



April 4, 2025

Simi Barr
Senior Analyst - Municipal Operations
Office of Sustainability and Innovations
City of Ann Arbor
301 E Huron St, 5th Floor
Ann Arbor, MI 48104

Subject: Proposal for Construction Management
Solar and Energy Storage Systems at City Facilities
City of Ann Arbor
NOVA Project No. 23-11-1168

Dear Mr. Barr:

NOVA Consultants, Inc. (NOVA) is pleased to present this proposal for Construction Management services to the City of Ann Arbor (City) during the installation of solar photovoltaic (PV) systems at the following City facilities:

1. City Hall/Justice Center
2. Fire Station 1
3. Fire Station 3
4. Fire Station 6
5. Bicentennial Park

Background

Under the existing design contract with the City, NOVA has submitted the complete construction package and obtained the interconnection approval from DTE for the certain sites, while these tasks are in progress for the remaining sites.

NOVA understands that the City wants to transition from a design-build contract as originally intended, to an Owner's Engineer contract under a professional services agreement with NOVA for construction management services. The construction contract will be issued for bid and awarded separately via an RFP process.

As a result of this separation of scope of work and separate contracts, the construction management portion of the work required to be performed by NOVA during the construction phase of the project may be left unassigned under either contract. This proposal seeks to remedy this gap in the assigned tasks.

Scope of Work

NOVA will perform the following scope of work for Construction Management:

1. Assist the city with the construction RFP process. Tasks include, for example,
 - a. Address bidder questions and clarifications
 - b. Assist with bid evaluations and scoring
 - c. Make a recommendation to the City for bid award
2. During construction, perform schedule tracking and ensure timely completion of the project.
3. Provide budget tracking and avoid cost overruns.
4. Submit periodic construction progress reports to City
5. Contractor oversight, including developing necessary supplementary forms and documents, responses to RFIs, Construction Bulletins and/or Addendums as required
6. Site visits by NOVA personnel to review construction progress
7. Ensure construction quality and conformance with construction documents

8. Perform inspections, witness start-up, submittal reviews, consultation/field review with contractor
9. Review of communication strategy and remote monitoring set up.
- 10.DTE interconnection closeout
- 11.As-built drawings
- 12.Punch-list preparation and closeout
- 13.Training and O&M manual
- 14.Project closeout
- 15.Meetings, conference calls, follow-up, etc.
- 16.Assist with prevailing wage verification

Cost Proposal

NOVA is proposing the following not-to-exceed fee for construction management tasks related to these projects. Billing will be on time and materials basis consistent with NOVA's hourly rate schedule with the City of Ann Arbor.

S. No.	Site	Solar PV kW DC	Solar PV kW AC	Battery kWh	Const. Mgmt.
1	City Hall/Justice Center	135	110	0	\$20,000
2	Fire Station 1	97	85	0	\$18,000
3	Fire Station 3	12	30	240	\$12,000
4	Fire Station 6	0	60	360	\$15,000
5	Bicentennial Park	49	50	0	\$10,000

Construction Management for Solar PV and ESS Projects
City of Ann Arbor
Ann Arbor, MI

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We thank you for the opportunity to provide our services.

Sincerely,
NOVA Consultants, Inc.

Agreed to and accepted by:
City of Ann Arbor

Sachit Verma, *MS*
Program Manager – Energy

Name: _____

Title: _____

Date: _____



February 20, 2026

Simi Barr
Senior Analyst - Municipal Operations
Office of Sustainability and Innovations
City of Ann Arbor
301 E Huron St, 5th Floor
Ann Arbor, MI 48104

Subject: Change Request No. 1
Bicentennial Park Solar PV Canopy interconnection improvements
NOVA Project No. 25-05-1213

Dear Mr. Barr:

Pursuant to recent discussions regarding the existing electrical system at City of Ann Arbor Bicentennial Park, NOVA Consultants, Inc. (NOVA) is presenting this Change Request No. 1 under the contract titled *"Professional Services Agreement Between Nova Consultants, Inc. And The City of Ann Arbor for Construction Management and Owners Agent for Solar and Storage Installations at City Facilities"* fully executed on May 10, 2025 to cover the following tasks:

1. Roundtrip travel to the site by NOVA personnel to gather site information
2. Change interconnection design to address service upgrade necessitated by new Splash Park at the site and resubmit to DTE
3. Engineering design and calculations (electrical, structural etc. as needed)
4. Prepare AutoCAD design drawings to reflect the changes
5. Reviews and PE stamp by a Professional Engineer in the State of Michigan

Accordingly, NOVA is submitting this Change Request # 1 on a time-and -materials (T&M) basis in the amount of \$14,943.21 to cover the estimated costs for the above tasks. Cost breakdown is as follows:

Description	Units	Qty.	Rate	Total
Two roundtrips (50 miles) at IRS mileage rates	Miles	100	\$0.725	\$72.50
Roundtrip travel time for field inspector, 2 trips	Hours	2	\$89.43	\$178.87
Onsite work for 2 trips, 2 hours onsite each time	Hours	4	\$89.43	\$357.74
Electrical Engineering	Hours	40	\$125.21	\$5,008.35
Civil/Structural Engineering	Hours	15	\$125.21	\$1,878.13
Program Manager	Hours	5	\$153.32	\$766.58
Project manager	Hours	10	\$149.06	\$1,490.58
AutoCAD	Hours	40	\$77.51	\$3,100.41
Admin	Percent		10%	\$1,285.32
Contingency	Percent		10%	\$1,413.85
Total				\$14,943.21

We can schedule the work immediately upon getting the authorization to proceed.

Please contact with any questions or concerns regarding this Change Request #1.

We thank you for the opportunity to provide our services.

Sincerely,
NOVA Consultants, Inc.

Agreed to and Accepted by:
City of Ann Arbor

Sachit Verma, MS
Program Manager – Energy

Name: _____

Title: _____

Date: _____



July 10, 2026

Simi Barr
Senior Analyst - Municipal Operations
Office of Sustainability and Innovations
City of Ann Arbor
301 E Huron St, 5th Floor
Ann Arbor, MI 48104

Subject: Change Request No. 2
Construction management and oversight services
NOVA Project No. 25-05-1213

Dear Mr. Barr:

Pursuant to recent discussions regarding the construction management and oversight services for various City of Ann Arbor solar photovoltaic (PV) and battery energy storage system (BESS) projects, NOVA Consultants, Inc. (NOVA) is presenting this Change Request No. 2 under the contract titled *"Professional Services Agreement Between Nova Consultants, Inc. And The City of Ann Arbor for Construction Management and Owners Agent for Solar and Storage Installations at City Facilities"* fully executed on May 10, 2025 to cover the following tasks:

1. Roundtrip travel to the site by NOVA personnel to provide construction oversight
2. Research and respond to request for information (RFI) submittals from contractors seeking clarification and/or guidance regarding the project design, schedule, and/or construction
3. Engage relevant NOVA personnel for tasks 1 and 2 above.

The scope of work covers the following sites:

1. City Hall / Justice Center
2. Fire Station #1
3. Fire Station #3
4. Fire Station #6
5. Bicentennial Park

The additional costs have been necessitated by additional work carried out by the contractors, which results in corresponding additional oversight and associated tasks. As a result of NOVA's project management, the City has already saved over \$70,000 in avoided costs relative to contractor estimates for various tasks. In this manner, NOVA's services more than pay for themselves in realized project savings.

Accordingly, NOVA is submitting this Change Request # 2 on a time-and -materials (T&M) basis in the amount of \$9,995.28 to cover the estimated costs for the above tasks. Cost breakdown is as follows:

Description	Units	Qty.	Rate	Total
8 roundtrips (50 miles) at IRS mileage rates	Miles	400	\$0.725	\$290.00
Roundtrip travel time for field inspector, 10 trips	Hours	8	\$89.43	\$715.48
Onsite work for 8 trips, 3 hrs onsite each time	Hours	24	\$89.43	\$2,146.44
Electrical Engineering	Hours	20	\$125.21	\$2,504.17
Civil/Structural Engineering	Hours	8	\$125.21	\$1,001.67
Program Manager	Hours	8	\$153.32	\$1,226.53
Project manager	Hours	20	\$149.06	\$2,981.16
AutoCAD	Hours	0	\$77.51	\$0.00
Admin	Percent		10%	\$1,086.55
Contingency	Percent		10%	\$1,195.20
Total				\$9,995.28

We can schedule the work immediately upon getting the authorization to proceed.

Please contact with any questions or concerns regarding this Change Request #1. We thank you for the opportunity to provide our services.

Sincerely,
NOVA Consultants, Inc.

Agreed to and Accepted by:
City of Ann Arbor

Sachit Verma, *MS*
Program Manager – Energy

Name: _____

Title: _____

Date: _____