



**CITY OF NOVI CITY COUNCIL
MARCH 9, 2026**

SUBJECT: Consider a contract with Howell Design Group to serve as the City's Technology/Security design firm for the 2025 Public Safety Bond Facilities project, in the amount of \$300,000.

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- In consultation with the Owners Representative (PMR), RFP documents were formally issued to four (4) Technology/Security design firms.
- Four (4) sealed RFP responses were received and evaluated. PMR moderated interviews with three (3) firms.
- Upon completion of the RFP document reviews and interviews, the Advisory Group recommended Howell Design Group for the Technology/Security Designer.

FINANCIAL IMPACT

	FY 25/26	Total
EXPENDITURE REQUIRED	\$ 300,000	\$ 300,000
BUDGET		
1. 2025 Bond Proceeds	\$120,000,000	\$ 120,000,000
APPROPRIATION REQUIRED	\$	\$
FUND BALANCE IMPACT	\$ N/A	\$ N/A

BACKGROUND INFORMATION:

With the passage of the bond to finance Public Safety Facilities in August 2025, in conjunction with the City's contract with Owner's representative (PMR), the Administration assisted with interviewing three (3) firms that submitted proposals for the selection of a Technology/Security Designer for the new buildings.

The City of Novi Selection Advisory Group, consisting of Chief Zinser, Chief Martin and Chief Information Officer Rob Petty, and PMR presented a framework in order to identify, evaluate, and recommend a Firm for this project. The four (4) sealed Tech/Security FRP responses were received on January 20, 2026. For this project, RFP criteria such as firm police and fire station design experience, proposed staff experience, fee/costs, and firm differentiators were evaluated. PMR moderated interviews with three (3) firms on February 11, 2026, to ask additional questions and to clarify/confirm their RFP responses.

The Advisory Group unanimously recommended Howell Design Group for consideration based on their knowledge of Public Safety technology and security systems, in-house expertise, an established working relationship with BRW Architect, and responses to questions during the interview process. After the interviews were completed, PMR successfully negotiated Howell Design Group's fee without compromising the project scope to align with budget expectations. At this time, there are no major issues that will hinder the successful execution of the final contract.

RECOMMENDED ACTION: Consider a contract with Howell Design Group to serve as the City's Technology/Security design firm for the 2025 Public Safety Bond Facilities project, in the amount of \$300,000. Final form of the agreement is subject to review and final approval by the City Attorney and City Manager.

February 17, 2026

Mr. Victor Cardenas
City Manager – City of Novi
45175 Ten Mile Rd.
Novi, Michigan 48375

via email: vcardenas@cityofnovi.org

RE: City of Novi Public Safety Bond Project – Technology/Security Designer Recommendation

Dear Mr. Cardenas,

This letter is to update you with Plante Moran Realpoint's (PMR) progress in our engagement to assist and advise the City of Novi (CoN) in the selection of a Technology/Security Designer firm for the City of Novi Public Safety Project (Project). The City of Novi Selection Advisory Group, consisting of CoN city staff (Chief Zinser, Chief Martin and Chief Information Officer Rob Petty), and PMR, have presented a framework in order to identify, evaluate, and recommend a Firm for this Project.

SELECTION PROCESS

This letter communicates the results of the process utilized to evaluate Tech/Security proposals and interviews that the City of Novi Advisory Group and PMR conducted in accordance with our engagement agreement. On December 17, 2025, RFP documents were formally issued to four (4) capable and well-established Tech/Security design firms. PMR conducted a pre-proposal meeting on January 6, 2026, to provide project information and answer questions. The firms were provided with time to submit additional questions/clarifications by January 13.

Four (4) sealed Tech/Security RFP responses were received by CoN on January 20, 2026. For this Project, RFP criteria such as firm police and fire station design experience, proposed staff experience, fee/costs, and firm differentiators were evaluated. PMR moderated interviews with three (3) firms on February 11, 2026, to ask additional questions and to clarify/confirm their RFP responses.

After these interviews took place, the Advisory Group unanimously recommended **Howell Design Group** for consideration based on their knowledge of Public Safety tech/security systems, in-house expertise, established working relationship with BRW Architects and answers to questions during the interview process. After the interviews were completed, PMR successfully negotiated a Howell Design Group's fee without compromising project scope, to align with budget expectations.

RECOMMENDATION

Based on the Tech/Security design firm’s formal RFP response, answers to the post RFP submittal interview questions and fee negotiations, the team recommends that the **Howell Design Group** be awarded technology and security design services for the Public Safety Building and Fire Station Projects. At this time, there are no major issues that will hinder a successful final contract. The final contract document will be executed pending final review of contract terms by CoN legal counsel.

The Tech/Security design fee for the scope of services described in the RFP and the RFP draft contract are provided below and is within the budget PMR established for these services

Howell Design Group:

Fee for technology/security design services: \$250,000 (negotiated fee amount)

N.T.E. reimbursables expenses: \$50,000

Total: \$300,000

Should you have any questions regarding this recommendation, please do not hesitate to contact me at (248) 603-5252.

Sincerely,

PLANTE MORAN REALPOINT



Robert Stempien AIA, Sr. Vice President

- CC:** Greg VanKirk, Plante Moran Realpoint
Todd Fenton, Plante Moran Realpoint
Brian Weber, Plante Moran Realpoint

ENCLOSURES: Howell Design Group RFP Submittal



City of Novi

TECHNOLOGY AND SECURITY DESIGNER SERVICES RFP

Due: January 20, 2026

Prepared By:

Charlie Howell, Principal
Howell Design Group, LLC



HOWELL
DESIGN GROUP



NOVI NEW PUBLIC SAFETY, FIRE STATION 2 & 3, and RENOVATION TO FIRE STATION 4 PROJECT - TECHNOLOGY & SECURITY DESIGNER SERVICES

City of Novi
Victor Cardenas - City Manager
45175 Ten Mile Rd
Novi, MI 48375

Mr. Cardenas,

Howell Design Group, LLC appreciates this opportunity to provide this proposal for technology consulting and design services for the above referenced projects.

We understand that the City of Novi is seeking to build new Public Safety Facilities with the results of a voter approved August 2025 bond election. We further understand that the project will include new construction of the Public Safety Headquarters which will co-locate the Novi Police Station and Fire Station #1. In addition, the bond is also covering the new construction of Fire Station #2, Fire Station #3, and the renovation of Fire Station #4.

We will include completing all of these projects simultaneously. We further understand that our role will be as technology and security designer to the City of Novi on this project for the following systems:

- Security
- Structured Cabling (IT Infrastructure)
- Audio Visual
- Jail Control
- Alerting System design/coordination with alerting vendor

Section 1 - Project Approach and Narrative

HDG proposes to provide technology consulting and design services as a design team member for the services listed above. The approach that HDG will follow is listed below:

Schematic Design Phase:

- Prepare a narrative that outlines the intended design
- Coordinate with the project team and client team on design criteria
- Participate in coordination of building space and flow layout

Design Development Phase

- Coordinate with project team and client team on comments received during SD. If HDG is not able to be involved in the SD phase, then we will create a DD narrative in the form of a basis of design/SOP to guide the technology and security designs.
- Coordinate with the other design team members for interdependencies
- Prepare Drawings and basic details
- Prepare an outline specification (Includes only paragraphs describing each spec section)
- Attend design meetings as needed

Construction Documentation Phase

- Coordinate with the project team and client team on comments received during DD
- Coordinate with other design team members for interdependencies
- Prepare Drawings, Details, Diagrams, Schedules
- Prepare Division 27 and 28 (Security) specifications in CSI Masterformat

Bidding Phase

- Prepare any addenda required for the above referenced scope
- Answer bidders questions

Construction Administration Phase

- Attend Pre Construction Kick Off meeting
- Answer RFI's and field coordination questions
- Review Submittals related to the above referenced scope
- Perform site observations for construction of items related to, and including, the above referenced scope
- Witness system power up process
- Provide Pre-functional testing
- Provide performance verification testing and the creation of punch list
- Provide customization programming assistance
- Commission the systems in the above referenced scope

Deliverables

HDG proposes to provide the following deliverables during this project:

- SD
 - Narrative
- DD
 - DD Narrative, if SD narrative is not provided due to schedule
 - Drawings
 - Outline Specifications
- CD
 - Drawings
 - Specifications
- Bid Phase
 - Correspondence
- CA
 - Site observation reports
 - RFI responses
 - Submittal Reviews
 - Offline Schedule for owner supplied vendor equipment and services
 - Pre-functional Testing Forms
 - Performance Verification Forms
 - Punch List

Approach Clarification

HDG proposes to perform all of the project documentation simultaneously. This means that the approach and process listed above does not change, we would provide a different design package for each of the projects simultaneously through the design process. During the CA process, the timing is different but the approach and process are the same.

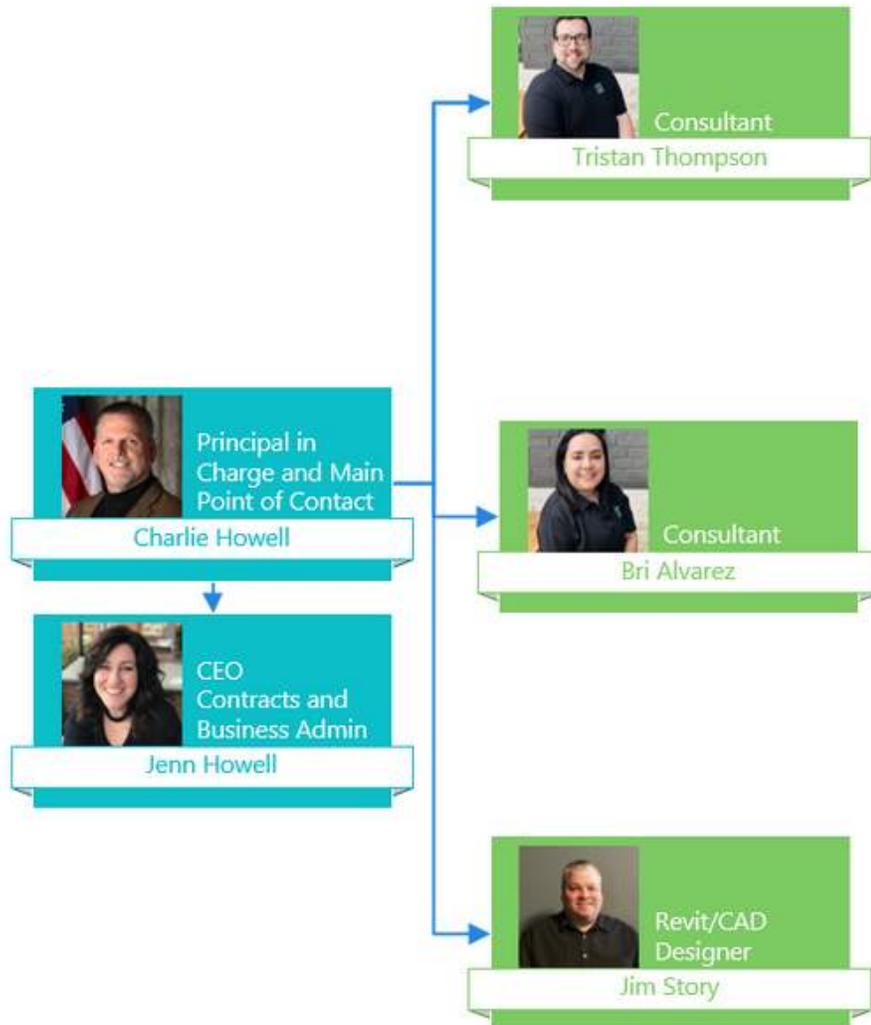
Section 2 - Relevant Firm Experience

HDG has provided this same type of technology and Security Designer services for other Police Department Projects.

- **Town of Prosper Police Department**
 - New Construction Police Department and Dispatch
 - Prosper, TX
 - PD Occupied 2021
 - \$14M overall construction cost
 - Assistant Chief Scott Brewer, sbrewer@prospertx.gov, 972-589-1033
 - HDG was Technology Owner's Rep during construction, but designed security on the actual design project
- **City of Roanoke Police Department**
 - New Construction Police Department, Dispatch, Court and Gun Range
 - Roanoke, TX
 - PD Occupied 2025
 - \$45M overall construction cost
 - Police Chief Jeff Williams, jwilliams@roanokepolice.com , 682-549-1493
 - HDG was technology designer for this project for security, IT, AV, Holding, and assisted the owner vendor coordination of Dispatch
- **City of Mansfield Police Department,**
 - New Construction Police Department, Dispatch, Jail, and Support Services
 - Mansfield, TX
 - PD Occupied 2024
 - \$41.9M overall construction cost
 - Police Chief Tracy Aaron , tracy.aaron@mansfieldtexas.gov , 817-804-5782
 - HDG was technology designer for this project including security, IT , AV, and Jail control
- **City of Lewisville Police Department,**
 - New Construction Public Safety Building, Dispatch and EOC
 - Lewisville, TX
 - PD Occupied 2025
 - \$102M overall construction cost
 - Police Chief Brook Rollins, brollins@cityoflewisville.com , 972-219-3638
 - HDG was technology designer for this project including security, IT, and AV
- City of Richardson Police Department, New Construction Police Headquarters, Dispatch and Jail renovation
- City of Victoria, New Construction Public Safety Building, Dispatch, and Holding
- City of Royse City, New Construction Police Headquarters
- Syracuse University Police Department, Space Programming support to architect
- City of Lewisville Fire Department, New Construction Fire Admin and Central Station
- Town of Prosper, New Fire Admin, EOC, and Central Fire station
- there are more upon request

Section 3 - Project Organizational Chart and Team Resumes

HDG proposes that Charlie Howell will be the main point of contact and Lead Designer on this project. HDG staff that will assist will be Tristan Thompson, Consultant, and Briseyda Alvarez, task tracking and schedule management, and Jenn Howell for Administrative tasks. Below is a simple Project Organization Chart



Key Personnel Resumes

1. **Charlie Howell, Certified Security Consultant (CSC) Reference Charlie's bio/resume**

Other Support Staff - No Resume included

1. **Jenn Howell, CEO - Makes sure the business matters are handled and acquires resources as needed for the project needs**
2. **Tristan Thompson - Consultant that will assist Charlie in this project**
3. **Jim Story - CAD/Revit who does all of our Revit/CAD drawings**
4. **Bri Alvarez - who will provide assistance in task management internally**



**HOWELL
DESIGN GROUP**

CHARLIE HOWELL, CSC

Principal
Security Technologist



Charlie is a technology professional who has over 35 years of experience in the security and technology industry.

Charlie has a unique skill set of designing technology that is driven by how the client will be operating and using the space being designed and built for them. His experience with projects from the early conceptual conversations to post occupancy operational reviews brings this unique perspective to each project.

Charlie's experience includes police departments, professional sports stadiums and arenas, municipalities, convention centers, public safety campuses, fire departments, schools, water and wastewater projects, commercial, and private clients. His ability to apply technology into these different types of organizational structures, highlights how he puts his 35 years of experience into each project.

Short List of Projects where Charlie was either a design team lead, design team member, or subcontracted design team member:



916.716.0782



chowell@howelldg.com



906 W. McDermott Dr.
Suite 116-133
Allen, TX 75013

PROFICIENCIES:

Security Command Center Design

Assessments

Security Program

Security Master Plan

Technology Design

Low Voltage Commissioning

Low Voltage Owners Representative

PSAP and Dispatch Center Design

Police Departments

City of Richardson Police and Fire Dept
Town of Prosper Police and Fire Dept
City of Lewisville Police and Fire Dept
City of Royse City Police Dept
City of Roanoke Police Dept and Court
City of Victoria Police and Court Dept
City of Denton Police HQ, Substation, and Firing Range
City of Mansfield
City of Mesquite

Security Command Rooms, PSAP, and Dispatch Centers

Texas Rangers
Talking Stick Resort Arena
Stadium in Louisiana
Texas Department of Transportation, Transguide Traffic Control Room
City of Richardson Dispatch
Town of Prosper Dispatch
City of Lewisville Dispatch
City of Mansfield Dispatch

Municipal

City of Denton
City of Mansfield
City of Lewisville
City of Richardson
Town of Prosper
City of Victoria
City of Royse City
City of Roanoke
City of Garland

Schools

Episcopal School of Dallas
Parish Episcopal School
Good Shepherd Episcopal
Preston Hollow Presbyterian

Physical Security / Technology Consulting

- Strategic and Master Planning
- Threat and Vulnerability Assessments
- Programming
- Security Program Consulting
- Risk Assessments
- Due Diligence & Best Practices
- Crisis Management
- Low Voltage Scheduling
- Owner Furnished / Owner Installed Sequence Coordination

Security Architectural Planning Services

- Crime Prevention Through Environmental Design (CPTED)
- Command, Control Centers
- Emergency Operation Centers

Physical Security / Technology Design Engineering

- Schematic Phase Narratives and Basis of Design
- Design Development Documents
- Construction Documents
- Issue for Construction Documentation
- Bid Assistance
- Construction Administration Services
- Quality Control/Quality Assurance Services
- Security Commissioning Services
- Peer Review Services

Emergency Response Planning

- Generate a NIMS Compliant Plan
- Train Staff on the Plan
- Facilitate Tabletop and Functional Exercises

Managed Services

- System Administration / Management
- Perform system audits
- Owner Representative to Security Integrator



References

City of Garland
Bill Wilson
wwilson@garlandtx.gov

City of Denton
Tom Gramer
tom.gramer@cityofdenton.com

Town of Prosper
Assistant Chief Scott Brewer
sbrewer@prospertx.gov

Executives

- Charlie Howell - Principal
- Jenn Howell - Principal, CEO

Design Team

- Charlie Howell - QA/QC - Principal
- Tristan Thompson - Design Studio Manager
- Jim Story - Virtual Design Studio (Revit/CAD)

Assessments / Emergency Response plans

- John Marsh - Assessments

Managed Services

- Charlie Howell - QA/QC - Principal
- Bri Alvarez- Project Manager

Low Voltage Commissioning/CA Team

- Charlie Howell - QA/QC - Principal
- Bri Alvarez- Project Manager

Administrative Team

- Jenn Howell - Principal, Marketing / Branding
 - Tabassum Alam- Executive Assistant
- Jacqueline Howell - Project Coordinator
- Jerrison Howell - IT Department

Section 4 - Proposal Forms

HDG has completed the required proposal forms contained within the RFP and Addendum #1 and included here.

Technology Design Services Proposal Form

BIDDER: Howell Design Group, LLC
BIDDER'S ADDRESS: 906 W. Mcdermott Dr, suite 116-133, Allen, TX 75013

BIDDER'S MAIN CONTACT FOR PROPOSAL: Charlie Howell
MAIN CONTACT'S PHONE NUMBER: 916-716-0782
MAIN CONTACT'S EMAIL ADDRESS: chowell@howelldg.com

All proposals submitted may not be withdrawn and shall be irrevocable for a minimum period as defined in this RFP.

A. COST PROPOSAL

a. For the Scope of Services as described and required in the Request for Proposal including all wages (and applicable taxes), benefits, fees and expenses to perform all Services:

- New Public Safety Building (Police & Fire Station) lump sum design fee: \$ 205,000
- New Fire Stations #2 and #3 lump sum design fee: \$ 95,000
- Renovated Fire Station #4 lump sum design fee: \$ 35,000
- Total lump sum design fee: \$ 335,000
- Number of hours budgeted for all projects listed above: 1,675 hours
- In the event the Owner substantially changes the Program or scope of work, provide a percentage fee for addition or reduction of project scope:
% depends upon the scope of work of the change. There are no penalty fee amounts. It would be the amount of scope reduced in the project it was reduced in.

Proposal Checklist

- Bid Proposal Form (this document)
- Familial Disclosure Statements
- Iran Sanctions Affidavit
- Non-Collusive Affidavit
- Equal Opportunity Form
- Criminal Background Disclosure Affidavit
- Exceptions / Clarifications (if any)

I have read and I understand the responsibilities required of the Consultant under the Agreement between the Owner and Consultant, which is provided with the RFP. If selected, our firm will be able to fulfill the requirements.

SIGNATURE

Dated this ~~15th~~ 16 day of January, 2026

FIRM NAME: Howell Design Group, LLC

BY: [Signature]
Signature

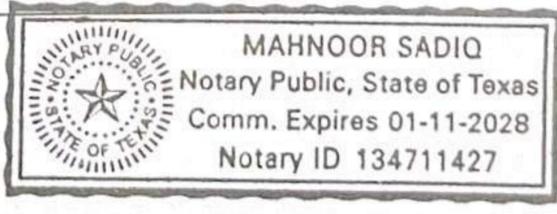
Principal / COO
Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026.

NOTARY PUBLIC: [Signature]

MY COMMISSION EXPIRES: 01/11/2028



Familial Disclosure Affidavit

The undersigned, the owner or authorized officer of the below named firm (the "Firm"), pursuant to the familial disclosure requirement provided in the City of Novi (the "Owner") request for proposals for Technology/Security Design services, hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Firm, and any member of the Board of Commissioners or the City of Novi Administration.

LIST OF ANY FAMILIAL RELATIONSHIPS

None

SIGNATURE

Dated this 16th day of January 20 26.

FIRM NAME:

Howell Design Group LLC

BY:

[Signature]
Signature

Principal / COO
Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

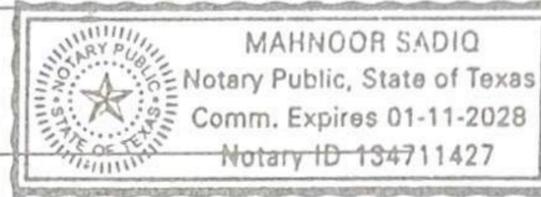
Subscribed and sworn before me this 16th day of January, 20 26, in the county of Collin and the state of Texas.

NOTARY PUBLIC:

Mans

MY COMMISSION EXPIRES:

01/11/2028



Iran Disclosure Affidavit

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

MICHIGAN PUBLIC ACT NO. 517 OF 2012

The undersigned, the owner or authorized officer of the below named firm (the "Firm"), pursuant to the compliance certification requirement provided in the City of Novi (the "Owner") request for proposals for Technology/Security Design services (the "RFP"), hereby certifies, represents, and warrants that the Firm (including its officers, directors, and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Firm is awarded a contract as a result of the aforementioned RFP, the Firm will not become an "Iran linked business" at any time during the course of performing the scope of work or any services under the contract.

The Firm further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than two hundred fifty thousand dollars (\$250,000.00) or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Township's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

SIGNATURE

Dated this 16th day of January, 2026 .

FIRM NAME:

Horn 11 Design Group LLC

BY:

[Signature]
Signature

Principal / COO

Position/Title

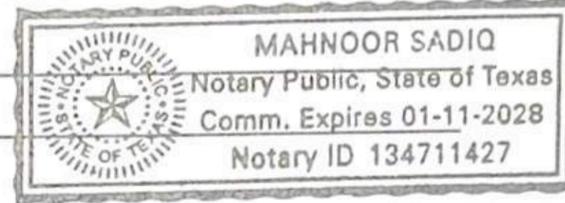
Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026, in the county of Collin and the state of Texas.

NOTARY PUBLIC:

Mans
01/11/2028

MY COMMISSION EXPIRES:



Non-Collusive Affidavit

Charlie Howell, being duly sworn, deposes and says that:

1. The proposal has been arrived at by the contractor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,

2. The contents of the proposal have not been communicated by the contractor or its employees or agents to any person not an employee or agent of the contractor or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

[Signature]

Signature of

Firm

STATE OF Texas)

)ss.

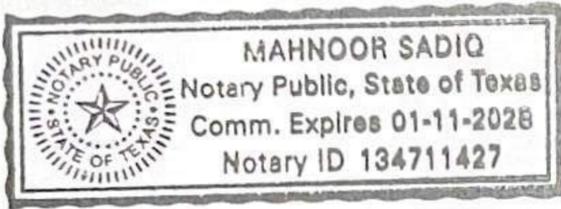
COUNTY OF Collin)

This instrument was acknowledged before me on the 16th day of January 2026, by

Charlie Howell

Mans, Notary Public

Collin County, Texas



My Commission Expires: 01/11/2028

Acting in the County of: Collin

Equal Opportunity Form

It is the publicly stated policy of Howell Design Group LLC not to discriminate against any employee, applicant for employment, contractor, or material supplier, because of race, religion, national origin, ancestry, or sex. With regard to employment, such non-discrimination includes, but is not limited to, our (my) policies of recruitment, recruitment advertising, selection for apprenticeships or other training, rates of pay, promotion, transfer, lay-off, or termination.

In all advertising for employment, subcontractors, or suppliers we (I) shall state all applicants or respondents will receive consideration without regard to race, religion, color, national origin, ancestry, or sex.

We (I) understand that any contract for the City of Novi shall be in consideration of our maintaining the above-mentioned non-discrimination policy.

We (I) understand that we (I) may be required to submit further information covering the race, color, and work classification for our employees and those of subcontractors to be employed on this project.

SIGNATURE

Dated this 1/12 day of January 2026.

FIRM NAME:

Howell Design Group LLC

BY:

Charles Howell
Name (printed)

[Signature]
Signature

Principal / COO
Position/Title

Criminal Background Affidavit

The undersigned, the owner or authorized officer of the below-named firm (the "Firm"), pursuant to the criminal background compliance certification requirements of the City of Novi (the "Owner") hereby represents and warrants that the Firm has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") (or equivalent for non-Michigan residents) for all of its owners, employees, agents, representatives, contractors, and/or other personnel who will be on the Owner premises related to the project to carry out the services contemplated by the contract documents. The Firm further hereby certifies that no owner, employee, agent, representative, contractor, and/or other personnel of the Firm will be on the Owner premises related to the project if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Firm further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the Owner may immediately terminate the contract.

SIGNATURE

Dated this 16th day of January 2026.

FIRM NAME: Hennell Design Group LLC

BY: [Signature]
Signature

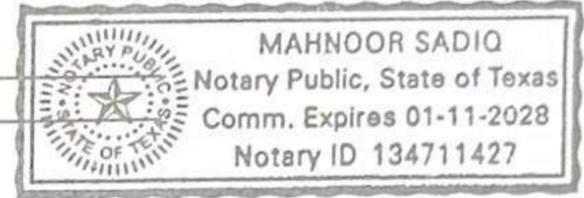
Principal / COO
Position/Title

Charlie Howell, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this 16th day of January, 2026, in the county of Collin and the state of Texas.

NOTARY PUBLIC:
MY COMMISSION EXPIRES:

Mahnoor Sadiq
01/11/2028



City of Novi Tech & Security Design Services RFP Addendum No. 1

CLIENT: City of Novi
PROJECT: New Police and Fire Station Projects
SUBJECT: Tech & Security Design Services RFP
DATE: January 15, 2026

Addendum Items/Attachments:

1. **Preproposal meeting presentation dated 1-6-26.**
2. Will the technology and security systems be bid out with the architectural project drawings and specs? This is a question to see what the requirements we would have to provide time during bidding and providing front end specs etc. **HED RESPONSE: YES. Consultant designs need to align and follow the same milestone schedules for each site.**
3. Will there be a construction manager that will manage the installation of the tech and security systems? This helps us understand the scope of our work during installation. **PMR RESPONSE: The construction manager is responsible for coordinating all owner provided subcontractors for the engagement. It is expected that the tech/security designer be responsible for installation oversight per section 2.4.5 and 2.4.13 of the draft agreement contained in the bid documents**
4. Will raceways be shown on technology drawings or electrical drawings? **HED RESPONSE: To be shown on technology. Each AOR and EOR discipline is responsible for their own designs, including but not limited to all infrastructures, raceways, cable trays, etc. Each are responsible for the development and health of their REVIT models. This will allow QA/QC processes (i.e.: Revizto) to check for "clash detections", etc. and assign tasks and corrections to each discipline author.**
5. Is there a real time crime center part of this project?
HED RESPONSE: "Real Time" Crime Centers are currently not planned as an immediate need at this time. However, the design team needs to be proactive and plan for infrastructure, pathways, etc., to allow future needs and conversions to take place, if necessary. Some areas that be assigned a particular use now should be planned as flexible and "convertible" as possible that can allow quick conversions and setup if an immediate need arises.

6. The RFP discusses "technology" but does not define AV. Please confirm that AV design is required. **Yes, A/V is required**
 - a. Can you clarify which spaces require AV, and specify expected AV-programmed rooms at HQ, FS2, FS3, and FS4? **All four buildings have A/V requirements. Examples include HQ (Dispatch, EOC, Training, Briefing, Community and Conference Rooms.), FS2 & FS3 (Training, and Conference Rooms), and FS4 (Backup EOC, Training, and Conference Rooms).**
7. Does the City have established AV design standard that we would use as a baseline for the design? **No** (If yes, can we request a copy?)
8. Does the City expect the AV systems to be consistent across all stations or tailored to each building? **We prefer A/V systems to be consistent across all buildings within reason.**
9. Does the City anticipate all AV systems be new, or will existing equipment be reused? **All A/V systems will be new.**
10. Are recording and streaming needed in briefing/training/community rooms for public broadcast? **The city would like to see an option to provide this service. For example training held at HQ could be recorded and/or streamed to the other three fire stations.**

End of Addendum 1

City of Novi Tech & Security Design Services RFP Addendum No. 2

CLIENT: City of Novi
PROJECT: New Police and Fire Station Projects
SUBJECT: Tech & Security Design Services RFP
DATE: January 16, 2026

Addendum Items/Attachments:

1. **2.2.1** Designer shall review and analyze the needs of the Owner to ascertain the requirements of the Project and shall arrive at a mutual understanding of such requirements with the Owner, and shall commit its understanding of the Owner's requirements to writing and shall submit a copy to the Owner for approval before proceeding with drafting the preliminary designs. Designer's review shall include, but shall not be limited to, a review of all technology, including door access controls, data, voice and video communications, computing, networking, security, building annunciator system and management system functions performed in the City. It shall also include a comparison of the anticipated total cost of ownership and services of various solutions spanning a five-year planning horizon. Once this writing is approved by the Owner, it shall become the "Program of Services". All services rendered pursuant to this Paragraph shall be Basic Services.

Computing refers to infrastructure to support staff workstation computers.

2. Surety Bonds

Contractor shall provide the following Surety Bonds:

- Bid bond
- Performance bond
- Payment bond
- Maintenance bond

Surety bonds (bid, performance, payment, maintenance) are not required for this engagement

End of Addendum No. 02

Section 5 - Project Schedule

If so awarded, HDG proposes to follow the A/E design phase deliverables during the different phases of the different projects. Taking the durations and process from the project schedule as listed in the RFP, HDG has prepared what the expected schedule for these projects would be. HDG proposes that once the Technology and Security designer is awarded, the A/E Schematic Design schedule may have already passed. Even though we prefer to be part of that process, we would catch up by issuing a Design Development narrative in a Basis of Design format. This would distribute with the DD first phased deliverable (typically 50%DD).

	Task Mode	Task Name	Duration	Start	Finish	Predecessors	R
1		Public Safety Campus	806 days?	Mon 11/17/25	Mon 12/18/28		
2		Designer Bids Due	0 days	Tue 1/20/26	Tue 1/20/26		
3		A/E Schematic Design Phase	3 mons	Mon 11/17/25	Fri 2/6/26		H
4		Technology and Security Designer RFP Due	0 days	Tue 1/20/26	Tue 1/20/26		C
5		Technology and Security Designer Award/Notice to Proceed	1 wk?	Tue 1/20/26	Mon 1/26/26	4	C
6		A/E Design Development Phase	100 days	Mon 2/9/26	Fri 6/26/26	3	
7		Technology and Security Design - Basis of Design	1 wk	Mon 2/9/26	Fri 2/13/26	3	A
8		Technology and Security Designer - Catch up to Design Development Design pace	2 wks	Mon 2/16/26	Fri 2/27/26	7	A
9		A/E Design Development Phase Deliverables	5 mons	Mon 2/9/26	Fri 6/26/26	3	
10		A/E Construction Document Phase	641 days	Mon 7/6/26	Mon 12/18/28	6	
11		Technology and Security Design - keep pace with A/E deliverables during CD phase	5.5 mons	Mon 7/6/26	Fri 12/4/26		
12		95% CD Estimate by CM	2 wks	Mon 1/4/27	Fri 1/15/27	11	
13		Construction Public Safety Building	21.05 mons	Mon 5/10/27	Mon 12/18/28		
14		Fire Stations 2, 3, and 4	460 days	Tue 2/1/28	Mon 11/5/29		
15		Council approval of the GMP	30 days	Tue 2/1/28	Mon 3/13/28		
16		Bond Sale	30 days	Tue 3/14/28	Mon 4/24/28	15	
17		Construction - FS2, FS3, and FS4	18 mons	Tue 4/25/28	Mon 9/10/29	16	
18		Commissioning Closeout FS2, FS3, and FS4	2 mons	Tue 9/11/29	Mon 11/5/29	17	

Section 6 - Clarifications and Exceptions

HDG offers that we understand the project and assignment if so awarded. Our clarifications are:

1. Work outside of the scope of work as listed within this RFP will be at an additional expense.
2. Our Lump Sum design fee does not include any expenses within the fee. Expenses are listed in the not-to-exceed amount as requested in the proposal Form. HDG only invoices for airfare, hotel airport parking, and rental car/rideshare fees that are incurred during the course of project related travel. We do not invoice for meals or food.

Section 7- Additional Information

We feel that we are well positioned in the Public Safety market for assisting the City of Novi with the technology and Security Designer role and look forward to potentially being the awarded vendor.

Due to our experience in these Public Safety type projects/facilities, we also include creating and maintaining an offline schedule once the project starts. This offline schedule helps to coordinate the owner vendors that are related to Dispatch and other owner vendor supplied services and equipment. This coordination takes triggers from the published construction schedule of the respective project and coordinates dates for when the owner supplied equipment or services need to occur to aide in the owner not being in the critical path of the schedule which causes delays.

Regards,

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