



October 26, 2023

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

Reference: Scope and Fee Letter for
2024 Neighborhood Sidewalk Repair Program

Dear Ms. Runkel,

AECOM is pleased to submit this proposal for the above referenced project. The work for this project will include the removal and replacement of individual flags of sidewalks that have at least 0.75" of deflection or have extensive cracking and/or scaling. Also included in this project will be the removal of City approved trees and stumps that are determined to have already caused sidewalk damage and are at risk of causing future damage to sidewalks.

Initial Meeting and Scope Verification:

The intent of this task is to meet with the City and verify the aims of the repair program as well as identifying any other elements or considerations that should be included in this project. Upon completion of this task, AECOM will move forward with the preliminary design.

Survey and Base Plans:

It is not anticipated that full plans will be required for this project, but rather that it will be put out to bid as a log project with specifications and locations outlined in the Project Manual. Instead of performing survey, AECOM will send a representative to walk the entirety of the Chase Farms subdivision to measure and determine the exact quantity of sidewalk that will need to be removed and replaced as a part of this program. An additional subdivision may also be analyzed if the allowable budget is estimated to be available. If sidewalk ramps meet the required deflection or deteriorated conditions to be included in the program, they will be removed and replaced according to current ADA standards. If ramps that may be out of compliance are not required based on their condition, they will not be upgraded at this time. AECOM will also take note of the trees that we believe will continue to cause damage to sidewalks in the future so they can be analyzed by the City's arborist. The City will then make the determination of which trees will be removed.

Utilities:

AECOM will obtain existing utility data with a design ticket through the MISS DIG system. In addition, AECOM will distribute the base plan design set to the utility companies that have indicated that they have facilities in the project area. We will incorporate the additional information that utility companies provide to AECOM into the plan set should there be any need. It is not anticipated that utilities will be impacted by this work.



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Preliminary Plans:

Incorporating the information obtained from the above tasks, we will prepare the preliminary Project Manual (90%) in accordance with City requirements. This submittal will include items such as the typical cross section, materials/quantities and details. The preliminary submittal will also include required special provisions and an estimate of cost.

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 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. This will be completed through a separate authorization.

Estimated Cost of Design and Construction Fees:

The preliminary estimate of construction costs is \$425,000.00

Design Fee: $\$425,000 \times 10.0\%$ = \$42,500.00

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, appearing to read "Sean Kelsch".

Sean Kelsch, PE
Vice-President