



CITY COUNCIL AGENDA

CITY OF NOVI
Regular City Council Meeting
January 27, 2025 | 7:00 PM
Fox Run Senior Living Community
Belmont Clubhouse | 41200 Fox Run Road
Performing Arts Center
(248) 347-0460

This meeting will be taking place at the Fox Run Senior Living Community, when entering from Thirteen Mile Road guests will need to proceed through the security gate. Please indicate your intent to attend the City of Novi Council meeting, should you need assistance the staff and volunteers can direct you to appropriate building/room.

Due to the venue, our normal meeting technology will be limited. No live broadcast will be available; however, a recording will be made available online following the meeting. Additionally, we will be unable to project visual aspects of presentations. All materials can be viewed prior to, during, and after the meeting at cityofnovi.org and, as a courtesy, some presentations will be made available as handouts during the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL – Mayor Fischer, Mayor Pro Tem Casey, Council Members Gurumurthy, Heintz, Smith, Staudt, Thomas

APPROVAL OF AGENDA

PUBLIC HEARINGS

PRESENTATIONS

[Novi](#) Public Library Annual Report –

*Dana VanOast - Communications Manager
Mark Sturing - President of Novi Library Board
Julie Farkas - Library Director*

REPORTS

1. Manager/Staff
2. Attorney

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

CONSENT AGENDA REMOVALS AND APPROVALS – All items listed under Consent Agenda are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered at the end of the normal Agenda.

MATTERS FOR COUNCIL ACTION

- [1.](#) Appointments to Boards and Commissions
- [2.](#) Approval of resolution to authorize Budget Amendment #2025-3
- [3.](#) Approval to award engineering design services to Spalding DeDecker for the design of Ella Mae Power Park Pathway Reconstruction and Parking Lot Rehabilitation, in the amount of \$39,775.

CONSENT AGENDA REMOVALS FOR COUNCIL ACTION – Consent Agenda items which have been removed for discussion and/or action.

AUDIENCE COMMENT – In order to hear all citizen comments at a reasonable hour, the City Council requests that speakers respect the three-minute time limit. This is not a question-answer session. However, it is an opportunity to voice your thoughts with City Council. Speakers wishing to display visual materials through the City's audiovisual system must provide the materials to the City Clerk's Office no later than 12:00 P.M. the day of the meeting. The materials cannot be changed before the meeting.

COMMITTEE REPORTS

1. Public Utilities and Technology Committee - Councilmember Thomas
2. Environmental Sustainability Committee - Councilmember Smith

MAYOR AND COUNCIL ISSUES

1. Sale of City Senior Transit Buses
2. Villa Barr Art Park Pathways

COMMUNICATIONS

CONSENT AGENDA – Background information for Consent Agenda items is available for review at the City Clerk's Office.

- [A.](#) Approve Minutes of:
January 6, 2025 - Regular Meeting
- [B.](#) Approval of contract award to Accuform Printing & Graphics to design, produce and distribute Engage three times per year in the amount of \$62,964.00 annually for one year, with the option for two renewals.
- [C.](#) Consideration of contracts for as needed Supplemental Building and Trade Inspections, Plan Review services, with Carlisle Wortman and McKenna, and to amend the fee schedule.

D. Approval of claims and warrants – Warrant 1172

ADJOURNMENT

SCHEDULED MEETINGS – All Regular Council meetings are held in the Council Chambers unless otherwise noted. For a complete listing of scheduled meetings, please visit the Event Calendar at cityofnovi.org.

NOTICE: People with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk (248) 347-0456 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

2023-2024 Novi Public Library Annual Report



Cultivate **Learning**
Inspire **Creativity**
Foster **Inclusivity**

The Next Twenty Years



Mark Sturing,
Library Board President

We have had a great and exciting year at the Novi Public Library. I am happy to report that the Library is almost at full staffing levels and operating all normal hours. The Library continued its extensive programs with outstanding attendance levels and increased its book and media loans. The Library had over 390,000 visits from patrons and over 835,000 checkouts of materials this past year. See the Annual Report for this year's highlights.

With the assistance of the consulting firm, Rethinking Libraries, the Board adopted a Strategic Plan with four new goals 1. Align Funding and Services, 2. Improve Internal Communications, 3. Adapt Resources, Services and Facilities 4. Staff Investment and Retention. The Library's new Mission of **Cultivate Learning, Inspire Creativity, Foster Inclusivity** sets the stage for how the Board and staff are engaging the community today!

With a high demand for its services, the annual budget surpluses in the past have ended and the Library will gradually use some of its existing reserves to maintain current levels of service, materials and activities as well as fund future capital needs and repairs. The Library has been very fortunate that with years of surpluses and fundraising, the Library has accumulated a reserve to operate with some deficits in the next few years and still provide its first class services to the Novi community. Although the Library building may look brand new, thanks to its dedicated staff, it is now almost 15 years old and will require various capital replacements and repairs in the future, including a new automated return system which allows instant check-in of returned materials and 24/7 return opportunities at the Library's drive-up window. We look forward to finding additional sources in the next few years to continue and expand services which we believe the Novi community expects and deserves, about the same time that the current millage which funded the Library building will expire, so that the Library can continue to serve its community at the same high level.

The Library has been operating for over 14 years with the same millage from a prior building, which was about one-third its current size. Replacing the current building millage at its expiration with a new millage at a much lower amount (about a half) would be a means of securing the funding needs for the next twenty

years if that is the desire of Novi residents. In other words, the combined existing millage for operating and a smaller new millage for operating and capital improvements at the time the current millage for the building expires would be less than today's combined operating and building millages.

I have to mention that some libraries in our region and across the country have unfortunately faced a large number of book challenges and proposed book bans. The Novi Public Library has been proactive and continues to update its policies. In addition, staff have attended several training seminars to properly deal with these ongoing issues in libraries. We understand that the purpose of a public library is to serve the wants and needs of all of its residents.

I wish to thank my fellow dedicated Library Board Trustees, Director Farkas, Friends of the Novi Public Library, the entire Library staff, supportive residents and businesses, the immense support and assistance of City staff, City Council and Mayor Fisher, for making the Novi Public Library one of the best and a true gem in the City of Novi.

If you do not have a library card in your wallet or on your phone I urge you to obtain one today!

Very truly yours,

*Mark A. Sturing
Library Board President*

**[Click here to download our
2023-2024 Annual Report summary handout.](#)**

Our Values



Welcoming and Inclusive Environment

We embrace all voices and value diverse perspectives.



Community Focus

We engage through spaces, programs and services to support our community.



Collaboration

We explore partnerships to better connect resources and serve beyond our walls.



Innovation

We evolve with changing needs and are open-minded and adaptable.



Learning

We empower lifelong learners as they discover and cultivate their passions.



Creativity

We encourage adventure and wonder in all we do.



Early Literacy Play Area at the Novi Public Library

Our Highlights

July 2023 - June 2024



Highlight 1: Created Strategic Work Plan for 2024-2025

At the April 25, 2024 Library Board Meeting, Trustees approved a one-year Strategic Work Plan for 2024-2025. This plan details the ways the Novi Public Library will work towards its four strategic goals:

- Align Funding & Services
- Improve Internal Communications
- Adapt Resources, Services & Facilities
- Staff Investment & Retention

[Click here to download a PDF of the details of this work plan.](#)

In April 2024, the Novi Public Library launched a new event calendar and meeting room software called Library Market. This new software allows patrons to register for programs and request a meeting room online.

This new software allows better flexibility for patrons when checking our meeting room availability when the Library is closed. The mobile-friendly software provides for easier registration for programs.

[Click here to go to our new calendar and meeting room software.](#)



Highlight 2: Launched New Online Calendar & Meeting Room Software



Highlight 3: Participated in DIA Inside | Out Program

In partnership with the City of Novi's Parks and Recreation Department, the Novi Public Library participated in the DIA Inside | Out Program from May 2024-October 2024. The Library received a beautiful reproduction of "The Piazza San Marco" by Canaletto, which was installed just outside the main entrance.

Along with the program, patrons were able to participate in a BINGO activity to explore other reproductions throughout the City.

Additional Highlights

- **Improved** building Wi-Fi with newer and faster technology in August 2023.
- **Displayed** a story walk at Pavilion Shore Park from September-October 2023.
- **Partnered** with City of Novi Parks and Recreation for a new Read and Recreation program, from September-October 2023.
- **Hosted** Emiko Jean, author of *Mika in Real Life*, for the 13th Annual Community Read in October 2023.
- **Completed** a disability audit of the building in November 2023.
- **Received** new electric vehicle charging stations in Library's parking lot in January 2024.
- **Replaced** the security cameras throughout the building in January 2024.
- **Installed** new shelving in the youth area for STEAM kits in February 2024.
- **Enhanced** youth play area with new toys, thanks to a generous donation from the Friends of Novi Library in February 2024.
- **Held** a successful Tiny Art Show in April 2024.
- **Welcomed** Novi Photography Club photo exhibit in April 2024.
- **Collaborated** with Dear Asian Youth Novi (DAYN) for annual API Heritage Festival in June 2024.
- **Celebrated** a with over 1,000 attendees of all ages during our 2024 Summer Reading Kick-Off Party in June 2024.
- **Upgraded** building paging system and remote printing option (Princh) for patrons in June 2024.



Story Walk
at Pavilion Shore Park 2023



Tiny Art Show 2024



Summer Reading
Kickoff Party 2024

Looking Forward to 2024-2025

- **Implementing** initial Strategic Planning Goals for 2024-2025.
- **Updating** Teen Area on the 2nd Floor to allow for more seating and group studying while making the Young Adult Collection more accessible.
- **Welcoming** Michigan author, Kelsey Ronan, for 14th Annual Community Reads event.
- **Hosting** a Diversity, Equity & Inclusion Human Library® Event.
- **Upgrading** Library technology such as printing and scanning.
- **Preparing** plans and financial needs for a future bond initiative.

- **Improving** internal communication and organizational work culture.



Lakeshore Lending Library, located at Lakeshore Park 601 S. Lake Dr, Novi.

Our Year in Numbers

A snapshot of how our community used their library from July 2023–June 2024.

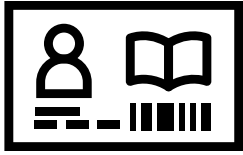
Circulation

835,917

total checkouts

676,938 physical 158,979 digital





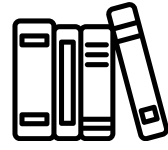
3,947

new library cards issued



23,295

total cardholders
(5% increase)



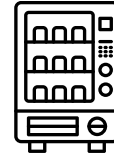
153,863

total items
in our collection



304

NPL @ Your Door items delivered



1,004

checkouts at Lakeshore Lending Library
(32% increase)

General/Programming



390,728

visits to the Library



8,751

Teen Space visits (114% increase)



465

meeting room rentals
(21% increase)



1,636,773

computer logins
(library computers & wireless)
(192% increase)



3,351

iCube Makerspace
training sessions
(26% increase)



43,672

program participants
(18% increase)



2,723

Summer Reading participants
(39% increase)



41,556

books read during
Summer Reading

Donations/Sponsorships



\$29,298.79

Friends of Novi Library donations for Library programs,
services and technology



\$24,990.78

raised in program and event sponsorships,
in-kind and general donations

\$2,365.78

general donations 271 account,
in-kind donations

\$16,725.00

general donations 272 account

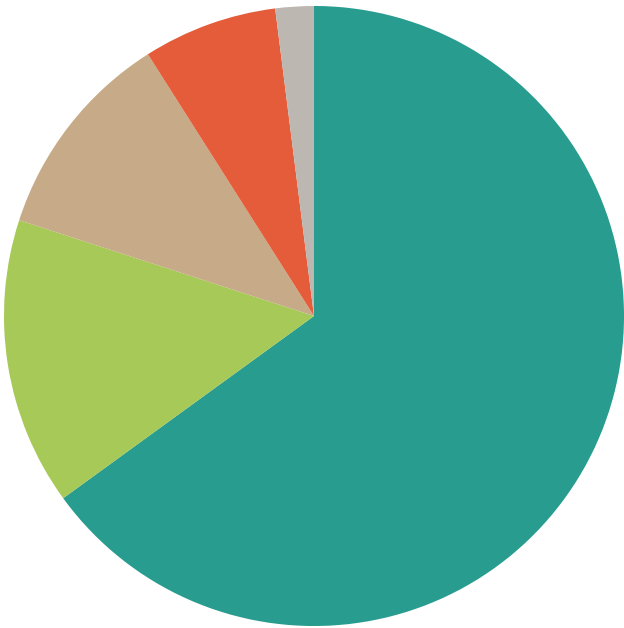
\$5,900.00

raised in program and event
sponsorship

July 2023-June 2024 Financial Summary

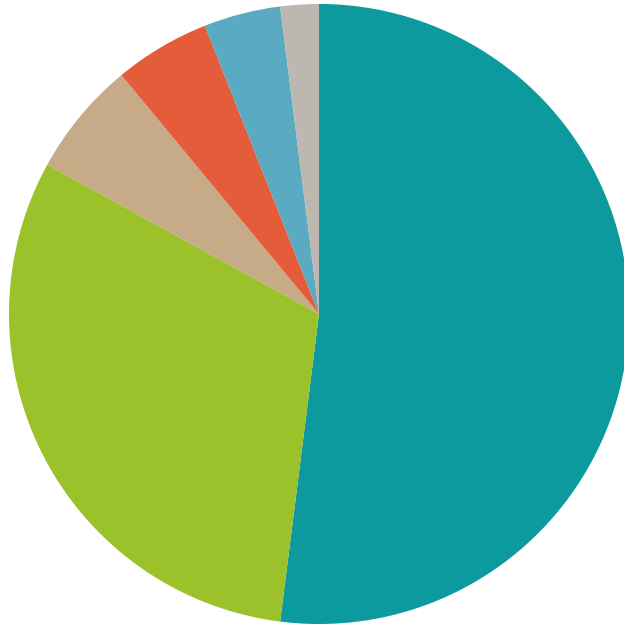
Audited: October 31, 2024

271 - Library General Fund



Personnel/Benefits (65%)	\$2,448,748.97
Collections/Online Resources/Catalog (15%)	\$586,817.53
Utilities/Maintenance/ Building/Grounds (11%)	\$417,071.57
Programming/Marketing/Training/ Technology (7%)	\$258,566.85
Supplies/Equipment/Furniture (2%)	\$82,960.41
Total Revenue	\$3,827,332.74
Total Expenditures	\$3,794,165.33
Fund Balance in Reserve	\$2,596,669.43

272 - Library Contributed Fund



Capital Projects - Technology/Building (52%)	\$111,045.89
Building/Grounds (31%)	\$66,001.70
Collections/Raising a Reader (6%)	\$12,266.16
iCube Makerspace (5%)	\$9,856.18
Programming (4%)	\$8,612.26
Staff Recognition/Undesignated (2%)	\$3,542.10
Total Revenues	\$156,688.28
Total Expenditures	\$211,324.29
Fund Balance in Reserve	\$1,643,951.09

Our Leadership



Mark Sturing
President



Kathy Crawford
Vice President



Brian Bartlett
Treasurer



Kat Dooley
Secretary



Karla Halvangis
Trustee



Ajeeta Gawalapu
Trustee



Lori Burke
Trustee



Alexandra DeMore
Student Representative



Alyna Dohadwala
Student Representative



Julie Farkas
Library Director



Novi Public Library Staff

Further Reading

- [Strategic Work Plan 2024-2025](#)
- [Strategic Planning Information](#)
- [Library Market Program Calendar](#)
- [Library Market Meeting Rooms](#)
- [2023-2024 Annual Report Summary](#)

Policies Approved This Year

- [Patron Behavior Policy](#)
 - [Meeting Room Rental & Use Policy](#)
 - [Information & Reference Services Policy](#)
 - [Emergency Closing Policy](#)
 - [Collection Development Policy](#)
 - [Hours of Operation Policy](#)
 - [Financial Policy](#)
-

Contact Us

For further information, please reach out to us at administration@novilibrary.org.

Novi Public Library

Address: 45255 Ten Mile Rd, Novi, MI 48375

Phone: 248-349-0720

Website: www.novilibrary.org

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Updated 12/30/24



**CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025**

SUBJECT: Appointments to Boards and Commissions

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Presentations for Boards and Commissions candidates were held Monday, January 6th. Attached is the ballot for appointments to Boards and Commissions, Council interview memo, presentation draft minutes, candidates' applications, and current Booklet List.

RECOMMENDED ACTION: Appointments to Boards and Commissions



CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025

SUBJECT: Approval of resolution to authorize Budget Amendment #2025-3

SUBMITTING DEPARTMENT: Finance

KEY HIGHLIGHTS:

- No net change to General Fund, Major Streets, and Local Streets fund balance
- Net increase to Municipal Street Fund's fund balance of \$546,000 from favorable revenue projections to date in the three street funds.
- Net increase of \$75,000 to Parks, Recreation and Culture Fund fund balance due to the sale of older adult transportation vehicles and interest income.
- Net decrease to Capital Improvement Program of \$115,094 due to splash pad donations lower than expected and property tax bill for land purchased on 8 Mile adjacent to ITC Park.

BACKGROUND INFORMATION:

The City's annual budget is adopted by the third Monday in May each year and is effective July 1st each year. The budget is adopted at a function level (vs. line item). In accordance with the State Budget Act, budget amendments are completed throughout the fiscal year to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the function total are prepared for Council approval. Amendments between line-items within the same budget function (that do not have any impact on fund balance) are managed at the administration level. The amendments are based on actual and projected activity-to-date.

The second quarter budget amendment resolution and budget amendment details are attached.

GENERAL FUND 101

The budget amendment proposes a net zero dollar change to fund and keeps the fund within Council set limits. The ending fund balance estimate is \$12,829,502. Significant proposed adjustments are discussed below:

Revenues

- Interest income increase of \$506,965 to reflect actual earnings for the first half of the current fiscal year due to interest staying at higher levels than expected nationally.
- State and other grant increases of \$28,715 the City Clerk secured for election laptops and election drop box at the Civic Center.
- State shared revenue proposed decrease of \$122,715 due to the most recent State of Michigan estimates. The original budget was prepared using the State of Michigan's estimate of state shared revenue back in March 2024.

Expenditures

• Personnel Services

- Public safety personnel services have a proposed budget increase of \$266,860. Approximately \$104,000 is for final payouts of those officers retiring during the fiscal year. Police overtime is trending higher than expected largely due to President Trump's visit to Novi and ongoing investigations related to events at this year's State Fair. Unfortunately, there is no reimbursement available for the City's security services. In addition, new fire stipends are higher than expected. The new stipends were an effort to address staffing shortages and attract more candidates, the City offered recruitment signing bonuses of \$10,000, \$5,000 or \$3,500 depending on their certifications when hired. The letter of understanding which addresses the staffing shortages and bonuses will be reviewed for its effectiveness on or by January 23, 2025. As of the date of this memo, the LOU will be extended for another six months.

• Other Services and Charges

- Savings from the City's annual audit fee will be used to offset the cost of identity theft protection services for the police department.
- The aerial imagery subscription of \$11,500 was moved forward into fiscal year 2024 during the 2025 budget process; however, it did not make it into the final budget for fiscal year 2025. This is an annual subscription.
- Fire recruitment training – outside agencies have gotten out of the business of offering academies and allowing the City to send candidates free of charge when Novi provided instructions. Now, the City must fund the cost of the academies for new candidates.
- Fire building maintenance proposed increase of \$12,000 would cover administrative staff office moves amongst the various stations.
- Fire vehicle maintenance increase is due to an insurance claim. Revenue from the insurance company covers the cost of the repair.
- The City survey benchmarks update of \$25,000 was budgeted in fiscal year 2024 but was not rolled over as it was not capital outlay. The project is moving forward and the operating budget is being amended to cover this expenditure in 2025.
- Street lighting operations costs from DTE have increased in the current year.

- Parking lot maintenance at the civic center has additional costs for the raised driveway and walkway project in front of the civic center. This project was not budgeted but needed for the safety of residents and staff.
- **Supplies**
 - Fire recruit uniform costs are higher than expected due to more new hires to cover shifts which require additional equipment per officer. In addition, the outside training at community colleges also requires specific uniforms, rental equipment, and books. Previously, trainees attended night academies at neighboring departments which did not require specific equipment and books.
 - Fire furniture increase of \$12,000 is to cover a MAAF grievance settlement for the addition of new heavy-duty recliners in each station for the staff while on duty.
- **Transfers out**
 - The transfers out to parks and recreation of \$25,000 was originally budgeted to subsidize free rides for seniors within the City's city limits. With the transfer of older adults' transportation to PEX, the transfer is no longer necessary.

MAJOR, LOCAL AND MUNICIPAL STREET FUNDS 202, 203 & 204

- **Revenues**
 - Reallocation of funding between the Major, Local and Municipal Street Funds as the City expects increases in gas and weight tax revenues from the State, increase in interest income and contributions from local units due to cost sharing agreements. The new increase to the street funds totals \$546,000

PARKS, RECREATION, AND CULTURAL SERVICES FUND 208

The proposed budget amendment has an increase to fund balance of \$75,000. The Parks fund sold its older adult transportation vehicles to outside parties earning approximately \$72,000. In addition, interest income is coming in higher than expected as well as several older adult program revenues.

TREE FUND 213

The proposed budget amendment has an increase to fund balance of \$44,060. The fleet division has postponed the purchase of a new light duty vehicle.

CAPITAL IMPROVEMENT FUND 401

The proposed budget amendment has a decrease to fund balance of \$115,094. Donations for Jessica's Splash Pad came in \$77,269 less than expected. In addition, the prior year purchase of land off 8 Mile, adjacent to ITC, had summer and winter property taxes of \$52,249 that was not budgeted for. The property will not be considered a "tax free" parcel until tax year 2025 (fiscal year 2026).

PUBLIC IMPROVEMENT FUND 445

Funding for General Fund and Parks and Recreation capital projects not completed during fiscal year 2024 were placed in this new capital projects fund. The fiscal year 2024 budgets were not previously rolled over into fiscal year 2025. The amendment moves unspent funds into fiscal year 2025. The total rollover amount of \$2,433,475 is the exact amount of the fund balance in this fund at 6/30/24.

SENIOR HOUSING FUND 574

The Meadowbrook Commons pickleball court project is expected to come in \$100,000 below projected budget. The savings will increase fund balance.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2025-3.

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment# 2025-3 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
Interest Income	\$ 528,965
State Sources	(94,000)
Other Revenue	27,900
TOTAL REVENUES	\$ 462,865
APPROPRIATIONS	
City Manager	
Other Services and Charges	\$ 7,455
Finance Department	
Other Services and Charges	(9,085)
City Clerk	
Other Services and Charges	25,000
Capital Outlay	5,200
Integrated Solutions - Technology	
Other Services and Charges	11,500
Police Department	
Personnel Services	166,860
Fire Department	
Personnel Services	100,000
Supplies	43,000
Other Services and Charges	45,000
Department of Public Works - Engineering	
Other Services and Charges	25,000
Department of Public Works - Field Operations	
Other Services and Charges	58,035
Community Relations - Admin	
Other Services and Charges	9,900
Transfers to Other Funds	
Transfers Out	(25,000)
TOTAL APPROPRIATIONS	\$ 462,865
Net Increase (Decrease) to Fund Balance	\$ -
Ending Fund Balance	
Fund Balance as a % of total annual expenditures	
\$12,829,502	
30%	
MAJOR STREET FUND	
REVENUES	
Federal Grants	\$ 8,016
State Sources	154,284
Other Revenue	249,924
Interest Income	48,776
Transfer In	(461,000)
TOTAL REVENUES	\$ -
Net Increase (Decrease) to Fund Balance	\$ -
Ending Fund Balance	
Fund Balance as a % of total annual expenditures	
\$1,474,344	
10%	

**INCREASE
(DECREASE)**

LOCAL STREET FUND

REVENUES	
State Sources	\$ 57,083
Interest Income	27,917
Transfers In	(85,000)
TOTAL REVENUES	\$ -
Net Increase (Decrease) to Fund Balance	\$ -

Ending Fund Balance	\$929,171
Fund Balance as a % of total annual expenditures	10%

MUNICIPAL STREET FUND

APPROPRIATIONS	
Transfers Out	\$ (546,000)
TOTAL APPROPRIATIONS	\$ (546,000)
Net Increase (Decrease) to Fund Balance	\$ 546,000

Ending Fund Balance	\$1,544,882
Fund Balance as a % of total annual expenditures	14%

PARKS, RECREATION, & CULTURAL SERVICES FUND

REVENUES	
Program Revenue	\$ 17,500
Donations	1,465
Interest Income	5,715
Other revenue	71,820
Transfers In	(25,000)
TOTAL REVENUES	\$ 71,500
APPROPRIATIONS	
752 Other Services and Charges	\$ 34,500
752 Capital Outlay	(50,000)
757 Older Adult Program Expenditures	12,000
TOTAL APPROPRIATIONS	\$ (3,500)
Net Increase (Decrease) to Fund Balance	\$ 75,000

Ending Fund Balance	\$986,682
Fund Balance as a % of total annual expenditures	26%

TREE FUND

APPROPRIATIONS	
Capital Outlay	\$ (44,060)
TOTAL APPROPRIATIONS	\$ (44,060)
Net Increase (Decrease) to Fund Balance	\$ 44,060

CORRIDOR IMPROVEMENT AUTHORITY FUND

REVENUES	
Property Tax Revenue	\$ 49,815
TOTAL REVENUES	\$ 49,815
Net Increase (Decrease) to Fund Balance	\$ 49,815

**INCREASE
(DECREASE)**

FORFEITURE FUND		
REVENUES		
Fines and Forfeitures	\$	(23,500)
Other Revenue		23,500
TOTAL REVENUES	\$	-
Net Increase (Decrease) to Fund Balance	\$	-
CAPITAL IMPROVEMENT PROGRAM (CIP) FUND		
REVENUES		
State Sources	\$	10,555
Property Tax Revenue		4,049
Donations		(77,269)
TOTAL REVENUES	\$	(62,665)
APPROPRIATIONS		
Capital Outlay	\$	52,429
TOTAL APPROPRIATIONS	\$	52,429
Net Increase (Decrease) to Fund Balance	\$	(115,094)
PEG CABLE CAPITAL FUND		
REVENUES		
Interest Income	\$	10,000
TOTAL REVENUES	\$	10,000
APPROPRIATIONS		
Capital Outlay	\$	36,235
TOTAL APPROPRIATIONS	\$	36,235
Net Increase (Decrease) to Fund Balance	\$	(26,235)
PUBLIC IMPROVEMENT FUND		
APPROPRIATIONS		
Capital Outlay	\$	2,433,475
TOTAL APPROPRIATIONS	\$	2,433,475
Net Increase (Decrease) to Fund Balance	\$	(2,433,475)
SENIOR HOUSING FUND		
APPROPRIATIONS		
Capital outlay	\$	(100,000)
TOTAL APPROPRIATIONS	\$	(100,000)
Net Increase (Decrease) to Fund Balance	\$	100,000

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on January 27, 2025

Cortney Hanson
City Clerk

GL #	Project/Item Description	Budget Category	Amount
General Fund 101			
Revenues			
101-000.00-665.000	Interest income	Interest income	\$ 506,965
101-000.00-676.100	Insurance Reimbursement	Other revenue	18,000
101-000.00-665.400	Interest on interfund borrowing	Interest income	22,000
101-000.00-540.350	State and other grants	State sources	25,000
101-000.00-540.350	State and other grants	State sources	3,715
101-000.00-574.000	State revenue sharing	State sources	(122,715)
101-000.00-674.295	Donations - Winter Fest	Other revenue	9,900
			<u>\$ 462,865</u>
Expenditures			
101-172.00-956.200	Identity theft protection service -PD	Other services and charges	\$ 7,455
101-191.00-803.000	Independent audit	Other services and charges	(9,085)
101-215.00-802.215	Data processing - elections	Other services and charges	25,000
101-215.00-982.021	Postage machine	Capital outlay	5,200
101-228.00-943.002	Aerial imagery subscription	Other services and charges	11,500
101-301.00-704.250	Final payout	Personnel services	103,860
101-301.00-706.000	Overtime	Personnel services	63,000
101-336.00-704.200	Wages - stipends	Personnel services	100,000
101-336.00-740.200	Furniture	Supplies	13,000
101-336.00-741.337	Uniforms - new recruits	Supplies	30,000
101-336.00-934.000	Building maintenance	Other services and charges	12,000
101-336.00-957.005	Recruitment training	Other services and charges	15,000
101-336.00-935.000	Vehicle maintenance	Other services and charges	18,000
101-441.10-816.059	SIP046 City Survey Bnchmrks Updt(ph1&2)	Other services and charges	25,000
101-441.20-924.000	Street lighting operations	Other services and charges	15,000
101-441.20-931.265	Parking Lot Maintenance/Civic Center	Other services and charges	43,035
101-725.00-880.650	Winter Fest	Other services and charges	9,900
101-966.00-995.208	Transfer to Parks and Rec	Transfers out	(25,000)
			<u>\$ 462,865</u>

Net Increase (decrease) to fund balance \$ -

Ending Fund Balance	\$12,829,502
Fund Balance as a % of total annual expenditures	30%

Major Street Fund 202			
Revenues			
202-000.00-508.450	Federal grants	Federal grants	\$ 8,016
202-000.00-546.000	Gas and weight tax	State sources	154,284
202-000.00-581.000	Contributions from local units	Other revenue	249,924
202-000.00-665.000	Interest in investments	Interest income	48,776
202-000.00-699.204	Transfer from Municipal Street Funds	Transfers in	(461,000)
			<u>\$ -</u>

Net Increase (decrease) to fund balance \$ -

Ending Fund Balance	\$1,474,344
Fund Balance as a % of total annual expenditures	10%

Local Street Fund 203			
Revenues			
203-000.00-546.000	Gas and weight tax	State sources	57,083
203-000.00-665.000	Interest in investments	Interest income	27,917
203-000.00-699.204	Transfer from Municipal Street Funds	Transfers in	(85,000)
			<u>\$ -</u>

Net Increase (decrease) to fund balance \$ -

Ending Fund Balance	\$929,171
Fund Balance as a % of total annual expenditures	10%

Municipal Street Fund 204			
Expenditures			
204-000.00-995.202	Transfer to Major Streets Fund	Transfers out	\$ (461,000)
204-000.00-995.203	Transfer to Local Street Fund	Transfers out	(85,000)
			<u>\$ (546,000)</u>

Net Increase (decrease) to fund balance \$ 546,000

Ending Fund Balance	\$1,544,882
Fund Balance as a % of total annual expenditures	14%

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
Parks, Recreation, and Cultural Services Fund 208			
Revenues			
208-000.00-674.249	Commemorative program donations	Donations	\$ 700
208-000.00-674.638	Theater donations revenue	Donations	765
208-000.00-665.000	Interest in investments	Interest income	5,715
208-000.00-693.000	Sale of fixed assets	Other revenue	71,820
208-000.00-693.000	Transfer from General Fund	Transfers in	(25,000)
208-000.00-653.555	Older adults - travel program	Older adult program revenue	7,000
208-000.00-653.551	Older adult - golf league	Older adult program revenue	10,500
			<u>\$ 71,500</u>
Expenditures			
208-752.00-934.027	Tennis court repairs - ITC	Other services and charges	\$ 22,000
208-752.00-802.150	Service charges - Active Agreement	Other services and charges	2,500
208-752.00-936.251	Cemetery maintenance - council goal repair	Other services and charges	5,000
208-752.00-974.085	Park development - entryway signs	Other services and charges	5,000
208-752.00-981.014	LOT022 ParkLot & add'l spaces -Lake Shore	Capital outlay	(50,000)
208-757.00-960.555	Older adults - travel program	Older adult program expenditures	5,000
208-757.00-960.511	Older adults - golf league	Older adult program expenditures	7,000
			<u>\$ (3,500)</u>
Net Increase (decrease) to fund balance			\$ 75,000
Ending Fund Balance		\$986,682	
Fund Balance as a % of total annual expenditures		26%	
Tree Fund 213			
Expenditures			
213-000.00-983.088	LDV033 LDV 640 - DPW Forestry	Capital outlay	\$ (44,060)
			<u>\$ (44,060)</u>
Net Increase (decrease) to fund balance			\$ 44,060
Corridor Improvement Authority (CIA) Fund 246			
Revenues			
246-000.00-402.000	Property tax revenue - current	Property tax revenue	\$ 49,815
			<u>\$ 49,815</u>
Net Increase (decrease) to fund balance			\$ 49,815
Forfeiture Fund 262			
Revenues			
262-000.00-655.500	DEA federal forfeiture funds	Fines and forfeitures	\$ (23,500)
262-000.00-676.110	Insurance reimbursement - federal	Other revenue	23,500
			<u>\$ -</u>
Net Increase (decrease) to fund balance			\$ -

<u>GL #</u>	<u>Project/Item Description</u>	<u>Budget Category</u>	<u>Amount</u>
Capital Improvement Program 401			
Revenues			
401-000.00-402.000	Property tax revenue - current	Property taxes	\$ 4,049
401-000.00-573.000	State Grants - local stabilization fund	State sources	10,555
401-000.00-665.018	Splash pad/Parks Foundation	Donations	(77,269)
			<u>\$ (62,665)</u>
Expenditures			
401-901.00-971.000	Land acquisition	Capital outlay	\$ 52,429
			<u>\$ 52,429</u>
Net Increase (decrease) to fund balance			\$ (115,094)
PEG Cable - Capital Fund 463			
Revenues			
463-000.00-665.000	Interest in investments	Interest income	\$ 10,000
			<u>\$ 10,000</u>
Expenditures			
463.725.10-976.193	Studio VI Renovations	Capital outlay	\$ 36,235
			<u>\$ 36,235</u>
Net Increase (decrease) to fund balance			\$ (26,235)
Pubic Improvement Fund 445			
Expenditures			
445-172.00-816.090	Novi Campus Traffic Study	Capital outlay	\$ 6,510
445-257.00-983.066	LDV016 LDV 140 - Assessing	Capital outlay	33,290
445-265.00-976.160	Bldg Generator FS #1 & #3	Capital outlay	139,683
445-265.10-982.037	FPM002 Wide Area Mower	Capital outlay	105,000
445-301.00-980.006	POL023 In Car Cameras & Body Cameras	Capital outlay	231,620
445-301.00-982.056	POL021 LRP System	Capital outlay	7,500
445-301.00-983.000	Vehicles	Capital outlay	213,919
445-336.00-852.002	PS25 Radio System Equipment	Capital outlay	4,901
445-371.00-983.070	LDV025 LDV 141- CD Building	Capital outlay	41,960
445-371.00-983.076	LDV026 LDV 138 - CD Building	Capital outlay	41,960
445-371.00-986.030	CD801 CD Tech Upgrades Ph1-B	Capital outlay	4,258
445-441.20-975.021	ENG068 NSP 2021	Capital outlay	153,925
445-441.20-975.023	ENG068 NSP 2023	Capital outlay	200,000
445-441.20-976.125	FLD045 Salt Dome Replace	Capital outlay	3,265
445-441.20-982.085	Field Retroreflector Sign Shop	Capital outlay	9,300
445-441.30-982.031	Wood Chipper	Capital outlay	3,482
445-441.30-982.086	Enclosed ATV Trailer	Capital outlay	2,611
445-441.30-983.054	LDV w/ Plow 655	Capital outlay	86,309
445-441.30-983.055	LDV018 LDV 147 - DPW Field Op	Capital outlay	33,290
445-441.30-983.068	LDV026 LDV w/ plow 658	Capital outlay	86,309
445-441.30-984.037	FLT010 RDS Body Truck	Capital outlay	294,414
445-441.30-984.039	LFT011 RDS Truck w/ scrap	Capital outlay	300,788
445-701.00-816.033	Master Plan	Capital outlay	42,623
445-701.00-983.062	LDV017 LDV 143	Capital outlay	38,560
445-752.00-976.191	CTM001 Sound Dampen@Comm Bldg	Capital outlay	33,963
445-752.00-977.042	Building Generator & Gentrack	Capital outlay	64,300
445-752.00-977.090	ENG0521 Cemetery Enhance	Capital outlay	80,000
445-752.00-977.109	PRC049 Resrhc/Reline Tennis Courts	Capital outlay	73,150
445-752.00-977.111	PRC028d Trails incl playground	Capital outlay	36,887
445-752.00-981.014	LOT022 ParkLot & add'l spaces	Capital outlay	59,698
			<u>\$ 2,433,475</u>
Net Increase (decrease) to fund balance			\$ (2,433,475)
Senior Housing Fund 574			
Expenditures			
574-000.00-977.110	ENG092 PickBall Crts(4) incl sdwlk etc.	Capital outlay	\$ (100,000)
			<u>\$ (100,000)</u>
Net Increase (decrease) to fund balance			\$ 100,000



CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025

SUBJECT: Approval to award engineering design services to Spalding DeDecker for the design of Ella Mae Power Park Pathway Reconstruction and Parking Lot Rehabilitation, in the amount of \$39,775.

SUBMITTING DEPARTMENT: Parks, Recreation, and Cultural Services
Department of Public Works, Engineering Division

KEY HIGHLIGHTS:

- Total budget for this project is \$700,945 spread over two fiscal years.
- Requested at this meeting is \$39,775 for engineering design
- Current estimates for construction has project coming in underbudget
- Project is funded by the Parks, Recreation and Cultural Services Fund
- Will address drainage issues on the southern half

FINANCIAL IMPACT

	FY 2024/25	FY 2025/26	Total
EXPENDITURE REQUIRED	\$ 39,775	-	\$ 39,775
BUDGET			
<u>PRCS Fund</u>			
208-752.00-974.491(Pathway)	\$ 389,975	\$310,970	\$700,945
APPROPRIATION REQUIRED	\$0	\$0	
FUND BALANCE IMPACT	\$0	\$0	
• Budget includes current estimated total project costs (geotechnical services, construction, construction engineering, crew days, material testing, contingency, etc.), which is 650K. • Geotechnical investigation will be performed during the engineering design phase.			

BACKGROUND INFORMATION:

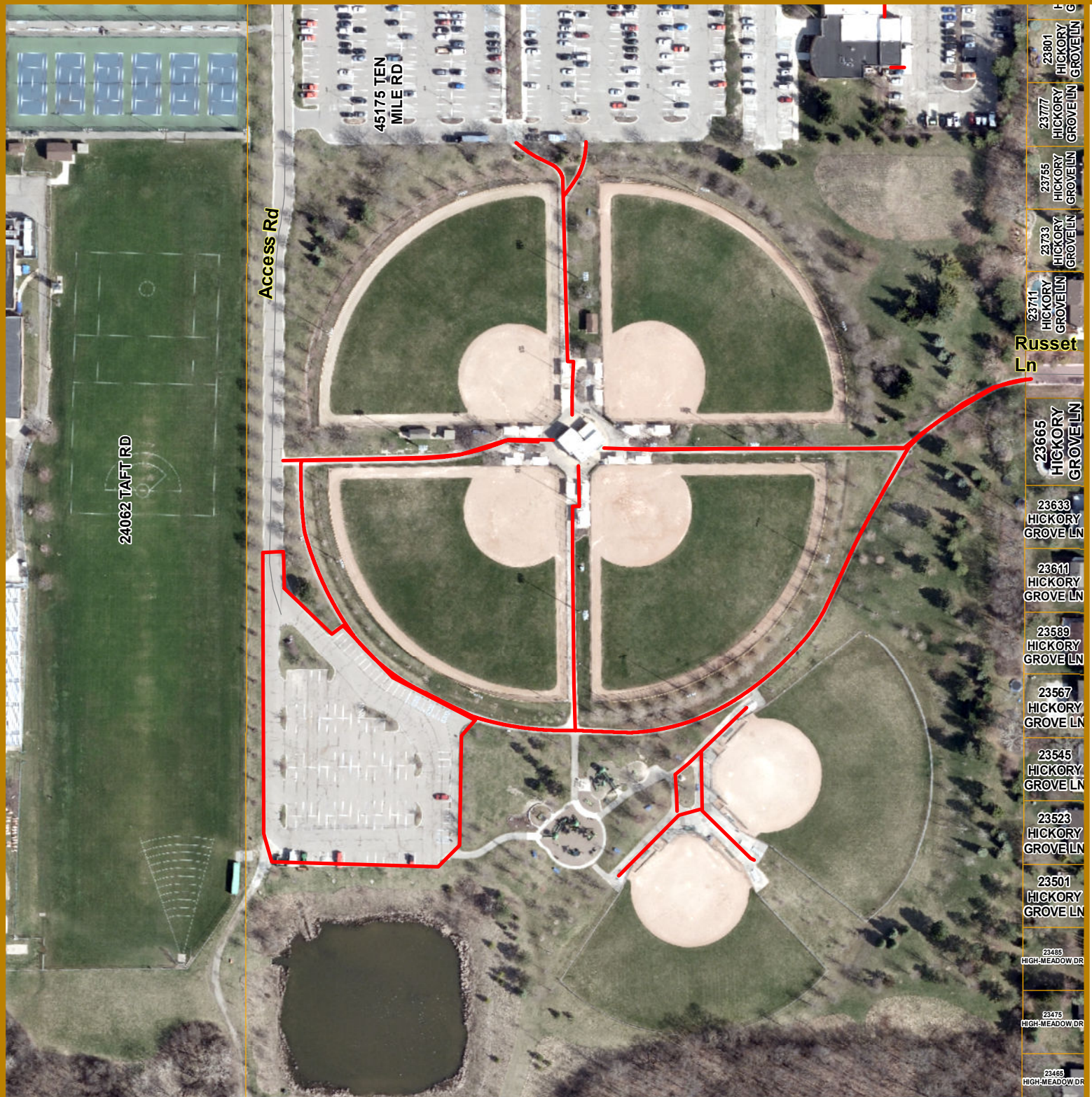
Two Capital Improvement Program (CIP) projects at Ella Mae Power Park are being combined to achieve a better economy of scale during bidding and to coordinate construction impacts, and minimize disruptions. The projects are asphalt pathway reconstruction and asphalt parking lot rehabilitation (south lot). The asphalt ring pathway around the ball fields will be replaced, and drainage improvements will be made where necessary.

Spalding DeDecker prepared a scope of services for design of the pathway and parking lot improvements. The attached proposal outlines the detailed scope of services. The design fee will be \$39,775 (8.5% of the estimated construction cost of \$467,920). Design of the project would begin following the award, with construction expected to start in late summer 2025.

RECOMMENDED ACTION: Approval to award engineering design services to Spalding DeDecker for the design of Ella Mae Power Park Pathway Reconstruction and Parking Lot Rehabilitation, in the amount of \$39,775.

Ella Mae Power Park Paving Improvements

Location Map



Map Author: Runkel
Date: 1-7-25
Version #: 1.0

 Project Area

MAP INTERPRETATION NOTICE
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.



City of Novi

Engineering Division
Department of Public Works
26300 Lee BeGole Drive
Novi, MI 48375
cityofnovi.org



0 35 70 140 210
Feet
1 inch = 170 feet

January 10, 2025

Rebecca Runkle, PE
Engineering
City of Novi
26300 Lee BeGole Drive
Novi, Michigan 48375

**Re: Ella Mae Power Park Pathways & Parking Lot – Rev1
Proposal for Design Engineering Services
Job No. PR24-610**

Dear Rebecca Runkle:

Spalding DeDecker (SD) is pleased to provide the following proposal for engineering design services to replace the pathways and rehabilitate the parking lot at Ella Mae Power Park.

Project Understanding

The existing pavement at the park is approximately 8 years old. The City desires to replace the asphalt pathway circling the south half of the ballfields and surrounding the west side of fields 5 and 6. The asphalt parking lot on the south side of the park is also in need of improvements.

Proposed Scope of Services

Our scope of services will include the following:

- Meet with City staff to finalize a detailed scope of the project.
- Prepare a topographic survey of the area.
- Prepare preliminary plans for review.
- Prepare engineering drawings and specifications for permitting, bidding and construction. The plan sets will include at a minimum:
 - Cover Sheet
 - Notes and Details
 - Topographic Survey/Demo Plan
 - Site Plan including Grading
 - City Standard Details, as needed

- Assist with the bidding process
 - Publish bid documents to electronic plan rooms
 - Prepare bid tabulation
 - Make Recommendation for Award

Proposed Fees

Based on our pre-qualification status with the City, engineering design fees are typically based on a pre-determined percentage of the pre-design construction cost estimate. Preliminary cost estimates for the project options have been generated with estimated costs. Based on these estimated costs, the fees for this project are:

Pathway Reconstruction	\$21,636.00
Parking Lot Rehabilitation	\$18,139.00
	\$39,775.00

The above fees do not include construction engineering or inspection. These fees will be determined upon recommendation for award.

Project Schedule

The following summarizes the anticipated schedule for the project:

<u>Milestone</u>	<u>Completed By</u>
Council Award	1/27/2025
Topographic Survey	2/24/2025
30% Plans	3/14/2025
90% Plans and Specifications	4/14/2025
100% Bid Package and Advertising	4/28/2025
Bid Opening	5/20/2025
Construction Contract Award by Council	6/2/2025
Construction Start, estimated	9/2/2025
Construction Complete, estimated	10/31/2025



Thank you for the opportunity to provide this proposal for Engineering Services. Please do not hesitate to contact me if you have any questions or comments regarding this submittal.

SPALDING DEDECKER ASSOCIATES, INC.

A handwritten signature in blue ink, reading "Taylor E. Reynolds".

Taylor E. Reynolds, PE
Senior Project Manager

OPINION OF PROBABLE CONSTRUCTION COST

Project Name: Ella Mae Power Park
Pathways and Parking Lot

PROJECT NO: NV24001

Client: City of Novi

DATE: 01/10/25

Project Description: Replace HMA Ring Pathway and HMA at Fields 5 & 6
Mill & Fill South Parking Lot

Prepared By: TR

Checked By: JS

Pathways & Asphalt at Fields 5 & 6

Item No.	Item Description	Unit	Quantity	Unit Price	Total Amount
1	Mobilization (10%)	LSUM	1	\$ 23,000.00	\$ 23,000.00
2	Pre-Construction Audio-Visual	LSUM	1	\$ 3,500.00	\$ 3,500.00
3	Soil Erosion Control Measures	LSUM	1	\$ 5,000.00	\$ 5,000.00
4	Maintaining Traffic	LSUM	1	\$ 3,000.00	\$ 3,000.00
5	HMA Surface, Rem	Syd	2900	\$ 8.00	\$ 23,200.00
6	Excavation, Earth	Cyd	50	\$ 50.00	\$ 2,500.00
7	Pathway Grading	Sta	29.0	\$ 2,000.00	\$ 58,000.00
8	Subgrade Undercutting, Type III	Cyd	100	\$ 60.00	\$ 6,000.00
9	Aggregate Base, 21AA Limestone, 6 inch	Syd	400	\$ 25.00	\$ 10,000.00
10	Aggregate Base Conditioning	Syd	310	\$ 3.00	\$ 930.00
11	HMA	Ton	640	\$ 135.00	\$ 86,400.00
12	Curb and Gutter, Conc, Spillout	Ft	450	\$ 40.00	\$ 18,000.00
13	Trench Drain	Ft	30	\$ 50.00	\$ 1,500.00
14	Underdrain, Trench Wrapped	Ft	300	\$ 20.00	\$ 6,000.00
15	Restoration	LSUM	1	\$ 7,500.00	\$ 7,500.00

Est. Construction Subtotal - Pathways: \$ 254,530.00

Engineering Fees: 8.50% \$ 21,636.00

ROW Acquisition: 0 Per Ease: \$2,700.00 \$ -

Geotechnical: 2.5% \$ 6,364.00

Design Contingency: 20% \$ 5,600.00

Construction Administration: 6.63% \$ 16,876.00

Crew Days: 10 Days @ \$800.00 \$ 8,000.00

Construction Material Testing: 2.5% \$ 6,364.00

Construction Contingency: 10% \$ 28,577.00

OPINION OF PROBABLE CONSTRUCTION COSTS

Total Estimated Construction Cost: \$ 347,947.00

Parking Lot					
Item No.	Item Description	Unit	Quantity	Unit Price	Total Amount
1	Mobilization (10%)	LSUM	1	\$ 19,400.00	\$ 19,400.00
2	Pre-Construction Audio-Visual	LSUM	1	\$ 2,500.00	\$ 2,500.00
3	Maintenance of Traffic	LSUM	1	\$ 5,000.00	\$ 5,000.00
4	Soil Erosion Control Measures	LSUM	1	\$ 1,000.00	\$ 1,000.00
5	Excavation, Earth	Cyd	40	\$ 50.00	\$ 2,000.00
6	Dr Structure, Temp Lowering	Ea	3	\$ 400.00	\$ 1,200.00
7	Dr Structure Cover, Adj, Case 1	Ea	3	\$ 750.00	\$ 2,250.00
8	Cold Milling HMA Surface	Syd	6,960	\$ 6.50	\$ 45,240.00
9	HMA Surface, Rem	Syd	120	\$ 15.00	\$ 1,800.00
10	Aggregate Base, 21AA Limestone, 6 inch	Syd	120	\$ 25.00	\$ 3,000.00
11	HMA, 5EL	Ton	620	\$ 135.00	\$ 83,700.00
12	Conditioning Existing Pavement	Ton	200	\$ 150.00	\$ 30,000.00
13	Pavt Mrkg, Waterborne, for Rest Areas, Parks, and L	Ft	300	\$ 1.50	\$ 450.00
14	Pavt Mrkg, Waterborne, for Rest Areas, Parks, and L	Ft	2,800	\$ 1.00	\$ 2,800.00
15	Pavt Mrkg, Waterborne, Accessible Sym	Cyd	6	\$ 50.00	\$ 300.00
16	Parking Block, Conc, Rem, Salv & Reinstall	Ea	31	\$ 250.00	\$ 7,750.00
17	Restoration	LSUM	1	\$ 5,000.00	\$ 5,000.00
Est. Construction Subtotal - Parking Lot:					\$ 213,390.00
				Engineering Fees: 8.50%	\$ 18,139.00
ROW Acquisition: 0				Per Ease: \$2,700.00	\$ -
				Geotechnical: 2.5%	\$ 5,335.00
				Design Contingency: 20%	\$ 4,695.00
				Construction Administration: 6.63%	\$ 14,148.00
Crew Days: 10				Days @ \$800.00	\$ 8,000.00
				Construction Material Testing: 2.5%	\$ 5,335.00
				Construction Contingency: 10%	\$ 28,202.00
OPINION OF PROBABLE CONSTRUCTION COSTS					Total Estimated Construction Cost: \$ 297,244.00

TOTAL COMBINED: \$ 645,191.00	
<i>In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.</i>	

**REGULAR MEETING OF THE COUNCIL OF THE CITY OF NOVI
MONDAY, JANUARY 6, 2025, AT 7:00 P.M.**

Mayor Fischer called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Fischer, Mayor Pro Tem Casey, Council Members Gurumurthy, Heintz, Smith, Staudt, Thomas

ALSO PRESENT: Victor Cardenas, City Manager
Danielle Mahoney, Assistant City Manager
Tom Schultz, City Attorney

APPROVAL OF AGENDA:

Mayor Fischer recommended the addition of Item 4 under Matters For Council Action:
Discussion about January 21st Council Meeting.

CM 25-01-01 Moved by Fischer, seconded by Thomas; MOTION CARRIED: 7-0

To approve the agenda as amended.

Roll call vote on CM 25-01-01	Yeas: Casey, Gurumurthy, Heintz, Smith, Staudt, Thomas, Fischer Nays: None
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PUBLIC HEARINGS: None

PRESENTATIONS:

Applicants for the Novi Library Board:

1. Brian Bartlett – He is reapplying for the Board where he has already served four years; three years as the secretary and last year as the treasurer. He's been on various committees including the Strategic Direction Committee which hired an outside firm, and they did an exhaustive study with various members of the community from all walks. They are in the first year of implementation of that plan. He also served four years on the Finance Committee and is currently Chair. He was also Chair of the Bylaws Committee where they updated the bylaws that hadn't been updated with about six years of board action.
2. Caren Fifer – She is a 37-year resident of Novi. She is currently a crossing guard with the police department. She worked the election in November. For 17 plus year, she was the executive director of the Southwestern Oakland Cable Commission. This was a multi-jurisdictional agreement between Novi, Farmington and Farmington Hills. She reported to a board that consisted of two members from each city, an elected official and the city manager or representative of that office. She has had a lot of experience working with boards. She also worked as a manager and has experience in finance and planning, particularly in building, development and financing the \$1.5 million studio that they built at that time. She has experience working with volunteers, the Cable Access committee and developing the policies for public, government and educational access. She is very interested in working with the library. She is passionate about books and the special events that the library has to offer. It's

a wonderful treasure for our city. She also wanted to express her interest should any opportunities come up for other boards or commissions.

3. Fred Lebowitz – He is retired and has spent his entire life working with young adults. He's had a lot of training and experience in being an active listener and resolving issues of people's concerns. He's very curious as to how the library board works. He is interested in seeing if there can be more communication with the schools and the public library.
4. Mark Sturing – He is a 30-year plus resident of Novi. He's been retired now for two years but he used to be general counsel for the best tech companies, real estate and development company that has done several apartments, subdivisions in Novi as well as the country. He is currently the president of the library and is seeking reappointment. Prior to this term, he was on the Library Board for about 15 years. He has a lot of experience with the library. He is proud of the diverse and cohesive board they have right now. He is proud of what the library has accomplished. This last year they had almost 850,000 item checked out from the library. They have about 400,000 visits per year, which is back up to pre-covid attendance records. He would like to continue to serve on the library as there are some financial challenges, not immediately but in the long term, that he would like to be there and help address some of those issues.
5. Kanchana Sundaram – Not present.
6. Frank Svehota – Not present.
7. Dawn Whitehead – Not present.
8. Janice Krupic – Information to be shared with Council tomorrow.

Quarter Goals Update:

City Manager Cardenas said these are the goals that City Council created a year ago. Instead of having a reconfiguration or re-imagining of the goals, they'll be presenting an update on goal statuses. Unlike years past where they created new ones, this allows City Council to dig deeper into these goals and make changes or updates as these will carry Council on to the next election when then that time City Council will reconvene and have another goal setting session. There'll be a meeting on January 21st which is completely different and that's about the transformative goals. These are just the goals that Council came up with last year.

Assistant City Manager Danielle Mahoney reminded Council these are goals that they came together and set last year during an early input budget session. These goals were approved last February and rather than getting together again and coming up with brand new goals, for the sake of continuity and being able to make progress on what's already been done, that's not going to be done this year. They're going to come back to Council every quarter with updates so Council can see where we stand and make adjustments if needed, pivot based on priorities and other influences that may be impacting decisions as it relates to these goals. These goals fit under operate, build and invest. Those broad strokes will guide the conversation and the goals that fall within. This update is for the second quarter that ended at the end of the year. There was an update at the end of the first quarter and to recap, all the information is the packet. This will be more high level but at the end of the first quarter of their 23 goals, we were underway with just under half of them, so we were making good progress. All of the goals in invest were under way.

Some key highlights included the committee restructuring, there's been a lot of development going on at Town Center and the senior transit with the PEX switch over. There were seven goals that weren't yet started but we've made some progress there. For the second quarter, we're actually now underway in more than half of Council's goals. We're up from 48% to 61% of the goals are now underway. Of the 23, now only three are not started and of those three, all are long-term goals. Our ability to get moving with things on Council's short-term radar we've proven successful with. The three that we've haven't started yet, one of which will probably be discussed at the workshop coming up on the 21st related to the community center, one is prioritizing actions from the environmental action plan which hasn't been developed and the last one was working on local connections with our partners for trail connectors. That takes a lot of coordination so those are the only three that we've not yet gotten moving on but in the pre-planning stage. Key highlights, building off one of the goals from the first quarter, the Long Range Strategic Planning Committee got together and was formed. We are underway in establishing what is essentially going to be our Novi 2050 plan. The Committee, with Mayor Pro Tem's leadership, has established a draft timeline for the plan. We're out to bid for a consultant to help facilitate that process and we're hoping to bring all those back to the Committee at the end of the month to delve into those. The first Council workshop meeting is going to be on the 21st and we'll go into more of those transformative projects, those big game changing efforts that will impact the community. Under operate, this goal speaks of our fiscal governance. One of the things we wanted to do was work on our investment strategy and our approach. Happy to say we are officially under contract. We have signatures with AON who are providing investment strategy consultation services and we're going to get a project kicked off with our staff and their team very soon. We're working on getting dates solidified for that and they're expected to wrap up their work in late winter. We'll keep the Finance and Admin Committee updated as that work progresses. One of the goals was to create this vibrancy strategy that focuses on the Town Center area and work is underway with a lot of developments happening over there. In thinking through a vibrancy strategy with so much development that plays into a lot of staff's thinking, and how we work with our partners in the development community, how we can work with the Corridor Improvement Authority, who's recently gotten back together, to figure out how we can hit on these pillars that have been outlined in this goal. There's been a lot of home stuff going on so as all of that is progressing, staff's pivoting to think through what a potential strategy can look like. Brainstorming is happening there but it's all good stuff. Our PASER score goal, which is maintaining our road funding levels, is to increase our score and have fewer roads scoring poor and fair. The 2024 PACER valuation's complete and that's going to be presented to the Mobility Committee this year. Under invest, the senior transit is on the agenda tonight so the agreement is in progress, and we continue to gather data on ridership, the cost to Novi and really thinking through what a plan can look like with our partners at the county level, with SMART and with PEX to figure out what's going to be best for Novi. Eight Mile between Novi and Haggerty Roads has been completed. Again, these are just broad strokes to paint a picture. All the information is in the packet that details each goal, more specifically with progress and status updates.

Mayor Fischer reminded his colleagues that given our progress, it was mentioned a year ago that these goals were set up. Unlike in prior years when we would add completely new goals, that is something that we're not going to entertain at this point from a process perspective. This is the opportunity as a council to deep dive a little more into the goals, ask questions, shift or pivot, or let the staff continue with what they're working on.

Member Gurumurthy said she appreciates the amount of progress that's been made and is thankful for the update. She said it would be amazing to publish this online so that the community can see the wonderful progress that's been made. She wanted to highlight a few area and one is

regarding the vibrancy and create the Novi downtown. It is wonderful to see all the different developments which relates to the whole residential and economic and in terms of the safe and welcoming space, it would be nice to see if we can start thinking through in terms of creating that space as a community gathering space. She knows it's hard to call it the downtown word there but with what we have, it would be wonderful to see what we can create, she thinks of that as a mini Twelve Oaks in bringing people together. She was thinking of examples like a park or street performer and when she thinks when they added this goal, one of the things was to look at other cities where they had a vibrant strategy. It would be nice to look at what we can do, what is feasible and maybe even get some community engagement on deciding what we can do based on the feasibility. The second thing she is excited about is increased engagement and outreach efforts with Novi's diverse population. That would be her request on that. We are starting to work with Jeff and the Parks team in terms of putting together or organizing a Diwali festival in the City. We are pulling together the team members, which is exciting, and she is looking forward to that. In regard to the engagement and outreach, she thinks with the boards and commissions they are seeing more people interested in applying and being a part of these commissions and to serve. She would encourage that they continue to put more effort in terms of promoting as well as encouraging residents to apply for it as well. The third thing is the Strategic Plan, and she is so glad to be a part of that committee led by Mayor Pro Tem Casey and is excited in terms of putting together a long-term strategic plan for Novi 2050 but also systematically approaching getting the community input during our journey. Lastly, she is looking forward to hearing more information regarding the City yard waste collection.

The Mayor Pro Tem said she would like to echo the previous speaker. She wanted to commend the work that has been done because some of the goals have been heavy, meaty goals and she acknowledged the progress that staff and administration has made. Her only feedback would be to add some dates regarding expected completion in the quarterly presentation as that would be good for them and residents to see an end date.

Mayor Fischer said a lot of hard work has been done and he knows that a lot of discussions have been taking place in the Mobility Committee and he would consider some of the goals started even though City management does not think it has been. He echoes Member Gurumurthy regarding two item she brought up. As far as the boards and commissions, he thinks they should do everything they can to promote encouraging people to get involved. He thinks that they almost have to take an approach and would like staff to think about how there are boards and commissions that just don't function as they should be and are there ones that could be recommended for combining or maybe where there are seven members when there should be only five members. There's a lot of opportunities to maybe tweak the current boards and commissions that might give more opportunity to open positions for other residents. He's not saying to cut down on the number of members on a commission but maybe as people roll off, we just don't refill those positions. He knows there's Council's appetite for adding boards and commissions capacity in other places and he's skeptical of doing that when he knows there is some realignment that needs to be done. Hopefully that gives a little more direction on what he would expect from that goal. He would like to tweak the goal on hazardous waste and increase the opportunity for the community to participate in hazardous waste days.

CITY MANAGER REPORT: None

ATTORNEY REPORT: None

AUDIENCE COMMENTS #1:

Vijay Venugopal, 43364 Ashbury Drive, said he is one of the beneficiaries of Eight Mile and it's awesome to drive on that road. There's a particular section of the road that gives a certain sound when driving on it. He just wanted to convey a few updates of the community updates we've been doing on. As part of Diwali, they had run a community activity to raise food for the needy. They conducted this under the activity called Sewa Diwali. Sewa Diwali is an initiative by Dharmic communities, individuals and organizations like Yoga, Spiritual, Hindu/Buddhist/Sikh/Jain centers, Temples, Gurudwaras, Linguistic and Indian socio-cultural organizations who believe in the Sewa Dharma, that service to humanity is service to divinity. The basis mission is to foster togetherness and Sewa, selfless giving, for the welfare of society, by promoting the festive and enlightening spirit of Diwali. November to December and in total in the U.S., there was a reach out for more than 267 different organizations who came together and did the food drive. We were able to generate about 717,000 pounds of food items, which is equivalent to almost providing three meals a day for 550 people for the who years. In Novi specifically, we were able to raise about 2,500 pounds of food items, which were donated.

CONSENT AGENDA REMOVALS AND APPROVALS:

- A. Approve Minutes of:
December 16, 2024 - Regular Meeting
- B. Approval of the deficit elimination plans for the Capital Improvement Fund (CIP) and the Drain Operating Fund as of June 30, 2024.
- C. Approval of claims and warrants – Warrant 1171

CM 25-01-02 Moved by Casey, seconded by Thomas; MOTION CARRIED: 7-0

To approve the consent agenda as presented.

Roll call vote on CM 25-01-02	Yeas: Gurumurthy, Heintz, Smith, Staudt,
	Thomas, Fischer, Casey
	Nays: None

MATTERS FOR COUNCIL ACTION:

- 1. Consideration to Adopt Resolution Consenting to Improvements to Portions of Oakland County's Huron Rouge Sewage Disposal System (HRSDS) and Authorizing Payment to the Oakland County Water Resources Commissioner (WRC) for Same.**

The City Manager said what they're talking about tonight is about sewer and how we transmit our wastewater away from the City. The Huron Rouge Sewage Disposal System share the name with the retention facility that was built over by Rotary Park. It's all part of the whole system that gets the sewer water away from the City and to the wastewater treatment facility. This is a very large pipe, it's 50 years old and needs repair. The ownership is under the oversight of the Water Resource Commission, so we'll be paid in \$6 million from our reserves that are held at the Water Resource Commission. There will not be any kind of giant excavation or excavators on site disturbing the topical earth. There'll be more done underneath through the lining process. We

don't know how long it will take to plan it after the contractor's been brought on board. It's going to be about a year until this gets underway.

The Mayor Pro Tem asked Jeff Herczeg to give a quick explanation of how this project is going to work. Mr. Herczeg responded by saying that there will be some excavation and it'll be manhole points that get down to the pipe. As City Manager Cardenas said, it's going to be a lining and there are about a half dozen techniques that are acceptable. It's based on pipe condition, deterioration of the pipe and the limitations in terms of the circumference at the end of the project. There's only a few way to do it without actually digging the pipe up. One of which is cured in place piping which there's several ways to do cure in place. Some of them are actual flexible liner that's pulled through whether it's fiberglass or some other poly material that's blown up and adheres to the pipe. There's also a system where you put the poxy in, blow that up and then it creates a new pipe and the liner's pulled out. There's three or four different CIPP methods that are going to qualify for the project. That's how most of the construction will be done. There will be minor excavations, and he thinks half a dozen new manhole constructed so the crews can get down to work on sections of the pipe, isolate those pipes and pump the flow overground to the next manhole. Mayor Pro Tem appreciated the summary from Mr. Herczeg. She said there was a lot of comprehensive information provided and one of the reference in the information talked about there might be some potential environmental disruption because of where we're doing some of the work. There was a recommendation in the memo that talked about not just trying to get any disruption back to what state it was in but to take it the next level and go for better. She asked is that was the responsibility of the WRC or the City to decide what kind of remediation gets done and it goes back to current state or the better state. Mr. Herczeg replied that it is the WRC's project so it will be up to them to get the permits from EGLE or whatever other permitting agents need them. It is his understanding that they will do all the restoration and make it better than it was before. There may be an instance of access roads which is a good thing because then they need to get back to the manholes after they do the lining for maintenance on the system. Mayor Pro Tem thinks this is another opportunity that we have in the City to partner with WRC and get some excellent work done and she appreciates the fact that we started with a \$18 million price point in the CIP and now we're talking about our contribution being \$6 million. It's a win-win for everybody.

CM 25-01-03

Moved by Casey, seconded by Thomas; MOTION CARRIED: 7-0

Consideration to Adopt Resolution Consenting to Improvements to Portions of Oakland County's Huron Rouge Sewage Disposal System (HRSDS) and Authorizing Payment to the Oakland County Water Resources Commissioner (WRC) for Same.

Member Smith, addressing Mr. Herczeg, said he's assuming since this is mostly underground, there'll be minimum impact to the residents. Mr. Herczeg responded that it mostly follows the rail line from the north to south and then ends at the Rotary Park facility so very few impacts to roads in general. Maybe old Grand River will have a little. Member Smith said it looked like the only place that was really residential was that little corner of Meadowbrook Lake subdivision and asked that as the planning goes on to encourage treading lightly in that area.

Member Staudt asked Carl Johnson approximately how much is currently in the Novi Reserve account held by the WRC. Mr. Johnson responded that he didn't have an exact number. The annual fees, the monthly charges include operation maintenance and replacement reserves that we pay. The operating costs that they charge us include a replacement reserve that they have on

hand so the reserves that we're talking about today are held by the county. Member Staudt asked if Mr. Johnson and Mr. Herczeg could find out the exact amount being held. He said he always get nervous when government says they're going to issue bonds for a portion of the project to the benefit of the City. He's assuming we're paying for those bonds through this fund as well. Mr. Johnson said it will be through our rates going forward. Member Staudt asked if we're going to have additional rates to pay for this bond. Mr. Johnson replied that the part of our normal operating costs that they bill us will include an amount for the debt service on these. Member Staudt asked if they have done that on any projects in the past for Novi and that he's never heard of the Water Authority issuing bonds that we're paying for through fees. He then asked the City Attorney if this was normal and Mr. Schulz replied that yes, the City has reviewed it and is fine with it. Member Staudt said so they can issued bonds on our behalf as a city, and we're paying for them, and he wants to know where do they fall under to be able to issue bonds and right do they have. Mr. Johnson responded that these aren't Novi bonds, that they are WRC bonds in their name that they are responsible for but do the work. We're paying for them because the facility is Novi's responsibility. Member Staudt asked for an overview provided in a midweek packet because he's never heard of this, and he's been around for a long time. He wants it shown how our residents pay for this and it sounds as though we're adding it to the water and sewer fees. Mr. Johnson said this is in lieu of giving them \$12 million from our checkbook and it's just a cost spread out. Member Staudt clarified that this is \$6 million out of a checkbook that they hold that's unique to us, it's bonds that they're going to issue on our behalf that we're going to pay for and it's \$6 million out of our water and sewer fund. Mr. Johnson replied that's correct. Member Staudt asked if an overview of what that reserve is to be provided to them.

Roll call vote on CM 25-01-03

Yeas: Heintz, Smith, Staudt, Thomas, Fischer, Casey, Gurumurthy

Nays: None

2. Consideration of Transit Enhancement Services Agreement with People's Express (PEX) for temporary use of office, parking space at the Novi Civic Center and access to city fuel pumps, effective January 1, 2025.

The City Manager stated that this is coming back to City Council with what they brought before them all last meeting. This separates the two, with one agreement dealing with all facility uses of our office building, use of the parking spaces and the fuel pumps. They'll be charged a monthly rent for the first six months, \$450. If they have not found a location by then, we'll make sure we'll bring it back well before May for your consideration to keep them on, if Council agrees with another six months, at a rate of \$600 a month. The fuel fees will be charged for as what we get charged, we just pass a charge on to them. The second agreement, which is after this, deals solely with the subsidies and solidifying your commitment to those subsidies for individual that qualify for them.

CM 25-01-04

Moved by Casey, seconded by Smith; MOTION CARRIED: 7-0

Approval of a Transit Enhancement Service Agreement with People's Express (PEX) for temporary use of office parking space at the Novi Civic Center and access to city fuel pumps, effective January 1, 2025.

Roll call vote on CM 25-01-04

Yeas: Smith, Staudt, Thomas, Fischer, Casey, Gurumurthy, Heintz

Nays: None

3. Consideration of a Transit Enhancement Agreement with People's Express (PEX) to continue subsidies for eligible residents effective January 1, 2025.

CM 25-01-05 Moved by Smith, seconded by Thomas; MOTION CARRIED: 7-0

Approval of the proposed Transit Enhancement Services Agreement with People's Express (PEX) to continue providing subsidies for eligible Novi residents effective January 1, 2025.

Roll call vote on CM 25-01-05

**Yeas: Staudt, Thomas, Fischer, Casey,
Gurumurthy, Heintz, Smith**

Nays: None

4. January 1st major capital initiatives prioritization meeting.

Mayor Fischer said he wanted to put this on the agenda tonight as we have not done something like this recently. He wanted to give Mr. Cardenas an opportunity to recap the process he outlined in his memo from a couple of weeks ago and answer any questions Council might have and to help Council understand what to expect over the next couple of weeks as they prepare for the major capital initiatives prioritization meeting.

City Manager Cardenas said these are the initiatives that they talked about last year. Staff is really looking forward for direction as we've been talking about these topics for the last year. We're really looking to making some decisions so we can move forward. Those topics are the public safety facilities, senior center, rec center, the widening of Beck Road, and then the ITC reconfiguration. With the public safety facility, we're looking for funding mechanism, and election dates because we are up against the calendar right here to make sure if this is a go or not and what ballot it's going to be on. We'll have all the representative from the consultants the Council has hired to help us with and all the information that we shared last year will be available to you. We'll provide more information with respect to millage history, funding mechanisms, and election dates. We really look forward to some guidance and some directions that will be made on the 21st. As information comes in, we'll give it to Council so will have enough time to digest it and we can have an informed discussion on the 21st.

Mayor Fischer said he expects it to be more of a workshop type discussion meeting as opposed to formal. As he understands it, they will actually have a presentation from RealPoint. When we hired them as a group, we expected them to come and present to us so they'll be giving us an update on the work, the progress, and their thoughts on where we can and should go with that projects in particular. He wants to reiterate to Mr. Cardenas' point; we have started a lot of these discussions. We've been doing studies on public safety for decades. We've had committees formed back in 2019 for the rec center. We've been kicking the idea around for Beck Road. There's been trips to Washington. There's been back to the future meetings. This Council has actually never deliberated in a public forum and actually given their opinions on where the direction of that should go. Same thing with ITC and other ones that Mr. Cardenas mentioned. He and Mayor Pro Tem Casey have had some discussions and some of the information that I would expect from the City Manager has to do with some of the other things that are coming up like our library fund that we need to keep on our radar and our CIP millage that we should consider on

how that fits into the grand scheme of all these. So, when he calls this a prioritization meeting, he really does expect it to be that. He expects the information from the City Manager to be coming to us this week. There can be follow ups, but we should have a good 10, 12 days to be able to review all of this information, even if it is regurgitation of prior information. He wants everyone to be ready to come to give your opinion, share what they're thinking, share what you can support, share what you might vote for because we really need to wrap up some of these things. Be prepared to deliberate and share your feelings.

AUDIENCE COMMENTS #2: None

COMMITTEE REPORTS:

1. Finance & Administration Committee

Mayor Fischer said they had RealPoint join them at the last meeting and discussed a couple of things related to public safety, but we really gave them some feedback on what they need to be prepared to discuss and to give their first presentation to the full Council. The second part of the meeting was an initial review of our CIP process. We used to have a committee just focused on CIP, but we moved that under the umbrella of finance and admin committee. Now we review some of the progress we made on last year's CIP items and we did that. We'll have another meeting to look at the full plan before it's incorporated into the overall budget in April.

2. Mobility Committee

Member Smith said they met December 19th and met with colleagues in Northville to discuss connecting trails at the Eight Mile and Novi intersection to try to get people moving between that area and Novi and then down into the new development area. They had some interesting discussions. It's a complex area to get people through with the railroad track and the bridge and all of that. Looking forward to keep addressing that issued. Next meeting will be later this month to start focusing on the Novi Active Mobility plan.

MAYOR AND COUNCIL ISSUES: None

COMMUNICATIONS: None

ADJOURNMENT - There being no further business to come before Council, the meeting was adjourned at 7:51 P.M.

Cortney Hanson, City Clerk

Justin Fischer, Mayor

Transcribed by Becky Dockery,
Account Clerk

Date approved: January 27, 2025



CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025

SUBJECT: Approval of contract award to Accuform Printing & Graphics to design, produce and distribute Engage three times per year in the amount of \$62,964.00 annually for one year, with the option for two renewals.

SUBMITTING DEPARTMENT: Community Relations

KEY HIGHLIGHTS:

- Shifting to three additions of Engage annually will save the City \$47,000 in printing costs
- While the printer is responsible for soliciting and securing advertising for each publication, the City retains full editorial control.
- Nearly 80 percent of Parks program registrations come through the Engage Magazine.

FINANCIAL IMPACT

	FY 25/26	FY 26/27	FY 27/28
EXPENDITURE REQUIRED	\$ 90,000	\$ 90,000	\$ 90,000
BUDGET			
1. Community Newsletter (Engage) (101-725.00-888.500)	\$63,000	\$63,000	\$63,000
2. Printing and Publishing (101-725.00-900.000)	\$27,000	\$27,000	\$27,000
APPROPRIATION REQUIRED	\$0	\$0	\$0
FUND BALANCE IMPACT	\$0	\$0	\$0

BACKGROUND INFORMATION: :

For more than a decade, the City of Novi has produced the Engage magazine to market Parks, Recreation & Cultural Services programming, as well as City events/services services and Library happenings.

In 2019, the City contracted with Accuform Printing & Graphics to enhance the Engage publication, share Novi stories and provide advertising opportunities to local business partners. We have seen continued support of the publication by our Novi community. The current magazine is printed and mailed at annual cost of approximately \$110,000 for five editions (not including postage).

In November, the City placed an RFP seeking a vendor to design, produce and distribute the Engage magazine three times per year. The chosen proposal received was submitted by Accuform Printing & Graphics. Accuform's proposal includes a 75% cost share by the City of the \$27,984.00 per edition, equating to \$20,988.00 per issue. The total annual printing cost to the City, which include design, layout, printing, perfect binding and mail route sorting equals \$62,964.00. The City of Novi will determine editorial themes and content of the magazine.

Each magazine is to be no fewer than 60 pages of which no more than 30% will be devoted to advertising. All advertising and solicitation will be the sole responsibility of the contractor. The City of Novi retains the right to approve and/or reject sponsors or advertisers and has full editorial control of the magazine.

The new magazine cycle would begin with a Spring/Summer 2025 edition in late April and continue every four or so months throughout the year. The Winter 2026 edition will include the Novi Chamber of Commerce Directory on the reverse back cover, utilizing no more than 36 pages.

The City of Novi will be responsible for the postage which will be approximately \$9,000 an issue, for a total of \$27,000 annually. Under this new recommended contract, the City would send three Engage Publications to approximately 33,000 recipients in Novi for an approximate total of \$89,964.00 (inclusive of postage). This figure does not take into account the payback to the City from our Engage Library partner, which will be approximately \$7,000.

Past products with Accuform have been completed on time, of superior quality and delivered with quality customer service. It is with high confidence they are recommended to continue production of Engage.

RECOMMENDED ACTION: Approval of contract award to Accuform Printing & Graphics to design, produce and distribute Engage three times per year in the amount of \$62,964.00 annually for one year, with the option for two renewals.



CITY OF NOVI

PRINTING SERVICES-COMMUNITY PUBLICATIONS (ENGAGE MAGAZINE)

FEE PROPOSAL FORM

We the undersigned, as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

ENGAGE MAGAZINE (3 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	City Cost (75%) Per issue	Printer Cost (25%) Per issue
1	Design & Print Magazine	33,000	Each	\$ 848	27,984.00	20,988.00	6,996.00

ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
2	Back Cover Advertisement	1	Each	\$ 2,000.00
3	Inside Front/Back Cover Advertisement	1	Each	\$ 1,500.00
4	Full Page Advertisement	1	Each	\$ 1,200.00
5	Half Page Advertisement	1	Each	\$ 600.00
6	Quarter Page Advertisement	1	Each	\$ 350.00

We acknowledge receipt of the following Addenda:

Addendum #1 (PS)
(please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on additional sheet):

none

COMMENTS: _____

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) Accuform Printing + Graphics

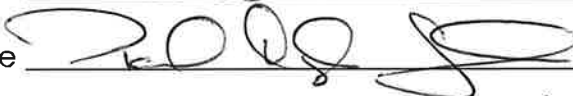
Address 7231 Southfield

City Detroit State MI Zip 48226

Telephone 313-271-5600 Fax 313-271-4579

Representative's Name Paul D Johnson

Representative's Title Sales

Authorized Signature 

E-mail ~~Paul.D~~ Paul.johnson@accuform.net

Date 12-3-2004

Accuform Printing & Graphics

7231 Southfield Detroit, MI 48228 – 313.271.5600

City of Novi – Design, Layout and create final proof for print production of City of Novi Engage Magazine. Printing Services – Community Publications (Engage Magazine)

References

- 1) City of Novi – 45175 W. Ten Mile Rd., Novi MI 48375 – Sheryl Walsh 248.735.5628
- 2) City of Detroit Elections – 2978 Grand Blvd. Detroit, MI 48226 – George Azzouz 313.867.0053
- 3) City of Birmingham – 151 Martin Street Birmingham, MI 48009 – Marianne Gamboa 248-530-1812

Company Description/Experience & Qualifications

Accuform is a family-owned full service commercial printer established in the City of Detroit in 1969 and celebrating 54 years serving the Detroit Metropolitan business community. We like to say “we love to print” specializing in multicolor sheet fed & digital printing with an emphasis on outstanding customer service!

Accuform in-house design department is on par with any creative ad agency. We like to talk about adhering to the standard and beyond which is one of the many ways that makes us different, a unique touch to help our customers stand out from the networking crowd. Your brand should be a conversation starter, a promotional tool, and the ideal way to showcase the individuality of not only your community but the residents within.

Meet or exceeds your Exceptions

Accuform is a family business (SBA 8A Certified Women Owned & NAWBO Certified) lead by Gail Konczal, graduate from Eastern Michigan university with a dual major in accounting and marketing. We have 20 employees, all professional in graphics and skilled trades averaging over 15 years each in our industries.

Our design team credentials are high! Our creative staff have graduated from the top creative schools in Michigan. U of M Ann Arbor, Eastern Michigan University & Center of Creative studies in Detroit. We will exceed your expectation.

Paul D. Johnson

Novi Engage Magazine

accuform printing & Signage

7231 Southfield Detroit, MI 48228

Trusted Advisor - Celebrating 27 years in the Printing Industry Member of PGAMA:

Print. The renewable way a responsible world communicates.

O:313.271.5600 M:313.377.6899

- #1) Accuform Printing & Graphics – 7231 Southfield Detroit MI 48228- Plant
 Accuform / Engage sales office – 7700 Southfield Detroit MI 48228 – Sale Office

- #2) Project Manager – Paul D Johnson, M: 313.377.6899, O: 313.271.5600
 pauljohnson@accuform.net

- #3) John Poker (JP) Art & Marketing Director - BAA U of M Ann Arbor -Ad Agency Experience

- #4) Accuform has many client both Cities and Business we produce magazines for.

- #5) We have worked with the city of Novi Engage and are working CAM of Michigan now on their
 2025 Buyers Guide.



NOTICE - CITY OF NOVI
PRINTING SERVICES- COMMUNITY PUBLICATIONS
(ENGAGE MAGAZINE)

REQUEST FOR PROPOSALS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	Thursday, November 7, 2024
Last Date for Questions	Tuesday, November 19, 2024, by 12:00 pm ET Submit questions via email to: Tracey Marzonie, Purchasing Accountant tmarzonie@cityofnovi.org
Response Due Date	Wednesday, December 4, 2024, by 11:00 am ET Deliver to: City of Novi Attn: Finance Department 45175 Ten Mile Road Novi, MI 48375
Anticipated Interview Date (if needed)	December 18, 2024, 9 am – 12 pm
Anticipated Award Date	January 27, 2025

DESCRIPTION:

The City of Novi is seeking qualified contractors to submit proposals to provide print and mailing services for the Engage community program/recreation guide. The Engage! publication includes design services.

NOTICE TO PROPOSERS

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.

INSTRUCTIONS

QUESTIONS

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam. Vendors/contractors are specifically directed not to contact any other City staff. Unauthorized contact of any City department employee may result in rejection of submittal.

MANDATORY PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting may be held. If so, the date, time and location will be indicated on the cover of this RFP. The meeting will begin promptly at the time indicated and will be closed thereafter to latecomers. It is the vendor/contractor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-bid meeting on time.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for products/services. The initial contract period will be from the date of award until **December 31, 2025**. Upon mutual consent of the City of Novi and the successful proposer, the contract may be renewed two (2) times in one (1) year increments.

CHANGES TO THE RFP/ADDENDA

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

PROPOSAL SUBMITTALS

Proposals may be submitted by mailing hard copies to the address shown above, OR by uploading proposal to the MITN website at www.mitn.info.

All hard copy bids (1 copy) must be submitted in a SEALED envelope marked **"PRINTING SERVICES- COMMUNITY PUBLICATIONS (ENGAGE MAGAZINE)"** to the address shown on the Notice above.

Proposals which are uploaded to the MITN (www.mitn.info) website must be uploaded by the due date and time. Allow sufficient time to go through the uploading process. The

MITN system will not allow for late submittals. This responsibility rests entirely with the Respondent, regardless of delays resulting from the uploading process.

Submit as a single file, in DOC, DOCX, PDF, or JPG format with a size limitation of 20MB. If the file size exceeds 20 MB, please upload in 20 MB increments. PDF is preferred.

Due to security risks associated with some file formats, the following file types are not able to be opened by the City: DOCM, DOT, XLS, XLSM, XLSB, XLT, PPT, PPTM, TIF, or RTF. All of these formats can contain malicious code. The City will not accept ZIP files. Alternatively, you could convert these files to PDF.

For assistance on how to upload, contact MITN directly at (800) 835-4603.

As this RFP is being made available by electronic means, the proposer accepts full responsibility to ensure that no changes are made to the RFP documents. In the event of conflict between versions of the RFP submitted by proposer, the version maintained by the City of Novi Purchasing Department shall govern.

Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

SUBMISSION OF PROPOSALS

To be considered, sealed proposals must be submitted, as specified in the Instructions section on or before the specified time and date. There will be no exceptions to this requirement. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form when one is provided in the RFP documents. Proposals must show unit and total prices when requested. In case of mistakes in price extension, unit pricing shall govern. *ANY CHANGES MADE ON THE PROPOSAL FORM MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

INELIGIBILITY OF IRAN LINKED BUSINESS

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a proposal.

CONSIDERATION OF PROPOSALS

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the proposer states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at www.mitn.info.

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

Evaluation Criteria

1. Reputation in the industry.
2. Relevant experience.
3. Competence and knowledge of procedures applicable to project.
4. Experience in sales and advertising.
5. Service Fee.

GENERAL CONDITIONS

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

CONTRACT RENEWAL

No contract shall be automatically renewed at the end of any contract term.

NO EXCLUSIVE CONTRACT

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

FREIGHT CHARGES/SHIPPING/HANDLING

All pricing is to be F.O.B. destination.

DOWN-PAYMENTS OR PRE-PAYMENTS

Any bid proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

INVOICING

Invoices may be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, OR emailed to: invoices@cityofnovi.org. *This email is to be used for invoices and statements only and not for any other type of communication or sales. We are unable to respond to any inquiries from this email.*

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

SAMPLES

Samples may be requested by the City of Novi during bid evaluation. Samples shall be free to the City and will not be returned. Failure to provide samples or demonstrations on a timely basis will be justification for rejection of your proposal.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offeror certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

(a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

(c) He is the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or

(d) He is not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above , and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OFNOVI
PRINTING SERVICES-COMMUNITY PUBLICATIONS
(ENGAGE MAGAZINE)

SPECIFICATIONS

SCOPE OF SERVICES

The City of Novi is seeking a vendor to develop, design, produce and distribute its Engage magazine three (3) times per year. The magazine will be designed to inform, entertain, educate, and inspire people to connect with and contribute to the Novi community through articles focusing on events, services, programs and opportunities. The magazines will be seasonal: winter/spring, summer, and fall. The winter/spring edition will include the Novi Chamber Directory on the reverse back cover and utilizing no more than 36 pages.

Qualified vendors must operate within a 100-mile radius of Novi, MI and employ adequate personnel and production capabilities to properly produce a high-quality magazine. The selected vendor must work closely with Novi's Community Relations staff to ensure the magazine meets Novi standards for quality and accuracy.

Vendor shall provide the following information (in this order):

1. Firm name, address of all offices, specify the office in which the work will be done.
2. Name, position, phone, email of project manager to be assigned.
3. Describe how the contractor will staff this project including the number of people and specific skills that will be utilized, i.e. project manager, graphic designer, writers, editors, sales manager, etc. and whether staff is in-house or subcontractors.
4. List and briefly describe any ongoing or completed similar magazine projects with names and contact information for each of these projects who may be contacted as references.
5. Describe prior experience in soliciting and securing advertising.
6. Provide proposed production schedule.
7. Please provide a hard copy example of similar work.

Evaluation Criteria

1. Reputation in the industry.
2. Relevant experience.
3. Competence and knowledge of procedures applicable to project.
4. Experience in sales and advertising.
5. Service Fee.

SPECIFICATIONS

Produce a high-quality, full-color magazine no fewer than 60 pages of which no more than 30% devoted to advertising unless otherwise instructed in writing.

All advertising and solicitation will be the sole responsibility of the contractor. The City has the right in advance to approve and/or reject sponsors or advertisers.

The Contractor will be responsible for design, layout, and photography. The selected vendor will work with City Community Relations representatives in making appropriate design selections and establishing guidelines and standards for the layout and printing of publications as scheduled.

The City of Novi will be responsible for 75% of the Engage magazine production/printing costs and postage with all remaining costs associated with this project being the responsibility of the Contractor, to be offset by advertising revenue.

The City will determine editorial themes and content of the publication and assumes final proofreading responsibility; this does not eliminate the Contractor's editorial responsibility. The Contractor will make all changes as requested by the City at each review period.

The City of Novi has the right to approve and/or reject all advertisers and articles.

Print 33,000 magazines, specifications - size approx. 8.5"x11", perfect bound.

Contractor will mail one magazine to every Novi mailing address (approx. 33,000) with the remainder delivered to the Community Relations Department at the Novi Civic Center, 45175 Ten Mile Road, Novi, MI 48375.

Deliver a digital PDF with live links for web posting.

PRICING

Vendor must submit pricing for the publication taking into account all expenses and advertising revenue related to the creation, printing and distribution of the magazine.

The contract commences with the Summer 2025 edition of Engage to be mailed to homes in mid April 2025.

SELECTION OF FINALISTS

The evaluation team will select the finalists. Finalists may be invited to participate in interview if necessary.

NEGOTIATION CONTRACT WITH FINALIST

Contract negotiations will be finalized with the most advantageous proposer by January 31, 2025. In the event that mutually agreeable terms cannot be reached, the City reserves the right to finalize a contract with the next most advantageous Proposer without undertaking a new procurement process.



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits,

the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
 - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
 - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.

CONTRACT FOR PRINTING SERVICES – COMMUNITY PUBLICATIONS

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and _____, whose address is _____, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence as of the date of the last signature and end on December 31, 2025. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor an amount services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

Payments shall be made upon verification of invoices received by the Client. All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

- A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified mail, of such breach and demand that the same be remedied within ten (10) days. If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days' notice in writing of such termination.
2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.
- B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: Independent Contractor/Vendor Relationship.

- A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and/or vendor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor and/or vendor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor and/or vendor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

- B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract and no other person or entity shall be assigned or sub-

contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

- A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract.
- B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule B, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule B.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.

- B. Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.
- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.
- F. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:
- Client: City Manager Victor Cardenas and City Clerk Cortney Hanson
Contractor: _____
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.
- H. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.
- I. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.
- J. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date last listed below.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

Date: _____

By: Justin Fischer
Its: Mayor

Date: _____

By: Cortney Hanson
Its: Clerk

WITNESS AND DATES
OF SIGNATURES:

CONTRACTOR

Date: _____

By:
Its:



CITY OF NOVI
PRINTING SERVICES-COMMUNITY PUBLICATIONS
(ENGAGE MAGAZINE)

FEE PROPOSAL FORM

We the undersigned, as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

ENGAGE MAGAZINE (3 ISSUES)

Item No.	Description	Qty	Unit of Measure	Unit Price	Total (per issue)	City Cost (75%) Per issue	Printer Cost (25%) Per issue
1	Design & Print Magazine	33,000	Each				

ADVERTISEMENTS

Item No.	Description	Qty	Unit of Measure	Total
2	Back Cover Advertisement	1	Each	
3	Inside Front/Back Cover Advertisement	1	Each	
4	Full Page Advertisement	1	Each	
5	Half Page Advertisement	1	Each	
6	Quarter Page Advertisement	1	Each	

We acknowledge receipt of the following Addenda: _____
 (please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on additional sheet):

COMMENTS: _____

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Representative's Name _____

Representative's Title _____

Authorized Signature _____

E-mail _____

Date _____



CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025

SUBJECT: Consideration of contracts for as-needed Supplemental Building and Trade Inspections, Plan Review services with Carlisle Wortman and McKenna, and to amend the fee schedule.

SUBMITTING DEPARTMENT: Community Development

KEY HIGHLIGHTS:

- Services supplement existing staff for vacancies and absences
- Key to maintaining Customer Service
- Supports Economic Development with timely, efficient services

FINANCIAL IMPACT

	FY 24/25	FY 25/26	FY 26/27	Total
EXPENDITURE REQUIRED	\$95,000	\$ 98,000	\$ 98,000	\$ 291,000
BUDGET				
General Fund				
1. 101-371.00-816.007	\$92,000	\$92,000	\$92,000	\$ 184,000
APPROPRIATION REQUIRED	\$3,000	\$6,000	\$6,000	\$ 15,000
FUND BALANCE IMPACT	\$0*	\$0*	\$0*	\$ 0
• *Amended fee schedule projected to offset costs				

BACKGROUND INFORMATION:

In addition to Code Compliance and Planning functions the Community Development Department reviews plans for and inspects all new and altered structures for compliance with the State of Michigan construction codes. These efforts support safe and high-quality Economic Development. While always critical for the success of the investments, the current employment market conditions are particularly challenging and maintaining a high level of service is very important. The acute shortage of qualified craftsmen and supervision in the construction and

development market challenges not only those contracting construction buildings but also puts us in competition with them for qualified staff. This situation is particularly acute with Commercial Plan Review where current volume does not currently justify filling the full-time position.

While the interests of the residents and businesses are best served by a dedicated staff of qualified City employees there are times when additional resources are appropriate. This would include periods of vacation or medical absence of City staff as well as increased need for services.

In the case of the trade inspections (plumbing, mechanical and electrical) and commercial plan review, the current workload requires more than the current single full-time inspector but does not consistently justify a 2nd full time position with the associated costs and liabilities. In this situation the first and most economical solution is either overtime for existing staff or tap into our small team of available part time employees. Where these resources are not available, the previous contracts with Carlisle Wortman (formerly CES) and McKenna have provided the needed resources.

An RFP was issued on December 2, 2024, with proposals due January 8, 2025. The proposals received were evaluated and based on the qualifications and pricing. Staff recommends entering into a contract with both parties with the intent of utilizing the services of Carlisle Wortman and McKenna for supplementary Plan Review services and Building and Trade Inspections.

This request also includes consideration of resolution to amend the current Community Development Fee Schedule increasing the cost of individual inspections from \$45.00 to \$50.00 effective March 1, 2025, to offset these increased contract costs as well as other increased expenses realized since the previous October 2023 adjustment. This increase is expected to equal approximately \$25,000 in additional full year revenue at current permit and inspection volumes.

RECOMMENDED ACTION: Consideration of contracts for as-needed Supplemental Building and Trade Inspections, Plan Review services with Carlisle Wortman and McKenna, and to amend the fee schedule.



CITY OF NOVI

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

VENDOR QUESTIONNAIRE

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Name of Firm: Carlisle Wortman Associates, Inc.

Address: 117 N. 1st Street Suite 70

City, State Zip Ann Arbor, MI 48104

Telephone (734) 662-2200

Fax (734) 662-1935

Mobile (734) 585-6900

Agent's Name Michael Radzik

Agent's Title Operations Manager

Email Address: mradzik@cwaplan.com

Website <https://www.cwaplan.com>

1. Organizational structure: Corporation
2. Firm established: 1984
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
No
4. Under what other or former names has your organization operated?
Code Enforcement Services, Inc
5. How many full time employees? 40 Part time? 25
6. How many years has your company been providing inspection and plan review services? 29 years
7. How many clients does your company currently serve with the type of services described?
Approximately 35.

8. Please provide a complete description of the services you will provide for the City.

CWA will provide complete construction code plan review services for all types of construction projects. We will verify code compliance with all applicable State of Michigan construction codes. We will also be available anytime to provide expert code consultation and code interpretation advice.

We will also provide building, mechanical, electrical, and plumbing inspectors on a regularly scheduled or "as-needed" basis to perform permit inspections, record inspection results, and provide code consultation as required.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

All plan reviewers and inspectors are properly trained, experienced and registered in their specific disciplines with the State of Michigan, Bureau of Construction Codes.

Copies of individual state registrations for staff assigned to assist the City of Novi shall be provided upon acceptance of this proposal.

10. What are your billing procedures?

CWA invoices clients by mid-month on a monthly basis for work performed the previous month. Payment is expected within 30 days of receipt. We are understanding and flexible with municipal expense approval processes and ask to be kept informed as necessary.

11. Additional information / Points not covered. Attach additional sheets if necessary.

None.

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services.

Company: City of Troy

Address: 500 W. Big Beaver Rd Troy, Michigan 48084

Phone: 248-524-3352 Contact name: Salim Huerta

Scope of services: Commercial construction plan review and fill-in inspections.

Company: City of Ann Arbor _____

Address: 301 E. Huron St. Ann Arbor, MI 48104 _____

Phone: 734-417-9090 _____ Contact name: Mike Lemieux _____

Scope of services: Construction plan review and trade inspections. _____

Company: Pittsfield Township _____

Address: 6201 W. Michigan Ave. Ann Arbor, MI, 48108-9721 _____

Phone: 734-822-3129 _____ Contact name: Chris Svihra _____

Scope of services: Construction plan review. _____

13. Can you meet the City's insurance requirements? **Yes X** _____ No _____

14. Please provide a copy of your inspection checklists.

Yes _____ **No X** _____

Inspectors do not use checklists; we use ICC checklists only when necessary.

15. Our fee proposal is included in a separate sealed envelope.

Yes X _____ No _____

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No X _____ Yes _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS.

Signature of Authorized Company Representative:  _____

Representative's Name (please print): Michael Radzik – Operations Manager

Date: January 7, 2025



SUPPLEMENTARY BUILDING & TRADE INSPECTION AND PLAN REVIEW SERVICES

January 7, 2025

PREPARED FOR

CITY OF NOVI

CARLISLE WORTMAN ASSOCIATES, INC

117 N. FIRST STREET, SUITE 70

ANN ARBOR, MI 48104

(734) 662-2200

<https://cwaplan.com>

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WELCOME TO CARLISLE | WORTMAN ASSOCIATES, INC

Carlisle|Wortman Associates (CWA) is a municipal services consulting firm doing business exclusively in the State of Michigan. We are a Michigan corporation headquartered at 117 N. First St., Suite 70, in downtown Ann Arbor, MI 48104. The firm's principal officers are President Benjamin Carlisle, Vice President John Enos, principals R. Donald Wortman, Doug Lewan, Dave Scurto, Sally Elmiger, Craig Strong, Paul Montagno, Laura Kreps, Brent Strong, and Senior Principal Richard Carlisle.

CWA has been providing high quality planning and zoning services for more than 40 years, and construction code services for nearly 30 years. You may have been familiar with our former division known as Code Enforcement Services established in 1996. We're centrally located in Ann Arbor convenient to clients in Southeast and Mid-Michigan. Since initially specializing in plan review, our Construction Code Services division has expanded to include construction code consultation, permit fee studies, building department administration and performance auditing, building, trade and property maintenance inspections, rental housing certification and point-of-sale inspections to our growing menu of professional services.

Construction plan review services are performed at our main office in downtown Ann Arbor, Michigan. However, most of our employees are embedded at the municipal offices we serve on an ongoing or on-demand basis. When you partner with Carlisle Wortman Associates, you never need to be concerned about potential conflicts of interest. By choice, we *only* work for the benefit of municipal clients. It is our firm's distinct honor and privilege to assist local, county, and regional government entities in their quest to provide equitable, efficient, and cost-effective public services to their residents and businesses.

Thank you for taking time to learn about our growing menu of professional municipal services. CWA helps bridge the gap many cities face with ever-changing workload demands during the ups and downs of economic business cycles and surges in development activity. Whether you're looking for expert help to provide basic government services or have a unique special need or project, don't hesitate to contact us to explore how we can help!

QUALIFICATIONS AND EXPERIENCE

Our Construction Code Services division provides dependable construction plan review and inspection services, as well as expert consultation on complicated construction code and administrative issues. We provide code consultation, training, and qualified personnel to review construction plans as needed in a timely and professional manner.

Our experienced and certified plan reviewers are called upon to:

- Evaluate plans quickly and thoroughly (more than 8,000 individual plans reviewed in the last five years alone)
- Clear up municipal backlogs due to staffing issues
- Handle unique and large-scale commercial projects on deadline
- Provide consultation services that instill *confidence* in your code interpretations and enforcement decisions
- Deal directly with design professionals to resolve code compliance issues in an atmosphere of mutual respect
- Avoid conflicts of interest through guaranteed objective and consistent services *only* for municipal clients

The CWA Construction Code Services division has extensive experience performing complex plan reviews for large projects. A few recent examples of such projects include:

- Clinton County, St/ John's Food Plant
 - 3 bldg manufacturing complex
 - 352,000 sf cheese plant (F/S/B occupancies)
 - Waste water treatment plan
- City of Ann Arbor, Autograph High Rise: The Glen
 - Single bldg mixed occupancy high rise
 - 7-story hotel/2-story conference center/4-story underground parking garage
- Huron Township, Amazon DTW3 Warehouse
 - 750,000 sf/ included hydrogen storage & refueling (hazardous materials)
- York Township, Toyota Regional R&D Headquarters
 - Multiple bldgs. Over several years
- Ann Arbor Township, KLA Headquarters
 - 3 bldgs/R&D development complex
 - High-rise admin bldg/5-story computer modeled egress & atrium smoke control

Our Capacity to Service the City of Novi

CWA currently serves a wide variety of local municipalities both large and small and we stand ready to proudly serve the City of Novi. Our plan review clients include larger cities like Ann Arbor, Troy, and Novi; medium size communities such as Pittsfield, Orion, Northville, and Plymouth townships, as well as smaller communities including Huron Township, Riverview, Southgate, Howell, Plymouth, and the Village of Clarkston.

Building officials and elected leaders of communities representing more than 535,000 residents have trusted the experienced professionals at Carlisle Wortman Associates to safeguard the safety of their constituents, business owners, and visitors for many years.

The Construction Code division of CWA currently employs sixteen (16) full-time professionals providing plan review, inspection, and administrative services to municipal clients in Southeast Michigan. In addition, we have approximately twenty-five (25) part-time employees engaged in plan review and inspection services on an as-needed basis. We are structured and managed to be flexible and consistent to meet our client's needs.

Plan Review Staff Assignments

To service the City of Novi, we will assign our core plan review staff who are widely recognized as experts in the field of construction code plan review:



Craig Strong, Principal brings 34 years' experience in construction, inspection, plan review, and municipal building official duties to work on your plan reviews.



Larry Pickel, Chief Plan Reviewer is a licensed architect and building official with 45 years' experience in construction plan review, instruction, and code conflict resolution skills.



Vernon Pappas, Lead MEP Plan Reviewer brings 50 years' experience in construction, inspection, municipal plan review, and code instruction.

Brent Strong is a registered building plan reviewer, inspector, and building official with more than 10 years' experience.

Doug Weaver is a registered electrical plan reviewer and inspector with 18 years' experience.

Scott Glowinski is a registered mechanical and plumbing plan reviewer and inspector with many years of experience with construction plan review and inspections.

Inspection Staff Assignments

To service the City of Novi, we will assign experienced inspection staff to act as the go-to professionals to meet the city's performance standards in a timely manner on an as-needed basis.

CWA employs a wide variety of full and part-time inspectors in all areas of permit inspection that may be called upon to service the City of Novi as supplementary inspectors when the need arises.

Specific inspectors to be assigned to service the City of Novi's needs will be selected dependent upon the timing and duration of assignments based on availability. Copies of state registration documentation for each inspector shall be provided in advance for review and approval by the city's building official.

Continuity and Management of Staff Assignments

Our field inspection staff assigned to work in the City of Novi will be supervised by **Brent Strong**, the firm's **Construction Code Division Director/Principal**. Brent has vast experience as a building official, plan reviewer, inspector, and municipal building department manager. He will be responsible for monitoring the work of our inspectors and will communicate with the City of Novi's building official on a regular basis to evaluate our performance. We will maintain consistent staffing assignments for continuity for both the city and its customers and will immediately troubleshoot any concerns that may arise.

CWA's **Operations Manager** is responsible to monitor contract performance and act as a liaison between our firm and our client. **Michael Radzik** has the benefit of 40 years of government experience, including 19 years as Community Standards Director overseeing building, planning, and code enforcement operations for the Charter Township of Ypsilanti.

As you can see, plan review and inspection services provided to the City of Novi will be supported by managers in the field and in the office, all-inclusive as part of a contractual relationship for plan review and inspection services.

WORK PLAN SPECIFICATIONS

Plan Review Services

Plan review services for both Building and MEP disciplines will be performed within the time frames shown below upon receipt of all necessary documentation for all categories including residential, multiple family, new commercial, commercial alteration, and any other reviews:

Completion of First Review	Completion of Revisions
Within 7 working days	Within 3 working days

As previously mentioned, our firm is staffed and ready to provide a full range of plan review services for building, mechanical, electrical, plumbing, and fire code.

CWA has developed a standardized plan review report format that includes all necessary elements in an easy-to-comprehend manner for design professionals. Randomly selected examples of both a commercial and a residential plan review are enclosed for reference.

CWA regularly performs internal peer reviews of plans after initial review is completed and prior to submittal. We do so in an effort to maintain the highest quality standards demanded by the City of Novi of its professional consultants.

Our plan reviewers are adept at bifurcating projects into phased approvals including foundation-only, shell, and build-out in order to expedite timelines for completion.

CWA utilizes Bluebeam plan review software with revision tracking and full documentation. Plans and review reports are transmitted in digital format by email or file download applications, or manually on hardcopy paper when requested.

CWA maintains a detailed digital project tracking program that may be accessed at any time by the City of Novi staff to monitor the progress and status of plan reviews, and ready access to our administrative staff responsible for project tracking from submission to completion.

Inspection Services

Inspection services for both Building and MEP disciplines will be performed within agreed upon time frames on an as-needed basis.

Our firm employs more than adequate full-time and part-time inspection staff in all areas of construction to be able to service the City of Novi's needs on an as-needed basis. Inspection requests will be submitted and coordinated through our division director, Brent Strong, or through alternate arrangements directly with the inspectors assigned to the city. Inspections can normally be accommodated same day or next day in most cases within the parameters of the RFP.

Our inspectors are fluent with the use of BS&A and other recordkeeping software and are capable of recording inspection results on city-owned tablet computers in the field or manually pursuant to alternate arrangements to the city's satisfaction.

Inspection results will be recorded and fully explained to ensure the permit applicant has adequate information in order to correct deficiencies. City administrative staff will be fully informed and knowledgeable to communicate results and expectations.

Other Services

Attendance at pre-construction meetings, internal coordination meetings, and enforcement/court hearings will be accommodated at the rates specified.

Miscellaneous Qualifications

Our plan review and inspection staff have a proven history of cooperatively working well with local departments and agencies and will act in accordance with direction given by the City of Novi's building official in a professional, effective, and efficient manner.

PROJECT APPROACH

CWA fully understands the limited nature of the requested services to provide plan reviews and inspections on an as-needed basis for an undetermined period of time as the city seeks to cover scheduled and unexpected employee absences.

We understand that the quantity and frequency of requested services may fluctuate during the contract period depending upon workload demands. Our firm stands ready to provide plan review and inspection services in whatever capacity is needed over time. Our goal is to become the Building Department's trusted and dependable partner and to earn your trust and confidence.

We have enclosed sample plan review documents using our proprietary report template customized through experience over many years.

In addition, we have enclosed a listing of sample construction projects of varying categories that we have successfully completed for other local municipalities. Building Officials in communities large and small representing well over *half-a-million people* have chosen to trust our firm to help them with the critical work of reviewing construction plans to help protect the health, safety and welfare of their citizens and business communities.

We stand ready to earn the City of Novi's trust as well.

REFERENCES

CWA offers the following professional references from jurisdictions both larger and smaller than the City of Novi, and we encourage the city to reach out and explore their opinions and experiences with our firm.

Our list of municipal Building Department clients includes:

Municipality	Building Official	Phone Number	Jul 2023 Population SEMCOG Estimate
City of Ann Arbor	Mike Lemieux	(734) 417-9090	121,653
City of Troy	Salim Huerta	(248) 524-3352	88,051
City of Ypsilanti	Jerry Dunham	(734) 483-1100	20,648
Pittsfield Township	Chris Svihra	(734) 822-3129	39,308

PRICING ALTERNATIVES

Carlisle Wortman Associates encourage the City of Novi to evaluate the benefits of our chosen pricing methods. Our firm is open to negotiating a mutually agreeable fee schedule individually for each type of service.

Construction plan review services are priced based on an hourly rate reflecting actual work effort.

This proposal includes a pricing option for inspections based on a per-inspection rate, as opposed to an hourly rate as specified in the RFP.

We strongly recommend that the City of Novi evaluate this pricing option, which is open to be negotiated to mutual satisfaction. This pricing model provides the City of Novi with the ability to accurately predict and budget its contracted inspection costs per permit, as compared to an hourly pricing scheme that necessarily comes with unpredictable time fluctuations and cost uncertainty associated with the bottom-line inspection cost per permit.

By charging a flat fee per inspection, our clients can easily and accurately align their municipal fee schedule to guarantee total cost recovery for permit inspections.

VALUE ADDED SERVICES AVAILABLE

CWA offers the following value-added services that are available to the City of Novi upon request.

Permit Fee Studies

Our firm will conduct a study to evaluate the City of Novi's permit fee schedule in comparison to other similarly situated municipalities, including a building permit fee calculation based upon the International Code Council's construction valuation formula. We will examine permit revenue, Building Department expenses and staffing levels, and make recommendations accordingly.

Building Department Performance Audits

Our firm will audit the Building Department to evaluate the performance and effectiveness of the department. The audit will include the status of permits issued that have expired without resolution with recommendations for improvement, as well as administrative staffing efficiencies.

Expired Permit Management

Our firm will catalogue expired building and trade permits and implement a path forward to resolve each one in accordance with state construction code requirements. The work will include formal and informal communication with permit applicants, contractors, and property owners to determine and document the status of permitted work and achieve final inspection approval.

Dangerous Building Abatement

Our firm will work with the Building Officials and city attorneys to document code violations at dangerous buildings and forge a path forward to abatement in the form of code compliance or demolition.

Rental Housing & Vacant Building Certification

Our firm will work with city representatives to craft or improve rental housing and/or vacant building ordinances and implement or improve programs to successfully certify structures for occupancy, or to achieve safe and attractive prolonged vacancy.

MUNICIPAL BUILDING DEPARTMENT CLIENTS

PLAN REVIEW CLIENTS

- City of Ann Arbor
- Ann Arbor Township
- Ash Township
- City of Village of Clarkston
- Clinton County
- Cooper Township
- City of East Lansing
- City of Eaton Rapids
- Grand Haven Township
- Green Oak Township
- City of Howell
- Huron Township
- Independence Township
- Meridian Township
- Northfield Township
- Northville Township
- City of Novi
- Orion Township
- Pittsfield Township
- City of Plymouth
- Plymouth Township
- City of Riverview
- Rose Township
- City of Saline
- City of Southgate
- Southwest MI Bldg Authority
- City of Troy
- Texas Township

PLAN REVIEW CLIENTS

- University of Michigan
- City of Woodhaven
- York Township
- City of Ypsilanti
- Ypsilanti Township

INSPECTION CLIENTS

- City of Ann Arbor
- Bloomfield Township
- City of Village of Clarkston
- Huron Township
- City of Novi
- Pittsfield Township
- City of Plymouth
- City of Riverview
- Rose Township
- City of Saline
- Scio Township
- City of Ypsilanti
- Ypsilanti Township

SPECIAL PROJECT CLIENTS

- City of Berkley
- City of Eastpointe
- Grand Traverse County
- Independence Township
- City of Howell
- Village of Manchester
- City of Saline
- Sumpter Township

BUILDING

ADMINISTRATION CLIENTS

- City of Village of Clarkston
- City of Northville
- City of Plymouth
- City of Riverview
- City of Southgate
- Rose Township

RENTAL HOUSING

INSPECTION CLIENTS

- City of Milan
- City of Riverview
- City of Saline
- City of Southgate

BRENT STRONG, DIRECTOR CONSTRUCTION CODE DIVISION, has worked in the construction field for 22 years. For the past 5 years he has served as the Chief Building Official for the City of Northville and the City of Plymouth managing building department processes and enforcing state and local codes. He is also a veteran, serving 8 years in the Michigan Army National Guard as commissioned Officer. He is a current board member of the Huron Valley Association of Code Officials.



EDUCATION/CERTIFICATIONS

BS, Bachelor of Science | Eastern Michigan University

Graduate | Military Police Officer Basic Academy

State Licensed Building Official | Building Inspector | Plan Reviewer

EXPERIENCE

Director – Construction Code Division
2024-Present

Chief Building Official, Code Enforcement Services
2015 - 2024

Owner/President, Strong Family Builders LLC
2011 – 2015

Operations Coordinator, United Solar Ovonics
2008 – 2011

Superintendent/Project Manager, Strong Builders LLC
2002 - 2008



CRAIG STRONG, DIRECTOR OF CODE ENFORCEMENT SERVICES has been in the construction field for 35 years. He served 10 of those years as the City of Milan, Michigan Building/Zoning Official responsible for plan reviews and construction inspections. Mr. Strong's vast experience in the field and of current construction codes allows him to provide quality service to communities seeking professional assistance in code enforcement areas. He holds current State of Michigan registration as a Building Official, Construction Plan Reviewer and Building Inspector.

EDUCATION

Criminal Justice Studies | Washtenaw Community College

Police Officer State Certification | Detroit Police Academy

Continuing Education Courses | State of Michigan approved Public Act 54 construction-related courses. (72 hours of training required every three-year cycle) to maintain state certification as Building Official/Building Inspector.

EXPERIENCE

Plan Reviewer, Carlisle Wortman Associates, Inc.
2024-Present

Director of Code Enforcement Services, Carlisle | Wortman Associates, Inc.
Ann Arbor, MI, 2012 – 2024

Self-Employed Commercial/Residential Building Contractor and
Construction Consultant, Strong Builders, LLC.
2001 – 2012

Building, Zoning Official, City of Milan, Michigan
1991 – 2001

Residential Building Contractor, Strong Building, Inc.
1985 - 1991

Washtenaw County Sheriff/US Army
1975 - 1985

LARRY PICKEL, CHIEF PLAN REVIEWER/CODE CONSULTANT has been involved in the construction industry for nearly 50 years in a variety of capacities. He is a licensed architect, registered in the State of Michigan, and a registered building official and plan reviewer. Larry retired from the City of Ann Arbor in 2004 after nearly 26 years there. He was a plan examiner for 18 years before being promoted to Building Department Director in 1996. A graduate of the University of Michigan with a master's degree in architecture, he has also had architectural experience with several firms prior to his career with the City. He has taught numerous classes to construction industry professionals since 1990, including architects, builders, and government officials. He has also worked as a program manager for continuing education classes in the areas of business, construction and professional development with Washtenaw Community College in Ann Arbor, Michigan.

EDUCATION

MA, Architecture | University of Michigan

BA, Architecture | University of Michigan

Continuing Education Courses | State of Michigan approved Public Act 54 construction-related courses. (72 hours of training required every three-year cycle) to maintain state certification as Building Official/Building Inspector.

EXPERIENCE

Plan Reviewer/Code Consultant, Code Enforcement Services Inc.
2014 – Present

Program Manager, Washtenaw Community College
2005 – 2013

Director/Building Official, City of Ann Arbor Building Department,
Michigan
1996 – 2004

Plan Reviewer, City of Ann Arbor, Michigan
1978 – 1996

Architect, Fry/Peters Associates
1976 – 1978

Architect, James P. Wong & Associates
1974-1976

Architect, Daverman Associates
1973-1974



CERTIFICATIONS

Registered Architect, State of
Michigan No. 1301024152

Registered Plan Reviewer, State
of Michigan No. 386

Huron Valley Association of Code
Officials Member/Past President

PROFESSIONAL TRAINING EXPERIENCE

Part Time Instructor
Washtenaw Community College

Guest Lecturer
University of Michigan College of
Architecture Building Code Issues

Guest Lecturer
A.I.A. Huron Valley Chapter of
Ann Arbor
Building Code Issues

Guest Instructor (1994 & 1995)
Michigan Dept of State Police
State Certified Fire Inspector
School

Lifetime Instructor (No. 121) for
Continuing Education Programs
by State of Michigan



MICHAEL RADZIK, OPERATIONS MANAGER applies more than 40 years' experience in local government and law enforcement to offer solutions to today's municipal challenges. As Office of Community Standards Director for the Charter Township of Ypsilanti, Mike managed the Building, Planning, and Code Enforcement departments and executed organizational restructuring to improve service delivery. Mike has deep experience developing and managing programs that improve neighborhoods, from rental housing and vacant structure certification to blight and public nuisance abatement. Mike previously served in law enforcement as a First Lieutenant and SWAT Commander with the Washtenaw County Sheriff's Office, and as Police Services Administrator for Ypsilanti Township. Mike enjoys working with local officials to improve the quality of life for communities and advocates for interdisciplinary teamwork to solve and prevent predictable code enforcement issues.

EDUCATION

Political Science/Journalism/Criminal Justice Studies | Eastern Michigan University

Community Policing Studies | School of Criminal Justice/Michigan State University

Community Policing Management Studies | Criminal Justice Management Institute

Michigan Police Officer State Certification | Detroit Metropolitan Police Academy

EXPERIENCE

Administrative Manager of Code Enforcement Services | Carlisle|Wortman Associates, Inc.
Ann Arbor, MI, 2021 – Present

Police Services Administrator | Charter Township of Ypsilanti
Ypsilanti, MI, 2002-2008

Office of Community Standards Director & Police Administrator | Charter Township of Ypsilanti
Ypsilanti, MI, 2008-2021

First Lieutenant | Washtenaw County Sheriff's Office
Ann Arbor, MI, 1981-2002

Police Academy Instructor | Washtenaw Community College
Ann Arbor, MI 1989-2000

Police Officer/Detective | Pittsfield Township Police Department
Ann Arbor, MI, 1984-1985



VERNON PAPPAS, PLAN REVIEWER holds certifications as a State of Michigan Plan Reviewer/Mechanical Inspector & Building Official. He has been in the construction field for 49 years. He also holds a State of Michigan Mechanical Contractors license since 1972. He received his State Inspector/Plan Reviewer Certification in 2002. He served his last 10 years as a plan reviewer and mechanical inspector for the City of Ann Arbor prior to retiring from the City and starting work for CES in 2015.



EDUCATION

Macomb County Community College

Continuing Education Courses | State of Michigan approved Public Act 54 construction-related courses. (72 hours of training required every three-year cycle) to maintain state certification as Building Official/Building Inspector.

EXPERIENCE

Plan Reviewer/Mechanical Inspector (remotely reviewing plans from Florida), Code Enforcement Services
2017 - Present

Plan Reviewer/Mechanical Inspector, Code Enforcement Services
2015 - 2017

Mechanical Inspector/Plan Reviewer, City of Ann Arbor, Michigan
2006 - 2015

Part Time Inspector, City of Walled Lake & City of Royal Oak, Michigan
2002 - 2006

Pappas Heating and A/C
1972 - Present

CERTIFICATIONS

Served as President of
Metropolitan Mechanical
Inspectors Assn. 2008-2010

Served as Treasurer of
Metropolitan Mechanical
Inspectors Assn. 2010-2011

Served as President of
Southeastern Michigan
Mechanical Inspectors Assn.
2014-2016

PROFESSIONAL TRAINING EXPERIENCE

Lifetime Instructor for
Continuing Education
Programs by State of
Michigan



CODE ENFORCEMENT SERVICES – PLAN REVIEW



Mixed occupancy re-development
(R-2 / A-2)



Recreational Building
(A-3)



3 Building Food Processing Complex
(F-2 / S-2 / H-3 / B) (252,000 sq. ft.)



19 Story High Rise
(R-2 / A-3 / B / S-2)



Intramural Sports Building
(A-3)



Historic theater redevelopment
(A-1)



Atium Special
Occupancy



Multi-building
Retirement
Complex
(H-1 / R-2 / A-3)



3 Building Research & Development Complex
(High rise, Hazardous Materials)
(B-3, 2, 1)



750,000 sq. ft. Distribution Center
(S-1 / A-2 / B)



St. John's ~ Plymouth Township

ANN ARBOR, MICHIGAN

OWNER **CATHERINE ANN DEVELOPMENT
COMPANY, LLC**
6960 ORCHARD LAKE ROAD, SUITE 300A
WEST BLOOMFIELD, MI 48322

ARCHITECT NEUMANN/SMITH ARCHITECTURE
400 GALLERIA OFFICENTRE, SUITE 555
SOUTHFIELD, MI 48034
(248) 352-8310

**LANDSCAPE
ARCHITECT/
CIVIL ENGINEER**

**EARTH RETENTION
ENGINEER**

SME
THE KRAMER BUILDING
43990 PLYMOUTH OAKS BLVD.
PLYMOUTH, MI 48170-2584
(734) 454-0900

**STRUCTURAL
ENGINEER**

**RESURGENT
ENGINEERING PLC**
4219 WOODWARD AVENUE, SUITE 309
DETROIT, MI 48201
(415) 373-8410

**MECH / ELEC / PLUMB
ENGINEER**

**STRATEGIC ENERGY
SOLUTIONS, INC.**
4000 W. ELEVEN MILE RD.
BERKLEY, MI 48072
(248) 309-1900

INTERIOR DESIGNER DLR GROUP
520 NICOLLET MALL, SUITE 200
MINNEAPOLIS, MN 55402
(612) 877-3500



DEFERRED SUBMITTALS

- THE FOLLOWING INFORMATION IS PERTINENT TO THE CITY OF ANN ARBOR, MICHIGAN, DEPARTMENT OF PUBLIC WORKS, THE RECORDS OF WHICH ARE KEPT AT THE FOLLOWING ADDRESS:
1. COUNCIL DISTRICT NUMBER
2. FILE NUMBER
3. TYPE ACTION
4. BILL NUMBER/DATE
5. AMOUNT OF PROPOSED INCREASE
6. CLASSIFIED AS A CATEGORY OF
7. CLASS (RATED AND RATED)
8. DATE

LEGAL DESCRIPTION

URGENT REPLY TO INQUIRY: A REQUEST FOR INFORMATION IS
CONSIDERED AS A PUBLIC RECORD UNDER THE ACCESS TO INFORMATION ACT.
QUESTIONS OR COMMENTS ABOUT THIS DOCUMENT SHOULD BE DIRECTED TO:
INFORMATION



LOCATION MAP



SOUTHFIELD • DETROIT
400 Galleria Office/Intr
Suite 555
Southfield, Michigan 48034
phone 248.352.8310
fax 248.352.1821
www.neumannmitch.com



ANN ARBOR
AUTOGRAPH
COLLECTION

Glen Avenue
Ann Arbor, MI 48104

REVISED



12.10.2021	Bulletin #1
01.09.2020	Addendum #1
10.17.2019	Permits and Old
08.29.2019	Permits
08.01.2019	75% Construction Documents
06.27.2019	30% Construction Documents
05.23.2019	Design Development
03.25.2019	Schematic Design

Draw	☐ Auxiliary
AM	☒ Constructor
Checked	☐ Passed
PB	
Approved	
OC	Use of title's ignored

July 12, 2018
2018128
148
TITLE SHEET

Scale: 12" = 1'-0"



12/17/2021

PHONE: (248) 641-2600
FAX: (248) 641-1330

PHONE: (103) 621-4552
FAX: (103) 356-2031

PHONE: (313) 908-6060
FAX: (313) 908-6055

PHONE: (348) 285-1650
FAX: (348) 256-9538

PHONE: (754) 665-4184
FAX: (754) 665-1770

PHONE: (154) 663-4154
FAX: (154) 663-1770

PHONE: (134) 945-0200
FAX: (134) 945-0200

FRONT: (347) 222-6060

PROJECT



PROJECT NUMBER

G-000







— *Louisiana State Journal*



Wacker Chemical

WACKER

Innovation Center + Regional HQ

Bids / Permits

07/01/2020

HED

2018-03887-000

KIRCO KIRCO MANIX

STATE OF MICHIGAN

STATE OF MICHIGAN

STATE OF MICHIGAN

*Joseph P. L...
HED*

JP

HIGH-RISE BUILDINGS (Section 403: 15MBC)

□ CONSTRUCTION 403.2

BUILDING HEIGHT + 420 :

- ☐ Construction type based on Ch. 5
- ☐ No construction type reductions
- ☐ Enhanced stair / elevator enclosure (All buildings +420 ft.) (403.2.3 & 4)
- ☐ + Applicable requirements below 420 ft.



BUILDING HEIGHT UP TO 420:

- ☐ Construction type based on Ch. 5
- ☐ Sprinkler valve each floor (403.2.1)
- ☐ Type IA to IB reduction (403.2.1.1)
- ☐ Type IB to IIA reduction (403.2.1.1) (All but M / F-1 / S-1)
- ☐ Shaft reductions (403.2.1.2)
- ☐ Enhanced stair / elevator enclosure (Risks III & IV) (403.2.3 & 4)

□ SPRINKLER SYSTEM 403.3

BUILDING HEIGHT + 420 :

- ☐ 2 Risers / Sprinkler Zones (403.3.1)
- ☐ Risers in Exit Stairways (403.3.1.1)
- ☐ Fire Pumps – 2 water mains (403.3.2)
- ☐ + Applicable requirements below 420 ft.



BUILDING HEIGHT UP TO 420:

- ☐ NFPA 13 system (403.3 / 903.3.1.1)
- ☐ Seismic C-D-E-F 2nd water supply (403.3.3)
- ☐ Fire Pump rooms (403.3.4 / 913.2.1)

□ EMERGENCY SYSTEMS 403.4

- ☐ Automatic Detection (403.4.1)
- ☐ Fire Alarm (403.4.2)
- ☐ Standpipe System (403.4.3)
- ☐ Emergency Voice Alarm / Communication (403.4.4)
- ☐ Emergency Responder Radio Coverage (403.4.5)
- ☐ Fire Command Center (403.4.6)
- ☐ Smoke Removal Method (403.4.7)
- ☐ Standby & Emergency Power (403.4.8)

**REQUIRED EMERGENCY
SYSTEMS**
See Diagram 403.4.1

□ MEANS of EGRESS 403.5

BUILDING HEIGHT + 420 :

- ☐ Min. # Exits (1006)
- ☐ + 1 Additional Exit (403.5.2) @ R-2 @ 3008
- ☐ Min. 2 exits separated per/ 403.5.1
- ☐ + Applicable requirements below 420 ft.



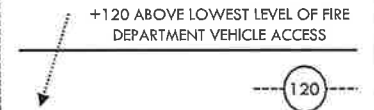
BUILDING HEIGHT UP TO 420:

- ☐ Min. # Exits (1006)
- ☐ Separated min. 30 ft. or ¼ max. diagonal (403.5.1)
- ☐ Stairway doors permitted locked (403.5.3)
- ☐ Locked stair communication system (403.5.3.1) (Every 5th floor)
- ☐ Smokeproof enclosure all stairs (403.5.4) (909.20) + (1023.10)
- ☐ Stairs 2-hour enclosure (1023.2)
- ☐ Luminous path markings (403.5.5) +75 ft. floor height (A, B, E, I, M, R-1)

□ ELEVATORS 403.6

OVER 120 ABOVE LOWEST LEVEL OF FIRE DEPT. VEHICLE ACCESS:

- ☐ 2 Fire service elevators (3007)
- ☐ Each elevator 3500# capacity
- ☐ Additional requirements MBC 3007
- ☐ Elevator Lobby :
- ☐ Lobby at each floor (3007.6)
- ☐ Direct access to an exit stair (3007.6.1)
- ☐ + Applicable requirements below 120 ft.



BUILDINGS UP TO 120 ABOVE LOWEST LEVEL OF FIRE ACCESS:

- ☐ Fire service elevator (3002.4) (4 or more stories above grade plane)
- ☐ Accessible means of egress elevator (1009.2.1)
- ☐ Elevator lobbies (713.14.1) (4 or more stories above LE discharge)



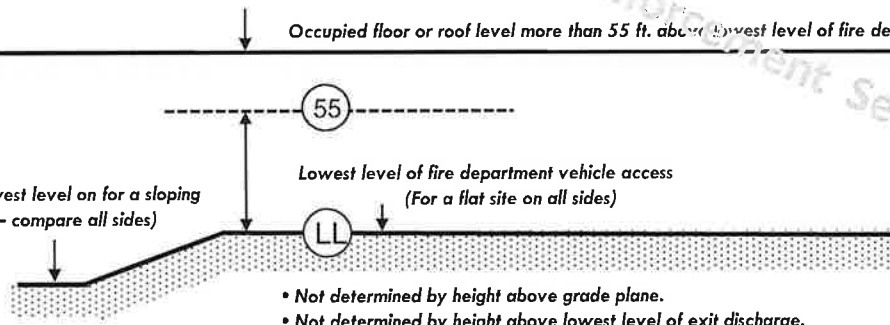
START HERE:

APPLICABILITY

403.1

- ☐ Occupied floor or roof level located more than 55 ft. above lowest level of Fire Department vehicle access.

(Lowest level on for a sloping site – compare all sides)



- Not determined by height above grade plane.
- Not determined by height above lowest level of exit discharge.

PLAN REVIEW - NOTE: This checklist is intended to be used as a supplement to a building plan review and does not list all code requirements for the given topic.

HIGH - RISE BUILDINGS (Section 403: 15MBC)

□ CONSTRUCTION 403.2

- BUILDING HEIGHT + 420 :**
- Construction type based on Ch. 5
 - No construction type reductions
 - Enhanced stair / elevator enclosure (All buildings +420 ft.) (403.2.3 & 4)
 - + Applicable requirements below 420 ft.



- BUILDING HEIGHT UP TO 420:**
- Construction type based on Ch. 5
 - Sprinkler valve each floor (403.2.1)
 - Type IA to IB reduction (403.2.1.1)
 - Type IB to IIA reduction (403.2.1.1) (All but M / F-1 / S-1)
 - Shaft reductions (403.2.1.2)
 - Enhanced stair / elevator enclosure (Risks III & IV) (403.2.3 & 4)

□ SPRINKLER SYSTEM 403.3

- BUILDING HEIGHT +420 :**
- 2 Risers / Sprinkler Zones (403.3.1)
 - Risers in Exit Stairways (403.3.1.1)
 - Fire Pumps – 2 water mains (403.3.2)
 - + Applicable requirements below 420 ft.



- BUILDING HEIGHT UP TO 420:**
- NFPA 13 system (403.3 / 903.3.1.1)
 - Seismic C-D-E-F 2nd water supply (403.3.3)
 - Fire Pump rooms (403.3.4 / 913.2.1)

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- Automatic Detection (403.4.1)
- Fire Alarm (403.4.2)
- Standpipe System (403.4.3)
- Emergency Voice Alarm / Communication (403.4.4)
- Emergency Responder Radio Coverage (403.4.5)
- Fire Command Center (403.4.6)
- Smoke Removal Method (403.4.7)
- Standby & Emergency Power (403.4.8)

**REQUIRED EMERGENCY
SYSTEMS**
See Diagram 403.4.1

□ MEANS of EGRESS 403.5

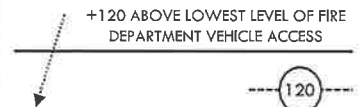
- BUILDING HEIGHT +420 :**
- Min. # Exits (1006)
 - + 1 Additional Exit (403.5.2) @ R-2 @ 3008
 - Min. 2 exits separated per/ 403.5.1
 - + Applicable requirements below 420 ft.



- BUILDING HEIGHT UP TO 420:**
- Min. # Exits (1006)
 - Separated min. 30 ft. or ¼ max. diagonal (403.5.1)
 - Stairway doors permitted locked (403.5.3)
 - Locked stair communication system (403.5.3.1) (Every 5th floor)
 - Smokeproof enclosure all stairs (403.5.4) (909.20) + (1023.10)
 - Stairs 2-hour enclosure (1023.2)
 - Luminous path markings (403.5.5) +75 ft. floor height (A, B, E, I, M, R-1)

□ ELEVATORS 403.6

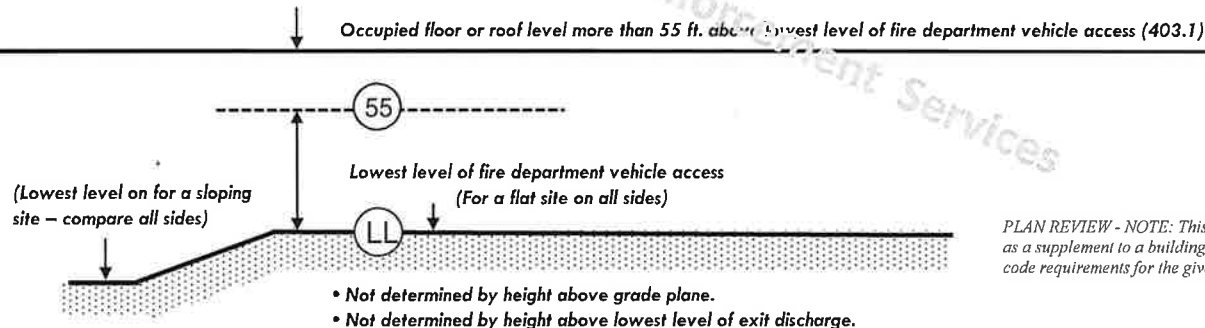
- OVER 120 ABOVE LOWEST LEVEL OF FIRE DEPT. VEHICLE ACCESS:**
- 2 Fire service elevators (3007)
 - Each elevator 3500# capacity
 - Additional requirements MBC 3007
 - Elevator Lobby :
 - Lobby at each floor (3007.6)
 - Direct access to an exit stair (3007.6.1)
 - + Applicable requirements below 120 ft.



- BUILDINGS UP TO 120 ABOVE LOWEST LEVEL OF FIRE ACCESS:**
- Fire service elevator (3002.4) (4 or more stories above grade plane)
 - Accessible means of egress elevator (1009.2.1)
 - Elevator lobbies (713.14.1) (4 or more stories above LE discharge)

* START HERE: APPLICABILITY 403.1

- Occupied floor or roof level located more than 55 ft. above lowest level of Fire Department vehicle access.



PLAN REVIEW - NOTE: This checklist is intended to be used as a supplement to a building plan review and does not list all code requirements for the given topic.

407 SPECIAL GROUP I-2 REQUIREMENTS: I-2 (1) and I-2 (2) (15MBC)

CORRIDORS – REQUIRED CONTINUITY (407.2)

- ☐ Corridors continuous to the exits
- ☐ Separated per / 407.3 from other areas
- ☐ Areas permitted to be open to corridor:
 - Waiting areas: 4 Conditions (407.2.1)
 - Care provider stations (407.2.2)
 - Psychiatric treatment areas: 6 Conditions (407.2.3)
 - Gift shops < 500 sq. ft. (407.2.4)
 - Nursing home housing unit: 5 Conditions (407.2.5)
 - (Dining / library / meeting / multipurpose)
 - Nursing home cooking facilities:
 - 13 Conditions (407.2.6)
- ☐ Projections / furniture in corridor (407.4.3)
- ☐ Width: Corridors & Aisle: 1018.5 & T1020.2: (36 < 50 occ) (44) (72 stretcher) (96 beds)

CORRIDORS – REQ'D CONSTRUCTION (407.3)

- ☐ **WALLS: SMOKE PARTITIONS (407.3) / 710)**
- ☐ Continuity:
 - ↓ Foundation/floor-to-floor/roof sheathing (or)
 - ↓ Foundation/floor-to-Ceiling membrane (710.4)
 - (Membrane must limit transfer of smoke)
- ☐ Must form effective smoke barrier (710.4)
- ☐ Rating: NR (710.3 / T1020.1)
- ☐ **DOORS (407.3):**
- ☐ Equipped with positive latching (407.3.1)
- ☐ No fire protection rating required
- ☐ NR self-closing or automatic closing devices
- ☐ Must form effective smoke barrier (909.5 / 716.5.3)
- ☐ Rated if required by T509 (Incidental uses)
- ☐ Louvers not permitted (710.5.2.1)
- ☐ **WINDOWS** sealed or automatic closing (710.5.1)
- ☐ **JOINTS** sealed to prevent smoke transfer (710.7)
- ☐ **PENETRATIONS** sealed (710.6)
- ☐ **DUCTS** perimeter openings sealed (710.8)
- ☐ **AIR TRANSFER OPENING** smoke damper (717.3.2.2)

INCIDENTAL USE SEPARATIONS (T509)

- ☐ Laboratory: 1-hr. + Sprinkler
- ☐ Laundry +100 sf: 1-hr. or Sprinkler
- ☐ Maintenance shop: 1-hr.
- ☐ Waste linen +10 cf capacity: 1-hr.
- ☐ Storage +100 sf: 1-hr.
- ☐ Incinerator: 2-hr. + Sprinkler
- ☐ Medical gas ≠ Incidental (see IFC 5306)

MEANS OF EGRESS (407.4)

- ☐ Fire safety / evac plan (1001.4 / IFC 404 & 408)
- ☐ Habitable rooms: Direct access to a corridor (407.4.1)
 - (See exceptions: Door to outside or care suites)
- ☐ Egress doors readily openable egress side (407.4.1.1)
 - (See exceptions: Controlled egress / corridor sides)
- ☐ Controlled egress doors permitted (see 1010.1.9.6)
- ☐ Rooms: Max. 50 ft. to exit access door (407.4.2)
- ☐ Projections / furniture in corridors (407.4.3)
 - (See 6 conditions + maintain 72 min. width)
- ☐ Carpet: Class I Critical radiant flux (804.4)
- ☐ All level changes <12 in. = ramp (1003.5)
- ☐ Secured discharge yard permitted (407.9)
- ☐ Width: Corridors & Aisle: 1018.5 & T1020.2: (36 < 50 occ) (44) (72 stretcher) (96 beds)
- ☐ Movement doors 1 1/2 in. x 80 for beds (1010.1.1)
- ☐ Maximum width of door 48 in. (1010.1.1)
- ☐ High-rise: Luminous path (407.5.5 / 1025.0)
- ☐ Independent egress each smoke compartment (407.5.2)
 - (Egress without returning through same compartment)
 - (Egress may pass through multiple compartments)
- ☐ Refuge areas required within each compartment (407.5.1)
 - (See area requirements 30/6 sq. ft. / person)
 - (Corridors / sleeping area / treatment / lounge)
- ☐ Maximum TD 200 ft. to smoke barrier door

CARE SUITES (407.4.4)

(See separate list: 407.4.4.1 – 407.4.4.6)

SECURED YARD (407.9)

- ☐ Permitted between exit discharge and public way
- ☐ Fences / gates / locks permitted
- ☐ Safe dispersal area: 30 / 6 sq. ft. design factors
- ☐ Not less than 50 ft. from building served

SMOKE COMPARTMENTS REQUIRED (407.5)

- ☐ Smoke compartments required:
 - Every story used for care / treatment / sleeping
 - Every story ≥ 50 occupants
- ☐ Minimum 2 compartments per/ story:
 - I-2 (1): 22500 sq. ft. maximum area
 - I-2 (2): 40000 sq. ft. maximum area
- ☐ **COMPARTMENT WALL: SMOKE BARRIER (709)**
- ☐ Rating: 1-hour (709.3)
- ☐ Continuity:
 - ↔ Outside wall-to-Outside wall
 - ↓ Foundation/floor-to-floor/roof sheathing (or)
 - ↓ Foundation/floor-to-Ceiling membrane (710.4)
 - (Membrane 1 hr. + must limit transfer of smoke)
- ☐ Must form effective smoke barrier (710.4)
- ☐ Horizontal support assembly – resist smoke (407.5.3)
- ☐ **SMOKE BARRIER DOORS:**
- ☐ Comply 407.3.1 (see 716: Exception 2):
- ☐ Equipped with positive latching (407.3.1)
- ☐ No fire protection rating required (407.3.1)
- ☐ Must form effective smoke barrier
- ☐ Rated if required by T509 (Incidental uses)
- ☐ Corridor: Pair of opposite-swinging allowed (709.5)
- ☐ Corridor: Auto-closing / smoke detector (709.5.1)
- ☐ **OPENINGS: 716 (709.5)**
- ☐ **PENETRATIONS: 714 (709.6)**
- ☐ **DUCTS: 717 (709.8)**
- ☐ **EGRESS** (See also separate column)
- ☐ Independent egress each smoke compartment (407.5.2)
 - (Egress without returning through compartment)
 - (Egress may pass through multiple compartments)
- ☐ Refuge areas required within each compartment (407.5.1)
 - (See area requirements 30/6 sq. ft. / person)
 - (Corridors / sleeping area / treatment / lounge)
- ☐ Maximum TD 200 ft. to smoke barrier door (407.5)

SPRINKLERS (407.6)

- ☐ Required smoke compartments w/ sleeping rooms
- ☐ 903.3.1.1: NFPA 13
- ☐ 903.3.2: Quick-response / residential sprinklers:
 - All spaces with sleeping units
 - All spaces with treatment rooms in ACF

FIRE ALARM (407.7)

- ☐ Manual alarm system required (907.2.6)

AUTO DETECTION (407.8)

- ☐ Corridors + Areas open to corridors (907.6.2)

ELECTRICAL SYSTEMS (407.10)

- ☐ Essential electrical system provisions
- ☐ MBC 2702
- ☐ NFPA 99

R-2 MULTIFAMILY DWELLING

☐ R-2: Permanent occupancy in sleeping units
(15) or more than two dwelling units (MBC 310.4)

OCCUPANCY / HEIGHT & AREA

- *Note (i) Height and (ii) Area differences between:
- NFPA 13 (T504.3 / T504.4 / T506.2) ☐
 - NFPA 13R (T504.3 / T504.4 / T506.2) ☐
- 508 Check mixed use and occupancy:
- Party / amenity rooms (A-2 or A-3) ☐
 - Business offices / Study lounge (B) ☐
 - Decks / Outdoor / Occupied roof (A-3) ☐
 - Parking garage (S-2 / OPG) ☐
 - Exercise rooms (A-3) or (B) < 50 occ. ☐
- 403 Check high-rise ☐
- 510.2 Podium construction ☐
- 510.4 / .7 Parking below R-2 ☐
- 510.5 / .6 R-2 additional construction type options ☐

SPECIAL OCCUPANCY REQUIREMENTS

- 420.2 Unit Separation Walls (FP 708) 1-hr ☐
- 420.3 Unit Horizontal Separations (711) 1-hr ☐
- 420.5 Sprinkler system (see 903) ☐
- 420.6 Fire/smoke Alarm systems (see 907) ☐
- 915.1.1 Carbon monoxide alarms ☐
- 916 Emergency responder radio coverage ☐
- MBC 2018 Roof top occupancy (see 302.1 / 503.1.4) ☐
- P-403 Toilet fixtures - amenities rooms / roof ☐
- 406 Motor Vehicle Garages ☐

FIRE RESISTANCE

- 705.8.5 Vertical separation of exterior openings ☐
- 706.5 & 6 Fire wall continuity - Horiz. & Vert. ☐
- 712.1.7 Main lobby atrium / multi-story space ☐
- 713.13 Trash / linen chute ratings:
- Chute: shaft rating (713.13.1) ☐
 - Chute access room: 1 hr. (713.13.3) ☐
 - Discharge room: Same as shaft (713.13.4) ☐
- 713.14 Elevator lobby ☐
- Hoistway enclosure (1 or 2 hour) ☐
- 714 Through penetration protections ☐
- 716-717 Opening protectives (doors) ☐
- 718.2 Fire blocking / concealed spaces ☐
- 718.3 Draft-stopping floors: Ex. 1 & 2 ☐
- 718.4 Draft-stopping attics: Ex. 2 ☐
- T1020.1 Bearing corridor walls (?) = 1 hr. (T601) ☐

 **Occupancy allowances:** • Residential 1:200 gross
• Offices 1:100 gross • Assembly 1:5 / 7 / 15 net
• Parking garage 1:200 gross • Outdoor (1004.5)
• Exercise 1:50 gross • Storage 1:300 gross

FIRE PROTECTION

- 420.5 Group R sprinkler (903.2.8) ☐
- *Note height / area differences between:
- NFPA 13 (T504.3 / T504.4 / T506.2) ☐
 - NFPA 13R (T504.3 / T504.4 / T506.2) ☐
- 903.3.2 Quick response sprinklers required ☐
- 903.2.11.2 Rubbish / linen chute sprinklers ☐
- 420.6 Fire/smoke Alarm systems
- Manual (907.2.9.1) ☐
 - Single/multi-station - units (907.2.9.2) ☐
 - Alarm locations (907.2.11.2) ☐
- 907.5.2.3 Visible alarm locations - General areas ☐
- 907.5.2.3.3 Visible alarm locations - Units ☐
- 915.1.1 Carbon monoxide alarms (915.1.1) ☐
- 905 Standpipe system - Floor level +30 ft. ☐
- 916 Emergency responder radio coverage ☐

MEANS OF EGRESS

- 1003.3 Protruding objects (seating / tables) ☐
- 1015 Guards: Open sided area / balcony ☐
- 1015.3 Guards: Height 42 + 4 max. opening ☐
- 1015.7 Roof access guards if edge ≤ 10 ft. ☐
- 1015.8 Window opening guards / protection ☐
- Egress distance. (R-2 only):
- ↔ TD: 200 (NS) 250 (S) ☐
 - ↔ CP: 75 (NS) 125 (S) ☐
 - ↔ DE: 20 (NS) 50 (S) ☐
- *Measure from outside spaces / balconies
- 1013.0 Exit signs ☐
- 1008.0 Emergency power / lights ☐
- 1022 Stair enclosure (1-3: 1 hr.) (4+: 2 hr.) ☐
- 1023.8 Stair discharge identification & barrier ☐
- 1023.9 Stair landing identification signs ☐
- 1011.7.3 Area beneath stairs 1 hr. ☐
- 1011.5.2 Treads and riser sizes ☐
- 1011.5.5.3 Solid risers (see exceptions) ☐
- 1011.11 Stair handrails (1014) ☐
- 1011.12 Roof access methods (see 1011.2) ☐
- 1020.1 & 2 Corridor rating & width ☐
- 1030.1 Emergency escape & rescue openings ☐
- T-1006.3.2 Single exit (R-2 only):
- Story: T-1006.3.2 (1) = 4 DU / 125 CP ☐
 - Unit: T-1006.2.1: 10 occ. / 125 CP ☐
- *Measure from outside spaces / balconies
- Sprinkler system + EERO (1030) Req'd.

☐ Energy code: 3 stories or less: Residential MI R101
All others: C401.2: ASHRAE 90.1

ACCESSIBILITY

- (A = A117.1-2009 standard)
- Accessible route must connect:
- 1104.1 / 2 • Site arrival / parking / curb ramps ☐
 - 1104.3 • All interior accessible portions ☐
 - All public spaces (1107.3) ☐
- 1105.1 Public entrances: Min. 60% accessible ☐
- 1106.2 Parking spaces (1106.2) 2% ☐
- 1106.5 Van spaces - 1:6 ratio ☐
- A: 502.6 Van space vert. clearance 98 in. ☐
- Units: Level of accessibility:
- 1107.6.2 • Type A Units - A117.1: 1003 ☐
 - Type B Units - A117.1: 1004 ☐
- 1009.1 Accessible means of egress ☐
- 1109.11 Seating at counters / work surfaces ☐
- 1109.12.3 Service counters (A: 904) ☐
- 1108.2.9 Dining / drinking tables & areas ☐
- 1109.13 Window / controls (see A117.1) ☐
- 1110.4.10 Exercise rooms - 1 type each machine ☐
- A: 804.3 Amenities tenant-use kitchenette ☐
- 1110.4.13 Pool access / pool barrier (ISPSC) ☐
- (see also A:1109.1.1)
- 1109.12.1 Locker rooms (see also A:803 / 903) ☐

INTERIOR ENVIRONMENT & FINISHES

- T-803.11 Surface finishes ☐
- 804.4.2 Carpet finishes ☐
- 806 Combustible decorative materials ☐
- 1207.2 STC: ≥ 50 or field test ≥ 45 ☐
- 1207.3 IIC: ≥ 50 or field test ≥ 45 ☐
- 1208 Interior Dimensions:
- 1208.1 Min. 7 ft. room widths habitable space ☐
 - 1208.2 Ceiling height 7 ft. 6 in. + exceptions ☐
 - 1208.3 One room 120 sf + Other habitable 70 sf ☐
 - 1208.4 Efficiency 200 sf + separate bath / closet ☐
 - 1203.2 Attic ventilation each attic trap ☐
 - 1209.2 Attic access openings 20 x 30 in. min. ☐
 - 2406 Safety glazing* ☐
- *Note any pool / wet areas ☐

ELEVATORS / ESCALATORS & HOISTWAYS

- 713.14 Lobby (+3 stories connected) ☐
- A: 407.4.1 Inside dimensions for accessibility ☐
- 3002.4 Stretcher 24 X 84 (4 stories above G.P.) ☐
- 1009.4 Accessible MOE (4 stores above LED) ☐
- 403.6.1 Fire Service Access Elevator (+120 ft.) ☐

R-2

STRUCTURE & MATERIALS

- T1604.5 Risk II unless +5000 occupants = III ☐
- T-1607.1 Floor load capacity
- Private rooms / corridors: 40 psf ☐
 - Public rooms / corridors: 100 psf ☐
 - Stairs / exits: 100 psf uniform ☐
 - Stairs / exits: 300 psf concentrated ☐
 - Exercise / assembly / lobby: 100 psf ☐
- 1607.8 Handrails, guards, grab bars design loads ☐
- 2603.4 Foam plastic thermal barrier
- 2603.4.1.5 Foam plastic roof insulation thermal barrier

CARBON DIOXIDE PROTECTION

IFC5307 CO2 system 100#max NFPA55
(Restaurant / Function Rooms / Kitchens)

POOLS / SPAS / HOT TUBS

- State of MI Public Swimming Pools Act 368 of 1978
- State of MI permit required
- Occupant load MPC 403.1 x (3): R325.2111
- 2015 International Swimming Pool and Spa Code (I)
- (Considered as "Public" pool: see definition)
- Pool barrier required: I-305
- Portion of building used as barrier: I-305.4
- Suction entrapment protection: I-310
- Accessibility requirements: A117.1: 1109
- Family / assisted use toilet room: MBC 1109.2.1
- Pool entry: A117.1: 1109.1.1
- Adjacent glazing: MBC 2406.4.5
- Deck clearance: I-406.3
- Public swimming pool details: I-chapter 4

NOTES

- _____ ☐
- _____ ☐
- _____ ☐
- _____ ☐
- _____ ☐
- _____ ☐

PLAN REVIEW - NOTE: This checklist is intended to be used as a supplement to a comprehensive building plan review and does not list all code requirements for this topic.



BUILDING PLAN REVIEW

Approved as noted

Permit Number: PBC 23-0030 / PBC 23-0031 / PBC-0032

This review shall be attached to the plans and shall be part of the construction documents.

Date: April 26, 2023

Project Title: Outpatient OR Expansion Project

Site Address: 47601 Grand River

Type of Review: Building

Architect: Name: HKS Architect
Address: 235 E. Main St. Suite 102C
Northville, MI 48167

Contractor: Name: Auch Construction
Address: 65 University Drive
Pontiac MI 48342

Design Professional in Responsible Charge:

Name: John Avdoulos
License #: 1301039334

Scope of Work:

Project description: Renovation of Existing Operatory Suites – 3 phases

Phase 1: Smoke Compartment E
Smoke Compartment C: Corridor Portion only
Smoke Compartment A: Waiting Area
Phase 2: Smoke Compartment D: Operatory Suite area
Phase 3: Smoke Compartment C: Recovery Suite area

Use Group: I-2 (Institutional – Hospital: Includes OR Expansion)
(Risk category: IV)

Construction type: I-B (Protected) +
Building-wide automatic sprinkler system

Project Sq. ft.: 26,211 sq. ft. (2nd story work area)
10,645 sq. ft. (2nd story phase 1 work only)

Occupant Load: 193 occupants

Codes Applicable to Project:

This Project has been reviewed for compliance with the 2015 MICHIGAN BUILDING CODE (MBC) and the Michigan Barrier Free Design Law PA 1 OF 1966 incorporating the 2009 ICC/ANSI A117.1 Standard. Additional requirements may apply under the Americans with Disabilities Act (ADA), which is beyond the authority of this agency. Information on the ADA may be obtained by calling 1-800-USA-ABLE (1-800-872-2253) or visit www.access-board.gov.

This project is also subject to the following codes as may be applicable:

2015 Michigan Rehabilitation Code for Existing Buildings (MRCEB)
2015 Michigan Building Code (MBC)
2018 Michigan Plumbing Code (MPC)
2015 Michigan Mechanical Code (MMC)
2017 Michigan Electrical Code (MEC) effective Jan. 4, 2019.
(Documents indicate 2015 NEC)
2015 Michigan Energy Code Including ASHRAE 90.1 – 2013
ICC A117.1-2009 Standard for Accessibility and Usable Buildings and Facilities

Validity:

The issuance of a permit or approval of construction documents shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of other ordinances of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of this code shall be invalid.

The issuance of a permit based upon construction documents and other data shall not prevent the code official from thereafter requiring the correction of errors in the construction documents and other data or from preventing building operations from being carried on when in violation of this code or of other ordinances of this jurisdiction (Michigan Building Code 106.4.2).

General Items:

1. The approved plans & plan review report shall be present at the construction site and made available to the inspector upon request.
2. Building shall be provided with approved address identification visible from street.
3. Separate plans, permits and inspections are required for the following types of work: building, electrical, mechanical, plumbing, grading, fire protection and alarms systems, demolition, building relocation and change of occupancy unless otherwise approved by the authority having jurisdiction.
4. All work is subject to field inspections.
5. This building plan review assumes that all permits and approvals from other agencies have been obtained.

Specific Plan Review Remarks/Conditions:

1. Scope of work / construction documents do not indicate changes to the occupant load or occupancy classification of the work area. City of Novi must review the existing egress / exit access to verify maintenance of required egress capacity (MRCEB 704.1). Note:
 - Occupant load of 2nd story surgery center indicated at 193 occupants
Occupant capacity of stairs indicated at 280 (42 in. width x 2 exit stairs).
 - Exit access path through corridors C2000 through 2009, or other additional approved exit access capacity / width, must be clearly delineated, marked and signed subject to City of Novi review / approval.
2. Scope of work does not indicate changes to the configuration of the atrium, or overall changes of occupancy to the work area. City of Novi must review the existing atrium provisions for continued acceptance (MRCEB 802.1). Note:
 - Smoke control system not indicated within atrium (MBC 404.5)
3. Joints, penetrations, ducts and/or air transfer openings must comply with applicable sections for compliance in a construction type IB protected building (MBC 710.6; 710.7; 710.8 and 717.3.2.2.).
4. Lighting to illuminate all means of egress shall be provided (MBC 1008.1). Emergency power for such lighting shall comply with the requirements of MBC 1008.3. In addition, all rooms and spaces requiring two or more exits or exit access shall be provided with internally illuminated exit signs (MBC 1013.1). Number and location of exit signs may be altered or determined by on-site inspection to insure coverage and visibility (MBC 1013.1). Specific occupancy requirements may apply.
5. Non-combustible or fire rated walls or ceilings: Interior finish material shall be applied directly against such construction or to furring strips not exceeding 1 ¾ inches applied directly against such surfaces (B 803.13.1).

Intervening spaces between furring strips used for interior finish application shall be filled with inorganic or noncombustible material, be filled with Class A finish rating material, or be fire blocked at a maximum of 10 feet in every direction (B 803.13.1.1).

6. All glass that is both within 60 inches of the floor and 24 inches of the vertical edge of a door; in swinging doors, in fixed or sliding panels of sliding door assemblies, glazing with an area of greater than 9 sq. ft. and 18 inches or less above the floor surface and top edge greater than 36 inches above the floor; glazing in guard rails and railings; glazing adjacent to stairways, landings and ramps within a 36 inch horizontal distance of a walking surface and less than 60 inches above the floor or walking surface and 60 inches horizontally from the bottom of a stairway in any direction; and glazing near wet surfaces as outlined in 2406.4.5 shall be approved safety glass (MBC 2406.3).

Deferred Submittal Items, Application and Documents:

- Updated fire safety and evacuation plans to City of Novi (MBC 1001.4 / IFC 401.2 & 404).
- Statement of special inspections must be provided to and approved by the authority having jurisdiction (MBC 1704.3; 1704.2.3). Statement must include all penetrations, joints, ducts, and air transfer openings for type IB construction.
- Documents for revisions to automatic sprinkler, standpipe and / or fire alarm systems.
- Hazardous materials report as may be applicable or as requested by the City of Novi (MBC 414 & 307).

The following inspections are required - Please check with the Building Department of the Jurisdiction listed above if you have questions about whether a listed inspection applies to the project:

Rough framing inspection (scheduled after mechanical, electrical and plumbing have passed rough inspection).

Insulation (if applicable).

Fire and smoke-resistant penetrations (prior to concealment)

Drywall screw (required for all drywall installation).

Above ceiling (scheduled after mechanical electrical and plumbing have passed inspection).

Final inspection (scheduled after mechanical, electrical and plumbing have passed final inspection).



BUILDING PLAN REVIEW

Approved as noted

Permit Number: PBC 22-0155

This review shall be attached to the plans and shall be part of the construction documents.

Date: January 17, 2023

Project Title: Ascension Hospital: 6th Floor Build-Out

Site Address: 47601 Grand River

Type of Review: Building

Architect: Name: HKS Architects
Address: 236 East Main Street Suite 102C
Northville, MI 48167

Contractor: Name: Auch Construction
Address: 65 University Dr.
Pontiac, MI 48342

Design Professional in Responsible Charge:

Name: John A. Avdoulos
License #: 1301039334

Scope of Work:

Project description: Build-out of previously unoccupied 6th floor

Use Group: I-2 (Hospital)

Construction type: I-B (Non-combustible / protected) + high-rise systems:

- Smoke detection system (403.4.1)
- Fire Alarm system (403.4.2)
- Automatic sprinkler system (403.3)
- Standpipe system (403.4.3)
- Emergency voice/alarm communication system (403.4.4)
- Emergency responder radio coverage (403.4.5)
- Fire Command Center (403.4.6)
- Stand-by and Emergency Power system (403.4.8)
- Smokeproof Exit Enclosures (403.5.4)

Project Sq. ft.: 50,689 sq. ft.
Occupant Load: 358 occupants

Codes Applicable to Project:

This Project has been reviewed for compliance with the 2015 MICHIGAN BUILDING CODE (MBC) and the Michigan Barrier Free Design Law PA 1 OF 1966 incorporating the 2009 ICC/ANSI A117.1 Standard. Additional requirements may apply under the Americans with Disabilities Act (ADA), which is beyond the authority of this agency. Information on the ADA may be obtained by calling 1-800-USA-ABLE (1-800-872-2253) or visit www.access-board.gov.

This project is also subject to the following codes as may be applicable:

2015 Michigan Rehabilitation Code for Existing Buildings (MRCEB)
2015 Michigan Building Code (MBC)
2018 Michigan Plumbing Code (MPC)
2015 Michigan Mechanical Code (MMC)
2017 Michigan Electrical Code (MEC)
2015 Michigan Energy Code Including ASHRAE 90.1 – 2013
ICC A117.1-2009 Standard for Accessibility and Usable Buildings and Facilities

Validity:

The issuance of a permit or approval of construction documents shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of other ordinances of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of this code shall be invalid.

The issuance of a permit based upon construction documents and other data shall not prevent the code official from thereafter requiring the correction of errors in the construction documents and other data or from preventing building operations from being carried on when in violation of this code or of other ordinances of this jurisdiction (Michigan Building Code 106.4.2).

General Items:

1. The approved plans & plan review report shall be present at the construction site and made available to the inspector upon request.
2. Building shall be provided with approved address identification visible from street.
3. Separate plans, permits and inspections are required for the following types of work: building, electrical, mechanical, plumbing, grading, fire protection and alarms systems, demolition, building relocation and change of occupancy unless otherwise approved by the authority having jurisdiction.
4. All work is subject to field inspections.
5. This building plan review assumes that all permits and approvals from other agencies have been obtained.

Specific Plan Review Remarks/Conditions:

1. Response letter from HKS submitted with transmittal dated December 5, 2022 is incorporated with these conditions (see attached). Responses are accepted contingent upon approval of the City of Novi.

Please discuss the following with the City of Novi:

- a. The STC ratings for the patient room wall assemblies are subject to review by the City of Novi (see attached response letter). Patient rooms are subject to the requirements of MBC 1207.2 regarding the STC rating requirements (see 2015 ICC Building Code Commentary page 2-86: Definition of Sleeping Unit).
 - b. Provide carbon monoxide alarms (MBC 915.1.1). Alarms are required for sleeping units (see commentary as referenced in item 1(a) above).
2. Provide emergency responder radio coverage in accordance with section 510 of the International Fire Code (MBC 916.1) or as otherwise acceptable to the City of Novi.
3. Provide an updated fire safety and evacuation plan to the City of Novi in compliance with MBC 407.4, 1001.4 and sections 401.2 and 404 of the International Fire Code.
4. Swing one of the two doors in door-pair 6310 in the opposite direction, out of corridor 6310 and in the direction of corridor 6200.
5. Please verify that there is an accessible route into the space to and from the nearest accessible parking space including curb cuts, building entrances, elevators, toilet rooms and drinking fountains (MRCEB 410.6 and 410.7).

Section 410.7 of the MRCEB requires that where an alteration contains an area of primary function, the route to the primary function shall be accessible, including toilet facilities and drinking fountains serving the area of primary function.

In the event the existing route, or portions of it such as building entrances, toilet rooms, drinking fountains, or seating / counters are not in compliance with the current editions of the applicable standards such as ICC A117.1-2009, please (1) modify those areas to comply, (2) install new facilities in compliance (3) indicate an applicable exception based on the codes, standards or public acts, or (4) obtain a variance from State of Michigan.

The costs of providing the accessible route are not required to exceed 20% of the total costs of the alterations affecting the area of primary function (Act 230 of 1972: 125.1513g effective March 27, 2019).

6. The force for pushing or pulling open interior swinging egress doors (other than fire doors), interior sliding and folding doors, and doors along an accessible route shall not exceed those indicated in MBC 1010.1.3 and ICC A117.1-2009 section 404.2.8.
 7. Door hardware: Handles, pulls, latches, locks and other operable parts on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, pinching or twisting of the wrist to operate. Operable parts of such hardware shall be 34 inches minimum and 48 inches maximum above the floor (ICC A117.1-2009: 404.2.6; MBC 1010.1.9 and 1104).

8. Lighting to illuminate all means of egress shall be provided (MBC 1008.1). Emergency power for such lighting shall comply with the requirements of MBC 1008.3. In addition, all rooms and spaces requiring two or more exits or exit access shall be provided with internally illuminated exit signs (MBC 1013.1). Number and location of exit signs may be altered or determined by on-site inspection to insure coverage and visibility (MBC 1013.1). Specific occupancy requirements may apply.
9. Non-combustible or fire rated walls or ceilings: Interior finish material shall be applied directly against such construction or to furring strips not exceeding $1\frac{3}{4}$ inches applied directly against such surfaces (B 803.13.1).

Intervening spaces between furring strips used for interior finish application shall be filled with inorganic or noncombustible material, be filled with Class A finish rating material, or be fire blocked at a maximum of 10 feet in every direction (B 803.13.1.1).

10. Where seating or standing space at fixed or built-in tables, counters or work surfaces is provided in accessible spaces, at least 5% of the seating and standing spaces, but not less than one, shall be accessible and shall be distributed throughout the space or facility and located on an accessible route (MBC 1109.11).
11. Counters for sales and service, including reception windows and desks, shall include at least 1 that is accessible with a 36" long portion no more than 36" above the floor. The accessible portion of the countertop shall extend the same depth as the sales and service countertop. Where the counter surface is less than 36 inches in length, the entire counter surface shall be 36 inches maximum in height above the floor. A clear floor space complying with section 305 positioned for a parallel approach shall be provided (A117.1 – 904.3.2 and MBC1109.12.3).
12. All glass that is both within 60 inches of the floor and 24 inches of the vertical edge of a door; in swinging doors, in fixed or sliding panels of sliding door assemblies, glazing with an area of greater than 9 sq. ft. and 18 inches or less above the floor surface and top edge greater than 36 inches above the floor; glazing in guard rails and railings; glazing adjacent to stairways, landings and ramps within a 36 inch horizontal distance of a walking surface and less than 60 inches above the floor or walking surface and 60 inches horizontally from the bottom of a stairway in any direction; and glazing near wet surfaces as outlined in 2406.4.5 shall be approved safety glass (MBC 2406.3).
13. A sign shall be provided at each floor landing in an interior exit stairway and ramp connecting more than three stories designating the floor level, the terminus of the top and bottom of the stairway and ramp, and the identification of the stairway or ramp. The signage shall also state the story of, and the direction to, the exit discharge and the availability of roof access for the fire department. Additional requirements as outlined in MBC section 1023.9 also apply.

Deferred Submittal Items, Application and Documents:

- Statement of special inspections must be provided to and approved by the authority having jurisdiction (MBC 1704.3; 1704.2.3).
- Documents for revisions to automatic sprinkler, standpipe and / or fire alarm systems.

Inspections:

The following inspections are required - Please check with the City of Novi Building Department if you have questions about whether a listed inspection applies to the project:

Rough framing inspection (scheduled after mechanical, electrical and plumbing have passed rough inspection).

Insulation (if applicable).

Fire and smoke-resistant penetrations (prior to concealment)

Drywall screw (required for any rated assemblies).

Above ceiling (scheduled after mechanical electrical and plumbing have passed inspection).

Final inspection (scheduled after mechanical, electrical and plumbing have passed final inspection).



2015 INTERNATIONAL BUILDING CODE® PLAN REVIEW RECORD

Plan Review # _____

Date: _____

Valuation: _____

Fee: _____

JURISDICTION: City of Ann Arbor
(City, County, Township, etc.)

BUILDING LOCATION: 201 Glen
(Street address)

BUILDING DESCRIPTION: Ann Arbor Autograph Hotel

REVIEWED BY: UP

Numerals indicated in parenthesis are applicable code sections of the 2015 International Building Code (IBC). The plan review accomplished as indicated in this record is limited to those code sections specifically identified herein. This record references commonly applicable code sections. It does not reference all code provisions which may be applicable to specific buildings. This record is designed to be used only by those who are knowledgeable and capable of exercising competent judgment in evaluating construction documents for code compliance.

CORRECTIONS LIST

No.	DESCRIPTION	Code Section
✓ ○	STC/ICC	
✓ ○	Per Part 3306	
✓ ○	Const. Subsequent 3300	
✓ ○	EPAC 915	
✓ ○	Amper cast pile with special inspection (1705.8)	
	Post-Tensioned concrete special insp. (1705.3)	8015 ✓
✓ ○	Code Compliance Data indicates separated company	
	Numerous A-2/B non-separated areas L-1	
	Terraces are not separated	
	Verify	
✓	Verify Carbon Monoxide detection 915.1.1	



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Item No. 0002PR15

level 1 ○ Column 4E - Verify 44 in. column width remains ✓

level 1 ○ Private Living ^{(1) & (2)} -- side hinged doors (2 rooms) 1010.1.2 ✓

$350/15 = 24 = +10 \therefore$ No sliders,
Room 2 = 24 occupants stream $\therefore$ No sliders ✓

level 1 ○ Hotel Lounge Stair 1 - Rabin 1011.5.3 ✓
Winders not permitted ✓

↓
If not MOB stair -- See 1011.9 ✓

level 1 ○ Storage 106A opens directly to exit enclosure (1023.1) ✓
(Used as means of ingress - not just egress) ✓

level 1 ○ Revolving door 1010.1.4.1 ✓

✓ ○ Verify voice/alarm commun. system w/ high rise (Stair 2.2 unit rate used) ✓

○ Handrails / guards / grab bar loads 1607.8 ✓

* ○ Verify - No extended stay or use as a residence ✓

Intermediate rail Stair Entry 103 = 1014.9 ✓

CO₂ Storage 106A ✓

- ✓ ○ Level 2 Mech Room 217 / Corridor 219 ✓
- ✓ Openings onto R? (West side) ✓
- ✓ Check w/ glass ✓

- ✓ ○ Level 3-7 Check w/ glass @ room (west side) ✓
- ✓ ○ Level 8 d.o. (west side) ✓
- ✓ ○ Level 9 d.o. (west side) ✓

- ✓ ○ Dumpster enclosure on adjacent lot? (west side) ✓

- Check stairs for any accumulating loads from 2 to 1

✓ ○ Level 2 Corridor 219 Not approved as part of means of egress

✓ ○ Level 2 Exit 004 Doors may only count for 426 based on wing with restocking approach width to ± 54 inches

✓ ○ Level 2 Plumbing Count
add for revised comparison
A-3: Assume 993 $\left\{ \begin{array}{l} 497 \text{ 4WC} + 3 \text{ lav} \text{ OK} \\ 497 \text{ 8WC} + 3 \text{ lav} \text{ OK} \end{array} \right.$

✓ Level 8 = Common path Suite 816 exceeds 75 ft T1006.2.1
Terrace 846 B
= glazed openings from corridor.

✓ Level 1 & 2 0-3 FSD - No openings permitted

✓ Level 2 (South) 13 FSD
✓ (North) 0 FSD - No Opening Stair #4 or Vents

✓ Level 3 (North) 6 FSD - Windows 25%

✓ (North) 0 Stair - No Opening in Stair Tower #4
✓ (South) +30 FSD

✓ Level 4 (North) 6 FSD - Windows 25%

✓ 0 Stair - No Opening in Stair Tower #4
✓ (South) +30 FSD

✓ Same Level 5, 6, 7, 8, 9

✓ 12 | Corridor 219 must be circulation only
Express may not pass thru kitchen area

✓ Prefunction area :: No exits shown in spec
of 2 required (?) based on occupancy

✓ 13 | Outside Terrace - Toilet rooms?

✓ West wall openings? Check all levels

✓ Encroachments along street lines (Sign)
all others + 15 ft. above sidewalk

✓ Approval from neighbors for borings

✓ L9 Terraces @ 1:15 = +50 = 2 exits : Toilet Rooms ○

✓ L8 Private terraces = Assume part of R-1(?)

✓ OK { Private Roof terrace 846B exceeds 75 CP limit?
Private Roof terrace 845B } Eliminate Windows
846A } (Part of Corridor Sep.)

Extension walls separating terraces = Same as Unit Sep.?

✓ OK 846A | 846B
(NA) No roof
845A | 845B

✓ L2 Pre-Function lobby must have an identified occupant load ↓ ○

A 5334/15 = 355 17 = 762

B 2733/15 = 182 17 = 390

lobby 2418/15 = 161 17 = 315
(698) (1494)

* No non-simultaneous occupancy
Concept in NBC w/o Be Approval

Up 80 =

Over 1000 people = 4 exits
↓

✓ Stair #2 may count as 1 exit only and
Stair #1 does not meet geometry or
enclosure

✓ ○ Allowable area of opening / string T705.8
✓ (25%) 5-10 ft (6 ft) West wall north
✓ Exceeds 25% allowed ($\pm 32\%$)
✓ (All stones 3-9)

✓ ○ Allowable area of openings / string T705.8
✓ (0%) 0-3 ft sep West wall north
✓ Exceeds 0%
✓ Stones 1 & 2

✓ ○ Allowable area of openings / string T705.8
✓ (45%) 13 ft sep west wall south
✓ String 2 Exceeds limits (actual 56%)

✓ Sheet A505 / Detail 3/A401 = Where? ✓
✓ Sign Support - Check for Encroachment ✓
✓ Verifying meets encroachment standard ✓

✓ Laundry chute details - door shown 90 minute rating ✓

✓ Safety glass general notes ✓

✓ ○ Verify: Garage mechanical vent system 404.5.2 ✓

✓ High Rise Doors ✓

- ✓ Tiebacks approval to Building official
- ✓ Service Elevator 3 only access to garages - Ch. 11
- ✓ Location of van accessible space 106.2
- ✓ 30 day stay? 1107.6.1
- ✓ Verify Smoke Press. @ Elevator & Stair(?)
- ✓ Level 2 e/it problems

[illegible]

NOTES: N.R. — Not required
N.A. — Not applicable

ADMINISTRATION (Chapter 1)

OK Complete construction documents
(107.1, 107.2)

OK Signed/sealed construction documents
(107.1, State laws vary)
(Gene Carroll)
Neumann/Smith

BUILDING PLANNING (Chapters 3, 4, 5, 6)

OCCUPANCY CLASSIFICATION (302 - 312, 508, 509)

NA Single Occupancy (302.1)

OK Incidental uses (509, Table 509)

S-2/A-2/B/R-1 Mixed Occupancy (508.1)

NA Accessory occupancies (508.2)

IB (Sheet A029)

GENERAL BUILDING LIMITATIONS (Chapters 5 & 6)

Apply Case 1 to determine the allowable height and area and permitted types of construction for a building containing a single occupancy or nonseparated mixed occupancies. Apply Case 2 to determine the allowable height and area and permitted types of construction for a building containing separated mixed occupancies.

HEIGHT	St.	Ft.
A-2	12	180
B	12	180
R-1	12	180
S-2	12	180

FRONTAGE INCREASE				
Frontage (506.3)	North	East	South	West
Total Frontage (F) _____ ft.				
Perimeter (P) _____ ft.				
Width of open space (W) = _____				
Area Increase Factor due to frontage, I_f = _____ (506.3.3)				
$I_f = \left[\frac{F}{P} - 0.25 \right] \frac{W}{30}$				

AREA	Area
A-2	UL
B	UL
R-1	UL
S-2	257,000/square

NA CASE 1 — SINGLE OCCUPANCY OR NONSEPARATED MIXED OCCUPANCIES (508.3)

Using Tables 504.3, 504.4 and 506.2, identify the allowable height and area of the single occupancy or the most restrictive of the nonseparated mixed occupancies. Construction types that provide an allowable building area and height equal to or greater than the actual building area and height are permitted.

DETERMINE CONSTRUCTION TYPE

Actual building area _____ ft²
 Tabular allowance area (A_t) _____ ft²
 Tabular allowance area for nonsprinklered buildings (NS) _____ ft²
 Allowable building area _____ ft²
 $A_a = A_t + (NS \times I_f)$
 Actual building height _____ feet _____ stories
 Allowable building height _____ feet _____ stories
 Permitted types of construction _____
 Type of construction assumed for review (602.1) _____

✓ CHECK MAXIMUM ALLOWABLE AREA (506.2.3)

Total floor area (all stories) _____ ft²
 Maximum allowable floor area (all stories) _____ ft²
 $\frac{\text{Allowable building area } (A_a)}{\text{number of stories above grade plane (maximum 3) } (S_a)} = \text{_____ ft}^2$
 Compliance verified _____

IB = UL area ∴ OK

9 x ∞ = ∞ ∴ OK

Floor Area & Occupancy

2712 total

1483 Assembly
(54% total)

			Occ. Load	
9	12,390		156	
8	14,404		72	
7	16,463		83	
6	16,463		83	
5	16,463		83	
4	16,463		83	

$$156 - 98 = 58$$

$$58 + 10 = 68$$

~~672~~
604

$$83 + \text{Tenace 49} = 132$$

2 20,724 (A) 609 (B) 312 } 1197 See attached (?) Total 1269 (2) 1197 A

1 13,786 R-1 A-2 Tenant Space (?) Drive Through ± Total 311 (196 = 214 A) } III

U-1 21,802 S-2 1:200 = 110

U-2 21,802 S-2 1:200 = 110

Total
440

U-3 21,802 S-2 1:200 = 110

U-4 21,802 S-2 1:200 = 110

~~NA~~ MEZZANINES (505)

_____ Area limitation (505.2.1)

_____ Openness (505.2.3)

_____ Egress (505.2.2)

_____ Equipment platforms (505.3)

~~NA~~ UNLIMITED AREA BUILDINGS (507)

_____ Open space (507.2)

_____ Group H-5 occupancy (507.9)

_____ Nonsprinklered, one story (507.3)

_____ Aircraft paint hangar (507.10)

_____ Sprinklered, one story (507.4)

_____ Group E buildings (507.11)

_____ Two story (507.5)

_____ Motion picture theaters (507.12)

_____ Group A-3 buildings (507.6, 507.7)

_____ Covered and open mall buildings/anchor stores (507.13)

_____ Group H-2, H-3 and H-4 occupancies (507.8)

~~NA~~ SPECIAL PROVISIONS (510)

_____ Special condition applicable (510.1)

_____ Compliance verified

SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY (Chapter 4)

~~NA~~ COVERED MALL AND OPEN MALL BUILDINGS (402)

_____ Open space (402.1.1, 402.1.2)

_____ Plastic signs (402.6.4)

_____ Lease plan (402.3)

_____ Standpipe system (402.7.1)

_____ Area/type of construction (402.4.1)

_____ Smoke control (402.7.2)

_____ Fire separations (402.4.2 - 402.4.2.3)

_____ Emergency power and emergency voice/ alarm (402.7.3, 402.7.4)

_____ Open mall construction (402.4.3)

_____ Fire department access (402.7.5)

_____ Automatic sprinkler system (402.5)

_____ Mall width (402.8.1)

_____ Interior finish (402.6.1)

_____ Occupant load (402.8.2 - 402.8.2.4)

_____ Kiosk requirements (402.6.2)

_____ Egress (402.8.3 - 402.8.7)

_____ Children's play structures (402.6.3)

_____ Security grilles and doors (402.8.8)

HIGH-RISE BUILDINGS (403)

☒	Construction (403.2) ✓
☒	Automatic sprinkler system (403.3)
☐	Smoke detection (403.4.1)
☐	Fire alarm system (403.4.2)
☐	Standpipes (403.4.3)
☐	Emergency voice/alarm systems (403.4.4)
☐	Emergency responder radio coverage (403.4.5)
☒	Fire command center (403.4.6)
☐	Smoke removal (403.4.7) <i>Post-fire</i>
☐	Standby/emergency power (403.4.8)
☒	Stair remoteness (403.5.1)
<i>Note</i>	Additional stairway (403.5.2)
☐	Stairway doors (403.5.3)
☐	Smokeproof exit (403.5.4)
☐	Luminous egress path (403.5.5) <i>Reg'd</i>
☐	Elevators (403.6) <i>(91 ft ±)</i>

NA ATRIUMS (404)

☐	Use (404.2)
☐	Automatic sprinkler system (404.3)
☐	Fire alarm system (404.4)
☐	Smoke control (404.5)
☐	Enclosure (404.6)
☐	Standby power (404.7)
☐	Interior finish (404.8)
☐	Travel distance (404.9)
☐	Interior exit stairways (404.10)

OTHER SPECIAL USE AND OCCUPANCY

☒	Underground structures (405)
☒	Motor-vehicle-related occupancies (406, 510)
☐	Group I-2 (407)
☐	Group I-3 (408)
☐	Motion picture projection rooms (409)
☐	Stages, platforms and technical production areas (410)
☐	Special amusement buildings (411)
☐	Aircraft-related occupancies (412)
☐	Combustible storage (413)
☐	Hazardous materials (307.1, 414)
☐	Groups H-1, H-2, H-3, H-4 and H-5 (415)
☐	Application of flammable finishes (416)
☐	Drying rooms (417)
☐	Organic coatings (418)
☐	Live/work units (419)
☒	Groups I-1, R-1, R-2, R-3 and R-4 (420)
☐	Hydrogen fuel gas rooms (421)
☐	Ambulatory care facilities (422)
☐	Storm shelters (423)
☐	Children's play structures (424)
☐	Hyperbaric facilities (425)
☐	Combustible dusts (426)

FIRE PROTECTION (Chapters 6, 7, 8, 9)

FIRE-RESISTANCE-RATED CONSTRUCTION (Tables 601 & 602 and Chapter 7)

Note: Entry in ☐ indicates required rating in hours. NC indicates noncombustible construction required.

_____ Construction classification (602)

COMBUSTIBILITY (602.2, 602.3, 602.4, 602.5, 603)

_____	Exterior walls
_____	Interior elements
_____	Roof

FIRE-RESISTANCE RATINGS AND FIRE TESTS (703)

See attached Ratings / Combustibility (703.2, 703.4, 703.5)

_____ Alternative methods (703.3, 719, 721, 722)

_____ Rated glazing (703.6)

_____ Marking and Identification (703.7)

LIFE SAFETY PLAN LEGEND
 NEUMANN SMITH
 6007 WILSON AVENUE
 ANN ARBOR, MI 48104

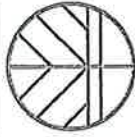


TD 250
 CP 75
 DE 50

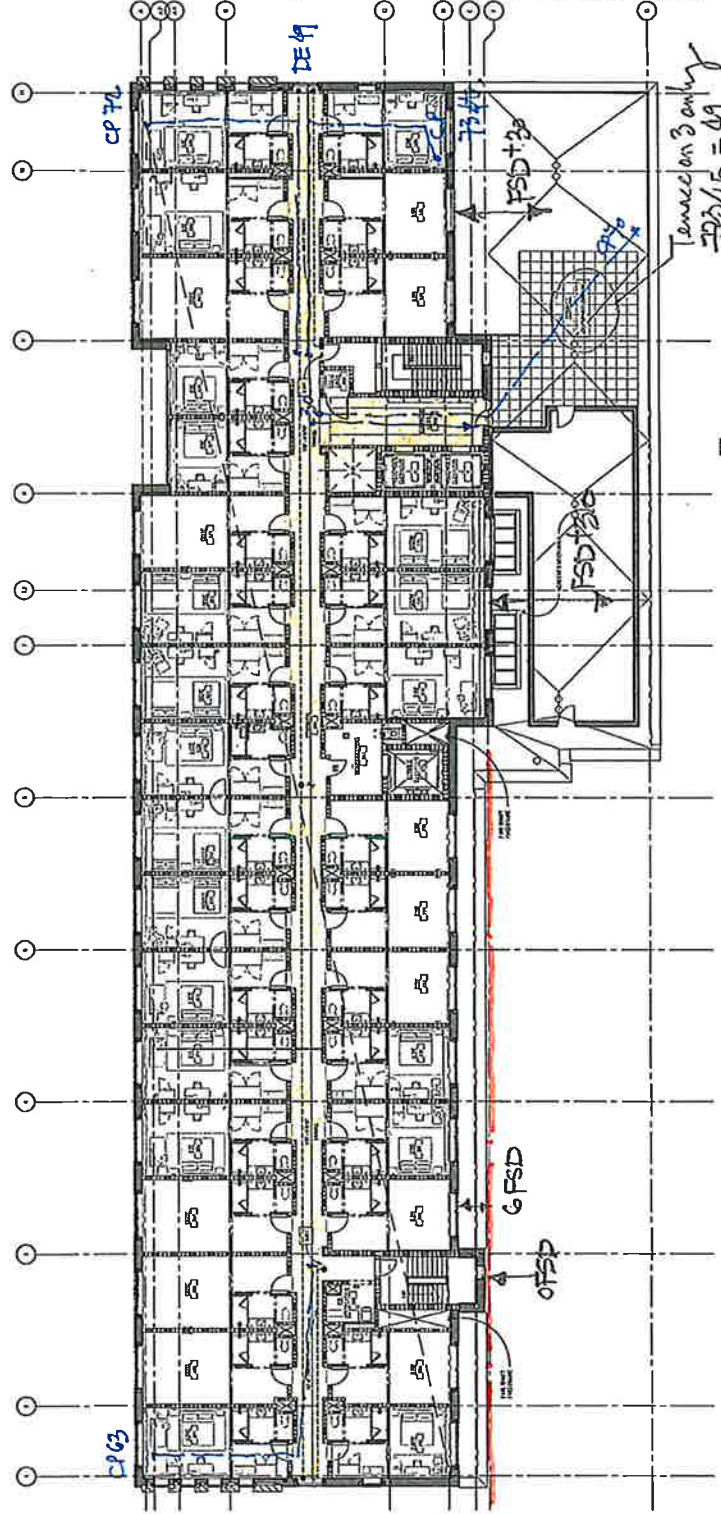
Stair = $132(.2) = 27$ OK
 Drive = $132(.15) = 20$ OK
 Corridor

7, 6, 5, 4 16,463/200 = 83

3 16,463/200 = 83 + Terrace 49 = 132



ANN ARBOR
 AUTOGRAPH
 COLLECTION
 One Avenue
 Ann Arbor, MI 48104



2018123
 THIRD TO SEVENTH
 FLOOR LIFE SAFETY
 PLAN
 Scale: 1/8" = 1'-0"
 AD33



2018123
 THIRD TO SEVENTH
 FLOOR LIFE SAFETY
 PLAN
 Scale: 1/8" = 1'-0"
 AD33

REVISED CURTOSY | 025211520151 Ed

IB

BUILDING ELEMENTS (Table 601)

- ☒ 2 Structural frame (704)
- ☒ 2 Interior bearing walls
- ☒ 0 Interior nonbearing walls
- ☒ 2 Floor construction (711)
- ☒ 1 Roof construction (711)

- ☒ OK Atriums (707.3.6) *2 story only*
- ☒ Incidental uses (707.3.7)
- ☒ Control areas (707.3.8)
- ☒ Mixed occupancy and fire area separations (707.3.9, 707.3.10, 901.7)
- ☒ Construction (707.2, 707.5 - 707.10)

EXTERIOR WALLS (507, Table 602, 705, 707.4)

- | | North | East | South | West |
|------------------------------------|---------------------------------------|--------------------------|--------------------------|--------------------------|
| Fire separation distance | <i>(See attached W. Side)</i> | | | |
| Bearing | ☐ | ☐ | ☐ | ☐ |
| Nonbearing | ☐ | ☐ | ☐ | ☐ |
| <u>OK</u> Projections (705.2) | <i>all other (N, S, E) + 30 ft</i> | | | |
| Materials/stability (705.4, 705.6) | <i>None W side 30 ft. all N, S, E</i> | | | |

VERTICAL OPENINGS (712)

- Noted Compliance (712.1.1 - 712.1.16) *Attic OK Elevator - Note below*

SHAFTS (713)

- ☒ 2 Construction (713.2 - 713.12, 713.14)
- ☒ 2 Refuse and laundry chutes (713.13) *90 minute doors*

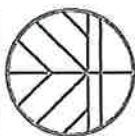
OTHER FIRE-RESISTANT CONSTRUCTION

- ☐ Noted Opening protection (705.8.1 - 705.8.4) *(See attached W Side)*
- ☐ NA Vertical fire spread protection (705.8.5, 705.8.6) *2*
- ☐ OK Parapets (705.11) *3*

- ☒ Fire walls (706)
- ☐ Fire partitions (708)
- ☐ Smoke barriers (709)
- Smoke partitions (710)
- Penetrations (714)
- Fire-resistant joint systems (715)
- Opening protectives (716)
- Dampers (717)
- Concealed spaces (718)
- Thermal- and sound-insulating materials (720, 807)

FIRE BARRIERS (707)

- ☒ 2 Shaft enclosures (707.3.1)
- ☒ 2 Interior exit stairway/ramp (707.3.2)
- ☒ Exit access stairway/ramp (707.3.3)
- ☒ Exit passageway (707.3.4)
- ☒ Horizontal exits (707.3.5)



**ANN ARBOR
AUTOGRAPH
COLLECTION**



6/17/2019	Review and Sign
6/18/2019	Approved
06_01_2019	TEN Construction Documents
06_27_2019	30% Construction Documents
03_23_2019	Schematic Design

[illegible]

2018128
1st
BUILDING ELEVATION
WEST

Scale: As Indicated
A402

EXTERIOR FINISH LEGEND

	BRICKWORK		CONCRETE
	PLASTER		PAINT
	TILES		WOOD
	METAL		GLASS

Try typical strong =
(5) $9 \times 8 \times 123 \times 6 =$
119384
Opening = $8 \times 48 = 384 = 3$

38 springs @ 48¢ = 1824
4 springs @ 70¢ = 280

750122 750861

$$\frac{8904}{32906}$$
$$(8190 \times 0.25) = 2047.5$$

105 — Scummed Flour

(60 pt.)

95

↓ 962-
mets level
down

Level 2 (Santitas) $19 \times 178 = 2432$

Openings allowed = 450

Adjusted opening = $105 \times 1.3 = 136.5 = 56\%$

1 BUILDING ELEVATION - WEST

22

Fire-Resistance Ratings

Sheet A501

Walls				
(P-5)	U404	Metal Studs (2)		✓
(S-1/2)	415(?)	Metal C1/2		✓
Walls (P-3)	U420	Metal Stud (2)		✓
(P-4)	U407	Metal Stud (1)		✓
Spray Wall Systems	AER-09038	(1)		✓
	(USG Report)			✓

(3) Sheet A502

Exterior Walls

V454 typical? Walls/Parks

<u>A502</u>	Spray fire proofing	ULN-706	Beam for floor/clg.	✓
			(SFRM)	✓
		X771	Columns	✓
		X772		✓
A502				✓
		P732	Roof Clg SFRM	✓
				✓
		D925	Floor Ceiling SFRM	✓

INTERIOR FINISHES (Chapter 8)

_____ Smoke development (803.1.1, 803.1.2, 803.11, Table 803.11)	_____ Floor finish (804)
_____ Flame spread (803.1.1, 803.1.2, 803.11, Table 803.11)	_____ Combustible materials (805)
_____ Textile/expanded vinyl coverings (803.1.3, 803.1.4, 803.5 - 803.8)	_____ Decorations and trim (806)
	_____ Acoustical ceiling systems (808)

FIRE PROTECTION (Chapter 9)

AUTOMATIC SPRINKLER SYSTEMS (903)

(Where required)

Note NFPA 13

_____ Assembly (A-1, A-2, A-3, A-4, A-5) (903.2.1)
_____ Ambulatory health care facilities (B) (903.2.2)
_____ Educational (E) (903.2.3)
_____ Factory/Industrial (F-1) (903.2.4)
_____ High-hazard (H-1, H-2, H-3, H-4, H-5) (903.2.5)
_____ Institutional (I-1, I-2, I-3, I-4) (903.2.6)
_____ Mercantile (M) (903.2.7)
_____ Residential (R) (903.2.8)
_____ Storage/Repair garage (S-1) (903.2.9)
_____ Parking garages (903.2.10)
_____ Windowless story (903.2.11.1)
_____ Rubbish and linen chutes (903.2.11.2)
_____ Buildings over 55 ft. high (903.2.11.3)
_____ Incidental uses (Table 509)
_____ Additional required systems (Table 903.2.11.6)
_____ International Fire Code (IFC 903.2.11.6)

AUTOMATIC SPRINKLER SYSTEMS* (903)

(Design)

_____ Shop drawings (107.2.2)
<i>Revised</i> _____ NFPA 13 system (903.3.1.1)

<i>N/A</i> _____ NFPA 13R system (903.3.1.2)
<i>N/A</i> _____ NFPA 13D system (903.3.1.3)
_____ Quick-response and residential heads (903.3.2)
_____ Actuation (903.3.4)
_____ Water supplies (903.3.5)
_____ Hose threads (903.3.6)
_____ Fire department connections (903.3.7)
_____ Limited area sprinkler system (903.3.8)
_____ Sprinkler monitoring and alarms (903.4)

* Also see Fire Code Sprinkler Plan Review Record

ALTERNATIVE AUTOMATIC FIRE-EXTINGUISHING SYSTEMS (904)

_____ Installation (904.3)
_____ Wet-chemical systems (904.5)
_____ Dry-chemical systems (904.6)
_____ Foam systems (904.7)
_____ Carbon dioxide systems (904.8)
_____ Halon systems (904.9)
_____ Clean-agent systems (904.10)
_____ Automatic water mist system (904.11)
_____ Commercial cooking systems (903.2.11.5, 904.2.2, 904.12)
_____ Domestic cooking in Group I-2 (904.13)

FIRE PROTECTION (continued)

Required

STANDPIPE SYSTEMS (905)

- _____ Installation standard (905.2)
- Noted* _____ Building height (905.3.1)
- _____ Group A (905.3.2)
- _____ Covered and open malls (905.3.3)
- _____ Stages (905.3.4)
- _____ Underground buildings (905.3.5)
- _____ Heliports/heliports (905.3.6)
- _____ Marinas/boatyards (905.3.7)
- _____ Rooftop gardens/landscaped roofs (905.3.8)
- _____ Hose connections and locations (905.1, 905.4, 905.5, 905.6)
- _____ Cabinets (905.7)
- _____ Dry standpipes (905.8)
- _____ Valve supervision (905.9)

PORTABLE FIRE EXTINGUISHERS (906)

- _____ Required locations (906.1, 906.5, 906.6)
- _____ Installation standard (906.2)
- _____ Size and distribution (906.3)
- _____ Cabinets (906.8)
- _____ Installation (906.9)

FIRE ALARM AND DETECTION SYSTEMS (907) (Where required)

- Noted* _____ Construction documents/shop drawings (907.1.1, 907.1.2)
- _____ Assembly (A-1, A-2, A-3, A-4, A-5) (907.2.1)
- _____ Business (B) (907.2.2)
- _____ Educational (E) (907.2.3)
- _____ Factory (F-1, F-2) (907.2.4)
- _____ High-hazard (H-5/organic coatings/highly toxic gases/organic peroxides/oxidizers) (907.2.5)
- _____ Institutional (I-1, I-2, I-3, I-4) (907.2.6)
- _____ Mercantile (M) (907.2.7)
- _____ Residential (R-1, R-2, R-4) (907.2.8, 907.2.9, 907.2.10)
- _____ Single/multiple station smoke alarms (907.2.11)
- _____ High-rise buildings (907.2.13)
- _____ Atriums (907.2.14)
- _____ Other buildings/areas (907.2.12, 907.2.15 - 907.2.23)

FIRE ALARM AND DETECTION SYSTEMS (907) (Design)

- Noted* _____ Residential smoke alarm interconnection (907.2.11.5)
- _____ Residential smoke alarm power source (907.2.11.6)
- _____ Smoke detection system (907.2.11.7)
- _____ Fire safety functions (907.3)
- _____ Initiating devices (907.4)
- _____ Occupant notification (907.5)
- _____ Installation (907.6, 907.7)

EMERGENCY ALARM SYSTEMS (908)

- _____ Detection system applicable (908.1 - 908.7)

SMOKE CONTROL SYSTEMS (909)

- Noted* _____ Where required (402.7.2, 404.5, 405.5, 408.9, 410.3.7.2, 1023.11, 1029.6.2.1)
- _____ Design requirements (909.1 - 909.4)
- _____ Smoke barriers (909.5)
- _____ Pressurization method (909.6)
- _____ Airflow design method (909.7)
- _____ Exhaust method (909.8)
- _____ Design fire (909.9)
- _____ Equipment/Power (909.10, 909.11)
- _____ Detection and control (909.12 - 909.18)
- _____ Smokeproof enclosures (909.20)
- _____ Elevator hoistway pressurization (909.21)

SMOKE AND HEAT REMOVAL (910)

- Noted* _____ Where required (910.2)
- _____ Smoke and heat vents (910.3)
- _____ Mechanical alternative (910.4)

FIRE COMMAND CENTER (911)

- Noted* _____ Requirements (911.1.1 - 911.1.6)

FIRE DEPARTMENT CONNECTIONS (912)

- _____ Installation (912.1 - 912.6)

FIRE PUMPS (913)

- _____ Requirements (913.1 - 913.5)

EMERGENCY RESPONDER SAFETY FEATURES/ RADIO COVERAGE (914, 916)

- _____ Requirements (914.1, 914.2, 916.1)

CARBON MONOXIDE DETECTORS (915)

- Noted* _____ Requirements (915.1 - 915.6)

	TD	CP	DE	
✓ A	250	45	20	Flame 1.2
✓ B.1	250	45	50	Flame 3-9
✓ S.2	400	100	50	Flame 1.4

MEANS OF EGRESS (continued)

See analysis on
Reduced plan set

GENERAL MEANS OF EGRESS

Design requirements (1003.2 - 1003.7)

Noted Encroachment (1005.7)

Noted Means of egress illumination (1008)

Verify Exit signs (1013) (Field)

Noted Accessible means of egress (1009) - Verify

OK Door size/swing/opening force
(1010.1 - 1010.1.3)

NA Special doors/Gates/Turnstiles
(1010.1.4, 1010.2, 1010.3)

(See reduced plans)

Door landings/Thresholds/Arrangement
(1010.1.5 - 1010.1.8)

Noted Door hardware (1010.1.9, 1010.1.10)

OK Stairways (1011) T/R/Parking

OK Roof access (1011.12)

Ramps (1012)

Handrails (1014)

Guards (1015) NR Wdms 1015.8-R-1

OK Luminous egress path markings (1025)

(See specs-10-1443 (attached))

EXIT ACCESS

OK Exit access configuration
(1007.1.1 - 1007.1.3)

OK Common path of egress travel
(Table 1006.2.1)

OK Intervening spaces (1016.2, 1016.2.1)

OK Exit access travel distance (1017)

(See attached/above)

Noted Aisles (1018)

OK Exit access stairways/ramps (1019) - OK 1/104

OK Corridors (1020)

Air movement in corridors (1020.5)

NA Egress balconies (1021)

EXITS / EXIT DISCHARGE

Exits/Exit doors (1006, 1022)

OK Exit configuration (1007.1.1, 1007.1.2)

OK Interior exit stairways/ramps (1023)

Exit passageways (1024)

Horizontal exits (1026)

Exterior exit ramps/stairways (1027)

OK Exit discharge (1028) OK 1 < 50%

Easily Recognized

OTHER MEANS OF EGRESS

NA Miscellaneous egress requirements
(1006.2.2.1 - 1006.2.2.5)

NA Bleachers (1029.1.1)

OK Assembly exits & egress (1029.2 - 1029.5)

Noted Assembly aisles & features
(1029.6 - 1029.16)

NA Emergency escape and rescue (1030) OK 1/10.5

(Reviewed, C. Stang)

ACCESSIBILITY* (Chapter 11)

Scoping requirements (1103)

OK Accessible route (1104)

OK Accessible entrances (1105)

OK Parking and passenger loading (1106)

See Analysis Dwelling units and sleeping units (1107)

Special occupancies (1108)

See Director Features and facilities (1109)

None Recreational facilities (1110)

Signage (1111)

*Also see Accessibility Plan Review Record

Catherine Ann Development Company, LLC
2999 NE 191st Street, Suite 800
Aventura, FL 33180

March 18, 2020

Glen Dempsey, Building Official
City of Ann Arbor
301 E Huron St
Ann Arbor, MI 48104
734.794.6000 Ext 42660

RE: Plan Review Responses for Permit #BLDG19-2437

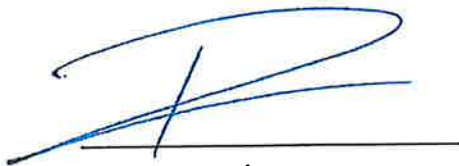
Dear Mr. Dempsey:

In response to the following review comment: *"Please provide a letter from the owner indicating whether or not any sleeping units are intended to be occupied as residences."*

It is through this letter that we would like to attest that based on our interpretation of the 2015 Michigan Building Code no sleeping units within this project are intended to be occupied as "residences".

Feel free to reach out with any questions or comments.

Best Regards,



Robert Finvarb
Manager

Comp. Room = 16
 Meeting Room = 24

Ballroom A 609 Proposed
 Ballroom B 312 Proposed

Fitness Center 21

Pre-Function 246

Miscellaneous 11

* $993 + \text{Pre-function } (?) = + 1K = 4 \text{ apt.}$
 $(276) \text{ revised} = 1269$ ~~Revised~~

$B_{12} =$
 $2,712 \text{ total}$
 $- 88 \text{ (4th tower changed)}$
 $\frac{2,624 \text{ total}}{19 \text{ to } 5 \text{ arch}} = 14 \times 2$
 $(\text{st/pt}) \text{ Assembly} = 1411 = 53 \text{ '}, \text{ one level} = A$

$A = 355$
 $B = 182$
 $\text{Prop} = 470 \text{ starting}$

Pre-Function

$B_{11} A = 5334/15 = 355$

$\text{Proposed } 609 = 1:8.7 \text{ or}$

$5334/7 = 762 \text{ max.}$

$B_{11} B:$

$2733/15 = 182$

$\text{Proposed } 12 = 1:8.7 \text{ or}$

$2733/7 = 390 \text{ max.}$

✓ A = available site
 3 days @ 1 = 3
 $96/15 = 642 \text{ max.}$

Ballroom A-1: $3585/5 = 512$

$A-2 = 2014/5 = 299$

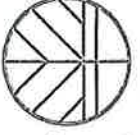
Down available off

FSD = 13 ft.

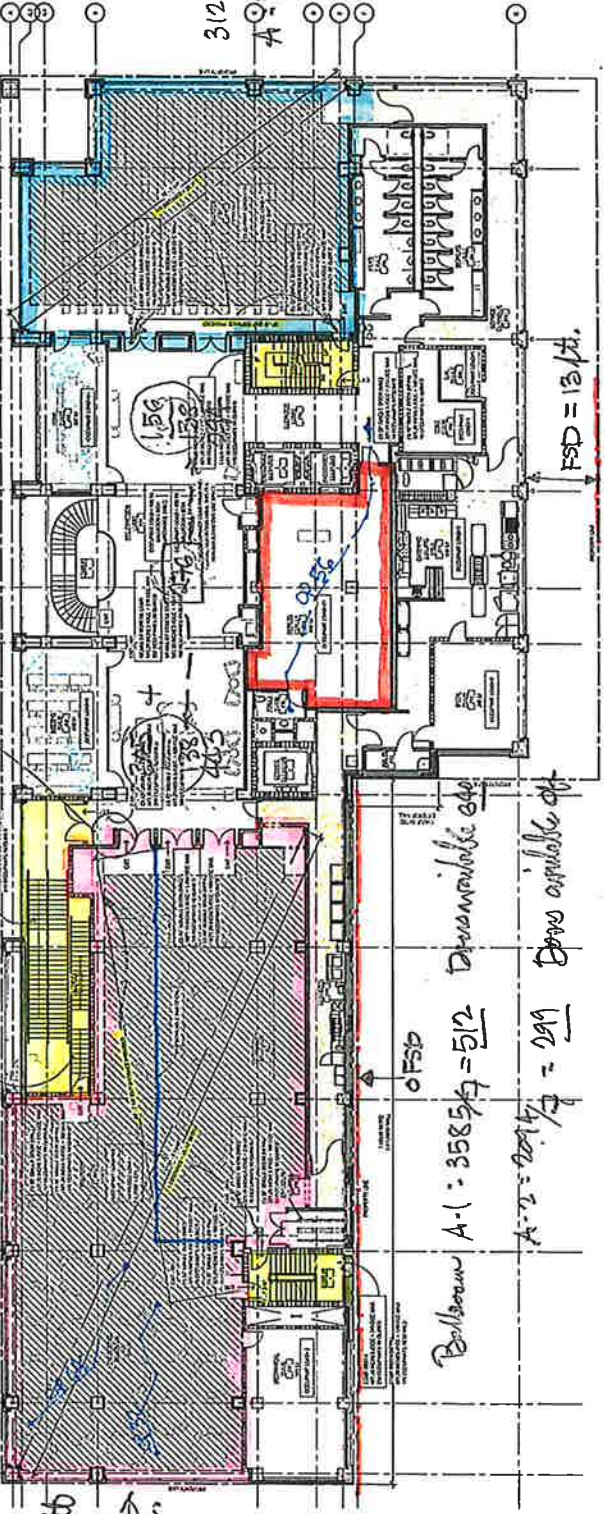
$312(.15) = 46.8 \text{ in.}$
 $A = 3 @ 32 \text{ in} = 96 \text{ ft}$

LIFE SAFETY PLAN LEGEND	
100% FILL AREA	EXIT ROUTE
100% FILL AREA	EXIT ROUTE
100% FILL AREA	EXIT ROUTE

NEUMANN SMITH
 ARCHITECTS
 425 CHICAGO AVENUE
 SUITE 200
 CHICAGO, ILLINOIS 60611
 PHONE: 312.332.1234
 FAX: 312.332.1235
 WWW.NEUMANN-SMITH.COM



ANN ARBOR
 AUTOGRAPH
 COLLECTION
 One Avenue
 Ann Arbor, MI 48104



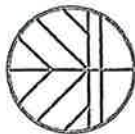
TD 250
 OP 75
 DE 20



LEVEL 2 LIFE SAFETY PLAN

Scale: 1/8" = 1'-0"
 A022

SOUTHWILD + DETROIT
eco Others Offices
Suite 200
Southfield, Michigan 48034
phone 248.322.0310
fax 248.322.1825



**ANN ARBOR
AUTOGRAPH
COLLECTION**



10.17.2018	Petrie's and Dad
01.22.2019	Pamela
04.09.2019	Marshall Arch 3 Rooms
04.01.2018	75% Construction
	Discovers
05.27.2019	30% Construction
	Discovers

01/23/2019 On-Go Development

2018128
FIRST FLOOR LIFE
SAFETY PLAN

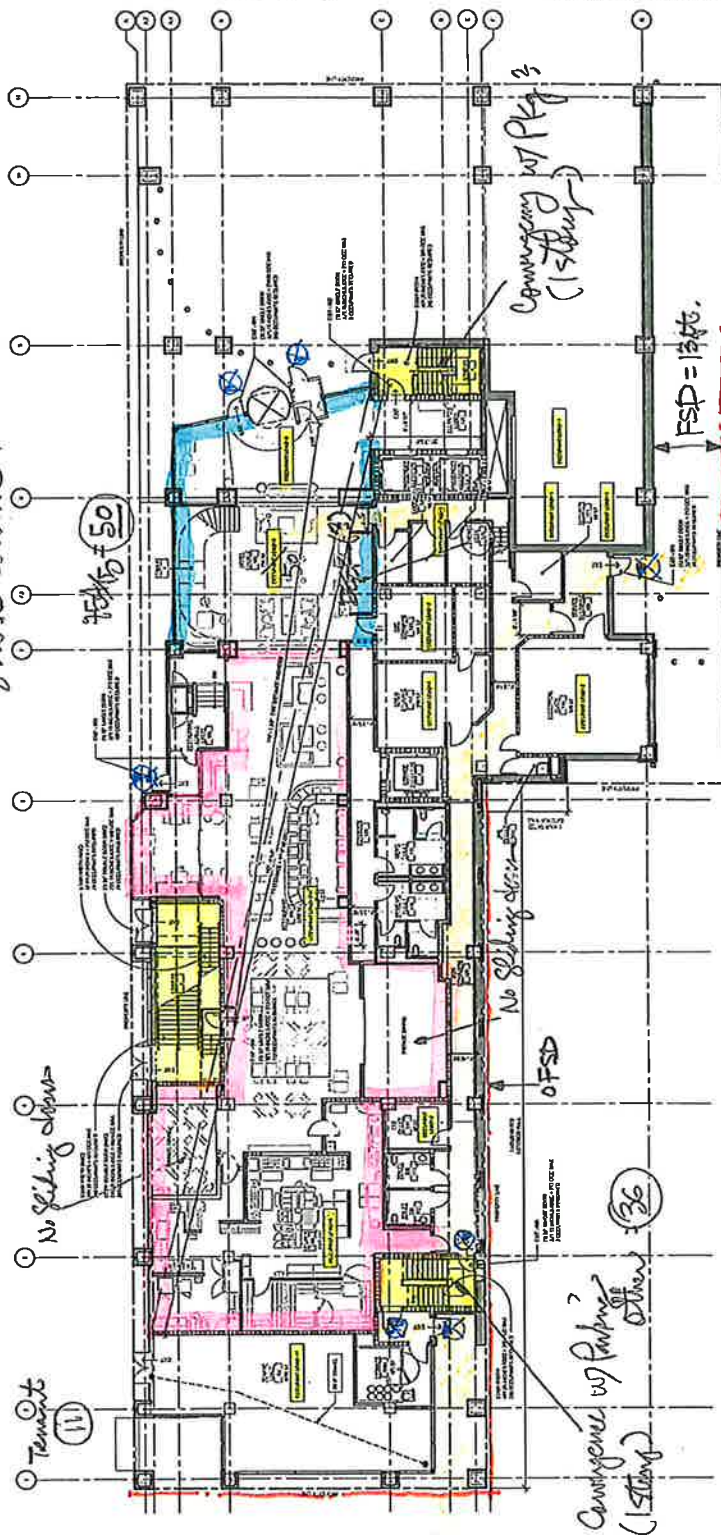
Scale: 1/8" = 1'-0"

Check Convergence $\leftarrow$
 Demand Total $311 + 110 \text{ parking} = 421 (15) = 64 \text{ in}$
 $15 = 32 \text{ in demand} = 160 \text{ ft}$

Down Total = 311 (.15 down only) = 47 in
 5 = 32 in down = 160 ft
 Columns (.15) Add min.)

3202/5

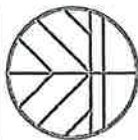
- string converts only 2 levels—
- spimplified of—
- snake control or



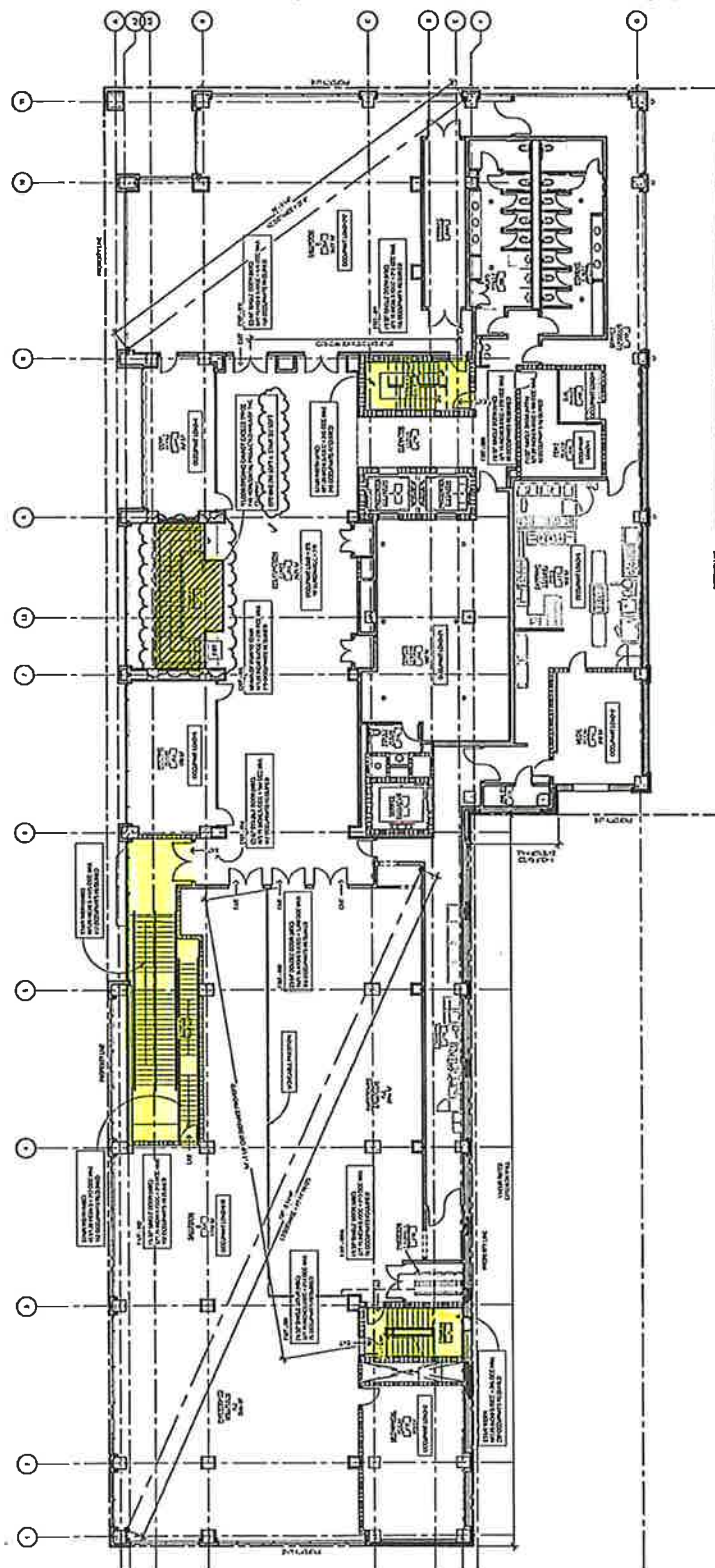
LEVEL 1 LIFE SAFETY PLAN



SOUTHFIELD • DETROIT
400 Oakridge Office
Suite 205
Southfield, Michigan 48034
phone 248.352.6319
fax 248.352.1021



**ANN ARBOR
AUTOGRAPH
COLLECTION**



1 LEVEL 2 LIFE SAFETY PLAN

Scale: 1/8" = 1'-0"
A032

Root Access

1011.12 MISC
306.5 MMC

STAIR: Stairway 1011.1-11
AT: Alt. Tread 1011.14 (20 ft. Max)
SL: Ships Ladder 1011.15
L: Ladder 1011.16

1-3		Stairs	4-11 New Stairs	
0-4=12		Roof Pitch	0-4=12 Slope	
Yes	No	Overhead Poles	Yes	No
(NA)		Elev. Equip Access	(NA)	Yes
STAIR- 1006.3 + 1016 1022	+16 ft. hts. MMC L (306.5) (or) L Receiver (306.3) MMC	Required vertical of Roofing Perf.	STAIR* 1006.3 1011.12.1 + 1016 1022	STAIR* 1011.12.1 AT L
Interior Hatch (or) Exterior Ladder Receiver 22 ft. Blkg.	Roof Access Paints		Penthouse 1510.2	Penthouse 1510.2 (or) Hatch/Trapdoor 16 sq. area 2 ft. dimension
			<u>Stamp pipe</u> * From corner of main to service roof (or) At highest landing of stairway Required by 1011.12 MISC 905.8	

Nothing
Specified

□ Platform for work equipment MMC 306.5.1 Required
at Roof + 3:12
Then 30 wide platform + guards required

SECTION 10 1443 - INTERIOR SIGNAGE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Interior directional and informational signs.
- B. Stairway Identification signs
- C. "In Case of Fire" Egress signage at elevators
- D. ADA Compliant Exit Signage
- E. Stair Landing Signage
- F. Luminous egress path marking and other "glow-in-the-dark" signs.

1.02 REFERENCE STANDARDS

- A. 36 CFR 1191 - Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines; current edition.
- B. ADA Standards - Americans with Disabilities Act (ADA) Standards for Accessible Design; 2010.
- C. ICC A117.1 - Accessible and Usable Buildings and Facilities; 2009.
- D. ASTM E2072 - Standard Specification for Photoluminescent (Phosphorescent) Safety Markings; 2014.
- E. UL 1994 - Luminous Egress Path Marking Systems; Current Edition, Including All Revisions.

1.03 SUBMITTALS

- A. See Section 01 3323 - Shop Drawings, Product Data, and Samples, for submittal procedures.
- B. Product Data: Manufacturer's printed product literature for each type of sign, indicating sign styles, font, foreground and background colors, locations, overall dimensions of each sign.
- C. Shop Drawings: Provide shop drawings for fabrication and erection of signs. Include plans, elevations and large-scale sections of typical members and other components. Show anchors, grounds, reinforcement, accessories, layout and installation details.
 - 1. For signs supported by or anchored to permanent construction, provide setting drawings, templates, and directions for installation of anchor bolts and other anchors to be installed as a unit of Work in other Sections.
- D. Samples: Submit two samples of each type of sign, of size similar to that required for project, illustrating sign style, font, and method of attachment.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience, with a record of successful in-service performance, and sufficient production capacity to produce sign units required without causing delay in the Work.
- B. Single-Source Responsibility: For each separate type of sign, required, obtain signs from one source from a single manufacturer.
- C. Design Criteria: The drawings indicate size, profiles, and dimensional requirements of signs and are based on the specific type and model indicated.
 - 1. Signs by other manufacturers may be considered provided that deviations in dimensions and profiles are minor and do not change the design concept as judged by the Architect.
 - 2. The burden of proof of equality is on the proposer.
- D. Code Compliance: All signs must meet the requirements of the current State of Michigan Barrier Free Design Law.

2. Corners: Square.

B. Color and Font: Programmable

2.05 PHOTOLUMINESCENT MEDIA

A. High-Impact Plastic Guidance Strips:

1. Complies with ASTM E2072.
2. Width: 1 inch.
3. Mounting: As recommended by manufacturer for material selected.

B. Polyester Tape Guidance Strips:

1. Complies with UL 1994 and ASTM E2072.
2. Width: 1 inch.

2.06 ACCESSORIES

A. Concealed Screws: Stainless steel, galvanized steel, chrome plated, or other non-corroding metal.

2.07 FINISHES

A. Colors and Surface Textures: For exposed sign material that requires selection of materials with integral or applied colors, surface textures or other characteristics related to appearance, provide color matches indicated, or if not indicated, as selected by the Architect from the manufacturer's standards.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that substrate surfaces are ready to receive work.

3.02 INSTALLATION

- A. Locate sign units and accessories where indicated, using mounting methods of the type described and in compliance with the manufacturer's instructions.
- B. Install signage level, plumb and at height in compliance with ADA requirements. Signage surfaces shall be free from distortion or other defects in appearance.
- C. Locate signs and mount at heights indicated on drawings and in accordance with ADA Standards and ICC A117.1. Align edge of signage 2 inches from edge of door jamb, unless otherwise indicated or required for compliance with ADA standards and ICC A117.1. Use mounting method indicated.
- D. At completion of the installation, clean soiled sign surfaces per manufacturer's instructions. Protect from damage until Substantial Completion; repair or replace damaged items. Replace all damaged defective signs with new units.

END OF SECTION 10 1443

1.05 LEED PERFORMANCE CRITERIA

- A. Regional Materials: Building materials should be manufactured and extracted/harvested within a 100 mile (160 km) radius of the project site. The Contractor will make all attempts to maximize the procurement of materials within this specified 100 mile radius. Utilize GPS straight-line distance calculator, found at: www.gpsvisualizer.com/calculators to verify distance.
- B. Recycled Content of Materials: The pre-consumer (a.k.a. post-industrial) and/or post-consumer recycled content (by weight) of the products and materials shall be identified and documented. The Contractor will make all attempts to maximize the procurement of materials with recycled content. Recycled content of materials shall be defined according to the Federal Trade Commission's "Guide for the Use of Environmental Marketing Claims," 16 CFR 260.7 (e): (<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=3d5c4ee1b75d3cb33194a6ec045cdbf9&rgn=div5&view=text&node=16:1.0.1.2.24&idno=16>) and claims should be certified by an independent third party when possible.
- C. VOC Limits: All field-applied adhesives, sealants, paints/coatings, flooring, composite wood, ceilings, walls, thermal insulation, and acoustical insulation used on the interior of the building shall meet the volatile organic compound (VOC) and chemical component limitations as defined in LEED.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Package signs as required to prevent damage before installation.

1.07 PROJECT CONDITIONS

- A. Field Measurements: Take field measurements prior to preparation of shop drawings and fabrication to ensure proper fitting. Show recorded measurements on final shop drawings. Coordinate fabrication schedule with construction progress.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Flat Signs:
 - 1. 2/90 Sign Systems
 - 2. APCO Graphics, Inc.
 - 3. ASI Sign Systems, Inc.
 - 4. Cosco Industries (ADA signs): www.coscoarchitecturalsigns.com.
 - 5. Cosco Industries (non-ADA signs): www.coscoarchitecturalsigns.com.
 - 6. Inpro: www.inprocorp.com/#sle.
 - 7. Takeform
- B. Other Signs - _____:

2.02 SIGNAGE APPLICATIONS

- A. Accessibility Compliance: Signs are required to comply with ADA Standards and ICC A117.1 and applicable building codes, unless otherwise indicated; in the event of conflicting requirements, comply with the most comprehensive and specific requirements.
- B. Interior Directional and Informational Signs: Electric LED signage
 - 1. Sign Type: TBD
 - 2. Sizes: TBD
- C. Luminous Egress Path Marking and Other "Glow-in-the-Dark" Signs: Photoluminescent media.

2.03 NON-TEXT GRAPHICS

- A. Obtain Art Copy from Owner prior to completing shop Drawings. Submit shop Drawing indicating Art work to Owner for final approval.

2.04 SIGN TYPES

- A. Flat Signs: Signage media without frame.
 - 1. Edges: Square.

DESIGN LOADS (continued)

Wind loads (1603.1.4, 1609; Chapters 26 - 31 of ASCE 7)

- _____ Design procedure (1609.1.1, 1609.6, Chapters 26 - 31 of ASCE 7)
- 120
Noted - 115 _____ Alternate all-heights method (1609.6)
- Noted - 115 _____ Wind speed (1609.3; Fig. 26.5.1 of ASCE 7)
- Noted - 115 _____ Risk category (Table 1604.5; Table 1.5-1 of ASCE 7)
- B _____ Surface roughness/Exposure categories (1609.4; 26.7 of ASCE 7)
- _____ Internal pressure coefficient (26.11, Table 26.11-1 of ASCE 7)
- _____ Component and cladding pressures (Chapter 30 of ASCE 7)
- _____ Main wind-force resisting system (1609.5; 27.4, 27.6, 28.4, 28.6 of ASCE 7)

Earthquake design data (1603.1.5, 1613; Chapters 11 - 13 and 15 - 23 of ASCE 7)

- II _____ Risk category (Table 1604.5; Table 1.5-1 of ASCE 7)
- _____ Seismic importance factor, I_e (11.5.1, Table 1.5-2 of ASCE 7)
- _____ Mapped spectral response acceleration parameters, S_s and S_1 (1613.3.1; 11.4.1 of ASCE 7)
- _____ Design spectral response parameters, S_{DS} and S_{D1} (1613.3.4; 11.4.4 of ASCE 7)

C _____ Site class (1613.3.2; 11.4.2, Chapter 20 of ASCE 7)

- A _____ Seismic design category (1613.3.5; 11.6 of ASCE 7)
- _____ Basic seismic-force-resisting system (Table 12.2-1 of ASCE 7)
- _____ Response modification coefficient, R (Table 12.2-1 of ASCE 7)
- _____ Seismic response coefficient, C_s (12.8.1.1 of ASCE 7)
- _____ Analysis procedure (12.6 of ASCE 7)
- _____ Design base shear (12.8 of ASCE 7)

Flood loads (1603.1.7, 1612)

- _____ Flood hazard area (1612.3)
- _____ Documentation (1612.5)

Ice loads (1614; Chapter 10 of ASCE 7)

_____ Compliance

Other loads

- _____ Concentrated live loads (1607.4)
- _____ Partition loads (1607.5)
- _____ Impact loads (1607.9)
- _____ Misc. loads (1607.6, 1607.7, 1607.8, 1607.13, 1607.14, 1610, 1611, 2404)

Structural Integrity (1615)

- _____ Design requirements (1615.1 - 1615.4)

SPECIAL INSPECTIONS AND TESTS (Chapter 17)

- _____ Approvals/Research report(s) (1703, 1703.4.2) Report No. _____
- _____ Statement of special inspections (1704.3)
- _____ Report requirement/submittal to building official (1704.2.4, 1704.5)
- _____ Prefabricated items (1704.2.5, 1705.10)
- _____ Steel construction (1705.2)
- _____ Concrete construction (1705.3, 1901.6)
- _____ Masonry construction (1705.4, 2101.3)
- _____ Wood construction (1705.5)
- Note _____ Prepared fill and foundations (1705.6 - 1705.9)
- _____ Sprayed fire-resistant materials and coatings (1705.14, 1705.15)
- _____ EIFS (1705.16)
- _____ Fire-resistant penetrations and joints (1705.17)
- _____ Smoke control (1705.18)
- _____ Wind requirements (1704.3.3, 1705.11)
- _____ Seismic resistance (1704.3.2, 1705.12, 1705.13)
- _____ Contractor responsibility (1704.4)
- _____ Structural observations (1704.6)
- _____ Testing (other) (1706 - 1709)

Auger cast pile work - Noted Special Inspections

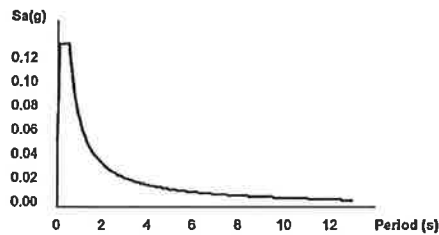
ATC Hazards by Location

Search Information

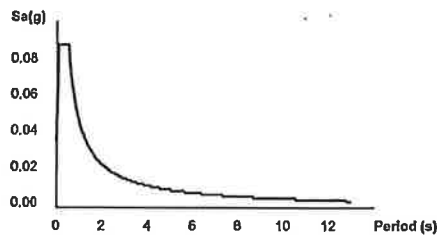
Address: 201 Glen Ave. Ann Arbor, MI
 Coordinates: 42.2824739, -83.7358509
 Elevation: 849 ft
 Timestamp: 2020-01-31T14:34:39.657Z
 Hazard Type: Seismic
 Reference Document: ASCE7-16
 Risk Category: II
 Site Class: C



MCE_R Horizontal Response Spectrum



Design Horizontal Response Spectrum



Basic Parameters

Name	Value	Description
✓ S _S	0.104	MCE _R ground motion (period=0.2s) <i>0.094</i>
✓ S ₁	0.048	MCE _R ground motion (period=1.0s)
✓ S _{M/S}	0.135	Site-modified spectral acceleration value
✓ S _{M1}	0.072	Site-modified spectral acceleration value
✓ S _{D3}	0.09	Numeric seismic design value at 0.2s SA <i>0.075</i>
✓ S _{D1}	0.048	Numeric seismic design value at 1.0s SA <i>0.054</i>

Additional Information

Name	Value	Description
SDC	A	Seismic design category
F _a	1.3	Site amplification factor at 0.2s
F _v	1.5	Site amplification factor at 1.0s
CR ₀	0.941	Coefficient of risk (0.2s)
CR ₁	0.901	Coefficient of risk (1.0s)
PGA	0.052	MCE _G peak ground acceleration
F _{PGA}	1.3	Site amplification factor at PGA
PGA _M	0.068	Site modified peak ground acceleration
T _L	12	Long-period transition period (s)
SsRT	0.104	Probabilistic risk-targeted ground motion (0.2s)
SsUH	0.11	Factored uniform-hazard spectral acceleration (2% probability of exceedance in 50 years)
SsD	1.5	Factored deterministic acceleration value (0.2s)
S1RT	0.048	Probabilistic risk-targeted ground motion (1.0s)
S1UH	0.053	Factored uniform-hazard spectral acceleration (2% probability of exceedance in 50 years)
S1D	0.6	Factored deterministic acceleration value (1.0s)
PGA _d	0.5	Factored deterministic acceleration value (PGA)

The results indicated here DO NOT reflect any state or local amendments to the values or any delineation lines made during the building code adoption process. Users should confirm any output obtained from this tool with the local Authority Having Jurisdiction before proceeding with design.

Disclaimer

ATC Hazards by Location

Search Information

Address: 201 Glen Ave. Ann Arbor, MI
 Coordinates: 42.2824739, -83.7358509
 Elevation: 849 ft
 Timestamp: 2020-01-31T14:25:05.868Z
 Hazard Type: Wind



ASCE 7-16

MRI 10-Year 75 mph
 MRI 25-Year 80 mph
 MRI 50-Year 86 mph
 MRI 100-Year 92 mph
 Risk Category I 101 mph
 Risk Category II 107 mph
 Risk Category III 115 mph
 Risk Category IV 120 mph

ASCE 7-10

MRI 10-Year 78 mph
 MRI 25-Year 84 mph
 MRI 50-Year 90 mph
 MRI 100-Year 96 mph
 Risk Category I 105 mph
 Risk Category II 115 mph
 Risk Category III-IV 120 mph

ASCE 7-05

ASCE 7-05 Wind Speed 90 mph

The results indicated here DO NOT reflect any state or local amendments to the values or any delineation lines made during the building code adoption process. Users should confirm any output obtained from this tool with the local Authority Having Jurisdiction before proceeding with design.

Disclaimer

Hazard loads are interpolated from data provided in ASCE 7 and rounded up to the nearest whole integer. Per ASCE 7, islands and coastal areas outside the last contour should use the last wind speed contour of the coastal area – In some cases, this website will extrapolate past the last wind speed contour and therefore, provide a wind speed that is slightly higher. NOTE: For queries near wind-borne debris region boundaries, the resulting determination is sensitive to rounding which may affect whether or not it is considered to be within a wind-borne debris region.

Mountainous terrain, gorges, ocean promontories, and special wind regions shall be examined for unusual wind conditions.

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ATC Hazards by Location

Search Information

Address: 201 Glen Ave, Ann Arbor, MI
Coordinates: 42.2824739, -83.7358509
Elevation: 849 ft
Timestamp: 2020-01-31T14:25:25.089Z
Hazard Type: Snow



ASCE 7-16

Ground Snow Load 20 lb/sqft

ASCE 7-10

Ground Snow Load 20 lb/sqft

ASCE 7-05

Ground Snow Load 20 lb/sqft

The results indicated here DO NOT reflect any state or local amendments to the values or any delineation lines made during the building code adoption process. Users should confirm any output obtained from this tool with the local Authority Having Jurisdiction before proceeding with design.

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ATC Hazards by Location

Search Information

Address: 201 Glen Ave. Ann Arbor, MI
Coordinates: 42.2824739, -83.7358509
Elevation: 849 ft
Timestamp: 2020-01-31T14:25:43.464Z
Hazard Type: Tornado



ASCE 7-16

Wind Speed Δ 250 mph

Sections 423.3 and 423.4 of the 2015 edition of the International Building Code (IBC) require that 911 call stations, emergency operations centers, fire, rescue, ambulance and police stations, and schools with an occupant load of 50 or more, to have an ICC 500 compliant tornado shelter in areas where the design wind speed is 250 mph. The 2018 editions of the IBC and the International Existing Buildings Code (IEBC) extend these tornado shelter requirements to also include additions to existing school campuses.

The results indicated here DO NOT reflect any state or local amendments to the values or any delineation lines made during the building code adoption process. Users should confirm any output obtained from this tool with the local Authority Having Jurisdiction before proceeding with design.

Disclaimer

Hazard loads are interpolated from data provided in ASCE 7 per ICC-500 and FEMA P-361 and rounded up to the nearest whole integer. NOTE: For queries near the 250-mph region boundary, the resulting determination is sensitive to rounding which may affect whether or not it is considered to be within an area requiring the incorporation of a tornado storm shelter as part of the structure under consideration.

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INTERIOR ENVIRONMENT (Chapter 12)

<u>Not</u> Ventilation (1203, 1503.5)*	<u>Not</u> Sound transmission (1207)
<u>OK</u> Temperature control (1204)	<u>OK</u> Interior space dimensions (1208)
<u>OK</u> Lighting (1205)	Access to unoccupied spaces (1209)
<u>NA</u> Yards or courts (1206)	Toilet and bathroom requirements (1210, 2509)

*Also see Mechanical Code Plan Review Record

BUILDING ENVELOPE (Chapters 13*, 14, 15)

*See Energy Conservation Code Plan Review Record

EXTERIOR WALLS (Chapter 14)

Performance requirements (1403)	<u>OK</u> Combustible material restrictions (1406)
Materials (1404)	EIFS (1408)
Exterior wall coverings/MCM's (1405, 1407)	HPL (1409)
	Plastic composite decking (1410)

ROOF ASSEMBLIES AND ROOFTOP STRUCTURES (Chapter 15)

Weather protection (1503)	Roof coverings (1507)
Flashing (1503.2, 1507.2.9, 1507.3.9, 1507.5.7, 1507.7.7, 1507.8.8, 1507.9.9)	<u>Not</u> Roof insulation (1508)
Performance requirements (1504)	Radiant barriers (1509)
Fire classification (1505)	Rooftop structures (1510)
Materials (1506)	Reroofing (1511)
	Solar photovoltaic panels/modules (1512)

STRUCTURAL SYSTEMS (Chapters 16, 17, 18)

See attached
(Note - level III, not II)

STRUCTURAL DESIGN (Chapter 16)

STRUCTURAL DESIGN CALCULATIONS

Submitted for all structural members (106, 107.1, 107.2.1, 1604, 1605)

DESIGN LOADS ON CONSTRUCTION DOCUMENTS (1603)

Uniformly distributed floor live loads (1603.1.1, Table 1607.1)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____

Live load reduction (1603.1.1, 1607.10, 1607.11)

Roof live loads (1603.1.2, 1607.12)

Roof snow loads (1603.1.3, 1608; Chapter 7 of ASCE 7)

✓	<u>30</u>	Ground snow load, p_g (1608.2; 7.2 of ASCE 7)
	<u>25</u>	If $p_g > 10$ psf, flat-roof snow load, p_f (7.3 of ASCE 7)
"	<u>1.0</u>	If $p_g > 10$ psf, snow exposure factor, C_e (Table 7-2, 7.3.1 of ASCE 7)
✓	<u>1.0</u>	If $p_g > 10$ psf, snow load importance factor, I_s (7.3.3, Table 1.5-2 of ASCE 7)
✓	<u>1.0</u>	If $p_g > 10$ psf, roof thermal factor, C_t (Table 7-3, 7.3.2 of ASCE 7)
		Sloped roof snow load, p_s (7.4 of ASCE 7)
		Drift loads (7.7, 7.8 of ASCE 7)
		Width of snow drift (7.7, 7.8 of ASCE 7)
		Ponding instability (1608.3; 7.11 of ASCE 7)

(See Cow Report)

SOILS AND FOUNDATIONS (Chapter 18)

_____ Soils investigations/Reports (1803.1, 1803.2, 1803.3, 1803.6)	_____ Foundation walls, retaining walls and embedded posts and poles (1807)
_____ Soil classification (1803.5)	_____ Foundations (1808)
_____ Excavation, grading and fill (1804)	<u>NA</u> _____ Shallow foundations (1809)
_____ Dampproofing and waterproofing (1805)	<u>OK</u> _____ Deep foundations (1810)
_____ Load-bearing values (1603.1.6, 1806)	

STRUCTURAL MATERIALS (Chapters 19, 21, 22, 23)

CONCRETE (Chapter 19)

_____ Plain, reinforced and structural plain concrete design/construction standard specified (1901.2, 1905, 1906)	_____ Construction documents (1901.5)
	_____ Slab provisions (1907)
	_____ Shotcrete (1908)

MASONRY (Chapter 21)

_____ Design method, construction standard specified (2101.2, 2104)	_____ Seismic design (2106)
_____ Masonry units (2103.1)	_____ Glass unit masonry (2110)
_____ Mortar type/grout (2103.2, 2103.3)	_____ Fireplaces/Heaters/Chimneys (2101.3.1, 2111, 2112, 2113)
_____ Metal reinforcement (2103.4)	

STEEL (Chapter 22)

_____ Structural steel design/construction standard specified (2205)	_____ Steel cable structures (2208)
_____ Composite structural steel and concrete (1901.4, 2206)	_____ Steel storage racks (2209)
_____ Open-web steel joist design/construction standard specified (2207)	_____ Cold-formed steel design/construction standard specified (2210)
	_____ Cold-formed steel light-framed design/ construction standard specified (2211)

WOOD (Chapter 23)

_____ Design method option used (2301.2)	_____ Structural composite lumber (2303.1.10)
MATERIAL STANDARDS / CONSTRUCTION REQUIREMENTS (2303 - 2306)	_____ Structural log members (2303.1.11)
_____ Lumber (2303.1.1)	_____ Round timber poles and piles (2303.1.12)
_____ Wood I-joists (2303.1.2)	_____ Engineered wood rim board (2303.1.13)
_____ Glue-laminated timbers (2303.1.3, 2303.1.4)	_____ Fire-retardant-treated wood (2303.2)
_____ Wood structural panels (2303.1.5, 2304.6, 2304.7, 2304.8)	_____ Hardwood and plywood (2303.3)
_____ Fiber-, hard-, & particle-, boards (2303.1.6 - 2303.1.8)	_____ Trusses (2303.4)
_____ Decay and termite protection (2303.1.9, 2304.12)	_____ Joist hangers (2303.5)
	_____ Fasteners and fastening (2303.6, 2304.10, Table 2304.10.1)
	_____ Heavy timber construction (2304.11)
	_____ Shear walls and diaphragms (2305, 2306)

WOOD (continued)

CONVENTIONAL LIGHT-FRAME CONSTRUCTION (2308)

- | | |
|---|---|
| _____ Limitations satisfied (2308.2) | _____ Wall construction (2308.5) |
| _____ Foundations and footings (2308.3) | _____ Wall bracing (2308.6) |
| _____ Floor framing (2308.4) | _____ Roof and ceiling framing (2308.7) |
| | _____ Design of elements (2308.8) |

NONSTRUCTURAL MATERIALS (Chapters 24, 25, 26)

GLASS AND GLAZING (Chapter 24)

- | | |
|---|---|
| _____ Sloped glazing and skylights (2405) | _____ Safety glazing (2406, 2407, 2408, 2409) |
|---|---|

GYPSUM BOARD AND PLASTER (Chapter 25)

- | | |
|--|---|
| _____ Gypsum board materials
(2506, Table 2506.2, Table 2508.1) | _____ Plaster (2507, 2508, 2510 - 2513) |
| | _____ Reinforced gypsum concrete (2514) |

PLASTIC (Chapter 26)

FOAM PLASTIC INSULATION (2603)

- | | |
|--|---|
| _____ Labeling (2603.2, 2603.5.6) | _____ Wind resistance (2603.10) |
| _____ Surface-burning characteristics
(2603.3, 2603.5.4) | _____ Cladding attachment (2603.11, 2603.12) |
| <i>ok</i> _____ Thermal barrier (2603.4) <i>Per Concrete Slab deck</i> | MISCELLANEOUS PLASTICS |
| _____ Exterior walls/Roofs (2603.5, 2603.6) | _____ Interior finish and trim (2604) |
| _____ Interior finish/trim in plenums (2603.7) | _____ Plastic veneer (2605) |
| _____ Protection against termites (2603.8) | _____ Light-transmitting plastics (2606 - 2611) |
| _____ Special approval (2603.9) | _____ Plastic composites (2612) |
| | _____ Fiber-reinforced polymer (2613) |
| | _____ Reflective plastic core insulation (2614) |

(See attached) BUILDING SERVICES* (Chapters 27, 28, 29, 30)

ELEVATORS AND CONVEYING SYSTEMS (Chapter 30)

- | | |
|--|---|
| _____ Construction standard specified (3001.2) | _____ Machine rooms (3005) |
| _____ Hoistway enclosures (3002) | _____ Elevator lobbies/hoistway opening protection (3006) |
| _____ Opening protectives (3002.1.1) | _____ Fire service access elevator (3007) |
| _____ Emergency operations (3003) | _____ Occupant evacuation elevator (3008) |
| _____ Conveying systems (3004) | |

* Also see Electrical (Ch.27), Mechanical (Ch.28) and Plumbing (Ch.29) Plan Review Records

ELEVATORS

Yent 3004.1

- 13 ☒ How many levels are counted?
- 8 ☒ How many stories above LFD?
- 9 ☒ How many stories above grade plane?

✓ Enclosure:

1.1m
2m

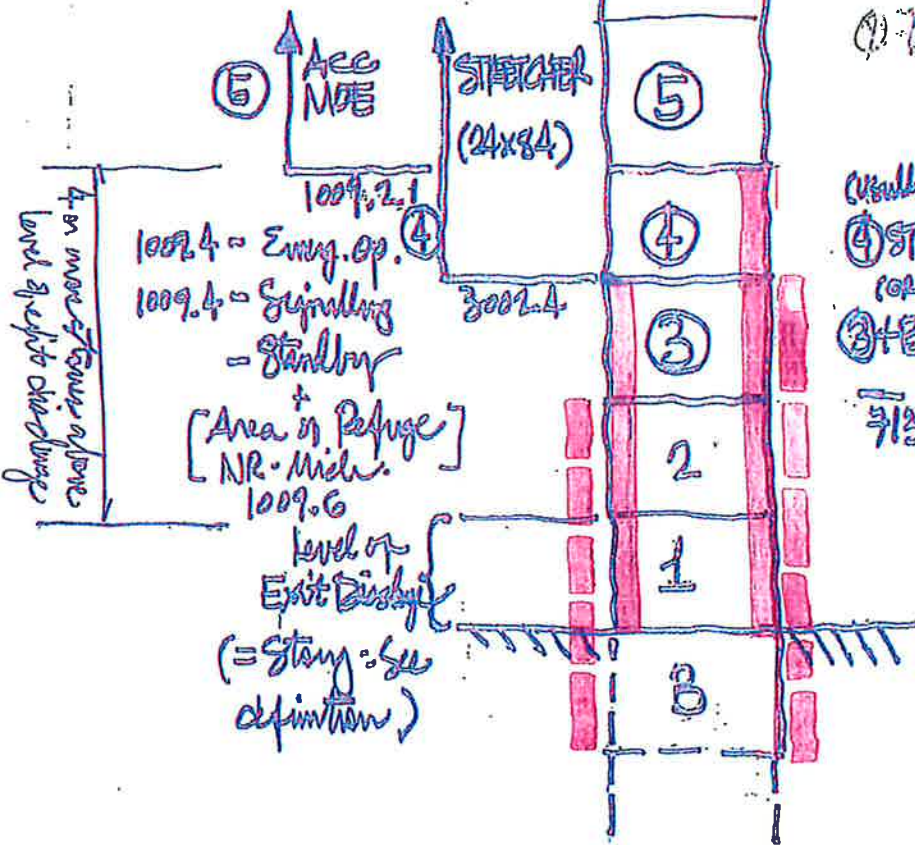
✗ No Common walls

✗ 4 on max. distance

✓ Emergency Op. 1009.4

✓ 2 story Corridor 1009.8

✗ Yent top 3004.1



✗ MORE THAN 3 STORIES
713.14.1

✗ 3006.1 (2)

✗ 3 Dmg. on building
3006.3

✗ 4 openings (3006.2)?

Not I-2

Not I-3

Not I-4

Not I-5

Not I-6

Not I-7

Not I-8

Not I-9

Not I-10

Not I-11

Not I-12

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Not I-

SPECIAL DEVICES AND CONDITIONS (Chapters 31, 32)

SPECIAL CONSTRUCTION (Chapter 31)

_____	Membrane structures (3102)	_____	Automatic vehicular gates (3110)
_____	Temporary structures (3103)	_____	Photovoltaic panels/modules (3111)
_____	Awnings and canopies/Marquees (3105, 3106)	PEDESTRIAN WALKWAYS AND TUNNELS (3104)	
_____	Signs (3107)	_____	Construction and use (3104.3, 3104.4)
 _____	Telecommunication and broadcast towers (3108)	_____	Separation (3104.5, 3104.10)
 _____	Swimming pool enclosures (3109)	_____	Public way (3104.6)
		_____	Egress (3104.7 - 3104.9)

ENCROACHMENTS INTO THE PUBLIC RIGHT-OF-WAY (Chapter 32)

_____	Below grade (3202.1)	_____	Temporary (3202.4)
_____	Above grade (3202.2, 3202.3)		

APPENDICES A - M

_____	Appendices adopted (101.2.1)	_____	Compliance verified
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NOTES



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES- RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

FEE PROPOSAL

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Building Code Plan Review & Inspection

Hourly Rate

A. Plan Review: Building/Mechanical/Electrical/Plumbing \$ 135.00

Inspection Categories (M-F; minimum four (4) hrs. per day)

	Hourly Rate (Prior day notice)	Hourly Rate (Same day notice)
B. Building	\$ 85 per inspection	\$ 85 per inspection
C. Mechanical	\$ 85 per inspection	\$ 85 per inspection
D. Plumbing	\$ 85 per inspection	\$ 85 per inspection
E. Electrical	\$ 85 per inspection	\$ 85 per inspection

Alternates

F. Fire Alarm	\$ 85 per inspection	\$ 85 per inspection
G. Fire Suppression	\$ 85 per inspection	\$ 85 per inspection

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

Exceptions (all exceptions must be noted here): None

Comments: Optional annual contract extensions shall include a 4% price increase subject to mutual agreement.

Non-Iran Linked Business

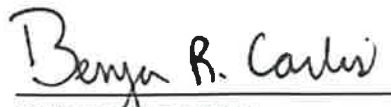
By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal submitted by:

Company (Legal Registration)	Carlisle Wortman Associates, Inc
Address	117 N. 1 st Street #70
City/State/Zip	Ann Arbor, MI 48104
Telephone	(734) 662-2200
Fax	(734) 662-1935

Authorized Agent's Name	Benjamin Carlisle
Authorized Agent's Title	President

Authorized Agent's Signature



CARLISLE WORTMAN ASSOC., INC
Benjamin R. Carlisle, AICP, LEED AP
President

E-mail	bcarlisle@cwaplan.com
--------	--

Date	January 7, 2025
------	-----------------

MCKENNA

Building Department Services

CITY OF NOVI, MICHIGAN



January 8, 2025

Communities for real life.



MCKENNA

January 8, 2025

Tracey Marzonie
Purchasing Manager
City of Novi
Finance Department
45175 W. Ten Mile Road
Novi, MI 48375-3024

Subject: Proposal to Provide Supplementary Inspection and Plan Review Services to the City of Novi, MI.

Dear Ms. Marzonie:

Novi has an exceptional reputation for providing an extremely elevated level of municipal service – we have seen it first-hand. In fact, we successfully worked directly with the Building Department to provide that elevated level of municipal service. We would like to renew that partnership.

Since 2013 we have expanded our building department services to approximately thirty communities and seventy employees, because of our client requests. A tradition of integrity and McKenna's reputation for quality personnel has supported the success of this expansion.

Over the last 46 years, McKenna has helped more than three hundred Michigan and Ohio communities, providing a variety of professional services to municipalities, including the City of Novi. Our team of licensed certified plan reviewers and inspectors look forward to collaborating with your officials, builders, and the public to realize your goals of prompt, high quality inspection services, as needed.

SUPERIOR SERVICE

We are pleased to submit our proposal to provide The City of Novi supplementary plan review and inspection services. Our approach offers the City licensed, effective, and courteous building and code review and inspection services from McKenna professionals, using the latest tools and techniques to achieve the City's immediate and long-term goals.

Our team of plan reviewers have hundreds of years of collective experience in reviewing the simplest to the most complex building projects including the Blue Oval Battery Park Michigan in Marshall, Michigan. Many of our plan reviewers are ICC certified and are often asked to teach plan review best practices at State and local building conferences including the Code Officials Conference of Michigan. Our approach to plan review includes consistent, complete, and helpful input that results in a very efficient process and getting high quality projects in the ground.

AGILITY

Permit activity can fluctuate dramatically. Personnel availability can be unpredictable. With a growing roster of thirty licensed inspectors available, the McKenna Team has the depth of resources to assist the city during the most active permit cycles as well as the least active while maintaining consistent quality and superior level of service.

ACCOUNTABILITY

Our team of certified professionals will assume full responsibility for the plan reviews and inspections we are assigned to. Whether it is the next day or the same day, we will be there.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



HIGH STANDARDS

In the competitive market that we are in, communities that rise above normal create a competitive advantage for investment. A timely and complete inspection process is part of the higher level. Our business/citizen friendly approach will ensure that Novi maintains the highest possible service standard.

AVAILABILITY

McKenna's headquarters is right down the street! Less than 10 minutes from Novi's City Hall, we can be there in no time for meetings to address challenges and coordinate projects and staffing. Our remote plan review team is online and available five days a week, so all deadlines are met.

Novi is a special community, and we value our role in the community's ongoing success. Thank you for the opportunity to continue this relationship. We look forward to discussing our qualifications in more detail.

Respectfully submitted,

McKENNA



John R. Jackson, AICP
President

Enclosures



**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Website www.mcka.com

- Approximately 30

8. Please provide a complete description of the services you will provide for the City.
McKenna will provide a full range of inspection services including: Building: Structural, Mechanical, Plumbing, Electrical, Accessibility, Grades, Landscaping, Fire Suppression and Alarm, Energy Efficiency, Plats/Easements, and Stormwater Protection.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

McKenna professionals are certified in a range of disciplines including:

- International Building Code (IBC)
- International Residential Code (IRC)
- Michigan Plumbing Code
- International Mechanical Code (IMC)
- International Electrical Code (IEC)
- Michigan Uniform Energy Code
- International Fire Code (IFC)
- International Existing Building Code (IEBC)
- Energy Efficiency
- Referenced Fire Code Provisions
- Barrier Free Code
- International Code Council (ICC)
- Registered Landscape Architect (Michigan)

See qualifications listed in the proposal for additional information.

10. What are your billing procedures?

McKenna will provide a detailed hourly invoice. All invoices will be submitted by McKenna to the City monthly within the 1st week of each month. McKenna's fees will remain in effect for two years.

11. Additional information / Points not covered. Attach additional sheets if necessary.
See attached proposal.

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services. **See attached proposal.**

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____
Phone _____ Contact name _____

Scope of services _____

13. Can you meet the City's insurance requirements? Yes ☒ No _____

14. Please provide a copy of your inspection checklists. See attached.

Yes ☒ No _____

15. Our fee proposal is included in a separate sealed envelope.

Yes ☒ No _____

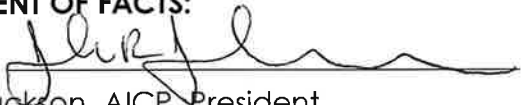
16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No _____ Yes ☒

McKenna is currently named in several suits along with our clients for Building Department Services. Although they seem to be frivolous suits, the cases have not been resolved. During the past 46 years, McKenna has been named in lawsuits always along with a municipality over zoning issues – all have been dismissed or settled without trial.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:



Representative's Name (please print) John R. Jackson, AICP, President

Date January 7, 2025



Building Department Services

CITY OF NOVI, MICHIGAN



PREPARED JANUARY 8, 2025, BY

MCKENNA
235 East Main St.
Suite 105
Northville, Michigan 48167

PREPARED BY: John R. Jackson, AICP, President
Sam Woodrick, Director of Building Services
O 248.596.0920
F 248.596.0930
E info@mcka.com

MCKENNA

Communities for real life.



Table of Contents

Cover Sheet

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Executive Summary



We Understand the City of Novi is committed to providing its customers with an exceptional level of customer service.

PROPOSED SERVICES

McKenna will provide the following services:

- High Level of Customer Service
- Expedited Procedures
- Building Code Plan Review
- Building Code Inspections
- Trades Inspections

PROFESSIONAL FEES

Our fee proposal is contained under separate cover per the instructions within the City's RFP.

MCKENNA ADVANTAGES

- Customer focused
- Local familiarity
- Responsiveness
- Effective, Organized, and Accountable
- Deep roster of highly qualified building professionals

BUILDING PROFESSIONALS

Project Director
Building Inspector
Plumbing Inspector
Mechanical Inspector
Electrical Inspector
Fire Suppression

Firm Information



McKenna's downtown Northville, Michigan headquarters. Our workspaces reflect McKenna's commitment to our people, our communities, sustainable design, and the rich technological heritage of Michigan.

McKenna's team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. McKenna provides planning, zoning, building, landscape architecture, community and economic development, and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients, based on skilled and effective public engagement. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 46-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in the Midwest. Anticipating and responding to change is a major distinction of McKenna's practice. Our innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of 50 plus certified building professionals and 30-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
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E info@mcka.com

MCKA.COM

GRAND RAPIDS

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Grand Rapids, MI 49503
O 616-226-6375
F 248.596.0930
E info@mcka.com

KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com





Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration



Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

1. Qualifications, Experience, and Training

CERTIFICATIONS

McKenna building professionals are licensed and certified in a number of areas including:

- Building Official
- Building Inspector
- Electrical Inspector
- Mechanical Inspector
- Plumbing Inspector
- Building Plan Reviewer
- ICC Certified Building Inspector
- ICC Certified Property Maintenance and Housing Inspector
- Registered Instructors
- 1st Class Stationary Engineer
- LEED-AP
- Zoning Administration



ABOVE
Garden City
Hospital

TECHNICAL RESOURCES

McKenna maintains extensive technological resources to facilitate building department operations including the following software:

- Permits Plus
- BS&A
- Bluebeam
- Arc GIS, Arc INFO, ArcIM
- Google Earth Pro
- Microsoft Word/Excel/Front Page/PowerPoint
- Adobe Illustrator
- Adobe Photoshop
- Adobe Go-Live
- Adobe InDesign
- Adobe Acrobat
- AutoCAD
- Microsoft Access
- Microsoft Project

BELOW
Raleigh Movie
Studio (Pontiac)



EXAMPLES OF RECENT PLAN REVIEWS/INSPECTIONS

McKenna's professional inspection team has reviewed a wide range of commercial, office, institutional and industrial projects including over 100 reviews a month in each discipline. Some recent examples include:

- Target
- Home Depot
- Westland Mall
- Verizon Regional Headquarters
- Garden City Hospital
- Hampton Inn
- White Castle Corporation
- BP – Gas Stations
- Surgical Facilities
- St. Peter and Paul Church (Westland)
- International Extrusions
- Raleigh Movie Studios (Pontiac)
- Crestwood Dodge
- Beaumont Medical Office Building
- Michigan First Credit Union
- Renaissance Festival

MICHIGAN-BASED

McKenna has been incorporated in Michigan since 1978. The McKenna project team is well staffed; in other words, we have "the horses in the stable" so that we provide prompt service, response, and action. Further, our team is local and is held accountable to the citizens of the communities in which we work.

Blue Oval Battery Park Michigan

2.5M sq ft / LFP battery production / \$3.5B

ONE (Our Next Energy) Gigafactory

650k sq ft / LFP battery production / \$1.5B

Schaap Performing Arts Center

49,000 SF / \$24M

St. John Hospital Infectious Disease Research Lab

Multi-laboratory research facility

The Pearl

85,350 sq. ft. / 5 story mixed use / \$15.5M

Brookside

6 story mixed use

Palladium

5 story renovation / \$6.8M

The Sheridan

4 story senior complex / \$15.076M

Forest Elm

5 story mixed use / 50,849 sq. ft. / \$5.6M

University of Michigan

Murchie Science Building – Flint

Forefront

3 story mixed use / \$6.9M

The Woodward

3 Story restoration

C3 Industries – Multi-phase Commercial Marijuana Development

Current phase \$6M



2. Comparable Projects

Current building inspection department administration, plan review and code enforcement: among others, McKenna currently provides a variety of building department services and code enforcement to the following communities:

COMMUNITY	POPULATION	SERVICES PROVIDED					
		Building Official	Building Inspection	Trade Inspection	Plan Review	Clerical	Code Enforcement
Birmingham	20,103		■	■	■	■	■
Village of Oxford	3,436	■	■	■	■		
City of Farmington Hills	80,937		■	■	■	■	■
City of Lake Angelus	290	■	■	■	■	■	■
City of Lincoln Park	38,144		■	■	■	■	■
City of Ecorse	9,011	■	■	■	■	■	■
City of Gibraltar	4,856	■	■	■	■	■	
Lathrup Village	4,075	■	■	■	■		■
Webberville	1,272	■	■	■	■		■
Van Buren Charter Township, Wayne Co.	28,821				■		
Walled Lake	7,127	■	■	■	■		■
City of Fraser	14,480	■	■	■	■		■
Canton Charter Township	93,018		■	■	■		
City of Berkley	15,331		■	■	■		■
City of Hamtramck	22,423	■	■	■	■	■	■
City of Novi	55,224		■	■			
Bay City	33,167	■	■		■		
City of Eastpointe	31,487	■	■	■	■		■
Grosse Pointe Woods	15,639	■	■	■	■	■	
Grosse Pointe Farms	9,479			■	■		
Grosse Pointe Shores	2,782			■	■		
Royal Oak Charter Township	2,411	■	■	■	■	■	■
City of Troy	84,000		■	■	■	■	
City of River Rouge	7,224		■	■	■		
City of Marshall	6,822	■	■	■	■		
City of Ferndale	19,109		■				
City of Warren	138,130		■	■	■		
West Bloomfield Township	65,888		■	■	■	■	

MUNICIPAL DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES

McKenna professionals are skilled in providing services in municipal offices as permanent or interim support for positions such as Building Official, Planning Director, Zoning Administrator, Community Development Director, DDA/TIFA or Economic Development Director, and Building Department Administrator, and similar positions. In some communities McKenna provides all of these functions.

MUNICIPAL ADMINISTRATION SERVICES

McKenna currently provides or has recently provided department administration services including planning, zoning, building, code enforcement and CDBG in the following communities, among others:

Bay City, Michigan
Buena Vista Charter Twp., Saginaw Co., Michigan
City of Eastpointe, Michigan
Clawson, Michigan
Dearborn Heights, Michigan
Delhi Charter Twp., Ingham Co., Michigan
Fenton, Michigan
Hartland Twp., Livingston Co., Michigan
Hazel Park, Michigan
Hudson, Ohio
Grand Blanc Charter Twp., Genesee Co., Michigan
Kalamazoo Charter Twp., Kalamazoo Co., Michigan
Lake Orion, Michigan
Lincoln Park, Michigan
London Twp., Monroe Co., Michigan
Lyon Charter Twp., Oakland Co., Michigan
Medina, Ohio
Oshtemo Charter Twp., Kalamazoo Co., Michigan
Oxford, Michigan
Plymouth Charter Twp., Wayne Co., Michigan
Richmond, Michigan
Rochester, Michigan

Rochester Hills, Michigan
Royalton Twp., Berrien Co., Michigan
Saybrook Twp., Ashtabula Co., Ohio
South Lebanon, Ohio
Van Buren Charter Twp., Wayne Co., Michigan
Walled Lake, Michigan
Webberville, Michigan
Westland, Michigan
Williamston, Michigan
Williamstown Twp., Ingham Co., Michigan
Ypsilanti, Michigan

Management Consulting: Building, Zoning and Code Enforcement

Brighton Charter Twp., Livingston Co., Michigan
Ecorse, Michigan
Kalamazoo Charter Twp., Kalamazoo Co., Michigan
Royal Oak Charter Twp., Oakland Co., Michigan

Shared Services Analysis

Van Buren Twp., Michigan

PROFESSIONALS

McKenna has a deep roster of over 60 certified inspectors, plan reviewers, and intake professionals / support services. This ensures services can be performed even in the event of illness or vacations.

Continuity

We will identify a team of professionals that are exceptionally qualified technically and professionally for the City of Novi. In addition, we will identify team members that are well suited to the nature and volume of work your city requires. By hand selecting a team we are looking to create a long-term group of professionals that will become part of the culture and maximize continuity.

3. Methodology

McKenna is committed to providing your citizens and the business community with the highest level of service in a highly efficient and professional manner. McKenna's service is flexible and responsive and allows the City to staff up or down as needed, providing next day scheduled inspections as-needed and same day service if-needed. We partner in utilizing and improving the City's systems.

APPROACH

Project Manager

Your McKenna Project Manager will be the primary conduit between the city and the company, working closely Building Official and Department Managers. Most importantly, McKenna's Project Director will focus on making sure McKenna's plan reviewers and inspectors are providing the City with the high level of service expected.

Accountability

Communication is the most effective element in running a successful department. McKenna's Project Manager will provide regular reports on each of the service areas of the department. These reports will be based on clearly defined targets and will provide timely achievement results, as well as suggestions for areas of constant service delivery improvements.

Targets

McKenna targets individual performance improvements using clearly defined roles and accountabilities for each professional involved in the project. Targets are available as a reference for setting goals and monitoring performance against standards and measurements.

Effectiveness

The effectiveness of our overall Quality Management Program demands that all personnel are aware of the professional, technical and ethical requirement of each project. Responsibility for implementation of the program is team-wide under the direction of the City's Building Official.

Client Satisfaction

Client satisfaction is measured as a quality control measure. The level of performance is graded and McKenna makes adjustments as necessary.

Transition

Over the past 40 years, McKenna has been asked to step in and help communities manage change. Novi has been through these transitions a number of times and has emerged strong every time. We will assist the City manage the transition of the building department in a manner that is specifically geared to Novi.

During the transition there will be a degree of concern by stakeholders including:

- Customers will be concerned about how their current projects will be impacted.
- City Council and management will want to ensure that their expectations are being met.
- City staff will be concerned about how this new arrangement will affect them on a day-to-day basis.

The transition period will begin as soon as we receive approval from the City. We will immediately schedule a kick-off meeting with City management and begin assessing the building department's current capabilities. We will layout a specific plan based on the City's current and future resources, and the list of active permits to make sure no plan review or inspection falls through the cracks. If possible we will shadow the existing building department team to ensure continuity.

Team Approach

McKenna professionals are an extension of the City. This partnership requires constant interaction and communication between all levels of the team and constant reporting to the Building Official. Our objective is to make the department run smoothly and efficiently with no surprises. Clearly established procedures, forms, and protocol will be utilized to ensure that the Novi Building Department functions as a single efficient unit.

Unique Challenges of Novi

Our team of experienced professionals is prepared to tackle the most sensitive additions to aging structures to the most complex mixed-use campus. This requires working closely with all of the departments within the City from Economic Development, Planning, and others. McKenna's professionals are equally comfortable working in the field or working around the conference table to find workable solutions for people who are investing in the future of Novi.

Communication

McKenna's Team of professionals are well respected for their technical capabilities as well as their ability to identify solutions and communicate them to everyone from elected officials, to developers, trades people, and citizens. They possess the ability to take the most technical concepts and communicate them in appropriate terms. Our client satisfaction survey process will attest to that fact.

An Agent of the City

McKenna Team of professionals will function as an agent and arm of the City of Novi. As an agent of the City we will project the core values of the City in creating a business friendly/citizen-oriented environment in an effort to continue Novi's progress in improving the quality of life and property values for the residents of Novi. Our professionals are well equipped to oversee and facilitate plan review services, inspections, enforcement of appropriate building codes, respond to citizen complaints and communicate effectively to maintain the delicate balance between non-residential development and the quality residential neighborhoods of the City.

Approach to Dispute Resolution and Alternative Solutions

Work with contractors, residents and other customers to find reasonable solutions within the code. We know that there are multiple ways to satisfy the code requirements and will recommend alternatives

PLAN REVIEW SERVICES

Turn-Around Services

All reviews will be completed within the recommended target established by the City of Novi. Written reviews will be provided identifying any deficiencies along with helpful suggestions on how to resolve any outstanding code issues. Progress will be tracked using the city's current software systems.

REVIEW	1 ST CYCLE	2 ND CYCLE	3 RD CYCLE
New Commercial Construction	10 Days	5 Days	Same Day
Major Commercial Alterations	10 Days	5 Days	Same Day
New Multifamily Construction	10 Days	5 Days	Same Day
All Other Reviews (2 hours or less)	Same Day	Same Day	Same Day

Permit Ready

McKenna can expand the list of projects that can be issued permits immediately.

Counter Reviews

McKenna can provide sufficient staff to ensure that a full range of projects will be eligible to receive permits following a brief counter review.

Disciplines to be Reviewed

McKenna's team of professionals is experienced and certified in the full range of industrial and commercial building codes including the most recent version of the following:

- Michigan Residential Code (MRC)
- International Swimming Pool and Spa Code
- National Electrical Code (NEC) with Chapter 8 Amendments
- Michigan Mechanical Code
- Michigan Building Code (MBC)
- Michigan Plumbing Code
- Michigan Uniform Energy Code
- International Fire Code (IFC)
- Michigan Rehabilitation Code for Existing Buildings
- International Property Maintenance Code

Review Format

We will use the city's existing forms and continue to help develop new forms to assist in streamlining the review, permitting and inspection process.

Details of Plan Review Process

The McKenna Team knows Novi's existing plan review system and will look for opportunities to streamline the process. The process at a minimum will include:

- The Act 407 registered plan reviewer shall be contacted to receive permit requests and plans.
- All documents shall be reviewed for zoning compliance, ordinance compliance and Michigan Building Code compliance. Utilizing the plan review check lists but not limiting the review to these lists, the submitted plans will be reviewed to verify compliance with the Michigan code in which the applicant has made the request. If a specified Building Code is not listed or the Code requested does not apply, plans will be reviewed under the more stringent code as determined by the Building Official.
- Commercial plans showing construction of or renovations to the electrical, mechanical, plumbing or fire suppression systems shall be reviewed by an Act 407 registered plan reviewer certified in these areas. The Fire Marshal or a registered approved NFPA plan reviewer will review plans for NFPA compliance.
- The plan reviewer shall verify that the Use, Occupancy and Construction Type is noted on the plan and verify compliance with all applicable codes, ordinance and zoning requirements
- Any required plan corrections are noted by the reviewer and revised plans requested. The plan reviewer uses the plan review revision request form noting the code, zoning or ordinance deficiency with a written explanation of what the deficiency is and what is required to gain compliance.
- A minimum number of copies of plans is requested for the City indicating the request revisions. These revisions are clouded on the plan. These plans are date stamped received and plan reviewer(s) notified of receipt of revised plans
- A second review is then performed by the Plan Reviewer(s) and NFPA plan reviewer if needed, verifying compliance. (Note: if a third revision is required an additional plan review fee will be identified.
- Once the project has gained approval verifying compliance with applicable codes, ordinance and zoning by required plan reviewers the plans are stamped approved and signed by plan reviewers that reviewed the plans.

After Review

- After review by Zoning Administrator and plan reviewers, check for signatures on first page of plans – all copies. Written review by Inspector is attached to the first page of plans. A copy of reviewed plans goes to the applicant.
- Enter into computer software
- Notify applicant on status – indicate the fees due or additional information needed to process.
- VERIFICATION OF ALL REVIEW AND APPROVALS IS CHECKED BEFORE PERMIT IS ISSUED.
- Place application and paperwork by street name for pickup.
- One copy of the approved plans and plan reviews are entered in permanent file.

Tracking and Reporting Details

All project status, details, and comments will be closely tracked via the City's BS&A system. McKenna will work closely to ensure that all stages of the process from intake through certificate of occupancy and all follow up will be tracked through a secure on-line system. Field computers will be used to ensure real-time information is available and project status remains current.

Details on Resources/Tools Available to Plan Review Staff to Help Ensure That Time Frames and Quality Metrics are Being Met

On-line digital forms can be developed to ensure that the process operates at maximum accuracy, currency, and efficiency. The on-line system using the City's software system will keep all contractors connected to the project and the applicant continuously ensuring a fast, accurate, and efficient system.

A major factor in expediting plan review process is the experience level of the plan reviewer. Experienced personnel know what items most often lack compliance with the building code (and applicable City Ordinances pertaining to construction standards). The rapidness, and more importantly the quality, of plan reviews, rests on the skill and experience of the reviewer. Checklists are used and are helpful in documenting issues, but experienced individuals are the biggest asset to performing a code review.

INSPECTION SERVICES

Time Frame for Inspections

McKenna will work with the City of Novi to schedule inspections in a logical and orderly manner. We will identify specific days of the week for various types of inspections with the goal of completing all inspections within 24 – 48 hours.

Types of Inspections Performed

McKenna's Team of professionals are prepared to provide inspections for all sub-trades, including landscape inspections, for residential, commercial, and industrial projects

Detail on Inspection Request Process

McKenna will work with the City to develop an automated inspection request process reducing the personnel demands for intake and issuing inspection results. All inspection requests will be coordinated at the City offices in the morning and the results will be assembled throughout the day via on-line tracking system.

Application Notification Process

The McKenna Team will work closely with the City of Novi to maximize the use of the City's software system and develop a method of providing inspection results to our customers on-line.

COMMUNICATION PLAN

1. **Orientation.** Our team of professional managers and inspectors will meet with representatives of the City team to become acquainted - to put a name to a face.
3. **Responsiveness.** In those instances where advanced planning is not possible, every effort will be made to mobilize a member of the McKenna's Team. However, if that is not possible, one of McKenna's other qualified reviewers/inspectors will be assigned to the project to ensure prompt and professional service and the City advised.
4. **Team approach.** McKenna professionals will be viewed by the public as an extension of the City. This partnership requires interaction and communication between all levels of the team and constant reporting to Novi Project Manager. Our objective is to make the department run smoothly and efficiency with no surprises. Clearly established procedures, forms, and protocol will be utilized to ensure that the building inspection services function as a single efficient unit.
5. **Communication.** McKenna's team of professionals are well respected for their technical capabilities as well as their integrity and ability to identify solutions and communicate them to everyone from elected officials, to developers, trades people, and citizens. They possess the ability to take technical concepts and communicate them in appropriate terms.
6. **Representative of the City.** McKenna's team of professionals will function as an arm of the City. We project the core values of the City in creating a business friendly/citizen oriented environment in an effort to maintain the City's status as a premier residential community. Our professionals are well equipped to oversee and facilitate inspections and enforcement of codes, respond to complaints and communicate effectively.



MCKENNA

August 4, 2023

**PLAN REVIEW
NOT APPROVED**

Our Next Energy
Buildout Bulletin #3
42060 Ecorse Rd Bldg#6
Van Buren Township, MI

Permit:	PB23-0052
Plan submittal of Part B to McKenna:	March 24, 2023
2015 MBC, 2015 MMC, 2018 MPC, 2017 NEC	
USE GROUP:	B, A2 & F1
CONSTRUCTION TYPE:	2-B
Occupancy Load:	163
Fire Suppressions:	Yes

NOTE: The items listed below reflect submitted construction document omissions and deficiencies that have been identified in this review. The construction documents shall be revised in accordance with the listed items and referenced code sections.

Building

1. A summary statement of special inspections shall be submitted in accordance with Section 107.1 as a condition for permit issuance. (1704.3.1, 1704.5)
2. Identify design professional in responsible charge (107.3.4)
3. Provide Key Plan if needed to identify the location of the proposed work (107.2.1)
4. Indicate design loads (1603.1)
5. Include a written response to each corrected item and include clouded areas on drawings. (MBC 107.1)

Mechanical

1. Provide gas pipe riser plan showing the following: 1. furthest gas run from the meter to the furthest appliance 2. the total gas load in cfh 3. the gas inlet pressure and 4. the pressure drop and 5. the table in the IFGC used to size the gas pipe. Sheet MP1-R1-18 (IFGC2015,106.3.1)
2. Show pipe from gas meter to all appliances in a riser plan for addition of appliances to gas system. Sheet MP1-R--18 (MMC2015,106.3.1)
3. Provide ventilation calculations. Sheet MH7-00-01 (MMC2015,403.3.1.1.1)
4. Provide information on the DHU units that are not on the schedule, include them in the schedule, and show the ducting you are running to them all the way back to the units. Please make clear and provide sequence of operation for these units. Sheet MH1-R1-12 (MMC2015,106.3.1)
5. A report shall be submitted to the building official identifying the maximum expected quantities of hazardous materials to be stored, used in a closed system, and used in an open system, and subdivided to separately address hazardous material classification categories based on tables 307.1(1) and 307.1(2). The methods of protection from such hazards, including but not limited to control areas, fire protection

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235 East Main Street
Suite 105
Northville, Michigan 48167

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F 248.596.0930
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systems and Group H occupancies shall be indicated in the report and on the construction documents. The opinion and report shall be prepared by a QUALIFIED person, firm or corporation approved by the building official and provided without charge to the enforcing agency. (MBC2015, 414.1.3)

Plumbing

1. Previously approved comments from 4/28/23 still apply.
2. "Document Release #13 05/15/23" provided shows minor changes to the plumbing system, including adding a water line to a coffee maker, an elevator sump pump, and a closed loop chilled water system for mechanical use.
3. Complete specification manual not provided. Items may be addressed in specification manual.
4. Sheet PP1-01-18; coffee maker water line requires backflow protection per 608.17.1.2 and is subject to local field inspections for code compliance.
5. Sheets PP1-U1-18 & PP7-00-01; Added elevator sump and discharge. Division 14 in partial specification manual provided lists electric traction elevator. Therefore, no oil separator required by MPC Chapter 10. Item is subject to local field inspections for code compliance.
6. Sheet MP-01-12 provides a closed loop chilled water system for mechanical use. Mechanical code sections to be reviewed by Neil. Previous plumbing plan approval addressed backflow protection of any domestic supply. Item is subject to local field inspections for code compliance.

Electrical - Approved

Please direct all questions to me via email or phone.

Sincerely,

Ken LaBelle

Ken LaBelle, Michigan Certified Plan Reviewer

klabelle@mcka.com

248.596.0920



August 18, 2022

**PLAN REVIEW
NOT APPROVED**

Rose Senior Living
28800 W. 11 Mile
Farmington Hills, MI

Plan submittal to McKenna: August 8, 2022
2015 MBC, 2015 MMC, 2015 MPC, 2017 NEC
USE GROUP: A-2, I-2, R-2, U
CONSTRUCTION TYPE: 2 – B & 5-B
Occupancy Load: ??
Fire Suppressions: ???

NOTE: The items listed below reflect submitted construction documents omissions and deficiencies that have been identified in this review. The construction documents shall be revised in accordance with the listed items and referenced code sections.

Building

1. Plans lack address 105.3(2) 107.2.1
2. List of any or all proposed deferred submittal documents (107.3.4.1)
3. Indicate total area of building, number of stories, and provide height and area calculations including open perimeter & fire suppression increases. (501.1; Table 503)
4. Provide Life Safety Plan Incomplete
 - a. Provide door hardware, door and window details including type, size, material, and hourly rating required. (107.2.1; 1008.1)
 - b. Provide stairway details with all guard and handrail details (1009.1)
 - c. Show location and provide details of all fire and smoke rated assemblies and protection of penetrations including permanent markings and identifications. Provide UL design number or other approval rating. (107.2.1; 703.7; 701.1; 703.2; 712.1)
 - d. Show location of portable fire extinguishers. (906.1)
 - e. Show location of all exit signs and means of egress lighting (1006.1; 1011.1)
 - f. Show egress path and distance
 - g. Show break point with details between types of construction
5. Reference to International Building Codes does not comply to the State of Michigan Building Code.
6. Provide summary statement of all special inspections 1704.2.4
7. A summary statement of special inspections shall submit a statement of special inspections in accordance with Section 107.1 as a condition for permit issuance. 1704.3.1, 1704.5

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Mechanical

1. Provide fire damper for HPFC-3 duct penetrating maintenance room sheet M1.01(MMC2015,607.5.2)
2. Provide plans that show both the column and row letters and numbers to be able to follow where the ducts are on different floors these plans are not clear enough to do a review on. Please resubmit plans that have overall mechanical Hvac and enlarged plans with the noted clarity required to do a review (MMC2015,106.3.1)
3. this exhaust duct is penetrating 2 stories 1st and 2nd you are saying on the note the roof is above this floor it is not it is above the 2nd floor. we need to be clear this is inaccurate information i am missing fire dampers sheet M1.12 (MMC2015,106.3.1,607.6)
4. RTU's should not be showing on this page on the 1st floor they are above the 2nd floor, what should be showing is the ducts that are penetrating the floors with the required fire protection this needs to be corrected on all pages to properly do the mechanical review (MMC2015,106.3.1) sheet M1.12
5. you need to indicate where this exhaust duct is coming from to the exhaust grill in the trash room you must be clear sheet M1.14 (MMC2015,106.3.1)
6. show how you are going to protect the exhaust duct penetration for the dryer, bathroom and kitchen through the fire rated ceiling assembly in all apartment units (MMC2015,607.6.2)
7. Provide ventilation calculation tables (MMC2015,403.3.1.1.1)
8. Provide manufacturers specs for makeup air unit for kitchen (MMC2015,106.3.1)
9. Show where you got shafts for ducts that penetrate more than 2 stories like the exhaust for the trash chute rooms and other duct (MMC2015,607.6.1)
10. Provide make up air for trash chute rooms you only got exhaust (MMC2015,501.4)

Plumbing

1. Note that 2018 Michigan Plumbing Code is in effect, not 2015 International Plumbing Code as stated.
2. Provide details on all backflow devices and vacuum breakers per 608. Simple statements to provide device do not meet code. Provide backflow device schedule, including but not limited to; main water supply (if required by local ordinance), pond water supply, all vacuum breakers, combi-oven, roof hydrant, etc.
3. Sheets P4.10 and P5.10 contain conflicting hot water supply details per 607. Clarify locations of water heaters being provided. Clarify type(s) of water heaters provided per Chapter 5. Storage tanks and wall hung heaters require that storage tanks meet MPC sections 606.5.2 through 606.5.10, wall hung heaters require specific venting, which is not shown on drawings. Please clarify and provide details on drawings.
4. Funnel drains cannot be concealed per 802.4. Condensate drainage required to meet Chapter 3 in MPC
5. Isometric drawings—require correct fittings—T's prohibited on the horizontal per 706, 706.3
6. Isometric drawings—connections & offsets to base of stacks required to meet 704.3. Drawings do not appear to show correct distances.
7. Sheet P3.18 shows conflict. Overflow roof drains not permitted to connect to primary drain system per 1108.2.



8. Grease interceptor calculations not provided per 1003. Provide all details. (subject to local DPW requirements and approval).
9. Cleanouts required per 708. While referred to in notes, cleanouts are not depicted on drawings.
10. Sheet P3.15, detail 7—running trap prohibited per 1002.
11. FOG drainage piping requires correct usage of directional fittings per 706.3
12. Sheet P1.16; Provide details on shaft and area drain.

Electrical

1. Provide photometrics of all emergency lighting. MBC 1008.3.5
2. Provide surge protection for emergency system. 2017 NEC 700.8
3. Provide temporary generator connection for emergency system. 2017 NEC 700.3(F)
4. Provide conductor and raceway sizes for 1 line diagram (riser diagram) 2017 Michigan Electrical Code Part 8 Rules 80.21(D)

Thank you,

Ken LaBelle

Ken LaBelle, Michigan Certified Plan Reviewer

klabelle@mcka.com

248.596.0920

4. Capacity

OPERATIONS PLAN

McKenna will provide a written Operations Plan to the City that will guide the activities of our employees in providing customer-friendly, professional, ethical, efficient and responsive services to the City, businesses and residents. One of the markers of our 46-year proven track record is our responsiveness to clients' needs; our experience is – should a problem ever arise, the Project Director personally ensure it is quickly resolved to the City's satisfaction.

McKenna has worked diligently to retain and recruit a deep roster of qualified, and customer-oriented building professionals. We also work hard to allocate their time as efficiently as possible. We typically average 85 percent utilization, ensuring that we have resources to provide for backup and substitutions. Below is our list of our current capacity to serve the Charter Township of Canton.

Building Officials:	13
Building Inspectors:	19
Mechanical Inspectors:	14
Electrical Inspectors:	9
Plumbing Inspectors:	10
Plan Reviewers:	29
Code Enforcement:	9
Rental Inspectors:	7
Soil Erosion Inspectors:	3

OFFICE LOCATION

McKenna Associates' Northville headquarters will be the main office and base of operations for the proposed Novi work. McKenna's office is conveniently located within minutes of Novi Civic Center. We will also attend meetings and perform permitting and inputting responsibilities at the City offices, with City administration's permission.

Headquarters: **McKenna**
235 E. Main Street, Suite 105
Northville, Michigan 48167
Tel: (248) 596-0920
Fax: (248) 596-0930
Website: www.mcka.com

SCHEDULE AND AVAILABILITY

Code inspection personnel from McKenna's team of building and code professionals are available to Novi immediately including full time if needed to provide the needed level of service. Normally the City will contact McKenna by 3 p.m. the previous business day and McKenna can work with the City to establish a schedule that meets the City's desire to provide prompt, efficient, and quality customer oriented service.

24/7 AVAILABILITY

Contact information (cell phone access) will also be provided so the City can contact the necessary professionals to schedule same-day and next-day service.

5. References

City of Birmingham

Mr. Bruce Johnson
Building Official
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
(248) 530-1842

City of Berkley

Ms. Kristen Kapelanski, AICP
Community Development Director
3338 Coolidge Hwy
Berkley, MI 48072
(248) 658-3350

City of Highland Park

Mr. Carlton Clyburn, Director
Community and Economic Development
12050 Woodward Ave
Highland Park, MI 48203
(313) 252-0050

City of Southfield

Mr. Charles Woodward
Building Official
26000 Evergreen
Southfield, MI 48037
(248) 796-5000

City of Grosse Pointe Woods

Mr. Frank Schulte
City Administrator
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
9313) 343-2440

City of Lincoln Park

Ms. Lisa Griggs
City Manager
1355 Southfield Road
Lincoln Park, MI 48146
(313) 386-1800 Ext. 1224

City of Farmington Hills

Mr. Scott Lenhart
Building Official
31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336
(248) 871-2450

City of Troy

Salim Huerta
Building Official
500 W. Big Beaver Rd.
Troy, MI 48084
(248) 524-3300

Charter Township of Van Buren

Hon. Kevin McNamara
Supervisor
46425 Tyler Road
Belleville, Michigan 48111
(734) 699-8910

City of Marshall

Mr. Derek Perry
City Manager
323 W Michigan Ave
Marshall, MI 49068
(269) 781-5183



6. Cost Proposal

CONSISTENT SERVICE

McKenna's fees are included in the attached forms provided by the City. The intent is to provide a consistent level of service at all times with the ability to increase service as needed.



CITY OF NOVI

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

FEE PROPOSAL

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Building Code Plan Review & Inspection**Hourly Rate**

A. Plan Review: Building/Mechanical/Electrical/Plumbing \$ 135.00

Inspection Categories (M-F, minimum four (4) hours per day)

	Hourly Rate (Prior day notice)	Hourly Rate (Same day notice)
B. Building	\$ <u>98.50</u>	\$ <u>98.50</u>
C. Mechanical	\$ <u>104.75</u>	\$ <u>104.75</u>
D. Plumbing	\$ <u>104.75</u>	\$ <u>104.75</u>
E. Electrical	\$ <u>104.75</u>	\$ <u>104.75</u>

Alternates

F. Fire Alarm	\$ <u>98.50</u>	\$ <u>98.50</u>
G. Fire Suppression	\$ <u>98.50</u>	\$ <u>98.50</u>

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

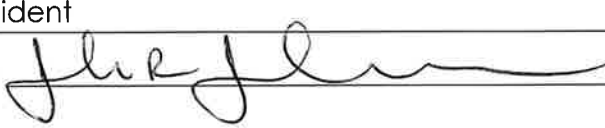
Exceptions (all exceptions must be noted here):

Comments: _____

Non-Iran Linked Business

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal submitted by:

Company (Legal Registration) McKenna Associates, Inc.
Address 235 East Main Street, Suite 105
City Northville State Michigan Zip 48167
Telephone 248.596.0920 Fax 248.596.0930
Authorized Agent's Name John R. Jackson, AICP
Authorized Agent's Title President
Authorized Agent's Signature 
E-mail info@mcka.com
Date January 7, 2025



**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

The City of Novi will receive sealed proposals for **Supplementary Building & Trade Inspection Services** according to the specifications of the City of Novi.

Sealed proposals, with fee proposals in a separate sealed envelope, will be received until **2:00 P.M.**, prevailing Eastern Time, **Wednesday, January 8, 2025**. *Fee proposals will not be read at this time.* Proposals shall be addressed as follows:

**CITY OF NOVI
FINANCE DEPARTMENT**
45175 Ten Mile Rd.
Novi, MI 48375-3024

All proposals must be signed by a legally authorized agent of the bidding firm. Please mark the mailing envelopes/package with the name of the RFP (**Supplementary Building & Trade Inspection Services and Plan Review Services RFP**) and the name of the Proposer.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Tracey Marzonie
Purchasing Manager

Notice dated: December 2, 2024

NOTICE TO PROPOSERS:

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES- RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

INSTRUCTIONS TO PROPOSERS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	December 2, 2024
Last Date for Questions	Wednesday, December 18, 2024 by 12:00 P.M. Submit questions via email to: Tracey Marzonie, Purchasing Manager tmarzonie@cityofnovi.org
Response Due Date	Wednesday, January 8, 2025 by 2:00 P.M. EDT

PROPOSAL SUBMITTALS

Provide **one (1)** unbound signed original copy of your proposal **and one (1)** digital copy (flash drive or CD). Original copy may be clipped but should not be stapled or bound. ***Fee proposals must be sealed in a separate envelope which may be included in the same mailing envelope as your technical proposal. Do not include any pricing or fees in your technical proposal.*** No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have

obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for services. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful proposer, the contract may be renewed for two (2) additional years in one (1) year increments at the same terms and conditions of the original contract. Contract start February 9, 2025.

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured and meeting the requirements in Attachment A must be provided by the successful proposer prior to commencement of work and remain in force during the entire contract period. The City must have a current certificate on file for the duration of the contract.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at the location specified and date & time specified. There will be no exceptions to this requirement. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposals. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or

exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES- RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

SPECIFICATIONS

OVERVIEW

The City of Novi is soliciting proposals from qualified and experienced firms to assist the Community Development Department with inspection and plan review services for commercial, residential and industrial projects in accordance with the State of Michigan Construction Codes on an as-needed basis. The qualified firms must be committed and strive to deliver excellence in customer service.

The intention of this document is to enter into a contract with one or more qualified firms in order to provide the necessary services and meet departmental demands. It is the intent of these specifications to cover the furnishing and delivery to the City of Novi supplementary building & trade inspection and review services for residential, commercial, and industrial buildings. The specifications cover the general requirements. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interest of the City.

BACKGROUND

The City of Novi is a residential community in Oakland County Michigan with a population exceeding 66,000. The community includes important research, technical, service employers as well as educational institutions. It enjoys an excellent reputation in Southeast Michigan for its proactive government, community planning with many public parks and open space.

The City of Novi is a full service municipality. General information regarding the City is available at www.cityofnovi.org.

SCOPE OF WORK

Assist the Community Development Department with commercial, residential and industrial supplemental inspection and plan review services. The City can make no guarantees relating to the amount of work that will actually be available. The City reserves the right to have City staff perform any or all of this work at its discretion. The City may enter into a contract with one or more qualified firms in order to provide the necessary services and meet departmental demands.

- Customer service- the City of Novi is committed to excellence in customer service. Qualified firm team member(s) must provide knowledgeable, courteous, assist in improving and efficient customer service and strive to deliver quality customer service.

- Inspections and Plan Review must be for compliance with applicable portions of the State of Michigan Building, Residential, Plumbing, Mechanical, Electrical, Barrier Free Code, Energy Efficiency and referenced Fire Code provisions.
- Inspection services will include basic coordination with Plan Review, Clerical, Fire Review and Inspection and other Department inspection staff.
- Written notice of inspection left onsite for every inspection. Daily and remote entry of inspection results into BS&A Building Department.net software system may be required. Computer access may be provided by the City of Novi.
- Supplemental inspection staff must be available a minimum of (1) hour a day (preferred 7:30-8:30 am) in the City of Novi Community Development offices for consultation with contractors and/or property owners. (may be waived at the discretion of the Building Official or designee)
- All inspection staff must have and maintain at all times registration in appropriate inspection areas in accordance with the provisions of Act 407 of the State of Michigan and must demonstrate compliance. ICC certification desired. The City shall not be responsible for time and/or cost for continuing education of inspection staff or maintenance of certifications and registration.
- Inspection staff must keep complete, well-organized records of inspections including timely entry in tracking documents.
- Inspection staff must be able to conduct inspections, consult with the public and contractors and communicate with the public in an effective, respectful, helpful, and friendly and productive manner.
- Inspection services will be utilized on as a needed basis by the City up to and including full time if needed to provide the needed level of service. Inspection services are expected to be provided when the contractor is notified by 4pm the previous business day.
- The City will provide Code reference documents, a computer workstation, access to printer and printing supplies only. Inspection staff must be competent in Microsoft Word, and Excel, and able to quickly perform basic functions in BS&A Building Department.net. Staff will be required to sign and adhere to all City of Novi third party technology use and policy documents and standards.
- All inspection staff must provide cell phone access for City staff during service hours. This will be provided without cost to the City.
- Inspectors must submit for and pass a driver's license and background check. The City will provide a municipal vehicle for use to and from inspections only.
- The physical demands while performing the duties of this job regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear, frequently required to stand, walk, and sit, kneel, crawl, crouch, climb, or stoop, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.
- Plan Review reports must be provided for building and trades including basic analysis to accompany approved plan sets.

REQUIREMENTS

- Inspection services must be provided as-needed on a next day schedule. Pricing is also requested for same-day service if needed.
- The successful firm must have experience with similar projects such as: hospitals, covered malls, large strip malls, medical office building, hotels, high hazard uses, mall tenant build-outs, industrial buildings, night clubs, restaurants, and churches.
- All inspectors must be registered under Act 54 in their appropriate fields.
- Ability to perform building, electrical, mechanical, plumbing, barrier free, energy code and referenced inspections and plan reviews, including trade reviews.
- The City of Novi Building Official or their designee shall have the right to approve or disapprove inspectors based on performance, attitude and communications with others, team's attitude, professionalism and other applicable criteria.
- City of Novi is committed to excellent customer service. Must demonstrate ability to consistently and effectively deliver a high level of quality customer service to all customers and visitors serviced by, as well as within in the City organization.
- Follow inspection procedures as defined by supervisory staff.
- Appropriate dress – no contractor symbols.
- No smoking or vaping on City property or in City Vehicles
- Other duties as assigned.

PREFERRED QUALIFICATIONS

- ICC certified appropriate inspection fields
- Ability and certifications to perform Fire Alarm and Fire Suppression inspections.

PAYMENTS

Payments for services under this contract shall be made on an hourly basis. Benefits, supervisory time, administrative time, insurance, fuel surcharges, taxes, other overhead, profit and any other miscellaneous costs are **not** chargeable directly but are overhead and the cost will be included in the hourly rate(s). The City will not pay for travel time to the City offices at beginning of work day or travel time when leaving offices at end of work day.

WORKMANSHIP

All work under the resulting contract will be performed in a skillful and workmanlike manner and shall meet with the approval of the Building Official or his authorized representative.

REGULATIONS AND SAFETY GUIDELINES

All contractors and subcontractors performing services for the City are required to comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

SELECTION PROCESS

The City of Novi reserves the right to interview any number of qualifying firms as part of the evaluation process. The decision of which firm(s) to contact, if any, will be based on the evaluation criteria set forth herein, as determined in the evaluation process. Meetings with shortlisted proposers will provide additional information and criteria upon which the City will base its selection decision. The City of Novi reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The City of Novi is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, references, methodology, timelines or capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

Proposals will be evaluated and ranked. The City of Novi reserves the right to reject any and all proposals to make an award based directly on the proposals. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, including but not limited to quality, longevity, compliance with applicable standards, vendor qualifications and experience and cost analysis.

1. Qualifications, Experience and Training

The firm shall have on staff personnel who have experience with similar projects.

Outline why the City should select your firm to provide the required services.

Provide a profile of your firm, including history. Firm should clearly identify who shall be assigned to this project and provide their credentials and experience.

2. Comparable Projects

Provide a list of comparable projects that have been successfully completed by your firm.

3. Methodology

Provide the firm's method of approach or work plan summary to meet the City's objectives. Include copy/copies of inspection checklists from a recent significant project (i.e. hospital, large medical office building, or hotel).

4. Capacity

Is staff accessible and available to assist the City with this project? Describe how your firm can provide resources to assist the City. State your capacity to perform the work as described.

5. References

Provide references for similar work performed by your firm including the staff that would be providing service to the City.

6. Cost Proposal

Present a SEPARATE SEALED fee proposal identifying an hourly rate for each of the inspection categories. Out-of-pocket expenses, administrative charges, and so on

are to be included in hourly rate. Any travel time, etc., for which a contractor is obligated to pay his employee should be considered a part of overhead, and allowances for such, figured into the fee quoted to the City



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits,

the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
 - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
 - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.



CITY OF NOVI

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

VENDOR QUESTIONNAIRE

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Name of Firm _____

Address: _____

City, State Zip _____

Telephone _____ Fax _____

Mobile _____

Agent's Name (please type) _____

Agent's Title _____

Email Address: _____

Website _____

1. Organizational structure: Corporation, Partnership, etc. _____

2. Firm established: _____

3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?

No _____ Yes _____ Reason: _____

4. Under what other or former names has your organization operated?

5. How many full time employees? _____ Part time? _____

6. How many years has your company been providing inspection and plan review services? _____

7. How many clients does your company currently serve with the type of services described?

8. Please provide a complete description of the services you will provide for the City.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

10. What are your billing procedures?

11. Additional information / Points not covered. Attach additional sheets if necessary.

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services.

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____

Phone _____ Contact name _____

Scope of services _____

13. Can you meet the City's insurance requirements? Yes _____ No _____

14. Please provide a copy of your inspection checklists.

Yes _____ No _____

15. Our fee proposal is included in a separate sealed envelope.

Yes _____ No _____

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No _____ Yes _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) _____

Date _____



CITY OF NOVI

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

FEE PROPOSAL

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Building Code Plan Review & Inspection

Hourly Rate

A. Plan Review: Building/Mechanical/Electrical/Plumbing \$ _____

Inspection Categories (M-F, minimum four (4) hours per day)

	Hourly Rate (Prior day notice)	Hourly Rate (Same day notice)
B. Building	\$ _____	\$ _____
C. Mechanical	\$ _____	\$ _____
D. Plumbing	\$ _____	\$ _____
E. Electrical	\$ _____	\$ _____

Alternates

F. Fire Alarm	\$ _____	\$ _____
G. Fire Suppression	\$ _____	\$ _____

We acknowledge receipt of the following Addenda: _____
(please indicate numbers)

Exceptions (all exceptions must be noted here):

Comments: _____

Non-Iran Linked Business

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal submitted by:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized Agent's Name _____

Authorized Agent's Title _____

Authorized Agent's Signature _____

E-mail _____

Date _____

01.21.2025

Comparison of Supplementary Plan Review and Inspection Fee Proposals

McKenna	Current Fee	Proposed Fee	Unit	Percent	Notes
				Change	
Commercial Plan Review	\$135.00	\$135.00	per hour	0.0%	
Building Inspections	\$92.50	\$92.50	per hour	0.0%	(4) hr. min. per inspector (typ)
Mechanical Inspections	\$92.50	\$92.50	per hour	0.0%	
Plumbing Inspections	\$92.50	\$92.50	per hour	0.0%	
Electrical Inspections	\$92.50	\$92.50	per hour	0.0%	
Fire Alarm	\$92.50	\$92.50	per hour	0.0%	
Fire Suppression	\$92.50	\$92.50	per hour	0.0%	

Carlisle Wortman					
Commercial Plan Review	\$120.00	\$135.00	per hour	12.5%	
Building Inspections	\$75.00	\$85.00	per inspection	13.3%	
Mechanical Inspections	\$75.00	\$85.00	per inspection	13.3%	
Plumbing Inspections	\$75.00	\$85.00	per inspection	13.3%	
Electrical Inspections	\$75.00	\$85.00	per inspection	13.3%	
Fire Alarm	\$75.00	\$85.00	per inspection	13.3%	
Fire Suppression	\$75.00	\$85.00	per inspection	13.3%	



COMMUNITY DEVELOPMENT DEPARTMENT

45175 Ten Mile Road
Novi, MI 48375
(248) 347-0415 Phone
(248) 735-5600 Facsimile
www.cityofnovi.org

BUILDING PERMIT FEES

CITY OF NOVI COMMUNITY DEVELOPMENT DEPARTMENT



**Schedule of Permit and Plan Review Fees
Building Division
Effective for Permits invoiced beginning March 1, 2025**





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BUILDING PERMIT FEES

APPLICATION FEES

A nonrefundable application fee shall accompany each building permit application. This fee shall be as follows:

1. Residential
 - a. New Single-Family Residence, Additions, Alterations, Mobile Homes, Repairs & Zoning\$40
2. Nonresidential
 - a. New Commercial/Industrial & Additions, Other Non-Single Family\$40
3. Other
 - a. Construction Board of Appeals application fee, each meeting \$300
 - b. Zoning Boards of Appeals
 - i. Single Family Residential (Existing) \$220
 - ii. Single Family Residential With Violation \$275
 - iii. Single Family Residential (New) \$275
 - iv. Multiple/Commercial/Industrial \$330
 - v. Multiple/Commercial/Industrial With Violation \$440
 - vi. Sign \$330
 - vii. Sign With Violation \$440
 - viii. House Moves \$330
 - ix. Special Meeting (At Discretion of the Board) \$660

CONTRACTOR REGISTRATIONS/LICENSES

1. Residential: Builder or Maintenance & Alterations (duration of license) \$15

PLAN REVIEW FEES

1. Residential and Utility plan review (b, c and d per consultant contract, includes 15% administration)
 - a. Additions, alterations, & repairs etc. reviews\$30
 - b. Single family plan reviews \$155
 - c. MRC/Structural Review
 - i. Initial plan review \$161
 - ii. Additional reviews \$132.25
 - d. Similar/Dissimilar review
 - i. Initial review \$138
 - ii. Additional reviews \$109.25
2. Nonresidential
 - a. Nonresidential to be computed at .0015 (base fee) X 1.75 of the estimated construction cost. This includes (trade) electrical, mechanical and plumbing plan reviews.
 - b. Nonresidential trade plan reviews to be computed at .0015 (base fee) X .25 of the estimated construction cost.
 - c. Minor change from original plan review \$130
 - d. Major change from the original plan review to be computed at .500 of the base fee on the estimated construction cost.
 - e. Design build phases (each) \$200
 - f. Deferred submittal items (each) \$200
 - g. Rear yard façade review \$40.25

PERMIT & INSPECTION FEES ADDRESSES

1. Addresses (each new or reassigned)\$15



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BUILDING PERMIT FEES

BUILDING PERMIT VALUATION

The building permit fee shall be based on the total estimated cost of the project as noted or as computed at 95% of the current International Code Council (ICC) Building Valuation Data Report exclusive of site work. The fee shall be based on the building construction valuation as follows:

- Residential, one and two-family = \$104.46 per square foot; Private Garages = \$41.02
- Decks = \$19.47 per square foot; cedar and composite decks = \$28.22 per square foot
- Unfinished basements (all use group) = \$18.56 per square foot and \$16.00 per square foot for finished basements
- For nonresidential shell only buildings at 50% of table cost; New nonresidential building including tenant build out at 95% of table cost.
- New nonresidential interior tenant improvements and mezzanine at 50% of table cost (30% for existing)

Nonresidential (MBC) Permit Cost based on Construction Valuation

- a. Under \$1,000 \$60
 - b. \$1,001 and over \$60
- Plus \$5 for each additional \$1,000 or part thereof over \$1,001*

Residential (MRC) Construction Valuation

- c. Under \$1,000 \$60
 - d. \$1,001 and over \$60
- Plus \$4.50 for each additional \$1,000 or part thereof over \$1,001*

CERTIFICATE OF OCCUPANCY TEMPORARY BONDS

Additional bond will be required of the permit holder to insure completion of work and/or correction of violations noted by the Community Development Department.

- 1. New Single Family Temporary C/O \$1,000

COMPLETION AGREEMENTS (REQUIRED UNDER CHAPTER 26.5)

- 1. Completion agreement administrative fee (per phase) \$950

DIGITAL IMAGING

All projects are required to have the project documents digitally scanned to a CD for record retention. The following is a list that will determine the amount of digital imaging fees to be charged based on the size of the project submitted. These fees will be included in the permit fee calculation for the project. A 15% fee will be added to cover the administrative cost of this task.

- 1. Minor tenant alteration / residential with a total of twelve 24"x36" architectural sheets or less a flat fee \$100
- 2. Tenant alterations with a total of 13-50 24"x 36" architectural sheets and under 275-8 ½"x11" pages a flat fee \$260
- 3. New nonresidential building with a total of 51-100 24"x36" architectural sheets and under 475 8½"x11" pages a flat fee \$400

DEMOLITION

- 1. Base fee \$50
- 2. Per structure, up to 1,000 square feet offloor area \$100
- 3. Each additional square feet of floor area \$.03
- 4. Plan Review Fee (min.) \$100



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BUILDING PERMIT FEES

MOBILE/PRE-MANUFACTURE HOME

2. Within the MH district, per dwelling unit \$180
3. In other districts, the fee shall be the same as the building permit valuation.

LAND IMPROVEMENT (per consultant contract)

2. Review \$115
3. Each review for builder-initiated change \$115
4. Footing elevation inspection \$155.25
5. Additional footing elevation inspection..... \$115
6. Final grade inspection (certification) \$155.25
7. Each additional inspection..... \$155.25
8. Minor Land Permit
 - a. Review..... \$86.25
 - b. Inspection fee..... \$86.25
 - c. Additional inspection fee \$86.25

RE-INSTATEMENT (Expiration of Permit)

All permits remain valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work.

1. Minimum Fee \$50

BASE, ADDITIONAL AND OVERTIME INSPECTION FEES

1. Residential & Nonresidential (per trade, includes fire inspection), each \$50
2. Re-inspection (re-inspection fees to be paid prior to re-inspection) \$50
- Special inspection (Change of occupancy) each \$180
3. Any other (per trade)..... \$50
4. Overtime Fees (Subject to staff availability)
 - a. Overtime, Evenings and Saturday (3 hour minimum), per hour \$68
 - b. Overtime, Sunday & Holidays (3 hour minimum), per hour \$92

SIGNS

- Ground, Temporary, Wall, Canopy or Projecting Signs (each) \$75

TEMPORARY STRUCTURES (Tents, Construction/Sales Trailers, & all other mobile units)

- Minimum fee \$100

TEMPORARY USE AND FLOOD PLAIN REVIEW/INSPECTION FEES

1. Temporary Special Exception \$100
2. Temporary Special Land Use \$200
3. Floodplain use permits (per consultant contract, includes admin. fee)
 - a. Major floodplain use permit \$3,450
 - b. Minor floodplain use permit \$402.50
 - c. Individual residential floodplain use permit \$402.50
 - d. Bonds
 - i. Major floodplain use permit \$10,000
 - ii. Minor floodplain use permit \$2,500
 - iii. Individual residential floodplain use permit \$1,000



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ELECTRICAL FEES

APPLICATION FEE on all permits (non-refundable).....\$35

CONTRACTOR REGISTRATION/LICENSES

All contractors shall register their license with the City of Novi before work is commenced. Registration shall be renewed each license year.

1. Electrical and Sign Specialty Contractor (duration of license).....\$15

PLAN REVIEW FEES

1. Plan review

a. Nonresidential to be computed at .0015 (base fee) X 1.75 of the estimated construction cost. This includes (trade) electrical, mechanical and plumbing plan reviews.

SERVICE (Temporary or Permanent)

1. 200 ampere or less – each service.....\$12
2. 201 – 600 ampere – each service.....\$18
3. 601 – 800 ampere – each service.....\$24
4. 801 – 1,200 ampere – each service\$30
5. Over 1,200 ampere – GFI only\$58

ELECTRICAL EQUIPMENT

1. Circuits (New, Extended or Altered) - each\$6
2. Lighting Fixtures—per 25\$7
3. HVAC
a. Furnace (unit heater)\$6
b. Air Conditioner\$8
c. Generator\$8
4. Appliances
a. Electric heating Units (baseboard)\$5
b. Power Outlets (range, oven, water heater, dryer, water pump, dishwasher, etc.)-each\$7
5. Signs
a. Unit Connections\$12
b. Letters.....\$15
c. Neon—each 25 feet.....\$20
6. Feeders-Bus Ducts, etc.-- per 50 feet\$7
7. Energy Retrofit –Temperature Control Equipment\$50
8. Grounding Electrode\$10
9. Transformers
a. 0 to 20 KVP 7 HP\$8
b. 21 to 50 KVP & HP\$12
c. Over 51 KVP & HP.....\$12
10. Smoke Detectors-- per 5.....\$6



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ELECTRICAL FEES

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1. Minimum Fee\$50

BASE, ADDITIONAL AND OVERTIME INSPECTIONS FEE

For the purpose of determining conformance with codes:

1. Residential & Nonresidential (per trade, includes fire inspection), each\$50
2. Re-inspection (re-inspection fees to be paid prior to re-inspection)\$50
3. Final inspection.....\$50
4. Overtime Fees (Subject to staff availability)
 - a. Overtime, Evenings and Saturday (3 hour minimum), per hour\$68
 - b. Overtime, Sunday & Holidays (# hour minimum), per hour\$92



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MECHANICAL FEES

APPLICATION FEE on all permits (non-refundable).....\$35

CONTRACTOR REGISTRATION/LICENSES

1. Heating & Cooling, Water and Sewer Excavator, and/or Commercial Boiler (duration of license) \$15

PLAN REVIEW FEES

1. Plan review

a. Nonresidential to be computed at .0015 (base fee) X 1.75 of the estimated construction cost. This includes (trade) electrical, mechanical and plumbing plan reviews.

HEATING EQUIPMENT/SYSTEMS

1. Residential heating system (includes duct and gas line pipe)\$60
New building only (replacement system should be itemized)
2. Gas/oil burning equipment (furnace, rooftop units) \$35
 - a. Compressors (split/combination) rooftop units only \$35
 - b. Gas fired generator \$35
3. Residential boiler \$35
Residential boiler must be installed by a licensed boiler installer.
4. Water heater \$6
5. Flue/vent damper/chimney liner \$6
6. Solid fuel equipment (includes chimney)..... \$35
7. Gas burning fireplace (includes chimney)..... \$35
8. Chimney, factory built-installed separately \$30
9. Solar; set of 3 panels (includes piping)..... \$24
10. Gas piping; each opening (new installation/gas pressure test) \$6
11. Heat pumps (complete residential) \$35
12. Bath and kitchen exhaust ducts \$6
13. LP Tanks—A homeowner must own tank to install. If homeowner does not own tank, license mechanical contractor must install tank
 - a. Aboveground \$48
 - b. Underground \$48
14. Humidifiers \$12
15. Ducts \$35 minimum \$.15/ ft
16. Heat pumps—nonresidential (pipe not included) \$24
17. Air handlers/heat wheels
 - a. Under 10,000 CFM..... \$24
 - b. Over 10,001 CFM..... \$70
18. Commercial hoods/grease ducts..... \$18
19. Heat recovery units \$12
20. V.A.V. boxes \$12
21. Unit Heaters \$18

PIPING SYSTEMS

1. Process Piping \$25 minimum \$.06/ ft
2. Gas Piping \$25 minimum \$.06/ft



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MECHANICAL FEES

REFRIGERATION AND AIR CONDITIONING

1. Air conditioning (including split systems) \$35
2. Evaporator coils..... \$35
3. Refrigeration (includes split systems) \$30
4. Chiller \$35
5. Cooling towers \$35
6. Compressor \$30
7. Ducts \$30 minimum \$.15/ft

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1. Minimum Fee.....\$50

BASE, ADDITIONAL, AND OVERTIME INSPECTION FEE

For the purpose of determining conformance with codes:

1. Residential & Nonresidential (per trade, includes fireinspection), each\$50
2. Re-inspection (re-inspection fees to be paid prior to re-inspection)\$50
3. Final inspection.....\$50
4. Any other (per trade).....\$50
5. Overtime Fees (Subject to staff availability)
 - a. Overtime, Evenings and Saturday (3 hour minimum), per hour\$68
 - b. Overtime, Sunday & Holidays (3 hour minimum), per hour\$92



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PLUMBING FEES

APPLICATION FEE on all permits (non-refundable).....\$35

CONTRACTOR REGISTRATION/LICENSES

1. Water & Sewer Excavator.....\$15
2. Plumbing Contractor (duration of license)\$15

PLAN REVIEW FEES

1. Plan review
 - a. Nonresidential to be computed at .0015 (base fee) X 1.75 of the estimated construction cost. This includes (trade) electrical, mechanical and plumbing plan reviews.

FIXTURES (each) As follows:

Bath Related

Bathtub	\$6
Bidet	\$6
Lavatories	\$6
Shower Pan	\$6
Urinal	\$6
Water Closet (toilet)	\$6

Kitchen/Bar Related

Disposal	\$6
Dishwasher	\$6
Grease Trap.....	\$6
Ice Making Machine.....	\$6
Refrigerator.....	\$6
Sink	\$6

Business/Medical Related

Bed Pan Washer.....	\$6
Carbonated Beverage Dispenser	\$6
Dental Chair.....	\$6
Drinking Fountain.....	\$6
Embaling Table	\$6
Emergency Eye Washer	\$6
Emergency Shower	\$6
Slop Sink.....	\$6
Medical Gas (per opening)	\$6

Other Misc. Fixture, Drains, etc.

Acid Drain	\$6
Autopsy.....	\$6
Building Drains	\$6
Lavatories	\$6
Condensate Drain	\$6
Floor Drain	\$6
Hot Water Tank (Heater).....	\$6
Laundry Trays	\$6
Manholes, Catch Basins	\$6
Mobile Home Park Site	\$6
Outlet/Connection to Heating System	\$6
Outlet/Connection to Make-up Water Tank	\$6
Plaster Trap	\$6
Pump (Sump, Ejector, Wtr. Drv) (backflow)	\$6
Roof Sump/Drains (Conductor)	\$6
Sprinkler System (Irrigation)	\$6
Starch Trap	\$6
Sterilizer	\$6
Stub Ups (underground only)	\$6
Washing Machine	\$6
Water Connected Still	\$6
Water Softener/Filtering Equip	\$6
Fixtures not listed above	\$6



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PLUMBING FEES

RE-INSTATEMENT (Expiration of Permit)

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1. Minimum Fee.....\$50

BASE, ADDITIONAL AND OVERTIME INSPECTION FEE

For the purpose of determining conformance with codes: 6

1. Residential & Nonresidential (per trade, includes fire inspection), each\$50
2. Re-inspection (re-inspection fees to be paid prior to re-inspection)\$50
3. Final inspection.....\$50
4. Any other (per trade).....\$50
5. Overtime Fees (Subject to staff availability)
 - a. Overtime, Evenings and Saturday (3 hour minimum), per hour\$68
 - b. Overtime, Sunday & Holidays (3 hour minimum), per hour\$92

WATER SERVICE (Includes any repair work)

1. Less than 2"line.....\$6
2. 2" to 6"line.....\$30
3. Over 6"line.....\$60

SEWERS (Sanitary, Storm, or Combined)

1. Less than 6"line.....\$6
2. 6" lineand over.....\$30

WATER DISTRIBUTION PIPE (SYSTEMS)

1. 3/4"line\$60
2. 1" line\$12
3. 1¼" line\$18
4. 1½" line\$24
5. 2" line\$30
6. Over 2" line\$35



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FIRE ALARM FEES

APPLICATION FEE on all permits (non-refundable).....\$35

CONTRACTOR REGISTRATION/LICENSES

1. Fire Alarm Contractor\$15

PLAN REVIEW FEES

1. Plan review performed by city employees.....\$200

2. Additional plan review performed by cityemployees.....\$100

FIRE ALARM SYSTEMS FEES

1. Circuits\$6 ea

2. Fire alarms—up to 10 devices\$60

3. Firealarm—11 to 20 devices\$120

4. Firealarm—over 20 devices\$6 ea

RE-INSTATEMENT (Expiration of Permit)

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1. Minimum Fee\$50

BASE, ADDITIONAL, AND OVERTIME INSPECTION FEE

For the purpose of determining conformance with codes:

1.

2. Residential & Nonresidential (per trade, includes fireinspection), each\$50

3. Re-inspection (re-inspection fees to be paid prior to re-inspection)\$50

4. Final inspection.....\$50

5. Any other (per trade).....\$50

6. Overtime Fees (Subject to staff availability)

a. Overtime, Evenings and Saturday (3 hour minimum), per hour\$68

b. Overtime, Sunday & Holidays (3 hour minimum), per hour\$92



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FIRE SUPPRESSION FEES

APPLICATION FEE on all permits (non-refundable)\$35

CONTRACTOR REGISTRATION/LICENSES

1. Fire Suppression Contractor\$15

PLAN REVIEW FEES

1. Plan review performed by city employees \$200
2. Additional plan review performed by city employees \$100

FIRE SUPPRESSION SYSTEMS FEES

1. Firesuppression/protection minimum\$25
2. Sprinkler heads (per head)\$.85
3. Flushingofpipeinspection\$50
4. Hydro inspection \$50
5. Hood/duct systems
 a. minimumforone(1) \$20
 b. Eachadditional.....\$6
6. Certification fee.....\$12

RE-INSTATEMENT (Expiration of Permit)

All permits remain valid as long as work is progressing and inspections are requested and conducted.
A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work.

1. Minimum Fee.....\$50

BASE, ADDITIONAL, AND OVERTIME INSPECTION FEE

For the purpose of determining conformance with codes: (Observable components for Life/Safety issues only)

1. Additional inspection.....\$50
2. Re-inspection (re-inspection fees to be paid prior to re-inspection)\$50
3. Rough inspection\$50
4. Final inspection.....\$50
5. Special/safety inspection/hood system.....\$50
6. Overtime Fees (Subject to staff availability)
 a. Overtime, Evenings and Saturday (3 hour minimum), per hour \$68
 b. Overtime, Sunday & Holidays (3 hour minimum), per hour\$92



**CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025**

SUBJECT: Approval of claims and warrants – Warrant 1172

SUBMITTING DEPARTMENT: Finance

BACKGROUND INFORMATION:

Per Section 8.10 of the City's charter all funds drawn by the treasury department must be approved by City Council. This approval occurs through a warrant system and appears on all City Council's agenda. The most recent Warrant, #1172 comes before City council for approval.

RECOMMENDED ACTION: Approval of claims and warrants – Warrant 1172

CITY OF NOVI
Warrant 1172
Monday, January 27, 2025

Check	Vendor Name	Description	Amount
194379	AECOM GREAT LAKES, INC	PROFL SERV - VAR PROJ (STREETS, DPW, DRAIN)	198,942.64
194380	VOID	VOID	- V
194381	ALLIANCE HEALTH AND LIFE	EMPLOYEE HEALTHCARE INSURANCE	19,280.00
194382	CRIMBOLI NURSERY AND LANDSCAPE INC.	FALL 2024 & SPRING 2025 TREE PLANT (TREE FUND)	35,920.00
194383-194427	DTE ENERGY	ELECTRICITY	42,977.80
194428	HARTFORD, THE	EMPLOYEE LIFE, AD/D & LTD INSURANCE	9,562.06
194429	HEALTH ALLIANCE PLAN	EMPLOYEE HEALTHCARE INSURANCE	25,548.66
194430	STATE OF MICHIGAN	SALES TAX DECEMBER 2024	15.00
194431	HARTWELL CEMENT COMPANY	CONST: SIDEWALK REPAACEMENT (MUNI STREETS)	218,796.28
194432	ATLANTIC SIGNAL LLC	RADIOS (HIDTA)	51,184.00
194433	BORIEO, SANDRA	PROFESSIONAL SERVICES (HIDTA)	1,872.00
194434	CECI, NICOLE	REIMBURSE TESTING FEE	175.00
194435	CHADWICK, COREY	REIMBURSE TESTING FEE	175.00
194436	COMCAST BUSINESS	ACCOUNT 8529 10 205 0785285	221.76
194437	COVERT TRACK GROUP INC	INVOICE SOCT015490 (HIDTA)	5,400.00
194438	ENTERPRISE FM TRUST	INVOICE FBN41 42136 (HIDTA)	2,500.00
194439	ENTERPRISE FM TRUST	INVOICE FBN41 42137 (HIDTA)	2,500.00
194440	FITZGERALD WOODSHOP LLC	INVOICE 89	150.00
194441	MADDOX, SHANIQUE	REIMBURSE TRAVEL EXPENSES	575.00
194442	MCDONNELL, CAMERON	REIMBURSE TESTING FEE	175.00
194443	STAPLES INC	INVOICE 6019585155 (HIDTA)	4,855.20
194444	VERIZON WIRELESS	ACCOUNT 942421817-00001 INV 9977112 (HIDTA)	2,039.57
194445	VERIZON WIRELESS	ACCOUNT 587087682-00001 INVOICE 9979489	453.84
194446	VERIZON WIRELESS	ACCOUNT 587087682-0001	226.96
194447	VERIZON WIRELESS	ACCOUNT 942421817-00001 INV 9979543 (HIDTA)	1,468.48
194448	WELKER, LANCE	REIMBURSE TESTING FEE	175.00
194449	WEX BANK	ACCOUNT 0496-00-369029-4 INVOICE 101933	214.91
194450	WEX BANK	ACCOUNT 0496-00-893440-8 INVOICE 102099	10.00
194451	CITY OF PORT HURON	INVOICE 24-0006376	749.19
194452	COUNTY OF ST CLAIR	OCTOBER 2024 OVERTIME MCNABB (HIDTA)	1,990.08
194453	COUNTY OF ST CLAIR	FEBRUARY 2024 OVERTIME HSI BEST	608.08
194454	COUNTY OF ST CLAIR	NOVEMBER 2024 OVERTIME HSI BEST (HIDTA)	2,764.00
194455	COUNTY OF ST CLAIR	DECEMBER 2024 OVERTIME HSI BEST (HIDTA)	1,768.96
194456	SOUTHWEST ENFORCEMENT TEAM	SEPTEMBER 2024 OVERTIME MSP	805.14
194457	SOUTHWEST ENFORCEMENT TEAM	OCTOBER 2024 OVERTIME MSP (HIDTA)	1,523.60
194458	ALLIANCE HEALTH AND LIFE	EMPLOYEE HEALTHCARE INSURANCE	27,929.71
194459	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTHCARE INSURANCE	53,703.18
194460	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTHCARE INSURANCE	39,799.20
194461-194488	CONSUMERS ENERGY	HEAT	22,294.94
194489-194495	DTE ENERGY	ELECTRICITY	8,447.07
194496	NOVI, CITY OF	LAKEVIEW	599.32
194497	OAKLAND COUNTY TREASURERS	COST SHARE: WRC HRSDS NOVI TRUNK EXT (W&S)	6,000,000.00
194498	1ST AYD CORPORATION	OPERATING SUPPLIES (DPW, W&S)	1,116.28
194499	A AND R PLUMBING LLC	BUILDING MAINTENANCE (FACILITIES, FIRE)	4,804.45
194500	AARON CONTRACTING	BLDG. BOND REFUND (ESCROW)	1,000.00
194501	ACCUFORM PRINTING & GRAPHICS INC	PRINTING AND PUBLISHING (COMM DEV, FINANCE)	1,338.50
194502	ACE CUTTING EQUIPMENT INC	EQUIPMENT MAINTENANCE	963.02
194503	ADIBUAH, ISHMAEL	ELECTION WORKER	212.00
194504	ADVANCE AUTO PARTS	VEHICLE MAINTENANCE	178.75
194505	ADVANTAGE MEDICAL COMPANY	SUPPLIES PRISONER MEALS/LINEN (POLICE)	1,195.00
194506	AECOM GREAT LAKES, INC	PROFL SERV - VAR PROJ (STREETS, DRAIN)	90,180.20
194507	AJAX PAVING INDUSTRIES INC	ROUTINE MAINTENANCE (MAJOR & LOCAL STREETS)	6,482.70
194508	ALEMU,WOINSHET	ELECTION WORKER	240.00
194509	ALLIE BROTHERS INC	SUPPLIES UNIFORMS (POLICE)	1,039.96
194510	ALLIED BUILDING SERVICE COMPANY	BUILDING MAINTENANCE	448.05

194511	ALLIED INC	EQUIPMENT MAINTENANCE (DPW)	1,039.22
194512	AMAZON	COMPUTER SUPPLIES (LIBRARY)	5,383.83
194513	AMERICAN GENERATORS SALES AND	LIFT STATION MAINTENANCE (WATER & SEWER)	46,450.12
194514	AMERICAN HEART ASSOCIATION INC.	CONFERENCE	339.12
194515	AMERICAN LEAK DETECTION	WATER LINE MAINTENANCE	850.00
194516	APPLICANTPRO	PROFESSIONAL SERVICES	473.00
194517	APPLIED INNOVATION	EQUIPMENT RENTAL/LEASE	116.96
194518	ARAMARK REFRESHMENT SERVICES	OPERATING SUPPLIES	167.41
194519	ASCENSION MICHIGAN EMPLOYER	MEDICAL SERVICE (LIBRARY,DPW, FIRE, P&R)	3,777.00
194520	ATLAS FUEL SERVICES LLC	BUILDING MAINTENANCE	969.93
194521	AUCH CONSTRUCTION	BLDG. BOND REFUND (ESCROW)	38,601.25
194522	AXON ENTERPRISE, INC.	EQUIPMENT MAINTENANCE - TASERS (POLICE)	50,068.87
194523	B&M ASHMAN	BLDG. BOND REFUND (ESCROW)	1,000.00
194524	BALDRIDGE, TRENDA	CHORALAIRES	450.00
194525	BANK'S VACUUM	BUILDING MAINTENANCE	144.97
194526	BARNHILL III, JOHN H.	YOUTH BASKETBALL	160.00
194527	BATTERIES PLUS BULBS	VEHICLE MAINTENANCE	77.80
194528	BAYYOUK, SALIM I & MALVINA M	BLDG. BOND REFUND (ESCROW)	5,000.00
194529	BC NOVAPLEX LLC	BLDG. BOND REFUND (ESCROW)	12,000.00
194530	BELL, DEVLIN	YOUTH BASKETBALL	200.00
194531	BELLE TIRE	VEHICLE MAINTENANCE (DPW, W&S)	2,175.95
194532	BENITO'S CAFE	WATER LINE MAINTENANCE	879.39
194533	BESK, DANIEL	YOUTH BASKETBALL	240.00
194534	BEST EQUIPMENT CO., INC	EQUIPMENT MAINTENANCE (DPW)	3,447.15
194535	BRIEN'S SERVICES INC	GROUPS MAINTENANCE (LIBRARY)	2,472.00
194536	BRIGHTSOURCE LIGHTING SOLUTIONS LLC	BUILDING MAINTENANCE	287.40
194537	BRODART CO.	LIBRARY BOOKS	8,477.32
194538	BSN SPORTS INC.	YOUTH BASKETBALL	252.76
194539	CAMBRIDGE HOMES INC	BLDG. BOND REFUND (ESCROW)	39,410.00
194540	CANNON, RYAN	REIMBURSEMENT NFPA II RECERT EXAM	180.00
194541	CANON FINANCIAL SERVICES INC	EQUIPMENT RENTAL - COPIERS (LIBRARY, IT)	4,729.01
194542	CARASOFT TECHNOLOGY CORPORATION	OPER SUPPLIES (IT, CM, COMM REL, COMM DEV)	4,506.87
194543	CARLISLE WORTMAN ASSOCIATES, INC.	BLDG, TRADE, & PLAN REVIEW SERV (COMM DEV)	4,180.00
194544	CARPET WORKROOM INC, THE	STUDIO VI RENOVATIONS (PEG)	3,650.00
194545	CARR'S MOTORCOACH TOURS	OLDER ADULTS TRAVEL PROGRAM	640.00
194546	CAVENDISH SQUARE PUBLISHING LLC	LIBRARY BOOKS	119.61
194547	CDW GOVERNMENT LLC	INTERNAL TECHNOLOGY - CITYWIDE (IT)	23,179.05
194548	CENTRAL AIR COMPRESSOR	BUILDING MAINTENANCE	513.00
194549	CHALLENGER SPORTS TEAMWEAR, LLC	YOUTH BASKETBALL (PARKS & REC)	5,993.14
194550	CHET'S RENT-ALL INC.	OPERATING SUPPLIES	64.16
194551	CHILTON, KIMBERLY S.	OLDER ADULTS FITNESS (PARKS & REC)	1,591.20
194552	CINTAS CORP	SUPPLIES UNIFORMS (DPW, FACILITIES)	2,912.84
194553	CORELOGIC CENTRALIZED REFUNDS	2024 WIN PROPERTY TAX REFUND 50-22-34-201-021	3,032.84
194554	CORELOGIC CENTRALIZED REFUNDS	2024 WIN PROPERTY TAX REFUND 50-22-36-226-074	3,483.89
194555	COREOGIC CENTRALIZED REFUNDS	2024 WIN PROPERTY TAX REFUND 50-22-36-105-010	70.72
194556	CORRIGAN RECORD STORAGE LLC	RECORDS STORAGE - CITYWIDE (CLERK)	2,134.89
194557	COSTAR REALTY INFORMATION INC	INTERNAL TECHNOLOGY (CM, ASSESSOR, COMM DEV)	1,910.12
194558	CRANDALL-WORTHINGTON INC	CUSTODIAL SUPPLIES (FIRE, PARKS MAINT)	1,074.08
194559	CRIMBOLI NURSERY AND LANDSCAPE INC.	TREE PLANTING GUARANTEE RETAINAGE (TREE FUND)	18,479.50
194560	CUMMINS BRIDGEWAY LLC	VEHICLE MAINTENANCE	561.37
194561	CURTIS, ELAINE	TUITION REIMBURSEMENT (POLICE)	3,500.00
194562	CUTMYTREEDOWN.COM	FORESTRY MAINTENANCE (TREE FUND)	16,825.00
194563	D & H PROPERTY MANAGEMENT, INC.	2024 WIN TAX REFUND 50-22-11-226-039	514.10
194564	D AND D WATER AND SEWER INC	WATER SERVICE INSTALLATIONS (W&S)	30,507.10
194565	DALTON COMMERCIAL CLEANING CORP	BUILDING MAINTENANCE	225.00
194566	DELL MARKETING L.P.	INTERNAL TECHNOLOGY (POLICE, CLERK)	36,787.13
194567	DETROIT SALT COMPANY LLC	WINTER MAINTENANCE (MAJOR STREETS)	78,133.61
194568	DEWOLF & ASSOCIATES	EDUCATION AND TRAINING	445.00
194569	DINGES FIRE COMPANY	VEHICLE MAINTENANCE	485.45
194570	DONLEY, DENISE	ELECTION WORKER	240.00
194571	DRAGON UNDERGROUND LLC	WATER LINE MAINTENANCE	600.00
194572	DRL BUILDING CO. LLC	PARK BUILDING MAINTENANCE	895.00
194573	DTE ENERGY	STREET LIGHTING	21,418.05

194574	DTE ENERGY	ELECTRICITY	21.59
194575	DTE ENERGY	BLDG. BOND REFUND (ESCROW)	1,500.00
194576	EASTERN MICHIGAN UNIVERSITY	CONFERENCE (POLICE)	3,500.00
194577	EJ USA, INC.	WATER LINE MAINTENANCE (WATER & SEWER)	1,801.18
194578	ELBEN, SUSAN	EDUCATION AND TRAINING	500.00
194579	ELLSWORTH INDUSTRIES INC.	ROUTINE MAINTENANCE (STREETS, DRAIN)	21,721.43
194580	EMERGENCY SERVICE MARKETING CORP	OUTSIDE DATA PROCESSING	809.00
194581	EMPIRE PRINTING, LLC	ADULT SOFTBALL	188.87
194582	ETNA SUPPLY	WATER LINE MAINTENANCE (WATER & SEWER)	1,556.08
194583	EVANSKI, JACKIE	TUITION REIMBURSEMENT	990.00
194584	EVERON LLC	CONTRACTUAL SERV - READER UPGRADES (FACILITIES)	9,437.93
194585	FARKAS, JULIE	PETTY CASH	41.41
194586	FISCHER, JUSTIN	REIMBURSEMENT	194.72
194587	FITNESS THINGS INC	OPERATING SUPPLIES (POLICE)	1,177.21
194588	FLEETPRIDE INC.	VEHICLE MAINTENANCE	195.02
194589	FLOCK SAFETY	FALCON CAMERA SYSTEM PER - YEAR 2 (POLICE)	30,000.00
194590	FREEMAN, LAURIE	ART PROGRAMS	700.00
194591	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	31,930.20
194592	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	6,000.00
194593	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	2,000.00
194594	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	36,000.00
194595	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	4,000.00
194596	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	3,200.00
194597	G.H.K. DEVELOPMENTS, INC.	BLDG. BOND REFUND (ESCROW)	12,000.00
194598	G2 CONSULTING GROUP, LLC.	GEOTECH: EAST LAKE DR STORM SEWER IMP (DRAIN)	7,264.38
194599	GALE/CENGAGE LEARNING	LIBRARY BOOKS	116.76
194600	GANNETT MICHIGAN LOCALIQ	PRINTING AND PUBLISHING	819.33
194601	GARY'S CATERING INC	PRISONER MEALS	59.90
194602	GLENN, TINA	PETTY CASH	21.98
194603	GRAINGER INC, W W	VEHICLE MAINTENANCE	566.65
194604	GRAPHIK CONCEPTS INC	VEHICLE NEW INSTALL (POLICE)	3,873.79
194605	GREAT AMERICA FINANCIAL SERVICES	OPERATING SUPPLIES	88.09
194606	GREAT LAKES ACE	OPERATING SUPPLIES	23.76
194607	GREAT LAKES POWER & LIGHTING INC.	STUDIO VI RENOVATIONS (PEG)	12,421.00
194608	GREAT LAKES PROFILES, INC.	PRE EMPLOYMENT TESTING	160.00
194609	GREAT LAKES WATER AUTHORITY	IWC CHARGES 12/2024 (WATER & SEWER)	18,640.92
194610	GREEN OAK TIRE INC.	VEHICLE MAINTENANCE (W&S)	2,351.68
194611	GRUENWALD, KRISTIE	PER DIEM 2025 WINTER MACP CONFERENCE	243.00
194612	GUNNERS METERS & PARTS, INC.	WATER LINE MAINTENANCE (WATER & SEWER)	4,810.00
194613	HALLORAN, KEVIN	YOUTH BASKETBALL	160.00
194614	HALT FIRE, INC.	VEHICLE MAINTENANCE (FIRE)	31,405.14
194615	HI-TECH SAFE & LOCK INC	OPERATING SUPPLIES	210.00
194616	HOME DEPOT	BUILDING MAINTENANCE	172.95
194617	HOME DEPOT CREDIT SERVICES	OPERATING SUPPLIES - CITYWIDE	3,804.78
194618	HP INC	COMPUTER SUPPLIES	62.41
194619	HUTSON INC OF MICHIGAN	LAWN MOWER MAINTENANCE	35.90
194620	HYDRO-CHEM SYSTEMS, INC.	VEHICLE MAINTENANCE	748.03
194621	IMPERIAL DADE	BUILDING MAINTENANCE (LIBRARY)	1,221.55
194622	INTERNATIONAL CODE COUNCIL INC.	MEMBERSHIPS	310.00
194623	ISAAC, KATHLEEN	WITNESS	11.60
194624	J.M.L. CONTRACTING & SALES INC	PARK BUILDING MAINTENANCE (PARKS MAINT)	2,975.00
194625	KASHKA MUSIC, INC.	LIBRARY PROGRAMMING	300.00
194626	KEEP MICHIGAN BEAUTIFUL INC	MEMBERSHIPS	40.00
194627	KENNEDY INDUSTRIES INC	LIFT STATION MAINTENANCE	547.73
194628	KIMBALL MIDWEST	VEHICLE MAINTENANCE (DPW, POLICE)	1,351.72
194629	KNIGHT TECHNOLOGY GROUP, INC	COMPUTER SUPPLIES	700.00
194630	LAFONTAINE CHEVROLET PLYMOUTH	VEHICLE MAINTENANCE	219.90
194631	LAKESHORE LEARNING MATERIALS	PROGRAMMING EXPENSE (LIBRARY)	1,198.69
194632	LANGUAGE LINE SERVICES	EMERGENCY COMMUNICATION SERVICE	322.13
194633	LEPOFSKY, BARRY J.	YOUTH BASKETBALL	240.00
194634	LERETA, LLC	2024 WIN TAX REFUND 50-22-30-300-026	824.81
194635	LIBRARY DESIGN ASSOCIATES, INC.	BUILDING MAINTENANCE (LIBRARY)	2,430.00
194636	LIBRARY NETWORK, THE	TLN AUTOMATION SERVICES (LIBRARY)	16,536.11

194637	LILLA, SABRINA	REIMBURSEMENT	128.52
194638	LIMB WALKERS TREE & SNOW	FORESTRY MAINTENANCE (TREE FUND)	15,751.25
194639	LOKAR, IRIS J.	OLDER ADULTS FITNESS (PARKS & REC)	1,054.80
194640	LOKKEN, ROBIN S.	YOUTH BASKETBALL	160.00
194641	M-2 AUTO PARTS, INC.	VEHICLE MAINTENANCE	891.11
194642	MACQUEEN EMERGENCY	SCBA SUPPLIES (FIRE)	1,278.22
194643	MALINOWSKI, JUDITH M.	MEDICAL SERVICE - PRE EMPLOY (POLICE, FIRE)	3,000.00
194644	MAMOLA, LEE	OLDER ADULTS FITNESS	735.00
194645	MARK'S OUTDOOR POWER EQUIPMENT	EQUIPMENT MAINTENANCE	266.09
194646	MARRA, ELISE	TUITION REIMBURSEMENT (HR)	3,500.00
194647	MASTER MAINTENANCE	JANITORIAL CONTRACTS (POLICE, FACILITIES)	16,020.55
194648	MCARDLE, JENNIFER	MILEAGE REIMBURSEMENT	95.01
194649	MEADER, RICK	CONFERENCES	151.20
194650	MEADER, RICK	REIMBURSEMENT	120.00
194651	MEDSTAR INC	OPERATING SUPPLIES	750.00
194652	MEDSTAR INC	BLDG. BOND REFUND (ESCROW)	5,000.00
194653	MES LIFE SAFETY LLC	OPERATING SUPPLIES	561.13
194654	MICHIGAN CAT	EQUIPMENT MAINTENANCE (DPW)	2,204.92
194655	MICHIGAN LINEN SERVICE, INC.	BUILDING MAINTENANCE (FACILITIES, POLICE, FIRE)	1,838.25
194656	MICHIGAN WATER ENVIRONMENTAL ASSN.	CONFERENCE (W&S)	1,280.00
194657	MIDWEST TAPE, LLC	AUDIO VISUAL MATERIALS (LIBRARY)	1,092.91
194658	MINTZER BUILDING COMPANY	BLDG. BOND REFUND (ESCROW)	400.00
194659	MISS DIG SYSTEM INC	WATER LINE MAINTENANCE (W&S)	13,275.59
194660	MOTOROLA SOLUTIONS INC	RADIO MAINTENANCE	58.28
194661	MUNICIPAL WEB SERVICES, INC	COMMUNITY PROMOTION	441.00
194662	NAK4FIT	SPORTS CAMPS (PARKS & REC)	2,563.20
194663	NATIONWIDE CONSTRUCTION GROUP	ROUTINE MAINTENANCE (MAJOR STREETS)	2,818.75
194664	NEARMAP US, INC	INTERNAL TECHNOLOGY (IT)	12,535.00
194665	NICE, KIM	REIMBURSEMENT	78.63
194666	NORTHSTAR MAT SERVICE	BUILDING MAINTENANCE	257.96
194667	NOVI COMMUNITY SCHOOLS	RECREATION PROGRAMS	540.00
194668	NOVI ROTARY CLUB	MEMBERSHIPS	180.00
194669	NOVI TOWN CENTER INVESTORS LLC	BLDG. BOND REFUND (ESCROW)	2,051.85
194670	NOVI WATER DEPARTMENT	WATER AND SEWER - CITY BLDGS	5,392.40
194671-194674	NOVI, CITY OF	CITY SHARE OF FEES RECEIVED	41,484.56
194675	NUNN-BERRY, SHERRIE V.	LIBRARY PROGRAMMING	50.00
194676	O'REILLY AUTO PARTS	OPERATING SUPPLIES	815.39
194677	OAKLAND COMMUNITY COLLEGE	EDUCATION AND TRAINING (POLICE)	1,000.00
194678	OAKLAND COUNTY CLERKS ASSOCIATION	MEMBERSHIP DUES	70.00
194679	OAKLAND COUNTY REGISTER OF DEEDS	CVS DISTRIBUTION CENTER	30.00
194680	OAKLAND COUNTY TREASURERS	CITY WIDE TRAINING, 12/24 SEWER (W&S, P&F, HR)	867,351.42
194681	OAKLAND COUNTY WATER RESOURCES	SEWAGE TREATMENT COSTS 10/1-12/31/24 (W&S)	677,218.30
194682	OCCUPATIONAL HEALTH CENTERS OF	MEDICAL SERVICE	213.00
194683	ORIENTAL TRADING CO INC	LIBRARY PROGRAMMING	908.01
194684	ORKIN	BUILDING MAINTENANCE	584.96
194685	OTIS ELEVATOR COMPANY	BUILDING MAINTENANCE (FACILITIES)	1,190.43
194686	PENCHURA, LLC	OPERATING SUPPLIES (LIBRARY)	1,578.00
194687	PEOPLE'S EXPRESS	OLDER ADULTS TRANSPORTATION (PARKS & REC)	12,710.00
194688	PEPPER & SON INC, J.W.	NOVI CONCERT BAND	158.00
194689	PERFECT CLEANERS OF DETROIT, INC	2024-25 UNIFORM CLEANING (POLICE, FIRE)	1,015.05
194690	PHOENIX SAFETY OUTFITTERS	UNIFORMS NEW RECRUITS (FIRE)	1,075.00
194691	PILARSKI, JEREMIA	REIMBURSEMENT	75.00
194692	PK CONTRACTING INC.	PARKING LOT MAINTENANCE (DPW)	3,757.50
194693	POWER CLEANING SYSTEMS	EQUIPMENT MAINTENANCE	917.04
194694	PRECISE MRM LLC	INTERNAL TECHNOLOGY - CITYWIDE (IT)	3,335.00
194695	PRIORITY WASTE LLC	RUBBISH MONTHLY 12/24 (RUBBISH FUND)	182,403.70
194696	PROSCREENING, LLC	PROFESSIONAL SERVICES (HR)	1,515.00
194697	QUALITY FIRST AID & SAFETY, INC.	OPERATING SUPPLIES	463.16
194698	QUILL CORPORATION	OFFICE SUPPLIES	332.65
194699	REASON CONSULTING CORPORATION	PERSONAL PROPERTY AUDITOR (ASSESSOR)	6,666.00
194700	RED WING SHOE STORE	SUPPLIES UNIFORMS	805.71
194701	REK EXCAVATING, LLC	BLDG. BOND REFUND (ESCROW)	1,500.00
194702	RESOURCE RECOVERY AND RECYCLING	RECYCLING CENTER (DPW)	3,776.00

194703	RICHMOND, GLENN	REIMBURSEMENT	10.59	
194704	RKA PETROLEUM COS., INC	GASOLINE AND OIL - CITY USE	28,712.93	
194705	ROAD COMMISSION FOR OAKLAND COUNTY	TRAFFIC SERVICES (MAJOR STREETS)	6,986.22	
194706	ROSATI, SCHULTZ, JOPPICH	LEGAL FEES (ESCROW, GF)	8,818.40	
194707	VOID	VOID	-	V
194708	ROSEN PUBLISHING	LIBRARY BOOKS	803.21	
194709	RYL FLEXIBILT THERAPIES LLC	OLDER ADULTS MASSAGE (PARKS & REC)	2,619.00	
194710	SAM'S CLUB DIRECT	OLDER ADULTS SPECIAL EVENTS (PARKS & REC)	1,003.41	
194711	SCHOOLCRAFT COLLEGE	MEDICAL SERVICE	500.00	
194712	SCHWARTZ, MARGARET	OLDER ADULTS MASSAGE (PARKS & REC)	1,326.00	
194713	SHANAHAN, DIANA	TUITION REIMBURSEMENT (PLANNING)	3,198.11	
194714	SHELTER BAY ANIMAL HOSPITAL LLC	BLDG. BOND REFUND (ESCROW)	2,400.00	
194715	SHI, YINGXI	VILLA BARR PROPERTY	224.01	
194716	SHIFMAN FOURNIER, PLC	LEGAL FEES	577.50	
194717	SIGNAL RESTORATION SERVICES	BIO HAZARD CLEANING OF JAIL CELLS	423.89	
194718	SIGNATURE SERVICES	BUILDING MAINTENANCE (W&S, FIRE)	7,150.00	
194719	SITEONE LANDSCAPE SUPPLY, LLC	WATER LINE MAINTENANCE	265.71	
194720	SMART BUSINESS SOURCE LLC	OFFICE SUPPLIES - CITYWIDE	2,838.31	
194721	SOVEL'S SERVICE CENTER	VEHICLE MAINTENANCE (FIRE)	1,146.95	
194722-194732	SPALDING DE DECKER	PROFESSIONAL SERVICES (DRAIN, DPW, ESCROW)	91,336.41	
194733	SPRAYING SYSTEMS CO.	VEHICLE MAINTENANCE	300.35	
194734	SQUEAKY SHINE CAR WASH	VEHICLE MAINTENANCE	505.00	
194735	ST JAMES, STEVE	SUPPLIES UNIFORMS	84.99	
194736	STATE OF MICHIGAN	UNEMPLOYMENT INSURANCE	37.75	
194737	STATE OF MICHIGAN	LIVESCAN FEES (ESCROW)	2,777.25	
194738	STEMPIEN, JEREMY	TUITION REIMBURSEMENT	954.00	
194739	SWAG CONSULTANTS LLC	COMMUNITY PROMOTION (LIBRARY)	1,117.50	
194740	SYSTEMP CORPORATION	HVAC CONTROLS (POLICE, FIRE, PARKS, FACILITIES)	43,254.66	
194741	SZELAP, CHRISTINE E. HEFFERNAN	KARATE (PARKS & REC)	2,402.75	
194742	T-MOBILE USA, INC	TELEPHONE (LIBRARY)	1,029.38	
194743	TCHAOUCHEV, NEVIN	WITNESS	14.40	
194744	TEDDY'S LAWN & LANDSCAPE, INC	WINTER MAINTENANCE (DPW)	36,000.00	
194745	TEL SYSTEMS	COMPUTER SUPPLIES	399.00	
194746	TELNET WORLDWIDE INC.	TELEPHONE (LIBRARY)	1,062.77	
194747	THOMSON REUTERS - WEST	SUPPLIES (POLICE)	1,086.02	
194748	TOLL NORTHEAST V CORP	BLDG. BOND REFUND (ESCROW)	5,000.00	
194749	TOLL NORTHEAST V CORP	BLDG. BOND REFUND (ESCROW)	5,000.00	
194750	TRAVELERS	INSURANCE DEDUCTIBLES (GF)	5,637.00	
194751	TRI-COUNTY INTERNATIONAL	VEHICLE MAINTENANCE (DPW)	1,009.75	
194752	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE MAINTENANCE (DPW, COMM DEV)	18,103.28	
194753	TRUE BLUE INVESTGATIONS LLC	RECRUITMENT PAID ON CALL (FIRE)	5,950.00	
194754	TSUSHIMA, AYUMI	DANCE PROGRAMS (PARKS & REC)	1,027.20	
194755	ULLIANCE, INC.	EMPLOYEE ASSISTANCE PROGRAM (HR)	2,841.72	
194756	VARIPRO	EMPLOYEE FLEXIBLE SPENDING REIMBURSEMENT	10,428.89	
194757	VARSITY LINCOLN, INC	VEHICLE MAINTENANCE	571.88	
194758	VERIZON WIRELESS	TELEPHONE	667.04	
194759	VESCO OIL CORPORATION	VEHICLE MAINTENANCE (POLICE)	1,056.85	
194760	WEINGARTZ SUPPLY CO INC	VEHICLE MAINTENANCE	15.97	
194761	WILLIAMS, DANIEL J & WENDI S	BLDG. BOND REFUND (ESCROW)	500.00	
194762	WILLIAMS, DANIEL J & WENDI S	BLDG. BOND REFUND (ESCROW)	400.00	
194763	WILLIAMS, WENDY	OLDER ADULTS FITNESS	691.20	
194764	WIMCO CORPORATION	BLDG. BOND REFUND (ESCROW)	5,000.00	
194765	WITMER PUBLIC SAFETY GROUP INC	UNIFORMS NEW RECRUITS (FIRE)	1,425.29	
194766	WIXOM COLLISION	INSURANCE DEDUCTIBLES (GF)	8,131.66	
194767	WORLDVIEW TECHNOLOGIES GROUP	STUDIO VI RENOVATIONS (PEG FUND)	1,800.00	
194768	OWNS, AMY	2024 SUM PROPERTY TAX REFUND 50-22-35-327-011	2,023.18	
EFT	FIFTH THIRD BANK	DECEMBER PURCHASES	95,884.79	
	NOCBOR-REALTORS	ASSES: NOCBOR membership	550.80	
	GROUPMAP TECHNOLOGY	IT: Software Subscription	8.00	
	AMAZON MARK ZE3PZ3XV1	OAS: program expenses	38.52	
	USPS.COM CLICKNSHIP	CLK: Passports	8.68	
	ATT CONS PHONE PMT	FACILITES - Utilities - Telephone	5,086.00	
	KEEPERSECURITY.COM	IT: Software	225.00	

AMAZON MARK ZE23E0EN0	CD: Supplies	9.99
USPS.COM CLICKNSHIP	CLK: Passports	8.68
EIG CONSTANTCONTACT.C	CR: eNewsletter	405.00
INT'L CODE COUNCIL INC	CD: renewal	250.00
AMAZON MKTPL ZE6NW60G0	PD: Operating supplies	33.99
AMAZON MKTPL Z91O09U81	CR: office supplies	59.99
NIGHT-AND-DAY.COM	PRCS: Program Expense	450.00
WHITLOCK BUSINESS SYST	TREAS: Postage for tax bills	11,297.30
USPS.COM CLICKNSHIP	CLK: Passports	8.68
WHITLOCK BUSINESS SYST	TREAS: Print tax bills	3,034.26
USPS.COM CLICKNSHIP	CLK: Passports	8.68
WHITLOCK BUSINESS SYST	TREAS: Postage for utility bills	2,197.31
WHITLOCK BUSINESS SYST	TREAS: Print utility bills	609.21
DELTA	MGR: Conference Travel Fees	376.95
BC. BASECAMP 1613811	IT: Project Mgmt Software	45.00
KNAPPS DONUT SHOP	DPW: staff wellness	55.89
AMAZON RETA Z98054X80	CD: Office Supplies	23.96
APPLE.COM/BILL	CR: iCloud storage	2.99
PAYPAL PRINTSSIGNS	CR: canvas	15.54
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AMZN MKTP US Z97H58EF0	FIN: tax forms	15.00
AMAZON.COM Z96SX1I12	FD: Operating Supply	128.00
FEDEX477105821	PD: FedEx	25.68
PAYPAL RODZINAINDU	ASSES: supplies	26.17
AMAZON.COM Z10MZ2IO1	FIN: Office Supplies	86.49
USPS.COM CLICKNSHIP	CLK: Passports	8.68
STAMPS.COM	LIB: Postage	19.99
AMAZON.COM Z96DU18E2	DPW: Operating Supplies	37.23
BIG TOMMYS PARTHENON	PD: Operating Expense	281.65
GOVERNMENT FINANCE OFF	FIN: GFOA Award Fee	610.00
SUZUKI MYERS & ASSOCIA	CC: business cards JF	65.00
STATE OF MI MIDEAL	FIN: MIDeal membership	230.00
AMAZON.COM Z194G87Q1	FIN: Office Supplies	69.13
AMAZON.COM Z93C078K2	DPW: Operating Supplies	41.43
USPS.COM CLICKNSHIP	CLK: Passports	8.68
WWW.MICHIGANCLERKS.ORG	CLK: Conferences	700.00
PODS	OAS: operating supplies	174.00
AMAZON MKTPL Z90VC57Q2	FD: Operating Expense	65.52
AMAZON.COM Z111O3D21	DPW: Operating Supplies	33.66
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AFP MACEO	CD: AFP MACEO Membership	75.00
AFP MACEO	CD: AFP MACEO Training	45.00
AMAZON MKTPL Z177F8940	DPW: Operating Supplies	35.09
HCM OBSIDIAN INTEGRATI	HIDTA	5,512.00
USPS PO 2569200376	LIB: Postage	13.00
AFP MACEO	CD: AFP MACEO Membership	40.00
AFP MACEO	CD: AFP MACEO Training	130.00
USPS.COM CLICKNSHIP	CLK: Passports	17.36
AMZN MKTP US Z184069L0	HR: Health & Wellness	29.99
AMAZON RETA Z16EH69R0	PD: Supplies	64.95
SPRAYING SYSTEMS COMPA	DPW: Vehicle Maint	300.35
AMAZON MARK Z98K87MT2	FIN: tax forms	165.96
AMZN MKTP US Z18VX18Z1	FIN: supplies	17.14
AMAZON MARK Z975P6HU2	FIN: tax forms	104.93
SAMS CLUB #6657	DPW: Operating Supplies	59.94
AMZN MKTP US Z11G689K0	FIN: tax forms	51.28
AFP MACEO	CD: AFP MACEO Membership	75.00
FUELCLLOUD	DPW: G&O	150.00
AMAZON MKTPL Z98U545T2	IT: Hardware	7.99
B&H PHOTO 800-606-696	CR: Wireless Headsets	1,122.12
AFP MACEO	CD: AFP MACEO Membership	75.00
AFP MACEO	CD: AFP MACEO Training	25.00
AFP MACEO	CD: AFP MACEO Training	20.00

AFP MACEO	CD: AFP MACEO Training	25.00
AMAZON MARK Z144I3MV1	PD: Supplies	88.99
MOES ON TEN	MGR: Employee Recognition	20.00
GRAINGER	PRCS: Equipment	76.85
PY TEAMSIDELINE.COM	PRCS: League Software	299.33
PY TEAMSIDELINE.COM	PRCS: League Software	299.33
PY TEAMSIDELINE.COM	PRCS: League Software	299.34
MOES ON TEN	MGR: Employee Recognition	20.00
MOES ON TEN	MGR: Employee Recognition	20.00
MOES ON TEN	MGR: Employee Recognition	20.00
ASFPM	CD: ASFPM Membership	180.00
MOES ON TEN	MGR: Employee Recognition	20.00
AMAZON MKTPL Z14603BT0	FD: Operating Expense	47.94
USPS.COM CLICKNSHIP	CLK: Passports	8.68
ALRO STEEL CORP	DPW: Vehicle Maint	300.00
IACP	PD: Dues	220.00
APPLE.COM/US	HIDTA	2,639.40
AMAZON MARK Z186W9800	PD: Supplies	6.95
D J WSJ	MGR: digital WSJ	38.99
AMAZON MARK Z16PA3AQ1	OAS: program expenses	77.12
AMAZON MARK Z14W87280	PD: Recognition	49.95
AMAZON MARK Z11CU6J11	PD: Supplies	9.98
SPECTRUM	FACILITIES - Utilities - Cable	4,328.40
AMAZON MKTPL Z98KJ1Z72	IT: Hardware	94.62
MTU-CASHIERS OFFICE WE	DPW: Training	160.00
AMAZON MARK Z93NW0O82	PD: Supplies	28.99
PRINTING SYSTEMS INC	CLK: election supplies	607.55
HBR SUBSCRIPTION	IT: Subscription	143.10
DTV DIRECTV SERVICE	PD: Cable	40.00
ASIS INTERNATIONAL, IN	PD: Dues	245.00
SP CA FILAMENT	PRCS: Program Supplies	42.98
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AMAZON MARK Z18IX59Y2	OAS: program expense	96.38
TRACTOR SUPPLY #1500	PM: Air compressor	1,099.99
IACP	PD: Dues	135.00
INTL ASSOC FOR HEALTHC	PD: Dues	150.00
AMAZON MKTPL ZX59P5B11	FD: Operating Expense	30.96
MU EXT CONF & EVENTS	HR: Winter Virtual ADA Conf	115.00
WM SUPERCENTER #3336	PD: Recognition	16.39
APPLE.COM/US	HIDTA	527.88
FIRINGLINE ONLINE	PD: Operating Expense	1,100.00
PSI EXAMS	PD: Training	175.00
CENTURYLINK LUMEN	CL 57347731	173.44
ROCKYS OF NORTHVILLE	OAS: Event Food	1,281.12
AMAZON MKTPL ZX60A6KV0	FIN: Shop Coffee	130.78
USPS.COM CLICKNSHIP	CLK: Passports	8.68
USPS.COM CLICKNSHIP	CLK: Passports	8.68
COMFORT INNS	CLK: conference	(17.28)
SWISSOTEL	ASSES: Conference Lodging	577.65
VZWRLLS APOCC VISB	FACILITES - Utilities - Telephone	10,694.53
AMAZON MKTPL Z19ST4162	PM: electric heater	89.99
KROGER #632	LIB: Staff Recognition	106.95
AMAZON MKTPL ZX2IO5NG1	IT: Cables	7.19
FEDEX476155187	PD: FedEx	148.84
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AMAZON MARK ZX4HW6CA1	PD: Supplies	48.12
BOSCH AUTOMOTIVE SERVI	PD:VM	796.32
ICMA ONLINE	CM: memberships/dues	1,014.00
AMAZON MKTPLACE PMTS	PD: Operating Expense	(118.24)
GOVT SOCIAL MEDIA LLC	CR: Govt Social Media Mbrshp	79.00
TECHSOUP	LIB: Computer software/Licensing	75.00
ALRO STEEL CORP	DPW: Veh Maint	34.50
IN MICHIGAN CIVIL DEF	PD: Training	1,800.00

NRPA OPERATING	PRCS: CPRP Renewal	70.00
B&H PHOTO 800-606-696	CR: Mouse Pad	7.49
AMAZON MKTPLACE PMTS	PD: Operating Supplies	(118.24)
JOANN STORES #1933	LIB: Computer Supplies	119.06
BUSCH'S #1205	CD: Appreciation Food	43.77
MICHIGAN ASSOC OF CHIE	PD: Operating Expense	700.00
FEDEX476074224	PD: FedEx	27.13
USPS.COM CLICKNSHIP	CLK: Passports	8.68
MEIJER # 122	PRCS: Program expenses	85.00
AMAZON.COM ZX7GS8TO0	PD: Operating Supplies	57.24
AMAZON.COM ZR85C2WP1	PD: Operating supplies	16.98
123.NET, INC.	FACILITES - Utilities - Telephone	4,034.31
SAVANCE LLC	DPW: Software Renewal	1,545.00
AMAZON MKTPLACE PMTS	PD: Operating Expense	(118.24)
NRPA OPERATING	PRCS: annual CAPRA fee	650.00
MEIJER # 046	OAS: Supplies	146.15
AMAZON MKTPL ZR3O93Y90	FIN: Office Supplies	112.38
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AMAZON RETA ZR9M25HP1	PD: Supplies	44.48
LLRMI	PD: Training	150.00
USPS STAMPS ENDICIA	LIB: Postage	100.00
SP BAMBULAB.US	LIB: Computer Supplies Equip	266.85
WHITLOCK BUSINESS SYST	TREAS: Print utility notices	480.82
WHITLOCK BUSINESS SYST	TREAS: Postage for utility stmnts	1,707.77
STAMPS.COM	LIB: Collections/Materials	37.42
PESTED.COM, LLC	FM: pesticide credits	95.00
AMAZON MARK ZR8YW65Q1	CD: Office Supplies	47.74
JIMMY JOHNS - 396 - E-	CD: Appreciation Food	90.09
AMAZON MKTPL ZR33O36T1	PD: Veh Maint	359.98
AMAZON MARK ZX86G5GB2	FLT: Parts	7.89
AMAZON MARK ZX86G5GB2	DPW: Operating Supplies	39.98
PELRA INV-13746	HR: Labor Association dues	205.00
AMAZON MARK ZR5GN7VW1	DPW: Operating supplies	229.90
AFP IMAGIN INC	IT: GIS Membership-Gartha	100.00
AMAZON RETA ZR9QP9PQ1	CLK: Supplies	18.54
PRINTING SYSTEMS INC	CLK: election supplies	53.10
GREAT LAKES GUTTER CO	PM: Park building gutters	1,150.00
AMAZON MKTPL ZX70H40T2	DPW: Operating Supplies	39.99
AMAZON MKTPL ZR9RK1VV1	PD: Operating Supplies	19.99
AMAZON MKTPL ZX7W15VP2	FIN: Office Supplies	118.61
USPS.COM CLICKNSHIP	CLK: Passports	8.68
PAYPAL PRINTSSIGNS	CR: canvas	17.04
BENITO S CAFE	HR: Health & Wellness	92.84
AMAZON RETA ZX5OT6182	PD: Supplies	100.56
AMAZON RETA ZR8JI11G1	DPW: Operating Supplies	205.73
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AMAZON MARK ZR7M27IK2	PD: Supplies	115.16
AMAZON MKTPL ZR61J7LP1	IT: Supplies	24.95
AMAZON MKTPL ZR1IQ7TC1	IT: Supplies	23.49
UBER TRIP	PD: Operating Expense	20.93
AMAZON RETA ZL0DP5W10	PRCS: Return	(132.65)
AMAZON MARK ZL26N2IY1	PRCS: Event Supplies	59.94
WAL-MART #5893	LIB: Program	59.64
BIG TOMMYS PARTHENON	MGR: Employee Recognition	200.00
UBER TRIP	PD: Operating Expense	(20.93)
AMAZON MARK ZR30X2S52	FIN: supplies	12.95
AMAZON MARK ZR00R16X0	OAS: Supplies	31.36
AMAZON MARK ZR42P9RR2	PD: Supplies	134.34
USPS.COM CLICKNSHIP	CLK: Passports	8.68
AMAZON MKTPL ZR2BP0TN1	ASSES: name plates	22.79
AMAZON RETA ZL2F28WU1	PD: Supplies	49.77
DAVID GRAHAM	MGR: Conference Registration	1,800.00
AMAZON MARK ZL0GJ0SJ1	PD: Supplies	139.97

ALDI 67094	PRCS: OAS Supplies	84.68
HARBOR FREIGHT TOOLS 6	DPW: Tools	449.95
USPS.COM CLICKNSHIP	CLK: Passports	8.68
USPS.COM CLICKNSHIP	CLK: Passports	8.68
PET SUPPLIES PLUS 4144	PD: Operating Expense	54.04
AMAZON MARK ZL4A95H61	PRCS: Event Supplies	83.31
TST NOTHING BUNDT CAK	MGR: Employee Recognition	200.00
B&H PHOTO 800-606-696	LIB: Computer Supplies	848.77
AMAZON MARK ZL3902RD2	PD: Supplies	21.99
SAMSClub.COM	PD: Operating Supplies	189.80
QUALITY INN LANSING	PD: Lodging	84.12
USPS.COM CLICKNSHIP	CLK: Passports	8.68
REALCOMP II LTD	ASSES: Real Estate Data Dues	261.00
TARGET 00014654	OAS: Supplies	104.92
USPS.COM CLICKNSHIP	CLK: Passports	8.68
USPS.COM CLICKNSHIP	CLK: Passports	8.68
SQ OCAAO	ASSES: meeting for OCAAO	200.00
RECIMI	CD: Training	45.00
AMAZON MKTPL ZR9N53ZU2	IT: Supplies	16.99
AMAZON MKTPL ZR1WY5ZB2	FD: operating expense	48.65
VISTAPRINT	LIB: Historical Commission	104.93
MOGUL INC.	HR: Recruitment tool	479.50
RECIMI	CD: Membership	50.00
AMAZON MKTPLACE PMTS	FD: Operating supplies	(37.40)
MARIA S ITALIAN BAKERY	MGR: Employee Recognition	200.00
KIESLER	PD: Operating Expense	355.21
AMAZON MARK ZL0M285Z1	PD: Supplies	11.65
FIVE GUYS MI 4147 QSR	MGR: Employee Recognition	200.00
AMAZON RETA ZL0DP5W10	PRCS: Tires for carts	132.65
AMAZON MARK ZR6O94ZW2	HR: supplies	74.23
NOVI CHAMBER OF COMMER	CD: Chamber Event	450.00
CHICK-FIL-A #04367	MGR: Employee Recognition	220.00
GUERNSEY FARM RESTAURA	MGR: Employee Recognition	200.00
AMAZON MKTPLACE PMTS	FD: Operating Supplies	(37.40)
QUALITY INN LANSING	PD: Lodging	84.12
IAAO	ASSES: IAAO membership	240.00
MICHIGAN NOTARY SERVIC	CLK: supplies	46.09
QUADIENT INC ORACLE	CLK: supplies	31.35
AMAZON.COM ZL06R3EK1	CR: office supplies	14.85
MI FIRE INSPECTORS SOC	FD: Membership Dues	41.50
AMZN MKTP US ZL1F09QB0	ASSES: gloves for Appraiser	22.40
AMAZON MARK ZL4HB7EU1	PD: Supplies	18.91
AMAZON MKTPL ZL0OS6670	ASSES: USB splitter	15.98
MICHIGAN ASSESSORS ASS	ASSES: MAA membership dues	97.38
AMAZON MKTPLACE PMTS	CR: supplies	(11.95)
SP CA FILAMENT	PRCS: Program Supplies	18.99
SIRCHIE ACQUISITION CO	PD: Operating Expense	99.14
AMAZON MKTPLACE PMTS	CR: supplies	(29.99)
USPS.COM CLICKNSHIP	CLK: Passports	17.36
DELTA	CR: Conference Travel	611.96
AMAZON MKTPLACE PMTS	CR: supplies	(21.63)
PANERA BREAD #608009 O	CC: Food for Council Committee	80.21
ICMA ONLINE	DPW: Conferences/ Workshops	448.00
AMAZON WEB SERVICES	IT: Hosting Fee	0.15
BIG GEORGES - WITBECK-	FD: Stove	5,313.85
BENITO S CAFE	CC: meeting	51.92
COMFORT INNS	CLK: Conference	319.68
WM SUPERCENTER #5893	CC: Council meeting snack	24.46
AMAZON MARK ZL0IN84J0	HR: EWE Supply	31.19
AMAZON MARK ZL5QF04K2	MGR: Office Supplies	29.79
AMAZON MARK Z32DH0911	MGR: Office Supplies	69.47
WWW.VOLGISTICS.COM	IT: Man - Volunteer Software	214.00
STORY BLOCKS VIDEO	CR: Stock Media	360.00

AMAZON MKTPL Z358907C2	FD: Operating Expense	44.18
AMAZON MKTPL Z30373MC1	FD: Operating Expense	74.80
AMAZON MARK Z330J5081	PRCS: Equipment	62.99
AMAZON MARK Z30FQ29F1	PRCS: Supplies	8.29
AMAZON MKTPL Z32IM8SR2	FD: Operating Expense	39.98
AMAZON MKTPL Z336169Y2	FD: Operating Expense	59.01
AMAZON RETA ZL8J97F20	PD: SUPPLIES	21.00

GRAND TOTAL

\$ 10,016,845.72

GENERAL FUND	101	838,475.83
MAJOR STREET FUND	202	147,467.23
LOCAL STREET FUND	203	135,438.39
MUNICIPAL STREET FUND	204	258,808.03
PARKS, REC & CULTURAL SVCS FUND	208	49,575.50
DRAIN FUND	211	60,150.38
TREE FUND	213	86,241.27
RUBBISH COLLECTION FUND	226	182,303.70
FORFEITURE FUND	262	54.04
LIBRARY FUND	271	84,279.71
LIBRARY CONTRIBUTION FUND	272	1,533.97
STREET LIGHTING 204109 - WEST OAKS ST	281	428.78
STREET LIGHTING 204 81 - WEST LAKE DRIVE	286	263.11
STREET LIGHTING 204108 - TOWN CENTER ST	287	1,747.49
CAPITAL IMPROVMENT PRGRM (CIP) FUND	401	4,522.92
PEG CABLE - CAPITAL FUND	463	11,427.87
SENIOR HOUSING FUND	574	700.71
WATER AND SEWER FUND	592	7,680,569.76
SELF INSURANCE - HEALTH CARE FUND	677	47,209.71
AGENCY FUND	701	322,437.73
CURRENT TAX COLLECTION FUND	703	9,949.54
MI HIDTA	725	93,260.05

GRAND TOTAL

\$ 10,016,845.72