

**GROSSE POINTE PUBLIC SCHOOL SYSTEM
2025 BOND PROGRAM
PROJECT PROCEDURES**

Section A: PURPOSE & SCOPE

This document defines how the GPPSS Administration, Facilities Committee (FC) and the GPPSS Board of Education (BoE) manage, review, and approve the described activities associated with the 2025 Bond Program, including those described herein. It reflects process and procedural elements, statutory considerations, limits of authority, reporting and communications.

SECTION B: ROLES & RESPONSIBILITIES

Roles & Responsibilities

1. Board & Committee Roles & Responsibilities

a. Facilities Committee (FC)

Primary Role: Advisory and oversight of the implementation of the Bond Program to ensure to ensure the goals of the District are being advanced.

The following responsibilities would fall under the Facilities Committee:

- 1) Governance Review: Review and recommendation of Bond Governance Document
- 2) Procurement Strategy Review: Review recommended procurement strategy, delivery method(s) and the rationale, including schedule, risk, and cost implications. Provide recommendations to Administration/Owner's Representative for refinements.
- 3) Selection Committee(s): As requested, serve on selection committees for participating in interviews and finalizing Vendor selection process.
- 4) Vendor Recommendations: Review Vendor award recommendations, evaluation criteria/weights (for criteria-based selections),

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fees/costs, terms/conditions and validate recommendations to the Board of Education to enter into formal agreements.

- 5) Program Alignment & Monitoring: Review periodic reports from Owner's Representative to ensure Bond Program scope is aligned with the District's goals and objectives, schedule and budget are being maintained, and potential risks are being mitigated.

b. Board of Education (BoE)

Primary Role: Policy-setting and approving authority for procurement actions—adopts/updates purchasing policies, approves contract award recommendations, The following responsibilities would fall under the Board of Education:

- 1) Policy & Governance: Formal approval of Bond Program Governance document.
- 2) Award & Contract Actions: Approval of award recommendations to enter into agreements with Vendors. (professional services, hard construction, FF&E/technology, etc. as policy requires) and authorize contract execution.
- 3) Program Alignment & Monitoring: Review periodic reports from Owner's Representative to ensure Bond Program scope is aligned with the District's goals and objectives, schedule and budget are being maintained, and potential risks are being mitigated.

c. Bond Oversight Committee

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Primary Role: Committee of concerned citizens who will be periodically updated on the progress of the Bond Program implementation. The following responsibilities would fall under the Bond Oversight Committee:

- 1) Program Monitoring: Review periodic reports from Owner's Representative to stay aware of the progress of the Bond Program implementation. Provide perspectives of the different constituencies across the community by engaging in constructive dialogue with Administration and Owner's Representative. Assist in communicating this information into the broader community.

SECTION C: FUNDING SOURCES & BUDGET RESPONSIBILITY

Funding Sources

Funding for the 2025 Bond Program will be provided through the sale of bonds by GPPSS from the November 2025 Ballot Proposal. These are anticipated to be sold in three (3) Series.

The 2025 Bond Program is funded through non-qualified bond sales and State of Michigan prevailing wage requirements do not apply. This will be revisited by GPPSS if other funding sources are added to the program.

GPPSS shall make PMR aware of any and all funding sources for the Program and shall work with their Legal Counsel to determine any and all restrictions on/or requirements of those funds and shall promptly make PMR aware of those determinations.

Budget Responsibility

PMR will be responsible for the following budgets, costs, and assisting with bidding requirements:

- Professional Services (Including CM Fees and Costs)

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- Permits & Testing
- Hard Construction
- Construction Contingency
- Technology Infrastructure
- Furniture, Fixtures & Equipment (FF&E)
- Design Prime (if any)

GPPSS will be responsible for the following budgets, costs, and bidding requirements:

- Administrative Costs & Legal Fees
- Technology Hardware & Equipment
- Bond Issuance Costs
- Earned Interest / Arbitrage Liability
- Owner Contingency

All increases or decreases to the overall Budget must be approved by the CFO and/or the Superintendent via an approved eBuilder process. Transfers between Budget Categories must be approved by the CFO via an approved eBuilder process. Transfers between Budget Line Items may be made by PMR but must be tracked in eBuilder and reported to the CFO periodically.

Section D: PROCUREMENT

1. See Procurement Matrix ([Exhibit B](#)) for which firms need to be engaged.
2. During Procurement, GPPSS and Legal Counsel, with support of PMR, will determine which method is appropriate based on market conditions.
 - a. Construction Manager as Constructor (CMc)
 - b. General Contractor (GC)
 - c. TBD
3. Professional Services Firms are procured via one of two methods as outlined in the table below:

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Professional Services Procurement Methods (Includes Architect/Engineer, Construction Manager, Owners Representative, Technology Designer et. al)	
Method 1: Negotiated Proposals	Method 2: RFQ/RFP
<ol style="list-style-type: none"> 1. Develop Form of Agreement / Contract (GPPSS/PMR) 2. Develop Scope / Schedule/Budget (GPPSS Input) 3. Contact Firm(s) / Solicit Proposals 4. GPPSS Evaluate Proposals / PMR Advise 5. PMR Prepare Award Recommendation Letter(s) 6. GPPSS Negotiate/execute contract as required per stakeholder approval (PMR Assist) 7. PMR prepare award recommendation letter 8. GPPSS Present to Stakeholder for Award (if applicable) 9. GPPSS Stakeholder Approval 10. GPPSS fully execute contract 11. GPPSS issues PO(s) as required 	<ol style="list-style-type: none"> 1. Develop Form of Agreement/Contract (GPPSS/PMR) 2. Develop RFQ/RFP (Scope/Schedule/Budget – GPPSS Input) 3. Public Advertising (See Section B6 below) (if desired) 4. Issue RFQ/RFP – GPPSS Procurement 5. Pre-Proposal meeting - GPPSS Procurement (PMR Assist) 6. Issue Addendum(s) – GPPSS Procurement 7. GPPSS to receive bids & publicly open (if desired) 8. GPPSS Evaluate Proposals / PMR Advise 9. GPPSS Negotiate/partially execute contract as required per stakeholder approval (PMR Assist) 10. PMR Prepare Award Recommendation Letter(s) 11. GPPSS provides stakeholder documents to Stakeholder for approval 12. GPPSS Stakeholder Approval 13. GPPSS fully execute contract 14. GPPSS to issue / PO(s) as required
End of Process	

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4. Furniture Fixtures & Equipment (FF&E) / Technology Equipment are procured via one of three methods as outlined in the table below:

FF&E / Technology Equipment Procurement Methods		
Method 1: Purchase Directly (if below District's Policy Limits)	Method 2: Via a Consortium	Method 3: RFQ/RFP
<p>1. Develop Form of Agreement/contract (GPPSS/PMR)</p> <p>2. Develop Scope/Schedule/Budget (GPPSS/PMR)</p> <p>3. Contact Firm(s) / Solicit Proposals</p> <p>4. GPPSS Evaluate Proposals / PMR Advise</p> <p>5. GPPSS issues PO(s) as required</p> <p>6. Enter Commitment(s) into PMIS: PMR</p>	<p>1. Develop Scope/Schedule/Budget (GPPSS/PMR)</p> <p>2. Contact Firm(s) / Solicit Proposals</p> <p>3. GPPSS Evaluate Proposals (PMR Advise)</p> <p>4. PMR Prepare Award Recommendation Letter(s)</p> <p>5. GPPSS Present to Stakeholder for Award (if Applicable)</p> <p>6. GPPSS Negotiate/partially execute contract as required per stakeholder approval (PMR Assist)</p> <p>7. GPPSS Stakeholder Approval</p> <p>8. GPPSS fully executed contract</p> <p>9. GPPSS to issue PO(s) as required</p>	<p>1. Develop Form of Agreement/Contract (GPPSS / PMR)</p> <p>2. Develop RFQ/RFP (Scope/Schedule/Budget – GPPSS Input)</p> <p>3. GPPSS Public Advertising (See Section B6 below)</p> <p>4. Issue RFQ/RFP – GPPSS Procurement</p> <p>5. GPPSS Pre-Proposal meeting (PMR Assist)</p> <p>6. Issue Addendum(s) – GPPSS Procurement</p> <p>7. GPPSS to receive bids & publicly open (if required)</p> <p>8. GPPSS Evaluate Proposals – PMR Advise</p> <p>9. GPPSS Negotiate/ partially execute contract as required per stakeholder approval (PMR Assist)</p> <p>10. PMR Prepare Award Recommendation Letter(s)</p>

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		<p>11. GPPSS provides stakeholder documents to Stakeholder for approval</p> <p>12. GPPSS Stakeholder Approval</p> <p>13. GPPSS fully execute contract</p> <p>14. GPPSS to issue PO(s) as required</p>
End of Process		

7. Hard Construction (via CMc, GC, or Design Prime) shall be procured via one of two methods as outlined in the table below:

Hard Construction Procurement Methods (Includes Abatement and Technology Construction)	
<p>Method 1: Construction which is LESS than annually published by the State of Michigan competitive bid limit (MCL 380.1267) will follow GPPSS Policy Requirements</p>	<p>Method 2: Construction which EXCEEDS the annually published State of Michigan competitive bid limit must proceed as competitive bids following the stricter of the State of Michigan (MCL 380.1267) and the GPPSS Policy Requirements.</p>
<p>1. Develop Form of Agreement/Contract (GPPSS Legal Counsel/PMR)</p> <p>2. Develop Scope/Schedule/Budget: AE/CM & PMR w/ GPPSS Assist</p> <p>3. Develop Bid List: AE/CM & PMR w/ GPPSS Assist</p> <p>4. Contact Firm(s) / Solicit Proposals: AE/CM & PMR w/GPPSS</p> <p>5. Evaluate Proposals: AE/CM & PMR w/ GPPSS Input</p>	<p>1. Develop Form of Agreement/Contract (GPPSS/PMR)</p> <p>2. Develop RFQ/RFP (Scope/Schedule/Budget – GPPSS Input)</p> <p>3. GPPSS Public Advertising (See Section B6 below)</p> <p>4. Issue RFQ/RFP – GPPSS Procurement</p> <p>5. GPPSS Pre-Proposal meeting (PMR Assist)</p>

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<p>6. Negotiate contract as required: (GPPSS w/ Legal & PMR Assist)</p> <p>7. Issue PO(s) and/or executes contracts as required: GPPSS</p> <p>8. Enter Commitment(s) into PMIS: PMR</p> <p>9.</p>	<p>6. Issue Addendum(s) – GPPSS Procurement</p> <p>7. GPPSS to receive bids & publicly open</p> <p>8. GPPSS Evaluate Proposals – PMR Advise</p> <p>9. GPPSS Negotiate/partially execute contract as required per stakeholder approval (PMR Assist)</p> <p>10. PMR Prepare Award Recommendation Letter(s)</p> <p>11. GPPSS provides stakeholder documents to Stakeholder for approval</p> <p>12. GPPSS Stakeholder Approval</p> <p>13. GPPSS to fully execute contract</p> <p>14. GPPSS to issue PO(s) as required</p>
<p>End of Process</p>	

10. Bid Advertising, Delivery and Selection:

- a. GPPSS will post advertisements for bids as follows:
 - i. Advertise one time in a newspaper of general circulation in the area where the construction renovation / repair is to take place.
 - ii. Advertise for at least two-weeks on the Department of Michigan Management and Budget website on a website maintained for this purpose or post on a website maintained by a school organization and designated by the Department of Michigan Management and Budget for this purpose (such as Sigma

<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>)

- b. Public Advertisement must state the following information and must be reviewed by the GPPSS Executive Director of Buildings and Grounds.

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- i. Time, date, and place at which proposals/bids are due. For construction bids the time, date, and place of the public meeting which all bids will be opened and read aloud by GPPSS Stakeholder or its designee.
- ii. The bid must be accompanied by the following documents:
 1. Familial Disclosure Statement: a sworn and notarized statement disclosing any familial relations that exists between GPPSS or any employee of the bidder and any member of the Project Team
 2. Iran Disclosure Statement: a sworn and notarized statement disclosing any relationship that exists between GPPSS or any employee of the bidder, and the country of Iran.
 3. Bid, Performance, and Payment Bond Requirements: upon award each bidder is required to have a 5% Bid Bond, 100% Performance, 100% Labor and Material (Payment) Bonds. The Performance and Payment Bond is provided by the Construction Manager or Prime Contractor.
 4. GPPSS local preference resolution will be followed, if applicable
 5. Insurance Requirements / Certificate
 6. Additional Documents as otherwise required by law, or GPPSS Procurement Policy
- c. GPPSS will not consider or accept a late bid received after the date and time specified for bid submission.
- d. All bids are to be received at the GPPSS Administration Building to the attention of the GPPSS Executive Director of Buildings and Grounds authorized representation to be identified. Alternately, bidders may be directed to submit bids electronically, for which specific directions will be provided in the RFP for electronic only submissions.
- e. All construction bids will be public bid openings held at GPPSS Administration Building or building designated by GPPSS. A member of GPPSS staff and PMR must be present.

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- f. GPPSS reserves the right, in its sole and absolute discretion to accept or reject, in whole or in part, any or all proposals with or without cause. GPPSS further reserves the right to waive any irregularity or informality in this RFP/Bid process, and the right to award the contract to a firm other than the firm submitting the lowest financial proposal (lowest bidder).
- g. PMR will review, evaluate, and recommend all awards to the GPPSS Stakeholder via a written award recommendation letter. The Stakeholders approval is required for any purchase equal to, or greater than the State of Michigan annual competitive bid limit.
 - i. The Recommendation must be within the general timing as outlined below in the reference schedule of meetings,
 - 1. Schedule of Meetings and Document Production for Project Team
 - 2. Schedule to be updated as needed based on BOE Schedule guidelines
- h. For any / all vendors that bid services out on behalf of GPPSS (e.g., construction managers, etc.) the above procedures shall apply. Coordinate with GPPSS, as shall conformance with all applicable state laws and Project Team policies.

Section E: PURCHASE ORDERS / CONTRACTS / AGREEMENTS

- 1. Templates:
 - a. The following contract templates will be used (as modified and current year):
 - i. Construction Manager (CM): AIA-A133 / AIA-A201
 - ii. General Contractor (GC): AIA – A101 / AIA – A201
 - iii. Architect (AE): AIA-B101 / AIA-A201
 - iv. Technology Designer: District Modified Template
 - v. Environmental Consultant: AIA-C103
 - vi. Materials Testing Services Consultant: AIA-C103
 - vii. Others: To be determined by District Legal Counsel
- 2. Roles:

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- a. Contracts will be drafted, reviewed, and approved as outlined below: Roles in contract draft, review and approval process:
 - i. Initial Draft: District Legal Counsel
 - ii. Review Business Terms: PMR
 - iii. Review (Legal & Business Terms): GPPSS and Legal Counsel
 - iv. Contract Negotiations: GPPSS Legal Counsel and PMR
 - v. Vendor partially executes contract
 - vi. Approval: GPPSS Admin Stakeholders
 - vii. District fully executes contract
3. Purchase Orders (POs) / Contract:
 - a. Process:
 - i. Prior to Stakeholder Approval, Legal Counsel will lead the contract process detailed in item C2 above.
 - ii. Prior to being issued, all POs will be reviewed by the CFO to ensure that all bidding procedures were followed, appropriate back-up is included and completed, and there are adequate unencumbered funds remaining. Verify Payee, amount, vendor, and other pertinent details.
 1. Contract awards and POs will contain appropriate contingency amounts when going to Stakeholders for approval.
 - iii. Upon Stakeholder approval, a copy of the Project Team resolution with all back-up documentation will be provided to the Office of Procurement, who will be responsible for creating the PO.
 1. A copy of the Project Team resolution, Project Number and PO will be sent to PMR.
 - iv. Upon receipt of the PO, the construction manager or vendor is now approved to issue subcontracts, if applicable.
 - v. PMR will ensure that the PO number and project number is referenced on all payment applications / invoices submitted to the GPPSS and review(s) of payment applications are completed with

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appropriate recommendations / signatures provided in accordance
with Limits of Authority (see [exhibit A](#)).

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SECTION F: CHANGE MANAGEMENT

All change orders will utilize an AIA-G701 form or similar. See sample below.

DRAFT AIA® Document G701™ – 2017														
Change Order														
PROJECT: (Name and address)	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: Date:												
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)												
<p>THE CONTRACT IS CHANGED AS FOLLOWS: <i>(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)</i></p> <p>The original Contract Sum was _____ The net change by previously authorized Change Orders _____ The Contract Sum prior to this Change Order was _____ The Contract Sum will be increased by this Change Order in the amount of _____ The new Contract Sum including this Change Order will be _____</p> <p>The Contract Time will be increased by Zero (0) days. The new date of Substantial Completion will be _____</p> <p>NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.</p> <p>NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33.33%; padding: 5px;">ARCHITECT (Firm name)</td><td style="width: 33.33%; padding: 5px;">CONTRACTOR (Firm name)</td><td style="width: 33.33%; padding: 5px;">OWNER (Firm name)</td></tr><tr><td>SIGNATURE</td><td>SIGNATURE</td><td>SIGNATURE</td></tr><tr><td>PRINTED NAME AND TITLE</td><td>PRINTED NAME AND TITLE</td><td>PRINTED NAME AND TITLE</td></tr><tr><td>DATE</td><td>DATE</td><td>DATE</td></tr></table> <p style="text-align: right; margin-top: 20px;">1</p>			ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)	SIGNATURE	SIGNATURE	SIGNATURE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	DATE	DATE	DATE
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)												
SIGNATURE	SIGNATURE	SIGNATURE												
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE												
DATE	DATE	DATE												

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User Notes: _____

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Sections A, B and C are required to follow the Limits of Authority, See [Exhibit A](#). All vendors are to comply with the terms and conditions of their Agreements regarding changes to the services of work.

A. Professional Services (AE / Tech Designer / Environmental / et al.) – See [Exhibit C](#)

Workflow

1. Changes in Scope of Services Resulting in Potential Change Order (PCO) for Construction:
 - a. Definition: Changes in the Scope of Services related to modification of Professional Services Agreement.
 - b. Process:
 - i. Need for Construction Documents change or added Services from by AE, Technology Designer, AHJ, or GPPSS in writing.
 - ii. AE provides GPPSS a proposal for professional fee(s) for the additional design scope/change and sends to PMR in writing.
 - iii. PMR reviews and provides recommended course of action to GPPSS in writing (see [Exhibit C](#)).
 - iv. GPPSS directs course of action (approve, reject, or other) in writing (see [Exhibit C](#)).
 - v. If approved, AE moves forward with Document changes and PMR starts the Capital Project Requisition Request process – see (see [Exhibit D](#)).
 - vi. AE transmits design changes to CM in writing.
 - vii. CM Submits PCO for the cost of the work to the AE in DocuSign.

B. Vendors (FFE Vendor or Technology Equipment) - See [Exhibit E](#) Workflow

1. Changes in scope resulting in a potential change order
 - a. Definition: A formal Change Order document that modifies the Terms and Conditions of the Agreement (e.g. terms, scope, schedule and / or budget).
 - b. Process:

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- i. Vendor creates a proposal and routes to the Designer for review, if applicable.
 1. Routing to be in accordance with Flowchart (see [Exhibit E](#)).
 - ii. Designer reviews and drafts Change order and routes to PMR
 - iii. PMR reviews CO and recommends and sends to GPPSS Buildings and Grounds.
 - iv. GPPSS reviews and approves Change Order and issues PO
 - v. PMR enters executed CO into PMIS

C. Construction Manager / Contractors (Construction) - See [Exhibit F](#) Workflow

1. Potential Change Order (PCO): Changes in Scope of Services
 - a. Definition: Changes in the Work due to: Field Issues; Design Changes or Issues; Requests for Information (RFI); Submittals; and/or Regulatory requirements. (Reason codes et.al, to be provided on GPPSS approved PCO form)
 - b. Process:
 - i. Need for Change in Capital Work may be identified by CMc/Contractor in writing by way of a Potential Change Order (PCO)
 1. AE / Consultant reviews PCO and either rejects or recommends and submits to PMR for review.
 2. PMR reviews, and either rejects or recommends to GPPSS for approval.
 3. GPPSS either approves PCO or rejects PCO.
 4. AE/Consultant to process accepted PCO for inclusion into a Change Order.

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5. CM/Contractor to prepare PCO log and present at each OAC meeting.
2. Change Order (CO) (see [Exhibit G](#))
 - a. Definition: A single or multiple PCOs assembled into a formal Change Order document that modifies the Terms and Conditions of the Agreement (e.g. terms, scope, schedule and / or budget).
 - b. Process:
 - i. AE/Consultant or CM creates the Change Order (CO) and routes for review/ signatures in DocuSign.
 1. Routing to be in accordance with Flowchart (see [Exhibit G](#))
 - ii. GPPSS reviews and approves Change Order and modifies or issues a new PO
 - iii. PMR enters executed CO into PMIS
 - c. A Change Order Approval Flowchart is attached as [Exhibit G](#)

SECTION G: INVOICING - The Vendor Payment Approval (VPA) Process Flowchart - ([Exhibit H](#)) provides a visual representation of the payment approval process for Vendor Payments. The VPA Process for invoices and payments are Outlined below:

1. Invoices and payments:
 - a. Invoices which require certification:
 - i. (Construction Manager, Design Prime Contractor, etc.) will submit invoices broken down by scope of work per project to the AE to certify
 - ii. Environmental Contractors will submit invoice to the Environmental Consultant to certify
 - iii. Technology Contractors will submit invoice to the appropriate Technology Designer / GPPSS Technology Department to certify
 - b. The invoice, once certified, will be sent to PMR for review.
 - c. Other Professional Service providers and/or vendors not required to be certified will submit invoices directly to PMR for review.

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- d. Reviewing the Invoice:
 - i. The PMR Cost Accountant will review invoices for completeness and compliance; including waivers of lien, sworn statements, and PO balance and submit to the PMR Project Manager for review through the PMIS System.
 - ii. The PMR Project Manager will review the invoice for completeness and approved change orders and provide a recommendation to GPPSS through the PMIS System.
- e. GPPSS will make payments to vendors per their internal procedures and will be responsible for the means and methods of payment to its vendors.
 - i. In the event that GPPSS enters into any ACH arrangement related to the program, GPPSS shall be responsible for the development, approval, implementation, and administration of the required ACH policies including the controls, verifications, and procedures related to the establishment of the ACH arrangement or execution of an ACH transaction.
 - ii. *PMR WILL NOT validate any ACH related information or recommendations regarding applications for payment (or any other actions related to vendor payment) should not be relied upon by GPPSS as an assumption of responsibility for its ACH policies.*
- f. GPPSS will submit monthly transaction reports which includes payments made to vendors.
 - i. PMR will review transactions and complete a cost reconciliation only.
- g. Other Services or materials procured directly by GPPSS will be processed according to their internal policies and procedures

2. Final Payment (Project Closeout)

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- a. Definition: Construction Manager, Design Prime, Environmental and Technology Contractor or other vendors invoices which complete the remaining payments owed for the work complete including retention.
- b. Procedures; follow the procedures above with the following additions:
 - i. The vendor(s) or construction manager(s) will collect, compile, and turn over all closeout documents as defined in the Construction Documents (such as O&M manuals, as-built drawings, warranties, punch-list items, etc.). to GPPSS.
 - ii. PMR and GPPSS will review for completeness.
 - iii. PMR will provide recommendation for payment and reference the PO number and indicate as Final Payment. This will include a review of all final waivers of lien, sworn statements, general releases, and consent of surety. A review of the final balance on the PO/contract will be addressed at this time
 - iv. GPPSS will also review the final payment to ensure the amount does not exceed the balance on the PO/contract and to confirm GPPSS is satisfied with the completion of the work performed and final documentation.

Section F: REPORTING & COMMUNICATION (SEE SECTION 07 REPORTING PLAN IN PMP)

1. Reporting
 - a. Project Dashboards:
 - i. Audience: Stakeholders
 - ii. Frequency: Quarterly
 - iii. Submission Date: Fall and Spring, discuss at next Owner Meeting.
 - iv. Submission Type: PDF via email
 - b. Cost to Complete - Purpose is to update on current and forecasted commitments vs. current budget:
 - i. Audience: CFO

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- ii. Frequency: Quarterly
- iii. Submission Date: TBD
- iv. Submission Type: PDF via email
- c. Cost Reconciliation Report:
 - i. Purpose: Confirm that GPPSS accounting system and the Owner's Rep PMIS system match
 - ii. Audience: GPPSS CFO
 - iii. Frequency: Quarterly
 - iv. Submission Date: TBD
 - v. Submission Type: PDF via email
- d. Fiscal Year End Reporting
 - i. Purpose: Support GPPSS with fiscal year-end reporting
 - ii. Audience: GPPSS CFO
 - iii. Frequency: Annually
 - iv. Submission Date: TBD
 - v. Submission Type: via Email

2. Meetings and Attendees:

- a. Internal Team Meeting:
 - i. Purpose: Provide a progress update to GPPSS and notify administration of any issues.
 - ii. Frequency: Bi-Weekly
 - iii. Attendees:
 - 1. PMR Project Manager / Partner (Lead by PMR – PM)
 - 2. PMR Subconsultant Team Member Leads
 - 3. GPPSS Administration
- b. Owner Architect & Contractor (OAC) Meeting:
 - i. Purpose: Coordination meeting between GPPSS, PMR, and Professional services.
 - ii. Frequency: Bi-Weekly
 - iii. Attendees:

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1. AE and CM (Facilitator)
2. GPPSS Staff
3. PMR Team
4. Technology Designer

c. Facility Committee Meetings:

- i. Purpose: Advisory and Oversight
- ii. Frequency: Monthly or as needed
- iii. Attendees:
 1. 3 Board Members
 2. GPPSS Staff
 3. PMR Team
 4. Public

d. Bond Oversight Committee Meetings:

- i. Purpose: Program Communication
- ii. Frequency: Every 3-6 Months
- iii. Attendees:
 1. GPPSS Staff
 2. PMR Team
 3. Citizens/Public

Section G: Conflicts or Omission: anything not covered in the above governance document will follow the Project Team Policy and administrative procedures.

Exhibits:

Exhibit A: Limits of Authority Matrix

Exhibit B: Procurement Matrix / General Schedule of Document Production –

Exhibit C: Professional Services Change Order Flowchart -

Exhibit D: Vendor (FFE / Technology Equipment) Change Order Flowchart –

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- Exhibit E: Construction Manager / Contractor Proposed Change Order (PCO) Flowchart -
- Exhibit F: Change Order (CO) Approval Flowchart -
- Exhibit G: Vendor Payment Approval (VPA) Flowchart -
- Exhibit H: Master Program Contact List -
- Exhibit I: Change Order Reason Codes -
- Exhibit J: FY2026 State of Michigan Bid Threshold Memo

EXHIBIT A: LIMITS OF AUTHORITY

Authorized Designee

GPPSS attests that District Superintendent Dr. Andrea Tuttle is designated as GPPSS's authorized representative and has the necessary skill, knowledge, experience, and authority to act on GPPSS's behalf to be the contact person for purposes of the communications between GPPSS and PMR and to provide direction to PMR regarding the Project and PMR's Services.

Professional Services

Any Professional service award request recommended by PMR will be submitted to the Assistant Superintendent of Business and Finance for approval and will contain the following detailed supporting documents:

1. PMR Recommendation letter and appropriate analysis
2. The professional services vendors proposal letter and support documentation (if applicable)

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The following approval limits will apply to Professional Services Agreements:

New Contracts:

Limitations	Approvals
\$0 - \$24,999	Approved by Executive Director of Buildings & Grounds
\$25,000 – \$49,999	Approved by CFO or Superintendent
\$50,000 – \$99,999	Approved by Superintendent & CFO
\$100,000 and Greater	Recommended by Superintendent & Facilities Committee Approved by the Board of Education

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Contract Amendments and/or Change Orders within Professional Services Budget:

Limitations	Approvals
\$0 - \$24,999	Approved by Executive Director of Buildings & Grounds
\$25,000 – \$49,999	Approved by CFO or Superintendent
\$50,000 – \$99,999	Approved by Superintendent & CFO
\$100,000 and Greater	Recommended by Superintendent & Facilities Committee Approved by the Board of Education

For any Contract Amendments and / or Change Order (CO) that will result in an increase to the Budget Category the BOE MUST be notified.

FF&E / Technology Equipment:

GPPSS Administration will determine based on the following limit what action will be taken.

Furniture, Fixtures, Equipment, Technology Equipment, and all other FF&E:

New Contracts:

Limitations	Approvals
\$0 – State Bid Threshold	Approved by CFO
State Bid Threshold +	Approved by Board of Education

Contract Amendments and/or Change Orders within FF&E / Tech Budget:

Limitations	Approvals
\$0 - \$24,999	Approved by Executive Director of Buildings & Grounds or Director of Technology
\$25,000 – \$49,999	Approved by CFO or Superintendent
\$50,000 – \$99,999	Approved by Superintendent & CFO
\$100,000 and Greater	Recommended by Superintendent Approved by the Board of Education

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For any Contract Amendments and / or Change Order (CO) that will result in an increase to the Budget Category the BOE MUST be notified.

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Hard Construction:

GPPSS Administration will determine on a case-by-case basis which will take place: an Administration Approval with BOE Notification or BOE Approval, which will be required for new contracts and / or contract amendments based on the following minimum criteria:

New Contracts:

Limitations	Approvals
\$0 – State Bid Threshold	Approved by CFO
State Bid Threshold +	Approved by the Board of Education

Contract Amendments, Potential Change Orders (PCO's) & Change Orders (CO's) within BOE Approved Contingency:

Limitations	Approvals
\$0 - \$24,999	Approved by Executive Director of Buildings & Grounds
\$25,000 – \$49,999	Approved by CFO or Superintendent
\$50,000 – \$99,999	Approved by Superintendent & CFO
\$100,000 and Greater	Recommended by Superintendent Approved by the Board of Education

For any Contract Amendments and / or Change Order (CO) that will result in an increase to the Budget Category the BOE MUST be notified.

Contingency Transfer:

Throughout the program, multiple bid packages and awards will be made by the BOE. These awards will contain contingency funds for allocation of approved change orders based on the Authority matrix described above. Contingency funds will be tracked individually per award (bid package or other award) from the board. If unused contingency funds remain or are projected to remain on a particular award these funds may be re-allocated, with approval of the Superintendent and notification to the BOE, to another awarded contingency fund. If no awarded or unallocated contingencies remain in

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the Program, approval to allocate additional funds will require BOE approval to an award per the matrix above.

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Key

PMR	Plante Moran Realpoint
CMc	Construction Manager as Contractor
BoE	Board of Education
FC	Facilities Committee
CMa	Construction Manager as Adviser
CM	Construction Manager
GC	General Contractor
AE	Architect

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RFQ/RFP	Request for Quote/Request for Purchase
PO	Purchase Order
FF&E	Furniture, Fixtures & Equipment
CO	Change Order
PCO	Potential Change Order
OAC	Owner Architect Contractor (Meetings)
PMIS	Project Management Information System
VPA	Vendor Payment Approval