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### COVER LETTER

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May 10, 2013

Ms. Irene Henry Jackson, RA, NCARB  
Department of Technology, Management and Budget  
Facilities and Business Services Administration  
Design and Construction Division  
Stevens T Mason Building  
530 W Allegan Street, Second Floor  
Lansing MI 48909



560 Fifth St NW Suite 201  
Grand Rapids, MI 49504

Telephone: 616-454-1398  
Facsimile: 616-454-0944  
[www.thedesignforum.com](http://www.thedesignforum.com)

RE: ISID Contract Proposal

Ms. Henry:

We are in receipt of your Request for Proposal with regard to the above-captioned project. Attached please find four original copies of our proposal along with two electronic copies in PDF format on DVD disc. We are pleased to present our qualifications for this project. In the attached response, we have attempted to carefully outline our firm's qualifications for your project. We believe that we possess the experience with relevant projects, the credentials, and the enthusiasm to provide you with a very high quality project. For the last four years we have held an ISID project with the State of Michigan. Our most recent project performed under that contract was remodeling on the second floor of the Lottery Building, working with Dave McGrath.

We are hardworking and dedicated team players. We will go out of our way to work with SOM on projects to assure that the resultant program and design is one which will meet all of the needs of the end user in a way that is safe, secure and affordable. Our experience working with other clients on projects of a similar nature will also be to SOM's advantage.

We feel that our broad-based experience will be an asset to the State and our qualifications are directly relevant to the services that you will need in order to accomplish your goals. We would like to be a part of your team and look forward to the opportunity. If you should have any questions or comments concerning this information Irene, please feel free to contact me.

Yours very truly,

**THE DESIGN FORUM INC.**

Neale L Bauman, AIA, CCS, LEED AP  
President

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET**  
**ISID CONTRACT PROPOSAL**  
**GENERAL PROFESSIONAL DESIGN SERVICES**

**II-1 Understanding of Project and Tasks**

TDF has extensive experience with government and other public facilities. We have provided services to SOM on several previous projects and have held an ISID contract that recently expired. Our primary clients are K-12 public schools. We have provided services on well over 150 projects under our current leadership. Many of these projects were for repeat clients. We have one client in the Grand Rapids area for whom we have provided services on nearly 50 projects. Many of these were smaller and maintenance related. We have done many reroofing projects, numerous boiler replacements, window and door replacements, interior remodeling, exterior upgrades, and just about any other kind of project that could be involved in the maintenance or upgrading of a school building.

Our involvement starts on most projects in the programming phase, working with the client to clarify and identify the need and to develop a proper program statement establishing the project requirements. For many of our school clients over the years we have done extensive work in the programming phase developing specific project requirements and budgets to support a bond referendum. We understand the importance of a well developed program and budget. Typically a bond based project has restricted fund availability so a well planned program with supporting budget is critical.

On smaller, maintenance related projects we find it more critical to involve the Owner's Facilities Personnel at early stages of the project. Often their input can be the key to a successful project. We attempt to get feedback regarding preferences for specifications on all building systems and materials. We know that SOM has many contracts for materials and equipment, so proper specification in the bidding documents is critical.

During the design phase we attempt to prepare options for consideration of the client. The number of options will depend on the type of project. As we develop the design we also begin the process of building the budget. Our budget is a living document where additional information is added as the project moves to greater levels of detail. As part of the design process we also begin the process of developing the project timeline. At the completion of the preliminary design phase we present the project to the client to obtain their review, feedback and final approval to move into design development.

In the DD phase we develop the documents approved in the preliminary design phase to a greater level of detail. Again this is dependent on the type of project but generally this will involve creating building sections and preliminary details, creating more detailed elevations, developing building interior elements including finish selection, developing building system layouts and preparing outline specifications to serve as the basis of the final specifications. The budget gets an upgrade in this phase as well building in a greater level of detail. We may also seek input during this phase from the code authorities having jurisdiction over the project. In your case this will be the Bureau of Construction Codes with whom we have a good relationship. Again in wrapping up this phase we will schedule a meeting with the client to review the project in detail and get their input and final approval to move into the construction documents phase.

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The CD phase is just an extension of the DD phase with final details, systems and schedules detailed out and the cost estimate and schedule finalized. Specifications are expanded to final book form. Once a final review with the client is performed our project team will conduct a final in depth review of the documents for QC purposes. This last review is to catch all of the last minute details and make sure that the project is coordinated prior to going out for bids. It is at this stage that we submit the documents for plan review by the Bureau of Construction Codes. This allows us to incorporate any changes that might come about as part of the plan review process through an addendum prior to final receipt of bids. It is at this stage that SOM has the final say to release the project for bidding.

During the bidding process we answer all contractor questions, conduct the prebid meeting in conjunction with the SOM Project Manager and issue any addenda that may be required to clarify the documents. Once bids have been received we conduct a post bid interview with the apparent low bidders to verify that their bids are legitimate. We prepare a final recommendation for award of contract as a result of that interview process.

During the construction phase we maintain close contact with the project. Our goal is always to visit the project site at least once each week and to document that visit with a report of our findings. See attached field report. We communicate regularly with the contractor and review all submittals in a timely fashion. Our goal is next day completion of all submittals. This is not always possible but we always strive to meet it. We insist that all submittals from the contractor come in electronic format. This also helps to expedite the process. We also process all other paperwork during construction including bulletins and recommendations for change orders. We review all contractor correspondence including application and certificate of payment and approve the appropriate portions for payment. When the project is at the appropriate stage we prepare a final punch list and issue a certificate of substantial completion.

We believe that this type of contract is one for which we are extremely well qualified. Working closely with the client's facilities personnel is the strength of our firm. We understand how to respond quickly. A number of our clients are builder/developers who come to us for tenant build-outs where they need us to meet with the prospective tenant and prepare drawings for the renovation all on a very short timetable. We are able to provide quick turnaround, often the same day, a service that they highly value. Strong support during the construction phase is another trademark of our firm. We understand the importance of cooperating with the contractor and expediting the processing of documents and information and being on site regularly to monitor the progress of the work. We provide a number of client references for your consideration elsewhere in this submittal. These are people who can attest to the quality of the services we provide.

We have provided services through our recently expired ISID contract several times. The most recent project was the renovation of the second floor of the Lottery Building for office expansion for the State Gaming Control Board. The project manager was David McGrath. Dick Hauser was the Client contact for the Lottery Division.

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**II-2 Personnel**

Following is a listing of our key personnel to be involved in State of Michigan Work. Resumes are attached as part of this proposal.

The Design Forum Inc. personnel to be employed in the work:

Neale L. Bauman, AIA, CCS, LEED AP - President, Project Manager  
Michael J. Belisle, AIA, LEED AP – Project Architect

Where projects involve engineering we will seek out the consultant which we believe can provide the best service and the greatest value to SOM. We will submit information regarding these selections for the review and approval of The State.

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**II-3 Management Summary, Work Plan and Schedule**

Based on the recently completed Second Floor Remodeling of the Lottery Building we offer this work plan as documentation of how that project was conducted. This would likely be a typical process for small projects such as those you describe in the RFP.

After contact by the SOM Project Manager, we arranged a kick off meeting with attendance by the Project Manager, Building Manager (also the representative for Lottery) and several representatives of the Gaming Control Commission. A plan was presented by the Project Manager from his previous workings with the client. Based on the input from that meeting and a walk through the affected space, a revised plan was prepared and transmitted electronically to all the attendees. This plan was further revised based on feedback from that review and a final plan was agreed to.

While on site we also conducted our field survey of the space where the work was to take place. We verified dimensions, finishes, systems, hardware and other details of the space including furniture and connection points to the system panels for power and data. We recorded the space in detail with multiple photographs so that we would have the ability to review what we saw as we completed the documents.

We then arranged another meeting with the same parties to discuss project details and logistics. This included coordination with furniture moving and storage, agreement as to the scope of work for the contractor and for SOM and an agreement as to the bidding and construction schedule. This information was all recorded in minutes of the meeting and the plans and specifications were then completed for bidding. The final documents were submitted to the Project Manager who coordinated a final buy off from the Lottery Division. Final plans were then submitted for bidding.

During the bidding process we conducted a pre-bid meeting and walk through at the project site and subsequently issued an addendum clarifying several things in the bidding documents. Bids were received by the Project Manager and transmitted to us electronically. We did phone interviews with the two low bidders and determined that the low bidder was a bona fide bid and made our recommendation accordingly. We reviewed the contract for construction and the schedule and conducted a project kick off meeting where we worked out the logistical details of the project and coordinated everything with the client.

During construction we made weekly visits to the project site, recording progress with photos and preparing and distributing electronic reports of our evaluation of the project progress. There was only one change on the project that resulted in a credit to the project. This was documented in a bulletin and subsequent change order. The schedule was very critical to the Gaming Commission Director and we set up and chaired a meeting regarding schedule and progress during the construction when things seemed to be lagging. At that meeting we all agreed to a new set of project milestone dates, which were maintained and the project finished as scheduled.

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During the construction phase in addition to the work mentioned in the previous paragraph, we reviewed project submittals and payment applications. When work was to the point where the Gaming Commission could occupy it, we prepared a punch list of items requiring correction and issued a certificate of substantial completion. We have just recently reviewed and approved the final application for payment.

One final item that we also provide as part of our service is that during the tenth month after completion of the project, we will contact the Project Manager to determine if a post-occupancy follow up is desired or necessary. If it is we will coordinate and attend it to review the projects and determine if all elements of the job are performing as they should.

This scenario describes the project process for a specific job but is comparable to the process we employ on all of our projects.

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III-1 COST

Refer to attached billable rates sheet.

# COMPANY PROFILE



## MUNICIPAL BUILDINGS

As a full-service design firm, The Design Forum specializes in architecture and engineering for a wide variety of commercial, institutional, municipal, religious and educational environments.

As leaders in the shaping of environments for over forty years, we believe that the energy of good design should be a reflection of the vibrancy which it is intended to inspire.

We are not solely designers of buildings, but creators of environments—environments that are a blend of human, aesthetic and technological sensitivities. The process used to define your needs is one of discovery, striving to integrate your most valuable resource—people. The experience of shaping an environment, whether a new or an existing structure, is unique to each client. As architects, our role on your team is to facilitate exploration of the ideas and innovations we envision together, through interaction and participative planning. We consider it our responsibility to shape and develop these visions into a successful and cost-effective building program. And, as technological and programmatic changes impact the operational environment, we work to keep flexibility at the center of the design agenda.

The experience and insight that we have developed through the years, as well as the thoroughness of our design process, continues to illustrate that good design need not add significantly to cost. Our entire staff is also trained in sustainable design and all are LEED AP certified by the US Green Buildings Council.

It is our goal to create environments that enhance the quality of life of the users. The references of our past clients is a satisfying reminder of our successes in achieving that goal. With well-qualified personnel and a service-oriented attitude, The Design Forum is capable of meeting all of your facility needs.

Formed as a partnership between Donnaly W Palmer and M Brice McMillen in 1961, The Design Forum Inc. has been serving the municipalities and school districts of Michigan for over 50 years.

The firm was incorporated in 1971 as partners came and went, but the primary mission of the firm was providing quality planning and design to public clients. In 1983, Neale Bauman became a part of the firm, eventually becoming president. David Brown joined the firm in 1985 to complete the slate of corporate officers. Neale currently leads the firm since Dave's retirement in 2010 and is involved first hand on all projects.

Our offices are located near Downtown Grand Rapids, Michigan in the historic Furniture Campus Building. Our staff consists of 2 registered architects. We prepare 100% of our documents on CAD and are capable of providing low cost high quality renderings and project documentation on tight timelines.



NBHD  
DIR.  
121

10<sup>1-5</sup>

121

CORRIDOR

7

10

10<sup>1-5</sup> A6.17 DET. #1/A6.2 (20) WALL

# COMPANY PROFILE



- ◆ Master Planning
- ◆ Investigative Studies and Adaptive Use Studies
- ◆ Roof System Evaluations and Reports
- ◆ Financial Programming
- ◆ Facility Consultation and Evaluation
- ◆ Project Programming
- ◆ Site Planning
- ◆ LEED Certification
- ◆ Program Analysis
- ◆ Financial Analysis
- ◆ Site Analysis
- ◆ Schedule Development
- ◆ Land Use Master Planning
- ◆ Promotional Planning
- ◆ Publication Materials
- ◆ Photographic Exhibits
- ◆ Models and Renderings
- ◆ Multimedia Presentations
- ◆ Construction Plans and Specifications
- ◆ Record Drawings
- ◆ Phased Construction Management
- ◆ Construction Observation/Administration
- ◆ Building Plan Review Services

## ARCHITECTURE (in house services)

- ◆ Construction Plans and Specifications
- ◆ Engineering Studies
- ◆ Energy Management
- ◆ Mechanical Engineering
- ◆ Electrical Engineering
- ◆ Fire Protection
- ◆ Security Systems
- ◆ Communication Systems
- ◆ Building Plan Review Services

## ENGINEERING (consultant services)

# CAPABILITIES



# NEALE L BAUMAN

## AIA, CCS, LEED AP



### EXPERIENCE

In the profession since 1974 and with The Design Forum as owner/corporate director and president since 1978. Neale serves as our lead programmer and designer. He brings many years experience working with municipalities, assisting them in working with their constituents to establish priorities for expansion and remodeling. His experience working with groups has helped many clients build consensus within their communities.

### KEY PROJECTS

- **Kent County** – Expansion & Remodeling of Adult Correctional Facility and Juvenile Detention Center (includes secure courtroom).
- **City of Big Rapids** – Master Plan & Design of New Public Safety Facility and City Hall Expansion and Remodeling
- **City of Eaton Rapids** – Master Plan & Design New Public Safety Facility and City Hall Expansion and Remodeling
- **City of Grand Rapids** – Planning & Design of 1120 Monroe; Ball Avenue and Coldbrook Facilities Additions & Renovations
- **Village of Lakeview** – Feasibility Study of Public Works Facility, New Salt Storage Building, New Vehicle Storage Building
- **Ionia County** – Historic Courthouse Remodeling
- **Chippewa County** – Public Health Clinic remodeling at Sault Ste Marie High School
- **Cheboygan Area Public Library** – Expansion and remodeling of existing facility more than quadrupling the square footage and totally renovating the existing building.
- **North Kent Sewer Authority** – New PARCCSIDE Clean Water Facility. Architectural design services for four buildings on site including a new administration building.
- **Kent District Library** – Interior remodeling for main office and distribution center

### EXPERTISE

- Program Analysis
- Planning/Design
- Project Management

### REGISTRATION

- Registered Architect State of Michigan
- Registered Architect State of Indiana
- Certified by the National Council of Architectural Registration Boards
- LEED AP, certified through US Green Buildings Council
- Plan Reviewer for Michigan State Housing Development Authority

### EDUCATION

- Bachelor of Science, Univ. of Michigan
- Master of Architecture Univ. of Mich. 1974

### AFFILIATIONS

- American Institute of Architects Current Chapter Treasurer
- Certified Construction Specifier

# MICHAEL J BELISLE, AIA, LEED AP



## EXPERIENCE

Mike has worked for TDF since 2001. His duties as a project manager have included overseeing production documents, managing projects from conception to completion. Mike is a very capable designer and works quickly to produce projects on time and within budget.

He has outstanding knowledge of building codes, specifically relevant to school construction.

## KEY PROJECTS

- **Chippewa County** – Public Health Clinic remodeling at Sault Ste Marie High School
- **Cheboygan Area Public Library** – Expansion and remodeling of existing facility more than quadrupling the square footage and totally renovating the existing building.
- **North Kent Sewer Authority** – New PARCCSIDE Clean Water Facility. Architectural design services for four buildings on site including a new administration building.

## EXPERTISE

- **Project Management**
- **Document Preparation**
- **Computer Rendering**
- **Code Analysis**

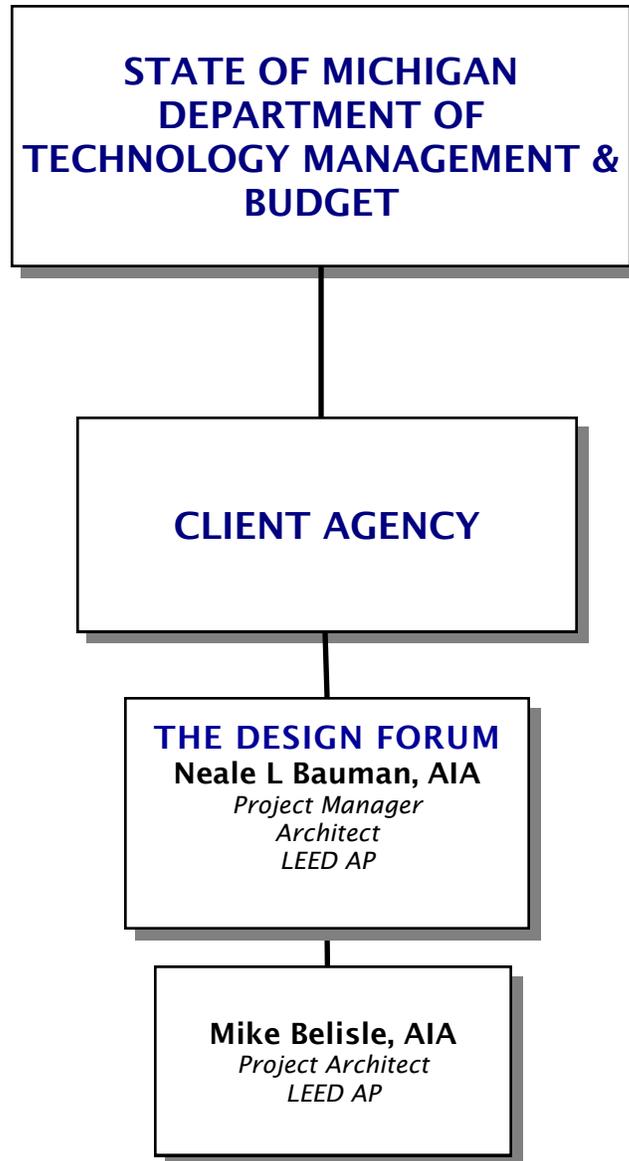
## REGISTRATION

- **Registered Architect State of Michigan**
- **LEED AP, certified through US Green Buildings Council**

## EDUCATION

- **Bachelor of Science, Lawrence Tech. 2000**
- **Master of Architecture, Lawrence Tech 2001**

## II-4 ORGANIZATION CHART





**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: The Design Forum Inc.  
Address: 560 Fifth St NW, Suite 201, Grand Rapids MI 49504  
Telephone and Fax: ph: 616.454.1398 fx: 616.454.0944  
Website: [www.thedesignforum.com](http://www.thedesignforum.com) E-Mail: [nbauman@thedesignforum.com](mailto:nbauman@thedesignforum.com)  
Professional(s) federal I.D. number(s): 38-1947635

If applicable, state the branch office(s), partnering organization or other subordinate element(s) that will perform, or assist in performing, the work: Consulting engineers will be proposed on a project by project basis as the need arises. No consultants are included in this proposal at this time.

2. Check the appropriate status:

Individual firm  Association  Partnership  Corporation, or  Combination – Explain:

---

If you operate as a corporation, include the state in which you are incorporated and the date of incorporation: Michigan 1971

Include a brief history of the Professional's firm: The Design Forum Inc. was formed in 1961 as a partnership. It has existed continuously since that time. Originally known as McMillen Palmer the firm has varied in size over the years from two persons to 38 persons. Present size of the firm is two persons. We specialize in commercial and institutional design with a focus on schools.

Provide an organization chart depicting all personnel and their roles/responsibilities. We have two employees. Neale Bauman AIA is the president and leader of TDF. He is responsible for marketing and business administration as well as design and contract administration. Mike Belisle AIA is a project architect. His responsibilities include design and production documents along with contract administration.

Provide an organization chart depicting key personnel and their roles for a typical assigned project. Include generic supporting staff positions. Our roles would be as described in the preceding paragraph. Neale Bauman would be the principal in charge and Mike Belisle would be the project architect.

**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.  
We do in house peer review of our work as well as cross disciplinary review by and with our consultants. We also involve the Owner in final review of all projects.
- 5.2 Has your firm been involved in claims or suits associated with professional services errors and/or omissions?  
Yes  No
- If yes, explain: On two occasions in our 50 year history. In one case we were awarded fees from a client who had refused to pay. In the other we settled out of court for substantially less than the client was demanding. We do our best to avoid the problems that lead to litigation.
- 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.

We understand that DTMB would be in charge of projects and that we would work closely with a DTMB representative who would involve representatives of the client agencies for whom the work would be done.. We would be responsible for meeting the needs of the client agency but under the direction of DTMB personnel.

- 5.5 Describe your approach if a bidder proposes a substitution of a specified material during bidding.  
Our first step would be to review the request to determine if it is acceptable to us. If it is we would then present it to our DTMB Contact for his/her review to determine if it is acceptable to SOM. If accepted we would issue an addendum stating this to all bidders. If not approved we would issue a rejection to the submitting bidder.
- 5.6 Describe your approach if a constructor proposes a substitution of a specified material or detail with shop drawing submittals or in construction.  
The first step is to determine if there is a cost or schedule impact. These are the only two reasons that we allow a substitution. Products included in the specs are there because either we or SOM has requested them as an acceptable product. If there is no cost advantage we would reject the submittal unless there was a schedule impact in which case we would review with SOM to determine if schedule or product is more important.
- 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?  
We visit the project site regularly and publish reports of our findings along with photos of construction progress. These reports are distributed electronically to all persons associated with the administration of the contract. If issues arise that require more diligent pursuit, we will arrange a meeting at the site to resolve whatever issues may require attention. We hold regular progress meetings, timed to fit the stage of construction and the requirements of the project. Proactive attention is our motto during construction.
- 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  But we are willing to set one up if deemed necessary
- 5.9 Describe your method of estimating construction costs and demonstrate the validity of that method.  
We base our estimating on 40 years of experience. We work with Means Estimating Guides and apply our own data base of information and experience. Initial budgets are set up based on square foot costs. As project details are expanded the budget is created in more detail using take-off based estimates. On occasion we will present our budgets to construction representatives in the general market of the project for confirmation.
- 5.10 Describe your approach to minimizing construction cost over-runs.  
Detailed drawings and specification spelling out the work scopes is where we start. Working closely with the client to make sure that documents include all items intended to be part of the work. This includes client review of documents at every stage of the project. Close follow up during bidding and construction is the third leg of the triangle. By staying close to the project we often see issues before they become a problem and are able to adjust the project to accommodate them without adverse impact on budget or schedule.
- 5.11 What percentage of construction cost should be devoted to construction administration (office and field)?  
20-25%

- 5.12 What portion of the assigned work will be performed with your staff and what portion will be provided by sub-consultants?  
60% in house 40% consultants depending on the nature of the project. If engineering is not involved or is minimal then the in-house portion will go up.
- 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.)  
We would begin review of the project immediately and attempt to set up a meeting within a week depending on the availability of all parties. Our goal is always to start the project within one week.
- 5.14 How do you assess whether a construction bidder is responsive and responsible?  
Often we are familiar with the bidders so background checking is not necessary. If we do not know the bidder we would request references whom we could contact. With respect to evaluating their bid we would go through the work scope with them to make sure that they have adequately covered all aspects of the project.
- 5.15 Describe your firm's understanding of Sustainable Design and LEED Certification.  
Sustainable design is making design choices based on the long range viability of the design and the environmental impact. Our goal is to minimize the environmental impact and the carbon footprint of every design. LEED certification is the formal process of applying a set of sustainable design standards to a project as defined by the US Green Buildings Council. Sustainable design should be implemented at all times. LEED certification is an option.
- 5.16 Describe your experience with similar open-ended contracts.  
Refer to our response to part I of Section II of the RFP for a discussion of our experience working within the ISID System.
- 5.17 Describe your methodology for obtaining information about the existence and condition of an existing, facility's components and systems.  
Our first request will beg for as built documents of the building. Our next step is a building walk through with facilities personnel to discuss the first hand experience of those who are familiar with the building. We apply our own experience and that of our consultants, depending on the project, and come up with a list of those items that we mutually feel are in need of attention. We also may request utility information to ascertain the energy efficiency of the systems as an aid to determining course of action relative to improvements. We may also request the contact information for the companies who service the systems to get additional feedback relative to the performance.
- 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.  
For this type of project we would enlist the aid of a consulting civil engineer with experience with these types of projects.
- 5.19 Describe your approach to a construction contractor's request for additional compensation for a change in the project scope.  
We are skeptical of any request for extra cost. The burden of proof is always on the contractor to prove that there is work that is outside the scope of the documents. This is one of the reasons that we attempt

to make our documents as detailed as they can be so that work scopes are clearly identified. If there is a scope gap in the documents, we would request backup information from the contractor to establish the fair scope of the work requested. We are fairly meticulous with our attention to detail in this type of evaluation in an effort to minimize the added cost to the client. Once we have received and reviewed the costs and determined that the requested extra is valid and the amount is fair, we then review with DTMB to explain why it is a fair request and to determine the best course of action. Sometimes there are options that can be explored for offsetting costs that can reduce scope. We view it as our responsibility to minimize the cost of these extras, or in the opposite, to maximize the amount of the credit.

## **PERSONNEL AND BILLABLE RATES**

**The Design Forum Inc.**

**Annual Billing Rate Increase: 2.5%**

<b>Employee Name</b>	<b>Position</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
Neale L Bauman	Principal In charge	\$105.00	\$107.62	\$110.31	\$113.06
Mike Belisle	Project Architect	\$ 90.00	\$ 92.25	\$ 94.55	\$ 96.91

Mr. Neale Bauman  
The Design Forum  
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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 Sambiagio

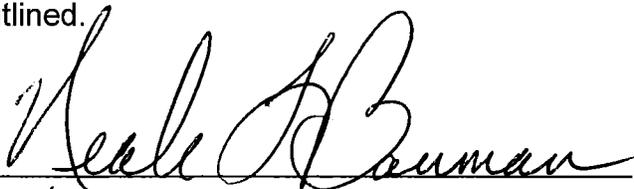
**FOR THE STATE OF MICHIGAN**



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

**FOR THE PROFESSIONAL**

The Design Forum agrees to extend the terms, conditions, and pricing of our 2013 General ISID Architectural/Engineering Services contract, No. 00450, to MiDEAL members and will remit the one percent (.01) administrative payment fee along with the quarterly report as outlined.



Signature

1/22/14  
Date

NEALE L BAUMAN, PRESIDENT  
Print Name/Title