

June 1, 2026

Mr. Victor Cardenas
City Manager
City of Novi
45175 Ten Mile Rd.
Novi, Michigan 48375

via email: vcardenas@cityofnovi.org

RE: City of Novi Public Safety Bond Project – Commissioning Firm Recommendation

Dear Mr. Cardenas,

I am writing to update you on Plante Moran Realpoint's (PMR) progress in our engagement to assist and advise the City of Novi (CoN) in selecting a Commissioning (Cx) firm for the CoN Public Safety Project (Project). Together, The City of Novi Selection Advisory Group, consisting of CoN city staff (Chief Zinser and Chief Information Officer Rob Petty), PMR and CoN legal counsel (the Project Team) have presented a framework in order to identify, evaluate, and recommend a firm for this Project.

SELECTION PROCESS

This letter summarizes the evaluation process and results for the Cx Services procurement conducted by the City of Novi Selection Advisory Group and PMR in accordance with our engagement agreement.

On March 16, 2026, a Request for Proposals (RFP) was issued to five (5) qualified Cx firms. A pre-proposal meeting was conducted on March 20, 2026, to review project details and respond to questions. All five firms submitted sealed proposals on April 3, 2026.

Evaluation criteria included experience on comparable projects, team qualifications, project approach, fee structure, and firm differentiators. Based on scoring results, two (2) firms were shortlisted for interviews, which were conducted on April 24, 2026.

Following the interviews, the Selection Advisory Group unanimously determined that incorporating building envelope consulting services into the Cx scope would provide enhanced coordination, risk mitigation, and overall value to the City. While this scope was initially planned as a separate procurement, the group concluded that consolidating services under a single contract was in the City's best interest.

Accordingly, PMR issued an addendum on May 4, 2026, requesting pricing from the shortlisted firms for the expanded scope. Responses were received on May 11, 2026, and subsequently

reviewed by the Selection Advisory Group.

RECOMMENDATION

Based on the written proposals, interview responses, expanded scope pricing, and overall qualifications, the team recommends awarding the commissioning and building envelope consulting services contract to **JMK Engineering, Inc. in the amount of \$263,200.**

The services will be formalized under AIA Agreement C103-2015, subject to final review and approval by the City of Novi's legal counsel. The proposed fee is within the established project budget for these services.

Should you have any questions regarding this recommendation, please do not hesitate to contact me at (248) 675-9812.

Sincerely,

PLANTE MORAN REALPOINT

A handwritten signature in blue ink, appearing to read "Brian Weber", is written over the printed name.

Brian Weber, Sr. Vice President

CC: Greg VanKirk, Plante Moran Realpoint
Todd Fenton, Plante Moran Realpoint

ENCLOSURES: Cx Proposal Summary

**CITY OF NOVI - PUBLIC SAFETY PROGRAM
COMMISSIONING SERVICES
REQUEST FOR PROPOSALS SUMMARY**

May 21, 2026

Category	JMK Engineering	Catalyst Partners	Pro-Mec Engineering	Matrix Consulting Engineers	Strategic Energy Solutions	AVERAGES
General Information						
Local Office	Bloomfield Hills, MI	Grand Rapids, MI	Grand Ledge, MI	Lansing, MI	Berkley, MI	
Contact	John Kause 248.930.4377 john.kause@jmkpm.com	Kyle Reith 616.454.1111 x122 kylerieth@catalyst-partners.com	Nick Kramp 517.204.1759 nickk@pro-mec.com	Craig Trierweiler 517.487.2511 ctrierweiler@matrixceinc.com	David Slevin 248.399.1900 dslevin@sesnet.com	
Agree to Contract Terms	Yes	Yes	unknown	Yes	Yes	
Familial Disclosure, Iran Sanctions, Non-Collusive, Equal Opportunity and Criminal Background Affidavits	Yes	Yes	Yes	Yes	Yes	
Proposed Fee Information - MEP Commissioning						
New Public Safety Building	\$ 59,000	\$ 58,300	\$ 109,811	\$ 127,190	\$ 110,500	\$ 115,834
New Fire Station #2	\$ 20,000	\$ 26,000	\$ 20,196	\$ 27,115	\$ 20,155	\$ 22,489
New Fire Station #3	\$ 20,000	\$ 26,000	\$ 13,866	\$ 27,115	\$ 20,155	\$ 20,379
Renovated Fire Station #4	\$ 12,000	\$ 19,200	\$ 7,444	\$ 25,230	\$ 5,400	\$ 12,691
Reimbursables	\$ -	\$ 6,900	\$ -	\$ 500	\$ 1,000	\$ 500
Proposed Fee - MEP Commissioning	\$ 111,000	\$ 136,400	\$ 151,317	\$ 207,150	\$ 157,210	\$ 171,892
Proposed Fee Information - Envelope Commissioning						
New Public Safety Building	\$ 92,400	\$ 85,900				\$ 85,900
New Fire Station #2	\$ 27,400	\$ 28,660				\$ 28,660
New Fire Station #3	\$ 27,400	\$ 28,660				\$ 28,660
Renovated Fire Station #4	\$ 5,000	\$ 5,000				\$ 5,000
Reimbursables	\$ -	\$ 2,900				\$ 2,900
Proposed Fee - Envelope Commissioning	\$ 152,200	\$ 151,120				\$ 151,120
Combined Services						
Proposed Fee - Combined Services	\$ 263,200	\$ 287,520				#DIV/0!
Team						
Principal	\$ 200.00	\$ 260.00	\$ 170.00	\$ 206.00	\$ 280.00	\$ 218.67
Project Manager	\$ 150.00	\$ 220.00	\$ 150.00	\$ 177.00	\$ 210.00	\$ 179.00
Professional Engineer	\$ 150.00	\$ 190.00	\$ 135.00	\$ 157.00	\$ 225.00	\$ 172.33
Commissioning Agent	\$ 150.00	\$ 145.00	\$ 120.00	\$ 157.00	\$ 210.00	\$ 162.33
Field Representative	\$ 150.00	\$ 130.00	\$ 105.00	\$ 157.00	\$ 180.00	\$ 147.33
Draftsperson/Technician		\$ 115.00	\$ 110.00	\$ 132.00	\$ 120.00	\$ 120.67
Accounting		\$ 115.00	\$ 170.00	\$ 64.00	\$ -	\$ 78.00
Clerical	\$ -	\$ 115.00	\$ 75.00	\$ 64.00	\$ 100.00	\$ 79.67
Notes						
	Roofing Technology Associates (RTA) proposed as a sub-consultant for Roofing QC services					