



# CITY of NOVI CITY COUNCIL

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**Agenda Item 2  
November 13, 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 No. 2 and renovations to the Police Headquarters for a not-to-exceed price of \$60,000 (\$40,000 for Fire Station No. 2 work and \$20,000 for work at Police Headquarters). The \$20,000 for the Police Headquarters work will be paid from Federal Forfeiture Funds.

**SUBMITTING DEPARTMENT:** City Manager's Office *PWA*

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

<b>EXPENDITURE REQUIRED</b>	\$60,000
<b>AMOUNT BUDGETED</b>	\$1,304,834 (as originally budgeted including construction)
<b>LINE ITEM NUMBER</b>	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 &amp; Moran Cresa</i>	<i>Sidock Group</i>
<b>Project #1 (Fire Station only)</b>	\$ 40,000	\$ 47,856
<b>Project #2 (Police Station only)</b>	\$ 20,000	\$ 25,768
<b>Both projects</b>	\$ 60,000	\$ 73,624

At the October 22, 2007 City Council meeting, this item was postponed to the November 13, 2007 meeting to allow staff an opportunity to gather some additional information for Council. Specifically, Council requested that we describe and distinguish the work suggested to be completed by CDPA, the architect, and the proposed Owner's Representative/Project Manager, Plante & Moran CRESA

The Fire Chief, Police Chief, City Attorney, Assistant Fire Chief and Assistant City Manager met with representatives from Plante & Moran CRESA and CDPA to finalize the scope of work for each firm should Plante & Moran be awarded the contract for the Owner's Representative/Project Management services. The attached matrix outlines the work by project phases and lists major categories/functions. There are numerous other detailed project lists that will be developed as the project progresses, but staff attempted to categorize the primary functions for the matrix. In each category, Plante & Moran CRESA or CDPA will serve in the primary role with the other as a support role. Plante & Moran CRESA and CDPA have worked on other projects together in similar capacities as being recommended to Council. Most recently in the design and construction of the City of Saline DPW building which opened in spring 2007.

In addition, we were asked to contact Northville Township about their experience with Plante & Moran CRESA, who served as the Township's Owner's Representative on three building projects totaling approximately \$15 million. We spoke to the Northville Township Manager who gave a positive recommendation verbally, as well as sent a formal recommendation letter which is also attached to this agenda item. Staff also made contact with the City of Saline and the Grosse Pointe Public Library who utilized Plante & Moran CRESA as the Owner's Representative on their projects. Both gave positive references and did not hesitate to recommend Plante & Moran CRESA to the City of Novi for the Fire Station No. 2 and Police Headquarters projects, as well as the Novi Public Library project.

The architect anticipated that the City would retain an Owner's Representative for this project and bid accordingly. During discussions with Plante & Moran and CDPA, staff determined that it made sense to move the geotechnical, tree, etc. survey work which appeared to be duplicated to the P&M CRESA responsibility matrix. The approximately \$5000 "savings" from CDPA to Plante & Moran in this category will likely be needed to complete the architectural/engineering portion of the HVAC system review at the Police Headquarters which was not a part of the CDPA proposal, but will need to be reviewed and completed. To save costs, it was anticipated that the architect for Fire Station No. 2 would assist where needed on the Police project since this work would be minor in overall scope. Because CDPA was the original designer of the Police building, it logically makes sense for them to complete this work for the project. As a result, we do not anticipate any overall "savings" from this minor shift from the original proposal submitted by CDPA.

**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 No. 2 and renovations to the Police Headquarters for a not-to-exceed price of \$60,000 (\$40,000 for Fire Station No. 2 work and \$20,000 for work at Police Headquarters). The \$20,000 for the Police Headquarters work will be paid from Federal Forfeiture Funds.

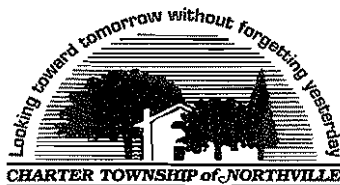
	1	2	Y	N
Mayor Landry				
Council Member Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

Project Component	Plante & Moran CRESA Role	Architect's (CDPA) Role
<b>Design</b>		
Design Program (including floor plan, room functions, layout of fixed equipment/ furnishings, etc.)		✓
Topographic and tree surveys, geotechnical, etc.	✓	
Estimate of Construction Budget		✓
Review Architect Budget Estimates	✓	
Schematic Design		✓
Initial Selection of Finishes		✓
Review of Finishes to Budget	✓	
Specification Development		✓
Development of Construction Drawings, permit applications, meetings, etc. related to site plan approval		✓
Value Engineering	✓	
Constructability Review	✓	
Development of Final Budget and Schedule	✓	
Identification of Long-lead items and coordination of ordering and specifications	✓	
<b>Selection of a General Contractor*</b>		
Prequalification of Contractors	✓	
Development of RFP	✓	
Solicit RFP	✓	
Review Bids/Award	✓	
Prepare Comparison Matrix	✓	
Present Findings	✓	
Execute Contract - Negotiation	✓	
<b>Construction</b>		
Municipal Permits		✓
Project Meetings	✓	*
Construction Draws		✓
Architectural and engineering supervision during construction		✓
Review contractor submittals for payment		✓
Construction staking		✓
Construction materials testing		✓
Construction inspection during active sitework construction		✓
Change Order Management	✓	
Project Budget and Schedule	✓	
Furniture Procurement	✓	
Vendor Coordination – Security, Technology, Data, Voice	✓	
Signage	✓	
Move Management	✓	
Building Acceptance – Systems, training, warranties	✓	

Project Component	Plante & Moran CRESA Role	Architect's (CDPA) Role
<b>Project Closeout*</b>		
Punch List	✓	
Warranties, Certifications	✓	
Final Payments/Waivers	✓	
As Built Drawings	✓	
Resolution of final issues	✓	

\*Plante & Moran Cresa would be primarily responsible for this component of project with assistance and input by CDPA.



RICHARD M. HENNINGSSEN  
Treasurer

MARK J. ABBO  
Supervisor

SUE A. HILLEBRAND  
Clerk

MARJORIE BANNER  
Trustee

MARVIN GANS  
Trustee

CHRISTOPHER ROOSEN  
Trustee

BRAD WERNER  
Trustee

October 25, 2007

Pamela Antil  
Assistant City Manager  
City of Novi  
45175 10 Mile Road  
Novi, MI 48374

Dear Ms. Antil:

With regard to your inquiry concerning Plante & Moran CRESA, the firm served the Charter Township of Northville admirably during a 15 million dollar undertaking. As an owner's representative for the township, they worked side-by-side with the township team which developed into a mutual professional respect among all of us.

Few decisions made by government are as highly visible, as costly and as long lasting as developing facilities. Plante & Moran CRESA were consummate professionals whose competence and expertise were matched by their tenacity when working with what turned out to be a very difficult General Contractor, Andy Usztan.

The personal commitment to excellence transcended the completion of the project when the township was sued for two million dollars in an arbitration dispute. Their allegiance to the township was critically important to our success in the arbitration. There's no greater comfort than witnessing professionalism and attention to detail when under fire.

In closing, Plante & Moran CRESA provided services which reflected favorably on the township as good stewards of taxpayer's dollars. When the going got tough with the contractor, they never wavered in their support, even to their own financial detriment.

Regards,

Chip Snider  
Township Manager

## Antil, Pam

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From: Vickey Bloom [vbloom@gp.lib.mi.us]  
Sent: Monday, November 05, 2007 8:45 AM  
To: Antil, Pam  
Subject: Fwd: Plante & Moran Cresa Reference

Attachments: Plante & Moran Cresa Reference



Plante & Moran  
Cresa Reference...

Hi Pam,

I loved working with Plante & Moran CRESA!

1. They were our owner's rep through two library building projects. As the owner's rep, they chaired our Building Committee meetings, oversaw the budget for the projects, checked all invoices before they were paid, kept the contractors and architects on task, negotiated our architect's contract, negotiated our construction manager and general contractor contracts, advertised and went out for bids on all the various aspects of the project.
2. Both projects stayed on schedule. They were responsible for keeping it on schedule unless there were issues out of their control such as city council approvals etc. We had a lengthy city approval on one project. That was not anything P&M could control, just politics.
3. Both projects came in under budget. They helped create the budget and kept us on the right path to keep it under budget. We did value engineering as well, with their help.
4. The project was monitored properly. Paperwork was very good and many times they were on site and we went over the paperwork together before a bill was paid. There were periodic reviews of the budget on site as well. Status reports were accurate and made at any board meeting that we asked them to attend.
5. Both projects were about 1/2 years for construction, and probably 1/2 year for design. We opened almost exactly 1 1/2 years after construction started.
6. 5.7 million for the 15,500 square foot library. \$10,054,121 for the 27,500 square foot library. For the smaller project we used SG Construction for general contractor. For the larger project, we used Frank Rewold and Son as construction manager.
7. P&M worked well with both architects (we had a different one for each project). One architect was a little harder to get along with and not as willing to change his design to meet the client needs. As a result, P&M had to be a little harder with them and the relationship was cordial towards the end. However, they met the clients needs which is why we hired them.
8. It was around \$300,000 for both projects. One project was a 15,500 square foot library and the other for a 27,500 square foot library.
9. I was extremely satisfied with their work and would recommend them highly. I worked with Greg Van Kirk, Paul Rivetto, Paul Wills and Josh Every and enjoyed working with every one of them.
10. I would hire them again.
11. You will get your money's worth and save yourselves a lot of headaches using Plante & Moran. They are all very knowledgeable about their work and it pays off in the end to have their expertise.

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**From:** Loughran, Roger (Detroit) [mailto:Roger.Loughran@right.com]  
**Sent:** Wednesday, November 07, 2007 12:42 PM  
**To:** Antil, Pam  
**Subject:** pantil@cityofnovi.org - Found word(s) Mail transaction in the Text body - RE: Plante & Moran Cresa Reference

Pam: This is a lot of info you are asking. I hope this covers it. Let me know if you need additional information. I have had a six year working relationship with the firm. Prior to me, another staff members had a relationship that went back to 1995.

Our experience with PMC has been excellent.

1. What was Plante & Moran Cresa's role in your project? PMC provided project management services for multiple Right Management offices throughout Southeast Michigan including transaction management, space programming, conceptual budget, and conceptual scheduling, design oversight, and construction oversight. Other services included the coordination of the furniture, moving, and technology.
2. Did the project stay on schedule? What was P&M Cresa's responsibility for the schedule (if any)? Each of the projects Right Management worked with PMC came in within the approved schedule. PMC's responsibility for the schedule included coordinating the architects, contractors, and vendors for the project.
3. Did the project stay on budget? What was P&M Cresa's responsibility for the budget (if any)? Each of the projects Right Management worked with PMC came in within the approved budget. PMC's responsibility for the budget included value engineering through the design process, bidding coordination to ensure accurate bids were received and change order management throughout the construction process.
4. Was the project monitored by P&M Cresa properly? Was the paperwork/reporting back to you sufficient to meet your needs? Were the status reports accurate? Yes. The reporting from PMC included regular updates as to action items, schedule, and budget considerations.
5. How long was the project from design to ribbon cutting/opening of the building? Was P&M Cresa involved in the project the entire length of this project? Each project varied in the time. The average length of time was 1 1/2 years from design to opening. PMC was involved from the very beginning and ensured that the project was closed-out.
6. What was the total (construction and soft costs) of your building? What General Contractor did you use? Each project varied in cost. The range of project value is between \$500,000 and \$1,000,000. The general contractors used were NuCore Construction, Comfort Craft, and SKANSKA USA.
7. How did P&M Cresa work with your architect? Was the relationship sound for the entire project? PMC worked with each of the architects for the specific project. PMC challenged the architects to design to a budget and provide options for Right Management to make informed design decisions.
8. What were P&M Cresa's fees for the work they did for you? PMC fees for program management ranged from 3% to 5% depending on the complexity of the project.

9. Were you satisfied with the work that P&M Cresa did for the company? Yes.

10. Would you hire P&M Cresa again? Would you recommend P&M Cresa to us today? Yes, we recently hired PMC for our Grand Rapids and Southfield assignments. Yes I would recommend that Novi uses PMC for all their projects.

I have met with and worked with every member of the staff. They are excellent to work with. Let me know if you have any other questions.

Roger Loughran  
Right Management  
40 Oak Hollow, Suite 210  
Southfield, Mi, 48033 Zip  
Phone 248.204.4449 Fax 248.948.1619

**RIGHT MANAGEMENT**

[www.right.com](http://www.right.com)

of Right Management Inc. Thank You.





**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.	<b>Overhead Door Angles Repair</b> .....	\$ 600.00
	Sill angles at the overhead doors require sanding and repainting to prevent further deterioration.	
8.	<b>Replace Overhead Doors</b> .....	\$ 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.	<b>Replace Apparatus Room Sound System</b> .....	\$ 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.	<b>Apply Epoxy Floor System</b> .....	\$ 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.	<b>Keypad Security System</b> .....	\$ 7,000.00
	Keypad entry system at two doors.	
12.	<b>Electrical Service Upgrade</b> .....	\$ 10,000.00
	Existing building has power shortfalls.	
13.	<b>Replacement of HVAC System</b> .....	\$ 20,000.00
	Roof-top unit is nearing the end of its useful life. Replacement of unit and controls.	
14.	<b>Emergency Eyewash Station</b> .....	\$ 3,000.00
	Free-standing emergency eyewash/shower to be located in Apparatus Room	
15.	<b>Turn-Out Gear Washer/Extractor</b> .....	\$ 7,500.00
	Commercial washer/extractor for cleaning of turn-out gear.	
	<b>HIGH PRIORITY TOTAL</b> .....	<b>\$ 215,950.00</b>

**FIRE STATION NO. 2 RECOMMENDATIONS - CONTINUED**

**MEDIUM PRIORITY ITEMS**

1.	<b>Repaint Exterior Doors &amp; Frames</b> .....	\$	600.00
	Repair and repaint all exterior doors and frames		
2.	<b>Re-Paint Interior</b> .....	\$	12,000.00
	Total re-painting of the station interior.		
3.	<b>Replace Ceiling Tiles</b> .....	\$	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.	<b>Replace Watch Room Counter</b> .....	\$	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.	<b>Replace Carpeting</b> .....	\$	15,000.00
	The existing carpet is worn and should be replaced.		
6.	<b>Repair Ceramic Tile</b> .....	\$	2,000.00
	Replace broken, missing tile and grout.		
7.	<b>Fire Protection System</b> .....	\$	25,000.00
	Fully sprinkled living and administration areas with new water service.		
			<hr/>
	<b>MEDIUM PRIORITY TOTAL</b> .....	\$	<b>67,100.0</b>

**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
<hr/>	
<b>TOTAL ESTIMATED <u>CONSTRUCTION</u> COST .....</b>	<b>\$ 609,050.00</b>

**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**



**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
<u>Architectural</u>		
-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
<u>Mechanical</u>		
- 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
<u>Electrical</u>		
-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
<b>TOTAL PROJECT COST</b>		<b>\$ 519,050</b>

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.

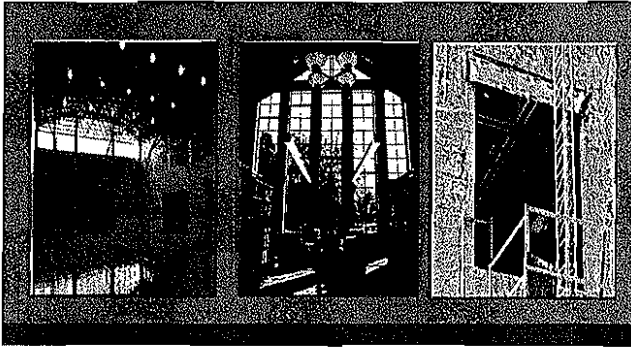
We thank you for allowing us to provide this proposal and look forward to the opportunity to work with you on this exciting project. Our independence, experience, and result oriented approach combine to make us your best choice for Owner Representation services.

Sincerely,

PLANTE & MORAN CRESA, LLC



Greg VanKirk  
Partner



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**Section 1: Firm Information and Benefits**

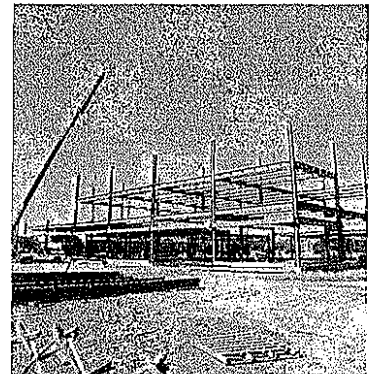
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## Firm Information

### 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.

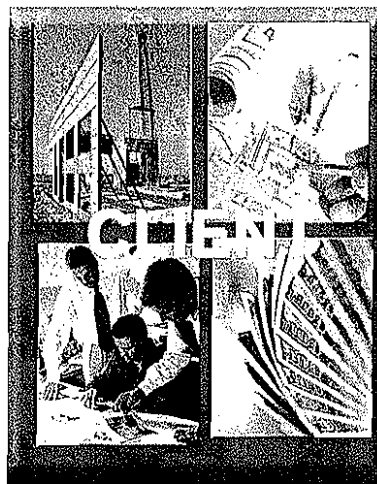
### Value and Benefit:

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.

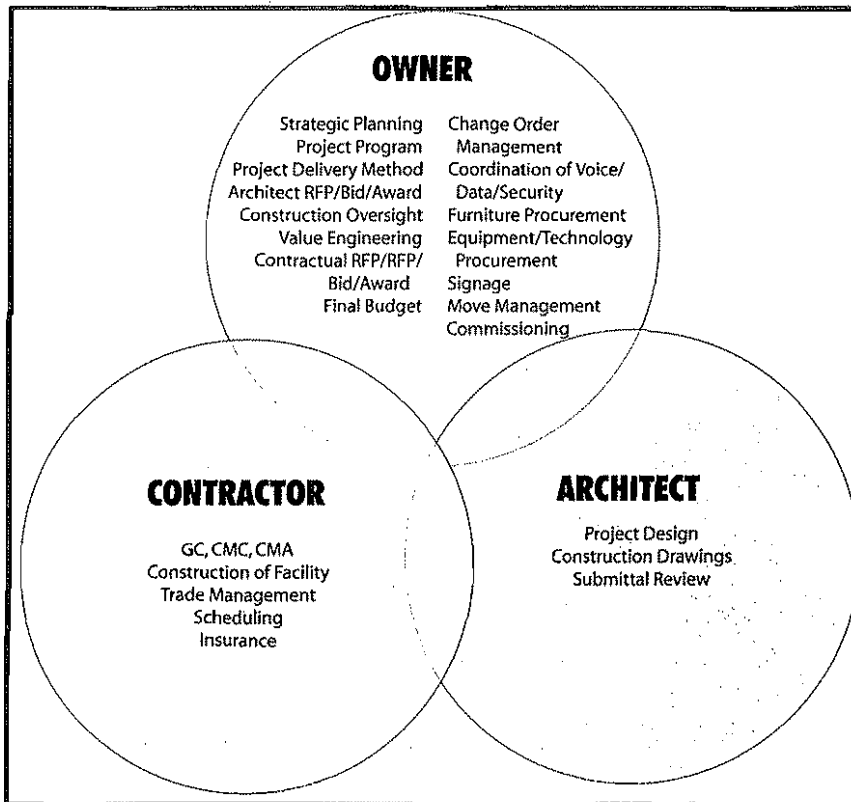
Our engagement is driven by our client's short- and long-term needs. We offer the benefits of a full-service, real estate department, on an as-needed basis, with professionals who provide services to allow the client to focus on its core business.

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.



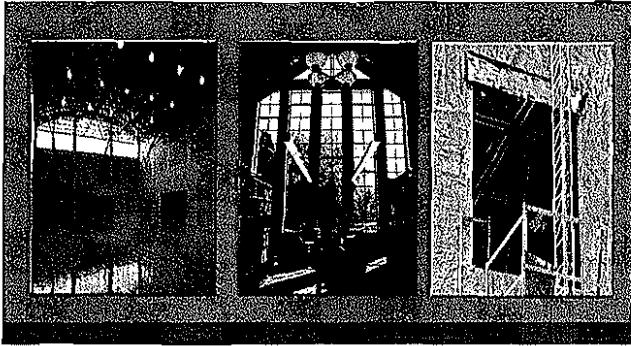


## Firm Information: Owner's Role



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.

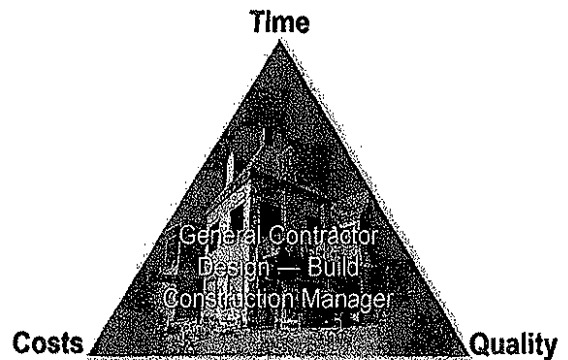
In fact, projects that are completed without an independent Owner Representative usually exceed the original budget by 10% to 20%.

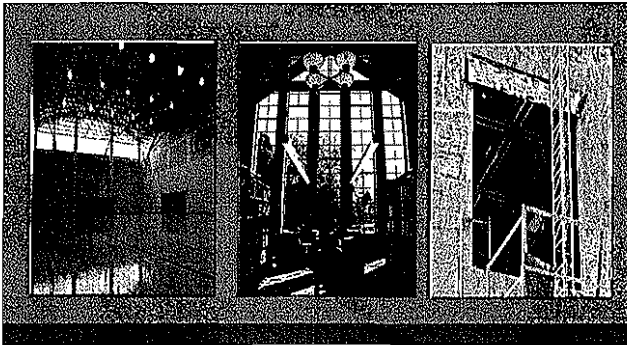


## Firm Information: Project Delivery

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

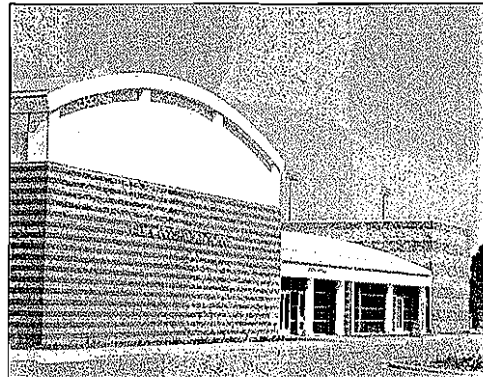
We direct over \$75,000,000 of real estate construction each year, allowing you to benefit from our relationships in the design and construction market.

### ◆ 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?

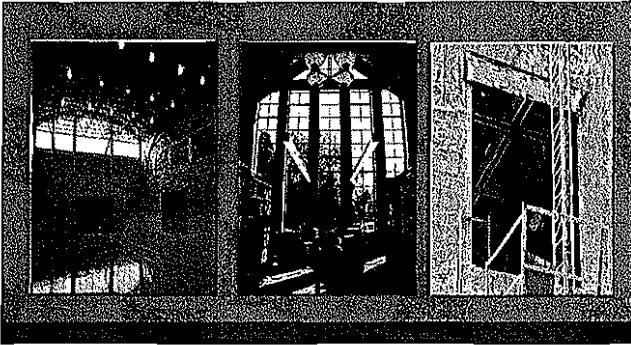
### ◆ Owner Value

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."

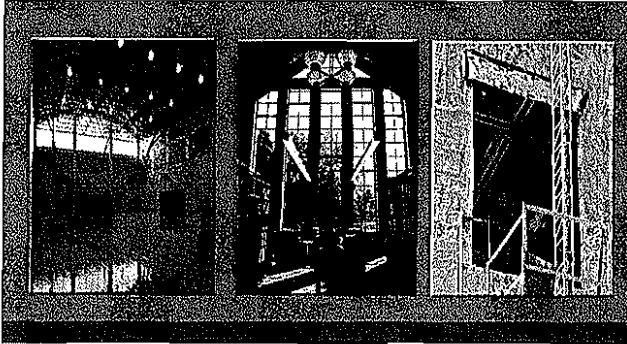
Dr. William Kiefer  
Associate Superintendent for  
Administrative Services & Human Resources  
Warren Consolidated Schools



## 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
<b>Income Statement</b>				
Net Revenue	3,562	3,087	4,129	2,807
<b>Balance Sheet</b>				
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:	YD008740e	
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

Lemme Insurance Group, Inc.

Date: June 21, 2006

Per:   
Executive Vice President

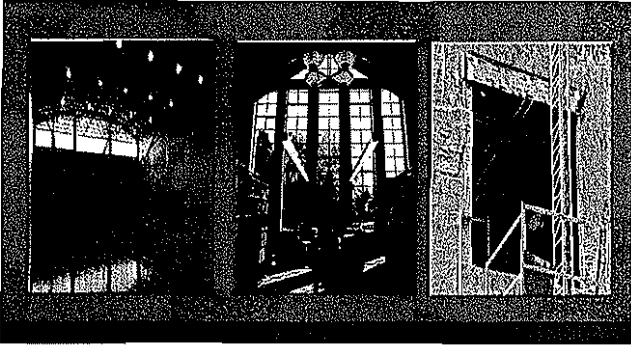
Lemme Insurance Group, Inc. | 3707 Michigan Road | Suite 810 | Rolling Meadows, IL 60009 | Tel: 847 315 6800 | Fax: 847 315 6801 | www.lemme.com



### Addendum to Verification of Insurance

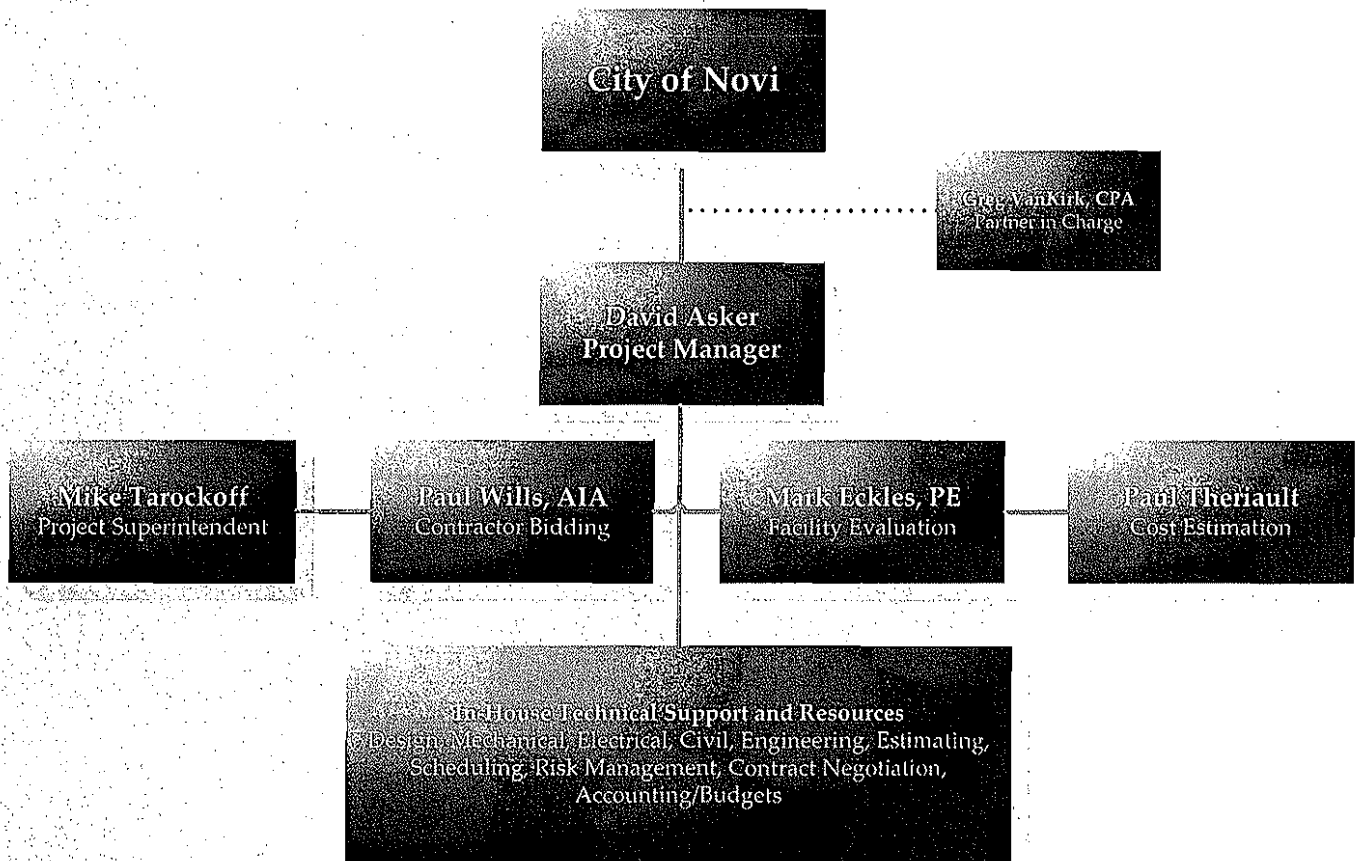
P&M Holding Group, LLP (PMHG)  
 Plante & Moran, PLLC  
 P&M Holding Company, Inc (PMHC)  
 Plante & Moran Financial Advisors Limited Partnership  
 PMFA, Inc.  
 Plante Moran Insurance Agency Services, LLC  
 P&M Corporate Finance, LLC (PMCF)  
 Plante Moran CRESA, LLC  
 Plante Moran Swartz Group, 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



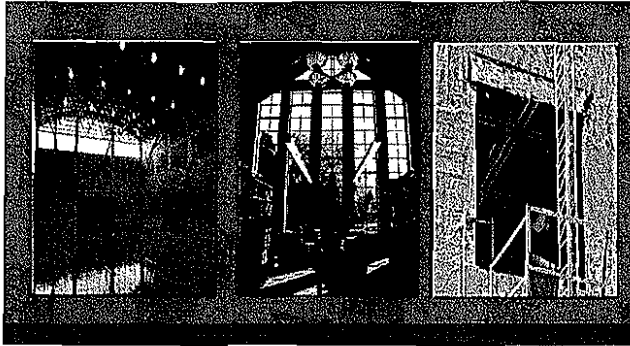


## Qualifications: P&MC Team

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.



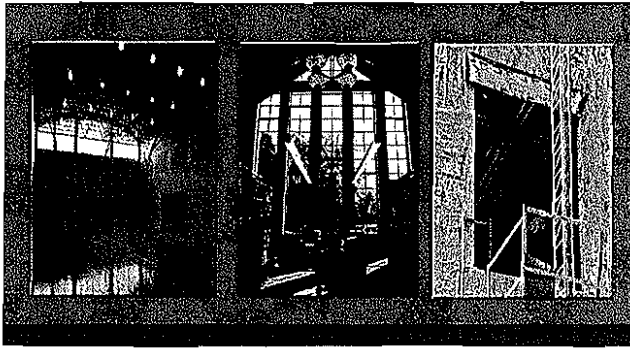
**Paul Rivetto, AIA**, has an extensive background in the real estate, design, and construction industries. His experience includes serving as a real estate leader overseeing construction and rehabilitation of office space for a major corporation. Paul has also served as a real estate design and construction 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"> <li>Warren Consolidated Schools</li> <li>Clarenceville School District</li> <li>Ypsilanti School District</li> <li>Right Management</li> <li>Wright &amp; Filippis</li> </ul>	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"> <li>Orion Township</li> <li>Washington Township</li> <li>Novi Library</li> </ul>	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"> <li>Michigan First Credit Union</li> <li>Franklin Properties</li> <li>500 Block</li> </ul>	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"> <li>Warren Consolidated Schools</li> <li>Clarenceville School District</li> <li>Ypsilanti Schools</li> </ul>	Mr. David Bergeron 20210 Middlebelt Livonia, MI 48152 Ph: 248-919-0400
Paul Wills, AIA	Contractor Bidding	<ul style="list-style-type: none"> <li>Ypsilanti School District</li> <li>Reliance Software Systems</li> <li>Trinity Health</li> </ul>	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"> <li>Graceworks Lutheran Services</li> <li>Catholic Parishes Credit Union</li> </ul>	Mr. Larry Stoever 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
- Vandevener 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

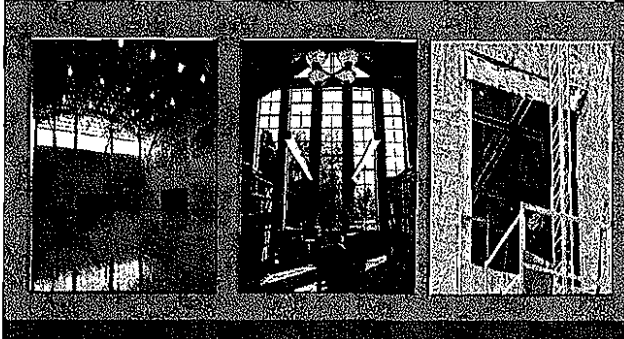
Cost: \$15,500,000

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

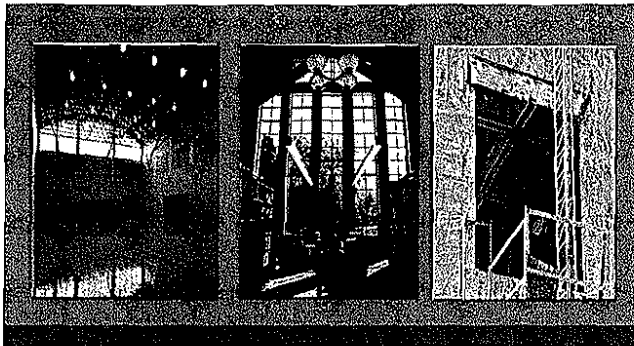
Police Station - 10,000 SF

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.

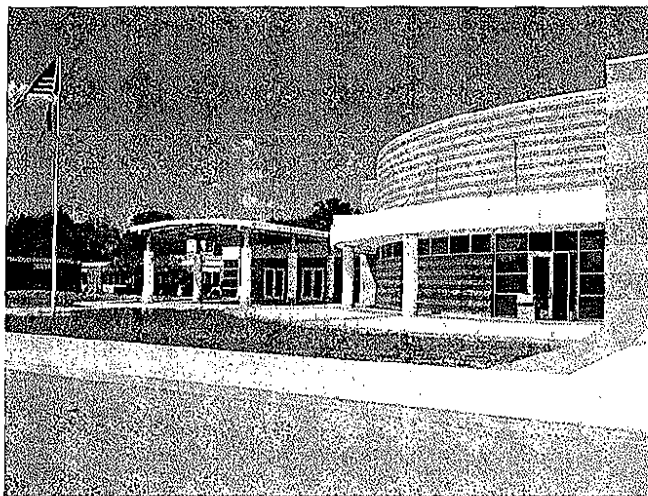




## Warren Consolidated Schools Warren, MI

*"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

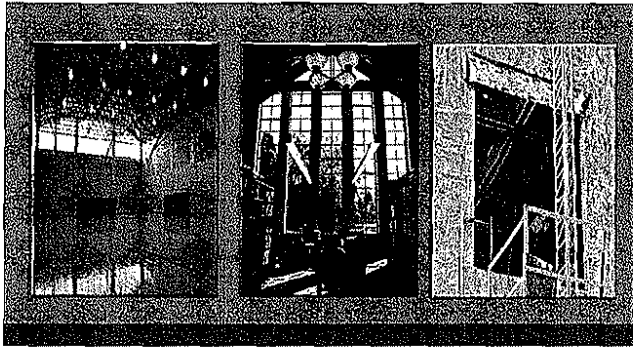
Size: Renovation / expansion of 2,800,000 SF, including 80,000 SF of library space

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).



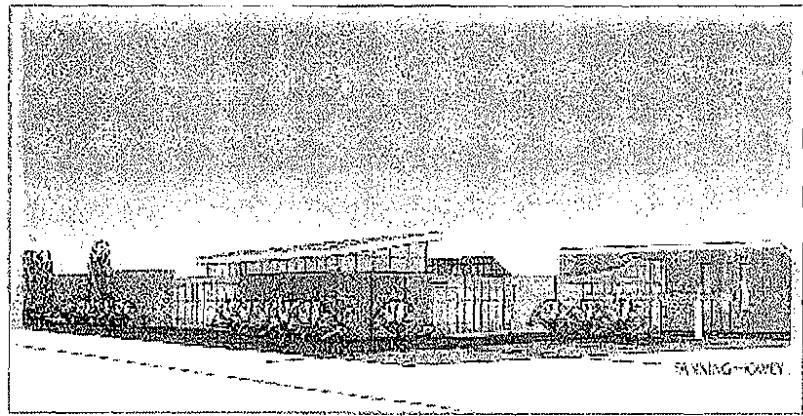


## Novi Public Library Novi, MI

**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

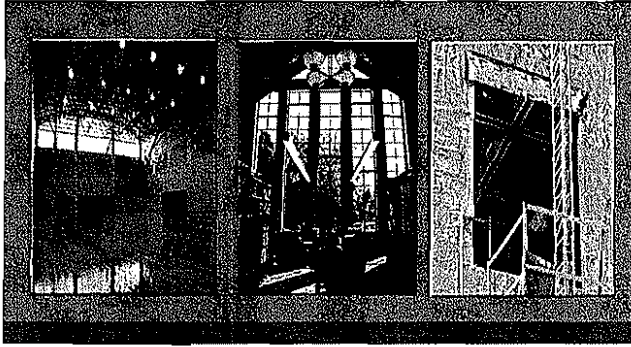
### A. Project Understanding

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

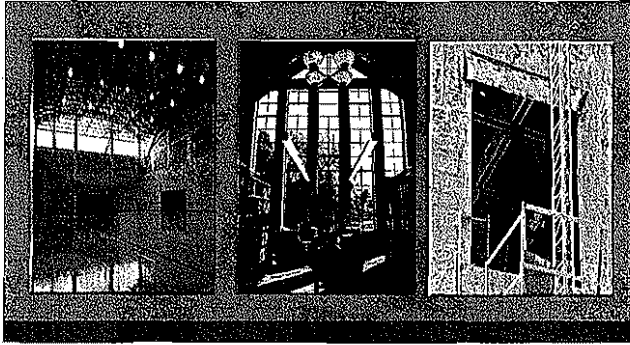
A description of each phase and the primary tasks associated with it are described below.

#### **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

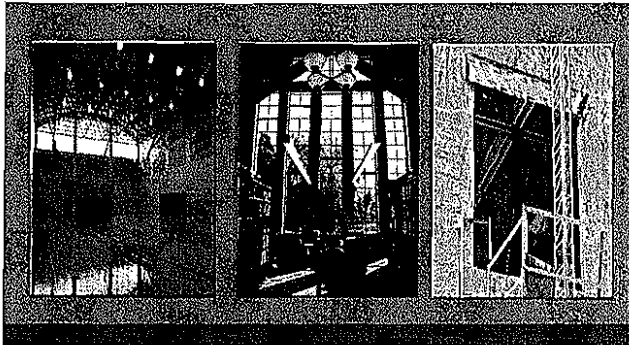
- Consideration on development timing and finalization of project schedule.
- Review and preparation of project budget and further identify alternatives on how to reduce project costs.

#### 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)

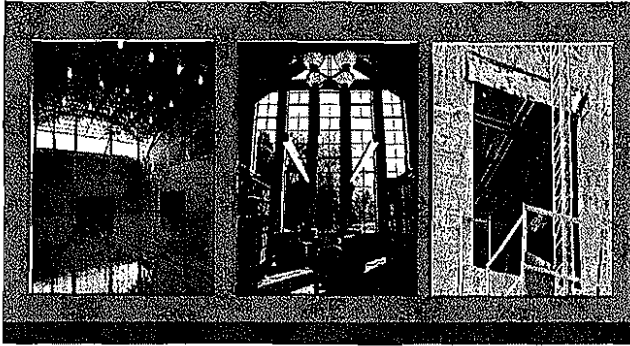
- Develop RFP
- Pre-qualify bidders
- Solicit RFP
- Review bids/award
- Prepare a comparison matrix
- Present findings
- Provide recommendation in regard to execution of contract

#### 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

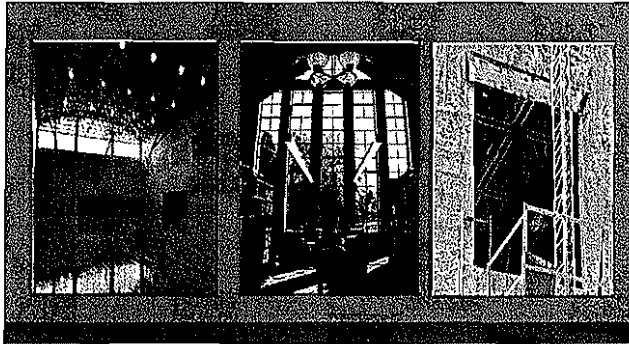
- Set up project cost accounting and budget tracking processes.
- Keep track of project expenditures to ensure that the proposed budget is being met.
- Review of payment applications, waivers, sworn statements, insurance certificates, and surety bond requirements for contract compliance.
- Track project 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.

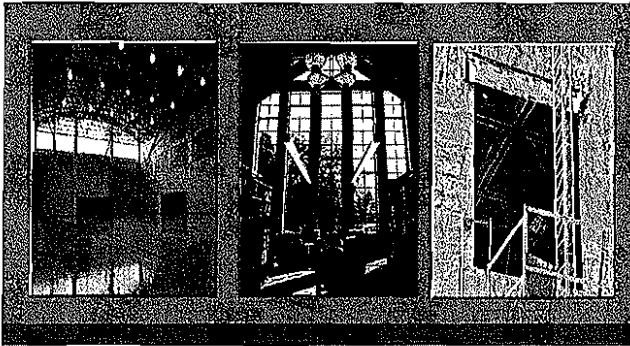
##### 2. Building Commissioning

- 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

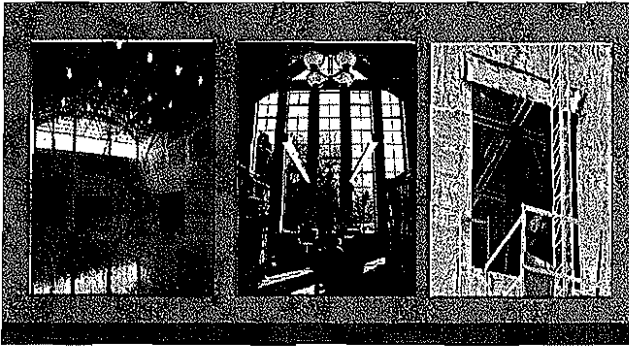
##### Objective:

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](mailto: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, 2<sup>nd</sup> 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](http://www.govbids.com), and obtain an official copy.

Helping to Build the Future:

David Asker  
248.223.3413  
david.asker@plantemoran.com

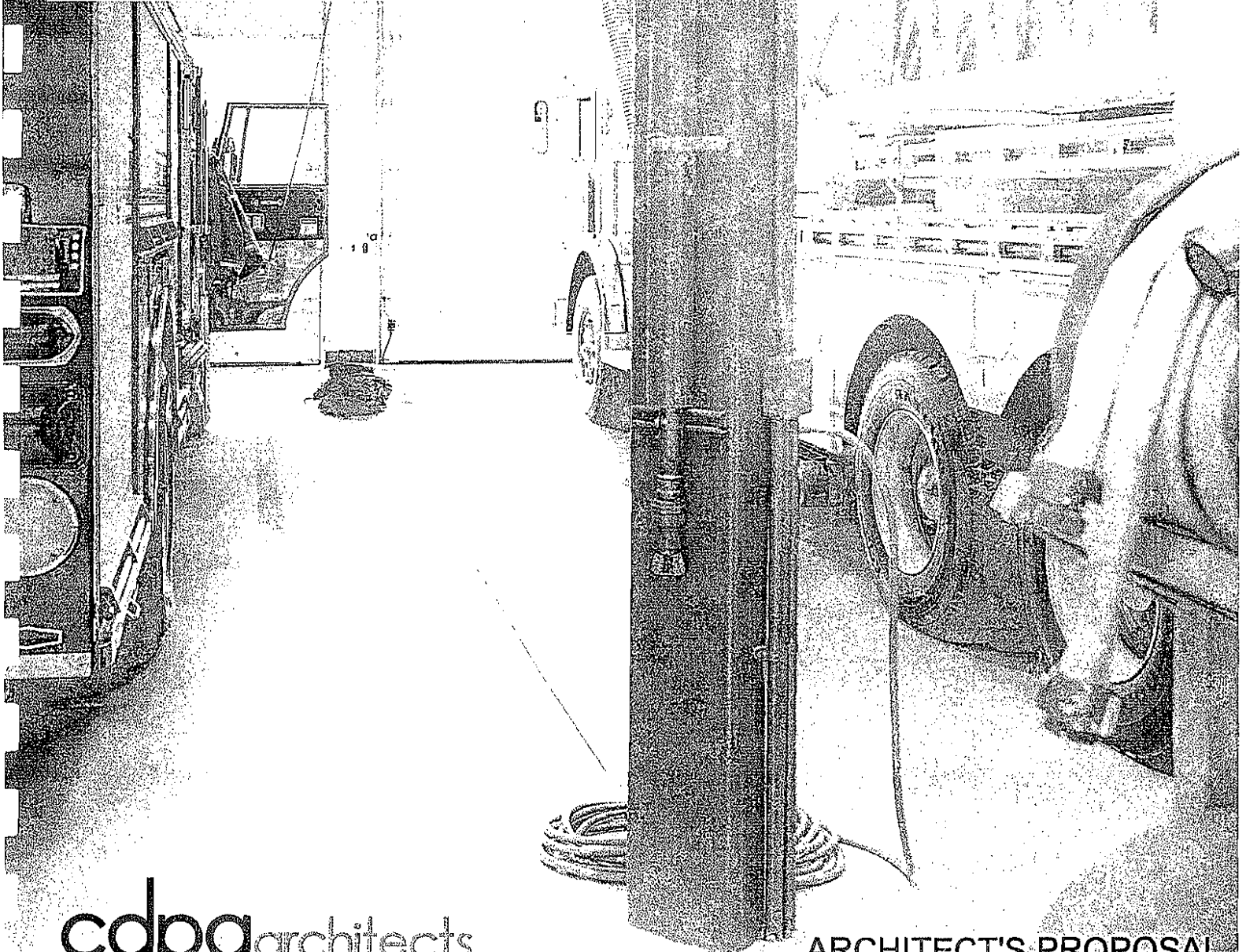
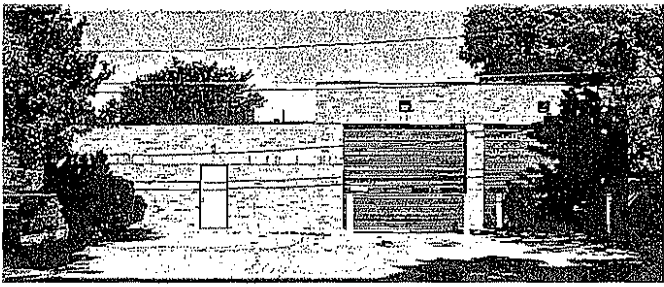
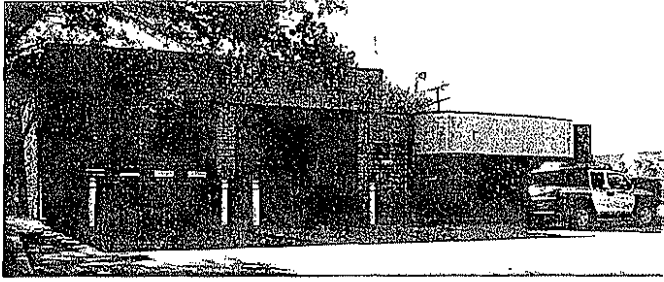
Greg VanKirk  
248.223.3395  
greg.vankirk@plantemoran.com



plante moran CRESA  
REAL ESTATE CONSULTANTS



**CITY OF NOVI**  
ARCHITECTURAL DESIGN/  
ENGINEERING SERVICES  
FIRE STATION NO. 2



October 16, 2007

Stacy E. Peterson, AIA  
John P. Argenta, AIA  
Najim N. Saymuah, AIA

City of Novi  
45175 W. Ten Mile Road  
Novi, Michigan 48375-3024

Attention: Ms. Carol J. Kalinovik  
Purchasing Director

Re: CDPA Architect's Proposal  
Architectural Design &  
Engineering Services  
City of Novi Fire Station No. 2

Dear Carol:

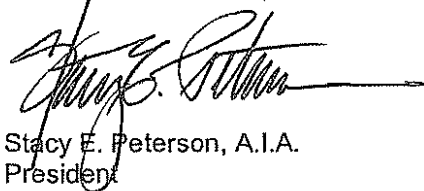
The City of Novi has completed an in-depth study and needs assessment for its Fire Station No. 2, and developed a program for maintenance, renovation and expansion of the facility. By issuance of a Request for Proposal, the City is now seeking the services of an experienced Architect to assist in this project.

CDPA Architects is a local firm with extensive fire station design experience. Having worked on more than 50 fire station projects, CDPA offers creative and functional solutions to the city of Novi, coupled with our knowledge of the challenges at Fire Station No. 2.

We have the specialized fire station experience, the dedicated staff and the professional resources to assist the City of Novi in a successful project. We look forward to working with the City and the Fire Department again.

Sincerely,

CDPA ARCHITECTS, INC.



Stacy E. Peterson, A.I.A.  
President

SEP/lm

Enclosure

pc: File

Cover Letter

Section 1 PROJECT UNDERSTANDING

- Approach
- Schedule

Section 2 RELATED PROJECT EXPERIENCE

- Introduction to CDPA
- Fire Station Experience
- References

Section 3 LOCAL KNOWLEDGE

- Previous Experience

Section 4 PROJECT TEAM

- Team Assignments
- Resumes
- Organization Chart

Section 5 ESTIMATE OF HOURS

**SECTION 1**  
**Project**  
**Understanding**

**City of Novi**  
**Fire Station No. 2**

*Management  
Approach*

CDPA has reviewed the City of Novi's Request for Proposal for Professional Architectural Services. We understand that the City will require full architectural and engineering services for the maintenance, renovation and expansion to the City of Novi Fire Station No. 2. To specifically meet the City's needs, our management approach and corresponding services will be divided into the following phases:

*Programming/  
Design*

**PROGRAMMING / DESIGN PHASE**

- CDPA will conduct a Project Start-Up meeting with key personnel from the City of Novi and the Novi Fire Department to review and confirm Project goals, procedures, targets of and appointments for interviews, etc.
  - Interview targeted City and Fire Department personnel identified in the start-up conference. Goals of these interviews are to:
    - » Identify/confirm station needs
    - » Identify and list factors which might influence growth or contraction of personnel/equipment needs
    - » Identify/confirm the existing design
- Review the existing design plan for confirmation or modification to meet the City's updated requirements.
- From the refined design plan and interviews, CDPA will prepare a preliminary design to include:
  - » Floor plan
  - » Determination of areas for circulation and support
  - » Individual room functions
  - » Salient features to be included in each space
  - » Preliminary layout of major "fixed" equipment and furnishings



**SECTION 1**  
**Project**  
**Understanding**

**City of Novi**  
**Fire Station No. 2**

*Programming/  
Design  
(Continued)*

- Provide topographic and tree surveys allied to the Project. Project does not fall into wetland area - no delineation required.
- Provide geotechnical investigation to include soil borings allied to the Project.
- Refinement of conceptual plans with Owner reviews and input to achieve confirmed Design plan.
- Prepare an Estimate of Probable Construction cost based upon the confirmed Design plan. CDPA will utilize the staff and expertise of our subsidiary company, ArCon Services, for preparation of this construction cost estimate.
- At the conclusion of the Design phase, we will provide the City with the following deliverables:
  - » Overall site plan.
  - » Dimensioned drawings showing building elevations and exterior envelope.
  - » Dimensioned drawings of floor plans.
  - » Preparation of an itemized cost estimate based on the Design package above described.
- Presentation of the Design plans and cost estimate for formal City approval.
- Prepare necessary applications, submittals and attendance at meetings associated with Zoning Board of Appeals and Site Plan Approval process.

**SECTION 1**  
Project  
Understanding

City of Novi  
Fire Station No. 2

*Construction  
Documents*

**DEVELOPMENT OF FINAL PLANS, SPECIFICATIONS AND  
BIDDING DOCUMENTS**

- Prepare all Trades (Architectural, Civil, Structural, Mechanical & Electrical) construction documents consisting of drawings and specifications necessary for the receipt of competitive construction contract bids.
- Conduct progress review meetings with the City and Fire Department administration and staff at appropriate intervals to facilitate communication, comments and approvals.
- Preparation of an Estimate of Probable Construction Cost based on quantity take-offs.
- Presentation of the final Construction Document plans, specifications and cost estimate for formal City approval.

*Note:* During this phase, planning and coordination with the Fire Department and the Program Manager will be required for the phasing of construction or other considerations in order to maintain public safety operations during construction. The documents must reflect this information for the Contractor's planning for bids and construction.

*Bidding*

- Assist the City of Novi and the Program Manager in the solicitation, receipt, and analysis of construction bids.
- Assist the City and the Program Manager in conducting a pre-bid meeting with prospective bidding contractors.
- In association with the Program Manager, prepare a written recommendation for award of a construction contract.

**SECTION 1**  
Project  
Understanding

City of Novi  
Fire Station No. 2

*Construction*

**CONSTRUCTION PHASE**

- Following the award of a Construction Contract by the City of Novi, provide architectural/engineering supervision, and review of submittals to include shop drawings through completion of construction.
- Review and certification of the contractor's monthly applications for payment.
- Construction staking.
- Construction materials testing.
- Full-time construction inspection during active sitework construction.
- Preparation of a color and material finish schedule based on the owner-approved color selections presented by CDPA.
- In association with the Program Manager, conduct project close-out services to include inspection and certifications for substantial and final completion, and review of Contractor's guarantees, warranties, maintenance and operating instructions, and the Contractor's as-built drawings.
- Submittal of required record drawings.



**SECTION 2**  
**Related**  
**Project**  
**Experience**

**City of Novi**  
**Fire Station No. 2**

*Introduction*

CDPA Architects has provided comprehensive architectural/engineering services for a diversity of clients and projects on a national scale for over 40 years. Our commitment to quality services coupled with experience and accountability is the foundation of our organization.

CDPA is a multi-discipline, full service architectural/engineering group managed and directed by seasoned professionals. We have a broad base of experience in the field of public work and the use of public funds, and understand our responsibility for work produced in the public sector.

*Fire Station Experience*

Fire Station Facilities are a specialty of CDPA Architects. **We have completed the planning and/or construction of 30 Fire Station projects in the last six years alone.** New projects of a major scale and complexity are typical, however, remodeling and expansion of existing Fire Station facilities have been completed with equal attention. Our track record includes:

Fire Stations - Constructed	38
Fire Stations - Additions/Renovation	5
Fire Stations - Needs Studies	8
Fire Stations - Design/Under Construction	4
Total Fire Station Projects	55

Each Fire Station is custom programmed and designed to meet the unique functional and operational needs of that Department. This is even more applicable when renovating or expanding a station to meet changing equipment or operational needs. A balance between function, building constraints and budget must be accounted for in the design.

Attached is a list of CDPA's fire station projects.

**SECTION 2**  
Related  
Project  
Experience

**City of Novi**  
**Fire Station No. 2**

*References*

The following is a representative list of personal references for contact concerning the experience, the abilities and the quality of service by CDPA Architects. Each person listed has a direct working knowledge of the performance of the Principals and staff of CDPA. We have purposely selected "old" clients and "new" clients for a cross section of experience.

**PROJECT**

1. FARMINGTON HILLS / SATELLITE FIRE STATION  
Contact: Chief Richard Marinucci  
Telephone: (248) 871-2810
  
2. CANTON TOWNSHIP HQ FIRE STATION  
Contact: Chief Mike Rorabacher  
Telephone: (734) 397-3000
  
3. LYON TOWNSHIP HQ / SATELLITE FIRE STATIONS (2)  
Contact: Chief Les Cash  
Telephone: (248) 486-3775
  
4. VAN BUREN TOWNSHIP HQ / SATELLITE FIRE STATIONS (2)  
Contact: Chief Mark Nicholai  
Telephone: (734) 699-8928
  
5. MACOMB TOWNSHIP SATELLITE FIRE STATIONS (2)  
Contact: Chief Bob Phillips  
Telephone: (586) 286-0030
  
6. OAKLAND TOWNSHIP FIRE STATION  
Contact: Chief Bill Benoit  
Telephone: (248) 651-7340
  
7. NOVI / NEEDS ASSESSMENT  
Contact: Chief Frank Smith  
Telephone: (248) 349-2162

**SECTION 3**  
**Local**  
**Knowledge**

**City of Novi**  
**Fire Station No. 2**

*General*

CDPA has been located in Oakland County for nearly 40 years and has completed fire station projects for the City of Southfield, Village of Beverly Hills, West Bloomfield Township, City of Berkley, City of Royal Oak, Lyon Township, City of Farmington Hills, Oxford Township, Independence Township, Oakland Township, Orion Township and the City of Novi.

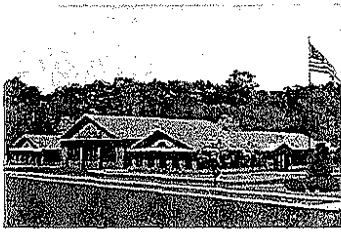
*City of Novi*

CDPA has a working knowledge of the staff and planning procedures for projects in the City of Novi. CDPA was the Architect for the City's conversion of the Library into City Offices (prior to the present City Hall facility), the Police Building (1976), the Police Training Center Addition (2001) and conducted the Novi Fire Department Architectural Analysis/Needs Assessment for stations No. 1, 2 and 3. CDPA also worked closely with the City Administration and planning staff for the new Catholic Central High School, and is presently working on the new St. Catherine's High School project.

*Fire Station Projects*

As previously related in Section 2 of this Proposal, CDPA has completed the planning and/or construction of 55 fire station projects. We have the experience in renovation of existing stations and understand the commonalities of fire station requirements whether they are located in urban, suburban or rural settings, and whether operated with full-time, paid-on-call, part-pay or volunteer firefighters.

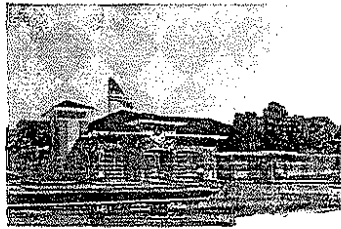
## fire stations



**MULTI-USE FIRE STATION (2006-2007)**  
City of Kalamazoo

Kalamazoo, MI

A 17,500 sq. ft. Fire Station serving the City of Kalamazoo Public Safety Department (Police and Fire).



**SOUTH FIRE STATION NO. 1 (2006)**  
Van Buren Township

Van Buren Township, MI

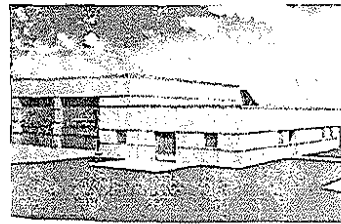
A 13,000 sq. ft. satellite fire station with 3-bay drive-thru apparatus, hose drying tower and training room.



**NORTH FIRE STATION NO. 2 (2006)**  
Van Buren Township Downtown Development Authority

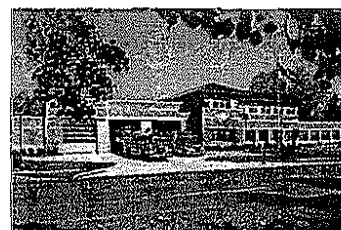
Van Buren Township, MI

A 17,300 sq. ft. Headquarters Fire Station on a new site. Unique 4-bay drive-thru with center apparatus support spine that enables convenient, shorter access for services. Integrates physical training, interior maze set-ups and rear training tower hose drying in center spine.



**AIRCRAFT RESCUE AND FIRE FIGHTING STATION (2006)** Wayne County, MI  
Wayne County Airport

A 6,523 sq. ft. Aircraft Rescue and Fire Fighting (ARFF) Station at Detroit Metropolitan Wayne County Airport. Two-bay drive-thru station for airport fire fighting apparatus with facilities for four full-time employees. Extensive site work to suit vehicles with 90-foot turning radius.



**FIRE STATION NO. 3 (2005)**  
City of Farmington Hills

Farmington Hills, MI

A 23,220 sq. ft. three-bay drive-thru Fire Station No. 3 is designed to house six full-time employees with 3 additional special assignment personnel during the day. Includes multi-purpose/community room which supports both the fire department and public activities.



**SATELLITE FIRE STATION NO. 3 (2005)**  
Macomb Township

Macomb Township, MI

An 11,840 sq. ft. fire station with three-bay apparatus room, locker rooms, training area and support. The station is designed for six full time fire fighters.



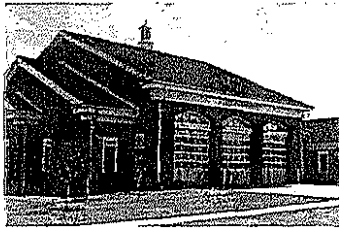
fire stations cont.



**FIRE STATION NO. 4 (2005)**  
Macomb Township

Macomb Township, MI

An 11,200 sq. ft. with 3-bay apparatus includes an exercise room, training/conference room, kitchen and locker rooms for both male and female fire fighters.



**SATELLITE FIRE STATION (2005)**  
Canton Township

Canton Township, MI

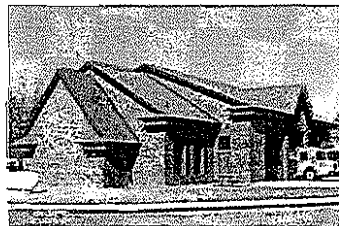
An 11,600 sq. ft. Satellite Fire Station in an area of new residential development, with facilities for six fire fighters plus training/community room.



**HEADQUARTERS FIRE STATION (2005)**  
Superior Charter Township

Superior Township, MI

A 10,500 sq. ft. three-bay Headquarters Fire Station with hose drying tower.



**FIRE STATION NO. 3 (2005)**  
Brandon Township

Ortonville, MI

A 6,910 sq. ft. with 4-bay apparatus room designed as an unmanned station to start, but planned to evolve into a full-time staffed station.



**HEADQUARTERS FIRE STATION (2004)**  
City of Madison Heights

Madison Heights, MI

A 19,540 sq. ft. 5-bay drive-thru Headquarters Fire Station. Includes training tower with draft pit, offices, EOC, EMS, decontamination, and SCBA repair areas. Project included demolition of existing station and minor alterations at second station.

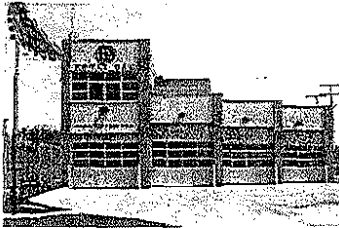


**MAIN FIRE STATION (2004)**  
West Bloomfield Township

West Bloomfield Township, MI

A 17,700 sq. ft. Main Fire Station on wooded site in residential area. Tree preservation accomplished by 2-story wings on each side of apparatus room. West wing is fire fighters living quarters. East wing is Fire Administration and Training/EOC. Apparatus room has 4 drive-thru bays and a central apparatus repair bay.

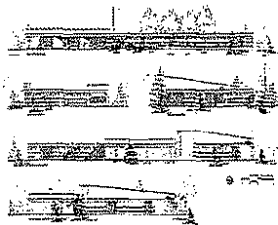
fire stations cont.



**FIRE STATION NO. 4 (2004)**  
City of Royal Oak

Royal Oak, MI

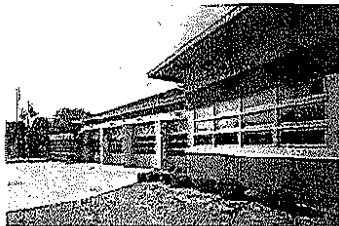
A 9,034 sq. ft. Fire Station No. 4, site is on a prominent corner at Woodward and 13 Mile Road. It is extremely narrow with a baseball field on the north and the street on the south. This long narrow aspect is the prime design face of the new building.



**FIRE STATION NO. 1 (2004)**  
Clinton Township

Clinton Township, MI

An 11,400 sq. ft. needs study and design for new Fire Station No. 1 located in median of major traffic thoroughfare. Three-bay drive-thru apparatus room, living quarters for eight fire fighters, physical training room and Township storage.



**HEADQUARTERS FIRE STATION (2003)**  
City of Wayne

Wayne, MI

A 17,200 sq. ft. Headquarters Fire Station with a 5,000 sq. ft. partial basement includes a 4-bay apparatus room, training center, offices, and living quarters.



**FIRE STATION NO. 3 (2003)**  
City of Royal Oak

Royal Oak, MI

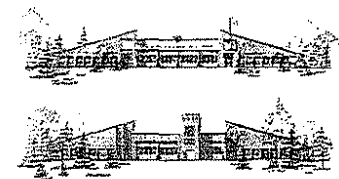
A 9,940 sq. ft. two-story with 2-1/2 bay apparatus, replacement fire station constructed on the site of a 50 year old station. Station includes living quarters, training room and decontamination space.



**HEADQUARTERS FIRE STATION (2003)**  
City of Royal Oak

Royal Oak, MI

A 15,063 sq. ft. renovation and vertical expansion of existing urban Fire Station Headquarters. Addition contains training room and area for selective-use training tower.

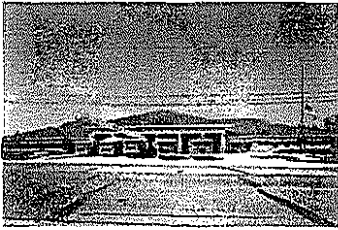


**FIRE STATION NO. 5 (2003)**  
Clinton Township

Clinton Township, MI

A 16,664 sq. ft. needs study for new four-bay Fire Station No. 5 for eight fire fighters with dual mission of providing a training center for all Township Fire-Rescue-EMS. The station also houses a semi-truck containing first response equipment and a trench rescue trailer.

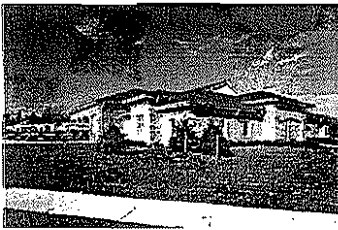
fire stations cont.



**CENTRAL FIRE STATION (2003)**  
Delta Township

Delta Township, MI

A 24,813 sq. ft. six-bay drive-thru Central Fire Station with new civic center park development on major intersection. Park site available due to demolition of existing station.



**HEADQUARTERS FIRE STATION NO. 1 (2002)**  
Oxford Township

Oxford Township, MI

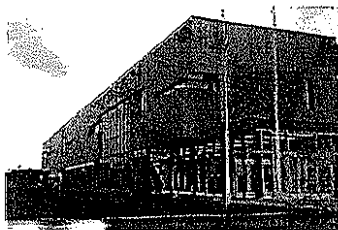
A 16,170 sq. ft. four-bay drive-thru Headquarters Fire Station with fire administration, training, living quarters for future 8 fire fighters. Building design relates to forms and ornament in present Village of Oxford architecture.



**FIRE STATION NO. 2 (2002)**  
Oxford Township

Oxford Township, MI

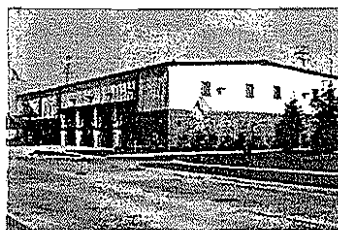
A 9,600 sq. ft. Fire Station No. 2, includes a 2-bay drive-thru branch fire station on a corner residential area site. Present paid on-call department. Design permits future manned station with residential style to blend with neighborhood.



**4TH PRECINCT PUBLIC SERVICE MALL (2002)**  
City of Detroit Building Authority

Detroit, MI

A 54,290 sq. ft. multi-function building in empowerment zone to bring services to southwest Detroit. 283 sworn officer Police Precinct, 36th District Court, 2 company plus "EMS" Fire Station, Michigan State Police Facility, Parking Bureau office, Wayne County Juvenile office. CDPA consulting design architect.



**INTERIM FIRE STATION/DPW (2002)**  
City of Wayne

Wayne, MI

A 10,800 sq. ft. temporary fire station turned public works for the City of Wayne. The City had two building needs: One was for a temporary Fire Headquarters Station during construction of a new building, the other was for a Department of Public Works repair garage, offices, and employee quarters.



**PUBLIC SAFETY BUILDING (2002)**  
Northfield Township

Northfield Township, MI

A 49,113 sq. ft. two-story plus partial basement Police/Fire/Township Hall building. Facility includes 5-bay apparatus room, mezzanine, hose tower, locker rooms, living area, offices and future EOC totaling 15,700 sq. ft. for fire operations.

fire stations cont.

**FIRE STATION (2002)**  
City of Howell

Howell, MI

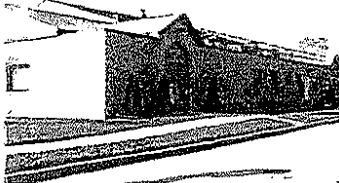
Assessment and alterations to 25 year old fire station to provide new training, exercise and administration addition. New addition style matches existing building.



**FIRE STATION NO. 2 (2002)**  
Oakland Township

Oakland Township, MI

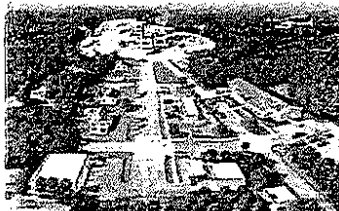
A 17,500 sq. ft. four-bay drive-thru Fire Station Headquarters, training and future living quarters for present paid-on-call fire service.



**POLICE/COURT BUILDING & FIRE STATION (2001)**  
City of Roseville

Roseville, MI

A 13,363 sq. ft. fire station with additions to police and court building. All work performed while maintaining full operation of both units. Related site improvements and adjacent fire station addition included.



**CREST (2001)**  
Oakland Community College

Auburn Hills, MI

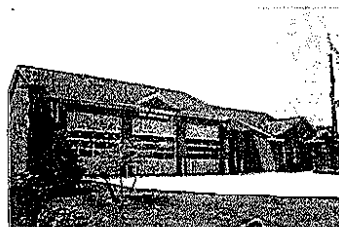
A 37,931 sq. ft. design of Oakland Community College new multi-function, fire simulation training facility.



**FIRE STATION NO. 1 (2000)**  
Lyon Township

Lyon Township, MI

A 12,300 sq. ft. three-bay drive-thru Fire Station No. 1. Facility contains training, work/service and multi-purpose room areas.

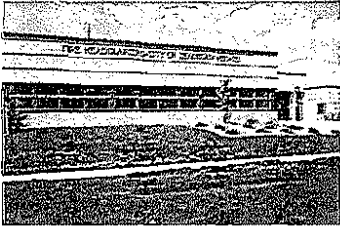


**FIRE STATION NO. 2 (2000)**  
Lyon Township

Lyon Township, MI

A 5,562 sq. ft. three-bay drive-thru Fire Station No. 2. Facility has male/female locker/toilet rooms with space for future expansion. Residential style located in upscale residential development.

fire stations cont.



**HEADQUARTERS FIRE STATION (1999)**  
City of Dearborn Heights

Dearborn Heights, MI

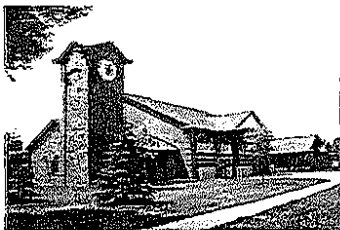
A 17,100 sq. ft. four-bay drive-thru Headquarters Fire Station with administrative offices, training area, all services, living quarters, emergency power and site improvements to include a training tower and fueling station.



**FIRE STATION NO. 3 (1999)**  
City of Livonia

Livonia, MI

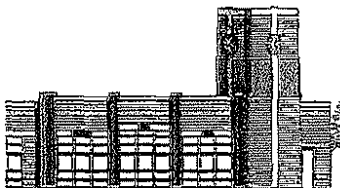
A 10,500 sq. ft. three-bay drive-thru Fire Station No. 3 complete with living quarters, training area, all services, emergency power and site improvements.



**SOUTH FIRE STATION (1999)**  
Redford Township

Redford Township, MI

A 13,380 sq. ft. Fire Station South, 3-bay drive-thru fire station with upgrading of adjacent recreation facility.

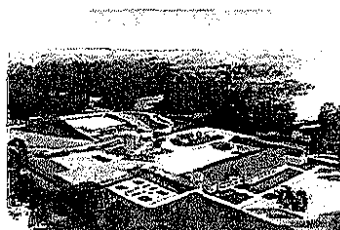


**FIRE STATION (1999)**  
City of Fenton

Fenton, MI

Investigation and recommendations for existing Fire Station with historical significance to include analysis for repair, renovation or replacement with alternative uses.

NORTH ELEVATION



**PUBLIC SAFETY TRAINING FACILITY (1998)**  
City of Maumee, Ohio

Maumee, OH

A 17,075 sq. ft. facility study to include investigation, site analysis and recommendations for new joint Public Safety (Fire & Police) Training Facility. Elements include fire simulation structures, indoor and outdoor gun range and classroom facility.

**FIRE STATION (1997)**  
Redford Township

Redford Township, MI

Physical plant assessment and facilities needs analysis to determine feasibility and costs of alterations and additions to two existing buildings.

fire stations cont.



**FIRE STATION HEADQUARTERS (1997)**  
Charter Township of Canton

Canton Township, MI

A 16,000 sq. ft. five-bay drive-thru Headquarters Fire Station with offices and site improvements and second floor addition to Public Safety Building.



**FIRE STATION HQ & SHERIFF'S SUBSTATION (1996)**  
Charter Township of Independence

Independence Twp., MI

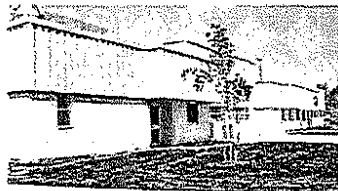
An 18,660 sq. ft. Fire Station No. 1 with administrative offices and County Sheriff substation.



**POLICE, FIRE, & COURT BUILDING (1995)**  
Saginaw Chippewa Indian Tribe of Michigan

Mount Pleasant, MI

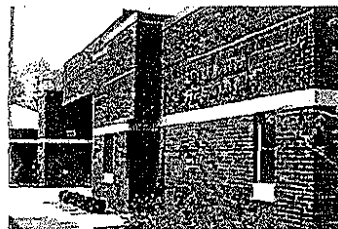
A 35,900 sq. ft. Police, Fire and Court facility located on a central site within the tribal land of the Saginaw Chippewa Indian Tribe. This building complex includes 15,300 sq. ft. for police operations and police and fire administration.



**FIRE STATION NO. 2 (1992)**  
City of Warren

Warren, MI

A 19,000 sq. ft. alterations and additions to an existing City owned warehouse building to provide for the new Fire Department Headquarters and new 2-bay drive-thru Fire Station No. 2.



**FIRE STATION NO. 4 (1992)**  
City of Warren

Warren, MI

A 6,520 sq. ft. two-bay Fire Station No. 4 complete with all mechanical/electrical equipment, standby emergency power, parking and site improvements.

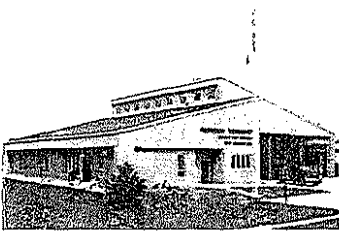


**FIRE STATION NO. 3 (1991)**  
Plymouth Township

Plymouth Township, MI

An 18,660 sq. ft. Fire Station No. 3 with hose tower and training area in east parking lot.

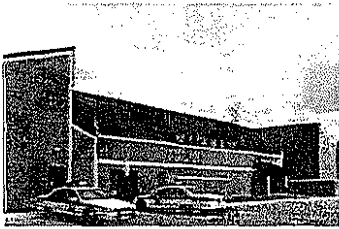
fire stations cont.



**FIRE STATION NO. 2 (1990)**  
Charter Township of Meridian

Meridian Township, MI

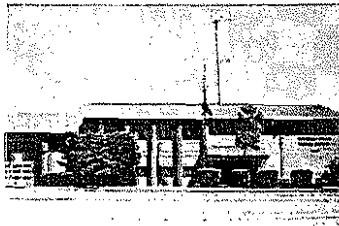
An 8,940 sq. ft. three-bay South Fire Station complete with all services, emergency power and site improvements.



**FIRE STATION & PUBLIC SAFETY BUILDING (1989)**  
City of Berkley

Berkley, MI

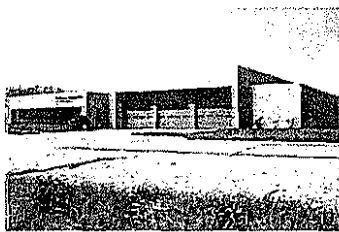
A 25,000 sq. ft. multi-story Public Safety building with 3-bay Headquarters Fire Station complete with all site improvements.



**PUBLIC SAFETY BUILDING (1989)**  
Village of Beverly Hills

Beverly Hills, MI

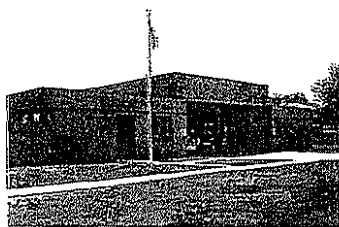
A 17,200 sq. ft. Police/Fire Headquarters building with 3-bay fire station complete with all site improvements.



**HEADQUARTERS FIRE STATION (1987)**  
Clinton Township

Clinton Township, MI

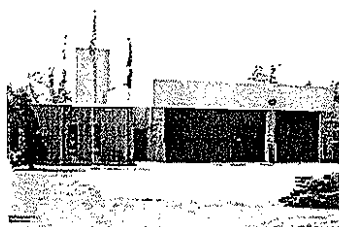
A 10,500 sq. ft. three-bay drive-thru Headquarters Fire Station with facilities complete with all site improvements.



**FIRE STATION NO. 3 (1986)**  
City of Warren

Warren, MI

A 7,000 sq. ft. two-bay drive-thru Fire Station No. 3 with hose tower, to include all site improvements. Project included demolition and removal of existing fire station on-site.



**FIRE STATION NO. 1 (1981)**  
Orion Township

Orion Township, MI

A 5,000 sq. ft. three-bay drive-thru Fire Station No. 1 with hose tower, to include all site improvements.

**SECTION 4**  
Project  
Team

City of Novi  
Fire Station No. 2

*Resumes for  
CDPA Principals,  
Project Architect,  
Key Management  
and Key Personnel  
by discipline for the  
Project*

**CDPA Principals**

- \* Stacy E. Peterson, AIA - President
- John P. Argenta, AIA - Vice-President / Secretary
- Najim N. Saymuah, AIA - Vice President
  
- \* Principal-In-Charge

**Project Architect**

Steven J. Flickema, RA

**Key Management**

Stacy E. Peterson, AIA

**Key Personnel**

Kern Gilson - Architectural  
William Lefkofsky, P.E. - Structural (L&A, Inc.)  
Julian Wargo, P.E. - Civil (Zeimet Wozniak & Associates)  
William Wiemer - Cost Estimating  
Steven J. Smilnak - Project Accounting

*Organization  
Chart*

Attached is a Project Team organizational chart reflecting the project assignments and resumes of key staff members. In addition to the key staff, a technical staff of planners, designers, drafters, artists, and other technicians, as well as office and clerical personnel will be assigned to the project by discipline and number according to the tasks for each phase of the work. Over 75 staff members are available for assignment to the Project Team in this regard.

The Principal-In-Charge and Project Architect and key staff have been selected on the basis of qualifications in this building type and availability for the duration of the Project.



**SECTION 4**  
Project  
Team

City of Novi  
Fire Station No. 2



*Stacy E. Peterson, AIA*  
Principal-In-Charge

*Year of Profession*

Since 1971

*Areas of Expertise*

Project Administration  
Contracts and Construction Administration  
Project Scheduling  
Programming

*Representative  
Project Experience*

<u>FIRE STATIONS</u>	<u>FIRE STATIONS</u>	<u>PUBLIC SAFETY</u>
Clinton Township-New	Clinton Township-Study (2)	Maumee, OH-Study
Royal Oak-New	Howell-Study	Berkley-New
Royal Oak-Renovation (2)	Detroit-New	Beverly Hills-New
Oxford-New (2)	Oakland Township-New	
Northfield Township-New	Wayne-New (2)	
Delta Township-New	Lyon Township-New (2)	
West Bloomfield Twp-New	Redford Township-New	
Livonia-New	Dearborn Heights-New	
Fenton-Study	Redford Township-Study	
Canton Township-New	Saginaw Chippewa Indian Tribe-New	
Independence Twp-New	Warren-New (2)	
Warren-Renovation (1)	Plymouth Township-New	
Meridian Township-New	Orion Township-New	
Southfield HQ-New	Roseville-Renovation	
Brandon Township-New	Macomb Township-New (2)	
Superior Township-New	Van Buren Township-New (2)	
Novi-Study	Kalamazoo-New	

*Education*

Western Michigan University  
Bachelor of Science - 1967  
Lawrence Technological University  
Bachelor of Science - Architecture - 1973

*Professional  
Affiliations*

American Institute of Architects (AIA)  
National Fire Protection Association (NFPA)  
Michigan Association of Chiefs of Police (MACP)  
Southeast Michigan Association of Fire Chiefs (SMAFC)

*Professional  
Registration*

Registered Architect in Michigan

**SECTION 4**  
**Project**  
**Team**

**City of Novi**  
**Fire Station No. 2**



**Steven J. Flickema, RA**  
**Project Architect**

*Year of Profession*

Since 1985

*Areas of Expertise*

Project Management  
Construction Documents

*Representative  
Project Experience*

FIRE STATIONS

Farmington Hills-New  
Macomb Township-New (2)  
Canton Township-New  
Superior Township-New  
Van Buren Township-New (2)  
Kalamazoo-New  
Novi-Study

*Education*

Lawrence Technological University  
Bachelor of Architecture - 1990

*Professional  
Affiliations*

Registered Architect in Michigan

**SECTION 4**  
Project  
Team

City of Novi  
Fire Station No. 2



*Kern Gilson*  
Construction Documents

*Year of Profession*

Since 1976

*Areas of Expertise*

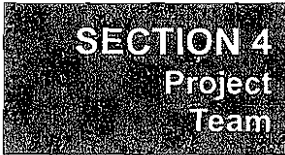
Construction Documents

*Representative  
Project Experience*

<u>FIRE STATIONS</u>	<u>FIRE STATIONS</u>
Royal Oak-New	Oakland Township-New
Royal Oak-Renovation (2)	Wayne-New (2)
Oxford-New (2)	Lyon Township-New (2)
Delta Township-New	Redford Township-New
Livonia-New	Dearborn Heights-Jew
Canton Township-New	Superior Township-New
Farmington Hills-New	Macomb Township-New (2)
Van Buren Township-New (2)	

*Education*

Lawrence Technological University  
Bachelor of Architecture - 1983



*Steven J. Smilnak, CPA*  
Project Accounting

*Year of Profession*

Since 1978

*Areas of Expertise*

Project Accounting  
Contractor's Applications for Payment  
Project Scheduling

*Representative  
Project Experience*

FIRE STATIONS

FIRE STATIONS

Royal Oak-New  
Royal Oak-Renovation (2)  
Oxford-New (2)  
Delta Township-New  
Livonia-New  
Canton Township-New  
Van Buren Township-New (2)

Oakland Township-New  
Wayne-New (2)  
Lyon Township-New (2)  
Redford Township-New  
Dearborn Heights-new  
Macomb Township-New (2)

*Education*

Walsh College of Accountancy  
Bachelor in Accounting - 1978

*Professional  
Affiliations*

American Institute of Certified Public Accountants

*Professional  
Registration*

Certified Public Accountant in Michigan

**SECTION 4**  
Project  
Team

City of Novi  
Fire Station No. 2



*William M. Wiemer*  
Cost Estimating

*Year of Profession*

Since 1979

*Areas of Expertise*

Construction Management  
Project Administration  
Construction Cost Estimating

*Representative  
Project Experience*

FIRE STATIONS

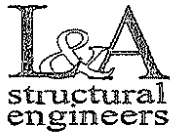
Farmington Hills-New  
Macomb Township-New (2)  
Canton Township-New  
Superior Township-New  
Van Buren Township-New (2)  
Wayne (2)  
Novi-Study

*Education*

Lawrence Technological University  
Bachelor of Science - Civil Engineering - 1982

**SECTION 4**  
Project  
Team

City of Novi  
Fire Station No. 2



*William Lefkofsky, P.E.*  
Structural Engineer

*Year of Profession*

Since 1962

*Areas of Expertise*

Structural Engineering

*Representative  
Project Experience*

<u>FIRE STATIONS</u>	<u>FIRE STATIONS</u>	<u>PUBLIC SAFETY</u>
Clinton Township-New	Detroit-New	Berkley-New
Royal Oak-New	Oakland Township-New	Beverly Hills-New
Royal Oak-Renovation (2)	Wayne-New (2)	
Oxford-New (2)	Lyon Township-New (2)	
Northfield Township-New	Redford Township-New	
Delta Township-New	Dearborn Heights-New	
West Bloomfield Twsp.-New	Saginaw Chippewa Indian	
Livonia-New	Tribe-New	
Canton Township-New	Warren-New (2)	
Independence Township-New	Plymouth Township-New	
Warren-Renovation-New	Orion Township--New	
Southfield HQ-New	Roseville-Renovation	
Kalamazoo-New	Macomb Township-New (2)	
Van Buren Township-New (2)	Brandon Township-New	

*Education*

Detroit Institute of Technology  
Bachelor of Science - 1962  
Detroit College of Law  
Juris Doctor - 1973

*Professional  
Affiliations*

American Concrete Institute  
American Welding Society  
Concrete Products Build  
Michigan Society of Professional Engineers  
National Masonry Research Foundation  
The Masonry Society  
Michigan Bar Association

*Professional  
Registration*

Registered Professional Engineer in Michigan and 13 other states

**SECTION 4**  
**Project**  
**Team**

City of Novi  
Fire Station No. 2

**ZEMET WOZNIAK**  
ASSOCIATES  
Civil Engineers & Land Surveyors

*Julian J. Wargo, Jr., P.E.*  
Civil Engineer

*Year of Profession*

Since 1983

*Areas of Expertise*

Civil Engineering

*Representative  
Project Experience*

Mr. Wargo has worked with CDPA on eleven projects including the Novi Catholic Central High School project.

*Education*

University of Michigan  
Master of Urban Planning

University of Pennsylvania  
Bachelor of Science in Civil Engineering

*Professional  
Affiliations*

National Onsite Wastewater Recycling Association  
Michigan Stormwater - Floodplain Association  
Association of State Flood Plain Manager, Inc.  
Michigan Water Environment Association

*Professional  
Registration*

Registered Engineer in Michigan, Ohio, Florida

# Organizational Chart For City of Novi Fire Station No. 2

