CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.20.26 DRAFT

Section A: LIMITS OF AUTHORITY & BUDGET RESPONSIBILITY

City of Novi will be responsible for the following budgets, costs and bidding requirements:

a. Road improvements and public infrastructure costs
b. Land purchases
c. Legal fees and bond issuance expenses
d. Furniture, fixtures and equipment
e. Move Management Services

Budget Adjustments

All transfers between budget line items must be approved by the Finance and Administration Committee so long as any transfer does not exceed the Novi City Council approved budget.

Procurement Process

All Procurement shall comply with State Law, City of Novi ("CON") Procurement Policy and with Section B: Procurement.

Professional Services:

1. CON City Administration will determine on a case-by-case basis which will take place: City Administration Approval, City Council ("CC") Notification or City Council Approval, which will be required for new contracts and / or contract amendments based on the following minimum criteria:
    a. Construction Managers, Architect/Engineers, Owner's Representative, and all other Professional Services:
        i. New Contracts:
            1. Less than $25,000: Multiple Proposals and City Admin Approval
            2. Over $25,000: CC Approval
        ii. Contract Amendments and/or Change Orders within CC Approved Contingency:
            1. Less than $100,000: City Admin Approval
            2. Equal to, or greater than $100,000: CC Approval
        iii. Any Contract Amendments and / or Change Order (CO) that will result in an increase to the original CC approved project budget (Lump Sum Fee or Not-to-Exceed Cost + Contingency) MUST be presented to and approved by the CC.

FF&E / Technology Equipment:

1. CON City Administration will determine on a case-by-case basis which will take place: City Administration Approval with CC Notification or CC Approval, which will be required for new contracts and / or contract amendments based on the following minimum criteria:
    a. Furniture, Fixtures, Equipment, Technology Equipment and all other FF&E:
        i. New Contracts:
            1. Less than $25,000: Multiple proposals and City Admin Approval
            2. Equal to, or greater than $25,000: CC Approval
        ii. Contract Amendments and/or Change Orders within CC Approved Contingency:
            1. Less than $100,000: City Admin Approval
            2. Equal to, or greater than $100,000: CC Approval
        iii. Any Contract Amendments and / or Change Order (CO) that will result in an increase to the original CC approved project budget (Lump Sum Fee or Not-to-Exceed Cost + Contingency) MUST be presented to and approved by the CC.

Hard Construction:

1. CON City Administration will determine on a case-by-case basis which will take place: City Administration Approval with CC Notification or CC Approval, which will be required for new contracts and / or contract amendments based on the following minimum criteria:
    a. All Hard Construction:
        i. New Contracts:
            1. Less than $25,000: City Admin Approval
            2. Equal to, or greater than $25,000: CC Approval
        ii. Contract Amendments, Potential Change Orders (PCO's) & Change Orders (CO's) within CC Approved Contingency:
            1. Zero-dollar changes utilizing funds within the GMP (General conditions, allowances, contingencies, etc.) City Admin Approval
            2. $0 - $100,000: City Admin Approval
            3. Above $100,000: CC Approval
        iii. Any Contract Amendments, Potential Change Order (PCO), Change Order (CO) that will result in an increase to the original CC approved project

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budget (Lump Sum Fee or Not-to-Exceed Cost + Contingency) MUST be presented to and approved by the CC.

2. Roles and approval – in accordance with the Limits of Authority
3. Funding Source – CON shall make Plante Moran Realpoint (PMR) aware of all funding sources for the Program and shall work with their Legal Council to determine any and all restrictions on/or requirements of those funds and shall make PMR aware of those determinations. CON shall make PMR immediately aware of any potential changes to the planned funding sources.

Section B: PROCUREMENT

1. See Procurement Matrix (Exhibit A) for which firms need to be engaged.
2. During Procurement, CON and Legal Counsel, with support of PMR, will determine which method is appropriate based on market conditions.
    a. Construction Manager as Constructor (CMc)
    b. General Contractor (GC)
    c. TBD
3. Professional Services Firms are procured via one of two methods as outlined in the table below:

Professional Services Procurement Methods (Includes Architect/Engineer, Construction Manager, Owners Representative, Technology Designer et. al)	
Method 1: Negotiated Proposals	Method 2: RFQ/RFP
1. Develop Form of Agreement / Contract (CON/PMR) 2. Develop Scope / Schedule/Budget (CON Input) 3. Contact Firm(s) / Solicit Proposals 4. CON Evaluate Proposals / PMR Advise 5. PMR Prepare Award Recommendation Letter(s) 6. CON Negotiate/execute contract as required per stakeholder approval (PMR Assist) 7. PMR prepare award recommendation letter 8. CON Present to CC for Award (if applicable) 9. CON fully execute contract	1. Develop Form of Agreement/Contract (CON/PMR) 2. Develop RFQ/RFP (Scope/Schedule/Budget – CON Input) 3. Public Advertising (See Section B6 below) (if desired) 4. Issue RFQ/RFP – CON Procurement 5. Pre-Proposal meeting - CON Procurement (PMR Assist) 6. Issue Addendum(s) – CON Procurement 7. CON to receive bids & publicly open (if desired) 8. CON Evaluate Proposals / PMR Advise 9. CON Negotiate/partially execute contract as required per stakeholder approval (PMR Assist)

10. CON issues PO(s) as required	10. PMR Prepare Award Recommendation Letter(s) 11. CON provides documents to CC for approval 12. CON CC Approval 13. CON fully execute contract 14. CON to issue / PO(s) as required
End of Process	

4. Furniture Fixtures & Equipment (FF&E) / Technology Equipment are procured via one of three methods as outlined in the table below:

FF&E / Technology Equipment Procurement Methods		
Method 1: Purchase Directly (if below CON'S Policy Limits)	Method 2: Via a Consortium	Method 3: RFQ/RFP
1. Develop Form of Agreement/contract (CON/PMR) 2. Develop Scope/Schedule/Budget (CON/PMR) 3. Contact Firm(s) / Solicit Proposals 4. CON Evaluate Proposals / PMR Advise 5. CON issues PO(s) as required	1. Develop Scope/Schedule/Budget (CON/PMR) 2. Contact Firm(s) / Solicit Proposals 3. CON Evaluate Proposals (PMR Advise) 4. PMR Prepare Award Recommendation Letter(s) 5. CON Present to CC for Award (if Applicable) 6. CON Negotiate/partially execute contract as required per CC approval (PMR Assist) 7. CON CC Approval 8. CON fully executed contract 9. CON to issue PO(s) as required	1. Develop Form of Agreement/Contract (CON/PMR) 2. Develop RFQ/RFP (Scope/Schedule/Budget – CON Input) 3. CON Public Advertising (See Section B6 below) 4. Issue RFQ/RFP – CON Procurement 5. CON Pre-Proposal meeting (PMR Assist) 6. Issue Addendum(s) – CON Procurement 7. CON to receive bids & publicly open (if required) 8. CON Evaluate Proposals – PMR Advise 9. CON Negotiate/ partially execute contract as required per CC approval (PMR Assist) 10. PMR Prepare Award Recommendation Letter(s) 11. CON provides documents to CC for approval 12. CON CC Approval

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		13. CON fully execute contract 14. CON to issue PO(s) as required
End of Process		

6. Hard Construction (via CMc, GC, or Design Prime) shall be procured via one of two methods as outlined in the table below:

Hard Construction Procurement Methods (Includes Abatement and Technology Construction)	
Method 1: Construction which is LESS than annually published by the State of Michigan competitive bid limit will follow CON Procurement Policy Limits: https://cityofnovi.org/media/bpsd5p5v/11142022_consentg.pdf	Method 2: Construction which EXCEEDS the annually published State of Michigan competitive bid limit must proceed as competitive bids following the stricter of the State of Michigan (MCL 380.1267) and the CON Procurement Policy Requirements.
1. Develop Form of Agreement/Contract (CON/PMR) 2. Develop Scope/Schedule/Budget (CON Input) 3. Contact Firm(s) / Solicit Proposals 4. CON Evaluate Proposals – PMR Advise 5. CON to issue PO(s) as required	1. Develop Form of Agreement/Contract - CON/PMR 2. Develop RFQ/RFP - CON/CM (PMR Assist) 3. Public Advertising (See Section B6 below) - CON w/ CM (PMR assist) 4. Issue RFQ/RFP – CM/CON (PMR assist) 5. Pre-Proposal meeting – CM (PMR Assist) 6. Issue Addendum(s) – CM/CON (PMR Assist) 7. Receive bids & publicly open CON w/ CM Assist 8. Evaluate Proposals – CM w/ CON input and PMR Advise

	9. Negotiate/partially execute contract as required per CC approval – CON w/ CM & PMR Assist 10. Prepare Award Recommendation Letter(s) - CM / PMR 11. Provide documents to CC for approval – CON 12. CC Approval - CON 13. Fully execute contract – CON 14. Issue PO(s) as required - CON
End of Process	

6. Bid Advertising, Delivery and Selection:
    a. CON will post advertisement for bids as follows:
        i. Advertise one time in a newspaper of general circulation in the area where the construction renovation / repair is to take place.
        ii. Advertise for at least two-weeks on the Department of Michigan Management and Budget website on a website maintained for this purpose or post on a website designated by the Department of Michigan Management and Budget for this purpose
        iii. Post the advertisement for bid on BidNet Direct (bidnetdirect.com)
    b. Public Advertisement must state the following information and must be reviewed by the CON (INSERT TITLE):
        i. Time, date, and place at which proposals/bids are due. For construction bids the time, date, and place of the public meeting which all bids will be opened and read aloud by CON or its designee.
        ii. The bid must be accompanied by the following documents:
            1. Familial Disclosure Statement: a sworn and notarized statement disclosing any familial relations that exists between CON or any employee of the bidder and any member of the Project Team
            2. Iran Disclosure Statement: a sworn and notarized statement disclosing any relationship that exists between CON or any employee of the bidder, and the country of Iran.

3. Bid, Performance, and Payment Bond Requirements: upon award each bidder is required to have a 5% Bid Bond, 100% Performance, 100% Labor and Material (Payment) Bonds. The Performance and Payment Bond is provided by the Construction Manager or Prime Contractor.
4. CON local preference resolution will be followed, if applicable
5. Additional Documents as otherwise required by law, or CON Procurement Policy

c. CON will not consider or accept a late bid received after the date and time specified for bid submission.
d. All bids are to be received at the CON Civic Center Building to the attention of the CON Facilities Department (authorized representation to be identified). Alternately, bidders may be directed to submit bids electronically, for which specific directions will be provided in the RFP for electronic only submissions.
e. All construction bids will be public bid openings held at CON Civic Center Building or building designated by CON. A member of CON'S staff and PMR must be present.
f. CON reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all proposals with or without cause. CON further reserves the right to waive any irregularity or informality in this RFP/Bid process, and the right to award the contract to a firm other than the firm submitting the lowest financial proposal (lowest bidder).
g. PMR will review, evaluate, and recommend all awards to the CON CC via a written award recommendation letter. CON CC approval is required for any purchase equal to, or greater than the State of Michigan annual competitive bid limit.
    i. The Recommendation must be within the general timing as outlined below in the reference schedule of meetings,
        1. Schedule of Meetings and Document Production for Project Team
        2. Schedule to be updated as needed based on CON CC Schedule guidelines
h. For any / all vendors that bid services out on behalf of CON (e.g., construction managers, etc.) the above procedures shall apply. Coordinate with CON, as shall conformance with all applicable state laws and Project Team policies.

Section C: PURCHASE ORDERS / CONTRACTS / AGREEMENTS

1. Templates:
    a. The following contract templates will be used (as modified and current year):
        i. Construction Manager (CMc): AIA-A133 / AIA-A201
        ii. General Contractor (GC): AIA – A101 / AIA – A201

iii. Architect (AE): AIA-B101 / AIA - A201
iv. Technology Designer: District Modified Template
v. Environmental Consultant: AIA-C103
vi. Materials Testing Services Consultant: AIA-C103
vii. Commissioning Agent: AIA C103
viii. Building Evelope Consultant: AIA C103
ix. Others: To be determined by CON Legal Counsel

2. Roles:
   a. Contracts will be drafted, reviewed, and approved as outlined below: Roles in contract draft, review and approval process:
      i. Initial Draft: CON Legal Counsel
      ii. Review Business Terms: PMR
      iii. Review (Legal & Business Terms): CON and Legal Counsel
      iv. Contract Negotiations: CON Legal Counsel and PMR
      v. Vendor partially executes contract
      vi. Approval: CON CC
      vii. CON fully executes contract
3. Purchase Orders (POs) / Contract:
   a. Process:
      i. **Prior to CC Approval**, Legal Counsel will lead the contract process detailed in item C2 above.
      ii. **Prior to being issued**, all POs will be reviewed by (INSERT TITLE. I.E. Executive Director of Procurement) to ensure that all bidding procedures were followed, appropriate back-up is included and completed, and there are adequate unencumbered funds remaining. Verify Payee, amount, vendor, and other pertinent details.
         1. Contract awards and POs will contain appropriate contingency amounts when going to CC for approval.
      iii. Upon CC approval, a copy of the Project Team resolution with all back-up documentation will be provided to the (INSERT TITLE. I.E. Office of Procurement), who will be responsible for creating the PO.
         1. A copy of the Project Team resolution, Project Number and PO will be sent to PMR.
      iv. Upon receipt of the PO, the construction manager is now approved to issue subcontracts.
      v. PMR will ensure that the PO number and project number is referenced on all payment applications / invoices submitted to the CON and review(s) of

payment applications are completed with appropriate recommendations / signatures provided in accordance with Limits of Authority.

Section D: CHANGES TO THE SCOPE OF SERVICES

All change orders will utilize an AIA-G701 form or similar. See sample below.

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AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: Date:
OWNER: *(Name and address)*	ARCHITECT: *(Name and address)*	CONTRACTOR: *(Name and address)*

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original Contract Sum was	$	0.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	0.00
The Contract Sum will be increased by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	0.00

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
SIGNATURE	SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE

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User Notes: (3B9ADA52)

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Sections A, B and C are required to follow the Limits of Authority. All vendors are to comply with the terms and conditions of their Agreements regarding changes to the services of work.

A. Professional Services (AE / Tech Designer / Environmental / et al.) – See Exhibit B: Workflow

1. Changes in Scope of Services Resulting in Potential Change Order (PCO) for Construction:
    a. Definition: Changes in the Scope of Services related to modification of Professional Services Agreement.
    b. Process:
        i. Need for Construction Documents change or added Services from by AE, Technology Designer, AHJ, or CON in writing.
        ii. Vendor provides CON a proposal for professional fee(s) for the additional scope/change and sends to PMR in writing.
        iii. PMR reviews and provides recommended course of action to CON in writing (see Exhibit B).
        iv. CON directs course of action (approve, reject, or other) in writing (see Exhibit B.
        v. If approved, vendor moves forward with Document changes and PMR starts the amendment process.
        vi. Vendor transmits design changes to CM/contractor in writing.
        vii. CM/contractor Submits PCO for the cost of the work electronically.

B. Vendors (FFE Vendor or Technology Equipment) - See Exhibit B: Workflow

1. Changes in scope resulting in a potential change order
    a. Definition: A formal Change Order document that modifies the Terms and Conditions of the Agreement (e.g. terms, scope, schedule and / or budget).
    b. Process:
        i. Vendor creates a proposal and routes to the Designer for review, if applicable.
            1. Routing to be in accordance with Flowchart (see Exhibit B).
        ii. Designer reviews and drafts Change order and routes to PMR
        iii. PMR reviews CO and recommends and sends to CON (INSERT TITLE. I.E. Facilities).
        iv. CON reviews and approves Change Order and issues PO
        v. PMR enters executed CO into PMIS

C. Construction Manager / Contractors (Construction) - See Exhibit B: Workflow

1. Potential Change Order (PCO): Changes in Scope of Services
    a. Definition: Changes in the Work due to: Field Issues; Design Changes or Issues; Requests for Information (RFI); Submittals; and/or Regulatory requirements. (Reason codes et.al, to be provided on CON approved PCO form)

b. Process:
    i. Need for Change in Capital Work may be identified by CMc/Contractor in writing by way of a Potential Change Order (PCO)
        1. AE / Consultant reviews PCO and either rejects or recommends and submits to PMR for review.
        2. PMR reviews, and either rejects or recommends CON for approval.
        3. CON either approves PCO or rejects PCO.
        4. AE/Consultant to process accepted PCO for inclusion into a Change Order.
        5. CM/Contractor to prepare PCO log and present at each OAC meeting.

2. Change Order (CO) (see Exhibit B)
    a. Definition: A single or multiple PCOs assembled into a formal Change Order document that modifies the Terms and Conditions of the Agreement (e.g. terms, scope, schedule and / or budget).
    b. Process:
        i. AE/Consultant or CM creates the Change Order (CO) and routes for review/ signatures in DocuSign.
            1. Routing to be in accordance with Flowchart (see Exhibit B)
        ii. CON reviews and approves Change Order and modifies or issues a new PO
        iii. PMR enters executed CO into PMIS
    c. A Change Order Approval Flowchart is attached as Exhibit B

Section E: INVOICING - The Vendor Payment Approval (VPA) Process Flowchart - (Exhibit B) - provides a visual representation of the payment approval process for Vendor Payments. The VPA Process for invoices and payments are Outlined below:

1. Invoices and payments :
    a. Invoices which require certification:
        i. (Construction Manager, Design Prime Contractor, etc.) will submit invoices broken down by scope of work per project to the AE to certify
        ii. Environmental Contractors will submit invoice to the Environmental Consultant to certify
        iii. Technology Contractors will submit invoice to the appropriate Technology Designer / CON Technology Department to certify

b. The invoice, once certified, will be sent to PMR for review.
c. Other Professional Service providers and/or vendors not required to be certified will submit invoices directly to PMR for review.
d. Reviewing the Invoice:
    i. The PMR Cost Accountant will review invoices for completeness and compliance; including waivers of lien, sworn statements, and PO balance and submit to the PMR Project Manager for review through the PMIS System.
    ii. The PMR Project Manager will review the invoice for completeness and approved change orders and provide a recommendation to CON through the PMIS System.
e. CON will make payments to vendors per their internal procedures and will be responsible for the means and methods of payment to its vendors.
    i. In the event that CON enters into any ACH arrangement related to the program, CON shall be responsible for the development, approval, implementation, and administration of the required ACH policies including the controls, verifications, and procedures related to the establishment of the ACH arrangement or execution of an ACH transaction.
    ii. PMR WILL NOT validate any ACH related information or recommendations regarding applications for payment (or any other actions related to vendor payment) and should not be relied upon by CON as an assumption of responsibility for its ACH policies.
f. CON will submit monthly transaction reports which includes payments made to vendors.
    i. PMR will review transactions and complete a cost reconciliation only.
g. Other Services or materials procured directly by CON will be processed according to their internal policies and procedures

2. Final Payment (Project Closeout)
    a. Definition: Construction Manager, Design Prime, Environmental and Technology Contractor or other vendors invoices which complete the remaining payments owed for the work complete including retention.
    b. Procedures; follow the procedures above with the following additions:
        i. The vendor(s) or construction manager(s) will collect, compile, and turn over all closeout documents as defined in the Construction Documents

(such as O&M manuals, as-built drawings, warranties, punch-list items, etc.). to CON.

ii. PMR and CON will review for completeness.

iii. PMR will provide recommendation for payment and reference the PO number and indicate as Final Payment. This will include a review of all final waivers of lien, sworn statements, general releases, and consent of surety. A review of the final balance on the PO/contract will be addressed at this time

iv. CON will also review the final payment to ensure the amount does not exceed the balance on the PO/contract and to confirm CON is satisfied with the completion of the work performed and final documentation.

Section F: REPORTING & COMMUNICATION (SEE SECTION 07 REPORTING PLAN IN PMP)

1. Reporting
    a. Project Dashboards:
        i. Audience: CON CC
        ii. Frequency: Monthly
        iii. Submission Date: TBD, discuss at next Owner Meeting.
        iv. Submission Type: PDF via email
    b. City Council Updates
        i. Audience: CON CC
        ii. Frequency: Weekly
        iii. Submission Date: Wednesdays
        iv. Submission Type: PDF via email
    c. Change Order Logs
        i. Audience: CON and CON CC
        ii. Frequency: Weekly
        iii. Submission Date: Wednesdays
        iv. Submission Type: PDF via email
    d. Cost to Complete - Purpose is to update on current and forecasted commitments vs. current budget:
        i. Audience: TBD
        ii. Frequency: Monthly
        iii. Submission Date: TBD
        iv. Submission Type: Excel via email
    e. Cost Reconciliation Report:

i. Purpose: Confirm that CON accounting system and the Owner's Rep PMIS system match
ii. Audience: CON TBD
iii. Frequency: Quarterly
iv. Submission Date: TBD
v. Submission Type: Excel via email

f. Fiscal Year End Reporting
i. Purpose: Support CON with fiscal year-end reporting
ii. Audience: CON TBD
iii. Frequency: Annually
iv. Submission Date:
v. Submission Type: via Email

2. Meetings and Attendees:
a. Internal Team Meeting:
i. Purpose: Provide a progress update to CON and notify administration of any issues.
ii. Frequency: TBD
iii. Attendees:
1. PMR Project Manager / Project Director (Lead by PMR – PM)
2. PMR Subconsultant Team Member Leads
3. CON Administration

b. Owner Architect & Contractor (OAC) Meeting:
i. Purpose: Coordination meeting between CON, PMR, and Professional services.
ii. Frequency: TBD
iii. Attendees:
1. AE and CM (Facilitator)
2. CON Staff
3. PMR Team
4. Technology Designer

c. Business Ops Budget Meeting: Facilitated by CON
i. Purpose: Coordination meeting between CON and PMR
ii. Frequency: TBD
iii. Agenda:
1. Outstanding Payment Applications / Invoices
2. Outstanding Requisitions and POs
3. Reconciliation

4. CTC/Forecast
5. Cash Flow-confirm spending is on schedule and bond fund sale schedule is appropriate
6. Upcoming CON CC Agenda Items

iv. Attendees:

1. CON
2. PMR-PCA/ PM

Section G: Conflicts or Omission: anything not covered in the above governance document will follow the CON Procurement Policy and administrative procedures.

Exhibits:
Exhibit A: Procurement Matrix
Exhibit B: Flowcharts

Key

PMR	Plante Moran Realpoint
CC	Novi City Council
CMc	Construction Manager as Contractor
CMa	Construction Manager as Adviser
CM	Construction Manager
GC	General Contractor
AE	Architect
RFQ/RFP	Request for Quote/Request for Purchase
PO	Purchase Order
FF&E	Furniture, Fixtures & Equipment
CO	Change Order
PCO	Potential Change Order
OAC	Owner Architect Contractor (Meetings)
PMIS	Project Management Information System
VPA	Vendor Payment Approval

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REALPOINT

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pmrealpoint.com

Date: 12/29/25

To: Novi Finance and Administration Committee:

RE: RASIC Questions

Dear Finance and Administration Committee:

In anticipation of January's Finance and Administration Committee (FAC) meeting and the governance discussion we will be having, I am providing more detail regarding two items flagged for clarification by members of City Council:

Engagement of the Contractors

As the Construction Manager, Christman will be responsible for drafting contractor bid packages, bid summaries, and Guaranteed Maximum Price Amendment recommendations for ultimate approval by Novi's City Council. These bid packages delineate the scope of work for a variety of subcontractors working on the Public Safety Building project and Fire Station projects.

PMR advises that City Council be **informed** when bid packages are being released in PMR's weekly updates to Council. Once bid packages are reviewed by Christman, PMR, the City, and, if necessary, HED (the Architect/Engineer), a recommendation will be made for City Council's ultimate **approval**.

Approval of Transfers within Budget Line Items

PMR is overseeing Novi's Public Safety Project, which consists of four elements:

1. Public Safety Building (new construction of a joint police station and fire station)
2. Fire Station 2 (new construction)
3. Fire Station 3 (new construction)
4. Fire Station 4 (renovations and improvements) / Budget: $2 million

The total project budget is $100 million. As design and construction move forward, there may be fluctuation in each element's budget. Understanding that the budget cannot exceed $100 million without City Council approval, PMR advises that City Council be **informed** if there are budget alterations within the new construction elements of the program. For example, if Fire Station is budgeted at $13 million, and savings of $1 million are achieved, PMR can program those savings as a budgetary addition to the Public Safety Building budget or placed in project contingency. PMR advises that City Council will be **informed** of PMR's proposed budget amendments within the

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overall $100 million project budget before any transfer takes place. These proposed budget amendments will be included in updates to City Council and/or the FAC.

Similarly, should the city receive a particular vendor's bid that is lower than what was initially budgeted, PMR can reprogram those dollars within the overall program so long as City Council is **informed** of this reallocation in PMR's budget updates. These proposed budget amendments will be included in updates to City Council and/or the FAC before any transfer takes place.

Once you have had a chance to review, please send any additional questions or desired clarifications to me in advance of our January FAC meeting.

Sincerely,

Todd Fenton
Plante Moran Realpoint

CC: Victor Cardenas
Greg VanKirk
Brian Weber
Robert Stempien

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Responsible: The person or people who do the work to complete the task.

Approve: The person who approves the work once it's done and is the final decision-maker.

Support: The person who provides help and resources to the Responsible person.

Informed: People who need to be kept up-to-date on progress, but do not need to be consulted on decisions.

Consulted: People whose input is needed before a decision or action can be taken.

	CITY COUNCIL	NOTES	CITY ADMIN	PMR	ARCHITECT	CM
PROJECT FEASIBILITY STUDIES						
Prepare Conceptual Budget and Schedule			S	R		
Approve Conceptual Budget and Schedule	A		S	S		
PROGRM ADMINISTRTION						
Approval of the Bond Sale	A		S	S		
Assist City in Overall Program Management	I		R	S		
Setup, maintain, and recommend Program Governance Documents	I		S	R		
Approve Program Governance Documents	A		S	S		
Weekly Updates to City Council	I		S	R		
Monthly Construction Summary Update (receive and file)	I		S	R		
Quarterly Dashboard Presentations to City Council	I		S	R		
Lead CON/PMR Meetings			S	R		
PROPERTY DUE DILIGENCE						
Surveys and Geotechnical	I	These will be included as standard in the weekly status update.	R	S	S	
Public Roadway & Utility Infrastructure	I		R			
Flood Plains / Wetlands / Woodlands	I		R			
Permitting / Regulatory Requirements	I		R	S	S	S
Site Plan approval for new construction (with Planning Commission)	A		R	S	S	
PROJECT DELIVERY METHOD AND PROFESSIONL TEAM PROCUREMENT						
Review and Recommendation of Project Delivery Method	I		S	R		
Approval of Project Delivery Method	A		S	S		
Develop Professional Services RFPs with analysis and Recommendations	I		S	R		
Approval of Professional Services Contracts over $25,000	A		S	S		
DESIGN PHASE SERVICES						
Assist and advise City through design process	I		I	R	S	
Monitor and Update Project Schedule and Budget	I		S	R	S	S
Presentation of the Schematic Design Document Package	I		I	S	R	
Approval of the Schematic Design Package	A			S	S	S
Presentation of the Design Development Document Package	I		I	S	R	
Approval of the Design Development Package	A			S	R	
Approval of Construction Drawings (90% complete with construction estimate for bid packages)	A		S	S	R	
ENGAGEMENT OF THE CONTRCTORS						
Contractor Bid Package, Bid Summary, and GMP Amendment Recommendations	I		S	S	S	R
Approval of Contractor Bid Packages and Guaranteed Maximum Price (GMP)	A		S	S	S	R
CONSTRUCTION PHASE SERVICES						
Attend Bi-Weekly Owner/architect/Construction Manager Meetings	I	These will be included as standard in the weekly status update.	S	S	R	R
Monitor Contractor's submittals, material procurement, and RFI's	I		S	S	R	R
Review payment applications, waivers, sworn statements for contract compliance	I		R	R	R	R
Setup and Maintain Project Files			I	R	S	R
Change Order Review			R	R	R	R
Change Order Approval over $100,000 or over CC approved contingency	A		S	S	S	S
Change Order Approval - within council approved GMP (Notify Council for contractor changes at $100K+)	I	PMR will maintain and update a change order tracking document that shows every change order, not just those that Council would need to approve. It would be sent weekly with the CC update.	S	S	S	R
Approval of Transfers within budget line items that do not exceed CC approved budget	I	Finance and Administration Committee approval required.	R - FAC	S	S	S
Monitor and Update Project Schedule and Budget	I	These will be included as standard in the weekly status update.	S	R	S	S
Expedite Project Close-Out activities	I		S	S	S	R
BUILDING ACTIVATION						
Activation Plan Development	I		S	R	S	S
Procurement of Furniture, Fixtures and Equipment (FFE) and Moving Services	I	These will be included as standard in the weekly status update.	R			
On-site Coordination during FFE Installation and Moving Services	I		R			