

Date: 12/29/25

To: Novi Finance and Administration Committee:

RE: RASIC Questions

Dear Finance and Administration Committee:

In anticipation of January's Finance and Administration Committee (FAC) meeting and the governance discussion we will be having, I am providing more detail regarding two items flagged for clarification by members of City Council:

Engagement of the Contractors

As the Construction Manager, Christman will be responsible for drafting contractor bid packages, bid summaries, and Guaranteed Maximum Price Amendment recommendations for ultimate approval by Novi's City Council. These bid packages delineate the scope of work for a variety of subcontractors working on the Public Safety Building project and Fire Station projects.

PMR advises that City Council be **informed** when bid packages are being released in PMR's weekly updates to Council. Once bid packages are reviewed by Christman, PMR, the City, and, if necessary, HED (the Architect/Engineer), a recommendation will be made for City Council's ultimate **approval**.

Approval of Transfers within Budget Line Items

PMR is overseeing Novi's Public Safety Project, which consists of four elements:

1. Public Safety Building (new construction of a joint police station and fire station)
2. Fire Station 2 (new construction)
3. Fire Station 3 (new construction)
4. Fire Station 4 (renovations and improvements) / Budget: \$2 million

The total project budget is \$100 million. As design and construction move forward, there may be fluctuation in each element's budget. Understanding that the budget cannot exceed \$100 million without City Council approval, PMR advises that City Council be **informed** if there are budget alterations within the new construction elements of the program. For example, if Fire Station is budgeted at \$13 million, and savings of \$1 million are achieved, PMR can program those savings as a budgetary addition to the Public Safety Building budget or placed in project contingency. PMR advises that City Council will be **informed** of PMR's proposed budget amendments within the

overall \$100 million project budget before any transfer takes place. These proposed budget amendments will be included in updates to City Council and/or the FAC.

Similarly, should the city receive a particular vendor's bid that is lower than what was initially budgeted, PMR can reprogram those dollars within the overall program so long as City Council is **informed** of this reallocation in PMR's budget updates. These proposed budget amendments will be included in updates to City Council and/or the FAC before any transfer takes place.

Once you have had a chance to review, please send any additional questions or desired clarifications to me in advance of our January FAC meeting.

Sincerely,

Todd Fenton
Plante Moran Realpoint

CC: Victor Cardenas
Greg VanKirk
Brian Weber
Robert Stempien

Responsible: The person or people who do the work to complete the task.
Approve: The person who approves the work once it's done and is the final Decision-maker.
Support: The person who provides help and resources to the Responsible person.
Informed: People who need to be kept up-to-date on progress, but do not need to be consulted on decisions.
Consulted: People whose input is needed before a decision or action can be taken.

	CITY COUNCIL	NOTES	CITY ADMIN	PMR	ARCHITECT	CM
PROJECT FEASIBILITY STUDIES						
Prepare Conceptual Budget and Schedule			S	R		
Approve Conceptual Budget and Schedule	A		S	S		
PROGRAM ADMINISTRATION						
Approval of the Bond Sale	A		S	S		
Assist City in Overall Program Management			R	S		
Setup, maintain, and recommend Program Governance Documents	I		S	R		
Approve Program Governance Documents	A		S	S		
Weekly Updates to City Council	I		S	R		
Monthly Construction Summary Update (receive and file)	I		S	R		
Quarterly Dashboard Presentations to City Council	I		S	R		
Lead CON/PMR Meetings	I		S	R		
PROPERTY DUE DILIGENCE						
Surveys and Geotechnical	I	These should be included as standard in the weekly status update (either as "we are doing surveys this week" or "we are doing geotech next week") - just keep us in the loop from a timeline perspective and tell us if there's info we need to know. If things are being delayed, or there are concerns or any kind of significant change to what we were expecting, CC should be informed separately (via email if appropriate).	R	S	S	
Public Roadway & Utility Infrastructure	I		R			
Flood Plains / Wetlands / Woodlands	I		R			
Permitting / Regulatory Requirements	I		R	S	S	S
Site Plan approval for new construction (with Planning Commission)	A	No Objection From PMR.	R	S	S	
PROJECT DELIVERY METHOD AND PROFESSIONAL TEAM PROCUREMENT						
Review and Recommendation of Project Delivery Method	I		S	R		
Approval of Project Delivery Method	A		S	S		
Develop Professional Services RFPs with analysis and Recommendations	I		S	R		
Approval of Professional Services Contracts over \$25,000	A		S	S		
DESIGN PHASE SERVICES						
Assist and advise City through design process	I		S	R	S	
Monitor and Update Project Schedule and Budget	I		R	S	S	S
Presentation of the Schematic Design Document Package			S	R		
Approval of the Schematic Design Package	A		S	S		
Presentation of the Design Development Document Package			S	R		
Approval of the Design Development Package	A		S	R		
Approval of Construction Drawings (90% complete with construction estimate for bid packages)	A		S	S	R	
ENGAGEMENT OF THE CONTRACTORS						
Contractor Bid Package, Bid Summary, and GMP Amendment Recommendations	I/C	Not 100% sure what this line means, so additional insight would be helpful. We may want to be consulted instead of informed depending on the answer. No Objection From PMR - To be discussed at FAC meeting.	S	S	S	R

Approval of Contractor Bid Packages and Guaranteed Maximum Price (GMP)	A		S	S	S	R
CONSTRUCTION PHASE SERVICES						
Attend Bi-Weekly Owner/architect/Construction Manager Meetings	I	These should be included as standard in the weekly status update - just keep us in the loop from a timeline perspective and tell us if there's info we need to know. If things are being delayed, or there are concerns or any kind of significant change to what we were expecting, CC should be informed separately (via email if appropriate). No Objection From PMR	S	S	R	R
Monitor Contractor's submittals, material procurement, and RFI's	I		S	S	R	R
Review payment applications, waivers, sworn statements for contract compliance	I		R	R	R	R
Setup and Maintain Project Files				R	S	R
Change Order Review			R	R	R	R
Change Order Approval over \$100,000 or over CC approved contingency	A		S	S	S	S
Change Order Approval - within council approved GMP (Notify Council for contractor changes at \$100K+)	I	We are requesting a change order tracking document that shows every change order, not just those that Council would need to approve. We'd like this to be a running list of change orders, not just new ones and sent weekly is fine. No Objection From PMR	S	S	S	R
Approval of Transfers within budget line items that do not exceed CC approved budget	I/C	Not 100% sure what this line means, so additional insight would be helpful. We may want to be consulted instead of informed depending on the answer. No Objection From PMR - To be discussed at FAC meeting.	R	S	S	S
Monitor and Update Project Schedule and Budget	I	These should be included as standard in the weekly status update - just keep us in the loop from a timeline perspective and tell us if there's info	S	R	S	S
Expedite Project Close-Out activities	I		S	S	S	R
BUILDING ACTIVATION						
Activation Plan Development	I/C		S	R	S	S
Procurement of Furniture, Fixtures and Equipment (FFE) and Moving Services	I	These should be included as standard in the weekly status update - just keep us in the loop from a timeline perspective and tell us if there's info we need to know. If things are being delayed, or there are concerns or any kind of significant change to what we were expecting, CC should be	R			
On-site Coordination during FFE Installation and Moving Services	I		R			