

OFFICE OF THE COUNCIL

COUNCIL MEMBERS

BRANDON McCULLOUGH, President
MARTHA PTASHNIK, Vice President
CARRIE BUDZINSKI
ROB GJONAJ DONOVIC
SCOTT MORGAN
LAURA M. TOY



COMMITTEE MEMEBERS:

ROB DONOVIC, Chair
CARRIE BUDZINSKI, Member

33000 CIVIC CENTER DRIVE
LIVONIA, MICHIGAN 48154-3097
(734) 466-2250
citycouncil@livonia.gov

OFFICE OF THE COUNCIL

**MEETING PACKET FOR THE CAPITAL OUTLAY AND
INFRASTRUCTURE COMMITTEE
OF JANUARY 22, 2025
7:00 P.M.**

**The electronic agenda is compiled, produced and distributed
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The official documents are on file in the City Clerk's office.

**CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE
WEDNESDAY, JANUARY 22, 2025
Livonia City Hall. Council Chambers
33000 Civic Center Drive, Livonia, MI 48154
7:00 PM**

Members:

Rob Gjonaj Donovic, Chair
Martha Ptashnik, Vice Chair
Carrie Budzinski, Member

AGENDA ITEM(S)

1. [The subject matter of the planning, design and construction of the new Civic Center Campus. \(CR 330-24\)](#)

AUDIENCE COMMUNICATION

**THIS IS AN OPEN MEETING AND ALL
INTERESTED PARTIES ARE WELCOME TO ATTEND.**

Minutes of this meeting will be available for public inspection in the City Clerk's Office not more than eight business days following the date of the meeting.

In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk's Office of the City of Livonia, upon adequate notice, will make reasonable accommodations for persons with disabilities. Please call (734) 466-2236 or email clerk@livonia.gov if you need assistance. **Council agendas are available on the City's website – www.livonia.gov - under Government, City Council, Agendas.**

LORI L. MILLER, CITY CLERK



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
January 13, 2025

MEETING DATE

PRESENTED BY

COI012225, 1021225, 031225, 040225

AGENDA ITEM

The subject matter of the planning, design and construction of the new Civic Center Campus. (CR 330-24)

BACKGROUND DETAILS

At the Regular Meeting of December 18, 2024:

Councilmember Donovic reported on the subject of planning, design and construction of new Civic Center Campus.

At the Regular Meeting of October 7, 2024:

#330-24 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held October 7, 2024, the Council does hereby refer the subject matter of the planning, design, and construction of the New Civic Center Campus to the Capital Outlay and Infrastructure Committee for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

1. R121824 FRS new Livonia City Hall CR 432-24
2. R121824 Hobbs + Black new PD CR 433-24
3. COI121124 20241206_LCCP_Police Station_AE_Contract Award Recommendation Letter
4. COI121124 20241206_LCCP_City Hall_CM_Contract Award Recommendation Letter
5. R102124 (X1) CE w proposed contract res - New Data recd 10-21-24
6. R102124 (X1) ProfSurvey w proposed contract res - - New Data recd 10-21-24
7. R102124 (X1) HED - Master Plan w proposed contract res - New Data recd 10-21-24
8. COI101424 Minutes - RD Final
9. COI101424 LTC plan design construction of CC Campus
10. COI101424 Email RE_Award Recommendation Letters and Proposal Summaries
11. COI101424 LCC_City Hall_AE_Contract Award Recommendation Letter_AE- Updated
12. COI101424 LCC_Contract Award Recommendation Letter_CE-Updated
13. COI101424 LCC_Contract Award Recommendation Letter_MP- Updated
14. COI101424 LCC_Survey_Contract Award Recommendation Letter- Updated
15. COI101424 LCC_Traffic Study_Contract Award Recommendation Letter- Updated
16. R100724 Subject matter of plan, design, and construct New Civic Center Campus CR 330-24

December 17, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

**RE: Livonia City Center Program – Technology Consulting Services Contract Award
Recommendation**

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional technology consulting firm for the Livonia City Center Program (LCCP). This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend the most qualified firm.

The Technology Consulting Services for the LCCP includes the new City Hall, new Police Station, Fire Station No. 1 expansion and renovation, and outdoor gathering spaces; and is critical for establishing standardization of technology related systems throughout all LCCP facilities. It is also paramount to begin this process quickly in order to meet the program's overall timeline and budget.

SELECTION PROCESS

In October, the Project Team drafted a Scope of Work and request for proposal (RFP). This Scope of Work was also reviewed on several occasions in detail by the project team. PMR also reached out to approximately six technology consulting firms to garner interest in the RFP.

On November 12, 2024, the COL formally posted the RFP documents to MITN. The Project Team conducted a pre-proposal meeting on November 19, 2024, which six (6) firms participated in. After receiving proposals from five (5) firms on December 11, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each firm's Proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals and objectively shortlist three (3) firms for interviews. Selection criteria included the firm's relevant

project experience, proposed team's experience, available manpower, proposed fee, client references, and firm approach to the project.

The Project Team conducted interviews with the shortlisted firms on December 13, 2024. The selection committee consisted of staff from PMR as well as Dave Varga, Mark Taormina, Debbie Lichtenberg, Casey O'Neil, and Nathan Shaw. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to the firm's experience, team experience, the firm's approach to completing the project on schedule and within budget, and strong presentation/interview.

RECOMMENDATION

The Project Team recommends awarding the contract for Technology Consulting services for the Livonia City Center Program to Plante Moran (separate firm than Plante Moran Realpoint), pending final review of terms by legal counsel.

The total contract award recommendation is **\$384,500** and is further defined as follows:

\$383,500	Proposed Fee 7.67% of the cost of the work
\$ 1,000	Not-to-Exceed Reimbursables
\$384,500	Total Contract Award Recommendation

The fee will be a fixed lump-sum amount based upon the scope, budget, and timeline established in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 227-4691 or rick.erickson@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Rick Erickson, AIA
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia
Paul Theriault, Plante Moran Realpoint

Andy Fountain, Plante Moran Realpoint
ENCLOSURES: Proposal/CBS Scoring Summary

**LIVONIA CITY CENTER PROGRAM
TECHNOLOGY CONSULTING SERVICES
PROPOSAL + CBS SUMMARY
DECEMBER 16, 2024**

Category	Communications By Design	Malor + Co.	Metro Technology Services	Plante Moran	Tower Pinkster	AVERAGES
General Information						
Local Office	Grand Rapids, MI	New York, NY	Mt. Clemens, MI	Southfield, MI	Kalamazoo, MI	
Full-Time Personnel at Local Office	11		6	100+		
Headquarters	Grand Rapids, MI		Mt. Clemens, MI	Southfield, MI	Kalamazoo, MI	
Full-Time Personnel for Entire Firm	11		6	100+		
Contact	Sara Easter (616) 304-0044	Garly Benoit (212) 498-9732	Tom Giachino (248) 321-5242	Mark Warner (248) 223-3799	Eric Rinehart (269) 491-1909	
Acknowledge Addenda	Yes	Yes	Yes	Yes	Yes	
Agree to Contract Terms	Yes	Yes	Yes	No	No	
Alternate Contract Language Provided	N/A	N/A	N/A	Yes	Yes	
Required Documents Submitted	Yes	No	Yes	Yes	Yes	
Consultants:	Geotech-Ghassen Gareeb-External Fiber Engineering	None	None	None	Buist Electric	
Firm has proven that they meet the Minimum Qualifications	Yes		Yes	Yes	Yes	
1. In business for ten consecutive years	Yes		Yes	Yes	Yes	
2. Licensed in State of Michigan	Yes		Yes	Yes	Yes	
3. Five public sector clients in last ten years	Yes		Yes	Yes	Yes	
4. Completed \$1M for five public sector clients in ten years	Yes		Yes	Yes	Yes	
Attended Pre-proposal Meeting	Yes	No	No	Yes	Yes	
Proposed Fee/ Hours Information						
Stated Limitation on the Cost of the Work (SLCW)	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000
Fixed Fee	\$325,000	\$275,000	\$275,000	\$383,500	\$480,000	\$347,700
Percentage Fee (%) for addition or reduction of project scope	6.50%	5.50%	5.50%	7.67%	9.60%	6.95%
Markup on Reimbursables (%)	0.00%	15.00%	0.00%	0.00%	0.00%	3.00%
Not-to exceed reimbursable allowance (\$)	\$2,000	\$10,000	\$0.00	\$1,000	\$30,000	\$8,600
Criteria Based Selection (Criteria / Scores)						
Firm's experience as related to similar projects	100	0	60	100	60	64
Firm's proposed team experience as related to similar projects	60	0	60	60	80	52
Evidence of capabilities to perform all requirements reflected in the RFP	45	0	45	45	45	36
Proposed fees and costs	60	80	80	40	0	52
Client References	15	15	15	15	15	15
Project approach	100	20	60	100	100	76
Total (unfactored)	380	115	320	360	300	295
Quantitative Score (Factored at 70%)	266	81	224	252	210	207
Pre-Interview Ranking	1	5	3	2	4	3
Interview Scores	30	0	138	150	0	64
Total Weighted Scores (Proposal + Interview)	296	81	362	402	210	270
Final Ranking / Scoring	3	5	2	1	4	3
Additional Information						

LIVONIA CITY CENTER PROGRAM
TECHNOLOGY CONSULTING SERVICES
PROPOSAL + CBS SUMMARY
DECEMBER 16, 2024

Relevant Projects	Anchor Bay School District; Caledonia Community Schools; Clarkston Community Schools; Detroit Public Schools; Eastpointe Community Schools; Hudsonville Public Schools; Kentwood Public Schools; Lake Shore Public Schools; Ludington Area School District; Rockford Public Schools; Southfield Public Schools; Woodhaven-Brownstown School District		Macomb County Central Campus Renovation; Macomb County Central Intake and Assessment Center; Chippewa Valley Schools; Warren Woods Public Schools	Birmingham Public Schools; Cerritos College, CA; City of Fort Walton Beach, FL; City of Independence, MO; City of Oregon City, OR; City of Panama City Beach, FL; City of Plainview, TX; City of Wayne, MI; Contra Costa Water District, CA; County of Forsyth, GA; County of Garfield, CO; County of Kent, MI; County of Lee, FL; County of Osceola, FL; DeKalb County Schools District, GA; Detroit Public Schools, MI; Kentwood Public Schools, MI; Lake Orion Community Schools, MI; Southgate Community Schools, MI	Kalamazoo Public Schools district-wide ISIS services; Okemos Public Schools district-wide security upgrades; Judge Charles Pratt Justice Center; WMU miscellaneous ISID security design projects; Catalyst Development tech + security design; New Buffalo Township FD + PD technology; WMU Dunbar Hall renovation	N/A
Experience with PMR	Southfield Schools, Woodhaven Schools, Taylor Schools, Detroit Public Schools, Caledonia Schools	N/A	Macomb County, Oak Park Schools, Madison Schools	Farmington Schools; Novi Schools, Clark Retirement, Grosse Pointe Schools, Lincoln Schools, Harbor Springs Schools	Northview Schools, Grand Rapids Public Schools, Caledonia Schools	N/A

Councilmember Donovic reported on the subject of planning, design and construction of new Civic Center Campus as discussed at the Capital Outlay & Infrastructure Committee meeting of December 11, 2024, and indicated the matter will remain in committee. (CR 330-24)

On a motion by Vice President Ptashnik, supported by Councilmember Morgan, and unanimously adopted, it was:

#432-24 RESOLVED, that having considered correspondence from Plante Moran Realpoint, LLC ("PMR"), dated December 5, 2024, submitted pursuant to PMR's assignment to assist the City in selecting a firm to perform construction management services for the Livonia City Hall Project (the "Project"), setting forth the process by which a Project Team consisting of representatives of PMR, and the City's administration, staff and legal counsel posted a request for proposal and evaluated proposals received, including interviews with short-listed firms, and now recommends awarding the contract for construction management services to Frank Rewold and Sons ("FRS") for a total contract price to be 6.87% of the to be agreed guaranteed maximum price for construction in addition to the pre-construction services which are to be priced at a value not to exceed \$81,380.00, the Council does hereby approve the recommendation and authorizes the Mayor and City Clerk, for and on behalf of the City of Livonia, to execute a contract between the City of Livonia and Frank Rewold and Sons, 303 E. Third Street, Suite 300, Rochester, MI 48307, subject to approval as to form and substance by the City's Department of Law, in an aggregate amount of fees and reimbursables not to exceed \$81,380.00 for pre-construction services and 6.87% of the to be determined guaranteed maximum price for overall construction of the new city hall; FURTHER, the Council does hereby authorize an expenditure of such amounts for such purposes as incurred from Account No. 418-000-813-000 (Professional Fees).

<i>UNFINISHED BUSINESS ITEM 14. (Regular Meeting of December 18, 2024)</i>
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Motion:	Ptashnik
Second:	Morgan
Ayes:	Ptashnik, Budzinski, Morgan, Donovic and McCullough
Nays:	None
Absent:	Toy

On a motion by Councilmember Donovic, supported by Vice President Ptashnik, and unanimously adopted, it was:

#433-24 RESOLVED, that having considered correspondence from Plante Moran Realpoint, LLC ("PMR"), dated December 5, 2024, submitted pursuant to PMR's assignment to assist the City in selecting a firm to perform professional architectural/engineering services for the construction of a new Police Headquarters, setting forth the process by which a Project Team consisting of representatives of PMR, and the City's administration, staff and legal counsel posted a request for proposal and evaluated proposals received, including interviews with short-listed firms, and now recommends awarding the contract for professional architectural/engineering services to Hobbs + Black for a total contract price of \$1,658,000.00, with the architectural/engineering services priced at a value of 4.79% of the cost of the overall construction of the building, which fee projects to be \$1,628,000.00, and reimbursables priced at a not to exceed value of \$30,000.00, the Council does hereby approve the recommendation and authorizes the Mayor and City Clerk, for and on behalf of the City of Livonia, to execute a contract between the City of Livonia and Hobbs + Black, 100 N. State St., Ann Arbor, MI 48104, subject to approval as to form and substance by the City's Department of Law, in an aggregate amount of fees and reimbursables of \$1,658,000.00; FURTHER, the Council does hereby authorize an expenditure of such amounts for such purposes as incurred from Account No. 418-000-813-000 (Professional Fees).

A representative from Plante Moran Realpoint, LLC, was present to answer any questions of Council.

<i>UNFINISHED BUSINESS ITEM 14. (Regular Meeting of December 18, 2024)</i>
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Motion:	Donovic
Second:	Ptashnik
Ayes:	Ptashnik, Budzinski, Morgan, Donovic and McCullough
Nays:	None
Absent:	Toy

December 5, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center – New Police Station Facility
Architectural/Engineering Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional architectural/engineering (A/E) firm for the new Police Station facility. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the new Police Station facility.

The Architectural and Engineering Services for the Police Station Scope of Work is critical to designing the new facility. It is also paramount to begin this process quickly in order to meet the program's overall timeline and budget.

SELECTION PROCESS

In October, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed on several occasions in detail by the project team. PMR also reached out to roughly a dozen architectural/ engineering firms to garner interest in the RFP.

On November 1, 2024, the COL formally posted the RFP documents to MITN. The Project Team conducted a pre-proposal meeting on November 7, 2024, which twelve (12) firms participated in. After receiving proposals from eight (8) firms on November 22, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each A/E firm's Proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals and objectively shortlist three (3) A/E firms for interviews. Selection criteria included the firm's relevant project experience, proposed team's experience, past experience with the COL, available manpower, proposed fee, and firm approach to the project.

The Project Team conducted interviews with the shortlisted firms on December 3, 2024. The selection committee consisted of staff from PMR as well as Mayor Maureen Miller Brosnan, Dave Varga, Martha Ptashnik, Mark Taormina, Dave Lear, Chief Thomas Goralski and Brandon McCullough. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to the firm's experience, team experience, the firm's approach to completing the project on schedule and within budget, and strong presentation/interview.

RECOMMENDATION

The Project Team recommends awarding the A/E services contract for the new Police Station Facility to Hobbs + Black, pending final review of terms by legal counsel.

The total contract award recommendation is **\$1,658,000** and is further defined as follows:

\$1,628,000	Proposed Fee 4.79% of the cost of the work
\$ 30,000	Not-to-Exceed Reimbursables
\$1,658,000	Total Contract Award Recommendation

The A/E fee will be a fixed lump-sum amount based upon the scope, budget, and timeline established in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 227-4691 or rick.erickson@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Rick Erickson, AIA
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia
Paul Theriault, Plante Moran Realpoint
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: A/E Proposal/CBS Scoring Summary

December 6, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center – New City Hall Facility
Construction Management Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional Construction Management (CM) firm for the new City Hall facility. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the new City Hall facility.

The Construction Management Services for the new City Hall facility play a critical role in ensuring the scope of work reflected in the design/construction documents aligns with the defined project budget; expediting material procurement, and ensuring construction is completed within the schedule parameters. It is also paramount to begin this process quickly to meet the program's overall timeline and budget.

SELECTION PROCESS

In October, the Project Team drafted a Request for Proposal (RFP) outlining the Construction Managers Scope of Work and project parameters. This RFP was reviewed on several occasions in detail by the project team. PMR reached out to approximately ten Construction Management firms to garner interest in the RFP.

On November 1, 2024, the COL formally posted the RFP documents to MITN. The Project Team conducted a pre-bid meeting on November 7, 2024; which twelve (12) firms participated in. After receiving proposals from nine (9) firms on November 22, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each firm's Proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals and

objectively shortlist three (3) firms to interview. Selection criteria included firm's experience as related to similar projects, firm's proposed team as related to similar projects, proposed fees/costs, client references, Experience Modification Rating, and project approach.

The Project Team conducted interviews with the shortlisted firms on November 26, 2024. The selection committee consisted of staff from PMR as well as Dave Varga, Debra Lichtenberg, Mark Taormina, and Brandon McCullough. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to the firm's experience, team experience, approach to completing the project on schedule and within budget, and strong presentation/interview.

RECOMMENDATION

Based on the information noted above, the Project Team recommends awarding the contract for Construction Management services for the new City Hall Facility to Frank Rewold and Sons (FRS), pending final review of terms by legal counsel.

The total contract award recommendation is **\$81,380** and is further defined as follows:

\$ 81,380	Preconstruction Services
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Construction Services Personnel Costs and Reimbursable Expenses will be determined and submitted for approval upon completion of the Guaranteed Maximum Price (GMP). The Construction Manager's overhead and profit will be 1.9% of the cost of the work. The CM fee will be a percentage of the Cost of the Work as defined in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 227-4691 or rick.erickson@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Rick Erickson, AIA
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia

Debbie Lichtenberg, City of Livonia
Paul Theriault, Plante Moran Realpoint
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: CM Proposal/CBS Scoring Summary



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
October 25, 2024

MEETING DATE

COI121124/R121824

PRESENTED BY

AGENDA ITEM

The subject matter of the planning, design and construction of the new Civic Center Campus. (CR 330-24)

BACKGROUND DETAILS

At the Regular Meeting of October 7, 2024:

#330-24 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held October 7, 2024, the Council does hereby refer the subject matter of the planning, design, and construction of the New Civic Center Campus to the Capital Outlay and Infrastructure Committee for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

1. COI121124 20241206_LCCP_Police Station_AE_Contract Award Recommendation Letter
2. COI121124 20241206_LCCP_City Hall_CM_Contract Award Recommendation Letter
3. R102124 (X1) CE w proposed contract res - New Data recd 10-21-24
4. R102124 (X1) ProfSurvey w proposed contract res - - New Data recd 10-21-24
5. R102124 (X1) HED - Master Plan w proposed contract res - New Data recd 10-21-24
6. COI101424 Minutes - RD Final
7. COI101424 LTC plan design construction of CC Campus
8. COI101424 Email RE_Award Recommendation Letters and Proposal Summaries
9. COI101424 LCC_City Hall_AE_Contract Award Recommendation Letter_AE- Updated
10. COI101424 LCC_Contract Award Recommendation Letter_CE-Updated
11. COI101424 LCC_Contract Award Recommendation Letter_MP- Updated
12. COI101424 LCC_Survey_Contract Award Recommendation Letter- Updated
13. COI101424 LCC_Traffic Study_Contract Award Recommendation Letter- Updated
14. R100724 Subject matter of plan, design, and construct New Civic Center Campus CR 330-24

APPROVED BY

December 5, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center – New Police Station Facility
Architectural/Engineering Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional architectural/engineering (A/E) firm for the new Police Station facility. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the new Police Station facility.

The Architectural and Engineering Services for the Police Station Scope of Work is critical to designing the new facility. It is also paramount to begin this process quickly in order to meet the program's overall timeline and budget.

SELECTION PROCESS

In October, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed on several occasions in detail by the project team. PMR also reached out to roughly a dozen architectural/ engineering firms to garner interest in the RFP.

On November 1, 2024, the COL formally posted the RFP documents to MITN. The Project Team conducted a pre-proposal meeting on November 7, 2024, which twelve (12) firms participated in. After receiving proposals from eight (8) firms on November 22, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each A/E firm's Proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals and objectively shortlist three (3) A/E firms for interviews. Selection criteria included the firm's relevant project experience, proposed team's experience, past experience with the COL, available manpower, proposed fee, and firm approach to the project.

The Project Team conducted interviews with the shortlisted firms on December 3, 2024. The selection committee consisted of staff from PMR as well as Mayor Maureen Miller Brosnan, Dave Varga, Martha Ptashnik, Mark Taormina, Dave Lear, Chief Thomas Goralski and Brandon McCullough. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to the firm's experience, team experience, the firm's approach to completing the project on schedule and within budget, and strong presentation/interview.

RECOMMENDATION

The Project Team recommends awarding the A/E services contract for the new Police Station Facility to Hobbs + Black, pending final review of terms by legal counsel.

The total contract award recommendation is **\$1,658,000** and is further defined as follows:

\$1,628,000	Proposed Fee 4.79% of the cost of the work
\$ 30,000	Not-to-Exceed Reimbursables
\$1,658,000	Total Contract Award Recommendation

The A/E fee will be a fixed lump-sum amount based upon the scope, budget, and timeline established in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 227-4691 or rick.erickson@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Rick Erickson, AIA
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia
Paul Theriault, Plante Moran Realpoint
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: A/E Proposal/CBS Scoring Summary

December 6, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center – New City Hall Facility
Construction Management Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional Construction Management (CM) firm for the new City Hall facility. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the new City Hall facility.

The Construction Management Services for the new City Hall facility play a critical role in ensuring the scope of work reflected in the design/construction documents aligns with the defined project budget; expediting material procurement, and ensuring construction is completed within the schedule parameters. It is also paramount to begin this process quickly to meet the program's overall timeline and budget.

SELECTION PROCESS

In October, the Project Team drafted a Request for Proposal (RFP) outlining the Construction Managers Scope of Work and project parameters. This RFP was reviewed on several occasions in detail by the project team. PMR reached out to approximately ten Construction Management firms to garner interest in the RFP.

On November 1, 2024, the COL formally posted the RFP documents to MITN. The Project Team conducted a pre-bid meeting on November 7, 2024; which twelve (12) firms participated in. After receiving proposals from nine (9) firms on November 22, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each firm's Proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals and

objectively shortlist three (3) firms to interview. Selection criteria included firm's experience as related to similar projects, firm's proposed team as related to similar projects, proposed fees/costs, client references, Experience Modification Rating, and project approach.

The Project Team conducted interviews with the shortlisted firms on November 26, 2024. The selection committee consisted of staff from PMR as well as Dave Varga, Debra Lichtenberg, Mark Taormina, and Brandon McCullough. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to the firm's experience, team experience, approach to completing the project on schedule and within budget, and strong presentation/interview.

RECOMMENDATION

Based on the information noted above, the Project Team recommends awarding the contract for Construction Management services for the new City Hall Facility to Frank Rewold and Sons (FRS), pending final review of terms by legal counsel.

The total contract award recommendation is **\$81,380** and is further defined as follows:

\$ 81,380	Preconstruction Services
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Construction Services Personnel Costs and Reimbursable Expenses will be determined and submitted for approval upon completion of the Guaranteed Maximum Price (GMP). The Construction Manager's overhead and profit will be 1.9% of the cost of the work. The CM fee will be a percentage of the Cost of the Work as defined in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 227-4691 or rick.erickson@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Rick Erickson, AIA
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia

Debbie Lichtenberg, City of Livonia
Paul Theriault, Plante Moran Realpoint
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: CM Proposal/CBS Scoring Summary

AWARD OF CONTRACT: The Mayor's Office, re: for Civil Engineering services to be performed on the Civic Center campus

BACKGROUND:

As part of the process of creating a City Center per the Livonia Vision 21 plan, the City has requested bids from various design professionals to craft the necessary design and construction documents. The City has selected OHM (Orchard, Hiltz & McCliment, Inc.) to perform the required civil engineering services for the project.

The Civil Engineer will develop and convey an understanding of the site's physical characteristics, including opportunities and challenges, through their initial due diligence. As a result, the Civil Engineer will help take the City Center Master Plan's infrastructure from drawing board to reality through their assistance in the design of innovative corridor improvements, phased infrastructure including stormwater management and public spaces that facilitate an economically feasible and sustainable site redevelopment. After working collaboratively with the Master Planner, the Civil Engineer will be expected to engineer site work and utilities including, but not limited to, building pads and utilities within five feet of civic buildings separately designed by Architecture/ Engineer firms whose selection may be simultaneous and/or subsequent to the Master Planner and Civil Engineer. Additionally, they will be expected to coordinate the completion of required due diligence should site issues be uncovered.

Recommended Resolution

RESOLVED, that having considered correspondence from Plante Moran Realpoint, LLC ("PMR"), dated October 14, 2024, submitted pursuant to PMR's assignment to assist the City in selecting a firm to perform civil engineering services for the Livonia City Center Project, setting forth the process by which a Project Team consisting of representatives of PMR, and the City's administration, staff and legal counsel posted a request for proposal and evaluated proposals received, including interviews with short-listed firms, and now recommends awarding the contract for civil engineering services to Orchard, Hiltz & McCliment, Inc. ("OHM"), for a total contract price not to exceed 6.5% of the cost of work, THE COUNCIL DOES HEREBY APPROVE THE RECOMMENDATION AND AUTHORIZES THE MAYOR AND CITY CLERK, FOR AND ON BEHALF OF THE CITY OF LIVONIA, TO EXECUTE A CONTRACT BETWEEN THE CITY OF LIVONIA AND OHM, 34000 PLYMOUTH ROAD, LIVONIA, MICHIGAN 48150, SUBJECT TO APPROVAL AS TO FORM AND SUBSTANCE BY THE CITY'S DEPARTMENT OF LAW, IN AN AGGREGATE AMOUNT OF FEES AND REIMBURSEABLES NOT TO EXCEED 6.5% OF THE COST OF WORK; FURTHER, the Council does hereby authorize an expenditure of such amounts for such purposes as incurred from Account No. 418-000-813-000 (Professional Fees); FURTHER, the Council does hereby authorize such action without competitive bidding because the City undertook an extensive Request for Proposal to develop the foregoing recommendation, and no advantage to the City would result from requiring competitive bidding, and such action is taken in accordance with Section 3.04.140.E.2.b of the Livonia Code of Ordinances, as amended.

AWARD OF CONTRACT: The Mayor's Office, re: for Surveying services to be performed on the Civic Center campus

BACKGROUND:

As part of the process of creating a City Center per the Livonia Vision 21 plan, the City has requested bids from various design professionals to craft the necessary design and construction documents. The City has selected Spalding DeDecker to perform the required surveying services for the project.

The Surveyor will develop a full site map for the project that includes the locations and layout of the site and all built infrastructure. The surveyor will identify utilities, and topographical and other environmental features that might impact the eventual site plan and buildout of the City Center. The Surveyor's work will inform the Civil Engineer and the Master Planner on design requirements for the site and the Survey will be available for future reference on all required buildout and repairs conducted on the campus.

Recommended Resolution

RESOLVED, that having considered correspondence from Plante Moran Realpoint, LLC ("PMR"), dated October 14, 2024, submitted pursuant to PMR's assignment to assist the City in selecting a firm to perform professional survey services for the Livonia City Center Project, setting forth the process by which a Project Team consisting of representatives of PMR, and the City's administration, staff and legal counsel posted a request for proposal and evaluated proposals received, including interviews with short-listed firms, and now recommends awarding the contract for professional survey services to Spalding DeDecker for a total contract price not to exceed \$67,750.00, THE COUNCIL DOES HEREBY APPROVE THE RECOMMENDATION AND AUTHORIZES THE MAYOR AND CITY CLERK, FOR AND ON BEHALF OF THE CITY OF LIVONIA, TO EXECUTE A CONTRACT BETWEEN THE CITY OF LIVONIA AND SPALDING DEDECKER, 27333 MEADOWBROOK ROAD, SUITE 210, NOVI, MICHIGAN 48377, SUBJECT TO APPROVAL AS TO FORM AND SUBSTANCE BY THE CITY'S DEPARTMENT OF LAW, IN AN AGGREGATE AMOUNT OF FEES AND REIMBURSEABLES NOT TO EXCEED \$67,750.00; FURTHER, the Council does hereby authorize an expenditure of such amounts for such purposes as incurred from Account No. 418-000-813-000 (Professional Fees); FURTHER, the Council does hereby authorize such action without competitive bidding because the City undertook an extensive Request for Proposal to develop the foregoing recommendation, and no advantage to the City would result from requiring competitive bidding, and such action is taken in accordance with Section 3.04.140.E.2.b of the Livonia Code of Ordinances, as amended.

AWARD OF CONTRACT - The Mayor's Office, re: for Master Planning services for the new Civic Center and for Architectural and Engineering services for a new City Hall

BACKGROUND:

As part of the process of creating a City Center per the Livonia Vision 21 plan, the City has requested bids from various design professionals to craft the necessary design and construction documents. The City has selected HED as the most qualified candidate to provide both the Master Plan and Architectural work required for this project.

The master planning scope of work will involve collaborating with City Administration, City Council, PMR, other city consultants, and community stakeholders to craft a master plan for the development of the Livonia Civic Center. The Master Plan will become the framework for future redevelopment of the site which is expected to commence in multiple phases over the next several years. The planner is tasked with leveraging 5 Mile and Farmington Road corridor improvements to spur commercial development and redevelopment, along with a mix of new housing alternatives, active and passive public space as well as civic infrastructure.

The vendor will also provide architectural and engineering work including the creation of schematic, design, and construction documents for the new City Hall building. Their work will include all designs for the building's exterior envelope, interior, elevators, HVAC, plumbing, electrical, mechanical, lighting and security systems. The Architect will also coordinate work with the project's civil engineer, construction manager and various specialized consultants such as the City's technology consultant to ensure that all design requirements are being met.

Recommended Resolution

RESOLVED, that having considered correspondence from Plante Moran Realpoint, LLC ("PMR"), dated October 14, 2024, submitted pursuant to PMR's assignment to assist the City in selecting a firm to perform master planning services for the Livonia Civic Center Project (the "Project") and a professional architectural/engineering firm for the Project, setting forth the process by which a Project Team consisting of representatives of PMR, and the City's administration, staff and legal counsel posted a request for proposal and evaluated proposals received, including interviews with short-listed firms, and now recommends awarding the contract for master planning and professional architectural/engineering services to Harley Ellis Devereaux ("HED") for a total contract price not to exceed \$1,839,050.00 with the master planning services priced at a value not to exceed \$322,500.00, and the architectural/engineering services priced at a value not to exceed \$1,516,550.00, THE COUNCIL DOES HEREBY APPROVE THE RECOMMENDATION AND AUTHORIZES THE MAYOR AND CITY CLERK, FOR AND ON BEHALF OF THE CITY OF LIVONIA, TO EXECUTE A CONTRACT BETWEEN THE

CITY OF LIVONIA AND HED, 123 WEST FIFTH STREET, ROYAL OAK, MICHIGAN 48067, SUBJECT TO APPROVAL AS TO FORM AND SUBSTANCE BY THE CITY'S DEPARTMENT OF LAW, IN AN AGGREGATE AMOUNT OF FEES AND REIMBURSEABLES NOT TO EXCEED \$1,839,050.00; FURTHER, the Council does hereby authorize an expenditure of such amounts for such purposes as incurred from Account No. 418-000-813-000 (Professional Fees); FURTHER, the Council does hereby authorize such action without competitive bidding because the City undertook an extensive Request for Proposal to develop the foregoing recommendation, and no advantage to the City would result from requiring competitive bidding, and such action is taken in accordance with Section 3.04.140.E.2.b of the Livonia Code of Ordinances, as amended.

CAPITAL OUTLAY AND INFRASTRUCTURE COMMITTEE MEETING
MONDAY, OCTOBER 14, 2024
7:00PM

A Capital Outlay and Infrastructure Committee meeting was held on Monday, October 14, 2024, at Livonia City Hall in the City Council Chambers on the 2nd floor.

Committee Members Present: Rob Gjonaj-Donovic, Chair
Jim Jolly, Vice Chair
Carrie Budzinski, Member

Committee Members Absent: Brandon McCullough, Council President
Scott Morgan, City Councilmember
Laura Toy, Councilmember

City Council Members Present: Martha Ptashnik, Council Vice President

**City Officials
and Others Present:** Maureen Miller Brosnan, Mayor
Carter Fisher, City Attorney
Dave Varga, Chief of Staff
Debbie Lichtenberg, Finance Director
Mark Taormina, Planning and Economic Development
Director
Todd Zilincik, City Engineer
Dave Lear, Assistant City Engineer
Paul Theriault, Plante Moran Realpoint
Doug Smith, Plante Moran Realpoint
Ava Wisniewski, Plante Moran Realpoint

1. The subject matter of the planning, design and construction of the new Civic Center Campus. (CR 330-24)
--

The meeting convened at 7:02 pm, led by Committee Chair, Rob Gjonaj-Donovic.

The Mayor started off the meeting giving us an update on the Civic Center Campus project and the recent interviews of key partners in Professional Services contracts.

Plante Moran Realpoint (PMR), on behalf of the city explained the bids that went out to public bid for multiple professional services.

The Administration is ultimately recommending companies HED for Master Planning services for the entire site and OHM for Civil Engineering for the entire city site. HED for architectural and engineering services for the City Hall project specifically, and Spalding DeDecker for site surveying services and for a traffic study of the existing intersection.

The Project Team, made up of city staff and PMR conducted preproposal meetings with dozens of local and national firms for the above professional services that were all publicly bided.

The traffic study will go out a mile in each direction and is an initial study of current traffic flows and patterns to gather base line data.

PMR explained that as the Project Team creates the master plan, the traffic study vendor will conduct another study to analyze the impact to traffic flows.

There was concealable discussion about the future of the 5 Mile and Farmington Roads intersection and that the 6 lanes of roadway in each direction should be considered for changes to the number of lanes and flow of traffic.

Some mentioned that these lanes and this intersection would need to be altered to capture the identity of a downtown area with walkability and safer access to pedestrian foot traffic for the success of the future Civic Center Campus. But most importantly the safety of pedestrians walking, running, biking, shopping, and living.

Multiple firms bid on the traffic study contract; the administration is recommending the contract be awarded to Spalding DeDecker in the amount of \$17,700. This is under the \$20,000 City Council purchasing threshold, so it doesn't need a Council vote.

This vendor, Spalding DeDecker is a part of the cities already pre-qualified bidders, and our engineering department works with this vendor.

The next item was for Survey Services for the entire Civic Center Campus. Multiple companies publicly bid on the survey services professional contract.

The survey helps the master planners, architects, and engineers determine where underground utilities are. Helps determine where the boundary lines are and determine the topographical layout of the entire site.

Multiple firms bid on the survey services contract; the administration is recommending the contract be awarded to Spalding DeDecker in the amount of \$67,750. This vendor, Spalding

DeDecker is also a part of the cities already pre-qualified bidders, and our engineering department works with this vendor.

The next item was for Civil Engineering firms for the entire Civic Center Campus. Multiple firms publicly bid on Civil Engineering work, they were interviewed by a panel of city staff and PMR.

OHM talked about the future of the 5 mile and Farmington Roads intersection. They would work with Wayne County, who owns the roads, to rework the intersection, boulevards, and thoroughfares. They are very experienced with roads and dealing with the county authorities.

They look for ways to yes as opposed to no. They will work on storm water sewers, and other various utilities services. They work on pedestrian walkways to keep the residents safe and help with the layout of builds in conjunction with our city engineering department and other professional services.

PMR explained the going rate is 5% to 15% for civil engineering services of the project, OHM is 6.5%. The final price is not known yet, PMR explained the city can change to a fixed fee as opposed to percentage base if determinized to be the best deal for the city.

Multiple firms bid on the Civil Engineering services contract; the Administration is recommending the contract be awarded to OHM. This vendor, OHM is also a part of the cities already pre-qualified bidders, and our engineering department works with this vendor. OHM also worked on the Livonia Vision 21 Master Plan.

The next item was for Master Planning firms for the entire Civic Center Campus. Multiple firms publicly bid on Master Planning work, they were interviewed by a panel of city staff and PMR.

HED does a lot of local work but also national, so they have vast experience and creative abilities.

HED is bringing on a sub consultant to assist with the work, Design Works is experienced on the national scale and do a lot of work in neighborhood communities like Livonia.

There was a focus on this project being economically realistic and feasible to the marketplace.

Very throughout scope of work, focused on discovery and focal points of our community and identity. They help set the realistic tone for this project and have worked with other cities in Michigan.

HED will begin working on rendering and plan to bring multiple plans to the City Council in April of 2025. There will be input from the community and Council at multiple points.

Multiple firms bid on the Master Planning services contract; the Administration is recommending the contract be awarded to HED for \$345,000.

HED was also selected by the panel for architectural and engineering services for the design of City Hall. Multiple firms publicly bid on architectural and engineering services work.

This would specifically be for the City Hall.

HED would analyze the Space needs Assessment conducted by PMR over the last few years to design the City Hall. HED has multiple divisions and bandwidth to do both the master planning work for the Campus and architectural and engineering for City Hall.

Council talked about this project price being under control and not being too expensive. Keeping this building under a controlled budget is very important, and this building isn't just an office building, but the people's house, and having a Council Chambers for the Council to meet residents and provide a space for the residents to have their voices heard.

HED architectural is very creative and listen to what our city wants. They recently worked with Redford Township to design some new municipal buildings.

HED should be bringing Council a rendering in summer to fall of 2025, hopefully breaking ground in late 2025 or early 2026.

The funds for these above contracts would come for the 418 fund, Building Improvement Fund.

Bond dollars would cover these professional service expenditures, and the 418 Fund would be reimbursed.

The Bond proposal will come back to the Council in summer of 2025.

All these bids and documents are included in the packet and available to the public. Council explained to the Administration and Mayor it's important to continue to have committee meetings keeping the City Council updated on the status of the Civic Center Campus project.

Councilman Jim Jolly recommended four Council approvals.

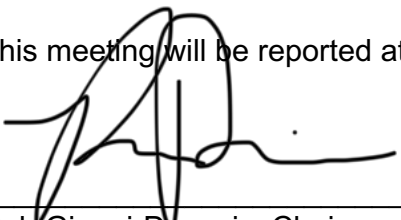
The meeting adjourned at 8:27 pm.

The Committee recommends:

1. For the Law Department to draft the following resolutions for the Civic Center Campus:
 - a. Survey services
 - b. Master Planning services
 - c. Civil Engineering services
 - d. City Hall Architectural services

Note: This item will remain in Committee.

This meeting will be reported at the Regular Meeting of November 6, 2024.



Rob Gjonaj-Donovic, Chair



LETTER TO THE LIVONIA CITY COUNCIL

1.

Council Office
October 7, 2024

MEETING DATE

COI101424/R110624

PRESENTED BY

AGENDA ITEM

The subject matter of the planning, design and construction of the new Civic Center Campus. (CR 330-24)

BACKGROUND DETAILS

At the Regular Meeting of October 7, 2024:

RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held October 7, 2024, the Council does hereby refer the subject matter of the planning, design and construction of the new Civic Center campus to the Capital Outlay and Infrastructure Committee for its report and recommendation.

PREFERRED COUNCIL RECOMMENDATION/RESOLUTION (Please complete this field. Attachments are not to be used in lieu of the recommendation)

To discuss the subject matter as presented.

ATTACHMENTS

1. COI101424 Email RE_ Award Recommendation Letters and Proposal Summaries
2. COI101424 LCC_City Hall_AE_Contract Award Recommendation Letter_AE- Updated
3. COI101424 LCC_Contract Award Recommendation Letter_CE-Updated
4. COI101424 LCC_Contract Award Recommendation Letter_MP- Updated
5. COI101424 LCC_Survey_Contract Award Recommendation Letter- Updated
6. COI101424 LCC_Traffic Study_Contract Award Recommendation Letter- Updated

APPROVED BY

From: [Lichtenberg, Debra](#)
To: [Kasprowicz, Sara](#)
Cc: [Doug.Smith](#); [Andy.Fountain](#); [Paul Theriault](#); [Rick.Erickson](#); [Taormina, Mark](#); [Kandah, Gus](#); [Fisher, Carter](#); [Varga, Dave](#); [Ava Wisniewski](#)
Subject: RE: Award Recommendation Letters and Proposal Summaries
Date: Monday, October 14, 2024 12:12:06 PM
Attachments: [LCC Contract Award Recommendation Letter MP- Updated.pdf](#)
[LCC Contract Award Recommendation Letter CE-Updated.pdf](#)
[LCC City Hall AE Contract Award Recommendation Letter AE- Updated.pdf](#)
[LCC Survey Contract Award Recommendation Letter- Updated.pdf](#)
[LCC Traffic Study Contract Award Recommendation Letter- Updated.pdf](#)
[image001.png](#)

Sara,

CORRECT VERSIONS ATTACHED.

Attached please find the updated information relevant to the Capital Outlay and Infrastructure Committee Meeting to be held this evening. Please distribute and post the information accordingly.

Thank you!
Debbie

Debra Peck Lichtenberg, CPA
Finance Director
City of Livonia | Finance Department
(734) 466-2260
dlichtenberg@livonia.gov

Debra Peck Lichtenberg, CPA
Finance Director
City of Livonia | Finance Department
(734) 466-2260
dlichtenberg@livonia.gov

From: Ava Wisniewski <Ava.Wisniewski@plantemoran.com>
Subject: Award Recommendation Letters and Proposal Summaries

Good afternoon Livonia City Center team,

Plante Moran Realpoint is pleased to present the award recommendation letters for five services related to the new City Center Program.

1. Master Planning Services- HED
2. Civil Engineering Services- OHM

3. Architect Engineer Services of City Hall- HED
4. Traffic Study Services- Spalding DeDecker
5. Surveying Services- Spalding DeDecker

Please see the attached documents related to these recommendations. We will be there to present these at the Capital Outlay Committee meeting on Monday, October 14.

If there are any questions in the meantime please let us know. Thank you for your time over the last few weeks during this process.

Best,
Ava

Ava Wisniewski | Consultant

Plante Moran Realpoint, 3000 Town Center, Suite 100, Southfield, MI 48075

Direct Dial: 248.223.3998 | Mobile: 313.520.1364

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October 14, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center – New City Hall Facility
Architectural/Engineering Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional architectural/engineering (A/E) firm for the new City Hall facility. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the new City Hall facility.

The Architectural Engineering Services for City Hall Scope of Work is critical to designing the new facility. It is also paramount to begin this process quickly in order to meet the program's overall timeline and budget.

SELECTION PROCESS

In August and early September, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed on several occasions in detail by the project team. PMR also reached out to roughly a dozen architectural/ engineering firms to garner interest in the RFP.

On September 9, 2024, the COL formally posted the RFP documents to MITN. The Project Team conducted a pre-proposal meeting on September 16, 2024, which twenty-five (25) firms participated in. After receiving proposals from twelve (12) firms on September 30, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each A/E firm's Proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals to objectively shortlist four (4) A/E firms for interviews. Selection criteria included relevant project

experience, proposed staff and team experience, past experience with the COL, available manpower, proposed fee, and firm approach to the project.

The Project Team conducted interviews with the shortlisted firms on October 8, 2024. The selection committee consisted of staff from PMR as well as Mayor Maureen Miller Brosnan, Dave Varga, Debra Lichtenberg, Mark Taormina, Jeannine Laible, and Brandon McCullough along with other City staff. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to their firm experience, team experience, the firm's approach to completing the project on schedule and within budget, and strong presentation/interview.

RECOMMENDATION

The Project Team recommends awarding the A/E services contract for the new City Hall Facility to HED (Harley Ellis Devereaux), pending final review of terms by legal counsel.

The total contract award recommendation is \$1,516,550 and is further defined as follows:

\$1,510,550	Fixed Lump-Sum Fee (approximately 6.43%)
\$ 6,000	Not-to-Exceed Reimbursables
\$1,516,550	Total Contract Award Recommendation

The A/E fee will be a fixed lump-sum amount based upon the scope, budget, and timeline established in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 227-4691 or rick.erickson@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Rick Erickson, AIA
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia

Paul Theriault, Plante Moran Realpoint
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: A/E Proposal/CBS Scoring Summary

October 14, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center
Civil Engineering Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a firm to perform civil engineering (CE) services for the Livonia City Center Program. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the City Center Program.

The Civil Engineering Services Scope of Work is critical to taking the Master Planner's vision from drawing board to reality. It is also paramount to begin this process quickly in order to meet the program's overall timeline and budget.

SELECTION PROCESS

In August and early September, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed on several occasions in detail by the project team. PMR also reached out to roughly a dozen civil engineering firms to garner interest in the RFP.

On September 9, 2024, the COL formally posted the request for proposal (RFP) documents to MITN. The Project Team conducted a pre-proposal meeting on September 16, 2024, which fourteen (14) firms participated in. After receiving proposals from eight (8) firms on September 30, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each CE firm's proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals to objectively shortlist two (2) firms for interviews. Selection criteria included relevant project

experience, proposed staff and team experience, local presence and experience, available manpower, proposed fee, and firm approach to the project.

The Project Team conducted interviews with the shortlisted firms on October 9, 2024. The selection committee consisted of staff from PMR as well as Mayor Maureen Miller Brosnan, Dave Varga, Debra Lichtenberg, Mark Taormina, David Lear, Jeannine Laible, and Rob Donovic along with other City staff. completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to their firm experience, the team's experience working together, the firm's competitive proposed fee, and strong presentation/ interview.

RECOMMENDATION

The Project Team recommends awarding the CE services contract for the Livonia City Center Program to OHM (Orchard, Hiltz & McCliment, Inc.), pending final review of terms by legal counsel.

The total contract award recommendation is 6.5% of the Cost of Work. The CE fee will be converted to a fixed lump-sum amount based upon the scope, budget, and timeline established in an amendment to the contract at a later date. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 603-5356 or doug.smith@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Doug Smith
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia
Gus Kandah, City of Livonia
Paul Theriault, Plante Moran Realpoint
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: CE Proposal/ CBS Scoring Summary

October 14, 2024

Ms. Maureen Miller Brosnan
Mayor
City of Livonia
3300 Civic Center Dr., Livonia, MI 48154

RE: Livonia City Center
Master Planning Services Contract Award Recommendation

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a firm to perform master planning (MP) services for the Livonia City Center Program. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the City Center Program.

The Master Planning Services Scope of Work is critical to bringing the City's vision for the City Center to life. It is also paramount to begin this process quickly in order to meet the program's overall timeline and budget.

SELECTION PROCESS

In August and early September, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed on several occasions in detail by the project team. PMR also reached out to roughly a dozen master planning firms to garner interest in the RFP.

On September 9, 2024, the COL formally posted the request for proposal (RFP) documents to MITN. The Project Team conducted a pre-proposal meeting on September 16, 2024; which fourteen (14) firms participated in. After receiving proposals from eight (8) firms on September 30, 2024, the Project Team evaluated them over the ensuing days.

The Project Team utilized a criteria-based selection (CBS) process to evaluate each MP firm's proposal. The CBS process used pre-established and weighted criteria to evaluate the proposals to objectively shortlist four (4) firms for interviews. Selection criteria included relevant project

experience, proposed staff and team experience, local presence and experience, available manpower, proposed fee, and firm approach to the project.

The Project Team conducted interviews with the shortlisted firms on October 9, 2024. The selection committee consisted of staff from PMR as well as Mayor Maureen Miller Brosnan, Dave Varga, Debra Lichtenberg, Mark Taormina, David Lear, Jeannine Laible, and Rob Donovic along with other City staff. Upon completion of the interviews and after subsequent discussion, the Project Team completed the CBS scoring process.

This recommendation is based on the fact that the firm achieved the highest CBS score for the proposed Project. This score was achieved due to their firm experience, the team's experience working together, the firm's approach to completing the project on schedule and within budget, and strong presentation/ interview.

RECOMMENDATION

The Project Team recommends awarding the MP services contract for the Livonia City Center Program to HED (Harley Ellis Devereaux), pending final review of terms by legal counsel.

The total contract award recommendation is \$322,500.00 and is further defined as follows:

\$ 345,000.00	Fixed Lump-Sum Fee
- \$25,000	Credit to proposed fee (awarded both MP and AE for City Hall)
\$ 2,500.00	Not-to-Exceed Reimbursables
\$ 322,500.00	Total Contract Award Recommendation

The MP fee will be a fixed lump-sum amount based upon the scope, budget, and timeline established in the RFP. The reimbursables are a not-to-exceed amount and will be billed as incurred.

If you have any questions regarding the above information, please feel free to contact me at (248) 603-5356 or doug.smith@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Doug Smith
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia

Debbie Lichtenberg, City of Livonia

Gus Kandah, City of Livonia

Paul Theriault, Plante Moran Realpoint

Andy Fountain, Plante Moran Realpoint

ENCLOSURES: MP Proposal/ CBS Scoring Summary

October 14, 2024

Ms. Maureen Miller Brosnan
Mayor, City of Livonia
3300 Civic Center Dr.
Livonia, MI 48154

RE: Livonia City Center Program
Contract Award Recommendation - Survey Services

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional surveying firm for the Livonia City Center Program. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the Livonia City Center Program.

The Surveying Scope of Work is an important one in helping the Project Team understand the boundaries of the property, any easements or restrictions contained within, the location and condition of site utilities as well as the site topography.

SELECTION PROCESS

In early September, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed in detail by David Lear and Todd Zilincik with the City, who had great insights into some of the historical conditions on site. PMR also reached out to all four (4) civil engineering firms, which are pre-qualified by the City, to garner interest in the RFP.

On September 18, 2024, the Project Team issued an RFP to the City of Livonia's four (4) pre-qualified civil engineering firms. After clarifying a few questions and issuing responses, three of the four firms submitted proposals on September 27, 2024, and the Project Team evaluated them over the ensuing days.

As the firms were pre-qualified, the Project Team did not utilize a criteria-based selection (CBS) process but did review the proposals for completeness of scope, fees/costs and acceptance of contract terms/conditions.

RECOMMENDATION

For this Project the selection team included staff from PMR as well as Dave Varga, Mark Taormina, David Lear, Todd Zilincik as well as other City staff. The Project Team recommends awarding the surveying services contract for the Livonia City Center Program to Spalding DeDecker, pending final review of terms by legal counsel.

The total contract award recommendation is \$67,750.00 and is further defined as follows:

\$ 67,750	Fixed Lump-Sum Fee
\$ 0	Not-to-Exceed Reimbursables
\$ 67,750	Total Contract Award Recommendation

This recommendation is due to the fact that Spalding DeDecker is pre-qualified by the City, had a very competitive fee, which was within budget, is one of the largest surveying firms in the state, can meet the proposed schedule and that they have previously surveyed several areas of the Civic Center property.

The surveying work is anticipated to be completed by the end of the calendar year, if not sooner.

If you have any questions regarding the above information, please feel free to contact me at (248) 223-3380 or paul.theriault@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Paul Theriault, PE LEED AP
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia
Gus Kandah, City of Livonia
Andy Fountain, Plante Moran Realpoint

ENCLOSURES: Proposal Summary

October 14, 2024

Ms. Maureen Miller Brosnan
Mayor, City of Livonia
3300 Civic Center Dr.
Livonia, MI 48154

RE: Livonia City Center Program
Contract Award Recommendation – Traffic Study Services

Dear Ms. Miller Brosnan:

Please find in this letter an update from Plante Moran Realpoint (PMR) regarding our assignment to assist and advise the City of Livonia (COL) in selecting a professional traffic study firm for the Livonia City Center Program. This update represents the mutual efforts of PMR, COL administration, staff, and legal counsel (the Project Team) to identify, evaluate, and recommend a firm for the Livonia City Center Program.

The Traffic Study Scope of Work is another important piece of information that is essential to the Project Team to understand any existing traffic flow issues in and around the Civic Center site and to assist in the Master Planning and Civil Engineering. This study will extend up to 1 mile in each direction from the corner of 5 Mile and Farmington Roads.

SELECTION PROCESS

In early September, the Project Team drafted a Scope of Work and request for proposals (RFP). This Scope of Work was also reviewed in detail by David Lear and Todd Zilincik with the City, who had good perspective on how far to extend the limits of the study. PMR also reached out to all four (4) civil engineering firms, which are pre-qualified by the City, to garner interest in the RFP.

On September 18, 2024, the Project Team issued an RFP to the City of Livonia's four (4) pre-qualified civil engineering firms. After clarifying a few questions and issuing responses, two of the four firms submitted proposals on September 27, 2024, and the Project Team evaluated them over the ensuing days.

As the firms were pre-qualified, the Project Team did not utilize a criteria-based selection (CBS) process but did review the proposals for completeness of scope, fees/costs and acceptance of contract terms/conditions.

RECOMMENDATION

For this Project the selection team included staff from PMR as well as Dave Varga, Mark Taormina, David Lear, Todd Zilincik as well as other City staff. The Project Team recommends awarding the traffic study services contract for the Livonia City Center Program to Spalding DeDecker, pending final review of terms by legal counsel.

The total contract award recommendation is \$17,700.00 and is further defined as follows:

\$ 17,700	Fixed Lump-Sum Fee
\$ 0	Not-to-Exceed Reimbursables
\$ 17,700	Total Contract Award Recommendation

This recommendation is due to the fact that Spalding DeDecker is pre-qualified by the City, had a very competitive fee, which was within budget, and can meet the proposed schedule.

The traffic study work is anticipated to be completed by the end of the calendar year, if not sooner.

If you have any questions regarding the above information, please feel free to contact me at (248) 223-3380 or paul.theriault@plantemoran.com. The Project Team is also available at the COL's convenience to answer any questions.

Sincerely,

Paul Theriault, PE LEED AP
Plante Moran Realpoint

CC: Dave Varga, City of Livonia
Mark Taormina, City of Livonia
Debbie Lichtenberg, City of Livonia
Gus Kandah, City of Livonia

Andy Fountain, Plante Moran Realpoint

ENCLOSURES: Proposal Summary

Regular Meeting Minutes of October 7, 2024

On a motion by Councilmember Jolly, supported by Vice President Ptashnik and unanimously adopted, it was:

#330-24 RESOLVED, that upon the motion by Councilmember Rob Donovic, seconded by Council Vice President Martha Ptashnik, at the Regular Meeting held October 7, 2024, the Council does hereby refer the subject matter of the planning, design, and construction of the New Civic Center Campus to the Capital Outlay and Infrastructure Committee for its report and recommendation.

<i>RESOLUTION REQUESTED BY COUNCIL (Regular Meeting of October 7, 2024)</i>

Motion:	Jolly
Second:	Ptashnik
Present:	Ptashnik, Donovic, Budzinski, Morgan, Jolly, and McCullough
Absent:	Toy