

# CITY of NOVI CITY COUNCIL

Agenda Item F  
September 8, 2008

**SUBJECT** Approval to award bid to Integrated Design Solutions, LLC, in the amount of \$35,970, for Engineering and Design Services for Ella Mae Power Park Concession Facility Replacement and Asphalt Repair.

**SUBMITTING DEPARTMENT:** Parks, Recreation, & Forestry

**CITY MANAGER APPROVAL:**

<b>EXPENDITURE REQUIRED</b>	<b>\$35,970</b>
<b>AMOUNT BUDGETED</b>	<b>\$416,000</b>
<b>APPROPRIATION REQUIRED</b>	<b>N/A</b>
<b>LINE ITEM NUMBER</b>	<b>208-691.00-974.091</b>

## BACKGROUND INFORMATION:

In the FY 08/09 Budget, City Council allocated \$416,000 for Ella Mae Power Park concession facility & asphalt repair. Phase II includes demolishing and replacing the existing 23 year old concession/restroom facility, and reconstructs a building with storage, accessible restrooms, concession facility, and scoring area. Phase III will also repair damaged asphalt pathways throughout the facility and replace existing bleachers. The completion of this project is scheduled for May 1, 2009 and will complete the renovation of the Ella Mae Softball Complex.

On August 12, 2008, proposals were received from thirteen firms to provide engineering and design services for the proposed project. Services included, but were not limited to, preparation of all construction documents, submission of applications and documents for review, and general project management through the construction phase. Fee for design services are proposed to not exceed \$27,900, with a construction engineering fee equal to a fixed 1.94% of construction cost (estimated to be \$416,000), for a total estimated fee of \$35,970.

Each of the thirteen proposals was 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 firms proposed utilizing a number of 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. 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 results of the QBS are as follows:

<b>FIRM:</b>	<b>QBS Totals</b>	<b>Rank</b>	<b>Total Estimated Fee</b>
Integrated Design Solutions	1885	1	\$35,970
OHM	1775	2	\$48,342
Anderson, Eckstein and Westrick*	1655	3	\$38,011

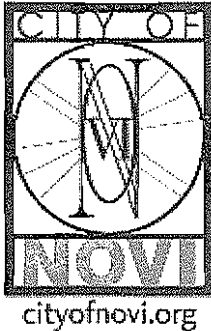
Upon QBS review, staff recommends that IDS is the firm that best meets the objectives of the City of Novi. Integrated Design Solutions has satisfactorily completed several Oakland County Park projects in the past, in addition to designing the South Lyon East High School Athletic Complex. The firm is committed to working with in the allocated amount and completing the project by May 1, 2009

**RECOMMENDED ACTION:** Approval to award bid to Integrated Design Solutions, LLC, in the amount of \$35,970, for Engineering and Design Services for Ella Mae Power Park Concession Facility Replacement and Asphalt Repair.

	<b>1</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>Mayor Landry</b>				
<b>Mayor Pro Tem Capello</b>				
<b>Council Member Crawford</b>				
<b>Council Member Gatt</b>				

	<b>1</b>	<b>2</b>	<b>Y</b>	<b>N</b>
<b>Council Member Margolis</b>				
<b>Council Member Mutch</b>				
<b>Council Member Staudt</b>				

# MEMORANDUM



**TO:** RANDY AULER, PARKS RECREATION & FORESTRY  
DIRECTOR

**FROM:** MATT WIKTOROWSKI, SUPERINTENDENT OF PARKS

**SUBJECT:** ELLA MAE POWER PARK CONCESSION FACILITY AND  
ASPHALT REPAIR (PHASE III)

**DATE:** AUGUST 27, 2008

---

The purpose of this memorandum is to provide information on Ella Mae Power Park Concession Facility and Asphalt Repair (Phase III). In July 2008, the Novi City Council awarded \$416,000 for the Ella Mae Power Park – Phase III Renovations. This phase includes engineering, design, demolishing and replacing the existing 23 year old concession/restroom facility. A replacement building with storage, accessible restrooms, concession facility, and scoring area will be designed to highlight the facility. The phase is also scheduled to repair damaged asphalt pathways, and existing bleachers.

On August 12, 2008, proposals were received from thirteen firms to provide engineering and design services 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 through the construction phase.

Each of the thirteen proposals was 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 firms proposal utilizing a number of 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.

Based upon the review, Integrated Design Solutions (IDS) received the highest ranking. IDS is very familiar with the project timeline and budget, and is currently under contract for Phase II (lighting project) of the park renovation. Their employee base consists of 85 full time staff which provide architecture, interior design, mechanical, electrical, technology, and furniture/design services. Landscape, structural, and civil engineering will be sub-contracted components of the project.

Integrated Design Solutions has satisfactorily completed several Oakland County Park projects in the past, in addition to designing the South Lyon East High School Athletic Complex. The recommendation for award is being prepared for the September 8, 2008 Novi City Council meeting. If awarded, design is scheduled to be completed within 30 days, and the facility constructed by April 8, 2009.

## **City of Novi**

---

Engineering and Design Services for  
ELLA MAE POWER PARK  
CONCESSION FACILITY AND  
ASPHALT REPAIR

presentation of proposal

August 12, 2008



**Integrated Design Solutions** August 12, 2008

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

www.ids-troy.com

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

Subject: Engineering & Design Services for  
Ella Mae Power Park Concession Facility and Asphalt Repair

Dear Ms. Morianti:

**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 Ella Mae Power Park Concession Facility and Asphalt Repair. The following is our understanding of the project and the services to be provided.

#### **PROJECT DESCRIPTION**

The City of Novi intends to demolish and replace an existing multi-purpose facility at the Ella Mae Power Park softball fields. The seasonal structure contains a concession stand, maintenance closet, restroom facilities and a mechanical room. The new designed structure is to incorporate a replacement grinder pump connection for sanitary waste. In addition, the structure will be coordinated with the proposed softball field relighting project and receive its new underground power service from that concurrent project. Exterior building mounted lighting and its operation will complement the proposed pedestrian lighting in the softball relighting project currently designed by **ids**. The existing asphalt walkways and commons areas will receive new resurfacing.

#### **SCOPE OF PROFESSIONAL SERVICES**

Services provided by **ids** will include:

1. Programming for the facility
2. Design and engineering of a 1000 sq. ft. multi-functional facility (Storage, concessions, restrooms)
3. Site Layout (Identification of existing amenities, proposed locations for future lighting and staking)
4. Landscape design (Not to exceed site restoration, and remain compliant with all local landscape ordinances)

5. Identification of utility connections with proposed new electric service to serve the softball re-lighting project currently designed by **ids**
6. Identification of utility connection and coordination with grinder pump replacement for sanitary piping discharge
7. Complete construction documents and specifications for bidding to General Contractors
8. Submission of all documents and applications to the City of Novi Planning Commission, Zoning Board of Appeals, and Building Department for approvals and permits as required.
9. Review of shop drawing submissions
10. 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
11. Processing of contractor Payment Applications, addenda, and bulletins
12. Review of project closeout documentation from the contractor
13. Attend a scope verification meeting with City staff. The consultant will also visit the site and become familiar with existing conditions.
14. Prepare all requested plans, specifications, and cost estimates for the project meeting the scope of services above.
15. Prepare all required site plans meeting the City requirements for projects that will require 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.
16. Contact and coordinate with all utility companies with facilities within the project boundary.
17. 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.
18. As required, **ids** will attend Novi City Council, Zoning Board of Appeals, Planning Commission, and public informational meetings; preparing exhibits and other display material that may be needed to present the project(s).

19. As a part of the Design Phase, **ids** will prepare bid documents with the assistance of the Superintendent of Parks and Purchasing Manager, distribute bid documents to contractors, coordinate and facilitate the pre-bid meeting, prepare contract addenda, plan revisions, respond to bidder inquiries, review bids, and make recommendation of award to the Superintendent of Parks.
20. 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, and materials testing along with final testing and project review. **ids** will also promptly attend to resident concerns and complaints as they become known.
21. 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. **ids**, within this phase, will also 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 files: ArcView Shape file, AutoCAD
3. Digital copies of maps/drawings: ArcView layouts print file or AutoCAD format (.dxf)
4. 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. Program definition for the facility and its use.
3. Small scale key plans of the building.
4. Architectural, mechanical and electrical detailed record drawings of existing building and/or systems.
5. Operational personnel to be present during **ids** field investigations.
6. If required, engage the services of qualified personnel for evaluation of the presence of hazardous materials, testing and remediation, if required.
7. Daily on-site field observation of the construction process.

#### **CONSULTANTS**

We plan to supplement our team using Desai Nasr Consulting Engineers for structural engineering services and Anderson, Eckstein, & Westrick, Inc. for civil engineering services. Fees for these consultants are included within the hourly not-to-exceed fee presented under Tab 5.



**FEE**

See Exhibit "A" under Tab 5.

**CHANGES AND ADDITIONAL WORK**

See Exhibit "AA" under Tab 5.

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 Tab 5.

**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 immediately after your written authorization to proceed and we anticipate four (4) weeks for completion of the project plus Novi review time.

**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 Tab 5) plus reimbursable expenses.


City of Novi  
Ella Mae Power Park Concession Facility and Asphalt Repair  
August 12, 2008  
Page 6

**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

**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 August 12, 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.

# Table of Contents

---

Firm Overview ..... Tab 1

Related Experience ..... Tab 2

References ..... Tab 3

Project Team ..... Tab 4

Fee Proposal ..... Tab 5

# 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	<b>ids</b> purchased Giffels Hoyem Basso
1999	<b>ids</b> 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

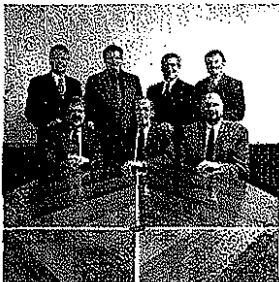
# Firm Overview

## Contact Information



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

## Ownership



<b>Ownership/ Principals</b>	Paul A. Stachowiak, AIA President	
	Richard J. DeBelliso, PE Executive Vice President	
	Richard L. Bracci, PE Senior Vice President, Director of Electrical Engineering & Technology Services	
	Kirk H. Deizer, 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. Nowlcki, PE Vice President, Assistant Director of Electrical Engineering & Technology Services	
<b>Structure</b>	A Michigan Limited Liability Corporation (LLC)	
<b>Stockholders</b>	<b>Senior Associates</b>	<b>Associates</b>
	Michael C. Barath, AIA David S. Battle, AIA, LEED™ AP Ronald G. Cyrowski Phyllis A. Flanigan Ann K. Green, IIDA	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
<b>TOTAL STAFF</b>	<b>85</b>	<b>30</b>	<b>32</b>	<b>5</b>	<b>18</b>

## 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

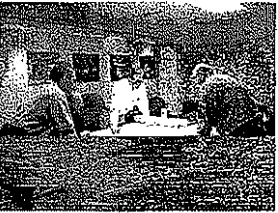
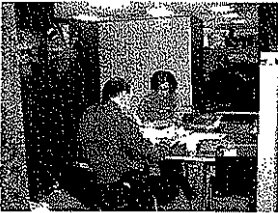
Service/Discipline	In-House	Contracted
Architecture	✓	
Interior Design	✓	
Mechanical	✓	
Electrical	✓	
Structural		✓
Civil Engineering		✓
Technology	✓	
Landscape		✓
Food Service		✓
Acoustical		✓
Furniture Design/Specifications	✓	

# 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.

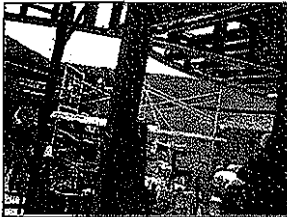


## Firm Overview

---



**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.



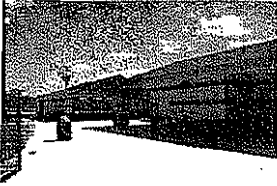
**Construction Services.** Construction Services include observing work for contract compliance, coordinating and interpreting contract documents, field orders, progress reports and contract payment requests. We believe field representation is one of the most important services our clients can expect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



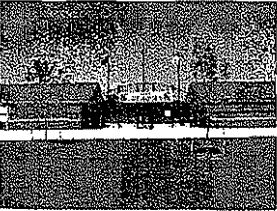
**Sustainable Design.** Our approach to this issue began to evolve in the early 1970s during the energy crisis. From our early roots, we felt that it was prudent to develop practical, well-engineered structures that were energy efficient and easy to maintain. Our engineers pioneered building performance 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

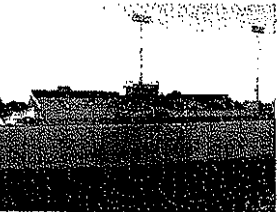
---



- City of Novi
  - Ella Mae Power Park Sports Field Lighting
  - Parking Lot & Pedestrian Lighting
  - Civic Center & Police Station Parking Lot Lighting



- Oakland County Parks and Recreation
  - Red Oaks Golf Course Clubhouse
  - Red Oaks Wave Pool and Water Park
  - Waterford Oaks Master Plan
  - Independence Oaks Roof Design Review
  - Waterford Oaks Park Water Park Renovation
  - Addison Oaks Restroom/ Shower/Laundry Facility



- South Lyon Community Schools
  - South Lyon East High School Athletic Complex

## References

---

**ids** takes pride in the services we have rendered our clients since our beginning in 1963. The following satisfied clients are a testament to our commitment.

Mr. Joe Flga  
Chief of Design and Development  
**Oakland County Parks & Recreation**  
(248) 858-4620

Dr. William A. Pearson  
Superintendent  
**South Lyon Community Schools**  
(248) 573-8100

Rick Green  
Operations Supervisor  
**Warren Consolidated Schools**  
(586) 665-1919

# City of Novi

**Richard L. Bracci, PE**  
Principal-In-Charge

**Dennis C. Schlitt**  
Project Administrator

## PROJECT TEAM

**Marek Nowakowski**  
Project  
Architect

**Corey S. Watts**  
Mechanical  
Engineering

**Matthew J. Majchrzak**  
Electrical  
Engineering

**Ann K. Green, IIDA**  
Interior  
Design

**David L. Miller, AIA**  
Construction  
Administration

**Desai Nasr**  
**Desai Nasr**  
**Consulting Engineers**  
Structural Engineering

**Roy Rose**  
**Anderson, Eckstein, &**  
**Westrick, Inc.**  
Civil Engineering

# Project Team

---

## **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**
  - Server Room A/C Replacement
  - Ella Mae Power Park Sports Field Lighting
- **City of Roseville**
  - Wide Area Network
- **SMART (Suburban Mobile Authority for Regional Transportation)**  
Detroit, Michigan
  - Blanket Services Agreement for Various Projects
- **State of Michigan**
  - Parking Ramp/Service Center
  - Western Wayne Correctional Facility Primary Electrical Upgrades
  - Electrical System Studies (6 Locations in Michigan)
- **Washtenaw County**
  - Blanket Architectural Services/Jail Expertise
- **Wayne County Office of Public Services**
  - Utilities Study
  - Cogeneration Study
  - Electrical/Mechanical Utilities Projects
- **Michigan State University**
  - Jack Breslin Student Events Center
- **Oakland County Parks and Recreation**
  - Addison Oaks Restroom/ Shower/Laundry Facility
- **Saginaw Valley State University**
  - Ryder Center for Health and Physical Education

# Project Team

---

## 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**
  - Server Room A/C Replacement
  - Ella Mae Power Park Sports Field Lighting
  - Parking Lot & Pedestrian Lighting
- **City of Troy**
  - Energy Audits for Library and Public Works Building
- **Dearborn City Hall Dearborn, Michigan**
  - Renovations of East Annex
- **Fort Wayne Guard House and Barracks Detroit, Michigan**
  - Renovation/Historic Preservation
- **State of Michigan**
  - Electrical System Studies (6 Locations in Michigan)
- **United States Army Reserve Center Fraser, Michigan**
  - Restoration of Organizational Maintenance Shop
- **United States Postal Service**
  - Renovation and Conversion of Retail Store to Post Office - Oscoda, Michigan
- **Washtenaw County**
  - Blanket Architectural Services/Jail Expertise

# Project Team

---

**Marek  
Nowakowski**  
Project Architect



**Education**

Master of Architecture and  
Urban Planning 1973  
Polytechnical School of  
Gdansk

**Professional Registration**

Licensed Architect  
Country of Poland  
1976

*Marek Nowakowski's responsibilities include program planning and analysis, conceptualization and design. He reviews owner programs, conducts code and zone reviews, researches similar building types, and develops design concepts for owner approval. As design development progresses, Marek coordinates with engineering, energy management and interior design personnel, forging the technical links essential to constructing facilities that are benchmarks for the quality and function that is reflective of our clients' vision.*

**RELEVANT EXPERIENCE**

- State of Michigan
  - Parking Ramp/Service Center
- United States Postal Service
  - New Postal Facilities: Birmingham, Dearborn, Lapeer, Livonia, Oak Park, Saline, Southgate, Wyandotte

# Project Team

---

## **Corey S. Watts**

Mechanical Engineering



### **Education**

Associate of Liberal Arts,  
Oakland Community  
College

*As Project Designer In the mechanical department, Corey Watts directs the design and installation of efficient and economical heating, ventilating, air conditioning, plumbing and fire protection systems. Throughout the project, Corey addresses the mechanical engineering needs of the client, coordinating with other departments to ensure quality and the successful integration into the project.*

### **RELEVANT EXPERIENCE**

- Oakland County Parks and Recreation
  - Red Oaks Golf Course Clubhouse
  - Independence Oaks Restroom/ Shower Facility



# Project Team

---

**Matthew J. Majchrzak**  
Electrical Engineering



## Education

B.S.E. of Electrical  
Engineering 2006  
The University of Michigan-  
Dearborn

## Professional Memberships

Engineering Society of  
Detroit

## Honors/Awards

EC&M Sept. 2007 Edition  
"What's Wrong Here"

*As Project Engineer in the electrical department, Matt Majchrzak assists in the design and installation of efficient and economical electrical power, lighting and control systems. Throughout the project, Matt addresses the electrical engineering needs of the client, coordinating with other departments to ensure quality and the successful integration into the project.*

*Matt is actively involved in the electrical design and preparation of CADD drawings and electronic spreadsheets. His experience encompasses design and drafting of lighting and power plans, one-line diagrams, auxiliary systems, wiring diagrams, details, schedules, and layout of various electrical systems. Matt will also assist the team in coordinating interferences through detailed construction documentation.*

## RELEVANT EXPERIENCE

- City of Novi
  - Civic Center & Police Station Parking Lot Lighting
  - Ella Mae Power Park Field Relighting

## Project Team

---

**Ann K. Green, IIDA**  
Interior Design



### Education

Bachelor of Arts In Interior  
Design 1981  
University of Michigan

### Professional Registration

NCIDQ Certified  
Certificate #020014

*As manager of the interior design department, Ann Green works together with clients to generate fresh, appropriate, and creative design solutions. Ann has designed various interior design projects including health facilities, open office facilities, libraries, computer facilities, lounges, and conference areas. She has implemented all phases of interior design for clients including programming, budget preparation, schematic layouts, final design proposals, furniture and finish selection, presentation, specifications and installation coordination.*

### RELEVANT EXPERIENCE

- County of Wayne
  - Public Library
- United States Air Force Academy  
Colorado Springs, Colorado
  - Dining Hall
- City of East Lansing
  - Family Aquatic Center
- Huron-Clinton Metropolitan Authority  
Brighton, Michigan
  - Indian Springs Metropark  
Family Aquatic Center
- Veterans Administration Medical Center  
Ann Arbor, Michigan
  - Clinical Addition
  - Research and Energy Center Buildings

# Project Team

---

**David L. Miller, AIA**  
Construction Phase Representative



### Education

B.S. In Architectural Engineering, 1966  
Lawrence Technological University

### Professional Registration

Licensed Architect  
State of Michigan 1972  
State of Ohio 1980

NCARB Certification, 1976

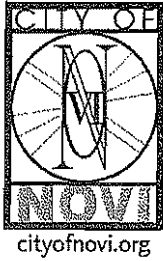
### Professional Memberships

American Institute of Architects; AIA Michigan and AIA Detroit

*As Construction Phase Representative, Dave Miller serves as liaison between the firm, owner and general contractor. He communicates to the Project Administrator and others assigned to the project any improvements in production and detailing procedures revealed by construction administration activity. He prepares and administers bulletins and change orders, manages construction progress meetings and provides review of contractors performance for periodic pay requests.*

### RELEVANT EXPERIENCE

- Redford Township
  - Police Department Renovation
  - Township Hall Expansion
  - 17th District Court Building
  - Central Fire Station Expansion
- City of Livonia
  - 16th District Court Building
- City of Romulus
  - 54th District Court Building
- City of Southgate
  - 45th District Court Building
- City of Taylor
  - Department of Public Works Building
- City of Canton
  - Two Fire Stations
- City of Dearborn
  - New Fire Station



**EXHIBIT A  
FEE PROPOSAL  
CITY OF NOVI**

**ENGINEERING AND DESIGN SERVICES FOR  
ELLA MAE POWER PARK CONCESSION FACILITY  
AND ASPHALT REPAIR**

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
	Concession Facility and Asphalt Repair "Ella Mae Power Park"	Design Phase (not-to-exceed fee)	\$ 27,900
		<u>Construction Phase</u> Construction Cost Estimate (by engineer for fee determination): \$ 416,000	
		<u>1.94</u> % of Construction Cost (from estimate above)	\$ 8,070
		<b>TOTAL ESTIMATED*</b>	<b>\$ 35,970</b>

\*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

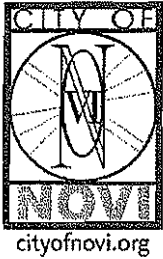
Agent's Name: Richard L. Bracci, PE

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: 8/12/08



**ATTACHMENT A  
CITY OF NOVI  
INSURANCE REQUIREMENTS**

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/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 insured. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Attn: Purchasing Department, 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 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 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.

**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.

<b>Personnel Classification</b>	<b>Rate</b>
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 beyond 5'-0" of building, if required by City of Novi, will be provided as a reimbursable. (Existing site surveys will be used for immediate concession building area.)
- Topographical surveys beyond 5'-0" of building, if required by City of Novi, will be provided as a reimbursable.
- Staking as requested on page 3 of 20 items in RFP will be provided as part of general conditions (provided by general contractor).
- Material testing and final testing as requested on page 10 of 20, item 3 and 4 in the RFP will be provided as part of general conditions.