

City of Ann Arbor

REQUEST FOR PROPOSAL
RFP # 24-11

Design Services for the Election Center Renovation Project

Submission by:

DiClemente Siegel Design Inc.
Engineering and Architecture



City of Ann Arbor

City Administration Area/Fleet & Facilities Services Unit

Ann Arbor, MI 48104

RE: Request for Proposal RFP # 24-11 Design Services for the Election Center Renovation Project

Dear City of Ann Arbor,

March 14, 2023

DiClemente Siegel Design Inc. (DSD) Presents our proposal for Design Services for the Election Center Renovation Project for the City of Ann Arbor. Our understanding of the project is based on the RFP # 24-11 Design Services for the Election Center Renovation Project, issued on February 12, 2023.

Building on our proposal's foundation, it's noteworthy that since 1969, DSD has been at the forefront of providing comprehensive engineering services. Since 1969, DSD has provided comprehensive engineering services. In 1996, we expanded our offerings to include architecture, further enhancing our ability to serve our clients throughout Michigan. Our typical projects span renovations, adaptive reuse, new construction, energy audits, and consulting services.

Our evolution from a dedicated engineering firm to a leader in integrated architectural services underscores the significant value DiClemente Siegel Design Inc. can offer to your project. DSD has completed numerous projects similar in nature to the RFX requirements and boasts a vast list of repeat clients for such services. Our firm's extensive and diverse experience in architectural and engineering services ensures not only project completion but also security and confidence for our clients. DSD has provided services to many different clients including but not limited to, the City of Ann Arbor, City of Southfield, City of Dearborn, City of Livonia, Michigan State University, Wayne State University, Ford Motor Company, and General Motors Corporation.

Reflecting on our diverse and successful collaborations, we recognize the importance of a tailored team for each project. To meet the project goals, we have assembled a team of well-respected and talented specialists, each an expert in their respective discipline. Our team's diverse skills and in-depth knowledge ensure that we are equipped to address the unique challenges and opportunities of Design Services for the Election Center Renovation Project.

The strength of our team lies in their collective expertise, making DiClemente Siegel Design Inc. not just a candidate, but a partner of choice for your programming, planning, design, and construction-phase services. You can rely on consistent, dependable service from a company with a proven track record. We look forward to the opportunity to expand our relationship with The City of Ann Arbor.

Respectfully,

Bart J. Reed

Bart J. Reed, P.E., LEED A.P.

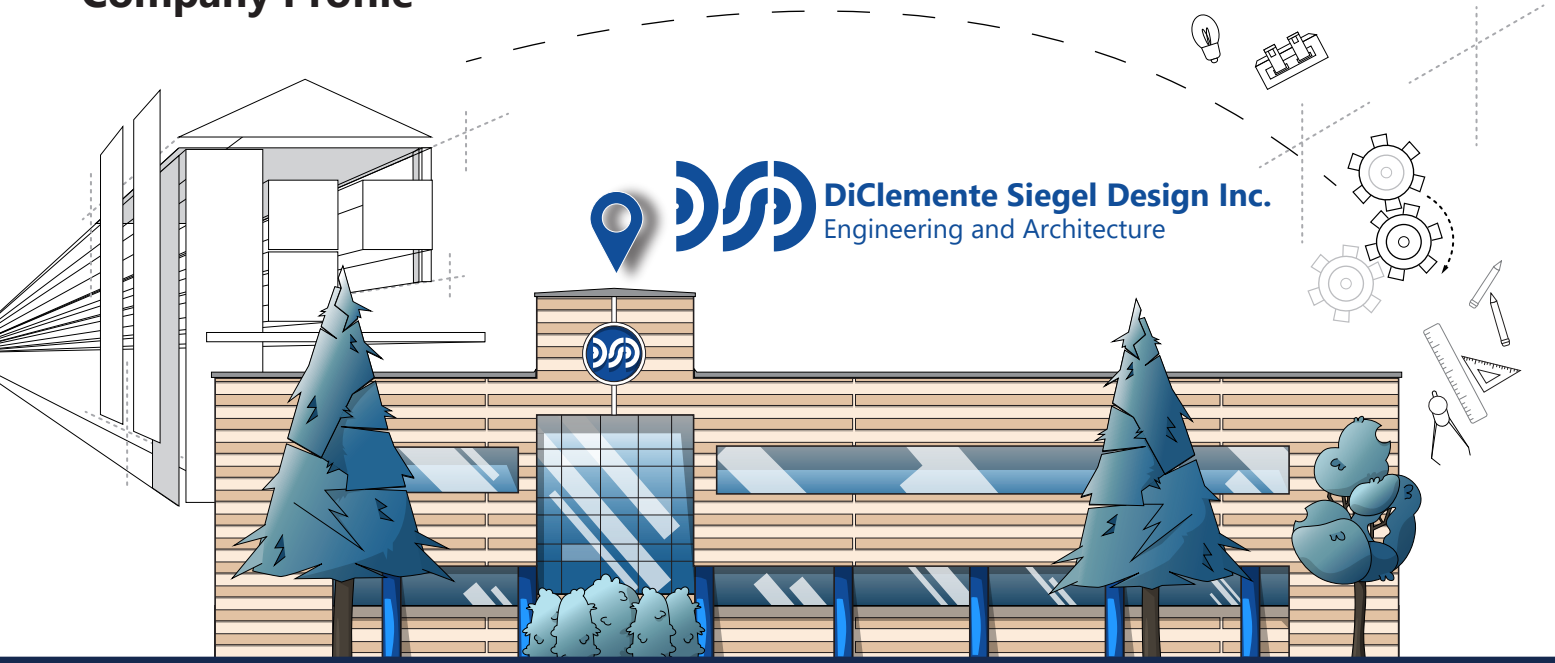
President



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Company Profile



Headquarters

28105 Greenfield Road
Southfield, MI 48076
(248) 569-1430

www.dsdonline.com

Michigan C-Corporation | Since 1969

Point of Contact

Bart J Reed, P.E., LEED A.P.
Title: President
bart@dsdonline.com
(248) 569-1430 ext. 331

Branch Office

1075 E. Bristol Road
Burton, MI 48529
(810) 238-1024

Full Service Firm

Architectural



- Space Planning
- Programming
- Interior Design
- Renovations
- ADA Compliance
- 3D Renders
- Facility Evaluations
- New Building Design
- "as Built"

Mechanical



- Sustainability
- Energy Management
- HVAC Systems
- Refrigeration Systems
- Energy Modeling
- Generators
- Fire Protection Systems
- Plumbing Piping Systems
- Air Filtration and Ventilation
- Compressed Air Systems
- Temperature Control Systems

Electrical



- Power Distribution Systems
- Lighting Design Interior/Exterior
- Emergency Systems
- Security Systems
- Energy Audit/Analysis
- Industrial Controls Systems
- Lightning Protection Systems
- Grounding Systems

A2 Individuals and Team

DSD has assembled a staff of design professionals for this project. Each was hand-selected for their expertise based on experience. Robert Armstrong will lead the team as the Project Architect and Project Manager for the project. We will begin programming and carry things through to the final punch list of the project. Each of the team members on the team will stay with the project through to the end, providing both design services and construction phase services. Bart Reed will be the principal of the project and will also oversee mechanical engineering. Paige will be supporting Rob in the architectural design and planning of the project. Bart and Bill will be leading the mechanical engineering for the project and have worked on several projects related to the studio spaces needed for this project. We have worked together for more than 20 years on mechanical engineering projects. Tom and Brian will be leading the electrical engineering for the project including lighting, technology, power, and specialty systems. Each has significant experience in this area.

Resumes



Bart J. Reed, P.E., LEED AP | President | Principal in Charge | Mechanical Engineer

Education | Lawrence Technological University | Bachelor of Science, Mechanical Engineering

DiClemente Siegel Design Inc. Employee 1993 – Present (31 Years)
Southfield Office

Bart has over 35 years of experience in mechanical engineering. As president, he is responsible for overseeing DSD's production and services. Bart is adept at guiding his team through challenges and ensuring the high quality of designs. Proficient in leadership and engineering, he excels in contributing to DSD's quality program and is a key member of the Quality Steering Committee. Known for his commitment to engineering excellence, Bart ensures projects are delivered on schedule and within budget.



Robert W. Armstrong, AIA | Project Architect

Education | Lawrence Technological University | Masters of Architecture

DiClemente Siegel Design Inc. Employee 2021 – Present (3 Years)
Southfield Office

Robert brings 35 years of experience to his role as Vice President of Architecture at DSD. Responsible for all phases of architectural services, he draws on his deep well of knowledge from over three decades in the field. His expertise in engineering design activities, including architectural, civil/structural, MEP, building technology, and sustainability, is integral to the team's success and the company's diverse project portfolio.



Paige D. Henderson | Architectural Designer

Education | Lawrence Technological University | Bachelor of Science in Architecture

DiClemente Siegel Design Inc. Employee 2018-Present (6 Years)
Southfield Office

Paige, with nearly 11 years of experience as a Designer, specializes in architectural design. In her role, she is responsible for coordinating and formatting architectural drawing models for construction. She is known for her meticulous attention to detail and her ability to prioritize tasks effectively around project deadlines. Paige's proficiency in AutoCAD, Revit, Rhino, Sketchup, Twinmotion, and Adobe Creative Suite enhances her capacity to swiftly edit and design drawings as required. Her easygoing personality and commitment to client excellence make her a valued asset to the team at DSD, ensuring top-notch delivery in client projects.



William A. Grayzar, CPD, GPD | Mechanical Engineering

Education | Delta College | Associates Architectural Technology | University Center, Michigan | CAD and Mechanical Engineering

DiClemente Siegel Design Inc. Employee 1998 – Present (26 years)
Southfield Office

William (Bill) brings over 35 years of experience in architecture and engineering, with a particular focus on mechanical design. He continually enhances his system engineering skills through ongoing vocational field training. With an excellent working knowledge of Michigan's current building codes and regulations, Bill is a valuable asset in ensuring compliance and quality in projects. An active member of the American Society of Plumbing Engineers and The Code Study and Development Group of Southeast Michigan, his involvement reflects his commitment to staying abreast of industry standards and advancements.



Tom B. Reschke, P.E. | Electrical Engineer

Education | University of Michigan | Bachelor of Science Electrical Engineering

DiClemente Siegel Design Inc. Employee 2009-2014 | 2019-Present (10 Years)
Southfield Office

Tom has over 36 years of experience in electrical engineering, showcasing his expertise in project engineering and design. His exceptional track record in the industry has earned him immense respect among his peers. He is responsible for the administration, engineering, and design of a wide range of projects, including power distribution, indoor and outdoor lighting, stand-by/emergency power systems, fire alarm systems, and telecommunications. Tom's key skills lie in his proficiency in handling complex electrical systems. His contributions have been instrumental in enhancing the functionality and safety of these critical environments, thereby making a significant impact in the field of electrical engineering.

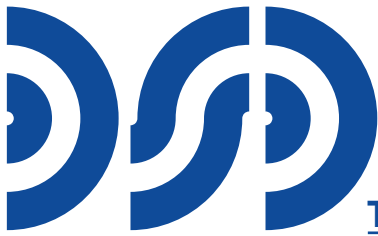


Brian L. Dorner, LC, LEED GA | Electrical Engineering

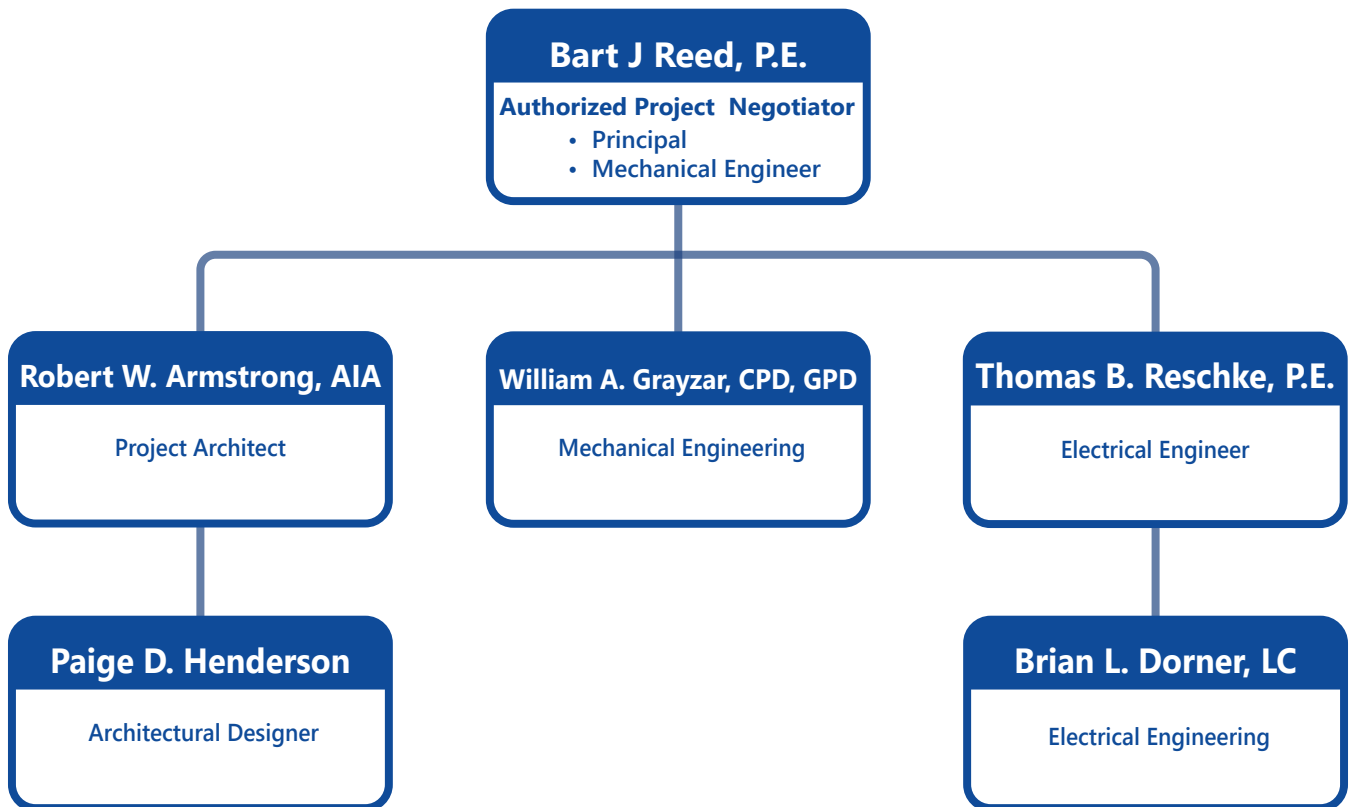
Education | Lawrence Technological University | Bachelor of Science Architecture

DiClemente Siegel Design Inc. Employee 2014 – Present (9 years)
Burton Office

Brian, with his extensive 34 years in the field, plays a crucial role as an architect and electrical engineer. He is responsible for the preparation of contract documents, client interactions, and directing projects from inception to completion. Specializing in lighting design, site development, power, electrical low-voltage systems, and lighting calculations, Brian demonstrates a profound expertise in his field. An active member of the Illuminating Engineering Society of North America, his commitment to architectural and engineering excellence is evident in his work.



Team Organization Chart



Our mission

To partner with our clients in achieving their business goals through efficient and innovative engineering and architectural solutions.

Our Team

A full-service firm such as DSD requires professional and technical staff members that are continually striving for success. Employees participate in education and development programs that inform them of changing regulations, procedures, and safety codes.

B Past Involvement with Similar Projects

This project involves two primary aspects in which DSD holds significant experience. The general renovation aspects of the project require an AE firm with knowledge and experience in renovation design. Renovation design tends to be more difficult than new construction due to both the limitations and opportunities an existing facility holds. The limitations are the existing structure, elevations, mechanical and electrical systems, and space constraints. As renovation experts, the DSD Team is highly trained in finding opportunities in an existing building and making the constraints become benefits to the program. We don't necessarily indicate demolition of items just because they're old but seek to reuse all those items beneficial to the program. This is the very essence of Sustainable Design. The secondary benefits to reusing the reusable are the construction cost and schedule. Although designing renovations with the intention to salvage all that is reasonable is more time-consuming and holds higher risk for us, we recognize that this is the responsible way to approach projects and our clients appreciate us for it. DSD has provided design services for the renovation of more than ten million of square feet in the past decade. The second aspect of this project is the Television studio which is made up of technology and equipment, sound specialty spaces, and mechanical and electrical support systems that are reliable and effective in maintaining the high demand of these kinds of spaces. As noted below, DSD has considerable experience in the spaces that make up a television studio.

General Firm Experience

- GBHS W TV STUDIO RENOVATION RM 718 A B & D
- OAKLAND CITY-SCADA RADIO ANALYSIS
- PIETY HILL PL- SOUND TRANSMISSION ANALYSIS
- HFCC-TV STUDIO DUCTWORK REVISIONS
- HFCC-SOUND RECORDING STUDIO-ACOUSTIC
- COLLEGE FOR CREATIVE STUDIES - TAUBMAN STUDIO SOUND STUDY
- VABA SOUND ABATEMENT BOOTH
- ITHQ RTU SOUND ABATEMENT
- PDC ZONE GR SOUND LAB
- CVS - SHAWNEE SOUND CONTROL
- BPS QUARTON GYM/MP ROOM SOUND REDUCTION
- WSU BONSTELLE STAGE POWER DISTRIBUTION UPGRADE
- MCKINLEY COMMUNITY CENTER
- COLEMAN YOUNG COMMUNITY CENTER
- LIVONIA RECREATION CENTER RENOVATION
- GP WOODS MUNICIPAL BUILDING RENOVATION
- SCHAEFER COURT I STUDIO REVISIONS
- COLLEGE FOR CREATIVE STUDIES AUDIO-VISUAL STUDIO
- ROTUNDA COURT STUDIO
- OU ART & ART HISTORY STUDIO STUDY
- FPS - TECHNOLOGY POWER UPGRADES
- NORTHVILLE SCHS TECHNOLOGY BOND
- UBLY SCHOOL - IT UPGRADES
- FSU-HVAC R & CONSTRUCTION. TECHNOLOGY PROGRAM
- EASTERN MICHIGAN UNIVERSITY - TECHNOLOGY SPECIFICATIONS
- FMCC CONFERENCE ROOM TECHNOLOGY
- CITY OF SOUTHFIELD ART CENTER OFFICE RENOVATION
- MMI WAREHOUSE ADDITION & OFFICE RENOVATIONS
- JCI CTU EXECUTIVE OFFICE RENOVATION
- JCI CTU CORPORATE/ACCTG OFFICE RENOVATIONS
- GM-DELPHI OFFICE RENOVATION
- GMSPO-DRAYTON PLAINS OFFICE RENOVATIONS
- UMH - DR. GILMAN OFFICE RENOVATION
- UMH - OFFICE RENOVATION - UH1C340
- UMH THC 1903 FACULTY OFFICE RENOVATION
- ROTUNDA COURT IV - OFFICE RENOVATION

Project References

Project Description and Name:

The Michigan State University Management Education Center, aka The Eli Broad College of Business, is a 29,500 square foot facility including auditorium meeting spaces, conference specialty spaces, sound rooms, IT and Sound equipment, office space, and utility spaces, located in Troy, Michigan. DSD has provided design and renovation services on all aspects of this facility and continues to serve MSU in renovations and study here.

Team: **The following team members have worked on the MSU MEC Building: Robert Armstrong, Paige Henderson, Brian Dorner, Bart Reed, and Bill Grayzar**

Contact Person: **Matthew Jackson**

Firm: **Michigan State University Management Education Center**

Address: **811 West Square Lake Road, Troy, MI 48098**

Phone number: **(248) 879-2456**

Email: **jackso81@msu.edu**

Title: **Director, Management Education Center, The Eli Broad College of Business**

Project Description and Name:

Henry Ford College TV Studio and Control Room, is a 39,000 square foot residing at Henry Ford Community College and includes music and instrumental auditoriums and classrooms, practice rooms, sound studies, and a television studio. Renovation work for the building included work in the TV studio and auditorium spaces as well as the control rooms associated with the spaces. DSD provided engineering services for Biernat Architecture. The contact person for that project was Terry Biernat.

Team: **The following team members have worked on projects at Henry Ford College: Robert Armstrong, Paige Henderson, Bart Reed, Bill Grayzar, Brian Dorner, and Tom Reschke**

Contact Person: **Tanusree Coomar**

Firm: **Bienat Architecture (no longer in business)**

Address: **Henry Ford College, 4101 Evergreen Road, Dearborn, MI 48128**

Phone number: **(313) 317-6537**

Email: **tcoomar@hfcc.edu**

Title: **Construction and Project Coordinator**

Project Description and Name:

Ford Land Office Buildings, Conference Centers, Studios, Specialty Laboratories including Sound and lighting laboratories, and renovations. Ford Land manages over 20,000,000 square feet of facilities in the Dearborn and Southeast Michigan area (and all over the world. DSD is the primary architectural engineering firm in the area providing services to the majority of these facilities and completing millions of square feet of renovations including designs of multiple sound laboratories and lighting laboratories, IT spaces, offices,

conference spaces, and training centers in buildings that range from 20,000 square feet to 2.3M square feet with ages from 20 to 100 years old.

Team: **The following team members have worked on projects for Ford Land: Robert Armstrong, Paige Henderson, Bart Reed, Bill Grayzar, Brian Dorner, and Tom Reschke**

Contact Person: **Jaqueline Pirronello Menser**

Firm: **Ford Land/CBRE**

Address: **330 Town Center Drive, Dearborn, MI 48126**

Phone number: **(313) 220-2953**

Email: jpirron1@ford.com

Title: **Project Manager**

[Project Description and Name:](#)

Auch Construction. Auch Construction provides construction services for projects in Grand Blanc School District, and Fenton School District and has provided services for Oakland County. DSD has worked with Auch Construction with all of these clients providing architectural and engineering services.

Team: **The following team members have worked on projects with Auch on these projects: Paige Henderson, Bart Reed, Bill Grayzar, Brian Dorner, and Tom Reschke**

Contact Person: **Donielle Wunderlich**

Firm: **Auch Construction**

Address: 65 University Drive, Pontiac, MI 48342

Phone number: **(248) 334-2000**

Email: DWunderlich@auchconstruction.com

Title: **Vice President/Project Director**

[Project Description and Name:](#)

Freund & Associates LLC. Freund & Associates provides design and construction services for many different clients including Delta Electronics and APTIV. DSD has provided engineering services for a variety of projects that included these two clients and continues to serve them.

Team: **The following team members have worked on projects with Freund on these projects: Reed, Bill Grayzar, Brian Dorner, and Tom Reschke**

Contact Person: **Nicholas Freund**

Firm: **Freund and Associates**

Address: **307 W 6th St, Royal Oak, MI 48067**

Phone number: **(248) 302-7929**

Email: nick@freundcm.com

Title: **Owner**

C Proposed Work Plan

The below is DSD's work plan for the project. It allows for formal gathering of program information and systematic information sharing to allow the project to proceed in an orderly manner.

PROGRAMMING PHASE

1. Attendance at a project kick-off meeting.
2. Attendance at weekly meetings in combination of virtual and in-person planning meetings.
 - a. Room-by-room planning of needs
 - b. Area interaction planning of needs
 - c. Flexible use discussions (what areas may be used for multiple functions).
 - d. Utility and amenity requirements for each area.
 - e. Bubble diagram of interactions between areas.
3. Review of existing as-built documents
 - a. Review plans
 - b. Review spaces for plan accuracy
 - c. Correct floor plan issues relative to existing conditions.
 - d. Obtain an understanding of how mechanical/electrical/plumbing systems may be different than records indicate or may have been altered to accommodate different uses.
4. Preparation of Programming documents including the following:
 - a. Project room or area data sheets including descriptions of uses, criteria, and equipment present.
 - b. Estimated mechanical, electrical, plumbing, and fire protection requirements based on the room data sheets.
 - c. Estimated building occupancy and visitor information, (based on client-provided data and/or industry standards).
 - d. Anticipated Agency review requirements, (based on client-provided room and building use data).
 - e. Estimated building square footage, site, and parking requirements (in report form).

SCHEMATIC DESIGN PHASE (SD)

1. Validation meeting of the summary report Programming Phase, (Schematic Design Kickoff Meeting).
2. Attendance at weekly virtual planning meetings during the design phase.
3. Preparation of Schematic Design documents including the following:
 - a. Schematic Level site plan indicating building orientation, proposed site entry, utilities, and retainage.
 - b. Architectural schematic building floor plans with room or area names.
 - c. Building schematic elevations.
 - d. Building schematic sections.
 - e. Preparation of preliminary design documents including a design analysis narrative and engineering one-line schematic documentation to define the project requirements.
 - i. Architectural
 1. Construction Type
 - a. Envelope
 - b. Interior
 - c. Finishes

- ii. Structural
- iii. Civil
- iv. Mechanical
 - 1. Plumbing
 - 2. Fire Protection
 - 3. Specialty Mechanical Systems
- v. Electrical
 - 1. Power
 - 2. Lighting
 - 3. Fire alarm
 - 4. Information Technology (IT)
 - 5. Security
 - 6. Emergency Generation
 - 7. Specialty Electrical Systems
- 4. Review of LEED/Sustainability practices as related to their applicability to this project.
- 5. Submission of 30 percent and 100 percent review SD documents.
- 6. Attendance at 30 percent and 100 percent review meetings.

DESIGN DEVELOPMENT PHASE (DD)

- 1. Validation meeting of the summary report Schematic Design, (Design Development Kickoff Meeting).
- 2. Attendance at weekly virtual planning meetings.
- 3. Preparation of Design Development documents including the following:
 - a. Design Development site plan indicating building orientation, proposed site entry, utilities, and retainage.
 - b. Continued development of the architectural building floor plans with room
 - c. Continued development of the building elevations.
 - d. Continued development of the building sections.
 - e. Mechanical design development drawings including:
 - i. Conceptual plans for:
 - 1. Plumbing systems and equipment.
 - 2. Fire protection systems and equipment.
 - 3. HVAC systems and equipment.
 - 4. Specialty mechanical systems.
 - ii. System diagrams
 - iii. Preliminary schedules
 - f. Electrical design development drawings including:
 - i. Conceptual plans for:
 - 1. Power systems and requirements.
 - 2. Lighting systems
 - 3. Low voltage systems
 - ii. Systems diagrams
 - g. Update of the preliminary design documents including a design analysis narrative and engineering one-line schematic documentation to define the project requirements.
 - i. Architectural
 - 1. Construction Type
 - a. Envelope

- b. Interior
 - c. Finishes
 - ii. Structural
 - iii. Civil
 - iv. Mechanical
 - 1. Plumbing
 - 2. Fire Protection
 - 3. Specialty Mechanical Systems
 - v. Electrical
 - 1. Power
 - 2. Lighting
 - 3. Fire alarm
 - 4. Information Technology (IT)
 - 5. Security
 - 6. Emergency Generation
 - 7. Specialty Electrical Systems

- 7. Update of the LEED/Sustainability practices as related to this project.
- 8. Submission of 30 percent and 100 percent review DD documents.
- 9. Attendance at 30 percent and 100 percent review DD meetings.

CONSTRUCTION DOCUMENT PHASE

- 1. Validation meeting of the summary report Design Development documentation, (Construction Document Kickoff Meeting).
- 2. Attendance at weekly virtual planning meetings.
- 3. Review of LEED/Sustainability practices as related to their applicability to this project.
- 4. Submission 100 percent review documents.
- 5. Attendance at a 100 percent review meeting.
- 6. Development of construction documents to include drawings and specifications for one (1) bid package.
- 7. Revision of the construction documents to incorporate Owner's review comments based on the contracted scope of work.
- 8. Attendance at a pre-bid walk-through

CONSTRUCTION PHASE SERVICES

- 1. Attendance at a construction kick-off meeting with the Contractor.
- 2. Review of shop drawing submittals for materials and equipment specified by DSD.
- 3. Preparation of bulletins to clarify construction documents.
- 4. Attendance at biweekly field observations and/or construction meetings.
- 5. Preparation of a final punch list.
- 6. Review of system start up and balance reports.
- 7. Presence at contractor system commissioning.

D Fee Proposal (RFP # 24-11)

Authorized Negotiator

Name: [Bart J. Reed, P.E., LEED A.P.](#)
Phone Number: (248) 569-1430 ext. 331
E-mail Address: bart@dsonline.com

PROJECT BUDGET

No project budget was shared on this project and may not have yet been developed. A level of “quality” has also not yet been defined. These two aspects impact architectural and engineering design fees because more complex or significant renovations also utilize more design time. We have anticipated that the intended project construction budget will be between \$3M and 4M based on a renovation cost of \$100-150 per square foot plus the specialty spaces and their requirements adding another \$800,000. One of our initial discussions on the project as your chosen design professional would be a discussion on a budget either based on a project cost number or through the discussion of the level of modification for each space programmed on the project. Specialty equipment (TV Studio) and Furniture weren’t thought of as being part of these budgetary numbers and ultimately will be determined in the early aspects of the project. Although our fee estimation utilized these numbers, we are presenting a fixed fee number on the project. Our fee was calculated three ways and then a number was chosen: Percent of construction estimate, hours/cost per square foot design, and then design estimated hours for the renovation.

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 **One Hundred Forty-Six Thousand (\$146,000.00) Dollars, including related expenses.**

Preliminary / Planning	\$14,500.00	Est.133 hours
Schematic Design	\$36,500.00	Est.332 hours
Design Development	\$36,500.00	Est.332 hours
Construction Documents	\$36,500.00	Est.332 hours
Construction Phase Services and Closeout	\$22,000.00	Est.199 hours
Reimbursable Costs*:	\$0	
Total Fee	\$146,000.00	Est.1,326 hours

*

DSD has no “additional charges” or “reimbursable expenses”. We have included necessary travel, printing, copying, CDs or jump drives, and display boards as needed for a normal project and have no intentions of billing the City of Ann Arbor for items to artificially inflate our fee. Similarly, DSD does not charge for “equipment” or other daily tools used by design professionals. We intend to 3D scan several areas of the building and utilize the scans as a design tool (while also sharing the scan files with the City of Ann Arbor and the Construction Manager on the project as desired). We choose to use this as a tool to improve our services and not as “another way to generate fee increases”.

We have included the necessary items for the project and intend to support the City of Ann Arbor in their needs for the project including renderings or project boards that may help the City of Ann Arbor to promote the project. As design professionals, we understand the necessities of a project and do not compete for projects with one fee and then use reimbursables as a tool to raise our fees later.

The sample contract did not specify whether a lump sum or hourly not to exceed fee was desired for the project. It is most typical that projects of this nature are invoiced based on a lump sum contract so DSD has proposed this approach (although DSD is comfortable with the contract (and fee) being invoiced either way. If the project were invoiced on an hourly not to exceed approach, the below rate schedule would apply. The project will use a cross section of all billing classifications. The core team includes A project executive, DSD Associates, and Senior Associates and Engineers/ Architects. Key category areas are highlighted in the schedule below.

Our Core Team of Brian, Tom, Bill, Paige, Rob, and Bart are amongst the individuals below:

LEVEL, CLASSIFICATION & FLAT RATE SCHEDULE

<u>LEVEL</u>	<u>CLASSIFICATIONS</u>	<u>RATE</u>
1.0	Clerical/Technical.....	\$65.00
2.0	Building Systems Modeler ...	\$85.00
3.0	Engineer/Architect.....	\$110.00
4.0	Licensed Engineer/Architect	\$120.00
5.0	Associate	\$135.00
6.0	Senior Associate	\$140.00
7.0	Department Head	\$145.00
8.0	Principal	\$160.00
9.0	Project Executive.....	\$160.00

DSD’s markup on hourly rates is approximately 2.5 but is not a straightforward formula. Work categories allow for a range of staff levels and hourly or salary rates to fit into them in order to provide consistency in billing to avoid clients from being charged different rates based on who, within the same category, is working on the project.

E. Authorized Negotiator

Name: [Bart J. Reed, P.E., LEED A.P.](#)

Phone Number: (248) 569-1430 ext. 331

E-mail Address: bart@dsonline.com

**ATTACHMENT B
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom Bart J Reed bearing the office title of President, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Bart J. Reed Date: 03/14/2024
Signature

(Print) Name Bart J. Reed Title President

Firm: DiClemente Siegel Design Inc.

Address: 28105 Greenfield Road, Southfield, Michigan

Contact Phone (248) 569-1430 ext. 331 Fax (248) 569-0096

Email bart@dsonline.com



ATTACHMENT E

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 type="checkbox"/> Other (please describe in box below)
N/A	

*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	
<i>Bart J. Reed</i>	03/14/24	Bart J. Reed, P.E.
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

