



January 25, 2024

Ms. Megan Mikus
City of Novi
Field Services Complex
26300 Lee Begole Drive
Novi, MI 48375

Reference: Scope and Fee Letter for
2024 Chip Seal

Dear Ms. Mikus,

AECOM is pleased to submit this proposal for the above referenced project. The Chip Seal program will include the evaluation of all existing chip sealed roads throughout the City of Novi followed by drafting plans, specifications, and bidding the contract. The typical process for the rehabilitation of chip seal streets is to first receive spray patch to correct any irregularities in the road, then place chip seal and fog seal on top of the road.

The following tasks will be completed for the projects:

Initial Meeting and Scope Verification

The intent of this task is to meet with the City and verify the limits and scope of work for the project. AECOM will perform analysis of each of the existing chip seal roads, their given condition, proposed scope of fix, and a rough estimate of cost. This will help to maximize the amount of work to be completed within the available budget.

Survey and Base Plans

The intent of this task is to provide topographic survey and base mapping as needed for the proposed design work. We anticipate that a topographic survey will be required to provide an accurate representation of quantities.

AECOM will prepare base plans (30% - 40% complete) to identify the major design features. Base plans will include the results of the survey information and a preliminary estimate.

Preliminary Plans

Incorporating the information obtained from the above tasks, we will prepare the preliminary plan sets (90%) in accordance with City requirements. This submittal will include items such as the typical cross sections, materials/quantities, and details. A Project Manual and preliminary updated cost estimate will also be prepared and submitted for each contract.

Final Plans and Proposal

Incorporating comments from the City, AECOM will develop the final plans submittal, including the plan sets, Project Manual, and cost estimates.

Advertising and Award

We will respond to any final comments received from the City and submit the Advertisements for Bids to the City for publication. Contract Documents will be made available to bidders by AECOM for each contract. 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 for each contract.



Ms. Megan Mikus
January, 2024
Page 2

Construction

AECOM will provide full time inspection, contract administration, and staking as required for the projects. Materials Testing during construction will be performed by a geotechnical engineering firm hired directly by the City under the direction of AECOM.

Schedule

AECOM will hold a meeting with the City to determine the desired schedule of bid letting, award, and construction.

Estimated Fees:

AECOM will provide Design Engineering services and Contract Administration services per the 2022-2027 Engineering Fees Table.

2024 Chip Seal Design Fee: $\$950,082.87 \text{ (Construction Cost)} \times 5.5\% = \$52,254.56$

We understand that fees for construction phase services will be determined after a construction contract is awarded and that the City will pay the geotechnical firm for soil borings/cores, and materials testing during construction directly.

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