborhood road program. The roads selected, yet to be finalized for the 2026 and 2027 program are based on City budgeted funds and recommendations from DPW staff, as well as Road Reports prepared by OHM and the City. Given the current state of asphalt roads ratings compared to concrete roads, we have been directed to focus on only asphalt roads for this program. As usual, the determination of which roads are being reconstructed or rehabilitated is based upon on a balance of the best fix for each individual road and cost efficiencies looking at the overall road program.

Given the scale of the project, the design plans for the proposed work will be prepared in an abbreviated format when compared to traditional full road plans. Topographic survey work is proposed for all the selected streets within the sidewalk or right-of-way, whichever is lesser. Additional focus will be placed on intersections where pedestrian facilities will need to be updated to be in compliance with ADA standards, roadway sections where a full reconstruct is anticipated, or areas where significant curb repair or drainage improvements are required.

SCOPE OF SERVICES

The following outlines our work plan to accomplish the scope of services for this project as noted above:

- Continue meeting with the City to discuss road selection, project approach, and schedule.
- Notify all known utility agencies through the MISS DIG system of the proposed work within the project limits, checking for conflicts and coordinate relocations as needed.
- Complete topographic survey collection of the selected roadways and pre-determined areas of additional focus.
- Perform a site review to identify elements that are sensitive to project which includes driveway locations, access issues, geometric deficiencies, drainage features, and utility facilities within the project area.
- Coordinate with the Geotechnical Engineer to develop typical pavement sections for the project locations.
- Prepare technical specifications entailing materials, equipment, and labor necessary to perform the work.
- Compute preliminary quantities and prepare Engineer's Opinion of Probable Construction Cost.



- Attend two meetings with the City to review the contract documents and address any requested revisions.
- Assist the City with coordination of utilities found in the area that may have impacts during construction.
- Coordinate with City staff and other interested parties to prepare a Construction Work Zone plan.
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- Prepare design plans, specifications, and bidding documents.
- If required, assist the City with advertising and soliciting bids, printing and distributing bidding documents to interested bidders, tabulate and review the bids, check contractor references and provide a recommendation of the award of the project construction to a qualified contractor.

SCHEDULE

The following outlines our anticipated schedule milestones related to the main tasks of the described work:

- Base Plans – February 2026
- Final Plans – April 2026
- Prepare Plans and Specifications for Bid – June 2026
- Anticipated Construction Start – July 2026

Note: if the City can expend funds prior to the 2026 Fiscal Year starting July 1, OHM can look to expedite the project schedule.

FEE

Per the fee schedule in the Civil Engineering Consulting Services Agreement between the City and OHM Advisors, the fee for this project would be a minimum of \$441,000 (4.5% x \$9.8 million). Based on the size and scope of the project, we propose reducing this fee to 3.25%. This results in a proposed lump sum fee to perform the work as outlined in this scope of services of three hundred eighteen thousand and five hundred dollars (\$318,500.00). The fee derivation is based on the following breakdown:

Asphalt Program (2 yrs.)	\$ 7,800,000.00	3.25%	\$ 253,500.00
Capital Preventative Maintenance (2 yrs.)	\$ 2,000,000.00	3.25%	\$ 65,000.00
Total			\$ 318,500.00

Thank you for the opportunity to be of service. If you have any questions or require additional information, please contact us. We look forward to continuing our work with you on this project.

Sincerely,
OHM Advisors

Authorization to Proceed

Timothy J. Juidici, P.E.
Principal-in-Charge

Signature

Date

cc: Ben Croy, Rebecca Runkel, Aaron Staup (City)
Alex Parent (OHM)

Printed Name

Title