

**EXHIBIT A-1
SCOPE OF SERVICES**



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September 12, 2023

City of Ann Arbor, Parks, and Recreation Department
301 E. Huron St
Ann Arbor, MI 48104

Attention: Hillary Hanzel,
Park Planner & Landscape Architect

Re: Gallup Park Vehicular & Pedestrian Bridge
Construction Assistance & Construction Engineering
Proposal (Resubmit)

Dear Hillary:

Wade Trim is pleased to resubmit this proposal to the City of Ann Arbor Parks and Recreation Department to provide overall construction assistance oversight and construction engineering and inspection for the above referenced project. Included as part of the team, Smith Group is proposing to provide construction assistance for the site work and road work they were involved with during the design phase of this project. Wade Trim is proposing to provide construction assistance for the bridge construction, and overall construction engineering and inspection for the entire project. We are providing the city with a team of experienced engineers and technicians, with many years of involvement with MDOT and local agency bridge construction projects. Their resumes that follow this proposal, support the previous statement.

Wade Trim has prepared this Work Statement to provide post-bid, pre-construction, construction, and closeout support services. We have allocated our services into three distinct phases and have detailed the anticipated effort in the attachment. We are pleased to offer the following scope of services:

Phase 1 – Post Bid/Pre-Construction Services

These services shall be performed after the bid is opened and include the following:

- Prepare a bid tab review of all unit prices to ensure total prices submitted by the contractors are accurate.
- Review each contractors' qualifications and make recommendation to city on most qualified low bidder.
- Finalize materials testing firm contracts for Shop inspection and Quality Assurance Materials Testing
- Coordination meetings with selected contractor to review construction phasing, schedule, materials, and utility coordination.
- Stakeholder coordination meetings and support documents
- Construction inspection coordination and project initiation
- Survey coordination
- Preconstruction Meeting

The majority of these services will be performed by **Robert Breen, Felipe Uribe, Brian Scherdt, Jennie Benford, and Lisa Hoth.**

Phase 2 – Construction Phase Services

In accordance with the progress clause, the anticipated construction duration is from October 2, 2023, thru June 28, 2024, approximately **38 weeks**. Construction Phase services will consist of project management, contract administration, construction engineering, construction inspection and coordination of materials testing, as detailed below:

Construction Assistance and Construction Engineering

- The construction assistance will be handled primarily by **Robert Breen**, project manager. He will attend the pre-construction meeting with our bridge design engineer, **Michael Nicolls**. We have assumed bi-weekly progress meetings at the site, which Bob will attend. Occasionally, our bridge design engineer, Mike will attend as well, depending on discussions.
- Requests for Information (RFI) brought to us either by the Contractor or our field engineer, will be reviewed and addressed accordingly. If this results in plan revisions, they will be taken care of.
- Shop drawing reviews of the prestressed beams, bearing pads, and other items will be reviewed and stamped accordingly. Other material cut sheets will be similarly reviewed.
- Smith Grout, as a sub to Wade Trim will be providing the necessary construction assistance for the site work portion of the project. Please refer to their detailed scope of services attached herein for a more detailed description of their services.
- Our construction engineering will be provided by an experienced Construction Engineer, **Felipe Uribe**, with as needed assistance from our office technician. Our Construction Engineer will provide contract administration, construction engineering and project oversight and will be involved an average of **12 hours** per week.
- We will setup Field Manager for the project. This effort will be performed by **Jennie Benford**. We have included a small amount of office technician time each week to assist the field engineer (**4 hours** per week).
- We will organize and run one preconstruction meeting and prepare meeting minutes to serve as a record of the meeting.
- We will conduct weekly progress meetings (and prepare meeting minutes) with the contractor throughout the project.
- Our Construction Engineer will interface with the public, and other stakeholders including Parks and Recreation and other Ann Arbor departments as required during the project.
- Our Construction Engineer, in cooperation with our project inspectors, will coordinate and oversee the necessary materials testing and quality assurance program during the project.
- Our Construction Engineer will review all project inspection reports, keep track of project quantities, and prepare and/or review monthly pay estimates and necessary project change orders for submittal to the City for payment. Field Manager will be used for this project.
- Our Construction Engineer will also perform wage rate interviews of the contractor(s) and coordinate with the contractor on weekly certified payrolls for compliance review if required.
- Our inspection team will stake the maintenance of traffic signs as needed for each stage.

Construction Inspection

- **Brian Scherdt** will be the Lead Inspection Technician for this project. **Brian** will assist Felipe with administrative duties, as well as support Lisa with inspection duties, and will be involved an average of **12 hours** per week.
- We will provide one primary inspector for the project. **Lisa Hoth** will be the primary inspector on this project and will report to Brian Scherdt. We have based our fee estimate on an average of **33-40 hours** per week. We recognize that while the majority of the bridge

inspection will be full time, portions of the site work can be completed with part-time inspection. Our fee that follows reflect this mix of full time and part time inspection.

- Our project inspector will keep a written “red line” copy of all field changes and completed work per City standard checklists. Typically, this is done using pdf and attached to the inspector’s daily reports. Wade Trim can provide paper copies if desired.
- We will review the City’s IDR Guidelines prior to this phase and make sure that we are meeting them during the project inspection.

Quality Assurance Materials Testing and Inspection

- Quality Assurance Materials Testing and Inspection will be performed by Subconsultant, Somat Engineering Inc, as noted below:
 - Density testing of subgrade, aggregate base, HMA, underdrain, and sewer backfill.
 - Concrete and HMA Mix Design reviews.
 - Concrete sampling, storage of cylinders, and 28-day cylinder compression testing.
 - HMA sampling and testing
- Subconsultant, SME will perform fabrication inspection of the Prestressed Bulb Tee Beams and the structural steel diaphragms at the respective manufacturer/fabricator’s facility.

Phase 3 – Post Construction/Project Close Out Services

Following the anticipated construction completion in June 2024, Wade Trim will provide post construction project close out effort as follows:

- We will review the final inspection reports and final quantities of work.
- We will perform a final walkover of the project (with City if desired) and establish a punchlist of items, if required, that need to be addressed by the contractor.
- We will review/approve/deny all change order requests and prepare necessary change orders consistent with prior work directives.
- We will prepare pay estimates, as required, following the completion of the work.
- We will prepare written progress or status reports for the City as required to describe the status of the project.
- We will review final restoration for compliance with the project specifications.
- We will prepare final project close out items including closing out all permits, preparing final project change orders and pay estimates and recommendations for final payment.
- Final file purging, City file management completion, and preparation of files for archival.
- We will fill-out and prepare a Contractor Evaluation once the project is nearing close-out.
- As part of construction assistance, our lead bridge engineer will update the Bridge Safety Inspection Report (BSIR) for the city and will obtain final river cross sections as well as do an as-built load rating of the finished structure. This information will be turned over the city project manager for their files.
- We will prepare and deliver as-constructed plans to the City.