

CITY of NOVI CITY COUNCIL

Agenda Item G
February 25, 2008

SUBJECT Approval to award bid to Integrated Design Solutions, the lowest qualified bidder, in the amount of \$15,800 for Engineering and Design Services for Novi Civic Center Parking Lot and Pedestrian Lighting.

SUBMITTING DEPARTMENT: Parks, Recreation & Forestry

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	\$15,800
AMOUNT BUDGETED	\$61,500
APPROPRIATION REQUIRED	\$190,000 (March 3, 2008 Budget Amendment)
LINE ITEM NUMBER	101-265.00-976.000

BACKGROUND INFORMATION: In July 2006, City Council allocated \$61,500 for engineering, design and installation of Civic Center Parking Lot and Pedestrian Lighting. The department's objective is to design, engineer, and install parking lot and pedestrian lighting on the civic center grounds. These lights will replace existing 20 year old lighting. The new system will be designed to be energy efficient, reduce light spill, enhance infrastructure, and provide adequate lighting for City Hall patrons.

On January 22, 2008, proposals were received from seven consulting firms for the proposed project. These services included, but were not limited to, preparation of all construction documents, submission of applications and documents for review, and general project management guidance to staff through the construction phase. The selected firm would also be accountable to review all pay estimates, attend meetings as requested, and work with staff to design a functional, environmentally friendly lighting system.

Each of the seven proposals were evaluated using a Qualified Based Selection Process (QBS). The proposals were individually ranked by Community Development, Engineering, and Parks staff. The QBS process evaluates the fee for completing the work, and a number of other factors including: background of firm, evaluation of approach, schedule and proposed staff, evaluation of statement of understanding for the project, analysis of subjective statements applicable to the project as required on the RFP (value added items), and related experience. The outcome of this process is a recommendation to award the engineering contract to a firm that has developed a well thought out approach to the project, identified potential problems and corresponding solutions, and provided a schedule that is feasible and aligned with the city's expectations. These factors are important because they directly affect the success of a project, especially during the construction phase when incomplete design engineering can result in construction contract change orders, thus making the project more expensive.

The ranking matrix below summarizes the results of the proposal review process using estimated construction cost of \$146,200:

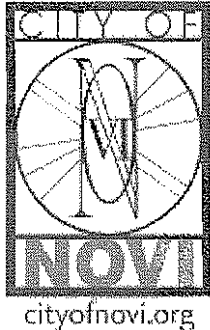
Firm	Not-to-Exceed Design Fee	Const. Cost Estimate	Fixed % of Const.	Const. Phase Fee	Total Estimated Fee	Staff Review Score	Proposal Rank
Integrated Design Solutions	\$11,900	\$146,200	1.9%	\$3,900	\$15,800	2430	1
Anderson, Eckstein and Westrick, Inc.	\$26,966	\$146,200	11.45%	9,900	\$16,900	2275	2
URS	\$9,600	\$146,200	4.7%	\$6,400	\$16,000	2110	3

RECOMMENDED ACTION: Approval to award bid to Integrated Design Solutions, the lowest qualified bidder, in the amount of \$15,800 for Engineering and Design Services for Novi Civic Center Parking Lot and Pedestrian Lighting.

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

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

MEMORANDUM



TO: RANDY AULER, PARKS, RECREATION & FORESTRY
DIRECTOR

FROM: MATT WIKTOROWSKI, SUPERINTENDENT OF PARKS

SUBJECT: CIVIC CENTER PARKING LOT AND PEDESTRIAN LIGHTING

DATE: FEBRUARY 14, 2008

In July 2006, City Council allocated \$61,500 for engineering, design and installation of Civic Center Parking Lot and Pedestrian Lighting. The department's objective is to design, engineer, and install parking lot and pedestrian lighting on the civic center grounds. These lights will replace existing 20 year old lighting.

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After evaluation Integrated Design Solutions (IDS), scored the highest of all firms. This design firm is currently under contract with the City of Novi to design athletic field lighting at Ella Mae Power Park. To date we have been extremely pleased with IDS's job performance.



Integrated Design Solutions January 31, 2008

888 W. Big Beaver, Ste. 200
Troy, MI 48064
tel 248.823.2100
fax 248.823.2200

www.ids-troy.com

Ms. Carol J. Kalinovic
Purchasing Director
City of Novi
45175 W. Ten Mile Road
Novi, MI 48375-3024

Subject: Engineering & Design Services for
Novi Civic Center Parking Lot and Pedestrian Lights

Dear Ms. Kalinovic:

Integrated Design Solutions, LLC (ids) is pleased to offer the services of our staff to the City of Novi for engineering and design services for the Novi Civic Center Parking Lot and Pedestrian Lights. We have reviewed your Request for Proposal dated January 15, 2008, Addendum # 1 Issued January 23, 2008, Addendum # 2 Issued January 29, 2008, and attended the pre-bid meeting on Tuesday, January 22, 2008. The following is our understanding of the project and the services to be provided.

PROJECT DESCRIPTION

The project scope consists of replacing/upgrading the following areas at the Novi Civic Center:

1. South and east parking lot lighting
2. North and east roadway lighting
3. Pedestrian walkway lighting on the north and south entrance to the building

There presently exists 17 roadway and parking lot poles, four (4) having twin luminaires and thirteen (13) having single luminaires. All parking lot and roadway poles are 30'-0" high. The pedestrian lighting is accomplished using twelve (12) pole-top luminaires. These poles are 12'-0" high.

The City intends the new lighting layout to incorporate 120 volt receptacles at various pole locations for seasonal decorative lighting. Preliminary field investigation revealed that the available reference drawings for the site do not accurately reflect the actual parking lot striping. There appears to be approximately 84 additional parking spaces than the existing plans indicate which will necessitate additional fixtures.

The project consists of determining the existing lighting levels, recommending lighting levels as found in the International Illuminating Engineering Society of North America (IESNA) handbook, and providing a new parking lot, roadway and walkway lighting design and construction documents to accommodate IESNA and the City's requirements. The estimated order of magnitude construction cost is found in the separate sealed envelope with the fee proposal.

SCOPE OF PROFESSIONAL SERVICES

Services provided by ids will include:

1. Electrical engineering services.
2. Evaluation of the existing poles, bases, and wiring.
3. Design of a parking lot lighting system that will comply with all local ordinances.
4. Enhance Infrastructure for future electrical needs (i.e. installation of 120 volt outlets on poles, decorations, banners...)
5. Site Layout (Identification of existing amenities, proposed locations for future lighting and staking)
6. Landscape design (not to exceed site restoration, and remain compliant with all local landscape ordinances)
7. Identification of utility connections with existing electric service and coordinate upgrades as necessary
8. Complete construction documents and specifications for bidding to General Contractors
9. Submission of documents and applications to the City of Novi Planning Commission, Zoning Board of Appeals, and Building Department for approval and permits as required (fees will be waived).
10. Review of shop drawing submissions generated by the chosen contractor.
11. Site visits as necessary to become generally familiar with the progress of construction and assure the construction is being performed in accordance with the construction documents.
12. Processing of contractor Payment Applications, addenda, and bulletins.
13. Review of project closeout documentation from the contractor and recommend payment in writing.
14. Attend a scope verification meeting with City staff. The consultant will also visit the site and become familiar with existing conditions.
15. Survey existing plant material (trees, shrubs, perennials...) within the construction area as required by local ordinances.
16. Prepare plans, specifications, timeline, and cost estimates for the project.

17. Prepare a site plan meeting the City requirements for projects that will require site plan approval and/or building permits. The consultant will act as City's agent to obtain site plan and/or permit approvals required for completion of the project.
18. Contact and coordinate with all utility companies with facilities within the project boundary.
19. With the assistance of City staff, as necessary, locate the information as needed and available in the form of standard details, specifications, benchmarks, etc. to assist the Contractor in completing the work.
20. As required, attend Novi City Council meetings and public informational meetings, and prepare exhibits and other display material that may be needed to present the project(s).
21. As a part of the design phase, prepare bid documents and provide assistance to the Superintendent of Parks and Purchasing Departments with the bidding of the project, including coordinating and facilitating the pre-bid meeting, preparation of contract addenda, plan revisions, responding to bidder inquiries, review of bids, and recommendation of award to the Superintendent of Parks.
22. Contract administration services shall include, but not be limited to: reviewing shop drawings furnished by the contractor at the pre-construction meeting, coordinating and running the pre-construction meeting, ensuring compliance with contract documents, regular consultation with Superintendent of Parks, interpretation of plans and specifications, preparation and certification of pay estimates, staking, construction inspection during active construction (as necessary and/or at the direction of the City), and materials testing along with final testing and project review. The Consultant must also promptly attend to resident concerns and complaints as they become known.
23. Construction phase services will also include submittal to Superintendent of Parks of all project reports and documents, and written recommendation regarding final acceptance of the project. Prepare record drawings and transmit one (1) mylar copy, two (2) plan copies, and a CD containing the digital file of the record drawings in the City standard format, and provide such information to the Parks Division within three (3) months following substantial completion of the project.

DOCUMENT AND FILE FORMAT

All documents will be submitted to the City of Novi in an electronic format as follows:

1. Documents: MS Word
2. Digital Copies of Drawings: AutoCAD format (.dxf)
3. All digital data will correspond to:
 - a. Project: State Plane Coordinate System, Michigan, South Zone - 6401
 - b. Datum: NAD83
 - c. Spheroid: GRS1980
 - d. Units: International Feet

CLIENT RESPONSIBILITIES

It is understood that City of Novi will provide the following information and/or assistance to **ids**:

1. Assignment of a single Project Manager to serve as liaison between City of Novi and **ids**.
2. The City will provide information as needed and available in the form of standard details, specifications, benchmarks, etc. to assist **ids** in completing the work.
3. Site survey including property lines (and adjacent properties, if required by local jurisdiction), above and below ground utilities, site improvements and topographic information.
4. Geotechnical investigation and report.
5. Electrical detailed record drawings of existing lighting and power systems.
6. Occupancy schedules and operating schedules for lighting control setpoints.
7. Electric utility data for all meters for existing lighting.
8. One-line diagram of electrical power distribution system including load summary of panelboards and locations on the site.
9. Operational personnel to be present during **ids** field investigations.

10. If required, engage the services of qualified personnel for evaluation of the presence of hazardous materials, testing and remediation, if required.

CONSULTANTS

We do not anticipate the use of consultants for any of the design aspects of this project inasmuch as the anticipated design skills fall well within the capability of our staff. If special needs arise for which it is mutually agreed that the services of outside consultants are to be employed, such special services will be discussed with the City of Novi at the appropriate time.

FEE

See Exhibit "A" under separate cover.

CHANGES AND ADDITIONAL WORK

See Exhibit "AA" under separate cover.

For additional work or changes in scope, we will provide the services of our staff on an hourly basis in accordance with our classification billing rates (Exhibit AA) plus reimbursable expenses.

REIMBURSABLE EXPENSES

See Exhibit "AAA" under separate cover.

INVOICING PROCEDURES

Invoices for our services will be submitted every four (4) weeks. Payments against our invoices will be expected within thirty (30) days from receipt of invoice. Payments not received within this time frame will be assessed a finance charge of 1% per annum over the current prime rate for each month it remains overdue. Invoices for reimbursable expenses will be submitted at the same time when incurred during the invoicing period.

PROJECT SCHEDULE

We can begin work two (2) weeks after your written authorization to proceed and we anticipate mid-summer for completion of the project.

City of Novi
Novi Civic Center Parking Lot and Pedestrian Lights
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INSURANCE

For the protection of our clients as well as our firm, we carry insurance protection including professional liability insurance. The extent and types of insurance are as you have indicated in your RFP, Attachment A.

TERMINATION OF AGREEMENT

In the event the project is abandoned or the agreement terminated, we request seven (7) days written notice from the City of Novi and we are to be reimbursed for all services performed and costs incurred up to the termination date on an hourly basis in accordance with the classification billing rates (Exhibit AA, under separate cover) plus reimbursable expenses.

Integrated Design Solutions, LLC has the resources and expertise to successfully complete this project for the City of Novi. We truly appreciate this opportunity to serve you. If you have any questions regarding our proposal or wish to discuss any aspect of the project, please contact us.

Sincerely,

INTEGRATED DESIGN SOLUTIONS, LLC



Richard L. Bracci, PE
Senior Vice President



Dennis C. Schlitt
Senior Electrical Engineer

City of Novi
Novi Civic Center Parking Lot and Pedestrian Lights
January 31, 2008
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ACCEPTANCE

Signature

Name (Please Print)

Title

Date

*Purchase Order No. (when applicable)

*Please reference our proposal on your purchase order as follows:

Terms and conditions shall be in accordance with the attached proposal from **Integrated Design Solutions, LLC** dated January 31, 2008. This proposal will remain in effect for a period of 90 days. After that time, **ids** will review and modify the proposal as required.

Firm Overview

NAME AND MAILING ADDRESS

Integrated Design Solutions, LLC
888 W. Big Beaver, Suite 200
Troy, MI 48084



FORM OF OWNERSHIP

Limited Liability Corporation

HISTORY

Integrated Design Solutions was founded in November 1999 by the seven former principals of Giffels Hoyem Basso, LLC (GHB), who practiced together there as managing partners for ten years. The acquisition of GHB by IDS strengthens our long-standing history, as the firm celebrates over 40 years in the A/E profession:

The history of the firm that is now IDS was founded in 1963 and has undergone a number of important professional evolutions. Each milestone in our firm's history added specific disciplines and talents that enable us to strengthen our service base and meet our clients' needs. A summary of major milestones follows:

2000	IDS purchased Giffels Hoyem Basso
1999	IDS created by former GHB managers
1999	GHB and Giffels Companies purchased by ARCADIS
1981	GHB formed when Hoyem-Basso Associates purchased by Giffels Associates, Inc.
1977	Registered Architects from Swanson Associates bring architectural capabilities to Hoyem Basso Associates
1976	Hoyem-Basso Associates, Inc. is formed
1973	Acquisition of McAlpine Engineering and Map Co.
1970	Merger with Arthur S. Gillespie Associates to Hoyem Associates, Inc.
1968	Basso, Adams and Martin join Gordon Hoyem
1963	Founded by Gordon E. Hoyem

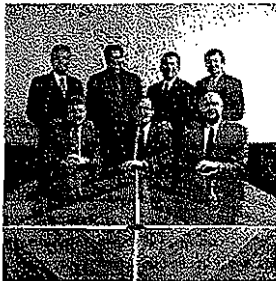
Firm Overview

Contact Information



Company Name: Integrated Design Solutions
Contact: Phyllis A. Flanigan, Business Development
Address: 888 W. Big Beaver, Suite 200
Phone: (248) 823-2115
Fax: (248) 823-2200
Website: www.lds-troy.com
E-mail: pflanigan@lds-troy.com

Ownership



Ownership/ Principals	Paul A. Stachowiak, AIA President	
	Richard J. DeBelliso, PE Executive Vice President	
	Richard L. Braccl, PE Senior Vice President, Director of Electrical Engineering & Technology Services	
	Kirk H. Delzer, AIA Senior Vice President, Director of Architecture	
	David M. DiCiuccio, PE Senior Vice President, Director of Mechanical Engineering	
	Charles E. Lewis, Jr., AIA Vice President, Assistant Director of Architecture	
	Michael C. Nowicki, PE Vice President, Assistant Director of Electrical Engineering & Technology Services	
	Structure	A Michigan Limited Liability Corporation (LLC)
Associates	Senior Associates	Associates
	Michael C. Barath, AIA David S. Battle, AIA, LEED™ AP Ronald G. Cyrowski Phyllis A. Flanigan Ann K. Green, IDA	Michael D. Barden, LC Lawrence C. Hamilton Josephine Horner, Business Mgr. Jeffrey D. Johnson, AIA William T. Lee Richard L. Newlin, AIA Dominic Paone, LEED™ AP Donald T. Root, AIA Bruce J. Snyder, C.E.M. Jeffrey J. Zona

Firm Overview

Resources

Position	# of employees by job classification	Licensed	Earned Degree	Certification	Other
Architects	24	11	10	0	3
Project Managers	3	2	1	0	0
Specifications	1	1	0	0	0
Mechanical engineers	14	3	6	1	4
Electrical engineers	15	4	6	2	3
Interior designers	7	4	2	0	1
Field supervisors	4	3	1	0	0
Technology Design	3	0	2	1	0
Administrative	6	2	2	0	2
Clerical	5	0	0	0	5
Energy management	3	0	2	1	0
TOTAL STAFF	85	30	32	5	18

Summary of Services

Architectural

programming, architectural design, master facility planning, feasibility analysis, facilities management, construction phase services, cost control and estimating, value engineering

Engineering

power systems design, interior/exterior lighting design, fire alarm and communication systems design, plumbing and HVAC design, energy audits, construction phase services, cost control and estimating

Interiors

space planning, finishes, furniture, fixtures, equipment, signage

Technology

master planning, digital/video local and wide-area networking, wireless networks, RF broadband systems, digital/analog voice communication systems, firewalls, program management, security systems, construction phase services, technical support

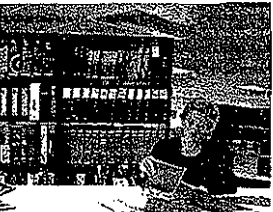
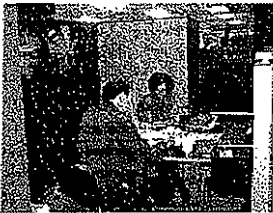
In-House Services

Service/Discipline	In-House	Contracted
Architecture	✓	
Interior Design	✓	
Mechanical	✓	
Electrical	✓	
Structural		✓
Civil Engineering		✓
Technology	✓	
Landscape		✓
Food Service		✓
Acoustical		✓
Furniture Design/Specifications	✓	

Firm Overview

Design Disciplines

The integration of our design disciplines allows us to consider the total environment and respond quickly and thoroughly to our clients' needs.



Project Management. The most important aspect of project management is the communication process. Our project administrators are involved in every phase of the project, making sure everyone on the team has the information necessary to do the job. They are in the front guard, meeting with the client and establishing a budget. They are responsible for all paperwork and financial monitoring, from preparing cost projections and keeping the project on track to flagging items before they become concerns. The Project Administrator is the client's liaison, in constant contact from the initial kick-off meeting through project close-out.

Architectural Design. A multi-disciplinary group consisting of programmers/planners, architectural designers, and interior and graphic designers works closely with you to properly interpret the project requirements, conceive schematic or preliminary design concepts, further develop design options, and analyze the layouts for maximum space utilization. Cost models are continuously reviewed to assure adherence to the project's budget.

Architectural Development. This group prepares the architectural contract document drawings from which the contractor builds the facility. Planning layouts, code compliance, material selection, construction systems, and construction phasing are all analyzed and drawings are developed to provide a facility to satisfy your project requirements and budget limitations. A thorough review of submittals for products, details, and the interface of materials is made to assure compliance of contract document drawings and specifications. The approved cost model is reviewed again to assure compliance with your project budget.

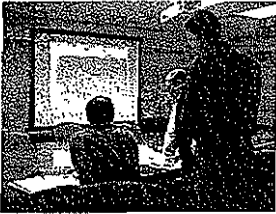
Interior Design. Our interior design staff provides the planning, specifications and bidding of furniture and equipment to ensure a complete and integrated solution appropriate for you.

Mechanical Engineering. This group involves the design and development of mechanical systems: heating, ventilating, air conditioning, refrigeration, fire protection, and piping systems for an unlimited variety of fluids and gases. Cost models are given the same scrutiny as in previous design phases to assure adherence to the project budget.

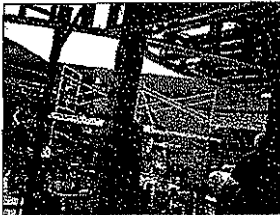
Energy Management. This group is part of mechanical engineering and conducts energy and technical assistance audits for many building types. On full-service projects, the energy department prepares documents for the energy management of a facility by the design of central automated control systems.

Electrical Engineering. This group involves the design and development of electrical systems: primary power, power distribution, lighting, security, communications, technology and special systems for equipment. Cost models are developed and reviewed to assure adherence to your project budget.

Firm Overview



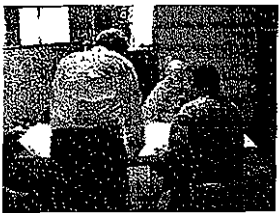
Technology Design Services. Technology in today's facilities is an integral part of the total design solution. This group is part of the electrical engineering department and was formed to provide master planning, design, engineering and implementation services for multimedia systems in new and renovated facilities. Our engineers and communications specialists develop accurate and total cost budgets as well as detailed drawings and documentation for voice, video and data systems.



Computer Services. A broad spectrum of computerized technology is utilized including office automation, groupware, engineering programs and computer-aided drafting and design. Our computer specialists are dedicated to the continuing development and support of the computer applications utilized by our design departments in meeting our clients' unique and specific requirements. Extensive use is also made of proprietary software available from outside sources to enable our designs to be the most cost effective for our clients.

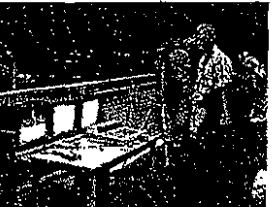
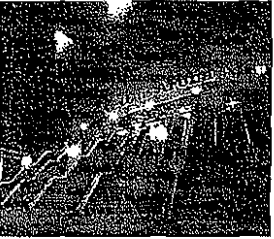
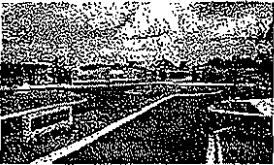
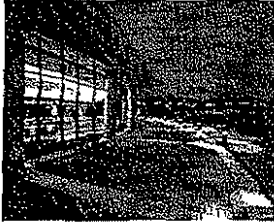


Construction Services. Construction Services include observing work for contract compliance, coordinating and interpreting contract documents, field orders, progress reports and contract payment requests. We believe field representation is one of the most important services our clients can expect to receive, and we assign experienced, senior level staff to our projects.



Sustainable Design. Our approach to this issue began to evolve in the early 1970s during the energy crisis. From our early roots, we felt that it was prudent to develop practical, well-engineered structures that were energy efficient and easy to maintain. Our engineers pioneered building performance evaluations, and our approach continues to evolve. We feel that it is imperative to be good stewards of the environment, and we've been practicing responsible, "green" design for over 30 years.

Related Experience



- EDS
 - Parking Lot Expansion
- Fenton Area Public Schools
 - Fenton High School North Parking Lot Lighting
- Holly Area School District
 - Richter Campus Parking Lot Lighting
- Macomb Community College
 - Parking Lot #12
 - Building CN Parking Lot Expansion
- Pontiac General Hospital
 - Parking Lot
- SMMC Associates
 - Parking Lot
- South Lyon Community Schools
 - Kent Lake Elementary Parking Lot Lighting
 - Administration Parking Lot Expansion
- Southfield Public Schools
 - Brace-Lederle Parking Lot Study
 - MacArthur Parking Lot Renovation
- St. Mel Catholic Church
 - Parking Lot Replacement
- The Alliance, Inc.
 - Northland Center Parking Lot Lighting
- Troy School District
 - Niles Continuing Education Center New Parking Lot
- University of Michigan Dearborn
 - Parking Lot Study
- Warren Consolidated Schools
 - Parking Improvement/Addition
- Arena Lighting
 - Jack Breslin Student Events Center
 - Michigan State University
- Arena Lighting
 - Silverdome Stadium
 - Pontiac, Michigan
- Lighting Upgrades
 - American Airlines
 - Tulsa, Oklahoma
- Lighting Upgrades
 - Northern Michigan University
- Lighting Upgrades and Interior Renovation
 - Penobscot Building
 - Fort & Griswold Partners; Detroit, Michigan
- Oakland Community College
 - Auburn Hills Campus Parking Deck
- Oakland University
 - Gymnasium Lighting Upgrade
- Runway Lighting/NAVAIDS
 - System Improvements
 - Wayne County Detroit Metropolitan Airport
- Downtown Detroit Master Lighting Program
 - Central Methodist Church
 - Christopher Columbus Statue
 - City-County Building
 - Cobo Arena
 - Jefferson Avenue Re-lighting
 - Russel A. Alger Memorial Fountain
 - Joe Louis Arena
 - Hart Plaza
 - Bagley Fountain
 - General Pulaski Statue
 - General Macomb Statue
 - Steven Mason Statue
 - Abraham Lincoln Statue at Hart Plaza
 - William C. Maybury Statue
 - General Thaddeus Kosciuskos Statue
 - Abraham Lincoln Statue at Library Park
 - St. Joseph Roman Catholic Church
 - Sts. Peter & Paul Roman Catholic Church
 - Soldiers and Sailors Monument
 - St. Aloysius Church
 - St. John's Episcopal Church
 - Veterans Memorial Building
 - Second Baptist Church
 - Fort Street Presbyterian Church
 - Church of St. John - St. Luke
 - Trinity Lutheran Church
 - Most Holy Trinity Church
 - Mariner's Church
 - First Presbyterian Church
 - St. Ann Catholic Church
 - Annunciation Greek Orthodox Cathedral
 - Hart Plaza Promenade
 - Wayne County Community Church
 - Windsor Tunnel
 - Downtown Synagogue
- Wave Pool Lighting
 - Red Oaks Wave Pool
 - Waterford Oaks Wave Pool
 - Andersen Wave Pool
 - Allegheny County Wave Pools (3)
- Sports Field Lighting
 - Birmingham Public Schools
 - Groves High School Football Field
 - Bloomfield Hills Schools Tennis Courts
 - South Lyon Community Schools High School Athletic Complex
 - Southfield Public Schools High School Athletic Complex
 - Southfield Public Schools Southfield-Lathrup Football Field
 - Grosse Ile Township Schools Sports Complex
 - Warren Consolidated Schools Marauders Stadium
 - Warren Consolidated Schools Patriots Stadium
 - Warren Consolidated Schools Sterling Heights H.S. Tennis Courts
 - Oakland Univ. Soccer Field Lighting
 - Macomb Community College Soccer Field and Running Track
 - Troy School District Athens High School Soccer Field

**Richard L.
Bracci, PE**

Senior Vice President
Director of Electrical
Engineering and
Technology Services



Education

Bachelor of Science in
Electrical Engineering, 1972
Michigan State University

Professional Registration

Professional Engineer
State of Michigan, 1988

Professional Memberships

Illuminating Engineering
Society

Institute of Electrical and
Electronics Engineers

As Principal-in-Charge, Rich Bracci is your primary contact who maintains day-to-day interface. He oversees the project and provides direction and guidance to the project team to ensure program, schedule and budgets are met and that quality of the project is maintained. In achieving these objectives, your overall satisfaction is secured, which is Rich's "number one" concern.

RELEVANT EXPERIENCE

- City of Novi
 - Ella Mae Power Park Sports Field Lighting
- City of Roseville
 - Wide Area Network
- Birmingham Public Schools
 - 1997 Bond Program
 - Seaholm Press Box
 - Groves Football Field Lighting
 - 1995 Consolidation Program:
 - > Addition/Renovation/Technology (3 Schools)
 - > West Maple Renovation
 - > Covington District-Wide 3-8 Renovations
- Bloomfield Hills Schools
 - Fire Alarm Engineering
Fox Hills Center and West Hills Middle School
 - 2006 Sinking Fund Projects
- Everest Academy
 - Campus Master Plan
- Pinckney Community Schools
 - Prebond Services, School Renovations, Additions and Technology (1 High School, 1 Middle School, 3 Elementary Schools, 1 Village Education Center)
- Troy School District
 - 1997 Bond Program
 - Technology Services Building
 - Elementary School Renovations and Additions (2 Schools)
 - Troy Athens High School Integrated Technology System
 - District-Wide Technology Program
- Warren Consolidated Schools
 - Integrated Technology Systems
 - Bond Program (34 Buildings)
- Michigan State University
 - Duffy Daugherty Football Building Renovation
 - Alfred Berkowitz Basketball Complex
 - Jack Breslin Student Events Center
- Saginaw Valley State University
 - Ryder Center for Health and Physical Education

Dennis C. Schlitt
Senior Project Engineer
Electrical Engineering



Education

B.S. In Electrical
Engineering 1978
Lawrence Technological
University

Professional Memberships

Illuminating Engineering
Society (IES)

Engineering Society of
Detroit (ESD)

Lawrence Technological
University Alumni
Association

As Senior Project Engineer in the electrical department, Denny Schlitt brings technical direction to the team and to the production group. He addresses the numerous and often competing directives for a project and makes them all come together in the best solution for the client. Denny enjoys the technical aspects and design work of electrical engineering, from working out the design solutions and doing the drawings, to writing the specifications and coordinating a myriad of details with the architect and contractor.

RELEVANT EXPERIENCE

- City of Novi
 - Ella Mae Power Park Sports Field Lighting
- City of Troy
 - Energy Audits for Library and Public Works Building
- Dearborn City Hall Dearborn, Michigan
 - Renovations of East Annex
- Bates Elementary School Woodhaven, Michigan
 - Facility Upgrades: Addition of Air Conditioning, New Classrooms and Gymnasiums
- Clinton Valley School District Clinton Township, Michigan
 - Renovation of Six District Schools
- Detroit Board of Education
 - Energy Audits (3 Schools)
- Detroit Country Day School
 - Renovation and Addition to Gymnasium, Swimming Pool, Offices and Classrooms
- Everest Academy
 - Campus Master Plan
- Macomb Intermediate School District
 - Educational Service Center Third Floor Renovation
- Mt. Clemens Community Schools Mt. Clemens, Michigan
 - Facility Upgrades (11 District Schools, Library and Administrative Offices)
- South Lyon Community Schools
 - New South Lyon East High School
 - High School Renovations and Additions
 - Sharon J. Hardy Elementary School
 - Brummer Elementary School
 - Renovations and Additions (2 Elementary Schools)
- Troy School District
 - Troy Athens High School Integrated Technology System
- Warren Consolidated Schools
 - Bond Program (34 Buildings)
 - Integrated Technology Systems
- Wyandotte Public Schools
 - Educational Technology Systems Electrical Design and Engineering



REVISED

Addendum #1
January 23, 2008

**EXHIBIT A
FEE PROPOSAL
CITY OF NOVI**

**ENGINEERING AND DESIGN SERVICES FOR
NOVI CIVIC CENTER PARKING LOT LIGHTS AND PEDESTRIAN LIGHTING**

We the undersigned propose to furnish to the City of Novi services consistent with the Request for Qualifications. Design fees will be paid on an hourly basis for actual work performed to a maximum as proposed. A separate fee schedule is being provided should the City request additional work on an hourly basis.

**ALL DIVISIONS WILL BE AWARDED TO THE SAME ENGINEERING CONSULTANT.
They are separated for accounting and phasing purposes only.**

Division	Project	Phase	Total Fee
1	Novi Civic Center Parking Lot Lights And Pedestrian Lights	Design Phase (not-to-exceed fee)	\$ 11,900
		Construction Phase	
		Construction Cost Estimate (by engineer for fee determination): \$146,200	
		1.9% of Construction Cost (from estimate above)	\$ 3,900
		TOTAL ESTIMATED*	\$ 15,800

*Total Estimated Cost consists of a not-to-exceed design phase fee (which includes geotechnical costs if applicable) and a fixed percentage construction phase fee which is used to estimate an approximate fee amount based on the cost estimate provided by the Consultant for each project. The actual construction phase fee will be established when the project is awarded to a contractor by multiplying the fixed percentage provided and the bid price of the successful bidder.

PLEASE TYPE:

Company Name: Integrated Design Solutions, LLC

Address: 888 W. Big Beaver, Suite 200, Troy, MI 48084

Agent's Name: Richard L. Bracci, PE

Agent's Title: Senior Vice President

Agent's Signature: *Richard L. Bracci*

Telephone Number: (248) 823-2180 Fax Number: (248) 823-2200

E-mail Address: rbracci@ids-troy.com Date: January 31, 2008



**ATTACHMENT A
CITY OF NOVI
INSURANCE REQUIREMENTS**

1. IDS will 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/or aggregate minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence and/or aggregate.
 - d. The Contractor shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) per occurrence and/or aggregate.
2. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
3. 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.
4. 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.

All policies except Professional Liability insurance shall name the City of Novi, its officers, agents and employees as additional insureds. Certificates of Insurance evidencing such

coverage shall be submitted to Carol J. Kalinovik, Purchasing Director, City of Novi, 45175 West 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.

5. 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.
6. 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.
7. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

Indemnity

1. The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City to 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 pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. 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.

EXHIBIT "AA"

CLASSIFICATION BILLING RATES

The following classification billing rate schedule shall remain in effect through January 1, 2009. At that time, the schedule will be adjusted to reflect increased direct labor costs, salary related expenses and overhead costs consistent with the local average rate of inflation.

Personnel Classification	Rate
Principal/Director	\$140.00
Senior Associate	125.00
Associate	110.00
Senior Project Coordinator (Class IV and V)	105.00
Senior Project Architect (Class IV and V)	105.00
Senior Designer (Class IV and V)	95.00
Senior Project Engineer (Class IV and V)	105.00
Senior Project Designer (Class IV and V)	105.00
Project Coordinator	95.00
Architect	75.00
Interior Designer	70.00
Engineer	85.00
Designer	75.00
CADD Operator	70.00
Clerical	55.00

EXHIBIT "AAA"

REIMBURSABLE EXPENSES

In addition to the fee, the following reimbursable expenses will be billed at 1.1 times cost:

- Mileage expenses invoiced at \$0.31/mile.
- Fees paid for securing approval of authorities having jurisdiction over the project.
- Reproduction, postage and handling of drawings and specifications.
- Site surveys.
- Geotechnical surveys.
- Electrical testing.
- Topographical surveys, if required, will be provided as a reimbursable.
- Staking will be provided as part of general conditions.
- Material testing and final testing will be provided as part of general conditions.