



CITY of NOVI CITY COUNCIL

www.cityofnovi.org

Agenda Item 2  
March 5, 2007

SUBJECT: Approval to award a contract for Architectural Analysis and Needs Assessment for Fire Stations 1, 2 and 3 to CDPA Architects, Inc. for a fee not to exceed \$ 29,900.00

SUBMITTING DEPARTMENT: Fire

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$ 29,900
AMOUNT BUDGETED	\$ 20,000
APPROPRIATION REQUIRED	\$9,900
LINE ITEM NUMBER	101-337-00-976-000

BACKGROUND INFORMATION:

City Council approved \$ 20,000 towards the architectural analysis of Fire Stations 1, 2 & 3 at the November 13, 2006 Council meeting. There were savings from the fire station roof repair, coupled with Chief Smith's arrival, which made moving forward with the architectural investment and planning for our fire stations a logical step. An architectural analysis will provide a professional evaluation and a multi-year work plan with realistic dollar amounts for future budgeting. Moreover, an architectural analysis ensures that small steps over time are in synchronization as part of a larger plan, that smaller additions today are less likely to have to be redone at a future time.

Responses to the Request For Proposals were opened on January 12, 2007 and 20 architectural/engineering firms submitted proposals.

The Fire Department initially evaluated and reviewed the twenty proposals and selected the top seven firms based on a number of objective criteria. The top seven were evaluated by personnel from Engineering, Purchasing and Fire using *Qualification Based Selection (QBS)* criteria. The QBS process incorporates a number of factors including: current resource capability, related experience, cost control experience, familiarity with the local area, ability to relate to project requirements and recommendations from past clients. This process allows the diverse perspectives of multiple evaluators to determine the most qualified firm.

The results of the proposal review process are as follows:

<u>Architectural Firm</u>	<u>Total Evaluator's Score</u>	<u>Arch. Analysis Fee</u>
CDPA Architects, Inc.	1159.5	\$ 29,900
Redstone Architects, Inc.	967.0	\$ 33,140
CHMP, Inc.	941.5	\$ 18,000
IDS	929.5	
Hooker/DeJong	822.0	

Straub, Pettitt, Yaste

646.5

THA

571.5

While CHMP, Inc. had a lower as-read price, they have only two Oakland County fire stations completed had been done locally. CDPA has a dozen of local projects, including Oakland County and comparable renovations, and a total of 52 Fire Station projects. Both of the two by CHMP were rather small and mostly rural. In addition, they did not acknowledge addendum # 4.

Based upon these evaluations, and additionally, personal interviews with the involved firms, recommendations of previous clients and reviewing additional material, the Fire Department recommends that CDPA Architects, Inc. be awarded the architectural analysis and needs assessment package for the price of \$29,900.

**RECOMMENDED ACTION: Approval to award a contract for Architectural Analysis and Needs Assessment for Fire Stations 1, 2 and 3 to CDPA Architects, Inc. for a fee not to exceed \$ 29,900.**

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

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



**city of novi**  
FIRE DEPARTMENT

Date: February 26, 2007  
To: Clay Pearson, City Manager  
From: Frank A. Smith, Fire Chief *FS*  
Re: Recommendation for Fire Station Analysis

Based upon review and analysis of the submitted proposals, I recommend CDPA Architects, Inc. for the analysis of Fire Stations 1, 2 and 3.

The Fire Department organized a review panel which consisted of Carol Kalinovik, Rob Hayes, Mike Evans, Jeff Johnson and Frank Smith. The total score of CDPA was 1159.5 points and Redstone was second with 967 points.

The price of CDPA is \$29,900.00 and is \$9,900.00 higher than the amount allocated by City Council on November 13, 2006.

<u>Architectural Firm</u>	<u>Total Evaluator's Score</u>	<u>Arch. Analysis Fee</u>
CDPA Architects, Inc.	1159.5	\$ 29,900.00
Redstone Architects, Inc.	967.0	\$ 33,140.00
CHMP, Inc.	941.5	\$ 18,000.00
IDS	929.5	\$ 31,500.00
Hooker/DeJong	822.0	\$ 17,500.00
Straub, Pettitt, Yaste	646.5	\$ 29,500.00
THA	571.5	\$ 46,804.00

I believe that the fire station experience of the CDPA Architects will satisfy the requirements of Novi Fire Department.

[DRAFT FORMAT]

AGREEMENT FOR PROFESSIONAL ARCHITECT SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES ("Agreement") is entered into this \_\_\_ day of \_\_\_\_\_, 2007, by and between **the City of Novi**, a Michigan municipal corporation whose address is 45175 W. Ten Mile Road, Novi, Michigan 48375 (referred to in this Agreement as the "City"), and \_\_\_\_\_, a Michigan \_\_\_\_\_, whose address is \_\_\_\_\_ (referred to in this Agreement as "Architect").

THE CITY AND ARCHITECT AGREE AS FOLLOWS:

1. Statement of Services. For and in consideration of payment by the City as provided under this Agreement, Architect shall perform the services described on and in Schedule A (the "Services"), which is attached hereto and made a part of this Agreement by this reference, for the architectural design [and engineering services] in connection with \_\_\_\_\_, in a competent, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with Schedule A and the terms and conditions set forth below.

2. Payment.

- A. City agrees to pay Architect the amounts set forth in Schedule A in exchange for and consideration of the timely and satisfactory performance and completion of the Services required under and pursuant to this Agreement. The City agrees to pay Architect amounts due within thirty (30) days of receipt of an itemized billing/invoice from Architect detailing all Services provided in connection with the billing and the charges applicable to each such Service. Such itemized billings shall be submitted monthly based upon an estimate of the work completed for the Services to the date of submission and shall be paid only upon satisfactory completion of the Services itemized in the billing, except that payment for Services performed during the Construction Administration Phase shall be based upon the percentage of completion of the construction as determined by payments to the Contractor.
- B. Reimbursable Expenses in connection with the Services shall not exceed \$ \_\_\_\_\_ unless specifically authorized by the City. Reimbursable Expenses shall include only expenses incurred by the architect (and/or architects, employees, and consultants) directly related to the project falling within any of the following categories: (a) fees paid for securing approval of authorities having jurisdiction over the project; (b) reproductions, plats, standard form documents, postage, handling and delivery of instruments of service; (c) expensive overtime work requiring higher than regular rates if authorized in advance by the City; (d) renderings, models, and mock-ups requested by the City. Reimbursable Expenses

shall not include soil borings as listed in "Professional Fee Proposal and Allocation of Hours by Phase/Task" portion of the Architect's Proposal

- C. Architect will obtain written approval of the City prior to proceeding with any services that are not stated on Schedule A or any of the design directive changes or other additional services identified on Schedule A; otherwise the City will not be billed for such extra/additional services.
- D. All payments to Architect at its address listed above, unless Architect provides written notice of a change in the address to which such payments are to be sent.

3. Timing of Services. All Services shall be completed by Architect according to the timing set forth in Schedule A. The timing for performance of any such Services may be extended for additional specified periods of time, if allowed in writing by the City in its sole discretion. Because the project described in Schedule A is dependent upon the existence of funding and the appropriation of such funding on an ongoing basis, Architect understands and agrees that the project may exceed the time set forth in Schedule A. The Architect further acknowledges and agrees that the fees for services as set forth in Schedule A shall remain in full force and effect for the life of the project. Notwithstanding anything to the contrary contained herein, Architect shall not be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control.

4. Authorization to Proceed. The City, by its signature below, authorizes and directs Architect to proceed with the Services.

5. Access to Site. The City shall make all arrangements for Architect to enter upon public and private property as may be necessary for the performance of the Services.

6. Drawings and Designs. All plans, renderings, drawings and designs (including those in electronic format) prepared by Architect and provided to City in the course of performing the Services under this Agreement are instruments for use solely with respect to the project for which Architect is providing services and, unless otherwise provided, Architect shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright, if any. However, such plans, renderings, drawings and designs (including those in electronic format) may be retained and duplicated by the City without liability to Architect provided any such duplication is related to the construction or implementation of the project for which Architect is providing services or is required by law. Additionally, submission or distribution of such documents to meet official regulatory requirements or similar purpose or as required by law in connection with the project shall not be construed as publication in derogation of this paragraph.

7. Accuracy. In the event deficiencies are discovered in the technical accuracy of Architect's services, Architect shall correct such deficiencies without additional compensation and will be responsible to the City for any loss, damage, or increased cost incurred by the City as a result of such deficiencies, except to the extent they result from inaccuracies in information furnished by the City.

8. Termination.

- A. This Agreement, including any extension or amendment of this Agreement, may be terminated at any time with or without cause by either party upon thirty (30) calendar days written notice to the other party. In such event, the effective date of such termination shall be the 30<sup>th</sup> calendar day following the date of the written notice of such termination.
- B. In the event this Agreement is terminated by either party prior to completion of the Services, the City shall not be responsible to make any further payments for Services performed after the effective date of such termination, and shall pay Architect for such Services as have been completed and are eligible for payment under the terms of this Agreement through the effective date of such termination. In all events, the City shall only be responsible to make the payments described in the preceding sentence if Architect has fully performed its duties and obligations in full compliance with the terms of this Agreement through the effective date of the termination. Additionally, termination shall not relieve Architect of its obligation to provide City with all of the plans and product generated to the effective date of termination under this Agreement. Paragraphs 6, 7, 9 and 11 of this Agreement shall survive completion of the Services or any termination of this Agreement.

9. Independent Contractor Relationship: Sub-Contractors. In the performance of this Agreement, the relationship of Architect to the City shall be that of an independent contractor and not that of an employee or agent of City. Architect is and shall perform under this Agreement as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Agreement. Architect, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the City or to make any representations to third parties that are binding upon the City. No employee, agent or representative of Architect shall represent, act or be considered as an agent, representative, employee or servant of City. Architect represents that it will provide all necessary personnel required to perform the services described in Schedule A. Architect shall perform all of the Services under this Agreement, i.e., no other person or entity shall be assigned or sub-contracted to perform the Services, or any part thereof, unless approved by the City in advance.

10. Insurance. The City's execution of this Agreement is conditioned on Architect having and maintaining professional liability insurance and other insurance coverages for its Services in amounts acceptable to the City, as set forth in the Request for Proposals, and all other insurance coverages required by law.

11. Indemnification. Architect agrees to indemnify and hold harmless the City, its elected and appointed officials, and its employees against any and all claims, demands, suits, or losses for personal injury and/or property damages to the extent arising from the actions or omissions of

Architect, its agents, employees, or sub-contractors under this Agreement that are not in compliance with law and in conformance with good architectural practices.

12. General Provisions.

- A. Entire Agreement. This instrument contains the entire Agreement and agreement between the City and Architect. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Agreement, shall affect or modify any of the terms or obligations herein contained.
- B. Compliance with Laws. This Agreement and all of Architect's Services and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because City is a public governmental agency or body. Architect represents that it is in compliance with all such laws and eligible and qualified to enter into this Agreement.
- C. Assignment. Architect shall not assign this Agreement or any part thereof without the written consent of the City. This Agreement shall be binding on the parties, their successors, assigns and legal representatives.
- D. Changes. Any changes in the provisions of this Agreement must be in writing and signed by the City and Architect.
- E. Waivers. No waiver of any term or condition of this Agreement shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.
- F. Governing Law, Jurisdiction and Venue of Agreement. This Agreement shall be governed by the laws of the State of Michigan, and shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.
- G. Conflict. In the event of any conflict or inconsistency between the above provisions of this Agreement and the attached Schedule A, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the City and the Architect have executed this Agreement in Oakland County, Michigan, as of the date first written above.

[signatures on following page]

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF NOVI ("City"):

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

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

("Architect"):

\_\_\_\_\_  
\_\_\_\_\_

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

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

912488

**DRAFT**

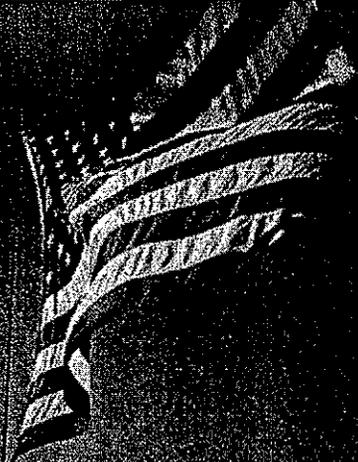
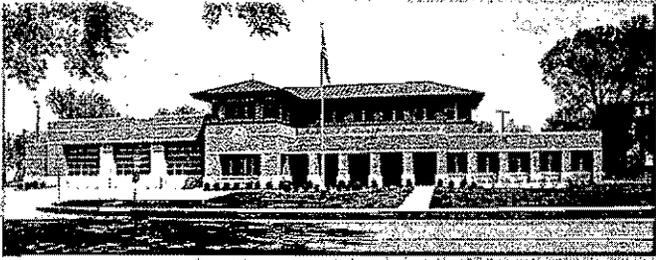
SCHEDULE A

Services

Payment

Timing of Services

DRAFT



# NOVI FIRE DEPARTMENT ARCHITECTURAL ANALYSIS NEEDS ASSESSMENT



January 12, 2007



capa architects

ARCHITECT'S PROPOSAL



Dennis F. Dundon  
Stacy E. Peterson  
John P. Argenta  
Najim N. Saymuah

Kern Gilson

January 12, 2007

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

Attention: Ms. Carol J. Kalinovik  
Purchasing Director

Re: CDPA Architect's Proposal  
Fire Department Architectural Analysis/Needs Assessment

Dear Carol:

With fire station facilities that have been in service between 25 and 30 years, the City of Novi and the Novi Fire Department have recognized the need for a formal physical plant analysis and needs assessment. The City by issuance of a Request for Quotation, is now seeking the services of an experienced Architect to assist in this endeavor.

CDPA Architects presents an un-matched record of experience and design expertise in fire station facilities you are seeking for your project. We have at least 25 projects within a 30-minute driving radius of your site. In your review of our Proposal we would also emphasize the following:

1. CDPA is a local firm with 45 years of professional experience in the planning, design and construction of municipal facilities.
2. CDPA has designed 52 fire station projects - primarily in the southeast Michigan region. We have the experience.
3. CDPA has completed over \$400 Million in renovation/expansion projects in the last 20 years. We understand renovation programs.

We are confident our firm has the professional credentials, personnel and project experience that the City of Novi is seeking for this project. We look forward to working with you.

Sincerely,

CDPA ARCHITECTS, INC.



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

SEP/lm  
Enclosure  
pc: File

Cover Letter

Section **1** **CDPA ORGANIZATION**

- Firm Information / History
- Employees / Team Resumes
- Insurance

Section **2** **CDPA SUMMARY OF EXPERIENCE**

Section **3** **CDPA REFERENCES**

Section **4** **CITY OF NOVI PROPOSAL FORM**

- Proposal Form
- Reimbursable Expenses
- Services Not Included

**SECTION 1  
CDPA  
Organization**

**CITY OF NOVI  
Fire Department Architectural Analysis/  
Needs Assessment**

*Profile*

**Firm Name:** CDPA ARCHITECTS, INC.

**Legal Status:** Michigan Corporation

**Contact:** Stacy E. Peterson, AIA  
President  
speterson@cdpa-architects.com

**Principal Business Address:** 26600 Telegraph Road - Suite 450  
Southfield, Michigan 48033

**Business Telephones:** (248) 354-2441  
(248) 354-4214 - FAX

**E-Mail:** cdpa@cdpa-architects.com

**Website:** www.cdpaarchitects.com

**Year Formed:** 1961

**History of Firm:** The background of related experience by CDPA in the programming, design and administration of construction contracts for governmental public service facilities extends over a period of 45 years. Since its inception, CDPA has provided comprehensive architectural/engineering services to Federal, State and local municipalities in a wide range of assignments from feasibility and needs studies through major new building programs; additions and renovations; site improvements; space planning; furniture, furnishings and equipment.

Through this long term experience, we have become thoroughly knowledgeable in the procedures required for projects involving public funds and the responsibilities to councils, boards and commissions to provide well planned, substantial facilities within the allotted budget and time schedule. In an appraisal of total performance since 1961, CDPA has completed over 4,000 assignments for a diversity of clients and projects, on a national scope, without a failure or claim as the result of the professional services rendered.

**SECTION 1**  
**CDPA**  
**Organization**

**CITY OF NOVI**  
**Fire Department Architectural Analysis/**  
**Needs Assessment**

*Profile*  
*(Continued)*

**License to Practice:** States of Michigan, New York, and national by National Council of Architectural Registration Boards (N.C.A.R.B.) procedure.

**Number of Employees:** 18 Full Time Staff

- 7 Registered Architects (inc. 3 Principals)
- 4 Intern Architects
- 1 CPA
- 2 Administrative Personnel
- 1 Clerical
- 3 Field Engineers

*Resumes for*  
*CDPA Principals,*  
*Project Architect,*  
*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 Personnel  
William Wiemer - Cost Estimating

*Organization*  
*Chart*

Please refer to the team member resumes on the following pages.

**SECTION 1**  
**CDPA**  
**Organization**

**CITY OF NOVI**  
**Fire Department Architectural Analysis/**  
**Needs Assessment**



**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)	
	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 Fire Chiefs Association (MFCA)  
 Michigan Association of Chiefs of Police (MCAP)

*Professional  
 Registration*

Registered Architect in Michigan

**SECTION 1**  
**CDPA**  
**Organization**

**CITY OF NOVI**  
**Fire Department Architectural Analysis/  
Needs Assessment**



**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

*Education*

Lawrence Technological University  
Bachelor of Architecture - 1990

*Professional  
Affiliations*

Registered Architect in Michigan

**SECTION 1  
CDPA  
Organization**

**CITY OF NOVI  
Fire Department Architectural Analysis/  
Needs Assessment**



***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)

*Education*

Lawrence Technological University  
Bachelor of Science - Civil Engineering - 1982

**SECTION 2**  
Summary of  
Experience

**CITY OF NOVI**  
**Fire Department Architectural Analysis/  
Needs Assessment**

*Introduction*

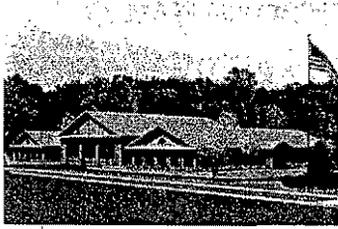
Fire Station Facilities are a specialty of CDPA Architects. **We have completed the planning and/or construction of 30 Fire Station projects in the last six years alone.** New projects of a major scale and complexity are typical, however, remodeling and expansion of existing Fire Station facilities have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

Fire Stations - Constructed	38	} ←
Fire Stations - Additions/Renovation	5	
Fire Stations - Needs Studies	7	
Fire Stations - Design/Under Construction	<u>3</u>	
Total Fire Station Projects	53	

Each Fire Station is custom programmed and designed to meet the unique functional and operational needs of that Department. We do not try and "fit" your Department into a pre-conceived design solution. Your station must function the way you and your Department functions within the constraints of a fixed budget. 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.

# 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

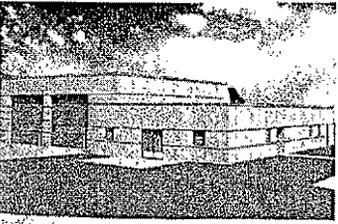
A 13,000 sq. ft. satellite fire station with 3-bay drive-thru apparatus, hose drying tower and training room.



**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 CONTINUED



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

Macomb Township, MI

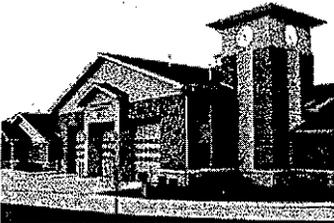
An 11,200 sq. ft. with 3-bay apparatus includes an exercise room, training/conference room, kitchen and locker rooms for both male and female fire fighters.



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

Canton Township, MI

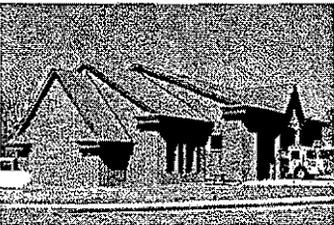
An 11,600 sq. ft. Satellite Fire Station in an area of new residential development, with facilities for six fire fighters plus training/community room.



**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

Brandon Township, 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.



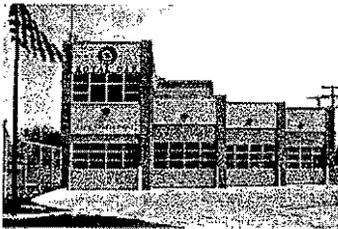
**MAIN FIRE STATION (2004)**  
West Bloomfield Township

West Bloomfield Township, MI

A 32,000 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

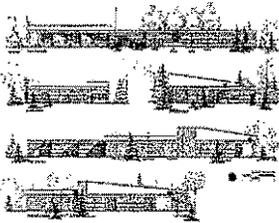
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**FIRE STATION NO. 4 (2004)**  
City of Royal Oak

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

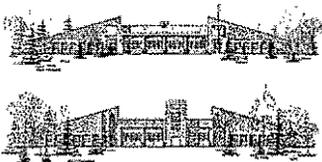
A 9,940 sq. ft. two-story with 2-1/2 bay apparatus, replacement fire station constructed on the site of a 50 year old station. Station includes living quarters, training room and decontamination space.



**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.

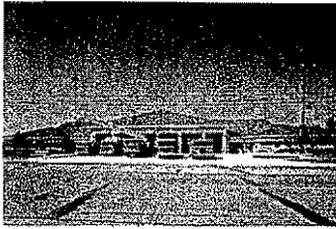


**FIRE STATION NO. 5 (2003)**  
Clinton Township

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 CONTINUED



**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

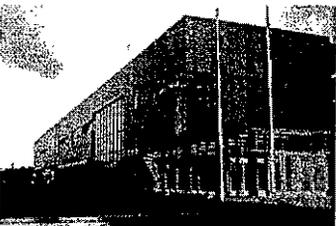
A 16,170 sq. ft. four-bay drive-thru Headquarters Fire Station with fire administration, training, living quarters for future 8 fire fighters. Building design relates to forms and ornament in present Village of Oxford architecture.



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

Oxford Township, MI

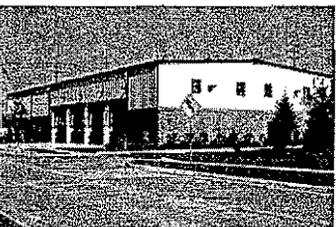
A 9,600 sq. ft. Fire Station No. 2, includes a 2-bay drive-thru branch fire station on a corner residential area site. Present paid on-call department. Design permits future manned station with residential style to blend with neighborhood.



**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. CDDPA 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

CONTINUED

## FIRE STATION (2002) City of Howell

Howell, MI

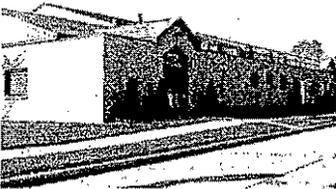
Assessment and alterations to 25 year old Fire Station to provide new training, exercise and administration addition. New addition style matches existing building.



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

Oakland Township, MI

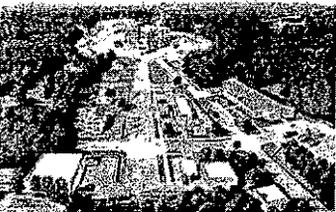
A 17,500 sq. ft. four-bay drive-thru Fire Station Headquarters, training and future living quarters for present paid-on-call fire service.



## 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.



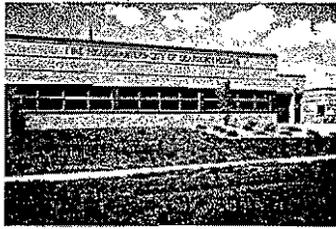
## FIRE STATION NO. 2 (2000) Lyon Township

Lyon Township, MI

A 9,600 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

CONTINUED



## 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

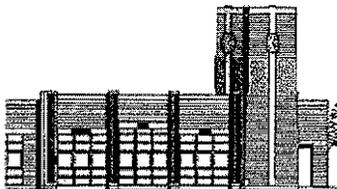
A 10,500 sq. ft. three-bay drive-thru Fire Station No. 3 complete with living quarters, training area, all services, emergency power and site improvements.



## 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.

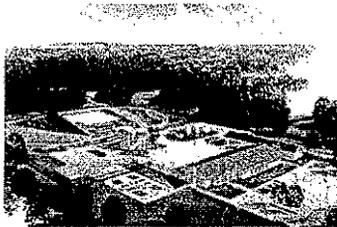


NORTH ELEVATION

## 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.



## 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

CONTINUED



**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

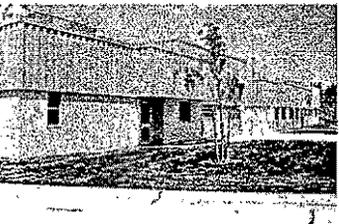
An 18,660 sq. ft. Fire Station No. 1 with administrative offices and County Sheriff substation.



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

Mount Pleasant, MI

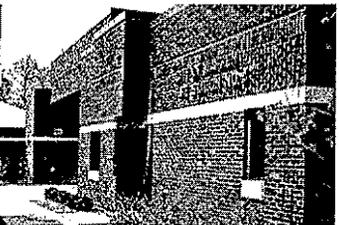
A 35,900 sq. ft. Police, Fire and Court facility located on a central site within the tribal land of the Saginaw Chippewa Indian Tribe. This building complex includes 15,300 sq. ft. for police operations and police and fire administration.



**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.



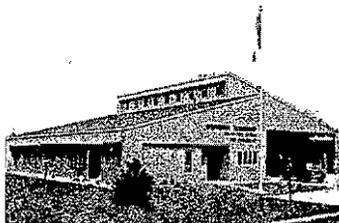
**FIRE STATION NO. 3 (1991)**  
Plymouth Township

Plymouth Township, MI

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

# fire stations

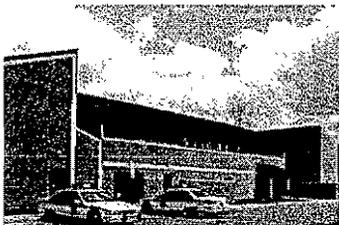
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**FIRE STATION NO. 2 (1990)**  
Charter Township of Meridian

Meridian Township, MI

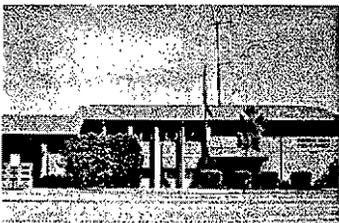
An 8,940 sq. ft. three-bay South Fire Station complete with all services, emergency power and site improvements.



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

Berkley, MI

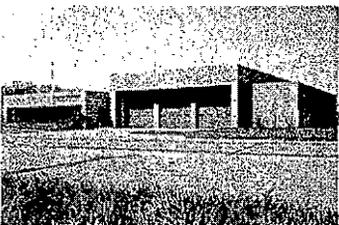
A 25,000 sq. ft. multi-story Public Safety building with 3-bay Headquarters Fire Station complete with all site improvements.



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

Beverly Hills, MI

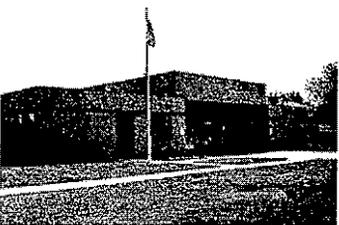
A 17,200 sq. ft. Police/Fire Headquarters building with 3-bay fire station complete with all site improvements.



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

Clinton Township, MI

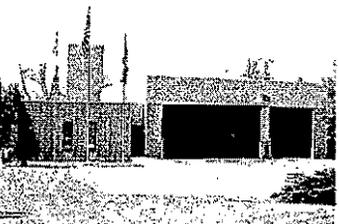
A 10,500 sq. ft. three-bay drive-thru Headquarters Fire Station with facilities complete with all site improvements.



**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.

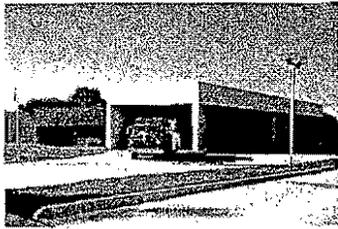


**FIRE STATION NO. 1 (1981)**  
Orion Township

Orion Township, MI

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

fire stations  
CONTINUED



**HEADQUARTERS FIRE STATION (1978)**  
City of Southfield

Southfield, MI

A 17,500 sq. ft. three-bay drive-thru Headquarters Fire Station with four story, 2,000 sq. ft. regional fire training tower and facilities complete with all site improvements.

**SECTION 3**  
References

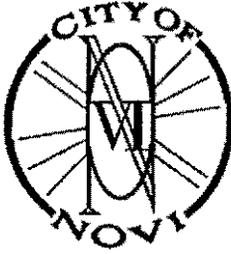
**CITY OF NOVI**  
**Fire Department Architectural Analysis/  
Needs Assessment**

**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: Director of Public Safety Gerald Champagne  
Telephone: (734) 699-8939
  
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



**CITY OF NOVI  
PURCHASING DEPARTMENT**

45175 W. TEN MILE RD.  
NOVI, MI 48375  
(248) 347-0446  
Email: [ckalinovik@cityofnovi.org](mailto:ckalinovik@cityofnovi.org)

**PROPOSAL FORM**

**Novi Fire Department Architectural Analysis / Needs Assessment**

**QUOTATIONS DUE Friday, January 12, 2007 BY 3:00 P.M.**

Quotation submitted by:

Name (printed) Stacy E. Peterson, AIA Title: President

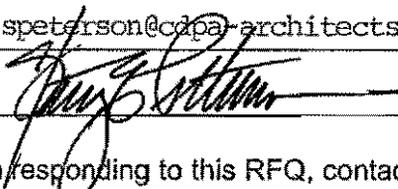
Company (Legal Registration) CDPA Architects, Inc.

Address 26600 Telegraph Rd. - Suite 450

City Southfield State MI Zip 48033

Telephone 248-354-2441 Fax 248-354-4214

E-mail speterson@cdpa-architects.com

Signature  Date January 12, 2007

For information on responding to this RFQ, contact Carol Kalinovik, Purchasing Director, at (248) 347-0446, or e-mail [ckalinovik@cityofnovi.org](mailto:ckalinovik@cityofnovi.org)

Submittal of Quotations: Quotations 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. Quotations must be submitted by person or mail. Faxed quotations will not be accepted.

**THE QUOTATION ENVELOPE MUST BE IDENTIFIED WITH THE FULL QUOTATION NAME AND DUE DATE.**

**CITY OF NOVI  
PROPOSAL FORM - CONTINUED**

We the undersigned as bidder, propose to furnish to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof according to the attached terms and conditions.

**Novi Fire Department Architectural Analysis / Needs Assessment**

<b>Phase One</b> – Documentation of Existing Facilities	\$ <u>7,850.00</u>
<b>Phase Two</b> – Analysis of Existing Facilities	\$ <u>9,350.00</u>
<b>Phase Three</b> – Planning for Improvements	\$ <u>12,700.00</u>
<b>Total Project Cost</b>	\$ <u>29,900.00</u>
 <b>ALTERNATE BID</b> (ALTA/ACSM SURVEYS)	\$ <u>16,700.00</u>

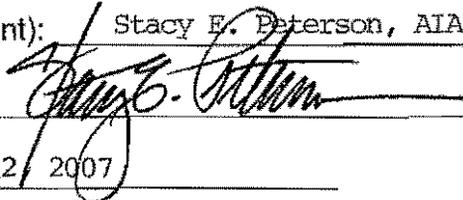
**We acknowledge receipt of the following Addendums:  
(please indicate numbers below)**

<u>      #1      </u>	<u>      #2      </u>	<u>      #3      </u>
<u>      #4      </u>	<u>                  </u>	<u>                  </u>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: CDPA Architects, Inc.

Agent's Name (please print): Stacy E. Peterson, AIA - President

Agent's Signature: 

Date: January 12, 2007

**SECTION 4**

**CITY OF NOVI  
Fire Department Architectural Analysis/  
Needs Assessment**

*Reimbursable Expenses*

1. For additional site visits to perform field verification, field measurement and survey work of the existing facilities, visits to other Fire Department facilities and additional presentations to City Council, Novi Fire Department, City of Novi or other parties the following hourly rate breakdown shall apply:

Principal	\$ 125
Architect/Engineer	\$ 85
Interior Designer	\$ 80
Draftsperson	\$ 58
Administrative Support	\$ 47
Clerk	\$ 30

2. Reproduction and postage will be invoiced at our direct cost. CDPA does not charge for mileage.

All services required by the City of Novi Request for Quotations dated December 13, 2006, Addendum #1 dated December 14, 2006, Addendum #2 dated December 27, 2006, Addendum #3 dated January 4, 2007 and Addendum #4 dated January 8, 2007 (receipt of which is hereby acknowledged) are included in CDPA's proposed fees for phases one, two and three.