

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

Mayor and Council –

Please see the package of governance documents that will guide the City through the construction of the Public Safety Facilities. This has been revised by the FAC committee. If you have any questions/concerns, please let me know.

- Victor

Section A: LIMITS OF AUTHORITY & BUDGET RESPONSIBILITY

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

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

Budget Adjustments

All transfers between budget line items must be approved by the Finance and Administration Committee (“FAC”) so long as any transfer does not exceed the Novi City Council approved budget. Novi City Council will be informed of all transfers between budget line items after FAC approval.

Procurement Process

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

Professional Services:

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

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

FF&E / Technology Equipment:

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

Hard Construction:

1. CON City Administration will determine on a case-by-case basis which will take place: City Administration Approval with CC Notification or CC Approval, which will be required for new contracts and / or contract amendments based on the following minimum criteria:
 - a. All Hard Construction:
 - i. New Contracts:
 1. Less than \$25,000: City Admin Approval
 2. Equal to, or greater than \$25,000: CC Approval
 - ii. Contract Amendments, Potential Change Orders (PCO's) & Change Orders (CO's) within CC Approved Contingency:
 1. City Admin approval with FAC notification
 - iii. Any Contract Amendments, Potential Change Order (PCO), Change Order (CO) that will result in an increase to the original CC approved project budget (Lump Sum Fee or Not-to-Exceed Cost + Contingency) MUST be presented to and approved by the CC.
2. Roles and approval – in accordance with the Limits of Authority
3. Funding Source – CON shall make Plante Moran Realpoint (PMR) aware of all funding sources for the Program and shall work with their Legal Council to determine any and all

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

restrictions on/or requirements of those funds and shall make PMR aware of those determinations. CON shall make PMR immediately aware of any potential changes to the planned funding sources.

Section B: PROCUREMENT

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

Professional Services Procurement Methods (Includes Architect/Engineer, Construction Manager, Owners Representative, Technology Designer et. al)	
Method 1: Negotiated Proposals	Method 2: RFQ/RFP
1. Develop Form of Agreement / Contract (CON/PMR)	1. Develop Form of Agreement/Contract (CON/PMR)
2. Develop Scope / Schedule/Budget (CON Input)	2. Develop RFQ/RFP (Scope/Schedule/Budget – CON Input)
3. Contact Firm(s) / Solicit Proposals	3. Public Advertising (See Section B6 below) (if desired)
4. CON Evaluate Proposals / PMR Advise	4. Issue RFQ/RFP – CON Procurement
5. PMR Prepare Award Recommendation Letter(s)	5. Pre-Proposal meeting - CON Procurement (PMR Assist)
6. CON Negotiate/execute contract as required per stakeholder approval (PMR Assist)	6. Issue Addendum(s) – CON Procurement
7. PMR prepare award recommendation letter	7. CON to receive bids & publicly open (if desired)
8. CON Present to CC for Award (if applicable)	8. CON Evaluate Proposals / PMR Advise
9. CON fully execute contract	9. CON Negotiate/partially execute contract as required per stakeholder approval (PMR Assist)
10. CON issues PO(s) as required	10. PMR Prepare Award Recommendation Letter(s)
	11. CON provides documents to CC for approval
	12. CON CC Approval
	13. CON fully execute contract

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

	14. CON to issue / PO(s) as required
End of Process	

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

FF&E / Technology Equipment Procurement Methods		
Method 1: Purchase Directly (if below CON'S Policy Limits)	Method 2: Via a Consortium	Method 3: RFQ/RFP
1. Develop Form of Agreement/contract (CON/PMR) 2. Develop Scope/Schedule/Budget (CON/PMR) 3. Contact Firm(s) / Solicit Proposals 4. CON Evaluate Proposals / PMR Advise 5. CON issues PO(s) as required	1. Develop Scope/Schedule/Budget (CON/PMR) 2. Contact Firm(s) / Solicit Proposals 3. CON Evaluate Proposals (PMR Advise) 4. PMR Prepare Award Recommendation Letter(s) 5. CON Present to CC for Award (if Applicable) 6. CON Negotiate/partially execute contract as required per CC approval (PMR Assist) 7. CON CC Approval 8. CON fully executed contract 9. CON to issue PO(s) as required	1. Develop Form of Agreement/Contract (CON/PMR) 2. Develop RFQ/RFP (Scope/Schedule/Budget – CON Input) 3. CON Public Advertising (See Section B6 below) 4. Issue RFQ/RFP – CON Procurement 5. CON Pre-Proposal meeting (PMR Assist) 6. Issue Addendum(s) – CON Procurement 7. CON to receive bids & publicly open (if required) 8. CON Evaluate Proposals – PMR Advise 9. CON Negotiate/ partially execute contract as required per CC approval (PMR Assist) 10. PMR Prepare Award Recommendation Letter(s) 11. CON provides documents to CC for approval 12. CON CC Approval 13. CON fully execute contract 14. CON to issue PO(s) as required
End of Process		

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

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

Hard Construction Procurement Methods (Includes Abatement and Technology Construction)	
Method 1: Construction which is LESS than annually published by the State of Michigan competitive bid limit will follow CON Procurement Policy Limits: https://cityofnovi.org/media/bpsd5p5v/11142022_consentg.pdf	Method 2: Construction which EXCEEDS the annually published State of Michigan competitive bid limit must proceed as competitive bids following the stricter of the State of Michigan (MCL 380.1267) and the CON Procurement Policy Requirements.
1. Develop Form of Agreement/Contract (CON/PMR) 2. Develop Scope/Schedule/Budget (CON Input) 3. Contact Firm(s) / Solicit Proposals 4. CON Evaluate Proposals – PMR Advise 5. CON to issue PO(s) as required	1. Develop Form of Agreement/Contract - CON/PMR 2. Develop RFQ/RFP - CON/CM (PMR Assist) 3. Public Advertising (See Section B6 below) - CON w/ CM (PMR assist) 4. Issue RFQ/RFP – CM/CON (PMR assist) 5. Pre-Proposal meeting – CM (PMR Assist) 6. Issue Addendum(s) – CM/CON (PMR Assist) 7. Receive bids & publicly open CON w/ CM Assist 8. Evaluate Proposals – CM w/ CON input and PMR Advise 9. Negotiate/partially execute contract as required per CC approval – CON w/ CM & PMR Assist

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

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

6. Bid Advertising, Delivery and Selection:

- a. CON will post advertisement for bids as follows:
 - i. Advertise one time in a newspaper of general circulation in the area where the construction renovation / repair is to take place.
 - ii. Advertise for at least two-weeks on the Department of Michigan Management and Budget website on a website maintained for this purpose or post on a website designated by the Department of Michigan Management and Budget for this purpose
 - iii. Post the advertisement for bid on BidNet Direct (bidnetdirect.com)
- b. Public Advertisement must state the following information and must be reviewed by the CON (INSERT TITLE):
 - i. Time, date, and place at which proposals/bids are due. For construction bids the time, date, and place of the public meeting which all bids will be opened and read aloud by CON or its designee.
 - ii. The bid must be accompanied by the following documents:
 1. Familial Disclosure Statement: a sworn and notarized statement disclosing any familial relations that exists between CON or any employee of the bidder and any member of the Project Team
 2. Iran Disclosure Statement: a sworn and notarized statement disclosing any relationship that exists between CON or any employee of the bidder, and the country of Iran.
 3. Bid, Performance, and Payment Bond Requirements: upon award each bidder is required to have a 5% Bid Bond, 100% Performance, 100% Labor and Material (Payment) Bonds. The Performance and Payment Bond is provided by the Construction Manager or Prime Contractor.

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

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

Section C: PURCHASE ORDERS / CONTRACTS / AGREEMENTS

1. Templates:
 - a. The following contract templates will be used (as modified and current year):
 - i. Construction Manager (CMc): AIA-A133 / AIA-A201
 - ii. General Contractor (GC): AIA – A101 / AIA – A201
 - iii. Architect (AE): AIA-B101 / AIA – A201
 - iv. Technology Designer: District Modified Template
 - v. Environmental Consultant: AIA-C103
 - vi. Materials Testing Services Consultant: AIA-C103

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

- vii. Commissioning Agent: AIA C103
- viii. Building Envelope Consultant: AIA C103
- ix. Others: To be determined by CON Legal Counsel

2. Roles:

- a. Contracts will be drafted, reviewed, and approved as outlined below: Roles in contract draft, review and approval process:
 - i. Initial Draft: CON Legal Counsel
 - ii. Review Business Terms: PMR
 - iii. Review (Legal & Business Terms): CON and Legal Counsel
 - iv. Contract Negotiations: CON Legal Counsel and PMR
 - v. Vendor partially executes contract
 - vi. Approval: CON CC
 - vii. CON fully executes contract

3. Purchase Orders (POs) / Contract:

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

Section D: CHANGES TO THE SCOPE OF SERVICES

CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT

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

DRAFT AIA® Document G701™ - 2017

Change Order

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

THE CONTRACT IS CHANGED AS FOLLOWS:

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

The original Contract Sum was	\$	0.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	0.00
The Contract Sum will be increased by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	0.00
The Contract Time will be increased by Zero (0) days.		
The new date of Substantial Completion will be		

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

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

_____ ARCHITECT <i>(Firm name)</i>	_____ CONTRACTOR <i>(Firm name)</i>	_____ OWNER <i>(Firm name)</i>
_____ SIGNATURE	_____ SIGNATURE	_____ SIGNATURE
_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE	_____ PRINTED NAME AND TITLE
_____ DATE	_____ DATE	_____ DATE

AIA Document G701™ - 2017. Copyright © 1979, 1987, 2000, 2001 and 2017 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This draft was produced by AIA software at 14:34:49 ET on 09/08/2022 under Order No.8759023068 which expires on 09/17/2022, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@aia.org.
User Notes: (3B9AIA52)

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

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

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

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

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

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

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

1. Potential Change Order (PCO): Changes in Scope of Services

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

- a. Definition: Changes in the Work due to: Field Issues; Design Changes or Issues; Requests for Information (RFI); Submittals; and/or Regulatory requirements. (Reason codes et.al, to be provided on CON approved PCO form)
- b. Process:
 - i. Need for Change in Capital Work may be identified by CMc/Contractor in writing by way of a Potential Change Order (PCO)
 - 1. AE / Consultant reviews PCO and either rejects or recommends and submits to PMR for review.
 - 2. PMR reviews, and either rejects or recommends CON for approval.
 - 3. CON either approves PCO or rejects PCO.
 - 4. AE/Consultant to process accepted PCO for inclusion into a Change Order.
 - 5. CM/Contractor to prepare PCO log and present at each OAC meeting.
 - 2. Change Order (CO) (see Exhibit B)
 - a. Definition: A single or multiple PCOs assembled into a formal Change Order document that modifies the Terms and Conditions of the Agreement (e.g. terms, scope, schedule and / or budget).
 - b. Process:
 - i. AE/Consultant or CM creates the Change Order (CO) and routes for review/ signatures in DocuSign.
 - 1. Routing to be in accordance with Flowchart (see Exhibit B)
 - ii. CON reviews and approves Change Order and modifies or issues a new PO
 - iii. PMR enters executed CO into PMIS
 - c. A Change Order Approval Flowchart is attached as Exhibit B

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

- 1. Invoices and payments :
 - a. Invoices which require certification:
 - i. (Construction Manager, Design Prime Contractor, etc.) will submit invoices broken down by scope of work per project to the AE to certify

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

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

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

- b. Procedures; follow the procedures above with the following additions:
 - i. The vendor(s) or construction manager(s) will collect, compile, and turn over all closeout documents as defined in the Construction Documents (such as O&M manuals, as-built drawings, warranties, punch-list items, etc.). to CON.
 - ii. PMR and CON will review for completeness.
 - iii. PMR will provide recommendation for payment and reference the PO number and indicate as Final Payment. This will include a review of all final waivers of lien, sworn statements, general releases, and consent of surety. A review of the final balance on the PO/contract will be addressed at this time
 - iv. CON will also review the final payment to ensure the amount does not exceed the balance on the PO/contract and to confirm CON is satisfied with the completion of the work performed and final documentation.

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

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

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

- iii. Submission Date: TBD
- iv. Submission Type: Excel via email
- e. Cost Reconciliation Report:
 - i. Purpose: Confirm that CON accounting system and the Owner's Rep PMIS system match
 - ii. Audience: CON TBD
 - iii. Frequency: Quarterly
 - iv. Submission Date: TBD
 - v. Submission Type: Excel via email
- f. Fiscal Year End Reporting
 - i. Purpose: Support CON with fiscal year-end reporting
 - ii. Audience: CON TBD
 - iii. Frequency: Annually
 - iv. Submission Date:
 - v. Submission Type: via Email
- 2. Meetings and Attendees:
 - a. Internal Team Meeting:
 - i. Purpose: Provide a progress update to CON and notify administration of any issues.
 - ii. Frequency: TBD
 - iii. Attendees:
 - 1. PMR Project Manager / Project Director (Lead by PMR – PM)
 - 2. PMR Subconsultant Team Member Leads
 - 3. CON Administration
 - b. Owner Architect & Contractor (OAC) Meeting:
 - i. Purpose: Coordination meeting between CON, PMR, and Professional services.
 - ii. Frequency: TBD
 - iii. Attendees:
 - 1. AE and CM (Facilitator)
 - 2. CON Staff
 - 3. PMR Team
 - 4. Technology Designer
 - c. Business Ops Budget Meeting: Facilitated by CON
 - i. Purpose: Coordination meeting between CON and PMR
 - ii. Frequency: TBD
 - iii. Agenda:

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

1. Outstanding Payment Applications / Invoices
 2. Outstanding Requisitions and POs
 3. Reconciliation
 4. CTC/Forecast
 5. Cash Flow-confirm spending is on schedule and bond fund sale schedule is appropriate
 6. Upcoming CON CC Agenda Items
- iv. Attendees:
1. CON
 2. PMR-PCA/ PM
- d. City Council Public Project Updates
- i. Purpose: Update CON CC and the public as to project status
 - ii. Frequency: Twice per year
 - iii. Attendees:
 1. CON CC / CON
 2. PMR Team
- e. FAC Meetings
- i. Purpose: Coordination meeting between FAC and PMR
 - ii. Frequency: Quarterly and as needed
 - iii. Attendees:
 1. FAC
 2. CON Staff
 3. PMR Team

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

Exhibits:

Exhibit A: Procurement Matrix

Exhibit B: Flowcharts

Key

PMR	Plante Moran Realpoint
CC	Novi City Council
CMc	Construction Manager as Contractor

**CITY OF NOVI
PUBLIC SAFETY PROGRAM
PROJECT PROCEDURES
1.28.26 DRAFT**

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