

RFP-RH-16-009							
Architectural/Engineering Service Station #4							
<b>Vendor Name</b>	<b>Wakely Associate Inc.</b>	<b>SDA Architects, Inc.</b>	<b>H2A Architects, Inc.</b>	<b>DLZ Michigan, Inc.</b>			
Address	30500 Van Dyke Ave. Suite M-7 Warren, MI 48093	42490 Garfield, Suite 204 Clinton Township, MI 48038	9100 Lapeer Rd. Suite B Davison, MI 48423	4041 Martel Street Melvindale, MI 48122			
Firm Established	1951	2000	2013	1955			
Years in Business	65	15.5	3	61			
Type of Organization	Corporation	Corporation	Corporation	Corporation			
Years company providing architectural and engineering services.	Has been providing services since it's inception in 1951. Celebrating their 65th anniversary this year. They believe they are the fourth oldest firm continuously providing architectural and engineering services in Michigan.	Has been providing Architectural and Engineering services for over 15 years. The two principals of SDA Architects have been providing services for a combined 58 years through previous employers in the profession/industry. SDA does not have any Engineering Services in-house. All of these services are provided via outside consultants as would the case be for this project.	Principal owners, Jackie Hoist, George Ananich, and Sheri Ananich joined together to create H2A based on our passion for sustainable design and historic architecture. Our talented staff each have over 10 years' experience. H2A uses consulting engineers for all our engineering services. Each of our consultants have proven track records with over 25 years in the business. We select our engineers based on who will best serve the project.	Was founded in 1955 by Dr. John R. Snell (Snell Environmental Group, Inc.). In 1998, to supplement and expand their engineering capabilities, Cole Associates joining with Snell Environmental Group as a separate corporation (Cole Associates of Michigan). In January 2000, the Michigan operation assumed the DLZ corporate name to form DLZ Michigan, Inc. DLZ has been providing architectural and engineering services for 100 years overall and 61 years in Michigan.			
Employees:							
Full-Time	8	2	6	45			
Part-Time	3	1	2	3			
Identify the principals of your firm who will be responsible for our account. Submit copies of licenses, registration or certifications. Include education background.	Ronald A. Syme Jr- AIA.-B.S. in Architecture Brian J Smilnak-AIA, B.S. in Architecture John Shields-B.S. in Architecture, Master of Arch. Mechthild Heerde-Olind, AIA, Master of Arch. Jose Melero-B.S. in Architecture Bill Wiemer-B.S. in Civil Engineering	Eric D. Salswedel, President John C. DeBruyne, Executive Vice President. Eric has over 30 years experience in the industry and John has over 28. This includes several years working for a design/build general contractor for both. Both have Bachelor of Architecture degrees from Lawrence Tech University and both hold Architect's licenses in the State of Michigan. Both would be involved in this project from start to finish.	Primary point of contact and Project Manager for your project will be Jackie Hoist, AIA. She has a master's degree from the University of Michigan. Jackie is a licensed architect in the State of Michigan and is also qualified 36CFR61 Historic Architect and is a building inspector. George Ananich will be the project architect. George has a bachelor of Science in Architecture from the University of Michigan and a Bachelor of Architecture from Lawrence Technological University. He is a licensed architect in the State of Michigan and South Carolina. He also carries a LEEP AP credential.	Manjo Sethi-Principal-in-charge Robert L. Jordan-Project manager Michael Spurbeck-Lead Facility Engineer  Resumes of staff attached in Appendix A of the vendor response.			
Describe your experience with the design and engineering of construction of Fire Stations.	Wakely designed all three of St. Clair Shores Fire stations in the 1906s. Recently collaborated with SDA Architects to design Fire Station #1 and #5 for Clinton Township. Bill Weimer a former contractor and CM is now employed with Wakely to review drawings for constructability cost control and some field administration. He has overseen the construction of the following stations: City of Wayne Interim Stations City of Wayne Main Fire Station HQ Van Buren Township Fire Station HQ #2 Van Buren Township Fire Station #1	Fire Stations for Washington Township, MI -Station #1 New free standing fire station. 17,745 sq. ft., \$2,590,000 construction cost, constructed in 2010. Renovations to fire station #2. Interior and exterior renovations to existing fire stations,, constructed in 2009. Fire Stations for Clinton Township, MI New Fire Station #1, free standing fire station. 11,900 sq. ft., \$2,576,000. Constructed in 2005. New Fire Station #5, free standing fire station, 18,420 sq. ft. \$3,351,000 constructed in 2004 Renovations to #2, \$1,070,000 Constructed in 2007. Renovations to #3, sister station to #2, \$1, 070, 000. Constructed in 2007 Additions and renovations to Fire Station #4, 1,800 s.f. addition plus 300 s.f. renovations to existing station, \$250,000. Constructed in 2001.	George has prepared designs for Mundy Township and City of Caro. City of Caro faced similar challenge as Rochester Hills is facing. Please see the vendor response for lengthy description. George has designed and developed construction documents for the City of Burton, Fire Station #2. The new station replaced an outdated and undersized station with a modern station. Jackie is currently serving the City with renovations of our existing fire stations. She and Rob Hollenback have been providing critical construction administrative services, ensuring the stations are built per the construction documents and to ensure that any changes are handled cost effectively and within the established design standards.	Has extensive experience wit the design of fire stations and other public safety facilities throughout the upper Midwest. Mishawaka, IN-Fire Station #4 Portage, IN-Fire Station #3 Topeka, IN-Fire Station #30 Columbus, OH-Fire station #2 Okemos, MI-Fire Station #91 Martinsville, IN-New Fire Station HQ Mishawaka, IN- Fire Station #1 South Bend, IN- Fire Department HQ and Central Station Newburgh Heights, OH-Fire station and service department.  Detailed description of each project in Appendix B of Vendor Response.			

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Describe your experience with construction activities of government sector emergency operation construction projects.	Long history of providing professional services in the government sector starting with Macomb County in 1956 and continuing in the present day. Has designed the Macomb County jail tower with HOK in mid 80s, designed the jail work release facility in the late 90s, renovated portions of the mental health addition in 2006, renovated the jail kitchen in 2010, renovated portions of the jail in 2012, jail annex addition in 2013. Tower and original jail renovations (with George Auch Company) in 2014 and currently completing renovation for the administration area for 2016. In 2001 Wakely renovated the Macomb County Juvenile Justice Center in two phases with the second phase completed in 2009. Currently under construction is renovation and expansion for Macomb County Power House which provides power to multiple buildings including two courts, MCJJC, MC Jail, and Martha T. Berry Hospital. All projects have remained occupied during renovations.	Their experience with this type of Project is limited only to the Fire Stations listed herein and as further described in Section 3. This would include typical dispatch rooms and areas as well as Building Automated/Smart Monitoring and Alerting Systems.	Jackie and George both have experience with construction activities of government sector emergency construction projects. Examples of similar work includes -Renovating, insulating, replacing windows and upgrading the site of Fire Station #1 in Rochester Hills while the station remained operational. -Replacing the Uninterruptable Power System (UPS) at Rochester Hills City Hall, maintaining the very smallest window of shut-down possible and scheduling the shutdown/change over a holiday weekend when the power need was at its minimum. -Currently administering the construction process for additions and renovations for (4) Rochester Hills fire stations. Stations #1,2,3 and 5. Stations 1,3 and 5 have remained operational throughout the construction process. -Construction of the new Fire Station #2 for the City of Burton while the existing station remained operational. -Renovations and additions to City of Burton Fire Stations #1 and 3 while both stations remained operational.	DLZ has provided a wide range of construction administration for these types of projects. As an optional service, we often provide full-time or part-time construction observation services for facility construction projects including fire stations, emergency operations centers, justice facilities, and other public facilities that often require a higher degree of attention to detail during the construction phase.			
Describe your experience working in the City of Rochester Hills and with related departments.	<b>Ron Syme</b> -Forensic Study and recommendations on structural repairs on Hampton Pines Condominiums in Rochester Hills. <b>DiClemente Siegel Design</b> has experience working on both the recently completed and current Fire Station renovations. Jose Melero-Concession renovations at Bloomer Park, Velodrom Site work at Bloomer Park, Soccer Field at Borden, Preliminary studies for the addition and renovations of Rochester Hills City Hall offices, Renovations to Van Hoosen Dairy Barn.	<b>Rayconnect</b> -30,000 s.f. addition and 20,000 s.f. renovations to existing industrial building located on Austin Ave. \$3,551,000 Const. Costs <b>Chapman's Mill Resturant</b> -6,900 s.f. renovations and new 900 s.f. outdoor patio at existing restaurant at Crooks and 59. This project was design/build. Final costs not known. <b>T&amp;C Federal Credit Union (now Genisys)</b> -3500 s.f. interior renovations and minor exterior renovations at an existing credit union at Avon and Rochester Rd. This project was design/build. Final costs not known. <b>Kendal &amp; Co. Tenant Space</b> -1600 s.f. new interior tenant space for kitchen and bath cabinet sales showroom located and Tienken and Main. This project was design/build. Final costs not known.	Jackie ahs been working with the City of Rochester Hills since 1999 with a variety of projects: -Parks and Recreation restrooms, pavilions, beach house and pathways. -Van Hoosen Farm with historic restoration, reconstructions and repairs -DPS and Engineering with new parking facilities and roof access accommodations. -Facilities/Building and Purchasing departments; Jackie has worked closely with these departments to undertake numerous projects over the last 17 years. -Fiscal Team and Mayor's office; Jackie's experience with the projects has included the key roles that the Fiscal Dept. and Mayor's office plays in getting project approvals. -Major renovation and expansion of City Hall. Jackie worked closely with all departments to plan, undertake and complete the renovations and large expansion to City Hall.	Has not done work directly with the City, is a sub consultant for Spalding DeDecker Associates, Inc. team that was recently selected for an RFP for Professional Engineering Services. Has provided engineering, survey, and drilling services for various agencies, contractors, and consultants throughout Oakland County, including sites and municipal infrastructure located in Rochester Hills.			

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How many clients does your company currently serve with the type of services described below?	Macomb County-Full Architectural and Eng. Services. Oakland County-Architectural services (engineering services are provided or assigned) Farmington Public Schools-Full Architectural and Eng. Services. Warren Consolidated Schools-Full Architectural and Eng. Services. Working with Auch Warren Woods Public Schools-Full Architectural and Eng. Services. Ferndale Public Schools-Full Architectural and Eng. Services. Ferndale Public Schools-Full Architectural and Eng. Services. Clinton Township-Full Architectural and Eng. Services. L'Anse Creuse Public Schools-Full Architectural and Eng. Services. Chippewa Valley Schools-Full Architectural and Eng. Services, some minor CM work. Melvindale Schools-Full Architectural and Eng. Services (working with Auch). West Bloomfield Schools-Full Architectural and Eng. Services (working with Auch). Fraser Public Schools-Full Architectural and Eng. Services.	Currently do not have other fire station clientele.	City of Rochester Hills  City of Caro	DLZ currently serves more than 50 communities providing similar architectural services for municipal, public safety, and justice/correctional projects. DLZ is currently working on fire station projects for eight other communities.			
Client References.	Lynn Arnott-Bryks-Macomb County Director of Facilities & Operations 586-469-6069  Mark Deldin-Macomb County Deputy County Executive 586-469-7001  Dave Flynn-Macomb County Board of Commissioners Chairman 586-469-5125  Jamie Stottlemeyer-Warren Woods Public Schools 248-212-9806  Carlo Santia-Charter township of Clinton Director of Planning 586-286-9325	Washington Twp. Fire Department Brian Tyrell, Fire Chief, 586-781-6161  Washington Twp. Offices Kathy Bosheers, Township Clerk, 586-786-0010 x251  Clinton Twp. Fire Dept. Michael C. Phy, Fire Chief 586-263-8437	Michael Hart, City of Davison, City Manager 810-653-2191  Pat McKay, City of Rochester Hills Museum Director, 248-656-4663  Randy Stewart, Davison Township, Building Administrator, 810-658-4156  Jon Noyes, Oakland County Parks, Principal Planner, 248-858-4624  Joe Stock, Lapeer County Complex, Facilities Director, 810-523-0957  Bob Johnson, City of Burton Fire Department, Deputy Fire Chief, 810-397-4868  Ron Campbell, Oakland County, Principal Planner, 248-858-5436	Douglas Cultra, Van Buren County, County Administrator, 269-657-8200  Steve Lewie, City of Columbus, 614-645-3787  Gary West, City of Mishawaka Director of Engineering, 574-258-1619  Tom Fieffer, Portage Fire Department Fire Chief, 219-762-7404  Linda LeFebre, Macatawa area express transportation authority Executive Director, 616-928-2486  Robert Hoepfner, Macomb County Dept. of Roads, Director, 586-463-8671  Ron Eash, Town of Topeka Town Manager, 260-593-2300  Fred Sible, Capital area transportation Authority General Manager of Facilities, 517-394-1100			

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Submit a list of all projects your firm currently has in progress, including location, size and cost of each.	<p><b>Macomb County Jail D Block</b>-Est. \$3 Million, 100,382 sq. ft.</p> <p><b>Macomb County Downtown Master Plan</b> (in progress) \$34 million, 370,014 sq. ft.</p> <p><b>Macomb County Power House</b> (in progress), \$3.933 million, 4,910 sq. ft.</p> <p><b>Macomb Co. Central Rec., Radio &amp; Repair Garage Renov.</b> (in design), \$2-3 million, 28,100 sq. ft.</p> <p><b>L'Anse Creuse Public Schools</b>, various schools, summer 2016, \$1.5 million</p> <p><b>Chippewa Valley Schools</b>, Summer 2016, Various Facilities, \$1.5 million</p> <p><b>Farmington Public Schools</b>, \$87 million bond issue. Current bid pack: 5 Schools, \$38 million</p> <p><b>Ferndale Public Schools</b>, Summer 2016, Various Facilities, \$1 million.</p>	<p>Hamzavi Dermatology- 2,000 s.f. \$100,000 Interior renovation. Brighton, MI.</p> <p>National Food Group-5,800 s.f. \$300,000 interior renovation. Novi, MI.</p> <p>Hamzavi Dermatology-2300 s.f. \$150,000 interior renovation. Clinton Twp., MI</p> <p>Youth boxing gym-27500 s.f. \$1,500,000 Interior/Exterior Renovation. Detroit, MI</p> <p>Abbey Flooring-13,500 s.f. \$800,000 Interior/Exterior renovation. Livonia, MI.</p> <p>Wipro-12,300 s.f. \$600,000 Interior renovation. Farmington Hills</p> <p>Healthmark Industries- 66,500 s.f. \$3,000,000 renovation and addition. Fraser, MI</p> <p>Oakland County Credit Union-3,000 s.f. \$500,000 Interior/exterior renovation. West Bloomfield, MI.</p>	<p>City of Rochester Hills-Stations 1,2,3, and 5. 20,000 s.f., \$4.5 million</p> <p>Lapeer County Complex-67,000 s.f., \$1.2 million</p> <p>Goose Creek Senior Living- Goose Creek, S.C., 21,000 s.f., \$2 million</p> <p>Bella Vita Senior Living-Hartland, MI, 39,000 s.f., \$4.5 million</p> <p>Signature Ford Lincoln-Owosso, Mi, Varies, TBD</p> <p>City of Owosso Downtown Facades-Varies, TBD</p> <p>Gateway 2 Success Charter School-Scottville, MI, 21,000 s.f., \$2 million</p> <p>The Pines of Grand Blanc assisted living, 20,000 s.f., \$2 million</p> <p>First Presbyterian Church of Mason-Mason, MI, 16,5000 s.f., \$1.6 million.</p> <p>Charter Twp of Independence-Clarkston, MI, 9,000 s.f., \$400,000</p> <p>City of Davison City Hall,-15,000 s.f., TBD</p>	<p>Capital Area Transportation Gateway, East Lansing, 10,000 s.f., \$5M</p> <p>Thunder Bay Transportation Authority, Alpena, 45,000 s.f., \$6M</p> <p>Meridian Township new central fire station #91, Okemos, 10,800 s.f., \$3.1M</p> <p>Macomb County Dept. of Roads, Clinton Twp., TBD</p> <p>City of Lansing, City Hall programming study, Lansing, TBD</p> <p>Wayne County Airport Authority, Romulus, 400,000 s.f., \$9M</p> <p>Lansing Community, Gannon Bldg conf. center, Lansing, 8,700 s.f., \$2.2M</p> <p>City of Williamston Dept. of public works, 25,000 s.f., \$3.6M</p> <p>Sodecia North America, Centerline, 100,000 s.f., \$11M</p> <p>Van Buren County New Courts Facility and Jail, 50,000 s.f., \$16M</p>			
List outside firms you frequently use.	<p><b>DiClemente Siegel Design</b>-Mech./Electrical/Plumbing Design</p> <p><b>Anderson, Eckstein &amp; Westrick</b>-Civil &amp; Structural Design</p> <p><b>Peter Basso Associates</b>-Mech./Electrical/Plumbing Design</p> <p><b>Desai/Nasr Consulting Engineering</b>-Mechanical Engineer</p> <p><b>Current Design</b>-Electrical Engineer</p>	<p>Civil Engineering/Site/Landscape Architecture: Professional Engineering Associate (PEA) and Urban land Associates.</p> <p>Structural Engineering-Artisan Engineering and Unified Investigators &amp; Sciences.</p> <p>Mechanical/Electrical Engineering-EAM Engineers and MA Engineering.</p>	<p>Mechanical, Electrical, Plumbing-Berbiglia Associates, Farmington Hills, MI</p> <p>Structural Engineering-Robert Darvas Associates, Ann Arbor, MI</p> <p>Civil Engineering-Rowe Professional Services, Flint, MI</p>	<p>DLZ is a full-service firm and self-performs the majority of work in house. However, DLZ does have many sub consultants that are frequently utilized when appropriate. For this project they intend to utilize two Rochester Hills based firms. Spalding DeDecker Associates, Inc. John Dziurman Architects, Ltd.</p>			

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Describe your company's policy regarding errors or omission in plans and specifications.	Requests for change orders are reviewed against the plans and specifications to determine the legitimacy and accuracy of the request. Then product manufacturers are contacted to verify pricing as requested. If the claim is legitimate, recommendation will be made for payment. No fees will be charged for items found to be in error on the construction documents. Fees will only be charged to additional work requested by the owner after approval is received by the owner. Change orders presented as a result of an error on the construction documents will not be the responsibility of the Owner to pay. Omissions on the drawings will be presented for payment as if the item was originally included. The owner is required to pay only "once" for the work required to complete the project. Any difference in contractor profit margin from the original base to the change order profit margin that can be verified will not be the responsibility of the owner. They have never exceeded the contingency amounts established for projects which normally range between 5% to *% depending on project.	1. Act immediately to identify error and communicate a plan of action to correct error. 2. Make corrections as/if needed to the Construction Documents and distribute to applicable entities. Costs to make corrections to the construction documents are not the Client's responsibility unless the client contributed to the error or omission by providing incorrect information during the Design Phases. Unforeseen conditions (i.e. poor soils, hidden structural problems, etc.) are not considered errors and omissions. 3. Assist in determining the cost of the error or omission. If the error was discovered prior to the start of Construction it is assumed any additional construction costs, if any, would be covered under the project construction contingency. If the error is discovered during or after construction, the costs for correction of the error would be discussed to an equitable solution to both architect and client. 4. Should an equitable solution not be found by both Architect and Client, Errors and Omissions Insurance may be required to be utilized.	During the design phase of a project, H2A utilizes in-house, CM, and peer review checking processes. This process helps to identify document errors and conflicts early on. They also provide continuous owner review opportunities to share progress and to verify scope-of-work requirements. A final in-house review by H2A and their consultants is completed, along with a final CM and Owner review, to ensure the construction document errors are minimized. H2A will be responsible for errors and omissions that cause additional construction cost without value received by the owner.	It is critical that communication and documentation are complete throughout the design process. Changes can be defined in three categories: 1) Owner requested 2) Unanticipated 3) Architect's errors and omissions. If changes are required during construction due to design errors or omissions, the Architect prepares all necessary design changes without additional design cost to the owner. However, if design changes are required as a result of unforeseeable conditions or circumstances, or requested and directed by the owner, DLZ will work with the Owner to resolve the conditions and determine the appropriate compensation if any.			
List any action taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to any work performed in the last (5) years.	No actions taken against the firm, any employee, or agent, on any of their projects in the past five years. Wakely has no knowledge of any actions taken against any of their consultants on projects outside the firm in past five years.	None	Not involved in any action by any regulatory agency or litigation.	None			
Explain your process and experience in working with construction management firms.	Wakely has worked with Construction Management firms starting back in the 1990's. They interact with the CM as a partner. They should be involved early in the design process to ensure the budget is being met and drawings are being prepared in a manner that they are comfortable with, fully understands, and can construct.	Their process is to communicate with them regularly, make sure they are updated with any possible changes throughout the project and work with them as a team member. Both Principals of SDA have experience working for a Design/Build General Contractor and as such can see the Construction Entity from their perspective.	H2A sees the construction manager as an integral project team member. Early in the project, cost and schedule information provided by CMs provides an extremely valuable tool in developing projects. This ensures the owner that the project will stay within allotted budgets and heads off potential project issues.	Has a vast amount of experience working with most conventional types of project deliver methods including Construction Management Process. Two recent examples are Meridian Township Central Fire station #91 in Okemos and Blake Transit Center in Ann Arbor.			

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Describe your process for maintaining communication with:							
Project Team:	Communication will be maintained with the project team through a variety of methods. Typically through face to face meetings at agreed upon intervals, to review the progress of design or construction (depending on the stage of the project). Both phone and email communication will be utilized as needed throughout project.	Create a work plan which includes a step by step approach for each phase. Including meeting dates, due dates for designs/solutions, as well as dates information would be needed from Team Members. Communication and distribution of documents would be made via email and phone conversations as well as progress meetings. They also utilize "project questionnaires" which are distributed to the Client to establish a list of information needed as the Project advances.	Email, Phone, text, and still at times, letters. Jackie will remain in contact with the team on a regular weekly, if not more often basis. A 24 hour or less response on all forms of communication is a must for their firm and they expect the same for consultants. While email is a great non-interruptive form of communication, they know that there are times when a phone call works better, and times that there is a need to be meeting in person.	DLZ utilizes a matrix management approach, which establishes a project manager. The project team reports to the project manager who maintains communication with the client throughout the project as well as follow-up after completion. The project manager oversees design criteria, project cost controls, scheduling, preparation of bid packages, and the handling of contracts.			
Construction management team:	Intend on following procedures that have worked in the past on multiple projects with Auch, Barton Malow, Clark Construction, Skanska, and Rewold. Face to face meetings with the construction teams, and a primary and/or secondary point of contact for the design team. Someone will always be able to answer questions, or be able to find an answer without going through a bureaucracy.	During the design phases they would communicate very early proposed designs and concepts for CM feedback if they were open to it. This would include getting their feedback not only on overall designs, but also on proposed details and their constructability and cost, materials and their costs and lead times, as well as building systems. Incorporating their feedback would prove useful in maintaining the Project's Budget and schedule.	Same comments as above, however with the construction management team they are usually communicating daily or every-other day.	Project manager is the primary point of contact between the design team and the construction management team. They require the construction manager to establish a single point of contact as well to avoid miscommunication between parties. Typically the construction manager will establish a web-based document management system to track all project documentation, submittals, daily field reports and correspondence. This allows for open communication.			
City of Rochester Hills Administration:	Wakely will report to the designated representatives for the City, unless directed otherwise. Individuals outside the project team will be directed to the appropriate city representative and Wakely will notify the designated representative that we have been contacted by persons outside the project team.	They would communicate with Administration early and often to identify any approvals needed and make sure to include those in the Work Plan. They would include Administration on applicable correspondence and progress to receive feedback as needed. They would like to note they would only take official direction from their direct City of Rochester Hills contact or from someone given official capacity to make decisions on behalf of the project.	Communication with the administrative is on as needed basis. Their perception of Administration would e department head. Typically, a quick email or phone call will update them on the project processes, or to initiate communication on a particular issue the project may be experiencing.	Project begins with team-building and workshops, which allow for open discussions and the exploration of multiple design solutions. As the project continues along a logical systematic direction, the project is strengthened through the relationships that are developed early in the project.			
City of Rochester Hills Employees:	Wakely will typically report to designated representatives of the city only. If a city of Rochester Hills employee outside the project team requires information, they will be directed politely to appropriate city project representative. Wakely will also notify the city project representative of such contact. They have found this to be very successful on school government projects.	See note for Administration above.	Employees that are not administration or part of the project team will be courteous and for the purpose of information gathering only. Their team is cautious in the amount of information that is provided to general employees, and will not act upon any direction given to them from general employees without the approval of the project team or administration.	A successful facility is defined by its ability to be successfully operated year-in and year-out, not just on opening day. This can only be accomplished by understanding the experience and capabilities of this staff, and the commitment to design your building with your firefighters' needs in mind. DLZ explores short term and long term operational and maintenance costs of the anticipated facility.			

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General Public:	Wakely does not typically communicate with the general public or press directly, without approval from the City project representative. Any questions posed to them by the general public or press will be directed to appropriate person from the city. Wakely can assist the city in providing information to the general public or press at information meetings as needed.	They would communicate with the general public on this project only as/if directed by the client. For any part of the Project that would be considered public record they assume this would be handled by the City of Rochester Hills.	Projects are confidential until disclosed by the client to the general public. They are available to assist in making presentations and communicating with the general public in a public meeting.	Communication with the general public is typically limited to presentations made during official public meetings that may be required for local agency approval. Otherwise we generally do not communicate project information with the general public.			
If a project appears to be over budget, what is your normal process to correct the situation?	Wakely works with the CM during each design phase (schematic, design development and construction documents) to develop an estimate. If it appears, at any stage, that the project may exceed the estimated budget, they will work with the CM to present value engineering items to the Owner to bring the project back within the budget, or the owner may choose to increase the budget.	They will work with the City and the Construction Manager to determine a list of potential cost-savings ideas and determine those that are feasible. They will then complete revisions to the Construction Documents to incorporate cost-savings ideas. If the project is over budget due to circumstances beyond their control (i.e. bids come in higher than expected based on construction manager's budget) there may or may not be Additional Service Fees. Hopefully this will not be an issue due to having the City's Construction Manager involved throughout project.	Budget is kept in the forefront from the beginning. When project is ready to bid, they will work with the CM to provide the final cost projection, verifying the design is within the budget. If the project does not come in within 10% , H2A will adjust the construction documents to bring the project back within the budget, at no cost to the owner. They strongly encourage a construction contingency of at least 10% for any project.	First revisit the original project requirements and confirm that there has not been any unnecessary scope added to the project during the course of design. Second, will work closely with the construction manager and/or cost estimating team to determine opportunities for cost savings without significant reduction in project scope. Finally, as a safeguard they recommend utilizing alternate bid items to allow for some additional flexibility with the bid award. There are typically wish list items that are not considered minimum requirements.			
How will your firm maintain integrity and quality of this project, even though it is fast-tracked?	Wakely works with the CM & owner to set the quality level that the projects budget will allow. Bill Wiemer (Wakely) will also review the documents prior to finalization of each design phase, to ensure constructability and budget conformation, prior to submission to the CM. They have found this to be successful on the several fast tracked projects they've been involved in.	They approach every project with the intent to maintain integrity and quality regardless of the delivery or bidding method. This includes a high level of communication, utilizing their work plan as discussed in Team Communications, using our Project Questionnaires as placeholders for needed information then again as distribution/minutes when completed. This also includes being involved through all Phases of the Project including Bidding and Construction.	Communication is the key to any successful project. Your project manager will be your single point of contact and will be familiar with the project from day one. Good planning in the beginning leads to fewer errors during the process. With a good team and a good communication strategy, fast-tracked projects can be maintained with the same high quality as any other project.	Design team will provide the highest quality of strategic design and planning guidance to the City. Years of collaboration and communication with the clients with similar projects to the City's, supported by a proven record of successful design and construction outcomes are evident by our project portfolio.			
Can you meet insurance requirements?	Yes	Yes	Yes	Yes			

RFP-RH-16-009							
Architectural/Engineering Service Station #4							
<b>Vendor Name</b>	<b>Wakely Associate Inc.</b>	<b>SDA Architects, Inc.</b>	<b>H2A Architects, Inc.</b>	<b>DLZ Michigan, Inc.</b>			
Address	30500 Van Dyke Ave. Suite M-7 Warren, MI 48093	42490 Garfield, Suite 204 Clinton Township, MI 48038	9100 Lapeer Rd. Suite B Davison, MI 48423	4041 Martel Street Melvindale, MI 48122			
List any exceptions/alternates to the specifications contained in this Request for Proposals.	Takes no exceptions to this Request for Proposal.	<ol style="list-style-type: none"> <li>1. In the addition to the requested floor plans and elevations for Phase 1 we also include a Preliminary Site Plan for each of the three concepts.</li> <li>2. They assume the existing boundary/topographic survey can be utilized and will be provided to them in usable electronic format. No property survey work is included. It could be provided under additional services.</li> <li>3. They include preliminary field measurements/verification and final as-built floor plans and elevations for Phase 1 work.</li> <li>4. They include final/detailed field measurements/verification and final as-built floor plans elevations for Phase 2 work.</li> <li>5. They acknowledge Addendums 1 and 2 in this proposal.</li> <li>6. They include the attendance of one public municipal meeting in Phase 1 and up to two in Phase 2.</li> <li>7. They would like to make changes to hold harmless verbiage. Subject to final review by both entities. Please see the vendor response for full change request.</li> </ol>	H2A has no problem obtaining the \$3M liability insurance, however, because this is above our standard insurance coverage requirement, they will charge an additional \$10,000 for the coverage. Additionally, we will ask for an allowance of \$1,000 for reimbursable charges such as printing, postage, etc. They do not mark up these charges, they are totally pass-through costs.	In Appendix D of their proposal they have provided some suggested legal modifications. When appropriate, they will be glad to discuss these comments with the City for possible future use in contract negotiations.			

RFP-RH-16-009 Architectural/Engineering Service Station #4									
<b>Vendor Name</b>	<b>Ehresman Associates, Inc.</b>	<b>Bergmann Associates, Inc.</b>		<b>Hobbs+Black Architects</b>		<b>Partners in Architecture</b>		<b>Sidock Architects, A Sidock Group Company</b>	
Address	803 W. Big Beaver Road Suite, 350 Troy, MI 48084	7050 W. Saginaw Hwy. Lansing, MI 48917		100 North State Street Ann Arbor, MI 48104		65 Market Street, Suite 200 Mount Clemens, MI 48043		43155 Main Street, Suite 2306 Novi, MI 48375	
Firm Established	1981	1980		1965		2005		1974	
Years in Business	35	35		50		11		42	
Type of Organization	Corporation	Corporation		Corporation		Corporation		Corporation	
Years company providing architectural and engineering services.	Was established from a predecessor firm dating in 1968. Troy location services projects through Michigan, Ohio, and Indiana. Long term business relationships with customers are built by providing high level of integrity, honesty, trust, judgment, and competency in projects.	Bergmann represents over three decades of culture built upon the work of their dedicated, client focused experts. They will deliver what they promise, on-time and within budget. Exceptionally innovative and responsive. Is a full service, multi-disciplinary design firm employing some of the most talented practitioners in the industry.		Hobbs+Black is a nationally recognized firm serving a diverse group of clients since 1965. Over 70 professionals provide architectural, engineering, design services and related consulting services from our offices in Ann Arbor, Lansing, and Phoenix		Has provided full service Architectural design and planning since our inception for almost 12 years.		Full-service firm with in-house architects, engineers and surveyors serving local, state and federal governmental units for the past 42 years. Its 155 professional and technical staff members have been planning, designing and completing projects ranging in size from \$10,000 to over \$95M, including more than 70 fire and/or public safety facilities.	
Employees:									
Full-Time	6	51 in Michigan	Total Offices - 388	68		10		126	
Part-Time	1	1 in Michigan	Total Offices - 8	3		4		29	
Identify the principals of your firm who will be responsible for our account. Submit copies of licenses, registration or certifications. Include education background.	Marc Chamberlin, AIA-Vice President and Senior Architect	Thomas R. Reder, AIA, LEED AP-Regional Business Segment Manager.		Please see attached resumes for education background and registration information. John Hinkley Patrick Glowacki Richard Keuneke John Mortimore Keith Ritsema Raph DenHartigh Ben Mulder Robin Hyman David Tratt Nick Tenbrink David Hunter Rachel Smith		David Gassen - AIA Principal Michael Malone - AIA Principal Andy Sowinski - RA Project Manager Jeff Sczepanski - Documentation leader Fred Meinberg - Designer/Planner Resumes are attached in vendor response.		George Kacan-Will act as Senior Project Executive. Stacy Peterson-Will act as Senior Project Mgr. Robert M. (Mark) Roth-Will act as the senior PM.-structural Cyril Miranda-will act as the senior PM-Mechanical Joseph Oranchak-will act as the Senior PM-Electrical Casey Leach-will act as the Senior PM-Civil Resumes for these key personnel are included in Section 3 of their qualification statement.	
Describe your experience with the design and engineering of construction of Fire Stations.	Project team members have been involved with the design, engineering and construction of over 60 Fire Stations, in various capacities.	Municipal facilities design is a core competency at Bergmann. Over 50 projects completed, they have a depth of expertise in the programming, planning, and design of similar size and scope facilities.		They had a similar challenge with one of the N.I.E.S.A. fire stations located in Weberville, MI. The Weberville station needed larger drive through apparatus bays, as well sleeping quarters for their fire fighters without interrupting the daily operations due to construction. We designed an apparatus bay addition and renovated the old bays for the living/sleeping quarters. Although the site was limited they found a solution that worked and overall was economical.		Has completed renovations to five City of Livonia Fire Stations over the years and will be beginning a 3000 s.f. Station 6 addition in March 2016. Has been working with the City of Eastpointe since 2006 doing all Architectural design/engineering work in the City including a major Fire Station addition concept design and many executed renovations. Currently David Gassen is leading an effort with the City of Dexter, planning, designing, and analyzing options to provide a new 12,500 s.f. station or a re-purposed and expanded in town Main Street station.		Have been directly involved in the design and construction of more than 70 fire station projects. These projects have been for urban, suburban, and rural departments for career, paid-on-call and volunteer firefighters. The stations have included headquarters and satellite locations, training towers and regional training center master planning.	

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Describe your experience with construction activities of government sector emergency operation construction projects.	Ehresman and the Project Team is currently in construction contract administration phase for the Sanilac County Board of Commissioners Emergency Operations & Training Center. Previously, the project team completed the City of Troy Police and Fire Training Center.	Majority of their work is with public agencies. They currently have a variety of emergency operations facilities from data centers and emergency operations centers to DPS, EMS, and fire services facilities.	Hobbs+Black has designed and provided construction administration services for many State of Michigan Government installations contracted through the Department of Technology, Management, and budget with MICHSPEC general conditions. Projects include: Multi-Unit Readiness Center, including Emergency control center, Lansing, MI. The department of Military and Veterans Affairs Belmont Readiness Center, Belmont, MI. Michigan State Police Headquarters including Emergency Control Center and Federal Skiff Control Center, Lansing, MI. Please see vendor response for full list.	Partners work consists of 95% public architecture with a focus on government. They have a focus and expertise on emergency operations projects completing the premier 20,000 s.f. Emergency Operation Center "COMTEC" for the County of Macomb in 2013, the City of Detroit Police Homeland Security "Emergency Operation Center" in 2014, and in January 2016 we celebrated the completion and occupancy of the State of Michigan Police 27,000 s.f. new emergency operation center in Dimondale. Has experience in designing and planning seven Sheriff/Police stations and recently completed the schematic design phase for he City of Royal Oak new police station	Sidock and its professional staff have provided full-service construction phase administration services on nearly all of its 70+ fire station projects. These services have been provided for design-bid-build (general contractor), design-build, and construction management (both CM-Advisor and CM-at risk). Sidock has also completed, or is currently working on, 5 police station/public safety building projects-emergency operation projects located in the southeast Michigan region.				
Describe your experience working in the City of Rochester Hills and with related departments.	Their team member, Spalding DeDecker, currently provides as-needed engineering consulting and surveying services to the City of Rochester Hills under a general services contract.	Bergmann is just completing a project in Rochester Hills with BC Construction Group with Mark Artinian and William Cook to transform a property that was not up to code standards and making it work for the tenant, building owner, and City. Their design partner, Spalding DeDecker has an extensive working relationship with the City.	Vendor has not had the opportunity to work in or with the City of Rochester Hills. PEA Engineering has completed a number of Projects in the City. CTR engineers were the Engineer of record for the replacement of the existing 125KW UPS with a new 45KW N+1 UPS in the City Hall building.	Has served the City as Architect performing ADA assessments through all publicly accessed municipal facilities in the City. The objective was to evaluate three main areas of the City for ADA compliance; parks, pathways, and facilities. The final report identified problematic areas, prioritized their relative importance and proposed short and long term solutions with associated costs. This provided baseline minimum for the City as a frame work to decide on corrective actions. Additionally, David Gassen was instrumental as a Partner of the firm Yamasaki Assoc in the initial planning for he new DPW building on Auburn road prior to starting Partners.	Has not worked with the City to date. Their staff has worked with more than 50 fire departments and at least 100 governmental units on various types of building programs and projects including fire, police, courts, city halls, DPW/DPS, libraries, recreational centers and support facilities. They understand the responsibilities of working with public funds, schedules and review processes.				

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How many clients does your company currently serve with the type of services described below?	They currently are serving over 20 clients on multiple projects. The provide the following services. Architectural Engineering Planning Interiors Cost Management Facility Management Services Special Services	Projects listed below are currently being developed in the Lansing office providing programming, schematic design, final design, contract documentation and contract administration.  Lansing Community College State of Michigan DTMB Sparrow Hospital Systems	Bath Charter Twp.-New Fire Station Charlotte Fire Stations-New Station Commerce Township-Fire Station #3 City of Auburn Hills-Public Safety Bldg. and Fire Station City of Flint-East Side Fire Station Lansing Comm. College-New Technical training center/MTEC Building, Fire academy. Leroy Township Fire Station-Additions and Renovations Manchester Twp.-Township offices and fire station Northeast Ingham Emergency Service Authority-New Fire Station Pittsfield Township-sub center and fire station Posen Area Fire & Rescue Bldg.	Addison Township Municipal building addition/renovation where a creative and collaborate approach with a fresh perspective delivered real value in seeking out the best possibilities of re-purposing some of the existing building and providing addition while creating a completely transformed exterior and street presences for the community. Currently working with City of Dexter in a very similar capacity to the Rochester Hills request, with the scope of work including 3 conceptual Fire station renovation/repurposing schemes of an existing main street station that is deficient in service size and functionality for the increasing demands of the community. Partners and the City of Rochester recently teamed to bring real change and significant improvements to the downtown station.	Currently they are working with 5 communities on fire station projects. Three of the projects are nearing construction completion, one project is in design, and one project is starting the construction document phase.				
Client References.	Paul Firth, City of Troy Fire Department, Lieutenant, 248-526-2651  Candee Allen, City of Brandon Township, City Clerk, 248-627-2851  Shane Reeside, City of Grosse Pointe Farms, City Manager, 313-885-6600  Christian Fenton, Grosse Pointe Public School System, Deputy Superintendent for Business and Finance, 313-432-3080  Ted Szczepanski, City of Grand Blanc, Building Official, 810-424-2610  Michael Rupert, Art Van Furniture Inc., Director of Store Design, 586-983-2125	Tim Martz, Lansing Community College, manager of field operations, 517-483-1808  Dr. David J. Smith, Family Medicine of Michigan, 517-331-3369  Patrick Mullen, Department of Technology Management & Budget, Project Manager, 517-248-7910	Chief Fred Cowper, Meridian Township EMS/Fire Department, 517-853-4700  Colonel Alan Reed, Department of Military and Veteran Affairs, 517-483-5634  Karl Griffin, Dart Development Group, 517-525-2234  Larry Ousley, Spring Arbor University, 517-204-2201	Nik Banda-City of Rochester Deputy City Manager, 248-651-9061 Shawn Keough, City of Dexter Mayor, 734-426-8303 Randy Altimus-City of Eastpointe Assistant City Manager, 586-445-5018 Bruce Pearson-Addison Township Supervisor, 248-628-5409 Chief Jerry White-Richmond/Lenox EMS Ambulance Authority, 586-727-2184 Captain Mike Kelly-City of Livonia Fire Department, 248-470-8081 Vicki Wolber-County of Macomb EOC Coordinator, 586-469-6390	Larry Waligora-Milford Fire Chief, 248-684-2335 Jeffery Johnson-Novu Public Safety Dept., Director of EMS and Fire Operations, 248-347-0504 David Malloy-Novu Public Safety Dept., Director of Public Safety and Police Chief, 248-348-7100 Michael Reddy-Wayne-Westland Fire Chief, 734-467-3201 Ramzi El-Gharib, City of Westland, Director of Public Services, 734-728-1770 John Connaughton, Birmingham Fire Chief, 248-530-1903				

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Submit a list of all projects your firm currently has in progress, including location, size and cost of each.	Extensive list of current projects in vendor response. Below is page 1 of 6 pages submitted. Detroit Zoo, Giraffe Holding Building addition, 2400 s.f., N/A Charter Township of Brandon, remove and upgrade their existing restrooms to meet current barrier free requirements, currently bidding. Sanilac County Board of commissions, 9892 s.f., \$965,000 City of Port Huron, construct 850 s.f. building to meet concession needs and eight new private restrooms, \$463,113 City of Detroit, Feasibility study with space and needs report for a 25-30,000 s.f. recreation facility and multiple conceptual designs, \$9.6M	Central Michigan University, Various Sizes, \$500,000 Lansing Community College, Various sizes, \$600,000 Sparrow Hospital, Lansing, Various Sizes, \$9M Granger Construction Co., 2 Projects, 65,000 s.f. and 110,000 s.f., \$21M Rockford Const., Various, \$70M BC Construction Group, 40,000 s.f., \$250,000 Michigan Department of Transportation, various size projects, \$150M Community Mental Health, 42,000 s.f. addition, \$8.6M Bouma Construction, New York, NY, 17,500 s.f. addition, \$3M	J-American Warehouse. 40,375 s.f., \$2.4M Dicastal, 650,000 s.f., \$20M Spartan Motors, 86,225, \$5M Dart, 34,283 s.f., \$2M Hitachi Wixom, 5,760 s.f., \$500,000 Magna Seating, 69,500 s.f., \$4.5M SAU Physical Plant, 3895 s.f., \$75,000 Allegan County Road Commission Garage, 74,523 s.f., \$6M Warren Dunes, 5679 s.f., \$1M Lansing Catholic HS, Stadium, \$2.3M MMCC Harrison Campus, 11000 s.f., \$400,000 Belmont Armory, 3895 s.f., \$2.3M DTMB Capital Area Move, 22,000 s.f. \$4.8M LHC Hildebrandt, 2100 s.f., \$80,000	City of Eastpointe-Fire Dept. upgrades and renovations, 400 s.f., \$275,000 City of Dexter-Fire station conceptual planning and feasibility study, 12,500 s.f., \$3.2M in planning City of Livonia-Fire station 6 addition, 3000 s.f., \$500,000, pre-design kick off. City of St. Clair Shores-Senior center renovation/addition, size TBD, budget \$1.7M City of Warren-New branch library, 6800 s.f., \$2.2M, construction award Village of Beverly Hills, municipal office renovation, 6000 s.f., in documentation. Oakland Township-Municipal office building entry renovation, 120 s.f. \$260,000 in construction. Macomb County-Welcome center and parking garage, Mt. Clemens. 120,000 s.f., \$12M, in construction. State of MI-State Police HQ-260,000 s.f., \$9M in construction.	Design: Aloha Township, MI-Township Hall & Fire Station Renovation, 3000 s.f., \$400,000 Birmingham, MI-Fire Station replacement, 9800 s.f., \$2.8M Construction: Dexter Twp., MI-Fire Substation #2, 9350 s.f., \$1.83M Oxford Twp., MI-Fire Station #1, Addition, 4320 s.f., \$700,000 Pickford Twp., MI-Fire station, 4500 s.f., \$480,000 Westland, MI-Police station renovation, 28740 s.f., \$2.1M Farmington Hills, MI-Police station renovation, phase III, 13650 s.f., \$1.76M				
List outside firms you frequently use.	<b>Structural Engineers</b> - Shymanski & Associates, Desai/Nasr Consulting Engineers, Robert Darvas Associates. <b>Mechanical Engineers</b> -EAM Engineers Inc., Peter Basso Associates, MAE Engineering. Civil Engineers-Spalding DeDecker, Giffels Webster, Nowak & Fraus Engineers, and George Jerome & Co.	CTR Lansing - Consulting Engineers Matrix - Consulting Engineers Spalding DeDecker - Consulting Engineers Progressive AE Smith Group/JJR Fishbeck, Thompson, Carr & Huber, Inc. Surveying Solutions, Inc. C2AE	JDH Engineering  CTR Consulting Engineers  PEA Civil Engineers	Mechanical/Electrical/Plumbing Engineering- MA Engineering SES "Strategic Engineering Solutions"  Structural Engineering Desai/NASR Consulting Engineers Shymanski & Associates  Civil Engineering PCE "Project Control Engineering" AEW "Anderson, Eckstein, and Westrick, Inc."	Sidock provides all architectural-engineering services for this project with in-house staff.				

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Describe your company's policy regarding errors or omission in plans and specifications.	Design Professional team will produce construction documents to the "Standard of Care" defined by the American Institute of Architects. The design professional will perform its services consistent with the professional skill and care ordinarily provided by Architects practicing in the same or similar circumstances. The design professional shall perform its services as expeditiously as is consistent with such professional skill an care and the orderly progress of the project.	When a design error is discovered they report to client and professional liability insurance company as soon as it is discovered. When a contractor submits to the client a change order resulting from an error in design they will typically design a solution and work with the client and the contractor to get it implemented. If a change order is the result of a design error, Bergmann and/or their subcontractors will pay the costs to correct the error. In the event that the change order is more than the deductible limit of Bergmann and/or sub consultants professional liability insurance they will gain agreement with the insurance carrier(s) to ensure the client is paid in full. If there is a disagreement over the cause of the change order they will meet with the client and contractor to devise an acceptable solution.	Hobbs+Black's historical average percentage of non-owner initiated change orders due to design errors and omissions on similar projects, over the last 5 years is 1.5%. As a design professional, Hobbs+Black is obligated to provide the standard of care normally expected of the profession. They believe that negligent errors or omissions should not cause any economic harm to an owner. Construction project by their very nature, however, are "one-of-a-kind" projects and as such, some errors or omissions are possible.	When and if an A/E errors and omissions may occur they are quick to react and thoughtful in their response, thus minimizing associated additional costs and schedule issues for the project and team. These can be generalized and honest mistakes that they did not wish to happen. If they occur they seek to make them right as a vested partner in the process.	Sidcock takes great pride in the quality of their documents, but they understand that they are not perfect. They take responsibility for their actions that do not meet the normal standard of care, and will take care of items that do not provide added value to the project due to negligence on their part.				
List any action taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to any work performed in the last (5) years.	None	As of January 29, 2016 Bergmann does not have any open claims. Bergmann had one legal action against it in 2012 that was dismissed.	Hobb+Black had one instance of Litigation in the past five years. It was determined that the cause of the moisture problem the plaintiff was having was related to civil engineering, not architectural design. The suit was dismissed and Hobbs+Black designed a resolution for the clinic. Please see full explanation in vendor response	None	There have been no regulatory agency actions or litigation procedures involving the firm or its agents or employees with respect to any work performed.				
Explain your process and experience in working with construction management firms.	Has extensive and successful experiance working with construction management firms on a variety of project types. We have recently worked with Demaria, Turner. Barton Malow, Rewold, Grainger, and Wolgast	Has a collaborative success with construction managers completing over 10 million square feet of cost effective, efficient, functional facilities. Using a design/build process they routinely includes sub-consultants, sub-contractors, and fabricators as early as is practical during design to plan successful project delivery strategies from design and pricing, through construction and facility operation.	When working with a construction manager is the 30/60/90 review process. It is a coordinated effort with all the disciplines as well as the construction manager to develop and price the overall design at specific intervals-30% schematic plans, 60% design development plans, and 90% construction document plans. By doing this they can keep track of the overall construction cost before it becomes an issue. and adjust accordingly to keep the project on time and within budget.	They have successfully completed more than \$250M in projects with the CM delivery method accounting for the majority of their work. They welcome the team format and believe that outcomes for complex/occupied/phased/budget conscience projects can be best accomplished in this manner.	Sidock regards the CM as a professional member of the Team, responsible for the organization and contractor coordination efforts during the actual construction of project. They recognize the Architect's role in the programming, design, preparation of technical construction documents, the interpretation or clarification of those technical documents, design assistance to the project team and efforts required to accomplish a successful and functional project. Frequent and consistent communications with the owner and the CM through early progress meetings, progress review meetings, analysis of budgets and bids, and the regular on-site construction progress meetings.				

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	Troy, MI 48084	Lansing, MI 48917	Ann Arbor, MI 48104	Mount Clemens, MI 48043	Novi, MI 48375				
Describe your process for maintaining communication with:									
Project Team:	Individuals assigned to a project team are selected on the basis of their previous experience and particular capabilities to best serve the unique requirements of the specific project and client. Each project is assigned a project manager who is responsible for an overall project direction and the technical and administrative liaison with the client and also the internal coordination of the work with the project designers and engineers.	Kick-off Meeting-All Team members-At beginning of project. Client Meetings-Project Managers-Weekly Internal Team Meetings-BA Staff-Weekly or as needed Project Schedule-All team members-update weekly Project Directory-All team members-update as needed	Their project team is in communication on a daily basis whether it is face to face, phone correspondence, e-mail or via web conference.	Partners will set a single point of contact with a consistent and routine connection. Meetings are established and with published agendas, and followed with written meeting minutes formatted with action items and responsibilities and distributed within 5 days. They can be reached by phone/email/text, on the road or even at home. David, Fred, and TJ live within 2 and 3 miles from project site and are immediately available during the design and construction phase.	Participates in regular meetings during the design, construction document, bidding and construction phases of the project to maintain communication and promote understanding of the project process from the Design Team leg of the project.				
Construction management team:	The construction management team, the extent desired by the City, will become a part of the Project Team and will be included in the information sharing and communication network.	Kick-off Meeting-All Team members-At beginning of project. Client Meetings-Project Managers-Weekly Internal Team Meetings-BA Staff-Weekly or as needed Project Schedule-All team members-update weekly Project Directory-All team members-update as needed	The Project manager from Hobbs+Black will be responsible for communication to/from the construction management team and will report/inform the rest of the design team through out the project. The whole design team will meet with the construction manager at 30%, 60%, and 90% review stages.	Single point of contact arrangement will keep the process simple and effective. Project status and understanding is communicated extremely well in their page-turn reviews that occur at least twice per phase.	Sidock looks to the CM for a dialog on materials, constructability and even construction phasing for the benefit of the project.				
City of Rochester Hills Administration:	They engage the project representatives in a participatory partnership with their team members throughout the project. They listen and work closely with each customer to create a design solution that meets the unique requirements of each project and each customer's needs and expectations.	Bi-weekly or monthly updates at council meetings. Establish a project website with construction cam for staff and community access. Partner with local community groups to provide feature articles or information sessions for their regular publications or events.	Whether the City would like to elect one person (point person) or include a committee, Hobbs+Black will handle most communications via face to face meeting and e-mail. Their plan is to have review sessions with the City of Rochester Hills at the 30%, 60%, and 90%.	Project team will prepare a written monthly project status report and will be prepared to present it to the City Council or Administration in a forum of your choice. A project plan complete with milestone activities, responsibilities and dates will be prepared for the Project Kick-off and used as a guide through the course of the project and updated on a monthly basis as needed. This will serve as major element of project communication and touch point.	Administration must be kept aware at all times of the status and foreseeable progress schedule for the project. As such, Sidock will, through regular meetings and reports, endeavor to keep the Administration aware of the activities, proposals and decisions that are contributed in the Design Team leg of the project. Appearances and presentations at City Council meetings, as requested, will be conducted to promote this transparency in the process.				
City of Rochester Hills Employees:	They encourage the City to include a variety of stakeholder input during the planning process. This input may involve employee participation as decided by the City. Any communication between Ehresman and employees would be authorized by the City first.	Bi-weekly or monthly updates at council meetings. Establish a project website with construction cam for staff and community access. Partner with local community groups to provide feature articles or information sessions for their regular publications or events.	Hobbs+Black will not discuss this project with the City's employees unless first authorized by the City's Administration.	Any communication with employees will be planned and announced where the project plan will schedule workshop sessions for user group programming and design charretes. Such meetings will be outlined with published agendas and written meeting minutes as a follow-up and will be distributed within 5 days of event.	At the request and direction of the City's project team, provide the necessary information for the review and/or evaluation of, or response to, questions or comments posed by City employees.				

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Architectural/Engineering Service Station #4									
<b>Vendor Name</b>	<b>Ehresman Associates, Inc.</b>	<b>Bergmann Associates, Inc.</b>	<b>Hobbs+Black Architects</b>	<b>Partners in Architecture</b>	<b>Sidock Architects, A Sidock Group Company</b>				
Address	803 W. Big Beaver Road Suite, 350 Troy, MI 48084	7050 W. Saginaw Hwy. Lansing, MI 48917	100 North State Street Ann Arbor, MI 48104	65 Market Street, Suite 200 Mount Clemens, MI 48043	43155 Main Street, Suite 2306 Novi, MI 48375				
General Public:	Any communication with the public would be authorized by the City first.		They will not discuss the project with the general public unless first authorized by the City of Rochester Hills.	If requested by the City these gatherings are prepared by Partners with PowerPoint presentation media or hard copy poster board materials.	At the request and direction of the City's project team, provide the necessary information for the review and/or evaluation of, or response to, questions or comments posed by the general public.				
If a project appears to be over budget, what is your normal process to correct the situation?	Construction costs estimates are prepared, tabulated, and reviewed with increasing refinement at each phase of the design and engineering efforts. The project architect is responsible for monitoring the budget direction and goals, and identifying potential saving opportunities. Open communication is maintained with the client to assure that the project remains within the budget parameters. Design and program cost alternatives are determined, debated, and selected in concert with the client.	The earlier the budget issues are identified, the more effectively they can be addressed giving Rochester Hills more time to consider options. Normal procedure is to have regular budget reviews during design and documentation phases. Decisions to modify design quality, quantity or overall scope is much more controlled when there is significant time in the schedule to allow for discussion and decision making. If modifications are required to meet budget limits, they will suggest design options, based on their experience that will best meet the City's stated needs.	Project budgets and schedules are constantly reviewed. These budgets and schedules are defined for the owner at each phase of the project. Any items discovered, that may alter the prescribed budgets or schedules, are brought to the owner's attention at the occurrence, so they may be expeditiously integrated.	They have developed an accurate and dependable method of cost control. Method requires a cost-trending procedure that verifies estimates remain true predictions of project costs. This provides trigger points in which budgets are updated and options discussed so appropriate modifications can be considered to satisfy budget criteria in real time. This responsibility has shared ownership of the entire team keeping it relevant on a daily basis.	Their contribution to the analysis of materials, constructability, phasing restrictions and physical size during the design and construction document process that prevent that surprise are key to their success in their role for the project. Giving complete information and maintaining the dialog is mandatory on their part and major performance goal for their services.				
How will your firm maintain integrity and quality of this project, even though it is fast-tracked?	At the on set, a schedule is prepared that identifies key dates, project goals, client approvals, and interim progress milestones. Schedule and client approvals, and interim progress milestones. Schedule and staffing are monitored weekly in order to detect and correct any deviations from the schedule. The client is immediately notified of unforeseen third party actions, or required project changes that may cause a project delay. A recommendation for action or time table revision is provided.	Along with Spalding DeDecker they will develop a quality control plan that fits your specific project needs.	By utilizing the 30/60/90 review approach mentioned above they have successfully completed many fast tracked projects that did not compromise the integrity of the quality of the project. The main objective to this approach is to keep the project within budget before it is too late.	Six out of 10 of their full-time staff are licensed architects in Michigan. This approach allows them to have multiple experienced and prepared team members on every project with quality of service and outcomes as a hallmark of the PARTNER experience. Additionally both owners of the firm, Mike and David are involved in every project bringing consistent leadership and oversight to all assignments. They are accustomed to fast-paced delivery bringing efficiencies to every project.	Every decision is made by a team member with multiple fire station project experience. Their design team knows the quality level for a structure that supports first responders and what those first responders need in terms of building function and durability. As for integrity, the fire service is a "closed society" and if they did not perform on a project, the reputation that they carry as a company and as individual professionals does not survive.				
Can you meet insurance requirements?	Yes	Yes	Yes	Yes	Yes				

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List any exceptions/alternates to the specifications contained in this Request for Proposals.	Refer to section five. Insurance for insurance certificate, insurance agents coverage comments and travelers contract review.	Any hold harmless or indemnification clauses would have to be negotiated to meet requirements of our insurance carriers.	None	None	None Listed				