



February 16, 2024

Jeffrey Muck
Director Parks, Recreation & Cultural Services
City of Novi
45175 Ten Mile Road
Novi, MI 48375

Regarding: Scope of Design Services
 Novi Ice Arena HVAC Replacement

Dear Mr. Muck,

Per your request, the following outlines our proposed scope of services and fee to perform design services to prepare plans and specifications for the above referenced project. This summary includes our project understanding, proposed scope of work, assumptions, schedule, and fee.

PROJECT UNDERSTANDING

The City of Novi desires to make HVAC improvements at the Novi Ice Arena, located at 42400 Nick Lindstrom Drive. The OHM team has discussed the project objectives with you and visited the site to meet with facility staff and review existing conditions. It is understood that the facility staff have identified a need based on recent equipment failures to replace make up air units and the dehumidification unit for the ice areas and ventilation for the locker rooms. The units are currently located in an open roof equipment courtyard. This equipment includes one (1) gas fired makeup unit for the locker rooms, one (1) desiccant dehumidifier with energy recovery and gas fired reactivation and two (2) gas fired duct heaters for temperature control of each ice arena.

In discussions with arena personnel, it is desired to replace the exterior ductwork within this area due to its condition as well as construct a new access ladder to provide permanent access to the mechanical room. The existing interior distribution ductwork would remain existing. It was also communicated that the existing roof of the mechanical courtyard is in need of repairs or resealing after equipment removal.

Based on current equipment lead times and ability to disable the current system's operation during operational season it is assumed that the construction will occur in the spring of 2025.

SCOPE OF SERVICES

Task 1 – Preliminary Design

- ▶ Develop an electronic floor plan of the facility based on provided as-built record drawings and field verification.
- ▶ Conduct site visit to investigate potential equipment placement, duct routing and document existing structural and electrical conditions.
- ▶ Document electrical panel locations and develop one line diagram to determine the power availability for proposed equipment.
- ▶ Prepare calculation of code required ventilation.
- ▶ Make preliminary equipment selections.
- ▶ Review preliminary equipment selections and code required changes with owner at a virtual meeting.
- ▶ Perform structural calculations to determine if additional framing is required to support roof mounted equipment. It is assumed that structural modifications are not required.



- ▶ Prepare an opinion of probable cost.
- ▶ Conduct one (1) virtual meeting at 50% to review design prior to preparation of final detailed plans.

Deliverables

- ▶ PDF plan of preliminary unit placement and duct routing within the equipment yard
- ▶ Preliminary equipment cut sheets
- ▶ Preliminary Opinion of Probable Cost

Task 2 – Final Design

- ▶ Prepare demolition plans for the removal of roof mounted units, gas piping and roof mounted ductwork.. Interior ductwork is intended to remain.
- ▶ Finalize mechanical equipment selection.
- ▶ Prepare HVAC plans including unit location, roof mounted distribution ductwork and gas piping.
- ▶ Prepare mechanical equipment schedules and technical details including control sequences and diagrams.
- ▶ Prepare electrical power plans and panel schedules to support replaced mechanical equipment.
- ▶ Prepare technical specifications and project manual for bidding.
- ▶ Update opinion of cost.
- ▶ Send 95% drawings and technical specifications to City staff for review.
- ▶ Meet with City staff to review 95% documents.
- ▶ Perform internal Quality Control (QC) on the Contract Documents.
- ▶ Update drawings based on City's comments and internal QC.
- ▶ Seal drawings and provide them to The City of Novi Building Department for plan review. Contactor will be responsible for securing permits.

Deliverables

- ▶ Final Opinion of Probable Cost
- ▶ Design Development drawings including structural, mechanical and electrical at 50% meeting
- ▶ Final Contract Documents, drawings, and specifications including contract documents for bid and permitting at 100%.

Task 3: Bidding Assistance

OHM will provide the following during this phase:

- ▶ Assist with City to develop bid package for distribution.
- ▶ Attendance at pre-bid meeting (if required).
- ▶ Response to Contractor RFIs during bidding.
- ▶ Issuance of Addendum for items requiring clarification.
- ▶ Tabulation and review the bids and checking Contractor references.
- ▶ Provide a recommendation of the award of the project construction to a qualified Contractor.

ASSUMPTIONS AND CLARIFICATIONS

The above-listed scope of services was prepared with the following assumptions:

- ▶ The City will be responsible for all permit application fees and permit fees.
- ▶ The City of Novi will provide the following, if available, to assist us with the project:
 - Prior as-builts and existing plans
 - Access to the facility for review of existing conditions
 - Utility billing information.
- ▶ Attendance at public meetings is not necessary or included.
- ▶ In the event any additional services are required by OHM Advisors, an Authorization for Additional Services will be submitted for your approval prior to performing said services.
- ▶ The following services are not included in this scope:
 - Environmental testing and abatement



- Fire alarm and fire sprinkler design
- Electronic as-built drawings
- Commissioning
- Construction administration and construction observation services

SCHEDULE

The following table outlines the task durations for major project milestones.

TASK	TASK DURATION (IN WEEKS)
Task 1: Preliminary Design	4
Task 2: Final Design	6
Task 3: Bidding Assistance	2-4

Potential schedule related items that may impact task durations are as follows:

- ▶ Client review times
- ▶ Permit/regulator review times (if applicable)

FEE

Our professional services will be performed in accordance with the *Civil Engineering Consulting Services Agreement between the City and OHM Advisors*. OHM Advisors will provide the above-outlined services for a not-to-exceed fee of forty four thousand dollars (\$44,000). The costs are derived based on the anticipated number of staff hours at the standard contract rate of \$125/hour. The summary of hours and the task breakdown are as follows:

Task	Staff Hours	Rate	Amount
Task 1 – Preliminary Design	128	\$ 125.00	\$16,000
Task 2 – Final Design	194	\$ 125.00	\$24,250
Task 3 – Bidding Assistance	30	\$ 125.00	\$3,750
Total			\$44,000

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. If you have any questions or need additional information, please contact me at Sean.Tabacsko@ohm-advisors.com or 989-928-5911.

Sincerely,

OHM Advisors

Authorization to Proceed

Sean Tabacsko
Senior Project Manager

Signature

Date

Printed Name

Title

cc: Tim Juidici, Principal, OHM Advisors
File