ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS
Shelby Township - Roseville - Livonia
586.726.1234 | www.aewinc.com

October 28, 2026

Dennis Andrews
Deputy Director Parks and Natural Resources
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Reference: **Proposal for Professional Services**
City of Rochester Hills, Innovation Hills Electrical Upgrades
2800 West Hamlin Road, Rochester Hills, Michigan

Dear Mr. Andrews:

Thank you for considering our firm for construction administration services for the above-mentioned project.

Understanding of the Project

It is our understanding that the City of Rochester Hills is proceeding with the Innovation Hills Electrical Upgrades project. The project includes electrical outlets throughout around the Innovation Hills park. The City has requested AEW provide a proposal to provide construction administration and construction phase support services for the project.

Services to be Provided

Construction Administration Services (assuming a 3-month construction duration):

- Assist in writing the construction contract on an AIA document
- Attend pre-construction meeting with City staff and contractor
- Review contractor submittals, shop drawings, requests for information (RFIs) and change order requests
- Attend 3 construction progress meetings
- Review 3 payment applications on site and provide recommendations for payment
- Attend punch list review and review close out documents
- Geolocate new assets for use with City GIS
- Provide As-builts

Fee for Professional Services

We propose to provide construction administration services for this project for a fee of **$18,200.00.** Any additional services will be provided on an hourly basis according to our rate schedule effective for the period in which the work is performed.

Execution of the Agreement

We trust that this proposal meets your needs. Please advise if any modifications or clarifications are required. When you are prepared to authorize us to proceed, please sign, date, and return one copy of this agreement with original signatures for our use.

We appreciate the opportunity to work with you on this project. If you have any questions or require additional information, please call me.

Sincerely,



Brandy Chirco, AIA
Project Manager

Accepted By

_____
Signature

_____
Printed Name, Title

_____
Date

CC: Jennifer Montie, AEW