

October 2, 2025

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 – Architect/Engineer 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 an Architect/Engineer (A/E) firm for the CoN Public Safety Project (Project). Together, the CoN Selection Advisory Group - consisting of CoN city staff ("Advisory Group") - the CoN Finance and Administration Committee ("FAC") - consisting of the Mayor and two City Council members - PMR and CoN legal counsel have presented a framework in order to identify, evaluate, and recommend a firm for this Project.

SELECTION PROCESS

This letter summarizes the results of the evaluation process for A/E proposals and interviews conducted by the Advisory Group and FAC in accordance with our engagement agreement.

On July 15, 2025, RFP documents were formally issued to seven (7) capable and well-established A/E firms. PMR conducted a pre-proposal meeting on July 17 to provide project information and answer questions. Firms were given until August 1 to submit additional questions or requests for clarification.

All seven firms submitted sealed RFP responses, which were received by CoN on August 12. Evaluation criteria included police and fire station design experience, proposed team qualifications, fee structure, and firm differentiators. Four firms—AECOM, The Collaborative, DLZ, and HED—were shortlisted by the Advisory Group for interviews moderated by PMR on August 27.

Notably, three of the four shortlisted firms partnered with nationally recognized public safety design experts. Based on team chemistry, relevant experience, and interview responses, DLZ and HED were selected for further consideration by the FAC.

The FAC re-interviewed DLZ and HED on September 15. Following its evaluation, the FAC

recommended that PMR negotiate fee and scope with both firms. PMR successfully negotiated a reduced fee with the recommended firm.

RECOMMENDATION

Based on formal presentations, responses to the Advisory Group and the FAC questions, due diligence, and fee negotiations, PMR recommends awarding both the Public Safety Building and Fire Station projects to HED.

PMR and CoN legal counsel have reviewed HED's draft contract comments and are finalizing acceptable terms and conditions. At this time, no major issues are anticipated that would prevent successful contract execution. The final contract will be executed pending legal review.

The A/E fee for the scope of services, as outlined in the RFP and the AIA B101-2017 and A201-2017 draft contracts, is as follows:

HED Architects:

Fee on Cost of Work budget of \$66M:	6.87% = \$4,533,000 (Negotiated fee amount)
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Reimbursable expenses:	\$207,765 N.T.E.
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Total:	\$4,740,765
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Should you have any questions regarding this recommendation, please do not hesitate to contact me at (248) 603-5252.

Sincerely,

PLANTE MORAN REALPOINT

Robert Stempien AIA, Sr. Vice President

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

ENCLOSURES: A/E Bid Summary dated October 1, 2025