



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

October 18, 2021
File: 207585015

Attention: Mr. Billy Weirich, Department of Utilities Director
Pittsfield Charter Township
6201 West Michigan Avenue
Ann Arbor, Michigan 48108

Dear Mr. Weirich,

**Reference: Proposal for Construction Engineering Services
US-12 Wastewater Improvements Phase 1 (SRF Project #5713-01)**

BACKGROUND AND UNDERSTANDING

Pursuant to your request, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal to provide Construction Engineering Services for the Pittsfield Charter Township's (Township) US-12 Wastewater Improvements Phase 1 Project (SRF Project #5713-01). Phase 1 of this project (see attached Figure No. 1) consists of the installation of approximately 16,146 feet of 36-inch sanitary sewer, 2,923 feet of 18-inch sanitary sewer, 16 feet of 15-inch sanitary sewer, 597 feet of 12-inch sanitary sewer, 1,717 feet of 10-inch sanitary sewer, 184 feet of 8-inch sanitary sewer, elimination of three (3) existing pump stations, abandonment of sections of the existing sanitary sewer and force main, and other associated improvements as shown in the Contract Drawings and described within the Specifications. Construction proposals were publicly advertised and received by the Township on October 8, 2021. The project will be funded by a Clean Water State Revolving Fund Loan (CWSRF).

Detailed Construction Plans and Specifications have been previously prepared by Stantec. Copies are available through the Township Utilities Department, Municipal Services, or Stantec.

Construction is currently scheduled to begin in the Spring of 2022 (i.e., January 10), and completed in the Fall of 2023 (i.e., November 10, 2023). Securing final project funding will continue immediately.

SCOPE OF SERVICES

Pursuant to providing Construction Engineering Services that incorporate Stantec's project background and understanding, Stantec has developed the following project scope of services to meet the project's goals and deliverables. We propose to provide the following scope of services:

Task 1: Pre-Construction Services and Shop Drawing Review

- Assist the Township with securing Clean Water State Revolving Fund Loan (CWSRF) and compliance.
- Review the contract and help compile executed contract documents (bonds, insurances, etc.).
- Coordinate and facilitate a pre-construction meeting with the Contractor and the Township (invite regulatory agencies and utilities).

Reference: **Proposal for Construction Engineering Services**
 US-12 Wastewater Improvements Phase 1 (SRF Project #5713-01)

- Assist the Township with public engagement to explain the project to interested public (virtual or by appointment, based on Covid-19 Status).
- Review shop drawings for all materials for general conformance with contract documents.

Task 2: Survey Construction Layout

- Provide survey construction staking.
- Provide the Contractor with cut sheets for all sewer alignments.

Task 3: Construction Administration

- Respond to Requests for Information from the Contractor, if necessary.
- Coordinate with the Township.
- Process pay applications and make recommendations to the Township for payment to the Contractor.
- Provide correspondence throughout the project including shop drawing letters, punch-list letters, field orders, bulletins, change orders and any other correspondence related to administration of the project.
- Attend weekly field meetings and bi-weekly project progress meetings as needed.
- Assist the Township with regular public engagement efforts to update the public on the status of the project.
- Work with the Township to update the Township webpage link dedicated to the project status, progress, and major updates.
- Submit reports to CWSRF to track project progress, as needed.

Task 4: Coordination with Regulatory Agencies and Regional Utilities

- Coordinate work with regulatory agencies and attend meetings.
- Coordinate permitting with regulatory agencies, as needed.
- Update and maintain the project permits that are still under the engineer's jurisdiction as current. Apply for renewals, if needed.

Task 5: Construction Observation

- Perform full-time construction observation of all linear sewer construction, road repairs, and the decommissioning of three (3) existing pump stations.

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- Perform part-time construction observation of minor restoration items.
- Stantec shall provide and pay for the service of an independent materials testing laboratory to provide material and compaction testing services throughout the project.
- Attend to residents' concerns and complaints during construction operations.
- Stantec to conduct Davis-Bacon wage rate interviews as required.
- Stantec to coordinate with MDOT on the US-12 Road Improvements Project as necessary.
- Stantec will conduct progress meetings every two (2) weeks for the duration of the contract, or as needed.
- Stantec will prepare meeting agendas, minutes, and related correspondences.

Task 6: Punch-list and Close-Out

- Prepare punch list and provide follow-up site representative with the Contractor until all items are complete.
- Prepare and submit to the Township all construction observation reports.
- Prepare field measured record drawings in hard copy and electronic format per the Township's standards.

SIGNIFICANT ASSUMPTIONS

- Any project related fees will be an additional service or paid by others (none anticipated at this time).
- Excludes any unexpected additional costs or delays due to the Covid Pandemic.
- Excludes any work not detailed above.

PROJECT SCHEDULE

Construction is scheduled to begin in the Spring of 2022 (i.e., January 10), and completed in the Fall of 2023 (i.e., November 10, 2023), for a total contractor duration of 669 calendar days. Assisting the Township with securing funding through the Clean Water State Revolving Fund Loan (CWSRF), gearing up for contractor award, contractor contract execution, and scheduling of a pre-construction meeting, will begin immediately upon authorization.

PROJECT BUDGET

We recommend establishing a not-to-exceed budget of **\$2,763,266.00** to complete the Construction Engineering scope of work listed above. The work will be completed as requested on a time and materials basis.

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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.

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 continue to work with 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.



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ACKNOWLEDGED AND ACCEPTED:

PITTSFIELD CHARTER TOWNSHIP

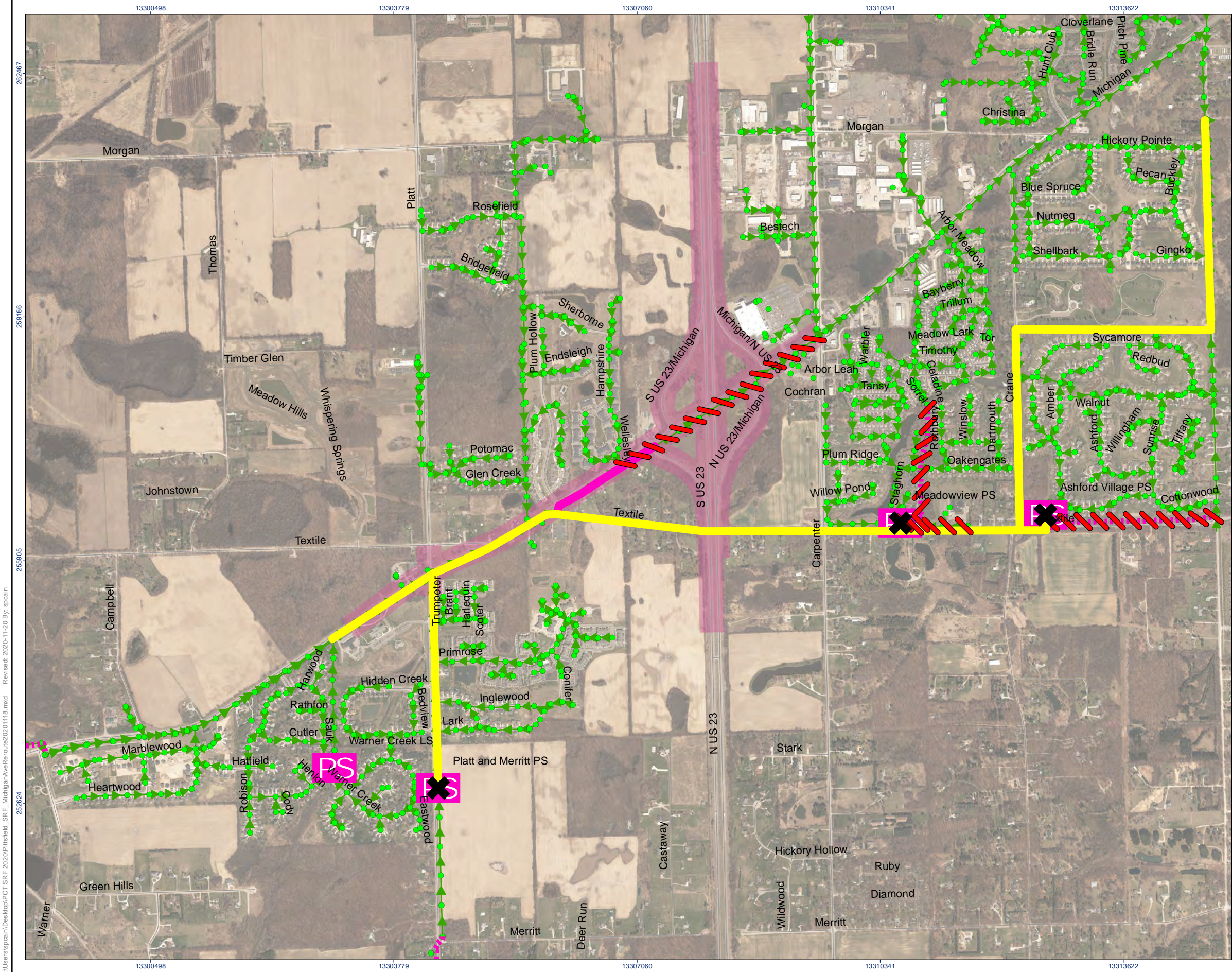
Mandy Grewal
Supervisor

Michelle L. Anzaldi
Clerk

, 2021

Enclosures

- Figure 1 - Phase 1 Map



PS

Existing Pump Station

Existing Force Main

Existing Gravity Sewer

Existing Manholes

MDOT Project Limits

PS

Proposed PS

Abandon Pump Station

Abandon Sewer

Proposed Gravity Sewer

Proposed Sewer Redirect

Proposed CIPP Lining

N

01,0002,000

Feet

(At original document size of 11x17)

1:16,000

Notes

1. Coordinate System: NAD 1983 StatePlane Michigan South FIPS 2113 Feet Intl

2. Data Sources:

3. Background:

Project Location

Pittsfield Charter Township

Washtenaw County Michigan

Prepared by SNC on 2020-11-20

TR by

IR Review by

Client/Project

Pittsfield Charter Township

Michigan Ave. Sewer Improvements

Figure No.

2

Title

Phase 1