

# PONTIAC CITY COUNCIL

**Kermit Williams, District 7**  
**President**  
**Randy Carter, District 4**  
**President Pro Tem**



**Patrice Waterman, District 1**  
**George Williams, District 2**  
**Mary Pietila, District 3**  
**Gloria Miller, District 5**  
**Dr. Doris Taylor Burks, District 6**

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

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Garland S. Doyle, M.P.A.  
Interim City Clerk

## **STUDY SESSION**

**December 30, 2019**

**12:00 P.M.**

**132<sup>nd</sup> Session of the 10<sup>th</sup> Council**

**Call to order**

**Roll Call**

**Authorization to Excuse Councilmembers**

**Amendments to and Approval of the Agenda**

**Approval of the Minutes**

1. December 23, 2019

**Public Comment**

**Resolutions**

### **Department of Public Works (DPW)**

2. Resolution to award the Professional Engineering and Architectural Services for the Phoenix Center to IDS and to authorize the Mayor to sign contract in the amount of \$659,000 and a Not to Exceed Cost of \$13,000 for Reimbursable expenditures.

### **Finance**

3. Resolution to approve the revised Federal Poverty Guidelines for 2020 and the City of Pontiac Board of Review Instructions for Applicants requesting Hardship Exemption consideration.

**Adjournment**

**#1**

**MINUTES**

December 23, 2019 Formal

**Official Proceedings  
Pontiac City Council  
131<sup>st</sup> Session of the Tenth Council**

A Formal Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Monday, December 23, 2019 at 12:00 p.m. by Council President Kermit Williams.

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Members Present: Carter, Pietila, Taylor-Burks, Waterman, G. Williams and K. Williams.

Mayor Waterman was present.

Clerk announced a quorum.

19-634        **Motion to excuse Councilperson Gloria Miller for personal reasons.** Moved by Councilperson G. Williams and second by Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams and Carter

No: None

**Motion Carried.**

19-635        **Motion to move items #10 - #13 after subcommittee reports.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams and Carter

No: None

**Motion Carried.**

19-636        **Motion for Item #4 (Phoenix Center Updates) to be limited to twenty (20) minutes.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: Taylor-Burks, Waterman, G. Williams, K. Williams, Carter and Pietila

No: None

**Motion Carried.**

19-637        **Approval of the agenda as amended.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

December 23, 2019 Formal

Ayes: Waterman, G. Williams, K. Williams, Carter, Pietila and Taylor-Burks

No: None

**Motion Carried.**

19-638        **Approve meeting minutes for December 17, 2019.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: G. Williams, K. Williams, Carter, Pietila, Taylor-Burks and Waterman

No: None

**Motion Carried.**

### **Subcommittee Reports**

Received Community Development – December 17, 2019

Received Public Safety – December 13, 2019

19-639        **Resolution to approve a budget amendment for fiscal year 2019/2020 to allocate a total of \$70,194.00 (includes fringe benefits), from the General Fund (101) City Council Department Budget (101) for the Legislative Fiscal Analyst 1 salaried position in the amount of \$30,184, from the General Fund's Building Maintenance Department Budget (265) for Contracted Custodial Services in the amount of \$30,905, from the General Fund's Police/Sheriff Department (301) for Contracted Custodial Services in the amount of \$9,105 to the General Fund's Building Maintenance Department (265) for Custodial Salaries and expenditures in the amount of \$28,541 and to the General Fund's Police/Sheriff Department (301) for Custodial Salaries and expenditures in the amount of \$41,653. The breakout of these funds into accounts is as follows; \$18,154 to Salaries and Wages account 101-301-702.000, \$12,686 to Salaries and Wages account 101-265-702.000, \$5,207 to Overtime Salaries account 101-301-702.004, \$3,568 to Overtime Salaries account 101-265-702.004, , \$2,117 to FICA/Medicare account 101-301-715.000, \$1,450 to FICA/Medicare account 101-265-715.000, \$4,231 to Medical Insurance account 101-301-716.000, \$2,899 to Medical Insurance account 101-265-716.000, \$593 to Life Insurance account 101-301-717.000, \$407 to Life Insurance account 101-265-717.000, \$1,296.00 to MERS Contribution account 101-301-718.000, \$888 to MERS Contribution account 101-265-718.000, \$593 to Workers Compensation account 101-301-719.000, \$407 to Workers Compensation account 101-265-719.000, \$155 to Dental Insurance account 101-301-719.001, \$107 to Dental Insurance account 101-265-719.001, \$1,677 to Equipment account 101-301-749.005, \$1,149 to Equipment account 101-265-749.005, \$5,341 to Janitorial Supplies account 101-301-931.001, \$3,659 to Janitorial Supplies account 101-265-931.001, \$1,780 to Custodial Services account 101-301-636-265, \$1,220 to Custodial Services account 101-265-636.265, \$148 to Equipment Maintenance account 101-301-932.000, \$102 to Equipment Maintenance account 101-265-932.000. (It takes 5 votes to approve a budget amendment.)** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, the City Council has expressed the desire to bring custodial services in house for the City Hall and Police/Sheriff Buildings; and

Whereas, the City Council desires to create two full time positions to provide custodial services for the City Hall and Police/Sheriff Buildings; and

Whereas, the available budgeted funds that had been previously allocated for contracted janitorial services will be reallocated to cover the majority of Salaries and Operating Costs in order to bring custodial services in house; and

Whereas, the City Council has agreed to reallocate budgeted funds previously allocated in the City Council Budget for a Fiscal Analyst to cover any remaining unfunded balance to bring the custodial services for the City Hall and Police/Sheriff Buildings in house;

Now, Therefore, Be It Resolved that the City Council hereby approves a budget amendment for the fiscal year 2019/2020 to allocate a total of \$70,194.00 (includes fringe benefits), from the General Fund (101) City Council Department Budget (101) for the Legislative Fiscal Analyst 1 salaried position in the amount of \$30,184, from the General Fund's Building Maintenance Department Budget (265) for Contracted Custodial Services in the amount of \$30,905, from the General Fund's Police/Sheriff Department (301) for Contracted Custodial Services in the amount of \$9,105 to the General Fund's Building Maintenance Department (265) for Custodial Salaries and expenditures in the amount of \$28, 541 and to the General Fund's Police/Sheriff Department (301) for Custodial Salaries and expenditures in the amount of \$41,653. The breakout of these funds into accounts is as follows; \$18,154 to Salaries and Wages account 101-301-702.000, \$12,686 to Salaries and Wages account 101-265-702.000, \$5,207 to Overtime Salaries account 101-301-702.004, \$3,568 to Overtime Salaries account 101-265-702.004, , \$2,117 to FICA/Medicare account 101-301-715.000, \$1,450 to FICA/Medicare account 101-265-715.000, \$4,231 to Medical Insurance account 101-301-716.000, \$2,899 to Medical Insurance account 101-265-716.000, \$593 to Life Insurance account 101-301-717.000, \$407 to Life Insurance account 101-265-717.000, \$1,296.00 to MERS Contribution account 101-301-718.000, \$888 to MERS Contribution account 101-265-718.000, \$593 to Workers Compensation account 101-301-719.000, \$407 to Workers Compensation account 101-265-719.000, \$155 to Dental Insurance account 101-301-719.001, \$107 to Dental Insurance account 101-265-719.001, \$1,677 to Equipment account 101-301-749.005, \$1,149 to Equipment account 101-265-749.005, \$5,341 to Janitorial Supplies account 101-301-931.001, \$3,659 to Janitorial Supplies account 101-265-931.001, \$1,780 to Custodial Services account 101-301-636-265, \$1,220 to Custodial Services account 101-265-636.265, \$148 to Equipment Maintenance account 101-301-932.000, \$102 to Equipment Maintenance account 101-265-932.000.

Ayes: K. Williams, Carter, Taylor-Burks, Waterman and G. Williams

No: Pietila

**Resolution Passed.**

Councilwoman Gloria Miller arrived at the meeting.

19-640      **Resolution to authorize Mayor to enter into a one year agreement with Clean Net of Greater Michigan, Inc., for custodial services commencing January 1, 2020 in the amount not to exceed \$128,820.88.** Moved by Councilperson Waterman and second by Councilperson Carter.

December 23, 2019 Formal

Whereas, Pontiac City Council requested a subtraction of two buildings City Hall and Sheriff Substation from the original custodial RFP for those services to be performed in-house by the City of Pontiac employees.

Now, Therefore, Be It Resolved, the Pontiac City Council authorized the Mayor to enter into a one-year agreement with Clean Net of Greater Michigan, Inc. for the amount of \$128,820.88 for custodial services commencing January 1, 2020.

Ayes: Carter, Miller, Pietila, Taylor-Burks, Waterman, G. Williams and K. Williams

No: None

**Resolution Passed.**

19-641        **Defer for one week the resolution to approve the revised Federal Poverty Guidelines for 2020 and the City of Pontiac Board of Review instructions for applicants requesting Hardship Exemption consideration.** Moved by Councilperson Miller and second by Councilperson Pietila.

Ayes: Miller, Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams and Carter

No: None

**Motion Carried.**

19-642        **Resolution to approve a budget amendment for fiscal year 2019/2020 to allocate a total of \$51,456.09 (includes fringe benefits), from the Youth Recreation Fund's (208) fund balance to Youth Recreation Fund - Recreation Facility Department (756) Personnel Accounts. The breakout of these funds into accounts is as follows; \$34,666.67 to Salaries and Wages account 208-756-702.00, \$2,652 to F.I.C.A – City Contribution account 208-756-715.000, \$9,320.50 to Medical Insurance account 208-756-716.000, \$438.36 to Life Insurance account 208-756-717.000, \$2,333.33 to MERS Employer Contribution account 208-756-718.500, \$1,866.67 to Workers Compensation Insurance account 208-756-719.000, and lastly \$178.56 to Dental Insurance account 208-756-719.001. The total funds amount of \$51,456.09 are to be used to restore the Pontiac Youth and Empowerment Center's (PYREC) Youth Recreation Assistant Manager position to a full-time status. (It takes 5 votes to approve a budget amendment.)**

**Resolution to approve Zoning Map Amendment request for 3111 Center Point Parkway, also known as parcel number 64-19-03-427-007, to amend site zoning from C-4 Suburban Commercial to M-1 Light Manufacturing. (This item was deferred for one week at the Council Meeting on December 10, 2019.)** Moved by Councilperson Waterman and second by Councilperson G. Williams.

Whereas, on November 8, 2016 the citizens of Pontiac passed a millage proposition to fund youth recreation services for the citizens of Pontiac; and

Whereas, adequate staffing levels are necessary to help administer the City's growing youth programs; and

Whereas, funding had been previously allocated and approved for full-time staff of a Youth Recreation Assistant Manager; and

Whereas, the restoration of this position will ensure a safe, sustainable, and educational environment for the youth of the City of Pontiac.

Now, Therefore Be It Resolved, that the City Council approves a budget amendment for fiscal year 2019/2020 to allocate a total of \$51,456.09 (includes fringe benefits), from the Youth Recreation Fund's (208) fund balance to Youth Recreation Fund - Recreation Facility Department (756) Personnel Accounts. The breakout of these funds into accounts is as follows; \$34,666.67 to Salaries and Wages account 208-756-702.00, \$2,652 to F.I.C.A – City Contribution account 208-756-715.000, \$9,320.50 to Medical Insurance account 208-756-716.000, \$438.36 to Life Insurance account 208-756-717.000, \$2,333.33 to MERS Employer Contribution account 208-756-718.500, \$1,866.67 to Workers Compensation Insurance account 208-756-719.000, and lastly \$178.56 to Dental Insurance account 208-756-719.001. The total funds amount of \$51,456.09 are to be used to restore the Pontiac Youth and Empowerment Center's (PYREC) Youth Recreation Assistant Manager position to a full-time status.

Ayes: Pietila, Taylor-Burks, Waterman, G. Williams, K. Williams, Carter and Miller

No: None

**Resolution Passed.**

### **Special Presentations**

#### **Phoenix Center Updates**

- a. Overview of RFP Process for the Selection of the Architect and Engineering Services for the Phoenix Center – Presentation Presenter: Vince DeLeonardis, President and CEO, AUCH and Dan Ringo, Deputy Director, DPW
- b. Update on the Public Private Partnership RFP for the Phoenix Center – Presentation Presenter: Dan Ringo, Deputy Director, DPW
- c. Overview of financing Options available for the Phoenix Center – Presentation Presenter: Mayor Deirdre Waterman

#### **Medical Marihuana Update**

Medical Marihuana Application Process update

Presentation Presenter: Garland Doyle, interim City Clerk

### **Discussions**

10<sup>th</sup> Council Rules and Procedures Changes

(This discussion is between Council Members and the Parliamentarian Eleanor "Coco" Siewert)

Board of Review Vacancy

(City Council appoints the members of the Board of Review)

Council President Kermit Williams left meeting and Council President Pro-Tem Randy Carter assumed the chair.

19-643      **Resolution to approve Councils 2020 Meeting Schedule.** Moved by Councilperson Pietila and second by Councilperson G. Williams.

**The dates are as follows:**

Tuesday, January 7, 2020 6:00 p.m. Formal Session  
Tuesday, January 14, 2020 6:00 p.m. Study Session  
Tuesday, January 21, 2020 Noon Formal Meeting  
Monday, January 27, 2020 3:00 p.m. Special Meeting  
Tuesday, January 28, 2020 6:00p.m. Study Session  
Tuesday, February 4, 2020 6:00 p.m. Formal Meeting  
Tuesday, February 11, 2020 6:00 p.m. Study Session  
Tuesday, February 18, 2020 6:00 p.m. Formal Meeting  
Tuesday, February 25, 2020 6:00 p.m. Study Session  
Tuesday, March 3, 2020 6:00 p.m. Formal Meeting  
Thursday, March 12, 2020 Noon Study Session  
Tuesday, March 17, 2020 6:00 p.m. Formal Meeting  
Tuesday, March 24, 2020 6:00 p.m. Study Session  
Tuesday, March 31, 2020 6:00 p.m. Formal Meeting  
Tuesday, April 7, 2020 6:00 p.m. Study Session  
Tuesday, April 14, 2020 6:00 p.m. Formal Meeting  
Tuesday, April 21, 2020 6:00 p.m. Study Session  
Tuesday, April 28, 2020 6:00 p.m. Formal Meeting  
Tuesday, May 5, 2020 6:00 p.m. Study Session  
Tuesday, May 12, 2020 6:00 p.m. Formal Meeting  
Tuesday, May 19, 2020 6:00 p.m. Study Session  
Tuesday, May 26, 2020 6:00 p.m. Formal Meeting  
Tuesday, June 2, 2020 6:00 p.m. Study Session  
Tuesday, June 9, 2020 6:00 p.m. Formal Meeting  
Tuesday, June 16, 2020 6:00 p.m. Study Session  
Tuesday, June 23, 2020 6:00 p.m. Formal Meeting  
Tuesday, June 30, 2020 6:00 p.m. Study Session  
Tuesday, July 7, 2020 6:00 p.m. Formal Meeting  
Tuesday, July 14, 2020 6:00 p.m. Study Session  
Tuesday, July 21, 2020 6:00 p.m. Formal Meeting  
Tuesday, July 28, 2020 6:00 p.m. Study Session  
Thursday, August 6, 2020 Noon Formal Meeting  
Tuesday, August 11, 2020 6:00 p.m. Study Session  
Tuesday, August 18, 2020 6:00 p.m. Formal Meeting  
Tuesday, August 25, 2020 6:00 p.m. Study Session  
Tuesday, September 1, 2020 6:00 p.m. Formal Meeting  
Tuesday, September 8, 2020 6:00 p.m. Study Session  
Tuesday, September 15, 2020 6:00 p.m. Formal Meeting  
Tuesday, September 22, 2020 6:00 p.m. Study Session  
Tuesday, September 29, 2020 6:00 p.m. Formal Meeting



December 23, 2019 Formal

Tuesday, October 6, 2020 6:00 p.m. Study Session  
Tuesday, October 13, 2020 6:00 p.m. Formal Meeting  
Tuesday, October 20, 2020 6:00 p.m. Study Session  
Tuesday, October 27, 2020 6:00 p.m. Formal Meeting  
Thursday, November 5, 2020 Noon Study Session  
Tuesday, November 10, 2020 Noon Formal Session  
Tuesday, November 17, 2020 6:00 p.m. Study Session  
Tuesday, November 24, 2020 Noon Formal Session  
Tuesday, December 1, 2020 6:00 p.m. Study Session  
Tuesday, December 8, 2020 6:00 p.m. Formal Meeting  
Tuesday, December 15, 2020 6:00 p.m. Study Session  
Tuesday, December 22, 2020 Noon Formal Meeting  
Tuesday, December 29, 2020 Noon Study Session

Ayes: Taylor-Burks, Waterman, G. Williams, Carter, Miller and Pietila  
No: None

**Resolution Passed.**

19-644      **Resolution to appoint Dan Ringo as the City of Pontiac official representative to the No-Haz Advisory Board to work with Oakland County Waste Resource Management Division as needed to plan the No-Haz program for 2020.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Whereas, the City of Pontiac is committed to the protection of the natural environment and preventing toxic materials from entering our waterways and landfill resources; and

Whereas, a NoHaz Interlocal Agreement has been drafted to address necessary legal, liability, and responsibility issues for both the City and the participating communities, and identifies Oakland County's role in administering and managing the NoHaz program,

Whereas, the NoHaz Interlocal agreement establishes a NoHaz advisory board to assist and advise Oakland County in the development of the NoHaz program.

Now, therefore, Be It resolved, that the City of Pontiac through this resolution appoint Dan Ringo as its official representative to the NoHaz Advisory Board, to work with the Oakland County waste resource Management Division as needed to plan the NoHaz program for 2020.

Ayes: Waterman, G. Williams, K. Williams, Carter, Pietila and Taylor-Burks  
No: Miller

**Resolution Passed.**

19-645      **Suspend the rules to allow additional members of the public to speak.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

Ayes: G. Williams, Carter, Miller, Pietila, Taylor-Burks and Waterman  
No: None

**Motion Carried.**

December 23, 2019 Formal

Five (5) individuals addressed the body during public comment.

Interim Clerk Doyle, Councilwoman Waterman, Councilman G. Williams, Councilwoman Pietila, Councilwoman Taylor-Burks, Councilwoman Miller and Council President Pro-Tem Carter made closing comments.

Council President Pro-Tem Randy Carter adjourned the meeting at 2:13 p.m.

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GARLAND S. DOYLE  
INTERIM CITY CLERK

**#2**

# **RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

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**TO:** Honorable Mayor, Council President and City Council Members

**FROM:** Jane Bais-DiSessa, Deputy Mayor, at the request of  
John V. Balint, Director of Public Works/City Engineer

**DATE:** December 17, 2019

**RE:** **Resolution to Award IDS for Architectural and Engineering Services for the Phoenix Center Parking Garage in the amount of \$659,000 with not to Exceed Cost of Reimbursable Expense of \$13,000**

WHEREAS, The City of Financial Services - Purchasing Division was supported by AUCH Construction in Requesting Proposal from qualified Professional Engineering & Architectural. The process included publicly advertising on BidNet Direct and individual invitations sent to known qualified firms.

WHEREAS, On December 6<sup>th</sup> a Public Bid Opening was conducted at the City of Pontiac and (8) Proposals were received. The As Read Results are attached for reference. The proposals were reviewed and ranked by the Selection Committee consisting of Jessica Massey, Dan Ringo and Gerry McClelland (AUCH) to generate the shortlist of 3 firms to be interviewed.

NOW BE IT RESOLVED THAT, The Phoenix Center Parking Garage A/E Selection Committee has completed the RFP process. Based on proposal review, interviews, and scoring we are confirming the recommendation to award IDS the Professional Engineering and Architectural Services for the Phoenix Center in the amount of \$659,000 {5.68%} with Not to Exceed Cost of Reimbursable Expenses of \$13,000.

JVB/dr

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Pontiac, Michigan 48342  
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F (248) 334-3404  
[www.auchconstruction.com](http://www.auchconstruction.com)

December 13, 2019

Mr. Dan Ringo  
Deputy Director DPW  
CITY OF PONTIAC  
47450 Woodward Ave  
Pontiac, MI 48342

**RE: Professional Engineering & Architectural Services - Phoenix Center Parking Garage & Amphitheater  
Recommendation for Award**

Mr. Ringo,

AUCH Construction looks forward to working with the City of Pontiac on the next steps for revitalizing the Phoenix Center. Working together with your team, we have completed the RFP process. Based on proposal review, interviews, and scoring we are confirming the recommendation to award IDS the Professional Engineering and Architectural Services for the Phoenix Center in the amount of \$659,000 (5.68%) with Not to Exceed Cost of Reimbursable Expenses of \$13,000.

Attached you will find:

- A synopsis of the RFP process
- A copy of the RFP
- The Mandatory Pre-Proposal Meeting with sign in sheet
- Proposal Opening Sign in Sheet
- A copy of the As Read Proposal Price Recap
- The initial Score Sheet for the Proposal
- Recap of the Short List Process and Items considered by the selection team
- A recap of the Interview Process & Final Recommendation

We appreciate the opportunity to be of service to the City of Pontiac and are excited to get this process to its next stage.

Regards,

Gerry McClelland  
Project Director

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**RE: Professional Engineering & Architectural Services - Phoenix Center Parking Garage & Amphitheater**

**Synopsis of RFP Process**

The City of Financial Services -- Purchasing Division was supported by AUCH Construction in Requesting Proposal from qualified Professional Engineering & Architectural. The process included publicly advertising on BidNet Direct and individual invitations sent to known qualified firms.

All responding firms were required to notify Jessica Massey of the Financial Services -- Purchasing Division via e-mail of their intent to bid. This allows for the City to distribute any updates on the RFP to all responding firms.

Notices of Intent to Propose were received from the following firms (11 Firms):

- SME
- Wiss, Janney, Elstner Engineers & Architects, P.C.
- DESMAN
- Albert Kahn
- Hamilton Anderson
- Yamasaki
- WGI
- CORE Design Group
- HRC
- IDS
- IMEG/Desai Nasr

All 11 firms plus specialty consultants attended the Mandatory Pre-Proposal meeting on November 12<sup>th</sup> (see attached sign in sheet). Immediately following the meeting a brief walk of the site was conducted for all interested parties.

A deadline of November 15<sup>th</sup> was set for questions (RFI's) and 7 questions were received and responded to by the November 20<sup>th</sup> response deadline.

On December 6<sup>th</sup> a Public Bid Opening was conducted at the City of Pontiac and (8) Proposals were received. The As Read Results are attached for reference. The proposal were reviewed and ranked by the Selection Committee consisting of Jessica Massey, Dan Ringo and Gerry McClelland (AUCH) to generate the shortlist of 3 firms to be interviewed.

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**RE: Professional Engineering & Architectural Services - Phoenix Center Parking Garage & Amphitheater**

**Synopsis of RFP Process**

After the review the following firms were notified on Friday December 6<sup>th</sup> that they made the shortlist: IDS, HRC and DESMAN. Each firm was asked to come prepared to explain in detail how their proposed approach will get the City of Pontiac's Phoenix Center Parking Garage and Amphitheater to where it needs to be by the November 2020 deadline.

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**RE: Professional Engineering & Architectural Services - Phoenix Center Parking Garage & Amphitheater**

**Recap of the Shortlist Process and Items Considered by the Selection Team**

Each proposal was received and cost proposals read aloud at the City of Pontiac Municipal Center. Costs were tallied and the proposals were then reviewed by the Selection Committee. All firms that submitted proposals were highly qualified and capable of performing the requested services. The RFP highlighted the following areas that would be scored including Recent Experience, Experience with Parking Structures, Experience with Similar Size Projects, Insurance Coverage, Experience with Construction Manager Approach, Project Approach, Staff, Readiness, Urban Site Experience, and Innovations. Finally cost was considered.

All the responding firms had perfect scores in experience. The firms proposals started to separate themselves in the Experience with CM Approach, overall approach, innovations and cost.

The five firms that did not make the short list are as follows:

- Hamilton Anderson. Their costs were not in line with the rest of the proposals.
- IMEG. Their first clarification requested accurate drawings of all the systems in order for them to complete the design. This is a major scope item that is expected of the design team as part of their services.
- SME- Quote was not complete. They did not have the Construction Administration quoted properly.
- WJE- Cost was not in line with the rest of the proposals.
- WGI- Approach was not compatible with CM delivery.

IDS, HRC and DESMAN were selected to proceed to the interview process.



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**RE: Professional Engineering & Architectural Services - Phoenix Center Parking Garage & Amphitheater  
Recap of the Interview Process and Final Recommendation**

The selected firms were interviewed at AUCH construction on Monday December 9<sup>th</sup> (IDS 10AM ; HRC 2PM) and Tuesday December 10<sup>th</sup> (DESMAN 10AM)

All 3 short listed firms are highly qualified in parking deck restoration and capable to design the solution. The largest challenge that each team needed to solve is the schedule. Each firm highlighted their approach:

IDS approach utilized Bid Packages to meet the schedule deadline. They recognized the need to tackle the structural issues (teamed with Walker), getting the elevators on order and ordering long lead electrical gear. IDS has the most recent experience studying the deck and is ready to hit the ground running on design.

HRC also recognized the need for Bid Packages however placed them in different order putting long lead electrical items first and structural items last (teamed with Walker). Their approach seems feasible but appeared to place the most important items to the end of design. HRC also had the highest cost of the short list.

DESMAN's approach appeared to fit more in a Design / Bid / Build model and did not have any early bid packages to expedite ordering of long lead materials. DESMAN was the only out of state firm to propose on the project and appears to be highly qualified in parking deck design. The Selection Committee was concerned that the hours included in their proposal were not adequate for the service that will be required to complete the entire project.

After review of the approaches, level of effort and cost proposed by each firm it was apparent that the IDS approach had the best fit for the Phoenix Center to meet the November 2020 deadline.



## Financial Services – Purchasing Division

### NOTICE

Thank you for your inquiry regarding the City of Pontiac project listed below:

### **Professional Engineering & Architectural Services Phoenix Center Parking Garage & Amphitheater**

If your firm plans to bid on this project, please send an e-mail response to:  
Jessica Massey [jmassasey@pontiac.mi.us](mailto:jmassasey@pontiac.mi.us)  
Gerry McClelland [gmcclelland@auchconstruction.com](mailto:gmcclelland@auchconstruction.com)

Please include the following information:

Project Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Firm's Contact Person: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_

The City of Pontiac will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Pontiac, you will not receive any follow-up notification of any changes to the project.

City of Pontiac  
47450 Woodward Ave  
Pontiac, MI 48342



## NOTICE TO BIDDERS

The City of Pontiac will open sealed bids on **Monday December 2, 2019, at 2:00 pm** prevailing local time in the City Hall Lion's Den conference room at 47450 Woodward Ave. for:

### **Professional Engineering & Architectural Services**

You are invited to submit a proposal for this project. Sealed bids may be mailed or delivered to the CITY OF PONTIAC, CITY CLERK, 47450 Woodward Ave., Pontiac, MI 48342 by **2:00 PM, Monday December 2, 2019**. Envelopes should include the name and mailing address of the vendor on the outside and be plainly marked:

#### **"Professional Engineering & Architectural Services"**

The City of Pontiac is seeking professional services to provide engineering & architectural services including engineering plan review services, design, construction engineering, contract administration services, MS 4 regulatory compliance assistance, and other related engineering services for a restoration and renovation of the Phoenix Center Parking Garage and Amphitheater. The contract will begin at the time of execution and continue until the completion of the project.

The selected engineering or architectural firm shall minimally possess successful experience in the areas described in the Scope of Services: knowledge of the City's codes, ordinances, and engineering design standards.

No proposal submitted may be withdrawn for at least ninety (90) days after the actual opening of the proposal.

General specifications, description, and conditions upon which the proposal is to be based are available at the City of Pontiac website:

Purchasing: <http://www.pontiac.mi.us/departments/finance/purchasing.php> (ATTACHED)

Please refer to the website for any addenda that may be issued. Respondents who submit proposals before the deadline are advised to continue to monitor the website for any addenda that may be issued.

The City reserves the right to reject any or all bids, to waive any irregularities, and further reserves the right to accept any proposal or parts of proposals that it deems to best serve the interests of the City.



If you have any questions regarding this RFP, please contact AUCH Construction at 248-334-2000, Gerry McClelland, Project Director, or email [gmccllelland@auchconstruction.com](mailto:gmccllelland@auchconstruction.com).

## **Section 1. INSTRUCTIONS TO BIDDERS**

### **1.1 Qualifications to be Received**

Qualifications for Professional Engineering & Architectural Services will be received at the Office of the City Clerk of the City of Pontiac, Michigan, **Monday December 2, 2019 at 2:00 pm**, and immediately thereafter will be publicly opened and read.

Respondents **MUST** submit **one original, three copies, and an electronic copy on a flash drive** of the proposal. Proposals must be submitted in a sealed envelope and addressed to the City Clerk of the City of Pontiac. Each sealed envelope containing a response must be plainly marked on the outside as **"Professional Engineering and Architectural Services"**, and the envelope should bear, on the outside, the name of the respondent, their address, and the name of the project for which the response is submitted. If forwarded by mail, the sealed envelope containing the response must be enclosed in another envelope addressed to the City Clerk, City of Pontiac at 47450 Woodward Avenue, Pontiac, MI 48342.

Proposals will be received during regular business hours at the place and up to the time stated in the advertisement. Any extension in time will be by official notification. Responses may be delivered in person or mailed, but their delivery is the respondent's responsibility. Any response received after the stated hour, even through the mail, will be returned unopened to the respondent.

### **1.2 Examination of Bid Documents**

Before submitting a proposal, respondents shall carefully examine the specifications, drawings, and RFP and shall fully inform themselves as to all existing conditions and limitations.

### **1.3 Basis of Award**

The intention of the City is to award the contract for this job to the most qualified applicant(s) whose skill set and past work history are equal to the task of completing the work in a satisfactory manner in the time period specified by the City. The successful respondents will show proof of at least five (5) years' experience in Professional Engineering & Architectural Services.

### **1.4 Bid Bond**

No Bid Bond required.

### **1.5 Mandatory Pre-Proposal Meeting**

The mandatory pre-proposal meeting will be held at AUCH Construction, 65 University Drive, Pontiac, MI 48342 on Tuesday, November 12, 2019, at 1:00 PM, EST. Site visit will commence at the end of the meeting.



## **Section 2. TERMS AND CONDITIONS**

### **1.6 Laws and Municipal Ordinances, Permits**

The respondent is to be fully informed of all laws and municipal ordinances and regulations in any manner affecting those engaged or employed in the work, or equipment and materials used in the work, and all others and any decrees of bodies or tribunals having any jurisdiction or authority over the same. The respondent shall, at all times, observe and comply with all such existing laws, codes, ordinances, regulations, orders, and decrees. In particular, all work shall be in compliance with the laws of the State of Michigan and City ordinances, as well as all other bodies having jurisdictional authority.

The respondent shall be responsible for executing the permit application and plan review process that may be required for this project.

### **1.7 Non-Discrimination**

The respondent agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans with Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act no. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act no. 220, Public Act of 1976, as amended and all other applicable federal, state and local laws and regulations. Specifically, bidders and subcontractors are required not to discriminate against any employee or applicant for employment with respect to such person's hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of such person's height, weight, race, color, religion, national origin, ancestry, age, marital status, sex or disability, as defined by law. Breach of this covenant may be regarded as a material breach of the contract.

### **1.8 Indemnification**

The Professional Engineering and Architectural Services firm shall indemnify, save and hold harmless, protect, and exonerate the City, its commissioners, board members, officers, employees, agents, representatives, and the State of Michigan, to the extent no greater than its relative degree of fault.

### **1.9 Jurisdictional Authority**

This contract shall be governed by and construed according to the laws of the State of Michigan and the successful respondent consents to the jurisdiction and venue of the courts in Oakland County, Michigan and of the United States District Court for the Eastern District, Southern Division.

### **1.10 Severability**

The successful respondent will agree that the Contract is the completed and exclusive statement of the Contract between the parties. A judicial or administrative declaration on the invalidity of any one or more of the provisions of the Contract shall not invalidate the remaining provisions of this agreement.

### **1.11 Income Taxes**

The Professional Engineering and Architectural Services firm agrees to contact the City of Pontiac Income Tax Division, Audit and Compliance Section, 47450 Woodward, Pontiac, Michigan, 48342, telephone (248) 758-3236, to establish reporting and withholding obligations under the City of Pontiac income tax ordinance. Professional Engineering and Architectural Services firm will require the same



of all subcontractors employing labor under this contract. Professional Engineering and Architectural Services firm is required to withhold City of Pontiac income tax from wages paid to:

- a. Pontiac resident employees regardless of where they work for the employer; and
- b. Nonresident employees for work performed in the City.

The Professional Engineering and Architectural Services firm is also required to file Pontiac income tax returns and to report and pay income tax on the net profits earned by the Professional Engineering and Architectural Services firm in the City of Pontiac. The Professional Engineering and Architectural Services firm is not eligible for award if they have not filed or paid corporate and employee income tax to the City of Pontiac.

Web page URL: [http://www.pontiac.mi.us/departments/income\\_tax/index.php](http://www.pontiac.mi.us/departments/income_tax/index.php)

Tax forms URL: [http://www.pontiac.mi.us/departments/income\\_tax/tax\\_forms.php](http://www.pontiac.mi.us/departments/income_tax/tax_forms.php)

### **1.12 Compensation and Payment**

All invoices submitted against the contract must identify the work performed in detail. Items not properly invoiced will not be paid. It is the vendor's responsibility to ensure delivery of invoice(s) to the City and AUCH Construction. Invoices must meet the following conditions for payment:

- a. Price on invoice must correspond to the pricing listed on purchase order and/or contract.
- b. Contractor must submit price lists in accordance with bid requirements.
- c. All invoices will be original.
- d. Invoices will prominently display the requisition or purchase order number, if applicable.
- e. Invoices will be signed by the individual responsible for authorizing contract payments for the City of Pontiac.

**Original invoice must** be submitted to the City of Pontiac, Attn: Accounts Payable.  
Payment Terms – Net 30

### **1.13 General Conditions**

It is the responsibility of the respondent to review General Conditions as specified.

All funds must be quoted in US dollars.

### **1.14 Quotations/Proposals**

Respondents **MUST** submit **one original, three copies, and an electronic copy on a flash drive** of the proposal. Additionally, duplicate copies of all descriptive literature and/or samples must be provided as requested.

The submittal should address all of the points outlined in this RFP. The document is to be prepared simply and economically, providing a straight-forward, concise description of the Firm's capabilities to satisfy the requirements of the RFP. Highlight any parts that reflect the Firm's unique philosophy or insight regarding its approach to serving as the City's Professional Engineering and Architectural Services firm for the Phoenix Center Parking Garage & Amphitheater and how this approach will positively impact the successful completion of the project.

The proposal document should not exceed twenty (20) pages in length, excluding covers, table of contents, dividers, required forms, resumes, certifications and affiliations, references, and insurance documentation. To simplify the review process and to obtain the maximum degree of comparability,



the submittal will include the items listed in Section 5 and will be organized in the order and manner specified therein. While additional data may be presented, the Section 5 subjects must be included. They represent the criteria against which the submittals will be evaluated.

#### **1.15 Minor Deviations**

Failure to outline all deviations may be grounds for rejection of your proposal.

The decision of the City of Pontiac, acting through the Purchasing Agent, shall be final as to what constitutes acceptable deviations from specifications.

See contract for Insurance requirements.

#### **1.16 Subcontracting**

The City of Pontiac and AUCH Construction will not allow subcontracting for this agreement unless a request to do so is made by the City and approved by all parties. All persons working on this project shall be employees of the respondent as defined by law.

### **Section 3. PROJECT DESCRIPTION & REQUIREMENTS**

#### **3.1 GENERAL**

The City of Pontiac is requesting proposals for the purpose of issuing a Professional Engineering and Architectural Services firm. Candidates are to complete the following scope of services:

The City of Pontiac is in the process of repairing and renovating the downtown Phoenix Center Parking Garage and Amphitheater and is seeking proposals from Professional Engineering & Architectural Services firms for the purpose of providing full services.

- A. The City of Pontiac Phoenix Center was built in 1981. It is approximately 1.25 million sq. ft. The Phoenix Center served as a parking garage, with the top level once hosting concerts and events.
- B. The Phoenix Center was constructed for the purpose of providing parking for the Ottawa Towers buildings as well as overall parking for the Downtown. In addition to the parking garage, there is an amphitheater on the top level with covered seating as well as lawn seating and a covered stage. In 2012 the structure was closed to all parking with the exception of the South side of the structure. The North side was completely closed and due to the closure and lack of security, the facility was severely vandalized. Soon after the closure, the entire facility was without electrical power. Currently the South side, as well as the tunnel (Orchard Lake Road) is powered by the Ottawa Towers Building. Based on recent evaluations, there is significant work to be completed to bring the building into a useful state.
- C. The City will bond for this project and is looking to spend a *not to exceed* amount of **\$13.5** million on all aspects of the project including initial preconstruction testing and fact-finding, any demolition, all phases of construction, building commissioning, and project closeout.
- D. The following reports/surveys will be provided to the respondents:
  - 1. **Desman Condition Survey Report & Repair Recommendations - May 2012**



2. Eagle Contracting Phoenix Center Evaluation - November 2016
3. IDS Electrical Study - March 2018
4. IDS Facility Conditions Report - September 2018 (Revised October 2, 2018)
5. Phoenix Center Parking Structure Post-Tensioning Investigation completed by Walker Consultants - October 8, 2018

E. As other construction projects may come up during the contract period the City reserves the right to negotiate fees (for like services) with the awarded firm(s).

F. Project Goals

- Identify and quantify deficiencies in the structural, architectural, mechanical, and electrical to restore the deck and amphitheater to its original condition while maintaining the budget, identifying highest priority needs, and meeting or exceeding code requirements.

**Schedule**

Invitation to Bid	November 4, 2019
Pre-Proposal Meeting	November 12, 2019 @ 1PM (AUCH HQ)
Deadline for RFIs	November 15, 2019 @ noon
Responses to RFIs	November 20, 2019
Proposal Due Date	December 2, 2019 @ 2 PM
Notification of Selected Firms	December 6, 2019
Interviews (Week of)	December 9, 2019
Recommendation	December 12, 2019

**Form of Agreement**

An AIA Document B133-2014 is included with modifications. Please note any exceptions to this document as requested in D-2 Additional Information page 1, 2.f.

**Proposals**

Provide one (1) original, three (3) hard copies, and one (1) electronic copy (flash drive) of both the D-1 Proposal Pricing Form and D-2 Additional Information. Each section shall be enclosed in separate sealed envelopes. Submit to:

City of Pontiac, Attn: Jessica Massey  
Purchasing Agent  
47450 Woodward Ave.  
Pontiac, MI 48342

**Insurance Requirements**

As stated in the contract.

**Requests for Information**

All questions and inquiries concerning the RFP shall be addressed in writing to Jessica Massey and Gerry McClelland. All questions and inquiries must be received no later than 12 noon on November 12, 2019. Inquiries and questions may be sent by email to [jmassey@pontiac.mi.us](mailto:jmassey@pontiac.mi.us) and [gmcclelland@auchconstruction.com](mailto:gmcclelland@auchconstruction.com).

**Selection Criteria and Process**





The project team will evaluate all submitted materials. Criteria that will weigh heavily for evaluation and selection will be:

- A. The awarded firm(s) will have provided Professional Engineering & Architectural Services or similar services in the past five (5) years.
- B. The ideal firm(s) will have experience delivering Professional Engineering & Architectural Services in multi-level parking structures and amphitheaters.
- C. The ideal firm(s) will have experience successfully renovating and restoring existing similarly sized facilities.
- D. The awarded firm(s) must meet or exceed all insurance requirements.
- E. The awarded firm(s) must have demonstrable knowledge & experience working with the local municipalities, CMc delivery, and local contractor base.
- F. Description of approach to the services
- G. Qualifications of principals and assigned staff
- H. Readiness to undertake the required services
- I. Urban site experience
- J. Innovative solutions

While cost factors will figure in the selection, we will be selecting an Architect/Engineer Team who will creatively plan and guide the design with our goals at the forefront. We anticipate selecting a maximum of 3 A/Es to interview. The interviews will take place at AUCH's offices.



## **Section 4. Attachment D-1 – Proposal Pricing Form**

**ATTACHMENT D-1 – PROPOSAL PRICING FORM**  
**City of Pontiac – Phoenix Center Parking Garage & Amphitheater**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES**

**FIRM INFORMATION:**

**FIRM'S NAME:** \_\_\_\_\_  
**CONTACT PERSON:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY/STATE:** \_\_\_\_\_  
**TELEPHONE NUMBER:** \_\_\_\_\_  
**FAX NUMBER:** \_\_\_\_\_  
**E-MAIL ADDRESS:** \_\_\_\_\_

**A. PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES PRICING**

This Pricing is to reflect an award by the City of Pontiac for Services contemplated in, and in accordance with the terms and conditions of the RFP and the Contract. Please enclose (1) original, (3) hard copies, and (1) electronic copy of this form in a separate envelope, clearly marked PROPOSAL PRICING FORM.

**1. Percentage of Cost of the Work:**

Cost of the Work shall be determined by the sum of the contract amounts with all Contractors, as amended by any change orders formally approved by the Owner, the Architect, and the Construction Manager. Cost of the work does not include the compensation of the Engineer or Architect and Engineer or Architect's consultants or the compensation of the Construction Manager or Construction Manager's consultants if any, including personnel reimbursable rates or General Condition Items, as defined under the Standard Form of Agreement between Owner and Construction Manager, as modified by the Owner, if any.

After the final project scope is determined by the City of Pontiac and AUCH Construction, the parties may mutually agree to convert the percentage of cost of the work to a lump sum for the project fee using the percentage outlined above and the hourly rates outlined below as the basis for the conversion.



a. **Fee Proposal for Approximately \$13,500,000 in Project Costs:**

Renovation and restoration of Parking Garage and Amphitheater Construction  
Project \_\_\_\_\_% \$ \_\_\_\_\_

**2. Billable Hourly Rate Schedule:**

<u>Position</u>	<u>Hourly Rate</u>
Principal in Charge	\$ _____
Project Manager	\$ _____
Registered Architect	\$ _____
Professional Engineer	\$ _____
Field Representative	\$ _____
Structural Engineering	\$ _____
Draftsman/Technician	\$ _____
Accounting	\$ _____
Clerical	\$ _____
Landscape Architect	\$ _____
Mechanical/Electrical Engineer	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**3. Reimbursables**

Provide a list of items for which you would require reimbursement and the percentage mark-up, if any, which you would add to reimbursable expenses. Please refer to AIA B133-2014 as amended, Article 11 for clarifications on allowable reimbursable expenses.

Percentage Mark-up \_\_\_\_\_%

Not-To-Exceed Cost of Reimbursable Expenses \$ \_\_\_\_\_

**4. Sub Consultants / Additional Services if Required**

In the event additional consultant services are required to complete this project, please state your percentage mark-up, if any, for including the services of additional consultants under your primary contract.

\_\_\_\_\_%

**5. Number of Hours Budgeted for All Services:**

\_\_\_\_\_



### **ACKNOWLEDGEMENT OF ADDENDA TO RFP**

The respondent acknowledges receipt of the following addenda:

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

The undersigned understands that City of Pontiac and AUCH Construction reserves the right to accept or reject in whole or in part any and all proposals, to waive informalities and irregularities therein, and to award the Contract to other than the Engineering & Architectural firms submitting the best financial proposal (low bidder).

All Engineering & Architectural firms are placed on notice that the scope of the parking garage and amphitheater may be revised, expanded, or reduced based on market conditions, received bids, value engineering, schedule changes, and other similar variables. Notwithstanding the above, the total budget for construction is not anticipated to change. All respondents making a proposal acknowledge that they have taken this into consideration when submitting their proposal and your fees must accommodate changes in construction without charge orders for additional services.

If award is made to our firm based upon our proposal, we agree to enter into the attached form of contract with the City of Pontiac to furnish the Services in strict accordance with this request for proposal, the contract, and our proposal.

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in this request for proposal and the contract, unless specifically enumerated as an exception as part of our proposal.

I hereby certify that I am authorized to sign as a representative for the firm.

### **RESPONDENT HEREBY SUBMITS THIS PROPOSAL PRICING FORM IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE RFP.**

Name of Firm: \_\_\_\_\_

\_\_\_\_\_  
(Signature/Principal)

\_\_\_\_\_  
(Name Printed)

Date: \_\_\_\_\_



## **Section 5. Attachment D-2 – Additional Information**

### **ATTACHMENT D-2 – ADDITIONAL INFORMATION**

#### **City of Pontiac – Phoenix Center Parking Garage & Amphitheater**

##### **REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING & ARCHITECTURAL SERVICES**

Additional information shall be provided in a separate sealed envelope. The (1) original and (3) hard copies should be in an 8.5 x 11 format, bound and tabbed by sections, along with (1) electronic copy on a flash drive. The proposal shall not exceed twenty (20) pages in length, excluding covers, table of contents, dividers, required forms, resumes, certification and affiliations, references, and insurance documentation. To simplify the review process and to obtain the maximum degree of comparability, the submittal will include the following information and will be organized in the order and manner specified below.

1. **Executive Summary** - Provide a brief summary (3 page limit) which describes and highlights your proposal. Explain your firm's experience, qualifications, team, and particular expertise for this project, and that of your project team. State in concise terms your understanding of the project and how your firm will address the needs as stated in the project description and requirements.
2. **Firm Information** - Number of years in the Engineering/Architectural profession  
Identify the principals of the Engineering/Architectural entity and explain entity structure (i.e., corporation, partnership, LLC, etc.).
  - a. List all insurances that the firm has that would be applicable to the services, including errors and omissions insurance.
  - b. Describe your customary fee arrangement for Engineering/Architectural services.
  - c. Describe what reimbursable expenses, as defined in paragraph 11.8 of the Contract, or any other costs or expenses that will be incurred by the City of Pontiac in addition to basic services.
  - d. List outside consulting firms you frequently use and the service(s) they provide.
  - e. List any actions taken by a regulatory agency against or litigation involving the firm or its agents or employees with respect to any work performed in the last five (5) years.
  - f. Provide a detailed list of any exceptions or special considerations your firm has to the terms and conditions of the RFP and the contract. This must include a detailed reference to the corresponding section of the RFP the contract and explanations for the same.



### **3. Project Team**

- a. Provide an organizational chart graphically indicating how the firm will staff and structure your proposed team for the project.
- b. Provide a one page resume for each proposed team member, specifically stating tenure with your firm, experience, and qualifications of each individual. Indicate assignments and roles or areas of responsibility for each team member. Also include resumes for any consultants.
- c. Outline the major strengths your proposed team will bring to the project (1 page limit).

### **4. Firm Experience** - Provide examples of five (5) similar projects with emphasis on work completed within the last five (5) years with the specific team being proposed (3 page limit). The project description should include:

- Scope
- Total project cost
- Completion date
- Owner reference
- Design partner reference
- Team members proposed

### **5. Design Approach** - Provide a detailed explanation of your approach (2 page limit).

Describe clearly and concisely the steps you will take to design this project, including a project timeline. Detail how you will tie in the improvements into the urban landscape. Show your experience with similar parking garages and amphitheater projects. Explain how your team will gather input from City of Pontiac staff and user groups to determine design for the facility.

## Pre-Proposal Meeting SIGN-IN SHEET

Company	Address/City	Representative	E-Mail
CORE DESIGN Group	37740 Hills Tech Dr.	JOAN RITCHE	JRITCHE@CREDG.NET
omments:			
HAMILTON ANDERSON ASS	1435 RANDOLPH ST. DETROIT, MI 48226	TREVOR DYBENKO	tdybenko@hamilton-anderson.com
omments:			
WGI	5136 Louers Lane, Ste 200 Kalamazoo MI 49002	Greg EhmkR	greg.ehmkR@wgiuc.com
omments:			
		Ph: 269/599-1723	Fax:
omments:			
		Ph:	Fax:
DRSMAN	1100 WEST 9 <sup>TH</sup> SUITE #100 CLEVELAND, OH. 44113	PATRICK LYELL	plyella@desman.com
omments:			
		Ph: 216-736-7110	Fax:
omments:			
		Ph:	Fax:
SME	<del>43840</del> 43560 Plymouth Oaks Blvd. Plymouth, MI 48170	Kevin Whalen	Kevin.whelan@sme-usa.com
omments:			
		Ph: 734-454-9900	Fax:

me/Work Activity of RFP: Professional Engineering & Architectural Services Phoenix  
Center Parking Garage and Amphitheater

esent: Jessica Massey, Purchasing Agent

## Pre-Proposal Meeting SIGN-IN SHEET

Company	Address/City	Representative	E-Mail
Integrated Design Solutions	Troy, MI	Dave DiCuccio	ddicuccio@ids-michigan.com
omments:			
omments:			
		Ph:	Fax:
Hein vandenbrink	Farmington Hills, MI	Yadong Dong	Ydong@freny.com
omments:			
		Ph:	Fax:
omments:			
		Ph:	Fax:
WISS JANNEY ELSTNER	BINGHAM FARMS, MI	ANDREW LOBBESTAE JUSTIN BARDEN	allobbestae@wje.com jbarden@wje.com
omments:			
		Ph:	Fax:
MEG / DESAINVEST	West Bloomfield MI	Spencer Jacobs	sjacobs@desainvest.com
omments:			
		Ph: 248/697-3233	Fax:
omments:			
		Ph:	Fax:

ime/Work Activity of RFP: Professional Engineering & Architectural Services Phoenix  
Center Parking Garage and Amphitheater

esent: Jessica Massey, Purchasing Agent



## Pre-Proposal Meeting SIGN-IN SHEET

Company	Address/City	Representative	E-Mail
YAMASAKI	3011 W. GRAND BLVD, SUITE 222 DETROIT	ARNOLD MIKON	AMIKON@YAMASAKI-INC.COM
omments:			
omments:		Ph:	Fax:
Hubbell Roth & Clark	555 Hurst	Jane Graham	jgraham@hrcengr.com
omments:		Ph:	Fax:
omments:		Ph:	Fax:
HRC	555 Hurst	Adrianna Melchor	amelchor@hrcengr.com
omments:		Ph:	Fax:
omments:		Ph:	Fax:
LAHJ	3011 W GRAND BLVD DET.	STEPHEN WHITE	STEPHEN.WHITE@LAHJ.COM
omments:		Ph:	Fax:

Time/Work Activity of RFP: Professional Engineering & Architectural Services Phoenix  
Center Parking Garage and Amphitheater

Present: Jessica Massey, Purchasing Agent

## Pre-Proposal Meeting SIGN-IN SHEET

Company	Address/City	Representative	E-Mail
ALBERT KAHN ASSOC	3011 W. GRAND BLVD DETROIT, MI	ZEBEDEE TOLBERT	zabedee.tolbert@akahn.com
omments:			
Rick Klein (Walker Consultants)	525 Ave. D, Ste 1, AZ		rklein@walkerconsultants.com
omments:		Ph:	Fax:
omments:		Ph:	Fax:
omments:		Ph:	Fax:
omments:		Ph:	Fax:
omments:		Ph:	Fax:

me/Work Activity of RFP: Professional Engineering & Architectural Services Phoenix  
Center Parking Garage and Amphitheater

esent: Jessica Massey, Purchasing Agent



**Score Sheet**

Score 1-10 (10 is perfect score)

	A.	B.	C.	D.	E.	F.	G.	H.	I.	J.							
	Recent Experience (past 5 years)	Experience with Parking Structure	Experience with Similar Size Projects	Insurance	Local Exp / CMc / Contractors	Approach	Staff	Readiness	Urban Site Experience	Innovations	Cost	Overall Total	Score	Cost	Comments		
IDS	10	10	10	10	10	10	9	10	10	6	6	101 0 0 0 0	101	\$	Walker on team		
HRC	10	10	10	10	10	10	10	10	10	8	5	103 0 0 0 0	103	\$	Walker on team		
SME	10	10	10	10	10	8	8	10	10	5	5	96 0 0 0 0	96	\$	UBS & Elevator consultant Cost quoted are not complete		
Hamilton Anderson	10	10	10	0	7	8	7	8	10	0	3	73 0 0 0 0	73	\$	Walker SES lots of other consultants		
Desmond Design Management	10	10	10	10	7	9	10	10	10	5	9	100 0 0 0 0	100	\$			
WGI	10	10	10	10	8	9	10	10	10	5	6	98 0 0 0 0	98	\$			
IMEG	10	10	10	10	10	4	8	10	10	0	7	89 0 0 0 0	89	\$	WGI IDS HRC on team Assumes complete drawings will be provided.		
Wiss, Janney, Elster	10	10	10	10	10	10	10	10	10	5	4	99 0 0 0 0	99	\$	HED on team		

**#3**

# **RESOLUTION**



## MEMORANDUM

City of Pontiac

Controller's Office

47450 Woodward Avenue

Pontiac, Michigan 48342

Telephone: (248) 758-3118

Fax: (248) 758-3197

---

DATE : 12/10/19

TO: Honorable Mayor and City Council

FROM: Danielle Kelley, Plante & Moran - Controller's Office

THROUGH: Jane Bais DiSessa – Deputy Mayor

SUBJECT: Resolution to approve the revised Federal Poverty Guidelines for 2020 and the City of Pontiac Board of Review Instructions for Applicants requesting Hardship Exemption consideration.

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On an annual basis, the General Property Tax Act requires the governing body to adopt guidelines for the Board of Review to follow when considering applications for hardship exemptions. Homeowners granted hardship exemptions by the Board of Review are not required to pay 100% of the property taxes assessed against their homestead property in 2020.

Please note that special assessments and the sanitation fee cannot be waived or reduced. Applicants must meet the standards established by an income level test and an asset level test. The proposed guidelines identify the federal poverty guidelines for the income level test and establish a threshold that varies depending on the family size. For example, a family of four has a threshold of \$25,750 in 2020 (based on the 2020 Federal Poverty Guidelines). A copy of the Federal Poverty Guidelines for 2020 is attached for your information.

At this time, the City Council is requested to adopt the following resolution:

*WHEREAS, In accordance with State of Michigan Act No. 390 Public Acts of 1994, approved December 29, 1994, General Property Section 211. 7u (4). "The governing assessing unit shall determine and make public the policy and guidelines the uses for the granting of exemptions. The guidelines shall include but not specific income and asset levels of the household income assets;" and,*

*WHEREAS, The Pontiac City Council approved said Hardship Exemption Guidelines for 2019; and,*

*WHEREAS, said Hardship Guidelines should be amended annually to reflect the new Federal Poverty Guidelines, NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council hereby approves the attached revised Federal Poverty guidelines for the 2020 and the City of Pontiac Board of Review Instructions for Applicants requesting Hardship Exemption consideration.*

ATTACHMENT



## City of Pontiac, Michigan

### Department of Finance

*Mayor Deirdre Waterman*

January 2020

TO: PROPERTY OWNERS APPLYING FOR HARDSHIP EXEMPTION (FINANCIAL)  
FROM THE CITY OF PONTIAC BOARD OF REVIEW

The Board of Review for the City of Pontiac has adopted uniform guidelines for determining poverty exemptions. Taxpayers whose income falls below a determined level may apply for a reduced assessment, based on income, assets and family size. The goal of this procedure is to adopt consistent standards for granting tax relief based on hardship. Please note: This application may reduce the taxable value of your property; however, it does not affect the homestead exemption affidavits, which reduces the tax rate. (Property taxes – taxable value x tax rate / 1,000).

Attached is a schedule, which outlines the eligibility guidelines as established by the Pontiac City Council. Please note that the State of Michigan Homestead Property Tax Credit and all pertinent income and expense data shall be used in the determination of eligibility. Attached is the Economic Hardship Exemption application form.

When the application is returned to the Treasurer's Office at City Hall or the Oakland County Equalization Office, 250 Elizabeth Lake Road in Pontiac, you shall also submit completed copies of your Federal and State Income Tax Returns, the General Homestead Property Tax Claim Form, MI-1040 CR-4, and the Senior Citizen Homestead Property Tax Form, MI-1040 CR-1.

It is not necessary for you to appear in person before the Board of Review. The Oakland County Equalization Office will submit your application to the Board for their consideration.

In order to provide time to review this application, it must be returned to the Treasurer's Office at City Hall or the Oakland County Equalization Office **ON OR BEFORE MARCH 1<sup>ST</sup>, JULY 1<sup>ST</sup>, OR DECEMBER 1<sup>ST</sup>, 2020**. Please also note: You may only submit (on one of the days listed above) one application per year.

If you have any questions or need assistance, please contact the Oakland County Equalization Office at (248) 858-0776.

CITY OF PONTIAC  
HARDSHIP EXEMPTION GUIDELINES

For Applicants requesting consideration for Property Tax Hardship Exemptions.

- 1) Applicant(s) shall obtain the hardship application form from the City of Pontiac Treasurer's Office or the Oakland County Equalization Department. Handicapped or disabled applicants may call the Assessor's Office to make necessary arrangements for assistance.
- 2) Applicant(s) must own and occupy the property as a homestead
  - a. Must produce a driver's license or other acceptable method of identification and determination of address.
  - b. Must produce a deed, land contract or other evidence of ownership.
- 3) Applicant(s) must complete the application form in its entirety and return to this office. Any application form submitted to the Board of Review which has not been filled out in its entirety shall be denied by the Board of Review. Appeals of said denial shall be made to the Michigan Tax Tribunal.
- 4) Applicant(s) and other personal residing in the homestead must submit copies of current year's (City will make copies if necessary) of the following:
  - a. Federal Income Tax Return – 1040, 1040A or 1040EZ
  - b. Michigan Income Tax Form MI-1040, MI-1040A or MI-1040EZ
  - c. Senior Citizens Homestead Property Tax Form MI-1040CR-1
  - d. General Homestead Property Tax Claim MI-1040CR-4
  - e. ADC Annual Budget letter
  - f. Benefit Statement (pension, retirement or Social Security)
  - g. Social Security Card (any persons 18 years of age or under)
- 5) A hardship exemption shall not be granted to any applicant who has not owned and occupied the homestead for a minimum of three (3) years prior to the date of application.
- 6) A hardship exemption shall not be granted to any applicant who owns salable property other than their own homestead no matter where located.
- 7) A hardship exemption shall not be granted to any applicant whose assets exceed \$100,000. An applicant's homestead shall be excluded from consideration as an asset.
- 8) Applicant(s) shall not be eligible for consideration if they do not meet the Income Limitation Guidelines adopted by the City of Pontiac:

Size of Family Unit	Poverty Guidelines
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For each additional person, add	\$4,420

NOTE: IF YOU EXPECT UNUSUAL PERSONAL OR FAMILY EXPENSES WHICH WILL AFFECT YOUR INCOME, THE BOARD OF REVIEW MAY CONSIDER ADJUSTMENTS TO YOUR INCOME LEVEL.

- 9) The MAXIMUM allowed reduction for hardship exemption shall be 50% of the net property taxes due after the State Homestead Credit applied based on Taxable Value of the homestead for the tax year.
- 10) All hardship exemptions shall be granted for the current tax year only.
- 11) Applications may be reviewed and acted upon by the Board of Review without applicant(s) being present. However, the Board may request that any or all applicants be physically present to respond to any questions the Board of Review or Assessor may have. This means that an applicant may be called to appear on short notice.
- 12) Applicant(s) should be prepared to answer questions regarding their financial affairs, health, the status of people living in their home, etc.
- 13) Pursuant to state law, applicant(s) may apply for Hardship Exemption to only one (1) session of the Board of Review (March, July **OR** December) and any appeal of the Board's decision shall be made to the Michigan Tax Tribunal.
- 14) The Board of Review shall have the authority to grant an exemption to applicant(s) who do not meet the residency requirement of the exemption guidelines of the City of Pontiac if they are paraplegic, quadriplegic, hemiplegics, or totally and permanently disabled **AND** have owned and occupied the property in the City of Pontiac prior to becoming handicapped or permanently disabled.



**CITY OF PONTIAC  
47450 WOODWARD  
PONTIAC, MI 48342**

**REQUIRED DOCUMENTS**

Hardship Exemption applicants shall submit **COPIES** of the documents listed below in order to be considered for eligibility. Please attach these **COPIES** to your application.

1.     WARRANTY DEED  
        *or* LAND CONTRACT  
        *or* QUIT CLAIM DEED
2.     HOMEOWNER'S INSURANCE POLICY
3.     CURRENT FEDERAL INCOME TAX
4.     CURRENT MICHIGAN INCOME TAX
5.     GENERAL HOMESTEAD PROPERTY TAX MI-1040 CR *or* SENIOR CITIZEN  
        HOMESTEAD PROPERTY TAX
6.     **INCOME OF ALL PERSONS LIVING IN THE HOME:**  
        ADC BUDGET LETTER  
        PENSION BENEFITS  
        SOCIAL SECURITY STATEMENT  
        ALIMONY, CHILD SUPPORT  
        FIP, DHS, DISABILITY, & WORKERS' COMPENSATION  
        OTHER INCOME  
        W-2 (WAGES UNDER \$5,000)
7.     EMPLOYER'S NAME, ADDRESS
8.     DRIVER'S LICENSE
9.     SOCIAL SECURITY CARD (all persons living in the home).



CITY OF PORTIAC  
HARDSHIP EXEMPTION APPLICATION

PETITION NO. \_\_\_\_\_ PARCEL ID \_\_\_\_\_  
YEAR \_\_\_\_\_ ADDRESS \_\_\_\_\_  
PETITIONER \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_  
S.E.V. VALUE \_\_\_\_\_ TAXABLE VALUE \_\_\_\_\_

OWNER'S INFORMATION

ARE YOU AND YOUR SPOUSE THE SOLE OWNERS OF THE SUBJECT PROPERTY?

YES \_\_\_\_\_ NO \_\_\_\_\_ (If no, please explain \_\_\_\_\_)

NAME	
ADDRESS	
TELEPHONE NO.	
DATE OF BIRTH	
AGE LAST BIRTHDAY	
MARITAL STATUS SINGLE MARRIED WIDOWED SEPARATED DIVORCED	
PETITIONER'S EMPLOYMENT FULL-TIME PART-TIME RETIRED DISABLED UNEMPLOYED LAID-OFF OTHER	
OCCUPATION EMPLOYER ADDRESS CITY/STATE/ZIP CODE TELEPHONE NO.	
SPOUSE'S EMPLOYMENT FULL-TIME PART-TIME RETIRED DISABLED UNEMPLOYED LAID-OFF OTHER	
OCCUPATION EMPLOYER ADDRESS CITY/STATE/ZIP CODE TELEPHONE NO.	

DISABILITY OR HEALTH PROBLEMS

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RESIDENT STATUS (List all persons residing in homestead)

NAME			
AGE			
RELATIONSHIP			
OCCUPATION			
CLAIMED AS DEPENDENT			

MORTGAGE INFORMATION

PURCHASE DATE	
PURCHASE PRICE	
MORTGAGE/LAND CONTRACT BALANCE	
NO. OF YEARS REMAINING	

DOES PAYMENT INCLUDE PROPERTY TAXES? YES \_\_\_\_\_ NO \_\_\_\_\_  
 ARE PROPERTY TAXES PAID? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE ANY IMPROVEMENTS, CHANGES OR ADDITIONS BEEN MADE TO THE PROPERTY  
 IN THE LAST TWO YEARS? IF YES, PLEASE EXPLAIN YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU ANTICIPATE SELLING THE HOMESTEAD PROPERTY IN THE NEXT YEAR?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

DID YOU APPLY FOR POVERTY TAX EXEMPTION IN THE LAST THREE (3) YEARS?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE LIST YEAR POVERTY TAX EXEMPTION WAS GRANTED:

ASSET INFORMATION

DESCRIPTION	BALANCE
CASH	
SAVINGS ACCOUNTS, CERTIFICATES & MONEY MARKETS	
CHECKING ACCOUNTS	
INSURANCE	
OTHER	
VEHICLES, TRUCKS, BOATS, TRAILERS, ETC	
BALANCE OWING	

DO YOU HAVE AN OWNERSHIP INTEREST IN ANY OTHER REAL ESTATE IN MICHIGAN OR ANYWHERE ELSE? IF YES, PLEASE LIST: YES \_\_\_\_\_ NO \_\_\_\_\_

LOCATION	
PARCEL ID	
CURRENT SEV	
ESTIMATED CURRENT VALUE	
PURCHASE DATE	
PURCHASE PRICE	

#### INCOME INFORMATION

DESCRIPTION	YEARLY	MONTHLY
WAGES, SALARIES, TIPS, SICK, STRIKE, SUB-PAY		
RETIREMENT PENSION, ANNUITY AND/OR RAILROAD RETIREMENT BENEFITS		
SOCIAL SECURITY OR SSI		
ADC AND/OR GA BENEFITS		
UNEMPLOYMENT COMPENSATION AND/OR TRA		
WORKER'S COMP AND/OR VETERAN'S DISABILITY		
NET RENT, BUSINESS OR ROYALTY INCOME		
ALIMONY AND OTHER TAXABLE INCOME		
CHILD SUPPORT		
OTHER PUBLIC ASSISTANCE PAYMENTS		
INCOME FROM RENTING A PORTION OF THE HOMESTEAD		
OTHER NON-TAXABLE INCOME		
TOTAL INCOME FROM ALL SOURCES OF EVERYONE LIVING IN YOUR HOUSEHOLD		
TOTAL INCOME		

DO YOU RENT ANY PORTION OF THE HOMESTEAD TO NON-FAMILY MEMBERS:

YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU ANTICIPATE ANY MAJOR CHANGES IN INCOME FOR THE COMING YEAR?

IF YES, PLEASE EXPLAIN

YES \_\_\_\_\_ NO \_\_\_\_\_

#### EXPENSE INFORMATION

DESCRIPTION	BALANCE	MONTHLY PAYMENT
MORTGAGE/LAND CONTRACT		
CAR PAYMENT		
CHILD CARE		
UTILITIES - GAS		
UTILITIES - ELECTRIC		
TELEPHONE		
CABLE		
WATER/SEWER		

DESCRIPTION	BALANCE	MONTHLY PAYMENT
INSURANCE		
CAR		
HEALTH		
HOMEOWNER		
PROPERTY TAXES		
OTHER PROPERTY TAXES		
FOOD		
CLOTHING		
MEDICAL		
CREDIT CARDS		
OTHER		
OTHER		
TOTAL EXPENSES		

DO YOU HAVE ANY MAJOR OR UNUSUAL EXPENSES?  
IF YES, PLEASE EXPLAIN

YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE READ CAREFULLY

I/We are unable to pay the full property taxes on the above described property and hereby make application for property tax relief in accordance with Section 211.7u of the Michigan Compiled Laws/General Property Tax Act.

I/We have read this application and fully understand the contents thereof. I/We declare that the statements made herein are complete, true, and correct to the best of my/our knowledge.

I/We further understand that if any information contained herein is found to be false or incomplete, I/We will be subject to liability for perjury as provided in Sections 211.118 and 211.119 of Michigan Compiled Laws.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

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**TO:** Honorable Mayor, Council President and City Council Members

**FROM:** Jane Bais DiSessa, Deputy Mayor

**DATE:** December 26, 2019

**Cc:** Anthony Chubb, City Attorney:

**RE:** **Informational Request Regarding Poverty Exemptions for 2019**

As requested by Councilman Carter, the following information is provided in response to his question regarding average number of residents that applied for Poverty Exemption in 2019:

- A total of 8 residents applied for Poverty Exemptions in 2019—5 of the applications were approved.
- Both the July and December Board of Review received an average of about 150 petitions. These were corrections to Personal Residence Exemptions.
- The March Board of Review received 164 Petitions with 21 residents appearing in person. The majority of these Petitions were for Personal Property changes.

jbd