



CITY of NOVI CITY COUNCIL

Agenda Item C
September 28, 2015

SUBJECT: Approval to award a contract for architectural and engineering services with Fishbeck, Thompson, Carr & Huber, Inc. for the preliminary design, final design, bidding, and construction administration phases for the new Pavilion Shore Park restroom/shelter building in the amount of \$36,360.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$ 36,360
AMOUNT BUDGETED	\$ 220,340
APPROPRIATION REQUIRED	\$ -0-
LINE ITEM NUMBER	208-691.00-977.086

BACKGROUND INFORMATION:

Pavilion Shore Park was developed in 2013 for public access with future phases of the park to include a pavilion shelter and restroom facilities. The park sits on the southern shore of Walled Lake and consist of walking paths, a fishing pier, picnic plaza, parking and waterfront seating. It has a rich history as the former home of the Walled Lake Amusement Park and the Walled Lake Casino. In October 2014, the Parks, Recreation and Cultural Services (PRCS) Capital Needs Assessment noted the park was in need of permanent restroom facilities. Based on the assessment and resident requests, the project was budgeted in the 2015-16 Capital Improvement Program to have a combined shelter/restroom facility installed.

A request for proposals was publically advertised and the City received six proposals from consultants on September 10, 2015. Staff members from Community Development, Engineering, Parks and a member of the Parks Commission reviewed the proposals using a Qualifications-Based Selection (QBS). The scoring from the QBS review is summaries in the table below.

Firm	Score	Rank
Fishbeck, Thompson, Carr & Huber	2,430	1
MC Smith	2,420	2
Orchard, Hiltz & McCliment	1,980	3
DiClemente Siegel	1,660	4
Ehreshman Associates	1,160	5
URBAN CoLab	850	6

Of the firms that submitted proposals, Fishbeck, Thompson, Carr & Huber, Inc. met all of the requirements listed in the request for proposals and had the highest review score.

FTCH is a full-service architectural/engineering firm with five offices in Michigan, including one in Novi. The firm has experience in designing new facilities that can successfully reflect the historical character of Pavilion Shore Park while providing a modern facility to meet the City's specific needs. Staff members contacted references provided and all reported they were very easy to work with, well qualified, and had competitive fees.

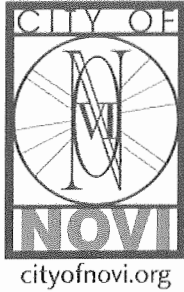
Engineering has reviewed the fees and they are in line with typical engineering fees. The amount awarded is based on a construction cost of \$180,000.

The project schedule provided by the consultant indicates that construction would occur in May through July of 2016.

RECOMMENDED ACTION: Approval to award a contract for architectural and engineering services with Fishbeck, Thompson, Carr & Huber, Inc. for the preliminary design, final design, bidding, and construction administration phases for the new Pavilion Shore Park restroom/shelter building in the amount of \$36,360.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

	1	2	Y	N
Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				



CITY OF NOVI
ARCHITECTURAL & ENGINEERING SERVICES FOR
PAVILION SHORE PARK RESTROOM/SHELTER BUILDING

FEE PROPOSAL FORM

We the undersigned as proposer, propose to provide the architectural and engineering services as outlined in the attached scope of services for the following amounts.

The total budget for the project is approximately \$220,000 which includes architectural engineering, contract administration, and construction. Fee proposal shall be submitted as a percentage of construction cost.

	Percentage
1. Preliminary Design Phase – Percentage of Construction Cost	_____ 7.0 %
2. Final Design Phase – Percentage of Construction Cost	_____ 7.5 %
3. Bidding Phase – Percentage of Construction Cost	_____ 0.8 %
4. Contract Administration Phase – Percentage of Construction Cost	_____ 4.9 %

Alternate:

To achieve LEED version 2.2 criteria (or most recent), and qualify with a Silver rating of the building (Percentage of Construction Cost) Add _____ 1.0 %

We acknowledge receipt of the following Addenda: _____ 1 and 2
 (please indicate numbers)

COMMENTS/EXCEPTIONS: _____

1. Fees for Preliminary Design have been based on combining Schematic Design and Design Development services as outlined in the Scope of Services section of the RFP.
2. Percent fees are based on a total project cost of \$220,000 and an anticipated construction cost of \$180,000.
3. Reimbursable expenses such as printing of review drawings and specifications during design have been included. Cost associated with printing and distribution of bidding documents have not been included.
4. Design of the building and systems are to be based on LEED standards and aligned with a silver level rating. It is our understanding that formal LEED certification cannot be provided for unoccupied facilities, and so our fee for the LEED alternate includes an assessment of the building during design utilizing the LEED Version 3 scorecard only. Other services typically required for the certification process, including systems commissioning, energy modeling, and administration of the LEED review and approval process, have not been included.

NON-IRAN LINKED BUSINESS:

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) Fishbeck, Thompson, Carr & Huber, Inc. (FTCH)

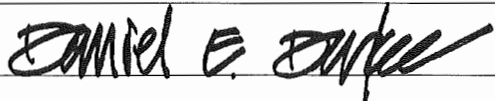
Address 39500 MacKenzie Drive, Suite 100

City Novi State MI Zip 48377

Telephone 248.324.2090 Fax 248.324.0930

Representative's Name Daniel E. Durkee, AIA, LEED AP

Representative's Title Vice President/Senior Architect

Authorized Signature 

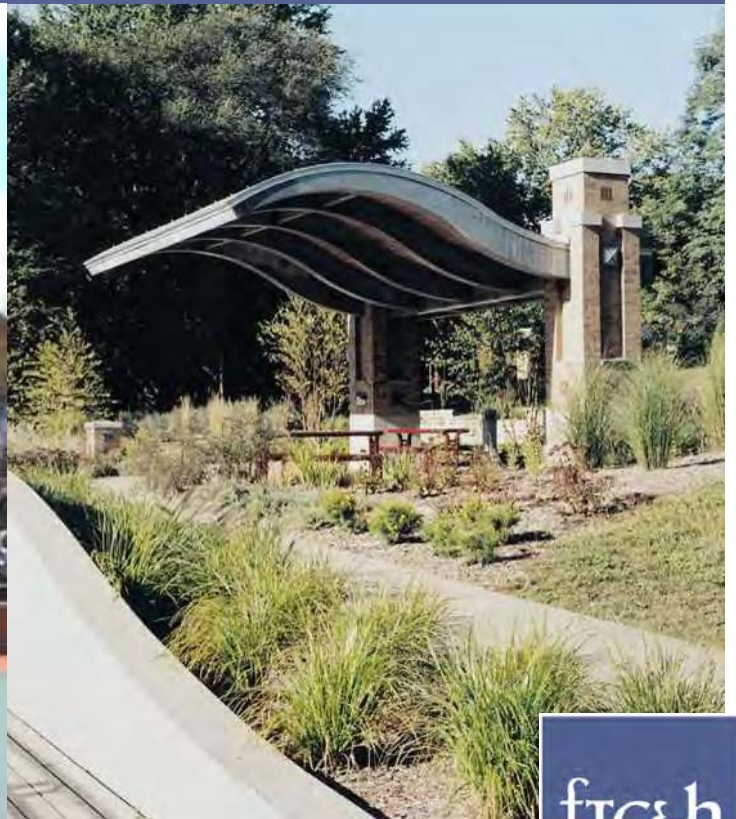
E-mail dedurkee@ftch.com

Date 9/9/15



City of Novi

Technical Proposal | Architectural and Engineering Services for Pavilion Shore Park Restroom/Shelter Building



Fishbeck, Thompson, Carr & Huber, Inc.
engineers | scientists | architects | constructors

ftc&h



September 10, 2015

Ms. Sue Morianti
Purchasing Manager
City of Novi
City Clerk's Office
45175 Ten Mile Road
Novi, MI 48375-3024

Re: Request for Proposal (RFP) for Professional Architectural and Engineering Services
for Pavilion Shore Park Restroom/Shelter Building

Dear Ms. Morianti:

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH) is pleased to submit the following proposal to provide professional architectural and engineering services in connection with the City of Novi's proposed new restroom/shelter building at the Pavilion Shore Park. Following our review of the information included in the RFP, we have developed a good understanding of the project's needs and goals and feel uniquely qualified to work with the City to successfully meet them.

As a full-service architectural/engineering firm with five offices in Michigan, including our Novi office, FTCH has a wide range of project experience relevant to the proposed restroom/shelter building, including Leslie E. Tassell Park in Cascade Township and Frederik Meijer Gardens in Grand Rapids, Michigan.

Our team also has experience renovating historic facilities and designing new facilities that emulate older buildings to fit well within the context of a historic area or district, including city halls in Portland and Lowell, Michigan. This experience in carefully planning the layout and architectural detailing can help the design of the new restroom/shelter building to successfully reflect the historical character of the former Walled Lake Casino, while providing a modern facility to meet the City's specific needs.

We are confident in our ability to work with City stakeholders to develop a design that is functional, creative, and energy- and cost-efficient. Please contact us for any additional information regarding our proposal; we welcome the opportunity to further review it at your convenience.

Sincerely,

FISHBECK, THOMPSON, CARR & HUBER, INC.

A handwritten signature in black ink, appearing to read "Daniel E. Durkee".

Daniel E. Durkee, AIA, LEED AP

A handwritten signature in black ink, appearing to read "Mark P. Mitchell".

Mark P. Mitchell, AIA, LEED AP

akm

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BUSINESS ORGANIZATION INFORMATION



Business Organization Information

OWNERSHIP

FTCH is a 100-percent employee-owned firm that believes in the straightforward philosophy of providing outstanding service to our clients, through the creation of a working environment that encourages our staff to excel. FTCH core values help reinforce this straightforward business environment:

- Enthusiasm & Intensity
- Honesty & Integrity
- Innovation & Excellence in Everything We Do
- A Concern & Respect for People and Their Personal & Professional Growth

These four values result in the most important value:

- Exceptional Client Service

Our professional purpose helps people realize what they have envisioned, and in doing so, FTCH benefits society in a professional manner. The Vision Statement we created for ourselves embodies these beliefs and keeps us focused on how we must deliver our services to all those who trust and depend on us.

HEALTHY EMPLOYER-EMPLOYEE AND CONSULTANT-CLIENT RELATIONSHIPS

At FTCH, our core purpose is to “help people realize their visions while benefiting society.” We uphold this principle with our support and encouragement for all staff to be the best they can be. Staff are backed with a philosophy of maintaining a balanced life where they (and their families) are supported via benefits, procedures, and practices.

Our emphasis to treat each other as we would want to be treated is carried over in positive relationships with our clients and the community in general. The Michigan Business and Professional Association has recognized FTCH as a West Michigan and Metropolitan Detroit 101 Best & Brightest Companies To Work For. In addition, FTCH was singled out to receive five elite awards of excellence in the areas of:

- Work-Life Balance
- Diversity and Multiculturalism
- Employee Communication and Recognition



- Compensation and Benefits
- Employee Education and Development
- Recruitment and Retention
- Motivation and Enthusiasm
- Community Initiatives
- Strategic Planning and Integration

STATE OF ORGANIZATION

FTCH was incorporated in the State of Michigan in 1967. The firm is authorized to issue up to 250,000 shares of one class of stock. There are currently 63,963 shares issued and outstanding. All shares are owned by 207 current employees. The firm finances its operations through a combination of a \$5 million unsecured bank line of credit, long-term debt, and stockholders' equity. At December 31, 2014, the firm had assets of \$26,800,000, liabilities of \$13,300,000, and stockholders' equity of \$13,500,000.

The firm earns revenues by providing professional civil engineering, environmental, architectural/ engineering, and construction management services. Gross revenues for the year ending December 31, 2014, totaled \$52,000,000.

The firm is registered with Dun & Bradstreet Risk Management. Dun & Bradstreet has assigned our firm a rating of 4A2 (4A indicates financial strength of \$10 to \$50 million and 2 indicates a good composite credit appraisal), a financial stress score of 1 (on a scale of 1 to 5, with 1 being the lowest risk).



FIRM PROFILE AND DESIGN PHILOSOPHY

2



Firm Profile and Design Philosophy

FIRM PROFILE AND SERVICES

FTCH is a professional architectural/engineering, civil engineering, environmental, and construction services consulting firm with offices in Grand Rapids, Novi, Macomb, Lansing, and Kalamazoo, Michigan. Years of steady growth have increased our staff to over 360 people. As a corporation licensed in the State of Michigan, FTCH works with clients from the governmental, institutional, industrial, and private sectors. Our projects range from small feasibility, planning, and regulatory studies to very large design and construction projects. Since 1956, we have provided our clients with innovative designs, technical quality, and exceptional service.

COMPANY TIMELINE

- 1956 Ken Fishbeck starts a civil engineering firm in his Lansing, Michigan home.
- 1967 Fishbeck and Thompson, Civil Engineering Consultants, Inc. opens office space in Lansing.
- 1975 Fishbeck, Thompson, Carr & Huber, Inc. opens Grand Rapids office. Environmental, water, and wastewater services are added.
- 1976 Structural engineering services added.
- 1981 Remediation/hydrogeological services added.
- 1984 Mechanical and electrical engineering services added.
- 1988 Environmental regulatory compliance services added.
- 1989 Water and wastewater plant operation services added.
- 1991 Air quality services added.
- 1991 Architectural services added.
- 1996 Kalamazoo office opens.
- 1997 Construction management services added.
- 2000 Southeast Michigan office opens in Farmington Hills.
- 2000 FTCH wins Spirit of Leadership Award from ACEC/MI.
- 2003 Awarded 101 Best & Brightest Firms to Work For in West Michigan and Metro Detroit and continues to for 10 consecutive years.
- 2006 50th Anniversary celebration!
- 2006 Cincinnati, Ohio office opens.
- 2008 Recognized as Firm of the Year by the AIA/Grand Valley Chapter.
- 2008 Received the Distinguished Corporation Award by MSPE.
- 2013 FTCH expands their Southeast Michigan office to Novi.
- 2013 Lafayette, Indiana and Macomb, Michigan offices open.



SERVICES

Architectural/Engineering

- Architecture
- Mechanical
- Electrical
- Structural
- Interior Design
- Systems Commissioning
- Indoor Air Quality
- Master Planning

Civil Engineering

- Site Development
- Surveying
- Transportation
- Wastewater Systems
- Wastewater Collection
- Water Systems
- Watershed Management
- GIS/Computer Mapping

Environmental

- Remediation
- Water Resources
- Wastewater Treatment
- ESAs and Brownfield Redevelopment
- Environmental Program
- Assistance
- Air Quality
- Water Storage
- Water Supply and Treatment

Construction

- Construction Management
- Design /Build
- Estimating
- Scheduling



DESIGN PHILOSOPHY AND MISSION STATEMENT

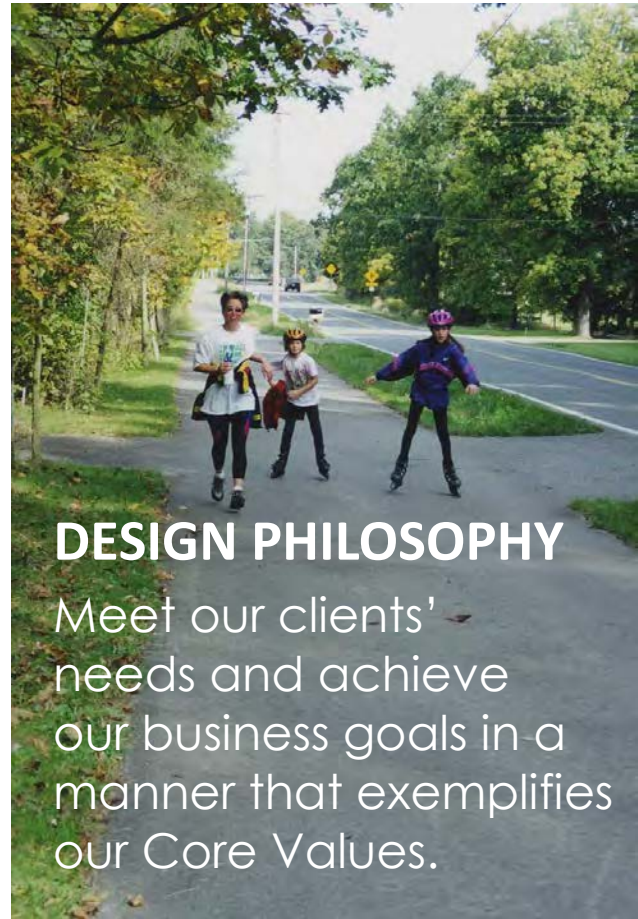
FTCH's mission is to meet our clients' needs and achieve our business goals in a manner that exemplifies our Core Values. Our mission basics include:

- Provide innovative and excellent designs within budget – the client's and ours.
- Work in a supportive and synergistic way with other team members of all disciplines.
- Consider the client a key project team member.
- Know the program requirements and meet them in the simplest, most constructible, cost-effective manner.
- Align expectations with clients' needs, budgets, and the scope of our services.
- Conduct preschematic multidiscipline brainstorming.
- Keep cost estimates updated, the client informed, and design to stay within approved estimates.
- Conduct QA/QC reviews at appropriate milestones to minimize redesign.
- Minimize addenda, bulletins, and change orders.
- Remember that future work depends on how well we do the current project.
- Comply with FTCH procedural basics: fee input, strong project management, team meetings, scheduling, and contracts.
- Live our Core Values.

As a result of fulfilling our mission, we will bring innovative and excellent design to a broad variety of clients and be able to attract and adequately reward the most talented people.

Everyone will work in a synergistic, mutually respectful, collaborative way that will tap the talents of each individual to the benefit of our clients and each other. The quality and value of our designs achieved through this collaborative approach will differentiate us from our competitors and make us the design professionals of choice in our target market.

We will be known and respected as outstanding business persons, as well as outstanding design professionals. Our reputation and credibility will grow, and clients will consider us their trusted advisors. As a result, our market share will continually increase.

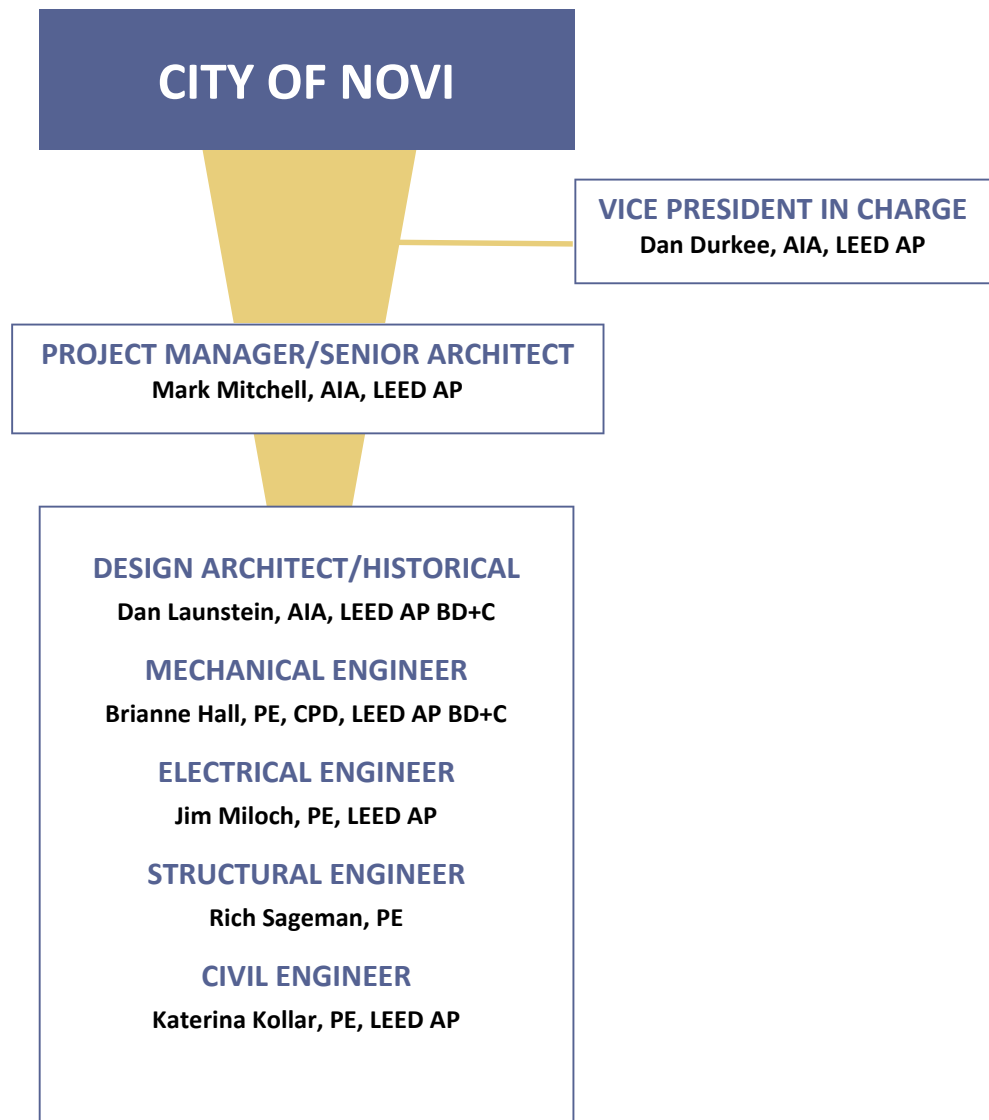


Project Team

FTCH realizes the importance of assigning appropriate staff members to each project. The team of professionals we have assembled is uniquely qualified to provide the full range of professional services necessary to successfully complete the Pavilion Shore Park restroom/shelter building project. Our team will be supplemented by additional members of our technical and clerical support staff to ensure efficient project delivery. Resumes for key staff members have been included for your review.

PROJECT CONTACT

Mark P. Mitchell, AIA, LEED AP
Project Manager/Senior Architect
248.324.2118 | mpmitchell@ftch.com





Mark Mitchell, AIA, LEED AP
Senior Architect

Recognized for his management and technical capabilities, Mark handles the management of all project phases, and is especially knowledgeable and experienced in the construction administration phase. Mark's experience includes new and renovated facilities ranging in size and scope as well as building master plans and campus master plans. Mark coordinates all team members ensuring client satisfaction by maintaining the project schedule, adhering to the project budget, and working with contractors to ensure compliance with contract documents for the delivery of a quality facility.

**St. Clair County
Community College**
Port Huron, Michigan

McMorran Greenway Project

This project transformed an existing street into a pedestrian greenway that connects the campus together and creates a visible 'front door' to the public.

Main Building Renovation

This series of projects to the 1921 building consisted of architectural restoration of various spaces and components of the building to its period appropriate style. The renovation balanced traditional style with new technologies.

Campus Master Plan

The exterior aspects of this project created outdoor pedestrian spaces utilizing bioswales and rain gardens while integrating art sculptures and green technology into the campus fabric.

Kettering University
Flint, Michigan

Campus Master Plan

This AIA award-winning plan was a campus-wide, 20-year master plan that involved 11 different departments and 9 campus buildings as well as integration with the City of Flint's master plan.

**Cranbrook Educational
Community**
Bloomfield, Michigan

Campus Renovations

A campus wide renovation that provided critical technology upgrades while protecting the historical building aesthetics of the campus.

**Vaughn Boys Middle School
Gymnasium addition**

\$2 million addition and renovation. The building aesthetic compliments the classic architecture of the surrounding campus.

Michigan State University
East Lansing, Michigan

Pegasus Critical Care Center

The 12,000-sf animal medicine complex utilized traditional architectural elements to create a modern facility that blends with the existing campus.

University of Michigan
Flint, Michigan

French Hall Renovation

4-story, 68,000-sf, complete interior renovation and programmatic reorganization of classrooms, offices, and specialty support spaces.

School of Art Utilization Study

\$5 million School of Art renovations including art studios, shop areas, digital studios, and collaborative work areas.

**Registrations
and Certifications**

Registered Architect – Michigan

LEED Accredited Professional

Education

Master of Architecture,
University of Michigan

BS in Architecture,
University of Michigan

Years of Experience

with FTCH since August 2015
20 with other firms
20 years total

Brookhaven College
Farmers Branch, Texas

Workforce Development Center

New 2-story facility that consisted of classrooms and workspaces for corporate and continuing education programs and staff.

Eastern Michigan University
Ypsilanti, Michigan

Pray-Harold Renovation

7-story renovation to provide flexible classrooms, faculty offices, math lab, writing center, and associated support spaces.

Jackson College
Jackson, Michigan

**Walker Hall Addition
and Renovation**

Building systems upgrades, expansion, and alterations to existing space requirements for a 2-level, 60,000-sf facility with flexible classrooms, computer labs, college's admissions suite, advising suite, and financial aid and registrar offices.





Daniel Launstein, AIA, LEED AP
Associate | Senior Architect

Dan's experience includes educational, office, and industrial projects. As a project manager and project architect, he is responsible for entire project development and coordination from pre-design through construction.

Lansing Board of Water & Light, Michigan

New 40,000-sf, 4-story REO Town plant administrative offices.

Davison Municipal Center

Davison, Michigan

Schematic design study for a new, 55,000-sf, multiuse complex.

City of Kalamazoo, Michigan

- Regional Firearms Range schematic design study for a new 28,000-sf indoor firearms range and training facility.
- Police and Public Safety Training Office study.

Lansing South Side Community Center

Lansing, Michigan

Schematic design study for a new 20,000-sf facility.

Western Michigan University

Grand Rapids, Michigan

Grand Rapids Beltline Facility Renovation and Expansion

Building systems upgrades, expansion, and alterations to existing space requirements for a 3-level, 38,100-sf facility with classrooms, computer labs, distance education rooms, and banquet facilities.

Wayne State University

Manoogian Hall

Detroit, Michigan

Second floor renovations.

Hope College

Holland, Michigan

VanderWerf Hall

National Science Foundation lab renovations, physics lab renovation, and engineering addition/renovation.

Graves Hall

Led design team through programming and adaptive reuse design for the historic Gateway Building. The Richardsonian Romanesque exterior was restored and the interior accommodates a variety of uses, including a restored lecture theater auditorium, upgraded meeting rooms, and technology rich classrooms; all with barrier-free accessibility.

Hackley Public Library

Muskegon, Michigan

Historic library renovation.

Lansing Community College

Lansing, Michigan

West Campus Facility

270,000-sf, multiuse facility that included vocational/technical educational spaces, emergency services and fire training educational spaces, conference center, fitness center, testing and student services facilities, and greenhouse.

Arts and Sciences Building

Elevator/lift renovation, math lab renovation, fourth floor science lab renovations, and lower level renovations.

Registrations and Certifications

Registered Architect – Michigan

National Council of Architectural Registration Boards (NCARB)

LEED Accredited Professional

Education

Master of Architecture, Clemson University

BS in Architecture (magna cum laude), Lawrence Technological University

Years of Experience

7 with FTCH

15 with other firms

22 years total

Gannon Building

Gymnasium renovation and pool renovation study.

Sykes Technology and Learning Center

Computer lab turnstiles and lower level HVAC renovations.

Michigan State University

East Lansing, Michigan

Engineering Research Complex

Stair/lift renovation.

McPhail Equine Performance Center

Renovation study.

Giltner Hall

Stickleback fish laboratory renovation.

Olivet College

Olivet, Michigan

- New field house facility.
- Shipherd Hall renovation and addition.
- Campus-wide facilities audit.





Daniel Durkee, AIA, LEED AP
Vice President | Senior Architect

Dan has professional experience in the planning and design of library, educational, commercial, healthcare, industrial, and municipal facilities. His responsibilities have included space needs studies, feasibility studies, master planning, and design for a variety of renovations, additions, and new construction projects.

City of Lowell, Michigan

- Look Memorial Fire Station.
- City Hall/police department renovation and addition.
- Light & Power office expansion and renovation.

City of Portland, Michigan

15,120-sf new City Hall and community center facility.

Henika District Library

Wayland, Michigan

Space needs assessment and schematic design study for expansion of existing historic library facility.

Michigan State University

East Lansing, Michigan

Mary Anne McPhail Equine Performance Center.

City of Marquette, Michigan

Design/build services for a new municipal service center.

City of Farmington Hills DPW, Michigan

Programming and design for a building addition.

City of Howell DPS, Michigan

Prepared a space needs assessment of the existing facility.

City of Grand Rapids, Michigan

Prepared a programming, planning, and cost estimate study for relocation of the Public Service Center.

Cascade Charter Township, Michigan

Township Hall renovation and expansion.

**City of Marshall, Michigan
Utilities Service Building**

Renovation and expansion.

Public Safety Facility

Design study.

City Administration Office

Renovation design study.

**Village of Middleville, Michigan
Municipal Complex**

Master plan including combined Village/Township administrative offices, meeting room, police, and fire department.

**Alpine Township, Michigan
Municipal Complex**

Programming and master planning for Township administrative offices, library, and central fire station.

**City of Grandville, Michigan
Police/Fire Facilities**

Master planning and design.

DPW Service Center

Master plan.

City of Walker, Michigan

City Hall, library, and public safety building.

City of Battle Creek, Michigan

Public works department master plan.

Registrations and Certifications

Registered Architect – Michigan

LEED Accredited Professional

Education

Bachelor of Architecture with Honors, Lawrence Technological University

BS in Architecture with Honors, Lawrence Technological University

Years of Experience

20 with FTCH

17 with other firms

37 years total

Waters Realty & Development

Grand Rapids, Michigan

Waters Circle office park master plan and design.

Priority Health

Grand Rapids, Michigan

Multiple office renovations including executive area and board room.

MDOT

Kent County, Michigan

Grand Region and TSC office facility renovation.

YMCA Central Branch

Grand Rapids, Michigan

Addition and renovation of an early 1900s downtown structure.

Isabella County Community Recreation Center

Isabella County, Michigan

Expansion design study.

Ionia Community Center

Ionia, Michigan

Renovation.





James Miloch, PE, LEED AP
Senior Electrical Engineer

Jim has served as project manager on numerous retail, commercial, institutional, and industrial projects with responsibilities of establishing design concepts; meeting established design, time, and budget criteria; and implementing electrical engineering standards and project scheduling.

Jim is experienced in electrical systems design and layout, including medium voltage and low voltage power distribution systems, low voltage control systems, interior and exterior lighting design, fire security communications systems, computer room design, and UPS distribution.

Plymouth Township
City Hall and Police,
and Fire Station

Plymouth Township, Michigan

Lead electrical engineer for municipal complex, which included a separate fire station and a combination police department and City Hall.

Regional Law
Enforcement Center

Marshall, Michigan

Design and development of a new regional law enforcement center for the City of Marshall, Calhoun County, and Michigan State Police.

Michigan State University

East Lansing, Michigan

Chemistry Building Alterations

Lead electrical engineer for the project, which included demolition, lighting, power and systems, including fire alarm revisions.

Fueling Station and Carwash

Lead electrical engineer for a combination fueling center and carwash for the campus fleet of vehicles. The project also included a primary service, emergency generator power, lighting power, and systems fire alarm design. The project also involved implementation of drawings prepared by the fuel station and carwash consultants.

New Haven
Community Schools
Middle School

New Haven, Michigan

Lead electrical engineer for a new 120,000-sf middle school. The project included site lighting, primary electrical distribution, standby and emergency power, interior normal and emergency lighting, fire alarm, and sound system design.

Utica Community Schools
New Elementary School

Utica, Michigan

Lead electrical engineer for a new 90,000-sf elementary school. The project included site lighting, secondary electrical distribution, interior normal and emergency lighting, fire alarm, and sound system design.

Bay De Noc College

Escanaba, Michigan

Lead electrical engineer for a new performing arts theater and art gallery. The project included a secondary service, interior and exterior lighting and controls along with coordination with the owner's lighting and acoustical consultant.

JPRA Headquarters

Novi, Michigan

Lead electrical engineer for this LEED Silver project.

Registrations
and Certifications

Professional Engineer – Michigan

Education

BS in Electrical Engineering,
Lawrence Technological
University

Years of Experience

2 with FTCH
24 with other firms
26 years total

Salvation Army

Detroit, Michigan

Lead electrical engineer for a high-rise, multiuse facility including dormitories, kitchen, and a chapel.

Great Lakes Crossing Mall

Auburn Hills, Michigan

Lead electrical engineer for the 1.6-million-sf facility including site lighting and primary facility electrical distribution. The interior aspects included lighting circuiting and controls, power and telephone distribution for all of the tenants, and electrical design for some of the major tenants and anchors.



Supermall of the
Great Northwest

Seattle, Washington

Lead project engineer for multiple anchor tenants, including lighting, emergency lighting, power distribution, telephone, and fire alarm systems.

Greenstone Farm
Credit Services

East Lansing, Michigan

Lead electrical engineer for the corporate headquarters, including standby power distribution and data center design.



Brianne Hall, PE, CPD, LEED AP BD+C GGP
Senior Mechanical Engineer

Brianne has experience designing mechanical systems in several types of facilities ranging from educational buildings to WWTPs. In addition to participating in systems design, she has completed LEED documentation, including developing energy models. Brianne has also prepared technical studies, provided project equipment approvals, and completed onsite construction administration duties.

University of Michigan
Ann Arbor, Michigan

NCRC Building 14 DNA Sequencing Occupancy Study

Renovated existing mechanical and plumbing systems within laboratory spaces.

NCRC Building 26 CVRC

Renovated existing mechanical and plumbing systems in laboratory spaces. Renovations included rebalancing Phoenix control valves and VAV boxes to maintain desired pressurization, design for manifolds to provide gas services to the labs, and various plumbing modifications. The energy use reduction was analyzed by using occupancy sensors, which were provided for labs where savings will be achieved during unoccupied times.

NCRC Building 20 2nd Floor West CVRC

Renovated existing mechanical and plumbing systems in laboratory spaces. Renovations included providing new Phoenix control valves and rebalancing existing valves to maintain desired pressurization. New gas manifolds were provided to deliver gas services to the labs, and various plumbing modifications were completed. The energy use reduction was analyzed by using occupancy sensors, which were provided for labs where savings will be achieved during unoccupied times.

Michigan Technological University

Great Lakes Research Center
Houghton, Michigan

Provided mechanical design for new building containing offices and laboratories. Responsibilities included penthouse design with multiple air handlers utilizing chilled water and hot water coils, radiant floor heating in several spaces, and infrared heaters for the vessel deployment space. Laboratory design utilized venturi valves with reheat coils and required maintaining desired pressurization within the laboratories. Design also included the use of VAV boxes, and radiant ceiling panels in various spaces. Assisted in providing mechanical construction administration services.

Blue Cross Blue Shield of Michigan

Detroit, Michigan

Responsible for design renovations to the existing mechanical systems on multiple floors of a 23-story tower building. Renovations included providing new VAV boxes with reheat coils to serve new offices and altering existing supply ductwork to new office layout. Also provided plumbing design changes for rest rooms, including installing new cold water risers throughout the building and providing new piping to fixtures within the restroom.

Registrations and Certifications

Professional Engineer – Michigan

LEED Accredited Professional
Building Design + Construction
Green Globes Professional

Certified Plumbing Designer

Education

BS in Mechanical Engineering,
Michigan Technological
University

Years of Experience

6 with FTCH
5 with other firms
11 years total

**Michigan State University
Veterinary Clinical Center**

East Lansing, Michigan

Developed mechanical design documents to renovate a portion of the facility to accommodate an MRI exam room. Renovation utilized existing air handling unit with modifications to the existing air distribution system.

**Regional Law
Enforcement Center**

Marshall, Michigan

Design and development of a new regional law enforcement center for the City of Marshall, Calhoun County, and Michigan State Police.

Jackson National Life

Lansing, Michigan

Designed mechanical HVAC systems for a new data center within an existing building.





Richard Sageman, PE
Associate | Senior Structural Engineer

Rich’s work has been primarily in planning, project management, design, and construction administration for structural, architectural, civil, and environmental projects. Structural experience includes steel, concrete, and masonry buildings; water and wastewater treatment facilities; steel and concrete tank design; and foundation and retaining wall design. Civil and environmental experience includes solid waste management facilities, municipal street, water distribution, sanitary and storm sewer projects, and groundwater remediation system design. Architectural building experience includes primarily theatres, office buildings, libraries, and educational structures.

Downtown Market

Grand Rapids, Michigan

Lead structural engineer for planning and design of this 130,000-sf facility consisting of approximately 30 outdoor vendor spaces, an indoor market hall for 22 vendors along with white spaces for a restaurant, microbrewery, demonstration kitchens, an education-oriented greenhouse, children’s kitchen, a kitchen incubator, office space, and other similar uses.

The Salvation Army

Little Pine Island Camp

Comstock Park, Michigan

Lead structural engineer for a new 17,687-sf dining hall facility including architectural exposed roof trusses, wood framed and masonry walls, and precast concrete floor.

City of Grand Rapids, Michigan

Monroe Avenue

Structural design of junction chambers for 96-inch- and 108-inch-diameter sanitary and storm sewers for a major road reconstruction. Also designed a 96-inch-diameter storm sewer outfall structure discharging to the Grand River.

Frederik Meijer Gardens

Grand Rapids, Michigan

Structural engineer for 64,840-sf Phase II improvements.

Michigan Technological University

Great Lakes Research Center

Houghton, Michigan

Design of the new 50,000-sf, 4½-level research laboratory facility, which also includes a boat storage and docking facility and marina.

Michigan State University

East Lansing, Michigan

Chemistry Building

Lead structural engineer for this 30,000-sf, 5-story expansion project. The primary structure consisted of cast-in-place concrete slab, beams, columns, and shear walls.

University of Notre Dame

Notre Dame, Indiana

Cooling tower and revisions to condenser water system. Performed structural engineering design of three exterior pipe bridges supporting cooling water piping from the University’s power plant. The pipe bridges provided clear heights enabling truck traffic below them.

Registrations and Certifications

Professional Engineer – Kansas, Kentucky, Louisiana, Michigan, New Jersey, Tennessee, Wisconsin

Education

MS in Structural Engineering, Michigan Technological University

BS in Structural Engineering, Michigan Technological University

Years of Experience

15 with FTCH
14 with other firms
29 years total

Ottawa County Courthouse

Grand Haven, Michigan

Lead structural engineer for this 117,700-sf, 3-story, steel-framed building featuring composite concrete floor construction and braced frame lateral load resisting system.

Amway

Ada, Michigan

Nutritional Supplement Manufacturing Plant

Renovated 60,000 sf of existing warehouse space into a new 2-story, modern, efficient manufacturing space.

General Dynamics Land Systems

Sterling Heights, Michigan

Maneuver Collaboration Center and Vehicle Testing Center.

Consumers Energy

Jackson, Michigan

Lead structural engineer for a new 12-story, 370,000-sf concrete-framed office building.





Katerina Kollar, PE, LEED AP
Senior Civil Engineer

Katerina has experience in land development, planning, engineering design, and construction management for residential and commercial development projects. She is proficient in AutoCAD with Land Desktop and Civil 3D, as well as various spreadsheet and word processing software. Katerina has been a project designer and manager and worked with many clients on a variety of private site development projects including commercial, industrial, and residential. She has been responsible for client and community relations, site development, utility design, municipal approvals, permitting, and construction oversight.

As a program manager, Katerina has also worked with states, Native American Indian tribes, local governments, and other non-federal entities in the preparation of comprehensive plans for the development, utilization, and conservation of water and related land resources. Her experience includes:

- Site work for new buildings and building expansions.
- Site infrastructure improvements (pavement replacement/resurfacing, drainage, and ADA compliance).
- Roadway utility design extensions and/or replacement (storm, sanitary, and water).
- Drainage improvement projects.
- Private and public roadway design and widening.
- Assistance with public and private contractor bidding.

Registrations and Certifications

Professional Engineer – Michigan

Education

MS in Civil Engineering, Wayne State University

BS in Civil Engineering, Slovak Technical University

Years of Experience

1 with FTCH

16 with other firms

17 years total

City of Canton, Michigan

Various Road Reconstructions

Road reconstruction design with streetscape improvements including water main, storm and sanitary sewer, private utility coordination, and ADA-compliant sidewalks.

Brownstown Township, Michigan

Gudith Road from Dix Toledo Highway to Sibley Road

Road reconstruction design with water main, storm and sanitary sewer, private utility coordination, and ADA-compliant sidewalks.

Regional Law Enforcement Center

Marshall, Michigan

Design and development of a new regional law enforcement center for the City of Marshall, Calhoun County, and Michigan State Police. The project included land mass balancing, site grading design, sanitary and storm sewer, water

main, detention basin, parking layout, and road design. Prepared construction documents and specifications, and performed construction administration.

POCO Inc. New Yard

Canton, Michigan

Prepared and coordinated layouts, site plan approval, schedule, budget, civil site design, permitting, and construction staking for the new office and warehouse.

Central Michigan University

Mt. Pleasant, Michigan

- Bioscience Building
- Calumet Court Extension

River's Edge at Cherry Hill Village

Canton, Michigan

Prepared and coordinated layouts, PUD approval, schedule, budget, civil site design, permitting, construction staking, and

condominium documentation of the 63-acre, single- and multi-family homes; offsite road improvements; multiple drainage districts; and MDEQ wetland permitting.

Uptown Apartments

Canton, Michigan

Prepared and coordinated layouts, site plan approval, schedule, budget, civil site design, regional detention design permitting, construction staking, and platting documentation of the 300-unit apartment complex and mixed-use medical/office/retail/residential sites including The Village Theater at Cherry Hill, Canton Township Human Services Center, Rainbow Rascals Learning Center, and Integrated Health Associates building.



PROJECT EXPERIENCE

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Leslie E. Tassell Park

Cascade Charter Township, Michigan

Leslie E. Tassell Park is located along the Thornapple River just downstream from the Cascade Charter Township Dam in the heart of Cascade. It has become a gathering place and riverfront jewel for the entire community.

Over the course of many years the Township purchased seven private residential properties to increase riverfront footage. The \$1.5 million park includes a picnic pavilion and terrace, sculptural gazebo, boardwalk, rest room facility, and a maintenance garage. It also has two vehicular parking lots, a community fire pit, a dam overlook, canoe access, an interactive fountain, bronze sculptures, and many garden areas.

FTCH provided architectural, electrical, mechanical, structural, and civil engineering services. We teamed with Cornelisse Design Associates, Inc. who provided the master plan and landscape design features. The project was completed in slightly over one year from design through construction.





Old College Field Projects

Michigan State University
East Lansing, Michigan

FTCH provided civil, structural, mechanical, and electrical engineering design services for multiple-phased projects at MSU Old College Field. Old College Field is located on the north end of the main campus and supports NCAA baseball, softball, and soccer venues.

Phase II Soccer

The \$400,000 project consisted of a new soccer stadium (DeMartin Stadium), including game and practice fields, grandstand, and press box. Completed in 2007.

Phase III Baseball

The \$4 million project consisted of a new baseball stadium (McLane Stadium), including dugouts, grandstand, and press box. Completed in 2007.

Phase IV Restroom Building

The \$600,000 project consisted of a temporary/new 3,400-sf building to house a main electrical room, men's and women's restrooms, and temporary pavilion space. As part of the master plan, the pavilion space was to be phased out and converted into a concessions space as part of a future project. Completed in 2008.

Phase V Restroom Building/Concessions Build Out

The \$500,000 project consisted of converting the 1,530-sf covered pavilion's existing restroom building into a complete concessions with kitchen containing fryers, griddles, popcorn popper, freezers, refrigerators, food preparation, and clean-up areas. It also included four identical selling stations equipped to display, sell, and serve a variety of foods and beverages typically offered at college sporting events. Completed in 2010

Phase VI Softball

The \$1.5 million project consisted of a new softball stadium, grandstand, and press box to be similar to the baseball stadium, but smaller in size. Completed in 2010.

Phase VII Ticket Building/ Entrance Plaza/Electrical

The final phase of site improvements related to Old College Field's master plan, the primary objectives for this \$2 million project were to create a new grand entrance and install permanent cabling and concrete encased electrical duct bank for power, broadcast (video and audio), and telecommunications to serve baseball, softball, soccer, and concessions/restrooms building. New site elements included a grand entrance; plaza area; ticket building; fencing; large entrance gate; additional site features; and new sidewalks for baseball, softball, and concessions.





Frederik Meijer Gardens — Phase II

Michigan Botanic Garden and Meijer Sculpture Park
Grand Rapids, Michigan

Due to increasing popularity, four years after opening its doors, an expansion was undertaken to satisfy community needs and regional demands. The expansion, which was more than double the size of the original facility, provided additional educational, special event, and display areas. The design for the addition included careful phasing to allow the facility to remain open during construction. Features of the Phase II expansion included:

- New main entrance with glass canopy.
- Three-story atrium with 90-foot skylight.
- 7,000-sf multipurpose/banquet room with wetland views.
- New gift shop, café, dining patio, catering kitchen, and educational classrooms.
- New indoor sculpture display complex.
- Secure, climate-controlled sculpture and art vault.
- Expanded parking.

FTCH participated on this highly successful project as the prime design consultant and was responsible for:

- Project management
- Mechanical engineering
- Electrical engineering
- Structural engineering

Cox-Medendorp-Olson Architects provided architectural design, and Progressive AE was responsible for site development and civil engineering.



Project Data

Addition Area: 64,000 sf
Completion Date: August 2000
Construction Cost: \$10.3 million

Downtown Market

Grand Action Committee
Grand Rapids, Michigan

The Downtown Market is a mixed-use facility that brings together production, distribution, marketing, and education about local produce. The facility features an indoor vendor market and outdoor farmer's market shed. Unique spaces include rentable kitchens, a 6,500-sf rooftop greenhouse, and the nation's first demonstration kitchen for kids.

The Downtown Market is LEED Gold and features a green roof, live walls, geothermal wells, rain gardens, public restrooms with low flow electronically operated flush valves and faucets, and many other sustainable features.

As part of the architectural design team of Hugh Boyd and Progressive AE, FTCH performed all civil, structural, mechanical, and electrical engineering for the facility.

Electrical lighting load for the entire building is 83,336 watts, and LED site lighting and track lighting is used in the market hall. Civil design included rain gardens, porous pavers beneath the Wealthy Street overpass, and a rainwater collection system with a 4,000-gallon outdoor tank used to water the greenhouse plants. Greenhouse design included boilers, pumps, piping, control panels, venting, shading system, misting system, temperature/humidity light sensors, and vapor tight fluorescent lighting.



Mechanical System Designed

- Geothermal heat pump system.
- Dedicated variable air volume outdoor air system with energy recovery.
- Demand-based ventilation control via carbon dioxide sensors.
- High efficiency condensing boilers.
- Individual makeup air and exhaust fans for vendors.
- In-floor radiant heating system.
- 34,000-sf snowmelt with multiple zones (main entrance, market shed, and sidewalks)
- Low profile fluid cooler with high efficiency copper fin coils.
- Non-chemical condenser water treatment system.
- Central domestic hot water system.
- Gas-fired water heaters.
- Individually metered vendor spaces.
- Storm underdrain and footing drain pumped system.
- Irrigation supply to green roof and vegetative live wall areas.



Awards

- 2015 Rudy Bruner Award for Urban Excellence—Finalist
- 2015 Sustainability Project of the Year Award—Association for Retail Environments
- 2015 Engineering Excellence Honorable Award—American Council of Engineering Companies/MI

Project Data

- Area: 126,975 sf
- Completion Date: Summer 2013
- Construction Cost: \$30 million

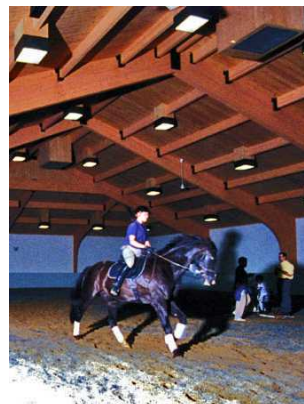
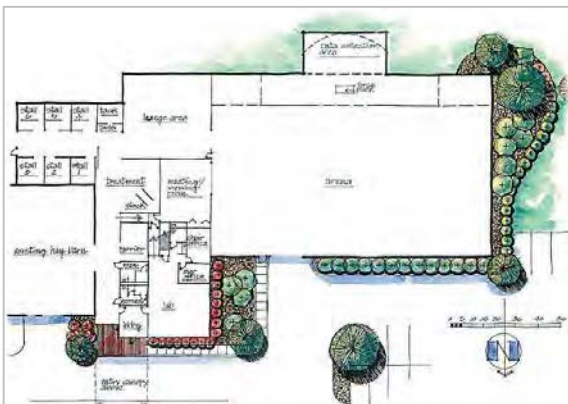


Mary Anne McPhail Equine Performance Center

Michigan State University — College of Veterinary Medicine
East Lansing, Michigan

The Mary Anne McPhail Equine Performance Center is a premier facility especially designed for the research and treatment of performance horses.

This addition to the College of Veterinary Medicine provides MSU with the Midwest's finest diagnostic, treatment, and research facility for performance horses. Program areas include a 12,000-sf, glue laminated, wood frame indoor arena with adjacent lameness evaluation runway and data collection area. Other support areas include a treatment room, hard surface lunge area, farrier shop, and a collection of five stalls, cross-tie, and tack rooms. A gait analysis laboratory designed for ten research work stations also includes offices for the laboratory manager and chair of Equine Sports Medicine. A slightly elevated conference/meeting room is positioned with a large glass wall centered at the end of the arena for optimal viewing



Project Data

Area: 21,200 sf
Completion Date: June 2000
Construction Cost: \$2.1 million



City Hall and Community Center

City of Portland, Michigan

A growing community, combined with needed improvements and expansion of their facility, motivated the City of Portland to pursue the construction of a new City Hall and community center.

The City had only a small, undeveloped lot on the edge of town to build upon and limited funds. FTCH helped the City meet their goals by designing a new, 2-story City Hall that not only fit on the tight property, it enhanced an underdeveloped section of the downtown.

The new building was designed to blend in with the historic 1800's era structures in the business district. The building site is situated at the outer edge of Old Main Street. FTCH incorporated the building into the existing area by developing a design that extends the downtown feeling and complements its neighbors.

Working together with the building committee, FTCH developed the new City Hall and community center building program which outlined the space needs of the multiple departments and functions of the building.

Upon completion of the building program, FTCH incorporated the functions into the new facility design. Room layouts and sizes, adjacencies, materials, and interior and exterior aesthetics were developed, adding form and shape to the new City Hall and community center facility.



The initial phase of administrative offices and council chambers are on the main level. To meet the budget constraints, FTCH designed the second floor meeting space as a "shell" only that can be finished in the future as the City's budget allows. FTCH also assisted the City in acquiring U.S. Department of Agriculture Rural Development financing for the project. Master planning for the building and the site accommodates allow for future expansion to the east.

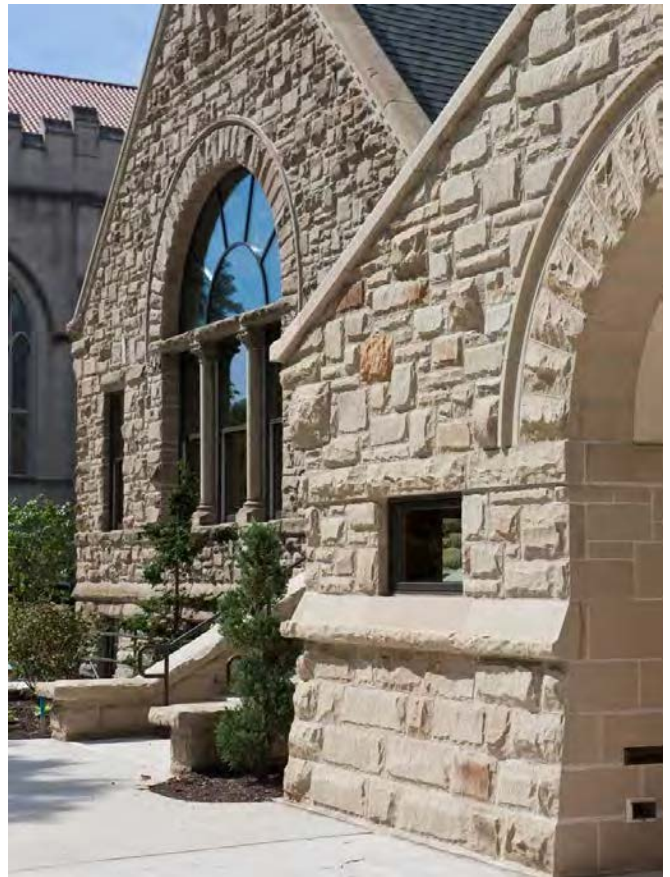


Project Data

Area: 15,120 sf
Completion Date: June 2002
Construction Cost: \$2 million

Reference

Mr. Tom Dempsey
Former City Manager
517.647.2931



Graves Hall Renovation

Hope College
Holland, Michigan

Originally dedicated in 1894 as Graves Library and Winants Chapel, Graves Hall continues to stand as the symbolic gate to campus at Hope College.

Although Graves Hall has served in a variety of capacities over the past 113 years, multiple renovations and years of weathering necessitated a complete revamping of the facility.

FTCH performed heavy renovation design work that undid the effects of interior renovations conducted with little regard for the structure’s historic significance. The new work restored much of the first floor’s architectural heritage for meeting and presentation use. The upper floor featured four renovated, technology-rich classrooms.

An east-side addition, satisfying the need for full barrier free access, was designed to blend with the original structure and the exterior scope of work was intended to restore some original finishes and remediate the effects of a century of weathering and wear. FTCH teamed with a historic preservation specialist, Ms. Lorri D. Sipes, FAIA, for this project.

Awards

2011 Award for Excellence in Masonry Design -
Masonry Institute of Michigan and American
Institute of Architects/Michigan

2010 Award of Excellence/Historical Renovation
and Electrical Categories - Associated Builders and
Contractor/West Michigan Chapter

2010 Honorable Mention Award/Historic



Project Data

Renovation Area: 19,000 sf
Addition Area: 1, 700 sf
Total Area: 20,700 sf
Completion Date: Summer 2009
Construction Cost: \$4.6 million

Reference

Mr. Greg Maybury
Director of Operations & Technology
616.395.7671



City Hall and Police Station

City of Lowell, Michigan

FTCH worked closely with the City’s Historic District Commission to design a historic renovation of the City Hall facility. The interior and exterior of the facility would be renovated into a modern City Hall while meeting Commission requirements and future space needs, complementing the beauty of the historic district, and recreating the 1909 appearance.

By renovating the 100-year-old City Hall building into the new City Hall and police station, the cost of the project was reduced and the economic core of the central business district was strengthened. The project was the keystone component of a municipal center master plan including a new library, village green, City Hall and police station, and municipal parking lots.

The new municipal center and the renovation of the old City Hall laid the foundation for redevelopment of Lowell’s Central Business District. Shortly after the completion of the City Hall and police station, several new businesses moved into and renovated formerly vacant or underutilized storefronts. These businesses included a new bistro restaurant, a new coffee shop, and plans are underway for new, second-floor condominiums.

This project was designed and constructed by FTCH using our integrated construction management approach including fully integrated architectural, engineering, interior design, and construction management services. FTCH bid the project for the City using an open-book approach allowing the City to see and review all bids and add local, qualified contractors to the project. This helped to reduce cost while improving community involvement in the project.

The City Hall and police station took 12 months to construct and was under budget. FTCH worked with Redstone Architects, Inc. to complete this project.

Integrated Services

FTCH’s integrated services approach afforded the City single-source delivery for all project aspects. FTCH was responsible for:

- Needs Assessment
- Facility Design
- Construction Management At-Risk
- Estimating
- Cost Management
- Scheduling
- Subcontractor Management
- Code Compliance



Project Data

Existing Building/Renovation Area: 10,400 sf
 New Construction/Addition Area: 12,100 sf
 Total Area: 22,500 sf
 Completion Date: June 2003
 Construction Cost: \$3,640,000

Reference

Mr. Dave Pasquale
 Former City Manager
 616.897.8457



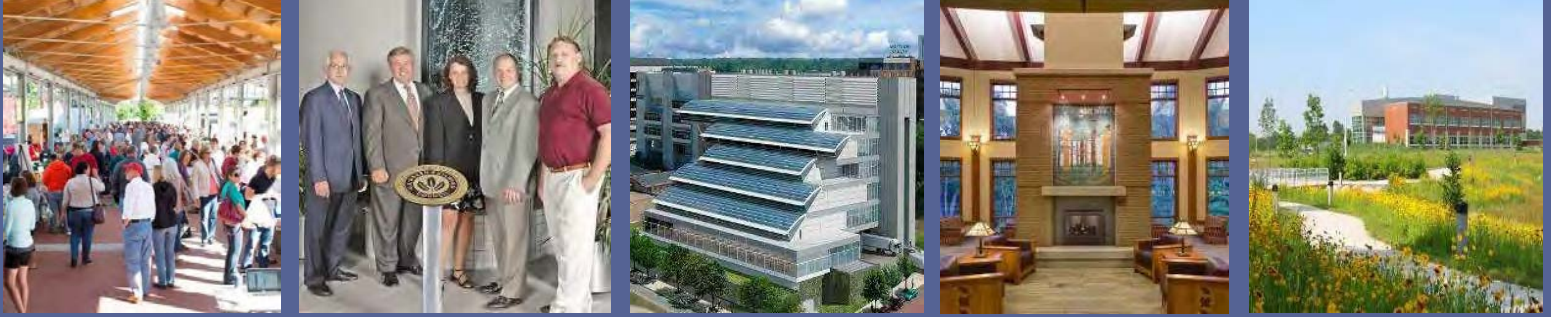
FTCH is proud of our client relationships. We have developed ongoing associations with the staff and elected officials in these communities and encourage you to contact them for their impressions of our services. We have provided a representative list of past and current clients.

Mr. Steve Peterson, AICP, Planning Director
Cascade Charter Township
616.949.0224 | speterson@cascadetwp.com

Mr. Glenn Appel, PE, Assistant Chief Engineer
Oakland County Water Resources
248.858.0976 | appelg@oakgov.com

Mr. Thomas Dempsey, Kent County Corporate Counsel
Previously Portland City Manager (2003-2014)
616.632.7573 | tom.dempsey@kentcountymi.gov

LEED | Sustainability



2

LEED Platinum

11+

LEED Gold

10+

LEED Silver

6

LEED Certified

FTCH has a longstanding commitment toward sustainable design with 41 Leadership in Energy and Environmental Design (LEED) Accredited Professionals (AP) on staff and involvement in over 25 LEED-certified facilities, including the first LEED-certified municipal facility and recent LEED for Existing Buildings Gold certification of our corporate offices.

Since the introduction of the LEED rating systems, design and construction professionals have worked to develop skills and expertise in the sustainable building industry. FTCH has LEED accredited professionals in all of our architectural and engineering design disciplines. These team members have been involved in a variety of LEED certified facilities; and also performed third-party reviews of LEED projects for the U.S Green Building Council, authored LEED rating system guidebooks, and provided consulting services nationally and internationally. In addition, our team has experience in every stage of a building project – planning, design, construction and commissioning. These experiences set our team apart from the competition and allow us to bring better options to the table. We understand sustainable design and the benefits it can offer our clients.

FTCH PROVIDES

- LEED Administration
- Systems Commissioning
- Building Energy Simulation
- Sustainable Design Consulting
- Architectural Design
- Interior Design
- Mechanical and Plumbing Engineering
- Electrical Engineering
- Structural Engineering
- Civil Engineering
- Energy Modeling
- LEED Indoor Air Quality Testing
- LEED for Existing Buildings Program Administration



www.ftch.com



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LEED APs

PROPOSED SCHEDULE

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Proposed Schedule

TASKS	DATES
Kickoff Meeting	Week of September 28
Schematic Design Phase	October 5 – October 30
Schematic Design Review and Approval	November 2 – November 13
Design Development Phase	November 16 – December 11
Design Development Review and Approval	December 14 – December 22
Final Design Phase	January 4 – February 19
Plan Review	February 22 – March 11
Bid Phase	March 14 – April 4
Contract Ratification	April 5 – April 8
Submittals Review	April 11 – April 29
Construction Phase	May 1 – July 11



**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**ARCHITECTURAL & ENGINEERING SERVICES FOR
PAVILION SHORE PARK RESTROOM/SHELTER BUILDING**

The City of Novi will receive sealed proposals for **Architectural & Engineering Services for Pavilion Shore Park Restroom/Shelter Building** according to the specifications of the City of Novi.

Sealed proposals, *with fee proposals in a separate sealed envelope*, will be received until **2:00 P.M.** prevailing Eastern Time, **Thursday, September 10, 2015**. Fee proposals will not be opened at this time. Proposals shall be addressed as follows and delivered to:

**CITY OF NOVI
CITY CLERK'S OFFICE**
45175 Ten Mile Rd.
Novi, MI 48375-3024

OUTSIDE OF MAILING ENVELOPES/PACKAGES MUST BE PLAINLY MARKED **"RFP Architectural & Engineering Services for Pavilion Shore Park Restroom/Shelter Building"** AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: August 20, 2015

NOTICE TO PROPOSERS:

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP 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 RFP 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.mitn.info and obtain an official copy.



CITY OF NOVI

ARCHITECTURAL & ENGINEERING SERVICES FOR PAVILION SHORE PARK RESTROOM/SHELTER BUILDING

INSTRUCTIONS TO PROPOSERS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	August 20, 2015
Last Date for Questions	Wednesday, September 2, 2015, by 12:00 P.M. Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Thursday, September 10, 2015 by 2:00 P.M.

QUESTIONS

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/services.

PROPOSAL SUBMITTALS

Provide **six (6)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL, and **five (5)** copies of the original proposal, clearly marked as COPY, plus **one (1)** digital copy of the proposal. Original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling. *FEE PROPOSALS MUST BE SEALED IN A SEPARATE ENVELOPE. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL.* No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official

interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. The Clerk's Department time stamp will determine the official receipt time. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show unit and total prices. *ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or

that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info.

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

GENERAL CONDITIONS

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

FREIGHT CHARGES/SHIPPING/HANDLING

All bid/proposal pricing is to be F.O.B. destination.

INVOICING

Invoices must be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375. We do not accept emailed or faxed invoices.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



**CITY OF NOVI
REQUEST FOR PROPOSALS**

**ARCHITECTURAL & ENGINEERING SERVICES FOR
PAVILION SHORE PARK RESTROOM/SHELTER BUILDING**

SPECIFICATIONS

OVERVIEW

The City of Novi is seeking the submittal of proposals from consulting firms to provide architectural and engineering services for the Preliminary Design, Final Design, Bidding, and Construction Administration phases for the new Pavilion Shore Park Restroom/Shelter Building, located at 43390 W 13 Mile Rd, Novi, MI 48377.

The proposed restroom/shelter building is on the site of the former Walled Lake Casino. This site is home to a new comprehensive park that was developed in 2013. The City would like to consider a restroom/shelter building design which reflects the historical character of the former Walled Lake Casino. The City also desires the building's design comply with the Leadership in Energy & Environmental Design (LEED) version 2.2 criteria (or most recent), and qualify with a silver rating.

The total budget for the project is approximately \$220,000 which includes architectural engineering, contract administration, and construction.

SCOPE OF SERVICES:

The scope of the services includes the following:

A) Schematic Design Phase:

- 1) Review with the City of Novi staff the project requirements, scope of services, and overall project's schedule at project kick-off meeting.
- 2) Prepare schematic design to include:
Conceptual Site Plan
Conceptual Elevation
Conceptual Cost Estimate

B) Design Development Phase

- 1) Review existing topographical and boundary survey. Identify and perform additional survey needs.
- 2) Obtain utility information for electric, gas, water, sanitary sewer, and storm water systems.

- 3) Perform soil borings and other needed geotechnical investigations for foundation and pavement designs.
- 4) Develop preliminary design plans for the restroom/shelter building including: floor plans, building sections and building elevations. A site plan prepared by a licensed professional engineer shall also be part of the project scope.
- 5) Prepare a detailed cost estimate for construction of the restroom/shelter building.
- 6) Meet with the City of Novi staff and attend PRCS Commission meeting to review the preliminary design plans and construction cost estimate.

C) Final Design Phases:

- 1) Obtain approval from the City of Novi for the preliminary plans and budget. This will include meetings for Community Development staff approvals and PRCS Commission, Planning Commission and City Council meetings. Consultant will prepare exhibits and other display materials that may be needed to present the project.
- 2) Prepare final architectural plans, specifications, and contract bidding documents which must meet the requirements of the current editions of the following codes and standards:
 - a. Michigan Building Code
 - b. Michigan Mechanical Code
 - c. Michigan Plumbing Code
 - d. National Electrical Code with State of Michigan amendments
 - e. Michigan Uniform Energy Code, based on current IECC with ASHRAE Standard 90.1
- 3) Coordinate and obtain final site plan, building plan, and all permit approvals.
- 4) Finalize design and prepare final construction plans, specifications, and contract bidding documents in accordance with the City of Novi standards.
- 5) Prepare updated cost estimate for the project.
- 6) Submit three (3) sets of final plans and specifications to the City of Novi for approval.
- 7) Prepare bid documents including plans and specifications after City of Novi final approval.

D) Bidding Phase:

- 1) Distribute plans, specifications, and bid documents to plan rooms, prospective bidders, one copy to the City Clerk's office, and one digital copy to the Purchasing Manager.
- 2) Answer contractor questions, prepare addenda, and distribute addenda to plan holders and Purchasing Manager during bid period.
- 3) Review and tabulate bids after the City of Novi opens the bids.
- 4) Review qualifications and experience of low bidder(s) and make recommendation of award to the City of Novi.

E) Contract Administration Phase:

- 1) Prepare construction contracts, request and review contractor supplied bonds and insurances, distribute documents for signature.
- 2) Schedule and conduct the preconstruction meeting with the contractor, subcontractors, and the City of Novi.
- 3) Review contractor submitted shop drawings on behalf of the City of Novi and insure compliance with specifications and local standards.
- 4) Provide project administration services through the construction period, including:
 - a. Schedule and preside at bi-weekly progress meetings with the contractor and City of Novi staff. Prepare and distribute meeting minutes.
 - b. Review contractor pay requests and submit to the City of Novi for payment.
 - c. Prepare responses to the contractor's requests for information (RFI), if submitted.
 - d. Prepare contract change orders, if necessary, and submit recommendation to the City of Novi for authorization.
 - e. Maintain project files on behalf of the City of Novi.
- 5) Provide inspection services during active construction at the site.
- 6) Conduct final review of the contractor's work with the City of Novi. Present and prepare a final punch list of remaining work items. Provide follow-up inspection to ensure that punch list items have been completed.

- 7) Prepare substantial completion certificate document for the City of Novi and the contractor's signatures.
- 8) Review closeout documents submittals: as-build drawings, approved shop drawings, O & M manuals, warranties and general building warranty, record specifications, record files and test/inspection reports. Submit approved closeout documents to the City of Novi.
- 9) Prepare and submit record drawings in AutoCAD and pdf format to the City of Novi.

TIMELINE

Anticipated Award Date	September 28, 2015
Begin construction	May 1, 2016

PROPOSAL SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA:

Firms submitting proposals are required to provide the following:

- 1) Business organization information
- 2) Firm profile and design philosophy
- 3) Professional team and sub-consultants– list project manager, lead designer and person responsible for day to day communications with the City of Novi, as well as other proposed team members.
- 4) Provide five examples of work representing experience with public restroom buildings and picnic shelters.
 - The location, scope of services, and contract value of similar project.
 - The name of governmental agency with whom you worked most directly on the project.
- 5) Three (3) references for projects similar in scope.
- 6) Experience with LEED certification process
- 7) Fee Proposal in accordance with the fee proposal form, sealed in a separate envelope.
- 8) Proposed project schedule from Council award through construction.

Criteria for selection of the Design Consultant involve the following:

- 1) Project manager and staff qualifications.
- 2) Firm's experience with projects of a similar nature; references
- 3) Firm's experience with Historical Themes. Members of the firm must be certified by the State of Michigan as Historical Architect (36 CFR 61).
- 4) Knowledge and familiarity of the City of Novi and the culture of the area.
- 5) Team members must be LEED Certified.
- 6) Proposed Professional Fees.



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an “Occurrence Basis” with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
 - d. The Contractor shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) on a per claim/aggregate.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.

4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
 - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
 - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.

2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.