



CONSULTANT REVIEW COMMITTEE AGENDA

CITY OF NOVI
September 13, 2024 | 3:00 PM
Mayor's Conference Room
Novi Civic Center | 45175 Ten Mile Road
(248) 347-0460

CALL TO ORDER

ROLL CALL - Mayor Pro Tem Casey, Council Members Heintz, Staudt

APPROVAL OF AGENDA

MINUTES

[June](#) 10, 2024 Meeting Minutes

PURPOSE OF THE MEETING

[Consultant](#) List Review

Ice Arena Management

[RFQ](#) for Owner's Representative Services for New Public Safety Building

PUBLIC COMMENT

ADJOURNMENT

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



CITY OF NOVI
Consultant Review Committee Meeting
June 10, 2024, 5:30 p.m.
Mayor's Conference Room | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0445

CALL TO ORDER 5:30 p.m.

ROLL CALL: Mayor Pro Tem Casey, Councilmembers Heintz, and Staudt

PRESENT: Mayor Pro Tem Casey, Councilmembers Heintz, and Staudt

STAFF LIAISON: Victor Cardenas, Interim City Manager

OTHERS PRESENT: Carl Johnson, Director of Finance/CFO
 Jeff Herczeg, Director of Public Works
 Barb McBeth, City Planner
 Katherine Oppermann, Recording Secretary
 Bill Lyle, Kapnick Insurance Group
 Theresa Falzetti, Kapnick Insurance Group

APPROVAL OF AGENDA

Amendment by Councilmember Staudt for a sixth agenda item be added to review to transition from GFL to Priority Waste
Motion Maker: Staudt, Seconded: Casey, Approved 3:0

APPROVAL OF MINUTES

1. May 6, 2024 Meeting Minutes
Motion Maker: Casey, Seconded: Heintz, Approved 3:0

PURPOSE OF THE MEETING

1. Consultant List Review

City Manager Cardenas briefly went over the Consultant List with the Committee, indicating those that would be covered in this meeting as well as those which had upcoming renewal options.

2. Property & Liability Insurance

Mr. Cardenas gave a brief overview of the City's past difficulties with their former broker as well as the experience to date with Kapnick, who assisted in preparing the City to make a competitive group bid. Travelers is recommended by staff as the new property and liability insurance coverage provider along with extending the broker contract with the Kapnick Group. The insurance representative from Kapnick talked

about the current "hard" market as well as the offered Travelers package and background.

Mr. Johnson explained that the City administration reviews the entire package offered. He noted that the overall fees remain roughly the same if we move to Travelers while there would be a 20% increase to stay with Tokio Marine. Additionally, Mr. Cardenas said that we had learned of a change at Tokio Marine, the City would no longer have the same representative we had previously worked and had a relationship with.

The representative from Kapnick stated that they were very confident in recommending Travelers to the City.

Mr. Johnson expressed that the service offered by Kapnick over the last few years had been significantly better and above that which we previously had and that he would look forward to continue working with them.

Councilmember Heintz asked for clarification of the role an insurance broker. The Kapnick representative explained that there were our advocate/helper with the insurance coverage provider (Travelers in this case).

Mr. Cardenas then went over some of the common claims that the City works with Kapnick to handle. Mayor Pro Tem Casey asked about subjectivities regarding the claims and Mr. Cardenas clarified that all claims were simple inspections and had already been cleared.

Councilmember Staudt asked about any risk issues that had been identified. The Kapnick representatives noted that Novi had among the fewest they had ever seen, making the City very attractive. Councilmember Staudt then asked what, approximately, could be expected on premium increases. The representatives ventured that it would be in the low, single digits – likely 4 -5%.

Motion to positively recommend Travelers as the property and liability insurance coverage provider .

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

Motion to recommend retaining the Kapnick Group as the Insurance Broker for the City of Novis.

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

3. Architectural/Façade Consultant

The sole bidder, Mr. Necci of DRN & Associates, Architects, PC, has served as the City's Architectural and Façade Consultant for approximately 35 years. Throughout

that time, he has maintained a staff, and was noted to have an excellent track record for working with applicants through the review process.

Motion to recommend that DRN & Associates, Architects, PC be awarded a new 3-year contract with two 1-year renewal options.

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

4. Public Civil Engineering Field Services

The City utilizes three consulting firms for engineering services: AECOM, Spalding DeDecker, and OHM. In 2022 contract recommendations for all three were recommended by the Consultant Review Committee and approved by the City Council however while the contracts for AECOM and Spalding DeDecker were each for five years OHM was only granted two years leading to the upcoming expiration for December 2024.

Mr. Herczeg, upon request from Councilmember Staudt, went over the specialties of each of the three engineering consultants and explained that the workflow was typically split evenly between the three of them, primarily based on individual project timelines.

Councilmember Staudt recommends extending the contract for OHM to match the other two Engineering services, to end December 18, 2027 and then going to bid for all three positions at that time. Mayor Pro Tem Casey noted her support for that choice.

Councilmember Heintz asked if there was any fee difference between the three consultants? Mr. Herczeg explained that there was no difference in the fee structure as the City utilizes a standard pay structure to which all three are subject.

Motion to recommend that Orchard, Hiltz and McCliment (OHM) be awarded a 3-year extension to their contract.

*Motion Maker: Heintz, Seconded: Casey
Approved 3:0.*

5. Review RFQ for Owner's Representative Services for New Public Safety Building

Mr. Cardenas opened the new Request for Qualifications (RFQ) for comments from Committee members.

Councilmember Staudt noted that the City has never had this kind of service before. He suggested that the "disqualification" section be changed or removed. He has learned from his contract with the Novi Community School District as to how they utilize and operate with similar services, such as having regularly scheduled meetings, reporting, and presentations. He would like to see any firm hired have monthly

meetings with the Public Safety Building Needs Committee during the design phase. He also stressed the importance of “buy-in” for the bond process. Councilmember Staudt would like the RFQ to be fairly generic in case City Council decides to incorporate any other projects. Most importantly, he wants to be sure that whoever is selected that they can add value to the project.

Mr. Cardenas affirmed that the corrections requested by the Committee would be made to the RFQ.

6. Transition from GFL to Priority Waste

On June 17th City Council will be presented with an agreement for the GFL transition in which the company is sold to Priority Waste. There are still five years left on the current City contract for solid waste/recycling. The Committee acknowledged the signable clause that will go before Council.

AUDIENCE COMMENTS - none

ADJOURNMENT - 6:45 p.m.

Consultant Services						
Discipline	Current Consultant/ Outsourcing Services Firm	Lead City Contact/Manager Responsible	Activation	Duration	Expiration	Expenditure
Environmental - Wetland	Mannik & Smith Merjent, Inc.	Barb McBeth	April 9, 2024	Two Years with Three one-year renewals	April 9, 2026	
Environmental -Woodland	Davey Resources Group Merjent, Inc.	Barb McBeth	April 9, 2024	Two Years with Three one-year renewals	April 9, 2026	
Architectural/Façade	DRN & Associates	Barb McBeth	7/22/2019 7/22/2024	Three Years with Two one-year renewals	July 22, 2024 July 22, 2027	Rate varies per service, see Fee proposal form for full breakdown. *Most of these costs are passed onto developers during permit process
Traffic	AECOM Great Lakes, Inc.	Barb McBeth	June 1, 2022	Two year contract with two one-year renewals	June 1, 2024	
Masterplan for Land Use	Beckett & Raeder Inc (BRI)	Barb McBeth	January 10, 2022	Sixteen Month Contract	5/10/2023 (ongoing)	\$206,445.00
Non-Motorized Master Active Mobility Plan	Greenway Collaborative, Inc	Barb McBeth	November 14, 2022	Six Month Contract (ongoing)	May 1, 2023	\$50,534.00
Civil Engineering Field Services Public	AECOM and Spalding DeDecker	Ben Croy	12/18/2017, 12/18/2022	Five year contract	12/18/2022 December 18, 2027	
Civil Engineering Field Services Public (2)	Orchard, Hiltz and McCliment (OHM)	Ben Croy	12/18/2022 6/10/24 (Ext. Added by CRC)	Two year contract Three Year Extension added**	12/18/2024 December 18, 2027	
Civil Engineering Field Services Private	Spalding DeDecker & Associates	Ben Croy	12/18/2017, 12/18/2022	Five year contract	12/18/2022 December 18, 2027	
Prosecuting Attorney- Police	The Baker Legal Group Rosati, Schultz, Joppich, & Amtsbuechler	Scott Baetens	January 1, 2022 January 1, 2023	Four Years with Two one-year renewals	12/31/2022 January 1, 2027	\$115.00/hour (Baker) \$117.50/hour (Baker) \$125.00/hour
City Attorney	Rosati, Schultz, Joppich, & Amtsbuechler	Victor Cardenas	January 1, 2022 January 1, 2023	Four Years with one one-year renewals	12/31/2022 January 1, 2027	\$160.00/hour - Partners \$165.00/hour - Partners \$155.00/hour - Associates
Attorney - Labor & Employment	Shifman Law	Tia Gronlund-Fox	January 1, 2022	3 year contract	December 31, 2024	\$165.00/hour in 2022, \$175.00/hour in 2023, \$175.00/hour in 2024
Financial Advisor	PFM Group	Carl Johnson	Per bond issuance	January 1, 2012		N/A
Bond Counsel	Butzel, Long	Carl Johnson	Per bond issuance	January 1, 2012		N/A
Professional Auditing Services	Rehmann Robson	Carl Johnson	April 8, 2024	3 years with two one-year renewals	June 30, 2026	\$364,200.00 (Y1: \$65,900, Y2: \$69,200, Y3: \$72,700, Y4: \$76,300, Y5: \$80,100)
Meadowbrook Commons Management	Keystone Management Group KMG Prestige	Jeff Muck	July 1, 2021	Three Years with Two one-year renewal options <i>Ex. First One Year Renewal</i>	6/30/2024 6/30/2025	\$5,980.00
Ice Arena Management	Suburban Sports Group	Jeff Muck	July 1, 2020	Three Years with two one-year renewal options <i>Ex. First One Year Renewal</i>	6/30/2023 July 1, 2024	\$127,260.00
ITC Community Sports Park Master Plan	Spicer Group	Jeff Muck	November 28, 2022	Project Duration Only		\$24,500.00
Property & Liability Insurance Broker	Kapnick	Cortney Hanson	7/1/2023 7/1/2028	One year Contract Four Years with one two-year renewal option	June 30, 2023 June 30, 2024	paid from annual commissions from the insurance companies and not paid directly by the City
Health Insurance and Employee Benefits Consultant	Gallagher Benefit Services	Tia Gronlund-Fox	April 23, 2024	Three Years with Two one-year renewal options	April 23, 2027	Commission is between 3% - 8% depending upon the line of coverage. (Exhibit B)
Emergency Medical Transport Services	Superior Air Ground Medstar, Inc.	John Martin	January 23, 2024	Five Years with Three one-year renewals	January 23, 2029	\$0 subsidy for five years
Internet Connectivity and Broadband Study	Foresite Group	Victor Cardenas	December 10, 2021	Project Duration Only		\$105,000.00
Website Provider	Municipal Web Services	Sheryl Walsh-Molloy	January 1, 2021	Two Years with two one-year renewals	12/31/2023 12/31/2024	\$70,000 budgeted per fiscal year
Solid Waste and Recycling	Green For Life (GFL) Priority Waste	Victor Cardenas	7/1/2021 (taken over by PW 7/1/24)	8 Years	June 30, 2029	\$138/single family home (\$148.61 in year 8)

Owners Representative Evaluation Summary

	Price/Fee		
	Score	Phase 1	Phase 2
Real Point/Cresa	1510	\$75,000 - \$110,000	\$1,600,000 - 2,000,000 or 2% w/ 3% yearly increase
AECOM	1475	\$554,594	\$3,019,372 or 3%
Redstone	1235	\$220,000 - \$250,000	\$695,000 - 1,500,000 or 1.5%
Veridus	780	\$378,154 - \$453,785	\$1,067,735 - \$1,281,282

Comments from Evaluators

Real Point

Their proposal reflects a firm that is more than capable of managing our project. They have an outstanding technical approach, including pre-ballot planning. They offer additional "concierge" resources. Their pricing is reasonable for what they are submitting/offering.

Plante Moran, with their expertise in millage/pre-construction, demonstrated a strong understanding of these aspects. Their proposal effectively addressed these areas, instilling confidence in their specialized skills.

Realpoint had impressive projects under their belt, just not at the level of AECOM. Their technical approach (as defined in criteria 2) felt a tad on the 'fluff' side. They seem to have the capacity to carry out all functions in-house and have impressive, relevant projects.

AECOM

AECOM has a proven positive relationship with the City of Novi. They are a local Novi firm and have experience working with the City of Novi. They have submitted examples of very large projects and most likely can effectively manage our project. However, pricing is too high.

AECOM- serving City since 2006, office in Novi, highly relevant municipal experiences/projects

All firms have applicable experience, but AECOM has the most—the other firms were not at AECOM's level. They demonstrated a high level of project understanding, and the scope of work and timeline that they provided were impressive. They have the capacity to carry out all functions in-house.

Redstone

Redstone Architects is a professional firm with a talented staff. They have a positive relationship with the City of Novi through past projects. Their pricing is reasonable and competitive. They are a smaller firm and have submitted examples of smaller projects and proven they come in on budget. However, staff has reservations about the firm managing the scope of our project, especially on the front end with financing and ballot preparation.

Redstone is the least detailed on project timing, scope, etc. Smallest firm?

Redstone has impressive projects under their belt, just not at the level of AECOM. Redstone was also very responsive to our needs, as identified in the RFQ. Has extensive public safety building experience and completed the study re: the same for us. It appears to be a much smaller firm and relies more on subcontracting.

Veridus

Veridus is a small firm and relatively new compared to others. The scope of their projects appears to be smaller than our project. Being located in West Michigan is concerning regarding accessibility and understanding of the region. Their pricing is also too high.

Veridus- smallest portfolio, positive- no ties to existing contractors- would be a true owners rep

Veridus appeared to have the least experience. It is a much smaller firm that relies more on subcontracting.

2024

August 29th

CITY OF NOVI

Technical Response

REQUEST FOR QUALIFICATIONS
OWNER'S REPRESENTATIVE
SERVICES FOR NEW PUBLIC
SAFETY BUILDINGS

● RFQ - 072524



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Appendix 1 Resumes.....i



AECOM
39575 Lewis Drive, Suite 400
Novi, MI 48377
aecom.com

August 29, 2024
City of Novi
Tracey Marzonie, Purchasing Accountant
Finance Department
45175 Ten Mile Rd.
Novi, MI 48375-3024

RE: REQUEST FOR QUALIFICATIONS OWNER'S REPRESENTATIVE SERVICES FOR NEW PUBLIC SAFETY BUILDINGS

Dear Ms. Marzonie:

As your potential partner, we are confident that our team is the right choice to help provide quality services as you seek to maintain and improve the City's infrastructure. We are proposing as AECOM Great Lakes, Inc. (AECOM) which has served the City of Novi since 2006, operating out of our office on Lewis Drive in Novi. We are excited for the chance to expand our relationship with the City of Novi, supporting you in the successful delivery of your public building projects. We bring a team with in-depth experience and a deep "bench" of staff resources that will allow us to adjust support and expertise.

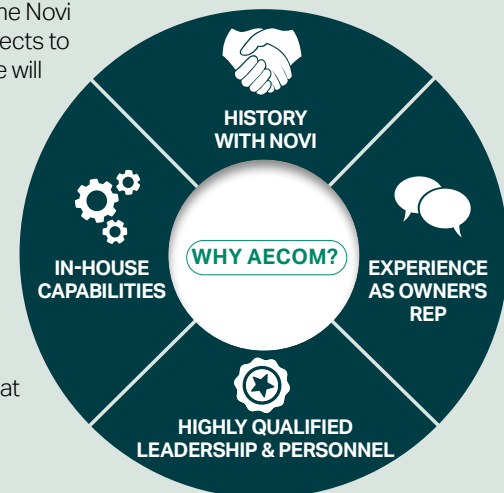
We recognize the City of Novi's diverse, vibrant community and its numerous opportunities for economic success. We applaud the City and its residents for creating the Public Safety Needs Facilities Committee. This committee identified the need to improve numerous aging facilities, including the police department, fire stations and a new public safety headquarters. Across the country, we have worked as trusted advisors to help deliver for our clients, including many public entities such as counties, cities and governmental agencies. We offer the City of Novi extensive lessons learned and best practices from our previous successes as an owner's representative. In concert with this experience, we bring our institutional and current knowledge of the City of Novi from projects like Crescent Blvd and Industrial Spur and the ITC Corridor Trail/Wildlife Woods Park. We will use this knowledge to help coordinate communications, expedite reviews and deliver on your expectations.

History with Novi In the AECOM conference room there are photos of the Novi Water Tower and the Novi boardwalks projects because we are a part of Novi. We have worked with the city on numerous projects to improve the infrastructure and community, giving us insights into the processes and procedures we will encounter for your public safety projects. We are ready to leverage our Novi knowledge for Novi.

In-house Capabilities AECOM is the world's trusted infrastructure consulting firm, delivering professional services throughout the project lifecycle—from advisory, planning, design and engineering to program and construction management. On projects spanning transportation, buildings, water, new energy, and the environment, we have unparalleled, services and resources to address virtually. This capability creates substantial flexibility for the City in obtaining the resources it needs.

Extensive Experience Our Owner's Representative (OR) services are designed to act in your best interest, ensuring clarity of communication, technical compliance, and successful project delivery. For nearly 20 years we've worked with the City of Novi acting in a similar capacity. We will build on that history, bringing OR expertise in design management and quality assurance, project management, risk identification and mitigation plans, permitting and consents, stakeholder management and communication, sustainability planning and assessment, and site supervision and verification.

Highly Qualified Leadership and Personnel We have identified experts with local and nationwide experience dedicated to leveraging lessons learned and best practices for Novi. Our Principal-in-Charge, Thomas Roberts, PE, PS and Project Manager, David Esparza, AIA, LEED AP have significant experience serving Michigan and are recognized by their clients as responsive and effective. Supporting Thomas and David we propose a lean team with extensive capabilities and knowledge of the market who are ready to serve Novi on day one.



AECOM has the relevant experience, technical expertise, and corporate resources to help support the successful delivery of your projects. If you have any questions, you can reach me by phone at 248.469.6945 or by email at thomas.roberts@aecom.com. We acknowledge Addenda 1, 2, 3 and 4.

Best regards,

Thomas Roberts, PE, PS
Principal-in-Charge/Associate Vice President
AECOM Great Lakes, Inc.

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A

BUSINESS ORGANIZATION



A. Business Organization

FIRM DETAILS

FULL NAME AND ADDRESS

AECOM Great Lakes, Inc. (AECOM)
39575 Lewis Drive, Suite 400 Novi, MI 48377

INDIVIDUAL, PARTNERSHIP OR CORPORATION

AECOM Great Lakes, Inc., a Michigan corporation founded in 1965, is an indirect subsidiary of AECOM, a fully integrated infrastructure and technical services firm serving clients worldwide. With over 49,000+ employees, AECOM offers comprehensive expertise in program, project and construction management, as well as in planning, architecture, engineering and other related services.

AECOM AT A GLANCE

AECOM's integrated services means that the City of Novi will directly benefit from the lessons learned and knowledge of AECOM's wide variety of expertise. By selecting our team, the city will gain not only our deep bench of professionals, but also access to a proven group of subject matter experts covering architectural and engineering disciplines, special inspectors, sustainable design professionals, and environmental experts.

For nearly 60 years, we've successfully managed and delivered complex capital improvements while meticulously safeguarding our clients' goals. We protect your interests as our own, working to streamline delivery while making sure that your budgets, schedules and vision remain intact. We customize our services to fit your needs and requirements. Our suite of services covers every aspect of a project's life cycle, from design through completion.

In *Exhibit 1 on page 2* you will see a sampling of our services.

AECOM Great Lakes, Inc.

150+
countries

AECOM
Great Lakes, Inc.

18+
years in Novi



LOCAL OFFICE
39575 Lewis Dr.,
Suite 400
Novi, Michigan

59 years
Serving Michigan





HISTORY WITH NOVI

Since 2006, AECOM has completed over a hundred projects for the City of Novi. AECOM was the Designer of Record and the Construction Administrator on these projects. These projects ranged from pump stations to water mains, floodplain modeling and support, wetland support, neighborhood road construction, trail connector projects, major road construction and even the reconstruction of Eleven Mile Road adjacent to the proposed project site for New Public Safety Headquarters.

Our local office is comprised of design and construction professionals who have been working on the City of Novi Projects for almost two decades. This office also includes design professionals who practice and specialize in vertical construction. Our robust in-house team of architects, mechanical engineers, electrical engineers, and cost estimators are ready support and delivery for the City of Novi.

REPRESENTATIVE NOVI PROJECTS

- 13 Mile Rd Rehabilitation - Meadowbrook
- Industrial Roads Park
- Lakeshore Park Tunnel Replacement
- ITC Trail/Wildlife Woods Park
- Bond Street
- Crescent Blvd and Industrial Spur
- Taft Rd from 10 Mile Rd to Grand River

SERVICES

Our program, project and construction management professionals can leverage their owner's rep expertise in conjunction with AECOM's numerous other services to the right.

PROGRAM MANAGEMENT

- Master Planning
- Critical Path Method (CPM)
- Master Scheduling
- Budgeting
- Delivery & Contracting Strategies
- Design Standards
- Risk Management
- Plans & Procedures

CONSTRUCTION MANAGEMENT

- Schedule & Cost Management
- CPM Schedule Analysis
- Document Control
- Field Oversight
- Quality Assurance/Quality Control
- Change Management
- Contract Compliance
- Claims Avoidance
- Inspection
- Move/Relocation Coordination
- Safety & Health
- FF&E Management

PROJECT MANAGEMENT

- Project Planning
- Scheduling
- Budgeting
- Estimating
- Design Management
- Contract Development
- Project Bidding & Procurement
- Value Engineering
- Digital Constructability Review Management (including BIM)
- Closeout & Archiving

ADDITIONAL/RELATED SERVICES

- Digital Solutions & Transformation
- Facility Condition/Lifecycle/Asset Assessments
- Sustainability, LEED, & Energy Innovation
- Commissioning Management
- Dispute Resolution
- Innovative Funding/Financial Solutions

Exhibit 1 AECOM example service list

AECOM Novi Office Conference Room



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B

EXPERIENCE



B. EXPERIENCE

FIRM QUALIFICATIONS, STAFF CAPABILITIES, AND PAST PERFORMANCE

FIRM QUALIFICATIONS

AECOM provides a blend of global reach, local knowledge, innovation, and technical excellence in delivering solutions that create, enhance, and sustain the world's built, natural, and social environments. AECOM has successfully managed and delivered complex capital programs and projects while meticulously safeguarding our clients' goals.

We have built a legacy of doing great work with public entities across the country including here with the City of Novi. Currently, we are program managers and owner's representative for billions worth of construction in Michigan, Texas, California, and numerous other states.

INDUSTRY RECOGNITIONS



TOP 50 ENR2024
#2 Program Management Firms

AECOM STAFF #'s

49K+

EMPLOYEES
WORLD-WIDE



590+
IN MICHIGAN

140+
IN THE NOVI REGION



NOVI
DETROIT

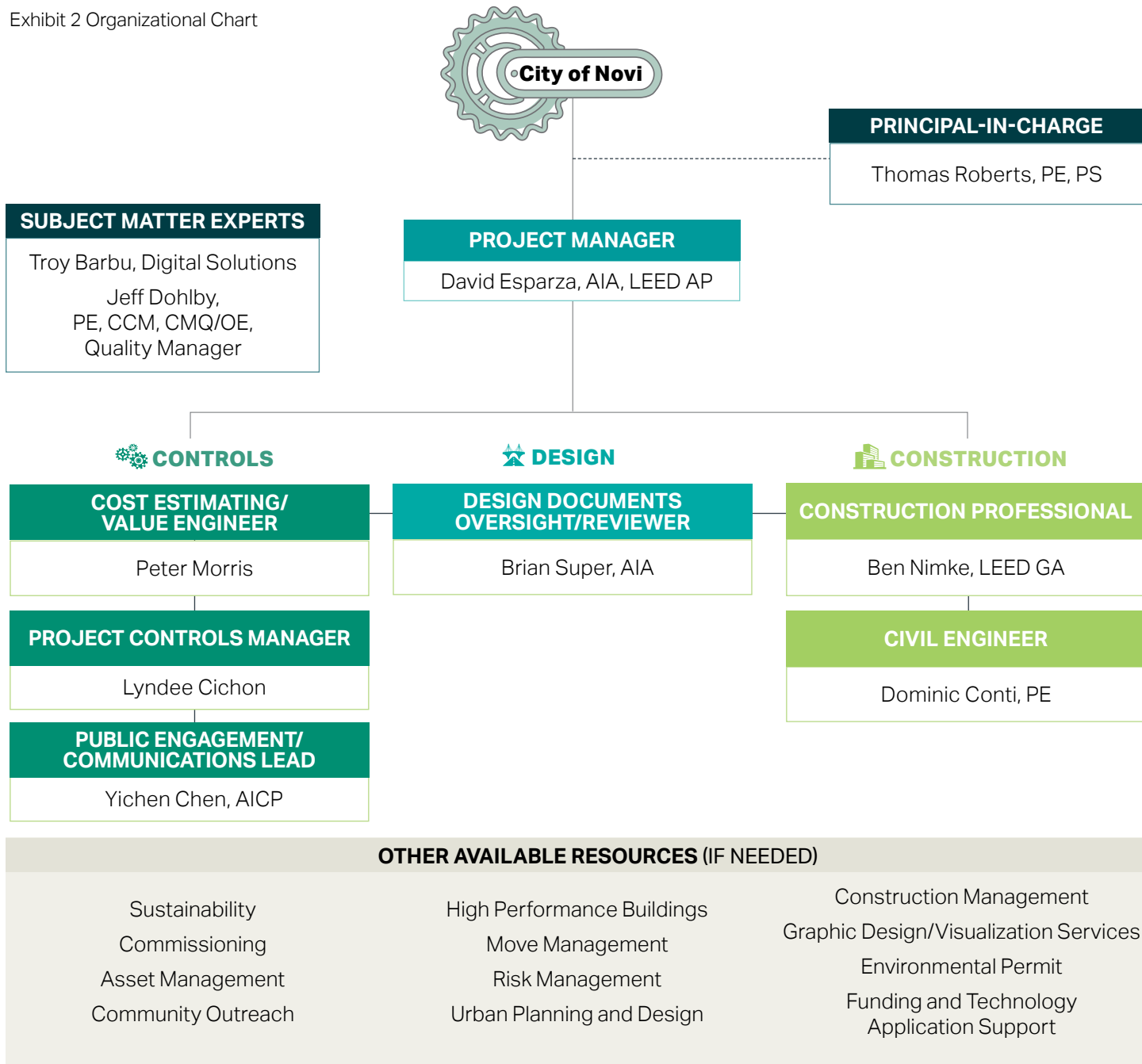
STAFF CAPABILITIES

Our commitment to delivering projects is shown best by the caliber of staff. This commitment includes a leader who understands continuous improvement, has the necessary experience and agile knowledge to deliver. David Esparza, AIA, LEED AP, will lead our team and serve as the day-to-day contact with the City.

Supporting David are experts who excel in their areas of specialty. In *Exhibit 2* we present our team's organizational chart followed by personnel bios detailing expertise and experience with key personnel resumes shown in *Appendix 1*.



Exhibit 2 Organizational Chart





Personnel Overview Bios

Listed in order of Exhibit 2 Organizational Chart.

Name and Role	Highlights
 Thomas Roberts, PE, PS Principal-in-Charge 20+ Years BSCE, Civil Engineering, Michigan State University AAS, Survey Technology, Owens College	- Professional experience in construction management, civil engineering, infrastructure improvements, and consulting services - Experience with municipal, federal and private sector environments - Has managed more than 100 construction projects requiring source control, investigation, design, construction, permitting, demolition, transportation and disposal
 David Esparza, AIA, LEED AP Project Manager 30+ Years BS, Architecture, Lawrence Technological University	- Design, planning, construction, and project management experience - Experience with governmental and educational facilities, transit, telecommunications, laboratories, corporate offices, industrial, public safety, gaming, water, entertainment, and healthcare facilities - Versed in demolition, renovation, and new construction projects
 Troy Barbu Subject Matter Expert, Digital Solutions 30+ Years B.Arch, The Ohio State University Austin E Knowlton School of Architecture	- Experience with BIM, CAD, Bluebeam and other building-related technologies - Brings ability to align BIM and other technologies with the entire lifecycle of projects, from procurement to operations - Experience includes contract language, design-phase BIM and Bluebeam review management, VDC coordination/clash detection, and equipment asset metadata compilation
 Jeff Dohlby, PE, CCM, CMQ/OE Quality Manager 30+ Years MBA, Marquette University, Milwaukee, WI BS, Civil Engineering, Marquette University	- Expertise in program management, quality management, program controls, and operations - Experience as a civil engineer providing design, construction, and program management on large capital infrastructure projects - Responsible for business line management, operations management, and individual project management
 Peter Morris Cost Estimating/ Value Engineer 40+ Years BS, Surveying, University of Reading	- Specializes in cost management and control, including construction cost planning and estimating, risk management, lifecycle costing, scheduling, and market analysis - Deep knowledge of the U.S. construction market, having seen it through several business and code cycles - Extensive experience working with project teams, owners, and contractors to manage cost to plan throughout the whole project delivery process



Name and Role	Highlights
 Lyndee Cichon Project Controls Manager 20+ Years MS, Urban Planning and Policy, University of Illinois at Chicago BA, Business Administration, University of Notre Dame	› Works as part of a team, leading to solving complex and difficult administrative challenges and providing leadership and direction › Supports programs and projects in the private and public sectors › Experience includes accounts payable, scheduling, portfolio management, staff coordination, audits, policies and procedures
 Yichen Chen, AICP Public Engagement/ Communications Lead 5+ Years Master of Urban and Regional Planning, University of Michigan	› Transportation planner › Specializes in translating detailed plans into compelling stories and visual representations for the public › Experience leading and coordinating various public engagement activities with high levels of participation › Assists informational campaigns in developing informational materials and communicating with the public
 Brian Super, AIA Design Documents Oversight/Reviewer 40+ Years AA, Architectural Design, Tidewater Community College	› Leads a team of architects and support staff that specialize in the design of law enforcement facilities, emergency communications and operations centers, court houses, and correctional facilities › Manages teams from early planning to design completion, with regular dialogue and collaboration with the client throughout › Experience in programming, planning, and design development; coordinating architectural documents; code research; cost estimating; specification writing; and construction administration
 Ben Nimke, LEED GA Construction Professional 20+ Years BSc, Construction Management, Eastern Michigan University	› Construction manager › 15 years of construction knowledge › Delivery method experience includes design-build, plan/specification, and time/material work, and construction cost estimating for various project types › Facilities experience in the industrial/manufacturing, petro/chemical, automotive, commercial/office, and hospital construction segments
 Dominic Conti, PE Civil Engineer 10+ Years MS, Industrial Toxicology, Wayne State University BS, Civil Engineering, / University of Illinois at Chicago BS, Ecology and Evolutionary Biology, University of Michigan	› Construction and design experience › Experience as a construction inspector working on a variety of projects for both MDOT and the City of Novi › Work for Novi has included ITS, traffic signals, concrete and asphalt paving, ADA sidewalk ramps, road reconstruction and rehabilitation, concrete patching, storm sewer, boardwalk construction, and box culvert installation › Worked as utility coordination engineer, which included drawing the existing utility facilities into plans, identifying potential conflicts with proposed work, and coordinating with utility companies prior to and through construction to facilitate relocation efforts



PAST PERFORMANCE

Most of our clients are repeat clients, with some of our relationships dating back decades. This speaks volumes about our performance and the relationships we build, which are based on trust, transparency, professionalism, commitment and excellence. Below we show a select listing of local and nationwide projects demonstrating our extensive background followed by the required full descriptions of projects relevant to the City of Novi scope.

Detroit Department of Transportation (DDOT)

Recently we served as owner representative to rebuild DDOT's Shoemaker Terminal after a bus fire destroyed six bus storage bays. We managed the insurance claims process, and procured environmental abatement, demolition, masonry, structural steel, mechanical, electrical and fire suppression system construction services.

Detroit Public Schools, 20-Year Master Plan

As the owner's representative, AECOM plays a crucial role in the Facilities Master Plan (FMP) ensuring that the plan is executed with precision and in line with the district's vision. The FMP provides a 20-year facilities vision and investment plan, which recommends investing \$700 million by 2029.

Gordie Howe International Bridge

AECOM, as a subconsultant, is the lead designer/design manager for the joint venture responsible for the new US and Canadian Ports of Entry and Gordie Howe International Bridge connecting Windsor, Ontario, Canada, with Detroit, Michigan, United States. Of note the project included fire and police station structures.

“ *The Project is a very complicated project with a large set of requirements.... In having to address all the requirements, which sometimes are contradictory to each other, the Contractor [AECOM] always provided a solution to the problems. The Contractor [AECOM] was able to provide documentation, when there was overreach by Agencies to dispute requests, to maintain the Budget and Schedule of the project.”*

Alin Forgaci, US POE Design Coordinator 9

Great Lakes Water Authority

AECOM and our partners are providing program services for organizational planning and change management efforts for Great Lake Water Authority's Capital Improvement Program (CIP) focused on developing a self-sustainable CIP organization capable of delivering \$400 million in capital improvements annually.

CalTrans District 7 Headquarters

This project consisted of 750,000 square feet and a 1,300 parking stall garage located in downtown Los Angeles winning multiple awards. AECOM provided project, owner's rep and construction management services.

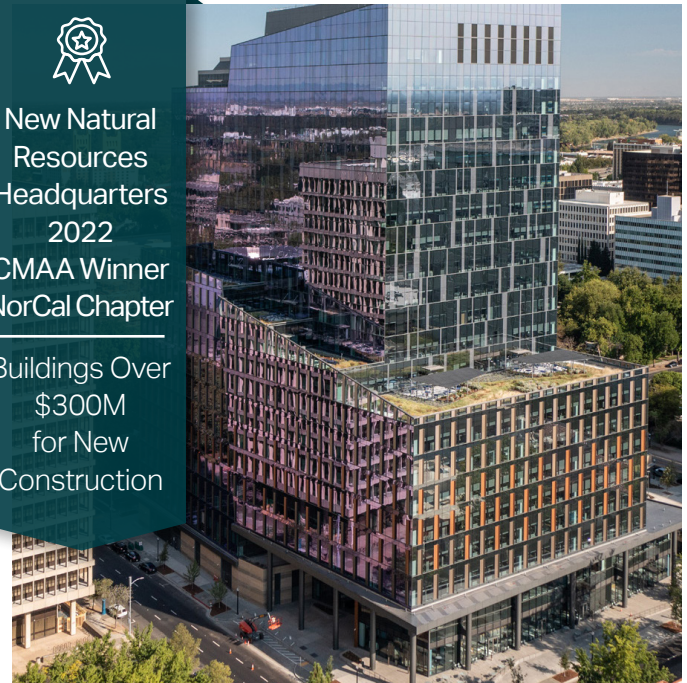
“ *During development [of Project Management Plan], I found the staff [at AECOM] to be competent, flexible, and they demonstrated the necessary leadership... for a successful project.”*

Kevin Kaestner, CA DGS RESD PMDB Project Director



New Natural
Resources
Headquarters
2022
CMAA Winner
NorCal Chapter

Buildings Over
\$300M
for New
Construction



New Natural Resources Headquarters

Located in downtown Sacramento, the 21-story, 870,000-square-foot New Natural Resources Headquarters accommodates approximately 4,400 staff from the California Natural Resources Agency and its departments. AECOM provided owner's rep, project and construction management services.

“ *AECOM's collaborative and proactive approach, as well as follow through was essential to the successful development of the performance criteria and project budget for the New Natural Resources Headquarters.*

Bruce McKinlay, Project Executive, Arup – New Natural Resources Headquarters

Stanislaus County Public Safety Center

AECOM managed the design and construction of the Stanislaus County Public Safety Center Expansion, an \$87 million, 179,079 gross square foot correctional facility. The project included two separate facilities on a nine-acre site within the existing County Public Safety Center campus.

“ *[AECOM's] work on these important public safety projects has been outstanding – all the way around! The quality, professionalism, dedication, team work and collaboration has been the very best of the best – and the County is very grateful for all of your amazing efforts...*

Patricia Hill Thomas, Chief Operations Officer



Below we feature seven (7) projects as requested, from the last ten years that represent our experience managing projects for similar clients with similar scopes.



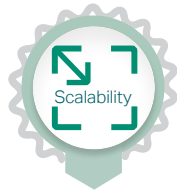
Demonstrated in-house capability and resources.



A proven track record with public agencies and municipalities.



Seasoned team committed to your satisfaction and vision.



History of scalable delivery for municipalities across small and large scale projects.

SCOPE SERVICE

PROJECT/CLIENT

Design Phase Services

Public Engagement and/or Information Campaign

Project Meetings

Cost Estimating

Operating Cost Review

Design Documents Review

Regulatory Agency Coordination

Value Engineering/Cost Analysis

Contract Compliance Review

1	Eastern Michigan University Strong Hall Renovation Ypsilanti, MI	●		●	●	●	●	●	●
2	Detroit New Center Intermodal Facility Detroit, MI	●	●	●	●	●	●	●	●
3	Eastern Greenwich Civic Center Greenwich, CT	●	●	●	●	●	●	●	●
4	2019 Bond and Capital Improvement Program, City of Garland, TX	●	●	●	●	●	●	●	●
5	2021 Bond and Capital Improvement Program, City of Richardson, TX	●	●	●	●	●	●	●	●
6	Ambulance Deployment Center, San Francisco, CA			●	●	●	●	●	●
7	Highway Patrol Replacement Facilities, Statewide, CA	●	●	●	●	●	●	●	●



Eastern Michigan University Strong Hall Renovation

Ypsilanti, MI

CLIENT:

Eastern Michigan University,
Scott Storrar, Executive Director
Tel: 734.487.3591

Email: sstorrar@emich.edu

ARCHITECT MANAGER: Integrated Design Solutions

CONSTRUCTION MANAGER: Clark Construction (CMAR)

PROJECT AND TEAM MEMBER ROLE: Owner's
Representative/Project Manager

VALUE: \$39.5M

DATES: 2017-2019

RELEVANCE TO NOVI



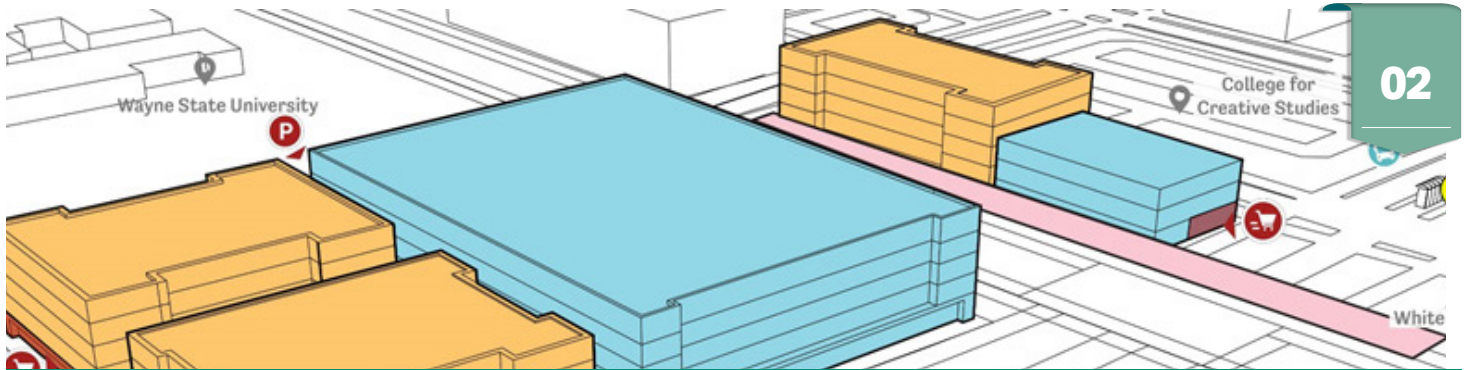
- › Municipal, governmental, or corporate business purpose building
- › Michigan market
- › Public entity client
- › Owner's representative services
- › Design phase support
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

PROJECT DESCRIPTION

AECOM was selected as program manager for Eastern Michigan University's Strong Hall renovation. The three-story building has not seen significant renovations since its construction in 1957, despite being the third most heavily trafficked building at the university with 8,000 students each semester.

Our team served as owner's representative for classroom and laboratory upgrades, technology repair and replacement of infrastructure, building improvements, including mechanical and electrical systems, and asbestos removal as well as substantial green improvements to reduce long-term energy costs. Our services will include preparing monthly reports, budget tracking, schedule review and tracking, document control, quality control, closeout coordination and any other services needed to support the owner in supervising the design and construction activities on the project.

Strong Hall is part of the EMU Science Complex, which includes the \$90 million Mark Jefferson Science Building. AECOM previously served as project manager for the renovation and expansion of the Mark Jefferson building, the largest construction project in EMU history and the first LEED-NC certified facility on campus.



Detroit New Center Intermodal Facility

Detroit, MI

CLIENT:

Michigan Department of Transportation
Andrea Wilcox, Project Manager Metro Region
Tel: 269.567.8972

Email: wilcox2@michigan.gov

ARCHITECT MANAGER: AECOM

CONSTRUCTION MANAGER: TBD (project on-hold)

PROJECT AND TEAM MEMBER ROLE: Land Use, Site and TOD Opportunity Review; Conceptual Facility Design and Costing Project Risk and Delivery Advisement; and Grant Management

VALUE: \$55M

DATES: 2021- ongoing

RELEVANCE TO NOVI



- › Municipal, governmental, or corporate business purpose building
- › Michigan market
- › Public entity client
- › Design phase support
- › Public engagement
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

PROJECT DESCRIPTION

The Michigan Department of Transportation (MDOT) engaged AECOM to lead the development of design concepts and to compare different site options for the renewal of two state-owned transportation facilities in the City: the Amtrak station and the intercity bus (Greyhound) terminal. The resulting concept for a New Center Intermodal Facility Project (NCIF) will create a modern intermodal passenger hub with enhanced passenger amenities. MDOT will sell the existing obsolete intercity bus station at Howard Street and relocate its function to the site of the current Amtrak rail station at Woodward Avenue and Baltimore Street in the New Center neighborhood. The existing rail station will be reconstructed to better serve current and future rail passenger and operational needs, accommodate bus passenger and operational needs, and facilitate physical transfers between and among modes.

AECOM worked with MDOT to consider multiple project design and delivery options, eventually developing and selecting the current concept through technical analysis and engagement with key stakeholders, including site users and neighborhood groups. The selected concept prioritizes the accommodation of multi-modal trip-making as well as fully leveraging the opportunity for joint development that can occur at and around the transit facility. AECOM also assisted MDOT in consideration of the project delivery strategy, with a current concept of solicitation of

a design-build team to construct the project and potentially the accompanying larger development concept. AECOM prepared a USDOT RAISE Grant application that successfully secured \$10 million toward project implementation, currently planned for 2025. AECOM continues to support MDOT with public engagement, preliminary design, environmental screening, and design-build procurement support.



Eastern Greenwich Civic Center

Greenwich, CT

CLIENT:

Town of Greenwich,
Luigi Romano – Superintendent BC&M
Tel: 203.622.7760
Email: luigi.romano@Greeneichct.org

ARCHITECT MANAGER: TSKP Studio, LLC

CONSTRUCTION MANAGER: AECOM

PROJECT AND TEAM MEMBER ROLE:

Owner's Representation/Construction Management/
Budget and Scheduling

VALUE: \$21.5M

DATES: 2022- ongoing

RELEVANCE TO NOVI



- › Municipal, governmental, or corporate business purpose building
- › Public entity client
- › Owner's representative services
- › Design phase support
- › Public engagement
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

PROJECT DESCRIPTION

AECOM is providing construction management services to the Town of Greenwich for the replacement of the Eastern Greenwich Civic Center providing on-site management, coordination with the town, supporting contractor safety, creating reports, and analyzing contractor change notices.

This project replaces the original 1950s facility, the new two-story center will feature a full-size gym, multi-use event space and three activity rooms. Acting as the town's representative, we will oversee the on-site work. Having worked with the town for well over a decade, our team has developed a strong understanding and affinity for its people and processes.



2019 Bond and Capital Improvement Program

Garland, TX

CLIENT:

City of Garland,
 Laura Dunn, Capital Project Development Manager
 Tel: 972.205.2132
 Email: ldunn@garlandtx.gov

ARCHITECT MANAGER:

Studio Outside (Downtown Square)

CONSTRUCTION MANAGER: Hill & Wilkinson General
 Contractors (Downtown Square)

PROJECT AND TEAM MEMBER ROLE:

Owner's Representation/Program Management

VALUE: \$423 program value; \$23.3M (Downtown Square)

DATES: 2019 - ongoing

RELEVANCE TO NOVI



- › Municipal, governmental, or corporate business purpose buildings including fire stations
- › Owner's representative services
- › Public entity client
- › Design phase support
- › Public engagement
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

PROJECT DESCRIPTION

AECOM serves as the City of Garland's program manager for its 2019 Bond Program, which includes a diverse group of project types. The \$423-million program encompasses street widenings and intersection improvements to alleviate traffic congestion; new public safety facilities (three fire stations and a police evidence building); storm drainage improvements in selected flood-prone areas; recreation center expansions/rebuilds; park improvements (playgrounds, splash pads, parking lots); a new library and library renovations; an animal shelter and adoption facility; and other municipal facilities that will positively impact the quality of life of its residents. Our team works with various city departments to balance the program so that it can be prioritized within the city's annual funding capacity.

The city's goal is to implement the bond program within seven years. Our program management team is also responsible for verifying that the city's design and construction program is feasible; recommending resources, strategies and tools to help the city complete the program within its approximately seven-year timeline; developing and executing a communication and community outreach plan; and providing overall program management and staff support services. We also assisted the City of Garland identify and leverage agency funding opportunities. Staff support includes

reviews for roadway and transportation engineering; erosion control and floodplain management; landscape architecture; building plans; mechanical, electrical and plumbing plans; structural engineering; constructability; and interior renovation and space planning.

The Downtown Garland Square project revitalized downtown Garland through investments in public infrastructure and surrounding streetscapes. The project aimed to promote a pedestrian-friendly environment and spur economic investment in support of Garland's Central Business District and growing residential area. The Downtown Garland Square was transformed into a destination for the community, as well as a location for larger festivals, live music and other special events. Key features include a large recreational and event lawn, a treehouse within a larger play area, a shade pavilion for smaller impromptu performances, starlit patios and a distinctive gateway feature. Beyond the Square, 14 blocks of streetscapes were improved in the broader downtown area.

The Downtown Garland Square project won the CMAA North Texas project achievement award 2024 government project under \$50M.



05

2021 Bond and Capital Improvement Program

Richardson, TX

CLIENT:

City of Richardson,
Nicholas Kohel, Director of Engineering
and Capital Projects

Tel: 972.744.4277

Email: Nick.kohel@cor.gov

ARCHITECT MANAGER: ArchiTexas

CONSTRUCTION MANAGER: To be determined

PROJECT AND TEAM MEMBER ROLE:

Owner's Representation/ General Engineering Consultant
(GEC) and Program Management

VALUE: \$190M program value; \$100M city call project

DATES: 2021-ongoing

RELEVANCE TO NOVI



- › Municipal, governmental, or corporate business purpose buildings
- › Owner's representative services
- › Public entity client
- › Design phase support
- › Public engagement
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

PROJECT DESCRIPTION

The City retained AECOM through a Master Professional Services Agreement, and work will be performed on Task Order basis. The City anticipates the projects will involve significant engineering and architectural issues. The program includes both horizontal and vertical projects. Vertical improvements include renovating the city hall, library, Fire Station #5, and animal shelter.

Initially tabbed as a renovation project for the existing City Hall building as part of the 2021 bond project, an overnight fire caused heavy damage to the 40 plus year old building. After further consideration, City of Richardson citizens approved additional funds to build a new replacement. Currently in design phase, the new City Hall will be a 3-story, approximately 98,000-square-foot, on the existing Civic Campus. The new building is set to have characteristics similar to the Library to create a more unified campus. Civic Campus improvements will include but are not limited to upgrading existing utilities, creating an outdoor plaza with landscape and hardscape upgrades, modifications to existing parking, new surface parking, vehicular drives and pedestrian walkways.

AECOM will provide program coordination, management, and delivery services related to engineering, design, construction, sequencing, community engagement, real estate, and performance monitoring. Our team is focused on identifying opportunities that enhance efficiency, minimize public disruption and reduce costs.

AECOM



Public Works Ambulance Deployment Facility

San Francisco, CA

CLIENT:

San Francisco Public Works
Kathleen O'Day, Project Manager, Building, Design & Construction, Project Management Division
Tel: 415.558.4534 (office) | 415.218.7515 (cell)
Email: Kathleen.ODay@sfdpw.org

ARCHITECT MANAGER: MEI Architects

CONSTRUCTION MANAGER: AECOM

PROJECT AND TEAM MEMBER ROLE:

Construction Manager Support

VALUE: \$50.1M

DATES: 2017-2021

PROJECT DESCRIPTION

This four-story building is the new headquarters for San Francisco Fire Department's emergency medical services, providing additional parking for the fleet and storage for ambulance supplies and vehicle restocking. The ADF is constructed west to the existing 24-hour operational Fire Station #9, and surrounded on the north and south by existing operational buildings. The ADF Building will provide additional emergency medical services offices, conference and training rooms, locker rooms and communal spaces. The location provides on-site fueling, electric vehicle chargers, an emergency generator, solar panels, new landscaping and entry gates featuring public art.

The steel-brace framed building supplements the City's existing emergency medical infrastructure. The ADF has a state-of-the-art seismically enhanced buckling restrained brace system with a modern streamlined metal panel skin and a two-level parking structure for employees. The project is part of the 2016 voter-approved Public Health and Safety (PHS) Bond, which dedicated \$350 million toward capital improvements for City facilities to meet the critical health and safety needs of San Francisco.

RELEVANCE TO NOVI



- › Municipal, governmental, or corporate business purpose building (fire station)
- › Owner's representative services
- › Public entity client
- › Extensive public safety building features
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

AECOM's scope of services included construction administration, budget/cost estimating/cost control, scheduling review/control, document control, and onsite construction management and field supervision services.

Change management services included estimating / cost logic for recommendation of fair and reasonable cost changes in relation to review of base contract requirements, supported change documentation, and face to face negotiation with the general contractor and subcontractors for change orders / dispute resolution.



California Highway Patrol (CHP) Replacement Facilities

Statewide, CA

CLIENT:

California Department of General Services
Troy West, Project Director II

Tel: 916.214.0583

Email: troy.west@dgs.ca.gov

ARCHITECT MANAGER: Nacht & Lewis

CONSTRUCTION MANAGER: AECOM

PROJECT AND TEAM MEMBER ROLE:

Construction Management

VALUE: \$200M

DATES: 2015 - ongoing

RELEVANCE TO NOVI



- › Municipal, governmental, or corporate business purpose buildings (police facilities)
- › Public entity client
- › Design phase support
- › Public engagement
- › Project meetings
- › Cost estimating
- › Operating cost review
- › Design document review
- › Regulatory agency coordination
- › Value engineering/cost analysis
- › Contract compliance

PROJECT DESCRIPTION

AECOM, as part of the Master Architect Team, is providing services as both the master architect and construction manager for the new California Highway Patrol's \$200 million Replacement Facilities throughout the state utilizing the design-build delivery method. Built to meet the requirements of the Essential Service Act (ESA), the new facilities will include a main building (office building), an auto service area, a radio vault building, a property storage building, record storage, evidence rooms, lockers and other officer support needs. The remaining facility will include a vehicle fueling area, a waste enclosure area, a radio antennae tower, a generator enclosure, miscellaneous structures, and site parking. The completed projects will achieve a LEED Silver certification or higher.

AECOM's specific services include assisting DGS in the RFQ/RFP process (preparation, contractor solicitation, recommendation and selection), contract administration, design management, change order control management, estimating, schedule management, RFCs, submittals, document control and post-construction services.

In addition, AECOM supports the state during the design/build solicitation phase, including scoring and final recommendations to the selection committee. Once the design builders have been selected, AECOM assists the State in reviewing the design submissions and managing the construction of all projects.



TECHNICAL APPROACH

Our professionals bring the technical and management expertise to coordinate and manage all project aspects, from concept through completion. Our focus is on providing innovative techniques to deliver projects on time that meet the scope and budget goals.

Having closely reviewed the scope of services in the RFQ, we are uniquely positioned to provide them. Our core competency and competitive advantage lie in our ability to offer high-level program, project, and construction management services. We also provide the added value of subject matter experts who can deliver engineering, architectural, environmental, estimating, or scheduling services. This comprehensive approach means we can provide the services necessary to successfully manage the City of Novi's New Public Safety Facilities.

Below we outline our approach critical to supporting your success:

(LINKED ②)

APPROACH CONTENT

1. Reviews, Project Meetings, and Reporting

2. Project Management Plan

- a. Informational Campaign Support and Project Communications Plan
- b. Risk Management
- c. Safety/Logistics Plan
- d. Environmental and Permitting Plan

3. Independent Construction Cost Estimating and Operating Cost Review

4. Budget Management

5. Schedule Management

6. Value Engineering/Cost Analysis and Cost Control

7. Quality Assurance/Quality Control Program

8. Closeout Coordination

- a. FFE Planning and Coordination
- b. Move Management
- c. Commissioning and System Sign Off
- d. Systems Training

9. Work Plan

1. Reviews, Project Meetings and Reporting

Reviews: In partnership with Novi, we will review the design documents for clarity, consistency, code and FEMA compliance, constructability and compliance with the project objectives. We will also coordinate with the City to help expedite the design by compiling and conveying the City's comments, as noted in the Communications Plan we will develop when creating the Project Management Plan. Along with these reviews, we will support the city with Contract Compliance Reviews incorporated into our approach as outlined in our Project Management Plan, budget and schedule management and stakeholder coordination.

Project Meetings: This critical component of every project is an effective means of collaborating on ideas, resolving issues, building relationships and reporting information. Since there are many stakeholders, we recommend that consistent periodic meetings be essential to monitor progress and help expedite outstanding issues. To memorialize important statements made and actions required, concise, accurate meeting minutes issued promptly are just as important as the meetings themselves.

We will work with the City of Novi to document the decision-making process through collaboration and set meetings. Establishing a protocol for the approval process for changes in design, contracts, schedules, or costs will be important. We will analyze and document the process for each type of decision and other decisions that arise.

We will organize, lead, and document all required regular and special project meetings throughout the project's phases. Responsibilities shall include coordinating meeting times and attendees, posting agendas, documenting critical discussion items and required actions, tracking issues, and following up.

In conjunction with the City of Novi team, our owner's representative will meet weekly with you and the architect during the final stages of a project. Such meetings shall serve as a forum for exchanging information concerning design issues, coordinating activities and responsibilities, and reviewing progress on design and construction documents. We will maintain records of all meetings and distribute meeting notes to all attendees and others as required.

Reporting: We will prepare and distribute a comprehensive monthly report (in a format approved by the City of Novi) to all team members. The Monthly Project Report will include an executive summary of key issues and areas of concern, detailed project status, upcoming project activities, detailed project budget and schedule status, key upcoming actions and required approvals.

2. Project Management Plan

We know that effective communication and planning are keys to project success. For this reason, we start every new project management assignment by meeting with the owner to develop a detailed Project Management Plan (PMP) tailored to that specific project. The Plan includes a Project Responsibility Matrix that identifies who is responsible for each project task and who approves the work product of each task. This effort will support and guide the scope as you've outlined in the RFQ documents such as the Design Phase needs to coordinate and expedite the flow of information.



The matrix mentioned above allows everyone to know their responsibilities and those of other team members. Based on our responsibility matrix, we will develop a set of project procedures to enable the project team to understand better and perform its duties. These procedures will address the communication protocols, decision-making process and project objectives, identify and address project-specific issues, and address the stakeholders' expectations.

We will foster open communication between the contractor and the design team to spread an understanding of the design intent, identify and resolve questions early, avoid re-work and claims, and cooperatively deliver the best product to the City of Novi. We are committed to maintaining a tight change control protocol to avoid claims and to achieve the City of Novi's project goals.

A. COMMUNICATION PLAN AND INFORMATIONAL CAMPAIGN SUPPORT

We will bring our experience in developing a communication plan. The communication plan is the basis of structured communication, and a comprehensive flow chart shows the decision-making process. Since many entities and stakeholders will be integrally involved in the projects, it is essential to establish guidelines for all team members to follow to create consistency within the project. Our communications plan includes identifying a support base, consensus building, and public information delivery for project compliance. Keeping in mind budget and schedule restraints. Our team considers how to address the concerns of governmental and regulatory agencies, community groups, local businesses and residents.

Leading this effort will be Novi resident Yichen Chen in partnership with Project Manager, David Esparza and the City of Novi.

The following are typical components of a communications plan:

- Develop a responsibility matrix to establish roles
- Meet and confer with client representatives, continuing this consultation regularly throughout the project
- Provide project information to the community
- Anticipate and develop communication and community relations strategies for issues and concerns that may arise during construction, including noise, dust, traffic and public safety
- Identify issues of concern to local residential, environmental and business groups
- Provide periodic updated information about the project as it evolves
- Assist the City of Novi with community and media relations plan strategies
- Advise on or implement continuing communications with stakeholders
- Provide regular reports to the City of Novi

The responsibility matrix will clearly show each team member's roles and responsibilities and establish performance expectations. Developing this matrix will help identify potential conflicts and omissions of activity to achieve complete coverage and eliminate unmet expectations. It will also allow each team member to see a snapshot of their responsibilities and how they relate to others.

B. RISK MANAGEMENT

We recognize our role in helping the City of Novi achieve its vision. An essential element of success is the early identification and management of critical project risks and opportunities so that mitigation and implementation strategies are put into practice from the earliest stages of project development.

Internal collaboration is an excellent process for risk management. With the projects seeking funding, it is essential to evaluate issues for budget and schedule and provide input on impacts for adjustments. It provides a road map to success as it guides the project team to:

- Identify the full spectrum of risks and opportunities for the project, as well as for other City -related activities, projects and operations
- Incorporate input from a broad spectrum of individuals from the City of Novi, designers and project stakeholders to identify risks and realize opportunities
- Evaluate consequential impacts that may arise from potential and current risks
- Forecast the magnitude and probability of the impacts associated with all identified risks
- Define a clear and practical mitigation plan for all identified risks
- Make clear assignments of actions to mitigate risks and track performance
- Resolve project issues before they can cause delays, cost escalations or claims

Typically, this risk management approach starts early – with pre-construction constructability reviews – and continues through construction to fully evaluate and effectively manage all risks throughout project delivery. This approach minimizes the need for crisis management. It allows time to receive critical input from the City of Novi staff, the project designer, stakeholders and regulatory agencies, and AECOM's local and national resources.



RISK MONITORING

Includes implementation of the risk response plan, ensuring compliance with the activities and evaluating progress.



RISK RESPONSE

Answers the question, "What should we do about this particular risk?", based on the results of the risk analysis.



RISK ANALYSIS

Determines which risks warrant a response by focusing on the risks most detrimental to project success.



RISK REGISTER

Records and communicates identified risks; their potential impact to the project, responses, and monitoring activities.



RISK PROFILE

Ensures that identified risks are adequately considered in the Preliminary Budget and Preliminary Schedule.

Risk Management Process Overview



C. SAFETY/LOGISTICS PLAN

AECOM maintains a comprehensive health and safety program with a corporate-level functional organization that controls overarching corporate-level policies and procedures. These policies and procedures are based on full compliance with regulatory requirements, protecting workers and the environment, and effectively accomplishing the project work.

Because we tailor the safety-based controls for each project, our system achieves a tailored balance between the workers' knowledge, skills, and abilities, the use of and compliance with technical procedures, and the training necessary to support effective implementation of the procedures and controls. This balance allows project-specific controls to be effectively implemented. We have used this standards-based approach to accelerate our work accomplishments across our company, delivered industry-leading results and earned numerous awards and recognition.

This approach begins with project planning and continues through a comprehensive set of core safety processes that combine technical field procedures with ongoing training programs. Our safety representatives participate in the development of project safety programs specific to each project, including:

- Safety requirements to be flowed down to the subcontractor
- Historical safety performance thresholds
- Descriptions of hazards, controls and expected impacts on productivity
- Minimum safety program requirements and pre- and post-award submittals

AECOM'S COMMITMENT TO SAFETY



Safety is an essential part of AECOM's DNA. This means maintaining a healthy, vibrant workplace and ensuring that employees protect and preserve facilities, property, equipment, the environment and, most important, people — employees, clients and the end users of our work. We strive to be the beacon of safety excellence in the industries and communities in which we work. We are committed to:

- » Zero work-related injuries to our employees and protection of the environment as a result of our activities
- » Providing a highly effective SH&E management system that drives continual review and improvement
- » Meeting client requirements and properly incorporating all safety, health and environmental rules and regulations at the local, state, provincial and national levels
- » Developing an exceptional safety culture where our people embrace ownership for the safety of themselves and others
- » Substantial improvements toward our goals of pollution prevention, resource conservation and environmental sustainability
- » Setting and meeting aggressive SH&E performance goals and Core Value Metrics to promote continuous improvement
- » Working with employees and business partners in order to continuously improve SH&E performance

We will proactively manage safe construction and work zone activity by developing a construction logistics plan that is then shared with the contractor to ensure a clear plan for delivery, staging and safe work zones. We will use established procedures, training, and project-specific programs. The program will incorporate public protection measures, such as traffic barriers, temporary fencing around excavations, warning signage, and other methods to protect the public from all construction hazards. Appropriate detours and safety barriers will be installed and maintained, along with protective pedestrian walkways as necessary.

D. ENVIRONMENTAL AND PERMITTING PLAN

Critical to the project is to make certain that the proper permits and environmental mitigation measures are managed through the sign-off process. We will keep a log of all of the permitting agencies that will be required to sign off on the completion of the project. This log will be our action log for keeping track of agency concerns and issues and scheduling sign-offs. In addition, we will also work with the consultants and contractor to support environmental mitigation measures are addressed during construction, as needed. We foresee that this monitoring and its management will occur weekly with the contractor, and we will report back to the City of Novi weekly.

We are experienced in working with various federal, state, county and city agencies and numerous public and private utility companies. We can use the proximity of our office in Novi to work effectively and congenially with applicable agencies throughout the project. In working through governmental agency issues, we seek to discover the issues that would hinder their approvals early and be responsive to their requests. The coordination of these groups is the key. As discussed previously, it starts with clear roles and responsibilities, continues with effective, efficient meetings that honor the team's time and concludes with meeting minutes with action items and due dates.

We've supported, partnered and delivered City of Novi projects along with other State of Michigan projects. We've built relationships and a working knowledge of Novi and Michigan codes, policies and regulations, common business practices. Representative agencies included state fire marshal, regional water quality control boards, air quality management districts, various city agencies, and numerous public and private utility companies. We will coordinate with these agencies throughout the design and construction process supporting on-time delivery.



3. Independent Construction Cost Estimating and Operating Cost Review

AECOM has provided construction cost consulting services throughout the United States, ranging from under one million to over a billion dollars. Our in-depth knowledge of the Michigan and nationwide construction market will allow us to provide the best information to manage costs.

Basic Pricing Approach

Our basic pricing policy establishes unit prices that reflect the conditions prevailing in a given project. These conditions may be physical, such as site accessibility, the difficulty of construction, and availability of materials, such as limited working hours, prevailing wage requirements, schedule compression, etc. To establish these unit prices, several sources of information may be used for material, labor and equipment prices and labor and equipment productivity rates. These prices and rates are then modified as necessary to reflect prevailing project conditions.

Price Build-Up

Where appropriate, the unit prices are built up from labor, material and equipment elements as follows:

Labor

The labor cost is derived from the labor productivity multiplied by the labor rate.

The labor productivity reflects the installation conditions and includes supervision by the crew foreman, drawing study and layout, normal material handling, material installation and a reasonable allowance for normal non-productive time, such as walking time to and from the work location, comfort breaks, etc.

The labor rate is the prevailing wage for the project. This may be the full Union rate, Davis Bacon prevailing wage rate, or non-Union. The rate will represent the expected crew mix of foremen, journeymen and apprentices. Allowances for premium time or shift work will only be made where explicitly stated. The labor rate includes all labor burdens for payroll tax and insurance, benefits, and dues.

Material

The material cost is the material supplied to the site in the right quantity and quality, including sales tax. Special material handling or staging will also be included. Allowances will be made for waste, short-order charges, set-up costs, etc.

Equipment

The equipment cost included in a unit rate is the cost of equipment specifically required for that element. General site equipment, such as cranes, trucks, etc., will be priced according to the general conditions. The equipment price should consider set-up and break-down costs, operating costs and minimum usage periods.

Sources of Cost Data

Historical Information

Much source pricing is based on historical data collected for previous projects. This is particularly true for common building materials, where prices and productivity are periodically verified rather than rebuilt for each project. Where historical pricing data is used, the estimator will ensure that the unit price accurately represents the installation cost under the project conditions.

Suppliers, Subcontractors and Unions

Source price data is obtained from suppliers, subcontractors and unions for materials and labor. These may be individual prices for specific parts or materials or lump sum prices for subcontracted construction elements. Lump sum prices are usually only obtained for specialty items, such as base isolators, post-tensioning tendons, etc.

Information received from suppliers or subcontractors is always verified by checking against known material costs and reasonable productivity assessments. Where possible, cost data will be obtained from more than one source. Suppliers and Subcontractors can also assist in providing productivity rates in certain circumstances.

Published Price Lists

Certain trades or suppliers publish material and equipment usage price lists, updated as often as weekly, and we subscribe to many of these services. The Mechanical Contractors of America (MCA) and the National Electrical Contractors Association (NECA) also publish labor productivity manuals, giving both average productivity rates and modifiers for project conditions. However, these are more useful for change order estimating than design estimating.

Staff Experience

Our staff is trained in construction methods and technology, and many have direct site experience in construction or construction monitoring. Based on their training and experience, they can generate a productivity rate.

Cost Planning

We have developed modeling tools for many institutional and public sector owners. We build parametric data from the functional and facility programs. By knowing the spatial organization, we can develop key quantities, and from the functional performance, we can build component costs based on the expected quality or performance. We also use these data to build operational costs to generate a programmatic Total Cost of Ownership (TCO). Our TCO tool uses the parametric data and the defined Level of Performance to create project-specific operational costs, such as looking at, for example, areas of finish and frequency of cleaning, or size of emergency generators and fuel demands. Going further, we can model capital (embodied) and operational carbon values to create a holistic life cycle cost and carbon view of the proposed facility before design work begins.

The Parametric Cost Model offers two key values:

1. *It allows for rapid value analysis.* We can quickly vary key quantity or quality parameters to see how sensitive the cost is to changes. For example, we can look at the impact of super-insulation on the cost of mechanical systems—both capital and operational—or the impact of increasing the durability of finishes (a major feature in public safety facilities) against long-term maintenance costs.
2. *It provides target quantities and costs for the design team.* Rather than having the design team operate blindly in the hope of staying on budget, we can give them target quantities for cladding, glazing, size of switchgear, etc. Because these have been explicit in the modeling stage, the whole project team can commit early to an achievable budget and then design to that budget.



4. Budget Management

In establishing cost control measures, we will analyze and validate the current budgets associated with the new public safety facilities. We will review to see that all potential project costs are identified and budgeted, including costs associated with schedule, labor, materials, transportation, fees, permits, constraints to the work environment and temporary construction or facilities. We can assist the City of Novi in validating all budgeted items. Implementing rigorous controls at this stage will support that there will be no surprises with the budgeted line items.

Bringing Projects Back into Budget – Before construction, we will review the budget against the estimated construction cost to develop recommended scope or building systems that may be considered for optimization. We will work with the City of Novi and the architectural team to identify systems or building components that may be rehabilitated rather than replaced, where appropriate. Each project is set up during construction with specific line-item budgets utilizing a detailed cost coding system, with the anticipated cost report typically updated biweekly. If significant variances exist between the budget and the estimated cost at completion, we coordinate with the city to develop a strategy to mitigate any cost overruns.

Where unavoidable costs, such as environmental issues or unforeseen changes in construction or site conditions, exceed the original budgets, we, along with the City of Novi, assess the cost issues and consider a plan of action that will be in your best interest.

5. Schedule Management

The baseline schedule is a crucial element for each project, which captures our understanding of how the project will be constructed. We will compare our baseline schedule against the baseline schedule submitted by the contractor. This will allow us to identify whether the contractor has considered such items as the regulatory agencies' permit restrictions or long-lead ordering time for materials. In parallel with the constructability analysis and review task, we will prepare a summary-level master schedule that broadly highlights the project. The approved baseline schedule submitted by the contractor will be available and accessible to project team members and the City of Novi. Elements in our baseline schedule will include milestones for each phase of construction – controlling operation, materials procurement timetables, utility relocation schedules, review times for submittals and any other potential schedule impacts. We will use the baseline schedule to coordinate work with the contractor, order long-lead items, and manage submittal. This will provide the City of Novi with the information required to understand the project's status at any time fully and the potential impact on the overall completion if obstacles are identified during the project's construction phase.

Our expertise in developing master schedules and reviewing baseline and monthly schedules has its roots in our extensive claims and expert witness capability. Our expert schedulers apply the knowledge acquired from their claims support practice to know what to look for in a baseline schedule to avoid potential claims. Further, our schedulers have a deeper understanding of scheduling than the contractors. We often point out areas where the contractor can improve their schedule or ways to improve their logic in construction activities.

6. Value Engineering/Cost Analysis and Cost Control

Value Engineering and Management

Value management is at the heart of our cost management approach. Cost models and estimates do not end in themselves. They must exist as decision management tools that allow the project team to make better decisions within their own values. Because of this, we focus on delivering actionable information in our estimates. Right from the start, the models are designed to have sufficient granularity to allow for choices. It may be deciding on air change rates for enhanced infection control. We can look at the impact on air handler size, heating and cooling, options to add heat recovery, filtration alternatives, decoupling thermal and ventilation energy – the whole range of impacts from a simple value statement.

As we do our estimating work, we often dig deeper and become more intimate with the design than any one discipline. We look across the systems in the whole building and integrate them with our knowledge of similar facilities. Consequently, we will come up with value considerations – what could be done better or cheaper, how have others done this, and what program elements drive disproportionate costs? We become active participants in the value management process.

Cost Analysis

Leading our estimating efforts is Peter Morris. Peter and our in-house estimators will review the suggested pricing and offer opportunities to reduce costs and strategies to evaluate enhancements to the project further. We will evaluate all project costs and ensure all potential costs are considered.

As the design progresses, we will work with the project team to develop milestone and validation cost estimates based on the best available data. The milestone estimates occur at key design stages to comprehensively check cost progress. Validation estimates can occur at any stage to check elements or systems, particularly in support of value management or option evaluation. For example, there may be a need to look at different HVAC systems or to check the costs of specific finishes. We may even be evaluating procurement strategies or bidder options.

COST EXPERTISE AND FLEXIBILITY

In the 2019 City of Garland Capital Improvement Program, projects began to see additional costs due to inflation; without a proper plan, the City funds could have been misallocated, and priority projects may not have been delivered per the schedule. Our team built a cost model to present services yearly across a decade. This model was reviewed and incorporated into the city's budget, allowing them to make better decisions based specifically on the needs of their community and program. Further supporting cost management, our team is responsible for verifying that the city's design and construction program is feasible. We recommend resources, strategies and tools to help the city complete the program within its approximately seven-year timeline, develop and execute a communication and community outreach plan and assist in identifying and leveraging agency funding opportunities.



Because estimating always contains uncertainty – incomplete design data, unforeseen site conditions, unknown market or bidding conditions, we explicitly address and characterize the uncertainty to determine how confident we can be in the validity of the cost data. At each stage, we work with the design and construction team to dig deeply and fill in data gaps to narrow down the unknowns and then manage the unknowns. When comparing options, we will assess if one has more inherent risk than another and to what degree our assumptions impact the outcome using sensitivity analysis. When evaluating design to budget, we will include contingencies or other mitigation strategies to have confidence that the estimate is not overly optimistic.

Cost Control

We customize cost control systems to each client's specific needs to respond to their reporting and tracking requirements. To do this, we must understand the accounting system and standard code of accounts so that our project systems are set up to track the same items. Types of costs we track include original budget, changes, current budget, cost to complete (forecast), cost at completion, and variances. By modifying the tracking system to meet the City of Novi's requirements and inputting changes according to an adopted authorization procedure, we analyze actual costs to identify trends and prepare accurate forecasts.

The goal is to avoid all unnecessary contract change orders. Change orders can be generated from a number of sources and reasons, including changes directed by the designer or the owner and field-originated changes arising from unforeseen site conditions. Our team will evaluate all proposed change orders to determine need, merit, and project impact. The team will provide cost estimates, schedule impacts, and a rationale for approval or rejection, with the concurrence of the construction manager, architect, and the City of Novi.

Our team will be proactive in our efforts to prevent all foreseeable potential claims and disputes. The effectiveness of our support to the City of Novi in claims avoidance is based on extensive construction experience on projects of similar scope, size and complexity, as well as our expertise in construction claims analysis and resolution.

7. Quality Assurance/Quality Control Program

A core value of AECOM is continuous quality improvement. We are committed to being a leader in the field in terms of quality in design, technical proficiency, and client service. AECOM offers the City of Novi a proven Quality Management System (QMS) that is certified to the internationally renowned ISO 9001:2008 standard yet is sufficiently flexible to address the specific requirements of any City project. Our first level of quality control is providing a review with our entire team to ensure that the design fulfills the program criteria and that the documents are well coordinated with these criteria.

With our web-based and automated QMS system, we will oversee and direct a team of multi-disciplinary professionals to provide the necessary QA/QC reviews and sign-offs. As an AECOM policy, no documents are issued until the signoffs are recorded.



**Jeff Dohlby,
PE, CCM, CQM/OE
Quality Manager**

Jeff has over 30 years of experience in the professional services industry. In an effort to expand his skills and client offering Jeff was certified by the America Society for Quality.

As a Certified Manager of Quality/Organizational Excellence Jeff leads and champions process-improvement initiatives and helps establish and monitor customer relations, supports strategic planning and deployment initiatives, He helps motivate and evaluate staff, manages projects, analyzes financial situations, determines and evaluate risk and employs knowledge management of tools and techniques to resolving quality challenge. Jeff will be a resource for the City of Novi's projects supporting expert delivery to the highest quality.



8. Closeout Coordination

Close-out begins with understanding your project, implementing our proven PMP and Quality Assurance Plan (QAP), and continuously providing changes and updates to the PMP and QAP to achieve a broad-based acceptance of the project. Using the PMP, we have already instituted all project implementation procedures, allowing us to achieve project closeout with minimal effort.

We began the process by getting to know your project and creating a vision of what is needed for successful completion and acceptance, working diligently throughout the project to resolve issues as they come up, maintaining as-built records concurrently, and completing the project documentation as we go. With this approach, we can minimize the time required to close the project out and, thus, minimize the project closeout costs. Our procedures at closeout begin with a punch listing of completed work and informing the City of Novi that the construction is substantially complete.

Our approach has been and will continue to be active, aggressive and continuous involvement in all project activities. Contract closeout activities start on day one. As construction is completed, we will continuously maintain the documents with the project goals and objectives and achieve seamless project acceptance.



Closeout documents will include the following:

- ✓ Providing electronic copies of all plans, designs, reports, permits and agreements, and contracts prepared under the specific task order
- ✓ Delivering bound and indexed project documentation, including manuals, record drawings, and maintenance stock
- ✓ Resolution to outstanding contractual issues, changes, claims and deficiency reports
- ✓ Preparing and indexing Materials Certificate and manufacturer's warranty certificate
- ✓ Providing certification on the completeness and accuracy of the as-built plans and as-built cost
- ✓ Providing final detailed as-built or actualized schedule
- ✓ Providing change order summary and assessment of liquidated damages, as applicable
- ✓ Preparing and processing final payment and Final Project Completion Report
- ✓ Coordinating with the City of Novi for project acceptance
- ✓ Making recommendations for certification to the City of Novi for payment
- ✓ Obtaining evidence of certification of all liens released
- ✓ Assisting the City of Novi with filing the Project Notice of Completion
- ✓ Final reconciliation of the budget versus cost.

In addition, AECOM knows that there are other aspects that are crucial to the closeout of any project, and those include:



A. FFE COORDINATION

With FFE coordination, we start with the design set to ensure that the FFE going into the building is well coordinated. The coordination includes evaluating electrical or mechanical requirements, determining if the FFE owner-furnished contractor installed or owner-furnished owner installed and managing the timing of the placement. We will also work with the contractor to ensure that the FFE is ready for installation and that we have placed the order on time. This major factor requires someone to take full responsibility, and We have performed this role on most of our projects.



B. MOVE MANAGEMENT

All of the stakeholders need to be aware of the moving plan. The moving plan provides instructions regarding how we will move departments back into their space, the timing and how we will assist with minimal disruptions. Through a collaborative effort with the City of Novi project team and major representatives, we can evaluate the plan, adjust it as needed to accommodate each department, and then get a full buy-off on the plan. The last task is to line up the proper moving teams, IT team and contractor, if needed, to make sure that each space is functional for its intended purpose.



C. COMMISSIONING AND SYSTEM SIGN-OFF

If the building is going for a green initiative designation/certification, we will want to work with the architect and the commissioning agent to ensure that the commissioning requirements are well laid out and outlined for the contractor to meet within the technical specifications. We will continue to coordinate and monitor the contractor's systems.



D. TRAINING

Finally, when the system meets the contract requirements, we will manage the training sign-off required for the user groups and maintenance. We will recommend that all training is videotaped so that new employees can get the same training if hired later. We want to make sure that the project team, maintenance and user groups have many people available to operate the systems and potentially train future employees.



9. Work Plan

Upon selection, David Esparza will be mobilized for this project. Using the tasks described above as a guide, he will quickly get up to speed on the projects by meeting with key stakeholders.

In *Exhibit 3 Work Plan* we provide a draft work plan for your review as a preliminary outline of our approach to executing and delivering the scope of services for what we are calling Phase One and Phase Two, based on the current information we have.

Phase One, termed "Pre Bond-Approval," involves the preliminary stages of planning, development, conceptualization, and cost estimation. This phase aims to secure understanding and support

from residents and stakeholders, which is crucial for obtaining city council approval and passing a ballot initiative by the City of Novi voters. Phase Two "Post Bond-Approval" will commence upon successfully approving the funding bond initiative, tentatively scheduled for November 2025. In the first half of 2025, we will focus on planning and developing the initiative to build support for the city council's approval request in the last months of the year. Once the residents and the council approve, we anticipate moving into the design phase, followed by construction in 2027 and 2028.

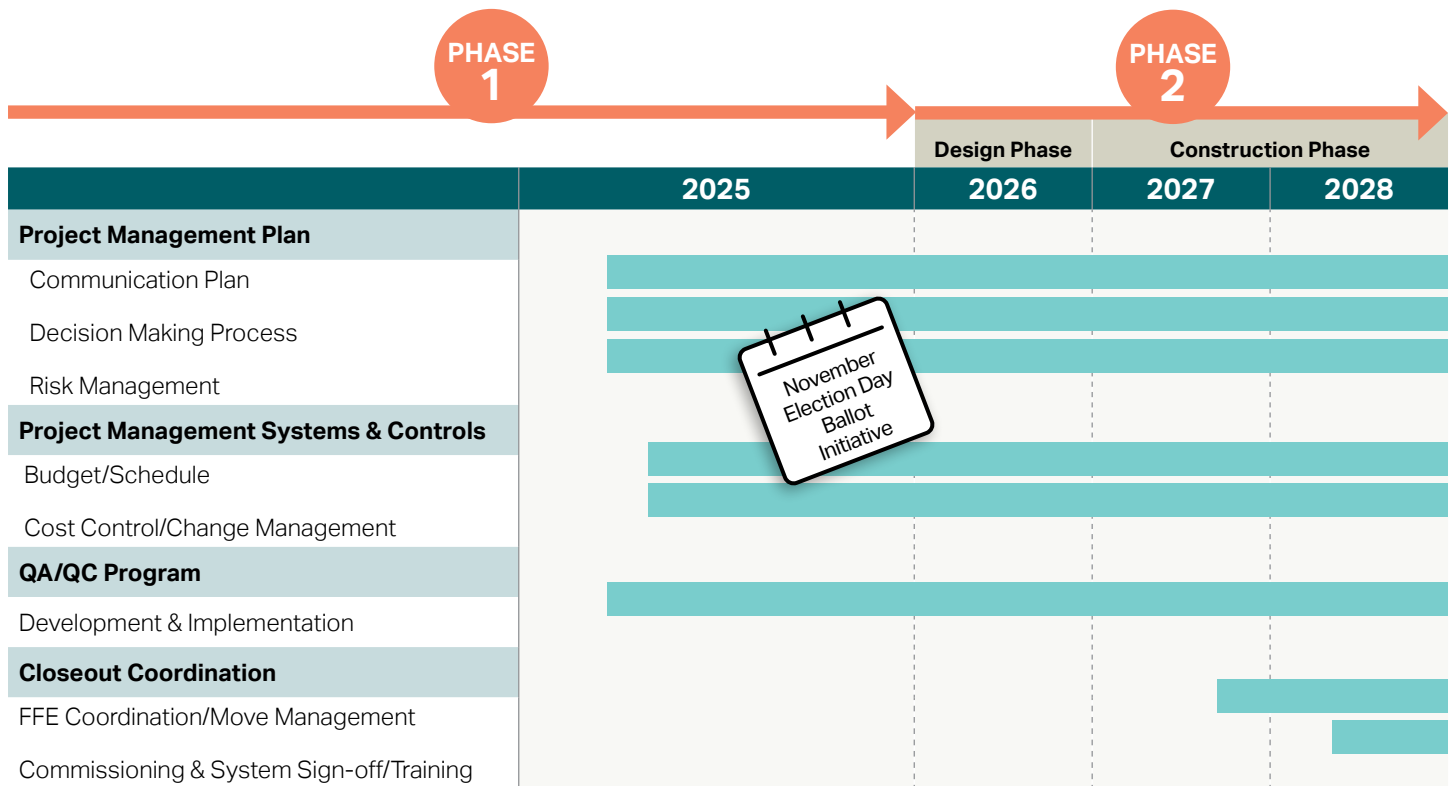
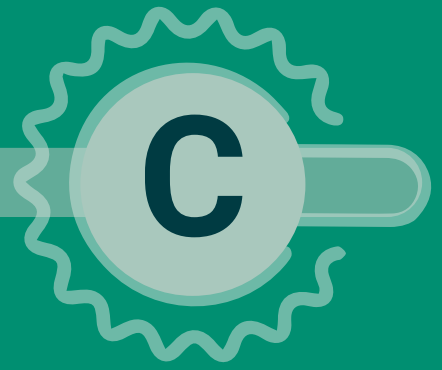


Exhibit 3 Work Plan



ADDING VALUE



C. Adding Value

BRINGING SUCCESS

We have selected a diverse team of professionals supported by a global network of over 49,000.

Our staff will bring expertise and leadership to help support informed decision-making and accountability. In this chart you will find highlights of our personnel's ability to bring value to the projects they serve.

Project Name, Highlights and Value	
Thomas Roberts, PE Principal-in-Charge	City of Detroit, Department of Transportation Department » Coordinated reconstruction design and specifications package preparation and managed competitive bid process » Successfully coordinated with authorities to validate fair and reasonable costs. Oversaw construction trades, cost and schedule demolition, reconstruction and return to operations.
David Esparza, AIA, LEED AP Project Manager	Detroit Public Schools Community District - South Eastern High School Annex » Oversaw regulatory coordination of code requirement for additional parking impacting design. OR's advisement was approved by the city parking was determined a non-need » Expedited regulatory Preliminary Plan Review per previously established relationships and process knowledge to maintain original schedule.
Troy Barbu, Digital Solution SME	California Division of the State Architect, Digital Design Review Implementation » Implemented six procedures for plan, post approval, and Over-the-Counter (OTC) documents, and trained over 300 staff members across four DSA offices. » Established new digital design review process to enhance communication amongst key stakeholders and reducing overall schedule review time.
Jeff Dohlby, PE, CCM, CMQ/OE Quality Manager	Wisconsin Department of Transportation » American Society for Quality - Certified Manager of Quality/Organizational Excellence » Coordinated budget and schedule monitoring, change management, quality concurrence, and inspection requirements managed through closeout.
Peter Morris, Cost Estimating/Value Engineer	Los Angeles County Public Works, Consolidated Correctional Treatment Facility » As Cost consultant provided insight for bed reduction from 4,860 to 3,885 » Coordinated work sessions with more than 30 stakeholders. » Advised impact of each modification and options for accommodation.
Yichen Chen Public Engagement/ Communications Lead	Michigan Department of Transportation, US 131/I-96 Engineering Study » Coordinated with the public collecting over 2,000 responses without issue. » Created data graphics and visuals for stakeholder reports. » Developed comprehensive engagement report.
Lyndee Cichon, Project Controls Manager	City of Phoenix, Planning and Development Department » As a manager, supervised budgets, employees and acted as HR liaison » Provided strategic oversight for implementation of SHAPE PHX (permitting system conversion from on-premises to cloud) » Supported decision making with custom reports and data oversight.
Brian Super, AIA Design Documents Oversight/ Reviewer	New York State Police Troop G Headquarters and State Operations Center » Served as Public Safety Architect specializing in law enforcement facilities and operations » On-time services for programming, schematic design, design development and construction documents
Ben Nimke, LEED GA Construction Professional	Government Partnerships, Gordie Howe International Bridge » Construction coordination of multiple support buildings. » Extensive, successful coordination managing field clarification requests, material acceptance requests and working drawings .
Dominic Conti, PE Civil Engineer	City of Novi, Lakeshore Park Tunnel Replacement » Design/Asst. Construction Engineer for box culvert into pedestrian tunnel. » Offered insights and knowledge for placement and drainage.



FINANCIAL MANAGEMENT AND TECHNOLOGY SYSTEMS

As part of AECOM's sphere of innovation is an expanding ecosystem of tools, systems, and processes to create opportunities to be more efficient, collaborative, and effective in our processes. Our team members are familiar and agnostic in various industry systems. We are ready to coordinate with the City of Novi to identify what is best for you and work as an integrated partner in the systems of your choice.

Below you will find an outline of our typical financial management system followed by details of our select technology systems that have helped our team successfully deliver similar projects.

FINANCIAL MANAGEMENT

AECOM uses a customized Oracle accounting system for tracking project costs and invoicing. AECOM's information systems, project management and finance staff have developed project budget control systems using ISO 9000 Certified Systems (see detailed description of ISO 9000 to the right.)

These systems allow:

- Development of detailed labor-hour and cost estimates by task and subtask;
- Review by the project/task order manager of budgets and costs on a weekly, monthly or project-life basis;
- Planning and tracking of labor for the entire project by the project/task order manager; and
- Task and subtask budget reviews at specified levels.

Initial set up of projects in our accounting system is completed by accounting specialists with direction by the project/task order manager for each project and/or task order.

Set up includes proper billable rates for the contract by staff person. Other requirements/restrictions on direct costs are also input into the system at project setup. For labor hours, each project and task is tracked on daily electronic time-sheets. Staff working on the task enter their hours worked by project number and task number, with ability to note details on work completed at the end of each day. Hours by task and staff are recorded in the project's cost accounting summary weekly and are available for project manager review each Monday following a complete work week.

For expenses/other direct costs, appropriate backup documentation is required to accompany expense reports prepared electronically by staff who input charge codes by project number and task. Expense reports are reviewed by AECOM financial staff and the project/task order manager for accuracy, billing to the correct task and adherence to the terms of the Agreement and applicable Federal and State regulations. These costs are applied to the project budget weekly, as they are submitted by staff. As part of contract requirements, staff also may fill out monthly expense reports for specific projects in addition to their AECOM internal expense reports. These are used as support for billing travel and other direct cost to the client, as allowable by contract per diem and other rates.

Invoices are prepared by AECOM financial staff monthly (or by milestone, depending on contract terms) and reviewed for accuracy, appropriate backup documentation, appropriateness of budget use to percentage of completion of work and adherence to the terms of the Agreement and applicable Federal and State regulations by the project/task order manager before presentation to the client. Depending on the requirements of the contract, invoices may be accompanied by detailed progress reports.

AECOM has a strong firewall system to protect information from improper access and from data corruption. We also have extensive quality control and assurance systems in place to ensure standard filing procedures so that files can be found and reviewed quickly and easily by appropriate project, financial and management staff.

ISO 9000 CERTIFIED SYSTEMS

AECOM has been independently audited and certified to be in conformance with ISO 9000 an internationally recognized quality management system maintained by the International Organization for Standardization (ISO).

To obtain ISO 9000 certification, AECOM has established the following standardized procedures:

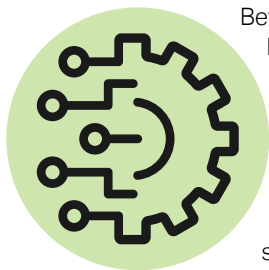
- Monitor processes to ensure they are effective
- Maintain adequate records, including a consistent filing system for all contracts, correspondence and work products
- Provide independent technical review of all work products prior to presentation to the client
- Check all work products and services for quality and accuracy, with appropriate and corrective action where necessary
- Regularly review individual processes and the quality system itself for effectiveness
- Facilitate continual improvement in business systems



TECHNOLOGY SYSTEMS

With a team of over 2,000 digital practitioners, Digital AECOM is transforming the way we do business. Combining our leading industry knowledge with digital consulting services and products, we define, develop, and implement personalized solutions for clients to help them achieve better outcomes. AECOM stands up over 20+ digital software offerings and has built systems for 30+ large government, state, and city agencies.

On the following page we highlight select systems we've used on similar projects. Some of these systems are proprietary tools that AECOM has developed in-house for similar clients and needs. An overview of possible softwares can be presented to the City of Novi to determine what can be leveraged for greatest utilization.



Beyond AECOM's internally developed proprietary systems, there is a wealth of digital **Project Management Information Systems (PMIS)** and scheduling software that can be utilized 'out of the box' and supported through our internal superusers or specifically enhance on the needs of a client and/or infrastructure projects. These PMIS and scheduling tools are intended to manage important aspects of program controls such as documents, financial budgets and costs, changes, risks, issues, schedules, RFIs and submittals in an immediate, transparent dashboard fashion. Each technology service package has **AECOM subject matter experts (SMEs)** and software vendor relationships to support the workflow development, implementation, training, and project support needed for a successful digital rollout.

AECOM has identified the following technology softwares that seem most relevant to the City of Novi but we are knowledgeable in many others that could also be implemented if there is interest: Kahua, e-Builder, PM Web, Procore, P6, Microsoft Projects.

ACHIEVING BETTER OUTCOMES THROUGH DIGITAL SOLUTIONS

BIM & Cupix offer cutting-edge 3D digital twin solutions that integrates BIM, plans, issues, and RFIs to provide accurate data for the as-built environment across planning, construction and post-construction phases. Cupix creates punch lists, makes queries and assigns tasks, all with the full benefit of the 3D, 360-degree spatial context.

PlanGrid is a mobile-first technology that gives general contractors, subs, owners, and architects access to information in real-time and enables collaboration and actionable insights. PlanGrid allows construction team members to manage and update blueprints, specs, photos, RFIs, field reports, punch lists, and all safety, quality, and daily reports where and when the work happens from any device.

ePlan Soft is a cloud-based, live digital collaboration document that streamlines and improves efficiency and effectiveness of the plan review, design review, construction, and asset review processes. ePlan integrates with existing permitting systems to expedite document review, maintain record of changes, and track user assignments.

PlanSpend consolidates and organizes data related to the condition of assets and provides estimates for expected and remaining useful life, cost forecasts, and quantifiable impacts — allowing comparison between different types of projects to effectively plan for capital spending, facility operations, and maintenance management activities. PlanSpend helps capital planners and asset managers prioritize projects to schedule and allocate funding for the highest priority projects first.

PlanEngage enables teams to create, edit, and publish highly visual and interactive communications throughout the life cycle of a project - including videos, 360-degree project progress images, visualizations, project dashboards, and more. Coupled with inbuilt feedback capture and reporting, the outcomes are digital report products that make project data more engaging, more accessible, easier to understand, and encourages participation to deliver more meaningful engagement with stakeholders.

CostX offers seamless integration of 2D & 3D takeoff, estimating and customizable reporting - all available on one platform. This estimating and takeoff software helps to unify processes, increase transparency, and eliminate miscommunication, facilitating a more streamlined performance. Databases and reports are customized for specific client needs.



Troy Barbu

Digital Solutions Subject
Matter Expert

HELLO!

Troy Barbu is AECOM's West Region Innovation and Technology Lead. He is an expert digital practitioner who understands numerous systems — from project management systems and design management to community outreach, cost estimating and schedule control. He has over 20 years of successful experience with BIM, CAD, Bluebeam and other building-related technologies. For the City of Novi, Troy can be a resource for discussing innovative options, troubleshooting potential hurdles and supporting technology implementation.



ADDITIONAL SERVICES OF VALUE

BOND AND FUNDING SUPPORT

AECOM has a long history of partnering closely with our clients to deliver successful funding. From planning to design and construction, we bring a full spectrum of services to assist clients in successfully implementing funding including bond initiatives. Our successful outcomes include providing bond planning and/or funding support services for public clients such as City of Detroit, Cook County, IL, California Department of General Services, Austin Independent School District (ISD), Spring Branch ISD, and San Francisco Unified School District.

Should planning and funding support services be needed we have a history of coordinating with public administration and various stakeholders.

Select services have included:

- Identify and assess current data and validate
- Technical reviews
- Identify and collect additional data
- Prepare recommendations and strategy for community discussions
- Update scenarios, schedules, funding needs and recommendations
- Prepare implementation strategies and recommendations for selected bond or funding option
- Finalize action plans for implementation of recommendation
- Issue recommendations and plan of action for City's final approval
- Grant research, review, support and application

SYNTHESIZING WORKSTREAMS

At Spring Branch ISD our team simultaneously provided planning strategy, asset advisory and implementation methodology services using dynamic assessment tools and highly effective stakeholder engagement. The success of the project came not only from the team's ability to accelerate bond planning processes by synthesizing multiple workstreams, but also by simultaneously engaging stakeholders with technical experts.



Another example in Cook County, IL we have assisted in deploying grant specific tools such as Fund Navigator (see below) to enhance the overall visibility of grants and integrate the project data. The planning and budgeting controls work across all controls systems to maximize grant strategy in alignment with our potential projects and match those projects with the funding capacities. Accurate project controls information will allow the various stakeholders to guide their direction and decisions on our collected data, enabling further time-sensitive grant strategies to be executed.

plan • spend fund navigator

Fund Navigator — a new PlanSpend™ solution developed by our Digital AECOM team — provides you with the expert guidance and program insights needed to navigate the rigorous requirements of the Infrastructure Investment and Jobs Act (IIJA) and the federal commitments of the Justice40 Initiative.

A first-of-its-kind approach, **Fund Navigator** combines artificial intelligence, data analytics and stakeholder engagement with our leading ESG and federal grants advisory services to help you maximize your capital planning and deliver world-class projects.

Unlock the promise of IIJA

IIJA has the potential to reshape the framework and physical landscape across our country, providing infrastructure improvements and economic development opportunities while also advancing equity and accessibility, enhancing resiliency, reliability and safety, addressing climate change and building generational wealth.

IIJA's impact depends on how effectively states, cities and communities are able to capitalize on available funds. With an unprecedented number of federal funding opportunities, jurisdictions can advance projects that were placed on hold, tackle long-standing infrastructure problems and expand capital plans.

But with more than 400 funding programs across 2600 pages, IIJA is complex. And the funding structures are competitive. How do you access available funding and grants? How do you make sure you're not leaving money on the table?

This is where Fund Navigator comes in.

Fund Navigator

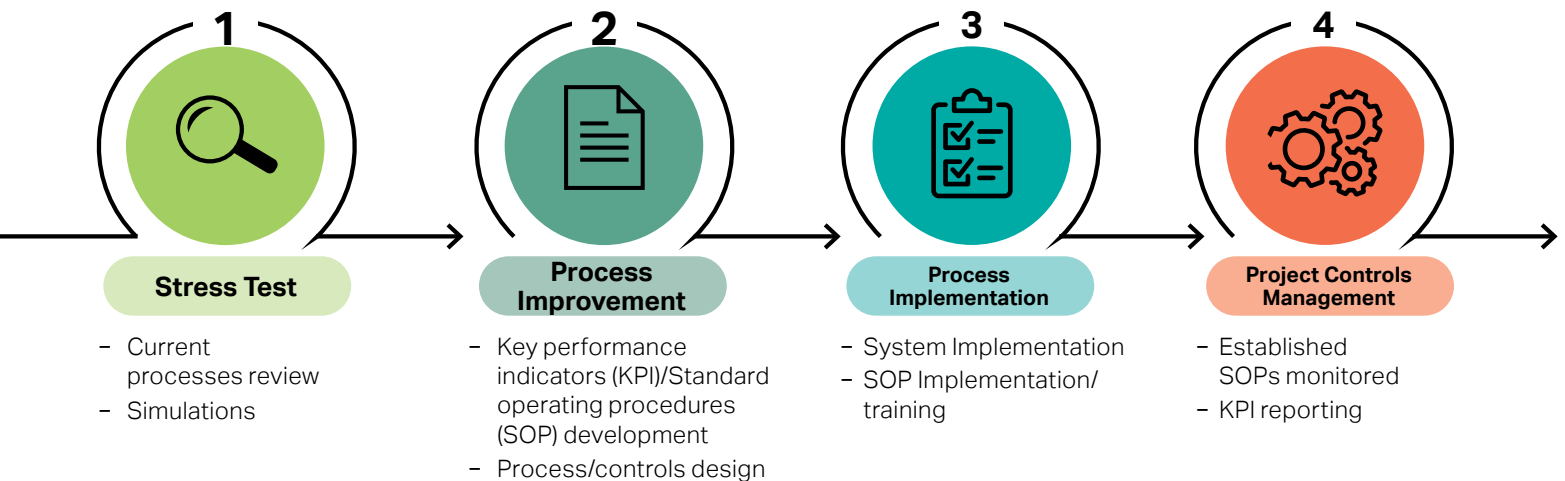
The Infrastructure Investment and Jobs Act (IIJA) is reshaping the physical landscape with not just transportation and economic development objectives, —it improves resiliency and reliability, and it builds generational wealth.

But with more than 400 funding programs across 2,600 pages, IIJA is complex and the funding structures are competitive.

AECOM created Fund Navigator through artificial intelligence to align a client's planned projects with the myriad funding programs under IIJA. In addition, the tool can apply Justice 40 requirements which are critical for securing funding. Our team can work with the City to help assess relevant funding streams and support you through the full lifecycle of grants strategy – applying for grants, managing grants, and leveraging multiple grants together.



Exhibit 4 Process Improvement and Systems Implementation



INNOVATION

When it comes to innovation AECOM takes a balanced approach. We understand the importance of smart innovative design and construction techniques that can vastly improve the built environment. We are on the forefront of public designs that are smart, sustainable and cost conscious. A few innovations we have been involved with include: enhanced technology; environmentally friendly features; raw and durable materials; and sustainability and conservation including low-flow fixtures lowering water use by 40 percent, light roof surfaces to reduce "heat island" effect, and use of low-VOC-emitting materials throughout.

Potential innovative thoughts for the City of Novi include:

- **Bundling:** Adept at bundling projects to achieve better purchasing power which lowers the total program/project costs for the owner. Repeatable details and similar design can save both design and construction time and bundling multiple projects can lower the cost for materials.
- **Process Improvement and Systems Implementation:** AECOM is providing services to help our clients establish enduring operational efficiencies, and system implementations. The process whereby we achieve this is depicted in *Exhibit 4* above.

SUSTAINABILITY AND ESG

AECOM cares deeply about the impact our work leaves on our world and our communities. With environmental, social, and corporate governance (ESG) principles embedded into everything we do, the goal of our Sustainable Legacies strategy is straightforward: to see that the work we do in partnership with our clients such as the City of Novi leaves a positive, lasting impact on communities and our planet.

The strategy has four central themes, outlined below:

Mitigate risk By understanding the true financial, environmental, human and social impact of our actions, we can improve and protect profit margins, brand value, shareholder standing, employee satisfaction and the ability to continue to be successful in the future.

Manage complexity We understand that any intervention in one system has an impact, positive or negative, on another system. Everything is interconnected and interdependent. Understanding these relationships allows us to create value by fixing today's problem while simultaneously anticipating future growth or change.

Understand cumulative effects We have the ability to examine each issue in context, not just in depth, but also in breadth to anticipate the unintended consequences and interactions and minimize risk.

Cope with uncertainty More than anything else, our clients need to be able to make the right decisions in the face of overwhelming uncertainty. With our vast range of resources, skill sets, experience and expertise across multiple business lines and markets, we have the ability to get the best possible answers by asking the right questions.

AECOM Sustainable Legacies

Integrating Environmental, Social and Governance (ESG) factors into everything we do.



DECARBONIZE

- Reduce carbon impact by at least 50% on all major projects
- Science-based net zero by 2030



SOCIAL VALUE AND IMPACT

- Partner further with small and medium-sized enterprises to deliver social value
- Embed net-zero, resilience and social value targets within our client and pursuit management



GOVERNANCE

- An enterprise framework to assess ESG risk in potential projects
- Drive leadership accountability and advocacy through ESG goals/metrics
- Track and report on ESG performance targets in line with leading industry benchmarks

APPENDIX 1

RESUMES





Thomas Roberts, PE, PS

Principal-in-Charge



Firm

- AECOM

Education

- BSCE, Civil Engineering, Michigan State University
- AAS, Survey Technology, Owens College, Toledo, Ohio

Years of Experience

- 20+

Registrations/ Certifications

- Professional Engineer, MI, #58637; CO, #44395
- Professional Surveyor, MI, #58193; OH, #8349; CO, #38113
- HAZWOPER 40hr Certified



Relevant Experience

Thomas Roberts is a program and project manager for AECOM's Program and Project Management Business Line, with 20+ years of professional experience in construction management, civil engineering, infrastructure improvements, and consulting services in federal, municipal, and private sector environments. As a program manager, he has managed over 100 construction projects requiring source control, investigation, design, construction, permitting, demolition, transportation and disposal.

Representative Project Experience

Denso International America, Southfield, MI. Serving as Program Manager/Design and Construction Manager for the key components of Denso's Five-Year Master Plan. Example projects included: DN20 Shipping and Receiving Facility; Central Security Checkpoint Design; DN40/DN20/LSDA Parking Lot Modifications; Closed Campus Parking Lot Modifications; DN30 Parking Lot Expansion; Denso Drive Entrance Monument; Utility Infrastructure Improvements; Enhanced Crosswalk Installations; Detention Basin Restoration Project; Campus-Wide ADA Compliance Study; Building 40 Staircase Reconstruction; DN20 Parking Lot Resurfacing; Circle Parking Area Revitalization Concepts; and Denso Drive Geometric Concepts.

City of Detroit Department of Transportation Department (DDOT), Detroit, MI. Project Manager for selective demolition and reconstruction of the DDOT Shoemaker Terminal's two coach storage bays destroyed by fire within a five-bay coach storage terminal building. Coordinated reconstruction design and specifications package preparation and managed competitive bid process. Worked closely with the insurance claim adjuster to show that cost elements were fair and reasonable for reconstructing over 50,000 square feet of the impacted area within the active terminal facility. Acted as general contractor holding contracts for construction trades and managed cost and schedule for demolition, reconstruction, and return to operations.

Selfridge Air National Guard Base: Various Projects, Harrison Township, MI. Project Manager for civil infrastructure design improvements. Design tasks include runway repair (and resurfacing), basewide sanitary sewer repairs, perimeter road system repairs, taxiways BHI reconstruction construction quality assurance, deicing study, and a new anti-terrorism force protection main gate conceptual design. The design process includes concept development, working with local and national Air National Guard engineers to achieve progressing stage approvals and final acceptance of shelf-ready design packages for release to contract bidders.

City of Detroit Economic Growth Corporation: Land Acquisition Project, Detroit, MI. Procurement Manager for the City of Detroit Department of Economic Growth Corporation 200 Acre Property Acquisition Project. Responsible for procuring civil and environmental improvement services for approximately 15 parcels in residential and commercial areas within the City limits to facilitate the conversion/expansion of an existing automobile parts plant to a complete vehicle assembly plant.

Project Detroit Firewater Project, BASF, Wyandotte, MI. Served as Project Manager acting as Owner's Representative and General Contractor for the site-wide firewater upgrade project. Provided cost estimates, quality assurance reviews, and consultation with BASF Engineering stakeholders. Provided construction oversight of Phase B Firewater Installation, which included horizontal directional drilling of 16-inch HDPE and various connections to existing facilities.

David Esparza, AIA, LEED AP

Project Manager



Firm

- AECOM

Education

- BS, Architecture, Lawrence Technological University

Years of Experience

- 30+

Registrations/ Certifications

- Licensed Architect: MI
- LEED AP Professional, U.S. Green Buildings Council

Affiliations

- American Institute of Architects
- American Planning Association
- Urban Land Institute
- National Organization of Minority Architects



Relevant Experience

David possesses a wide range of experience, including design, planning, construction, and project management. His background includes the planning, designing, and constructing of public safety facilities, K-12 schools, governmental facilities, transit, higher education, telecommunication, laboratories, corporate offices, industrial, gaming, water, entertainment, and healthcare facilities. David is versed in demolition, renovation, and new construction projects.

Representative Project Experience

Detroit Public Schools Community District, Owner's Representative (Program Management) Implementation of Facility Master Plan, Detroit, MI. As part of the Program Management Leadership Team, leads and represents the team in project management, design management, and construction management.

Southwest Public Safety Center, Detroit, MI. Served as Project Manager. Housing a police precinct and a fire station, the facility provides one-stop public safety service and includes executive offices, locker rooms, evidence and property rooms and an indoor firing range. Training and fitness rooms are programmed as common areas for both the police and fire departments. The station includes executive office space, locker rooms, a dormitory, kitchen and dining area.

Illinois State Police (ISP), IL. Involved in benchmarking recently built police facilities in Aurora, Oswego and Skokie, Illinois. The work was requested in advance of planning and programming a new ISP station in the City of Chicago.

Wayne Metro Services, Highland Park Center Building Assessment and Master Planning, Detroit, MI. Task Leader on existing building condition assessment. Responsibilities included on-site assessment, photo documentation, report generation support, building reuse strategy and cost estimation support.

Great Lakes Water Authority (GLWA), Springwells Building Renovations and Site Upgrades, Dearborn, MI. As Project Manager, led and represented the team. Responsible for design team oversight, document specification management, and direct point of contact with GLWA and stakeholders.

City of Detroit, Capital Agenda, Detroit, MI. Served as Planning Commissioner Reviewer. Assess and compare recent trends of developments and their infrastructure requirements. Prepared for meeting reviews and dialogue with City Departments before revising and approving the Capital Agenda.

KIRCHOFF Automotive, Building Expansion, Tecumseh, MI. Architectural Quality Reviewer. Provided QA/QC review of drawings and specifications for conformance and completeness at various scheduled intervals.

Ford, Corktown Michigan Central Station Mobility Campus, Detroit, MI. Served as Neighborhood Advisory Council Board Member and the community benefits agreement through involvement on development through meetings with the Corktown community residents, Ford, and the City of Detroit. Reviewed initial draft agreements for approval and QA/QC of subsequent status progress reports for adherence to the CBA (Community Benefits Agreement).

Michigan Department of Transportation (MDOT), Michigan Avenue Planning, Environmental and Logistics (PEL) Study Corktown, Detroit, MI. Team Advisor and resource as needed during public meetings, community engagement, and charettes. Documented and coordinated information for assessing program/project performance.

Troy Barbu

Subject Matter Expert, Digital Solutions



Firm

- AECOM

Education

- B.Arch, The Ohio State University Austin E Knowlton School of Architecture

Years of Experience

- 30+



Relevant Experience

Troy is a Senior Associate, BIM, Bluebeam & Technology Solutions Manager based in Los Angeles. He has more than 20 years of successful continuous experience with BIM, CAD, Bluebeam and other building-related technologies. One of his biggest strengths is his ability to align BIM and other technologies with the entire life-cycle of projects, from procurement to operations. This includes contract language, design-phase BIM & Bluebeam review management, VDC coordination/clash detection, and equipment asset metadata compilation for As-Built information hand-over to building facilities departments.

Representative Project Experience

City and County of San Francisco (CCSF), Electronic Plan Review Implementation and Training, San Francisco, CA. Served as Technology Lead for the CCSF EPR (Electronic Plan Review) Bluebeam implementation, working with CCSF to develop the city's current EPR workflows and procedures. Spent the first several months learning the various roles of the CCSF Departments and Divisions as part of the AECOM-CCSF Working Group Meetings. Assisted in integrating Bluebeam into the overall process, and trained over 150 CCSF Permit Techs, Reviewers, Applicants and Supervisors on how to best use Bluebeam for their various processes. Wrote procedures based upon the workflows created, which are currently used by CCSF for the EPR process.

California Conservation Corps (CCC) Auburn Campus, Bluebeam Implementation, California Department of General Services (DGS), Auburn, CA. Worked with the DGS CCC on using Bluebeam to support their construction administration process. Created procedures supporting the management of RFIs, ADIs, and addenda as part of a conformed drawing and specification set to use for construction of several dormitory and multi-purpose school buildings on the CCC Auburn Campus.

Harbor-UCLA Medical Center, County of Los Angeles, Department of Public Works (LAC DPW), Los Angeles, CA. Serves as Program Management Team Technology Manager. The project is currently the largest healthcare construction project in the U.S., with a project budget exceeding \$2 billion. The projected 23-year project includes inpatient and outpatient hospitals, a new medical support services building, multiple parking garages, and a new central plant on the 72-acre campus. Focuses on development of a technology-centered PM/CM Service to guide Harbor-UCLA and the County on the best utilization of technologies for large-scale projects. The use of Bluebeam, BIM and other technologies will streamline many of the processes across the program's entire life-cycle.

Superior Court of California: Madera Courthouse, Judicial Council of California, Madera, CA. Provided IT/technical consulting services for a new courthouse of approximately 110,847 gross square feet (inclusive of subterranean parking for judges and sallyport), together with associated sitework. A separate parking structure was planned for the site but was not included as part of this cost report. Program areas include 10 courtrooms, judges' chambers, court administration, administrative support services, and building support services. Building massing assumed one full basement level and four above-grade levels.

Jeff Dohlby, PE, CCM, CMQ/OE

Quality Manager



Firm

- AECOM

Education

- MBA (International specialization), Marquette University, Milwaukee, WI
- BS, Civil Engineering, Marquette University, Milwaukee, WI

Years of Experience

- 30+

Registrations/ Certifications

- Licensed Professional Engineer, WI, #E38460-2006
- Certified Construction Manager, (CCM)
- Certified Manager of Quality/Organizational Excellence (CMQ/OE)

Affiliations

- American Society of Civil Engineers (ASCE)
- Construction Management Association of America (CMAA) – Founding Member of WI Chapter
- American Society for Quality (ASQ)



Relevant Experience

Jeff specializes in program management, quality management, program controls, and operations. He brings experience as a civil engineer providing design, construction, and program management on large capital infrastructure projects. Jeff's extensive portfolio of experience also bolsters business line management, operations management, and individual project management responsibilities, including capture strategies, planning studies, design stages, construction management, schedule, budget, efficiency metrics, and risk management.

Project Experience

REPRESENTATIVE EXPERIENCE

AECOM Program and Project Management (PPM) Great Lakes and Rocky Mountain Regions Market Sector Leader. Serves as Regional Business Development Leader in the states around the Great Lakes and Colorado Rocky Mountains. Responsibilities include client development, staffing, short/long term strategic planning, sales, and operational logistics for the program and project management business. Markets span healthcare, education, buildings, national government, transportation, and water infrastructure. Delivery methods and strategies vary for national and multi-national clients coordinated across global regions. Previously served in the roles of PM/CM Regional Manager of Midwest US and Western Canada Operations, Regional Operations Manager, Global Program Client/Contract Management and Wisconsin Office Manager.

Los Angeles Metro Transit: East San Fernando Valley, CA. Senior Quality Manager serving the project design team for the progressive design-build contract of a new light rail transit line. The project partially replaces and expands the capacity of public transit along the second busiest corridor in LA County. Quality services include developing, training, implementing and monitoring processes to confirm technical work was delivered for their intended uses as well as consistent with the requirements of the contract. Quality was evaluated for preliminary engineering designs evolving into final design, construction, testing and commissioning on civil, track, systems design, traffic, roadway, structural engineering and architecture.

Guam Typhoon Mawar Disaster Recovery: Quality Management Support, Guam. Served as Senior Quality Manager, supporting corporate requirements and onsite project team needs for disaster relief efforts. Immediate recovery needs included emergency clearing of debris, repairing and restoring utility and cell/internet communication along with minor construction to critical infrastructure such as government buildings, homes, warehouses, and hangars. Quality management services included preparation of procedures, training, implementation, monitoring and reporting on contractual requirements and internal/external metrics.

Bay Area Rapid Transit (BART), San Francisco Bay Area, CA. Senior Quality Manager for QC/QA Support Services. Responsible for facilitating, authoring, and reviewing quality programs and procedures toward an ISO framework.

Milwaukee Courthouse Facade Repair, General Services Administration, Milwaukee, WI. As Principal-in-Charge, responsible for repairing and restoring a 120-year-old historic granite structure. Responsible for client and stakeholder coordination, along with schedule, document, issue, risk, and financial management, are controlled and communicated throughout the project's planning, design, and construction duration.

Peter Morris

Cost Estimating/Value Engineer



Firm

- AECOM

Education

- BS, Surveying, University of Reading

Years of Experience

- 40+

Affiliations

- Green Building Council
- Royal Institute of Chartered Surveyors



Relevant Experience

Peter specializes in cost management and control, including construction cost planning and estimating, risk management, lifecycle costing, scheduling, and market analysis. He leads AECOM's Project Cost Consultancy team and has worked on 1,000+ projects throughout North America. Peter has a deep knowledge of the U.S. construction market, having seen it through several business and code cycles. He brings extensive experience working with project teams, owners, and contractors to manage cost to plan throughout the whole project delivery process, including risk and contingency management, setting appropriate mitigation strategies including contingencies, and managing to the risk plan.

Representative Project Experience

Consolidated Correctional Treatment Facility Planning, Los Angeles County Department of Public Works, Los Angeles, CA. As Cost Consultant, provided cost estimating services for an innovative urban detention facility intended to provide a continuum of physical and mental health services to inmates. The facility is planned to house and treat the growing number of inmates with mental illness and substance use disorders and other medically fragile conditions.

Santa Clara County Jail Replacement, San Jose, CA. Served as Cost Manager. Provided planning services for the preparation of bridging documents for the replacement of the main jail with a 815-bed facility with a variety of support functions in approximately 233,000 gross square feet of a high-rise building. The scope included addition of a new accessible arrival zone with universal access, new parking lot perimeter and stormwater management plantings.

New Central Courthouse, Administrative Office of the Courts, San Diego, CA. As Cost Manager, served as an integral part of the acquisition and feasibility phase of work by developing a risk and contingency management plan to identify areas of risk and uncertainty, impact, and appropriate mitigation strategies.

Emergency Response Center, University of California, Santa Cruz, CA. Provided services for a new 13,276-gross-square-foot, two-story building and a single-level 3,510-gross-square-foot storage building along with associated site work on a site of approximately 87,093 square feet.

Police Facility, City of Palo Alto, Palo Alto, CA. Team Member. Project consisted of a new, 2-story 49,600-gross-square-foot public safety building, a 60-stall secure CA parking garage and adjacent above-grade parking structure. The program includes facilities for the Police Department headquarters, 911 Emergency Dispatch Center, and the city's Emergency Operations Center.

San Francisco Public Safety Building, City of San Francisco, CA. Team Member for new police headquarters, a district police station, and a district fire station, all combined with a four-level parking structure.

Public Safety Command Center, Contra Costa County, Martinez, CA. Team Member for Sheriff of Contra Costa emergency operations building, parking structure and associated site work.

North Campus Housing, University of Michigan, Ann Arbor, MI. Project Manager. Provided overall project delivery of public-private partnership advisory services for new North campus housing at the University of Michigan.

Lyndee Cichon

Project Controls Manager



Firm

- AECOM



Education

- MS, Urban Planning and Policy (MUPP), University of Illinois at Chicago
- BA, Business Administration, University of Notre Dame

Years of Experience

- 20+

Affiliations

- Notre Dame Alumni Club
- Government Finance Officers Association

Relevant Experience

Lyndee works as part of a team, leading to solving administrative challenges and providing leadership and direction. She has supported programs and projects in the private and public sectors. Select responsibilities have included project management, grant compliance, accounts payable, scheduling, portfolio management, staff coordination, audits, policies and procedures.

Representative Project Experience

US Naval Facilities Engineering Command Pacific, GCSMAC II, Typhoon Mawar Recovery at Various Locations, Santa Rita, Guam.

As Program Controls Supervisor, provides financial and back-end support for client invoicing, subcontractor documentation and labor/expense reports. Reviews and approves employee expense reports. Audits and compiles project expense tracking spreadsheets and identify/confirm backup to support cost summaries to support the disaster relief efforts and immediate recovery needs to aid in the emergency clearing of debris, restoring utility and communication.

City of Phoenix, Planning and Development Department, Management Assistant III, Phoenix, AZ.

As a Manager, supervised employees, teams, and activities. Served as Budget Supervisor for the Financial Services team. Led recruitment as primary liaison with HR staff for technical, administrative, and accounting positions. Created vacancy analysis reports to evaluate staffing levels related to operational needs and risk assessment, budget implications, resource prioritization, and cost recovery. Administered monthly webinar series and coordinated citywide staff in partnership with Phoenix Public Library. Provided strategic oversight for implementation of SHAPE PHX (permitting system conversion from on-premises to cloud), including business process mapping, design, user acceptance testing, defect resolution, and vendor contract administration.

City of Phoenix, Planning and Development Department, Department Budget Supervisor, Phoenix, AZ.

As the Budget Supervisor, managed complex revenue and expenditure annual operating budget and capital projects for special revenue and general fund. Led the User Fee Study, coordinating drafts, final reports, meetings with subject matter experts, presentations, summary reports, contract closeout, and ongoing management evaluation of recommendations or implementation. Managed annual Inventory of Programs zero-based budget, FTE and indirect cost allocations, goal setting, prioritization, and reporting for dept-wide performance measures across 12 functional areas. Supervised Accounting and Budget staff. Oversaw accounting payable/receivable functions.

State of Nevada, Governor's Office of Economic Development, Director of Procurement Outreach Program, NV.

Directed federally funded program to assist Nevada businesses seeking government contracts. Supervised government contract advisor staff across three statewide office locations. Managed an annual operating budget of \$1.2 million with budget growth of 40% over three years, and the annual federal funding request was submitted through grants.gov. Improved annual federal DCMA audit record with Defense Logistics Agency. Hosted quarterly outreach events and business matchmakers to support women-owned, veteran-owned and minority-owned businesses. Created and conducted monthly workshops/webinars in partnership with Higher Education & US SBA.

Yichen Chen, AICP

Public Engagement/Communications Lead



Firm

- AECOM

Education

- Master of Urban and Regional Planning, University of Michigan
- BA, Journalism and Media Studies, Rutgers University

Years of Experience

- 5+

Registrations/ Certifications

- American Institute of Certified Planners (AICP)

Affiliations

- American Planning Association



Relevant Experience

Yichen is a transportation planner specializing in translating detailed plans into compelling stories and visual representations for the public. She brings experience leading and coordinating various public engagement activities with high levels of participation. Yichen assists informational campaigns in developing informational materials and communicating with the public.

Representative Project Experience

Novi Campus Access Study, City of Novi, MI. Project examines options to enhance traffic flow and improve pedestrian safety around Novi High School, particularly on 10 Mile Road and Taft Road, while mitigate the impact of school-related traffic on the adjacent Novi Library during peak school pick-up and drop-off times. Responsible for developing visualization of recommended speed management options and overall access design.

M-37 from 92nd Street to North of 76th Street Environmental Assessment, Michigan Department of Transportation (MDOT), MI. Serves as Public Involvement Lead for ongoing public involvement efforts. Responsible for planning and coordinating public meetings with around 100 attendees. Managed the online interactive PlanEngage platform, which is designed for project coordination and public review.

US-131 Planning and Environmental Linkages Study, Michigan Department of Transportation (MDOT), MI. Transportation Planner and Online Engagement Lead. Led three phases of online public engagement using MetroQuest and Esri survey platforms and interactive StoryMap web platform, which covered the Kent County region with 3,000+ participants. Coordinated well-attended in-person open houses. Developed comprehensive engagement summary report and interactive dashboard with data-informed approach.

Dallas Area Rapid Transit (DART): General Planning Services, Dallas, TX. Serves as Technical Consultant for Stakeholder Engagement. Responsible for leading StoryMap design and development to document and visualize transit-oriented development phases of the DART rail system for stakeholder engagement.

Grand Rapids Airport Access Study, Grand Valley Metropolitan Council, MI. As Transportation Planner and Online Engagement Lead, managed online public engagement using online survey and StoryMap platform with more than 200 survey participants locally. Supported public open house activities by creating presentation boards with study content.

Division United (Silver Line Transit Oriented Development), City of Grand Rapids, MI. Served as Transportation Planner. Built and customized location-based online survey tool on Esri platform to gather community input to assess transit needs and inform decision-making. Created maps for transportation conditions of each station area. Developed bus station enhancement plans and created 3D renderings of existing and proposed station to illustrate future development phases.

Mobility-Oriented Development Study, The Regional Transit Authority of Southeast Michigan, MI. As Transportation Planner, supported stakeholder engagement activities by creating maps and meeting materials. Developed existing conditions summary by analyzing demographic, transportation and economic data. Created community profiles along Woodward Avenue transit corridor and the Michigan Avenue Rail corridor; Conducted research on TOD station typology. Conducted GIS and field research to analyze transit demand and walkability.

Brian Super, AIA

Design Documents Oversight/Reviewer



Firm

- AECOM

Education

- AA, Architectural Design, Tidewater Community College, VA

Years of Experience

- 30+

Registrations/ Certifications

- Registered Architect, VA. #0401010292

Affiliations

- American Institute of Architects



Relevant Experience

Brian leads a team of architects and support staff that specialize in the design of law enforcement facilities, emergency communications and operations centers, court houses, and correctional facilities. He manages teams from early planning to design completion, with regular dialogue and collaboration with the client throughout. Brian's experience includes interior and exterior renovation, space planning and master planning studies, additions, construction administration, and new facility design. His primary responsibilities as an architect involve programming, planning, and design development; coordinating architectural documents; code research; cost estimating; specification writing; and construction administration.

Representative Project Experience

St Petersburg Police Headquarters, St Petersburg, FL. As Lead Public Safety Architect, responsible for programming, planning, and design for this new 180,000-square foot replacement headquarters and operations center. The project included new 9-1-1 emergency communications and operations centers.

Leon County Consolidated Public Safety Complex, Tallahassee, FL. Serves as Architect. Leon County and the City of Tallahassee's new consolidated public safety complex which will be in operation 24/7. The new 70,000-square-foot complex will include an Emergency Operations Center, 9-1-1 Center, traffic management center, emergency medical services and related support space. The complex will have a hardened exterior and will incorporate redundant building systems, inclusive of emergency generators and uninterrupted power supply systems to allow it to operate during any type of emergency or disaster such as a hurricane.

Coral Gables Public Safety Building, Coral Gables FL. AECOM is providing programming, site analysis and design services for the City of Coral Gables for a new 110,000-square-foot public safety building that will house the police department administration, a Fire department administration, Human Resources, IT, fire station, EOC, 911 and training center.

City of Winnipeg, Police Services Headquarters: Schematic Design, Planning + Programming, Winnipeg, MB, Canada. Architect for programming, planning and design for the conversion of a former postal processing facility into a 650,000-square foot public safety building. This new facility accommodates all aspects required for central police functions including executive and administrative offices, investigations and patrol along with a regional 9-1-1 dispatch center, central processing facilities an evidence warehouse and laboratories. The project also includes the police academy and training functions for the police service. .

City of Raleigh Critical Public Safety Facility, Raleigh, NC. Served as Lead Architect for a 101,240-square foot main building and a 5,840-square foot receiving building for the new Raleigh Critical Public Safety Facility (CPSF). The facility will house the City's emergency communications center, emergency operations center, and primary data center.

Fairfax County, Reston Police Station and Governmental Complex, Reston, VA. Architect on this master plan and design of the new 46,250-square-foot, two-story facility, which will accommodate two separate functions of a regional office for the County Supervisor and District Police Station. The facility includes offices, conference rooms, report writing rooms, locker rooms, fitness center, community room, and vehicle/material storage bays.

Ben Nimke, LEED Green Associate

Construction Professional



Firm

- AECOM

Education

- BSc, Construction Management, Eastern Michigan University

Years of Experience

- 20+

Registrations/ Certifications

- LEED Green Associate



Relevant Experience

Ben is a construction manager with sharp attention to detail and construction knowledge. His experience includes various construction delivery methods including design-build, plan/specification, and time/material work, and construction cost estimating for various project types. Ben's project experience includes the industrial/manufacturing, petro/chemical, automotive, commercial/office, and hospital construction segments.

Representative Project Experience

Bridging North America; Gordie Howe International Bridge, United States Port Of Entry, Detroit, MI. Construction Phase Services Lead for multiple new buildings associated with the United States Port of Entry portion of a new international bridge crossing. Construction included a main building, warehouse building, outbound building, non-commercial/commercial inspection canopies, USDA building, NII building and associated sitework. Construction phase services tasks included management of field clarification requests, material acceptance requests and working drawing (shop drawing) requests.

The Mannik & Smith Group, Inc., DBRA Land Assembly, Detroit, MI. As Construction Manager, provided preconstruction and construction management services to manage cost, trade work and schedule for the site preparation and structure demolition activities associated with the project. Responsibilities included preconstruction estimating, safety, subcontractor management, scheduling, onsite coordination of subcontractors, utility removal/relocation coordination, RFI coordination, submittal coordination, and project closeout.

City of Detroit Department of Transportation (DDOT): Security Camera Upgrades Various Facilities, Detroit, MI. Served as Construction Manager for DDOT's security camera upgrades and on call camera services for bus terminals, transit centers and central administration office. Supervised the system-wide implementation of next generation surveillance camera software, coordinated older camera firmware upgrades and/or replacement of cameras, installation of electrical power supply monitoring and conditioning equipment, replacement of servers to increase data storage capacity, deployment of new cameras to fill monitoring gaps, improvements of public lighting around high priority transit facilities, and replacement of employee security credential badging and ridership pass equipment and software. Worked closely with Transit Police and Detroit Public Safety information specialists to strategically locate facial recognition camera capabilities to provide a better means of identifying crime suspects.

City of Detroit Department of Transportation (DDOT): Gilbert Terminal Property Services Improvements, Detroit, MI. Construction Manager for terminal property improvements. Managed repair of various site deficiencies, performed terminal building structural masonry inspection and generation of masonry repair specifications, coordinated and supervised masonry repairs, conducted roof integrity assessment and identified critical repair areas, repaired automatic fire door closure equipment, and replaced concrete driveway areas in dire need of repair.

City of Detroit, Shoemaker Bus Terminal – Coach Storage B Garage, Detroit, MI. Project Superintendent/Construction Manager for demolition and reconstruction of two coach storage bays. Duties included preconstruction estimating, safety, subcontractor management, scheduling, on-site coordination of subcontractors, RFI coordination, submittal coordination, and project closeout.

Dominic Conti, PE

Civil Engineer



Firm

- AECOM

Education

- MS, Industrial Toxicology, Wayne State University
- BS, Civil Engineering, / University of Illinois at Chicago
- BS, Ecology and Evolutionary Biology; Program in the Environment, University of Michigan

Years of Experience

- 10+

Registrations/ Certifications

- Professional Engineer, MI
- Certified Storm Water Operator
- Part 91, Soil Erosion and Sedimentation Control
- MDOT HMA Paving Operations
- MDOT Bridge Construction, Rehabilitation, and Paint Inspection
- MDOT Drilled Shaft Inspectors Training



Relevant Experience

Dominic's construction and design experience includes four seasons as a construction inspector working on a variety of projects for both MDOT and the City of Novi. Work for Novi has included ITS, traffic signals, concrete and asphalt paving, ADA sidewalk ramps, road reconstruction and rehabilitation, concrete patching, storm sewer, boardwalk construction, and box culvert installation. He has worked on the design and construction engineering of many of the same types of projects within the City, as well as water main work, HMA pathway construction, and parking lot reconstruction. He has also worked on a number of projects as the utility coordination engineer, which included drawing the existing utility facilities into plans, identifying potential conflicts with proposed work, and coordinating with utility companies prior to and through construction to facilitate relocation efforts.

Representative Project Experience

13 Mile Rd Rehabilitation, Meadowbrook – M-5, City of Novi, MI. Served as Design Engineer/Assistant Construction Engineer. Project involved the design and full construction engineering and inspection of a half mile of HMA Road on 13 Mile Road from Meadowbrook Rd to M-5. Reconstructed the north half of the road and finished surfacing the south half of the road left remaining from a previous, uncompleted project. This project also included correcting pathway not built to ADA standard, spot curb replacement, guardrail height adjustment, and ADA sidewalk ramp.

Industrial Roads Park, City of Novi, MI. Design Engineer/Assistant Construction Engineer. Project involved design and full construction engineering services for 1.4 miles of rehabilitation of Industrial Roads in Novi. The work consists of milling concrete pavement, detail seven joint repair, and HMA resurfacing. Other work consists of spot curb and gutter repair, driveway apron removal and replacement, and drainage structure adjustments and reconstruction.

Lakeshore Park Tunnel Replacement, City of Novi, MI. Served as Design Engineer/Assistant Construction Engineer. Project involved design and full construction engineering and inspection of a 62-foot-long, 10-foot by 8-foot segmental box culvert as a pedestrian tunnel, connecting the Lakeshore Park parking lot to Lakeshore Park Beach. Other elements of the project include the placement of a drainage leeching basin, concrete retaining walls, sidewalk, and HMA road reconstruction.

ITC Trail/Wildlife Woods Park, Michigan Department of Transportation (MDOT)/City of Novi, MI. Design Engineer/Assistant Construction Engineer. AECOM performed the design and full CEI on the MDOT LAP of 0.31 miles of hot mix asphalt shared-use path at Wildlife Woods Park/ITC Trail in Novi, Oakland County. The project connected two existing portions of a shared use path. Drainage elements included in this project were an equalization culvert and a swale running parallel to the pathway.

Bond Street Phase 2, City of Novi, MI. Served as Design Engineer/Assistant Construction Engineer. AECOM is performing full Construction Engineering and Inspection of Bond Street. This project consists of completing the construction of over 500 feet of HMA construction from Flint Street to Grand River Avenue. The project required filling in a decommissioned detention pond as well as over 500 feet of water main. The project included signal upgrades at the intersection of Bond Street and Grand River Avenue.

About AECOM

AECOM is the world's trusted infrastructure consulting firm, delivering professional services throughout the project lifecycle – from advisory, planning, design and engineering to program and construction management. On projects spanning transportation, buildings, water, new energy, and the environment, our public- and private-sector clients trust us to solve their most complex challenges. Our teams are driven by a common purpose to deliver a better world through our unrivaled technical and digital expertise, a culture of equity, diversity and inclusion, and a commitment to environmental, social and governance priorities. AECOM is a Fortune 500 firm and its Professional Services business had revenue of \$14.4 billion in fiscal year 2023. See how we are delivering sustainable legacies for generations to come at aecom.com and [@AECOM](https://twitter.com/AECOM).

2024

August 29th

CITY OF NOVI

Cost

REQUEST FOR QUALIFICATIONS
OWNER'S REPRESENTATIVE
SERVICES FOR NEW PUBLIC
SAFETY BUILDINGS

● RFQ - 072524



AECOM
39575 Lewis Drive, Suite 400
Novi, MI 48377
aecom.com

August 29, 2024
City of Novi
Tracey Marzonie, Purchasing Accountant
Finance Department
45175 Ten Mile Rd.
Novi, MI 48375-3024

**RE: COST PROPOSAL - REQUEST FOR QUALIFICATIONS
OWNER'S REPRESENTATIVE SERVICES FOR NEW PUBLIC SAFETY BUILDINGS**

Dear Ms. Marzonie:

Thank you for the opportunity to submit our services as your potential owner's representative. Our pricing is valid for 180 days and below we note our fee, pricing considerations, assumptions and contract exceptions.

Lump Sum Fee:

Phase One Fee – \$554,594

Phase Two Fee- \$3,019,372 (in effect upon bond approval)

Considerations:

Phase Two fee is based upon the estimated construction cost and the RFP documents at the time of the proposal. Any additional structures and/or locations to this project shall be subject to negotiation of AECOM's fee.

Our base bid fee includes all the items identified in our proposal. Any additional services noted in this proposal will be subject to negotiation additional cost prior to commencing the service.

Assumptions:

- Contingent upon voter approval of the bond initiative in November 2025 (projected date)
- AECOM fees based on \$80 - \$100 million project costs (preliminary numbers in RFP)
If during Phase One the project costs are revised we reserve the right to revisit the costs and revise them accordingly.
- Design Period – Year 2026
- Construction – Year 2027 and 2028

Contract Exceptions:

A. AECOM shall perform the Services in accordance with the degree of professional skill, quality and care ordinarily exercised by members of the same profession currently practicing in the same locality under comparable circumstances and as expeditiously as is consistent with professional skill and the orderly progress of the Project. The full extent of AECOM's responsibility with respect to the Services shall be to perform in accordance with the above standards and to remedy any material deficiencies or defects in the Deliverables at AECOM's own expense, provided that AECOM is notified by Client, in writing, of any such deficiency or defect within a reasonable period after discovery thereof, but in no event later than 90 days after AECOM's completion or termination of the Services. AECOM MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, INFORMATIONAL CONTENT OR OTHERWISE.

B. AECOM shall not be required to execute certificates that would (i) result in AECOM having to certify, guarantee or warrant the existence of conditions whose existence AECOM cannot reasonably ascertain under the existing Services; (ii) require knowledge, services or responsibilities beyond the Services; or (iii) may, in AECOM's reasonable judgment, require AECOM to make a certification that would not normally be covered by AECOM's professional or other liability insurance. In addition, Client agrees not to make resolution of any dispute with AECOM or payment of any amount due to AECOM in any way contingent upon AECOM executing such certificates.

C. FORCE MAJEURE Neither Party shall be responsible for a delay or disruption in, or inability to provide its respective performance under this Agreement, other than a delay in payment for Services already performed, if such delay is caused by events or contingencies, existing or future, beyond the reasonable control of the claiming Party, including "acts of God," abnormal weather conditions or other natural catastrophes, war (whether declared or not), terrorism, sabotage, computer viruses, civil unrest, strikes, lockouts or other industrial disturbances, pandemics, epidemics, health emergencies, virus (e.g., SARS Cov-2), disease (e.g. COVID-19), plague, changes in law or regulations, quarantine, travel restrictions, discovery of hazardous materials, differing or unforeseeable site conditions, acts of governmental agencies or authorities (whether or not such acts are made in response to other Force Majeure Events), or any other events or circumstances not within the

reasonable control of the party affected, whether or not of a similar kind or nature to any of the foregoing (a "Force Majeure Event"). The Party seeking application of this provision shall notify the other Party in writing promptly upon learning of the impact of the Force Majeure Event upon the notifying Party's performance of its obligations under this Agreement. Upon the occurrence of a Force Majeure Event, AECOM shall be entitled to an equitable adjustment to the project schedule and compensation sufficient to compensate AECOM for any increase in the time or costs necessary to perform the Services under this Agreement. Should a Force Majeure Event substantially prevent or be reasonably likely to substantially prevent AECOM's performance of the Services for more than thirty (30) days, then AECOM shall be entitled to terminate this Agreement without breach. In case of such termination, AECOM shall be entitled to compensation for those Services performed as of the date of termination.

D. CONSEQUENTIAL DAMAGES WAIVER. NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY IN THIS AGREEMENT AND TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT SHALL EITHER PARTY, ITS PARENTS, AFFILIATES AND SUBSIDIARIES OR THEIR RESPECTIVE DIRECTORS OFFICERS OR EMPLOYEES BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOSS OF REVENUE, LOSS OF USE OR INTERRUPTION OF BUSINESS) ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND AECOM HEREBY RELEASES CLIENT AND CLIENT HEREBY RELEASES AECOM FROM ANY SUCH LIABILITY.

E. RISK ALLOCATION AND RESTRICTION OF REMEDIES. THE PARTIES HAVE EVALUATED THE RESPECTIVE RISKS AND REMEDIES UNDER THIS AGREEMENT AND AGREE TO ALLOCATE THE RISKS AND RESTRICT THE REMEDIES TO REFLECT THAT EVALUATION. NOTWITHSTANDING ANY OTHER PROVISION TO THE CONTRARY IN THIS AGREEMENT AND TO THE FULLEST EXTENT PERMITTED BY LAW, CLIENT AGREES TO RESTRICT ITS REMEDIES UNDER THIS AGREEMENT AGAINST AECOM, ITS PARENTS, AFFILIATES AND SUBSIDIARIES, AND THEIR RESPECTIVE DIRECTORS, OFFICERS, SHAREHOLDERS AND EMPLOYEES, ("AECOM COVERED PARTIES"), SO THAT THE TOTAL AGGREGATE LIABILITY OF THE AECOM COVERED PARTIES SHALL NOT EXCEED \$250,000 OR THE ACTUAL PAID COMPENSATION FOR THE SERVICES, WHICHEVER IS GREATER. THIS RESTRICTION OF REMEDIES SHALL APPLY TO ALL SUITS, CLAIMS, ACTIONS, LOSSES, COSTS (INCLUDING ATTORNEY FEES) AND DAMAGES OF ANY NATURE ARISING FROM OR RELATED TO THIS AGREEMENT WITHOUT REGARD TO THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS IMPOSED. CLAIMS MUST BE BROUGHT WITHIN ONE CALENDAR YEAR FROM PERFORMANCE OF THE SERVICES UNLESS A LONGER PERIOD IS REQUIRED BY LAW.

Thank you again for your consideration and If you have any questions, you can reach me by phone at 248.469.6945 or by email at thomas.roberts@aecom.com. We acknowledge Addenda 1, 2, 3 and 4.

Best regards,



Thomas Roberts, PE, PS
Principal-in-Charge/Associate Vice President
AECOM Great Lakes, Inc.

About AECOM

AECOM is the world's trusted infrastructure consulting firm, delivering professional services throughout the project lifecycle – from advisory, planning, design and engineering to program and construction management. On projects spanning transportation, buildings, water, new energy, and the environment, our public- and private-sector clients trust us to solve their most complex challenges. Our teams are driven by a common purpose to deliver a better world through our unrivaled technical and digital expertise, a culture of equity, diversity and inclusion, and a commitment to environmental, social and governance priorities. AECOM is a Fortune 500 firm and its Professional Services business had revenue of \$14.4 billion in fiscal year 2023. See how we are delivering sustainable legacies for generations to come at aecom.com and [@AECOM](https://twitter.com/AECOM).



plante moran
REALPOINT



AUGUST 29, 2024

Proposal for Owner's Representative Services for New Public Safety Buildings

Presented to the City of Novi

The City of Novi
Finance Department
45175 Ten Mile Rd
Novi, MI 48375

Re: Request for Qualifications for Owner's Representative Services for New Public Safety Buildings

Thank you for allowing Plante Moran Realpoint (PMR) the opportunity to submit our proposal for owner's representative services to the City of Novi (the City). Our goal is to provide a suite of services that will work in harmony with your organization, and to be your trusted advisor for this important engagement. We believe PMR can provide the City with the most comprehensive and experienced team to conduct this process and build on the work undertaken by the City to date.

Teaming with our firm offers the following benefits to the City of Novi:

Relevant Public Sector Experience: In the past five years, PMR has successfully completed more than \$5 billion worth of capital projects for the public and municipal sectors (i.e., police stations, courthouses, K-12 school buildings, libraries, fire stations, city halls, etc.). This includes the renovation and expansion of more than 500 facilities, with costs ranging in value from \$1 million to more than \$300 million.

We understand municipalities: We specialize in working with mission-driven, consensus decision-making bodies. Our experience working on billions of dollars in public projects means we understand the challenges and opportunities these types of projects present.

We are local: We have 11 offices in Michigan, and our headquarter office, in Southfield, Michigan, is just 30 minutes away from the City of Novi.

Independence: We will represent and advocate on behalf of your municipality, which allows us to provide unbiased recommendations throughout the project as your independent advocate. Your project savings go BACK into your projects, NOT into our pockets.

Custom Solutions: Our team resources are robust; however, our approach is truly unique in that we offer customized solutions to your project needs.

We look forward to the opportunity to work with the City to achieve the goals and objectives are met. Again, thank you for the opportunity to present this proposal. We look forward to discussing it in more detail with you.

Sincerely,



Gregory P. VanKirk, CPA
Partner
Greg.VanKirk@plantemoran.com
(248) 223-3395



Andy Fountain
Principal
andy.fountain@plantemoran.com
(248) 603-5088



Table of contents

SECTION 1	Business Organization
SECTION 2	Relevant Experience
SECTION 3	Your Team
SECTION 4	Project Approach
SECTION 5	Adding Value



SECTION 1

Business Organization

Firm overview

Plante Moran Realpoint introduction

We're built different to help you realize the most with your real estate.

As full-service real estate advisors, we're purpose-built to apply our deep, industry-specific experience across your real estate needs, whether consulting, transactions, capital projects, or development advisory. We're invested in your success, creating unexpected solutions to make your real estate a strategic advantage.

With Plante Moran Realpoint, you make better real estate decisions, achieve your milestones, and flourish in your space. We'll sharpen your big picture, invest in our long-term relationship, and measure our success by what matters most to you.

We bring a team of true industry professionals

Our team of professionals brings a broad background of experience and skills. We serve as an extension of an organization by creating a customized team dedicated to addressing your evolving needs. Our team members have previous experience as:

- | | | |
|------------------------------|--------------------------------|---------------------------------|
| ✓ Accountants/CPAs | ✓ Development Specialists | ✓ LEED-Accredited Professionals |
| ✓ Architects | ✓ Engineers | ✓ Project Managers |
| ✓ Attorneys | ✓ Financial Analysts | ✓ Real Estate Professionals |
| ✓ Construction Professionals | ✓ FF&E Procurement Specialists | ✓ Relocation Managers |

Scalable to any industry and size

Our clients span corporate offices to K-12 schools, single buildings to global portfolios. You get the full depth and breadth of our experience, no matter the industry or scale of the project.



One firm, infinite resources



plante moran

Plante Moran is one of the nation's largest certified public accounting and business advisory firm, providing clients with financial, human capital, operations, strategy, technology, and family wealth management services. Our dedication to exceptional accounting and management consulting is nearly 100 years in the making.



plante moran
REALPOINT

130+ multidisciplinary staff specializing in real estate and construction

55+ in-house design and construction professionals

\$1.5B+ in real estate assets under management

\$6B+ in active construction program oversight

Millions of square feet in real estate transactions

Structured differently — to serve you differently

Our “**one-firm**” firm philosophy is a unifying structure that prioritizes client service over maximizing profits. You receive the collective power of the firm and all its affiliates, not just an individual team or office.

What does all this mean for you?



SEAMLESS SERVICE

Engaging with us will give you unfiltered access to the right experience at the right time through our affiliation with Plante Moran and Plante Moran Realpoint.



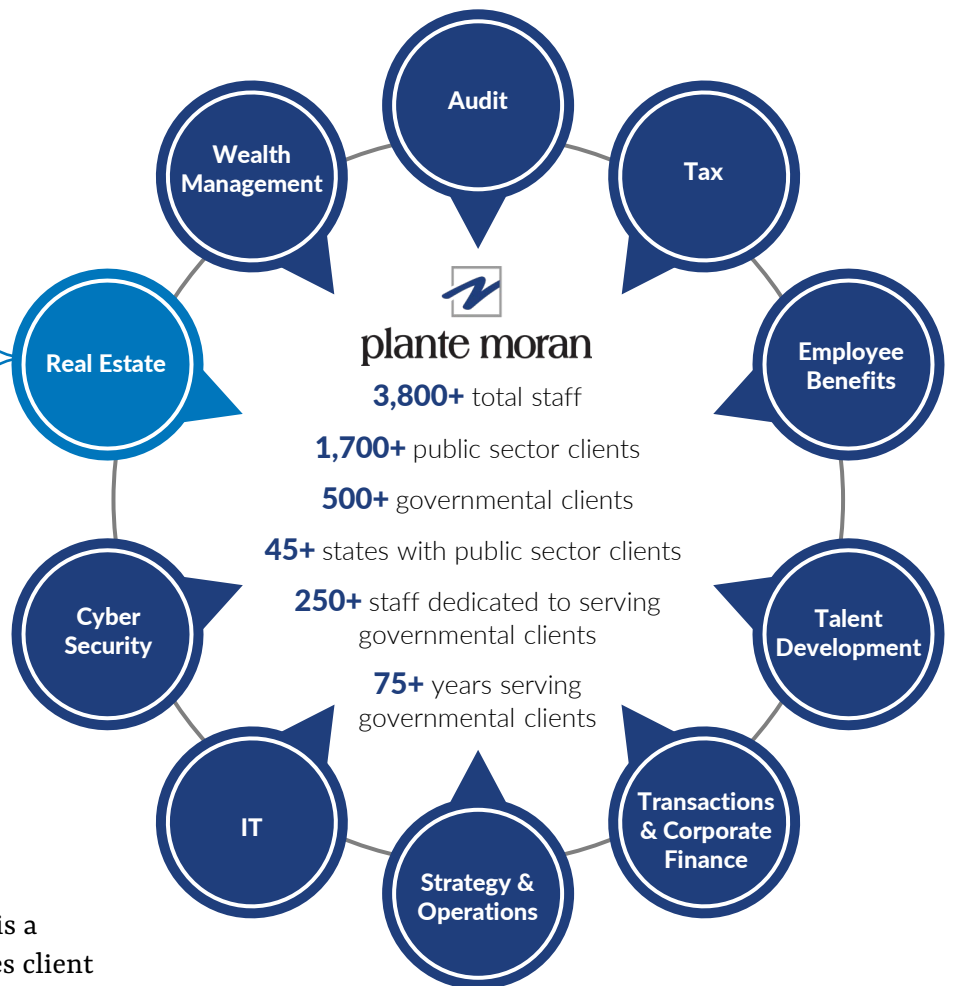
PERSONAL TOUCH

The better we know you, the better we can serve you. We build lasting relationships to foster a client-focused, collaborative culture.



FUTURE-FOCUSED

Your future is our priority. We partner with you to help you achieve your goals today and beyond.



Real estate & construction “department for hire”

We seamlessly integrate into your organization, providing the necessary experience for any real estate or construction project through a single point of contact.

Our services include:



Real estate consulting

- Development advisory & feasibility
- Real estate strategy
- Incentives
- Public-private partnerships
- Market studies
- Highest & best use analysis
- Workplace & space utilization



Real estate transactions

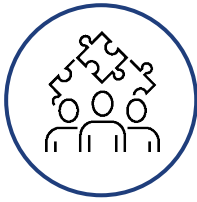
- Occupier representation
- Investment acquisitions & dispositions
- Debt procurement
- National site selection
- Sale-leasebacks
- 1031 like-kind exchanges
- Lease administration



Owner's representation / development advisory

- Project feasibility & delivery methods
- Program budget, schedule, & scope development
- Team selection & procurement
- Project management
- Design & construction oversight
- Furniture, technology, & equipment coordination

The Plante Moran Realpoint difference



Experience you can count on

In the past five years, PMR has successfully completed more than \$5 billion worth of capital projects for the public and municipal sectors (i.e., police stations, courthouses, K-12 school buildings, libraries, fire stations, city halls, etc.). This includes the renovation and expansion of more than 450 facilities, with costs ranging in value from \$1 million to more than \$195 million.



Your trusted advisor

We will represent and advocate on behalf of your organization, which allows us to provide unbiased recommendations throughout the project as your independent advocate. Your project savings go BACK into your projects, NOT into our pockets.



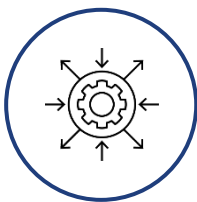
Custom solutions and unmatched resources

Through our affiliated entities, we have the resources of more than 3,800 professionals. With such robust team resources, our approach is truly unique in that we customize and create holistic solutions to fit your project needs.



Knowledge of design and construction professionals

With our local, regional, and national experience in owner's representation and as a program management firm, we have successfully worked with national design and construction firms on a range of projects. We can help your organization identify the right vendors for this project.



Scalability & business acumen

We offer our clients scalability and an understanding of the business and financial components that make programs successful.



We understand municipalities

We specialize in working with mission-driven, consensus decision-making bodies. Our experience working on billions of dollars in public projects means we understand the challenges and opportunities these types of projects present.



SECTION 2

Relevant Experience

Relevant Experience



City of Royal Oak

- \$100 million city civic complex, including city hall, police station, parking deck, park, site infrastructure, and office tower
- Consulting, Program Management/Owner's Representative Services

Reference Contact:

Mayor Michael Fournier
ccfournier@romi.gov | (248) 246-3463



City of Livonia

- \$300 million+ City Center Program, including City Hall; Police Station; Multiple Fire Stations; Civic Center Library; and Public Park & Infrastructure
- Consulting, Development Consulting, Program Management/Owner's Representative Services, Pre-Ballot Planning

Reference Contact:

Mayor Maureen Miller Brosnan
mbrosnan@livonia.gov | (734) 466-2200



West Bloomfield Fire Station

- \$5 million, 11,000 SF
- Program Management/Owner's Representative Services

Reference Contact:

Gregory Flynn, Fire Chief
West Bloomfield Fire Department
gflynn@wbtownship.org | (248) 409-1505

Relevant Experience Continued



Macomb County Jail

- \$228 million, 162,000 SF Central Intake and Assessment Center
- Cost Estimating/Budgeting, Program Management/Owner's Representative Services

Reference Contact:

Mark Deldin, Chief Deputy County Executive
deldin@macombgov.org | (586) 469-0419



Commerce Township Fire Station #3

- Design and Construction of a new 11,000 SF fire station to replace the existing Fire Station No. 3
- Program Management/Owner's Representative Services

Reference Contact:

Jim Dundas, Fire Chief
(248) 672-4096



West Bloomfield Police Station

- \$6.4 million, 15,300 SF in new construction, renovations, and additions
- Consulting, Space needs assessment, Program Management/Owner's Representative Services

Reference Contact:

Michael Patton, Police Chief
mpatton@wbpolice.org

Relevant Experience Continued

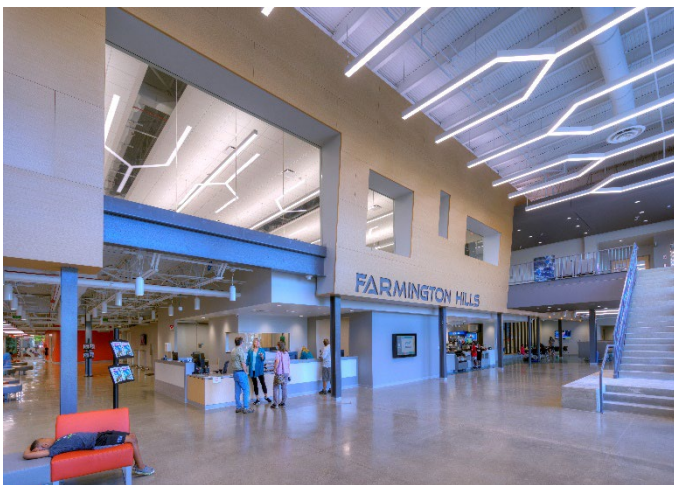


Grand Blanc Township

- \$28 million, new construction of Department of Public Works (DPW) and Fire Station
- Capital Planning Services, Design Services, Program Management/Owner's Representative Services

Reference contact:

Dennis R. Liimatta, Township Superintendent
Liimatta@twp.grand-blanc.mi.us | (810) 424-2682



The Hawk Farmington Hills Community Center

- \$27 Million, Renovations to 244,000 SF
- Program Management/Owner's Representative Services

Reference Contact:

Gary Mekjian, City Manager
Gmekjian@fhgov.com



City of Westland

- Fire Station - \$3 million, 5,600 SF | City Hall - \$10.6 million, 64,000 SF
- Financial Modeling, Site Selection, Space Programming, Site Due Diligence, Procurement of Professional Services, Program Management/Owner's Representative Services

Reference Contact:

Devin Adams, Controller – City of Westland Finance
dadams@cityofwestland.com
(734) 467-7920

Relevant Experience Continued



Novi Community School District

- \$257 million, renovations, upgrades, and addition of Early Childhood Education Center
- Facilities Condition Assessment, Facility Utilization Study, Pre-bond Planning, Program Management/Owner's Representative Services

Reference Contact:

Ben Mainka, Superintendent

benjamin.mainka@novik12.org | (248) 449-1204



Livonia Public Schools

- \$380 million, 2.8 million SF
- Renovations & additions of 27 facilities
- Facilities Condition Assessment, Facility Utilization Study, Pre-bond Planning, Program Management/Owner's Representative Services

Reference Contact:

Andrea Oquist, Superintendent

aoquist@livoniapublicschools.org | (734) 744-2589



Farmington Public Schools

- \$229 million, 1.9 million SF
- Facility Assessment, Enrollment Projections, Demographics, Pre-bond Planning, Program Management/Owner's Representative Services

Reference Contact:

Christopher Delgado, Superintendent

christopher.delgado@fpsk12.net | (248) 489-3338

Relevant Experience Continued

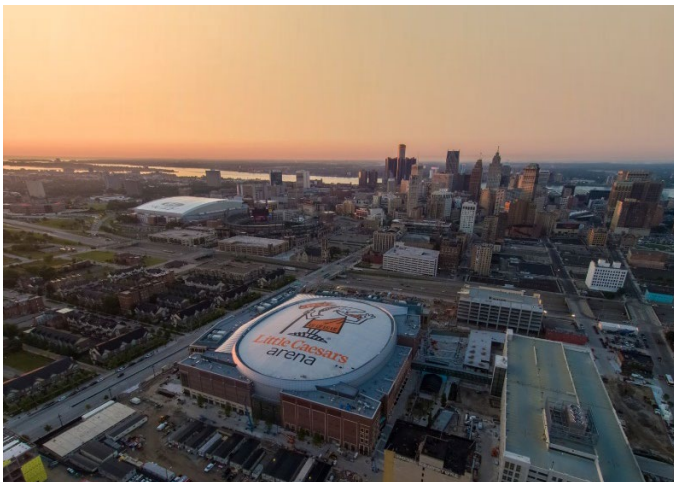


Hamilton County

- 20-year, \$3.2 billion infrastructure project
- Consent Decree Compliance, Capital Improvement Planning, Financial Controls & Analysis, Program Management/Owner's Representative Services

Reference Contact:

Jeffrey W. Aluotto, County Administrator
jeff.aluotto@hamilton-co.org | (513) 946-4436



Olympia Development of Michigan

- \$2+ billion; Little Caesars Arena & surrounding mixed-use & entertainment district development
- Master Planning, Development Consulting, Acquisition/Disposition, Program Management/Owner's Representative Services

Reference Contact:

Stefan P. Stration, Vice President of Development
Olympia Development of Michigan
stefan.stration@olydev.com | C: (313) 727-4150



Huntington Place

- West-side expansion program and capital infrastructure improvements
- Consulting, Program Management/Owner's Representative Services

Reference Contact:

Marilyn Lane, Board of Directors, Macomb County Delegate | lane1000@comcast.net
Jeff Abood, Board of Directors, Oakland County Delegate | jeff@aboodlaw.com

Relevant Experience Continued



Birmingham Public Schools

- \$260 million, Renovations, additions, & site work for 15 facilities
- Facility Assessment, Enrollment Projections, Demographics, Pre-bond Planning, Program Management Services

Reference Contact:

Dr. Embekka Roberson, Superintendent
eroberson@birmingham.k12.mi.us | (248) 203-3000



Walled Lake Consolidated School District

- \$250 million, 19 buildings totaling 2,470,528 SF
- Strategic Planning, Pupil Enrollment and Demographics, Real Estate Consulting, Program Management/Owner's Representative Services

Reference Contact:

Dr. Michael Lonze, Superintendent
MichaelLonze@wlcsd.org | (248) 956-2011



Detroit Public Schools Community District

- \$800 million, 2 new build High Schools, 3 new build PK-8, multiple building renovations, additions, & site work
- Capital and Facility Master Plan Implementation, Real Estate Consulting, Community Engagement, Program Management/Owner's Representative Services

Reference Contact:

Machion Jackson, Assistant Superintendent
machion.jackson@detroitk12.org | (313) 873-6532



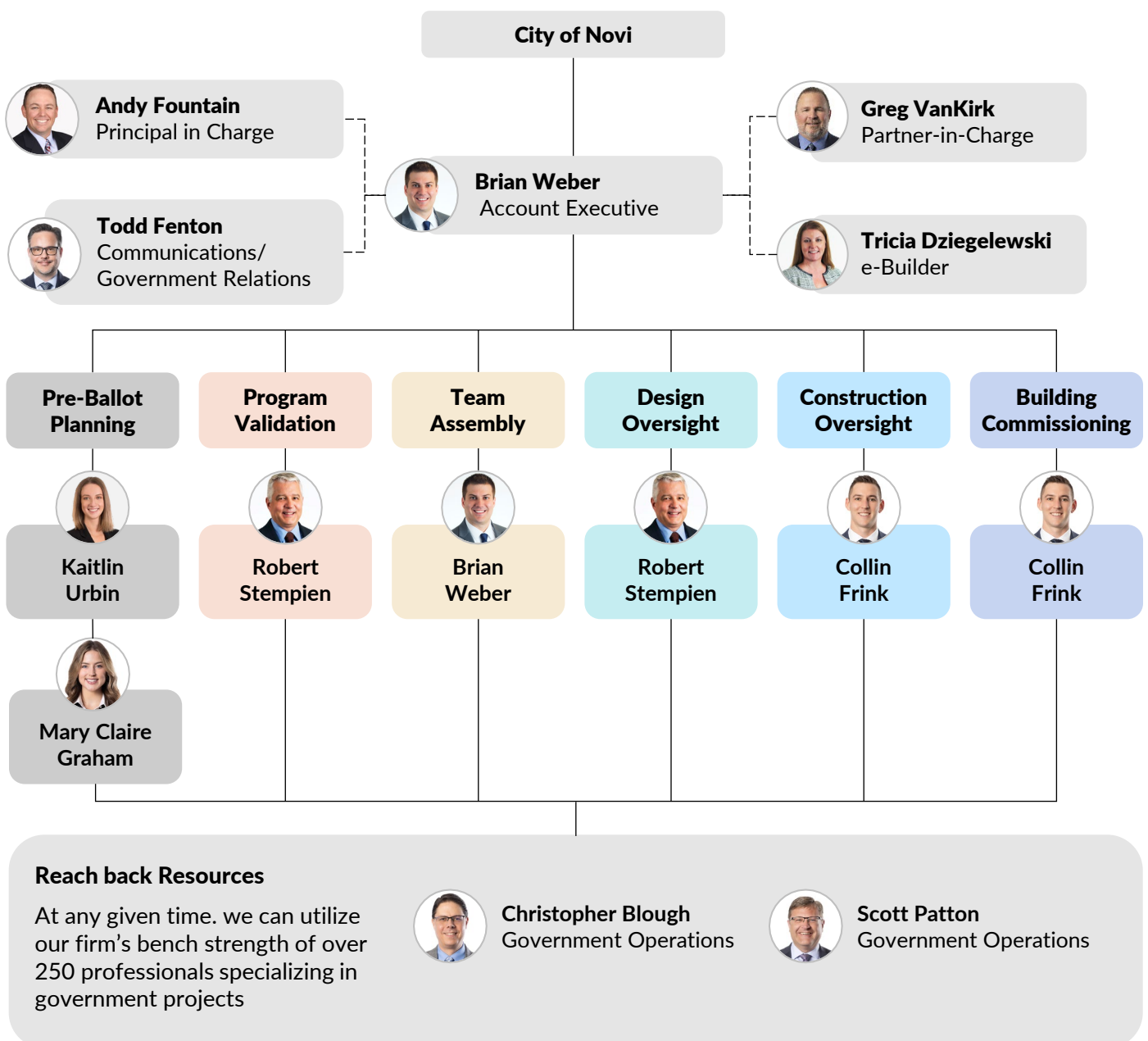
SECTION 3

Your Team

Team Organization

PMR's greatest asset is our people — not just their knowledge, but also their integrity and their commitment to our clients, staff, and communities. Our philosophy for staffing your engagement is simple: find the best people with the most relevant experience and balance the team with varied ways of thinking that complement one another.

We have structured our team to deliver the specialized knowledge and personal fit you deserve. Each person serves a necessary role on the engagement and is experienced in serving clients like you.



Our team



"Our clients sleep well at night knowing our team of experts is advocating on their behalf. Our expertise, teamwork, and independent approach will bring a significant return on your investment with us."

Gregory P. VanKirk, CPA

PARTNER

greg.vankirk@plantemoran.com | (248) 223-3395

Greg, partner at Plante Moran Realpoint, is responsible for leading the firm's corporate real estate and public sector program management practices. His expertise centers on providing strategic planning, process improvement, transaction management, and project management services to a wide range of clients, and he specializes in managing build-to-suit transactions. Greg's vision and leadership have resulted in the management of millions of square feet of real estate assignments.

Greg's broad professional background, including accounting, tax, finance, and consulting, provides his clients with highly technical expertise concerning strategic real estate opportunities. Current assignments include the development and implementation of programs that range in scope of \$10 million to \$500 million. As a result, Greg is extremely effective in analyzing project feasibility and delivering a comprehensive plan that takes a project from conception to completion.

Greg began his professional career in the accounting field with Plante Moran in 1992. His client responsibilities included managing audit and tax engagements for manufacturing companies, municipal and not-for-profit organizations.

Greg received his Bachelor of Arts degree in Accounting from Michigan State University. He is a certified public accountant and holds a Michigan Real Estate Broker's License.



Andy Fountain

PRINCIPAL

andy.fountain@plantemoran.com | (248) 603-5088

"Our proven process starts with comprehensive planning and ends with a successful project and a satisfied client."

With more than 20 years of experience in the construction and real estate market, Andy has the technical skills necessary to lead large capital programs to a successful close-out. He is known for his firm and fair approach to problem-solving, through which he strives to seek the best possible resolution for his clients.

As a principal with Plante Moran Realpoint (PMR), Andy has worked on a variety of multimillion-dollar capital improvement programs. His role as owner's representative is to guide clients through the process as they plan and execute their projects, helping them realize cost savings while meeting the needs of their organization.

Prior to joining PMR, Andy worked primarily in the K-12 and private sectors as both a construction manager and owner's representative. In these roles, Andy provided process refinement, budget development, evaluation and assessment, and project management services.

Andy has a B.A. in business management from Western Michigan University.



Brian Weber

SENIOR VICE PRESIDENT

brian.weber@plantemoran.com | (248) 675-9812

“As owner’s representatives, we are unbiased advocates for our clients’ visions from concept through completion of their projects.”

Brian is part of the program management team at Plante Moran Realpoint (PMR), responsible for overseeing multimillion-dollar capital improvement programs for K-12 school districts and municipalities. With 18 years of professional experience in the construction industry, Brian has the expertise to advise clients throughout a project’s entire life cycle, from feasibility and design through construction and owner occupancy.

Brian’s knowledge of project management processes and procedures includes project planning, budgeting and cost control, bid selection, contract management, schedule development and monitoring, and change management. He leverages this knowledge to set projects up for success, proactively adapt to challenges, and keep project teams focused on our clients’ vision and project success. Clients appreciate Brian’s dedication to ensuring the highest levels of quality while adhering to deadlines, specifications, and budgets.

Brian’s work with K-12 schools includes the construction of new facilities, expansions, and renovations to existing facilities as well as updating the infrastructure, site, athletic facilities, technology, and security in a way that supports districts’ ability to adapt to the ever-changing needs of the K-12 learning environment.

In the past, Brian worked at DeMaria Building Company, The Whiting-Turner Contracting Company, and Xcel Construction. Some of his notable projects include Michigan State University’s Food Processing Innovation Center, University of Michigan–Dearborn’s Natural Science Building, VA Saginaw Healthcare System improvements, the Rockville Town Center mixed-use development, and capital improvement programs at Detroit Medical Center, Beaumont Health, and Henry Ford Hospital’s main campuses.

Brian has a Bachelor of Science degree in construction management from Michigan State University. He is an elected member of PMR’s Strategic Leadership Council, a committee dedicated to championing leadership development and strategic initiatives within the firm.



Robert Stempien, AIA

SENIOR VICE PRESIDENT

robert.stempien@plantemoran.com | (248) 603-5252

"At Plante Moran Realpoint, we go the extra mile to understand and meet our clients' needs, exceeding their expectations at every turn."

Encompassing more than 40 years of design and construction experience, Robert has an understanding of project implementation from planning, programming, and budgeting to design and construction execution. Robert leverages his background in architecture and construction to provide clients with unique solutions leading to their project's success.

A recognized leader in the K-12, higher education, sports, municipal, and corporate markets, Robert is known for going the extra mile to understand and meet his clients' needs. This mentality helps him excel at large capital improvement projects that require high-level strategic planning and development. He has worked on projects totaling more than \$3.6 billion over his career serving clients.

He spent much of his career at Barton Malow, but prior to joining Plante Moran Realpoint, Robert was vice president at Ruby + Associates, the largest structural engineering firm in Michigan.

Robert, a registered architect in the state of Michigan, has a Master of Architecture and Bachelor of Architecture from the University of Michigan and a Bachelor of Business Administration from Lawrence Technological University. He is a member of the American Institute of Architects and the Village of Beverly Hills Planning Commission. He also served two four-year terms on the governor-appointed State Board of Architects and State Board of Engineers.



Collin Frink

VICE PRESIDENT

collin.frink@plantemoran.com | (248) 223-3144

"We bring a wealth of knowledge and apply a broad range of experiences to every interaction to make sure the client accomplishes everything they need throughout the life of a project."

As a vice president on the public sector team of Plante Moran Realpoint (PMR), Collin ensures clients' K-12 projects run efficiently and effectively and adhere to budget and schedule goals. Clients appreciate that Collin's priority is unparalleled client service, which he cultivates through open and honest communication.

Collin's nine years of construction industry experience gives him the insight, knowledge, and expertise needed to help clients make the most informed and effective project decisions. He joins PMR from The Boldt Company out of Wixom, Mich. He served as a project manager in the automotive and industrial groups, where he oversaw the successful completion of over \$80 million in projects for clients such as General Motors, Nestle, Georgia Pacific, and Rivian. His greatest accomplishment was the completion of a body shop addition without adding downtime to the client's production schedule and without interfering with their accelerated 24/7 workflows.

Collin graduated from Michigan State University with a Bachelor of Science in construction management.



Todd Fenton

VICE PRESIDENT

todd.fenton@plantemoran.com | (248) 223-3521

"I have witnessed firsthand, as a client, the impact that Plante Moran Realpoint's team of experts and consultants can bring to complex real estate projects from conception through completion. It is a tremendous privilege to be able to bring my years of public sector experience to Realpoint to help municipalities across the country achieve their development goals and make a transformational impact in their communities."

As a vice president at Plante Moran Realpoint (PMR), Todd brings more than 15 years of economic development and municipal experience to the public sector team. Todd utilizes his breadth of knowledge, insight, and understanding of economic and municipal development processes to assist clients in navigating development programs at the local level.

Todd joins PMR from the City of Royal Oak, Mich., where he served in various roles, including economic development manager, deputy city manager, and most recently, interim city manager. In his time with the City of Royal Oak, Todd oversaw \$100 million of transformational projects in Royal Oak's municipal campus, which entailed the construction of a new city hall, police station, parking structure, central park, and a 140,000-square-foot office building. This project was awarded an Impact Award from CREW Detroit. Prior to his time at the City of Royal Oak, Todd spent seven years with Wayne County in multiple economic development roles, including executive project manager for the Wayne County Land Bank and senior development officer for the Wayne County Economic Development Growth Engine.

Todd graduated from the University of Michigan with a bachelor's degree in English and Film & Video Studies. He received his juris doctorate cum laude from the University of Detroit Mercy School of Law. He is an active member of the State Bar of Michigan, a certified economic developer (CEcD) by the International Economic Development Council, and a certified economic development finance professional from Grow America.



"Our focus is to always give more than what is expected and to create such a strong connection to our client that we automatically know which service will fit the client's needs."

Tricia Dziegelewski

VICE PRESIDENT / SENIOR PROJECT COST ACCOUNTANT

tricia.dziegelewski@plantemoran.com | (248) 603-5276

Tricia is a senior project cost accountant manager at Planet Moran Realpoint with 30 years of experience in the accounting and project financial management fields. Tricia manages the project management team's project financial accounting, handling audits, cash flows, budgeting, and financial reporting for engagements with various healthcare and senior living facilities, religious and education institutions, and manufacturing companies.

Prior to joining Plante Moran Realpoint, Tricia was the senior project accountant at Jones Lang LaSalle for Beaumont Health Systems, where she served as the company's chief point of contact for all financial projects. She was responsible for a full range of accounting and project financial management functions, such as regulatory compliance, accounting cost control, asset accounting, and auditing.

Prior to that, she worked as the budget control manager for Barton Malow, a Fortune 500 company, developing and executing all financial accounting aspects for over \$4 billion in construction projects. She's also an expert in federal and state compliance, with experience auditing schools and hospitals for asset accounting.

Tricia has a Bachelor of Business Administration degree with an accounting focus from Walsh College of Business Administration and is certified in Michigan lien law.



Kaitlin Urbin

SENIOR CONSULTANT

Kaitlin.Urbin@plantemoran.com | (248) 223-3188

As a senior consultant for Plante Moran Realpoint's marketing team, Kaitlin brings more than five years of design and marketing communications experience across a wide range of media. Over the past three years at PMR, she has managed a number of successful school informational bond and sinking fund campaigns, including Woodhaven-Brownstown School District, Redford Union School District, Lakeview Schools District, DeWitt Public Schools, Warren Consolidated Schools, Southgate Community School District, Grosse Ile Township Schools, and Westwood Community Schools. As a designer, Kaitlin focuses on providing districts with unique and personalized graphics that not only inform the public on capital programs, but coordinates with current district branding.

Kaitlin graduated from Michigan State University with a Bachelor of Fine Arts degree in graphic design and a Bachelor of Arts degree in creative advertising with a concentration in art direction.



Mary Claire Graham

CONSULTANT

MaryClaire.Graham@plantemoran.com | (248) 603-5133

As a consultant for Plante Moran Realpoint's marketing team, Mary Claire joined in the summer of 2023 with a strong background in communication, sales, and marketing internships.

Over the course of being welcomed onto the team, she has assisted with informational bond campaigns for Westwood Community Schools and Van Buren Public Schools. Her writing skills highlight PMR's services and has accommodated advertising and sponsorship efforts for districts.

Mary Claire graduated from Michigan State University with a bachelor's degree in public relations and a bachelor's degree in sales and strategy with a concentration in advertising.



Christopher Blough

PRINCIPAL, PMP

Christopher.Blough@plantemoran.com | (248) 223-3209

Specialties:

*Data analytics,
technology consulting,
government*

As the public services delivery service line leader within Plante Moran's government technology and operations practice, Christopher advises leaders in America's fastest growing communities to deliver digital services for their permitting, licensing, and land development customers. In this role, he is privileged to lead cross-disciplinary teams of community planners, technologists, analytics experts, and experienced operations advisors. Together they equip growing communities to promote economic development and community vitality.

His 20 years of experience includes public service practice and consulting advisory roles serving county, municipal, utility, and special purpose districts. Clients retain his team to manage and accelerate their digital transformation by providing technology and digital strategy, business process transformation, technology planning and selection, vendor contract negotiation, and solution implementation advisory services.

Christopher specializes in elevating his clients' capacity to introduce and enhance their services involving land development, building and site construction permitting, business licensing, and public safety and health code compliance. He also collaborates with teams who design system and process integrations with revenue management, financial planning, geographic information systems, enterprise asset management, and customer information systems.

Christopher earned a B.S. in geography and earth sciences from Central Michigan University and an M.P.A. from Eastern Michigan University. He also has master certificates in IS/IT Project Management and IT Service Management from Villanova University.



Scott Patton

SENIOR MANAGER

Scott.Patton@plantemoran.com | (248) 223-3503

As the firm's government operations practice leader, Scott helps governments work better by focusing on how resources are organized, how processes are designed, and how technology can improve operations.

Specialties:

*Government, strategy,
technology consulting*

Scott enjoys helping government clients because it helps the people in communities and enriches their lives. Figuring out how to improve a process, how to restructure a department, or how to partner with a neighboring jurisdiction is like a puzzle, and he loves the excitement when the pieces start to fit together. Variety is another factor that makes Scott so dedicated to his career — each community is so unique. Scott works with major cities, small townships, state agencies, and everything in between.

Scott has worn many hats over the years and has experienced government as an internal practitioner, an external consultant, an elected policymaker, and as a resident. He remains active in his community by volunteering in a mixture of church and civic activities.



SECTION 4

Project Approach

Project Approach

Our approach to serving you

Plante Moran Realpoint is a comprehensive, full-service program management/owner's representative and real estate consulting firm delivering successful capital projects concept through completion. What this means is that we have a scope of services and resources that allow us to scale to fit your exact needs, even as those needs evolve.

From strategic planning and feasibility to execution and move management, our program management staff offer leadership that helps your projects integrate into a master real estate strategy that aligns with your overall business goals. We keep this strategy, and your goals, in the forefront of the project team's efforts throughout project execution.

This focus on you, the client, is part of our DNA. Our firm is built on a foundation of integrity and independence. We advocate for our clients at all times. As an unbiased program manager/owner's representative, we help projects stay on budget, on schedule, and on target with the plans our clients set forth. The advantage of our real estate consulting is clear: You can be sure we're always on your side and invested in your success.

Plante Moran Realpoint is the right choice for organizations who want a truly engaged partner with a breadth and depth of capabilities tempered by our "We care" culture.

- ✓ Our financial and business acumen keeps us focused on the project's impact to your bottom line.
- ✓ We know where to look for efficient and effective cost/time-saving opportunities.
- ✓ Our deep bench pulls in the right resources when needed.
- ✓ We have a fully transparent delivery model with strong internal controls.
- ✓ We offer a single point of contact and process consistency.
- ✓ We provide a positive rate of return on your investment with PMR.

The following pages illustrate our approach to serving YOU.

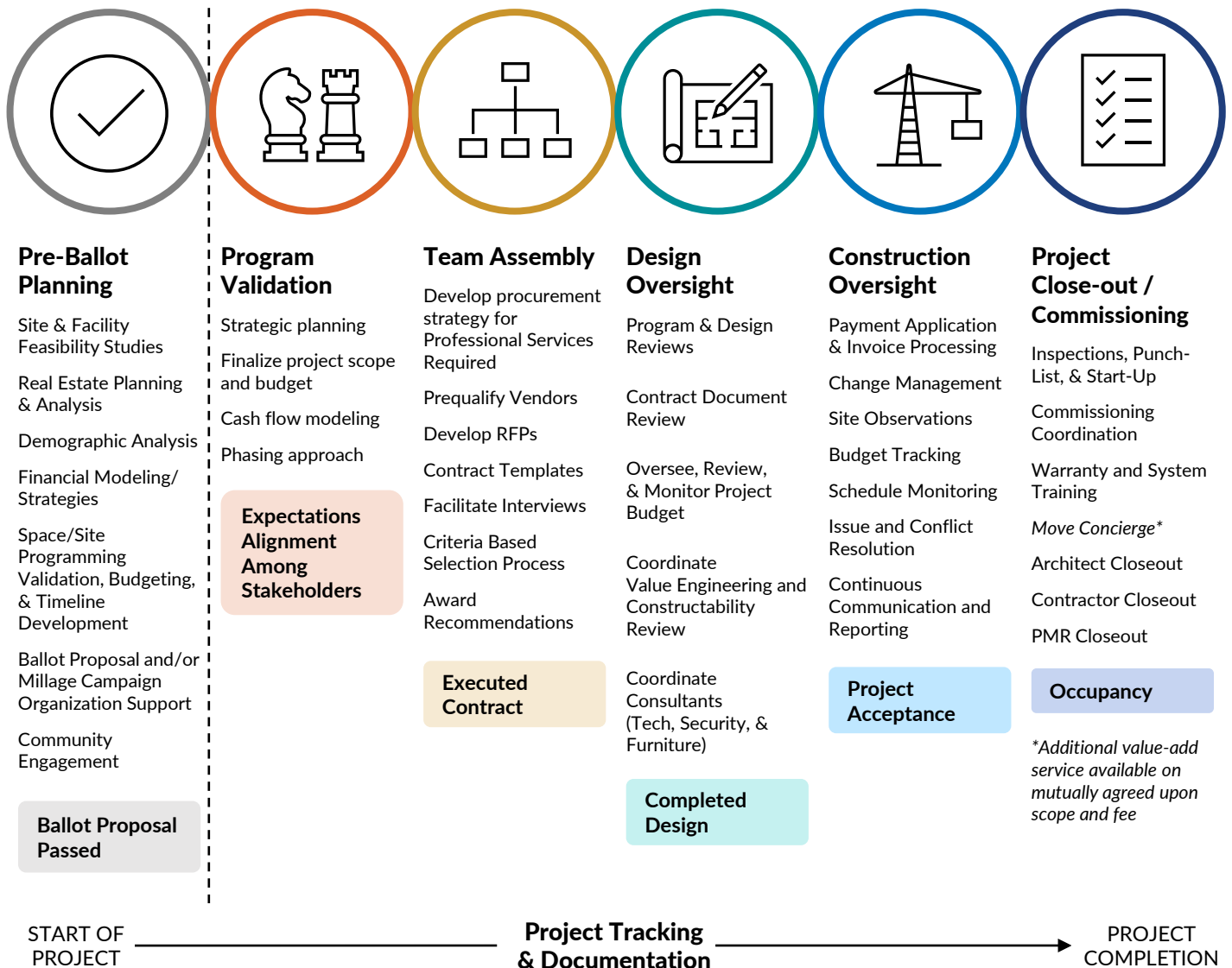
Our process

Owner's representation

Concept through completion, we solely advocate for you

There are hundreds of strategies to consider and decisions to be made for a large capital project. Our role is to bring process and knowledge together in order to assist you in navigating the project. Our professionals combine their multidisciplinary design, construction, and engineering backgrounds with decades of experience working on similar projects in your industry to confirm your project plan is properly implemented. Throughout the project, we sit on your side of the table and advocate for you.

Our services can include the following:



Project tracking & documentation

e-Builder - technology to keep it all a click away

Having accurate, real-time data is the cornerstone for all decision-making. Our e-Builder platform provides the opportunity to combine measurements of scope, schedule, and costs in a single integrated system. This allows clients to make informed decisions relating to accurate forecasts of project performance, which is an important aspect of project management.

Our online platform enables instant visibility for project managers, corporate leadership, and clients, helping to produce positive and predictable project outcomes while reducing risk. Using just this one system also eliminates redundancies, increases efficiency, and improves the accuracy and transparency of project details. It provides access to information and reports that project managers can leverage for their daily activities, but also increases confidence that stakeholder needs are being met through increased visibility.

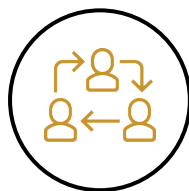
Faster access to information will also give project managers more time to focus on the projects and increase stakeholder involvement in the planning process, eliminating the risk of significant scope creep and owner-directed changes.

e-Builder benefits include:



Cloud-based access

Our online platform allows you access to every document, no matter where you are



Collaborative environment

Improve collaboration, communication, and accountability between your stakeholders and the project team



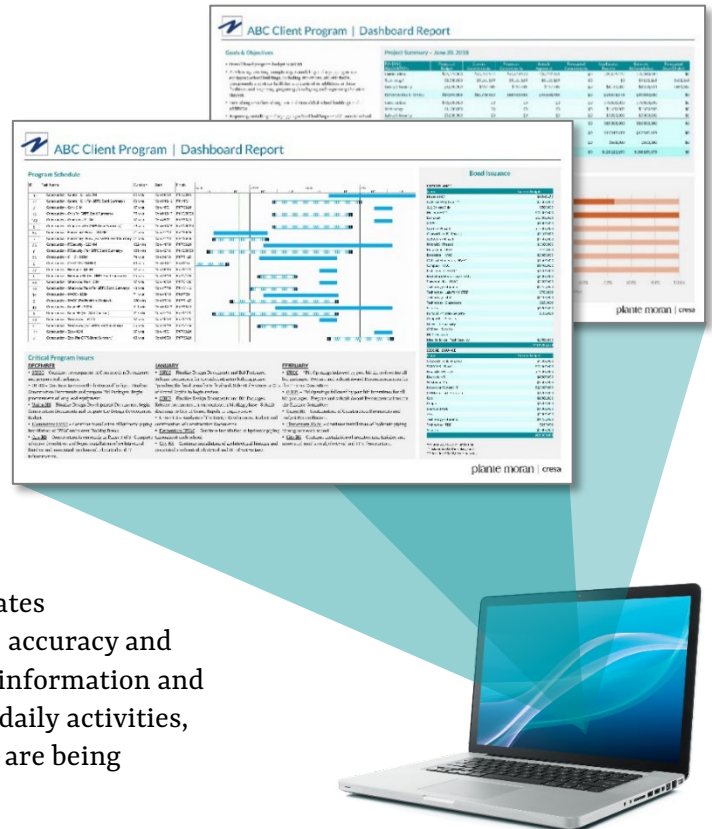
Cost management

Better decision-making with a complete database of your costs and change order data



User-friendly reporting

Total visibility into outstanding action items and your project data

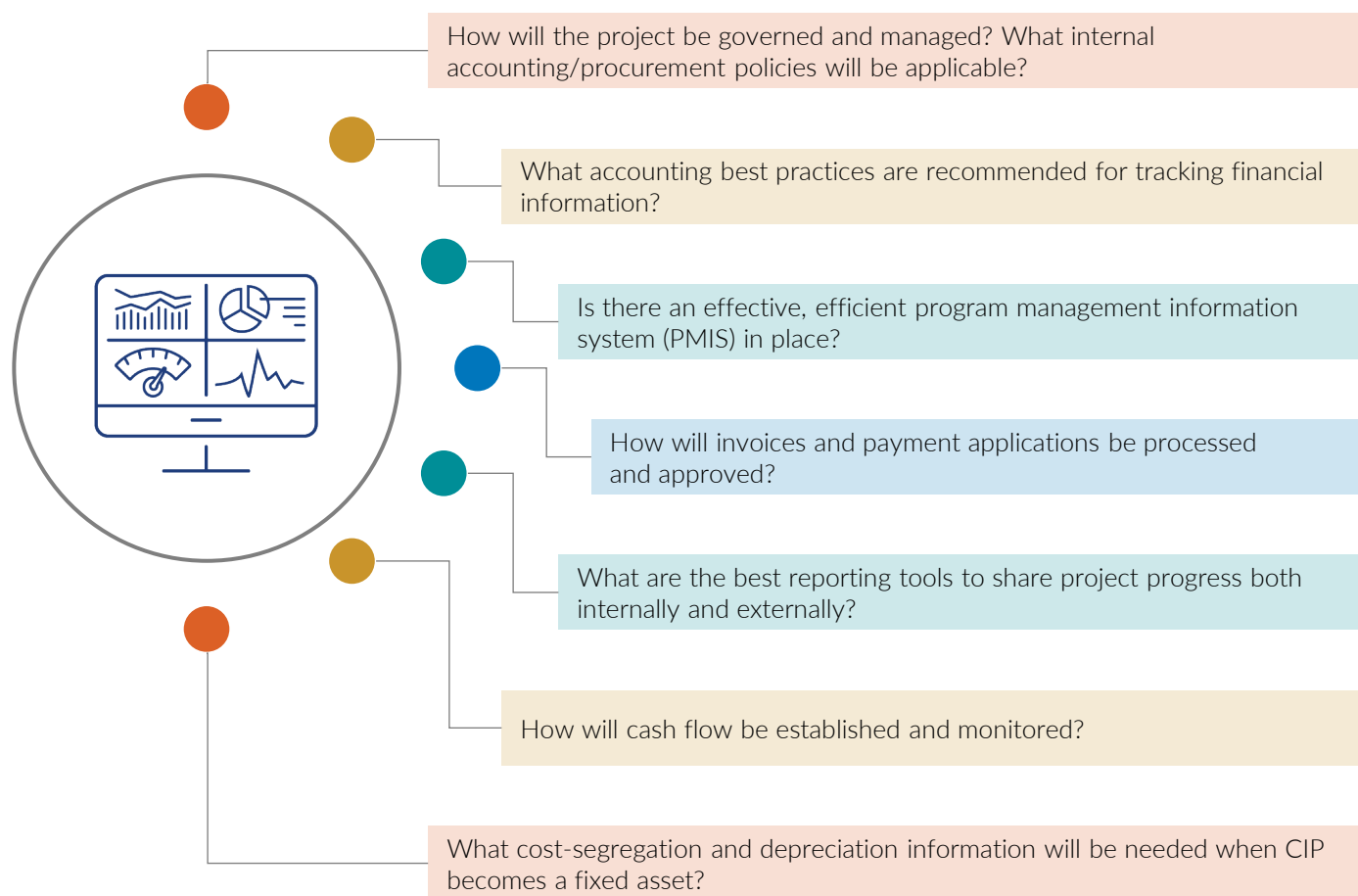


The value of an experienced project financial manager

Reliable, accurate, real-time financial information and analysis can be the difference between program success and setbacks. That's why PMR's project financial managers (PFMs) are a game changer — they are involved throughout the entire capital program process, from beginning planning stages through project closeout.

Managing a large capital program on your own can be a daunting task, but we are dedicated to helping you every step of the way. Acting as an extension of your accounting staff, our PFMs work alongside your internal teams to monitor the progress of your capital program, allowing your teams to continue running day-to-day operations without sacrificing resources.

Before your project even begins, our PFMs work with you to ask and help answer a handful of critical questions including:



With more than 25 years of experience, we bring knowledge, resources, values, and industry best practices to empower and enable your team and leadership to make smart decisions. In short: You can count on us to help handle the details while you focus on the big picture.

The value of a project control/accounting leader

PMR brings proven best practices to our clients, allowing them to take advantage of our 25 years of experience implementing billions in public programs. Our team plays an integral part in our success by providing our clients with specialized resources through each of the following elements of a capital program:

- ✓ Assist in establishing project governance structure and accounting procedures and controls
- ✓ Set up and monitor PMIS environment for owner and vendors with project budget, commitments, expenditures, and reporting
- ✓ Assist in developing processes that allow the entire project team to work efficiently and collaboratively to process payments, approve contracts and change orders, and complete many of the day-to-day challenges large programs face
- ✓ Assist in establishing project reporting guidelines and deliverables such as dashboards, cash flow, budget and commitments, and cost to complete reports
- ✓ Track project budget, commitments and actual costs through e-builder
- ✓ Establish document control to verify executed contracts, bonds, and insurance are on file
- ✓ Complete financial reconciliation of project commitments, actual spend, and cost to complete
- ✓ Reconcile pay applications, sworn statements, and waivers to promote subcontractors being paid timely and accurately
- ✓ Timely, accurate and complete financial closeout
- ✓ Continuously tracking cost escalation and inflation data across the construction industry

Pre-ballot planning

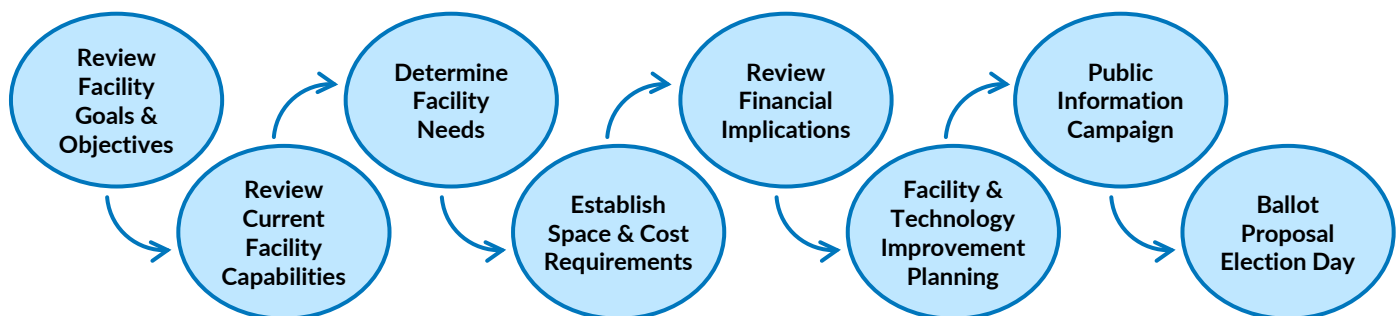
How we help you tell your story

Whether it's a city hall, public safety facility, or community center, your public buildings should be efficient, secure, and welcoming environments that serve the needs of your community. Maintaining this standard requires significant investment. As a trusted advisor to municipalities of all sizes, Plante Moran Realpoint has been assisting public sector clients with planning and executing ballot proposals for nearly 30 years. Effective planning with your administrative teams, coupled with strategic and timely communication to the public educating them about the importance and necessity of your ballot proposal, is crucial to your success.

Service offerings

- Site & Facility Feasibility Studies
- Real Estate Planning & Analysis
- Demographic Analysis
- Financial Modeling / Strategies
- Current Facility Use & Condition Assessment
- Space / Site Programming & Budgeting
- Informational Campaign Support
- Community Engagement

Proven ballot planning process



Approximate passage rate on first attempt for ballot proposal which PMR has provided pre-ballot planning services for

We understand how important the support and involvement of community members is to the City of Novi. Our team will assist in providing the means and the strategies that support a culture of honest and transparent public input. Outlined below are a few tactics we have seen successfully implemented prior to, during, and after successful completion of municipal capital programs:



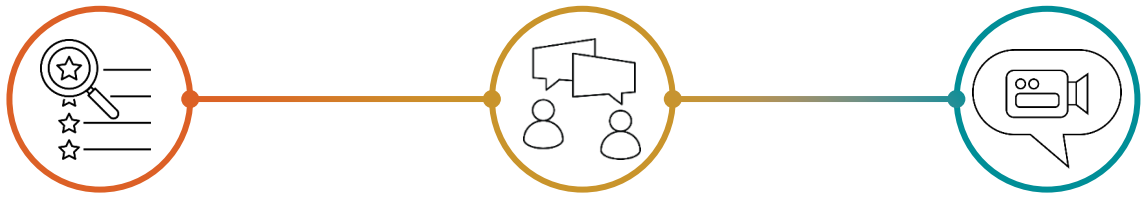
- Develop “taskforce” oversight bodies that can work together to discuss the municipality’s and community’s ideas, concerns, shared goals, and vision about how they want their public environments to look and function. These taskforces may include folks such as City council members, elected officials, administrators, union leaders, local business owners, political leaders and advocacy groups, minority advancement groups, religious leaders, and senior citizens.
- Outline, in a meaningful and clear way, program timelines, financial and nonfinancial components driving the direction of the program, and introductions to initiative leaders to “put a face” to the program.
- Create a fluid process of continuous input and engagement, not just a “one-time” or “one-meeting” approach, especially when “course corrections” are contemplated or needed.
- Incorporate your administrators’ and staff professional experience as well as community input into decisions, as appropriate.
 - Utilize surveys and hold multiple meetings across various channels, including in person and online.
 - At the City level, create a “Blue Ribbon Committee” to create opportunities for residents to have representation on decision-making throughout the program development process.

We help you keep your community educated and informed

Large capital programs don't just impact municipal workers; they also have an impact on the community as a whole. As such, the community should be involved every step of the way from inspiration to implementation.

Plante Moran Realpoint engages, informs, and reports your community by instituting the following best practices:

We engage your community with:



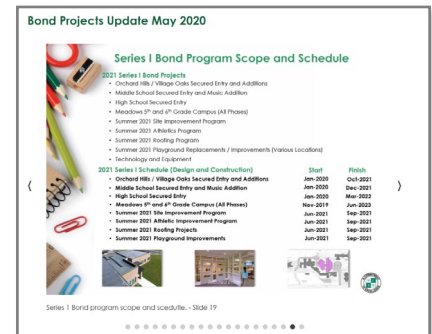
Timely, thoughtful surveys regarding work complete and work to be done

Focus groups to learn more about needs, vision, and priorities

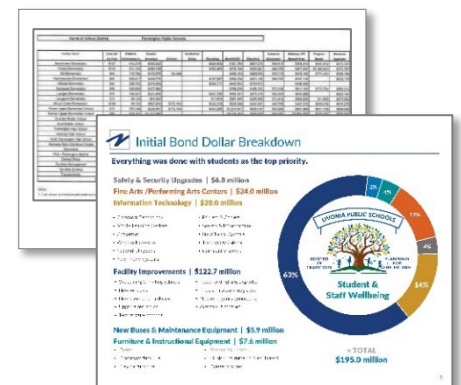
Live, broadcasted presentations showcasing program progress

Web-based communications on the unique needs of your municipality. Deliverables and initiatives may include:

- ✓ Community presentations
- ✓ Focus group, surveys, reports, and presentations
- ✓ Virtual Q&A sessions utilized through platforms such as Teams, Zoom, etc.
- ✓ Contact forms on municipal website for 24/7 access for community to submit questions directly to leadership
- ✓ Social media strategy and profile creation
- ✓ Presentation of up-to-the-minute information via web-based PMIS platform



Example of website landing page for communication.



Ballot issue and/or millage campaign organization support

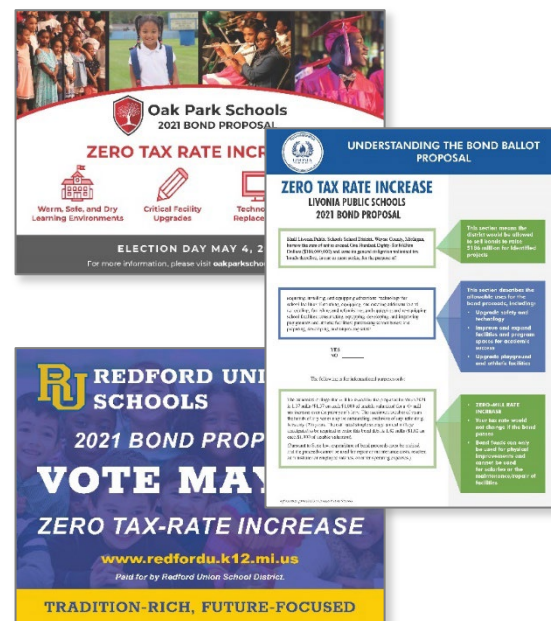
Ballot information campaign support

Ballot programs can have a tremendous impact on municipalities. Communicating to the public and to City administration teams about the importance and necessity of your ballot proposal is a crucial component to your success. Our experienced marketing staff will meet with your committee regularly to confirm every detail is attended to. We integrate with your communications staff to bring resources, structure, and support to help you accomplish the many tasks needed for a successful bond information campaign.

Our proven process has consistently yielded positive results for dozens of public organizations and billions in bond campaigns.

Our team can help with your ballot campaign

- Campaign messaging and theme development
- Letters to the public
- Brochures
- Lawn signs
- Press Releases
- Outdoor signage
- Frequently asked questions
- Campaign calendar
- Breakdown of ballot language
- Postcards
- Posters
- 4 x 6 cards for staff
- Topical Flyers
- Community flyers
- Absentee letters
- Social media/web
- Presentations



Campaign materials

Our team provides unparalleled ballot information campaign planning and execution coordination services. From creating a theme that will resonate with the community, to providing a timeline on which messages are most effective when and to whom, we help you navigate the complexities leading up to election day.

Program validation

Strategic planning

Evaluation & programming

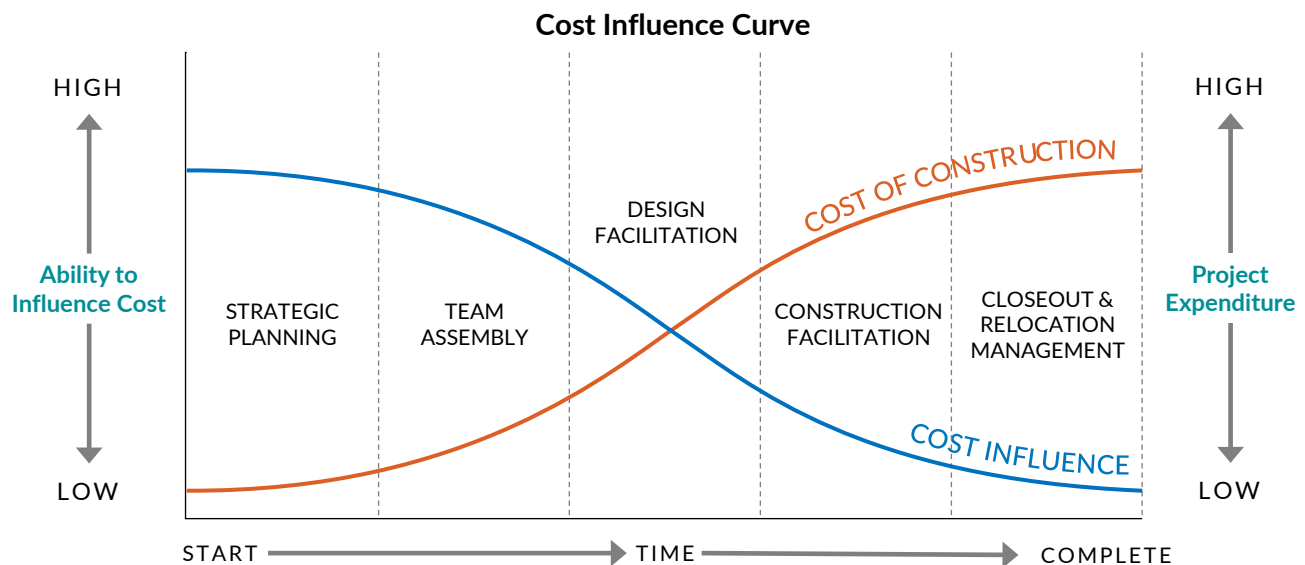
PMR will review your organization's long-term facility requirements and develop an updated space and site program and plan. By gaining a thorough understanding of your objectives, requirements, standards, budgets, and schedules we test for the validity and compatibility of your program. The space and site program and plan identify the correlation between facility, site needs, cost parameters, timetables, and funding mechanisms to help achieve your goals and objectives.

Deliverables:

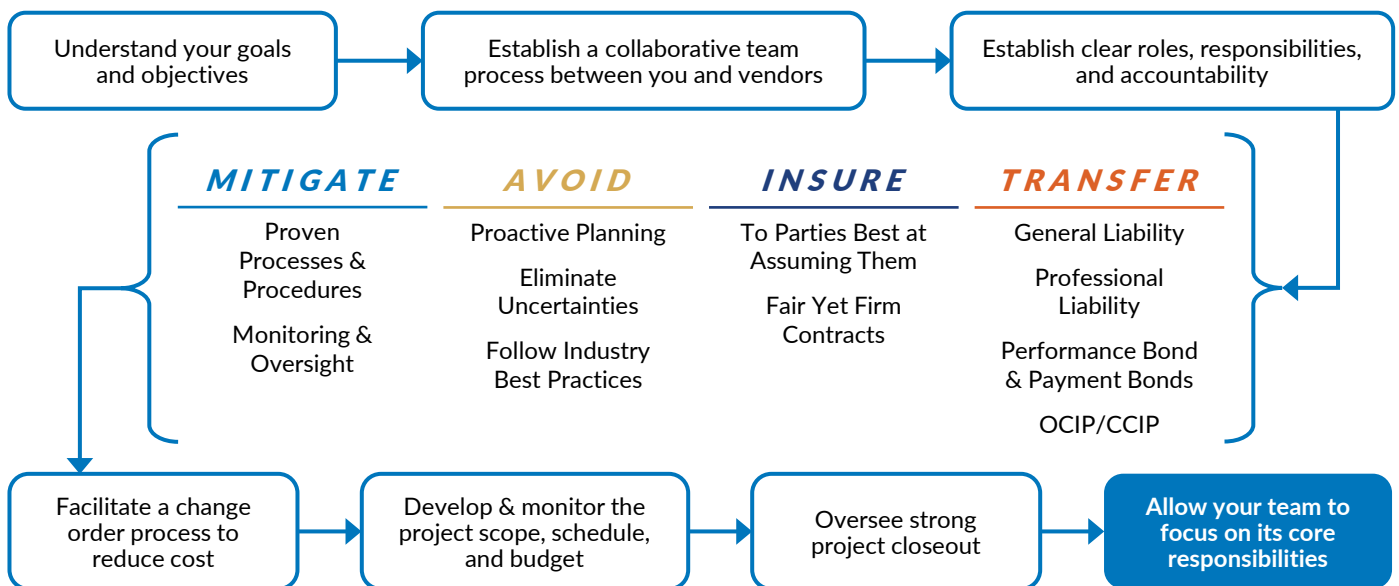
- ✓ Needs Analysis
- ✓ Space/Site Program
- ✓ Site Due Diligence Analysis
- ✓ Preliminary Budgets
- ✓ Preliminary Milestone Scheduling
- ✓ Financing Considerations
- ✓ Project Description

Our role in managing costs and protecting your investment

While organizations who engage PMR prior to engaging architects, contractors, and vendors have the most opportunity for a successful project, we are a valued advocate sitting on your side of the table throughout all phases of the project to help you manage risk and costs and maximize your return on investment.



Our process to mitigating risk



Budgeting & cost control

Cost benchmarks on large construction projects

A unique benefit offered by PMR is the utilization of our cost benchmark database that consists of more than 400 completed projects to validate initial budgets.

A process to successfully manage costs

- ✓ Establishing a realistic initial program budget with reasonable project contingencies.
- ✓ Facilitating design process to minimize the introduction of added scope. Overseeing budget reviews at each design milestone.
- ✓ Helping clients achieve a project schedule that is aggressive yet realistic, and has a well-planned phasing sequence.
- ✓ Monitoring the status of the project, asking questions of the design/construction management team to confirm there are no “holes” in the project scope with respect to construction items, phasing costs, and furniture, fixture, and equipment coordination.
- ✓ Performing a review of proposed changes. Always ask: is this legitimate? What can be done as a “no cost” or lower cost solution? And explore viable alternate solutions that might minimize costs.
- ✓ Updating actual costs vs. budgeted costs to avoid any financial “surprises”.
- ✓ Facilitating the implementation of owner provided FF&E elements as diligently as the design and construction costs are managed.

Team assembly

Architect/engineer, construction management, & vendor procurement

A selection process based on qualitative and quantitative data to provide the best value to the City. PMR has a detailed process for architect/engineer, contractor and other vendor selection and negotiation. Our approach utilizes a criteria-based selection process that is multi-step involving qualifications and fee proposals.

Negotiating contract terms

Your legal counsel will assist you with contract language but will not typically advise on business terms. PMR understands the market for the myriad services involved in a capital facilities program. We will bring this knowledge and experience of what is fair and reasonable, gained across dozens of negotiations, to your program. This single factor alone can save you hundreds of thousands of dollars in fees and risk exposure. Further, we can apply this rationality to your benefit directly through negotiations with preferred firms.

Identify experienced contractors – Other Owner Direct Vendors

Step One - Qualifications is a process to first determine vendors have the necessary firm and individual experiences suited for the particular project. We also review current workload, available resources, and financial strength of the firm. Data received is put into our evaluation format and the selection criteria rolls up into a summary spreadsheet for comparison.

A proprietary selection process with weighted selection criteria

Step Two – Firms that meet the qualifications are invited to submit their proposal on project specific requirements, costs, and fees. This process includes providing the project specific information and schedule, insurance requirements. Our process requires the proposer to provide detailed staffing, schedule, and cost worksheets as defined by your customized contract, general conditions and terms, and conditions necessary for each project or group of projects.

They are then required to complete our summary of hours by staff member worksheet, entering the estimated hours for each team member. The worksheet will summarize the total hours and costs.

Team selection

The next step is to complete the support worksheet that provides a category cost allocation for: equipment and material, labor, trade costs, bonds, and insurance. The Summary worksheet also includes cells for reimbursable costs and overhead and profit.

Architect/engineer: A criteria-based selection process

Subject to applicable competitive bidding requirements, PMR solicits only prequalified architecture and engineering firms to bring experienced and appropriate firms to the Request for Proposal process. We create and issue all Architectural/Engineering Requests for Proposals tailored to each specific assignment. We also assist our clients with short-listing and scheduling interviews with selected firms and facilitate the negotiation of the Architectural/Engineering contract.

Deliverables:

- ✓ If applicable, prequalification of architectural and engineering firms
- ✓ Create architectural and engineering Request for Proposal
- ✓ Analyze architecture and engineering bids for client review
- ✓ Prepare short list and interview candidates
- ✓ Assist the client in selecting the appropriate architecture and engineering firms
- ✓ Assist in negotiating strong but fair contract terms

Contractor: A selection process based on qualitative & quantitative data

PMR can help you determine the best project delivery method for your project and then solicit prequalified contractors to bring the most experienced and appropriate firms to the Request for Proposal process. We create and issue all construction Requests for Proposals tailored to each specific assignment. We also assist our clients with short-listing and scheduling interviews with selected firms and facilitate the negotiation of the construction contract.

Deliverables:

- ✓ Subject to applicable competitive bidding requirements, prequalification of construction companies
- ✓ Create Request for Proposal for selected contracting method
- ✓ Analyze bids for client review
- ✓ Prepare short list and facilitate interview of candidates
- ✓ Assist the client in selecting the appropriate construction firm
- ✓ Negotiate strong but fair contract terms

Additional vendors

PMR can assist clients in selecting other appropriate vendors, such as:

- ✓ **Construction Testing**
- ✓ **Commissioning**
- ✓ **Furniture & Fixtures**
- ✓ **Security**
- ✓ **Technology**
- ✓ **Material Testing**

Strong contract language: reduces risk, improves accountability



Separate, tailored contracts for architects & constructors

Our extensive experience in contract negotiations and custom-tailored AIA Documents provide provisions and conditions within the contract favorable to your organization, reducing your exposure to design and construction issues, and directing your financial resources towards more capital costs and less soft costs.

The contracts would also identify the proposed teams from each firm to assist you receive the services from top-level principals and associates specializing in municipal education projects.

Strong but fair contract language

Our project specific contract language and general conditions are also included for the firm's review and acceptance as a condition of the negotiating process. **Our amended provisions in the AIA standard form of agreements and general conditions is designed to transfer and mitigate owner risk by requiring much greater A/E & CM accountability.** Having the firms agree to the terms and conditions at this early step streamlines the negotiating process.

Design oversight

PMR's multidisciplinary team of professionals including team members with backgrounds in architecture and engineering will review and the schematic design and design development drawings relative to your project objectives. During the design and construction document phase, PMR's team will visit with the architect regularly to monitor their progress to enable the architect to continue to make good design progress toward the project objectives. We will also coordinate budget verification, construction sequencing, and phasing, as well as implement value engineering reviews in conjunction with the construction management team.

Key elements to successfully managing the design process include:

- ✓ Work with owner to set up informal work teams for direction and approval
- ✓ Review design drawings for any potential phasing constraints
- ✓ Define any missing design data needed, and define the applicable dates such data will be required
- ✓ Define process for document review, constructability input, and budget verification moving forward
- ✓ Promote deliverables being issued on time and to the level of completeness required
- ✓ Review drawing for alignment with owner's intent
- ✓ Assist in obtaining local and state approvals



Cost Information

The following cost information and general projections will be prepared for the City.

- Cost to realign staff and make improvements to the buildings to handle the realignment. This cost information will include the following:
 - » Prioritized Renovation Costs
 - » Furniture Costs (as applicable)
 - » Technology Costs (as applicable)
 - » Professional Services
 - » Soft Costs (i.e. insurance)
- The objective will be to provide the City a complete project cost for each alternative identified.

Schedule

- As part of the pre-ballot planning process, PMR will work with the City to establish a realistic and achievable program timeline, which will include a timeline for the ballot proposal and implementation of the program.

SAMPLE COST INFORMATION SHEET						
		Specification Factor =	1.000	Cost Data		
		Geographic Factor =	1.000	Detroit, MI		
		Cost Escalation Factor =	1.000	4th Quarter 2013		
Line No.	Program Area	Area Required	Unit	No. of Units Required	Base Unit Cost (\$)	Effective Program Area Cost (\$)
2	Interior Building Support Office / Court Room Renovations					
3	Demolition	73,000	SF	1	\$4.00	\$292,000
4	Rough Framing / Wall Partitions / Drywall	73,000	SF	1	\$5.00	\$365,000
5	Ceilings / Acoustical Tile	73,000	SF	1	\$5.00	\$365,000
6	Finishes - Office Mid Level - Flooring/Painting	31,500	SF	1	\$12.00	\$378,000
7	Finishes - Court High Level - Flooring/Painting	42,500	SF	1	\$21.00	\$892,500
8	Glass / Doors / Hardware	73,000	SF	1	\$5.00	\$365,000
9	Mechanical	73,000	SF	1	\$12.00	\$876,000
10	Electrical - includes Higher End Fixtures	73,000	SF	1	\$13.00	\$949,000
11	Plumbing	73,000	SF	1	\$8.00	\$584,000
12	Fire Protection	73,000	SF	1	\$5.00	\$365,000
13	FA / Low Voltage / Cable & Pathway	73,000	SF	1	\$5.00	\$365,000
14	Miscellaneous Renovations - firs 2-4 (allowance)	88,400	SF	1	\$5.00	\$442,000
14	Subtotal				\$93.00	\$6,067,500
15						
16	Building Renovation Hard Cost Project Sub Total					
17						\$ 6,067,500
18						
19	Building Renovation Hard Cost Project Sub Total					
20						\$ 6,067,500
21	Design Project Contingency:	5.00% Of Building & Site Budget				\$303,375
22	Contractors General Conditions, Support Services and Fee	9.00% Of Building & Site Budget				\$456,075
23	Performance & Payment Bonds	1.00% Of Building & Site Budget				\$50,675
24	Architect/Engineer Fees and Costs:	7.00% Of Building & Site Budget				\$354,725
25						
26	BUILDING AND SITE GRAND TOTAL:					
27	Loose Furnishing and Equipment Cost:	\$15 Per sq. ft. of renovated space				\$ 1,095,000
28	Building Permits & Inspection Fees:	1.25% Of Building & Site Budget				\$ 75,844
29	Program Manager	1.50% Of Building & Site Budget				\$ 91,013
30	Site Acquisition:	0.00 Of Building & Site Budget				\$0
31	PROJECT TOTAL:					
32	Financing & Capitalized Interest:	of Project Total				\$0
33	Legal & Accounting Costs & Fees, etc:	of Project Total				\$0
34	Marketing Costs	of Project Total				\$0
35	PROJECT GRAND TOTAL:					
					\$121.75	\$ 8,887,945
ASSUMPTIONS						
This estimate is based on a total gut and replacement of floors 1st, 5th, and 6th only - per space program						
Existing floors 2-4 are to remain as is - only miscellaneous renovations are figured as an allowance						
Miscellaneous renovations to floors 2-4 refers to work that may be incurred due to construction on floors 1, 5 and 6						
Demolition assumes vertical material handling (exterior chute)						
GC % assumes fire watch, security and vertical transport						
No exterior facade work is planned for within this budget						
All existing infrastructure M/E/P main systems are to remain as is - this estimate assumes that rework & relocation of existing branch systems only						
This conceptual proposal includes a mid & high level finish plan for all interior as indicated						

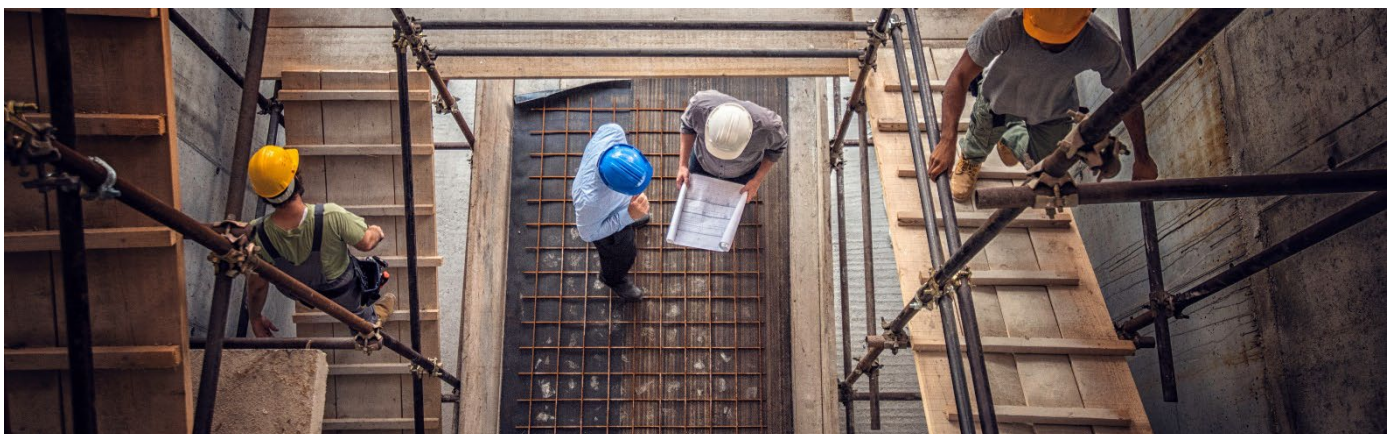
Construction oversight

An independent advocate sitting on your side of the table

As a program evolves into the construction phase, the timely flow of information becomes critical. As questions and/or field issues arise, they must be addressed. Our team becomes the hub in this process. With constant communication and a continued clear understanding of all project issues, we effectively facilitate the process to keep your schedule on track. We will also review the project as it is constructed to promote the scheduled progress remains on track, the work installed is in conformance to the contract documents, and that the necessary inspections are performed.

Key elements to effective construction oversight include:

- ✓ Maintaining strong information flow between design and construction team
- ✓ Advise the team in making good decisions with respect to field issue resolutions
- ✓ Assist in promoting all work is being installed per the contract requirements, the required independent testing is being performed, and permit inspections are occurring as needed
- ✓ Facilitating the change management process to promote not only that costs submitted are fair and equitable, but also that final costs for any particular event reflect the best overall solution to the problem
- ✓ Review schedule updates and verify work is progressing as required. If not, assist the Construction Manager in defining and implementing an acceptable correction plan
- ✓ Assisting with all owner furnished elements in a timely manner as to not delay the construction trade work
- ✓ Facilitate all stakeholder relationships during the process which involves the project team, design team, construction management team, and all other suppliers and vendors engaged in the project



Projects that finish on budget are proactively managed

Periodic budget reconciliations to minimize “scope creep”

Once the initial team buy-in is obtained, providing periodic budget reconciliations to minimize “scope creep” during the design phase is essential to controlling budgets for all program elements. Experienced field management along with clear and complete design documents will help to manage costs during construction. PMR will lead this effort and will begin this process by validating all of the initial budget assumptions to determine if it is adequate for each element. We will ask questions, challenge assumptions, validate findings, and then refine the program budget as needed. Establishing accurate project budgets that are responsive to the project schedule and intended scope is extremely important on any project and is a major focus of our management approach.

Project cost accounting & budget tracking processes

PMR will utilize our project cost accounting and budget tracking processes for all aspects of the program and projects, including fees and soft costs, furniture and equipment, and construction costs that can easily be customized to your specific requirements. The reports will allow you to review the status of all budget line items, its committed, pending, and potential costs supplemented by a detailed breakdown of how each program dollar has been utilized.

Project close-out/Commissioning

Project close-out

Strong contract terms leverages timely close-out

Plante Moran Realpoint has a very specific process for project close-out and incorporates the requirements into our customized contract language between the owner and contractor at the start of the project.

Costs associated with completing requirements

We have assigned costs associated with completing the requirements for project close-out that are incorporated into the architect's AND contractor's schedule of values and listed in the Application for Payment. These are scheduled values and not part of retention and include:

As-Built (Record Drawings)	1% of contract value
Training and O&M Manuals	1% of contract value
Attic Stock Materials	0.5% of contract value
Documents	0.5% of contract value

This provides PMR and your organization with leverage in having the contractors diligently manage the close-out process.

Defined process for project close-out

It is easy for contractors and vendors to forget that a strong project completion is just as important as a strong project start. By entering into close-out planning at the beginning of the project, continuing dialogue throughout the construction phase, and diligently managing the close-out process, we will require both the Construction Manager and the various Furniture, Fixture, and Equipment vendors to quickly complete their required close-out activities and provide all of the necessary documentation required at the completion of your project.

Key elements to effective project close-out and commissioning include:

- | | |
|--|--|
| ✓ Defining process early in the construction process | ✓ Reviewing all submitted documentation for completeness |
| ✓ Defining all required O&M and Commissioning Documentation | ✓ Promoting all final inspection certificates are received |
| ✓ Promoting all required Owner training is performed at the appropriate time | ✓ Reviewing all final billing paperwork is in order |
| ✓ Supporting Punch list work is performed diligently | ✓ Contractor lien releases, sworn statements, and bond release |



SECTION 5

Adding Value

Adding Value

We understand municipalities

We specialize in partnering with mission-driven, consensus decision-making bodies. With extensive experience overseeing billions of dollars in public projects, we understand the unique challenges and opportunities these initiatives present. Leveraging our background and industry insight, we empower our clients to make timely and effective decisions — avoiding delays, escalated costs, and potential headaches. Below are examples of how we maximize our clients' return on investment with us:

Return on Investment (ROI) Strategic Approaches:

Client Example:



DTE New Business Early Consultation Program

Allows DTE Planners and Engineers to engage in projects in the early concept and design phases. This also allows us to work with the developer and their Design Team while in the due diligence period.

\$75M Public Sector Capital Program

Expedited the procurement of long lead equipment to complete projects on time, avoiding added soft costs, including staffing and temporary facilities. (~\$10K-\$15K per month)

More accurate information in base bid documents avoided change orders (~\$200K)



Cost Escalation Avoidance

Establish a program schedule to complete the project in an effective and efficient manner. Approaches include pre-purchase of long-lead equipment, timing of the design/bidding process and balancing construction schedules and phasing plans to optimize with supervision requirements.

\$200M Public Sector Capital Program

Bid timing and outreach play a critical role in participation on bid day. Limited coverage in bid categories and late bidding can negatively affect pricing. (~\$1.25M)

Review of construction schedule and phasing plans to pre-purchase long-lead equipment and optimize staffing plans (~\$9M)



Design Approach

Potential to accelerate design + construction

- Design + Prime approach could reduce 6%-8% in soft costs
- Multiple Bid Packages

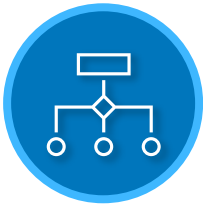
\$5.5M Public Sector Capital Program

Design + Prime approach: building demo/site clearing & prep was a design prime to avoid added CM costs (~\$50K)

Multiple bid packages allowed early design, procurement, and construction to take place avoiding added staffing and soft costs. (~\$250K).

Return on Investment (ROI) Strategic Approaches:

Client Example:



Procurement Approach

Working with client's legal counsel to structure proposed contracts, including:

- Defining "Cost of Work"
- Defining Staffing and General Conditions
- Defining Contingencies and Allowances

\$345M Public Sector Capital Program

Reviewed CM Costs and Fees (~\$6M)

Restructured AE Assignments (~\$3M)

Alignment of "Cost of Work" with CM/AE scopes (~\$750K)



Quality Review

- PMR Team of professionals (architect, construction, finance) provide independent checks and balances
- Drawings, specifications, and schedule reviews
- Financial oversight of all contracts and change orders.

\$200M Public Sector Capital Program

Initial project design was reviewed and reduced by 25% without losing programming. (~\$5M)

Review of projects to isolate scope creep items as bid alternates to help budget alignment (~\$1M)

Review accuracy and scope of change orders. (~\$200K)

Additional services for consideration (not part of proposed scope)

Move concierge

Avoiding disruptions to your organization

The relocation process must be seamless and transparent to your daily operations. Plante Moran Realpoint has extensive experience relocating organizations and uses a proven process which time and time again yields successful results.

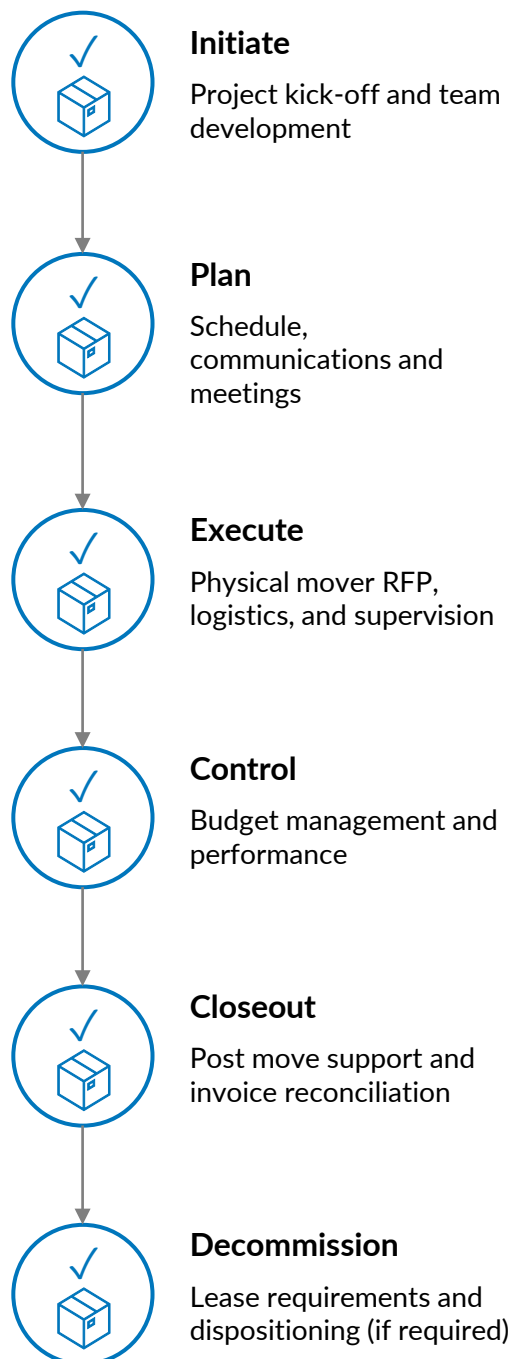
A proven process & leadership for your move

- Develop and coordinate an occupancy logistics plan and schedule that will outline the methods, processes, procedures, and timeline to successfully carry out the relocation of content and equipment
- Develop and execute a staff communications plan
- Develop evaluation and relocation plan for:
 - Furniture
 - Confidential Files
 - Technology
 - Equipment
- Developing and implementing recommendations for storage
- Developing and implementing recommendations for disposal of unneeded assets through a purge or recycle process
- Development of and solicitation of a Physical Move RFP
- Coordinate all sub-contractors (i.e. physical and rigging companies)

Accountability measures

Accountability measures include pre-move checklists and site visits to promote that all items are coded correctly and clearly identified. During move times, supervision is provided to address any issues that may come up. Upon completion, a post-move checklist is reviewed and site visits conducted prior to the start of staff work.

Preparation and strategy is key



Highest & best use analysis

Drive real estate development decisions with data & fieldwork

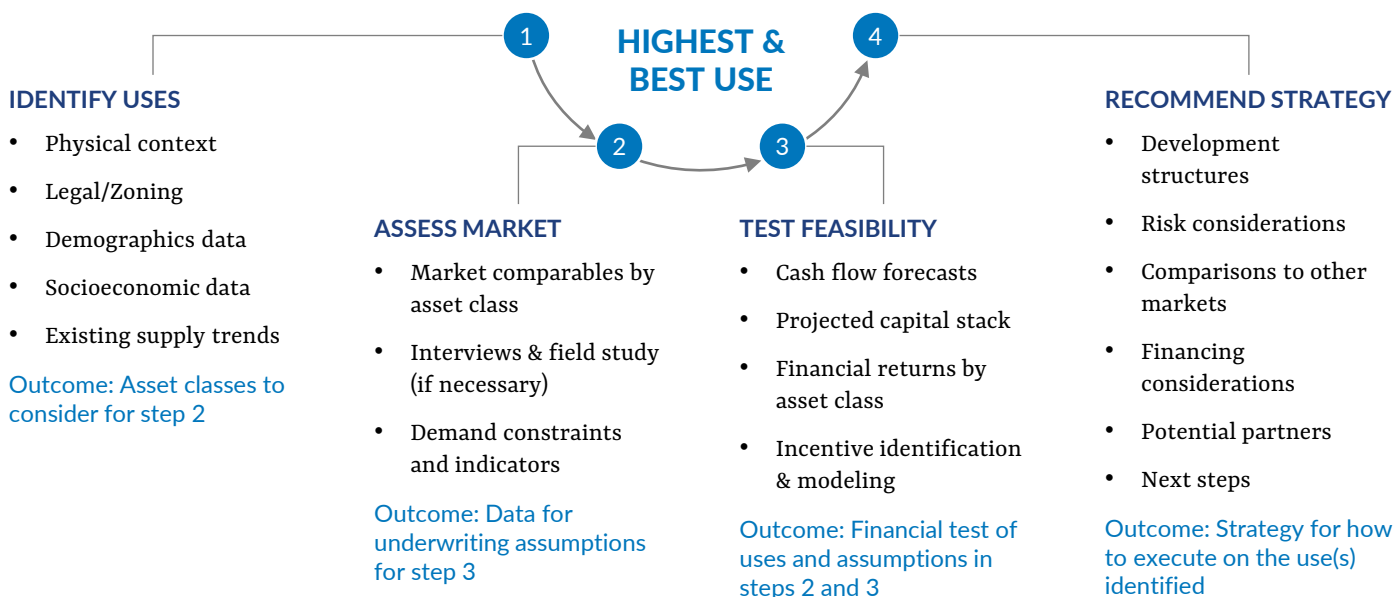
Underutilized buildings and land are ripe for real estate development, but not all uses are feasible for your site or market. By assessing the physical, legal, and market opportunities and constraints on your site or in your market, Plante Moran Realpoint's highest and best use analysis helps government, institutional, and private real estate owners understand the investment potential for their sites and determine a strategy for implementation based on the determined use.

Questions we help you answer

- What buildings are we utilizing today and what do we need for the future?
- Is there underutilized property that can drive more economic development in the community?
- What is physically and financially feasible?
- How can we attract private developers to our project?
- Can I structure a project with economic gaps or other constraints to provide market returns?
- Who in the market can we partner with to do these developments?
- How do I manage the development of and implement the project?

A holistic analysis of real estate use potential

What sets our analysis apart is the experience of our team, the comprehensive nature of our research, and our ability to tailor the study to fit your needs. Our analysis generally includes the activities described in the graphic below, but as needed, we can include further scrutiny on demand forecasting, field studies, additional financial modeling, and exploration of different sensitivities or return metrics.



Our approach to incentive procurement

PMR Incentive Consulting Services

Local, state, and federal incentives are effective tools to maximize returns within real estate investment and development projects. Understanding the complex structure and application process required for each incentive program can be a major challenge because incentives require specialized attention, experience, and relationships for successful execution.

Our team offers the experience you need to take advantage of the many available incentive programs, with a proven approach that simplifies the complexities of the incentive procurement process. We can help you maximize incentives to make projects feasible and achieve desired return-on-investment targets.

Incentive Experience

- ✓ Opportunity Zones
- ✓ Federal, State, & Local Low-Interest Loan & Grant Programs
- ✓ New Market Tax Credits
- ✓ Historic Tax Credits
- ✓ Property Tax Abatements
- ✓ Low-Income-Housing-Tax-Credits (“LIHTC”)
- ✓ Tax Increment Financing (“TIF”)
- ✓ Community Land Trusts

Incentive Procurement Project Examples

- ✓ The District Detroit – \$795+ Million in Low-Interest Loans, Infrastructure Grants, TIF & Tax Abatement Incentives
- ✓ The Future of Health – \$285+ Million in TIF & Tax Abatement Incentives
- ✓ Henry St Redevelopment – 4% & 9% LIHTC Awards, Historic Tax Credits, Low-Interest Loans & Affordable Housing Grants

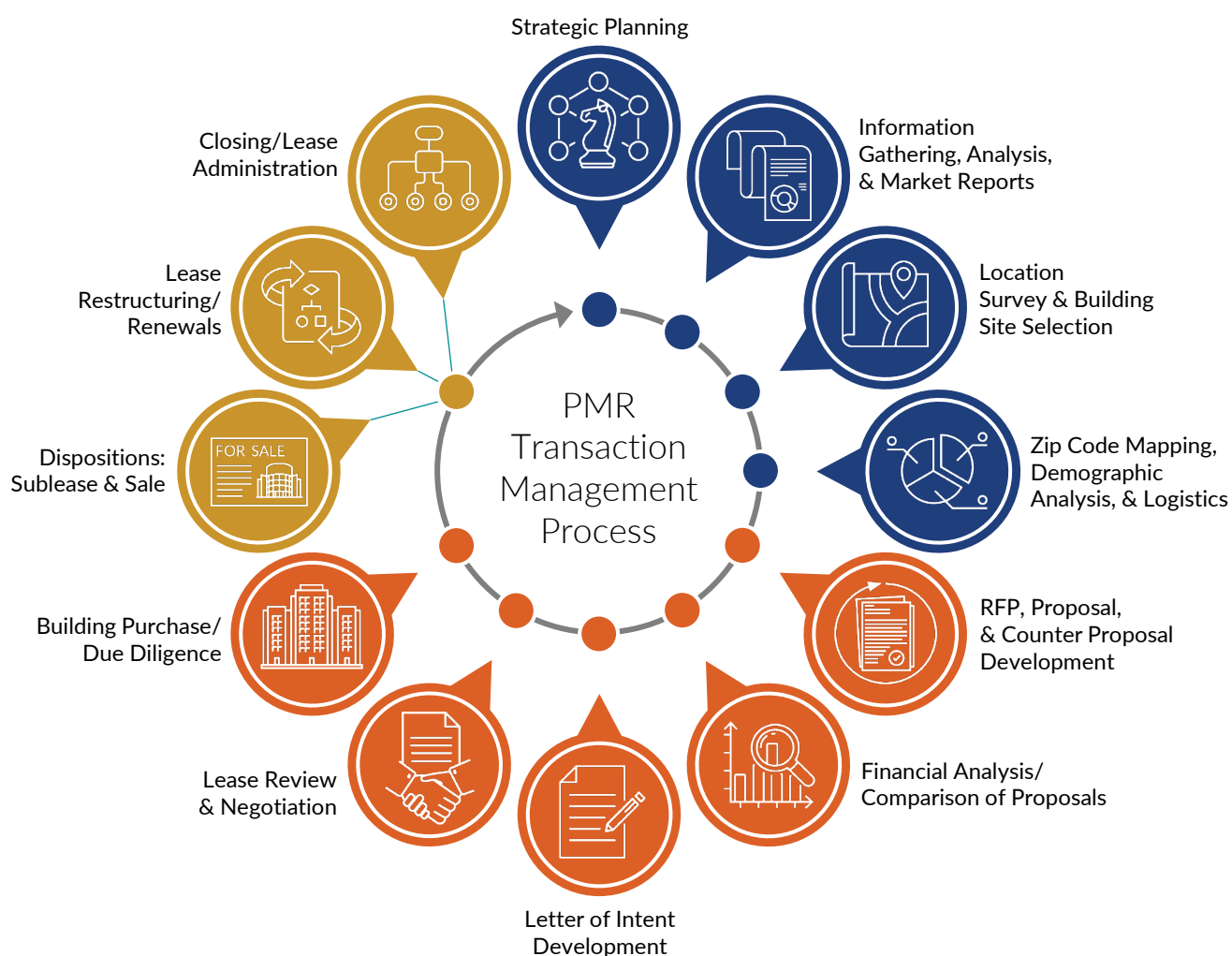
Deep Coordination With State & Local Governments

- ✓ Ann Arbor Housing Commission – Developer Procurement for 300+ Unit Mixed-Income Development
- ✓ City of Detroit Housing & Revitalization Department – Supporting Creation of New Policy Surrounding Enhanced Workforce Housing Tax Abatement Programs
- ✓ Michigan Economic Development Corporation – Participated in Action Committee Surrounding Changes & Amendments to Large-Scale TIF Programs

Transaction management

Our staff manage the process from strategic planning through final negotiations, providing real estate solutions that support your business goals.

We tackle each project from the point of view of the client. The right 2,000-square-foot location is just as important to one department manager as a 100,000-square-foot site is to another. We apply the same standards of quality to small transactions as we do to large transactions. Our approach and procedures for completing real estate activities and transactions are illustrated as follows:





plante moran
REALPOINT



pmrealpoint.com

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Southfield, MI 48075

Cost proposal

PHASE 1 – Project Planning & Pre-Ballot Services

Based on PMR team's professional experience and industry standards for Project Planning and Pre-Ballot services, our proposed fee range is between \$75,000 and \$100,000 with includes approximately 300 and 400 total hours over 10 months. Final cost proposal to be mutually agreed upon final scope of work plan taking into account assumptions (i.e., stakeholder involvement, validating versus developing data, etc.). PMR would invoice the City between \$10,000 and \$12,500 per month over a 10-month period assuming an August 2025 ballot proposal.

Task / Fee:	Low Range	High Range
Strategic Planning Review (50-75 hours) - Kick-off Meetings to set goals and objectives - Review of documentation provided by the City - Millage Rate Analysis Review	\$12,500	\$18,750
Validation of Space Need Requirements (25-45 hours)	\$6,250	\$11,250
Architect/Engineer Procurement (75-95 hours)	\$18,750	\$23,750
Stakeholder Engagement (75-90 hours)	\$18,750	\$22,500
Information Campaign (75-95 hours)	\$18,750	\$23,750
Total Proposed Fee Range:	\$75,000	\$100,000

PHASE 2 – Owner's Representation Services

For the City's consideration, if PMR is engaged for Owner's Representative services after successful passage of the ballot proposal, PMR will credit 25% of the pre-ballot fee back to the City.

PMR's fee for the Owner's Representative services would be approximately 2% of the total project cost, to be amortized annually and escalate at 3% per year. PMR looks forward to meeting with the City for a mutually agreed upon scope, schedule, and fee upon successful passage of the ballot proposal.

Reimbursables:

Reimbursable expenses such as e-builder licensing, mileage, printing, overnight courier services, etc., will be invoiced at actual cost, without mark-up, not to exceed \$10,000 on a yearly basis.

Hourly rates:

PMR's hourly rates for additional services upon request, escalating 3% per year.

Plante Moran Realpoint FY 2025 standard rate ranges	
PARTNER:	\$375 / hour
PRINCIPAL	\$325 / hour
SENIOR VICE PRESIDENT:	\$315 / hour
VICE PRESIDENT:	\$275 / hour
SENIOR CONSULTANT:	\$235 / hour
CONSULTANT:	\$210 / hour
ADMINISTRATIVE:	\$165 / hour

Proposal clarifications, terms, and exclusions

- The duration of PMR's Owner's Representative pre-ballot services is anticipated to last approximately ten (10) months from the execution of the Agreement leading up to an August 2025 ballot proposal;
- PMR anticipates 10-12 committee meetings over a 10-month period;
- The City will make necessary Project decisions in a timely manner (taking in account the City's status as a public body), allowing the Project team the ability to adhere to a master Project schedule;
- The City will provide a single point of contact that is authorized to make decisions on behalf of the City for this engagement;
- The City will timely provide, or cause to be provided, information and the documents necessary for PMR's Services including, but not limited to, all available building and site drawings, floor plans, previous reports, assessments, facility condition assessments and other Project related information;
- PMR will be entitled to rely on the information provided by, or on behalf of, the City;
- PMR understand that the City is hiring the Owner Representative to lead the Pre-Ballot Planning Process. PMR will collaborate with the City's administration and staff to provide their input related to parameters required for the program.
- PMR has successfully worked together with its public sector clients to arrive at mutually agreeable contract scope and terms to assist in overseeing approximately \$5B of ongoing work. PMR conditions its proposal upon working with the City to understand their needs further and arrive at a mutually agreeable contract form and refined scope of services consistent with industry norms and insurable under industry standard insurance policies.