

I-4 **Standard Purchasing Resolution 8: Best Value Award and Budget Amendment for Facilities Condition Analysis and Assessment (Presented by: Dennis Trantham, Facilities and Grounds Manager)**

Resolution #2017-11-185

Moved by Pennington  
Seconded by Hamilton

RESOLVED, That Troy City Council hereby **AWARDS** a contract for Facility Condition Analysis and Assessment to the highest ranked firm, *Integrated Design Solutions, LLC of Troy, Michigan*, for an estimated total cost of \$123,112.00, at the unit prices contained in the bid tabulation opened October 12, 2017; a copy of which shall be **ATTACHED** to the original Minutes of this meeting, the cost of which shall not exceed annual budgetary limitations.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** a budget amendment in the amount of \$48,120.00 to the Building Operations Internal Service Fund.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

Yes: Henderson, Hodorek, Pennington, Slater, Abraham, Hamilton  
No: None  
Absent: Baker

**MOTION CARRIED**

2018-735

# PURCHASE ORDER

No. 2018-00000735

DATE: 12/04/2017

PAGE: 1 of 1

FOB DESTINATION

Ship To

CITY OF TROY  
Building Operations  
500 W BIG BEAVER RD  
TROY, MI 48084

Bill To

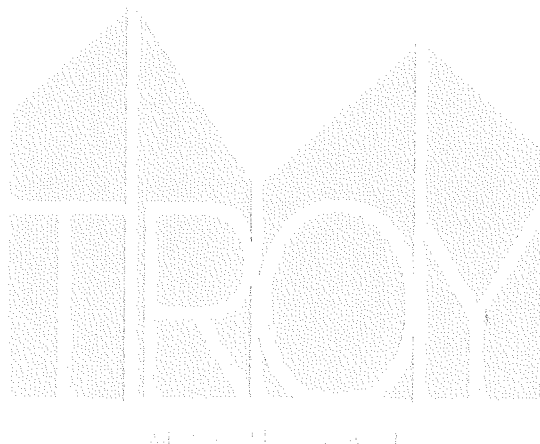
CITY OF TROY  
Building Operations  
500 W BIG BEAVER RD  
TROY, MI 48084

**COUNCIL RESOLUTION**  
2017-11-185

VENDOR NO. 134523

Vendor

INTEGRATED DESIGN SOLUTIONS  
1441 W. LONG LAKE STE 200  
TROY, MI 48098

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Lump Sum	<p>FACILITY CONDITION ANALYSIS &amp; ASSESSMENT with associated data to be uploaded and function as the source for the development of a comprehensive repair, alteration, and improvement program for the City of Troy fifty-two facilities. The Assessment and analytical data will enable the City to plan, manage and analyze data utilizing a single platform. The assessment shall enhance the city's ability to develop short, intermediate, &amp; long term capital improvement strategies based on stakeholder needs &amp; shall provide for a cost effective operation of the facility based upon the each identified element or component in the study as per RFP-COT 17-43.</p> <div style="text-align: center; opacity: 0.5;">  </div>	123,112.0000	\$123,112.00

Entered By: MaryBeth Murz

\$123,112.00

**Special Instructions:**

CITY COUNCIL AWARD DATE: 11/20/2017. CERTIFICATE OF INSURANCE and ENDORSEMENT SHALL BE ON FILE FOR DURATION OF PROJECT.

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.

*MaryBeth Murz*

Vendor Name:	Testing Engineers & Consultants, Inc.	Intergrated Design Solutions, LLC	NORR, LLC
	Troy, MI	Troy, MI	Detroit, MI
Check #:	1980441	2011994364	1628406500

Through this Request for Proposals (RFP), the City of Troy hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to provide a comprehensive Facility Condition Analysis and Assessment of Fifty-Eight (58) City of Troy Facilities as described herein.

Experience and Qualifications:	Y	Y	Y
Work Plan and Timeline:	Y	Y	Y
Project Cost:			
Lump Sum Price:	\$89,875.00	\$123,112.00	\$188,517.00
Price Per Square Foot for Additional Buildings:	\$0.75	\$0.21	\$0.32
Contact Information:			
24 Hour Phone #:	248-588-6200	248-823-2100	313-324-3096
Hours:	N	N	N
Insurance met:	Y	Y	Y
References:	Y	Y	Y
Terms:	Net 30	N	N
Exceptions:	N	Y	N
Acknowledgement:	Y	Y	Y
Signature page:	Y	Y	Y

ATTEST:  
 \_\_\_\_\_  
 Enna Bachelor  
 \_\_\_\_\_  
 Sue Reisterer  
 \_\_\_\_\_  
 Kurt Bovensiep

\_\_\_\_\_  
 MaryBeth Murz  
 Purchasing Manager

Vendor Name:	Orchard, Hiltz & McCliment, Inc.(dba OHM Advisors)	CORE Partners Associates, LLC	DLZ Michigan, Inc.
	Livonia, MI	Bingham Farms, MI	Melvindale, MI
Check #:	1134623	5748	28745560

Through this Request for Proposals (RFP), the City of Troy hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to provide a comprehensive Facility Condition Analysis and Assessment of Fifty-Eight (58) City of Troy Facilities as described herein.

Experience and Qualifications:	Y	Y	Y
Work Plan and Timeline:	Y	Y	Y
Project Cost:			
Lump Sum Price:	\$219,650.00	\$259,250.00	\$275,000.00
Price Per Square Foot for Additional Buildings:	\$0.26	\$0.30	\$0.30
Contact Information:			
24 Hour Phone #:	734-522-6711	248-399-9999	313-383-3216
Hours:	N	N	N
Insurance met:	Y	Y	Y
References:	Y	N	Y
Terms:	N	N	N
Exceptions:	N	N	Y
Acknowledgement:	Y	Y	Y
Signature page:	Y	Y	Y

Vendor Name:	DiClemente Siegel Design Inc.	Ghafari Associates, LLC	
	Southfield, MI	Dearborn, MI	
Check #:	1638100	1618308594	

Through this Request for Proposals (RFP), the City of Troy hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to provide a comprehensive Facility Condition Analysis and Assessment of Fifty-Eight (58) City of Troy Facilities as described herein.

Experience and Qualifications:	Y	Y	
Work Plan and Timeline:	Y	Y	
Project Cost:			
Lump Sum Price:	\$278,350.00	\$874,075.00	
Price Per Square Foot for Additional Buildings:	\$1.50	\$1.00	
Contact Information:			
24 Hour Phone #:	248-569-1430	313-436-8607	
Hours:	N	N	
Insurance met:	Y	Y	
References:	Y	Y	
Terms:	N	Net 30	
Exceptions:	N	Y	
Acknowledgement:	Y	Y	
Signature page:	Y	Y	

CITY OF TROY  
FACILITY CONDITION ANALYSIS AND ASSESSMENT  
INTEGRATED DESIGN SOLUTIONS  
OCTOBER 12, 2017



October 12, 2017

MaryBeth Murtz  
Purchasing Manager  
City of Troy  
500 W. Big Beaver Road  
Troy, MI 48084

Subject: Presentation of Qualifications / Proposal  
Facility Condition Analysis and Assessment  
City of Troy

Members of the Selection Committee:

Integrated Design Solutions is pleased to present our proposal to the City of Troy for your Comprehensive Facilities and Technologies Needs Assessment Services. We have impressive credentials with both the needs assessment aspect, as well as assisting the City in prioritizing building needs. Thorough architectural, mechanical, and electrical investigations and renovations are our strengths. As you review our proposal, we'd like to highlight the following:

**Project Team.** Our proposed Needs Assessment team has a wide portfolio of this highly investigative work upfront and they've completed millions of square feet over the years. We include an experienced, senior-level architect, interior designer, mechanical engineer and electrical engineer - all members who have the most updated knowledge of codes and barrier-free guidelines, and have also established some critical tools to capture this information as they tour the buildings. Our assessment team is considered by many to be one of the best in the state. We ask that you call our most recent clients to confirm our professionalism, design capabilities and attention to detail. References can be found under Tab 1.

**Relevant Experience.** As highlighted under Tab 1, this team has completed similar programs for a wide variety of clients, from municipal to K12 to college/university to healthcare and commercial, and they understand that attention to detail and complete, thorough investigations upfront are what give you the information you need to make informed decisions. This team has assessed, documented, and made recommendations for a diverse collection of buildings over a period of several years. Having worked on the State Capitol Building and multiple museums in recent years, IDS also has experience with preservation and maintenance of historically significant structures.

**Project Approach.** We have a tested and true methodology, as well as tools to help document and organize our information. It's easily adaptable to your information requests, as we use an Excel platform.

**Check Our References.** No one can tell our story better than our Clients, and you know your associates at other neighboring cities and school districts that we may have serviced in this capacity. Please give them a call and ask THEM for a true assessment of our capabilities and level of quality.

We look forward to discussing our proposal further with you. Thank you for your consideration.

Sincerely,

Integrated Design Solutions, LLC

  
Bruce J. Snyder, CEM, LEED AP  
Senior Vice President

**IDS**

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## EXPERIENCE AND QUALIFICATIONS

- 1) Describe how you meet or exceed the minimum qualifications in the Scope of Work in this document.
- 2) Describe how you meet or exceed the preferred qualifications in the Scope of Work in this document.

We have been practicing Architecture and Engineering in Michigan for more than 30 years. We are also extremely proud to note that our efforts have been recognized by AIA Michigan awarding IDS as the 2012 Firm of the Year! Additionally, IDS has received awards in every major building category for the last decade.

IDS has conducted Facility Condition Analyses covering millions of square feet, multiple market segments and a variety of clients in the last five years alone. Our FCA experience goes back decades.

Bruce Snyder, the IDS Principal on this project, has been conducting seminars on the FCA process at numerous industry conferences for several years. This presentation is available for download at <http://ids-troy.com/wp-content/uploads/2015/10/MSSBO-Fall-FCA-20141AAA-Copy.pdf>.

IDS' FCA experience is expansive. A selection of our FCA clients are:

- DTE Energy
- Detroit Zoo
- Macomb Community College Colony Park & North Campus
- School District of the City of Pontiac
- Warren Consolidated Schools
- Grand Rapids Community College
- Detroit Medical Center
- Livonia Public Schools
- Holly Area Schools
- North Huron Schools
- Wisner Stadium
- Michigan State University
- University of Michigan

## EXPERIENCE AND QUALIFICATIONS

3) Describe how the proposed plan can meet or exceed all of the minimum requirements as listed in the Specifications and Scope of Work.

IDS has read the RFP thoroughly and understands every aspect of every item that has been requested. We have a broad and expansive background in a variety of FCA types. The requirements of this FCA are very specific and identified clearly in this RFP. The workplan described under Tab 2 includes every item requested. Our experience will help produce the most comprehensive and useful tool for the city's use for many years to come.

Special provisions have been made for the following requirements:

- Historic Preservation (where required)
- Maintenance Recommendations
- Multi Year Expenditures
- ADA Compliance Requirements
- Civil Infrastructure Deficiencies
- Staffing Recommendations
- Narrative Reports Per Building and In Total
- Annual Operational Expenditures
- Executive Summary with Graphs, Tables & Pie Charts

## EXPERIENCE AND QUALIFICATIONS

4) Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number. Clearly indicate for the projects which, if any, of the proposed key personnel worked on each.

### CITY OF STERLING HEIGHTS

Address 40555 Utica Road P.O. Box 8009  
Sterling Heights, MI 48311

Dates of Service 2017

Contact Jeffrey Bahorski  
Assistant City Manager  
(586) 446-2489

Proposed Key Personnel Michael Nowicki (Not proposed on this project.)

### GRAND RAPIDS COMMUNITY COLLEGE

Address 143 Bostwick Ave. NE  
Grand Rapids, MI 49503-3295

Dates of Service 1994 - 2017

Contact Jim van Dokkumburg  
Executive Director of Facilities  
(616) 234-3978

Proposed Key Personnel Bruce Snyder

### BERKLEY SCHOOLS

Address 14700 W. Lincoln  
Oak Park, MI 48237

Dates of Service 2014

Contact Larry Gallagher  
Deputy Superintendent  
(248) 837-8029

Proposed Key Personnel Bruce Snyder  
Thomas Hackett

### SCHOOL DISTRICT OF THE CITY OF PONTIAC

Address Odell Nails Administration Building  
47200 Woodward Avenue  
Pontiac, MI 4834

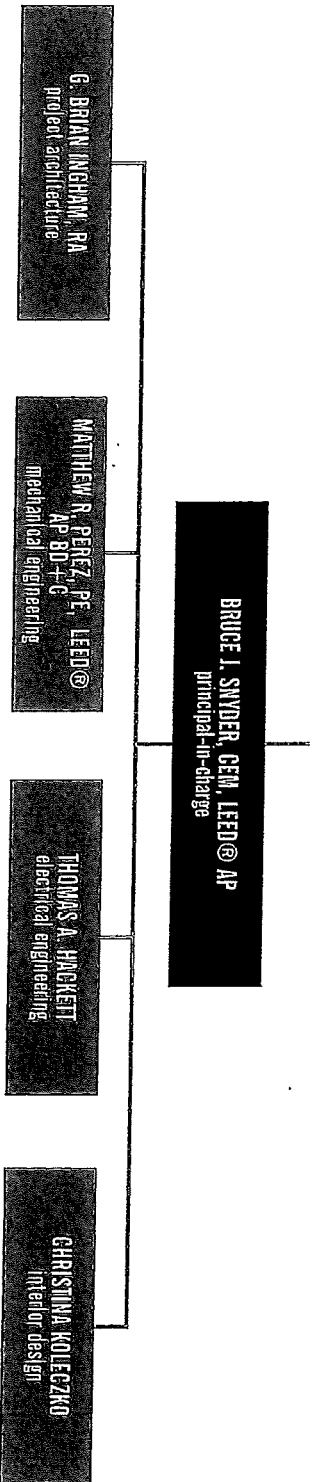
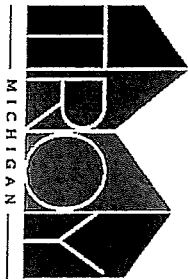
Dates of Service 2015 / 2017

Contact Robert Englund  
Director of Facilities  
(248) 451-8114

Proposed Key Personnel Bruce Snyder  
Thomas Hackett

## EXPERIENCE AND QUALIFICATIONS

5) Describe the experience and qualifications of key personnel. Include detailed resumes and indicate their office location. Individual resumes are outlined on the following pages. All proposed personnel are located in our Troy office.



**BRUCE J. SNYDER, CEM, LEED® AP**  
 principal in charge



**Education**  
 Bachelor of Science in Mathematics, 1989  
 University of Detroit

**Professional Registration**  
 LEED Accredited Professional  
 Building Design + Construction  
 The U.S. Green Building Council

Certified Energy Manager  
 Association of Energy Engineers  
 Certified Energy Auditor

**Professional Memberships**  
 Illuminating Engineering Society of North America (IES)  
 ASHRAE (American Society of Heating,  
 Refrigeration and Air Conditioning Engineers)

Board Member – East MI  
 Association of Energy Engineers (AEE)  
 Engineering Society of Detroit (ESD)

Building Commissioning Association (BCA)

**Professional Accomplishments**  
 Presenter - MSBOM/MIEM 2015 Spring Conference,  
 "Facility Condition Analysis"

Presenter - ESD-DTE 2011 Energy Conference  
 and Exhibition, "Building Energy Modeling"

Presenter - MSBOM/MIEM 2009 Fall Conference,  
 "Open Protocol District Master Plan"

**Selected Project Experience:**

**Bank of America**  
 • Regional Headquarters Commissioning

**Berkeley Schools**  
 • Facility Condition Analysis - Districtwide

**Charter Township of Delhi**  
 • Community Services Building Technical  
 Energy Analysis

**City of Novi**  
 • City Hall Data Center Cooling Project

**City of Riverview**  
 • Township Hall Energy Analysis Chilled Water  
 Plant Renovation

**City of Utica**  
 • HVAC Improvements

**Continental**  
 • Continental-South Energy Analysis  
 and Controls Upgrade  
 • Continental-North Energy Analysis  
 and Controls Upgrade

**Daimler Chrysler**  
 • SHAP Command Center Renovation  
 • Outer Drive Data Center

**Dan Henry**  
 • Beer Distribution Center

**Detroit Medical Center**  
 • Facility Condition Analysis - Multiple Buildings

**Detroit Zoo**  
 • Facility Condition Analysis - All Structures

**DTE Energy**  
 • Walker Cislser Building Facility Condition Analysis  
 • Walker Cislser Building Control Systems Upgrade  
 • Emergency Generator Project  
 • Energy Conservation Measures  
 • Walker Cislser Building DDC Upgrade  
 • Walker Cislser HVAC Upgrades

**Grand Rapids Community College**  
 • Facility Condition Analysis - Campuswide

**Holly Area Schools**  
 • Facility Condition Analysis - District Wide

**Jones Lang LaSalle**  
 • LaSalle Headquarters Commissioning  
 • Delphi Backup Generator  
 • Variable Frequency Drive Implementation  
 • Operational Modifications Related to Temperature and  
 Humidity Control

**Livonia Public Schools**  
 • Facility Condition Analysis – All Schools

**MBS Airport**  
 • Terminal Condition Analysis

**Macomb Community College**  
 • Facility Condition Analysis - Campuswide  
 • Four Story Commercial Building Redevelopment

**Michigan State University**  
 • Breslin Center Facility Condition Analysis

**North Huron Schools**  
 • Facility Condition Analysis - Districtwide

**School District of the City of Pontiac**  
 • Facility Condition Analysis – Districtwide

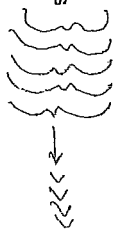
**Shrine of the Little Flower**  
 • Property Redevelopment

**Smith Barney**  
 • Executive Office Renovation

**Warren Consolidated Schools**  
 • Facility Condition Analysis – all schools

**Wisner Stadium**  
 • Facility Condition Analysis

**University of Michigan**  
 • Campuswide Energy Evaluation



**G. BRIAN INGHAM, RA**  
project architect



**Education**

Bachelor of Architecture, 1993  
Lawrence Technological University

Bachelor of Science in Architecture, 1991  
Lawrence Institute of Technology

**Professional Registration**

Licensed Architect  
State of Michigan

**Selected Project Experience:**

**Bank of America**

Beachwood, Ohio

- Office Renovations

**Element Materials Technology**

- Facility Condition Analysis

**Holly Area Schools**

- Facility Condition Analysis - District Wide

**Oakland Schools**

- Major Campus Renovation Projects
- Vehicle Design Academy, NE and SW Campus

**Sam's Club**

- Facility Condition Analysis

**School District of the City of Pontiac**

- Facility Condition Analysis – Districtwide

**United Shore Financial**

- Facility Condition Analysis - Headquarters

**MATTHEW R. PEREZ, PE, LEED® AP BD+C**  
mechanical engineer



**Education**

Bachelors of Science in Mechanical Engineering  
University of Michigan Dearborn

**Professional Registration**

Professional Engineer  
State of Michigan, 2009

**LEED Accredited Professional**

Building Design + Construction  
The U.S. Green Building Council

**Selected Project Experience:**

**Fiat Chrysler Automobiles**

- DCTC North Car Wash Upgrade Project
- DCX SHAP Commons Center Renovation

**Holly Area Schools**

- Karl Richter Campus Renovations

**Jones Lang LaSalle**

- LaSalle Headquarters Commissioning
- Computer Room HVAC Renovation

**Kirk in the Hills Church**

- Air Conditioning

**Macomb Intermediate School District**

- Educational Service Center Addition

**Oakland Schools**

- Oakland Technical Center NE, NW, SE, SW Campuses

**South Lyon Community Schools**

- Millennium and Centennial Middle School Renovations
- South Lyon East High School

**THOMAS A. HACKETT**  
electrical engineer



**Education**

Bachelor of Science in Electrical Engineering, 1981  
University of Detroit

**Selected Project Experience:**

**Berkley Schools**

- Facility Condition Analysis - Districtwide

**Central Business District Foundation**

- Joe Louis Arena Lighting
- City County Building Lighting

**Detroit Metropolitan Wayne County Airport**

- Concourse G

**Highland Super Stores**

- Plymouth, Michigan
- Headquarters Building

**Highland United Methodist Church**

- Building Expansion Program

**Michigan Bell Telephone Company**

- Conference Center Cafeteria Renovation

**Palace of Auburn Hills**

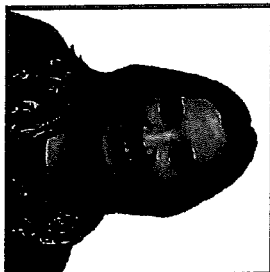
**School District of the City of Pontiac**

- Facility Condition Analysis – Districtwide

**UNISYS Corporation**

- Load Study

**CHRISTINA KOLECZKO**  
interior design



**Education**

Bachelor of Fine Arts in Interior Design, 2005  
College for Creative Studies

**Selected Project Experience:**

**Baker College**

- Allen Park Campus - Facility Condition Assessment & Renovations
- ARC and Student Center Renovation

**Berkley Public Schools Renovations**

- Angell Elementary
- Pattengill Elementary
- Anderson Middle School
- Norup International

**Livonia Public School Renovations**

- Johnson Upper Elementary
- Riley Upper Elementary
- Emerson Middle School
- Holmes Middle School
- Franklin High School
- Stevenson High School

**Notre Dame University**

- Football Stadium Fan Enhancement

**University of Michigan**

- Alumni Center

## WORK PLAN AND TIMELINE

1) Submit a detailed work plan.

IDS will perform Comprehensive Facility Condition Assessments with associated data to be uploaded and function as the source for the development of a comprehensive repair, alteration, and improvement program for the fifty-two facilities. The Assessment and analytical data will enable the City of Troy to plan, manage and analyze data utilizing a single platform. This will enhance the city's ability to develop short, intermediate, and long term capital improvement strategies based on stakeholder needs and will provide for a cost effective operation of the facility based upon the each identified element or component in the study.

1. IDS will provide a complete and thorough visual non-destructive Assessment of the entirety of each facility (exterior and interior), grounds, components, and building systems. IDS will utilize the ASTM standards (ASTM E2018-08) for preparing property condition assessments. IDS will perform the Assessments during the hours of 7:00 am and 5:00 pm Monday through Friday.
2. IDS will determine the remaining life of each building components. IDS will provide a preventative maintenance schedule and cost estimates to extend the useful life of assets for five, ten and twenty years. IDS will provide a plan to strategically and efficiently reduce the current backlog of deferred capital and maintenance projects. IDS will determine the Facility Condition Index (FCI) of each facility.
3. IDS will use the findings from the facility assessments to determine the timing and extent of required capital and maintenance expenditures required over the next four years to increase the effective useful life of the building, also at five, ten and twenty year increments. IDS will use engineering judgment to determine the most cost effective repair and replacement options to correct all defects observed and defective conditions or lifecycle replacement repair and replacement projects anticipated over the two to four year period. IDS will provide detailed cost estimates for the repair and replacement projects required. The estimates shall show side by side comparisons extending the useful life for the five, ten and twenty year projections

### REPORTING

#### Analysis of Facility Condition Assessment Information

IDS will evaluate the Information generated from the condition assessment data to determine trends and comparisons.

IDS will provide an expanded evaluation and analysis providing projections and analyses for the following areas:

- Deficiency costs summarized by building system across all facilities.
- Deficiency costs summarized by Priority across all facilities.
- Deficiency costs summarized by Category type across all facilities.
- Calculation of the Facility Condition Index (FCI) for each facility
- Multi-year annual expenditure forecast for each facility.

#### Life Cycle Analysis for Component Renewal

IDS will utilize life cycle analysis to develop component renewal costs. A facility's useful life is limited by the durability of its systems, and generally does not fall as a whole but as individual components or systems. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age and condition. The renewal cost for the components will be computed and identified by renewal year. IDS will report the life cycle costs at the component-level and building-level.

#### Prioritization/Categorization/Classification of Assessment Data

Each deficiency and project shall include the following decision making classifications prioritizing each action according to its criticality and classification type:



## WORK PLAN AND TIMELINE

### Deficiency Priorities

Each deficiency identified in the field assessment shall be prioritized in the following manner:

- Priority 1 Currently Critical - Conditions in this category require immediate action to:
- Correct a cited safety hazard
  - Stop accelerated deterioration
  - Return a facility to operation

Priority 2 Potentially Critical - Conditions in this category, if not corrected expeditiously, will become critical within a year. Situations within this category include:

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

Priority 3 Necessary - Not yet critical - Conditions in this category require appropriate attention to preclude predictable deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 Recommended - Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.

Priority 5 Appearance - Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.

Priority 6 Does Not Meet Current Codes/Standards - "Grandfathered" - Conditions in this category include items that do not conform to existing codes, but are "grandfathered" in their condition. No action is required at this time, but should substantial work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

### Deficiency Categories

Each deficiency identified in the field assessment shall be classified in the following manner:

Category 1 - Scheduled Maintenance  
Maintenance that is planned and performed on a routine basis to maintain and preserve the condition.

Category 2 - Deferred Maintenance  
Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

Category 3 - Capital Renewal  
Planned replacement of building systems that have reached the end of their useful life.

Category 4 - Energy & Sustainability  
When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

Category 5 - Security  
When a system requires replacement due to a security risk or requirement.

## **WORK PLAN AND TIMELINE**

### **Multi-Year Expenditure Plan**

IDS will develop a two to four-year expenditure plan, which is a schedule of all deficiencies and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations. This multi-year plan shall include comparisons to extend the useful life of the facilities five, ten and twenty years.

### **Facility Condition Index**

IDS' analysis will include the calculation of the facility condition index (FCI) for each building. An FCI will provide a simple measure of the relative condition of the facility. The FCI is the ratio of the deficiencies (regular and deferred maintenance, and repair and replacement cost) to the current replacement value.

FCI=Deficiencies/Current Replacement Value

### **Facility Condition Assessment Report Preparation**

Using the data collected during the on-site facility condition assessment and analysis phase, IDS will provide a comprehensive narrative report. IDS will provide a separate report for each facility. Reports will be submitted in accordance with the schedule, or as agreed upon during contract negotiations.

### **Reporting Capabilities**

The condition assessment report package will contain the following components:

- 1.0 Executive Summary - An executive summary containing:
  - Deficiency costs summarized by building system across all facilities.
  - Deficiency costs summarized by Priority across all facilities.
  - Deficiency costs summarized by Category type across all facilities.
  - Calculation of the Facility Condition Index (FCI) for each facility
  - Multi-year annual expenditure forecast for each facility.
  - Maintenance Staffing Recommendations

2.0 Asset Description and Condition - A detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency.

3.0 Asset Inventory - A list of the information provided and collected for each asset, such as equipment type, manufacturer, model number, serial number, capacity and year installed.

4.0 Photographs - Provide digital photographs for each facility and piece of equipment inventoried. Exterior photographs will be used for campus identification and documentation of structural problems, major site deficiencies or special conditions. Interior photographs will be used to document critical or unusual conditions. Photographs will be used to explain and / or justify the prioritization of corrective actions. Photos of Staff and or inmates is strictly prohibited.

### **SPECIFICATIONS**

All contractors and their staff must be able to pass a background check to be able to enter into some of the City of Troy facilities. Professionals must notify the city in writing of any staff changes. There are limited plans for each facility and it should not be assumed that plans are available and accurate.

## WORK PLAN AND TIMELINE

Areas of Assessment will include but are not limited to:

1. **Core and Shell**  
The elements shall include the superstructure (floors, bearing walls, columns, beams, roofs and related structures); exterior closure (exterior walls, windows and doors); and roofing. IDS will visually evaluate the accessible shell components and ancillary elements for signs of distress and document findings with photo logs. This will include cracking, displacement, and connection adequacy, continuity of flashing and seals, and evidence of other types of distress. IDS will check for flashing and connections for proper drainage on walls and check for condition and proper placement of expansion joints. For roofing, IDS will access the roof to visually observe the condition of the roof system and any accessories and details. IDS will observe flashing and penetration details for condition and conformance with accepted practice.
2. **Interiors**  
The elements shall include interior partitions, doors, and specialties such as toilet accessories, lockers, storage shelving, etc. Stairways and finishes; and interior finishes such as paint and other wall finishes, flooring, and interior ceiling finishes and systems. IDS will visually evaluate the condition of interior finishes, and document findings with photos.
3. **Building Equipment and Systems**  
The elements shall include the Conveyor systems (elevators, and other vertical transportation and conveying systems), plumbing systems (fixtures, domestic water distribution, sanitary waste, rain water drainage and special plumbing systems such as gasoline dispensing, compressed air, etc.); HVAC Systems; heat generation, rejection, distribution and transfer systems; HVAC controls and instrumentation; and other HVAC support elements; Fire Detection and Suppression Systems (alarm systems, monitoring systems, sprinkler systems, standpipe and hose systems, pumps, fire protection specialties, and special fire suppression systems); Electrical Systems (service and distribution, feeder type (aluminum or copper), lighting and branch wiring, communications and security systems, emergency generators, UPS systems, and electrical controls and instrumentation). Include service points, meters and capacities for all utilities. IDS will visually evaluate the conditions of service, and document findings. For conveying systems, IDS will review the maintenance records and available reports on equipment and evaluate the performance and anticipated service life of the systems. IDS will also evaluate equipment for code compliance. For plumbing, HVAC and electrical systems, IDS will observe the age, condition, and adequacy of capacity and status of maintenance of these systems and document their findings.
4. **Equipment and Furnishing**  
The elements shall include fixed components of the structure, and non-movable furnishings, office or support equipment. Laundry equipment, fixed audio-visual equipment, parking control equipment, kitchen and food service equipment, fixed casework and seating etc. The distinction for most equipment is whether it is attached, hard wired or plumbed directly to the building itself. IDS will visually evaluate and note condition of fixed equipment and furnishings, and document findings with photo logs. List of equipment indicating make, manufacturer, rating/capacity, year of manufacture, and location installed shall also be provided in a tabular form.
5. **Other Building Construction**  
The elements shall include special structures and systems that include special security systems, storage tanks, building automation systems, special purpose rooms, etc. IDS will visually evaluate and note the condition of these other building systems and document findings with photos.
6. **Building Site Improvements**  
The elements include grading and drainage; slope stabilization, protection and erosion control; roadways and parking lots (pavement, curb, gutter and appurtenances), pedestrian paving (sidewalks, exterior steps, etc.), site development (fences and gates, recreational facilities, exterior furniture, bridges, flag poles, exterior signage, lighting, etc.), and landscaping (plantings, irrigation systems, etc.). IDS will visually evaluate and note the condition of site improvements, and document findings. For grading and drainage, IDS will observe the site systems for removal of storm water, and identify any that appear under-capacity or distressed. Also, IDS will evaluate the site with respect to flood potential, IDS will review and document the condition of pavements, curb and gutter, sidewalks and plazas, retaining walls, fences, signs, landscaping and irrigation and present findings with photos.

## WORK PLAN AND TIMELINE

### 7. Accessibility

IDS will evaluate interior and exterior elements, that could present external or internal barriers to accessibility by disabled persons. IDS will conduct a thorough site review to determine major barriers into the buildings, through the buildings, to restroom facilities, and to other service areas within the buildings. IDS will also review and document ADA compliance requirements per applicable building code for each different type of facilities.

## WORK PLAN AND TIMELINE

2) Submit a proposed timeline.

### Proposed Schedule

Project Kick-off	October 2017
Data Analysis/Information Gathering	October/November 2017
Working Owner Meetings/Interviews	November 2017
Review Existing Documents	December 2017
FCA Survey Phase	December 2017/January 2018
Cost Estimating	1/20/18 - 1/31/18
Quality Management Review	2/3/18 - 2/14/18
Owner Review Meeting	Week of 2/17/18
Modifications/Revisions	2/24/18 - 2/28/18
Submit Final Deliverables to City of Troy	3/14/18
City Council Presentation	March 2018
Public Forum Meeting (if necessary)	March/April 2018



Facility Condition Analysis and Assessment  
Specifications and Scope of Work  
Page 1 of 1

### PRICING SHEET

The Lump Sum Cost proposal shall be inclusive of all buildings to be assessed as per the Scope of Work. Include with Proposal submittal.

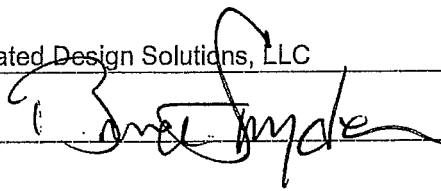
Prices quoted shall remain firm for 60 days or bid award whichever comes first except the successful proposer whose prices shall remain firm for the entire contract period.

**LUMP SUM PRICE:** \$ 123,112.00

**PRICE PER SQUARE FOOT FOR ADDITIONAL BUILDINGS:** \$ 0.21

**COMPANY NAME:** Integrated Design Solutions, LLC

**COMPANY NAME:** Integrated Design Solutions, LLC

**SIGNATURE/DATE:**  10-12-17

## EXCEPTIONS

Proposer shall clearly identify any proposed deviations from the language contained herein. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Proposer's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Proposer's proposal, the City of Troy will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected.

IDS has reviewed the RFP requirements in detail and has submitted a plan to execute every aspect of the RFP as written. This FCA is considered a very high level analysis and our professional services fee is commensurate with the time and effort required for such an undertaking.

## FINANCIAL STATEMENTS

A copy of Proposer's latest audited, reviewed, or compiled financial statements (balance sheet, income statement, statement of cash flows, footnotes) prepared by an independent certified public accountant. If your company is not required by federal, state and local law, financial institutions, or company management to have audited, reviewed, or compiled financial statements prepared by an independent certified public accountant, you may submit an internally generated balance sheet and income statement instead.

### INTEGRATED DESIGN SOLUTIONS, LLC BALANCE SHEETS

December 31  
2016      2015

#### ASSETS

##### CURRENT ASSETS:

Cash	\$ 112,921	\$ 109,635
Marketable securities	434,501	306,701
Accounts receivable	5,568,214	3,161,826
<b>TOTAL CURRENT ASSETS</b>	<b>6,115,636</b>	<b>3,578,162</b>

##### PROPERTY AND EQUIPMENT:

Computer equipment	832,242	796,205
Office equipment	493,214	479,308
Leasehold improvements	42,325	29,332
<b>Less accumulated depreciation and amortization</b>	<b>1,367,781</b>	<b>1,304,845</b>
	<b>1,190,766</b>	<b>1,087,198</b>
	<b>177,015</b>	<b>217,647</b>

##### OTHER ASSETS:

Goodwill, less accumulated amortization of \$268,433  
in 2016 and \$252,565 in 2015

	366,285	382,153
<b>\$</b>	<b><u>6,558,936</u></b>	<b><u>4,177,962</u></b>



FINANCIAL STATEMENTS

December 31  
2016                      2015

LIABILITIES AND MEMBERS' EQUITY

CURRENT LIABILITIES:

Accounts payable	\$ 1,047,357	\$ 594,275
Distributions payable		155,040
Billings in excess of costs and earnings on uncompleted contracts	2,509,809	411,026
Accrued expenses	889,761	839,479
Current portion of long-term debt	419,541	335,477
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,866,468</b>	<b>2,335,297</b>

LONG-TERM DEBT, less current portion

8,351                      58,548

MEMBERS' EQUITY:

Members' equity, January 1	1,784,117	1,784,117
Net income	1,010,000	1,225,650
Distributions	(1,010,000)	(1,225,650)
Members' equity, December 31	1,784,117	1,784,117
	<b>\$ 6,658,936</b>	<b>\$ 4,177,962</b>

FINANCIAL STATEMENTS

INTEGRATED DESIGN SOLUTIONS, LLC  
STATEMENTS OF INCOME

	Year ended December 31			
	2016	%		2015
REVENUES	\$ 14,946,298	100.0%	14,958,810	100.0
COSTS AND EXPENSES:				
Direct labor	4,207,466	28.2	4,090,355	27.3
Direct charges	2,072,779	13.9	1,727,619	11.5
Guaranteed payments	2,782,431	18.6	2,772,388	18.5
Selling, general and administrative	4,751,118	31.8	4,916,670	32.9
Depreciation and amortization	139,278	0.9	196,905	1.3
Interest	13,037	0.1	18,012	0.1
	<u>13,966,059</u>	<u>93.4</u>	<u>13,721,947</u>	<u>91.7</u>
INCOME FROM OPERATIONS	980,239	6.6	1,236,863	8.3
OTHER INCOME (LOSS):				
Dividend and interest income	9,044	0.1	13,118	0.1
Miscellaneous income	5,819	0.0	1,879	0.0
Unrealized gain (loss) on securities	15,637	0.1	(6,180)	0.0
Loss on sale of securities				
Loss on disposal of property and equipment	(739)	0.0	(20,030)	(0.1)
	<u>29,761</u>	<u>0.2</u>	<u>(11,213)</u>	<u>(0.1)</u>
NET INCOME	\$ 1,010,000	6.8%	1,225,650	8.2

Insurance requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE** and **ENDORSEMENT**. The required Insurance Certificate and Endorsement must be submitted to the city within 5 days of the verbal/ electronic request after the bid award. The Insurance Certificate and Endorsement may be faxed to the Purchasing Office at (248) 619-7608, and is the only bid document accepted in this format.

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to business in the State of Michigan and acceptable to the City of Troy. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (SIR's) are the responsibility of the Contractor.

- We can meet the specified insurance requirements.
- We cannot meet the specified insurance requirements.
- We do not carry the specified limits but can obtain the additional insurance coverage of \$ \_\_\_\_\_, at the cost of \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.
- Our proposal is reduced by \$ \_\_\_\_\_ if we lower the requirement to \$ \_\_\_\_\_.  
**NOTE:** Please note the amendments on a sample insurance certificate and attach it to your bid proposal.

**IMPORTANT:** A Certificate of Insurance on an ACORD Form showing present coverage as well as the required endorsements **SHALL** be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

**NOTE:** Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this proposal being completed incorrectly.

**OTHER:** Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan in accordance with all applicable statutes of the State of Michigan and acceptable to the City of Troy.

**INSURANCE VERIFICATION:**

A bidder shall complete the above portion, which details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to bid submission.

**WORKERS' COMPENSATION INSURANCE,** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**COMMERCIAL GENERAL LIABILITY INSURANCE** on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

**AUTOMOBILE LIABILITY,** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

COMPANY NAME: Integrated Design Solutions, LLC

**ADDITIONAL INSURED:**

Commercial General Liability and Automobile Liability, as described in the attached SAMPLE shall include an Additional Insured Endorsement stating the following shall be ***Additional Insureds***: The City of Troy including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and council members, including employees and volunteers thereof. It is understood and agreed by naming the City of Troy as additional insured, coverage afforded is considered to be primary and any other insurance the City of Troy may have in effect shall be considered secondary and/or excess.

**CANCELLATION NOTICE:**

All policies, as described above, shall include an endorsement stating that it is understood and agreed that Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be mailed to:

City of Troy  
Purchasing Manager  
500 West Big Beaver  
Troy, MI 48084

**PROOF OF INSURANCE COVERAGE:**

The Contractor shall provide the City of Troy, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above all shall be furnished, if so requested.

If any of the applicable coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Troy at least ten (10) days prior to the expiration date.

**LETTER VERIFICATION:**

The recommended bidder will be notified to submit a letter from the *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

**FINAL INSURANCE CERTIFICATE SUBMISSION:**

After approval by Troy City Council, the City's Purchasing Manager will review the insurance certificates and endorsements to ensure all acceptable documents have been received and allow (5) business additional days after verbal / electronic notification to submit final insurance certificate(s) in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.

COMPANY NAME: Integrated Design Solutions, LLC

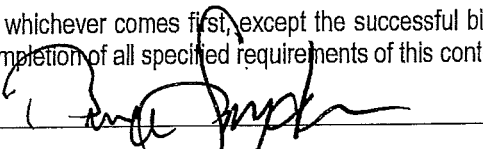


Request for Proposal  
Facility Analysis and Assessment  
Page 1 of 1

**SIGNATURE PAGE**

**PRICES**

Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm from date of award through successful completion of all specified requirements of this contract.

**SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:** 

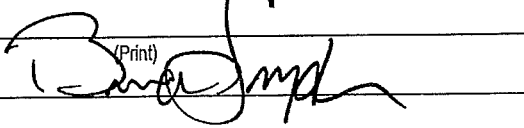
**NOTE:** The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this offer and is in receipt of all addendum as issued.

**FIRM:** Integrated Design Solutions, LLC

**ADDRESS:** 1441 W. Long Lake, Ste 200 CITY Troy STATE MI ZIP 48098

**TELEPHONE NUMBER** (248) 823-2100 **FAX NUMBER** (248) 823-2200

**REPRESENTATIVE'S NAME** Bruce J. Snyder

**SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:**  (Print)

**TERMS:** \_\_\_\_\_ **EMAIL:** bsnyder@ids-troy.com

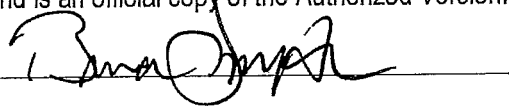
**COMPLETION:** AS SPECIFIED IN BID REQUIREMENTS.

**EXCEPTIONS:**

Any exceptions, substitutions, deviations, etc. from City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, and/or deviation are an integral part of this proposal offer:

IDS has reviewed the RFP requirements in detail and has submitted a plan to execute every aspect of the RFP as written. This FCA is considered a very high level analysis and our professional services fee is commensurate with the time and effort required for such an undertaking.

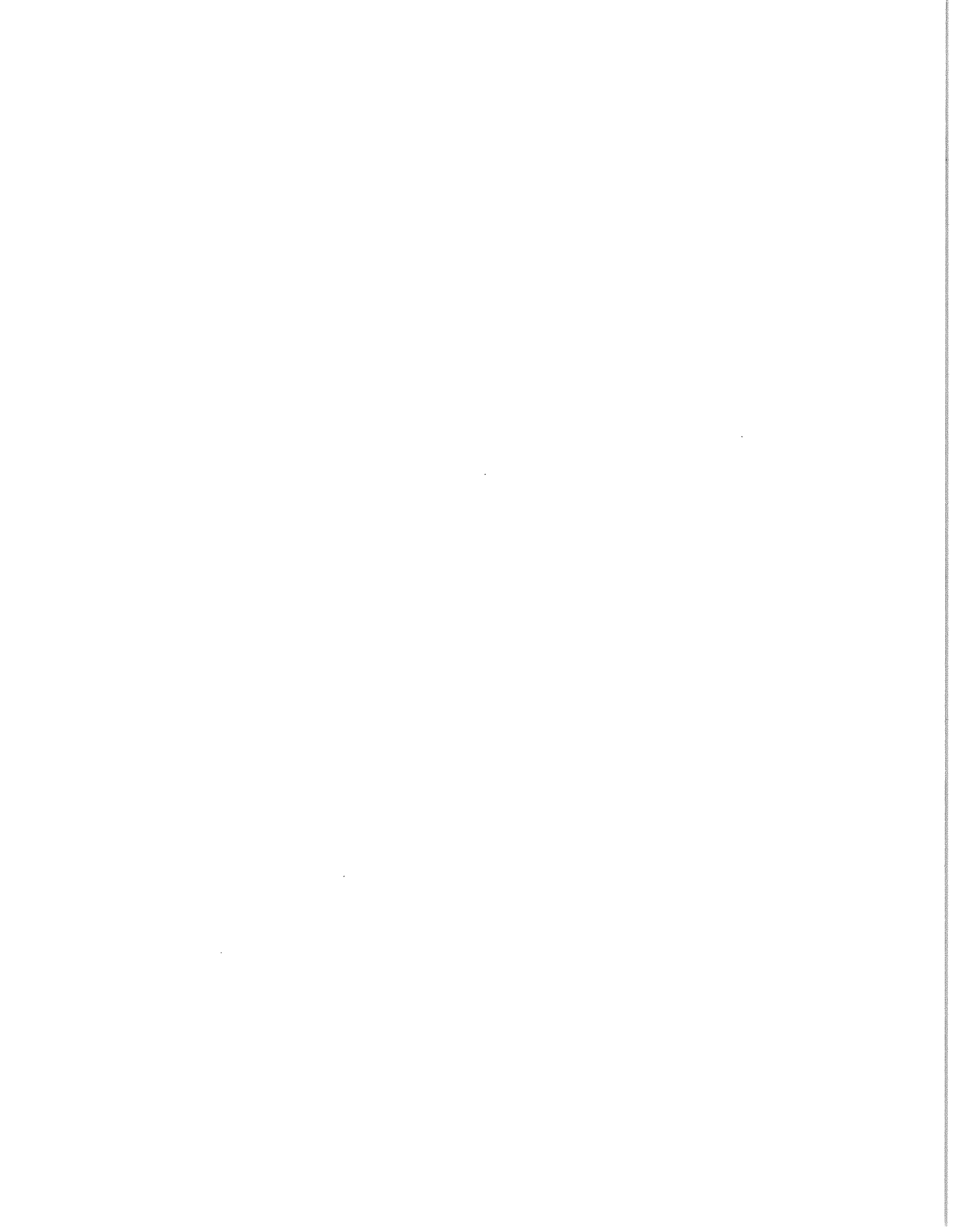
**ACKNOWLEDGEMENT:** I, Bruce J. Snyder, certify that I have read the **Instructions to Bidders** (4 Pages) and that the proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED FIRM REPRESENTATIVE:** 

**IMPORTANT:** All City of Troy purchases require a **MATERIAL SAFETY DATA SHEET**, where applicable, in compliance with the **MIOSHA "Right to Know"** Law.

**NOTE:** The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**U.S. FUNDS:** PRICES QUOTED SHALL BE IN U.S. CURRENCY.





CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

Bruce J. Snyder, being duly sworn deposed, says that he/she  
(Print Full Name)

is Senior Vice President. The party making the foregoing proposal or bid,  
(State Official Capacity in Company)

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

Bruce Snyder  
SIGNATURE OF PERSON SUBMITTING BID

Josephine M. Horner  
NOTARY'S SIGNATURE

Subscribed and sworn to before me this 12 day of October, 2017 in and for Oakland County.

My commission expires:  
2.11.22



**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

<b>Vendor</b>	
Legal Name	Integrated Design Solutions, LLC
Street Address	1441 W. Long Lake, Suite 200
City	Troy
State, Zip	MI, 48098
Corporate I.D. Number/State	
Taxpayer I.D. #	38-3501121

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as require by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: \_\_\_\_\_

Printed Name of Vendor's Authorized Agent: Bruce J. Snyder

Witness Signature: \_\_\_\_\_

Printed Name of Witness: Lauren Williams





**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
2. Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - a. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - b. For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - c. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2-Contracts.

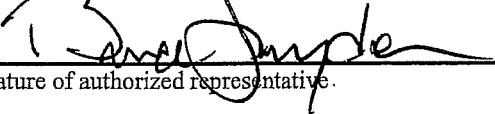
*I am able to certify to the above statements.*

Integrated Design Solutions, LLC

Name of Agency/Company/Company *(Please Print)*

Bruce J. Snyder, Senior Vice President

Name and title of authorized representative *(Please Print)*

  
Signature of authorized representative.

10/12/2017

Date

*I am unable to certify to the above statements. Attached is my explanation.*



## ***Legal Status of Bidder:***

**The Bidder shall fill out the appropriate form and strike out the other two:**

\_\_\_\_\_

A **Corporation** duly organized and doing business under the laws of the State of Michigan for whom Bruce J. Snyder, bearing the office title of Senior Vice President, whose signature is affixed to this proposal, is duly authorized to execute contracts.

\_\_\_\_\_

~~A partnership, all members of which, with addresses, is:~~

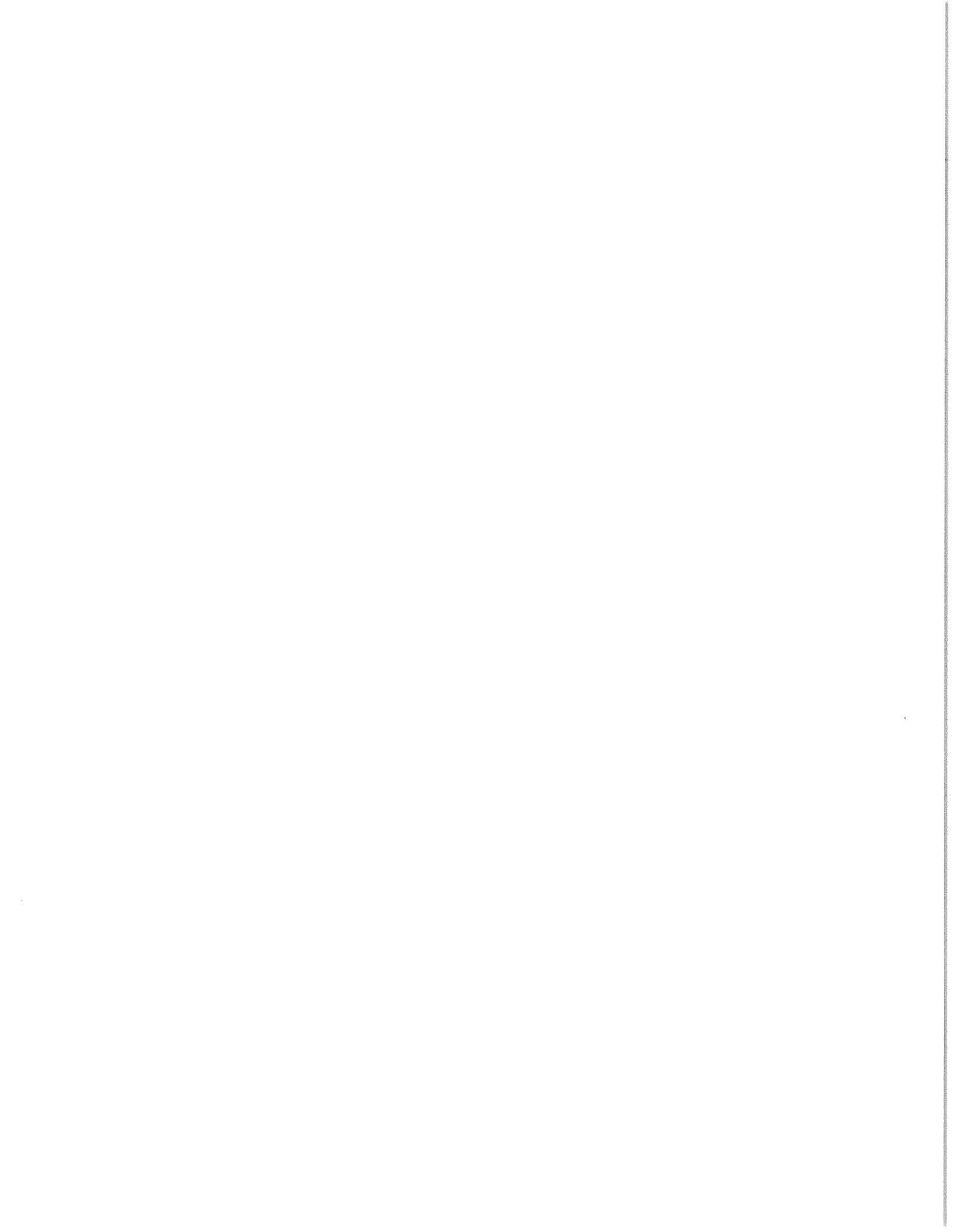
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_

~~AN INDIVIDUAL, WHOSE SIGNATURE IS AFFIXED TO THE PROPOSAL:~~

\_\_\_\_\_







500 West Big Beaver  
 Troy, MI 48084  
 troymi.gov

# CITY COUNCIL AGENDA ITEM

Date: November 20, 2017

To: Brian Kischnick, City Manager

From: Kurt Bovensiep, Public Works Director  
 Tom Darling, Director of Financial Services  
 Dennis Trantham, Facilities and Grounds Operations Manager  
 MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 8 – Best Value Award & Budget Amendment for Facilities Condition Analysis and Assessment (Presented by Dennis Trantham, Facilities and Grounds Manager)

### History

- The City of Troy has never completed a Facilities Condition Assessment and Analysis.
- The Facilities Condition Assessment and Analysis will be an important tool for planning capital expenditures.
- The need for a Facilities Condition Assessment and Analysis has been realized over the last several years through the increased demands on capital expenditures with no ability to plan for these items.
- The production of the 5 year capital planning process will greatly benefit from this tool in the ability to include facility improvement/maintenance items based on the findings.

### Purchasing

- On September 19, 2017 a Request for Proposal was issued and posted on the Michigan Inter-governmental Trade Network (MITN) website. [www.mitn.info](http://www.mitn.info).
- October 12, 2017 a bid opening was conducted and Proposals were received as required by the City Charter and Code for Facilities Condition and Assessment Analysis. Below is a summary of potential firms.

<b>Companies notified via MITN</b>	475
Troy Companies notified via MITN	24
Troy Companies - Active email Notification	22
Troy Companies - Active Free	2
<b>Companies that viewed the bid</b>	94
Troy Companies that viewed the bid	6

*MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### Purchasing (continued)

- Eight (8) Proposal responses were received:
  - Testing Engineers & Consultants, Inc., Troy MI
  - Integrated Design Solutions, Troy MI
  - Norr LLC, Detroit, MI
  - OHM Advisors, Livonia, MI
  - CORE Partners Associates LLC, Bingham Farms, MI
  - DLZ Michigan, Inc., Melvindale, MI
  - DeClemente Siegel Design, Inc, Southfield, MI
  - Ghafari Associates, LLC, Dearborn MI
- Minimum Qualifications of the RFP were:
  - Valid License issue by the State of Michigan as an architect, architectural firm, professional engineer or engineering firm in good standing.
  - Five (5) years of experience doing projects of similar size and scope.
- Scoring criteria were as follows:
  - Experience and Qualifications      30 Points
  - Work Plan and Timeline              45 Points
  - Project Cost                              25 points
- Three (3) Committee members reviewed and evaluated the proposals. The Committee members were as follows:
  - Mark Miller, Director of Economic and Community Development
  - Kurt Bovensiep, Public Works Director
  - Dennis Trantham, Operations Manager
- Interviews were conducted with the two (2) top-ranked firms on November 2, 2017. They were:
  - Integrated Design Solutions of Troy, MI
  - Testing Engineers and Consultants of Troy, MI
- Based on the scoring criteria, the committee unanimously recommends awarding a contract to *Integrated Design Solutions of Troy, MI*. The scoring summary is attached.
- *Integrated Design Solutions* is a full service engineering and architectural firm. The firm has been providing Facility Assessment services in Michigan for more than 30 years. Recognized by AIA Michigan in 2012 as the Firm of the Year, they have also received awards in every major building category for the last decade. Additionally, they have serviced a wide variety of clients from municipal, to K12 to college/university to healthcare and commercial.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### **Financial**

- Funds in the amount of \$75,000.00 are available in Account #631.264.264.7801.100.
- A budget amendment in the amount of \$48,120.00 to the Building Operations Internal Service Fund will be required to complete the assessment.

### **Recommendation**

City management recommends awarding a contract for the Facilities Condition Analysis and Assessment; as per bid specifications to the highest ranked firm, *Integrated Design Solutions, LLC of Troy, MI* for an estimated total cost of \$123,112.00 at unit prices contained in the bid tabulation opened October 12, 2017. It is also recommended that City Council approve a budget amendment in the amount of \$48,120.00.

## RFP-COT 17-43

### FACILITY CONDITION ANALYSIS & ASSESSMENT

#### FINAL RANKING & SCORING

RANKINGS	POINTS	COST	SQ. FT. COST
<b>1. Integrated Design Solutions</b>	<b>93.66667</b>	<b>\$ 123,112.00</b>	<b>\$ 0.21</b>
2. Testing Engineers & Consultants	71.66667	\$ 89,875.00	\$ 0.75
3. DLZ of Michigan	63.66667	\$ 275,000.00	\$ 0.30
3. DeClemente Siegel Design	63.66667	\$ 278,350.00	\$ 1.50
4. Norr	63.33333	\$ 188,517.00	\$ 0.32
5. OHM Advisors	62.66667	\$ 219,650.00	\$ 0.26
5. Ghafari	62	\$ 874,075.00	\$ 1.00
7. CORE Partners	55.33333	\$ 259,250.00	\$ 0.30

**STANDARD PURCHASING RESOLUTION 8 – BEST VALUE AWARD – FACILITY  
CONDITION ANALYSIS and ASSESMENT**

RESOLVED, That Troy City Council hereby **AWARDS** a contract for Facility Condition Analysis and Assessment to the highest ranked firm, *Integrated Design Solutions, LLC of Troy, Michigan* for an estimated total cost of \$123,112.00, at the unit prices contained in the bid tabulation opened October 12, 2017. a copy of which shall be **ATTACHED** to the original Minutes of this meeting, the cost of which shall not exceed annual budgetary imitations.

BE IT FURTHER RESOLVED, That Troy City Council **APPROVES** a budget amendment in the amount of \$48,120.00 to the Building Operations Internal Service Fund.

BE IT FINALLY RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Al Bourdeau Insurance Agency - Port Huron 5651 Lakeshore Drive  Port Huron MI 48059	CONTACT NAME: Julie Moss	
	PHONE (A/C, No., Ext): (810) 385-4417 FAX (A/C, No.): (810) 385-7860 E-MAIL ADDRESS: juliem@albourdeauinsurance.com	
INSURED INTEGRATED DESIGN SOLUTIONS LLC 1441 W LONG LAKE ROAD SUITE 200 TROY MI 48098-4403	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hamilton Mutual Insurance Co.	14125
	INSURER B: Employers Mutual Casualty Co	21415
	INSURER C: Retailers Ins Co	12471
	INSURER D: Travelers Cas/Surety Co/Am	31194
	INSURER E: INSURER F:	

**COVERAGES** CERTIFICATE NUMBER: CL1612646429 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	5W22837	12/7/2016	12/7/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ INCLUDED GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X	5E22837	12/7/2016	12/7/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		5J22837	12/7/2016	12/7/2017	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
DED RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WCP000888200	12/7/2016	12/7/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Design Professionals Liability [Claims-Made]		106210526	12/7/2016	12/7/2017	Each Claim & All Claims Limit 5,000,000 Each Claim Ded/All Claims Ded 75,000/225,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
PROJECT: COT 17-43 FACILITIES CONDITION ANALYSIS & ASSESSMENT

PER THE ENDORSEMENT ISSUED BY THE COMPANY AND THE POLICY CONDITIONS, CITY OF TROY IS INCLUDED AS AN ADDITIONAL INSURED FOR GENERAL LIABILITY ON A PRIMARY AND NON-CONTRIBUTORY BASIS AND ADDITIONAL INSURED WITH RESPECTS TO AUTO LIABILITY. INSURER WILL ENDEAVOR TO MAIL A 30 DAYS WRITTEN NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER WITH REGARDS TO GENERAL LIABILITY.

<b>CERTIFICATE HOLDER</b>  CITY OF TROY 500 W. BIG BEAVER TROY, MI 48084	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Brad Kolcz/MOSSU
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION –  
AUTOMATIC STATUS FOR OTHER PARTIES WHEN REQUIRED IN A  
WRITTEN CONTRACT OR AGREEMENT – INCLUDING PRIMARY AND  
NONCONTRIBUTORY – OTHER INSURANCE CONDITION**

This endorsement modifies the insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**Section II – Liability** is amended as follows:

**A.** The following is added to Paragraph **C. Who is an Insured**:

- 3.** Any person or organization when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy; and any other person or organization you are required to add as an additional insured under the contract or agreement described above.

Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf in connection with your premises owned or rented to you or in the performance of your ongoing operations.

However:

- a.** The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b.** If the coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to Paragraph **D. Liability And Medical Expenses Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

**C.** The following is added to Paragraph **H. Other Insurance** of **Section III – Common Policy Conditions** and supersedes any provision to the contrary:

**Primary and Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**D.** All other terms and conditions of this policy remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## COMMERCIAL AUTO AMENDMENT

This endorsement modifies insurance provided under the following:

### BUSINESS AUTO COVERAGE FORM

The BUSINESS AUTO COVERAGE FORM is amended to include the following clarifications and extensions of coverage. With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

#### A. BLANKET ADDITIONAL INSURED

**SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured** is amended by adding the following:

- d. Any person or organization who is a party to a written agreement or contract with you in which you agree to provide the type of insurance afforded under this Business Auto coverage Form.

This provision applies to claims for "bodily injury" or "property damage" which occur after the execution of any written agreement or contract.

#### B. NEWLY FORMED OR ACQUIRED ORGANIZATIONS

**SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured** is amended by adding the following:

- e. Any organization which you acquire or form after the effective date of this policy in which you maintain ownership or majority interest. However:
- (1) Coverage under this provision is afforded only up to 180 days after you acquire or form the organization, or to the end of the policy period, whichever is earlier.
  - (2) Any organization you acquire or form will not be considered an "insured" if:
    - (a) The organization is a partnership or a joint venture; or
    - (b) That organization is covered under other similar insurance.
  - (3) Coverage under this provision does not apply to any claim for "bodily injury" or "property damage" resulting from an "accident" that occurred before you formed or acquired the organization.

#### C. SUBSIDIARIES AS INSUREDS

**SECTION II – LIABILITY COVERAGE, A.1. Who Is An Insured** is amended by adding the following:

- f. Any legally incorporated subsidiary in which you own more than 50% of the voting stock on the effective date of this policy. However, "insured" does not include any subsidiary that is an "insured" under any other automobile liability policy or was an "insured" under such a policy but for termination of that policy or the exhaustion of the policy's limits of liability.

#### D. COVERAGE EXTENSIONS – SUPPLEMENTARY PAYMENTS

**SECTION II – LIABILITY COVERAGE, A.2.a. Coverage Extensions, Supplementary Payments (2) and (4)** are replaced by the following:

- (2) Up to \$3,000 for the cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.
- (4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$350 a day because of time off from work.

#### E. PHYSICAL DAMAGE – TOWING

**SECTION III – PHYSICAL DAMAGE COVERAGE, A.2. Towing** is replaced with the following:

We will pay for towing and labor costs incurred, subject to the following:

- a. Up to \$100 each time a covered "auto" of the private passenger type is disabled; or
- b. Up to \$500 each time a covered "auto" other than the private passenger type is disabled.

However, the labor must be performed at the place of disablement.

#### F. LOCKSMITH SERVICES

**SECTION III – PHYSICAL DAMAGE COVERAGE, A.4. Coverage Extensions** is amended by adding the following:

We will pay up to \$50 per occurrence for necessary locksmith services for keys locked inside a covered private passenger "auto" for which Comprehensive coverage is provided. The deductible is waived for these services.

#### G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES

**SECTION III – PHYSICAL DAMAGE COVERAGE, A.4. Coverage Extensions** subparagraph a. **Transportation Expenses** is replaced by the following: