

WHITE LAKE TOWNSHIP

COMMUNITY DEVELOPMENT DEPARTMENT

DATE: December 11, 2023

TO: Rik Kowall, Supervisor
Township Board of Trustees

FROM: Design Committee

SUBJECT: Security Design and Consulting Proposal

The Design Committee has been working on a variety of tasks over the past several months. Most recently, the Committee has reviewed security design and consulting proposals from Summers Associates LLC. Summers has been recommended by both of our architecture firms, Redstone and SPY. According to the B133 architectural design services contract, the architects are able to select subconsultants to assist them in their design, subject to Township Board approval.

Here (attached) are the two security proposals that were supplied to us by Redstone and SPY. Please note that I asked both Redstone and SPY to request that Summers reduce his initial fee proposals of \$40,220 (for Public Safety) and \$30,475 (for Twp. Hall) when we first received them. The attached revised proposals of \$36,000 and \$27,420, respectively, reflect a reduction of approximately 10.3 % (or \$7,275) below the initial pricing. Given the price reduction, and the architect's experience with this firm, the committee is comfortable recommending these proposals for Summers Associates.

The Committee is looking forward to discussing the attached security design proposals, from Summers Associates, with you on December 19th. If you have any questions, or require additional information, please do not hesitate to contact me.

Thank you.

**Proposal to Provide Security Consulting Services
related to the new White Lake Township Public Safety
Facility**

Prepared for:



Prepared by:



Consulting & Design
"Making our world a safer place by design"

December 8, 2023



December 8, 2023

VIA E-MAIL

Daniel Redstone, FAIA, NCARB

LEED Accredited Professional

Redstone Architects, Inc.

2709 S. Telegraph Road

Bloomfield Hills, MI 48302-1008

RE: Security Consulting – White Lake Township Public Safety Building

Dear Dan:

Summers Associates is pleased to submit this proposal to Redstone Architects for security design consulting services related to the design of the new White Lake Township Public Safety Building.

A. Introduction

Summers Associates primary objective is to provide unbiased guidance to help our clients meet their varied and specific security requirements and to ensure our clients receive the most appropriate and cost-effective solutions possible. Summers Associates achieves this objective through our unique blend of CPTED plan review and electronic and physical countermeasure design solution services.

Founded in 2011, Summers Associates, LLC, is staffed by expert security consultants and electronic system designers. Many security consulting firms focus solely on electronic security system solutions. Summers Associates takes a holistic approach to security in which all security elements fit together in a harmonious, proactive and cost effective whole. Summers Associates security designs involve a “concentric layers of protection” approach. Its evaluations explore the interior and exterior built environments from a CPTED perspective. Also considered are site perimeter, access points, core asset distribution, physical security, electronic security, key control, guard force management, workplace violence, executive protection, policies, procedures, training and more. To work effectively, these diverse elements must function together as one, to form a comprehensive security program. This holistic approach to security explores facility design options before looking at electronic security solutions. Electronics should supplement rather than substitute for solid architectural design.

Robert E. Summers, CPP is the founding principal of Summers Associates. Mr. Summers has over forty years of combined experience in the areas of private security and law enforcement. Mr. Summers completed his Bachelor of Science degree in Criminal Justice Administration while serving four years as a police officer for the River Edge and Teaneck, NJ, Police Departments. Mr. Summers has held national and regional management positions in the Security and Loss Prevention sectors for nationally recognized companies. He has also managed the personal protection services for TV/Entertainment personalities and private estate clients.

Mr. Summers has performed nationwide threat and vulnerability assessments, in addition to design and engineering services for Presidential Libraries, State Capitals, Governor’s Mansions, numerous Government facilities, Law Enforcement Agencies, Universities, and private sector clients. He has spoken on Crime Prevention Through Environmental Design (CPTED) to the Law Enforcement Community, Insurance Industry, Government Agencies, Architectural firms, and at Regional and National levels for ASIS International (ASIS); Campus Safety Conference; Coalition for Educational Facility Planners International (CEFPI); and The American Institute for Architecture (AIA) events.



B. Objective

Summers Associates understands that Redstone is interested in security consulting turnkey design services for the new White Lake Township Public Safety facility. It is understood the facility design is to include a two-level public safety facility which will house the township police and fire departments. The main level will consist of 28,090 square feet with a lower level consisting of 16,280 square feet with 2,800 square footage projected as a future firing range. It is further understood that Beckett and Raeder will coordinate the entire civic center site engineering and landscaping designs.

Furthermore, Summers Associates understands that the typical security subsystems to be included in this design proposal will be limited to intercom, duress alarms, access control and facility video surveillance. The new Public Safety Building, to be located adjacent to the Civic Center facility and to be constructed concurrently, will serve as the control and monitoring hub for all Civic Center site and facility electronic security countermeasures.

C. Scope of Work

Based upon our understanding of the project, Summers Associates proposes the following scope of work:

1. Schematic Design Phase

- a. Review schematic design drawings and provide consultation recommendations to Redstone related to crime prevention through environmental design (CPTED) and potential electronic and physical security countermeasures.
- b. Conduct (1) virtual meeting with Redstone and White Lake Township representatives to gain their unique insight and to review security system requirements, expectations and obtain legacy system information.
- c. Provide SD outline narrative and probable construction cost estimates.

2. Design Development Phase

- a. Provide security/technology consultation to Redstone for the selection of electronic security and technology elements based upon a review of building architectural drawings to validate placement, selection and design of new security components.
- b. Provide mark ups of PDF site and floor plans depicting electronic security system device types and locations.
- c. Provide a probable construction cost estimate and submit proposed manufacturer equipment data sheets.
- d. Attend (1) virtual consultant coordination meeting as directed by Redstone technical project team members to review design development document submittals with electrical and civil engineers and the door hardware subconsultant.
- e. Attend (1) virtual client meeting as directed by Redstone to review proposed security design development device layout plans in detail.

3. Construction Documents Phase - (50% & 100%)

- a. Based upon approval of the proposed DD Level system design, begin preparation of 50% construction documents and performance based technical specifications.
- b. Prepare and present 50% construction documents for review and approval.
- c. Attend (1) virtual consultant coordination meeting as directed by Redstone technical project team members to review 50% construction documents submittals.



- d. Based upon approval of the 50% submittal, prepare 100% construction documents and performance based technical specifications and drawings. Drawings will include equipment location layouts, installation details and single lines in PDF format. Device schedules will be prepared in Excel spreadsheets.
- e. Revise submission of probable construction cost estimates and related final manufacturer equipment data sheets.
- f. Respond to bidder questions (RFI's) as directed by Redstone.
- g. Review and respond to requests for substitutions.
- h. Prepare Addenda as necessary and directed by Redstone.

5. Construction Period Services

- a. Conduct reviews of successful bidder's access control and video surveillance system shop drawings and equipment submittals for compliance with contract document requirements.
- b. Review and respond to RFI's and prepared addendum as directed by Redstone.
- c. Conduct (1) progress of construction site visit at approximately 65% construction phase to review progress of the security and technology system installations.* Provide itemized corrective action punch list report for submittal.
- d. Conduct witness of final acceptance testing visit at 95% completion.* Provide itemized corrective action punch list report for submittal.

* All reasonable efforts will be made to simultaneously coordinate the respective 65% and 95% site visits to the Civic Center and Public Safety facilities to limit the total site visits to two occasions total.

D. Schedule

Summers Associates will complete the scope of services described herein based on a Notice to Proceed and a mutually agreeable project schedule.

E. Deliverables

Summers Associates will attend (1) virtual schematic design development meeting with end user; and (1) virtual design development and construction document consultant coordination meetings; and provide (1) electronic copy of 100% DD; and an electronic copy of 50% and 100% CD finalized construction documents and plans in MS Word and PDF. 100% CD plans to be provided in AutoCAD.

F. Fees

Summers Associates proposes to provide the services described in the above Scope of Services for a fixed fee of **\$40,220**. Proposal is valid for 60 days.

Security Consulting Design Services by Phase

1. Schematic Design Phase	\$ 2,100
2. Design Development Phase	\$ 6,840
3. Construction Documents Phase 50%	\$ 14,860
4. Construction Documents Phase 100%	\$ 12,200
5. Construction Period Services Phase	\$ T&E*
a. Review (1) complete set of security shop drawings and equipment submittals for compliance.	
b. Review and respond to RFI's as directed by Redstone	



c. Progress of construction site visit at 60% construction.	
d. Witness final acceptance testing.	
TOTAL:	\$ 36,000*

* Construction period service not included in total.

G. Client Responsibilities and Exclusions

1. Excludes conduit layout, high voltage electrical engineering and door hardware consulting.
2. Excludes Blast and Ballistic Mitigation Design, Progressive Collapse, and Chemical/Bio Filtration Design.
3. Excludes CAD dispatch design, radio system design or frequency coordination.
4. Excludes preparation of threat assessments, security policy, procedures, practices and directives.
5. Meetings and/or site visits in excess of those identified herein are excluded. Meetings and/or site visits may be requested as needed on a per diem basis.

H. Standard Terms & Conditions

1. Summers Associates services shall consist of those outlined in the above scope of services.
2. **Extra Services.** In the event Summers Associates is caused or requested to consider additional aspects of the project or is caused other expenses due to changes authorized by Redstone, Summers Associates shall perform such extra services or expenses at an agreed upon time and expense basis.
3. **Payment.** Payments to Summers Associates on account of its fee shall be made against invoices submitted once each month, based on time expended and expense incurred for the month preceding. Payment will be due within 10 days of receipt of payment from client.
4. **Confidentiality.** Summers Associates agrees to treat any oral, printed or drawn information, identified by Redstone to be of a proprietary or restricted nature, in strictest of confidence and to return any such documents given it if so requested.
5. **Access.** Timely access to the site, information and staff shall be provided so as not to delay Summers Associates project scope and completion efforts.
6. **Termination.** This agreement may be terminated by either party by ten (10) days written notice in the event of substantial failure to perform in accordance with the terms hereof by the one party through no fault of the other party. If terminated due to the fault of other than Summers Associates, Summers Associates shall be paid for services performed to the date of termination, including reimbursements then due, plus termination expense.
7. **Insurance.** Summers Associates shall procure and maintain in effect during the period of this agreement and for not less than six months thereafter insurance policies for protection against claims under worker's compensation acts; claims for damages because of bodily injury or death; from claims or damages because of injury to or destruction of property including loss of use resulting there from, as such coverage is normally provided in general liability, contractual liability, automobile liability and professional liability policies; and any other insurance prescribed by law.
8. **Assumption of Liability.** This proposal is made subject to Summers Associates assuming normal liability for its own negligent acts or omissions. The cost of securing additional insurance coverage for any "hold harmless" or indemnification clause in other final contract documents will be added to the fees quoted herein. Any "hold harmless" indemnification clause, which transfers to Summers Associates third-party or other liability not directly connected with its work, or which otherwise goes beyond its ability to secure sufficient insurance coverage, cannot be accepted.
9. **Cost Estimates.** Any cost estimates provided by Summers Associates in connection with this work represent only Summers Associates best estimate of a preliminary nature, in recognition that Summers Associates is not allied with the construction industry and is not therefore expert in that area. If more specific cost projections are desired, it is recommended that Redstone employ an independent cost estimator.



I. Acceptance

EXECUTION OF THIS PROPOSAL INDICATES THE CLIENT HAS READ AND FULLY UNDERSTANDS ALL THE TERMS AND CONDITIONS CONTAINED HEREIN AND CONFIRMS ACCEPTANCE OF SAME.

Thank you for the opportunity to present this proposal.

SUMMERS ASSOCIATES, LLC

Respectfully submitted by:

Robert E. Summers, CPP
Principal Consultant

December 8, 2023
Date

Accepted for: Redstone Architects, Inc.

Printed Name and Title

Date

Signature

**Proposal to Provide Security Consulting Services
related to the White Lake Township Civic Center Facility**

Prepared for:

Straub Pettitt Yaste Architects

Prepared by:



Consulting & Design

"Making our world a safer place by design"

December 7, 2023



December 7, 2023

VIA E-MAIL

Straub Pettitt Yaste Architects
850 North Crooks, Suite 200
Clawson, MI 48017-1311

RE: Security Consulting – White Lake Township Civic Center Facility

Dear Civic Center Architecture Team,

Summers Associates is pleased to submit this proposal to Straub Pettitt Yaste Architects (hereafter, SPYA) for security design consulting services related to the design of the new White Lake Township Civic Center Facility.

A. Introduction

Summers Associates primary objective is to provide unbiased guidance to help our clients meet their varied and specific security requirements and to ensure our clients receive the most appropriate and cost-effective solutions possible. Summers Associates achieves this objective through our unique blend of CPTED plan review and electronic and physical countermeasure design solution services.

Founded in 2011, Summers Associates, LLC, is staffed by expert security consultants and electronic system designers. Many security consulting firms focus solely on electronic security system solutions. Summers Associates takes a holistic approach to security in which all security elements fit together in a harmonious, proactive and cost effective whole. Summers Associates security designs involve a “concentric layers of protection” approach. Its evaluations explore the interior and exterior built environments from a CPTED perspective. Also considered are site perimeter, access points, core asset distribution, physical security, electronic security, key control, guard force management, workplace violence, executive protection, policies, procedures, training and more. To work effectively, these diverse elements must function together as one, to form a comprehensive security program. This holistic approach to security explores facility design options before looking at electronic security solutions. Electronics should supplement rather than substitute for solid architectural design.

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Mr. Summers has performed nationwide threat and vulnerability assessments, in addition to design and engineering services for Presidential Libraries, State Capitals, Governor’s Mansions, numerous Government facilities, Law Enforcement Agencies, Universities, and private sector clients. He has spoken on Crime Prevention Through Environmental Design (CPTED) to the Law Enforcement Community, Insurance Industry, Government Agencies, Architectural firms, and at Regional and National levels for ASIS International (ASIS); Campus Safety Conference; Coalition for Educational Facility Planners International (CEFPI); and The American Institute for Architecture (AIA) events.



B. Objective

Summers Associates understands that SPYA is interested in security consulting turnkey design services for the new White Lake Township Civic Center facility. It is understood the facility design is to include a two-level, 39,273 GSF with a 20,870 GSF Lower Level, and a 18,403 GSF Main Level. It is further understood that Beckett and Raeder will coordinate the entire civic center site engineering and landscaping designs.

Furthermore, Summers Associates understands that the typical security subsystems to be included in this design proposal will be limited to intrusion detection, intercom, duress alarms, access control and facility video surveillance systems. The new Public Safety Building, to be located adjacent to the Civic Center facility and to be constructed concurrently, will serve as the control and monitoring hub for all Civic Center site and facility electronic security countermeasures.

C. Scope of Work

Based upon our understanding of the project, Summers Associates proposes the following scope of work:

1. Schematic Design Phase

- a. Review schematic design drawings and provide consultation recommendations to SPYA related to crime prevention through environmental design (CPTED) and potential electronic and physical security countermeasures.
- b. Conduct (1) virtual meeting with SPYA and White Lake Township representatives to gain their unique insight and to review security system requirements, expectations and obtain legacy system information.
- c. Provide SD outline narrative and probable construction cost estimates.

2. Design Development Phase

- a. Provide security/technology consultation to SPYA for the selection of electronic security and technology elements based upon a review of building architectural drawings to validate placement, selection and design of new security components.
- b. Provide mark ups of PDF site and floor plans depicting electronic security system device types and locations.
- c. Provide a probable construction cost estimate and submit proposed manufacturer equipment data sheets.
- d. Attend (1) virtual consultant coordination meeting as directed by SPYA technical project team members to review design development document submittals with electrical and civil engineers and the door hardware subconsultant.
- e. Attend (1) virtual client meeting as directed by SPYA to review proposed security design development device layout plans in detail.

3. Construction Documents Phase - (50% & 100%)

- a. Based upon approval of the proposed DD Level system design, begin preparation of 50% construction documents and performance based technical specifications.
- b. Prepare and present 50% construction documents for review and approval.
- c. Attend (1) virtual consultant coordination meeting as directed by SPYA technical project team members to review 50% construction documents submittals.



- d. Based upon approval of the 50% submittal, prepare 100% construction documents and performance based technical specifications and drawings. Drawings will include equipment location layouts, installation details and single lines in PDF format. Device schedules will be prepared in Excel spreadsheets.
- e. Revise submission of probable construction cost estimates and related final manufacturer equipment data sheets.
- f. Respond to bidder questions (RFI's) as directed by SPYA.
- g. Review and respond to requests for substitutions.
- h. Prepare Addenda as necessary and directed by SPYA.

5. Construction Period Services

- a. Conduct reviews of successful bidder's access control and video surveillance system shop drawings and equipment submittals for compliance with contract document requirements.
- b. Review and respond to RFI's and prepared addendum as directed by SPYA.
- c. Conduct (1) progress of construction site visit at approximately 65% construction phase to review progress of the security and technology system installations.* Provide itemized corrective action punch list report for submittal.
- d. Conduct witness of final acceptance testing visit at 95% completion*. Provide itemized corrective action punch list report for submittal.

* All reasonable efforts will be made to simultaneously coordinate the respective 65% and 95% site visits to the Civic Center and Public Safety facilities to limit the total site visits to two occasions total.

D. Schedule

Summers Associates will complete the scope of services described herein based on a Notice to Proceed and a mutually agreeable project schedule.

E. Deliverables

Summers Associates will attend (1) virtual schematic design development meeting with end user; and (1) virtual design development and construction document consultant coordination meetings; and provide (1) electronic copy of 100% DD; and an electronic copy of 50% and 100% CD finalized construction documents and plans in MS Word and PDF. 100% CD plans to be provided in AutoCAD.

F. Fees

Summers Associates proposes to provide the services described in the above Scope of Services for a fixed fee of **\$27,420**. Proposal is valid for 60 days.

Security Consulting Design Services by Phase

1. Schematic Design Phase	\$ 1,050
2. Design Development Phase	\$ 4,040
3. Construction Documents Phase 50%	\$ 12,310
4. Construction Documents Phase 100%	\$ 10,020
5. Construction Period Services Phase	\$ T&E*
a. Review (1) complete set of security shop drawings and equipment submittals for compliance.	
b. Review and respond to RFI's as directed by SPYA	
c. Progress of construction site visit at 60% construction.	
d. Witness final acceptance testing.	
TOTAL:	\$ 27,420*

* Construction period services not included in total.



G. Client Responsibilities and Exclusions

1. Excludes conduit layout, high voltage electrical engineering and door hardware consulting.
2. Excludes Blast and Ballistic Mitigation Design, Progressive Collapse, and Chemical/Bio Filtration Design.
3. Excludes CAD dispatch design, radio system design or frequency coordination.
4. Excludes preparation of threat assessments, security policy, procedures, practices and directives.
5. Meetings and/or site visits in excess of those identified herein are excluded. Meetings and/or site visits may be requested as needed on a per diem basis.

H. Standard Terms & Conditions

1. Summers Associates services shall consist of those outlined in the above scope of services.
2. **Extra Services.** In the event Summers Associates is caused or requested to consider additional aspects of the project or is caused other expenses due to changes authorized by SPYA, Summers Associates shall perform such extra services or expenses at an agreed upon time and expense basis.
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4. **Confidentiality.** Summers Associates agrees to treat any oral, printed or drawn information, identified by SPYA to be of a proprietary or restricted nature, in strictest of confidence and to return any such documents given it if so requested.
5. **Access.** Timely access to the site, information and staff shall be provided so as not to delay Summers Associates project scope and completion efforts.
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7. **Insurance.** Summers Associates shall procure and maintain in effect during the period of this agreement and for not less than six months thereafter insurance policies for protection against claims under worker's compensation acts; claims for damages because of bodily injury or death; from claims or damages because of injury to or destruction of property including loss of use resulting there from, as such coverage is normally provided in general liability, contractual liability, automobile liability and professional liability policies; and any other insurance prescribed by law.
8. **Assumption of Liability.** This proposal is made subject to Summers Associates assuming normal liability for its own negligent acts or omissions. The cost of securing additional insurance coverage for any "hold harmless" or indemnification clause in other final contract documents will be added to the fees quoted herein. Any "hold harmless" indemnification clause, which transfers to Summers Associates third-party or other liability not directly connected with its work, or which otherwise goes beyond its ability to secure sufficient insurance coverage, cannot be accepted.
9. **Cost Estimates.** Any cost estimates provided by Summers Associates in connection with this work represent only Summers Associates best estimate of a preliminary nature, in recognition that Summers Associates is not allied with the construction industry and is not therefore expert in that area. If more specific cost projections are desired, it is recommended that SPYA employ an independent cost estimator.

I. Acceptance

EXECUTION OF THIS PROPOSAL INDICATES THE CLIENT HAS READ AND FULLY UNDERSTANDS ALL THE TERMS AND CONDITIONS CONTAINED HEREIN AND CONFIRMS ACCEPTANCE OF SAME.

Thank you for the opportunity to present this proposal.



SUMMERS ASSOCIATES, LLC

Respectfully submitted by:



Robert E. Summers, CPP
Principal Security Consultant

December 7, 2023
Date

Accepted for: Straub Pettitt Yaste Architects

Printed Name and Title

Date

Signature