

December 30, 2025

Dr. Jennifer Martin-Green
Superintendent
Southfield Public School District
24661 Lahser Road
Southfield, MI 48033

VIA EMAIL TO: jennifer.martin-green@southfieldk12.org

RE: Southfield Public School District - Physical Move Services for 2026

Dear Dr. Martin-Green:

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise Southfield Public School District (SPS) in its selection and procurement of Physical Move Services for the district relocation work in 2026. The following schools within the district are affected by the relocations in 2026: Birney K-8 School, Eisenhower Elementary School, Levey Middle School, McIntyre Elementary School, Southfield Regional Academic Campus, Thompson K-8 International Academy, and Vandenberg World Cultures Academy. This update represents the mutual efforts of PMR and SPS Administration & Staff (the Project Team) to present a framework in order to recommend and procure Physical Move vendors.

SELECTION PROCESS

The process of drafting the documents and information to be included in the Request for Proposal (RFP) started with identifying the schools affected by moves, content that will need to be packed by classroom/school and the review of the overall district schedule for the balance of the school year. Subsequent documentation was developed and included to further outline the district's scope of work, as well as the schedule for the work to be completed.

On October 9, 2025, PMR met with Palmer Moving to review and discuss the RFP documents for all moves to take place in the district for the remainder of the year. A pre-bid walkthrough was held on October 17, 2025 to confirm scheduling and identify the quantity of labor, materials, trucking, and storage that would be required for the various schools.

On November 18, 2025, Palmer Moving provided proposals to PMR for the cost of services at SPS, for review and comment, of all 2026 physical moving efforts, less University Academies. Over the ensuing days, questions and clarifications were vetted out by PMR with the move vendors and the overall bid analysis was reviewed and discussed by members of the Project Team for clarity.

The Project Team reviewed the bidder's proposed scopes of work to ensure it met the districts' anticipation of work to be completed, as well as the individual rate schedules for labor and materials. The Project Team also reviewed the current labor force and schedule availability for the bidders to ensure they would have the capacity to complete the districts scope of work within the current schedule. Upon The Project Team's completion of the proposal analysis an initial recommendation was developed on December 30, 2025.

RECOMMENDATION

Upon completion of the post-bid review and analysis The Project Team is recommending a **Total Award Recommendation of Four Hundred Seventy Eight Thousand Seven Hundred Eighty Six Dollars and no/100 (\$478,786.00)**. The total award recommendation includes a contract award to Palmer Moving Services, as well as additional insurance and a district contingency for potential unforeseen tasks that may arise and require physical move support.

Breakdown of the Total Award Recommendation is as follows:

Palmer Moving Services	\$434,660.00
(Birney & Levey to origins, McIntyre to Birney & Thompson with crate rentals)	
Additional Insurance for \$100k Coverage	\$600.00
<u>District Project Contingency (10% of Physical Mover Costs)</u>	<u>\$43,426.00</u>
Total Project Amount	\$478,786.00

The Project Team is available at the Board's convenience to answer any questions regarding the bidding process, proposals, clarification discussion process and analysis, or the recommendation by The Project Team.

Sincerely,



Kevin Massey, LEED AP
Plante Moran Realpoint

CC: Jessee D. Sutton – Southfield Public School District,
Accounts Payable / Purchasing Specialist

Tawanesha Jones-Williams – Plante Moran Realpoint
Ethan Weiss – Plante Moran Realpoint

File

Enclosures: Palmer Moving Proposal & High-Level Milestone Schedule