



Fire Station #1 Generator Replacement Project

Proposal to:
City of Ann Arbor
Matthew Kulhanek, Fleet & Facilities Manager

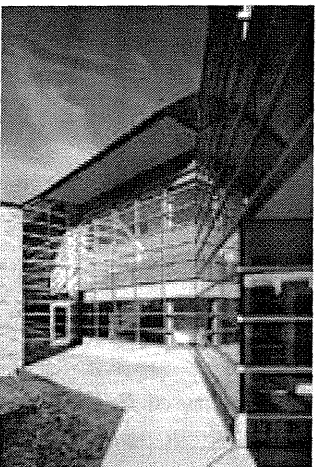
Prepared by:
DiClemente Siegel Design Inc.
28105 Greenfield Road
Southfield, Michigan 48076



DiClemente Siegel Design Inc.
Engineering and Architecture



MISSION
 Our mission is to partner with our clients in achieving their business goals through efficient and innovative engineering and architectural solutions.



DiClemente Siegel Design Inc. (DSD) is a full-service design firm based in Michigan with headquarters in Southfield and a branch office in Burton. As a registered corporation within the State of Michigan, DSD provides architectural, mechanical, electrical, and information technology design services.

Founded in 1969, DSD has an outstanding record of achievement demonstrated by a long list of satisfied clients providing repeat commissions, as well as numerous engineering and architectural design awards presented over the years.

Since 2012, **DSD has audited over 10,000,000 square feet of building space** including Classroom, Office, Conference, Research, Food Service, Kitchen, Collaboration and Equipment room spaces. DSD has reviewed the mechanical systems for operating efficiency and retro-commissioning needs. We have assisted our clients in replacing obsolete or inefficient equipment, upgraded systems for modern operation with revised operating conditions controls. We specialize in renovation work appropriately reusing equipment and components when they benefit the client, without compromising the final operation of the system.

Employees

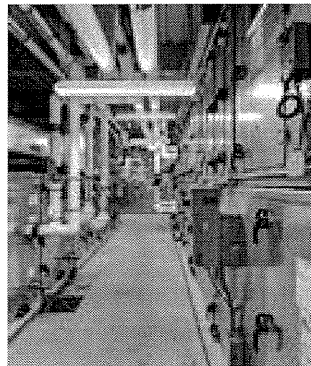
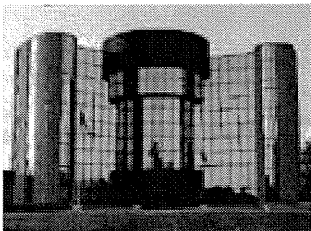
As a full-service firm, DSD requires professional and technical staff members that are continually striving for excellence. Our employees regularly participate in education and development programs that inform them of changing regulations, procedures, and safety codes. The following is a summary of our personnel:

Mechanical Engineers (Registered)	6
Mechanical Designers	11
Electrical Engineers (Registered)	4
Electrical Designers	10
Architects (Registered)	3
Architectural Designers	4
Support Staff	9
Total Employees	47

Sustainability

DSD became a corporate member of the United States Green Building Council (USGBC) in 2002. DSD promotes buildings that are environmentally responsible, healthy places to occupy. Maximizing comfort, building performance, ease of maintenance, and safety are our focus when designing mechanical, electrical, and architectural systems. Energy conserving HVAC systems, Energy Management Systems, and high-efficiency interior and exterior lighting based on optimizing costs and efficiencies are recommended for every project the firm undertakes. **DSD is pleased to have 12 LEED Accredited Professionals® on staff.** These titles indicate an experienced building industry practitioner who has demonstrated knowledge of integrated design and the capacity to facilitate the LEED certification process on the LEED Professional Accreditation exams. The exams test an individual's understanding of green building practices and principles, as well as familiarity with LEED requirements, resources, and processes.





Professional Services

DSD delivers a comprehensive selection of professional planning, design, and construction phase services to fit the particular scope and objectives of each project and staffs the projects according to the project scope, schedule, and budget. Our professional services include the following:

Mechanical Engineering

- Heating, Ventilating and Air Conditioning (HVAC) Systems
- Central Heating and Chiller Plants
- Site Utility Master Planning
- Site Utility Infrastructure Analyses
- Refrigeration Systems
- Medical Gas Systems
- Energy Modeling
- Fire Protection Systems
- Plumbing Piping Systems
- Process Piping
- Dust Collection, Air Filtration and Industrial Ventilation
- Commissioning

Information Technology Design

- Telecommunication Systems
- In-Building Infrastructure
- Structured Cabling Design
- Voice Systems
- Data Networking and Electronics
- Audio/Video Distribution Systems
- Local, Metropolitan, and Wide Networks
- Campus Network Design
- Security Systems
- Wireless Communications
- Mass Notification Systems Integration

Electrical Engineering

- Site Master Planning
- Site Utility Infrastructure Analyses
- Lighting Design – Interior and Exterior
- Power Distribution Systems
- Energy Analysis
- Arc Flash Analysis and Labeling
- Short Circuit Protective Devices Coordination
- Fire Alarm Systems
- Security Systems
- Mass Notification Systems Integration
- Door Control/Access Control and Security Systems
- Lightning Protection Systems
- CCTV Systems
- Site Lighting
- Commissioning

Architecture

- Site Master Planning
- Architectural Programming
- Facility Evaluations
- Site/Facility Selection Assistance
- ADA Compliance
- Space Planning
- Interior Design
- Signage

Contact Information

Headquarters
28105 Greenfield Road
Southfield, MI 48076
T: 248-569-1430
F: 248-569-0096

Branch Office
1075 E. Bristol Road
Burton, MI 48529
T: 810-238-1024
F: 810-238-7114

www.dsdonline.com
mktg@dsdonline.com





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Engineering and Architecture
28105 Greenfield Road Southfield, Michigan 48076
248.569.1430 FAX 248.569.0096
EMAIL: mktg@dsonline.com ISO: 9001: 2008 Registered

February 22, 2017

City of Ann Arbor
301 E. Huron St.
Ann Arbor, MI 48104

Attn: Mr. Matt Kulhanek
Fleet & Facilities Manager

Re: Proposal for Professional Services
Fire Station #1 Generator Replacement Project
DSD Proposal No. 16-9413.13

Dear Mr. Kulhanek:

DiClemente Siegel Design Inc. (DSD) is pleased to present this proposal to the City of Ann Arbor (AA) for the above referenced project. Our understanding of the project is based on the AA request for proposal, issued February 8, 2017.

PROJECT DESCRIPTION

The City of Ann Arbor plans to replace the existing diesel powered generator located in the basement parking garage of Fire Station #1 with a new natural gas powered generator. The new generator should provide emergency power to all fire department operations in the building. A portion of the building houses the emergency dispatch center which is powered by a separate natural gas generator, which is also located in the basement parking garage, but is not in the scope of work for this project.

Various conceptual design options for the generator will be considered and presented with pros/cons for each so the preferred option can be selected by AA as the basis of design. The conceptual options will consider the generator type, size, maintenance, noise/vibration, structural requirements, warranty and order of magnitude construction cost for each.

DSD proposes to provide engineering and architectural services for this project.

SCOPE OF SERVICES

1. Attendance at a project kick-off meeting.
2. Review of existing record documents.
3. Field observations of existing conditions.
4. Review of the power load requirements for the fire department operations portion of the building, including generator and transfer switch sizing criteria.

5. Preparation of various conceptual design options including a narrative letter and one-line concept documents/sketches to assist in the development of order of magnitude cost estimates for the work of all trades. The options will include designs to back up the entire Fire Operations in the building minus the dispatch and we may also consider the possibility of another option minus the building's A/C systems. The conceptual options will consider the following:
 - a) Generator type / size / manufacturers
 - b) Maintenance
 - c) Noise / vibration
 - d) Potential structural modifications
 - e) System order of magnitude cost
 - f) Warranty

The basis of design will be based on the concept option selected by AA.

6. Review of existing gas service to verify the adequacy to supply the new generator, existing dispatch generator and other natural gas powered equipment in the building.
7. Review exhaust piping options and ventilation in the basement of the building.
8. Preparation of generator purchase specifications that will be required in order to attempt to meet the construction schedule as defined in the RFP.
9. Development of recommendations to address any issues discovered during the review of existing conditions.
10. Evaluation of electrical panels and switches to ensure that they comply with current code requirements for the proposed installation.
11. Attendance at one (1) on-site planning / review meeting.
12. Submission of 30 percent and 100 percent review documents.
13. Attendance at 30 percent and 100 percent review meetings.
14. Development of construction documents to include drawings and specifications for one (1) bid package. The documents will address the following items:
 - a) Ventilation enhancements
 - b) Vibration / acoustical improvements
 - c) Electrical system requirements
15. Revision of the documents to incorporate Owner's review comments based on the contracted scope of work.

16. Construction phase services including:
 - a) Attendance at a construction kick-off meeting with the Contractor.
 - b) Review of shop drawing submittals for materials and equipment specified and requested by DSD, including balance and start up reports, where applicable.
 - c) Preparation of bulletins to clarify construction documents.
 - d) Attendance at up to three (3) field observations and/or construction meetings.
 - e) Observation of installed system, monitor startup of installed system.
 - f) Preparation of a final punch list.
17. Preparation of record drawings at the completion of construction based on contractor provided documentation.

CLIENT RESPONSIBILITIES

It is understood that AA will provide the following information and/or assistance to DSD:

1. Operational personnel to be present during DSD field investigations.
2. Civil, architectural, structural, mechanical, and electrical record drawings.
3. AutoCAD site and background files for the building, if available.
4. Bid specification front end sections and bid forms for generator pre-purchase and construction documents.
5. Assignment of a single project manager to serve as liaison between AA and DSD.
6. Daily on-site supervision of the construction process.
7. The handling of services related to hazardous substance testing, removal or abatement.
8. The opening of panel boards and/or other electrical gear to facilitate as-built documentation development within equipment.
9. Advertisement and administration of the bid process.
10. Utility bill information for the past two (2) years (electric and gas).

CONSULTANTS

We propose to utilize the following consultants:

Structural: Desai Nasr, Inc.
Acoustical: Kolano & Saha

FEE

We propose to provide our services on a lump sum fee basis to be billed on a monthly % complete basis for the project.

Our proposed lump sum fee is **Forty Four Thousand Eight Hundred (\$44,800) Dollars**, plus reimbursable expenses. Reimbursable expenses will be billed at cost and will include reproduction/printing expenses.

SERVICES NOT INCLUDED

The following services are not included in our fee proposal or scope of services:

1. As indicated in the RFP, if structural changes to the building are necessary an additional fee will be negotiated for this segment of work.
2. Upgrade of the natural gas service to the building (it is assumed that adequate capacity is available – to be confirmed with the project).
3. Trips for review and/or construction meetings in excess of those indicated under Scope of Services.
4. Changes to the documents previously accepted as the project scope. This includes any value engineering/value analysis services after the establishment of a budget and related scope.
5. Attendance at meetings to secure approval of agencies having jurisdiction, except when specifically included.
6. Responsibility for any testing or construction means, methods, techniques and job site safety.
7. Preparation of procurement sheets or a bill of materials.
8. Preparation of bulletins during construction due to unforeseen site conditions or Owner revisions to completed design work.
9. Corrective action for any existing architectural, mechanical, or electrical system deficiencies, unless specifically included in the Project Description and fee for this project.
10. Services of a full-time Resident Engineer.

11. Preparation of Operating and Maintenance Manuals.
12. Commissioning during the construction phase.
13. Preparation and/or responsibility for the development of construction schedules.
14. Documentation of arc flash requirements or labeling for any electrical panels, control panels, disconnect switches, etc.

ADDITIONAL SERVICES

If we are requested to increase the scope of services beyond that which is defined within this proposal or if we are required to make changes during the preparation of the documentation after the approval of the basic concepts, we will provide services for a fee negotiated on the basis of the additional work requested.

SCHEDULE

We can begin the work one (1) week after your written authorization to proceed and anticipate completion within twelve (12) weeks thereafter, (based on timely provided owner information).

INSTRUMENTS OF SERVICE

The contract documents are Instruments of Service for use solely with respect to this Project. DSD and DSD's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. DSD grants to the Owner a nonexclusive license to reproduce DSD's Instruments of Service solely for purposes of constructing, using and maintaining the Project.

INVOICES AND PAYMENTS

Invoices for our engineering services will be submitted monthly as the work progresses. Reimbursable expenses will be billed as we are billed by the appropriate vendor. Payments are expected within 30 days after your receipt of our invoices. Interest shall be due and payable on all past due accounts at the rate of 1-1/2 percent per month.

MEDIATION

Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. The mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect.

INSURANCE

For the protection of our clients and our firm, we carry professional and general liability insurance. A copy of our certificate of insurance will be provided upon request.

Mr. Matt Kulhanek
DSD Proposal No. 16-9413.13
February 22, 2107
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We will maintain the fee quoted herein firmly for 60 days. If you require any additional information, please contact this office.

Sincerely,

DICLEMENTE SIEGEL DESIGN INC.



Samuel Molin, Jr., PE., LEED AP
Executive Vice President
Director of Engineering

Concur:



Bart J. Reed, P.E., LEED AP
President

Enclosure: Acceptance Form

/sm/sar

Mr. Matt Kulhanek
DSD Proposal No. 16-9413.13
February 22, 2107
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ACCEPTANCE

If this proposal meets with your approval, please indicate your authorization to proceed by signing this ACCEPTANCE and returning a copy to us.

ACCEPTED BY: _____
(Signature)

NAME: _____

TITLE: _____

DATE: _____

PURCHASE ORDER #: ** _____

**Please reference our proposal on your purchase order as follows:

Terms and conditions shall be in accordance with those outlined in the DiClemente Siegel Design Inc. Proposal No. 16-9413.13, dated February 22, 2017.



Estimate of Fee Hours per Classification

DSD project Number:
 (Project Name 1)
 (Project Name 2)
 (Date)

Description of Project	Ann Arbor Fire Station 1 Generator Replacement
Scope of Services	Full service CD and CPS

Task	Estimate of Hours by Task and Classification																							Total Hours by Task	Percentage of Total Hours by Task										
	Project Management					Architectural					Mechanical					Electrical					Technology														
	Principal	Project Manager II	Project Manager I	Project Manager II	Project Manager I	Architect III	Architect II	Architect I	Designer/Tech II	Designer/Tech I	Project Manager II	Project Manager I	Engineer III	Engineer II	Engineer I	Designer/Tech II	Designer/Tech I	Project Manager II	Project Manager I	Engineer III	Engineer II	Engineer I	Designer/Tech II			Designer/Tech I	Project Manager II	Project Manager I	Engineer III	Engineer II	Engineer I	Designer/Tech II	Designer/Tech I	Technical/Clerical	
Project Coordination					2													2			2												8	2.2%	
Record Search & Data Review					2																4												10	2.7%	
Code Search													2								2												12	3.2%	
Coordinate Utility Services																																	6	1.6%	
Meeting Preparation & Attendance	2				4																8												30	8.1%	
Field Investigation					8																10												34	9.2%	
Concept Options					4																6												26	7.0%	
Purchase Specs																																	14	3.8%	
Drawing Preparation					12					16		12				12		4			40				60								156	42.0%	
Cost Estimate					4							4									4												8	2.2%	
Specifications												2									4										4		22	5.9%	
Quality Control/Checking	2				2																												8	2.2%	
Bidding & Award																																		6	1.6%
Shop Drawing Review												6																						12	3.2%
Construction Meetings																																		10	2.7%
Punch List Preparation												6																						9	2.4%
As-Built Drawings												1			2						2													9	2.4%
Totals Hours by Classification	4				38					16		59				14		24		142				64						4		6	371	100.0%	

Rate Schedule = FRS-1000

Total includes DSD effort only. Does not include consultants cost or reimbursable expenses.
Total Effort = \$39,545.00
Average Hourly Rate for DSD Effort = \$106.59

Total Fee = \$44,800.00

Project Management:	Total Hours by Department	Project Management:	4	1.1%
Technology:	Architectural:	Architectural:	54	14.6%
Clerical:	Mechanical:	Mechanical:	73	19.7%
	Electrical:	Electrical:	230	62.0%
	Technology:	Technology:	4	1.1%

DSD project Number:
16-9413.13 Feecalc.xls

Fee Calculation

Rate Schedule

FRS-1000

1

Calculated from Tab 1						Estimated Hours		Billing Rate	Estimated
A	M	E	T	PM	CL	Subtotal	Personnel Classification	Per Hr.	Subtotal
				4		4	Principal	\$160.00	\$640.00
		24				24	Project Manager II	\$140.00	\$3,360.00
38						38	Project Manager I	\$125.00	\$4,750.00
	59	142	4			205	Engineer III	\$115.00	\$23,575.00
							Engineer II	\$105.00	
							Engineer I	\$90.00	
							Architect III	\$110.00	
							Architect II	\$100.00	
							Architect I	\$85.00	
	14	64				78	Designer/Tech II	\$75.00	\$5,850.00
16						16	Designer/Tech I	\$65.00	\$1,040.00
					6	6	Technician/Clerical	\$55.00	\$330.00
54	73	230	4	4	6	371	Calculated Fee		\$39,545.00

Consultants				
Purpose	Task No.	Firm	Base Fee	Cost
Structural	100	Est. Allowance	\$2,500.00	\$2,625.00
Civil				
Surveying				
Acoustic	100	Est. Allowance	\$2,500.00	\$2,625.00
Total Consultants Cost = \$5,250.00				

Testing Services				
Purpose	Task No.	Firm	Base Fee	Cost
Soil Borings				
Expenses				
		Unit Cost	Quan	Cost
Site Visits				
Mileage				
Air Fare				
Rental Car				
Fuel				
Parking				
Lodging				
Meals				
Printing				
Indoor Arc Flash Labels				
Outdoor Arc Flash Labels				
Misc				

Total Calculated Fee = \$44,795.00

SAY = \$44,800.00

Average Hourly Rate for DSD Architectural Effort = \$107.22

Total Hrs by Classification	Effort by Department						Percent by Classification
	Arch	Mech	Elec	Tech	PM	Clerical	
4					\$640.00		1.6%
24			\$3,360.00				8.5%
38	\$4,750.00						12.0%
205		\$6,785.00	\$16,330.00	\$460.00			59.6%
78		\$1,050.00	\$4,800.00				14.8%
16	\$1,040.00						2.6%
6						\$330.00	0.8%
371	\$5,790.00	\$7,835.00	\$24,490.00		\$640.00	\$330.00	
Percent by Department	14.6%	19.8%	61.9%		1.6%	0.8%	

Effort by Task No.		
Task No.	Description	Cost
000	General Design	\$35,610
010	Schematic Design	
020	Design Development	
030	Construction Documents	
040	Bidding and Negotiation	
900	Reserve (Enter Percentage)	
901	Construction Phase	\$3,950
		\$39,560

Split Design Effort B

Distance to Project or Airport

Book Spec or Report?

Estimate of Drawings per Set

Cost per Drawing Set

Number of Sets per Issue

Estimated Construction Cost

Normal Bond \$0.10 Sq Ft
 Premium Bond \$0.17 Sq Ft
 Reproduction
 8-1/2" x 11" \$0.10 ea
 11" x 17" \$0.15 ea

City of Ann Arbor	
Fire Station No. 1 Generator Replacement Project	
DSD Project NO. 16-9413.13	
Estimated Project Schedule	
Kick off Meeting	March 2, 2017
Field observation of existing conditions	March 7, 2017
Start Developing construction documents (Structural, Architectural, Mechanical and Electrical)	March 13, 2017
Review Gas loads	
Calculation of Natural gas line size	
Possible indoor generator, Review physical size and ventilation requirements	
Contact natural gas company for available gas line pressure and incoming gas lines pipe size	
Electrical load calculations Structural load calculations for possible roof mounted generator	
Concept options for the generator	June 2, 2017
Pre-purchase generator specs	June 9, 2017
Issue design documents for final owner review	June 16, 2017
Owner review documents due	June 24, 2017
Issue design documents for construction	June 30, 2017
Start construction	August 1, 2017
Construction completion date	November 30, 2017



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input checked="" type="checkbox"/> Other (please describe in box below)
None	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
DiClemente Siegel Design Inc.	(248) 569-1430	
Vendor Name	Vendor Phone Number	
	2/22/2017	Bart Reed, President
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

**CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here [] No. of employees ____

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$12.93/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$14.43/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance (Section 1:815(3)).

Check the applicable box below which applies to your workforce

- [] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- [X] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits
- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

DiClemente Siegel Design

Company Name



Signature of Authorized Representative

Date

Bart Reed, President

Print Name and Title

28105 Greenfield Rd, Southfield MI 48076

Address, City, State, Zip

(248) 569 - 1430

knelson@dsonline.com

Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500



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