



CITY of NOVI CITY COUNCIL

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**Agenda Item: 4
October 22, 2007**

SUBJECT: Approval to award a contract to Plante & Moran Cresa for Project Management/Owner's Representative Services related to addition and renovation of Fire Station # 2 and renovations to the Police Headquarters for a not-to-exceed price of \$66,000 (includes 10 percent contingency for reimburseables and other related project expenses as needed).

SUBMITTING DEPARTMENT: City Manager's Office

CITY MANAGER APPROVAL: *PWA for CJP*

EXPENDITURE REQUIRED	\$66,000
AMOUNT BUDGETED	\$1,304,834 (as originally budgeted including construction)
LINE ITEM NUMBER	101-337.00-976.000

BACKGROUND INFORMATION:

City Council authorized staff to proceed with the bid process to obtain a firm for architectural and engineering services for the Fire Station No. 2 addition and building renovations and is on the agenda tonight for consideration and approval. In addition to the work at Fire Station No. 2, Council previously budgeted the remainder of work, identified by Wold Architects & Engineers last year, to be completed at the Police Headquarters building using Federal Forfeiture funds (see attached list from the October 2006 Wold Study – Exhibit B).

Staff discussed the logistics of both projects along with other capital projects planned for this year and next and determined that assistance was needed to manage both of these important projects. The work that will be overseen for the Fire Department and Police Department is outlined in Exhibits A and B (attached). The selected firm will assist with preparation of appropriate bid documents, pre-bid meetings, scheduling and monitoring of work of contractors/vendors, facilitating project meetings, project monitoring and financial/budget tracking, and other related activities.

Because both projects will begin and overlap over the course of several months, staff believes that one firm could be hired for both projects to provide project management oversight services. In addition, some items could be bid together to achieve some savings for both projects (e.g., windows, carpentry, etc.). As a result, the Project Management component for both the Fire Station No. 2 project and the Police Headquarters renovations project were bid together. A Request for Proposal (RFP) was placed on BidNet on September 25, 2007 and two bids were received. Representatives from the City Manager's Office, Fire, Police, Finance, Engineering, and Community Development Departments, reviewed the proposals using the Qualifications Based Selection (QBS) system and recommend awarding the Project Management contract to Plante & Moran. The following table summarizes the bids received:

	<i>Plante & Moran Cresa</i>	<i>Sidock Group</i>
Project #1 (Fire Station only)	\$ 40,000	\$ 47,856
Project #2 (Police Station only)	\$ 20,000	\$ 25,768
Both projects	\$ 60,000	\$ 73,624

RECOMMENDED ACTION: Approval to award a contract to Plante & Moran Cresa for Project Management/Owner's Representative Services related to addition and renovation of Fire Station # 2 and renovations to the Police Headquarters for a not-to-exceed price of \$66,000 (includes 10 percent contingency for reimburseables and other related project expenses as needed).

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				



EXHIBIT A

PROJECT #1:

**MAINTENANCE, RENOVATION
& EXPANSION OF THE CITY OF NOVI
FIRE STATION #2 BUILDING**

DISCLAIMER

Dollar amounts included in Exhibit A are estimates determined by the architectural firm that completed the Needs Assessment for the Fire Department and do not constitute a budget.

A project budget has not been determined at this time.

FIRE STATION NO. 2 RECOMMENDATIONS

Fire Station No. 2, constructed in 1981, has been well maintained and generally is in good physical condition. The Fire Service has changed considerably in the last 26 years and the station exhibits the pressures of a building not capable of accommodating those changes. Combined with necessary maintenance/replacement of building elements is a need for reconfiguration and expansion to just meet the requirements of day-to-day operations and the mission of the Fire Department.

Our evaluation of Fire Station No. 2 has identified the following items requiring maintenance and/or replacement based on physical inspection of the facility and our experience in the design of fire stations:

HIGH PRIORITY ITEMS

1. **Repair and Replace Asphalt Drives** \$ 40,000.00
The existing asphalt pavement exhibits cracks and partial failures.
The majority can be "milled" and top coated with new deep-strength asphalt.
2. **Remove and Replace Roof** \$ 61,500.00
The roof and accessories such as roof drains, pitch pans at roof penetrations and parapet walls are close to the end of their life span.
Replacement with a single ply roof system
3. **Brick Tuck-Pointing (Allowance)** \$ 7,500.00
Minor settlement cracks are apparent near the doors and a few locations in general wall areas. Repair of the brick joints will continue to keep the building water-tight.
4. **Roof Drain Repairs** \$ 1,100.00
Repair of PVC roof drain outlets that are broken and replacement of splash blocks at grade.
5. **Lintel Repairs** \$ 2,250.00
Several steel lintels above doors and windows are showing signs of deterioration. Repair and repaint all lintels.
6. **Caulk / Sealant** \$ 3,500.00
All exterior windows and doors need to be re-caulked or resealed to prevent air or water infiltration.

FIRE STATION NO. 2 RECOMMENDATIONS - CONTINUED

HIGH PRIORITY ITEMS - Continued

7.	Overhead Door Angles Repair	\$ 600.00
	Sill angles at the overhead doors require sanding and repainting to prevent further deterioration.	
8.	Replace Overhead Doors	\$ 20,000.00
	All of the doors are un-insulated and should be replace. (As an alternative, repairs to damaged panels could be made and the doors re-painted at a cost of \$6,000.00).	
9.	Replace Apparatus Room Sound System	\$ 12,000.00
	Alarm signal information is difficult to hear and is inaudible when a vehicle is running. Replace the sound system and add sensors to increase volume when ambient noise levels are higher.	
10.	Apply Epoxy Floor System	\$ 20,000.00
	The current floor is slippery when wet. A new epoxy floor coating with an applied grit finish is recommended for safety and durability.	
11.	Keypad Security System	\$ 7,000.00
	Keypad entry system at two doors.	
12.	Electrical Service Upgrade	\$ 10,000.00
	Existing building has power shortfalls.	
13.	Replacement of HVAC System	\$ 20,000.00
	Roof-top unit is nearing the end of its useful life. Replacement of unit and controls.	
14.	Emergency Eyewash Station	\$ 3,000.00
	Free-standing emergency eyewash/shower to be located in Apparatus Room	
15.	Turn-Out Gear Washer/Extractor	\$ 7,500.00
	Commercial washer/extractor for cleaning of turn-out gear.	
	HIGH PRIORITY TOTAL	\$ 215,950.00

FIRE STATION NO. 2 RECOMMENDATIONS - CONTINUED

MEDIUM PRIORITY ITEMS

1.	Repaint Exterior Doors & Frames	\$	600.00
	Repair and repaint all exterior doors and frames		
2.	Re-Paint Interior	\$	12,000.00
	Total re-painting of the station interior.		
3.	Replace Ceiling Tiles	\$	10,000.00
	The existing ceiling has stained, darkened tiles from age and some tiles have been broken in service. Replace with new tiles and clean the existing ceiling grid.		
4.	Replace Watch Room Counter	\$	2,500.00
	The existing counter has suffered from the heavy use over the years and is chipped and worn, and should be replaced.		
5.	Replace Carpeting	\$	15,000.00
	The existing carpet is worn and should be replaced.		
6.	Repair Ceramic Tile	\$	2,000.00
	Replace broken, missing tile and grout.		
7.	Fire Protection System	\$	25,000.00
	Fully sprinkled living and administration areas with new water service.		
			<hr/>
	MEDIUM PRIORITY TOTAL	\$	67,100.0

FIRE STATION NO. 2 RECOMMENDATIONS - CONTINUED

The above items are primarily maintenance/replacement items discovered during the course of our study. These items, do not, however, address the functional shortfalls of a 26-year old fire station. We have identified possible areas of expansion and functional reconfiguration to account for:

- Expanded Bunk Room area
- Expanded Day Room
- Female Fire Fighter Locker Room
- Exercise Area
- Increased Storage

A diagrammatic floor plan is included in Section 4 of this study representing this plan.

1. **Expansion / Renovation** \$ 326,000.00
An added area of 980 sq. ft. and reconfiguration of 800 sq. ft.

COST SUMMARY

High Priority Items	\$ 215,950.00
Medium Priority Items	\$ 67,100.00
Expansion/Renovation	\$ 326,000.00

TOTAL ESTIMATED CONSTRUCTION COST \$ 609,050.00

FIRE STATION NO. 2 RECOMMENDATIONS - CONTINUED

“SOFT” Costs

Soft costs are those costs necessary to construct the project but not actual work included in the construction contract. Some of these costs are listed below, a “rule of thumb” is that soft costs run about 25 to 30% of the construction costs. 25% was used for the above number.

- Soils investigation
- Soils monitoring during construction
- Special testing “essential building”
- Temporary fire fighter trailer/office facility
(depends on use of apparatus room during construction)
- Permits/fees by other agencies
- Architectural/engineering fees
- Printing/duplicating construction sets
- Move costs
- Telephone equipment/switch
- Computer equipment
- Furnishings and equipment
- Loose furniture
- Miscellaneous utility company service charges
- Legal/financial fees
- Bond costs, if any
- Project contingency (apply to both construction & soft costs) \$ 152,260.00

TOTAL ESTIMATED PROJECT COST \$ 761,310.00

FIRE STATION NO. 2 RECOMMENDATIONS - CONTINUED

EVALUATION

Fire Station No. 2, while located on a tight site and over 25 years old, does offer some opportunities for expansion and renovation to provide needed space for increased functions and operations. However, the addition will require an appeal to the Zoning Board and does not address the encroachment of the small radio tower on the adjacent property.

These improvements can provide better bunk room space for the current sleeping requirements, expanded fitness training area and improving fire fighter living areas. The renovation will also provide locker/shower room space for female fire fighters. In our opinion, it will extend the life of this station another 5 to 10 years.



EXHIBIT B

PROJECT #2:

**MAINTENANCE & RENOVATION
OF THE CITY OF NOVI
POLICE DEPARTMENT BUILDING**

DISCLAIMER

Dollar amounts included in Exhibit B are estimates determined by the architectural firm that completed the Needs Assessment for the Police Department and do not constitute a budget.

A project budget has not been determined at this time

APPENDIX I

**Critical Needs Assessment
Preliminary Cost Summary**

Construction Costs

	Unit Cost	Budget
Architectural		
-Exterior drainage at lower level of Mechanical Room	\$4,800	\$4,800
-Boiler Room Door Curb	\$6,200	\$6,200
-Window Replacements at Upper Level	1732 S.F. at \$48/S.F.	\$83,200
Mechanical		
- Provide new Direct Digital Controls including retrofitting existing air handling systems.	\$4.00 x 35,000 S.F.	\$140,000
- Replace all existing exhaust fans	\$1,800 ea. x 12	\$21,600
- Replace 2 main Air Handling Units dampers and valves and address vibration issues.	\$22,000	\$22,000
- Re-balance all air & water systems	\$0.30 x 35,000 S.F.	\$10,500
- Provide supplemental cooling for training area	\$15,000	\$15,000
- Clean existing duct system	\$20,000	\$20,000
- Upgrade domestic Hot Water re-circulation system	\$20,000	\$20,000
- Increase holding cell heating capacity	\$4,000/cell	Not included
Electrical		
-Upgrade generator system and separate life safety devices from non-life safety devices	1	\$87,500
- Install occupancy light for restroom	1	\$650
- Replace new speaker control in records room	1	\$250
- Install light in Records Room closet	\$375 x 2	\$750

APPENDIX I

**Critical Needs Assessment
Preliminary Cost Summary**

Construction Costs	Unit Cost	Budget
Construction Cost Subtotal		\$432,450
Construction Cost Subtotal		\$ 432,450
Fees and Testing		\$ 43,300
Contingency		\$ 43,300
TOTAL PROJECT COST		\$ 519,050

Note:

1. Costs are for 2006. If construction occurs at a later time, add 5% per year for inflation.

Mechanical Systems

- The building is served by two Bryan flex tube boilers. One is original (1979), the other is newer (2000). Each is approximately 3500 MBH. The maintenance staff reports that one boiler is capable of handling the full building load. A boiler control panel operates the boilers as lead/lag and automatically rotates the lead boiler. The boiler plant appears to have adequate capacity for proposed new areas. Boiler and water heater flues are connected and exit through a common stack.
- The existing combustion air opening is sized only to allow a single boiler to fire at a time. If an increase in building load is anticipated such that both boilers need to run, then the combustion air opening will need to be upsized.
- The building system is managed by pneumatic controls. The maintenance staff reports that there are temperature control issues throughout the building. Re-commissioning, calibrating, and repair or replacement of the existing pneumatic system components may improve system operation. We would recommend evaluating the building based on current use to rebalance the air systems. It may be recommended that this system be replaced by a digital system to help update the system and further improve temperature issues throughout the building. There is a new air compressor that serves the pneumatic control system. This air compressor could be relocated to the garage to be put into use there if the control system is upgraded.
- The main core of the building is served by two variable volume Air Handling Units in a basement mechanical room. Variable air volume boxes with hot water reheat provide individual heating and cooling zone control throughout the building. Both Air Handling Units are original and are nearing the end of their useful life. Replacement of unit components including dampers, motors, and valves would extend unit life and improve operation. All other areas including dispatch, cells, briefing room, and training center have their own dedicated systems that are up to date.
- Maintenance staff reports that the training room has temperature control issues and has been in the habit of leaving exterior doors open to improve ventilation. Re-balancing and recalibration of control system should improve operation. The room occupancy varies greatly. At a given time, the room may host from a small group of people all the way up to 75-80 people. A carbon monoxide sensor could be considered for managing the outside air flow and energy costs associated. In addition, supplemental cooling can be provided to help during larger room load times.
- The maintenance staff noted that the cell areas are very cold in the winter. Options to resolve cold complaints can be reviewed and may include increasing Air Handling Unit heating capacity, providing radiant heat panels, or provide fin tube radiation.
- Many of the exhaust fans throughout the building are original, and not working. Repair or replacement to return the systems to their original design intent would improve ventilation throughout the building.

ORIGINAL

City of Novi

Proposal

Owner Representation Services for:

Project #1: Maintenance, Renovation and
Expansion of Fire Station #2

Project #2: Maintenance and Renovation of
Police Department Building

October 8, 2007

plante moran CRESA
REAL ESTATE CONSULTANTS





October 8, 2007

Ms. Carol J Kalinovik
Purchasing Director
City of Novi
45175 W Ten Mile Road
Novi, MI 48375

Dear Carol:

Plante & Moran CRESA, LLC (P&MC) respectfully submits our proposal for Owner Representation services. We recognize the significance this project has to the City, Police and Fire Departments and express our total commitment to continuing to help you achieve your goals. Based on our previous work with the City and Police Department, you are aware, P&MC offers a unique approach in assisting clients with their facility-related projects.

As the City, Police and Fire Departments work to move this project forward, P&MC is able to assist in this effort and offer the following advantages:

1. Pure Advisory Service Approach

We serve as an objective advisor to the owner, without conflicts that can arise by having a financial interest in any aspect of the project.

2. Extensive Experience and Predictable Results

P&MC specializes in providing services for public sector clients. We have completed or are currently working on projects for the following:

- Northville Township
- Huron Township
- City of Saline
- Grosse Pointe Library
- Orion Township
- City of Novi
- City of New Baltimore
- Detroit Public Library
- Warren Consolidated Schools
- Clarenceville Schools
- Ypsilanti Schools

3. Efficient and Effective Results

As can be seen by work previously completed for the City, P&MC staff is focused on completing project tasks in a timely manner in order to keep projects moving. By completing projects in a timely manner, the City will be able to reduce project costs ensuring that projects are delivered on time and within budget.

We thank you for allowing us to provide this proposal and look forward to the opportunity to work with you on this exciting project. Our independence, experience, and result oriented approach combine to make us your best choice for Owner Representation services.

Sincerely,

PLANTE & MORAN CRESA, LLC



Greg VanKirk
Partner

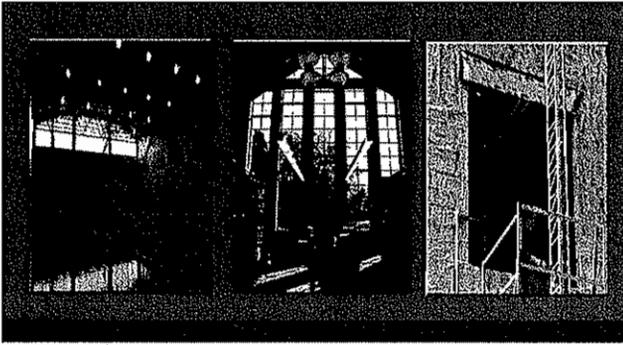
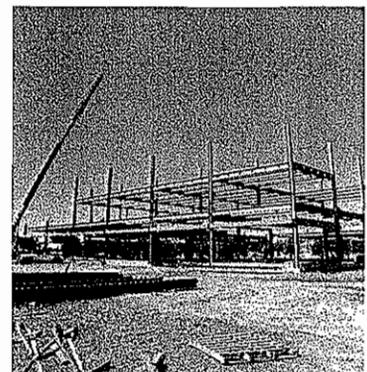
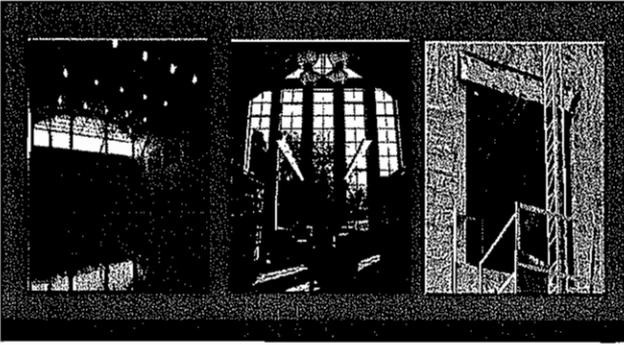


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 - C. Budget and Financial Tracking
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Firm Information

Firm History and Profile:

Plante & Moran CRESA, LLC (P&MC) is a joint venture between Plante & Moran, PLLC (P&M), one of the largest accounting and consulting firms in the nation, and the employees of P&MC. The P&MC group was formed in 1994 and is led by the following partners: Bill Lichwalla, CPA, Greg VanKirk, CPA, Paul Rivetto, AIA, and Tom Chen, PE.

Services:

P&MC is a full-service real estate, design, and construction consulting practice serving the public sector and middle market. Our focus is to provide independent advice to our clients in the areas of strategic planning, buyer's representation, design and construction oversight, and real estate administration. Our staff is a multidisciplinary team comprised of architects, engineers, urban planners, financial and real estate professionals all with the focus of ensuring your organization's success.

P&MC recognizes the importance that expertise, resources, and independence play in delivering optimal strategies and solutions in the design and construction of facilities.

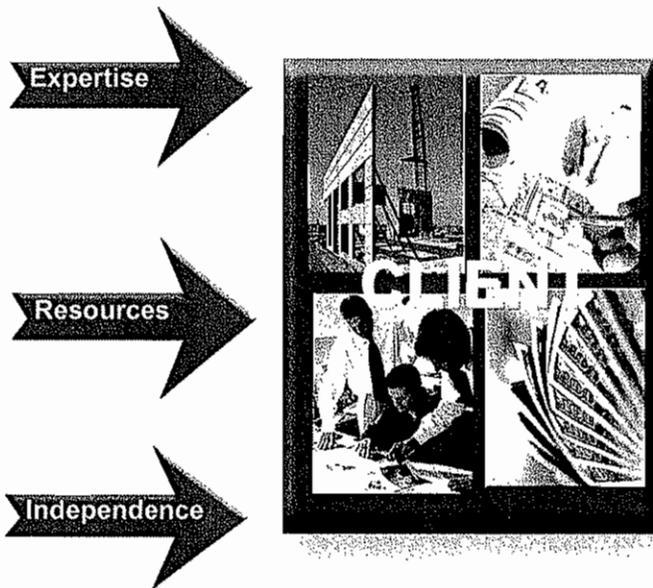
Value and Benefit:

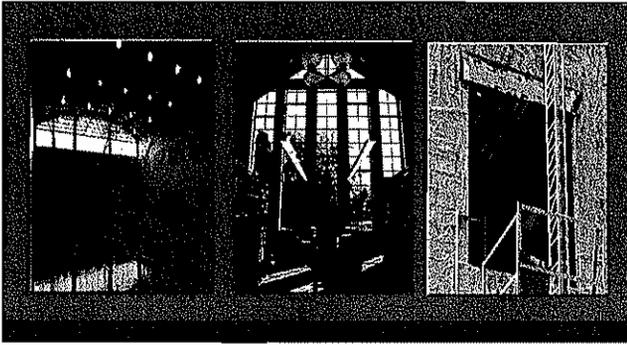
Through our value-added services, we assist in the development of a feasible Master Programmed Plan designed to keep a project within budget, on schedule, and implemented with the highest quality in mind.

Our multidisciplinary team of professionals offers a broad range of experience and skills. We serve as an extension of an organization by creating a customized team dedicated to addressing the evolving needs of their business.

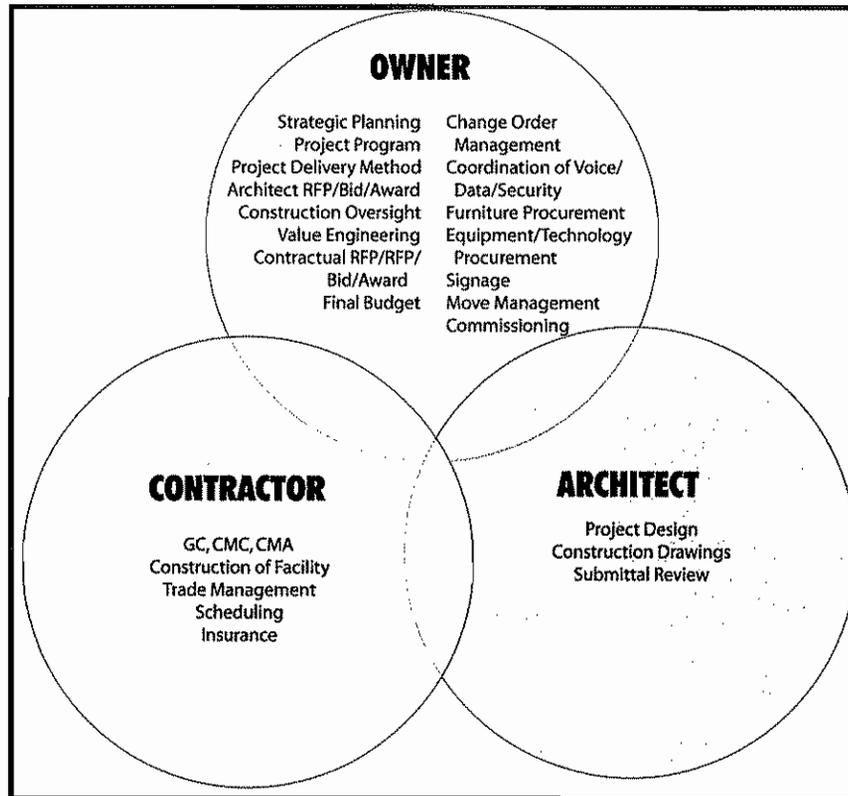
Our engagement is driven by our client's short- and long-term needs. We offer the benefits of a full-service, real estate department, on an as-needed basis, with professionals who provide services to allow the client to focus on its core business.

P&MC's experienced team of professionals follows this process without inherent conflicts, thereby allowing the client to stay focused on their core business. During any project, we have a single fiduciary responsibility to you, the client. Our role is to act as your advocate and advise you through the planning, design, and construction process to ensure that your project is administered to meet your specific needs.



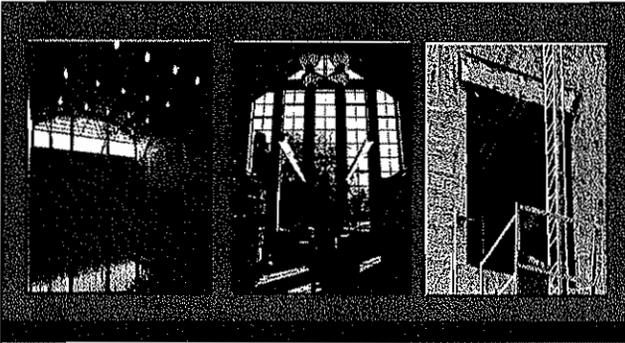


Firm Information: Owner's Role



In all projects there are three primary players; the project owner, the architect, and the contractor. As the project owner, there are numerous responsibilities. A few of these include, strategic planning, development of the project program, bidding of professional services and change order review. In most cases, owners do not have the in-house staff resources to undertake these activities. This is where an Owner Representative provides value. Allowing a contractor or architect to do this work may result in the owner paying additional fees for these services, since they are typically paid as a percentage of the project costs. In contrast, an Owner Representative is paid a fixed fee for the project. Additionally, by allocating owner responsibility, there is no incentive to control project costs, often resulting in owners paying more than necessary for the project.

In fact, projects that are completed without an independent Owner Representative usually exceed the original budget by 10% to 20%.

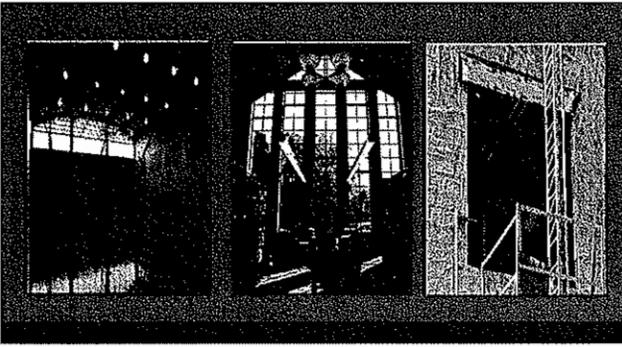


Firm Information: Project Delivery

Plante & Moran CRESA's role is to provide independent advice to the owner, working with them to ensure that appropriate steps are taken during the planning, design, construction, move management/building commissioning and project closeout. Throughout the entire process, we are continually working to balance quality, time, and costs. Examples of value added services we provide include:

- ◆ **Project Planning and Architect Selection**
 - Space planning, cost estimates and scheduling
 - Project financing
 - Quality based architect selection
- ◆ **Design and Pre-Construction**
 - Design team procurement
 - Contract negotiation
 - Independent value engineering
- ◆ **Construction**
 - Construction team procurement
 - Contract negotiation
 - Change order management and processing
 - Vendor coordination
- ◆ **Move Management and Building Commissioning**
 - Furniture procurement
 - Move scheduling
 - Assist in coordination of temporary facilities
- ◆ **Post-Construction and Project Closeout**
 - Monitor project closeout activities from architect and contractor
 - Coordination of punch list items
 - Facilitate delivery of as-builts, operation manuals and training





Firm Information: Client Benefits

The primary benefit to your organization using an Owner Representative/Project Manager is that you are able to benefit from using the same approach that is used by Fortune 100 companies.

◆ Independence and Predictable Results

As your trusted advisor, our services are based on a set fee, not a percentage of construction. Our unique services also eliminate any conflicts of interest that arise when an architect or contractor is responsible for the planning, design, and construction.

◆ Experienced Staff

P&MC is comprised of seasoned multidisciplinary professionals including architects, engineers, urban planners, CPAs, and real estate professionals.

◆ Proven Process

We follow a proven process that allows us to introduce true competition and reduce project costs, improve quality by eliminating project variance and ensure project timing.

◆ Buying Power

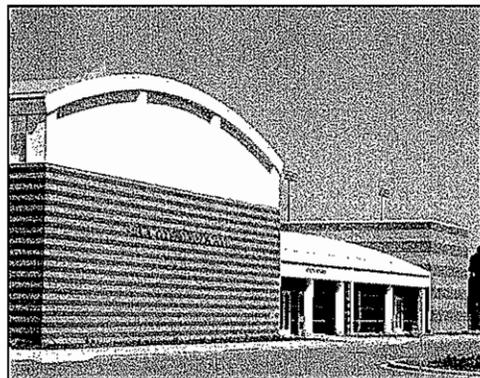
We direct over \$75,000,000 of real estate construction each year, allowing you to benefit from our relationships in the design and construction market.

◆ Time Savings and Risk Minimization

With current workplace situation, who is able to allocate and pay the additional staff to spend the necessary time to effectively manage the project?

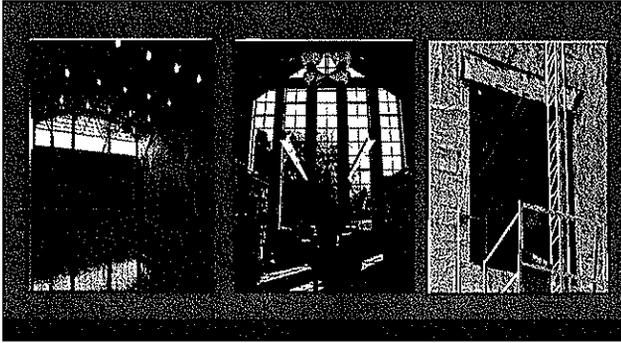
◆ Owner Value

Through the use of an Owner Representative you will not only receive a positive rate of return on your investment, but you can be assured that the project risk is being minimized and issues are being handled by experienced professionals.



"Plante & Moran CRESA served as our partner. We knew from the beginning that they were working on our behalf; there was no doubt where they stood. I never had to worry about what interests they may have had in something related to a construction program. In the end, they more than paid for themselves, and I'd solicit their help again in a minute."

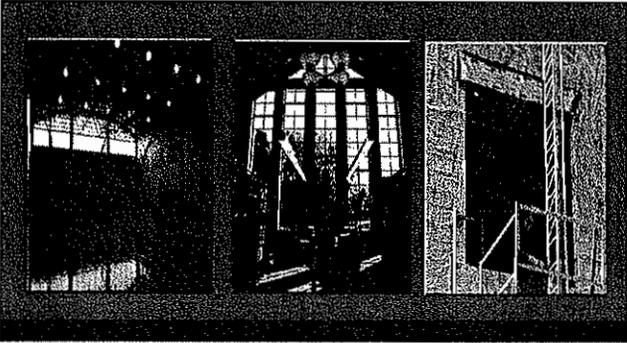
Dr. William Kiefer
Associate Superintendent for
Administrative Services & Human Resources
Warren Consolidated Schools



Firm Information: Financial

P&M CRESA, LLC Financial Information (in thousands)

	Fiscal Year Ending 06/30/2006	Fiscal Year Ending 06/30/2005	Fiscal Year Ending 06/30/2004	Fiscal Year Ending 06/30/2003
Income Statement				
Net Revenue	3,562	3,087	4,129	2,807
Balance Sheet				
Current Assets	3,158	1,759	769	690
Total Assets	6,283	4,884	769	690
Current Liabilities	2,662	1,610	395	231
Total Liabilities	2,662	1,610	395	231
Partners Investment	3,621	3,274	374	459



Firm Information: Insurance



VERIFICATION OF INSURANCE

We, the undersigned Insurance Brokers, hereby verify that Lloyd's London has issued the following described Insurance which is in force as of the date thereof:

PROFESSIONAL INDEMNITY INSURANCE

NAME OF INSURED:	Plante & Moran, PLLC and others as more fully described in the attached addendum.
POLICY NUMBER:	YD006740e
PERIOD OF INSURANCE:	12:01 a.m. June 15, 2006 to 12:01 a.m. June 15, 2007
SUM INSURED:	\$10,000,000 Each Claim and Annual Aggregate including costs, charges and expenses excess of the applicable self-insured retention for the stated policy period.

SUBJECT TO ALL TERMS, CONDITIONS AND LIMITATIONS OF THE POLICY

This document is furnished to you as a matter of information only and is not insurance coverage. Only the formal policy and applicable endorsements offer a comprehensive review of the coverage in place. The issuance of this document does not make the person or organization to whom it is issued an additional insured, nor does it modify in any manner the contract of insurance between the insured and the insurer. Any amendment, change or extension of such contract can only be effected by specific endorsement attached thereto.

Issued at Chicago, Illinois

Leimme Insurance Group, Inc.

Date: June 21, 2006

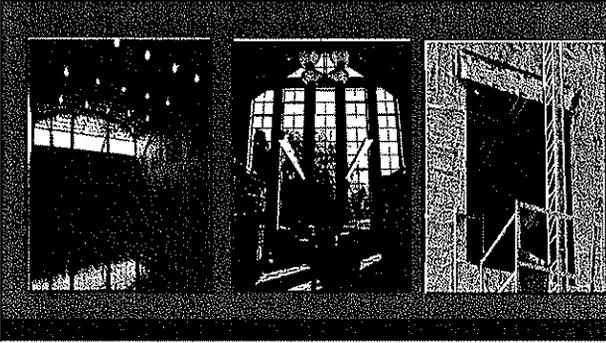
Per: 
Executive Vice President

Leimme Insurance Group, Inc. | 3721 Algonquin Road | Suite 850 | Rolling Meadows, IL 60018 | Tel 847 335 6809 | Fax 847 335 6801 | www.leimme.com



Addendum to Verification of Insurance

- P&M Holding Group, LLP (PMHG)
- Plante & Moran, PLLC
- P&M Holding Company, Inc (PMHC)
- Plante & Moran Financial Advisors Limited Partnership
- PMFA, Inc.
- Plante Moran Insurance Agency Services, LLC
- P&M Corporate Finance, LLC (PMCF)
- Plante Moran CRESA, LLC
- Plante Moran Swartz Group, LLC
- Plante Moran Global Services, LLC
- Plante Moran International Consulting, Inc.
- PMV Technologies, LLC
- Plante Moran Real Estate Holdings, LLC (PMREH)
- Victor Center Enterprises, LLC
- P&M Illinois Properties, LLC
- P&M Gaylord Properties, LLC
- NCOT Properties, PLL



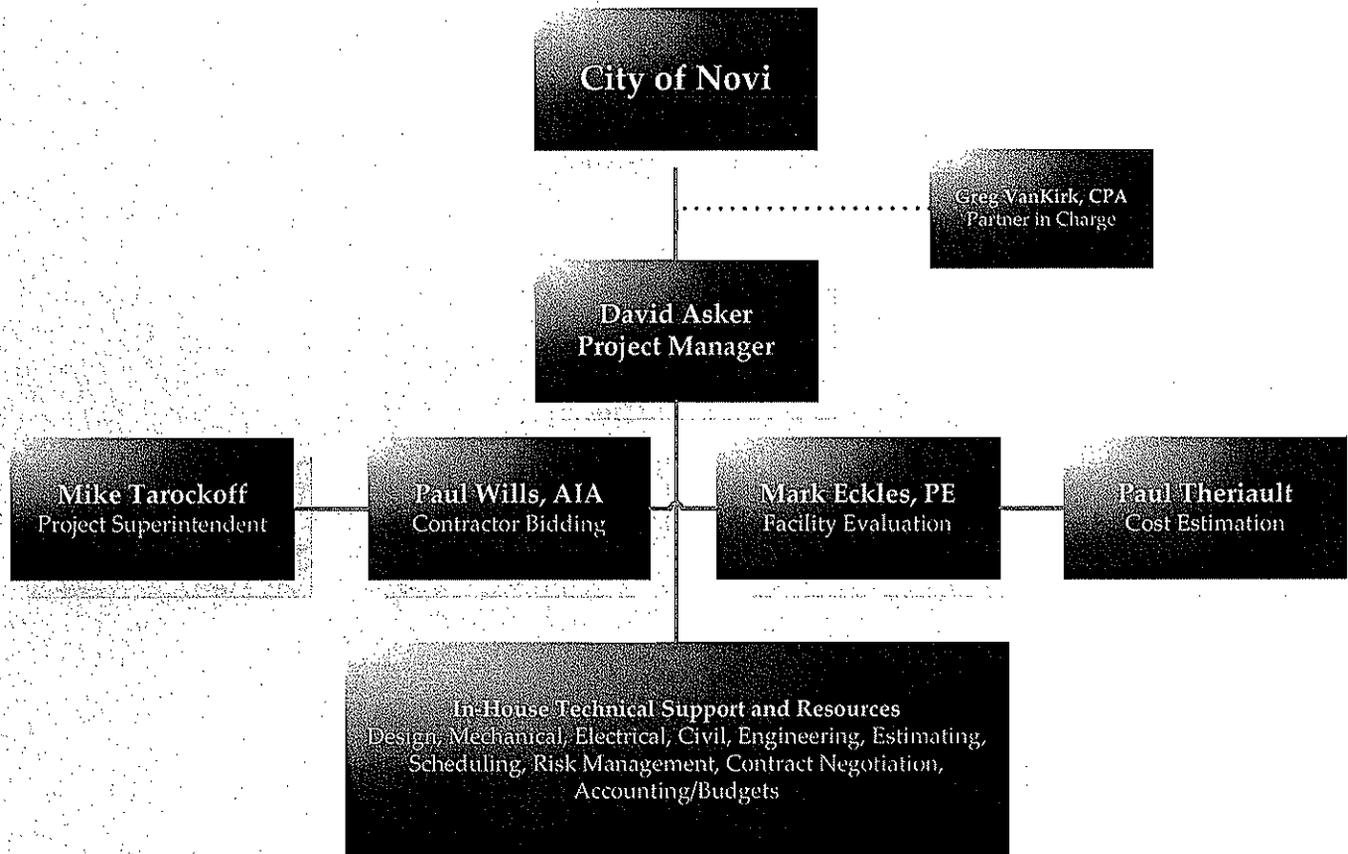
Firm Information: Insurance

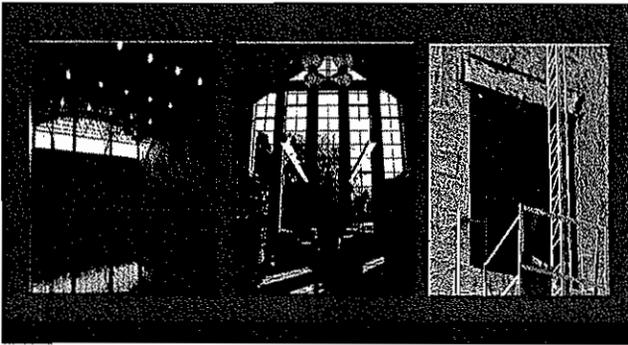
MARSH		CERTIFICATE OF INSURANCE		CERTIFICATE NUMBER CHI-001302702-07	
PRODUCER Marsh USA, Inc. 600 Renaissance Center Suite 2100 Detroit 48243 Attn: Tele: 313-393-6800; Fax: 313-393-6513		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER OTHER THAN THOSE PROVIDED IN THE POLICY. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN.			
200151-ALL-ALL-07-08		COMPANIES AFFORDING COVERAGE COMPANY A FEDERAL INSURANCE CO. (CHUBB) COMPANY B COMPANY C COMPANY D			
INSURED PLANTE & MORAN HOLDING GROUP, LLP 26300 NORTHWESTERN HIGHWAY SUITE 120 SOUTHFIELD, MI 48076					
COVERAGES This certificate supersedes and replaces any previously issued certificate for the policy period noted below. 4 THIS IS TO CERTIFY THAT POLICIES OF INSURANCE DESCRIBED HEREIN HAVE BEEN ISSUED TO THE INSURED NAMED HEREIN FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CD LINE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT	3575-66-13	03/13/07	03/13/08	GENERAL AGG REG AGG \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (BY/OIL/EXP) \$ 1,000,000 MED EXP (BY/OIL/EXP) \$ 10,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> COM/DED \$500 <input checked="" type="checkbox"/> COLL/DED \$500	7326-30-17	03/13/07	03/13/08	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (P&M/NOI) \$ BODILY INJURY (P&M/NOI) \$ PROPERTY DAMAGE \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: \$ EACH ACCIDENT \$ AGGREGATE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY STATE OF OHIO INCLUDED THE EMPLOYER/ PARTNERS/EXECUTIVE OFFICERS ARE: <input checked="" type="checkbox"/> INCL <input type="checkbox"/> EXCL OTHER:	7165-30-87	03/13/07	03/13/08	<input checked="" type="checkbox"/> INC/STATUS TO RY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE-POLICY LIMIT \$ 1,000,000 EL DISEASE-EACH EMPLOYEE \$ 1,000,000
DESCRIPTION OF OPERATION/LOCATION/VEHICLE/SPECIAL ITEMS Project: Auditing Services Contract City of Novi, its officers, agents, and employees are named as Additional Insured with respects to Automobile Liability and General Liability where required by written contract with regards to the above captioned project.					
CERTIFICATE HOLDER City of Novi 45175 W. Ten Mile Road Novi, MI 48375			CANCELLATION SHOULD ANY OF THE POLICIES DESCRIBED HEREIN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL endeavor to EMAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN, SUFFICIENT TO MAIL SUCH NOTICE SHALL BEFORE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER AFFORDING COVERAGE, REGARDLESS TO OR REPAIRS/REPLACEMENT, OR THE ISSUE OF THIS CERTIFICATE. MARSH USA, INC. By: John C Hurley MM1(3.02)		
			VALID AS OF: 09/28/07		



Qualifications: P&MC Team

Below is an organizational chart of the personnel assigned to this project. A brief resume of each team member in addition to our complete Owner Representation team is included.





Qualifications: P&MC Team

A key to project success is the staff assigned to the engagement. P&MC is a collection of individuals with experience in urban planning, architecture, engineering, construction, real estate, finance, and operations. A brief resume of each staff member is included below.



David Asker has a diverse background with over 10 years of experience in consulting to public sector entities in the areas of project feasibility, operational improvement, technology and financial consulting. He has performed operational reviews, restructuring for all areas of municipal government, courts, and school districts. David's understanding of operations and construction allows him to provide clients with a unique perspective in maximizing their operational efficiency and minimize related project cost.

David has a bachelors degree in civil engineering from Villanova University, a masters in Urban Planning and a masters degree in business administration from Wayne State University. Additionally, he holds a real estate salespersons license.



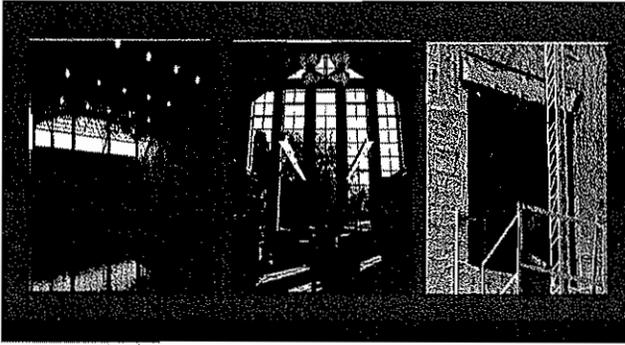
Jim Breznau, AIA, has an extensive background with over 27 years of experience in the design and construction industries. His experience comprises market research, strategic planning, design, construction and project management on a wide variety of building types including: government, healthcare, science and research, sports arenas and stadiums, corporate headquarters, office and retail developments, housing, industrial facilities, and a wide array of facilities for higher education.

Jim received his bachelor of science in architecture and bachelor of architecture degree from Lawrence Technological University and became a Licensed Architect in 1983. He is a LEED Accredited Professional, and a member of the American Institute of Architects.



Tom Chen, PE, is a partner with P&MC. He has 25 years experience with a national planning, design and construction management company; and 10 years with a national and global construction services organization. He is an accomplished organizational strategic planner, and has managed and orchestrated the execution of complex design and construction programs.

Tom received his bachelor and master degrees in mechanical engineering from Stanford University; and a bachelor degree in business administration from Calvin College. He is a member of the National Society of Professional Engineers, and is a licensed professional engineer in 15 states.



Qualifications: P&MC Team



Mark Eckles, PE, brings extensive knowledge and experience in design, engineering, construction, and owner representation to P&MC. His technical background and attention to detail deliver exceptional value-added services to client's design and construction projects.

Mark received his bachelor of science degree in civil engineering from Michigan State University and became a professional engineer. Mark holds a Michigan real estate salespersons license.



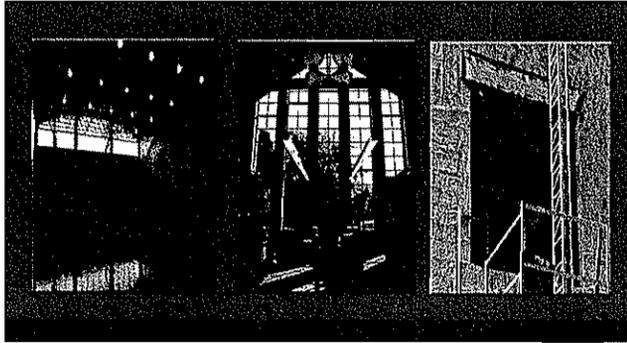
Paul Rivetto, AIA, has an extensive background in the real estate, design, and construction industries. His experience includes serving as a real estate leader overseeing construction and rehabilitation of office space for a major corporation. Paul has also served as a real estate design and construction consultant. He possesses significant experience in programming; building design, space planning, construction and owner's representation services.

Paul received his bachelor of science degree in architecture from Lawrence Technological University and is a licensed architect. He is a member of the American Institute of Architects and the International Facility Management Association. Paul also holds a Michigan real estate salespersons license.



Mike Tarockoff possesses knowledge and expertise in the construction arena and provides focused attention to daily construction concerns including safety, budget, schedule and quality control. He has been involved in the management and coordination of the construction process on numerous building types including office, retail, industrial, institutional, educational, recreational and healthcare projects throughout southeast Michigan, ranging in size up to 250,000 square feet.

Michael received his bachelor of science in architecture from Lawrence Technology University. He is also a licensed builder in the State of Michigan.



Qualifications: P&MC Team



Paul Theriault's expertise runs throughout the pre-construction and construction process. He has extensive experience in estimating, value engineering, bid procurement and scheduling, as well as management of the construction phase. Paul has performed various roles on educational, municipal, and other institutional facility types ranging from \$50,000 to \$100,000,000. He also has extensive knowledge of the residential construction market having worked as a general contractor and subcontractor.

Paul received a bachelor of science in civil engineering from the University of Michigan and passed the Engineer in Training exam. He is also a licensed builder in the State of Michigan.



Greg VanKirk, CPA, is a partner with P&MC and responsible for the firm's public sector practice. His expertise is in providing strategic planning, transaction management and owner representation services to a wide range of clients, specializing in managing build-to-suit transactions with an emphasis on municipal relations. Greg's contributions reach throughout corporate real estate and consulting services, and have resulted in the management of millions of square feet of real estate assignments.

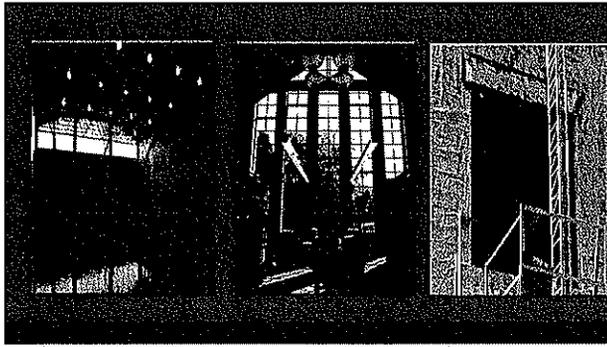
Greg earned his bachelors of art in accounting at Michigan State University, holds a Michigan real estate brokers license, and is a board member of P&MC.



Paul Wills, AIA, has a diverse background in the design and construction fields with extensive experience in managing all facets of the programming, design, contracting, and construction process.

With his unique blend of design, bidding, and construction coordination skills, Paul oversees the completion of municipal facilities clients throughout Michigan. Past assignments have included municipal offices, DPW complexes, police stations, fire stations, libraries, and recreational centers.

Paul received both his bachelor of science degree and master of architecture degree from Lawrence Technological University. He is a member of the American Institute of Architects, and is certified by the National Council of Architectural Registration Boards.



Qualifications: P&MC Team

Below are the current assignments and a personal reference for key staff members assigned to the City of Novi project:

Team Member	Role	Current Assignments	Reference
Greg VanKirk	Partner in Charge	<ul style="list-style-type: none"> Warren Consolidated Schools Clarenceville School District Ypsilanti School District Right Management Wright & Filippis 	Dr. William Keifer Warren Consolidated Schools 31300 Anita Warren, Michigan 48093 Ph: 586-698-4093
David Asker	Project Manager	<ul style="list-style-type: none"> Orion Township Washington Township Novi Library 	Mrs. Linda Verellen Washington Township 57900 Van Dyke Washington Township, MI 48094 Ph: 586-677-4218
Mike Tarockoff	Project Superintendent	<ul style="list-style-type: none"> Michigan First Credit Union Franklin Properties 500 Block 	Mr. Bill Hahn Jr. Franklin Properties 500 South Opdyke Road Pontiac, MI 48341 Ph: 248-334-4410
Mark Eckles, PE	Construction Manager	<ul style="list-style-type: none"> Warren Consolidated Schools Clarenceville School District Ypsilanti Schools 	Mr. David Bergeron 20210 Middlebelt Livonia, MI 48152 Ph: 248-919-0400
Paul Wills, AIA	Contractor Bidding	<ul style="list-style-type: none"> Ypsilanti School District Reliance Software Systems Trinity Health 	Mr. Alan Dowdy Ypsilanti Public Schools 1885 Packard Ypsilanti, MI 48197 Ph: 734-714-1221
Paul Theriault	Cost Estimator	<ul style="list-style-type: none"> Graceworks Lutheran Services Catholic Parishes Credit Union 	Mr. Larry Stoeber City of Saline 100 N. Harris St. Saline, MI 48176 Ph: 734-429-3148

All staff is able to commit the necessary time and effort necessary for completion of this project.



Qualifications: Project References

Representative Client List

The following is a representative list of clients we have provided real estate consulting, owner representation or consulting services. Specific project information is provided for the highlighted clients:

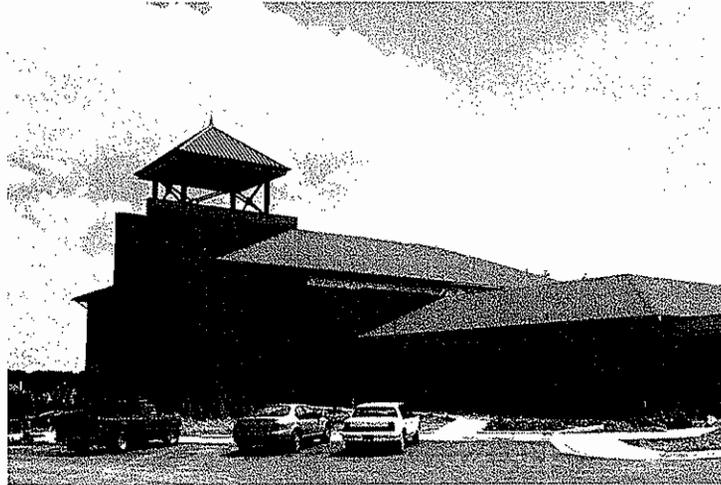
- 15th District Court
- 21st Century Newspapers
- ACN, Inc.
- Addison Township
- City of Ann Arbor
- Archdiocese of Detroit
- Atwell Hicks, Inc.
- AVL North America, Inc.
- Bayloff Die & Machine Company
- Blue Cross Blue Shield of Michigan
- Brothers of Holy Cross
- Cape Health Plan
- Carhartt
- Citigroup
- **City of Novi**
- Community Central Bank
- Community Living Services
- Corinthian College
- DP & Company
- Davis Industries
- Detroit Free Press
- Detroit Public Library
- Detroit Metropolitan Convention & Visitors Bureau
- Domino's Pizza
- EMC
- English Gardens
- Epworth Investment Group, LLC
- First State Bank
- Fisher Corporation
- Ford & Earl Associates, Inc.
- Foster Swift Collins & Smith, PC
- Fraser Trebilcock Davis & Dunlap, PC
- Gannett Company
- George Fischer Fahrzeugtechnik AG
- Grosse Pointe Public Library
- Harley Ellis
- Holly Area Schools
- **Huron Charter Township**
- IKON Office Solutions
- Kelly Services, Inc.
- Kerr, Russell & Weber, PLC
- Macomb Schools & Government Credit Union
- May & Scofield
- McGraw Wentworth
- Michigan Chamber of Commerce
- Michigan Economic Development Corporation
- Michigan First Credit Union
- New Baltimore, City of
- Nordic Technologies
- **Northville Township**
- Northern Trust
- Charter Township of Northville
- Nowak & Fraus
- **Novi Public Library**
- Orion Township
- Oxford Township
- Plante & Moran, PLLC
- Plunkett & Cooney, PC
- IL Posto Ristorante
- RL Polk
- Redford District Library
- Research Federal Credit Union
- Right Management Consultants
- Roush Industries, Inc.
- City of Saline
- The Taubman Company
- Thompson Foundation Schools
- Toyota Technical Center, USA, Inc.
- Trinity Health Systems
- USA Federal Credit Union
- Van Buren Township
- Vandever Garzia, PC
- City of Walled Lake
- Walled Lake City Library
- **Warren Consolidated Schools**
- White Lake Township Library
- WorkPlace Integrators
- Wright & Filippis
- Wyandotte, City of
- Yahoo! Inc.
- Ypsilanti Public Schools

Northville Township Township Hall, Fire and Police Headquarters Northville, MI

Mr. Chip Snider
Township Supervisor
44405 W. Six Mile
Northville, MI 48167
248.662.0493

Northville Township has experienced tremendous growth. Public service facilities were straining to keep pace with demands.

Plante & Moran CRESA helped the Township develop a project that was fiscally responsible and cutting edge. Using careful analysis and effective communication, the new municipal facilities became reality.



Challenges

Funding: Needed voter approval to use available millage capacity to fund the needed facilities.

Facility: Police headquarters renovations had to be done while keeping the facility operational.

Expertise & availability: The Township had a piece of property, but had no implementation plan.

Simultaneous completion of all three facilities exceeded staff capacity.

Solutions

- Working with the Township, P&MC was able to identify methods of how to reduce project costs and establish a budget that would be acceptable to the Township and voters.
- Through the use of our contracts and processes the Township was able to save over \$1,000,000 in change order expenses.
- Through competitive bidding and value engineering, the Township was able to afford more facility than originally anticipated.

Project Details:

Completed: 2005

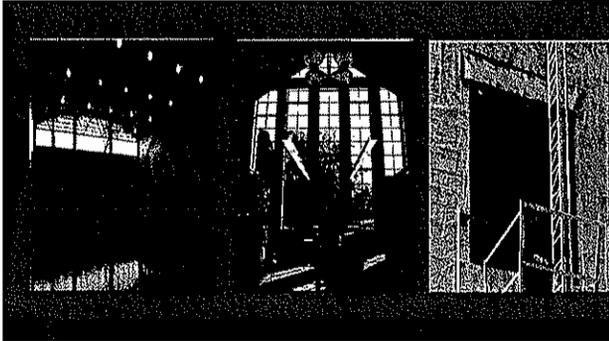
Cost: \$15,500,000

Size: three projects totaling 80,000 SF of new space

Services:

- Feasibility study
- Financing strategy
- Strategic real estate planning
- Site due diligence
- Competitive bidding
- Project coordination
- Furniture procurement
- Move management

Results: The Township now has a modern municipal complex that will sufficiently serve them for many years.



Huron Township Police and Township Hall Huron Township, MI

Mr. John Mitchell
Township Supervisor
Huron Township
36500 S. Huron
New Boston, MI 48164
734.753.4466

The community had previously asked voters twice to approve a millage for new facilities, both millage attempts failed

Plante & Moran CRESA was an invaluable partner to the Township, identifying alternatives of how facilities could be constructed that allowed the Township to construct a Township Hall and Police Station without an increase in taxes.



PROPOSED FRONT ELEVATION

Challenges

Growth: The Township was growing and needed to provide better services to the community.

Environment: The existing Township Hall was condemned and the Police were operating out of an 1,800 SF facility.

Expertise & availability: Huron Township staff did not have experience in project construction, nor did they have the time to dedicate staff full time to a design and construction project.

Solutions

- Maximized building efficiency on restrictive sites through input during design process.
- Identified funding alternatives for the Township through coordination of lease terms with the Township's LDFA.
- Coordinated building moves and all commissioning activities to deliver fully operational facilities at project close.

Project Details:

Completed: 2006

Cost: \$2,500,000

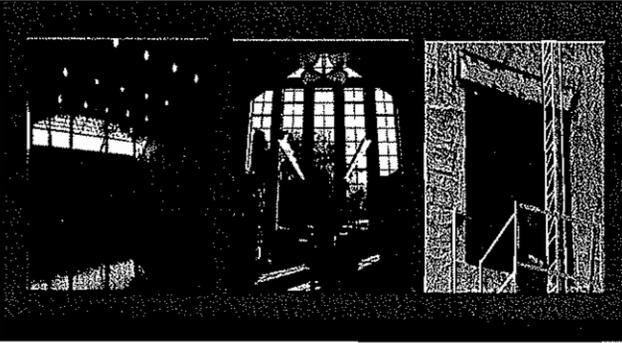
Size: Total of 20,500 SF

Township Hall – 10,500 SF
Police Station - 10,000 SF

Services:

- Site due diligence
- Municipal approvals
- Construction administration
- Furniture procurement
- Move management
- Close-out services

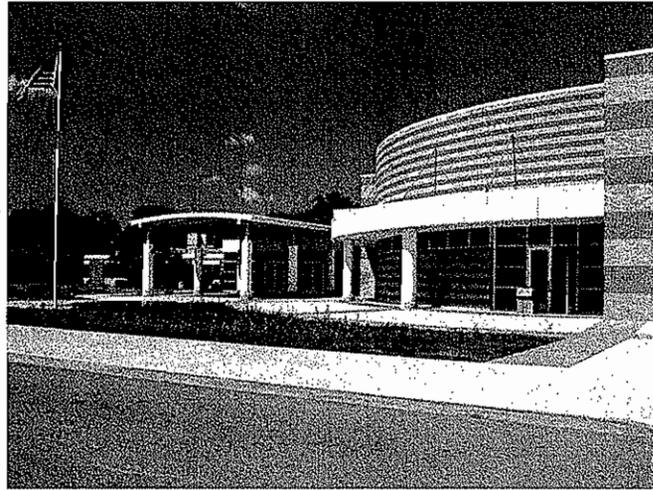
Results: The new facilities have allowed the Township to provide enhanced services to local residents in a cost effective manner.



Warren Consolidated Schools Warren, MI

"Plante Moran CRESA served as our partner. We knew from the beginning that they were working on our behalf; there was no doubt where they stood. I never had to worry about what interests they may have had in something related to a construction program. In the end, they more than paid for themselves, and I'd solicit their help again in a minute."

Dr. William Kiefer
Associate Superintendent for
Administrative Services &
Human Resources
Warren Consolidated Schools
31300 Anita
Warren, MI 48093
586.698.4093



Challenges

Changing Needs: This district is one of the five largest in Michigan. Changing demographics drove the need to reallocate and retool facilities to meet new information needs.

Budget: The district had limited funding to make improvements and expand the facilities.

Expertise & availability: District staff did not have expertise in space programming, nor did they have the time to dedicate staff full time to three simultaneous design and construction projects.

Solutions

- Space programming evaluated project goals and maximized efficiency of new and renovated facility space.
- Real estate transaction expertise delivered favorable negotiation during property purchase.
- Careful analysis of construction cost estimates, project schedules and project financing delivered optimal program approach.
- Design/construction oversight of three design teams and three construction teams maintained schedule and budget.

Project Details:

Completed: 2002-2007

Cost: \$150,000,000 bond issue

Size: Renovation / expansion of 2,800,000 SF, including 80,000 SF of library space

Services:

- Space programming
- Financial analysis
- Transaction assistance
- Design/construction oversight

Results: Reduced project schedule from ten to five years, saving \$8,000,000 (District used this money to construct new cafeteria or gym at each middle school).

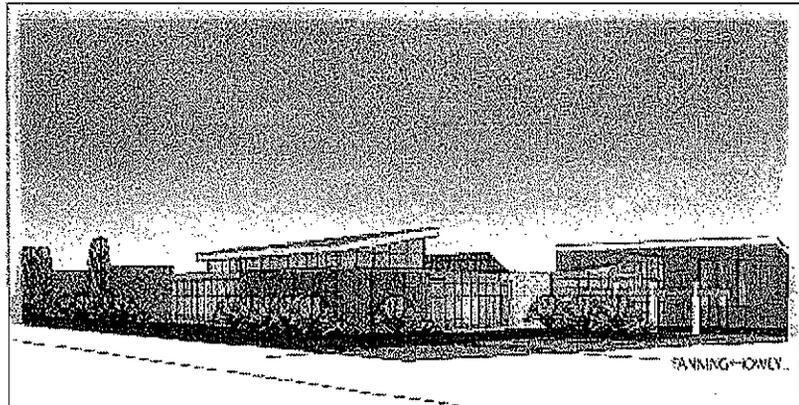


Novi Public Library Novi, MI

Ms. Mary Ellen Mulcrone
Assistant Director
45245 W. Ten Mile
Novi, MI 48375
248.349.0720

Novi Public Library has outgrown its current facility and would like to expand on its current site. However, a previous attempt to approach the community for a millage increase was defeated.

Plante & Moran CRESA helped the library to reduce project construction costs and identify how to use donated funds to cover operational costs, creating a new plan that appears to be better received by voters.



Challenges

Funding: A previous attempt to approach the community for a millage increase for a new library was defeated.

Facility: The library has outgrown its current facility and is planning to expand on its current site.

Expertise: The library staff do not have expertise in construction or the time to dedicate staff to a project of this scale.

Solutions

- P&MC reviewed the original project program and identified cost savings of \$3,000,000 – without impacting facility size.
- Modeled operation costs for a new facility and identified options to use donated facility funds, further reducing costs.
- Modeled various millage rates and their impact to residents and conducted primary market research to gauge community acceptance of new plan.
- Integrating selection of architect with overall project strategy.

Project Details:

Completed: 2006/2007

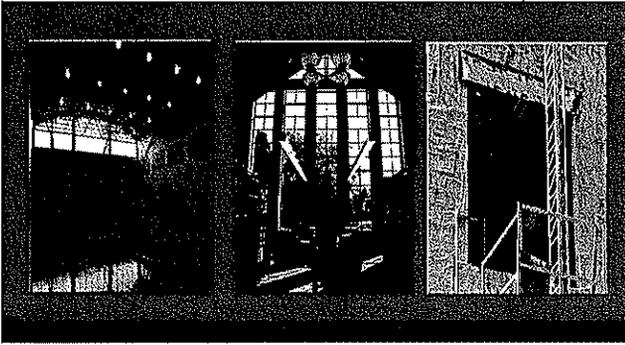
Cost: \$16,000,000

Size: 55,000 – 60,000 SF

Services:

- Program planning
- Financial analysis
- Market research
- Design firm selection

Results: The library is prepared to present the community with an alternative that meets facility needs and maximizes use of public funds (on November 2007 ballot).



Scope of Services: Work Plan

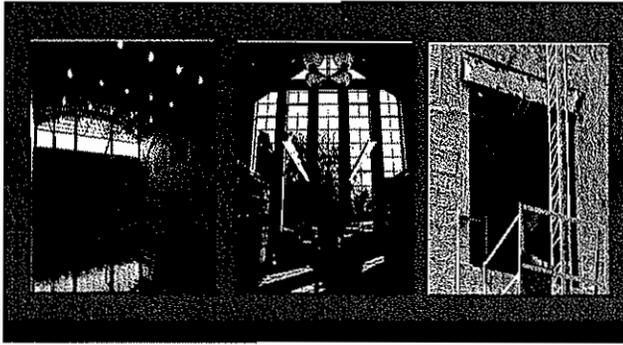
A. Project Understanding

The City of Novi, in a forward thinking approach, has in the past performed reviews of its police and fire facilities in order to ensure that these facilities are being maintained properly and to determine what projects need to be completed to extend the useful life of the facilities. These reviews have been completed for the following.

- Fire Station #2 Building
- Police Department Building

Based on the outcomes of these projects, the City is now requesting a proposal for an Owner Representative to provide Project Management Consultant Services. Interested firms must provide independent, professional consultancy services during planning, design, pre-construction, construction and post construction phases.

The remainder of this section contains the work plan to accomplish these tasks.



Scope of Services: Work Plan

B. Project Work Plan

Work Plan Summary

P&MC will provide leadership and assist the City's team to successfully design and construct the proposed facility using the following described Work Plan. The work plan consists of five (5) major phases listed below:

- Phase 1: Review of Project Scope and Costs
- Phase 2: Design and Pre-Construction
- Phase 3: Construction
- Phase 4: Move Management and Building Commissioning
- Phase 5: Post Construction and Project Closeout

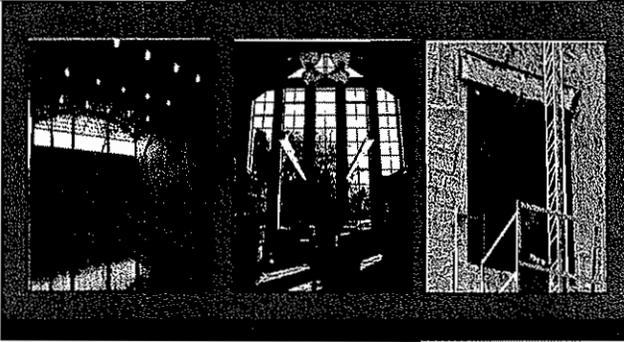
A description of each phase and the primary tasks associated with it are described below.

Phase 1: Review of Project Scope, Costs and Schedule

Objective:

Review of the project work previously completed to refine project costs and the establishment of project protocol. Activities to include:

1. **Project Team Interaction**
 - Meet with the Project Team to finalize the project criteria and Team's vision.
 - Establishment of a regular meeting schedule and protocol on reporting project changes and updates.
2. **Review and Refinement of Project Costs**
 - Review all previously completed project reports and documentation.
 - P&MC's architectural staff and field engineers will review the proposed project costs and make adjustments where appropriate.
 - Divide project tasks into two categories, those that can be completed as presented and those that need additional specifications developed by an architect.
 - A final project cost for each facility will be developed and updated based on our current contractor experience, RS Means and ENR reports.



Scope of Services: Work Plan

B. Project Work Plan (Continued)

3. Project Scheduling and Final Project Budget

- Consideration on development timing and finalization of project schedule.
- Review and preparation of project budget and further identify alternatives on how to reduce project costs.

4. Completion of Site Due Diligence

- Phase I Environmental
 - Zoning Verification
 - Utility evaluation and coordination
 - Wetlands
 - Floodplains
 - Easements
 - Topography

Result:

Clear understanding of project expectations, including project design, scheduling, and budgets.



Scope of Services: Work Plan

B. Project Work Plan (Continued)

Phase 2: Design and Pre-Construction

Objective:

Assisting the City in selecting an architect to provide detailed drawings, specifications, and contract documents for bidding and construction purposes. Activities will include:

1. Development of an Architectural/Engineering RFP (as necessary)

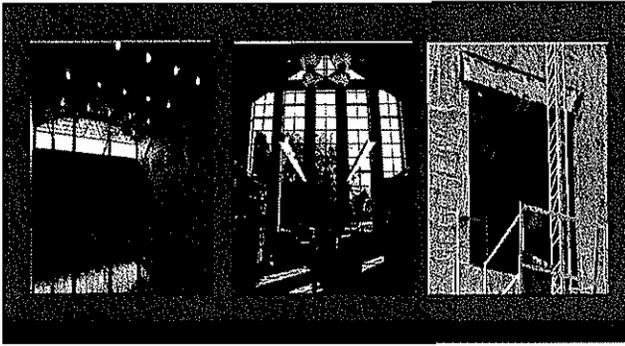
- Develop RFP
- Pre-qualify bidders
- Solicit RFP
- Review bids/award
- Prepare a comparison matrix
- Present findings
- Provide recommendation in regard to execution of contract

2. Design Process Coordination

- Monitor architect's progress through the design process.
- Schedule and attend all progress meetings and produce meeting minutes.
- Preparation of all documentation providing input and comment on the building design and coordination of FFE and the construction process.
- Assist in determining specifications for major long lead equipment such as air handling units, emergency generators, electrical transformers and switchgear.
- Monitor trade, labor and construction market trends that could impact the cost or schedule for the project.
- Assess material and labor availability in the local marketplace and evaluate alternative systems and building products.

3. Design Review

- Review architect's scope of work
- Review design to ensure consistence with original project scope. P&MC staff will perform a detailed systems review to provide comments on the building exterior, skin, roofing, mechanical, structural, HVAC and interior systems at:
 - 50% project completion
 - 75% project completion
- Review final drawings and bid package
- Assist in defining the scope for phased construction for the Project to ensure that specifications for site development, structure, mechanical, electrical, and safety systems are developed.



Scope of Services: Work Plan

B. Project Work Plan (Continued).

4. Value Engineering

- Assist the architect, interior designer, and other vendors in the ongoing value-engineering process to identify alternative construction methods or materials, reducing cost and/or construction time.
- Conduct multiple constructability reviews and assist the architect in the process of preparing cost analysis.

5. Project Scheduling and Budget

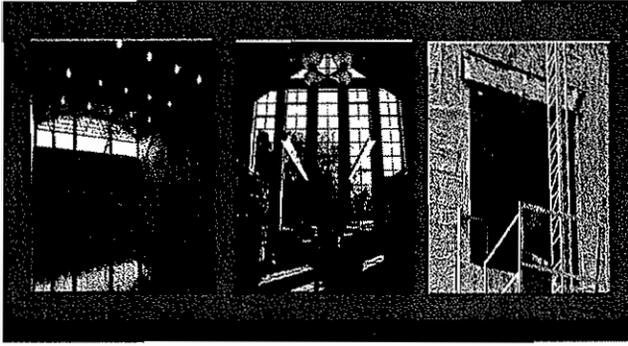
- Confirm the project schedule, arranging the time required for the design development, bidding, construction, and move-in and startup phases.
- Compare budget of preliminary design to project budget at:
 - 50% completed design
 - 75% completed design
 - 100% completed design
- Prepare updated budget and schedule to reflect the impact of a particular design.
- Develop final project budget and schedule.

6. Development of the Contractor RFP:

- Develop RFP
- Pre-qualify bidders
- Solicit RFP
- Review bids/award
- Prepare a comparison matrix
- Present findings
- Provide recommendation in regard to execution of contract

Result:

The result is a final set of plans from which the facility will be constructed within the expected timeframe and budget. If the City desires, upon completion, the construction documents (i.e. plans, specification booklet, schedules, etc.) will be submitted for final approval and bidding. Additionally, a qualified contractor that is best suited for the project will be selected.



Scope of Services: Work Plan

B. Project Work Plan (Continued)

Phase 3: Construction

Objective:

In order to have high predictability in the outcome, it will be necessary to have a comprehensive building process. Once the contractor is selected, P&MC will provide owner oversight to the construction process. Activities to include:

1. Construction Process Oversight and Scheduling

- Define, schedule, attend and produce meeting minutes for weekly construction progress meetings.
- Assist and advise the team through the construction process to meet project objectives.
- Obtain permits
- Provide change order tracking and facilitate issue resolution.
- Update project major milestone schedule and identify conflicts.
- Prepare periodic project status reports for the Court planning team's use.
- Review of test reports and identification of any non-conforming issues that require follow up and resolution.

2. Project Budgeting and Accounting

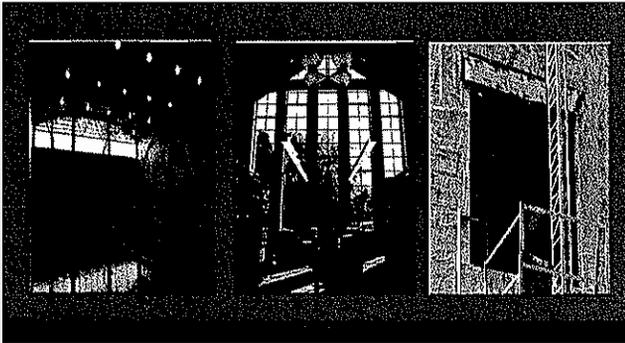
- Set up project cost accounting and budget tracking processes.
- Keep track of project expenditures to ensure that the proposed budget is being met.
- Review of payment applications, waivers, sworn statements, insurance certificates, and surety bond requirements for contract compliance.
- Track project budget including expenses to date versus total budget and remaining project cost estimates.
- Review of payment applications from vendors to ensure accordance with contractual arrangements.

3. Coordination of outside vendors

- Develop RFP and evaluate bids for:
 - Equipment
 - Signage
 - Security systems
 - Voice/data systems
 - Carpeting, wall coverings, and window coverings
- Coordination of vendor activities with the architect and contractor.

Result:

A controlled, accountable process that allows the client's construction project to be completed within the defined parameters of quality, cost, and time.



Scope of Services: Work Plan

B. Project Work Plan (Continued)

Phase 4: Move Management and Building Commissioning

Objective:

Identify the requirements to relocate and move staff and equipment to allow construction to proceed without interruption of work flow and minimizing down time. This process formally begins when building plans and specifications are ready for bidding. On behalf of the City, P&MC will coordinate and oversee the process of advertising and soliciting bids from qualified moving vendors. Activities will include:

1. Move Coordination

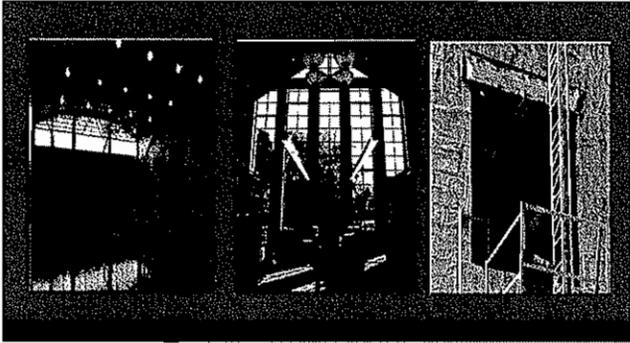
- Identification and prequalification of move vendors and draft the RFP.
- Assist in the procurement of temporary facilities, if necessary.
- Provide recommendation to negotiate final mover contract.
- Coordinate with staff the logistics of the move in order to minimize disruptions to operations.
- Coordinate removal and placement of office equipment and furniture prior to construction and upon completion of the project.

2. Building Commissioning

- Provide an occupancy checklist
- Develop a schedule for occupancy activities
- Testing of building system
- Occupancy permit

Result:

City staff and equipment moves are coordinated as such to minimize the down time of operations.



Scope of Services: Work Plan

B. Project Work Plan (Continued)

Phase 5: Post Construction and Project Closeout

Objective:

Ensure that the A/E firm and building contractor team completes their contractual obligations. Post-construction services typically commence after construction is substantially complete, generally two months before opening the facility. P&MC will continue to advocate on behalf of the City to ensure the close-out procedures are completed in a timely manner.

- Training of staff on building systems
- Completion of punch list items
- Delivery of warranties and guarantees certificates
- Submittal of release waivers of liens and sworn statements
- Delivery of record drawings, and operational manuals

Result:

Allows the City staff to focus on meeting the needs of patrons, while P&MC handles the building details and occupancy logistics.



Scope of Services: Work Plan

Financial Tracking (Project 1)

Upon commencement of the project, P&MC will assist the City to set up project cost accounting and budget tracking processes for all aspects of the project (i.e. professional fees, site development costs, construction costs, FFE, etc.) using Microsoft "Excel." This allows P&MC and the City to review the status of the all budget items throughout the project.

During construction this budget allows the Contractor to manage the construction activities separate from the City's activities.

Scheduling Tracking (Projects 1 and 2)

On behalf of the City, P&MC will review the construction schedule goals of the Project. P&MC will identify all basic project constraints and milestones and require the Architect and Construction Manager to incorporate them into a Master Project Schedule before commencing design. Using this clearly mapped timeline in Microsoft "Project" software, we identify specific task schedules and update each schedule as design details evolve.

Throughout construction, we will require the Construction Manager to prepare a three-week Look Ahead Schedule for use in weekly project coordination meetings with trade contractors.

The entire process helps keep all project participants on schedule, accountable, and aware of the City's expectations. These methodologies and models were previously used by Grosse Pointe Public Library.



CITY OF NOVI, MICHIGAN
PURCHASING DEPARTMENT
45175 W. TEN MILE RD.
NOVI, MI 48375
(248) 347-0446

OWNER REPRESENTATIVE/PROJECT MANAGEMENT CONSULTANT SERVICES
FOR
PROJECT #1: MAINTENANCE, RENOVATION & EXPANSION OF THE CITY OF NOVI
FIRE STATION #2 BUILDING
AND
PROJECT #2: MAINTENANCE & RENOVATION OF THE CITY OF NOVI
POLICE DEPARTMENT BUILDING

PROPOSAL FORM

BIDS DUE Monday, October 8, 2007 BY 10:00 A.M.

Bid submitted by:

Name (printed) Gregory VanKirk Title: Partner

Company (Legal Registration) Plante & Moran CRESA, LLC

Address 27400 Northwestern Highway

City Southfield State MI Zip 48034

Telephone 248.223.3500 Fax 248.223.3150

E-mail greg.vankirk@plantemoran.com

Signature *Gregory VanKirk* Date 10/08/07

For information on responding to this RFQ, contact Carol Kalinovik, Purchasing Director, at ckalinovik@cityofnovi.org

Submittal of Bids: Bids must be delivered prior to the due date and time specified above to the City of Novi, Purchasing Department, 2nd floor, 45175 W. Ten Mile Rd., Novi, Michigan 48375. Bids must be submitted by person or mail. Faxed quotations will not be accepted.

NOTICE TO BIDDERS:

The City of Novi officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of bid documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued.

If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.govbids.com, and obtain an official copy.