

Date: 12/29/25

To: Novi Finance and Administration Committee:

RE: RASIC Questions

Dear Finance and Administration Committee:

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

Engagement of the Contractors

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

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

Approval of Transfers within Budget Line Items

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

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

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

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

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

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

Sincerely,

Todd Fenton
Plante Moran Realpoint

CC: Victor Cardenas
Greg VanKirk
Brian Weber
Robert Stempien