



# CITY of NOVI CITY COUNCIL

**Agenda Item C**  
**April 18, 2016**

**SUBJECT:** Approval of Consultant Review Committee recommendation for a three year contract with two one-year renewal options with NSA Architects, Engineers and Planners for Architectural Professional Services.

**SUBMITTING DEPARTMENT:** City Manager's

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

As the City begins to develop plans for constructing new municipal facilities City Administration developed a strategy to secure the services of one architectural firm rather than a firm for each project that will arise in the next three years. Depending on ultimate approval from City Council the projects that will fall under, but not limited, this contract would be:

- New Maintenance Facility at ITC Park
- DPS/Fire Arms Training Expansion
- Construction of a new Fire Station # 1
- Construction of a new facility at Lakeshore Park

A Request for Qualifications (RFQ) was drafted and advertised to identify a firm that could "become an integral team member for all aspects of project development, implementation and oversight. The firm will supervise and manage the progress of each project to satisfactory completion." Ten firms submitted proposals which were evaluated by City Administration utilizing the Qualifications-Based Selection (QBS) system. Three firms (OHM, NSA Architects and Fishbeck, Thompson, Carr, & Huber, Inc.) rose to the top of the ranks and their respective fee schedules were opened. The Consultant Review Committee (CRC) convened and interviewed the top three firms. After hearing from each of the firms and learning about their respective qualifications the CRC deliberated and recommended NSA Architects, the lowest bidder, for the contact as the City's architect.

**RECOMMENDED ACTION:** Approval of Consultant Review Committee recommendation for a three year contract with two one-year renewal options with NSA Architects, Engineers and Planners for Architectural Professional Services.

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

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

# City of Novi

## Request for Qualifications Architectural Design Services



**NSA** Architects  
Engineers  
Planners



NSA Architects, Engineers, Planners  
23761 Research Drive  
Farmington Hills, Michigan 48335  
U.S.A.  
248.477.2444  
[www.nsa-ae.com](http://www.nsa-ae.com)  
NSA Project No. 216000.09

March 3, 2016

City of Novi  
City Clerk's Office  
45175 Ten Mile Rd.  
Novi, MI 48375

March 3, 2016

Attention: Sue Morianti  
Purchasing Manager

Reference: **City of Novi**  
**RFQ for Architectural Design Services**  
NSA Proposal No. 216000.09

Dear Ms. Morianti,

NSA is pleased to submit the attached Professional Services Proposal in response to the City of Novi RFP for Architectural Design Services "On As-needed Basis". The attached RFO submission has been prepared to demonstrate our diversity, experience, and commitment to satisfy the needs of your projects.

As you prepare to review the information contained herein, we would like to highlight a few of the benefits that NSA can offer:

- Over 50 years of experience providing for various municipalities, 30 years of experience in providing services to the City of Novi.
- Established history of a Quality Management System.
- We are providing a complete team with extensive experience in Architectural, Mechanical, Electrical, Structural, and Civil.
- Capacity to Perform – as one of Michigan's longest established AE firms, we provide financial status, superior insurance limits, and a highly qualified staff and consultants to respond to your needs.
- Experience with providing "On As-needed Basis" Architectural Design Services for numerous Municipalities, Federal Government, and private entities such as; City of Dearborn, DTE Energy, Comcast, and Verizon just to name a few.
- We are located three (3) miles from City of Novi City Hall.

NSA was retained for several years for the City of Novi as the Commercial Architectural Reviewer and Residential Building Reviewer. We welcome the opportunity to continue our long standing relationship.

Thank you for your consideration. Please feel free to contact us should you have any questions regarding this submission.

Sincerely,  
NSA Architects, Engineers, Planners



Frank A. Ray, AIA, NCARB, LEED AP  
President/CEO

Cc: File, Accounting



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Founded 1960

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# Tab 1



A r c h i t e c t s  
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P l a n n e r s

## 1. Experience and Qualifications

### IDENTIFICATION OF STAFF, EXPERIENCE, CONSULTANTS FAMILIARITY WITH THE CITY'S PERMIT PROCESS

The success of any project hinges on the experience and qualifications of the individuals that are assigned to the team. For this reason, we have carefully assembled a project team of principals and individuals who possess relevant experience in AE Services for municipalities and the federal government; municipalities include but are not limited to the City of Livonia, City of Dearborn, City of Novi, City of Southgate, and City of Plymouth.

Other members of our team, **Shymanski & Associates** will provide the structural engineering; **Professional Engineering Services (PEA)** will provide the civil engineering, surveying, and landscape architecture. These individuals have municipal experience working with tight budgets and quick turnaround time frames as you will see with the project sheets and references that we have provided.

We encourage you to examine the individual resumes contained herein. Each Team member was selected to lead their respective discipline because they are uniquely qualified to do so. Our Team has worked together for many years and, as a result, they possess experience on projects for the City of Novi and other government and municipalities.

#### NSA Team

See attached resumes for additional qualifications.

#### **Roy Baker AIA, NCARB, LEED AP /Principal-in-Charge, Project Designer**

Mr. Baker is the Vice President of Architectural Design, a firm principal, and possesses over 40 years (all with NSA) of diverse architectural design experience. He has worked in a wide array of building types that includes both renovation and new construction. Building types, include - municipal, historical structure, adaptive re-use, federal government, commercial, energy, manufacturing, senior living. Municipal/federal government experience includes projects for the City of Novi; Fire Station and Training Tower, City of Dearborn, City of Livonia, and City of Southgate. Historical experience includes the Dearborn Inn renovation/addition, Ft. Leavenworth Building 22 (Admin Building) Interior Renovation (historical structure). The Adaptive re-use of the Detroit 5<sup>th</sup> Police Precinct.

#### **Andrew Turbett, RA/ Project Manager**

Mr. Turbett has over 30 years of experience (12 years with NSA) and has served as a Project Manager and Project Architect on numerous municipal, federal government, education, senior living, manufacturing, energy, commercial, and adaptive re-use projects. Municipal experience includes the City of Novi, City of Dearborn, and City of Southgate. As the Project Manager he will be the primary point of contact for the entire NSA Team and responsible for the overall Team performance. His principle responsibility will be to ensure that all the Team members fulfill their commitment to adequately address the Client needs, desires, budget and schedule while maintaining the high level of performance throughout the duration of the project. Building type experience includes municipal/government, education, manufacturing, healthcare and senior living. Municipal/federal government experience includes; the City of Novi, Villa Barr Master Plan; City of Dearborn, Performing Arts Building Hubbard Ballroom Interior Renovations; City of Southgate 29<sup>th</sup> District Court Expansion & Renovation: Federal Government Experience includes; Fort Leavenworth New Visitor Center, Building 22 (Admin Building) Interior Renovation (historical structure).

## 1. Experience and Qualifications

### **Timothy R. Flintoff JR., LEED AP, Assoc. AIA /Project Architect**

Mr. Flintoff has over 10 years of architectural experience as a Project Architect performing a full range of architectural services that include building code review/analysis, programming, design, AutoCad, construction drawing and construction administration. He will develop the architectural systems/documentation format, specification coordination & preparation, and will be instrumental in all systems research and coordination. Building type experience includes municipal/federal government, education, and industrial. Municipal /federal government experience includes FT. Leavenworth Visitor and Control Center and Building 22 (Admin Building) Interior Renovation (historical structure).

### **Karen Powell /Interior Designer**

Ms. Powell has over 15 years of interior design experience (12 at NSA). She has worked on a wide array of building types that includes both renovation and new construction. Building type experience includes municipal/federal government, education, commercial, senior living, and manufacturing. Municipal /federal government experience includes: City of Novi Villa Barr Master Plan; Detroit Police Adaptive Reuse of the 5<sup>th</sup> Police Precinct; City of Dearborn Performing Arts Hubbard Ballroom Interior Renovations; Fort Leavenworth New Visitor Center and Building 22 Renovation (Admin Building) Interior Renovation. She is skilled in AutoCad, 3D modeling programming, interior design, construction document development and ADA compliant. She possesses experience with multiple furniture systems including Haworth, Steelcase, and Herman Miller.

### **James Hutchens PE, LEED AP /Mechanical Engineer**

Mr. Hutchens is a registered Professional Engineer, LEED Certified, mechanical engineer with over 40 years (15 years at NSA) of experience in municipal/federal government education, municipal, automotive, industrial, power plant, environmental, and medical facilities. Experience includes steam and hydronic boilers, chilled water, variable speed fans and pumps, variable air volume, energy recovery, heat pump, domestic water, sanitary sewer, storm sewer, and fire protection systems. Municipal /federal government experience includes. City of Novi Police and Civic Center AHU replacement, Ice Arena Arcade Renovation; Detroit Police Adaptive Reuse of the 5<sup>th</sup> Police Precinct; City of Dearborn Performing Arts Hubbard Ballroom Interior Renovations; Fort Leavenworth New Visitor Center, Building 22 Renovation (Admin Building) Interior Renovation; Whiteman AFB Replace South Water Tower; Joint Base Charleston Naval Weapons Station, Hot Water and Boiler Replacement for the Red Bank Club Facility.

### **Scott Ray / Senior Mechanical Designer**

Mr. Ray has been with NSA since 2004, his experience he supports the mechanical engineer in developing the mechanical construction drawings, which includes duct layout, equipment schedules and supporting details. He is responsible for 3D modeling, clash detection, and maintaining the project BIM model. He supports the Vice President of Architecture/Technology in maintaining the NSA's computer & technology systems. He well versed in Auto CAD, Revit, Navisworks and 3D design. He is currently pursuing a BS in Mechanical Engineering at Lawrence Technology University.

### **Jack Czuchra /Electrical Engineer**

Mr. Czuchra has over 30 years of experience in electrical design which includes primary and secondary power distribution, LEED adaption, lighting design, short circuit analysis and photometric analysis. His building experience includes municipalities/federal government, science and technology, education, healthcare, manufacturing/industrial and senior living. Municipal /federal government experience includes. City of Novi Police and Civic Center AHU replacement, Ice Arena Arcade Renovation; Detroit Police Adaptive Reuse of the 5<sup>th</sup> Police Precinct; City of Dearborn Performing Arts Hubbard Ballroom Interior Renovations; Fort Leavenworth New Visitor Center, Building 22 Renovation (Admin Building) Interior Renovation;

## 1. Experience and Qualifications

### Consultants

#### **Shymanski & Associates –Structural Engineering Consulting Services**

##### **Ted Shymanski, PE /Structural Engineer**

Mr. Shymanski has been a consulting structural engineer since 1991. Ted is President of Shymanski & Associates, L.L.C., since 2010, and is responsible for all types of construction projects, from conception through construction, with emphasis on municipal, educational, and mid to high-rise buildings and regional shopping malls. His experience includes low and midrise buildings, cast-in-place concrete, precast and post-tensioned concrete, load bearing masonry, wood timber and historical and forensic engineering.

Ted is the Structural Consultant to the City of Birmingham, Farmington Hills, Oak Park, Shelby Township, City of Southfield, Superior Township, and the Cities of Troy and Woodhaven. Municipal experience includes: City of Warren City Hall, Clinton Township Police Building, Milford –Fire Station #1, Bloomfield Township Central Fire Station, Van Buren Township Fire Station, just to mention a few.

#### **Professional Engineering Services (PEA) - Civil Engineering, Surveying, Landscape Architecture**

##### **Steve Sorensen PE/Civil Engineer**

Mr. Sorensen is the Director of Engineering with PEA and has over 18 years of project experience. He is responsible for the site planning and engineering of all phases of a project – from feasibility to construction. Proficient in all aspects of site engineering, Mr. Sorensen brings a real world approach to site design with a strong background in all types of projects which include municipalities, education senior living, and manufacturing. Steve is the Civil Engineer Consultant to Oakland Township and Addison Township.

In the pages which follow, we have provided firm profiles to assist you in evaluating the breadth of our combined capabilities as well as an organizational chart identifying the team of highly skilled professionals, registered Professional Engineers and LEED Accredited Professionals, and the roles and responsibilities of each team member.

### **CITY OF NOVI PERMIT PROCESS FAMILIARITY**

NSA has a long history with the City of Novi; we designed/engineered numerous projects within the City for both the City of Novi and private entities. We are extremely familiar with the City of Novi Building Division and the various codes and zoning ordinances. Our staff has personally worked with many City Planning, Zoning and Building Department members. Our Firm has been designing projects in the City since the mid-seventies. They include such projects as:

- City of Novi Municipal Buildings including the DPW Building, Fire Station No. 4, the Façade Review process.
- Sheraton (formerly the Novi Hilton), Hewlett Packard Offices.
- Summit Point Office Campus Master Plan Development including the Summit Point Office Building and LifeTime Fitness.
- Erickson Retirement Community – Fox Run Village.

Most recent projects for the City of Novi include:

- Vista Barr Master Plan, Fire Station No.4 Training Tower Upgrades, AHU Replacement for the Police Station and Civic Center, Novi Ice Arena Arcade Interior Renovation, Novi Ice Arena – Modify existing Reception/Control Desk.





**HISTORY**

Founded as Nordstrom-Samson Associates in 1960, NSA successfully transitioned ownership and expanded its services over the years to become a full service firm.

Today **NSA Architects, Engineers and Planners** is a diverse A/E Firm with significant experience in many building types and market segments. Our Team of Principals are:

**Frank A. Ray, AIA, NCARB, LEED AP**  
*President and CEO*

**Roy G. Baker, AIA, NCARB, LEED AP**  
*Vice President, Architectural Design*

**James R. Hutchens, PE, LEED AP**  
*Vice President, Engineering/Production*

**Michael Serdiuk, AIA, LEED AP**  
*Vice President, Architectural/Technology Services*

**MARKETS**

NSA provides planning, design and engineering services for the built environment in numerous states.

**Experience includes Senior Living, Commercial, Manufacturing, Energy, Research and Development, Municipalities, Education, Telecommunications, Religious, and Healthcare.** We serve a very diverse clientele. NSA is an MSHDA approved firm.

**SUSTAINABLE DESIGN**

NSA is dedicated to sustainable building design. With our integrated Mechanical, Electrical, Interior, and Structural Design, we offer a comprehensive approach to building design and engineering. This approach allows the integration of in-office Team members to work in a collaborative environment to achieve innovative sustainable designs and building systems.



**SERVICES**

- Architectural Design
- Building Code Study
- Building Evaluations
- Building Analysis
- Budget Cost Analysis
- Construction Documents
- Cost Estimating
- Occupancy Evaluation
- Electrical Engineering
- Energy Study Design
- Entitlement Services
- Equipment Layout
- Feasibility Study
- Furniture Selection
- Interior Design
- Landscape Design
- LEED Design Approach
- Master Planning
- Mechanical Engineering
- Move Management
- Programming
- Site Selection
- Site Development Engineering
- Structural Engineering
- Space Planning
- Security Study and Design

**AWARDS**

**FCA US Sterling Heights Assembly Plant Body Shop  
ESD Construction & Design Awards**  
Honorable Mention (Engineering Society of Detroit)

**Hot Firm List ZweigWhite Ranking:**  
"One of the 200 Fastest Growing A/E/P Firms in the Country"

**GEMA Plant - Plant Engineering Magazine Top Plant**  
"They prove it is possible to be both profit-centric and environmentally responsive."

**GEMA Plant - ESD Construction & Design Awards**  
Honorable Mention (Engineering Society of Detroit)

**GEMA Plant - "Construction, Special Issue"  
CAM Magazine** (Construction Association of Michigan)  
Selected as an outstanding construction project of the year.



**THE AMERICAN INSTITUTE  
OF ARCHITECTS**

**BENEFITS**

By selecting NSA, our clients receive a diverse range of experience, a proven track record, direct principal involvement, quality management, state of the art technology and extensive retrofit knowledge. Our Quality Management System ensures the high level performance of service and all organizational operations.



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Farmington Hills, Michigan 48335 U.S.A.  
phone: 248.477.2444  
email: atorcolacci@nsa-ae.com  
web: www.nsa-ae.com



Building on over half a century of experience and thousands of completed projects, NSA has developed a wide range of expanded services available to clients, all intended to ensure a totally successful project.

### Capabilities

- Architectural Design
- Budget/Probable Cost Analysis
- Building Code Study
- CAD Construction Drawings
- Condition Surveys
- Cost Estimating
- Construction Administration
- Construction Specifications
- Electrical Engineering
- Energy Study and Design
- Entitlement Services
- Equipment Layout
- Existing Building Evaluation
- Feasibility Study
- Furniture Selection and Procurement
- Interior Design
- Landscape Design
- Master Planning
- Mechanical Engineering
- Move Management
- Post Occupancy Evaluation
- Security Study and Design
- Site Analysis
- Site/Building De-Commissioning
- Site/Building Programming
- Site Development Engineering
- Site Selection
- Space Planning
- Structural Engineering
- Sustainable Green (LEED) Design
- Technology Infrastructure

### ENTITLEMENT SERVICES

- Re-Zoning /PUD Application
- Zoning and land use research
- Location analysis
- Site plan approvals
- Conditional use permits
- Due Diligence Studies
- Zoning ordinance variances, appeals
- Property re-zoning
- Architectural review approvals
- Public Works and Transp. Approvals

### ARCHITECTURAL SERVICES

NSA's highly experienced professional staff is committed to producing appropriate and effective results in architecture, master planning and land use planning. We use state-of-the-art technologies based expertise, thorough analysis and intensive design inquiry in the establishment of comprehensive and owner focused design solutions. NSA seeks to enhance quality of life by designing environments of lasting quality.

### ENGINEERING SERVICES

NSA's engineering staff provides the highest quality of professional services. Our objective is to service both project and client needs as necessary to provide the most prudent economical engineering solution, to ensure a quality installation and validate the implementation. Our engineers use state-of-the-art computer software and have knowledge of the latest building codes. We are dedicated to providing quality service by closely following project objectives, integrating the client's needs, and most importantly by paying special attention to detail.

### INTERIOR DESIGN SERVICES

NSA's experienced professional Interior Design Team works closely with our clients; we help determine their needs in order to create architecturally pleasing appropriate interior spaces for Senior Living, Corporate Office, Government, Hospitality, Educational and Telecommunication Markets.

### PROJECT MANAGEMENT SERVICES

NSA's organizes through a Quality Management System (QMS), which is based upon ISO Standards. It is a proactive management system which identifies continuous improvement opportunities. The strength of our project management procedures methodology focuses on the clients needs, assures adherence to performance requirements, tracks schedules and evaluates budgets. The project's key phases, Programming, Schematic Design, Design Development, Contract Documents, Bid/Award, and Construction Administration follow established procedures and work instructions. We ensure that every project receives the direct attention of a Principal of the Firm.

### TECHNOLOGY SYSTEMS INTEGRATION

NSA's architectural and engineering teams have experience evaluating clients' needs for building, equipment systems and functional technologies implementations. Our Team integrates technologies systems requirements early in the design and programming phase to ensure physical spaces and system requirements are planned for throughout each service phase. We work with our clients IT staff and their vendors to establish system configuration requirements for the building integration. System experience includes: emergency power, fire alarm, voice and data design, UPS, just to name a few.

**NSA Architects, Engineers, Planners**  
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Farmington Hills, Michigan 48335 U.S.A.  
phone: 248.477.2444  
email: atorcolacci@nsa-ae.com  
web: www.nsa-ae.com



## Roy G. Baker, AIA, NCARB, LEED AP

### Title

VP Architectural Design

### Project Role

Principal in Charge  
Project Designer

### Education

Lawrence Technological University  
*Bachelor of Science 1982*  
*Bachelor of Architecture 1983*  
*(Summa Cum Laude)*  
*Thesis Focus on Master Planning*  
*Master of Architecture 2012*

### Licensed Architect

Michigan, Ohio

### Registrations

NCARB National Council of  
Architectural Registration Board  
Certification  
U.S. Green Building Council LEED  
Accredited Professional, 2009

### Affiliations

AIA American Institute of Architects

### LEED Silver Certified Project

- **Ciena Healthcare Management**  
Notting Hill of West Bloomfield  
*West Bloomfield, MI*  
Regency at Bluff's Park, *Ann Arbor, MI*

### LEED Gold Certified Projects

- **Sterling Heights Assembly Plant Body Shop**  
*Sterling Heights, MI Chrysler LLC*
- **Belvidere Assembly Plant,**  
*Belvidere, IL Chrysler LLC*

Mr. Baker is the Vice President of Design for NSA and possesses over 40 years of diverse architectural design experience, all at NSA. As the firm design executive Mr. Baker coordinates and manages all the design activities for each project that NSA undertakes. He has worked in a wide array of building types such as senior living, municipal, hospitality, education, energy, and manufacturing.

Roy's experience includes various projects for municipalities such as the Cities of Dearborn, Southgate, City of Novi, and the City of Livonia. City of Novi projects include ; Fire Station #4 .and Training Tower, DPW Building and Storage Building , Vista Barr Master Plan ,

### Municipalities/Government Experience

- **City of Novi** *Novi, MI*  
Fire Station #4 – Training Tower Roof Canopy  
Novi Ice Arena Arcade Area Remodeling  
Novi Civic Center Air Handler Replacement  
Villa Barr Master Plan
- **Township of Grosse Ile** Public Safety Bldg *Grosse Ile, MI*
- **City of Livonia** Police Addition, Parks/ Recreation *Livonia, MI*
- **City of Dearborn** Multiple Projects *Dearborn, MI*  
Performing Arts Building Hubbard Ballroom Interior Renovations  
DPW Facility  
Senior Housing Dept. Renovations  
Facility Upgrades
- **City of Southgate** *Southgate, MI*  
28<sup>th</sup> District Court House  
Master Plan Study  
DPW Garage Expansion  
Recreational Center
- **Fort Leavenworth** *Kansas*  
New Visitor Control Center  
Building 22 Renovation (historical structure)
- **U.S. Department of Agriculture Forest Service** *Manistee, MI*  
Raco Work Center Office Facility

### Senior Living Experience

- **Erickson Retirement Communities**  
*Fox Run Novi, MI*

### Education Experience

- **Wayne State University** *Detroit, MI*  
ADA Entrance Upgrades Various Campus Building Entrances

### Energy Experience

- **MichCon Gas**  
Muskegon Service and Training Center  
Traverse City Additions & Renovations  
CNG Fueling Stations  
Allen Road Laboratory  
Noble Complex Renovations
- **Detroit Edison (DTE)**  
WTI Corp Hdqtrs Renovations GO 10<sup>th</sup>, WCB 15<sup>th</sup>, WCB 3<sup>rd</sup>, SB 2<sup>nd</sup> Floors  
Bluestone Gathering *New Milford Twp, PA*  
Peaker Service Building Prototype Build-outs  
Michigan Avenue Service Center Renovations  
Grand Rapids Call Center  
Caniff Service Center Projects

## Andrew D. Turbett, RA



**Title**  
Project Development Manager

**Project Role**  
Project Manager

**Education**  
Lawrence Institute of Technology  
*Bachelor of Science in Architecture*  
University of Michigan/Ann Arbor  
*Master of Architecture*  
*Facilities Design Concentration*

**Licensed Architect**  
State of Michigan

**Professional Skills**  
Zoning/Code Research  
NFPA 101  
ADA  
State of MI Fire Marshal Regulation  
CD Development  
Construction Cost Budgeting

CADD Platforms  
- AutoCAD

\*Project with other firms.

Mr. Turbett has over 30 years of experience (12 years at NSA) and has served as a Project Architect and Project Manager on many educational, senior living, industrial, municipal, and commercial projects. Currently Andy is the Project Development Manager at NSA and is responsible for the management of the production staff and production schedule to ensure a successful project. He is skilled at zoning/code review, conceptual design, and production drawings, AutoCad, State Fire Marshal Regulations, and ADA.

### Municipal/Government Experience

- **City of Novi**  
Villa Barr Master Plan  
Fire Station #4 Training Tower New Canopy
- **City of Dearborn**  
Performing Arts Building Hubbard Ballroom Interior Renovations
- **City of Southgate**  
28<sup>th</sup> District Court Expansion & Renovation
- **Fort Leavenworth Kansas**  
New Visitor Control Center  
Building 22 Renovation (historical structure)
- **Fort Campbell Kentucky \***  
New Maintenance Facility  
New Deployment Equipment Storage Building  
SCUBA Building Addition  
HALO Building Renovations & Addition
- **U.S. TACOM Warren, MI \***  
Office Renovation
- **U.S. Services Administration Detroit, MI \***  
New U.S. Customer Services Cargo Inspection Facility
- **Oakland County Jail Pontiac, MI \***

### Energy Experience

- **MichCon Multiple Projects Detroit, MI**  
Lynch Road S.C. Renovation  
Allen Road Service Center Master Plan  
Allen Road Warehouse Lab Relocation  
Guardian Building Elevator Shaft Enclosure  
Guardian Building Stair Tower Security/Fire Alarm System  
CNG Site Studies at Ann Arbor, Romulus, Taylor
- **Consumers Energy Royal Oak SC Renovation Royal Oak, MI**

### Senior Living Experience

- **Ciena Healthcare Management**  
Regency at Canton *Canton, MI*  
Regency at Bluff's Park, *Ann Arbor, MI*
- **Erickson Retirement Communities**  
Fox Run *Novi, MI*  
Sedgebrook *Lincolnshire, IL*  
Monarch Landing *Naperville, IL*  
Tallgrass Creek *Overland Park, KS*  
Henry Ford Village *Dearborn, MI*

### Commercial Experience

- **K Mart Corporation MI \***  
Various Additions & Renovation
- **Lautrec Office Building Farmington Hill MI \***
- **Cross Office Building Livonia, MI \***
- **Lopatin Development New Office Building Troy, MI \***

## Timothy R. Flintoff Jr., LEED AP, Assoc. AIA



**Title**  
Project Architect

**Project Role**  
Project Architect

**Education**  
University of Detroit Mercy  
*Bachelor of Science in Architecture*  
*Bachelor of Science in History*  
University of Detroit Mercy  
*Study Abroad Program Warszawa, Poland*

Lawrence Technological University  
*Masters in Architecture*  
*Masters in Business Management*

**Affiliations**  
Candidate, AIA Assoc.  
Representative to AIA National  
ArchiPAC  
Government Affairs Committee, AIA MI  
UDM School of Architecture Alumni  
Council President  
USGBC  
Alumni, Sigma Phi Epsilon Fraternity  
Eagle Scout, Boy Scouts of America

\*Project with other firms.

Tim has over 10 years of experience of diverse architectural experience and has performed the full range of architectural services as a Project Architect. Tim's Project Architect activities include building code analysis and research, project development, conceptual designs, facilitating client interaction, construction administration, as-built, programming, and space analysis.

### Municipal/Government Experience

- US Army Corps of Engineers Directorate of Public Works and Logistics, Ft. Lee, VA\*
- US Army Corps of Engineers Navy/Air Force Culinary School Ft. Lee, VA\*
- 40th District Court New Construction, St. Clair Shores, MI\*

### Education Experience

- Wayne State University Detroit, MI\*  
Athletic Directors Office Renovation  
Volleyball Locker Room Renovation  
4th Floor Manoogian Hall Office Renovation  
2nd Floor College of Nursing Cohn Building Office Renovation  
Computer Services Center 1st Floor/Breakroom Renovations
- WCCCD Harper Woods Satellite Campus Renovation and Addition\*

### Healthcare Experience

- Henry Ford West Bloomfield Master Plan, New Construction West Bloomfield, MI\*
- Henry Ford Main Campus Atrium Addition/Renovation Detroit, MI\*
- Henry Ford Main Campus Master Planning/3D Modeling Detroit, MI\*
- Karmanos-Crittenton Cancer Center Rochester Hills, MI\*
- Aurora Health Care New Hospital and Medical Office Buildings Milwaukee, WI\*
- Beaumont Hospital Bulk Oxygen Tank Storage, Renderings, Construction Dwgs.\*
- Sociedade Beneficente Israelita Brasileira Hospital Sao Paulo, Brazil\*  
New Medical Building  
Synagogue  
Theater

### Industrial Experience

- Biodiesel Industries of Detroit Biodiesel Production Facility Detroit, MI\*
- Alternaegy Michigan LLC, Biodiesel Production Facility Romulus, MI\*
- Ilmor Engineering Test Facility Plymouth, MI\*
- National Alabama Corp. Railcar Manufacturing Facility Muscle Shoals, AL\*

### Commercial Experience

- O-I Global Corporate Headquarters Perrysburg, OH\*
- Auto Owners Insurance Corp. Headquarters Master Plan/Data Center Lansing, MI\*
- Acheson Ventures Maritime Office Building Port Huron, MI\*
- The Detroit Riverfront Conservancy Mt. Elliot Pavilion + Master Plan Detroit, MI\*
- Bigby Coffee/Subway Restaurant/Vitamin Shoppe/retail/commercial spaces for various commercial installations for MCH Development Metro Detroit\*



**Title**  
Interior Designer

**Project Role**  
Interior Designer

**Education**  
Lawrence Technological University  
*Bachelor of Science in Interior  
Architecture*

**Work Experience**  
NSA Architects, Engineers,  
Planners:  
2004-Present  
IDS Integrated Design Solutions:  
2004-2003  
Fanning/Howey Associates:  
2003-2002  
Designtec, Inc:  
2002-1999  
Coquillard, Dundon, Peterson and  
Argenta, Inc:  
1999-1997

\*Project with other firms.

## Karen Powell

Mrs. Powell has over 19 years of experience (12 at NSA) which includes interior design services for a diverse range of new buildings as well as extensive remodeling and renovation work in all project types, including medical, business, educational, institutional, ADA upgrades, and mercantile. She possesses experience with multiple moveable wall furniture systems such as Haworth, Steelcase, and Herman Miller.

Her responsibilities will be the development of the interiors which includes space planning, move management, color finish selection, floor finishes, signage, furniture selection, specifications and assisting in the development of the CD's

### Municipal/Government Experience

- **City of Novi**  
Villa Master Plan
- **City of Dearborn**  
Performing Arts Building Hubbard Ballroom Interior Renovations
- **Detroit Police Dept. Adaptive Reuse of the 5<sup>th</sup> Precinct** *Detroit, MI*
- **Fort Leavenworth** *Kansas*  
New Visitor Control Center  
Building 22 Renovation (historical structure)

### Education Experience

- **Wayne State University** *Detroit, MI*  
ADA Entrance Upgrades Various Campus Building Entrances

### Commercial Experience

- **BCBSM** *Detroit, MI*
- **BCBSM** *Southfield, MI*
- **The Auto Club Group** New Customer Business Office *Ann Arbor, MI*
- **Ferlito Headquarters** *Roseville, MI\**
- **Eastside Eye Care** *Southeast MI\**

### Telecommunication Experience

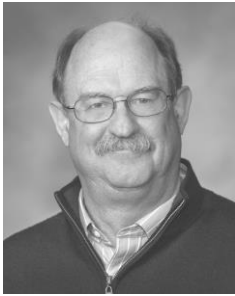
- **Comcast**  
Flint S.C. Interior Office Renovation *Flint, MI*  
Southfield S.C. Interior Office Renovation *Southfield, MI*  
Franklin Rd. SC Renovation *Southfield, MI*  
Regional Warehouse & Tech Ops Center *Wixom, MI*  
Royal Oak Office / Payment Center *Royal Oak, MI*  
Royal Oak S.C. Interior Office Renovation *Royal Oak, MI*  
Dearborn Heights Office Renovations *Dearborn Heights, MI*
- **Verizon Wireless** *Southfield, MI*

### Energy Experience

- **DTE Energy**  
WTI Corp Headquarters Renovation *Detroit, MI*  
Corporate Headquarters Skywalk Security Upgrades *Detroit, MI*  
Bluestone Gathering Office & Warehouse Facility *Milford Twp. PA*  
Ashely Mews 3<sup>rd</sup> Floor Security Upgrades *Ann Arbor, MI*  
Allen Rd. Warehouse Service Center Consolidation *Melvindale, MI*  
Coolidge Service Center Renovations *Detroit, MI*  
Lynch Rd. Service Center Renovations *Detroit, MI*

### Senior Housing

- **Fox Run** *Novi, MI* Erickson Retirement Communities
- **Sedgebrook** *Lincolnshire, IL* Erickson Retirement Communities
- **Monarch Landing** *Naperville, IL* Erickson Retirement Communities
- **Tallgrass Creek** *Overland Park, KS* Erickson Retirement Communities



**Title**

VP Engineering Services

**Project Role**

Mechanical Engineer

**Education**

Purdue University  
*Bachelor of Science*  
*Environmental Engineering 1974*

**Professional Engineer**

Michigan, Kansas, Minnesota,  
Illinois, Missouri

**Registrations**

U.S. Green Building Council  
LEED Accredited Professional,  
2009

**Affiliations**

ASHRAE  
ESD  
USGBC

**LEED Silver Certified Project**

- **Ciena Healthcare Management**  
Notting Hill of West Bloomfield  
*West Bloomfield, MI*  
Regency at Bluff's Park, *Ann Arbor, MI*

**LEED Gold Certified Projects**

- **Sterling Heights Assembly Plant Body Shop**  
*Sterling Heights, MI Chrysler LLC*
- **Belvidere Assembly Plant,**  
*Belvidere, IL Chrysler LLC*

\*Project with other firms.

## James R. Hutchens, PE, LEED AP

Mr. Hutchens is a registered .LEED Certified, mechanical engineer with over 40 years (15 years at NSA) of experience in municipal/federal government education, municipal, automotive, industrial, power plant, environmental, and medical facilities. Experience includes steam and hydronic boilers, chilled water, variable speed fans and pumps, variable air volume, energy recovery, heat pump, domestic water, sanitary sewer, storm sewer, and fire protection systems.

As head of all engineering services at NSA, Mr. Hutchens is involved with all aspects of mechanical, electrical, and structural engineering. His role as Engineering Manager on all projects offers personal involvement with day to day engineering activities as well as coordination and administration.

**Municipal/Government Experience**

- **City of Novi**  
Police Station AHU Replacement  
Civic Center AHU Replacement  
Ice Arena Arcade Renovation
- **City of Livonia**  
Recreation Dept. Storage Building  
City Hall HVAC Study
- **Fort Leavenworth Kansas**  
New Visitor Control Center  
Building 22 Renovation (historical structure)
- **U.S. Department of Agriculture Forest Service** *Manistee, MI*  
Raco Work Center Office Facility
- **City of Plymouth** New Cultural Center *Plymouth, MI*
- **State of Michigan**  
Kinross Correctional Facility
- **US Army European Division** Energy conservation evaluation\*
- **US Army Corps of Engineers \***  
Exhaust and air pollution abatement systems
- **Government of Egypt** Pollution abatement systems\*
- **Whiteman AFB** Multiple Projects *Kansas City, MO*
- **Selfridge ANGB** *Harrison Twp., MI*
- **Al Udeid AFB Theater Communications Facility** *Qatar*
- **US Army Cold Region Research Eng. Lab** *Hanover, NH*
- **Rep Naval Brig Boiler Replacement** *Joint Base Charleston SC*
- **Rep Redbank Chiller, Boiler, Hot Water Heater**  
*Joint Base Charleston SC.*

**Energy Experience**

- **DTE Energy**  
Relocation /Gas & Electric Meter Shop & Storage *Melvindale, MI*  
CNG Fueling Stations *SE MI*  
Bridgewater Call Center Renovation *Grand Rapids, MI*  
Bluestone Gathering New Office / Parts & Warehouse Fac. *Milford Twp. PA*  
Peaker Service Building Proto- type *Belle River, MI*  
Michigan Av. Service Center Renovation *Ypsilanti, MI*  
Allen Rd. Central Warehouse Service Senter Consolidation  
Wealthy St. Service Center Renovation *Grand Rapid, MI*  
WTI Corp. Headquarters Renovation Multiple Projects *Detroit, MI*

**Telecommunications Experience**

- **Comcast**  
Wixom Regional Warehouse & Tech Ops Training Center *Wixom, MI*  
Franklin Rd. Service Center Renovations *Southfield, MI*

## Jack Czuchra



### Title

Sr. Electrical Engineer

### Project Role

Sr. Electrical Engineer

### Education

Macomb County Community College  
GE Lighting Institute  
*Engineering*

### Affiliations

IES  
NFPA

\*Project with other firms.

Mr. Czuchra has over 30 years of experience in electrical design, project management, cost estimating, client liaison, quality control, and consultant team coordination.

An engineering professional with a wide range of field and administration experience, he has successfully design and managed large projects from pre-design kickoff meetings through project closeout and system start-up, including design team supervision. He is proficient in CAD use for his engineering work including other software for lighting Photometric, short circuit and coordination studies and other programs as needed.

### Municipal /Government Experience

- **City of Novi**  
Police Station AHU Replacement  
Civic Center AHU Replacement  
Ice Arena Arcade Renovation
- **City of Dearborn**  
Performing Arts Building Hubbard Ballroom Interior Renovations  
Ford Field New Comfort Station  
Camp Dearborn New Resort Cabins
- **Fort Leavenworth Kansas**  
New Visitor Control Center  
Building 22 Renovation (historical structure)
- **Detroit Police Dept. Adaptive Reuse of the 5<sup>th</sup> Precinct** *Detroit, MI*

### Industrial Experience

- **Brembo Foundry** *Homer, MI*
- **Challenge Manufacturing** *Pontiac, MI*
- **GM Hamtramck Shipping Yard**, *Hamtramck, MI*
- **ACCO** *Warren, MI \**
- **BEHR America Research and Design Center** *Troy MI \**
- **Chrysler UAW Training Center** *Warren, MI \**

### Senior Living Experience

- **Ciena Healthcare Management** *Various Sites, MI*

### Healthcare Experience\*

- **Botsford Hospital** *Farmington Hills MI*
- **DMC -Detroit Children's Hospital** *Detroit MI*
- **DMC-Detroit Receiving Hospital** *Detroit MI*
- **DMC- Harper Hospital** *Detroit MI*
- **Henry Ford Hospital** *Detroit MI*
- **Herrick Hospital** *Tecumseh, MI*

### Education Experience\*

- **Archdiocese of Detroit St. Patrick's Elementary** *Detroit, MI*
- **Crestwood School District** *Dearborn Heights, MI*
- **Livonia School District** *Livonia, MI*
- **Michigan State University** *Lansing, MI*
- **Lawrence Technological University** *Southfield, MI*
- **Northern Michigan University** *Marquette, MI*
- **Oakland University** *MI*
- **University of Michigan** *Ann Arbor, MI*
- **Walsh College** *Troy, MI*



## Scott Ray



### Title

Senior Mechanical Designer

### Project Role

Mechanical Designer  
3D Modeling, CAD Development

### Education

Lawrence Technology University  
*(Pursuing Bachelor of Science in  
Mechanical Engineering)*

Western Michigan University  
*Computer Networking Studies*

Schoolcraft College  
*Liberal Arts Associates Degree*

### Technology Experience

CADD Platforms  
- AutoCAD Architecture MEP  
- Revit  
- Mocrstation  
- Navisworks  
- 3D BIM

### Work Experience

NSA Architects, Engineers,  
Planners:  
2004-Present

Mr. Ray has been with NSA since 2004. He has served as Senior Mechanical Designer /Electrical CAD Technician on numerous projects ranging from senior housing to municipal to educational facilities to industrial. Scott is experienced in Autocad versions 2001-2012, Revit, Navisworks and 3D design. He assists the Vice President of Architectural/Technology in maintaining NSA's computer & technology systems.

His role as Senior Mechanical /Electrical CAD Technician includes communicating and working closely with the Project Architect / Engineer in receiving and understanding drawing mark-ups, coordinating drawing set-up and design development, ensuring NSA CAD standards on all projects, assembling and issuing project documents for Schematic Design, Design Development, Construction Documents, and Bids and Construction as directed by the Project Architect, and many other responsibilities in which to ensure a successful project.

Scott was responsible for the 3D modeling, clash detection and coordination of the overall BIM model for the Chrysler Toledo Assembly Plant Addition/Renovation, Sterling Heights Assembly Plant Body Shop and new Paint Shop.

### Municipal/Government Experience

- **City of Novi**  
Police Station AHU Replacement  
Civic Center AHU Replacement
- **City of Dearborn**  
Performing Arts Building Hubbard Ballroom Interior Renovations

### Manufacturing Experience

- **Toledo Assembly Plant** *Toledo, OH* Chrysler LLC
- **Sterling Heights Assembly Plant Body Shop**  
*Sterling Heights, MI* Chrysler LLC
- **Sterling Heights Assembly Plant Paint Shop**  
*Sterling Heights, MI* Chrysler LLC
- **Belvidere Assembly Plant Shop Addition**  
*Belvidere, Illinois* Chrysler LLC
- **EGA Expansion**  
*Marysville, Ohio* Honda
- **Flint OPS Office Additions**  
*Flint, MI* General Motors

### Senior Living Experience

- **Pioneer Health Care Mgt. Lakeside Manor** *Detroit, MI*
- **Ciena Healthcare Management**  
Notting Hill of West Bloomfield *West Bloomfield, MI*  
Regency at Canton *Canton, MI*  
Regency at Bluff's Park, *Ann Arbor, MI*  
Regency at Waterford, *Waterford, MI*  
Grand Blanc Care Center *Grand Blanc, MI*
- **Erickson Retirement Communities**  
Fox Run *Novi, MI*  
Sedgebrook *Lincolnshire, IL*  
Monarch Landing *Naperville, IL*  
Tallgrass Creek *Overland Park, KS*

### Education Experience

- **Wayne State University** *Detroit, MI*  
*Various Projects*
- **Eastern Michigan University** *Ypsilanti, MI*  
*Various Projects*

**FIRM OVERVIEW**

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<b>FIRM</b>	<p>Shymanski &amp; Associates, L.L.C. Structural Engineers</p> <p>33426 Five Mile Road Livonia, Michigan 48154 734.855.4810 734.855.4809 (fax) <a href="mailto:email@sastructuralengineers.com">email@sastructuralengineers.com</a></p>
<b>PRINCIPALS</b>	<p>Thaddeus J. Shymanski, P.E. President <a href="mailto:ted@sastructuralengineers.com">ted@sastructuralengineers.com</a></p> <p>Charles W. Baisch, P.E. <a href="mailto:charlie@sastructuralengineers.com">charlie@sastructuralengineers.com</a></p>
<b>ABOUT THE FIRM</b>	<p>Shymanski &amp; Associates, L.L.C. was founded in 2010 by Thaddeus Shymanski, P.E. The structural engineers at this firm have provided structural engineering services for over forty years. The firm is a Michigan Corporation.</p> <p>Shymanski &amp; Associates, L.L.C. is dedicated to providing creative and cost-effective design solutions with client satisfaction as a primary concern. Our engineers have provided structural engineering services for projects utilizing virtually every type of structural framing system. These projects include low and high-rise buildings of structural steel, cast-in-place concrete, precast and post-tensioned concrete, load bearing masonry, wood timber and light-gage metal. In addition, our engineers have experience in historical and forensic engineering when necessary. We have performed structural reviews and building investigations for municipalities for over forty years.</p> <p>Our engineers have been recognized for their innovation and have worked on numerous award winning projects. They have been instrumental in the development of new framing systems and construction techniques nationwide. Shymanski &amp; Associates, L.L.C. provides expertise in all phases of a project from inception through construction. We strive to ensure high caliber structures that are within budget, schedule, and project constraints.</p> <p>Our reputation and the quality of our work speak for itself. We are well known and well respected in the Detroit area and throughout the United States. We feel with confidence that we can provide a product and give consulting services that meet our clients' expectations.</p>



**Title**

President  
Principal in Charge of Design

**Project Role**

Structural Engineer

**Education**

University of Michigan  
Bachelor of Science Civil Eng.  
University of Michigan  
Master of Science Civil Eng.

**Professional Registrations**

Arkansas	Arizona
Colorado	Connecticut
Delaware	Florida
Illinois	Indiana
Iowa	Kentuck
Louisiana	Maine
Michigan	Minnesota
Mississippi	New Hampshire
New Jersey	North Carolina
Ohio	Oklahoma
Pennsylvania	Texas
Virginia	NCEES Certified

**Affiliations**

American Institute of Architects (AIA)  
American Concrete Institute (ACI)  
American Institute of Steel Construction (AISC)  
American Society of Civil Engineers (ASCE)  
American Welding Society (AWS)  
Deep Foundations Institute (DFI)  
Masonry Institute of Michigan (MIM)  
Michigan Society of Professional Engineers (MSPE)  
National Society of Professional Engineers (NSPE)  
Michigan Licensed Residential Builder

Consulting structural engineer since 1991. President of Shymanski & Associates, L.L.C. , since 2010.

Responsible for all types of construction projects, from conception through construction, with emphasis on municipal, educational, and mid to high-rise buildings and regional shopping malls. His project experience includes low and high rise buildings, cast-in-place concrete, precast and post-tensioned concrete, load bearing masonry, wood timber and light-gauge metal. In addition his experience includes historic and forensic engineering.

He has been the engineer for structures receiving awards from the Masonry Institute of Michigan and the American Concrete Institute. Emphasis in concrete construction, post tensioned and conventional.

Structural Engineer Consultant to the City of Birmingham, Farmington Hills, Oak Park, Shelby Township, City of Southfield, Superior Township, and the City of Troy, and Woodhaven.

**Municipal Experience**

- **Warren City Hall** *Warren, MI*
- **Dept. of Public Works Facility** *Bloomfield Twp., MI*
- **Dept. of Public Services Building** *City of Rochester Hills, MI*
- **Public Safety Building** *Wayne State Univ. Detroit, MI*
- **20<sup>th</sup> District Court and Police Building** *Dearborn Hts., MI*
- **Clinton Twp. Police Building** *Clinton Twp., MI*
- **City of Wayne Police Building** *Wayne, MI*
- **Flint Twp., Police Building** *Flint, MI*
- **Brownstown Twp., Police Headquarters** *Brownstown, MI*
- **Fire Station No. 1** *Milford Twp., MI*
- **Central Fire Station** *Bloomfield Twp., MI*
- **North Fire Station No. 2** *Van Buren Twp., MI*
- **Fire Station No. 3** *Farmington Hills, MI*

# Company Profile



## Corporate Office

2430 Rochester Court, Suite 100  
Troy, MI 48083  
T: 248.689.9090  
F: 248.689.1044

## Branch Office

2900 E. Grand River Avenue  
Howell, MI 48843  
T: 517.546.8583  
F: 517.546.8973

[www.peainc.com](http://www.peainc.com)

## PEA Business Status

Privately Owned Corporation  
Established 1947

## Core Services

Civil Engineering  
Land Surveying  
Landscape Architecture

## Markets

Government  
Local  
County  
State  
Federal  
Healthcare  
Higher Education  
Hospitality  
Industrial  
K – 12  
Office  
Parks and Recreation  
Religious Institutions  
Residential  
Restaurants  
Retail  
Senior Living  
Utilities and Energy



Civil Engineers | Land Surveyors | Landscape Architects

Awarded 2009 Michigan Chapter ASLA  
"Firm of the Year"

**Professional Engineering Associates, Inc. (PEA)** is client focused, specializing in Civil Engineering, Land Surveying and Landscape Architecture consulting. Serving Southeastern Michigan since 1947, our services have expanded throughout the state and nationally. PEA is registered to provide professional services in over 20 states through our two Michigan offices.

Our clients are served by registered professional engineers, land surveyors, landscape architects, LEED accredited professionals, as well as experienced technical and administrative support staff. PEA is also prequalified by many government agencies to provide professional services.

Current clients have indicated they appreciate the proactive approach to solving their problems, responsive service and communication, as well as our focus on budgets, deadlines and timetables. Our staff is dedicated to maintaining consistently high standards in design which result in high-value construction projects. While dedicated to following the requirements of our clients, PEA is able to provide alternative proposals (or methods) to maximize the return on the client's investment of time and financial resources.

Successful long-term relationships are the foundation for our progress. These bonds have been developed through our client-focused culture, broad range of services and knowledgeable, passionate staff committed to design ideals of value and sustainability. Our clientele is the ultimate benefactor of PEA's approach, and we look forward to helping you achieve your goals and making you successful.

## PEA Core Services

- Civil Engineering
- Land Surveying
- Landscape Architecture

## PEA Specialized Services

- Construction Inspection
- Expert Witness
- Floodplain Management
- Geotechnical Engineering
- Municipal Engineering
- Pavement Management
- Property Condition Assessments
- Sustainable Design
- Wetland Evaluation





## Steve Sorensen, PE



### Title

Director of Engineering

### Project Role

Civil Engineer

### Education

Michigan Technological University  
BS Civil Engineering, 1997

### Registered Professional Engineer

State of Michigan

### Affiliations

MSPE Oakland Chapter, Past  
President, Active Member

MSPE Oakland Chapter, Young  
Engineer of the Year 2004

MSPE State of Michigan, Young  
Engineer of the Year 2004

Mr. Sorensen is the Director of Engineering with PEA and has over 18 years of project experience. He is responsible for the site planning and engineering of all phases of a project – from feasibility to construction. Proficient in all aspects of site engineering, Mr. Sorensen brings a real world approach to site design with a strong background in the Design Build project delivery system. Mr. Sorensen has a diversified knowledge base as he has not only worked as a consultant, but also as Director of Engineering for a Metro Detroit Area developer. This knowledge enables him to design projects on time and on budget by communicating with the owner, architect and contractors involved with the project.

### Miscellaneous Projects

- Sunrise Senior Living, Various Locations  
Completed the site planning and civil engineering for Sunrise Senior Living developments in various communities throughout Michigan, including: Bloomfield Hills, Northville, Ann Arbor, West Bloomfield, Grosse Pointe Woods, Shelby Township, Rochester and Troy.
- Ciena Healthcare Nursing Homes, Over 20 Sites in Michigan  
PEA has provided design, engineering and surveying services with in depth due diligence studies that analyze the feasibility of various properties for Ciena. If a site deemed feasible, PEA provided comprehensive site design, civil engineering and land surveying for each property.
- Partridge Creek Senior Living, Clinton Township, MI  
Provided the topographic and boundary surveys, geotechnical investigation and the design of the site improvements and utilities along with the design of the landscape improvements. The design included stormwater drainage and sedimentation basins, water system improvements and sanitary sewer for the project as well as right of way modifications for emergency vehicle access
- Waterford Township Police Headquarters, Waterford Township, MI  
A new 58,000 sf building to function as the headquarters for Waterford Township Police Department. Plans also included a 126-space parking lot including 50 covered parking spaces for police vehicles.
- DMC Cardiovascular Institute, Detroit, MI  
Provided surveying and civil engineering services. Scope of work included schematic design, design development, construction documents, cost estimates, value engineering, and entitlements.
- Ryder Integrated Logistics, Auburn Hills, MI  
Provided complete civil/site engineering, construction documents, boundary and topographic surveys for a 455,000 sf trucking facility on 23.68 acres of land

## Tab 2

**NSA**

A r c h i t e c t s  
E n g i n e e r s  
P l a n n e r s

## 2. Capacity

NSA offers a full-service, in-house Architectural/Engineering services including Architectural, Interior Design, Mechanical and Electrical Engineering. Services that we do not have in-house are Structural Engineering, Civil Engineering, Surveying, and Landscape Architecture.

Consultants that are part of our Team include:

Civil Engineering, Surveying, Landscape Architecture

**Professional Engineering Associates**

2430 Rochester Court, Suite 100

Troy, MI 48083

Tel: 2480 689-9090

Fax: 248-689-1044

Structural Engineering

**Shymanski & Associates**

33426 Five Mile Rd.

Livonia, MI 48154

Tel: 734-855-4810

Fax: 734-855-4809

Through the combined resources of the NSA Team, we offer full-service capabilities and the bench strength of more than 100 dedicated professionals. Moreover, we offer a proven project team with skills and familiarity of working to execute successful projects.

### **PROJECT MANAGEMENT/TASK COORDINATION**

Successful management and communication is based on the premise that the right information gets to the right people at the right time so that decisions can be made. Timely and responsive communications among the Project Team, The Owner, and other stake holders will be essential to completing the project and related tasks.

NSA, PEA, and Shymanski Associates have collaborated together on multiple projects for the last few years and have established a very strong relationship. Project coordination will be established based on the project type. NSA will assign a Project Manager for the City of Novi AE Design Services; Andy Turbett, RA will be the primary point of contact for the City of Novi and all the Team members. All critical communications regarding the project scope, schedule, and deliverables will be routed through the Project Manager. Technical interfaces between all team members, consultants, and the City of Novi will be documented and distributed to all team members as appropriate.

NSA utilizes standard procedures and forms as outlined in our Quality Management System (QMS) which serves as our "core" culture of communication, responsibilities and identifies the core business expectations of our management team and our employees. All of the project's key phases; Programming, Schematic Design, Design Development, Construction Documentation, Bid/Award, and Construction follow established procedures and work instructions. This system ensures that coordination efforts take place and promotes a "team" effort with effective communication and clear lines of authority throughout the project duration.

## 2. Capacity

Various standard forms are used to record project development, action items, meeting of minutes and issue resolutions. Meetings with the City of Novi will be documented and distributed to all team members utilizing e-mail, and/or NSA's ftp site. Effective timely communications will be important to maintain and ensure a successful project implementation.

A Project Directory listing all the Team Contacts, governing agencies, etc., will be prepared and distributed for each project. The Project Manager will be responsible to maintain the list. The Project Manager will schedule and conduct project meetings as required (they may be weekly depending on the nature of the project) with the City of Novi's project team based on the nature of the project assignment. Besides the project meetings that are held, NSA has weekly workload meetings with the entire NSA staff, where by assignments, project team deliverables are reviewed and modified accordingly and based on the project needs.

### FIRM'S CURRENT /ANTICIPATED WORKLOAD

As requested, we have provided a synopsis of all major projects currently underway. As it is extremely difficult to project the workload for the next five years, we can only estimate possible workload based on our past experience with our yearly PO Clients.

<b>Current Workload</b>	<b>Project Phase</b>
City of Dearborn -On Going Yearly PO	
- Hubbard Ballroom Interior Renovation	CA Phase 50% Complete
Verizon Wireless -On Going Yearly PO	
- Misc Cell Sites	CD Phases (multiple sites)
Comcast -On Going Yearly PO	
- Southfield SC Phase II	SD Phase 5% Complete
DTE Energy -On Going Yearly PO	
- Gas Operations	CA Phase 70 % Complete
- Milford SC Interior Renovations	SD Phase 10% Complete
- Willow Run Interior Renovations	SD Phase 10% Complete
Ciena Healthcare -Skilled Nursing Facilities	
- Regency at Canton -Addition	CD Phase 85% Complete
- Regency Heights of Detroit -Addition	CA Phase 40% Complete
- City of Troy - New Facility	SD Phase 5% Complete
- City of Sterling Heights -New Facility	DD Phase 15% Complete
Wayne State University	
- Misc. On Going Yearly PO	Varies
Ft. Leavenworth	
- New Visitor Center	Under Construction
- Building 22	CD Phase 65% Complete
Mercy Memorial	
- New Addition/Renovation	CA Phase 50% Complete
Ford Motor Company	
- A Wing Renovation	SD Phase 5% Complete



**2. Capacity**

**Future Workload**

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City of Dearborn –On Going Yearly PO	Varies
Oakland County	
- Misc Structural Projects- Yearly PO	Varies
Wayne State University	
- Misc. On Going Yearly PO	Varies
Verizon Wireless –On Going Yearly PO	
- Misc Cell Sites	Varies
DTE Energy –On Going Yearly PO	
- Anticipate Four (4) Floors Interior Renovation per year for the next four years	2017,2018,2019, 2020
\$1.5 Mil Construction Cost each floor	
Ciena Healthcare –Skilled Nursing Facility	
- New Troy Facility	2017
Ford Motor Company	
- A Wing Renovation	2017

## Tab 3



A r c h i t e c t s  
E n g i n e e r s  
P l a n n e r s

### 3. Comparable Projects

#### Introduction

Since our founding in 1960, NSA has provided Architectural and Engineering services to various municipalities which include; **The City of Dearborn for over 40 years, City of Novi, City of Livonia, City of Southgate, City of Plymouth, Grosse Isle Township, City of Northville.** Federal Government experience includes: **Whiteman Air Force Base, Selfridge Air Force Base, Fort Leavenworth, and Randolph Air Force Base,** just to mention a few.

We are recognized as a firm committed to architectural excellence and quality. In that time, we have repeatedly demonstrated an ability to develop creative solutions to complex unique technical challenges often associated with major renovation projects. Accordingly we offer a staff of highly qualified professionals possessing extensive experience in working with municipalities. Our staff is extremely familiar with your facilities, personnel and internal processes. Our diversified experience results in cross-trained personnel with skills that will complement your Team. **Our most recent accomplishments for the City of Novi include; Villa Barr Master Plan, Novi Ice Arena Arcade Remodeling, Civic Center and Police Station HVAC Replacement. Previous City Novi experience includes Fire Station # 4 and Training Tower, DPW Building and Storage Building.**

**City of Dearborn includes; exterior repairs to the Hubbard Manor Tower East/West, Sisson Manor, Townsend Towers, Senior Apartments, new Camp Dearborn Comfort Station, Elevator Upgrades for the Dearborn Housing Commission, DPW Roof Replacement, and the Townsend Towers Windows and Door Replacement and Lobby Renovations.**

Recognizing that no two projects are ever identical, NSA goes through great lengths to study and develop a thorough understanding of the specific needs and constraints of each and every client. One of our greatest attributes lies in our ability to synthesize creative solutions that are totally responsive to the goals and objectives established by those for whom we work. Flexibility, objectivity, respect and a willingness to be educated are qualities necessary to ensure a successful project.

### 3. Comparable Projects

Our history with the City of Novi entails a number of facilities which include Fire Station #4 Training Tower Roof Canopy, Novi Ice Arena Arcade Area Remodeling, Novi Civic Center Air Handler Replacement and the Villa Barr Master Plan.

These projects were designed by NSA Firm Principal, Roy Baker, AIA, LEED AP. Roy will be the Principal in Charge and Project Designer for the Novi Maintenance /Storage Facility effort. He brings a wealth of similar experience with clients; MichCon, DTE Energy, Comcast, that share the same function, requirements, service personnel, and union environments as a Municipal DPW facility.

#### CITY OF NOVI CURRENT PROJECTS

##### Fire Station No. 4 Training Tower Upgrades - Thomas Woollet

Project Scope includes modifying the existing training tower to fully enclose the third and fourth floors making the interior structure weather tight. Guard rails at portion of the second floor and collection of boxes/downspouts are to be added.

##### Novi Ice Arena - Thomas Woollet

Upgrades to the existing reception /control desk to improve usability by both staff and visitors.

##### Villa Barr Master Plan - Brandon McCullough

NSA provided Architectural/Engineering Services for the review analysis of Master Plan Options for the City of Novi –owned Villa Barr property. The City of Novi intends to renovate and /or re purpose the property and buildings. NSA provided three (3) options for the facility.

##### Novi Ice Arena Arcade Area Remodeling - Kris Barnes

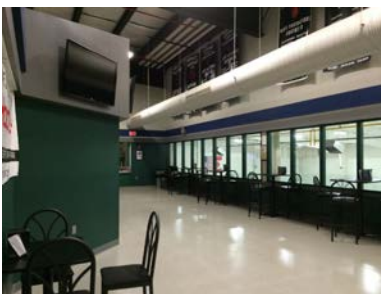
NSA provided Architectural/Engineering Services for the interior modification to the Novi Ice Arena. Work consisted of demolition, re work sprinkler drops, create new TV “cluster” in center of the new area, new electrical and USB charging station, and create new seating area.

##### Fire Station #4 Training Tower Roof Canopy - Brandon McCullough

NSA provided Architectural/Engineering Services for the construction of a new steel frame rain canopy over the existing open stairwell at the top level of the existing Fire Station Training Tower.

##### Novi Civic Center Air Handler Replacement - Brandon McCullough

NSA provided Engineering Services for the replacement of the existing Air-Handlers servicing the east side of the Novi Civic Center.



#### Additional City of Novi Projects

DPW Building and Storage Building  
Fire Station #1 & #4 Water Leak Repairs  
Novi Civic Center Boiler Replacement  
Replacement

City of Novi CEMS Roof Evaluation  
Novi Ice Arena Interior Modifications  
City of Novi Police Station AHU Replacement

#### CONTACT

City of Novi

Thomas Woollet  
Tel: 248.735.5614  
twoollet@cityofnovi.org

#### PROJECT TYPES

Master Planning  
Space Planning  
Service Centers  
Garage Additions/Renovations  
CNG Fueling Stations  
Service Center Consolidations  
Infrastructure Upgrades  
HVAC/Boiler Replacements  
Interior Renovations  
Toilet/Locker Room Upgrades  
Warehouse Addition/Renovations  
Meter Shop Relocation  
Parking Lot Upgrades  
Security Upgrades  
Civil Engineering (PEA)

#### SIZES

1,400 SF - 200,000 SF

#### COST (E)

\$1,200 - \$6,000,000

#### SERVICES

Master Planning  
Programming  
Architectural  
MEP Services  
Structural  
Construction Documents  
Construction Administration

### 3. Comparable Projects

#### PEA - Representative Project List



Haggerty Corridor Corporate Park Building I – IV  
Harman Becker Automotive Systems  
Magna Engineering Office Building  
Adams Technology Center  
Adams North Technology Center  
ITC Transmission Corporate Headquarters  
Novi Town Center Redevelopment Sites, Hobby Lobby  
and Fountain Shops  
Infinity Medical Center  
Meadowbrook Medical Center  
Western Oakland Medical and Contemporary  
Imaging Associates, Medical Office Buildings  
Keystone Medical  
Pond Walk Park Wetland Trails  
JanSar, Inc. International Management and Consulting  
Miracle Software  
Vantage Pointe  
Crosspointe Meadows Church



#### CITY OF LIVONIA



#### Community Recreation Center Storage Building

NSA provided full AE Services for the construction of the 2,800 sf Community Recreational Center Storage Building located in the City of Livonia Parks and Recreational Complex. The masonry building consisted of two separate storage areas with access through over-head doors and men/women toilet rooms.

#### Maintenance/Recreation Storage Facility

NSA provided AE Services for the design/engineering of a 9,500 sf two (2) story maintenance and recreational storage facility located adjacent to the existing Police and Fire Department Facilities. Services included programming/conceptual development and final design/construction documents and construction administration.

As with the proposed maintenance/storage building, NSA worked with the City Engineering Department for the site engineering phase of the project. The facility was divided in two (2) areas:

- Maintenance Area that included: Garage for small engine repairs, shop tool storage, offices, restrooms, and a secured record storage area.
- The Recreation Area included storage for athletic equipment and office storage

#### Truck Scale Facility

NSA provided AE Services for the design/engineering of a truck scale facility located on Glendale Street consisting of a 20'X100' enclosed facility with an attached 20'X30' office area. The office area included a small office, waiting area, and toilet facilities.

#### OWNERS

City of Livonia  
David Lear  
Tel: 734-466-2608  
dlear@ci.livonia.mi.us

#### SIZES

2,800 SF - 9,500 SF

#### COST (E)

\$300,000 - \$750,000

#### SERVICES

Master Planning  
Programming  
Architectural  
MEP Services  
Structural  
Construction Documents

### 3. Comparable Projects

#### GROSSE ILE TOWNSHIP



##### Public Safety Building

NSA also performed full interior design services, including all finishes, furniture and accessories. During construction, it was decided to increase the building's size (20,000 SF); this was accomplished within the bonded amount by means of NSA's accurate budget control services and prior site master planning.

#### CITY OF SOUTHGATE



##### Ice Arena

The City of Southgate's 35,000 sf ice arena expansion added a new ice rink to the existing facility. Included is a new entry lobby, four team locker/toilet rooms; men's locker/toilet facility, women's locker/toilet facility, high school locker/toilet room, and a referees room.

#### CITY OF DEARBORN



##### Ford Community and Performing Arts Center Interior Upgrade to the Hubbard Ballroom

Schedule: April 2016 Completed: April 2016  
Scope of work included; New wood paneling for the interior walls to match the main lobby, new chandelier, replace the existing doors with new wood doors, refinish the existing wood floor.



##### Ford Field Comfort Station

Schedule: Fall 2016  
General project scope is to construct a new 2,000 sq.ft. Comfort Station at Ford Field. Facility consists of men and women bathrooms, large gathering space with vending machines, storage area, office and janitors closet. Project is currently

##### City Hall Annex Roof Replacement

Schedule: Summer 2010 Completed: June 2010  
General project scope included repair and replacement of the existing elevators at Hubbard East and Hubbard West Apartment complexes.

#### OWNERS

SE Michigan Municipalities

#### SIZES

2,800 SF - 35,000 SF

#### COST (E)

\$300,000 - \$750,000

#### SERVICES

Master Planning

Programming

Architectural

MEP Services

Structural

Construction Documents

Construction Administration

#### OWNERS

City of Dearborn

Brian Bayley

bbayley@ci.dearborn.mi.us

Eric Peterson

epeterson@ci.dearborn.mi.us

#### PROJECT DELIVERY

GC/Bids

#### SIZES

Varies

#### COST (E)

\$175,000 - \$1,003,000

### 3. Comparable Projects

#### CITY OF DEARBORN



**Dearborn Housing Lobby AC Replacement/Upgrades**  
Schedule: Summer 2008 Completed: Spring 2008  
General project scope included provision of new AC units to serve the lobby and common areas of Sisson Manor, Townsend Towers, and Kennedy Plaza.



**Dearborn Housing Window and Door Replacement Townsend Towers**  
Schedule: Aug 2010 Completed: Dec 2010  
General project scope included removal and replacement of the first story window system, replacement of the windows, doors, and exterior insulating finish systems at 75 apt. units and the replacement of the stairwell and hallway windows.



**Dearborn Housing Window & Door Replacement - Sisson Manor, Kennedy Plaza**  
Schedule: Jan 2009 Completed: Jan 2009  
General project scope included removal and replacement of the first story window system for 2 apartment buildings and the replacement of the door walls and windows on 250 apartment units.

**Camp Dearborn Site Utilities Phase I & II**  
Schedule: Spring 2008/9 Completed: Spring 2008/9  
General project scope included the extension of existing utilities to support recreational vehicle campsites.

#### SERVICES

- Master Planning
- Programming
- Architectural
- MEP Services
- Structural
- Construction Documents
- Construction Administration

For more than 55 years, we have provided design solutions for a variety of projects locally and abroad. Working closely with Municipalities, State, and Federal Government, we have provided master plan studies, cultural and recreation expansions and remodeling, along with consultation on a variety of projects

## Representative Clients/Projects



**City of Livonia, MI**  
Dept. of Public Works Maintenance Facility  
Truck Scale, Landfill Offices Renovation  
Community Recreation Center Storage Bldg.

**City of Southgate, MI**  
28th District Court Expansion & Renovation  
Ice Arena Expansion  
Southgate Civic /Recreation Centers  
DPW Garage Expansion  
Master Plan Study



**City of Novi, MI**  
Villa Barr Master Plan  
Novi Ice Arena Arcade Area Remodel  
Civic Center Air Handler /Boiler Replacment  
City of Novi CEMS Roof Evaluation  
City of Novi Police Station AHU Replacement  
Fire Station and Training Tower  
Commercial/Residential Plan Review  
DPW Office Renovation  
DPW Building and Storage Building



**City of Dearborn, MI**  
Housing Department Renovation Projects  
• Townsend Towers  
• Kennedy Plaza  
• Hubbard Manor East and West  
• Sisson Manor  
Henry Ford Centennial Library Fountain  
Ford Woods Ice Rink and Building  
Dearborn DPW Facility  
New Television Studio  
19th District Court Renovation  
Miscellaneous Building Projects:



• Elevator Renovation (ADA Upgrades)  
• Parking and Landscape Improvements  
• Boiler Replacement  
• Fire Alarm System Upgrades  
• Emergency Generators  
• Chiller Replacement  
• HVAC Upgrades  
• Roof Replacement  
• Fire Station Generators  
• Central Fire Station Roofing Replacement  
• Central Fueling Facility  
• Police Station Pistol Range Renovation

**City of Dearborn Heights, MI**  
DPW Building

**City of Grosse Ile Township, MI**  
Safety Building

**City of Northville, MI**  
Miscellaneous Facility Projects:  
• Northville Housing Allen Terrace Balcony  
Deck Restoration

**City of Plymouth, MI**  
Cultural Center Expansion & Remodeling

**City of Detroit, MI**  
Adaptive Reuse of the 5<sup>th</sup> Police Precinct

**City of Ann Arbor, MI**  
CNG Fueling Station - DPW Building

**Dept. of Veterans Affairs**  
Taylor Armory Modifications 2012

**State of Michigan**  
Kinross & Chippewa Correctional Facilities  
New Power (Boiler) Plant

**U.S. Army Corps of Engineers**  
Whiteman AFB, Kansas City, MO  
• Replace South Water Tower  
• Repair Landscape & Drainage in Bear Lake  
• Storage Area Igloo Repair and War Reserve Material Storage Parking  
• B-2 Dock Lighting Replacement  
MATOC-U.S. Army Engineer District, Ft.Worth  
Al Udeid Air Base, Qatar  
• New Theatre Communication Facility  
Joint Base Charleston Naval Weapons Station  
Randolph Air Force Base, Fort Hood, TX

**U.S. Embassy of the United States**  
U.S. Embassy Doha, Qatar  
• Site Security Upgrades

**Selfridge Air National Guard**  
IDIQ MATOC  
• HVAC Upgrade A-10 Fuel Cell Hangar

**U.S. Army Cold Regions Research & Engineering Laboratory**  
*Hanover, NH*  
Repair and Replace Roofs



## City of Novi Fire Station Novi, Michigan

### Project Type

New Construction

### Size

14,500 sf

### Cost

\$6,000,000

### Services

Programming, Design,  
Construction Documents,  
Interior Design

NSA's design provided the City of Novi with a new three-bay fire station, company quarters, and training facilities with a 60-seat instructional space.

The facility's three basic functions are contained in a comprehensive design that addresses functional efficiencies while providing a sensitive exterior facade treatment. The facade consists of brick, decorative concrete masonry units and limestone panels and coping. Major functions such as the public entrance, watch room and conference rooms are visually highlighted in form and finish.

The state of the art 1,400 SF Fire Training Tower Facility was designed to provide various fire procedural and apparatus operations addressing a variety of common building components.



### City of Novi Fire Training Tower Novi, Michigan

#### Project Type

New Construction

#### Size

1,400 sf

#### Cost

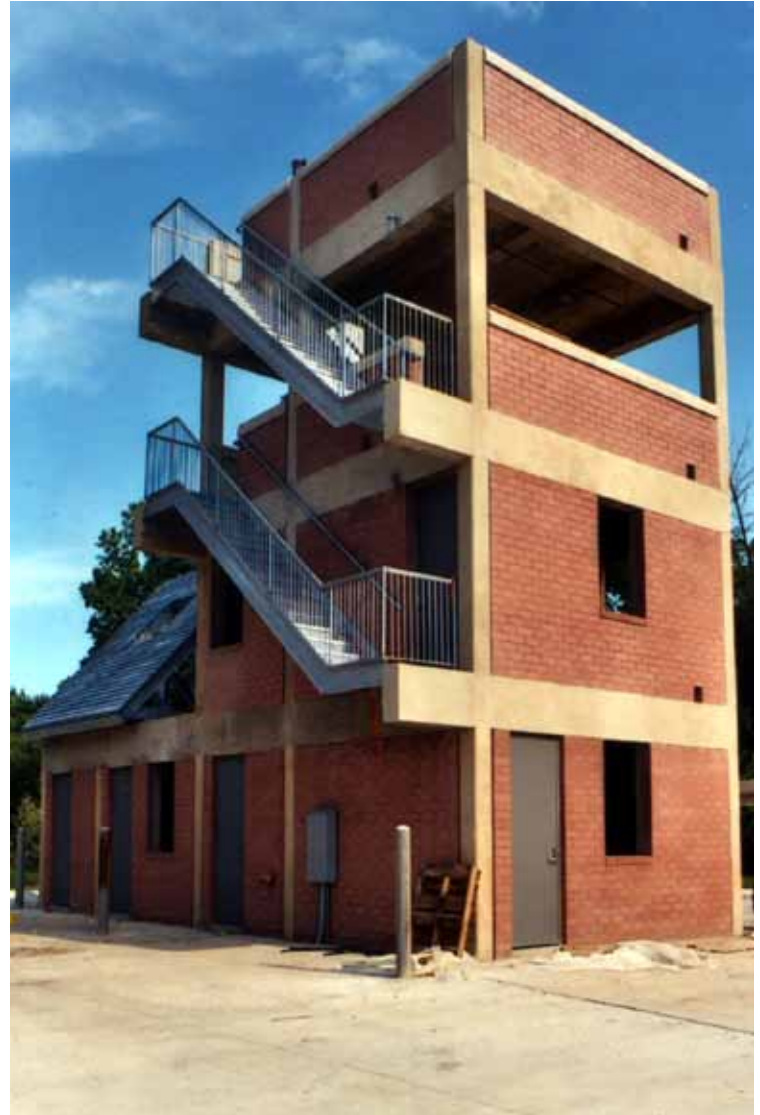
\$4,300,000

#### Services

Programming, Design,  
Construction Documents,  
Interior Design

This state of the art 1,400 sf Fire Training Tower Facility was designed to provide various fire procedural and apparatus operations addressing a variety of common building components such as:

- Hose bib attachments
- Stand pipe system
- Four story concrete vertical pipe
- Exposed and enclosed stair towers
- Double hung and sliding window type
- Roof access panels
- Observation stand accommodating 50 people
- Open sided tower
- 30,000 gal. sub grade draft pit
- Exterior cage ladder
- Flat and sloped roof types
- Latch able access panel
- Exterior exposed grating stairs
- Smoke chamber room(s)



**Raco Work Center Office Facility**  
Hiawatha National Forest - Manistee, Michigan

**Owner**

U.S. Department of Agriculture Forest Service

K & K Industries (DB)  
4996 M-117, Newberry, MI 49862  
Ray Plesscher  
Tel: 906.630.7544  
email: flyboy60@wildblue.net

**Size**

2,400 sf

**Project Type**

New Construction

**Cost**

\$500,000

**Services**

Design Development, Interior Design, MEP,  
Construction Documents

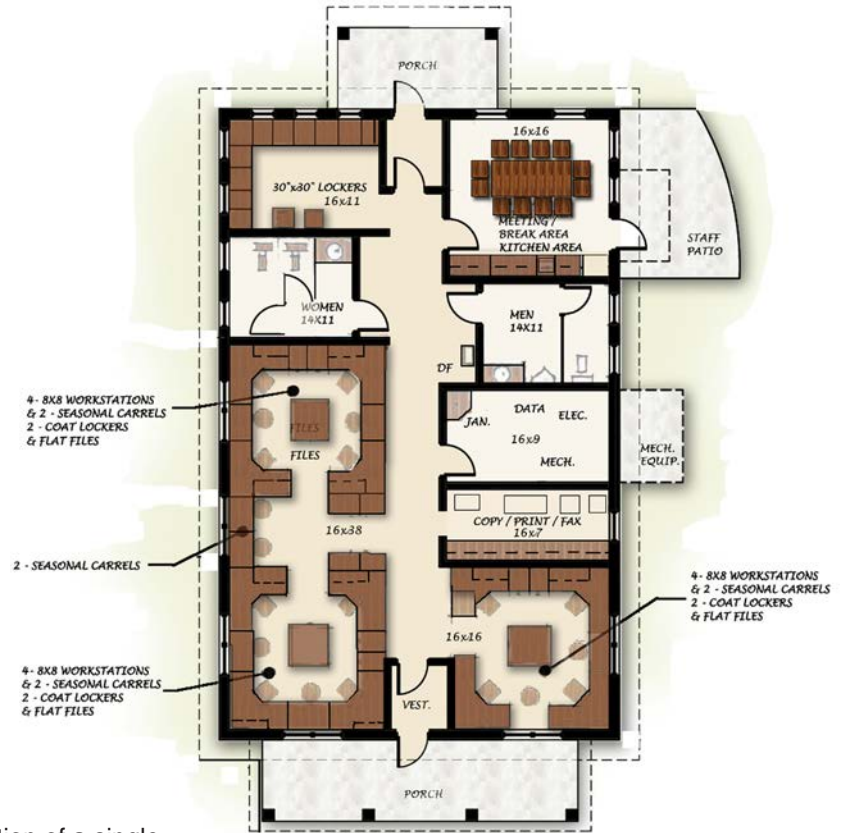
**Consultants**

Professional Engineering Associates (PEA)  
*Civil Engineering, Survey, Landscape Architecture*

NSA was part of a design build team with K & K Industries for the construction of the new 2,400 sf Raco Work Center Office Facility.

The project generally consisted of the design and construction of a single story wood framed office structure for the use as a field office for the US Forest Service. The program consisted of office space for twelve (12) employees, men/women toilet and locker area, employee lounge/ conference area, and mechanical room.

Although this project is not considering LEED Certification, sustainable design practices were utilized to conserve energy and promote US made products. Design elements also include grading, parking lots and sidewalks, as well as septic field design.



## Adaptive Reuse of the 5<sup>th</sup> Police Precinct

Detroit, Michigan

### Project Type

Renovation/ Addition

### Size

19,677 sf

### Cost

\$2.6 Mil (e)

### Services

Design Development, Architectural Construction Documents, Interior Design

The Detroit Police Department's new 5th Precinct is the adaptive reuse of an existing 16,277 sf former daycare facility.

The Adaptive Reuse of the 5th Police Precinct project is located in Detroit, Michigan. The Detroit Building Authority (DBA) and the Detroit Police Department (DPD) selected the 3500 Conner facility to become the new 5th Precinct Headquarters.

The building will be enlarged by 3,400 sf to accommodate the needs of the Police and will result in a total building size of 19,677 sf. The renovations consist of a new building addition and new vehicle garage, building improvements to the mechanical, electrical, plumbing, fire suppression, and security system, as well as improvements to site lighting and expansion of the existing parking lot and drive areas.

Modifications to the building will include a Community Room that will offer the local community a place to gather and a new sign that will offer the community constant updates on what is happening locally within the community. The new facility will include state of the art technology that will promote the safety and well being of the citizens that they are to protect.

NSA has partnered with NTH Consultants for the AE services on this project.



## Tab 4

## 4. Methodology

**The following is a description of typical project procedures and approaches. They will vary with each project's scope and complexities.**

- Meet with the designated City of Novi personnel and City's Project Manager to review and solidify the project's scope of work.
- Review previously established budget estimates.
- Determine applicable codes for implemented project and review the City's Project Manager, Building Officials and reviewing agencies.
- In conjunction with City's Project Staff establish a design and engineering schedule.
- Review and update project schedule as required.
- Assist in filing for building permits as required.
- Assist in project dictated City review agency presentation.
- Develop project construction phasing to allow work accomplishment within occupied building areas.
- General services which may be required depending upon project complexities and City requested services include:
  - Establish scope of work or program.
  - Field review of existing facilities to determine as-built conditions relative to scope of work dictated building systems.
  - Collect and research project data relative to specific systems.
  - Schematic design to indicate various concepts for review and approval, including construction cost estimates.
  - Design Development Plans that will identify the total project, including materials to be used and a cost estimate.
  - Upon approval of our design, we will prepare the necessary construction bid documentation to obtain competitive bids from qualified general contractors and include in the specifications all criteria as required to meet State and local requirements. These documents will be submitted to the City's Project Manager for inspection and completeness of material.
  - Prepare a feasibility analysis, including a "Phasing of Construction Plan" to be implemented so as not to disturb normal business operations.
  - Prepare alternates to assure cost containment of the project within the budget allocated.
  - Review project documents with City personnel and incorporate revisions.
  - Hold project review meeting to inform City personnel of job progress, and to review project development status.
  - Attend meetings and provide technical information to both the City and possible Project Bidders.
  - Assist the City of Dearborn in the taking of bids and make recommendations as to the award of contract.
  - Participate in Contractor's Pre-Bid Walk-Thru at project site and post-construction meeting.
  - Make field observations during construction period at least once a week, to review that the work is in accordance with the Contract Documents.
  - Check all Shop Drawings and substantiate payment requests.
  - Prepare punch list at completion of project and recommend final payment.
  - Submit monthly project status reports to City's Project Manager.

## 4. Methodology

### Contract Management

NSA utilizes a structured approach to the execution of a project outlined in NSA's Quality Operating System. During the initiation of a project the key deliverables and project criteria are defined by the Project Team. Budget and schedule constraints are frequently key issues on projects. The Project Manager will develop a project time line that is presented to the Project Team for acceptance. Upon acceptance of the schedule progress is tracked and reported in project team meetings. Deviations to the project schedule are reviewed in the project team meetings and remedial action opportunities to bring the project back on to schedule are discussed. Schedules can be impacted by internal and external influences. NSA will make all reasonable steps to minimize internal impacts on project schedules. External influences may require further evaluation and a discussion as to the critical nature of a project timeline.

Project budgets are typically established by the Owner prior to commencement of a project. NSA will work with the Project Team to establish a reasonable budget when one is not available. An estimating service or contractor may be employed to assist in the cost estimating of a project at a conceptual phase. The project criteria and budget will be analyzed and reconciled along with the establishment of a reasonable contingency to bring them into alignment with the Project Teams goals. As the project scope and design are refined the budget is updated at milestones to maintain alignment and control budget creep. Deviations are brought to the attention of the project team with discussions as to the approach to bring the project back into allowable budget. At the completion of the design documents the budget is again reviewed to verify that the design is still within the established budget. At bid time, project bid alternates may be considered if to allow for adjustments due to the bidding climate.

### Value Planning

"Value Engineering", which looks for ways to design equally performing systems to be more cost effective in terms of construction; and what often times becomes scope reduction in which cost is reduced but at the expense of system performance.

Value engineering benefits all; whereas scope reduction puts all parties at risk of an unintended consequence of a desire to save cost without careful consideration of the impact on system performance. NSA recognizes this as a common occurrence and protects against it with a thorough review and analysis of each value engineering opportunity that is put forth for consideration.

Timing is the key to success in that early value engineering will allow for changes in direction whereas late value engineering can be a significant setback to the design process. NSA also promotes close and frequent communication between the designer and estimator to gauge where the design stands relative to cost so that concerns can be identified and cost overruns avoided before they happen. The example cited earlier in Cost Control, of the Verizon Wireless MSC project is a good example of NSA working closely with the Owner in analyzing value engineering opportunities and working to timely decisions that saved money without compromising performance.

Another example of a significant design change made as a result of value engineering occurred on a project for Erickson Retirement Communities. NSA traditionally designed these senior living retirement communities as steel framed buildings. As material costs for steel began to increase, there came a point where steel became cost prohibitive and a collaborative decision was reached between NSA and the Owner to move to a wood frame construction which limited the building to four stories high. NSA worked very closely with Erickson on this and other cost concerns as issues arose so that construction costs were held in alignment with budget limitations.

## Project Development -Construction Document Phase

### Mission Statement:

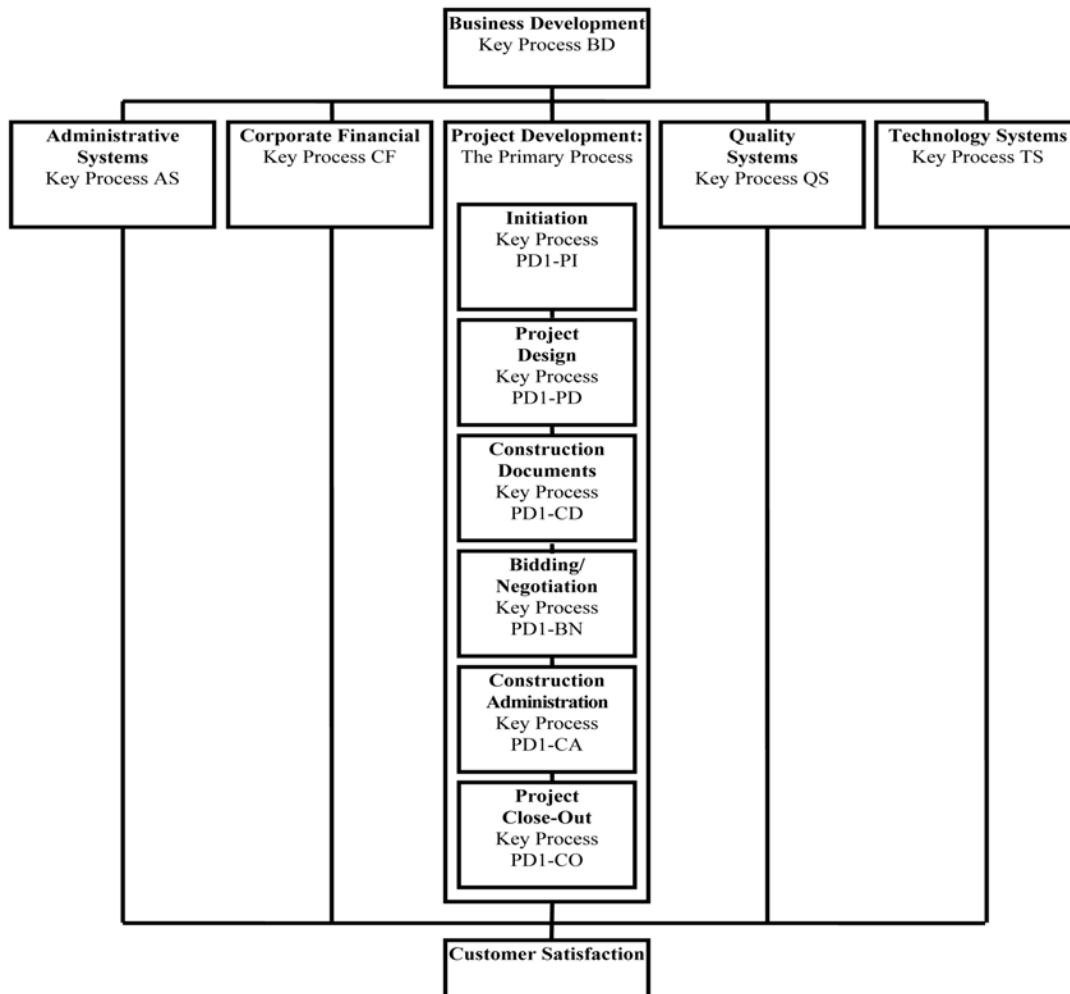
NSA is dedicated to providing innovative Architectural/Engineering Services. We will maintain a creative environment that promotes a cooperative spirit and the professional growth of our employees. This vision is realized through effective communication and continuous improvement.

### Quality Program

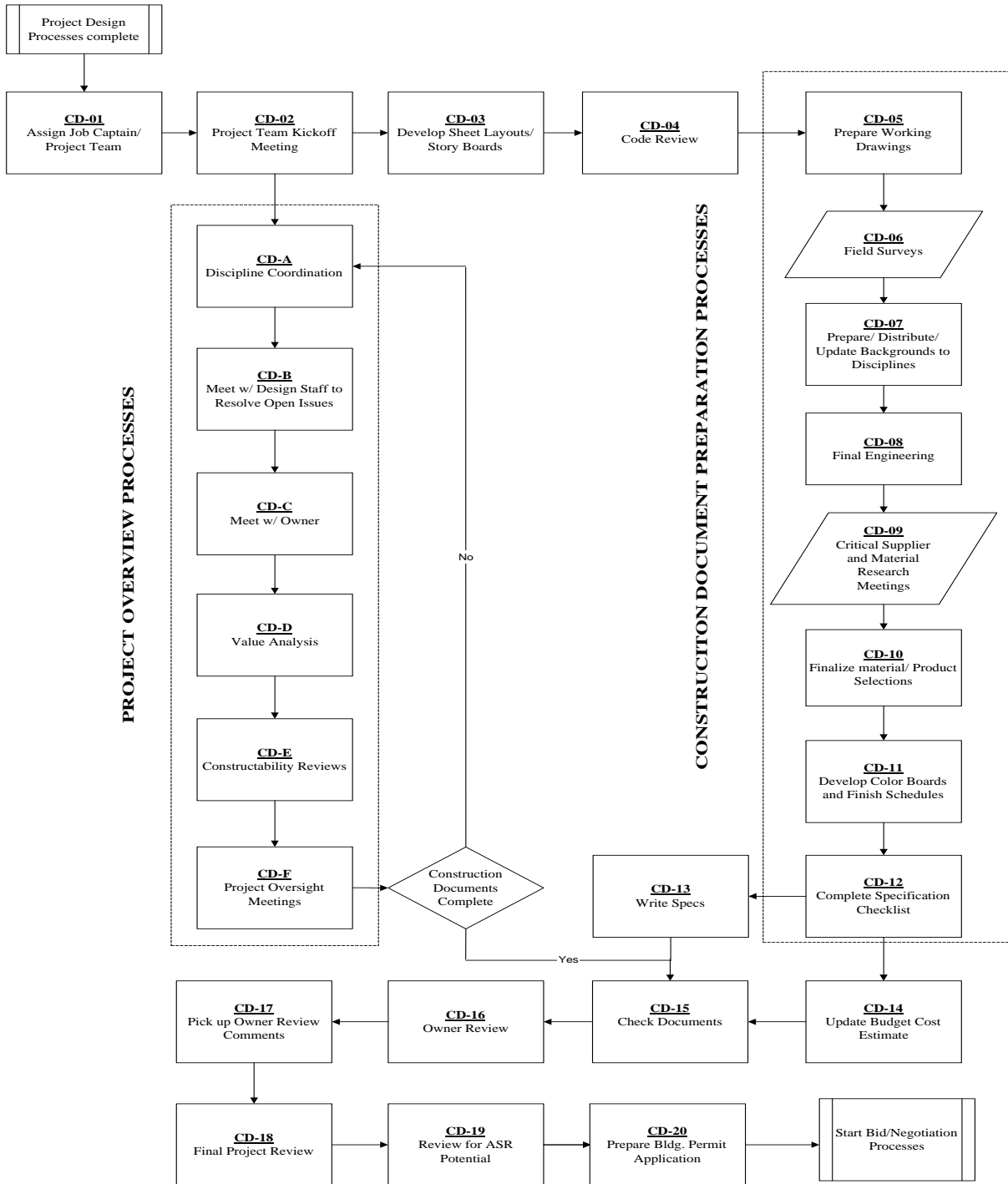
NSA organizes through a Design Quality Management System, which is based upon ISO 9000 system. We have a documented quality plan that identifies key processes and procedures, we maintain a flow chart of written procedures, responsibility matrix, written work instructions and office wide standard forms. This system was developed over 16 years ago in our office and serves as our "core" culture of communication, responsibilities, and identified the core business expectations of our management team and employees.

Our Design Quality Management System Incorporates:

- Cross-functional teams to eliminate barriers between different functional areas of the firm
- Structured problem-solving techniques
- Established written procedures for project phases and tasks







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Effective Date: 05/12/05

**CONTROLLED COPY**

Approved by: *[Signature]*

PROCEDURE	OWNER	ARCHITECTURAL SERVICES							ENGINEERING SERVICES						QS	AS	TS			
		PRINCIPAL IN CHARGE	PROJECT MANAGER	ACCOUNTING STAFF	PROJECT ARCHITECT	ARCHITECTURAL STAFF	PROJECT DESIGNER	DESIGN STAFF	SPECIFICATION WRITER	PROJECT STRUCTURAL ENGINEER	STRUCTURAL STAFF	PROJECT MECHANICAL ENGINEER	MECHANICAL STAFF	PROJECT ELECTRICAL ENGINEER				ELECTRICAL STAFF	QUALITY MANAGER	QUALITY CONTROL PERSONNEL
CD-01		L	A																	
CD-02			L		A		A		A		A		A		V					
CD-03			V		L				A		A		A							A
CD-04			V		L				A		A		A							
CD-05			V		L	A			A	A	A	A	A	A						
CD-06			V		L	A			A	A	A	A	A	A						
CD-07			V		L	A			A		A		A							
CD-08			V		A	A			L	A	L	A	L	A						
CD-09			V		L	A		A	L	A	L	A	L	A						
CD-10			V		L	A	A	A	L	A	L	A	L	A						
CD-11			V		A		A	L												
CD-12			V		L				A	A		A		A						
CD-13			V		A				L	A		A		A						A
CD-14			V		L	A				A		A		A						
CD-15			A												V	L				
CD-16			V		L	A			A	A	A	A	A	A						A
CD-17			V		L	A			A	A	A	A	A	A		A				
CD-18			V		L		A			A		A		A		A				
CD-19		V	L		A				A		A		A							
CD-20			V		L											A	A			

TEAM RESPONSIBILITIES MATRIX IS CONTINUED ON THE NEXT PAGE.

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PROCEDURE	OWNER	ARCHITECTURAL SERVICES							ENGINEERING SERVICES					QS	AS	TS				
		CF	PRINCIPAL IN CHARGE	PROJECT MANAGER	ACCOUNTING STAFF	PROJECT ARCHITECT	ARCHITECTURAL STAFF	PROJECT DESIGNER	DESIGN STAFF	SPECIFICATION WRITER	PROJECT STRUCTURAL ENGINEER	STRUCTURAL STAFF	PROJECT MECHANICAL ENGINEER				MECHANICAL STAFF	PROJECT ELECTRICAL ENGINEER	ELECTRICAL STAFF	QUALITY CONTROL PERSONNEL
CD-A		V		L		A		A	A		A		A							
CD-B		V		L		A	A													
CD-C		V	L		A				A		A		A							
CD-D		V		L	A	A	A		A	A	A	A	A			A	A			
CD-E		V		L	A	A	A		A	A	A	A	A			A	A			
CD-F		L		A	A			A	A	A	A	A	A		V					

**Purpose**

The purpose of this work instruction is to provide organization and uniformity for procedure application throughout NSA for the Construction Document procedure.

**Scope**

This work instruction encompasses procedures and related forms applicable to the Construction Document segment of this Project Development Process in the NSA Quality Manual. CD-A through F occur throughout the Construction Document Phase.

**WORK INSTRUCTIONS**

- CD-01**     **Assign Project Team.** Management determines availability and expertise of personnel for project team selection.
- CD-02**     **Project Team Kick Off Meeting.** Initial project meeting using CD Phase Kick Off Agenda (CA-02a) and Action Item List (CD-02b). Review design documents, project schedule, estimate, milestone dates, time budgets. Establish project approach and set responsibilities/action items.
- CD-03**     **Develop Sheet Layouts/File Set-up.** Reference past projects of similar Scope, Drafting and CAD Standards to develop Construction Document Control (CD-03a) and CAD File Matrix (CD-03b). Review projects of similar construction and detail library for standard details that can be utilized. Maintain revision control on distributed documents for future updates.
- CD-04**     **Code Review.** Review preliminary code study, and formalize using code checklist (published book and checklist in library). Review/coordinate with government agencies.
- CD-05**     **Prepare working drawings.** Convert and refine design drawings as appropriate and proceed with construction drawings. Utilize drafting and CAD standards.

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- CD-06**      **Field surveys.** Conduct field survey, utilize form CD-06a (grid paper), CD-06b (Room Field Inspection), CD-06c (Door Survey), CD-06d (Toilet Room Inspection), and/or a copy of existing Owner drawings or preliminary construction documents.
- CD-07**      **Prepare/distribute/update backgrounds to disciplines.** Interface with disciplines to determine their needs. Prepare and transmit documents and files. Define meetings, schedule, and deliverables. Request catalog cuts for equipment.
- CD-08**      **Final Engineering.** Perform final engineering based on criteria accepted by Project Team and Owner. *Engineering Department will review software analysis programs to verify accurate solution output. Verification method can include hand calculation or use of similar programs to validate output. Selected programs will be chosen on an annual basis, as a minimum, for verification. Verification Records (CD-08a) will be maintained.*
- CD-09**      **Critical supplier and material research meetings.** Project Team determines and coordinates meetings with critical suppliers to obtain design criteria, and system influences. Make decisions based on timing, cost, Owner requirements, lead time and past performance.
- CD-10**      **Finalize material/product selections.** Review final material/product selections with Owner to obtain approval.
- CD-11**      **Develop color boards and finish schedule.** Design staff prepares final color boards and finish schedules and presents to Owner after PM/PIC verifies/reviews. (Optional - perform after construction starts - check with PM).
- CD-12**      **Complete Specification checklist.** Complete specifications checklist (CD-12a), signed by PM and PA. Review with the specification writer and turn over with progress drawings.
- CD-13**      **Write Specs.** Spec writer prepares specifications using specification checklists CD-12a, design phase documentation and construction documents. Coordinate with disciplines to complete specifications and turnover specs to PA for review.
- CD-14**      **Update budget cost estimate.** Probable Construction Cost refined using unit take off method to correlate with design estimate if required by contract. Review results with Owner and suggest potential cost reductions or alternates if required.
- CD-15**      **Check documents.** Documents are reviewed for constructability, error, omission, etc.
- CD-16**      **Owner review.** Owner review drawings are printed and submitted to the Owner for review and approval.
- CD-17**      **Pick up Owner/in house comments.** Owner and in house comments are incorporated into documents.
- CD-18**      **Final project review.** Final drawings are reviewed to ensure internal and external review comments were incorporated and responded to. Fill-in title block with "issued for" drawing status, date, and check by.
- CD-19**      **Review scope of work and services for ASR potential.** Review project for scope/ASR. If ASR is required, use form CD-18a.
- CD-20**      **Prepare Building Permit Application.** Review proposal for permit services. Acquire Building Permit Application from library or request from City. Fill out appropriate sections of permit application form. Determine Permit Application fee and request funds per contractual obligation. Turn application over to responsible party for submission to City.
- \* **CD-A**      **Discipline coordination.** Request and review drawings from appropriate disciplines for coordination with architectural disciplines.
- \* **CD-B**      **Meet with design staff to manage open issues.** Meet with the design staff as needed to interpret design intent and address issues not resolved during DD phase.
- \* **CD-C**      **Meet with Owner to review issues and update progress.** Conduct meetings with Owner to keep Owner informed of progress and schedule to address open issues.

- \* **CD-D**     **Value analysis.** Review details of project to ensure that the Owner receives a value engineered project.
- \* **CD-E**     **Meet with internal staff for constructability/capability reviews.** Seek out and requests input from internal staff to review project detail to ensure that project is constructible.
- \* **CD-F**     **Project overview meetings.** Meet weekly, unless otherwise determined, to review progress and discuss open issues and schedule. Utilize standard Project Overview Meeting Agenda (CD-F) and Action Item List (CD-02b).

\* NOTE: Items CD-A through F are project overview and coordination issues. They occur repeatedly throughout the process and are identified separately for that reason.

## Tab 5



A r c h i t e c t s  
E n g i n e e r s  
P l a n n e r s

## 5. References

**City of Novi**  
**Brandon McCullough**  
**Facilities Operation Manager**  
45175 West Ten Mile Novi, MI 48375  
[bmccullough@cityofnovi.org](mailto:bmccullough@cityofnovi.org)  
248.347.0532

**DTE Energy**  
**Steve Orsargos**  
**Manager of Portfolio and Space Management**  
One Energy Plaza 19<sup>th</sup> Floor WCB, Detroit, MI 48226  
[orsargoss@dteenergy.com](mailto:orsargoss@dteenergy.com)  
313.235.7173

**City of Dearborn**  
**Brian Bayley**  
Dearborn Administrative Center  
16901 Michigan Ave. Suite 9 Dearborn, MI 48126  
[bbayley@ci.dearborn.mi.us](mailto:bbayley@ci.dearborn.mi.us)  
313.943.2000

**Federal Government Design/Builder**  
**Keith Klaty, President**  
K&K Industries  
4996 M-117  
Newberry, MI 49868  
[kklaty@wildblue.net](mailto:kklaty@wildblue.net)  
906-293-5242



# CITY OF DEARBORN

*Home Town of Henry Ford*

DEPARTMENT OF HOUSING  
DEARBORN HOUSING COMMISSION

FLOYD ADDISON, JR. - DIRECTOR

HOUSING COMMISSION

DOUGLAS GNIEWEK  
President

THOMAS MANWELL  
Vice President

SADIE BONDY  
PATRICIA HACKETT  
JUDY MOTLEY

JOHN B. "JACK" O'REILLY, JR.  
MAYOR

August 18, 2011

Mr. Christopher Arnold  
Vice President  
NSA Architects, Engineers and Planners, Inc.  
23761 Research Drive  
Farmington Hills, MI 48335

Dear Chris,

In the twenty one years I have been with the City of Dearborn, NSA has also been the primary contractor for architectural and engineering services for the City Housing Department and Housing Commission. Your familiarity with our properties, preferences and bidding procedures has served us well over the years and has been a source of great comfort to me personally as we've worked on various projects from conceptualization to close-out.

I'd like to take the opportunity to thank you for your assistance with the recently completed project at Townsend Towers. This project, you'll recall, was financed with 2009 ARRA "Stimulus" funds from HUD. Virtually all of the projects we've completed over the years for the Housing Commission involve federal bidding, contracting and reporting requirements including Davis-Bacon wages. The 2009 ARRA grant was particularly laden with federal oversight, regulatory requirements, and contract clauses aimed at "transparency." Federal regulations for these grants also carried strict timetables for obligation and expenditure of funds. Your personal attention during specifications development and the dedication of the project architect Brian Jilbert, in particular, made the project a complete success. Members of the City's administration and the Detroit HUD office were stunned that we were able to not only obligate 100% of the funds in timely fashion, but *expend* over 95% of the funds by the *obligation* deadline while completing construction on-time with results we can all be proud of.

Thank you again for your continued assistance and I look forward to work with your firm on current and future projects.

Sincerely,

Brian W. Bayley  
Deputy Housing Director



**DTE Energy**



*Detroit Edison*

To: Whom It May Concern  
From: DTE Energy  
Subject: NSA Architects, Engineers, Planners  
Date: August 17, 2011

Re: Letter of Recommendation  
NSA Architects, Engineers, Planners

I'm pleased to offer this letter of recommendation for the Architectural /Engineering Services that NSA has provided. They been providing on call AE Services to DTE Energy/MichCon since 1989 completing over 200 successful projects ranging from a New Service Center, office renovations, garage renovations, new headquarters, infrastructure upgrades, HVAC/boiler replacement, space planning, reroofing & parking lot upgrades, CNG stations, code evaluation, master planning, and emergency generator upgrades. NSA has demonstrated a high level of commitment, professionalism to their customer through their project involvement. They respond to DTE's request for service quickly and complete the projects assignments within the time and budget available. They understand budget constraints and schedules while still maintaining the project objective.

The most recent project completed was the Allen Rd Central Warehouse Service Center Consolidation located in Melvindale, MI. The NSA team of Roy Baker, AIA, LEED AP (Project Principal/Designer) and Brian Jilbert, RA, LEED AP (Project Architect) they were extremely responsive, knowledgeable and dedicated in meeting the project objectives.

We are very satisfied with NSA's performance, and would recommend them for Architectural Engineering Services. I would be happy to talk to any prospective client about our experience with NSA.

Sincerely,

  
Steve Orsargos, CFM, FM

DTE Energy

Manager, Facility Operations

Tel; 313-235-7173

# K & K INDUSTRIES, INC.

4996 State Highway M-117  
Newberry, MI 49868  
906-293-5242  
906-293-5958 Fax

DATE: August 13, 2011  
TO: Whom it May Concern  
FROM: Keith Klaty  
SUBJECT: NSA Architects, Engineers, Planners

I respectfully submit this letter of recommendation for the Architectural and Engineering services provided to K & K Industries, Inc. by NSA. I have worked with NSA since 2009 on Design/Build Projects at Whiteman Air Force Base, Missouri and Selfridge Air National Guard Base, Michigan. NSA provided Architectural and Engineering services for the following projects at Whiteman Air Force Base.

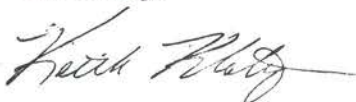
- ❖ Repair/Replace South Water Tower
- ❖ Repair Landscape and Drainage in Bear Lake Addition
- ❖ Repair WSA Igloos Concrete Damage

I am impressed with the level of their professionalism and commitment to customer satisfaction. This commitment is consistent throughout the organization.

I am particularly impressed with the project involvement I witnessed at the ownership level of the company. Their Project Managers were deeply involved with and extremely knowledgeable on every aspect of the project. NSA has shown a willingness and ability to work with the Design/BuildTeam, as well as the end user. NSA diligently worked with the Construction team, the Government , and Suppliers allowing the above projects to be completed within budget without sacrificing design integrity or construction quality.

I would be happy to discuss my more than satisfactory experience with NSA.

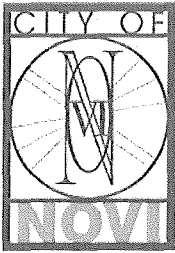
Sincerely,



Keith Klaty, President

**NSA**

A r c h i t e c t s  
E n g i n e e r s  
P l a n n e r s



cityofnovi.org

**CITY OF NOVI**

**ARCHITECTURAL DESIGN SERVICES**

**FEE PROPOSAL FORM**

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

**A. PROJECT FEE CURVE (based on % of Construction Cost and includes all costs to be invoiced by the firm)**

<b>Project Construction Cost Range</b>	<b>Proposed Design Phase Fee Percentage</b>	<b>Proposed Construction Administration Phase Fee Percentage</b>
\$0 - \$50,000	7 %	2 %
\$50,001 - \$250,000	7 %	2 %
\$250,001 - \$1,000,000	6.75 %	2 %
\$1,000,000 - \$5,000,000	6.75 %	2 %
\$5,000,001 - \$10,000,000	6 %	2 %

**B. HOURLY RATES**

Provide hourly rates for personnel to be assigned to Novi projects, categorized by professional discipline. Clearly define all relative direct and indirect costs, including sub-consultant hourly rates, by discipline. Define all reimbursable expenses and related charges including administrative overhead.

Provide percentage or yearly adjustment in hourly rates, if the City desires to exercise its options to renew for up to 2 years.

**Year 4 (first renewal option)**                               5    %

**Year 5 (second renewal option)**                               5    %


We acknowledge receipt of the following Addenda: Addendum #1, 2/26/16  
(please indicate numbers)

Comments: We have included the attached  
"Exceptions/Work Not Included" this forms a basis of  
our fee proposal.

**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:**

Nordstrom-Samson & Associates  
Company (Legal Registration) (dba NSA Architects, Engineers, Planners)  
Address 23761 Research Drive  
City Farmington Hills State MI Zip 48335  
Telephone 248-477-2444 Fax 248-477-2445  
Representative's Name Frank A. Ray , AIA, NCARB, LEED AP  
Representative's Title President/CEO  
Authorized Signature   
E-mail fray@nsa-ae.com  
Date 3-3-16

**EXCEPTIONS/WORK NOT INCLUDED**

The following is a summary of services we have not included under this submission.

- Services related to the identification removal/remediation of contaminated/hazardous services/materials are expressly excluded from this proposal and may have professional liability insurance restrictions.
- Construction Administrative Services at the site and building beyond those above identified.
- Design of franchised utility companies systems for new gas, telephone, electricity, and cable television service to the proposed building. We will coordinate with utility companies.
- Permit, inspection, water/sewer tap and review fees.
- Geotechnical services for site and building components.
- Site survey work, boundary survey, title search, topo survey, and tree survey, utility locations on or off site.
- Interior Design Services; Finishes, furniture, window treatments.
- Site Plan approval services, civil engineering and landscape architecture.
- Food Service Design and Engineering.
- LEED Design and documentation.
- Opinions of probable construction cost.
- Revisions of previously approved documents for adjustment to reduce estimated project cost.
- Scheduling of construction activities for planning or construction accomplishment.
- Construction documents for intercom call system, data/computer system, and phone system. We will coordinate with your current providers of these systems and provide floor space with the required HVAC and electrical needs.
- Selection of miscellaneous equipment to pass inspection of governing agencies.
- Revisions to completed work, unforeseen conditions or changes as a result of Owner/Contractor budget driven changes or substitutions during construction.
- Due to the nature of some projects, there is a high probability that unforeseen conditions will arise during the construction phase of the project. We recommend that a construction "contingency" be maintained in the budget to cover said occurrences. NSA will not be responsible/liable for unforeseen, unexpected costs that arise from construction unknowns.

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## ATTACHMENT A

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### NSA Architects, Engineers, Planners Employee Classification and Rate Schedule

Effective January 1, 2016

<u>Classification</u>	<u>Rate</u>
Project Principal	\$ 155.00
Project Manager I	\$ 135.00
Project Manager II	\$ 115.00
Specifications Architect	\$ 95.00
Field Administration	\$ 95.00
Engineer I	\$ 145.00
Engineer II	\$ 125.00
Engineer III	\$ 95.00
Architect I	\$ 135.00
Architect II	\$ 115.00
Architect III	\$ 95.00
Interior Designer	\$ 85.00
Cad Operator/Designer I	\$ 85.00
Cad Operator/Designer II	\$ 65.00
Administrative Staff I	\$ 65.00
Administrative Staff II	\$ 50.00

**Notes:**

1. Rates apply only to those employees actively involved in the project.
2. The above are billable rates including a markup for overhead and profit.
3. The above rates do not reflect consultant rates or charges related to overtime.

**2016 FEE AND RATE SCHEDULE  
PROFESSIONAL SERVICES**

**PERSONNEL**

Fees for our services will be based upon the time worked on the project by professional, technical and clerical personnel according to the following schedule.

Principal .....	\$ 150.00 per hour
Engineer .....	\$ 120.00 per hour
CADD Operator .....	\$ 70.00 per hour
Clerical .....	\$ 40.00 per hour

**EXPENSES**

The following expenses, when incurred in direct connection with the project, will be charged at the rate shown.

Transportation, Lodging, Parking, Meals for out of town Travel .....	Cost
Printing, Reproduction .....	Cost
Shipping Charges .....	Cost

**INVOICES**

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of our services. Invoices will show charges for different personnel and expense classifications. Each invoice is due upon receipt and is past-due thirty days from the invoice date.

Fees quoted and rate schedule are in effect for one year and are reviewed annually.





**HOURLY RATE SCHEDULE FOR PROFESSIONAL SERVICES**

(Hourly Rate Schedule is subject to annual increases)

3 PERSON SURVEY CREW.....	\$165.00	SENIOR PROJECT MANAGER.....	\$140.00
2 PERSON SURVEY CREW.....	150.00	PROJECT MANAGER .....	135.00
1 PERSON SURVEY CREW.....	125.00	SENIOR PROJECT SURVEYOR/ENGINEER .....	120.00
LANDSCAPE ARCHITECT .....	95.00	PROJECT SURVEYOR/ENGINEER.....	115.00
LANDSCAPE DESIGNER II .....	78.00	SENIOR STAFF SURVEYOR/ENGINEER .....	100.00
LANDSCAPE DESIGNER I .....	50.00	STAFF SURVEYOR/ENGINEER III.....	90.00
SURVEY/ENGINEERING TECHNICIAN IV.....	95.00	STAFF SURVEYOR/ENGINEER II.....	85.00
SURVEY/ENGINEERING TECHNICIAN III.....	85.00	STAFF SURVEYOR/ENGINEER I.....	80.00
SURVEY/ENGINEERING TECHNICIAN II.....	75.00	PROJECT DESIGNER II.....	110.00
SURVEY/ENGINEERING TECHNICIAN I.....	65.00	PROJECT DESIGNER I.....	90.00
CAD TECHNICIAN III.....	75.00	CONSTRUCTION OBSERVER.....	75.00
CAD TECHNICIAN II.....	70.00	ADMINISTRATIVE SERVICES.....	50.00
CAD TECHNICIAN I.....	65.00		

Troxler Nuclear Density Meter \$50/day Operator's Time  
Expert Testimony and/or Depositions 50% added to Hourly Rate Schedule

**REIMBURSABLE EXPENSES**

The following expenses, when incurred in direct connection with the Project, will be charged at the rate shown:

Transportation, lodging and subsistence for out-of-town travel.....	Cost + 10% Administration Fees
Photographs, shipping and express delivery charges, and Project related purchases .....	Cost + 10% Administration Fees
Vehicle Mileage from PEA offices, exceeding a 30-mile radius will be charged at.....	\$0.65 per Mile
Obtain Subcontractors/Subconsultants to perform specialty work .....	Their Fee + 15% Administration Fees
Printing and reproduction .....	Commercial Rates
Application Fees .....	Cost + 10% Administration Fees



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
03/02/2016

PRODUCER <b>DESIGNPRO INSURANCE GROUP</b> P.O. BOX 511106 LIVONIA, MI 48151 (734) 425-9710	734-425-9710	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED <b>NSA ARCHITECTS, ENGINEERS, PLANNERS</b> 23761 RESEARCH DRIVE FARMINGTON HILLS, MI 48335	<b>INSURERS AFFORDING COVERAGE</b>	
	INSURER A: RLI INSURANCE COMPANY	NAIC#
	INSURER B: HANOVER INSURANCE COMPANY	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES** Serial # 103263

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L NSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b>	#PSB0001502	05-01-15	05-01-16	EACH OCCURRENCE \$ 2,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 2,000,000
						GENERAL AGGREGATE \$ 4,000,000
						PRODUCTS - COMP/OP AGG \$ 4,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A		<b>AUTOMOBILE LIABILITY</b>	#PSB0001502	05-01-15	05-01-16	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		<input checked="" type="checkbox"/> HIRED AUTOS				
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
						AUTO ONLY: AGG \$
A		<b>EXCESS / UMBRELLA LIABILITY</b>	#PSE0001326	05-01-15	05-01-16	EACH OCCURRENCE \$ 5,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 5,000,000
		<input type="checkbox"/> DEDUCTIBLE				\$
		RETENTION \$ NIL				\$
A		<b>WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY</b>	#PSW0001408	05-01-15	05-01-16	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				E.L. EACH ACCIDENT \$ 500,000
						E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
B		<b>OTHER</b>	#LHB8880295-05	09-16-15	09-16-16	PER CLAIM LIMIT : \$1,000,000 AGGREGATE LIMIT : \$1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>  CITY OF NOVI 45175 WEST TEN MILE NOVI, MI 48375-3024	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE 