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## Special Meeting Agenda

Tuesday, February 13, 2024  
at President's Office Conference Room  
Tanis Building  
1701 E. Front Street

2:30 p.m. Special Meeting

### I. GENERAL BUSINESS

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Review of Agenda and Approval of Additions, Deletions, or Rearrangements

### II. PUBLIC INPUT

Each person wishing to address the Board during public comment must be present and shall provide their name, address, city, phone, and issue to be addressed on a form provided prior to the meeting. The topic addressed should be related to business within the jurisdiction of the Board. Forms will be collected and given to the Board Chair prior to the call for order. Comments will be limited to (3) three minutes in length per speaker. The Board will take public remarks into consideration, but will not comment at time of input.

### III. ACTION ITEMS

- E. **Owner's Representative: Aviation Hangar Expansion Project** (Pursuant to Policy A-106.00 Finance)  
Recommend authorization for administration to enter into a contract not-to-exceed \$200,000 with Cunningham-Limp Co. for owner's representative services for the aviation hangar expansion project. The source of funds for this service will be State grant funds.

### IV. OTHER POTENTIAL DISCUSSION ITEMS

### V. ADJOURNMENT

#### Upcoming Board Meeting Dates:

*All board meetings are open to the public.*

February 26, 2024—Timothy J. Nelson Innovation Center, Room 106/107

March 18, 2024—NMC Hagerty Center, Great Lakes Campus, Room C (3rd Monday)

April 22, 2024—Timothy J. Nelson Innovation Center, Room 106/107

Posted Monday, February 12, 2024, 9:00 a.m.



**To:** Dr. Nick Nissley, President

**From:** Troy Kierczynski, VP of Finance and Administration  
Patrick Quinlan, Director of Campus Services  
Alex Bloye, Director of Aviation

**Date:** February 8, 2024

**Subject:** Request for Proposal for Owner’s Representative – Aviation Hangar Expansion Project

This document provides an overview and recommendation for the selection of an owner’s representative to support the Aviation Hangar Expansion project.

**Board Authorization Requested**

Authorize the administration to enter into a contract not-to-exceed \$200,000 with Cunningham-Limp Co. for owner’s representative services for the aviation hangar expansion project.

**Background / Scope of Work**

The owner’s representative works with and on behalf of NMC to oversee the entire project, starting with the procurement of a construction manager at-risk and architect through all phases of planning, design, construction, occupancy, and close-out of the aviation hangar expansion project. NMC staff will be responsible for processing payments to contractors and will retain all contracts.

**Bid Summary and Recommendation**

A request for proposals was announced January 10, 2024, with responses due by January 26, 2024. NMC received proposals from five qualified firms/persons, and all were submitted timely. We analyzed and scored each proposal based on predetermined criteria. NMC then interviewed the top two companies on February 5, 2024. The table below summarizes the results:

<b><i>Firm/Person</i></b>	<b><i>Score</i></b>	<b><i>Home Office</i></b>	<b><i>Fee</i></b>	
<i>Cunningham-Limp</i>	49.7	Novi, MI**	\$200,000	<b>**Offices and Project Manager in TC</b>
<i>Plante Moran Realpoint</i>	46.0	Southfield, MI**	\$265,800	
<i>Construction Simplified</i>	45.7	Grand Rapids, MI	\$121,890	
<i>Veridus Group</i>	44.7	Indianapolis, IN	\$175,930	
<i>Scott Jones Consulting, LLC</i>	37.7	Traverse City, MI	\$297,950	

The scores above reflect how the proposals addressed criteria most valued by NMC. Experience, qualifications, fees, local presence, and continuity/contingency planning were emphasized. The selection team’s recommendation to award the contract to Cunningham-Limp is based on these factors.

**Source of Funds**

The source of funds for this service will be State grant funds.