



# CITY of NOVI CITY COUNCIL

**Agenda Item L**  
**June 17, 2013**

**SUBJECT:** Approval to award an amendment to the engineering services contract with Spalding DeDecker Associates, Inc. for construction engineering services related to the additional parking on the north side of the Novi Civic Center and Civic Center sidewalk ramp improvements, in the amount of \$12,410.

**SUBMITTING DEPARTMENT:** Department of Public Services, Engineering Division *BTC*

**CITY MANAGER APPROVAL:** *[Signature]*

<b>EXPENDITURE REQUIRED</b>	<b>\$ 12,410</b>
<b>AMOUNT BUDGETED</b>	<b>\$116,270</b>
<b>LINE ITEM NUMBER</b>	<b>101-265.00-971.100</b>

**BACKGROUND INFORMATION:**

The scope of this project involves the addition of 17 parking stalls on the north side of the Civic Center along the dead-end access drive west of the circle drive (see attached map and plans). This new parking area will provide additional parking in close proximity to the Civic Center's north building entrance. This project also includes improvements to sidewalks and sidewalk ramps throughout the Civic Center parking lot as necessary to comply with the Americans with Disability Act requirements.

The construction phase engineering fees are determined using two components: 1) the contract administration fee, which is determined using the fee percentage in Exhibit B of the Agreement For Professional Engineering Services for Public Projects, and 2) the construction inspection fee determined using a cost per inspection (crew) day from Exhibit B of the consultant's agreement that is then multiplied by the number of days of inspection specified by the contractor. The construction phase fees for this project include a contract administration fee of \$7,290 (7.75% of the \$94,059 construction bid) and an inspection fee of \$5,120 (\$640 per crew day, multiplied by the 8 days provided in the contractor's bid) for a total fee of \$12,410.

The construction contract award is proposed for consideration elsewhere on this agenda. The construction contract calls for substantial completion of the project within 30 days and final completion within 45 days of the Notice to Proceed.

**RECOMMENDED ACTION:** Approval to award an amendment to the engineering services contract with Spalding DeDecker Associates, Inc. for construction engineering services related to the additional parking on the north side of the Novi Civic Center and Civic Center sidewalk ramp improvements, in the amount of \$12,410.

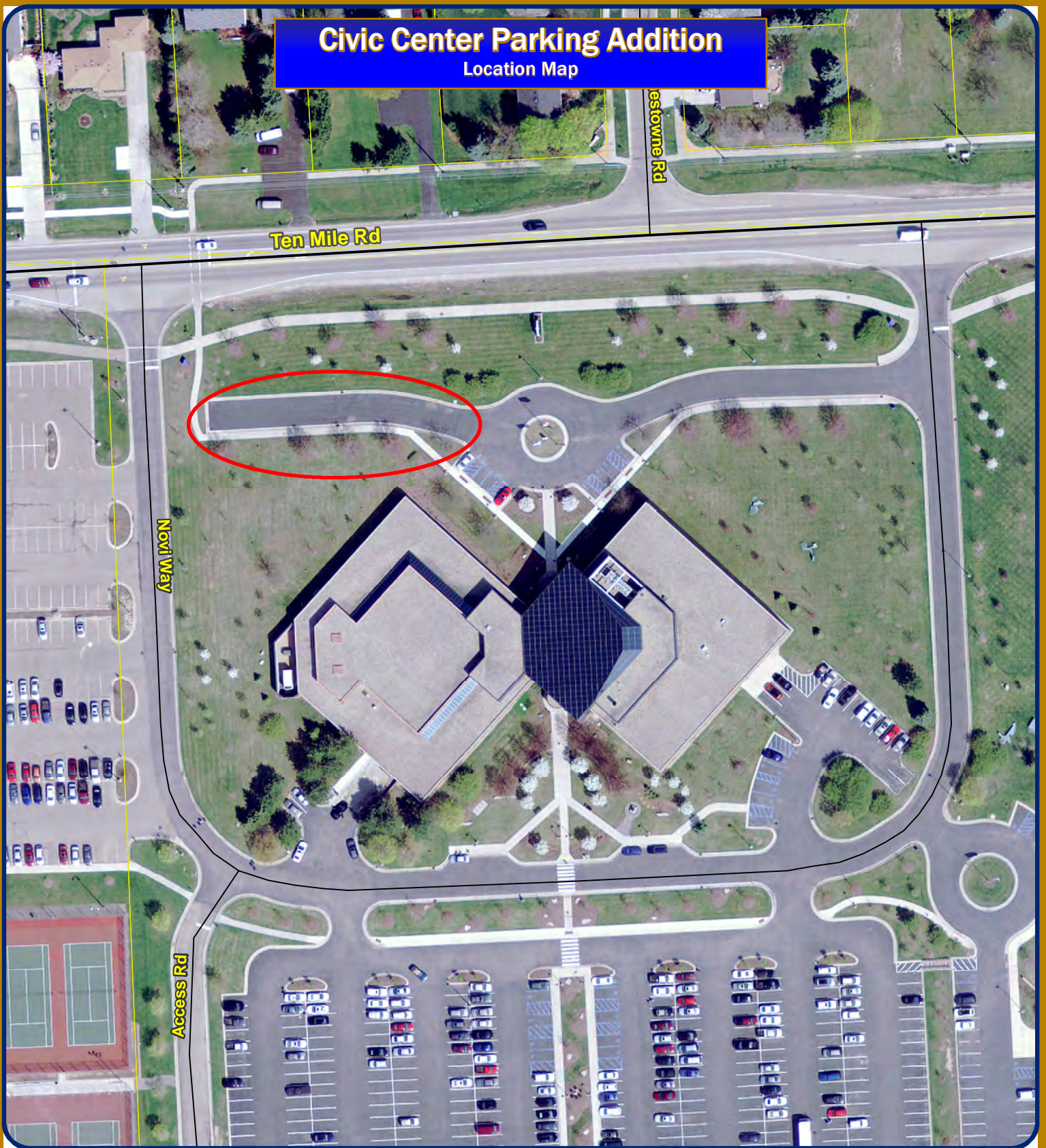
	1	2	Y	N
<b>Mayor Gaff</b>				
<b>Mayor Pro Tem Staudt</b>				
<b>Council Member Casey</b>				
<b>Council Member Fischer</b>				

	1	2	Y	N
<b>Council Member Margolis</b>				
<b>Council Member Mutch</b>				
<b>Council Member Wrobel</b>				

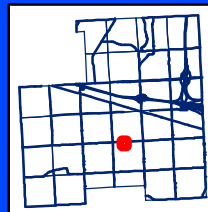


# Civic Center Parking Addition

## Location Map



Map Author: Croy  
 Date: 2/14/13  
 Project: Civic Center Parking  
 Version #: v1.0



1 inch = 100 feet

**MAP INTERPRETATION NOTICE**

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.



**City of Novi**  
 Engineering Division  
 Department of Public Services  
 26300 Lee BeGole Drive  
 Novi, MI 48375  
[cityofnovi.org](http://cityofnovi.org)

**FIRST AMENDMENT TO THE  
SUPPLEMENTAL PROFESSIONAL ENGINEERING SERVICES AGREEMENT**

**CIVIC CENTER PARKING AND SIDEWALK RAMP IMPROVEMENTS**

First Amended Agreement between the City of Novi, 45175 W. Ten Mile Road, Novi, MI 48375-3024, hereafter, "City," and Spalding DeDecker Associates, Inc., whose address is 905 South Boulevard East, Rochester Hills, MI 48307, hereafter, "Consultant," relating to modifications of the fee basis for engineering services. The following sections of the Supplemental Professional Engineering Services Agreement, as made and entered into on \_\_\_\_\_ shall be amended as follows:

**Section 2. Payment for Professional Engineering Services,** The following Paragraphs shall be amended as follows:

1. Basic Fee.
  - a. *Unchanged*
  - b. Delete 1.b. in its entirety and replace with the following language:  
Construction Phase Services: The Consultant shall complete the construction phase services as described herein according to the fee schedule as described below:
    - i. Contract Administration: The Consultant shall complete Contract Administration services for a lump sum fee of \$7,290, which is 7.75% of the awarded construction cost (\$94,059.00) as indicated on the Design and Construction Engineering Fee Curve. Construction Inspection: The Consultant shall complete Construction Inspection services for \$640 per crew day as described in the request for proposals. "Crew days" shall be defined by the construction contract documents as an 8 hour day. Crew days shall be billed in 4 hour increments rounded to the next half day, therefore a 10 hour day shall be 1.5 crew days, a 3 hour day is 0.5 crew days, a 6 hour day shall be 1.0 crew days. The minimum crew day charged for a no-show by the contractor shall be 2 hours (0.25 crew days) which is reflective of the actual cost to the Consultant for traveling to the site and traveling back to the office. There will be no payment to the consultant for extra crew days that were not charged to the contractor. The Consultant acknowledges that intent of using crew days for inspection services is to provide a method for the consultant to recoup costs associated with slow progress by the contractor.
2. *Unchanged*

Except as specifically set forth in this First Amendment, the Supplemental Professional Engineering Services Agreement remains in full force and effect.

WITNESSES

Spalding DeDecker Associates, Inc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
By: Maria Sedki, P.E.  
Its: Project Manager

The foregoing \_\_\_\_\_ was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_ on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_

WITNESSES

CITY OF NOVI

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
By:  
Its:

The foregoing \_\_\_\_\_ was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_ on behalf of the City of Novi.

\_\_\_\_\_  
Notary Public  
Oakland County, Michigan  
My Commission Expires: \_\_\_\_\_



5/30/13  
 To: Mayor & City Council Members  
 FH Bids on street and to be opened June 5.

Spalding DeDecker Associates, Inc.



Engineering Consultants  
 Infrastructure • Land Development • Surveying

905 South Blvd. East  
 Rochester Hills, MI 48307  
 Phone: (248) 844-5400  
 Fax: (248) 844-5404

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 Detroit, MI 48226  
 Phone: (313) 967-4700  
 Fax: (313) 967-4707

39293 Plymouth, Suite 102  
 Livonia, MI 48150  
 Phone: (734) 293-5200  
 Fax: (734) 293-5202

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 (800) 598-1600



3 WORKING DAYS BEFORE YOU DIG CALL MISS DIG. 1-800-488-7171

NOTE: UTILITY INFORMATION ON THIS DRAWING MAY BE FROM INFORMATION PROVIDED TO THE FIRM BY THE FEDERAL UTILITY COMPANIES, CITY/STATE AGENCIES AND OTHER PUBLIC SOURCES. UNDERGROUND UTILITIES FROM AIR OR PRIVATE PROPERTY ARE GENERALLY NOT SHOWN UNLESS THEY AFFECT THE PROJECT'S PROPOSED PLANS. THEIR LOCATION, IF SHOWN UPON THIS SHEET, ARE APPROXIMATED FROM FIELD SURVEY DATA, ETC. AS LOCATED BY THE FIRM FROM SOURCE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE COMPLETION OF ACCURACY NEEDED.

PRIOR TO CONSTRUCTION, ALL LOCATIONS AND DEPTHS OF EXISTING UTILITIES OR CONFLICTS WITH PROPOSED IMPROVEMENTS SHALL BE VERIFIED IN THE FIELD. CALL MISS DIG 3 WORKING DAYS PRIOR TO CONSTRUCTION.

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CITY OF NOVI  
 PARKING AND SIDEWALK RAMP IMPROVEMENTS

NORTH PARKING AREA  
 PARKING EXPANSION AND ADA IMPROVEMENTS  
 SITE IMPROVEMENT PLAN

SECTION OF  
 TOWN 1 NORTH RANGE 3 EAST  
 CITY OF NOVI  
 UNIMAGED QUARTER

NO.	DATE	REVISION
1	05/09/13	PRELIMINARY REVIEW
2	05/15/13	ISSUED FOR BID

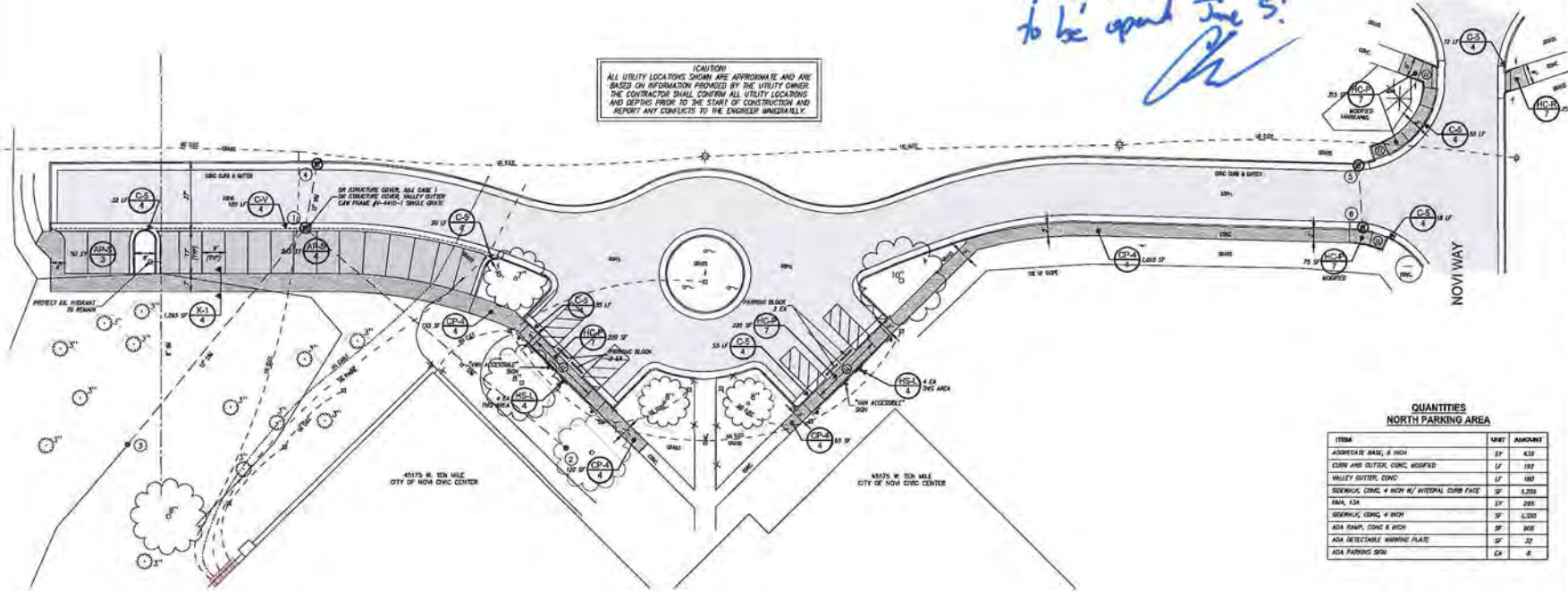
REVISION	DATE
T. LINDOW	05-01-13
T. LINDOW	05-01-13

PROJECT LOCATION: 45175 W. TEN MILE ROAD, NOVI, MI 48240  
 SHEET NO.: N113-003  
 SHEET TITLE: NORTH PARKING AREA

DATE: 05/15/13  
 DRAWN BY: J. B. BROWN  
 CHECKED BY: T. LINDOW

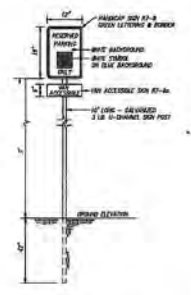
SCALE: 1" = 20'

CAUTION:  
 ALL UTILITY LOCATIONS SHOWN ARE APPROXIMATE AND ARE BASED ON INFORMATION PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL CONFIRM ALL UTILITY LOCATIONS AND DEPTHS PRIOR TO THE START OF CONSTRUCTION AND REPORT ANY CONFLICTS TO THE ENGINEER IMMEDIATELY.

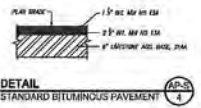


QUANTITIES  
 NORTH PARKING AREA

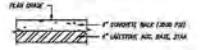
ITEM	UNIT	AMOUNT
ASPHALT BASE, 4 INCH	SF	432
CURB AND GUTTER, CONC. W/REINFC	LF	797
VALLEY GUTTER, CONC.	LF	480
SIDEWALK, CONC. 4 INCH W/ INTERIOR CURB FACE	SF	1,293
RAVA, F&M	SF	290
GEOMETRIC CONC. 4 INCH	SF	1,330
ADA RAMP, CONC. 4 INCH	SF	800
ADA RETRACTABLE WARNING PLATE	SF	22
ADA PARKING SIGN	EA	8



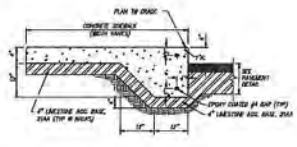
DETAIL HANDICAP SIGN DETAIL (MS-4)



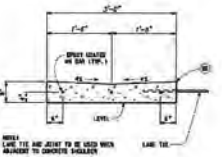
DETAIL STANDARD BITUMINOUS PAVEMENT (MS-2)



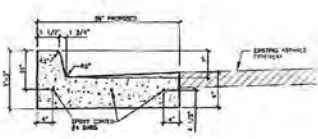
DETAIL 4" CONCRETE WALK (GP-1)



SECTION INTEGRAL WALK/CURB (X-1)



DETAIL CONCRETE VALLEY GUTTER (MODIFIED MDT R-33) (C-V)



DETAIL CONCRETE CURB & GUTTER (MODIFIED MDT C-5) (C-5)

**NOTE:**  
 FOR WORK IN THE SOUTH PARKING AREA, THE CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING SIDEWALK CROSS SLOPE AND RAMP GRADES WHICH MEET ADA REQUIREMENTS PER THE DETAILS PROVIDED IN THE PLANS.  
 THE CONTRACTOR SHALL NOTIFY THE ENGINEER AFTER PLACING FORMS AND PRIOR TO PLACING CONCRETE TO ALLOW VERIFICATION OF GRADES. AFTER PLACEMENT OF CONCRETE, THE ENGINEER WILL AGAIN VERIFY THE GRADE OF THE SIDEWALK AND RAMP. ANY DEVIATION OF THE RAMP FROM THE GRADES OR TOLERANCES SPECIFIED IN THE DRAWINGS OR STANDARD PLANS WILL BE CAUSE FOR THE REMOVAL AND REPLACEMENT OF THE RAMP AT THE CONTRACTOR'S EXPENSE.

**QUANTITIES - SOUTH PARKING AREA**

ITEM	UNIT	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	TOTAL
CURB & GUTTER, NEW	LF	12	12	40	10	10	10	40	10	30	80	80	30	20	10	54	446
SIDEWALK, NEW	SF	0	12	24	10	10	20	10	20	60	60	27	24	11	45	45	394
AGGREGATE BASE, 6 INCH	SF	0	12	24	10	10	20	10	20	60	60	27	24	11	45	45	394
CURB & GUTTER, CONCR. VEGEATED	LF	12	12	40	10	10	10	40	10	30	80	80	30	20	10	54	446
SIDEWALK, CONCR. 4"	SF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	450
ADA RAMP, CONCR. 6 INCH	SF	25	100	225	100	100	225	100	280	500	550	225	210	85	0	0	3,073
ADA DETECTABLE MARKING	SF	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12



Spalding DeDecker Associates, Inc.



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PRIOR TO CONSTRUCTION, ALL LOCATIONS AND DEPTHS OF EXISTING UTILITIES (OR CONFLICT WITH PROPOSED IMPROVEMENTS) SHALL BE VERIFIED IN THE FIELD. CALL 811 AT LEAST 3 WORKING DAYS PRIOR TO CONSTRUCTION.

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**CITY OF NOVI CIVIC CENTER PARKING AND SIDEWALK RAMP IMPROVEMENTS**

**SOUTH PARKING AREA ADA IMPROVEMENTS**

SECTION 07  
 07011 NORTH RAMP & EAST  
 CITY OF NOVI  
 OAKLAND COUNTY

NO.	DATE	REVISION
1	05/08/13	PRELIMINARY REVIEW
2	05/15/13	ISSUED FOR BID

DESIGNER	DATE
T. LINDOW	05-01-13
T. LINDOW	05-01-13
PROJECT ENGINEER	DATE
D. ENO	
DEPARTMENT MANAGER	DATE

**GRAPHIC SCALE**  
 BAR IS ONE INCH ON ORIGINAL DRAWING  
 IF NOT ONE INCH ON THIS SHEET,  
 ADJUST SCALES ACCORDINGLY.

JOB NO. NV13-003 DRAWING NO. NV13003SP  
 SHEET NO. 6

**CAUTION!**  
 THE CONTRACTOR SHALL VERIFY ALL UTILITY LOCATIONS AND DEPTHS PRIOR TO THE START OF CONSTRUCTION AND REPORT ANY CONFLICTS TO THE ENGINEER IMMEDIATELY.