



INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

August 2, 2023

Gary Nauts, Facilities Manager  
City of Rochester Hills  
Building Department/Facilities Division  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

**Re: Letter of Agreement to Provide Professional Architectural and Engineering Services for the City of Rochester Hills Department of Public Services Renovation; 511 East Auburn Road, Rochester Hills, MI**

Dear Mr. Nauts:

DLZ Michigan, Inc. (DLZ) is pleased to submit the following Letter of Agreement for Professional Services to be provided for the renovation of the City of Rochester Hills Department of Public Services Renovation, located at 511 Auburn Rd., Rochester, Michigan.

### **DESCRIPTION OF THE PROJECT**

It is understood that the City of Rochester Hills (City) would like to proceed with professional architecture and engineering design services associated with Capital Improvements, including the following scope of work:

#### **HVAC Improvements:**

- Renovation of existing energy recovery ventilator system and distribution to provide Traffic Operations Room with increased temperature and humidity control.
- Removal and replacement of existing HVAC-1, HVAC-2, HVAC-3, HVAC-4, ERV-1, and ERV-2 with new system.
- Remove and replace the existing controls system with BACnet compatible system similar to City Hall.
- Remove and replace building carbon monoxide monitoring and control system to increase occupant safety and decrease energy use/cost.
  - Add nitrogen dioxide monitoring.
  - Add variable frequency control for fans.
  - Integrate exhaust fans and make-up air units.

#### **Fire Suppression Improvements:**

- No fire suppression improvements are included; possible minor modifications as necessary to accommodate project scope.

#### **Electrical Improvements:**

- Full load analysis on existing generator for present and future loads including transfer switch analysis/replacement.

#### **Miscellaneous:**

- Specification and install of new oil interceptor.

### **SCOPE OF SERVICES**

#### **Data Collection**

- Meet with City representatives on site to discuss project goals and priorities and to determine minimum criteria for each space.

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- Each design discipline to visit the site and field verify existing building systems that may be impacted by the proposed scope of work.
- Field measure portions of the existing building to field verify critical dimensions and information within the original building drawings.
- Develop a base model to be used as a background for project development.

#### **Schematic Design**

- Prepare Schematic Design drawings including mechanical plans and electrical plans. The plans at this stage will graphically depict the general scope of work and design intent, however many details will not be fully developed.
- Prepare a design narrative with a description of proposed building system including mechanical and electrical building systems.
- Conduct a design review meeting with City representatives for design approval prior to proceeding with the subsequent design phase.
- Assist Construction Manager with Opinion of Probable Construction Costs based upon schematic design documents.

#### **Design Development**

- Prepare preliminary engineering drawings including mechanical, and electrical plans.
- Perform engineering calculations to validate appropriate equipment selection and system design.
- Provide cut sheets for preliminary material and product selections.
- Conduct a design review meeting with City representatives for design approval prior to proceeding with the subsequent design phase.
- Assist Construction Manager with Opinion of Probable Construction Costs based upon design development documents.

#### **Construction Documents**

- Prepare Construction Documents to include final mechanical and electrical drawings.
- Prepare Project Manual including Division 01 General Conditions and Division 02-33 Technical Specifications.
- Construction Documents shall be prepared as a single bid package for a single prime contractor as required for a public bid process.
- Assist Construction Manager with Opinion of Probable Construction Costs based upon final design documents.
- Submit Construction Documents to local authority having jurisdiction (AHJ) for review. Application fee to be billed as a direct reimbursable expense (not included in below fee).

#### **Bidding**

- Assist Construction Manager with a pre-bid on-site meeting for prospective bidders to review the scope of work.
- Distribute .pdf format Contract Documents for Construction Manager.
- Respond to Bidder's Requests for Information (RFI's) during Bidding phase, in the form of an Addendum.
- Assist the Construction Manager during the opening of Bids.
- Assist Construction Manager with bids received, review and provide recommendation if required.

#### **Construction Administration**

- Conduct a pre-construction meeting to outline roles, responsibilities, and lines of communications.
  - Review shop drawings and submittals related to the design.
  - Respond to Contractor's Request for Information (RFI's) during construction.
  - Perform site visits an average of bi-weekly to review construction progress and overall conformance with the Contract Documents. Conduct up to twelve (12) site visits during construction activity; prepare field observation reports for each site visit.
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- Conduct progress meetings and prepare meeting minutes; average of two (2) meetings per month, up to twelve (12) progress meetings are anticipated.
- Review Contractor Payment Applications and make recommendations for payment.
- Perform one Substantial Completion walk-through and one Final Completion walk-through.
- Review Contractor's Project Closeout documents including review of O&M Manuals, Warranties, and Contractor's "As-Built" Record Drawings.

#### **Commissioning (Cx) Services**

- Perform professional commissioning services of the HVAC equipment and controls. Services will be in accordance with IECC 2021 standards. The Cx Team will be independent from the Design Team.
- Commissioning will include the building carbon monoxide/nitrogen dioxide monitoring system (including exhaust and make-up systems), the new Building Automation System, the natural gas generator, the new HVAC equipment, and the existing equipment being rezoned.
- Prepare a Commissioning Plan and distribute to project participants including the Owner, Design team, and Contractors.
- Review project documentation including drawings, project manual, shop drawings, submittals, RFI's and other documents as they relate to the systems being commissioned.
- Develop project specific Functional Performance Test (FPT) procedures based on the project design documentation.
- Perform Functional Performance Tests in both the heating and cooling season to validate appropriate system performance in each season.
- Perform Functional Performance Tests for new electrical system components.
- All issues identified during the Commissioning process will be documented in a Commissioning Issues Log, which will be maintained until issues have been appropriately resolved.
- Prepare a Final Commissioning Report, which will encompass documentation relative to the project commissioning process.

#### **OPTIONAL/ADDITIONAL SERVICES**

The items listed below are NOT included in the fee and may be added as required or requested:

- Professional Services beyond those defined in the Scope of Services.
- Preparation of Record Documents (As-Built Drawings to be provided by Contractor).
- Environmental Services.
- Detailed cost estimating. A construction manager or independent cost estimator may be engaged as an additional service if detailed cost estimating is necessary.
- LEED Certification and/or specialized sustainable design features.
- Preparation of applications and paperwork for utility rebates.
- Additional meetings or site visits, beyond the quantity identified in the Scope of Services.

#### **ADDITIONAL INFORMATION**

- Services will be consistent with those customarily performed for similar projects of this nature, as defined by an industry standard AIA B101-2017 Standard Form of Agreement Between Owner and Architect.
  - Correspondence and documentation shall utilize standard AIA documents and/or DLZ format. Deliverables will be provided electronically in a .pdf file format.
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- Documented conditions are only valid at locations observed. DLZ makes no representation concerning conditions unless stated in writing.
- The City of Rochester Hills shall provide a copy of all applicable documents related to the building including existing drawings, previous reports, and maintenance records.
- Plan review fees are not included as they are indeterminate at this time. If DLZ is required to pay plan review fee(s), they shall be reimbursed by the City as a direct expense.
- The City of Rochester Hills shall provide assistance from facilities maintenance staff as needed to access and verify existing conditions, including any ladders or lifts required to access elevated portions of the building.
- DLZ is not responsible for Contractor’s safety compliance; jobsite safety will be solely the Contractor’s responsibility.
- We assume the project will be constructed in a single mobilization (not multiple phases of construction) and that the project can be completed within twenty-four (24) weeks after mobilization. We anticipate the emergency generator may have a lead time of at least 16 weeks. If the project has to be phased or if the construction duration extends beyond twenty-four (24) weeks, then additional meetings and site visits may be necessary. If required, additional site visits will be documented and invoiced at an hourly rate.

## SCHEDULE

For services as described herein, DLZ is prepared to start this project immediately upon receipt of a signed Agreement. The following preliminary schedule has been developed as a general guideline; actual durations and dates may vary as the project develops:

Task	Duration
1. Notice to Proceed - Upon approval of Agreement by City of Rochester Hills	-
2. Data Collection	+/- 2 weeks
3. Schematic Design	+/- 4 weeks
4. Owner Review	+/- 2 weeks
5. Design Development	+/- 6 weeks
6. Owner Review	+/- 2 weeks
7. 90% Construction Documents	+/- 4 weeks
8. Owner Review	+/- 2 weeks
9. 100% Construction Documents	+/- 2 weeks
10. Bidding & Award	+/- 4 weeks
11. Construction Administration	+/- 24 weeks
12. Final Completion and Project Closeout	+/- 6 weeks

## COMPENSATION

Owner shall compensate DLZ a stipulated lump sum amount for services rendered as follows:

Compensation Summary for Bundled Services*		
Design Services (incl. Bidding & Construction Administration)	Lump Sum	\$70,000.00
• DPS HVAC 1 thru 4		
• DPS Energy Management System		
• DPS CO/NO2 Sensors (incl. MAU/EF Replacements) **		
• Oil Interceptor Replacement		



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• DPS Generator Analysis/ Load Evaluation (incl. Transfer Switch Analysis/Replacement)		
• DPS ERV Replacement and (1) Additional Unit		
HVAC System and BAS Commissioning	Allowance	\$65,000.00
<b>Total Compensation for Bundle Services</b>		<b>\$135,000.00</b>
<b>Compensation Summary for Individual Services*</b>		
Individual Design incl. Bidding & Construction Administration for each Service	Lump Sum	
• DPS HVAC 1 thru 4		\$25,500.00
• DPS Energy Management System		\$10,000.00
• DPS CO/NO2 Sensors (incl. MAU/EF Replacements) **		\$13,000.00
• Oil Interceptor Replacement		\$4,000.00
• DPS Generator Analysis/ Load Evaluation (incl. Transfer Switch Analysis/Replacement)		\$24,500.00
• DPS ERV Replacement and (1) Additional Unit		\$18,000.00
HVAC System and BAS Commissioning		\$65,000.00
<b>Total Compensation for Individual Services</b>		<b>\$160,000.00</b>

**\*If projects are done concurrently, total estimated cost is reduced due to many tasks not needing to be duplicated (breaking them out requires some amount of duplication of tasks and inefficiencies.)**

**\*\*Cost is due to any additional design work assuming the majority of work is included in the HVAC, MAU, and ERV Unit replacements regardless of if the equipment is on a new BAS or existing. If only BAS upgrade, then the hours would significantly increase as design is not done as part of other equipment upgrades.**

### STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions, as set forth in AIA Document B102 -2017 *Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services*, between DLZ Michigan, Inc. and the City of Rochester Hills are incorporated hereinto and made part of this letter agreement.

### CLOSING

We trust the enclosed Letter of Agreement satisfactorily sets forth your understanding of Professional Services required for this project. Upon review and approval, please sign, date and return one copy to our office; thank you again for this opportunity. Should you have any questions or need any additional information, please do not hesitate to contact our office.

Very truly yours,  
**DLZ Michigan, Inc.**

AGREED AND ACCEPTED  
**City of Rochester Hills, Michigan**

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Manoj Sethi, P.E.  
President

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Brian K. Barnett  
Mayor

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Gary R. Nauts  
Facilities Manager

