



**BUILDING AUTHORITY MEETING
WEDNESDAY, NOVEMBER 14, 2007 AT 3:30 P.M.**

**NOVI CIVIC CENTER
ACTIVITIES ROOM – 45175 W. TEN MILE ROAD
248-347-0445**

A G E N D A

CALL TO ORDER

ROLL CALL: Larry Czekaj, Julie Farkas, Rob Hayes, Clay Pearson, Steve Rumble,
Kathy Smith-Roy, Mark Sturing

STAFF/OTHERS: Melissa Place, City Manager's staff
Thomas R. Schultz, Secrest-Wardle

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. November 1, 2007 meeting

PURPOSE OF THE MEETING

1. Continued discussion of BEI/Diamond & Schmitt and Project Management/Owner's Representative methods and contract agreements.
2. Rapid Robots – First Lego League Presentation

ADJOURNMENT



BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, November 1, 2007

Mayor's Conference Room | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order at 8:09 a.m.

Members Present: Larry Czekaj, Rob Hayes, Mary Ellen Mulcrone, Clay Pearson, Steve Rumble, Kathy Smith-Roy, Mark Sturing

Others Present: Pamela Antil, Barb Rutkowski, Margi Karp-Opperer, Bob Cutler, Tom Schultz, Melissa Place

APPROVAL OF AGENDA

Motion by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To approve agenda as presented.

APPROVAL OF MINUTES

Motion by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To approve the September 13, 2007, September 20, 2007 and September 27, 2007 minutes with changes.

PURPOSE OF THE MEETING

1. Swearing-in of Building Authority Members

City Clerk Maryanne Cornelius performed the ceremony and Members Czekaj, Hayes, Pearson, Rumble, Smith-Roy, and Sturing confirmed the Oath.

2. Election of Chair

Motion by Pearson, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the appointment of Larry Czekaj as Chair.

Mr. Czekaj asked if there was a Vice Chair or other appointment that needed to be addressed. Ms. Smith-Roy said there is the position of Secretary/Treasurer.

Motion by Czekaj, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve the appointment of Mark Sturing as Secretary/Treasurer.

3. Continued discussion of BEI/Diamond & Schmitt and Project Management/Owner's Representative contract agreements.

Mr. Pearson commented that the draft contract agreement was presented to BEI/Diamond & Schmitt on Wednesday afternoon. Mr. Schultz explained BEI received the draft contract late on October 31. There are two sections within the contract. One is the agreement for the general operating process, and the other is a list of conditions of our relationship during the project. In addition, the Plante & Moran contract is for an Owner's Representative. Mr. Pearson commented the final numbers are not included in the contract. Mr. Sturing commented he has three areas for discussion regarding the BEI contract. The first involves "prevailing wages". If "prevailing wages" is not a requirement he would like it not to be included. What are the hard costs for Plante & Moran? Ms. Smith-Roy said no Federal or State grant funds are being utilized. Mr. Czekaj said the discussion lends itself to strike the prevailing wage requirement. Mr. Schultz said it will be taken out.

The second point involves the \$11 million as stated in the agreement to the \$12.5 as discussed. There was discussion as to whether the budget is \$11 million as stated or \$12.5 million. Mr. Schultz commented the \$16 million is a not-to-exceed amount for the entire project. Ms. Smith-Roy concurred that \$12.5 million is correct.

The third point involves the Plante & Moran draft agreement. Mr. Czekaj said the contract provides for an Owner's Representative. What level of service are we requiring? He gave as an example the senior housing project. The Authority used an individual who was onsite almost daily to be the ears and the eyes for the City's interest. If the Authority does a good job on getting a good contract, we most likely will have a success. However, he is not against hiring an Owner's Representative. Mr. Cutler said his experience is that when you hire someone who is working for you to oversee a project, it is beneficial. Mr. Czekaj said we have a good architectural team. Mr. Sturing commented it is critical to have an Owner's Representative like Plante & Moran if the Library Board was to oversee the project. With the shift of oversight to the Building Authority, the level of services for an Owner's Representative may have changed, due to the talent of City staff on the Authority. Someone like Plante & Moran can be helpful but we can do something on as needed base since we have a high level of talent. We do not need 100% Owner's Representative. Mr. Pearson said we need a Project Manager. Plante & Moran would be a good place to start at the next meeting. Ms. Smith-Roy said we are not doing a Request for Proposal for services. Mr. Pearson said a Project Manager could do the work. Mr. Czekaj said for discussion purposes we might want to look at an RFP. Mr. Pearson said Plante and Moran did a nice job on the architectural matrix, which was helpful.

Ms. Antil said there is City talent that will be brought to the project. Mr. Czekaj agreed that City staff is strong to assist with financials, planning and engineering related areas. Mr. Hayes clarified that engineering is not able to conduct survey work and soil samples, etc. Mr. Sturing said we know the limitations and are able to hire an independent inspector to conduct code inspections, as an example. Mr. Hayes said inspections and pay estimates are the responsibility of a Project Owner's Representative. Ms. Antil asked who will be responsible for solving issues in the field. Mr. Czekaj said the Building Authority. Ms. Antil asked how these issues get resolved in a timely fashion. As an example, the City will be hiring an Owner's Representative for the fire station improvements and police critical needs. Mr. Czekaj said they had the same issues with the General Contractor with Meadowbrook Commons project on a daily basis. The Building Authority called a meeting

as soon as humanly possible. Ms. Smith-Roy said the City could hire other consulting services for environmental issues, etc. Ms. Sturing said if an issue involves the Owner's Representative, it probably would need to be brought to the Building Authority because it would be something all Members would need to review. Mr. Hayes commented the Owner's Representative authority could be authorized to approve changes under a specific dollar cap without coming to the Board. Mr. Czekaj commented the previous projects for the Building Authority worked very well. Mr. Schultz asked if there were the same number of people. Mr. Pearson said there are more people but we need to have same framework with an Owner's Representative. There are always peaks and valleys during construction.

Looking at the draft contract for BEI there are a couple of comments. Mr. Pearson said on page three of the agreement team, he would like to see the same description for Diamond & Schmitt as there is for BEI. He wants to have the same rights as the paragraph above. Mr. Schultz will talk with Diamond & Schmitt for a liability agreement. Mr. Sturing commented Diamond & Schmitt should be listed on page one along with BEI. Mr. Hayes commented the two firms presented themselves as a joint project. Mr. Pearson said the time and deliverables on page three should read start of construction in April 2008 with completion by 2010. There also should be a time reference to construction documents and site plan timetable.

Mr. Sturing commented Plante & Moran made a point of 1.5% for standard of care. Mr. Schultz said on page 9 of 12 of the first agreement is the standards of care closure, which is 1.95%. Mr. Pearson said the 1.95% of what number? Mr. Schultz said the actual amount of the contract will be the number.

Mr. Pearson said the next step is determining when the construction manager and owners representative roles would begin. The discussion continued regarding the responsibilities between the architectural/engineering staff and the owner's rep. Mr. Pearson answered the responsibilities of the owners representative is broken out in the Plante & Moran proposal. Ms. Mulcrone commented the earlier proposal for Plante & Moran was \$290,000 which included the architectural selection. Mr. Sturing said the \$290,000 could go down if the services were identified and selected separately. Mr. Schultz said the proposal was \$255,000 to \$290,000 which includes reimbursables. Mr. Czekaj asked Mr. Schultz to ask Plante & Moran for additional information. Mr. Czekaj said that an a la carte of services might be the way to go. Mr. Schultz said that is fine but there needs to be communication so that it is clear as to what is included. Ms. Mulcrone commented the Library Board received four proposals and two were considered for the Project Manager. Mr. Czekaj commented the two firms were Plante & Moran and Kahn Global Services, Inc. Mr. Sturing commented the Library Board stepped down when the Building Authority came forward. He is totally comfortable with Plante & Moran. They have done a good job. Ms. Antil said there is history with Plante & Moran. They have expedited the schedule in working with Mr. Schultz, the Library Board, Novi schools, as well as the gun range, and fire station. Mr. Czekaj again mentioned they might be willing to work on an a la carte menu. Mr. Czekaj suggested we ask for references from Plante & Moran for at least three or four projects over \$10 million. Mr. Sturing said there were references listed at the end of the original proposal. Ms. Mulcrone will forward the information for RFP for Owner's Representative sent out in May. Mr. Pearson asked who

is going to take the next step and make calls. Mr. Czekaj said he is willing to make phone calls because it is important. Ms. Antil volunteered to check references and will report to the Board. Mr. Hayes will help.

Mr. Czekaj asked what BEI/Diamond & Schmitt have been busy with over the last few weeks. Mr. Antil said they meet with City staff and Novi schools because they were interested in the student patterns between the school and library. Ms. Mulcrone said they have been to the library twice to meet with department heads, and have visited the school technology center. There have been some long calls between library staff and Ms. Sydney Browne. Diamond & Schmitt is looking at current and projected needs. Ms. Browne is updating the floor plans and really taking a look at the collections and space projections. The impact of this process is that it is taking staff time to count stacks, tables and chairs, etc. since Ms. Browne is not in the area. Mr. Czeakj asked Ms. Mulcrone if she was pleased from her perspective. Ms. Mulcrone answered the phone is not the best way to communicate but there is not another option always available. Ms. Smith-Roy clarified that there is not a contract so this way is not unusual. Ms. Mulcrone said there is a contract for preliminary work in the amount of \$40,000. Mr. Czekaj said Ms. Browne has a good understanding of how a library operates. Ms. Mulcrone agrees and said Ms. Brown is a good listener. Ms. Antil continued by saying BEI/Diamond & Schmitt has met with a City Planner and have requested numerous maps and other background information.

Mr. Czekaj said the School Board had no negative comments regarding a shared driveway. Mr. Pearson commented BEI will include the Fuerst Farm property in the master planning of the site. We can look to have a contract in late November. The inclusion of the property enhances the campus-like theme.

The next meeting was scheduled for Thursday, November 8, 2007 at 10 a.m. to continue discussion of the BEI/Diamond & Schmitt and Plante & Moran proposed contracts.

Motion by Smith-Roy, seconded by Sturing; CARRIED UNANIMOUSLY: To adjourn the meeting at 9:18 a.m.

Approved November 29, 2007



November 12, 2007

Mr. Clay Pearson
City Manager
City of Novi
45175 W. 10 Mile Road
Novi, MI 48375

Dear Clay:

This letter is in response to the recent request by the Building Authority (BA) to provide a breakdown of Plante & Moran CRESA's proposed compensation by phase to perform Project Management Services. As additionally requested, I have also provided an approximate ala carte compensation for each phase as well. For simplicity, I have overlaid the compensation on our original work plan and included it as Attachment A to this letter. PMC may be open to considering this alternative compensation plan for services as a possibility, subject to mutual agreement.

In reviewing the project costs, please remind the BA that the decrease in compensation from ala carte to turnkey model results from a discounting of fees, as PMC is able to plan and schedule staff time in order to maximize their effectiveness and efficiency. Another reason for the difference in compensation is staff remobilization, reeducation and other risk factors (working in a vacuum) that are eliminated on a turnkey basis.

We congratulate the City and Library on the passage of the Bond Proposition. We have enjoyed being part of the project team and we thank the City and Library for considering us for the opportunity to continue to work on this exciting project. ***We feel that with the ability to minimize owner risk for a fee of less than 2% of total project costs, a proven track record, and the option to cancel at anytime; the BA would be well served by hiring P&MC.***

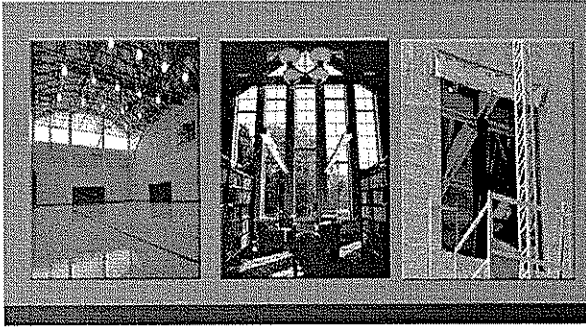
If there are any questions concerning, please feel free to contact either David Asker at 248.223.3413 or myself at 248.223.3395.

Very truly yours,

A handwritten signature in black ink that reads "Greg VanKirk". The signature is written in a cursive, flowing style.

Greg VanKirk,

Partner



Attachment A Scope of Services: Work Plan

Project Work Plan

Work Plan Summary

P&MC will provide leadership and assist the Library team to successfully design and construct the proposed facility using the following described Work Plan. The work plan consists of five (5) major phases listed below:

	Turnkey	Ala Carte
Phase 1: Final Project Planning	\$ 5,000	- \$ 10,000
Phase 2: Design and Pre-Construction	\$ 75,000	- \$ 95,000
Phase 3: Construction	\$140,000	- \$175,000
Phase 4: Move Management & Building Commissioning	\$ 25,000	- \$ 30,000
Phase 5: Post Construction and Project Closeout	<u>\$ 25,000</u>	<u>- \$ 30,000</u>
A description of each phase, the primary tasks, and pricing is included. Total project pricing is provided first.	\$270,000	- \$340,000

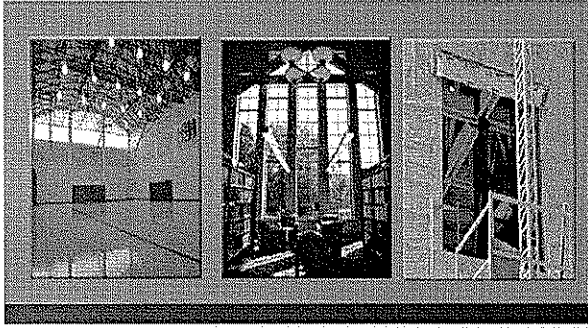
Phase 1: Final Project Planning (\$5,000 - \$10,000)

Objective:

Review of the project work previously completed and the establishment of project protocol.

Activities to include:

1. **Board Interaction**
 - Meet with the Board to finalize the project criteria and Board's vision for the project
 - Establishment of regular meeting schedule and protocol on how to inform the client of project changes and updates.
2. **Preliminary Design Considerations**
 - Review of a preliminary Space Program prepared for the new facility.
 - Development of standards and budget for technology, furnishings and equipment.
 - Review of the preliminary Site Program and building design.



Attachment A Scope of Services: Work Plan

Project Work Plan (Continued)

3. Project Scheduling and Project Budget

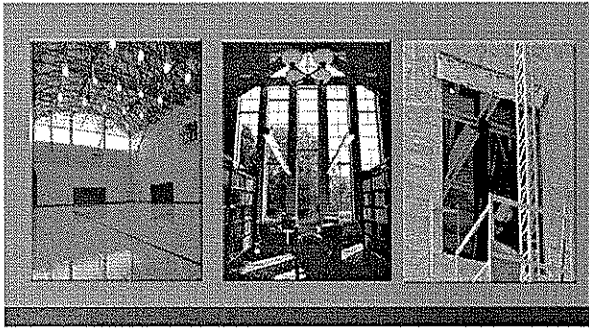
- Consideration on development timing and finalization of project schedule.
- Review and Preparation of Project Budget and further identify alternatives on how to reduce project costs.

4. Completion of Site Due Diligence

- Phase I Environmental
- Zoning verification
- Utility Evaluation and Coordination
- Wetlands
- Floodplains
- Easements
- Topography

Result:

Clear understanding of client expectations, and familiarity with project work completed to date, including project design, scheduling, and budgets.



Attachment A Scope of Services: Work Plan

Project Work Plan (Continued)

Phase 2: Design and Pre-Construction (\$75,000 - \$95,000)

Objective:

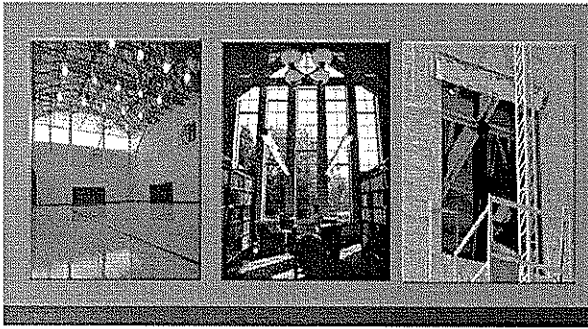
Provide professional expertise and leadership by reviewing, analyzing, and presenting options for the design of the Library facilities through the schematic and design development process. P&MC staff will continue working with the selected architectural team and provide professional expertise to the Library during the design development and construction documentation process. Activities will include.

1. Design Process Coordination

- Monitor architect's progress through the design process.
- Schedule and attend all progress meetings and produce meeting minutes.
- Preparation of all documentation providing input and comment on the building design and coordination of FFE and the construction process.
- Assist in determining specifications for major long lead equipment such as air handling units; emergency generators, electrical transformers and switchgear.
- Monitor trade, labor and construction market trends that could impact the cost or schedule for the project.
- Assess material and labor availability in the local marketplace and evaluate alternative systems and building products.

2. Design Review

- Review architect's space program.
- Review design to ensure consistence with original project scope. P&MC staff will perform a detailed systems review to provide comments on the building exterior, skin, roofing, mechanical, structural, HVAC and interior systems.
 - 50% Project Completion
 - 75% Project Completion
- Review final drawings and bid package
- Assist in defining the scope for phased construction for the Project to ensure that specifications for needed site development, structure, mechanical, electrical, and safety systems are developed.



Attachment A Scope of Services: Work Plan

Project Work Plan (Continued).

3. Value Engineering

- Assist the architect, interior designer, and other vendors in the ongoing value-engineering process to identify alternative construction methods or materials, reducing cost and/or construction time.
- Multiple constructability reviews and assist the architect in the process of preparing cost analysis.

4. Coordination of Furniture, Technology and Other Vendors

- Review standards developed for FFE and ensure that they coordinate with the overall building design and budget.
- Select finishes (carpeting, wall coverings, lighting).

5. Project Scheduling and Budget

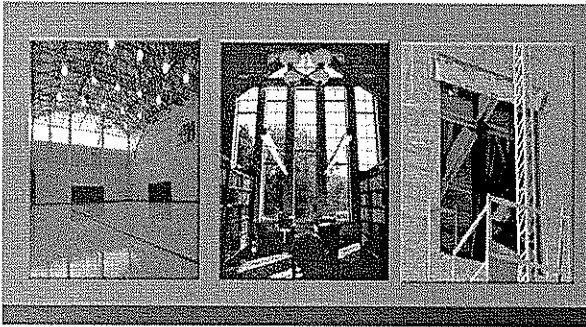
- Confirm the project schedule, arranging the time required for the design development, bidding, construction, and move-in and startup phases.
- Compare budget of preliminary design to project budget.
 - 50% completed design
 - 75% completed design
 - 100% completed design
- Updated budget and schedule to reflect the impact of a particular design.
- Develop final project budget and schedule.

6. Development of the Contractor RFP:

- Develop RFP
- Pre-qualify bidders
- Solicit RFP
- Review bids/award
- Prepare a comparison matrix
- Present findings.
- Execute contractor contract

Result:

The result is a final set of plans from which the facilities will be constructed within the expected timeframe and budget. If the Library desires, upon completion, the construction documents (i.e. plans, specification booklet, schedules, etc) will be submitted for final approval and bidding. Additionally, a qualified contractor that is best suited for the project will be selected.



Attachment A Scope of Services: Work Plan

Project Work Plan (Continued)

Phase 3: Construction (\$140,000 - \$175,000)

Objective:

In order to have high predictability in the outcome, it will be necessary to have a competent building process. Once the contractor is selected, P&MC will provide owner oversight to the construction process. Activities to include:

1. Construction Process Oversight and Scheduling

- Define, schedule, attend and produce meeting minutes for weekly construction progress meetings.
- Assist and advise the team through the construction process to meet project objectives.
- Obtain permits.
- Provide change order tracking and facilitate issue resolution.
- Update project major milestone schedule and identify conflicts.
- Prepare periodic project status reports for the Library planning team's use.

2. Project Budgeting and Accounting

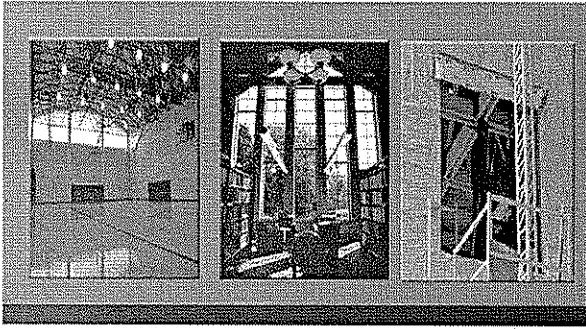
- Set up project cost accounting and budget tracking process.
- Keep track of project expenditures to ensure that the proposed budget is being met.
- Review of payment applications, waivers, sworn statements, insurance certificates, and surety bond requirements for contract compliance.
- Track project budget including expenses to date versus total budget and remaining project cost estimates.
- Review of payment applications from vendors to ensure accordance with contractual arrangements.

3. Coordination of outside vendors

- Develop RFP and evaluate bids for:
 - Furniture and furnishings
 - Equipment
 - Signage
 - Security systems
 - Voice/data systems
 - Carpeting, wall coverings, and window coverings
 - Artwork
- Coordination of vendor activities with the architect and contractor.

Result:

A controlled, accountable process that allows the client's construction project to be completed within the defined parameters of quality, cost, and time.



Attachment A Scope of Services: Work Plan

Project Work Plan (Continued)

Phase 4: Move Management and Building Commissioning (\$25,000 - \$30,000)

Objective:

Identify the requirements to relocate and move staff and equipment to allow construction to proceed without interruption of work flow and minimizing down time. This process formally begins when building plans and specifications are ready for bidding. On behalf of the Library, P&MC will coordinate and oversee the process of advertising and soliciting bids from qualified moving vendors. Activities will include.

1. Move Coordination

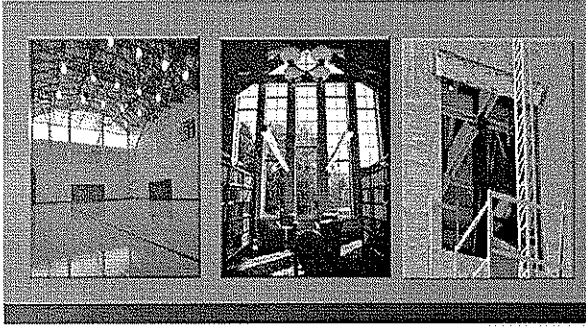
- » Identification and prequalification of move vendors and draft the RFP.
- » Assist in the procurement of temporary facilities, if necessary.
- » Provide recommendation to negotiate final mover contract.
- » Coordination with staff the logistics of the move in order to minimize disruptions to operations.
- » Coordinate removal and placement of office, equipment and furniture prior to construction and upon completion of the project.

2. Building Commissioning

- » Provide an occupancy checklist.
- » Develop a schedule for occupancy activities.
- » Testing of building systems.
- » Occupancy permit

Result:

Library staff and equipment moves are coordinated as such to reduce minimize the down time of operations.



Attachment A Scope of Services: Work Plan

Project Work Plan (Continued)

Phase 5: Post Construction and Project Closeout (\$25,000 - \$30,000)

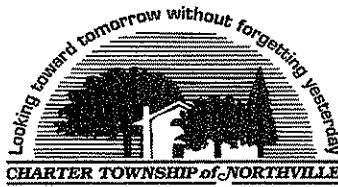
Objective:

Ensure that the A/E firm and building contractor team completes their contractual obligations. Post-Construction services typically commence after construction is substantially complete, generally two months before opening the facility. P&MC will continue to advocate on behalf of the Library to ensure the close-out procedures are completed in a timely manner.

- Training of staff on building systems.
- Completion of punch list items.
- Delivery of warranties and guarantees certificates.
- Submittal of release waivers of liens and sworn statements.
- Delivery of record drawings, and operational manuals.

Result:

Allows the Library staff and Board to focus on meeting the needs of patrons, while P&MC take care of the building details and occupancy logistics.



RICHARD M. HENNINGSEN
Treasurer

MARK J. ABBO
Supervisor

SUE A. HILLEBRAND
Clerk

MARJORIE BANNER
Trustee

MARVIN GANS
Trustee

CHRISTOPHER ROOSEN
Trustee

BRAD WERNER
Trustee

October 25, 2007

Pamela Antil
Assistant City Manager
City of Novi
45175 10 Mile Road
Novi, MI 48374

Dear Ms. Antil:

With regard to your inquiry concerning Plante & Moran CRESA, the firm served the Charter Township of Northville admirably during a 15 million dollar undertaking. As an owner's representative for the township, they worked side-by-side with the township team which developed into a mutual professional respect among all of us.

Few decisions made by government are as highly visible, as costly and as long lasting as developing facilities. Plante & Moran CRESA were consummate professionals whose competence and expertise were matched by their tenacity when working with what turned out to be a very difficult General Contractor, Andy Usztan.

The personal commitment to excellence transcended the completion of the project when the township was sued for two million dollars in an arbitration dispute. Their allegiance to the township was critically important to our success in the arbitration. There's no greater comfort than witnessing professionalism and attention to detail when under fire.

In closing, Plante & Moran CRESA provided services which reflected favorably on the township as good stewards of taxpayer's dollars. When the going got tough with the contractor, they never wavered in their support, even to their own financial detriment.

Regards,

Chip Snider
Township Manager

Antil, Pam

From: Vickey Bloom [vbloom@gp.lib.mi.us]
Sent: Monday, November 05, 2007 8:45 AM
To: Antil, Pam
Subject: Fwd: Plante & Moran Cresa Reference

Attachments: Plante & Moran Cresa Reference



Plante & Moran
Cresa Reference...

Hi Pam,

I loved working with Plante & Moran CRESA!

1. They were our owner's rep through two library building projects. As the owner's rep, they chaired our Building Committee meetings, oversaw the budget for the projects, checked all invoices before they were paid, kept the contractors and architects on task, negotiated our architect's contract, negotiated our construction manager and general contractor contracts, advertised and went out for bids on all the various aspects of the project.
2. Both projects stayed on schedule. They were responsible for keeping it on schedule unless there were issues out of their control such as city council approvals etc. We had a lengthy city approval on one project. That was not anything P&M could control, just politics.
3. Both projects came in under budget. They helped create the budget and kept us on the right path to keep it under budget. We did value engineering as well, with their help.
4. The project was monitored properly. Paperwork was very good and many times they were on site and we went over the paperwork together before a bill was paid. There were periodic reviews of the budget on site as well. Status reports were accurate and made at any board meeting that we asked them to attend.
5. Both projects were about 1/2 years for construction, and probably 1/2 year for design. We opened almost exactly 1 1/2 years after construction started.
6. 5.7 million for the 15,500 square foot library. \$10,054,121 for the 27,500 square foot library. For the smaller project we used SG Construction for general contractor. For the larger project, we used Frank Rewold and Son as construction manager.
7. P&M worked well with both architects (we had a different one for each project). One architect was a little harder to get along with and not as willing to change his design to meet the client needs. As a result, P&M had to be a little harder with them and the relationship was cordial towards the end. However, they met the clients needs which is why we hired them.
8. It was around \$300,000 for both projects. One project was a 15,500 square foot library and the other for a 27,500 square foot library.
9. I was extremely satisfied with their work and would recommend them highly. I worked with Greg Van Kirk, Paul Rivetto, Paul Wills and Josh Every and enjoyed working with every one of them.
10. I would hire them again.
11. You will get your money's worth and save yourselves a lot of headaches using Plante & Moran. They are all very knowledgeable about their work and it pays off in the end to have their expertise.

From: Loughran, Roger (Detroit) [mailto:Roger.Loughran@right.com]
Sent: Wednesday, November 07, 2007 12:42 PM
To: Antil, Pam
Subject: pantil@cityofnovi.org - Found word(s) Mail transaction in the Text body - RE: Plante & Moran Cresa Reference

Pam: This is a lot of info you are asking. I hope this covers it. Let me know if you need additional information. I have had a six year working relationship with the firm. Prior to me, another staff members had a relationship that went back to 1995.

Our experience with PMC has been excellent.

1. What was Plante & Moran Cresa's role in your project? PMC provided project management services for multiple Right Management offices throughout Southeast Michigan including transaction management, space programming, conceptual budget, and conceptual scheduling, design oversight, and construction oversight. Other services included the coordination of the furniture, moving, and technology.
2. Did the project stay on schedule? What was P&M Cresa's responsibility for the schedule (if any)? Each of the projects Right Management worked with PMC came in within the approved schedule. PMC's responsibility for the schedule included coordinating the architects, contractors, and vendors for the project.
3. Did the project stay on budget? What was P&M Cresa's responsibility for the budget (if any)? Each of the projects Right Management worked with PMC came in within the approved budget. PMC's responsibility for the budget included value engineering through the design process, bidding coordination to ensure accurate bids were received and change order management throughout the construction process.
4. Was the project monitored by P&M Cresa properly? Was the paperwork/reporting back to you sufficient to meet your needs? Were the status reports accurate? Yes. The reporting from PMC included regular updates as to action items, schedule, and budget considerations.
5. How long was the project from design to ribbon cutting/opening of the building? Was P&M Cresa involved in the project the entire length of this project? Each project varied in the time. The average length of time was 1 1/2 years from design to opening. PMC was involved from the very beginning and ensured that the project was closed-out.
6. What was the total (construction and soft costs) of your building? What General Contractor did you use? Each project varied in cost. The range of project value is between \$500,000 and \$1,000,000. The general contractors used were NuCore Construction, Comfort Craft, and SKANSKA USA.
7. How did P&M Cresa work with your architect? Was the relationship sound for the entire project? PMC worked with each of the architects for the specific project. PMC challenged the architects to design to a budget and provide options for Right Management to make informed design decisions.
8. What were P&M Cresa's fees for the work they did for you? PMC fees for program management ranged from 3% to 5% depending on the complexity of the project.

9. Were you satisfied with the work that P&M Cresa did for the company? Yes.

10. Would you hire P&M Cresa again? Would you recommend P&M Cresa to us today? Yes, we recently hired PMC for our Grand Rapids and Southfield assignments. Yes I would recommend that Novi uses PMC for all their projects.

I have met with and worked with every member of the staff. They are excellent to work with. Let me know if you have any other questions.

Roger Loughran
Right Management
40 Oak Hollow, Suite 210
Southfield, Mi, 48033 Zip
Phone 248.204.4449 Fax 248.948.1619

RIGHT MANAGEMENT

www.right.com

of Right Management Inc. Thank You.

FIRE Station
No. 2 +
Police Hdqtrs WORK

2007/
08

Project Component	Plante & Moran CRESA Role	Architect's (GDPA) Role
Design		
Design Program (including floor plan, room functions, layout of fixed equipment/ furnishings, etc.)		✓
Topographic and tree surveys, geotechnical, etc.	✓	
Estimate of Construction Budget		✓
Review Architect Budget Estimates	✓	
Schematic Design		✓
Initial Selection of Finishes		✓
Review of Finishes to Budget	✓	
Specification Development		✓
Development of Construction Drawings, permit applications, meetings, etc. related to site plan approval		✓
Value Engineering	✓	
Constructability Review	✓	
Development of Final Budget and Schedule	✓	
Identification of Long-lead items and coordination of ordering and specifications	✓	
Selection of a General Contractor		
Prequalification of Contractors	✓	
Development of RFP	✓	
Solicit RFP	✓	
Review Bids/Award	✓	
Prepare Comparison Matrix	✓	
Present Findings	✓	
Execute Contract - Negotiation	✓	
Construction		
Municipal Permits		✓
Project Meetings	✓	*
Construction Draws		✓
Architectural and engineering supervision during construction		✓
Review contractor submittals for payment		✓
Construction staking		✓
Construction materials testing		✓
Construction inspection during active sitework construction		✓
Change Order Management	✓	
Project Budget and Schedule	✓	
Furniture Procurement	✓	
Vendor Coordination – Security, Technology, Data, Voice	✓	
Signage	✓	
Move Management	✓	
Building Acceptance – Systems, training, warranties	✓	

Project Component	Plante & Moran CRESA Role	Architect's (CDPA) Role
Project Closeout*		
Punch List	✓	
Warranties, Certifications	✓	
Final Payments/Waivers	✓	
As Built Drawings	✓	
Resolution of final issues	✓	

*Plante & Moran Cresa would be primarily responsible for this component of project with assistance and input by CDPA.

RESPONSE TO REQUEST
FOR PROPOSAL



associates, inc.

ARCHITECTS • ENGINEERS

City of Novi

Future Development of City Property
Corner of 10 Mile Road and Taft Road

November 8, 2007

*Transforming ideas into
designs that work*



	Table of Contents
	Transmittal Letter
1	Copy of October 30, 2007 Proposal Letter
2	Detailed Work Plan/Proposed Schedule
3	Relevant Experience

November 8, 2007



Ms. Pam Antil
Assistant City manager
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Future Development of City Property
Corner of 10 Mile Road and Taft Road
BEI Proposal No. P07-111

Dear Ms. Antil:

Per your request, as follow-up to the BEI/DSAI proposal provided to you on October 30, 2007 (copy included), we enclose our proposed Detailed Work Plan/Proposed Schedule, which provides a summary of activities to be undertaken through the course of the study.

The proposed work plan has been divided into three phases: an initial start-up period in which we will meet with key project stakeholders, review relevant studies, planning documents, etc. and prepare base drawings for the site; a second period in which we will develop potential development scenarios and review these with the client group; and a third period in which the draft and final report will be prepared, reviewed and presented. Through the course of this work we propose to work with Novi to identify key planning objectives, explore potential development options, and document preferred site options.

We propose to meet three times during the course of the study, and will make a final presentation to the city at the conclusion of the work if this is required. In order to reduce travel time and costs, we would coordinate meeting dates to coincide with the Library meeting schedule. We will provide three (3) bound copies and an additional unbound copy of the final report.

In addition, we have included relevant master plan and historic redevelopment projects for your review.

Please advise if you require anything further.

Sincerely,



Christopher P. Kittides, P.E., NCEES
President and Chief Executive Officer

CPK:bjl

Copy: C. Pearson; D. Schmitt; S. Browne

BEI ASSOCIATES, INC.
Architects and Engineers

October 30, 2007 Proposal Letter

BEI ASSOCIATES, INC.
ARCHITECTS & ENGINEERS
401 WEST FORT STREET
DEPT. OF 30226
313 963 2111
FAX: 313 963 2113

October 30, 2007



Mr. Clay J. Pearson
City Manager
City of Novi
45175 W. Ten Mile Road
Novi, Michigan 48375

Re: Future Development of City Property
Corner of 10 Mile Road and Taft Road
BEI Proposal No. P07-111

Dear Mr. Pearson:

As you requested, BEI Associates, Inc. and Diamond and Schmitt (BEI/DSAI) are pleased to submit this proposal to study this key City-owned property to ascertain possible best uses that would complement and enhance the City Complex which includes City Hall, Novi High School, the Police Department and the New Library.

The occupancy of the present site includes several farm house buildings and the Historic City Hall. The farm buildings could be relocated to one of two potential facilities in the vicinity of the property and the Historic City Hall, could be relocated, or kept in its present location by the final design of the new Library and any future development of the corner of 10 Mile and Taft.

In addition to interviewing key City Officials with respect to their vision for this key City property, and reviewing previous recommendations/suggestions for development, BEI/DSAI will view this assignment as an opportunity to extend and punctuate the overall "Civic Center" of the City of Novi.

Schedule

We will be able to complete this Study and produce a report including alternative uses for the property in approximately four (4) to six (6) weeks. The report will include sketches of the suggested alternative uses, identify potential advantages and constraints of each option, provide comments on the extent to which they are consistent with current zoning ordinances and include an order of magnitude construction cost for each option.

Fee

We propose to complete this study for a lump sum of \$25,000.

We will be able to commence this assignment upon your authorization to proceed.

Sincerely,

Christopher P. Kittides, P.E., NCEES
President and Chief Executive Officer

Accepted:

By: _____

Title: _____

Date: _____

CPK:bjl

Detailed Work Plan/Proposed Schedule

BEI ASSOCIATES, INC.
Architects and Engineers

Relevant Experience

RELEVANT EXPERIENCE

MASTER PLANNING

Barff Centre Campus Master Plan, Alberta
University of Ontario Institute of Technology Campus Master Plan, Oshawa
McGill University Campus Master Plan, Montreal
McMaster Innovation Park Master Plan, Hamilton
South Valley Campus Master Plan, University of Western Ontario, London
University College Master Plan, Oxford University, UK

HISTORIC REDEVELOPMENT

Ontario Legislative Assembly Phased Renovations, Toronto
Symphony Orchestra Hall Renovation and Expansion, Detroit, MI
Visitor Orientation Centre, Ottawa
Burns Building, Calgary
Cambridge Civic Administration Centre, Cambridge
Historical Board Offices, Toronto
Berkeley Castle, Toronto
Holy Blossom Temple, Toronto
Canadian Embassy in Prague, Czech Republic
Jerusalem City Hall, Israel
Earth Sciences Centre, University of Toronto
Newcastle Town Hall

BANFF CENTRE MASTER PLAN

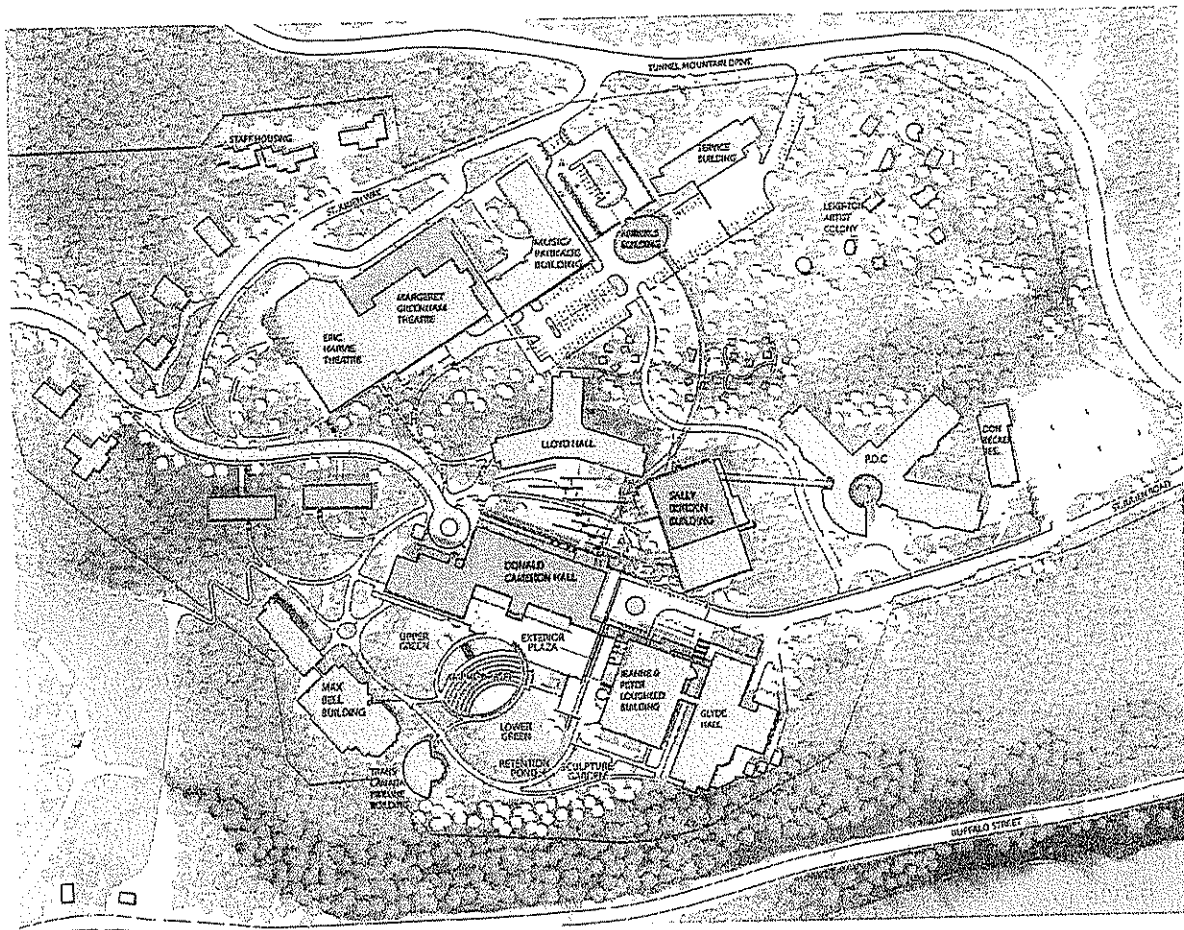
Banff, Alberta

The Banff Centre is located in an inspiring setting; a UNESCO world heritage site nestled in the Rocky Mountains. The Centre provides opportunities for people from different disciplines and varied expertise to engage in creativity in its broadest interpretation. It is a place where transformation can occur in a collective environment, where people benefit from the exchange of ideas in a multi-disciplinary setting.

The Banff Centre engaged Diamond and Schmitt Architects / Gibbs Gage Architects in August of 2004 to prepare a master plan to establish campus development priorities for the Centre over the next 10 years. Through a collaborative effort that involved meetings with the Campus Development Committee of the Board of Governors, the staff of The Banff Centre, representatives from the Town of Banff and officials from Parks Canada the team analyzed many issues that affect the operations of The Banff Centre.

The team developed a series of strategies to address the challenges faced by The Banff Centre. These include the disparate nature of the campus facilities, the general state of disrepair in the built infrastructure, the deteriorating montane landscape and the environmental impact of future development.

These strategies were communicated back to staff and the general public through a series of meetings. Through feedback the various options were refined to produce an overall master plan for the redevelopment of The Banff Centre.



The key components of the plan involved:

- Limiting vehicular traffic to the perimeter of the site and introducing a network of pedestrian pathways to provide a setting more conducive to personal engagement and interaction.
- Developing a cohesive strategy to integrate the buildings into the landscape providing a sense of unity for the campus.
- Providing a framework for the protection and reforestation of the site through the introduction of landscaping measures that provide identified places for reflection and appreciation of art within the landscape.
- Developing an architectural language that reflects the transformative experience of visiting The Banff Centre.

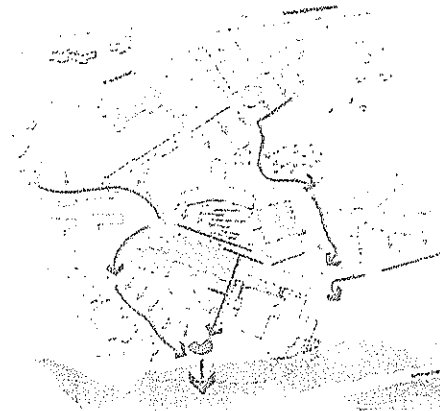
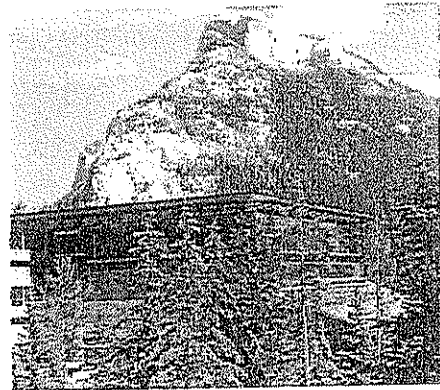
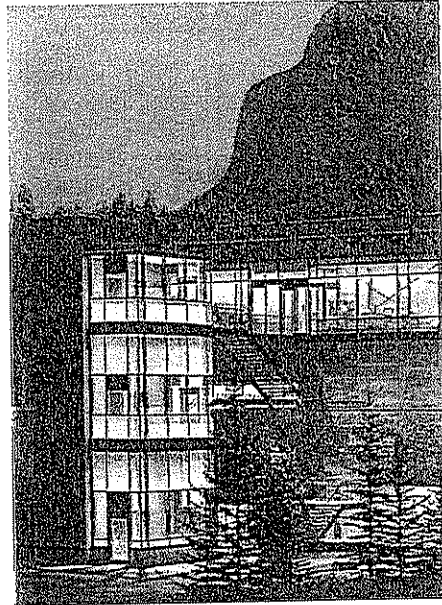
The Master Plan is based on a number of previous studies that examined the status of the existing infrastructure and functional requirements for the campus.

The environmental impact of new development has been carefully considered. The highest standards of environmental design have been considered for all new development. The Banff Centre has mandated that all new buildings seek LEED (Leadership in Energy and Environmental Design) certification. LEED is a standard established by the United States Green Building Council that encourages a careful analysis of proposed buildings with respect to sustainable sites, water efficiency, energy, building materials and indoor environmental quality.

The objective of the master plan is to bring a degree of unity to overall design of The Banff Centre. At present there is little commonality in building materials, building massing or relationship of buildings to the street, one another or the natural setting. The development of a landscape master plan will draw together common elements throughout the site. There is an opportunity to use common materials to develop an architecture that respects not only the setting but also represents the transformation of The Banff Centre. The buildings utilize indigenous materials such as wood and rundlestone in a contemporary architectural language. The buildings are designed in an environmentally responsive manner that address their unique functions and that reflect the strong sense of community at The Banff Centre, ultimately provides an architecture that reflects both the uniqueness of the setting and of The Banff Centre itself.

The Banff Centre is engaged in an act of transformation. The new master plan will ensure that the operational transitions are reflected physically in the architectural and landscape settings.

The first building, the Sally Borden Building was completed in July of 2007 and the second building, the Innovative Learning Building is currently under construction.



UOIT CAMPUS MASTER PLAN

University of Ontario Institute of Technology, Oshawa, Ontario

The University of Ontario was founded by Act of Provincial Parliament in May 2002 and designed for teaching and research in the 21st century.

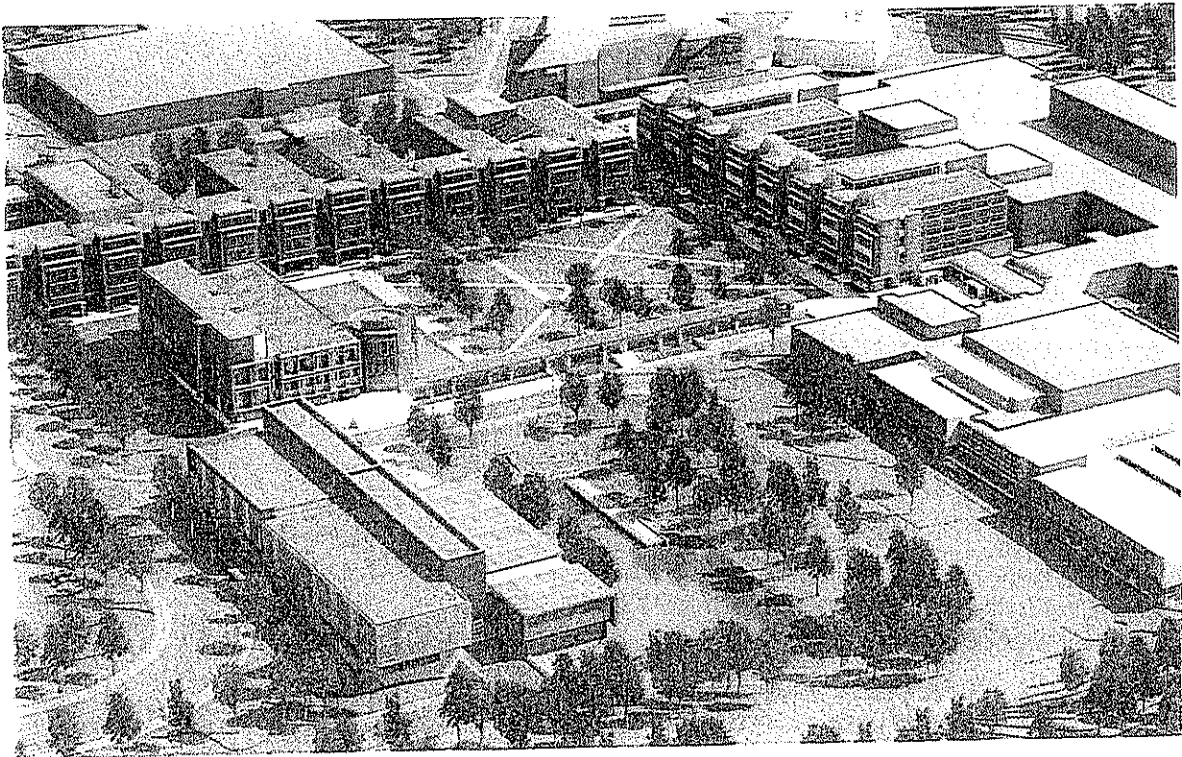
The University's mission is four fold:

- Provide career oriented undergraduate and graduate university programs
- Advance the highest standard of learning, teaching and professional practice in a technologically enabled environment
- advance the highest quality of research
- foster a fulfilling student experience and a rewarding educational and work environment

In May 2002, Diamond and Schmitt Architects were commissioned to develop the Master Plan for a campus to be built on a greenfield site adjacent to Durham College in the City of Oshawa in the Greater Toronto area.

The architects articulated a set of guiding principles which underpin the Master Plan. These are:

- establish a place of encounter
- develop an academic village which is pedestrian oriented, intimate in scale and configured to facilitate cross disciplinary interaction
- provide identity for differing academic programs
- create a flexible building infrastructure to allow program spaces to change meet evolving academic needs
- devise a phasing plan which allows connected expansion while ensuring campus coherence at each stage
- embed sustainable design principles in the Master Plan and architecture to achieve, at least, LEED Gold standard.



MASTER PLAN

Nine academic buildings enclose and overlook a landscaped campus commons forming the centre of the new University. This realm is entirely pedestrian.

The plan both protects and connects the campus, visually and physically, to surrounding environmentally sensitive ravine lands.

CAMPUS PLAN

The Campus plan is configured to ensure the heart of the campus is a pedestrian realm. Covered walks and the landscape link all campus buildings and residences.

Nevertheless vehicular access, parking and drop off is provided to each building. Servicing for delivery and loading to all buildings is accessed from a single point of loading and below grade tunnel.

DESIGN PROCESS

Diamond and Schmitt Architects managed a design process that engaged Architectural, Structural, Mechanical, Electrical, Acoustic, Landscape, Civil, Construction Managers, Specialist Consultants with a full range of client representatives in parallel streams of work.

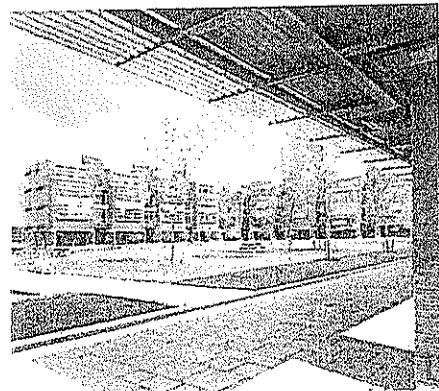
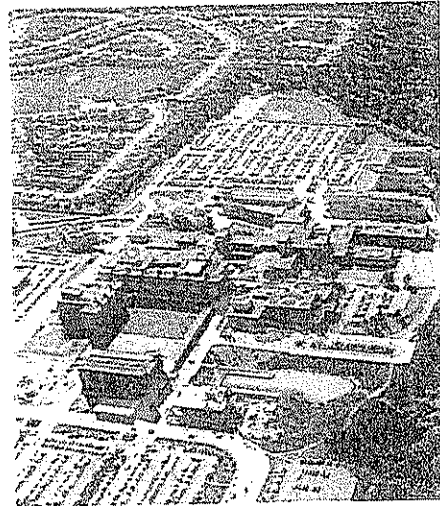
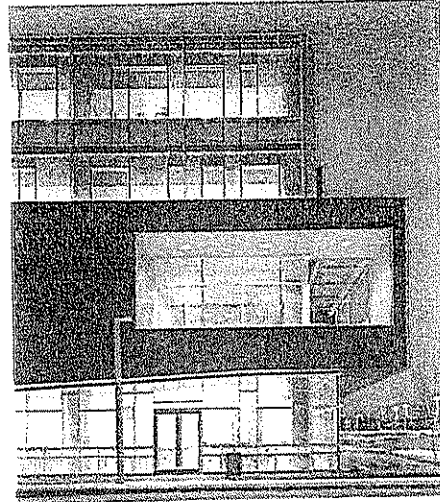
Creative innovations in this project occurred when linkages between the independent disciplines converged. Designs developed for each component of the project are not autonomous but interdependent with other academic need. This is seen at both the scale of the campus and programmed spaces. Capitalizing on the points of integration connection between priorities is the essence of the innovative approach.

Examples of this approach include:

- Campus Design - Storm Water Management/ Landscape Design Water Conservation
- Commons Design - Energy Efficiency/ Landscape/Academic and Social Interaction
- Building Atria - Energy Efficiency/ Air Quality/ Modularity / Academic and Social Interaction
- Programmatic Facilities - Modularity & Flexibility / Water Conservation

The campus design at the University of Ontario Institute of Technology is a comprehensive strategy to employ integrated sustainable building and site practices on a large scale. The sustainable integration of buildings and the campus landscape as both a home and a workplace for thousands of students, staff, teaching professionals and researchers has established the foundation for success and make this the most "green" campus in North America.

The Entire university is LEED Gold Registered.



MCGILL UNIVERSITY MASTER PLAN

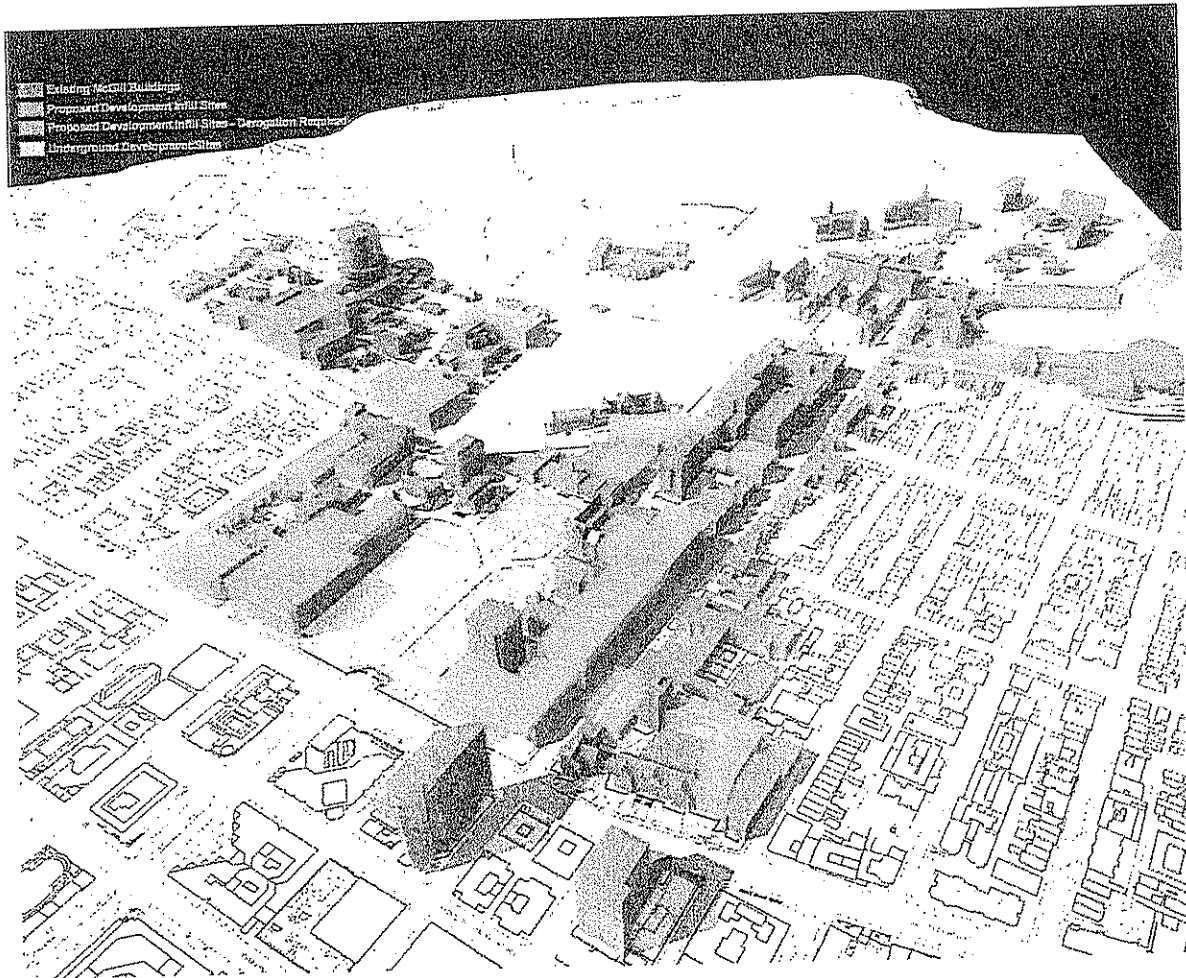
Montreal, Quebec

Diamond and Schmitt Architects in joint venture with duToit Allsopp Hillier were retained in 2005 by McGill University to undertake a multi-campus master plan that will guide the institutions physical development for the next twenty to twenty five years. Work was conducted on the Downtown Campus, the outer island Macdonald Campus and the new Health Sciences Campus at the Glen Yards.

Unique in its coincidence with the completion of a new Academic Master Plan the study aligns the physical and academic interests of the institution. Intent on a 'top 10' ranking of the world's research institutions, the plan provides a vehicle for the University to achieve this goal.

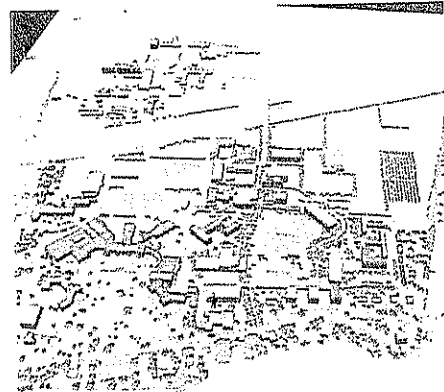
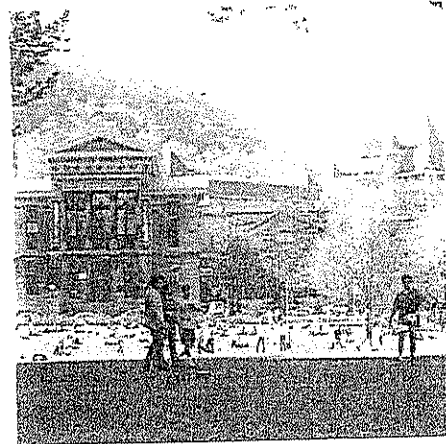
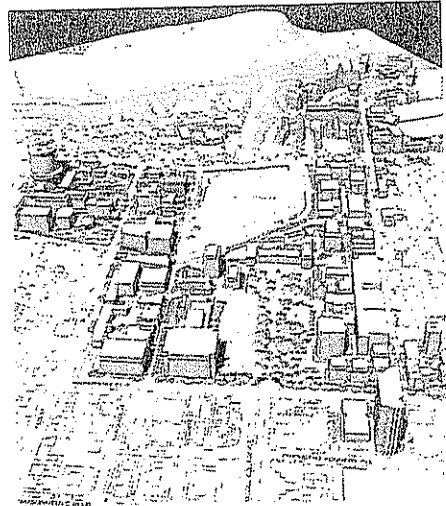
Over and above issues addressed in many master plans the McGill project also address 'Governance' and the client wishes that this work be implementable five, ten and fifteen years from completion in Spring 2006. As such our team developed the means by which this plan will be carried out- recommending implementation guidelines and establishing standing committees for the principles to be carried forward.

The master plan process has seen the successful completion of the 'planning base' phase and option developments.



The Master Plan establishes a basic framework, as well as a series of guiding principles. These principles are restated through the following goals:

- The Master Plan provides a comprehensive vision for the development of the McGill campuses, including the grounds, facilities, and infrastructure, and as such will provide a plan for directing ongoing planning and construction projects.
- The Master Plan is sufficiently broad and flexible in its outlook to accommodate changing needs, opportunities, and priorities over an extended period.
- While the Master Plan is anticipated to be in effect over an extended period, in the short term, the Master Plan is developed in close co-ordination with the initiatives identified in the 2005-2010 Academic Plan.
- Future developments will be directed in such a manner that every project contributes to the quality and coherence of the University as a whole, while taking into account relevant concerns and characteristics of the communities in which it operates.
- Planning for each campus encompasses traditional formal academic facilities as well as a range of informal and non-academic services and resources, in order to provide the highest quality university experience.
- The Master Plan identifies processes and opportunities for making best use of existing buildings and infrastructure within the University's mandate.
- The Master Plan safeguards unique ecological conditions, preserve the natural environment, and expand green space or its access where feasible.
- Coordinated, multi-faceted transit plans are incorporated within the Master Plan to accommodate University-related pedestrians, cyclists, individuals with disabilities, service vehicles, and a reduced number of private vehicles.
- Residential facilities are developed in a manner that meets the University's mandate.
- The Master Plan was developed in constructive consultation with its constituents and neighbours, including the McGill community, neighbouring communities and interest groups, and interested government bodies.



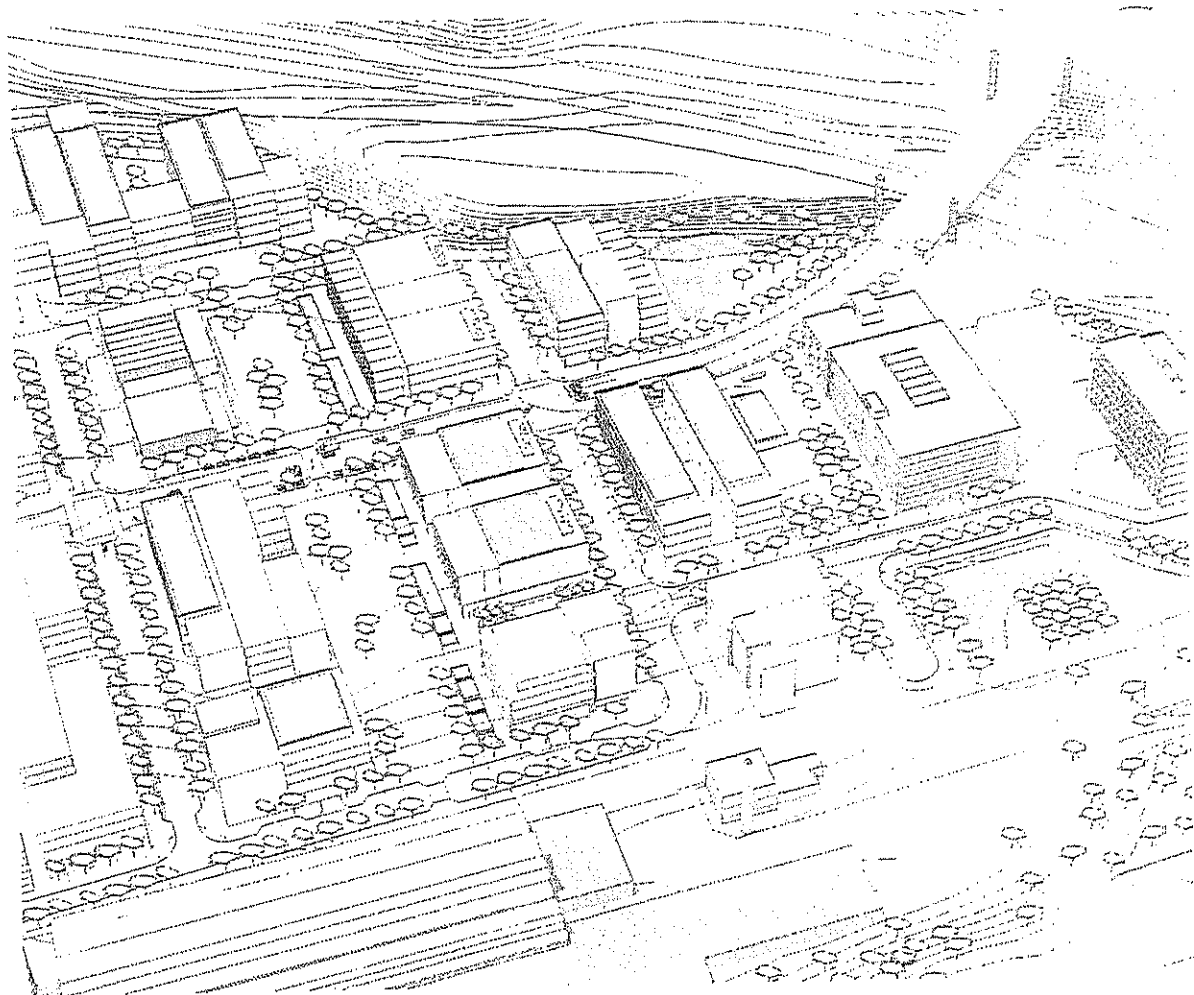
MCMASTER INNOVATION PARK MASTER PLAN

Hamilton, Ontario

The new Innovation Park for McMaster University provides a framework to facilitate and accelerate the transfer and commercialization of university, government and allied industry research to the marketplace. The master plan transforms a former industrial site into a research and learning community whose goal is to become a globally recognized centre of expertise in materials research and manufacturing processes as well as biotechnology and nanotechnology.

The vision for this project was to build the physical and networking infrastructure to underpin a strong relationship between University research, college training and applied research, government lab research, the private sector and all levels of government. It creates a focal point for regional economic development, job creation and the development of knowledge based economic clusters in auto/materials and manufacturing and biosciences. Partners for the project include McMaster University Research Departments, Mohawk College, General Motors, Dofasco and CANMET - a materials research division of the National Research Council. The key goals were as follows:

- Developed a globally recognized centre of expertise in materials and manufacturing research, biotechnology and nanotechnology and a magnet to attract highly qualified researchers and students and private and public research funding support.

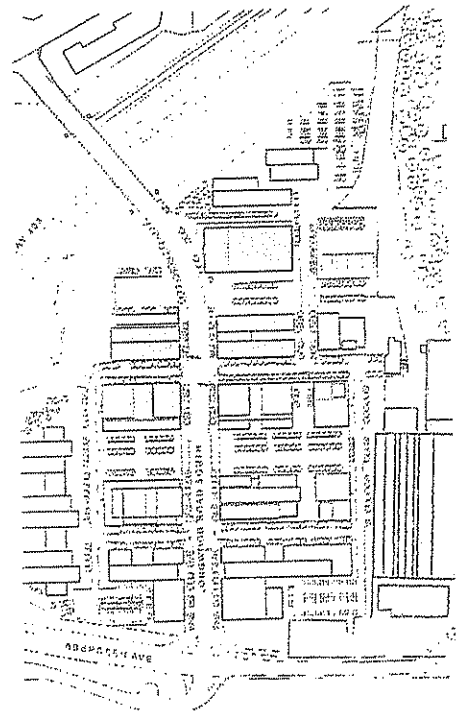
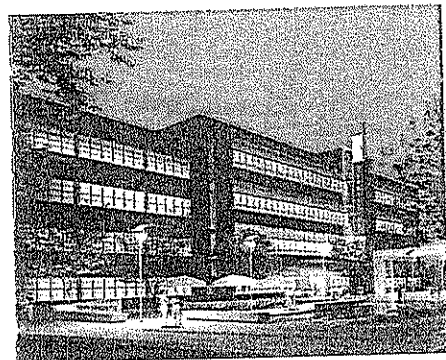
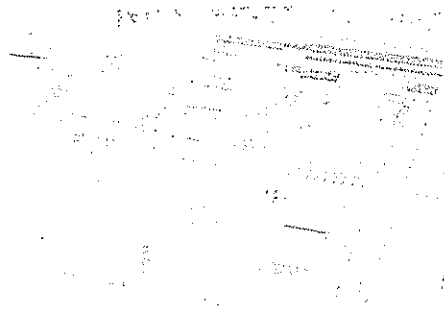
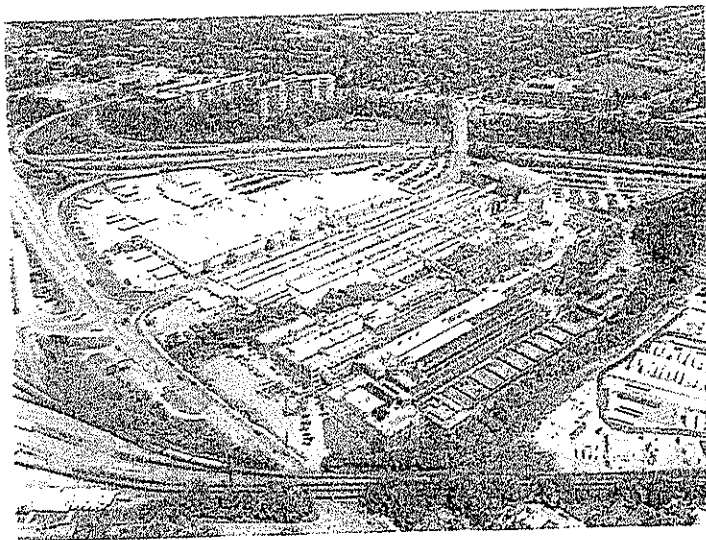


RELEVANT EXPERIENCE

- Facilitates and accelerates the transfer and commercialization of University and government research results to the marketplace.
- Creates a link between research and training to facilitate commercialization of research.
- Supports the education of highly qualified research personnel in materials and manufacturing, nanotechnology and biosciences.
- Expands and supports the research effort of small, medium sized and large Ontario and Canadian based companies.
- Encourages the development and success of spin-off companies from University and government lab research.

In order to facilitate these goals Diamond and Schmitt Architects developed a campus master plan that provides over 2 million square feet of office, research and teaching space for the envisioned 1,750 park occupants. The plan incorporates state-of-the-art LEED certified buildings, sustainable landscape infrastructures (including storm water management) and open spaces that creates a landmark in the city. It is a bicycle friendly, traffic-calmed, twenty-four hour seven-day community with pedestrian connectivity access to natural amenities. It is a place to work and play while encouraging interaction and creativity.

The Innovation Park has developed partnerships with both McMaster University and Mohawk College. Jointly developed programs are accommodated on the new campus. The new facilities occupy up to 80,000 square feet of space and include classrooms, technical training spaces, offices and amenity space.



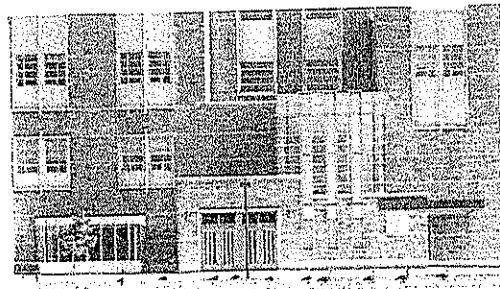
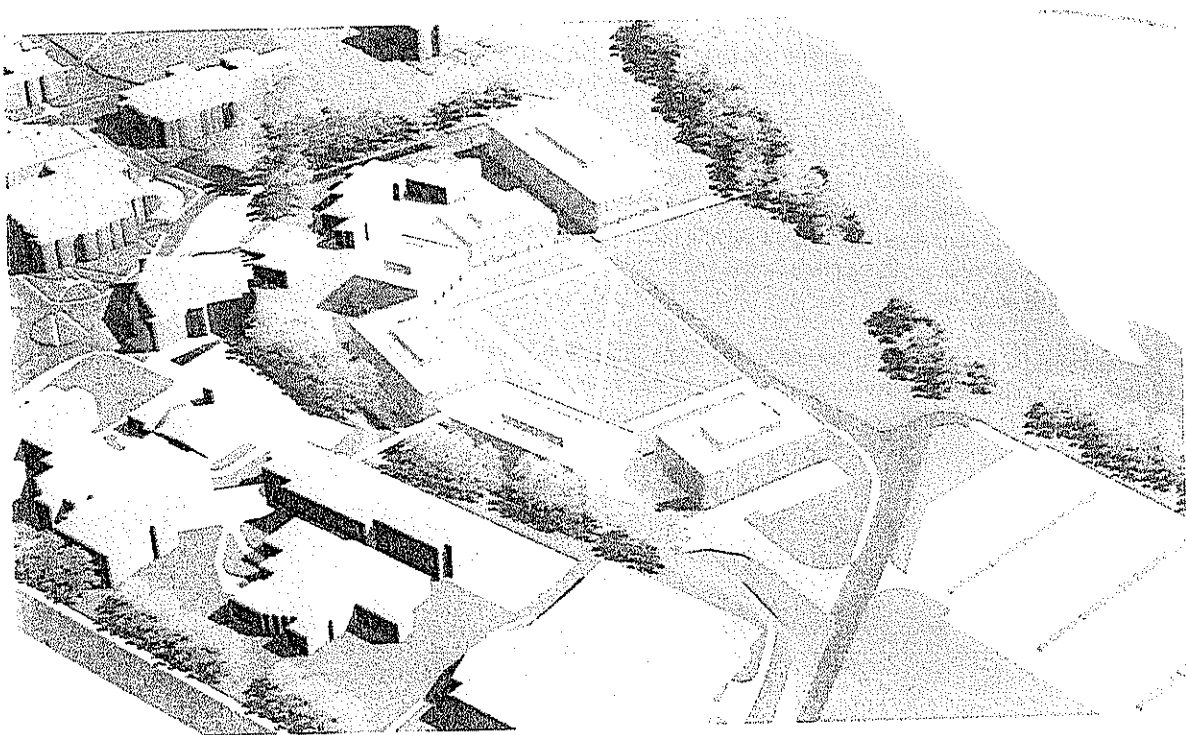
UNIVERSITY OF WESTERN ONTARIO SOUTH VALLEY CAMPUS MASTER PLAN

London, Ontario

Diamond and Schmitt Architects were retained to develop a master plan for the lower plateau of the main campus at the University of Western Ontario.

After an extensive background review and interview process a variety of massing options were developed with the University administrators, staff and students to maximize pedestrian comfort and safety as well as integration into the existing campus fabric. Options were refined through an iterative process and culminated in a master plan document that will direct growth over the next decade.

The first project to be realized on the site is the new \$13.75M academic building comprised of 80,000 square feet of laboratories, classrooms and administrative offices for staff and students. Completed in May of 2005 the Labatt Health Sciences Building incorporates the design principles developed in the master planning process. Build-out of the master plan will see the addition of 850,000 square feet of new building on the campus.



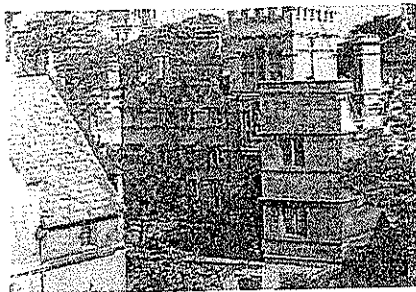
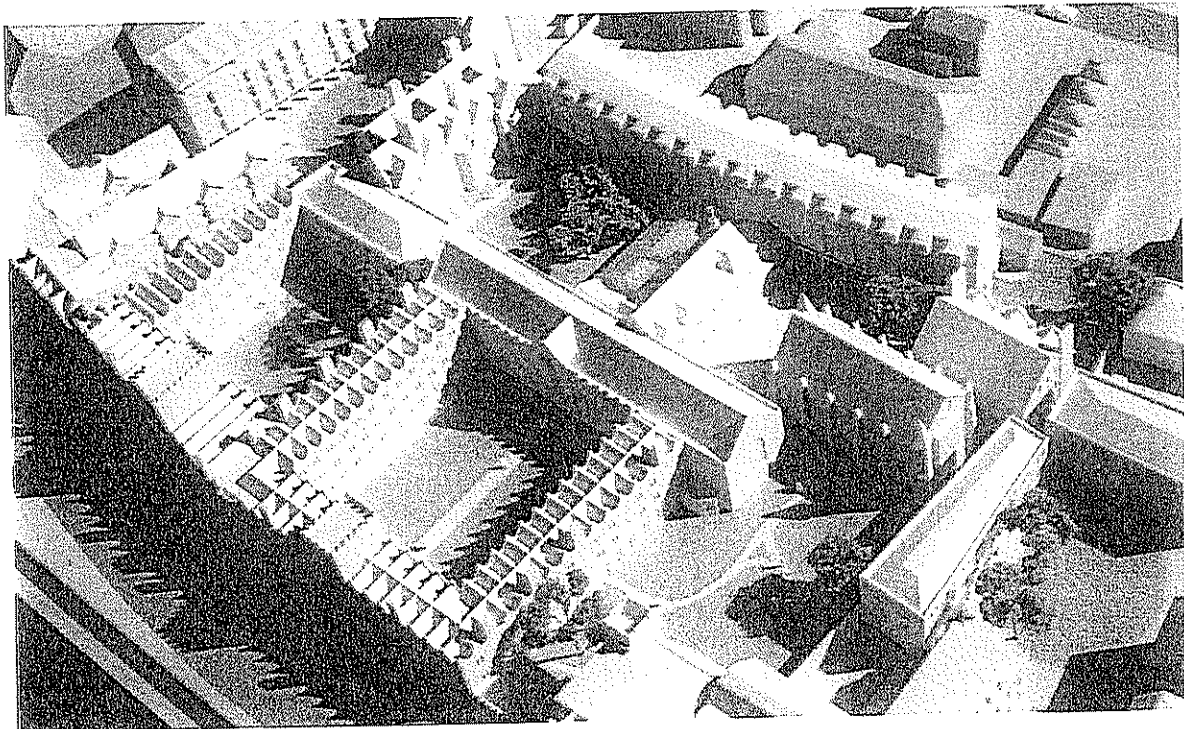
UNIVERSITY COLLEGE MASTER PLAN

Oxford University, United Kingdom

University College, Oxford celebrated its 750th anniversary in 1998. Diamond and Schmitt Architects were retained in 1995 as architectural advisors to the College and, as a consequence, prepared a Campus Master Plan to guide the College into the 21st Century.

As part of the Master Plan a comprehensive inventory of College buildings and grounds were prepared. The Plan addressed present inadequacies, provides coherence for its diverse parts and, of prime importance, sets guidelines for new developments to ensure sensitivity to the College's historic structures.

Ideas developed in this Master Plan are continuing to be implemented into the 21st century.



ONTARIO LEGISLATIVE ASSEMBLY PHASED RENOVATIONS QUEEN'S PARK, TORONTO



In 1993 Diamond and Schmitt Architects began the phased implementation of a complete interior renovation and restoration of the 450,000 square foot Ontario Legislative Assembly building. The prime objective has been to accommodate the functional requirements of a prominent public ceremonial and office building for the 21st century while restoring the interior spaces, finishes and detail to the highest standards of building conservation.

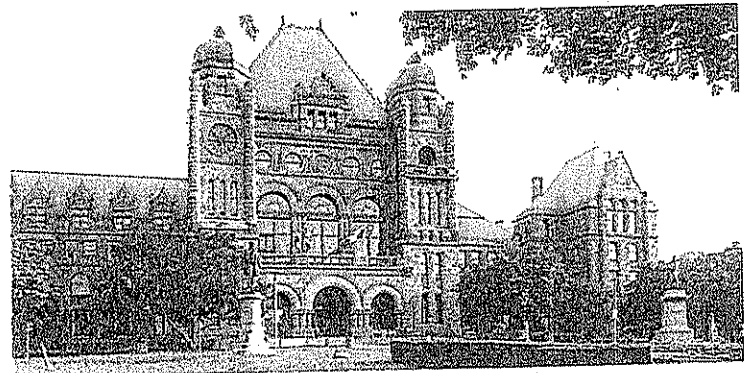
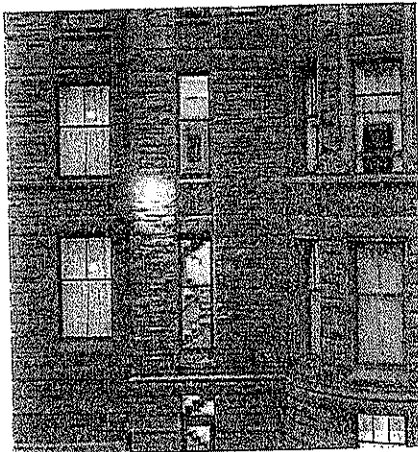
Initially a complete programme study was completed and, as a result, a revised accommodation plan serves as the foundation for the renovation work. Encompassing a complete upgrade of building security, mechanical, electrical, data communications, fire and life safety systems the project has continued with the building completely occupied. Design development has been completed for the whole project and selected projects of four phases are completed while phase five is currently under construction.

The restoration and rehabilitation of the building and its grounds has presented a number of interpretive challenges, particularly in the field of heritage education. Both in the master plan implementation and in the years to come there are opportunities to strengthen the way the site and the building is understood by those who use it.

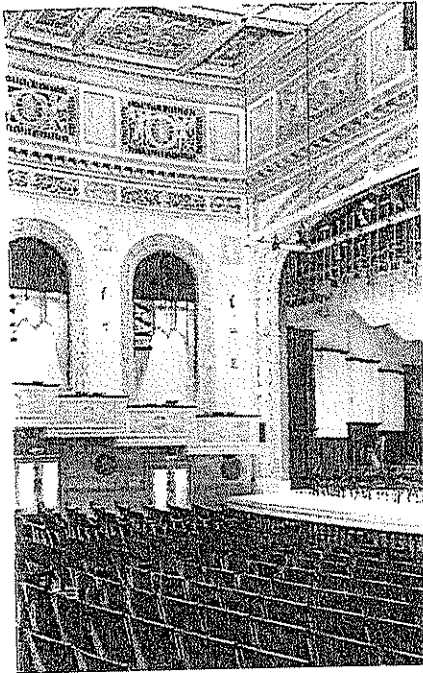


The south lobbies are intended to provide a base from which to operate specific tours and other interpretive activities. Additional facilities will be introduced in the upper lobby area. On a larger scale, restored areas throughout the building are intended to become more accessible to the visiting public, and will serve as essential elements of the interpretive program.

The successful program of heritage education at Queen's Park will help its audiences achieve a sense of understanding and connection extending beyond the building itself into its urban environment.



SYMPHONY ORCHESTRA HALL RENOVATION & EXPANSION
DETROIT, MICHIGAN



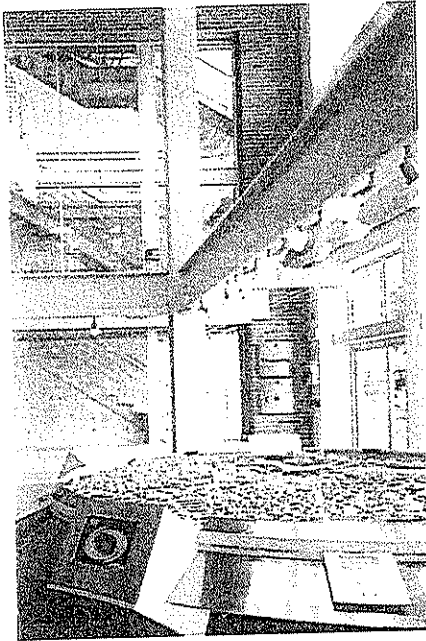
The new Detroit Symphony Hall is designed to meet civic, cultural, artistic and educational challenges. The project acts as a catalyst for the revitalization of the neighbourhood and downtown Detroit not only reaching out to the community with new performance spaces for an expanded range of symphonic and non classical performance but also with a transparent architecture showcasing the artistic dynamic within.

The historic 2000 seat Orchestra Hall, constructed in 1919 and listed on the National Register of Historic Places has been fully restored. A new wing almost three times the size of the Hall, accommodates many performances, support and music education program spaces which both support the orchestra and develop new and young audiences. The 500 seat Concert Hall is designed with a flat floor, flexible acoustics and moveable, raked seating to feature not only chamber music but also jazz, cabaret, world music, R&B and dance. Both the Concert Hall and Orchestra Hall are linked on all floor levels to a new lobby court, four floors in height which provides accessibility and lobby space which heretofore was extremely limited, and to accommodate lectures, receptions, dinners, art exhibitions and community based events.

While deferential to the restored façade of Orchestra Hall, the new wing is built on a five bay proportion which emulates that of the cut stone temple front of the historic hall. The new wing is constructed of glass, bronze and brick.



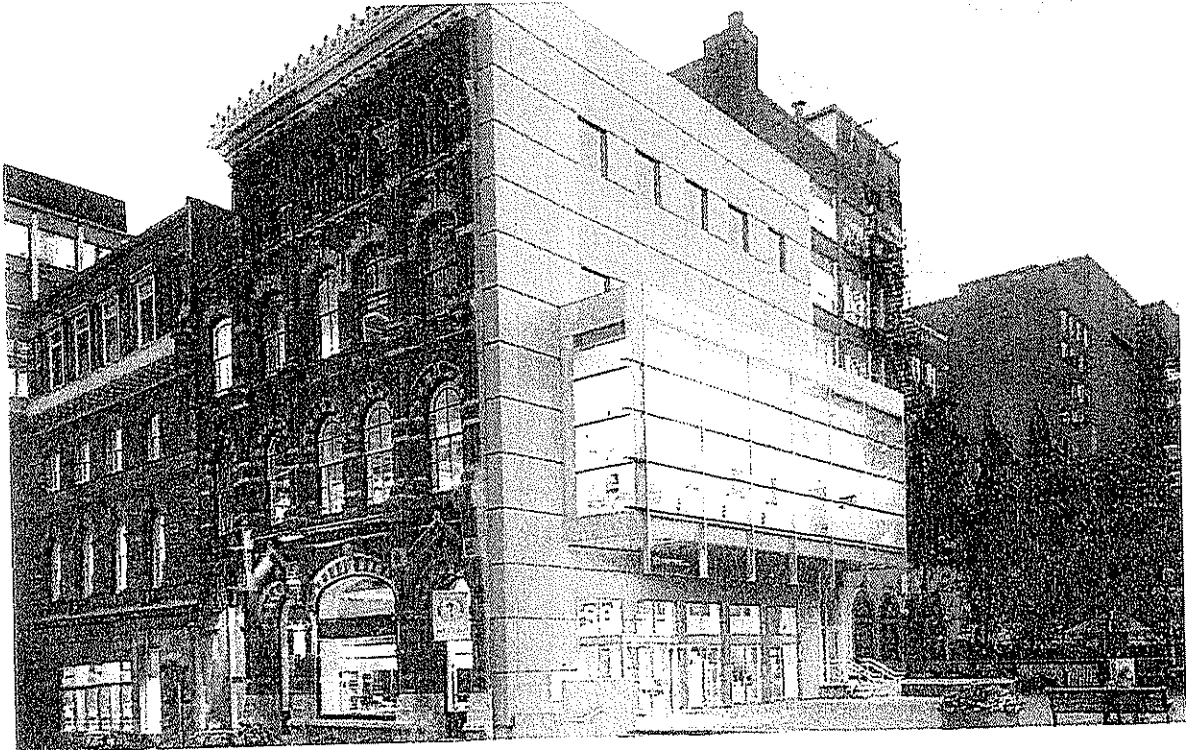
VISITOR ORIENTATION CENTRE OTTAWA



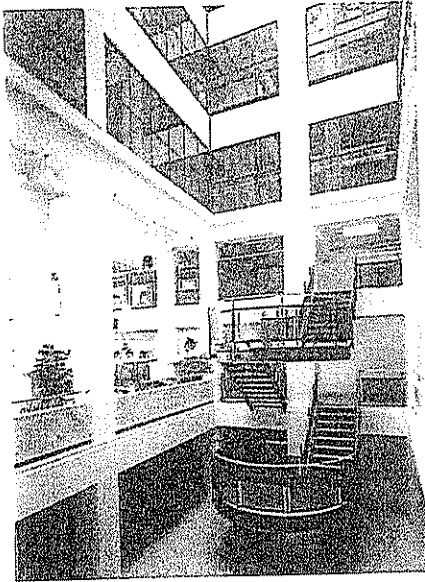
The Visitor Orientation Centre stands opposite the Peace Tower on Parliament Hill at the corner of Metcalfe and Wellington Streets. Its most prominent position was once occupied by the Rideau Club. The centre is not intended to function as a travel centre, but as a place to gain an understanding of the importance of the capital and the physical layout of the site.

The design solution resolves conflicting objectives in the following ways:

- Both enclosure and openness are achieved for the public space by a colonnade along Wellington Street, whose rectangular piers are turned at right angles to the street. While their narrow ends and wide apertures are seen from within the square, from the obtuse angle along the street the enclosure appears complete.
- The colonnade continues the proportion of adjoining classical buildings providing the dignity commensurate with Wellington Street, while the tent structures within the square accommodate more festive activities.
- While the references made to adjoining buildings are monumental, the actual structure is metal skin on a light frame, thus temporary and permanent conditions are accommodated.

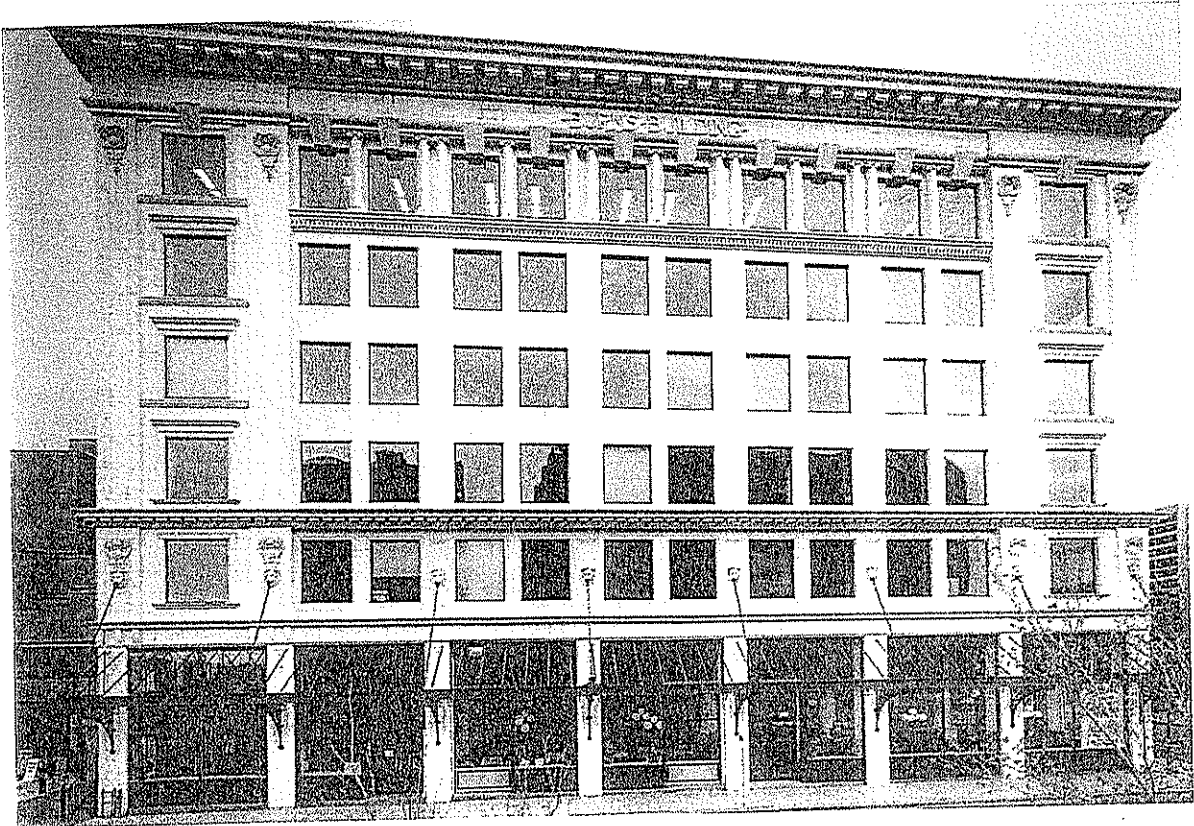


BURNS BUILDING
CALGARY

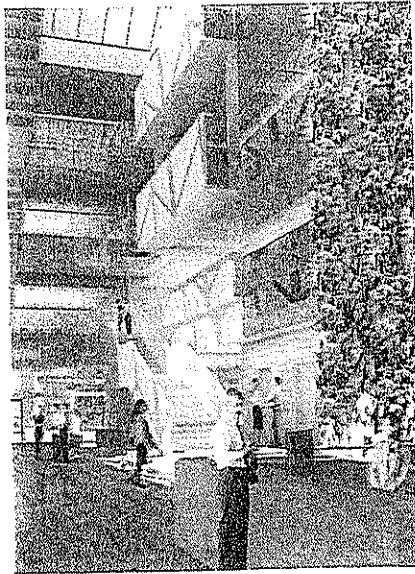


The Burns Building is located on 8th Avenue across from the City Hall in Calgary, Alberta. The project included the renovation of an historic, six storey, terra cotta-faced office building, and the addition of a new structure of equal size. The resulting office area totals 100,000 sq. ft. The project team won a proposal call from the City of Calgary in 1980, and following negotiations with the adjoining arts development and the building department, construction was completed in 1984.

The addition has been designed as a contemporary mirror image of the old building. The two components form the atrium space which penetrates the full height of the building allowing daylight to filter down into the office floors and adding grandeur to the ground and mezzanine levels. The terra cotta facade and wrought iron canopy were painstakingly renovated to restore the Burns Building as one of Calgary's landmark heritage buildings. The interiors were refitted to meet the technical and performance requirements of state-of-the-art office space.



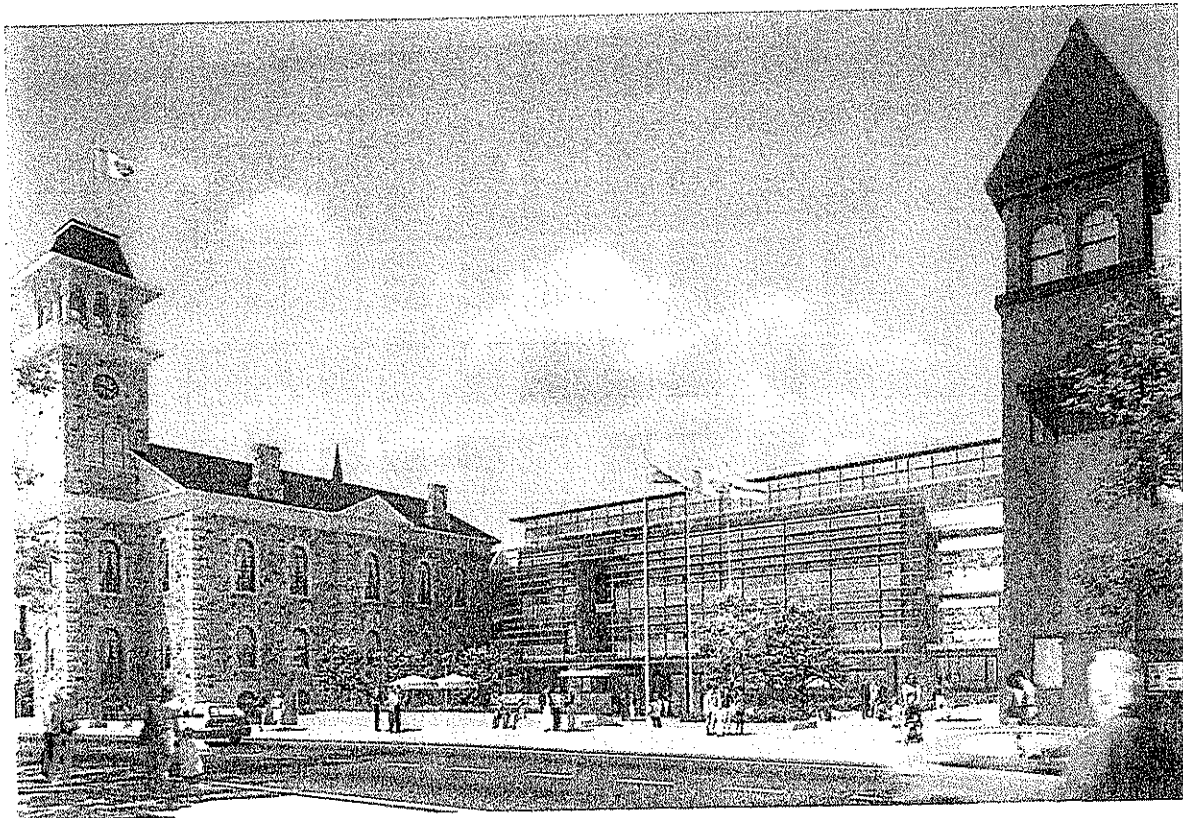
CAMBRIDGE CIVIC ADMINISTRATION CENTRE CAMBRIDGE



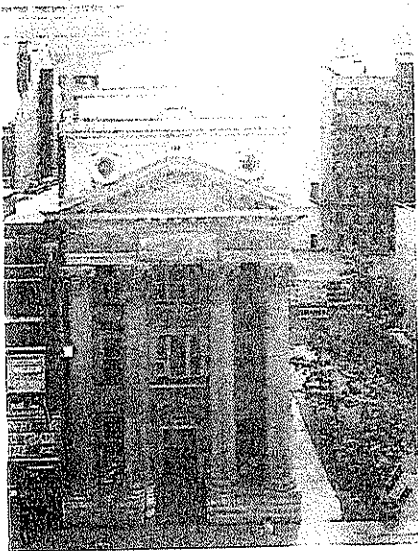
The new Cambridge Civic Administration Building has been designed to compliment the civic functions and heritage character of the Cambridge Civic Square, including the heritage Town Hall originally constructed in 1857.

The Civic Administration Building will provide expansion space for the currently undersigned facility, as well as consolidating civic functions on the Civic Centre site. The administrative offices are currently located several block away and the new central building, adjacent to the Council Chambers, Market Buildings, Fire Hall Museum, Arts centre and Senior Centre will reinforce the public use of the entire Civic Centre block.

Features of the building include a four storey atrium which will act as an interior public square during the winter months. The atrium also features a green wall bio-filter which is a component of the indoor air quality systems and is an element of the sustainable design strategy for the building. The building is registered for LEED certification and has been designed to achieve a LEED silver designation.



HISTORICAL BOARD OFFICES TORONTO



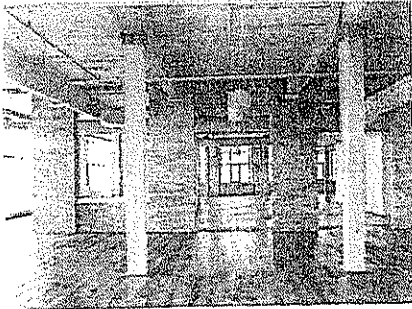
The offices of the Toronto Historical Board are located in the former Bank of Toronto designed in 1905 by the architect of Toronto's Old City Hall, E.J. Lennox. Diamond and Schmitt Architects was involved in all stages of the adaptive reuse and renovation of this historically designated building.

The City of Toronto has restored and renovated the building to house the headquarters for the Toronto Historical Board. The ground floor of the building consists of a splendid banking hall with a patterned mosaic floor and walls lined in English and Italian marbles. This area is used as a gallery and boardroom for the Toronto Historical Board.

This landmark building on the Yonge Street strip stands as a showplace of restoration - revitalizing a fine and historically significant building, while simultaneously providing the people of the City of Toronto with a publicly accessible and identifiable symbol of their heritage.



BERKELEY CASTLE TORONTO

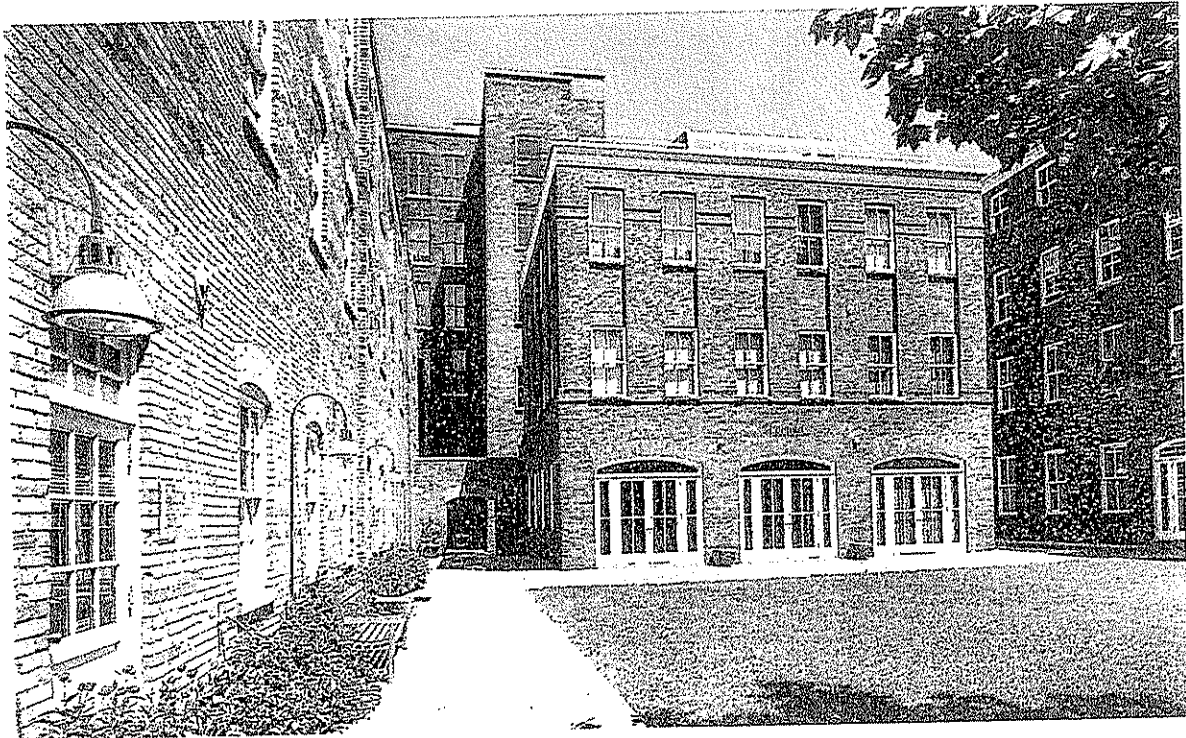
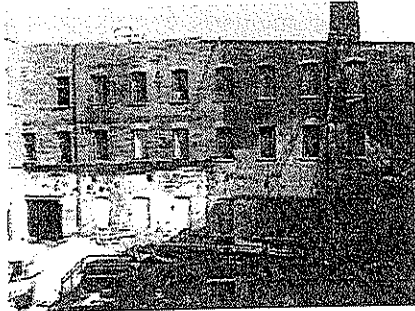


Berkeley Castle is a mixed-use retail and office complex incorporating a group of industrial buildings located in Toronto's St. Lawrence neighbourhood. The five buildings originally housed Toronto's first knitting mill and had been condemned by the Fire Marshal at the time of renovation.

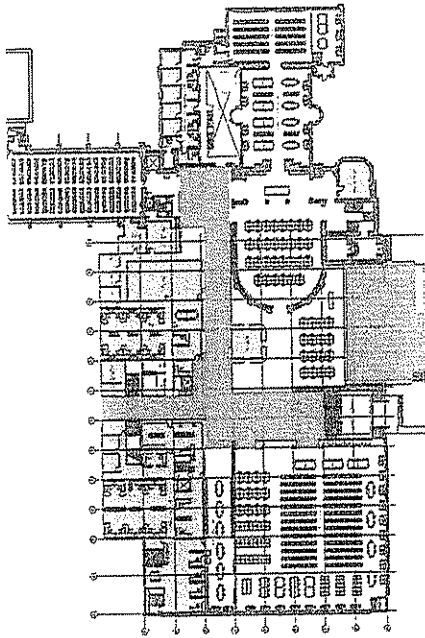
The first of these, built in 1868, was once on the waterfront. Over time, as landfill occurred, and as the knitting mill expanded, new buildings were added in 1980, 1911, 1923 and 1932. All are of mill construction but, characteristic of each period, the mullion division of the windows are different.

The project involved extensive rebuilding and renovation to bring the building to the standards of Class A office space. At the heart of the complex is a courtyard that ties the buildings together.

Diamond and Schmitt Architects, at one time located its own offices in the complex and have provided interior design services for numerous Berkeley Castle tenants.

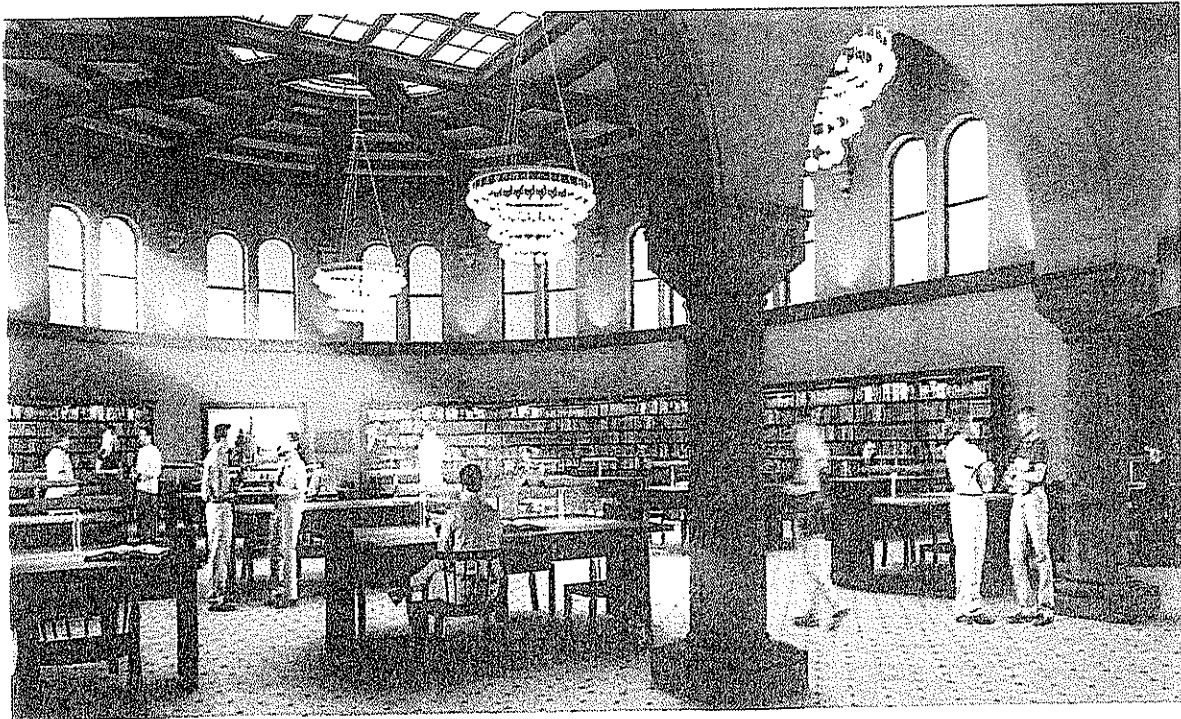


GERSTEIN SCIENCE INFORMATION CENTRE MASTER PLAN
UNIVERSITY OF TORONTO

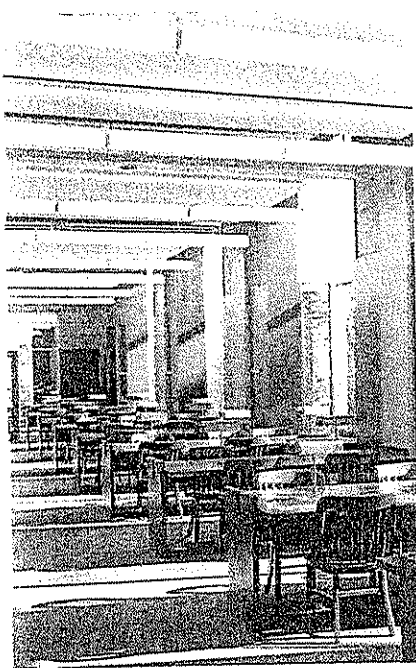


Diamond and Schmitt Architects Incorporated were retained in August 1998 by the University of Toronto to develop a master plan and initiate a multi-phased renovation of the 190,000 square foot Gerstein Science Information Centre. The original Science and Medicine library building's integrity had been obscured over the years through numerous additions and changes - most of them ad hoc and expedient. As a consequence the building suffered from inadequate staff, stack and reader space and a disorienting, confusing internal organization. Four Phases of construction have been completed.

The project focuses on the interior renovation, renewal and restoration of the Sigmund Samuel building to meet changing technology and information access needs within a significant work of historic architecture. The plan created 40% more stack space and 30% more reader space with an 8% increase in area. New offices, work space and open areas for the staff have been distributed throughout the facility to better serve library users. Improvements have been made to the wayfinding system linking the various components of the building together and 50 workstations have been installed to increase accessibility to collection materials for research, teaching and study needs.

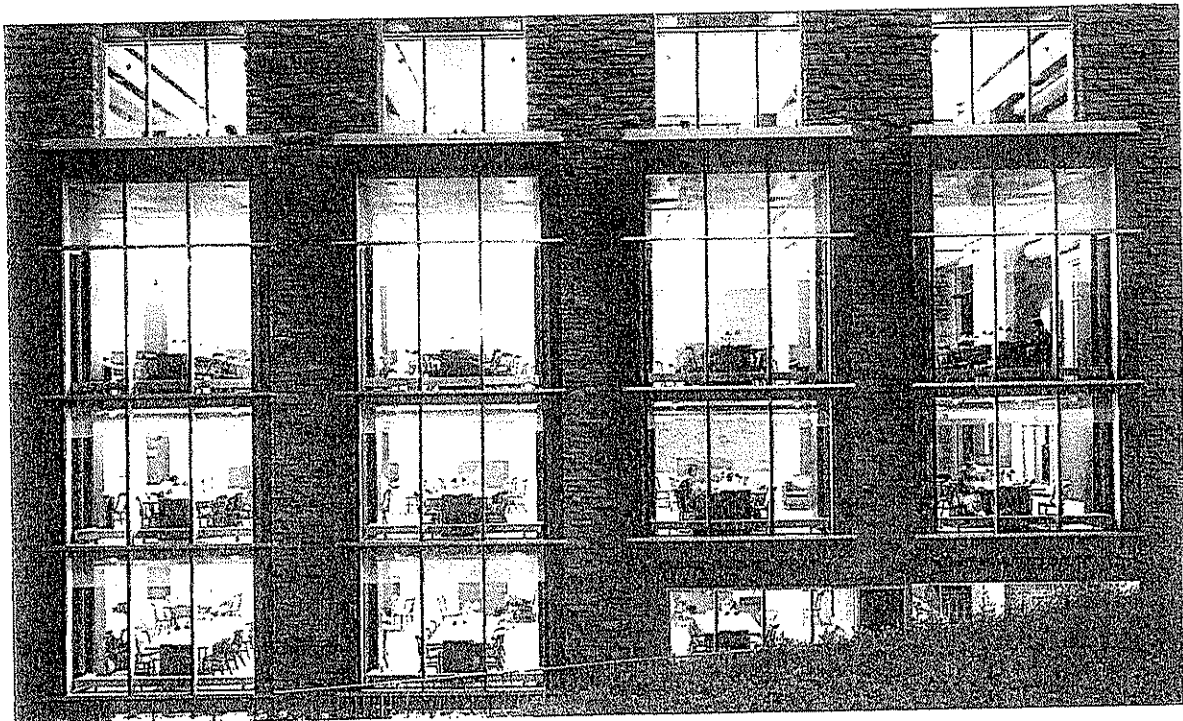


GERSTEIN SCIENCE INFORMATION CENTRE
UNIVERSITY OF TORONTO

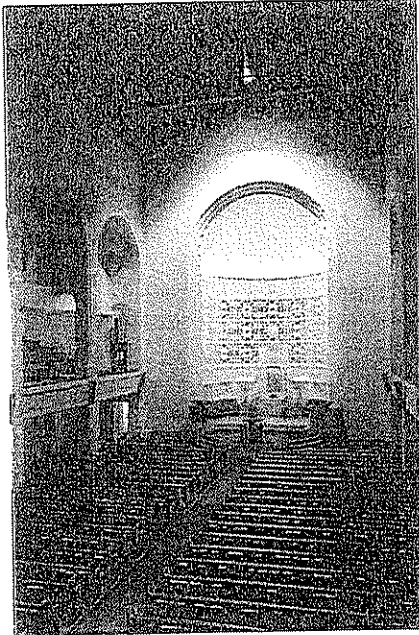


The Morrison Pavilion is a five-storey addition and renovation to the northeast side of the 190,000 square foot Gerstein Science Information Centre at the University of Toronto. Creating a new front for the eastern entrance to the campus, the Pavilion represents the integration of new architectural and landscape elements with the existing urban fabric of the University's historic campus. The Pavilion's presence is emphasized by two towers, both occupied by sunny reading rooms, that project outward into the surrounding landscape. The North Reading Room Tower extends beyond the north face of the existing building providing panoramic views. The tower also serves as an important landmark as it flanks the campus entrance on Wellesley Street.

The addition of the Pavilion and the internal renovation of the existing library added 650 student study stations and expanded the collections area by 50% and staff areas by 22%. This was accomplished with only a modest 13% increase in the overall building footprint, while keeping the library fully operational during construction. Inserted between the Pavilion and the existing library are a new set of stairs. Previously the five floors of the library had been isolated from each other; the stairs now give coherence to the vertical organization of the building and also provide a social space for spontaneous meetings.



HOLY BLOSSOM TEMPLE
TORONTO



Diamond and Schmitt were selected through a competition process to design the expansion and renovation of the historic Holy Blossom Temple in Toronto.

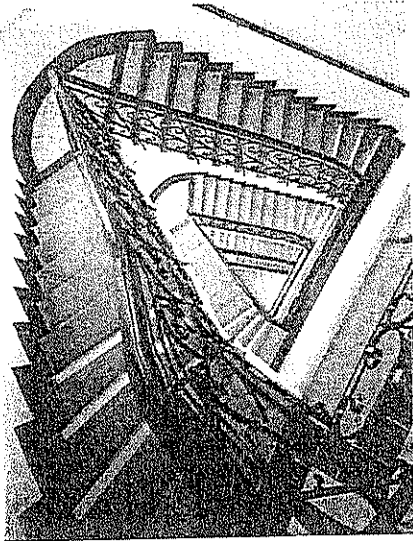
Originally built in 1938, the sanctuary and Sunday school wing were the first continuously poured board-formed concrete building in Toronto, having great historical significance for both the Jewish community and the City of Toronto. In 1958 the school wing was added, expanding the Temple's facilities to include nursery and day school capabilities. The \$30M project aims to revitalize and expand the existing sanctuary, provide new community oriented spaces and significantly expand the nursery and elementary school components.

The school revitalization consists of a new below grade gymnasium, resource library, the addition of 18 classrooms, 2 multipurpose activity rooms, dance and music studios, computer lab, science lab, commons areas, and youth chapel.

The second portion of the project, the revitalization of the Synagogue, consists of a new multiple purpose congregation hall, with retractable seating. This addition will accommodate both traditional congregations and banquet style gatherings supported by a modern servery. Diamond and Schmitt are also renovating and expanding the clergy support offices and designing a new Rabbinical library resource centre.



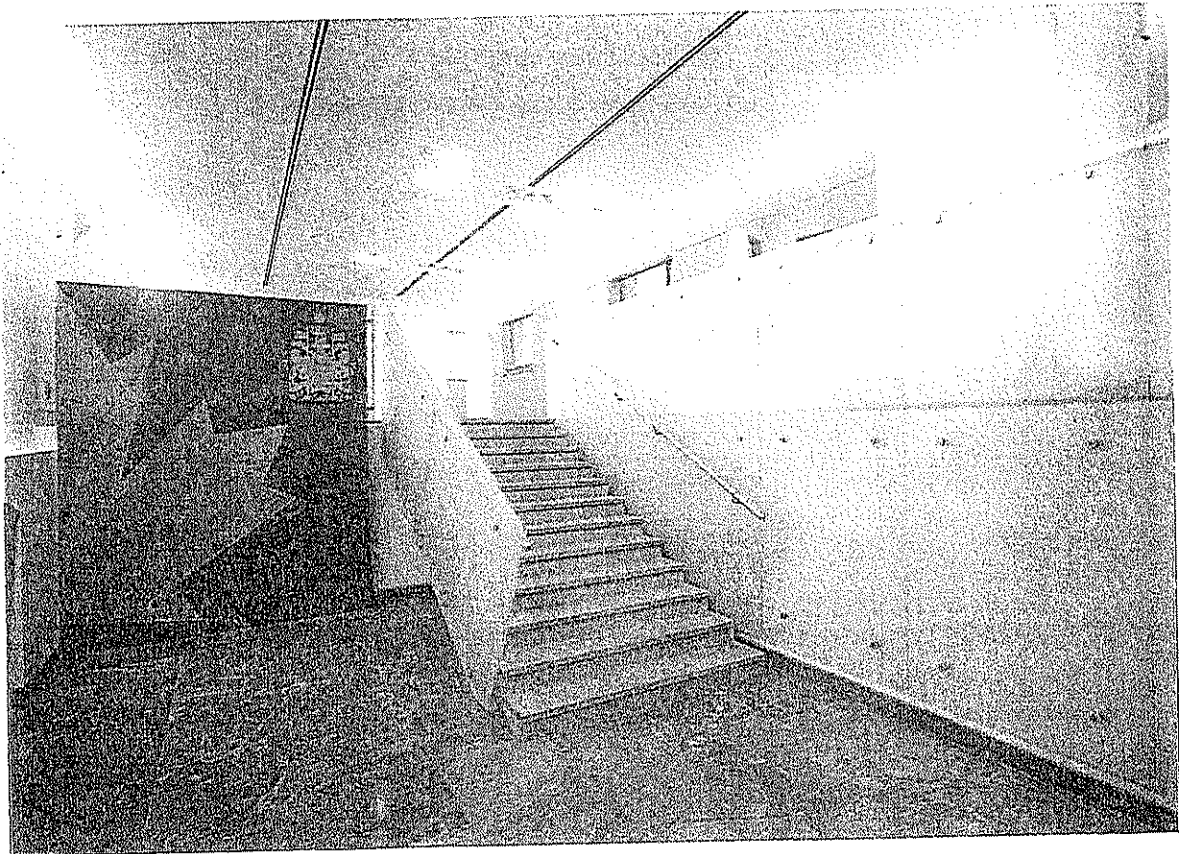
CANADIAN EMBASSY IN PRAGUE CZECH REPUBLIC



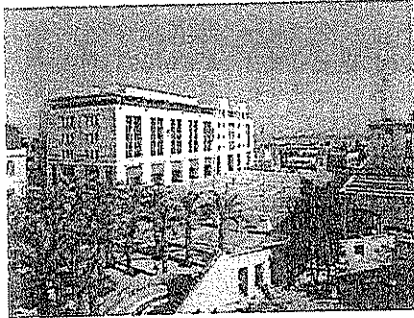
Diamond and Schmitt were retained in November 2000 to provide design and construction services for the renovation and fit-up of the Canadian Government Embassy, Prague, Czech Republic.

The new offices are located in an existing four storey historic structure in the centre of Prague. The new 23,600 square foot office facility accommodates approximately forty staff.

The design provides an efficient work environment and effective building systems to support government operations overseas while incorporating the most advanced security measures as required by the Department of Foreign Affairs and International Trade.



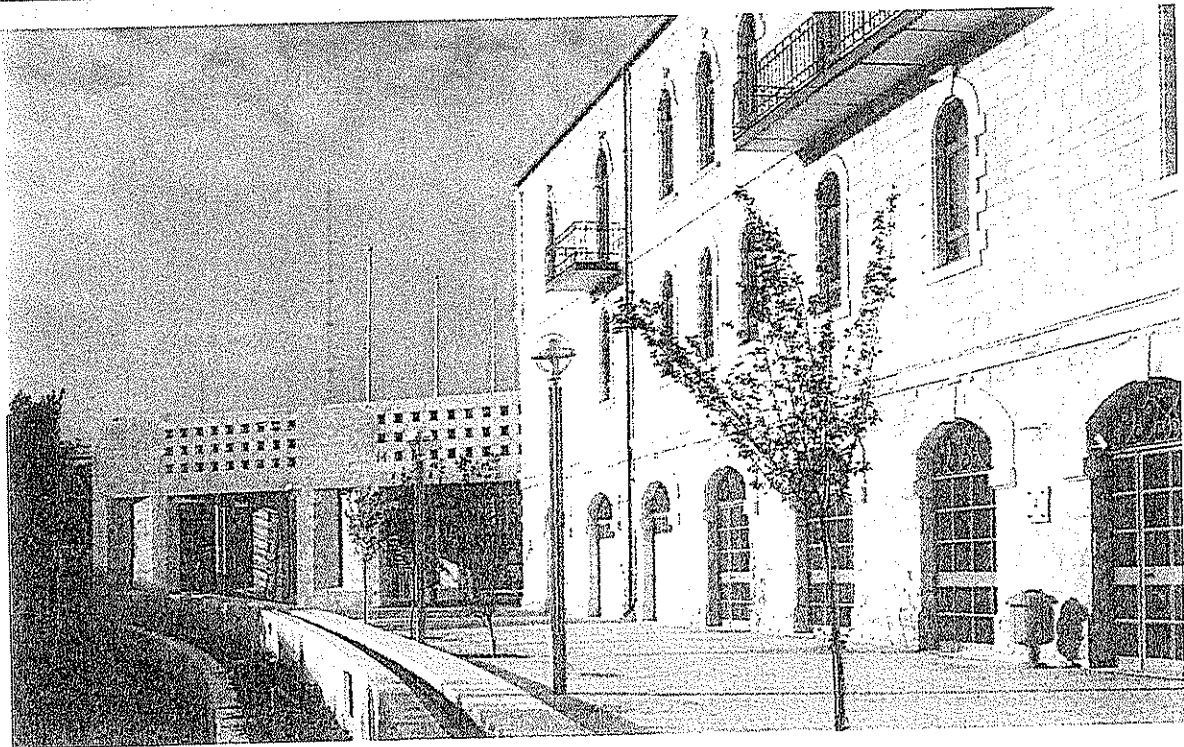
JERUSALEM CITY HALL
ISRAEL



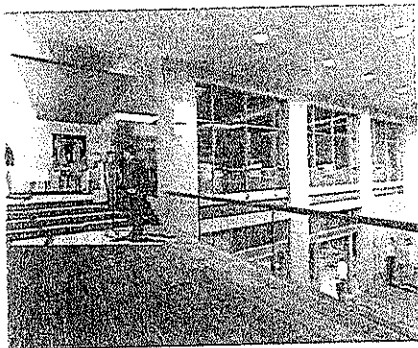
A civic campus, rather than a city hall, more accurately describes the collection of ten existing and three new buildings, together with the main plaza, minor plaza, courts and gardens that comprise this municipal complex. The main plaza, new and renovated structures and gardens, serve as a focus for all citizens and is positioned to be equally accessible from both East and West Jerusalem. Dramatic contrast has been achieved between the formal plaza, on which programmed activities are staged, and the gardens in which cafés have been placed to serve informal functions.



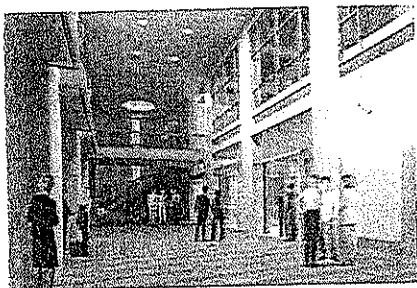
The firm designed the interior public spaces of each of the new buildings and all of the meeting rooms including the council chamber in the new main municipal building. Having designed the base buildings as well, the interior design continues many of the themes and ideas of the exterior shell. The same Jerusalem stone and coursing is used inside, although the tooling is much finer, the double-column motif is used in the custom furniture design, screens are used as diffusers of light, in addition to providing some measure of privacy between areas.



GRAND THEATRE RENOVATION KINGSTON, ONTARIO

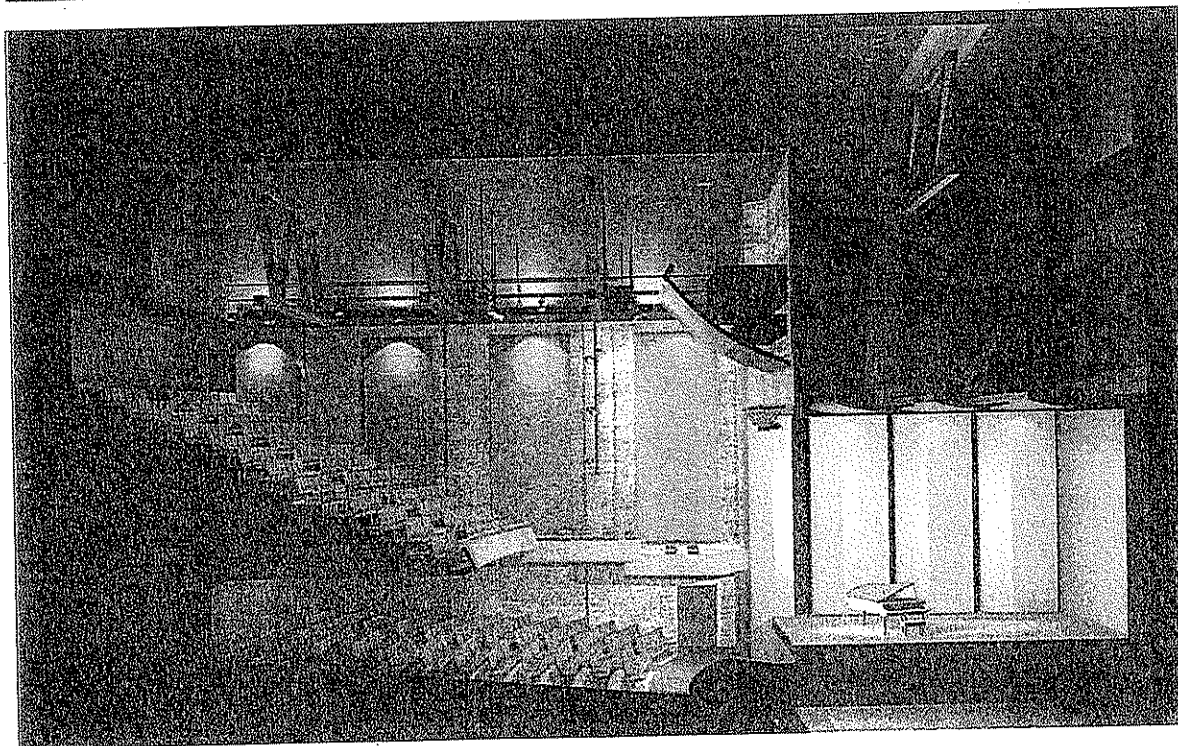


The Grand Theater is as one of the main cultural venues in the Greater Kingston region. It serves as the prime performing arts theatre for professional and amateur performances in ballet, modern dance, drama, comedy, and classical and contemporary music as well as home to the Kingston Symphony Orchestra. The building contains an 826 seat auditorium, a 66 seat black box theatre; a lounge used for receptions and art exhibits as well as a lobby and dressing rooms.



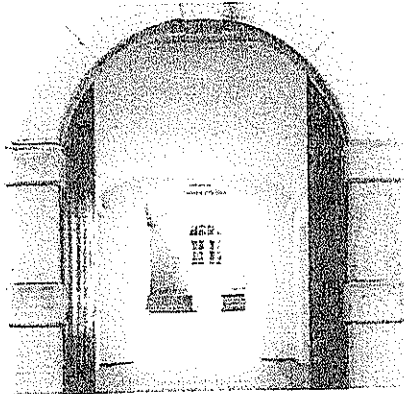
The \$8.9M project dramatically transformed the theatre from a lackluster and dated auditorium to a festive and engaging hall reminiscent of its turn of the century heritage. By removing the low plaster ceilings and exposing heavy timber roof beams the hall will gain acoustically beneficial volume and a dramatically enhanced interior space.

The proscenium will be redefined with wood and plaster molding that will carry through into the movable orchestra shell. New finishes and details will be finished wood lending elegance to the overall transformation. New state of the art performance lighting, audio and video systems will be planned to provide the theatre with expanded performance capability in the future.



RELEVANT EXPERIENCE

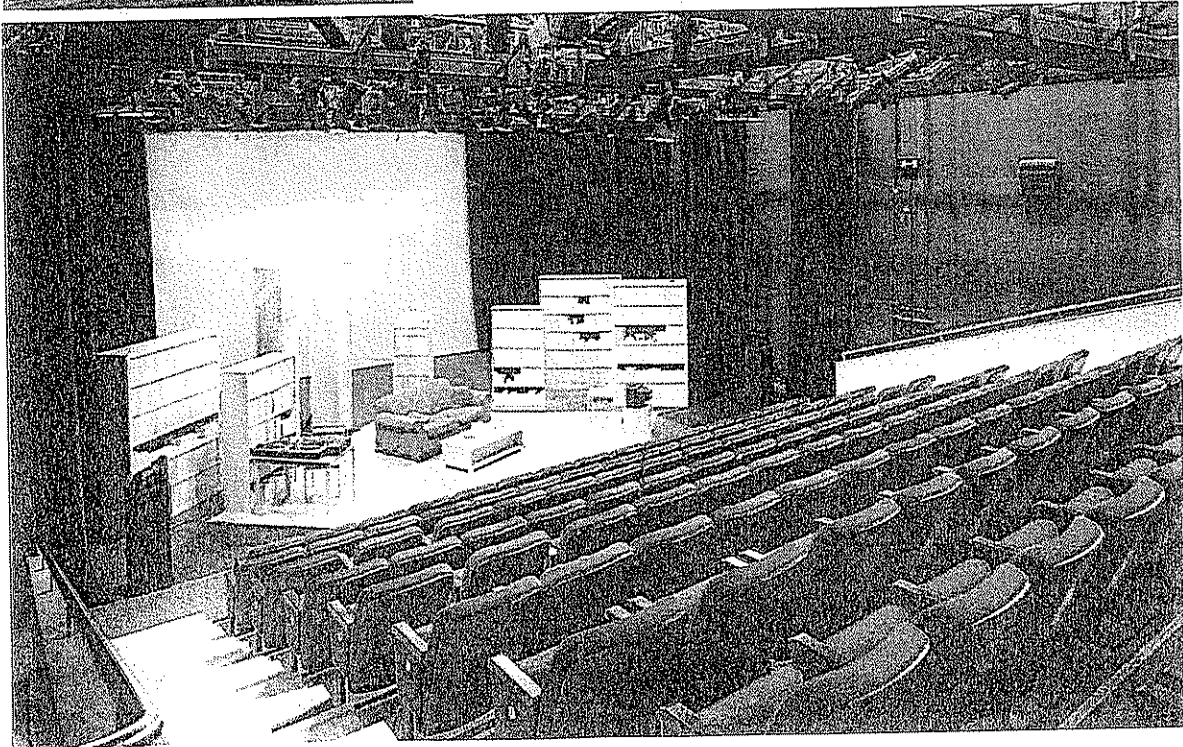
GARTER LANE ARTS CENTRE WATERFORD, IRELAND



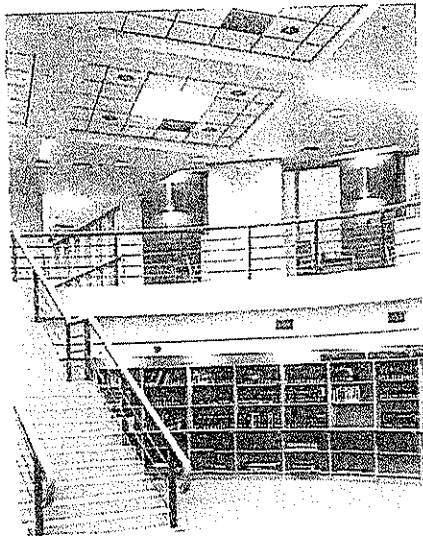
Garter Lane Arts Centre is home to a vibrant and extensive program including dance, theatre, film, live music and fine art. Productions range from contemporary Irish to international, professional to amateur. The Centre is located in a 1790 Quaker meetinghouse in downtown Waterford, located two hours south of Dublin in the southeast tip of Ireland.

Diamond and Schmitt Architects are leading the design of much needed renovations and additions to the Centre, providing new washrooms, kitchen, dressing rooms, box office, administrative offices and back stage facilities.

The 180 seat auditorium and stage have been completely reconfigured to allow proper site lines and cross over space behind the stage. The project also combines new work with restoration of this historically significant site, including stone laneway walls.



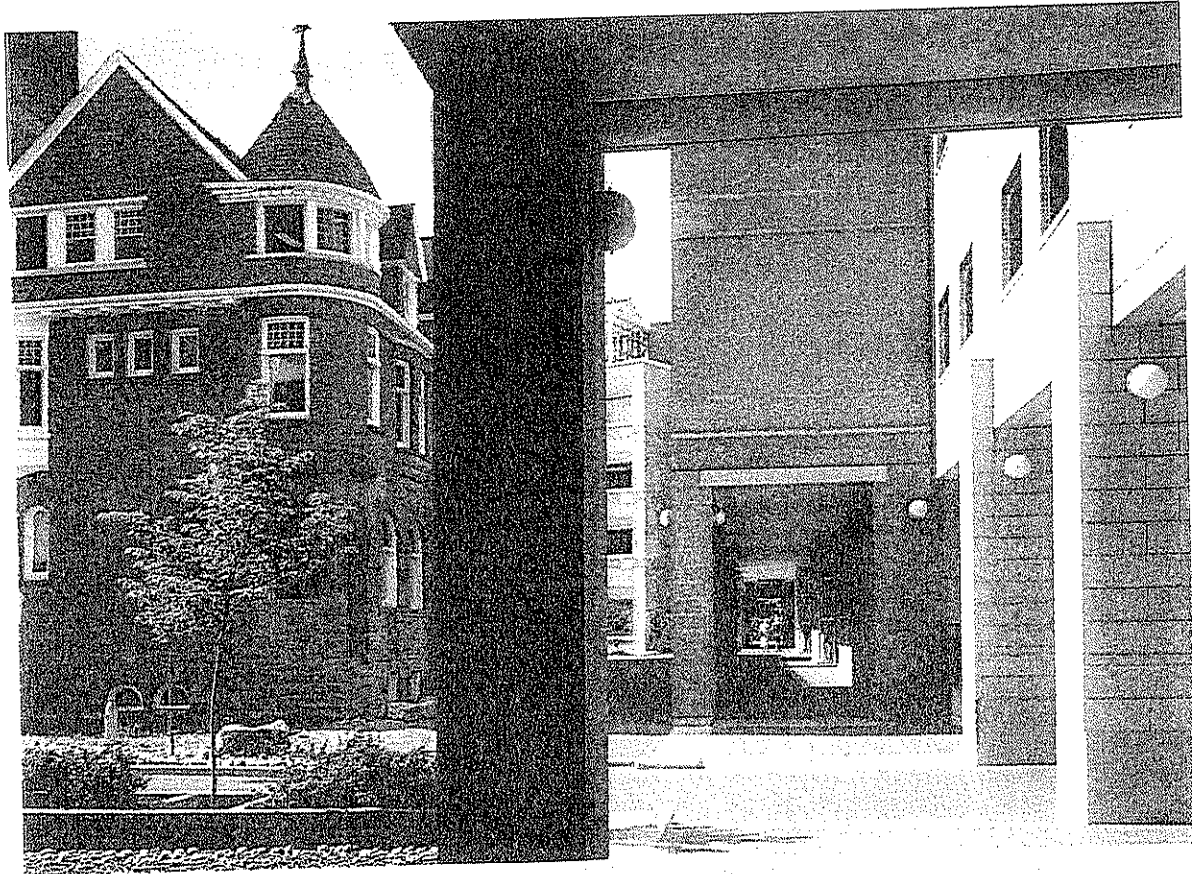
**EARTH SCIENCES CENTER
UNIVERSITY OF TORONTO**



The Earth Sciences Centre is a major academic and research complex which provides a consolidated home for the Departments of Botany and Geology, and the Faculty of Forestry.

Included in the building program are more than 10,000 square meters of technologically advanced research laboratories, a 400 seat auditorium, lecture halls, student facilities and common areas. These are designed to encourage interaction between students, faculty and the different academic disciplines. At the heart of the complex is a 125,000 volume library for the combined disciplines.

The design was intended to reactivate the surrounding urban area and reunite it with the campus. Quadrangles, courtyards and colonnades, together with building forms clad in traditional materials of brick and stone, are some of the devices used to achieve this goal.



NEWCASTLE TOWN HALL
DOWNTOWN



The Newcastle Town Hall consolidates municipal government facilities by linking the original town hall to a new structure. Two aspects of civic government are acknowledged by the clear separation of functions. The historic building, designed by A.R. Denison and built in 1904, has been renovated for council functions, while the new building houses administrative facilities. Retaining the existing building instead of replacing it helped maintain historic continuity.

The renovated town hall retains the red brick and sandstone façade, large windows and cupola of the original building. The old auditorium, with its gracious proportions, generous oak staircase and balcony, is used for formal and ceremonial functions. The council table, balcony and floating ceiling are placed within the restored old town hall, while the vault, core and the north entrance tower serve as fixed objects inserted into the old building.

