

Professional Services Qualifications

**Indefinite-Service, Indefinite-Delivery
Not-to-Exceed Fee, Billable-rate**



for
Department of Technology
Management and Budget

**2013 ISID - Request for Proposal
General Professional Design Services**
(Architectural, Engineering, Landscape Architecture)

Various Locations, Michigan

May 16, 2013

Minor Capital Outlay Projects



PARTNERS in Architecture, PLC
Architecture Planning Interior Architecture Sustainable Design

2013 INDEFINITE-SERVICE INDEFINITE-DELIVERY – REQUEST FOR PROPOSAL
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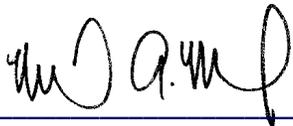
Signature and Certification of Authorized Official Completing RFP.

I certify that the information contained in this herein is true and complete to the best of my knowledge.

Dated: May 16, 2013

Firm Name: PARNTERS in Architecture, PLC
Address: 65 Market Street
Mount Clemens, MI 48043
Phone: 586.469.3600
Email: mmalone@partnersinarch.com



Signed: 
Michael A. Malone, AIA - Principal

II-1. UNDERSTANDING

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II-1 UNDERSTANDING OF PROJECT AND TASKS

PARTNERS in Architecture, PLC understands that the State of Michigan, Department of Technology, Management and Budget is looking to obtain a roster of multiple professional services firms prequalified to perform ISID contracts for general professional design services (architecture, engineering, landscape architecture) as State facilities require minor and/or routine improvements. Anticipated project types may include building alterations, additions, various facility upgrades, and special maintenance projects that may require, but not be limited to, the following phases of professional service:

- 100 Study
- 200 Programming
- 300 Schematic Design
- 400 Preliminary Design
- 500 Final Design
- 600 Construction Administration - Office Services
- 700 Construction Administration - Field Services

The PARTNER Team has provided full Architectural and Engineering services through all of the above (7) phases to the DTMB participating in eleven (11) projects over the last six (6) years with various State Client Agencies. We are currently working with the DTMB and the Michigan State Police on the new MSP Emergency Operations Center as well as with the DTMB and Department of Corrections on some ADA accessibility improvements to the Women's Huron Valley Correctional Facility. We also currently hold a DTMB "Construction Strategist" ISID contract which was awarded to us in July of 2011.

Through these successful experiences, we have developed a clear understanding of the procedures and expectations of the DTMB and the process of fulfill the Administrative, Design, Technical services, and the Construction Inspection requirements of State Projects. Additionally, through this experience, the PARTNER Team understands and works within the DTMB, State Client Agency, and PSC relationship arrangement to maximize efficiency, communications and successful project delivery.

Our firm philosophy and approach is to provide unwavering service and to be there when needed. With this founding principal we have geared our staff to be flexible and responsive, and with ISID contracts the ability to react timely and completely with a proposal and engage in the project is sometimes as important as the project. At the end of the day we will provide DTMB; Design Excellence, Technical Precision, and Professional Service.

PARTNERS understands that project assignments will be located statewide, in both developed and undeveloped areas and welcomes and accepts performance responsibilities for all regions across the State.

It is understood that an ISID contract holder may be contacted by a DTMB Design and Construction Division (DCD) Project Director to provide specific proposals of services and fees for a variety of project types and scope sizes within the contract term period. **PARTNERS** understands that these proposals will be informal and require simpler preparation than the traditional RFP process and specific to a potential assignment. It is likely that the assignment response proposal will call for the completion of Forms III-2-B,C, and D, and possibly an anticipated project schedule as with our recent ISID experience. We also recognize that more than one prequalified professional services provider may be invited to submit competitive proposals.

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PARTNERS is responsible for *all professional services* provided as part of this proposal – even those provided by consulting professionals outside of our corporate organization. We will serve as the sole point of contact and manage the entire effort from the project's inception to its completion.

Governmental Design Expertise:

PARTNERS feels strongly that public architecture and governmental facilities are required to provide true value and functionality to their user groups and the constituents they serve. We have, in fact, dedicated our careers and organized our practice around this market sector with more than 95% of our work in the public realm serving government and institutional clientele. With this real focus the team is prepared for the unique requirements of government facility design, bidding, and construction requirements and protocols. We understand that public projects require special vision and careful stewardship of public monies.

We incorporate a value analysis program into the design of all our facilities that responds to capital outlay and long-term operating and maintenance procedures. As a part of that process, we place a great deal of emphasis on achieving realistic and cost-effective, *sustainable* design solutions. Whether we are focusing on the preservation, maintenance or alteration of a facility, or beginning from the ground up, we look to provide practical, cost-effective solutions that are environmentally sensitive, integrate harmoniously with the innate features of the existing conditions, consume less energy, accentuate natural daylight, and utilize materials that are derived from sustainable sources. As a result, our designs deliver lasting value, are easy to maintain and maximize available budgets.

As you become acquainted with the **PARTNERS'** portfolio, and with us, you will begin to appreciate the experience, expertise, and *PARTNERShip* we have to offer. We are competent, eager and prepared to consult with administrators and stakeholders regarding the facility issues of any given project.

PARTNERS in Architecture, PLC and their key personnel have provided full service architectural and engineering services to varying governmental agencies throughout Michigan. With this experience we have served many governmental clients in a ISID capacity, and as such we have spanned the spectrum of small short fused projects, messy existing renovations, sensitive preservation projects to new ground-up facilities, and all within the clients challenging schedule and budgetary requirements.

Overview of Public Sector Experience

A brief listing of our recent Governmental and Institutional project experience is listed below. The services that were provided are abbreviated in the right column and are as follows: Programming (PG), Schematic Design (SD), Design Development (DD), Construction Documentation (CD) and Construction Inspection (CI).

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Governmental Clients	Scope of Work	Services Provided (PG, SD, DD, CD, CI)
State of Michigan – DTMB	New Michigan State Police Emergency Operations Center; Women's Huron Valley Correctional Facility ADA Improvements; Multiple Renovations and Additions to the Flint, Saginaw, Midland, Port Huron & Washtenaw Armories; Renovations to the Selfridge Aircraft Maintenance Facilities (1416 & 1492); New Building for the Macomb / St. Clair Correctional Facility.	PG, SD, DD, CD, CI
County of Macomb	New County Operations Center (including emergency management, traffic operations, sheriff's dispatch & IT Data center); New 42-2 District Court.	PG, SD, DD, CD, CI
Oakland County	Existing facility structure evaluation & feasibility study.	PG, SD
City of Algonac	New pool house & park facility.	PG, SD, DD, CD, CI
City of Eastpointe	<i>Indefinite Scope, Indefinite Quantity Contract</i> for multiple projects throughout the City, including: City-wide facility assessment; New City Hall, Police Station / Court Renovations, Community Center Renovations, Senior Center Renovations, Library Renovations and various asset preservation projects.	PG, SD, DD, CD, CI
City of Hamtramck	Existing facility assessment & accessibility study for grant qualification.	PG
City of Keego Harbor	New City Hall & Police building; New DPW building.	PG, SD, DD, CD, CI
City of Livonia	Renovations to (5) fire stations & library; Roofing replacements.	PG, SD, DD, CD, CI
City of Mount Clemens	Existing facility assessment of City Hall & Fire Station & Concept for new.	PG, SD
City of New Baltimore	Department of Public Services Building Addition and Renovation; Fire Department water safety building.	PG, SD, DD, CD
City of Rochester Hills	City wide ADA accessibility assessment & training program.	PG
City of Warren	Schematic Design for new Library	PG, SD
Clay Township	New community park including splash pad, park buildings and other amenities.	PG, SD, DD, CD, CI
Clinton Township	Senior Center Addition and Renovations	PG, SD, DD, CD, CI
Lenox / Richmond Township	Addition and Renovation to the Richmond / Lenox Ambulance Authority Facility.	PG, SD, DD, CD, CI
Shelby Township	Energy Improvements to Township Hall & Police Building.	PG, SD, DD, CD, CI
Village of Blissfield	Design for new Village Hall / Police Station.	PG, SD

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Institutional Clients	Scope of Work	Services Provided (PG, SD, DD, CD, CI)
Wayne State University	<u><i>Indefinite Scope, Indefinite Quantity Contract</i></u> involving multiple projects of varying sizes, including interior renovations, reconfiguring of space and asset preservation.	PG, SD, DD, CD, CI
Center Line Public Schools	District-wide facility assessment & master planning for \$45 million in facility improvements; multiple small renovation / improvement projects.	PG, SD, DD, CD, CI
East China School District	New performing arts storage facility; new press box and bleacher; Middle School Science Lab Renovations.	PG, SD, DD, CD, CI
Fitzgerald Public Schools	<u><i>Indefinite Scope, Indefinite Quantity Contract</i></u> involving multiple projects of varying size and complexity including interior renovations, building additions, new facilities, mechanical & electrical infrastructure upgrades, asset preservation, etc. PARTNERS has been involved with over \$50 million in facilities improvements for this district.	PG, SD, DD, CD, CI
Hamtramck Public Schools	Elementary School Renovations; District-wide facility assessment; High School electrical upgrades.	PG, SD, DD, CD, CI
Lakeview Public Schools	Analysis, design and implementation of over \$16 million of facility improvements throughout the District.	PG, SD, DD, CD, CI
Madison District Schools	District-wide facility assessment & master planning. PARTNERS is currently underway in the implementation of a \$11.4 million facilities improvement bond.	PG, SD, DD, CD, CI
Mount Clemens Schools	New District owned Community Center.	PG, SD, DD, CD, CI
Van Dyke Public Schools	Analysis, design and implementation of over \$62 million of facility improvements throughout the District.	PG, SD, DD, CD, CI
Warren Consolidated Schools	Analysis, design and implementation of over \$40 million of facility improvements throughout the District.	PG, SD, DD, CD, CI

As with the project examples above, **PARTNERS** devises a project approach designed to meet the unique needs of each commission we undertake, whether it is a small energy improvement program, Toilet renovations, vehicle service facility upgrades or a or new building. The phases of work are scheduled appropriately for each project size and type and ALL stakeholders and team contributors gain a clear understanding of project aims, timelines, dependencies, and expectations. Specific methodologies and outcomes of all phases of professional services including programming, schematic design, design development, construction documentation, and construction administration can be found in section II-3 of the proposal response.

The PARTNER Team and all key members have successfully provided services to DTMB and various State Client Agencies over the last 6 years or more. This experience has included down and dirty existing conditions of small renovations / modifications, mechanical infrastructure focused projects, site design and engineering, building additions and a new ground-up facility. This variety of project experience with DTMB has provided insight and knowledge of the State process and relationships of working with DTMB, Client agencies and the PSC team.

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The above DTMB experience and numerous other ISID contracts we serve with Municipal and other Institutional clients has prepared the PARTNER team to continue to excel in delivering outstanding on-call service. The internal value we place on accountability, integrity, and service, transcends from our office culture to our consulting staff to the relationships and projects we deliver to our clients.

The PARTNER studio as a small firm has an extremely high percentage of Michigan licensed Architects with a total studio size of eight; five of which are licensed, averaging over 19 years of experience per member. This depth of experience allows PARTNERS to offer seasoned and experienced personnel to every project at a moment's notice. This ability is a strength built into our team particularly for the ISID project approach and the client service accountability that has become the hallmark of the PARTNER Team. This factor as well as our overall governmental and Institutional project experience and the ongoing successful work we have with DTMB makes PARTNERS best suited to be considered for the DTMB ISID Contract award.

REFERENCES:

State of Michigan – Department of Management and Budget – Lansing, MI

Client Contacts:

Chris Bahjet, Project Director
(517) 749.7519

Robert Noble, Project Director
(517) 373.6312

Steve Urban, Project Director
(517) 335.6598

City of Eastpointe – Eastpointe, MI

Client Contact:

Randy Altimus, Assistant City Manager
(586) 445.5018

Currently PARTNERS in Architecture, PLC is serving as the City of Eastpointe's "City Architect". We were hired in early 2006 and are in the seventh year of our ISID contract.

Fitzgerald Public Schools – Warren, MI

Client Contacts:

Barbara VanSweden, Superintendent
(586) 757.1750

Melanie Rainwater, Director of Facilities
(586) 758-0965

Currently PARTNERS in Architecture, PLC is serving as the District's Architect. We were hired in early 2005 and are in the eighth year of our ISID contract.

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County of Macomb – Mount Clemens, Michigan

Client Contacts:

Mark Deldin, Deputy County Executive
P.586.469.0419

Vicki Wolber, Coordinator of Emergency Management
P.586.469.5270

Van Dyke Public Schools – Warren, Michigan

Client Contacts:

Joe Pius, Superintendent
(586) 758.8333

Ed Fuhs, Director of Operations
(586) 758.8372

Warren Consolidated Schools – Warren, Michigan

Client Contacts:

Robert Carlesso, Chief Financial Officer
(586) 825.2400

Casey Sobczak, Director of Operations
(586) 825.2444

Richmond Lenox EMS Ambulance Authority – Richmond, Michigan

Client Contact:

Jeff White, Chief of EMS
(586) 727.2184

Lakeview Public Schools – St. Clair Shores, Michigan

Client Contact:

Karl Paulson, Superintendent
(586) 445.4000

II-2. PERSONNEL

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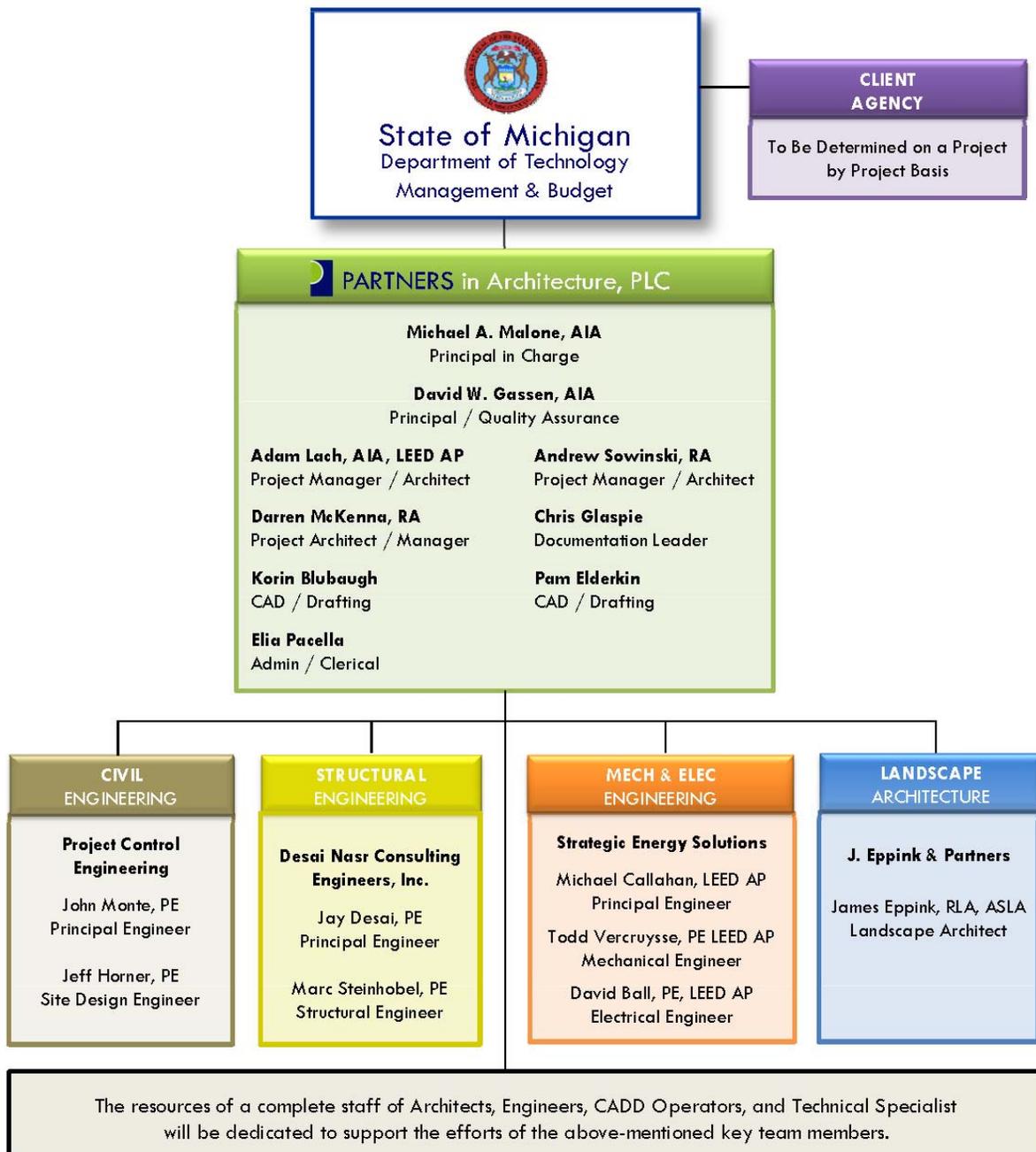
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II-2 PERSONNEL

The proposed **PARTNERS Team** is comprised of a diverse group of **professionals** specializing in the visioning, planning and design of 21st century public facilities. Our specialists include: dedicated, focused and involved firm principals; registered architects, project managers and designers; licensed professional engineers and LEED accredited professionals. All of our proposed team members are committed to delivering innovative, functional, safe and cost effective facility solutions.

The proposed key **PARTNERS Team Members** are summarized in the organizational chart on the following page - key team member qualifications and resumes can be found following the organizational chart.



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NAME	PROJECT ROLE
Michael A. Malone, AIA	Principal in Charge



Michael will serve as the Principal in Charge for the ISID projects. Michael will be personally accountable to the State of Michigan DTMB and corresponding State Agency for the full performance of our team with the project assignment of programming, design, and collaboration facilitator. He provides organization, leadership and a positive environment for project successes, project team leadership, design oversight, schedule and budget management.

Michael earned his Bachelor of Architecture degree with *Distinction* from Lawrence Technological University in 1996 and is a registered Architect in the States of Michigan, Indiana, Minnesota, Ohio, Pennsylvania, New Jersey, South Carolina, Virginia and Texas.

During the past nineteen years, he has assumed responsibilities of increasing complexity and size - all the while, earning a reputation for thoroughness and responsiveness. His portfolio of work and the quality of his client relationships distinguish his performance. Mike's priorities include professional growth and industry interaction, with participation in the Detroit Chapter of the American Institute of Architects and the AIA Detroit Building Codes and Regulations Committee for six years, two of them as vice chairperson. He is an active member in the Council of Educational Facility Planners International (CEFPI). Michael is also a member of the Selfridge Base Community Council, the US Green Building Council (USGBC) and he serves on the Board of Directors for the Anton Art Center in Mount Clemens.

Refer to key personnel resumes which can be found at the end of this section.

NAME	PROJECT ROLE
David W. Gassen, AIA	Principal / Quality Assurance



David will be involved in the project from inception through completion with his primary role of Quality Assurance and documentation oversight. David will be responsible for leading the entire team's efforts in ensuring that all Firm and State of Michigan quality assurance methodologies and standards are followed throughout each project phase. He will ensure that established Quality Control Practices are strictly adhered to and that the design documents are thorough, complete and coincide with the defined needs and project goals. He will also integrate all Building Code requirements into the documents, as well as, meet with Local Building Code Officials during the design process so as to avoid costly oversights during later project phases.

David has over 28 years of professional experience with planning and architectural firms throughout the United States and a diverse background in project management and technical services. David's background also involves both new and renovation projects, on both large and small scale commissions. His communication skills and dedication, technical precision, and attention to detail, have allowed him to demonstrate particular expertise in the areas of project team direction, project design, documentation management, consultant coordination, conflict resolution & construction oversight.

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David received his Bachelor of Architecture degree from the University of Louisiana and is a registered Architect in Michigan and New York. David is an active member of the American Institute of Architects, Michigan Architectural Foundation, Michigan Association of Planning, has served on Detroit’s Chapter of AIA Building Codes and Regulations as committee member.

David’s community involvement includes 15 years on the City of Rochester Planning Commission and currently serves as Chairman. He is also serving on the City of Mount Clemens Downtown Development Authority, and has previously served on Rochester’s Downtown Development Authority’s Site Committee, and the Evangelical Homes of Michigan- Macomb Advisory Board. He volunteers for Habitat for Humanity, and is currently serving Oakland County Tri-City Sustainability Plan Workgroup as member for Green Buildings, Waste, and Energy.

NAME	PROJECT ROLE
Adam Lach, AIA, LEED AP	Project Manager / Project Architect



Adam is an Associate in the Firm and is part of the founding professional staff of **PARTNERS**. He received his Masters of Architecture degree from Lawrence Technological University. Adam is a registered Architect in the State of Michigan and is a LEED accredited professional. Adam has a long history of personal dedication, hard work and technical precision which has helped to ensure a long list of satisfied clients.

Adam is an excellent information manager, team motivator and knows how to “get things done”. He has earned the trust and respect of many firm clients due to his persistence, dedication and follow through. Adam is well organized; detail oriented and possesses strong leadership skills.

Adam has recent and relevant DTMB experience as he is managing the ADA improvement project which will be starting construction this summer at the Women’s Huron Valley Correctional Facility.

Adam continues his professional growth with his participation in the Detroit Chapter of the American Institute of Architects, the USGBC as well as in the Council for Educational Facility Planners International (CEFPI).

NAME	PROJECT ROLE
Andrew Sowinski, RA	Project Manager / Project Architect

As Project Manager, Andy’s experience includes working with municipal, and other institutional and government clients throughout Michigan including serving as Project Manager and Architect for five (5) recent DTMB and DVMA facility addition / modification projects. His exceptional project coordination and follow through has earned him a reputation for thoroughness and accountability.



Andy understands that the partnership created between the client, design and construction team is vital to a fully collaborative and successful project. At the same time, Andy views the role of *architect as a steward of the project priorities* including budget, schedule, standards and quality.

Andrew received his Bachelor of Architecture degree from Lawrence Technological University in

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1990, graduating with honors. He earned undergraduate degrees from Lawrence Institute of Technology and Associates of Applied Sciences in Architecture with a Civil Construction Specialty from Macomb Community College. During his 25 year career in the architectural field, project responsibilities and roles have ranged from Staff Architect to Project Manager for a variety of Building complexities and sizes for both renovations and new building projects. Andrew provides the highest level of commitment, responsiveness, and service to each client's project.

NAME	PROJECT ROLE
Darren McKenna, RA	Project Architect / Manager



Darren has successfully and effectively managed team resources for major projects in a team format. Darren has recently filled the role as Project Architect on the Michigan State Police Emergency Operations Center project. Darren has worked closely with the DTMB and Michigan State Police on this successful effort. The project schematic design has concluded and is pending funding approval before moving onto the next project phase.

Darren has demonstrated strong leadership and organizational skills as evidenced by the successful efforts of his teams and project outcomes in regard to innovation, schedule, budget adherence and overall program satisfaction.

Darren earned a Master of Architecture with Distinction from Lawrence Technological University and has been collaborating with teams and clients to achieve great projects ever since. Darren has 18 years of professional experience and is a registered Architect in the State of Michigan. During his career he has tackled many different project types and has a concentration in public architecture and institutional facilities. Darren continues his professional growth as a founding and current member of the *Building Enclosure Council of Southeast Michigan* and strives to incorporate sound, energy efficient concepts into each project. He has also been involved in various sustainable projects that have achieved LEED status.

NAME	PROJECT ROLE
Chris Glaspie	Documentation Leader



As Documentation Leader, Chris provides technical management of all electronic documentation both in-house and with consultants. Chris will lead the production efforts and provide support in achieving overall project completeness, coordination and consistency. Chris will also be involved during the construction phase assisting with reviewing shop drawings, performing field observations, and project close-out.

Chris attended Lawrence Technological University in the Bachelor of Architecture Program. He has practiced 24 years throughout SE Michigan and has been involved in a diverse number of project types from municipal and Institutional buildings to small information technology projects, for small and large and renovations to new buildings. His project responsibilities and roles have ranged from Project Manager, programming and design development support to construction document leader, to construction inspections and Administration.



Michael A. Malone, AIA, REFP
Principal



Education

Lawrence Technological University, Bachelor of Architecture with Distinction

Professional Affiliations

Registered Architect in the States of: Michigan, Indiana, Ohio, Minnesota, New Jersey, Pennsylvania, South Carolina, Texas and Virginia

American Institute of Architects / AIA Detroit

National Council of Architecture Registration Boards (NCARB)

Council of Educational Facility Planners International (CEFPI)

CEFPI - Michigan Chapter President

Certified as a Recognized Educational Facility Planner (REFP)



Westview Elementary School - Warren, MI

A new 98,500 SF Elementary School built to replace an aging, outdated facility. Life Cycle costing has been used in the selection of the mechanical, electrical and finish materials to reduce the overall operating costs of the facility for years to come. A geo-thermal heating and cooling system was implemented which utilizes a series of 350 ft. deep wells to heat and cool the facility. Principal in Charge responsible for design, project budgeting, schedule and team management.



Fitzgerald High School Campus-Wide Revitalization - Warren, MI

Frontage road changes caused the High School's main entry to become inaccessible. This problem sparked the need for campus-wide revitalization efforts. The project involved the relocation and design of a new main entry and lobby, parking and site circulation areas, renovating student dining facilities, the addition of a new kitchen, new auxiliary gymnasium, renovated natatorium, renovated toilet facilities throughout building, new synthetic turf athletic field and running track, new athletic field house and campus wide landscaping and site improvements. Served as Project Manager and Architect.



Lincoln High School Additions and Renovations – Warren, MI

In order to provide the students of Van Dyke a first class education the District and PARTNERS have embarked on an endeavor to revitalize the Lincoln High School Campus. This revitalization includes: the relocation of the main building entrance, a completely redeveloped site with improved circulation and parking areas, updating the existing stadium and sports fields as well as the construction of a new state of the arts Career Technology Building. With the changing need to prepare students for future positions within the community, the High School will undergo extensive interior renovations as well as numerous building additions to improve the overall educational environment.



Wayne State University - Science Hall Roof Replacement – Detroit, MI

Project involved removal and replacement of 16,000 square feet of existing single ply ballasted EPDM roofing and replacement with built-up asphalt roofing membrane. The new membrane is a white "cool Roof" Energy Star compliant roof for energy savings. Served as Principal in Charge.



Michael A. Malone, AIA, REFP
Principal



Lincoln Elementary School – Warren, MI

Project includes building wide renovations and (3) additions resulting in a revitalized school environment. The new Lincoln Elementary School was the first of three elementary projects for the District and has set a new standard for learning through sustainable, technological and collaborative teaching. Served as Principal in Charge.



Van Dyke Public Schools Pre-Bond Planning – Warren, MI

Challenged with underutilized buildings and a long list of needs, the Van Dyke School District retained the services of PARTNERS in Architecture to help define the long term goals of the District. PARTNERS assembled a detailed report of the District's facilities which outlined their current deficiencies, identified current and future space needs and highlighted under utilized spaces. The needs of the District were presented to the community and the community responded with overwhelming support. The community participated in multiple bond planning meetings expressing their concerns and desires. The bond plan was developed around the goals and aspirations as stated by the community. The \$62.5 Million bond passed in May 2008.



Lincoln High School Careers Building – Warren, MI

Construction of a new 27,000 SF facility to house several programs including Culinary Arts, Automotive Technology, Metals, Dental Assisting, and CAD / Drafting. This facility is designed with flexibility in mind.



Wayne State University

5057 Woodward Roof Assessment & Replacement – Detroit, MI

A thorough analysis and assessment was performed on all roof areas of the 15 story high rise building. A total of 18 separate roof areas over approximately 20,000 SF were meticulously analyzed and scored as to their condition. A full roof replacement is currently underway.



Center Line Public Schools Pre-Bond Planning – Center Line, MI

PARTNERS completed an in-depth facility analysis of each of the District's Buildings and provided the necessary leadership for a community driven District Master Plan. This effort included a series of Community Forums in which the District and Design Team listened to the voice of the community which ultimately set the goals for the proposed bond and established the priorities.



Madison District Public Schools Pre-Bond Planning – Madison Heights, MI

PARTNERS is currently in the process of completing an independent District-wide facilities assessment which evaluates existing needs regarding accessibility, security/safety, energy efficiency, current code requirements, operational efficiency, curriculum support, asset preservation and reviewing the facilities current marketable appearances. The resulting documentation will provide the District with the necessary tools to create a District-wide building improvement and maintenance plan to help eliminate spending "good money after bad".



David W. Gassen, AIA
Principal

Education:

University of Southwestern Louisiana Bachelor of Architecture

Professional Affiliations:

Registered Architect in the States of Michigan and New York
American Institute of Architects (AIA)
American Planning Association
Rochester Planning Commission
Michigan Society of Planners
Member of US Green Building Council (USGBC)

David Gassen has over 28 years of professional experience with architectural firms throughout the United States and a diverse background in project management and technical services. David's background involves both new and renovation projects, on both large and small scale commissions. His communication skills and dedication, technical precision, and attention to detail, have allowed him to demonstrate particular expertise in the areas of community visioning, project team direction, project design documentation management, consultant coordination, conflict resolution and construction phase oversight.

David received his Bachelor of Architecture degree from the University of Louisiana and is a registered Architect in the States of Michigan and New York. David is an active member of the American Institute of Architects, Michigan Architectural Foundation, Michigan Association of Planning, Detroit Chapter of AIA Building Codes and Regulations committee member. His community involvement includes 15 years on the Rochester Planning Commission and is currently Chairman. He also currently serves on the City of Mount Clemens Downtown Development Authority and has served the Rochester's Downtown Development Authority's Site Committee and volunteered for Habitat for Humanity. He is currently serving on the Oakland County Tri-City Sustainability Plan Workgroup as a Member for Green Buildings, Waste, and Energy.

Relevant Project Experience includes:

State of Michigan Projects

Port Huron Armory Modifications – Port Huron, MI

4,000 SF addition incorporating improved supply room and auxiliary storage, office space, and a drive through bay. A building management system will be also be added for the entire facility as well as upgrades to the kitchen.

Flint Armory Modifications – Flint, MI

Full service commercial kitchen, extensive toilet room renovations and the addition of shower facilities for female personnel, improved lighting for the drill hall and dining hall and the addition of a building management system.



Saginaw Armory Modifications – Saginaw, MI

This project involves the complete redesign of the building's Mechanical and Electrical system to incorporate energy efficient strategies. Interior renovations include the reorganization of interior spaces to provide a fitness room, conference room, table and chair storage, supply office, toilet room renovations and improved supply room access and circulation.

Washtenaw Armory - Maintenance Shop Addition and Renovation

Renovations at the Washtenaw facility included a 980 square foot addition to provide additional meeting room, expanded locker rooms, and service areas to support current and future expanded staffing. The renovations provided plan changes in support of future HETS vehicle maintenance programming.

Selfridge ANGB FMS Building 1492 - Maintenance Shop Renovation

Preplanning for the project included interior renovations to support current maintenance operations and improve building mechanical and electrical systems. Additional construction for improved emergency egress and site security are also in planning. An exterior conditioned storage building for vehicle parts, field power generators, and communications equipment is also in planning to improve security and operational efficiency in servicing vehicles and support equipment for overseas deployment. Additional parking area fencing and gates are planned to improve service vehicle circulation and segregate personal and military vehicle parking.

Selfridge ANGB AASF Building 1416 - Maintenance Shop Renovation

Renovations to building 1416 involve utility and mechanical system upgrades to support the maintenance operations for the CH-47D Chinook Helicopter. The building was formerly utilized for service of the C130 cargo plane. Planned improvements provide new hanger lighting, deluge air system, heating system renovations, rated door and corridor replacements, service utility relocations for the CH-47 service locations.

Transportation and Service Center – Warren Consolidated Schools - Warren, MI

Completed comprehensive site evaluation and facilities review generating options for reorganization and addition of transportation offices, vehicle service bays and vehicle circulation. Project resulted in the addition of 4,000sf transportation offices with site modifications and vehicle service area improvements and the addition of 3,600sf of service and storage areas. The service center project also included 6,800sf of existing interior renovation for a total project cost of \$1,100,000.

Rochester Hills Department of Public Services - Rochester Hills, MI

The program for this new facility required a site configuration plan, considerate of the adjacent residential, commercial and school properties and was developed to take full advantage of existing structures to facilitate phased construction while operations continued. The facility provides for the administrative and vehicle service needs of the departments of Roads, Water and Sewer, Traffic Operations and Fleet Maintenance. The project includes large high-bay fleet maintenance and interior vehicle storage areas accommodate a variety of service vehicles and protect valuable maintenance equipment.



Adam P. Lach, AIA, LEED AP
Associate



Education

Lawrence Technological University
Master of Architecture

Professional Affiliations

Registered Architect in the State of Michigan
LEED Accredited Professional



Fitzgerald Public Schools – Warren, MI

Fitzgerald High School

- Chemistry Lab Renovations (2008)
- Locker Replacements and Renovations (2008)
- Competitive Gymnasium Floor Replacement (2008)
- Entire Building Corridor and Miscellaneous Painting (2008)
- New Entry and Site Renovations (2006)
- New Gymnasium Addition and Pool Renovation (2006)
- Athletic Field House (2005)
- Kitchen Addition and Cafeteria Renovation (2005)
- Music Theory Lab Renovations (2005)
- Media Center / Music Suite Renovations & Addition (2003)
- Media Center / Music Suite Furnishings & Equipment (2003)
- Stadium Renovations and Upgrades (2003)
- New Concessions and Public Toilet Facilities (2002)
- New Automotive and Pre-Engineering Career Institute (2002)



Chatterton Middle School

- Cafeteria, Serving Liners and Kitchen Renovations (2008)
- New Concessions Building (2008)
- Science Lab Renovations (2008)
- Music Locker Replacement (2008)
- Planetarium Renovations (2007)
- Site Signage (2007)
- LabVolt Technology Classroom Renovation (2005)
- Gymnasium Renovations and Upgrades (2005)



Westview Elementary School

- New Elementary School (2008)
- New Furnishings & Equipment (2008)
- Elementary and ECC Playgrounds (2008)
- Move and Relocation Package (2008)
- Teacher Parking Lot (2008)

Mound Park Elementary School

- New Playground and Site Renovations (2008)
- Gymnasium Flooring Replacement and Renovations (2008)



Schofield Elementary School

- New Playground and Site Renovations (2008)



Adam P. Lach, AIA, LEED AP
Associate

Fitzgerald Public Schools – Warren, MI (continued)

- Parks and Recreation Parking Lot (2008)
- Bart 'A' and Bart 'B' Building Demolitions (2008)
- Bart Street Parking Lot (2008)
- District-Wide Facility Assessments
- District-Wide Homeland Security Upgrades (Multiple Phases)

Clarenceville School District – Livonia, MI

Clarenceville High School

- Building Roof and Various Fan Replacements (2007)
- Various Door Replacements (2001)

Clarenceville Middle School

- Building Roof and Various Fan Replacements (2008)

Botsford and Grandview Elementary Schools

- Building Roof and Various Fan Replacements (2007-2008)
- Botsford Boiler Room Renovation (2002)

Van Dyke Public Schools – Warren, MI

Lincoln High School

- New Careers Technology Building (2010)
- Competitive Gymnasium Addition and Renovations (2010)
- Video Surveillance – Phase 3 (2010)
- Media Center Addition and Science Lab Renovations (2009)
- New Media Center / Science Lab Furnishings & Equipment (2009)
- Temporary Administration Renovations (2008)
- Building Perimeter and Site Lighting Replacements (2007)
- Video Surveillance – Phase 1 (2006)

Lincoln Middle School

- Administration Renovations, Addition & Site Improvements (2009)
- Building Perimeter and Site Lighting Replacements (2007)
- Video Surveillance – Phase 1 (2006)
- Video Surveillance – Phase 3 (2010)

Lincoln Elementary School

- Building Renovations, Additions & Site Improvements (2010)
- Building New and Relocation – Furnishings & Equipment (2010)

Center Line Public Schools Pre-Bond Planning – Center Line, MI

PARTNERS completed an in-depth facility analysis of each of the District's Buildings and provided the necessary leadership for a community driven District Master Plan. This effort included a series of Community Forums in which the District and Design Team listened to the voice of the community which ultimately set the goals for the proposed bond and established the priorities.

Madison District Public Schools Pre-Bond Planning – Madison Heights, MI

PARTNERS is currently in the process of completing an independent District-wide facilities assessment which evaluates existing needs regarding accessibility, security/safety, energy efficiency, current code requirements, operational efficiency, curriculum support, asset preservation and reviewing the facilities current marketable appearances. The resulting documentation will provide the District with the necessary tools to create a District-wide building improvement and maintenance plan to help eliminate spending "good money after bad".





Andrew C. Sowinski, RA

Education:

Lawrence Technological University
Macomb Community College

Bachelor of Architecture
Associates of Applied Sciences in Architecture

Professional Affiliations:

Registered Architect in the State of Michigan

Andy received his Bachelor of Architecture degree from Lawrence Technological University in 1990, graduating with honors. He has earned degrees from Lawrence Institute of Technology as well as from Macomb Community College. During his 22 year career in the architectural field his project responsibilities and roles have ranged from Project Architect for small renovation and rehabilitation projects to Project Manager for complex, multi-phased large projects. Andrew provides the highest level of commitment, responsiveness, and thorough project delivery to each of his projects. He has also recently had the benefit of successfully managing many projects for the DTMB.

Relevant Project Experience includes:

Maintenance Shop Repairs – Flint / Midland Armories

Project involves renovations at two Michigan National Guard Armory facilities with a total of four buildings. The project scope includes interior architectural renovations and mechanical system upgrades.

Maintenance Shop Repairs – Washtenaw Armory

Renovations at the Washtenaw facility included a 980 square foot addition to provide additional meeting room, expanded locker rooms, and service areas to support current and future expanded staffing. The renovations provided plan changes in support of future HETS vehicle maintenance programming.

Maintenance Shop Repairs – Selfridge ANGB FMS Building 1492

Preplanning for the project included interior renovations to support current maintenance operations and improve building mechanical and electrical systems. Additional construction for improved emergency egress and site security are also in planning. An exterior conditioned storage building for vehicle parts, field power generators, and communications equipment is also in planning to improve security and operational efficiency in servicing vehicles and support equipment for overseas deployment. Additional parking area fencing and gates are planned to improve service vehicle circulation and segregate personal and military vehicle parking.



Maintenance Shop Repairs – Selfridge ANGB AASF Building 1416

Renovations to building 1416 involve utility and mechanical system upgrades to support the maintenance operations for the CH-47D Chinook Helicopter. The building was formerly utilized for service of the C130 cargo plane. Planned improvements provide new hanger lighting, deluge air system, heating system renovations, rated door and corridor replacements, service utility relocations for the CH-47 service locations.

Armory Modifications – Port Huron National Guard Armory 511/07194.EEW

Interior renovations and 4000 square foot addition to the existing armory facility providing a new two bay drive through service area, service storage area, service office, secure storage room the extensive renovation portion of the project included new kitchen, Women's toilet and locker facilities, new office area ceiling and lighting, new HVAC system installation in the office and armory support areas.

HVAC Modifications – Saginaw National Guard Armory 511/010232.EEW

Project replaced the existing unit heater based mechanical system with a new roof top HVAC unit including new duct distribution and DDC control System. The existing through wall unit ventilators were removed and the exterior brick and block wall construction was restored with matching brick veneer and painted block finishes. The new rooftop unit provided both heating and new air conditioning function in the office and conference/ instructional areas adjacent to the main drill hall. New supply and return duct distribution systems were installed with individual room DDC controls. The existing Ceiling and lighting systems were replaced in the work areas including emergency light fixtures with associated wall and soffit painting.



Darren R. McKenna
Architect



Education

Lawrence Technological University
Master of Architecture with Distinction, 2003

Professional Affiliations

Building Enclosure Council of South-East Michigan



Lincoln Elementary School - Warren, MI

Project Manager:

Lincoln Elementary School was the first of three elementary schools in the district to be revitalized and set a standard for learning through sustainable, technological and collaborative teaching.

The school will provide an interactive resource for the students, teachers and community as it illustrates how rain water is treated through the use of a rain garden and how light is harnessed through the use of passive solar and daylighting techniques.



While the school is to remain in its existing structural state, technological improvements will be apparent throughout the facility and be intertwined with the entire district to allow sharing and collaboration at all levels. Other significant improvements that will complete the rebirth include upgrades to the Fine Arts and Science Wing as well as a new Media Center and Gymnasium.



Lakeview Public Schools - St. Clair Shores, MI

Project Manager and Architect:

District wide upgrades including, locker, flooring, lighting, clock system and ceiling replacements. Light fixture upgrades in elementary, middle and high school classrooms to new energy efficient fixtures in line with DTE Energy Your Energy Savings Program. Incentives to be returned to District.

Jefferson Middle School Site and facility planning including including parent drop off, tennis courts varsity softball field, practice football field and new Main Entry. Also included was 6,500s.f. of additions and renovations including new classrooms, expanded cafeteria space, administration consolidation, main entry vestibule and lobby addition and classroom renovations.



Athletic Facility Upgrades for site facility planning and design of new modern varsity Baseball and Softball Field additions and new high school Field House and Bleachers.



Darren R. McKenna
Architect



Lincoln High School - Warren, MI

Project Manager:

Lakeview HS Careers Building

Project Manager and Client contact for new District flagship, low energy and sustainable Careers Building to meet new career trends and upgrade existing vocational facilities. Facility to be designed to exceed minimum energy code requirements by 20% and act as learning tool for new sustainable teaching curriculum.



Lincoln Middle School - Warren, MI

Project Manager and client contact for administration and site renovations. New parent drop off better utilizes site and allows vehicles to more safely navigate site.

New administration relocates secure entry and better utilizes space based on present needs.



Bank of Auburn Hills, Orion Township, MI

Project Manager and Designer (with Studio Intrigue Architects)

While never constructed the construction drawings had been completed for a 20,000 SF corporate bank just north of Auburn Hills. Insulated concrete forms were used to create an energy efficient and sturdy envelope to house space for 175 employees and patrons. The bank was apart of a five buildings in the development which were to sit on an old landfill. 75 H piles were planned to support the reinforced concrete and steel structure. Also planned was a methane management system to capture and redirect the methane through and above the building. Unique to the building was space above the drive through for the board room.





Christopher D. Glaspie



Education

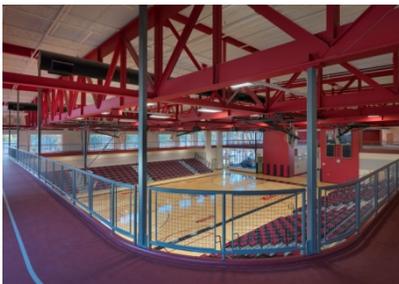
Lawrence Technological University, Bachelor of Architecture Program

Professional Affiliations

American Institute of Architects - Associate Member

Lincoln High School Additions and Renovations – Warren, MI

In order to provide the students of Van Dyke a first class education the District and PARTNERS have embarked on an endeavor to revitalize the Lincoln High School Campus. This revitalization includes: the relocation of the main building entrance, a completely redeveloped site with improved circulation and parking areas, updating the existing stadium and sports fields as well as the construction of a new state of the arts Career Technology Building. With the changing need to prepare students for future positions within the community, the High School will undergo extensive interior renovations as well as numerous building additions to improve the overall educational environment.



Lakeview Public School District, St. Clair Shores, MI

New 17,000SF addition of Gymnasium and Cafeteria as wells as building renovations and upgrades which included lighting and finishes. Worked from schematic design through construction documentation.



Renovation of existing grass field into new synthetic turf football field. Job Captain for designing and detailing synthetic turf athletic playing field with accommodations for track and field events as well.

Center Line Public Schools Pre-Bond Planning – Center Line, MI

PARTNERS completed an in-depth facility analysis of each of the District’s Buildings and provided the necessary leadership for a community driven District Master Plan. This effort included a series of Community Forums in which the District and Design Team listened to the voice of the community which ultimately set the goals for the proposed bond and established the priorities.

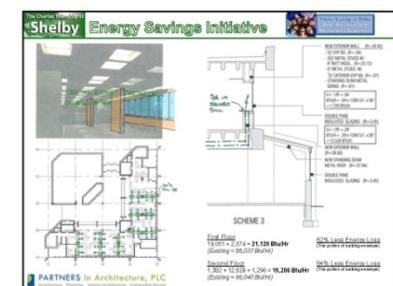


Wayne State University Technology, Detroit, MI

Renovation of existing spaces within the Scott Hall Building into a new MDF for the School of Medicine’s computer network. Project manager for coordinating technology hardware and infrastructure including a fiber optic backbone pathway.

Shelby Township Energy Savings Initiative, Shelby, MI

Energy efficiency study of the Municipal Buildings exterior envelope and HVAC & lighting systems. Identified deficiencies and presented design options for improvements to reduce energy costs. Worked closely with DTE & the Parks & Recreation Department to provide data for Michigan EECBG Application.



John T. Monte, P.E.
Principal, President

Years of Experience: 34 years

Experience Summary:

Mr. Monte is president and owner of Project Control Engineering (PCE). He will serve as principal contact person handling routine activities and coordination of projects.

John has over 34 years of experience encompassing engineering, building and underground utility construction. Growing up in the excavating business, he has experienced the full evolution of business activities. Beginning as a laborer and pipe layer, he progressed to heavy equipment operator, estimator, superintendent and eventually president of all operations. This experience provided practical hands-on working knowledge of the very items he has designed.

Career training as an engineer followed a similar progression. Early work included construction inspection, testing, and preparation of contract documents and specifications. With his construction background, work rapidly accelerated to value engineering, constructability reviews, project management and ultimately creating his own engineering firm.

John's common sense approach and commitment to extended customer service has kept clients returning year after year.



Education & Associations

Bachelor of Science in
Civil Engineering,
Michigan Tech University

Professional Engineer
State of Michigan

Licensed Residential Builder
State of Michigan

Member of
Michigan Society of
Professional Engineers
(M.S.P.E.)

American Society of
Civil Engineers
(A.S.C.E.)

Relevant Experience:

Surveying

Topographic Surveys
Construction Layout

Municipal Project Engineer

Inspection
Contract Administration
Preparation of Contract Documents & Specifications
Road Rehabilitation Projects
Water, Sanitary and Storm Sewer Projects
Development of Engineering Standards
Water Rate Analysis
Water Consumption Study
Project Budgets & Cost Estimates
Plan Reviews
Grant Applications
MDEQ/USACE Permit Applications
Requests for Proposals
Project Oversight
Constructability Reviews

Private Development

Subdivisions, Condominiums, Mobile Home Parks
Commercial & Industrial Sites
Industrial Subdivisions
Contract Administration
Feasibility Studies
Client Representation at Planning/Board Meetings



Jeffrey Horner, P.E.

Vice President, Director of Engineering

Years of Experience: 23 years

Experience Summary:

Mr. Horner is Vice President and Director of Engineering at Project Control Engineering (PCE) and will serve as a secondary contact person.

As a civil engineer, Mr. Horner has over 23 years of experience in the construction industry. He has a strong background in hydraulics, hydrology, pump stations, and land development projects. As a graduate in engineering from Lawrence Technology University, his studies were geared towards municipal engineering and planning.

Currently Mr. Horner is responsible for engineering plan reviews, contract administration and inspection for both Berlin Township City of New Baltimore and Clay Township.



Education

Bachelor of Science in
Civil Engineering,
Lawrence Tech University

Professional Engineer
State of Michigan

Member of Michigan Society of
Professional Engineers
(M.S.P.E.)

Member of American Society
of Civil Engineers
(A.S.C.E.)

Relevant Experience:

Surveying

Topographic Mapping
Construction Staking
Boundary Surveys

Municipal Project Engineer

Contract Administration
Contract Documents & Specifications
Site Plan/ Subdivision Review
Subdivision, Industrial & Commercial Engineering Review
City Road Bond Rehabilitation Project
MDOT Road Reconstruction Projects
Watermain Replacement / Upgrades
Storm Water Management
Pump / Lift Station Design
Engineering Design Ordinances
Sanitary Sewer Collection Systems
Construction Cost Estimating

Private Development

Planning/Engineering Design of
Subdivisions, Condominiums, Industrial/Commercial & Septic Fields
Private Road Reconstruction
Client representation at Planning / Board meetings
Earthwork
Drain Projects



JAYANT P. DESAI, P.E., S.E., President
Principal

EDUCATION

Bachelor of Civil Engineering June 1962
M.S. University of Baroda, India

Master of Science in Civil Engineering June 1963
University of Illinois Urbana, Illinois
Major - Structural Engineering
Minor - Soil Mechanics and Foundations
Additional Courses Completed:
Vibration, Folded Plate and Shell Structures, Fallout Shelter Analysis,
Environmental Engineering and Protective Construction,
Engineering Management and CPM
Cause & Origins/Investigative Engineering Methodology
Accident Reconstruction

EXPERIENCE

Currently as President of Desai/Nasr Consulting Engineers, Inc. (January 1980 to Present), previously as a Director of Structural Engineering and Associates of Louis G. Redstone Associates (April 1969 to January 1980), and as a Project Structural Engineer with Smith, Hinchman and Grylls Associates (December 1963 to April 1969). Personally responsible for engineering of projects from schematic stage to completion of Contract Documents, coordination with other disciplines, contract negotiations, field supervision, investigations .

Project types extend from office buildings, parking structures, shopping center, banks, industrial complexes, health care and research facilities to educational, religious and recreational facilities, housing complexes, as well as major renovation projects, Structural investigations and Expert Testimony.

As a Project Engineer with the Bureau of Bridges of the Ohio State Highway Department (June 1963 to December 1963), responsible for design of reinforced concrete and steel beam bridges and preparation of "Design Standards" for highway bridges.

LICENSES / CERTIFICATES

Registered Professional Engineer	- State of Michigan, Ohio, New Jersey, North Carolina
Registered Professional Engineer	- State of Colorado, Maryland, Florida, Wisconsin
Registered Professional Engineer	- State of Georgia, Arkansas, Commonwealth of VA
Registered Structural Engineer	- State of Illinois, Arizona
Fallout Shelter Analysis	- Office of Civil Defense, U.S. Gov.
Protective Construction	- Office of Civil Defense, U.S. Gov.
Cause and Origins	- Peter Vallas & Associates / I-ENG-A
Accident Reconstruction	- I-Eng-A

PROFESSIONAL AFFILIATIONS

Member - American Society of Civil Engineers
Member - American Concrete Institute
Member - National Society of Professional Engineers
Member - Michigan Society of Professional Engineers
Member - Structural Engineer's Association of Illinois
Member - Structural Engineer's Association of Michigan

PUBLICATIONS:

Capital Outlook – Fast track design and construction of State of Michigan, State Legislative Office Complex
Modern Steel Construction, January, 2001

MARC D. STEINHOBEL, P.E., SECB
Principal, Structural Engineer

EDUCATION

- Bachelor of Science Degree in Structural Engineering with First Class Honors, 1991
University of Cape Town, South Africa
- Christopher Robertson Scholarship 1989.

EXPERIENCE

Currently as a Principal and Structural Engineer with Desai/Nasr Consulting Engineers, Inc. (November 2001 through present). Formerly as Director with SKC Engineers (Ltd), South Africa (Jan. 1992 - Jan. 2001).

Collaborate with Architectural firms and design build teams on projects of varying sizes, materials and complexity. Responsible for analysis and design of building structures; computer modeling and analysis, preparation of contract documents, and construction administration. Project types include mid-rise office buildings, parking structures, housing developments, recreational facilities, health care facilities, educational facilities, ***UFC Progressive Collapse and Blast Resistant design, due diligence investigations, restoration, historic restoration, GSA seismic compliance and failure investigations.***

Proficient with current industry preferred software. Dedicated to keeping abreast with industry trends and leading edge technology.

REPRESENTATIVE PROJECTS

- DTE Energy Headquarters Building – Renovations & Addition -Detroit, Michigan
- Signature Group Preferred Vendor – Structural Analysis of various properties – Michigan
- Oakland University Indefinite Quantity Contract – Rochester Hills, Michigan
- US Citizenship and Immigration District Office & Parking Structure– Detroit, Michigan
- Book Cadillac Hotel – Complete Historic Renovation – Detroit, Michigan
- MEEMIC Insurance Company – Auburn Hills, Michigan
- Ford Field Office Building – Detroit, Michigan
- Kennedy Square Office Building – Detroit, Michigan
- David Whitney Building – Complete Historic Renovation – Detroit, Michigan
- Cobo Center – Curtain wall and roof structural steel for areas A2, A3 and B, Detroit, Michigan

LICENSES EARNED

Professional Engineer – Michigan

PROFESSIONAL AFFILIATIONS

Certified Structural Engineer - SECB
Structural Engineers Association of Michigan
The Engineering Society of Detroit
Post-Tensioning Institute
American Association of Steel Construction (AISC)



J. Michael Callahan
LC, LEED AP
Vice President,
Project Manager

EDUCATION

Lawrence Technological University
Southfield, MI
Bachelor of Science, Electrical Engineering

PROFESSIONAL EXPERIENCE

Strategic Energy Solutions, Inc.
Vice President/Project Manager
1999 to present

James Partridge Associates, Inc.
Electrical Engineer
1996 - 1999

Peter Basso Associates, Inc.
Electrical Engineer
1994 - 1996

James Partridge Associates, Inc.
Electrical Designer
1985 - 1994

PROFESSIONAL REGISTRATIONS & AFFILIATIONS

- Lighting Certified by NCQLP
- LEED Accredited Professional
- American Institute of Accredited Professionals
- Engineering Society of Detroit (ESD)
- Illuminating Engineering Society of North America (IESNA)
President, Michigan Section, 2003 - 2004
Vice President, Michigan Section, 2001-2003
Treasurer, Michigan Section, 1999-2001
- Institute of Electrical and Electronics Engineers, Inc. (IEEE)
- International Association of Electrical Inspectors

With over 24 years of engineering experience, Mike's expertise centers on the code research, design and specification of power distribution systems, including medium voltage radial and loop distribution systems, emergency/standby generator systems, and energy efficient lighting systems, including emergency egress lighting, and fire alarm and smoke detector systems. His project experience has a wide range, including K-12 and University educational, mission critical data and telecommunication centers, healthcare, religious, commercial, multi-tenant residential, mixed-use, parking structures, ice arenas, and light industrial for both new construction and renovation projects.

SELECT EXPERIENCE

Detroit Light Guard Armory

- *Phase 1, Renovation of the former home of the 1st Battalion 225th Infantry, one of the oldest Battalions in the US Army. Upgrades included the remodel of supply rooms with new vaults, improvements to office spaces, kitchen and construction of new personal equipment areas*
- *Phase 2: Renovation and upgrades to a family support area, distance learning space, physical training area, and remodeling of locker rooms, administration offices, and medical examination space*

Berwyn Center

- *Electrical report to review existing conduits routed above the ceiling, and replacement of existing plumbing system at a former elementary school turned senior center*

City of Novi

- *DPW Building, Relocation of offices and sign shop*

Coleman A. Young International Airport

- *Planned renovation for the high bay airplane hanger and two-story, 24,000 square foot terminal. Design featured a pilot's lounge, cafe, retail area, offices and a conference center with four partition-able rooms. Utility spaces were also included, such as janitors closets, storage spaces, mechanical and electrical rooms, shipping/receiving/trash areas, and toilet rooms.*

Detroit Police Department

- *Renovation of the DPD Training Academy, including the addition of a gymnasium, showers/locker rooms and garage, as well as additional cooling for computer classrooms and server rooms*

Eastern Market Corporation

- *Historic renovation of Shed #2, a 25,000SF open-air market shed*

Fort Gratiot Lighthouse

- *Historic renovation of the first and oldest surviving lighthouse in the State of Michigan*

Michigan Neonatal Biobank Repository

- *Addition of new freezer and cooler rooms for the preservation of residual dried blood spots for children's health research. Processing cooler and repository also feature back-up power distribution systems, oxygen monitoring systems, as well as monitoring and alarm systems for both temperature and humidity.*

U.S. General Services Administration

- *Internal Revenue Service, Renovation of floors 10-13 to create 71,000SF of LEED-CI Certified workspace for the IRS, including offices, reception areas, conference and training rooms, and Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) rooms*

Wayne County

- *Engineering study for the conversion of five buildings from district steam to stand-alone self-generated steam*



Todd M. Vercruysse
PE, LEED AP
Senior Mechanical Engineer,
Project Manager

EDUCATION

Kansas State University
Manhattan, KS
Bachelor of Science, Architectural Engineering

PROFESSIONAL EXPERIENCE

Strategic Energy Solutions, Inc.
Senior Mechanical Engineer/Project Manager
2006 to present

Peter Basso Associates, Inc.
Electrical Engineer
1997 to 2006

PROFESSIONAL REGISTRATIONS & AFFILIATIONS

- LEED Accredited Professional
- LEED Accredited Professional – Building Design + Construction
- Professional Engineer - State of Michigan
- Professional Engineer - State of Nebraska
- Professional Engineer - State of Ohio
- American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE)
- International Ground Source Heat Pump Association (IGSHPA)
- United States Green Building Council (USGBC)

Todd has fifteen years of experience in the design and specification of HVAC, plumbing, piping and fire protection systems for municipal, commercial, healthcare, industrial, educational, telecommunications, religious, governmental and multi-tenant facilities. As a project manager, Todd is responsible for team organization and daily client contact. He has played a key role in many types of projects, from major renovations to minor additions.

SELECT EXPERIENCE

Detroit Light Guard Armory

- *Phase 1, Renovation of the former home of the 1st Battalion 225th Infantry, one of the oldest Battalions in the US Army. Upgrades included the remodel of supply rooms with new vaults, improvements to office spaces, kitchen and construction of new personal equipment areas*
- *Phase 2: Renovation and upgrades to a family support area, distance learning space, physical training area, and remodeling of locker rooms, administration offices, and medical examination space*

Detroit Arsenal

- *Building 200D, Renovation of existing machine shop and office areas to optimize space and operations*

AutoDesk

- *Renovation of 13,360SF of existing tenant space to include open office space, server room, telepresence room, computer lab and IDF room with cooling*

DTE Energy

- *Walker Cisler Building, Renovation of 21,400SF of existing space on the 4th and 5th floors to serve as a call center*
- *Ashley Mews Building, 16,370SF of tenant improvement work to existing office space*
- *GO Building, 9th Floor, Renovation of approximately 10,000SF of space, including the rework of existing HVAC equipment and the addition of new HVAC equipment and lighting*
- *GO Building, Auditorium, Renovation of the existing GO Auditorium, including mechanical, electrical, lighting design and AV concepts*

Excelda

- *New construction of a facility with geothermal heating/cooling to serve a provider of private label consumer and automotive products, specializing in fluid blending, packaging, warehousing and order fulfillment services*

Market Place

- *Retrofit of a geothermal heating/cooling system with 11 bore holes located 600 feet below an adjacent parking lot, serving approximately half of a 30,000SF mixed-use building*

Microsoft

- *Renovation of Microsoft's existing Southfield office, including lighting design and new work stations*

O'Brien Construction

- *Buildout of existing office space, including two new additions, totaling approximately 11,000SF of new and renovated space*

Thomson Reuters

- *Renovation of 41,466SF of third-floor office space into a new office with approximately 151 modular office work stations, 7 conference rooms, copy/mail room, multi-purpose training room, break/lunch room and data closet/server room*

US Postal Service

- *Troy, Renovation and addition to the existing Processing & Distribution Center, as well as assistance optimizing tax credits, rebates and incentives*



David Ball
PE, LEED AP
Electrical Engineer

EDUCATION

Lawrence Technological University
Southfield, MI
Bachelor of Science, Electrical Engineering

PROFESSIONAL EXPERIENCE

Strategic Energy Solutions, Inc.
Electrical Engineer
2007 to present

Wold Architects & Engineers
Electrical Engineer
2005 - 2007

PROFESSIONAL REGISTRATIONS & AFFILIATIONS

- Professional Engineer - State of Michigan
- Professional Engineer - State of Nebraska
- LEED® Accredited Professional
- Engineering Society of Detroit (ESD)

David has seven years of experience in the design and specification of lighting, power, fire detection and notification, public address and clock systems for educational, healthcare, commercial and industrial facilities. David serves as both a project manager and electrical engineer, making him responsible for the successful delivery of projects, including project coordination and client interaction.

SELECT EXPERIENCE

Broderick Tower

- Historic renovation of a 35-story skyscraper into high-end residential lofts, offices and retail spaces

Coleman A. Young International Airport

- Planned renovation for the high bay airplane hanger and two-story, 24,000 square foot terminal. Design featured a pilot's lounge, cafe, retail area, offices and a conference center with four partition-able rooms. Utility spaces were also included, such as janitors closets, storage spaces, mechanical and electrical rooms, shipping/receiving/trash areas, and toilet rooms.

David Whitney Hotel & Residences

- Transformation of the historic 18-story David Whitney Building into the 125-room Hotel Indigo, as well as 108 residential apartment units and the Grand Circus Park People Mover Station

Detroit Police Department

- Renovation of the DPD Training Academy, including the addition of a gymnasium, showers/locker rooms and garage, as well as additional cooling for computer classrooms and server rooms

Detroit Public Schools

- Denby High School, Complete renovation of the existing school, including cafeteria, career center, kitchen and administration area
- Mumford High School, New construction of a \$50 million facility to replace the former pre-World War II Mumford High School. The new school will feature state-of-the-art technology and security, and possess facilities such as a new auditorium, cafeteria, gymnasium and a college suite for visiting recruiters meeting with students

Eastern Market Corporation

- Shed #5, Renovation of a 22,000SF historic market shed to include a commercial prep kitchen, toilet rooms, mechanical/electrical rooms and storage space

Garden Theatre

- Rehabilitation of a 32,000SF historic theatre from 1912, into a new 1,200-person multi-use facility for live musical performances, weddings and fundraisers. The building will also feature a front bar and restaurant for patrons to visit before or after performances, as well as meeting rooms above the theatre

Knapp's Centre

- 195,000SF renovation of a 5-story former department store building into a LEED-certified mixed-use facility with parking, retail, food service and offices

Shinola

- Renovation of 30,000SF of space within Detroit's Argonaut Building to accommodate the country's only current watch manufacturer. Space will feature offices and workstations for approximately 200 employees, conference rooms and break areas, and 10,000SF of clean space for light manufacturing and assembly

Thomson Reuters

- Renovation of 41,466SF of third-floor office space into a new office with approximately 151 modular office work stations, 7 conference rooms, copy/mail room, multi-purpose training room, break/lunch room and data closet/server room

U.S. General Services Administration

- Internal Revenue Service, Renovation of floors 10-13 to create 71,000SF of LEED-CI Certified workspace for the IRS, including offices, reception areas, conference and training rooms, and Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) rooms

James Eppink
Registered
Landscape Architect,
ASLA - Principal



James Eppink established J EPPINK PARTNERS, INC (JEP) with a foundation in Traditional Planning Principles based in the tenets of a long-established landscape design philosophy, the New Urbanism and the belief that better communities are built through inspired design and an understanding of how people live within a system that integrates the landscape with human needs and experiences. Mr. Eppink has extensive traditional design, urban planning and landscape architectural experience, and during the last seventeen years he has been active in aiding clients with practical solutions that result in superior projects and better built environments.

Mr. Eppink has successfully completed Neighborhood Design, Town Center and Landscape Architectural Design projects throughout Michigan and the United States. Mr. Eppink is at the forefront of combating suburban sprawl in our communities by designing and developing cohesive neighborhoods aimed at inspiring civic pride. Beautiful and functional Landscapes and public spaces are critical components of successful communities, civic spaces and neighborhoods. Currently, JEP is designing and performing construction observation services for several significant landscape architectural projects including Woodbridge Estates located in Detroit, MI, Farmington Hills Corporate Campus and College Park; located in Livonia Michigan and Fitzgerald High School in Warren Michigan.

Professional Experience

Mr. Eppink is a Town Planner and Registered Landscape Architect and has earned the degree of Master of Landscape Architecture from the University of Michigan and a Bachelor of Science in Ornamental Horticulture from Michigan State University. He has also received advanced training in computer design from Michigan State University Management Education Center. Mr. Eppink is a member of The Congress of The New Urbanism, the American Society of Landscape Architects, Sigma Lambda Alpha International Honor Society of Landscape Architects, and was awarded the University of Michigan's Landscape Architecture Alumni Award. Mr. Eppink has been a visiting instructor at Michigan State University; teaching advanced community planning, and also a guest lecturer at the University of Michigan.



39 S. Main Street Suite 22
Clarkston, Michigan 48346
248-922-0789 jim@jeppink.com

Recent Projects & Clients

Client: **Warren Consolidated School System**

Scotty Perks – 586.808.4604

Project: Fitzgerald High School

Scope: Landscape Design and Construction Documents

Budget: \$600,000.

Status: Built

Client: **Yamasaki Associates, Inc.**

Robert Szantner – 248.267-5300

Project: Farmington Hills Corporate Campus – Parcel D & ROW

Scope: Landscape Design and Construction Documents

Budget: \$750,000.

Status: Under Construction

Client: **Scripps Park Associates – The Slavik Company**

Eric Gold – 248.488.5505

Project: Woodbridge Estates – Detroit, Michigan

Scope: Landscape Design and CD's for 47 acre development

Budget: \$2,000,000.

Status: Under Construction

Client: **Franklin Properties**

Andrew Milia – 248-539-3332

Project: Cheshire Park – Independence Township, MI

Scope: 30-acre Residential Neighborhood

Budget: \$500,000.

Status: Summer 2004 Construction

Client: **Etkin Equities**

Douglas Etkin – 248-358-0800

Project: Multiple Corporate Campuses

Scope: Landscape Design and Hardscape construction

Budget: \$1,250,000.

Status: Under Construction & on-going design

Client: **Chestnut Development Company**

Steve Gronow – 517.552.2489

Project: Chilson Commons – Hamburg Twp., Michigan

Scope: Town Planning and Landscape Architecture of 70 acre
Town Center

Budget: \$15,000,000.

Status: Built

Client: **Grandview Construction Company**

Joseph Salome – 586.254.5117

Project: Pine Knob Corp. Center– Independence Twp., Michigan

Scope: Town Planning and Landscape Architecture of 30 acre
Town Center

Budget: \$10,000,000.

Status: Under Construction

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CONSULTANTS:

PARTNERS in Architecture, regularly utilizes the expertise of specialized engineering consultants and have developed strong working relationships which benefit our clients and project outcomes. **PARTNERS** has successfully utilized the services of the consulting engineers listed below on several projects and have chosen them for this project, based on their expertise, availability and overall past project success.

Structural Engineering

Desai Nasr Consulting Engineers, Inc.

6765 Daly Road

West Bloomfield, MI 48322



Jay Desai, P.E., S.E., SECB, Principal-in-Charge
Marc Steinhobel, P.E., SECB Design Engineer

Desai Nasr Consulting Engineers, Inc. is an award winning, Michigan based structural engineering firm who will provide complete structural design and engineering services for the ISID projects. Desai Nasr employs engineers licensed to practice in the State of Michigan. They will provide an evaluation of the soils investigation report, as conducted by an independent testing agency, for the impact on the buildings structure and design solution. They have a proven history with **PARTNERS in Architecture, PLC** of developing cost effective solutions. Jay and Marc have extensive experience implementing innovative and cost effective solutions in a variety of facilities.

Desai/Nasr Consulting Engineers have over thirty years experience in structural analysis and design of new buildings as well as condition assessment and rehabilitation of existing structures. The firm serves a large and developed client base, consisting of Architects, Developers, Construction Managers, and Contractors, as well as facilities and management groups from area institutions. **Desai Nasr** has successfully worked with DTMB as a consulting Engineer as part of a professional service contract on several past projects.

Firm success is based on proven design and service practices.

- Strong leadership and technically expert staff.
- Creative solutions for design challenges.
- Consciousness for construction budgets.
- Coordination with other disciplines to produce a comprehensive set of construction documents.
- Responsiveness and ability to provide timely services.

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Civil Engineering

Project Control Engineering, Inc.

2420 Pte. Tremble Road
Algonac, MI 48001
Phone (810) 794-1931
Fax (810) 794-3331



John T. Monte, P.E., Principal-in-Charge
Jeff Horner, P.E. Lead Civil Engineer

Project Control Engineering, Inc. (PCE) is a professional corporation licensed to in the State of Michigan to provide Civil Engineering and Land Survey Services. They specialize in municipal site development including: feasibility studies, estimating, planning, utilities, paving, grading, drainage, land division, surveying, construction layout, and GIS services. Project Control Engineering strives to keep abreast of advances in engineering and surveying techniques, utilizing the latest technology. Management personnel employ project management software to track and monitor project costs and scheduling. Document scanning and printing is accomplished with a high-speed printing and collating plotter. With these combinations, PCE can produce cost effective, quality driven design for any size project.

Mechanical, Electrical and Plumbing Engineering

Strategic Energy Solutions, Inc.

4000 West 11 Mile Road
Berkley, Michigan 48072



Michael Callahan, LC, LEED AP Principal-in-Charge
Todd Vercruysse, PE, LEED AP Lead Mechanical Engineer
David Ball, PE, LEED AP Lead Electrical Engineer

Strategic Energy Solutions, Inc. is a professional corporation licensed in the State of Michigan to provide Mechanical, Electrical and Plumbing Engineering services. **SES** has successfully teamed with **PARTNERS in Architecture, PLC** on past projects with a focus on professional service, creative engineering solutions, technical precision, accountability and follow-through. **SES** provides mechanical, electrical and plumbing engineering design which includes, but is not limited to: HVAC, plumbing, fire protection, lighting, power distribution, and communications. **SES** successfully worked with DTMB as a consulting Engineer as part of a professional service contract on past projects.

II-3. MANAGEMENT



II-3 MANAGEMENT SUMMARY, WORK PLAN AND SCHEDULE

As a full service Architecture and Design firm, we pride ourselves on our unique service approach of becoming an extension of each of our Client's Staff. We will provide insight, support, leadership, technical expertise and well intentioned advice from the initial development of every project to well beyond final occupancy.

We are accustomed to working with tight timelines and are able to dedicate the appropriate staff and resources necessary to meet demanding schedules. Our approach relies upon collaboration, communication, and follow-through, ensuring that the needs and objectives of projects and the client are achieved.

PARTNERS is able to commit and successfully deliver exceptional service on varied size and types of projects from the simple to very complex. We are able to consistently meet schedules and budgets and create a team environment through clear and consistent communication. Communication is a hallmark of the firm and a critically important element of well executed projects. Our team is committed to open communication with vested stakeholders and user group staff when engaged in the project communication protocol. We also understand that caution is to be exercised when communicating with personnel not involved in the project decision process, and our team is well versed with courteous dialog and filters to know that formal project communication is to take place only with designated DTMB or Client Agency representatives. All PARTNER Team members are accessible by cell phone and office communications and emails to satisfy all client initiated communication, we strive to be available as an extension of your staff and offer real Professional PARTNERSHIP. The State may rely on the following communication scenarios.

PARTNERS will:

- Conduct project planning meeting with appropriate DTMB and Client Agency representatives at the project kick-off and definition phase.
- Confirm project goals, objectives, and expectations with all involved.
- Agree upon shared understanding of standards to be followed.
- Develop project milestone schedules to be used as a tool of communicating the process and overall team member expectations. The schedule is a dynamic and powerful tool that is distributed, monitored and adjusted to present a realistic picture of project flow and to maintain accountability.
- Provide agendas and minutes of meetings in written form.
- Provide overall project(s) report status on monthly basis or other determined timetable.
- Conduct progress briefings and provide draft or phase review documents at agreed upon intervals.
- Obtain sign-off acceptance of work product by DTMB and/or the Client Agency at milestones agreed in project schedules.
- Present deliverables and an oral executive summary of projects in forums desired by DTMB.
- Conduct project close-out meetings of all projects with appropriate staff, vested stakeholders, and DTMB representatives.

PARTNERS pledges to the state and DTMB:

- The leadership, insight and creative vision, of firm Principals,
- Open communication and unmatched responsiveness,

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- Dedication to a collaborative work process,
- Sustainable, innovative and imaginative solutions,
- Design excellence,
- Technical precision,
- Function and value driven solutions,
- Accountability
- And above all Service, Service, Service

PARTNERS has a tested experience working with the DTMB on various projects types and sizes including minor modifications, complex renovations, additions and new building solutions.

Over the years and projects we have acquired a practical and lessons learned experience within the State contract structure and delivery process. The **PARTNERS** project management and quality control process has been fine tuned to best support the State and continues to be refined with the changing approach and methodologies the State is establishing to improve efficiencies, service and project outcomes.

The **PARTNER** Team organization is simple and clear and allows for concise communications and expectations, and successful project outcomes is the hallmark of the overall process. Our Principal-in-Charge is responsible for all contractual administration, design, programming and Team accountability. Our Principal of Quality Assurance has a beginning-to-end responsibility for document quality and budget adherence. Our Project Managers and Architects are the Day to Day leaders and organizers of the project teams and become the overall nucleus for clear and concise communication. They will direct in-house operations, consultant coordination and owner interface from project inception through project close-out. They will be the direct contacts for project related issues and progress.

PARTNERS' management approach includes three, distinct initiatives. These phases correspond to a logical sequence of events which are outlined as follows:

Task 1-Project Definition (Phases 100 and 200)

Task 2-Design and Construction Documentation (Phases 300, 400, and 500)

Task 3-Building Construction and Field Administration (Phases 600 and 700)

TASK 1 - PROJECT DEFINITION

(Including Phase 100 Study and 200 Program Analysis)

PHASE 100 - STUDY

Based on our experience, this phase is one of the most critical parts of the project. Our first task will be to establish and outline communication protocols and team member responsibilities. We will highlight our firm's mission, which is to lead you to your goals. We will achieve this through strong leadership, effective collaboration and clear communication.

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It will be necessary to confirm earlier assumptions and ideas regarding the targeted improvements of each project as well as any special circumstances that may exist. To address these issues, we will ask questions and have open team discussions focused on the goals and objectives of the project and conduct detailed site evaluations to firmly establish a record of existing conditions. We anticipate that this effort will be accomplished by working closely with the DTMB Project Director, personnel from the facility requesting the improvements as well as representatives from the respective Client Agency.

We will also work to establish a mutual understanding of affordable quality levels for building construction, interiors, equipment, and special systems and the priority in which these items fit into the project budget.

The results of these efforts will establish an overall direction for the project.

Typical Phase Deliverables will include a written project statement in the form of a report with existing conditions research and findings, preliminary code compliance issues regarding existing uses and contemplated modified use areas, and recommendations. The report will also include limited cost data for information known at this time.

PHASE 200 - PROGRAM

(Quantity of Owner Meetings to be Determined per Project)

This phase will test and confirm functional and technical design criteria, operational characteristics and highlight project outcomes expected. These efforts will also have a positive influence on initial and life-cycle costs of the project. More importantly, this will provide the Team with the data necessary to make informed decisions.

As our initial step we will conduct a project "kick off" meeting with the respective representatives from the DTMB and respective Client agency on-site personnel to further define and document the goals, objectives and scope so the entire team moves forward on sure footing. The kick-off provides an opportunity to confirm earlier assumptions, ideas and program goals for the proposed modifications and identify any limitations or sequencing considerations that may be needed. This will also allow us to gain a complete understanding of the previous steps that have been taken up to this point. Once completed, we will have a solid understanding of the expectations and project objectives and will refine our proposed work plan to accommodate the needs, thoughts and desires of DTMB and Client Agency to best accomplish the project.

We will also work to establish a mutual understanding of finish standards, operational factors and maintenance considerations which will all aid in the development of the Preliminary Design and overall construction budgets.

Schedule control is a product of careful planning at the outset of a project. Our process for developing a project schedule includes several steps that begin before the actual start of the project. During the contract preparation stage, schedule expectations are discussed. Prior to beginning the work, we prepare a "big picture" schedule that will define the overall project duration and key milestone dates. This schedule will be further developed and refined in Phase 300. In this phase we will also account for the possibility of scope modification to include items that may be possible in the event the budget will allow for scope expansion without jeopardy of exceeding the budget.

The Project Schedule is easily updated at appropriate intervals so that adjustments and new information can be accommodated if necessary to maintain important completion dates. This becomes one of the more important tools

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PARTNERS uses to manage projects, while maintaining the level of performance you expect, as well as meeting our standards and expectations.

Typical Progress Deliverables will include 50% and 90% complete program documents with functional space data obtained through workshop sessions with the Agency User Groups and the DTMB. The draft progress documents will serve as a verification process for the overall spaces needed in the modification and the functional uses within each of the spaces including personnel counts and equipment needs.

Typical Phase Deliverables will include a complete written program and program analysis report stating concisely the spaces to be provided in the modification and the specifics for each of the spaces with a statement of probable cost.

TASK 2- DESIGN AND CONSTRUCTION DOCUMENTATION

(Including Phase 300 Schematic Design, 400 Preliminary Design, and Phase 500 Final Design)

PHASE 300 - SCHEMATIC BUILDING DESIGN

(Quantity of Owner Meetings to be Determined per Project)

In this Phase we will test design concepts, clarify intentions, and translate program data into tangible graphic documentation that includes demolition plans, floor plans, ceiling plans, elevations, and appropriate documentation for lighting and mechanical engineering disciplines as well as structural improvements.

Several design concepts will be prepared to establish the most appropriate solution to meet the facility needs. The State's participation at this stage of the process is crucial because decisions made at this point affect everything that follows. This phase concludes with hard line computer generated drawings of floor plans, ceiling plans, lighting / power plans, HVAC plans, and general outline of specifications.

Within this phase, **PARTNERS** will perform a thorough investigation of all the governing state codes and local ordinances / requirements having an impact on the project. We comply with all State of Michigan and ADA accessibility requirements (except where discussed and decided otherwise) and keep in touch with all revisions as they are legislated. Our code compliance also includes fire marshal jurisdictions and other life safety considerations. In tandem with our team members, we perform code compliance checks on structural, mechanical and electrical issues.

Typical Progress Deliverables will include 50% and 90% complete Schematic Design Documents with; demolition plans, floor plans, ceiling plans, elevations, and appropriate documentation for lighting and mechanical engineering disciplines as well as structural improvements in computer generated paper and electronic format.

Typical Phase Deliverables will include 100% complete Schematic Design Documents with budget, calculations, and outline specifications including owner incorporated comments and a final presentation for approval to proceed to the next phase.



PHASE 400 - PRELIMINARY DESIGN

(Quantity of Owner Meetings to be Determined per Project)

This process begins with owner authorization once Phase 300 is completed. We will begin refinement of the Schematic Design documents that is approved by the State. The design will be modified in accordance with the direction given from the DTMB and Client Agency. We will test various solutions and design options (if desired) which will result in the best possible solution for the State. As the design is developing, we will update our initial project schedule to include key dates and project milestones for the design and documentation phase as well as the bidding and construction phase. This schedule will be presented to the State for review and approval.

During the Preliminary Design Phase, the major building systems and materials are defined, the building's layout and design intent are more precisely delineated, and the interior design begins with the development of interior finish materials. In this phase, we will address any special concerns that are unique to this project which may include but are not limited to security systems, life cycle costs analysis and value engineering. This information will be thoroughly analyzed and recommendations formulated for a clear project direction. These recommendations will be translated into design documents and become part of the final Preliminary Design Package. Outline specifications will be further developed as this point in the project.

Within this phase, **PARTNERS** will continue investigation of all the governing state codes and local ordinances / requirements having an impact on the project. Our Principal of Quality Assurance will review the team's progress and project documents at multiple stages during this phase to ensure our quality standards and the DTMB's standards are being upheld. He will continue this effort through the upcoming phases (500, 600, and 700) to maintain consistent input and oversight.

We typically will transmit and present progress drawings and documents at the 50% and 90% complete stages in this Phase. We will solicit feedback from the Owner team and incorporate the received comments / information into the final Phase 400 documents. Prior to the completion of this phase, we will prepare a detailed cost estimate to confirm the overall project budget.

The State's participation at this stage of the process is crucial because decisions made at this point affect everything that follows.

Typical Progress Deliverables will include 50% and 90% complete Preliminary Design Documents with; demolition plans, floor plans, ceiling plans, elevations, details, material selections, and appropriate documentation for electrical and mechanical equipment and system selections with lighting plans, and HVAC plans as well as structural calculations as maybe necessary. Documents will be in computer generated paper and electronic format.

Typical Phase Deliverables will include 100% complete Preliminary Design Documents with budgets, calculations, material cut-sheets, and outline specifications including owner incorporated comments and a final presentation for approval to proceed to the next phase.



PHASE 500 – FINAL DESIGN

(Quantity of Owner Meetings to be Determined per Project)

At the completion of the Preliminary Design Phase, **PARTNERS** will present to the State a set of design documents for your review and approval. They will consist of drawings, outline specifications, reports and samples as required which collectively describe the size and character of the entire project regarding architectural and interior design, structural, mechanical, and electrical systems, materials and other elements as appropriate.

PARTNERS will prepare the Construction Documentation based on the approved Preliminary Design package. The complete set will consist of construction drawings and specifications which describe in detail the requirements for construction of the project. We will finalize the architectural and interior design of the entire project during this phase including final selection of all finishes and materials. It will also include the design of any special lighting, and all interior graphics and signage for the project, if appropriate.

We will typically transmit and present progress drawings and documents at the 50% and 90% complete stages in this Phase. We will solicit feedback from the Owner team and incorporate the received comments / information into the final Phase 500 documents. Prior to bidding, we will update the cost estimate to confirm the project's cost is within the defined project budget. If it is discovered that the cost estimate exceeds the defined project budget, we will evaluate and identify what may be contributing to this overage and possibly suggest modifying the overall scope and/or create bid alternates to control bid award recommendation amounts.

Prior to issuing the documents for bidding, our Principal of Quality Assurance will review the complete set of documents for completeness and clarity of scope. He will confirm that all of the defined project goals and objectives are being met. The documents will not be issued for bid, unless they pass our stringent review process.

PARTNERS will prepare final bid documents and will assist in preparing the necessary bidding information with DTMB including the front-end, bid forms, conditions of the contract, and the forms of agreement between the Owner and Contractor. **PARTNERS** will also assist in facilitating the competitive bidding process and promote the project in the market place to help ensure the State that more than adequate bid coverage will be realized.

TASK 3- BUILDING CONSTRUCTION AND FIELD ADMINISTRATION

(Including Phase 600 Office Services and Phase 700 Field Services)

PHASE 600 CONSTRUCTION ADMINISTRATION – OFFICE SERVICES

The Construction Administration phase includes monitoring construction progress and administering the process from the office on behalf of the State. This consists of maintaining a log book, processing shop drawings and samples, reviewing and approving requests for payment, and ensuring compliance with the contract documents. The final stages of this phase include the coordination and compilation of close-out documents with operation and maintenance manuals, preparation and transfer of As-Built documents, and coordination of all owner training. This is a proactive effort of coordination conducted by **PARTNERS**, which involves the engineers, contractor and owner.



PHASE 700 CONSTRUCTION ADMINISTRATION - FIELD SERVICES

This phase includes: site visits, participation in project meetings, problem solving and issuing clarifications and instructions for changes to the work in response to special circumstances or field conditions that may arise during construction. Onsite weekly (or as otherwise designated and needed) inspection of project progress with written status reports to the contractor and owner. Review of testing and inspection reports as provided by the contractor. At project completion a detailed punch list will be performed with the owner and contractor and issued by the architect. A follow-up review will be conducted to close-out construction and a certificate of substantial completion will be issued in coordination with DTMB. After work is satisfactorily completed, we will issue a certificate for final payment. Upon completion of the work, if necessary we will assist the occupants with move-in procedures and in taking occupancy of the building. This includes a review of startup, operating and maintenance procedures. Close-out documents will be compiled including warranty and maintenance binders, operation manuals, and as built drawings and issued to the State. A post occupancy review will be conducted (11) months following substantial completion to close the warranty period and address any issues that may have arisen.

Schedule

A critical tool in the work plan is the schedule, and schedule control is a product of careful planning at the outset of a project. Our process for developing a project schedule includes several steps that begin before the actual start of the project. During the contract preparation stage, schedule expectations are discussed. Prior to beginning the work, we prepare a “big picture” schedule that will define the overall project duration and key milestone dates. The schedule will be refined as required through the project definition process considering the possibility of scope modification without jeopardy of exceeding the budget.

The Project Schedule is easily updated at appropriate intervals so that adjustments and new information can be accommodated if necessary to maintain important completion dates. This becomes one of the more important tools **PARTNERS** uses to manage projects, while maintaining the level of performance you expect, as well as meeting our standards and expectations.

Depending on the project assignment scopes all or part of the established state project phases (100 through 700) will be implemented and a detailed schedule will be prepared by the project team. In any project scope all state protocols and phase requirements will be adhered to and performed successfully by the PARTNER Team. Project deliverables will follow the DTMB requirements and indicated with each project proposal and schedule to include appropriate time for DTMB and Client Agency review, comments and approval.

Quality Assurance

Quality Control begins when the project begins. It is not a phase at the end or near the end when documents are checked, but it is a constant stream of thought and mode of operation.

Our Principal of Quality Assurance will direct the Quality Control efforts for every project through its completion and will provide Quality Assurance reviews at the end of each phase of document development. In addition, over many years of practice, having executed very large, complex and phased projects, the team has developed, and continuously updates, a Quality Assurance Manual. Its purpose is to set and maintain standards for performance on all commissions undertaken. This document outlines procedures, tasks, schedules, checklists, and other

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managerial devices which insure that a complete, comprehensive, and thorough effort is put forth by our staff and consultants through all stages of a project. In this manner we are able to directly apply the benefits of experience gained in previous projects, large and small.

We know most successful projects are those in which we can apply comprehensive quality control procedures, working to everyone's advantage. It is to our benefit, as well as to our client's, to prepare high-quality documents. It is common knowledge that clear, concise, high-quality bidding documents will usually attract the best contractors and bring in more competitive bids. However, having complete and well coordinated documents is not the end of a quality assurance program. Quality control is the responsibility of each and every member of the **PARTNERS** team.

During the preparation of construction documents, **PARTNERS** will be in constant contact with our outside consultants, assuring that the materials and building processes are well detailed and consistent across all disciplines. When construction documents are complete, fresh eyes and peer reviews are performed, ensuring that the completed construction document set is well coordinated and delineated. The construction documents are in essence, a "set of instructions" used for the purposes of competitive bidding and implementing the desired improvements. We understand that these "instructions" must be thorough, easy to understand, and well coordinated. With all three of these aspects provided, there is very little room for project scope questions or contractor confusion. Our documents clearly communicate the project's scope of work and our project management approach insures that the State's program requirements are included.

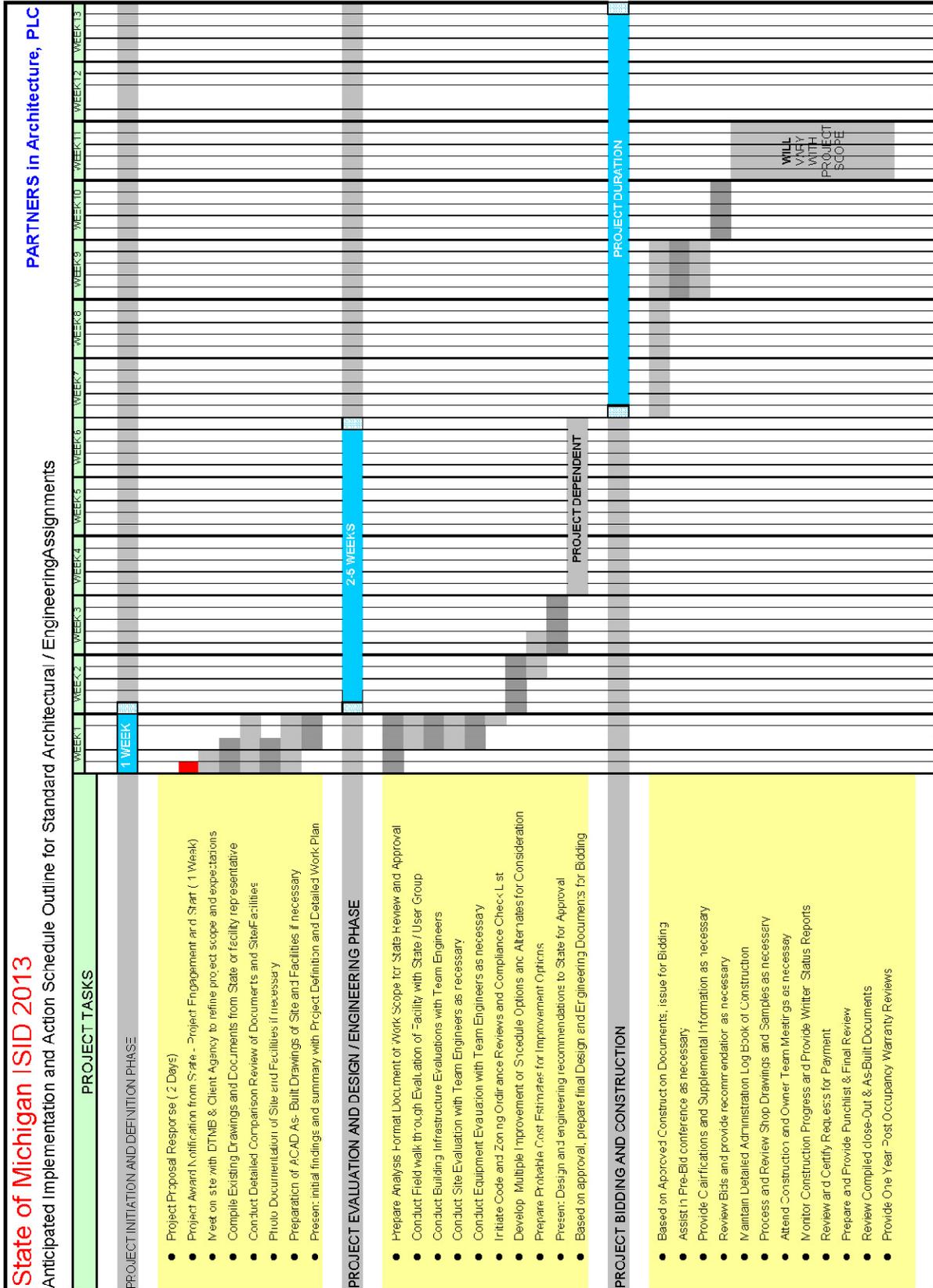
Our quality control does not stop at the end of our documentation phase. We remain very involved during the construction phase and thus are quick to react to contractor questions, concerns as well as differing site conditions. We give top priority to projects under construction and remain accessible at a moment's notice.

The schedule on the following page is an example schedule for a small standard project that would be customized and prepared during the project proposal step for every individual assignment opportunity.

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PROJECT OVERALL TIMELINES WILL OBVIOUSLY VARY WITH THE DIFFERENT SCOPES AND TYPE OF WORK. THE INTENT OF THIS PROPOSAL IS TO ILLUSTRATE THAT THE STATE IS AN IMPORTANT CLIENT AND THAT THE PARTNER TEAM WILL PROVIDE AN ON CALL APPROACH TO PROJECTS IN THIS CONTRACT WITH IMMEDIATE ACTION

II-4. QUESTIONNAIRE



Questionnaire for Professional Services
Department of Technology, Management and Budget
2013 Indefinite-Scope Indefinite-Delivery – Request for Qualifications
Architecture, Engineering, and Landscape Architecture Services
Various Locations, Michigan

INSTRUCTIONS: Firms shall complete the following information in the form provided. A separate sheet may be used if additional space is needed; please key the continuation paragraphs to the questionnaire. Answer questions completely and concisely to streamline the review process.

ARTICLE 1: BUSINESS ORGANIZATION

1. Full Name: PARTNERS in Architecture, PLC
Address: 65 Market Street, Mount Clemens, MI 48043
Telephone and Fax: (586) 469-3600; (586) 469-3607
Website: www.partnersinarch.com E-Mail: mmalone@partnersinarch.com
Professional(s) federal I.D. number(s): Federal ID Number: 20-2232561

If applicable, state the branch office(s), partnering organization or other subordinate element(s) that will perform, or assist in performing, the work: All projects will be managed from our office in Mount Clemens, MI. We will utilize the following professional engineering consultants: Project Control Engineering, Inc. (Civil), Desai Nasr Consulting Engineers, Inc. (Structural) and Strategic Energy Solutions (Mech / Elec).

2. Check the appropriate status:

Individual firm Association Partnership Corporation, or Combination – Explain:
We are a full service architecture & design firm and will provide full A/E services in association with our professional engineering consultants.

If you operate as a corporation, include the state in which you are incorporated and the date of incorporation: Michigan; Date of incorporation: 1/27/2005.

Include a brief history of the Professional's firm: PARTNERS in Architecture, PLC is a Professional Limited Liability Company, registered in Michigan. The two Principals of the Firm, David W. Gassen, AIA and Michael A. Malone, AIA own the firm which is conveniently located in downtown Mount Clemens. Both firm principals are registered Architects licensed to practice Architecture in the State of Michigan.

Firm principals, David and Michael have centered their practice around public architecture with a focus on inventive, sustainable and cost effective, long term solutions. David and Michael's strong leadership and forward thinking have built an insightful and expert team of professionals driven by a passion for the profession. Our professional staff has developed a solid foundation for delivering innovative solutions that our public clients desire today and will most definitely need in the future. Our team is tested and successful as preferred vendors, achieving tight schedules and budgets and does so with technical precision, design excellence, and an attitude of Service.

Provide an organization chart depicting all personnel and their roles/responsibilities.

Provide an organization chart depicting key personnel and their roles for a typical assigned project. Include generic supporting staff positions.

[Refer to Section II-2 of the proposal response for the Organization Chart.](#)

ARTICLE 2: PROJECT TYPES AND SERVICES OFFERED

Identify the project types and professional services for which your firm is exceptionally qualified and experienced. Provide attachments illustrating a minimum of three examples, with references, of successful projects performed in the last five years for each item checked. Identification of specialties will not exclude selected firms from project types, but will assist the DCD Project Directors in matching firms with projects.

- ADA facility assessment and remodeling
- Boilers and steam systems
- Bridges – pedestrian and vehicular
- Building and structure additions
- Building envelope investigation, repair, upgrade
- Correctional facilities
- Door and window replacement
- Fire and security alarm systems
- Fish passage structures
- General architectural and/or engineering design
- HVAC equipment replacement, upgrade, selection
- HVAC controls replacement, upgrade, selection
- Interior remodeling and renovation
- Laboratory facilities
- Landscape architecture
- Land Planning
- Locks and dams
- Maintenance and facility preservation
- Marine work - boat launch facilities, docks, harbors
- Parking and paving
- Roof repair, restoration and/or replacement design
- Site surveying
- Stormwater management and drainage plans
- Structural investigation and assessment
- Toilet and/or shower room remodeling or design
- Trail design and development
- Wastewater systems
- Water supply systems
- Water diking systems, water control structures

ARTICLE 3: PROJECT LOCATION

Identify the regions where your firm can most efficiently provide services. Assignments may vary from the regions checked, depending on the specialties and services required.

- Western Upper Peninsula (west of Marquette)
- Eastern Upper Peninsula (east of Marquette)
- Northern Lower Peninsula (north of Grayling)
- Saginaw Bay area (east of 127, north of I-69 and M 57, south of Grayling)
- Western Lower Peninsula (west of 127, north of Muskegon, south of Grayling)
- Central Lower Peninsula (east of Battle Creek, west of Chelsea, south of M 46 and M 57)
- Southwestern Lower Peninsula (west of Battle Creek, south of Muskegon)
- Southeastern Lower Peninsula (east of Chelsea, south of I-69)

ARTICLE 4: CONTRACT UNDERSTANDING: The following items should be addressed on the assumption that your firm is awarded an Indefinite-Scope, Indefinite-Delivery contract. (See attached sample contract).

- 4.1 Is it understood that your firm is required to respond to small projects (less than \$25,000) as well as large projects?
Yes No
- 4.2 Is it understood that there is no guarantee of any work under this contract?
Yes No
- 4.3 Is it understood that your firm will be required to execute the attached standard State of Michigan contract language for professional services?
Yes No
- 4.4 Is it clearly understood that professional liability insurance is required at the time of execution of the ISID contract? (See Article 5 of the attached Sample Contract.)
Yes No
- 4.5 Is it understood that your firm must comply with State of Michigan law as it applies to your services?
Yes No
- 4.6 It is understood that your firm must obtain a State of Michigan, Department of Civil Rights Certificate of Awardability (see RFP for information regarding the Certificate of Awardability)? If your firm currently has a Certificate of Awardability, provide its expiration date. _____
Yes No

ARTICLE 5: CAPACITY AND QUALITY

- 5.1 Briefly describe your firm’s methods and procedures for quality control for your deliverables and services.
The PARTNERS team applies a high standard of care to all tasks, at all times and is always searching for improvement opportunities and ways to enhance delivery of services and Quality within our process and products of service.

In an effort to minimize surprises and the complication of inaccuracies in documentation we assign a Quality Control principal to every project, which is in addition to the Principal in Charge. The role of quality

control is not a phase in project development, it is a constant stream of thought that begins with the project inception and continues every step of the way through occupancy and owner satisfaction. As a methodology, we use written standards, quality control guidelines and check lists to systemize the design and production process to improve project outcomes and help develop young talent in our firm. It is the firm's practice to encourage and support continued education among the members of the team and to actively participate in workshops, local, state and national seminars and conferences with a focus on public facilities.

Schedules, delivery method, and market place conditions are other factors which can impact quality. PARTNERS works with the contracting entity through open communication and mutual respect as a partner to achieve the common objective of Owner Satisfaction.

We stand ready to partner with The State of Michigan Department of Technology, Management and Budget and to become a vested member of the team. We welcome the opportunity and the challenge to produce exceptional and functional designs, delivering technical documentation with a service standard that will undoubtedly raise the bar.

5.2 Has your firm been involved in claims or suits associated with professional services errors and/or omissions?

Yes No

If yes, explain: _____

5.3 Will there be a key person who is assigned to a project for its duration?

Yes No

5.4 Please present your understanding of the relationship between your firm, the DTMB Design and Construction Division, and the State Agency for whom a project will be completed.

As an agent of the State of Michigan, PARTNERS understands that we are to become an extension of the State's Administrative staff. We are to provide insight, support, leadership, technical expertise and well intentioned advice from the initial discussion of a project to well beyond final occupancy. We are also to manage the entire project team, including State contracted consultants. We will coordinate, clarify and follow-up on all team member's roles and responsibilities, which will reinforce our quality control methodologies.

We understand that the contracting entity is the DTMB and that we must communicate and coordiante all of our efforts through the DTMB. We understand that the projects will be developed for various State Agencies, and thus we will need to clearly communicate to the respective State Agencies as well as the DTMB.

5.5 Describe your approach if a bidder proposes a substitution of a specified material during bidding.

We welcome the opportunity to review bidder substitution requests during the bid phase of the project. We believe that this promotes open competition and supports a fair and equitable bid process. We require the respective bidder to submit their substitution request in writing, utilizing the substitution forms provided in the project manual. These forms ask for detailed information on the requested substitution and may request a detailed comparison between the specified product(s) and requested substitute product(s). We thoroughly review this submitted information and if we find it to meet or exceed the project specification, we will recommend to the Owner that the requested substitution be accepted.

Once the Owner acknowledges acceptance of the request, we will issue an addendum to the project manual incorporating the substitution. This ensures that all bidders are aware of the acceptable substitution.

- 5.6 Describe your approach if a constructor proposes a substitution of a specified material or detail with shop drawing submittals or in construction.

Our approach is to be a "team player" and to always have an open mind in considering alternatives. With that said, we proceed with extreme caution as we clearly understand that the proposed substitution cannot decrease the quality level of the project nor can it have an adverse effect on the expectations of the Owner. Before considering a substitution during construction, we must truly understand the reasoning behind the Contractor's request. If we feel the reasoning to be legitimate, we will proceed to listening to the request. We ask that the Contractor make their request in writing, utilizing the substitution request forms provided in the project manual. We also request that the Contractor identify the benefit to the Owner by considering the substitution. Sometimes there is a cost or time savings which may benefit the project. If there is no real obvious benefit to the Owner, the request will not be considered. Prior to accepting a request, we will formalize an opinion to the Owner outlining our position and recommendation. The Owner will ultimately accept or reject the request. If accepted, the necessary project documentation acknowledging the change will be issued to the Contractor.

- 5.7 How will your firm provide consistent and continuous communication pertaining to project activities and project status to the State of Michigan during the progress of projects?

PARTNERS believes that clear, open and ongoing communication is the single most important factor in achieving a successful project. We will assign a Senior Project Manager to each project whom will remain on the project through its entire duration (from the project startup through owner occupancy). This allows us to ensure that consistency is maintained throughout the project. We feel that the more consistency that we can bring to a project, the more successful the project will be. Our Senior Project Manager will be responsible for maintaining all project correspondence (meeting agendas, meeting minutes, project memos, design documents, project documentation schedules, etc.) as well as be responsible for coordinating the efforts of all team members (including State contracted consultants - if any) and to ensure that the project milestones are being achieved. Our Senior Project Manager will be the main point of contact for the State and thus will attend all necessary project meetings.

In addition to the Senior Project Manager, we will also assign a Principal in Charge of the project whom will also remain involved throughout the entire project duration. The Principal in Charge will attend many (if not all) of the necessary project meetings and thus serve as a backup to the Senior Project Manager. Both the Senior Project Manager and the Principal in Charge are accessible to the State at a moment's notice – they are reachable at the office, on their mobile phones or even at their homes.

- 5.8 Does your company have an FTP or similar site for quick posting and distribution of information, drawings, field inspection reports, and other communications?

Yes No

- 5.9 Describe your method of estimating construction costs and demonstrate the validity of that method.

PARTNERS has developed a consistent and well established method for estimating construction costs prior to bidding. This method includes a cost estimate at each step of the design process and includes such information as is available at that time. An informed assumption is made for information that is not yet available at the time of the estimate so all items are represented. We then utilize construction industry

data, as well as our own historical data, for cost trending that establishes our sequence of cost estimates. Our process has remained a true prediction of project costs and is summarized as follows:

- Conceptual Budget Analysis

A thorough analysis of program material, including detailed discussions of space and functional programs, quality levels, value analysis strategies, site conditions (including soils, utilities, drainage conditions and requirements, roads and parking requirements, etc.), and construction environment.

- Conceptual Cost Estimates

We will work early in the conceptual design phase to develop preliminary cost estimates and provide life cycle cost analyses of major systems to assist in the evaluation of various options. These options will be reviewed and discussed with the Owner team in detail with the goal of defining an acceptable project program and overall budget. We will assist the you in the prioritization of needs to best fit your established goals and budget.

- Schematic Cost Analysis

We prepare a detailed cost estimate based on the final schematic design documents. An outline specification is prepared as well which highlights major project components and building systems. The Team tracks costs and, as the project progresses, brings in various systems vendors to provide information not covered by the documents to complete a comprehensive schematic cost estimate.

- Design Development Cost Estimate

Cost information from all disciplines continues to be coordinated by the Team and is used to update the schematic budget. Interviews of vendors, fabricators, contractors, and subcontractors, during this stage, help establish costs for wall systems, mechanical systems, roofing, finishes, structural frame, site work, utilities systems, etc. These costs are used to update the overall information to further tighten the cost estimate. As selections are made and the design is advanced, the budget will continue to be refined to quantify the impact of design decisions and ensure compliance with overall project objectives. Design / Program options are also evaluated & estimated during the Design Development Cost Estimate. Final program decisions will be made with this information

- Construction Documents

At a point when construction documents are 75% complete, the Team will prepare a final cost estimate. This will serve as a final check, enabling last minute adjustments without impacting project timetables.

5.10 Describe your approach to minimizing construction cost over-runs.

PARTNERS considers cost control to be one of the most crucial aspects of project success. As such, we have developed an accurate and dependable method of cost control which has repeatedly proven successful on numerous completed projects. PARTNERS' method involves an effort that is a constant stream of thought by the entire project team, beginning at the onset of the project and continuing through the construction period. The PARTNERS Team leads this effort as well as works in a collaborative effort with construction industry leaders, manufacturers and trades people, as well as the prime contractor during the construction phase, to ensure an accurate budget tool for maximizing benefits for our clients and fiscal responsibility.

Immediately upon project startup, PARTNERS will prepare a conceptual budget and an analysis of the budget will be conducted. Through detailed discussions, research and comparison to similar projects, we will build a database of relevant cost information. This includes Client input, our consultants and our own

experience regarding quality levels, functional and performance requirements, specific site conditions, unusual construction circumstances, and the current cost environment. The preliminary budget and scope may need to be adjusted and this should occur as early as possible to ensure alignment with the State's expectation.

Once the preliminary budget and scope are in agreement, PARTNERS will sit down with the DTMB and associated State Agency's key representatives to evaluate the needs for the project and thoroughly define the scope of work. This discussion will also include prioritization of the needs and the identification of the desired quality level of materials. The resulting detailed information will provide a basis for the project program, space and functional relationships, handling of site conditions and further value analysis strategies. The project scope and budget should be adhered to closely, with a measured balance between give and take to maintain budget and the desired outcome.

A continuous estimation of the project construction cost needs to be developed and maintained. The PARTNERS estimation method is well tested through several years of experience and has integral benchmarks with checks and balances at each important design process phase. This estimation method is further explained in the previous question #5.9. At each benchmark or important revisions to the budget or project design are discussed with the client to ensure an open line of communication. PARTNERS listens to the Client's needs and helps to shape the project in a way that achieves the goals established by the Client as well as finds real value and implementing cost savings ideas.

Value engineering may be required to bring a project back within budget. The PARTNERS team will review the areas of estimated budget overruns and evaluate other systems, designs or materials to provide the same quality but resulting in a better value for the State. This approach may require a life cycle cost workshop whereby the Team analyzes numerous options for specific building systems as required to bring the project back within budget.

PARTNERS knows that the best conceived design and project scope that is ill-communicated to the construction team can still create an unsuccessful project. That is why PARTNERS strives for an excellent documentation and specification package and to continuously improve our method. We view the construction documents as an essential "set of instructions" used for the purposes of competitive bidding and implementing the desired improvements. We understand that these "instructions" must be thorough, easy to understand, and well coordinated. With all three of these aspects provided, there is very little room for project scope questions or contractor confusion. Our documents clearly communicate the project's scope of work and our project management approach ensures that the State's program requirements and project objectives will be achieved. Our documentation process is rigorous and is concluded by our PARTNERS' Quality Control review which is briefly described in question #5.1.

PARTNERS believes there are five key components that contribute to minimizing the amount of change orders – Communication, Coordination, Leadership, Management, and Review. We provide effective project leadership and consistent project management throughout all aspects of each project. Effective project leadership supports the firm's position to ensure the Client's best interests are being looked after. By leading each project and fostering open communication, our project managers understand the overall goals and objectives of each project and the responsibilities of each team member.

Finally, PARTNERS reviews all requests by the contracting entity for changes in the contract price. There may be necessary changes due to the project conditions which are valid cost changes. PARTNERS conducts

a thorough review of these requests to ensure the procedures are correct, the scope of work is accurately defined and the cost is fair to the market value, as they should be.

5.11 What percentage of construction cost should be devoted to construction administration (office and field)?
It will vary on a project by project basis, but typically 22 – 25% of the A/E fee will be devoted to our construction administration services.

5.12 What portion of the assigned work will be performed with your staff and what portion will be provided by sub-consultants?
On a typical project, we would anticipate that our firm would perform approximately 75% of the work and we would thus use outside consulting engineers to perform the balance of the work for a complete project.

5.13 On a typical project, what would be your response time, from the time receive a project assignment to starting investigation and design work? A typical project might be one involving several disciplines and in the neighborhood of a \$25,000 fee.)
Approximately 5 to 7 days.

5.14 How do you assess whether a construction bidder is responsive and responsible?
We typically undergo a detailed post bid review process with the low two or three bidders. We evaluate and compare their proposed schedule of values of these bidders and review the overall project scope with them. We interview their proposed project manager, site superintendent and project cost estimator to determine if they clearly understand the project scope, schedule and project expectations. We contact the bidders recent references, bonding company and suppliers to determine the credibility of the company as well as their ability to perform the proposed scope of work. Most of the projects that we handle are “public projects” and therefore we are accustomed to determining the “lowest responsible bidder”. We have also recently utilized the DTMB’s new process of determining a responsible bidder on the Women’s Huron Valley Correctional Facility ADA Improvement project.

5.15 Describe your firm’s understanding of Sustainable Design and LEED Certification.
From the inception of our business, PARTNERS has emphasized the need to be good stewards of the environments we design with our clients. Our firm demonstrates sustainable design practices and environmental sensitivity as a normal course of business on every project we design.

Multiple staff members from the various disciplines of our Team have been trained and are LEED accredited professionals.

We regularly utilize LEED criteria to assist us in developing goals and strategies to accomplish sustainability in new and renovated facilities. We balance the multiple bottom-line of environmental, social and economic concerns in such facility elements as occupant wellness, productivity, life cycle costs, energy efficiency and budget. Sustainable building design requires an integrated architectural and engineering approach that considers the whole building and site as interrelated systems. The LEED system is based on a comprehensive set of criteria that can be used to measure the degree of compliance of any building design to an idealized set of sustainability principles.

5.16 Describe your experience with similar open-ended contracts.
We currently hold open ended contracts with the City of Eastpointe, Fitzgerald Public Schools and Wayne State University and have held them for many years. These contracts result in multiple, diverse project

commissions which vary in size and complexity each year. We typically average 3 – 5 projects each year, per contract. This year we have multiple project scopes including: accessible toilet room upgrades, parking lot repairs, roof replacements, mechanical upgrades, carpet replacement, commercial kitchen renovations, exterior envelope improvements and interior building reconfiguration / renovations. Our team is adaptable, flexible and accustomed to working within these contract types.

- 5.17 Describe your methodology for obtaining information about the existence and condition of an existing, facility's components and systems.

We typically begin by gathering any existing building drawings or other documentation that may be available for the facility. We review these documents in detail and focus on the areas of the building that may / will be impacted by the proposed upgrades. These areas are field reviewed by our team of architects and engineers. We perform a detailed assessment of the existing conditions and take extreme care in photographing all areas of which we can gain access to. We will document equipment types and model numbers, sizes, etc. for the equipment that may be impacted as well. We also like to interview the facility maintenance staff and walk the facility with them to gain their perspective of the issues that they may have encountered with the systems or components in the past. We document this activity and use this information to improve the overall solution that we will bring forward.

- 5.18 Describe your approach to securing permits/approvals for the following: campgrounds, critical dunes, coastal zone management, projects adjacent to Michigan lakes and rivers.

Water and waste water projects are designed to meet the regulation and permitting requirements under the Clean Water Act, part 399, part 41 and NPDES discharge Permit. Recommendation standards for both "Water Works and Wastewater Facilities project are through the Great Lakes – Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers.

- 5.19 Describe your approach to a construction contractor's request for additional compensation for a change in the project scope.

We represent the Owner's best interests at all times. We will fairly evaluate the contractor's request for additional compensation and request that a detailed labor and material breakdown be provided for our review. We also ask that a clear explanation be given with the request so we do not inadvertently overlook something that should be taken into account. Once all of this information is provided, we objectively review the request and formulate an opinion. Our opinion will be supported with facts supporting our assessment. We will thoroughly investigate the proposed costs (labor and material) to determine if the charges are "fair" and "consistent" with the type of work and conditions that are in place. Our assessment will result in three possibilities which are as follows: (1) we may determine that the submitted request is acceptable "as is" and recommend approval of the request; (2) we may determine that the proposed costs are "inflated" and request that they be reduced; (3) we may determine that the request is "unacceptable" and thus recommend rejection of the request.

III-2. COMPENSATION

POSITION, CLASSIFICATION AND EMPLOYEE BILLING RATE INFORMATION

2013 Indefinite-Scope Indefinite-Delivery – Request for Proposal
 General Professional Design Services
 (Architecture, Engineering, Landscape Architecture)

Firm Name

PARTNERS in Architecture, plc

Yearly Hourly Billing Rate Increase

**3% annual rate increase, Reimbursable Expenses
 and Consultant mark-up 10%**

Employee(s) Name	Position/Classification	Year 1	Year 2	Year 3	Year 4
David Gassen, AIA**	Principal Architect	\$105.00	\$108.15	\$111.40	\$114.75
Michael Malone, AIA**	Principal Architect	\$105.00	\$108.15	\$111.40	\$114.75
Darren McKenna, RA**	Project Mgr / Architect	\$85.00	\$87.55	\$90.20	\$92.90
Andy Sowinski, RA**	Project Mgr / Architect	\$80.00	\$82.40	\$84.90	\$87.40
Chris Glaspie, Assoc AIA	Documentaion Leader	\$75.00	\$77.25	\$79.55	\$81.95
Technician	CAD / Documentation	\$45.00	\$46.35	\$47.75	\$49.20
Ellia Pacella	Administration / Clerical	\$45.00	\$46.35	\$47.75	\$49.20
Jay Desai, PE	Principal Structural Eng.	\$140.00	\$144.20	\$148.50	\$153.00
Marc Stienhoble, PE**	Design Structural Eng.	\$115.00	\$118.45	\$122.00	\$125.70
Technician	CAD / Documentation	\$60.00	\$61.80	\$63.65	\$65.55
Michael Callihan, PE, LEED AP	Principal Eng. (Mech)	\$140.00	\$144.20	\$148.50	\$153.00
Todd Vercruysse, PE, LEED AP**	Lead Mech Engineer	\$112.00	\$115.35	\$118.80	\$122.40
David Ball, PE, LEED AP**	Lead Elec Engineer	\$112.00	\$115.35	\$118.80	\$122.40
Technician	CAD / Documentation	\$60.00	\$61.80	\$63.65	\$65.55
John Monte, PE	Principal Civil Eng.	\$125.00	\$128.75	\$132.60	\$136.60
Jeff Horner, PE**	Civil Engineer	\$100.00	\$106.10	\$109.30	\$112.55
Technician	CAD / Documentation	\$55.00	\$56.65	\$58.35	\$60.10

*Billing Rate will be in accordance with the attached guideline page for instructions regarding the "Overhead Items used for Professional Billing Rate Calculation," and the attached "Sample Standard Contract for Professional Services," Article 5, Compensation Text.

** Key Project Personnel

Mr. Michael Malone
Partners in Architecture
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January 17, 2014

If your company is interested in participating in the MiDEAL program, please sign below and return to this letter to the letterhead address, Attention: Melissa Sambigiato

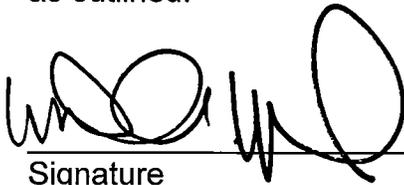
FOR THE STATE OF MICHIGAN



Robert C. Hall, RA, NCARB, Director
Design and Construction Division
Facilities Administration

FOR THE PROFESSIONAL

Partners in Architecture agrees to extend the terms, conditions, and pricing of our 2013 General ISID Architectural/Engineering Services contract, No. 00443, to MiDEAL members and will remit the one percent (.01) administrative payment fee along with the quarterly report as outlined.



Signature

1.24.14

Date

Michael A. Malone, Principal

Print Name/Title