



Stantec Consulting Michigan Inc.
3754 Ranchero Drive, Ann Arbor MI 48108-2771

April 8, 2020
File: 2075151202

Attention: Mr. Billy Weirich, Utilities Superintendent
Pittsfield Charter Township
6201 W. Michigan Avenue
Ann Arbor, MI 48108

Dear Mr. Weirich,

Reference: Booster Pump Station Repairs & Upgrades Project – Phase 1 Construction Services

STATEMENT OF UNDERSTANDING

Pursuant to your request, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal to provide Construction Engineering Services for Phase 1 of the Booster Station Repairs & Upgrades Project. This project consists of rehabilitation and improvement to the existing water booster station. Construction completion is set for Fall 2020. The intent of these services is to assist Pittsfield Charter Township (Township) in confirming compliance with the contract documents. Construction plans and specifications have previously been prepared by Stantec.

SCOPE OF WORK REQUESTED

The following is the proposed scope of work included in this proposal:

- Conduct a pre-construction meeting with the Contractor and Township staff.
- Review shop drawings, manufacturer's data, sample/material submittals, and 3rd party test data.
- Provide construction survey staking.
- Provide part-time field oversight of construction activities.
- Assist the Township with administration of the construction contract to assure satisfactory compliance by the Contractor. Conduct and attend progress meetings and process necessary paperwork, including pay requests and change orders.
- Conduct project closeout, punch list, waivers, and final pay estimate.
- Coordinate project closeout with the Township.
- Prepare as-built plans based on Contractor provided data.
- A USB drive of all construction related correspondence.
- Estimated construction costs are \$250,200.00.

BUDGET

We recommend establishing a not-to-exceed budget of \$32,500.00 to complete the Construction Engineering scope of work listed above. The recommended fee is based on part-time inspection for approximately 25 weeks. The work will be completed as requested on a time and materials basis.

Please note that this work will be conducted under the General Engineering Services Agreement that has been previously executed between Pittsfield Charter Township and Stantec Consulting Michigan Inc.

April 8, 2020
Mr. Billy Weirich
Page 2 of 2

Reference: Booster Pump Station Repairs & Upgrades Project – Phase 1 Construction Services

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. We sincerely appreciate the opportunity to support Pittsfield Charter Township and look forward to assisting you with these important improvements. If you should have any questions, please feel free to contact us.

Regards,

Stantec Consulting Michigan Inc.



Greg Schofer LEED® AP
Project Manager
Phone: (734) 214-1852
Fax: (734) 761-1200
Greg.Schofer@stantec.com

Stantec Consulting Michigan Inc.



Mark D. Pascoe PE, LEED® AP, ENV SP
Principal
Phone: (734) 214-1865
Fax: (734) 761-1200
Mark.Pascoe@stantec.com

ACKNOWLEDGED AND ACCEPTED:

PITTSFIELD CHARTER TOWNSHIP

Mandy Grewal
Township Supervisor

_____, 2020

Michelle Anzaldi
Township Clerk

_____, 2020

c: Tony Tyler, Field Services Manager

ws v:\2075\active\2075151202\management\pm point 0 - proposal, prel pp, schedule\let_booster pump station repairs upgrades_ph 1_construction_20200408.docx