



CITY of NOVI CITY COUNCIL

Agenda Item L
January 10, 2011

SUBJECT: Approval to award a consultant contract for Community Development Plan Review Services for Commercial, Multi-family and Industrial Projects on an as needed/as requested basis to DRN & Associates, Architects PC for an estimated annual cost of \$7,000.00 subject to final approval of an agreement by City Attorney and Community Development Director.

SUBMITTING DEPARTMENT: Community Development Department, Building Division *cm*

CITY MANAGER APPROVAL:  

EXPENDITURE REQUIRED	\$ 3500.00 est
AMOUNT BUDGETED	\$ 0.00
APPROPRIATION REQUIRED	\$ 3,500.00 (offset by fee revenue)
LINE ITEM NUMBER	101-371.00-805.090

BACKGROUND INFORMATION: Beginning in late summer of 2010, the City of Novi prepared and issued separate requests for proposals (RFP's) for Community Development Plan Review Services and Supplementary Inspection Services. These proposals were solicited to explore the range of available service delivery options and the corresponding financial ramifications. Total of (4) responses for the Plan Review Services RFP were received with a total of (3) responses for the Supplementary Inspection Services. The fee proposals received for the Inspection Services were not cost effective leading to the recommendation to forego that option at the current time. The fee proposals for the Plan Review Services were similar to current costs and in view of somewhat unpredictable work volume levels we made a recommendation to contract with DRN & Associates (Doug Necci, Principal), the most qualified firm, for a volume of review work of the City's choosing to support existing staff when appropriate as well as allow internal flexibility in using in-house review staff to back up our Building Inspectors in the field. The fees for the work would be a portion (80%) of plan review fees currently collected by the City for this work. There would be no increased costs to applicants and residents. The Consultant Review Committee of City Council recommended this course of action on December 13, 2010.

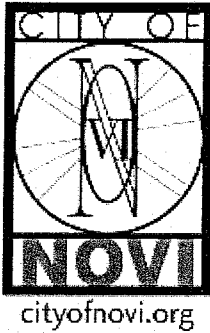
The contract with DRN & Associates would be for two (2) years with the option of up to two (2) extensions of one (1) year each upon mutual consent of both the City and DRN at the terms and conditions of the original contract. Please note that while DRN & Associates currently performs Planning Division Façade Reviews as well as Single Family Home Building Code Reviews these services would remain under a separate and independent contract.

RECOMMENDED ACTION: Approval to award a consultant contract for Community Development Plan Review Services for Commercial, Multi-family and Industrial Projects on an as needed/as requested basis to DRN & Associates, Architects PC for an estimated annual cost of \$7,000.00 subject to final approval of an agreement by City Attorney and Community Development Director.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Staudt				
Council Member Wrobel				

MEMORANDUM



TO: Clay Pearson, City Manager

FROM: Charles Boulard, Community Development Director

SUBJECT: Requests for Proposals: Plan Review and Supplemental Inspector Services

DATE: November 2, 2010 rev.

Earlier this fall, the City of Novi issued (2) Requests for Proposal (RFP's) for Community Development Building Plan Review services as well as Supplementary Inspection services. Ongoing budget challenges as well as moderate increases in construction activity were behind this effort. Currently the Community Development Department utilizes the services of an outside consultant for Plan Review of Single Family Detached homes as well as Planning Division Façade review and evaluation. These services fall under the contract City Council approved for DRN Associates (Doug Necci). All other reviews including multi-family and commercial structures are performed in house.

Separate RFP's were issued for the services with (4) responses for the Plan Review Services and (3) responses for the Inspection Services. The proposals were reviewed and evaluated using the QBS system. Andy Gerecke, Ben Croy, Marina Neumaier, Kristin Kapelanski and I made up the review team. Thereafter, the separate fee proposals for the most qualified proposals were opened and compared. The costs for the preferred proposals and available level of services were compared to a number of scenarios to determine those most advantages for the City of Novi and our customers in both the short and long term.

Plan Review:

The DRN proposal ranked highest in the QBS evaluation and is recommended. The fees proposals were requested as a percentage of the plan review fees collected in accordance with the current City of Novi fee schedule. In the case of DRN, the proposed cost was 80% of the current schedule of fees. The next best qualified firm proposed a fee of 75% of current fees, a financial advantage that pales compared to the track record DRN has with the City of Novi and institutional knowledge. Past experience with this firm performing review for the new single family homes as well as Site Plan Façade reviews has been good, as has communication and interaction between the consultant, staff and most importantly, our customers.

Considerations:

As a reference, under this proposal, current calendar year Plan Review revenue (9 months) totaled \$123,841 of which approximately \$99,073 would have been paid to the consultant. For this the City would receive plan review services for all commercial and multifamily projects as well as at least (1) hour per day of the consultants staff time in our offices to provide support and coordination as well as to be available to meet with

customers, contractors, designers and customers. What would not be included would be the presence of a full time employee with not only a historical knowledge of many of the structures around the City, as well as institutional knowledge for coordination with the Planning and Engineering Divisions, City Water and Sewer and Fire Prevention staff and the Oakland County Health Department and working relationships with many regional designers and contractors.

Contracting exclusively for plan review for commercial and multi-family and vacating the existing Plan Review position would also require significant efforts by remaining Building Division staff for coordination, invoicing and escrow record keeping. In addition, our customers lose the benefits of full time, on site access for questions, concept meetings and interpretations. Although not currently practical due to workload, the flexibility to use that individual for Building Inspections on an as needed basis is also lost.

Supplemental Inspections:

These proposals were for the supply of qualified Building and Trade (Electrical, Plumbing and Mechanical) Inspectors on an hourly, as needed basis. The QBS process revealed (2) of the (3) firms submitting proposals as similarly qualified. These firms, Wade Trim and DRN were similarly qualified so the fee proposals for both were reviewed. The proposed fees are \$55.00 per hour and \$75.00 per hour respectively. The Wade Trim proposal also offered the alternate for Fire Alarm and Fire Suppression inspections at the same hourly rate.

Considerations:

Following the work force reductions of the last several years, Building Division staff have maintained and developed a small pool of qualified inspectors available to fill in for vacations, illnesses and similar circumstances. In accordance with the various contract conditions, these individuals have been available at a rate of approximately \$28.00 per hour. In some cases, the inspectors employed by the firms submitting proposals are the same individuals. While there is always the question of future availability, I am not convinced the cost premium justifies any advantage for the City as opposed to continuing to develop the existing pool of available fill in inspectors.

Recommendations:

The current cost to the City of Novi for the FTE dedicated to Plan Review is \$88, 413 excluding pension and retiree health care. The following projects are anticipated for submission over the rest of 2010 and early 2011:

- Kistler
- Metalsa
- Toyota Boshoku
- (2) Liberty Park Townhouse Buildings
- Library Network
- Walmart and Building "X1"
- Additional Town Center alterations
- Novi Mile/USA 2 Go
- Neher Office Building
- Addition to and renovation of the Too Chez building

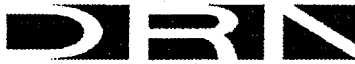
These projects and expected revenue are anticipated to weigh the economics in favor of keeping the Plan Review service in-house. Realizing however, that past economic activity does not guarantee future development, I recommend the following:

- Carving out a finite portion of the commercial and multi-family Plan Review work, possibly tenant alteration work within 12 Oaks Mall, Fox Run and/or the townhome buildings in Liberty Park and delegating DRN to perform those reviews under contract. This will allow the coordination and contractual framework for the consultant to be put in place for a small portion of our typical work while affording the City the option of delegating additional work (or even all) of the Plan Review work if needed in the future or warranted by financial conditions. Rob Petty has indicated that due to limited availability of programming personnel for the setup of Permits Plus, the necessary changes would likely take until mid to late January 2011.
- Continuing to use the existing FTE to provide the balance of commercial and multi-family Plan Review services with the option of having the individual perform building inspections depending on needs/conditions (likely a maximum of 25% of his time).

With regard to the proposals for provision of supplementary Inspectors, I recommend the City continue to develop the existing pool of temporary and fill-in inspectors available on an as needed basis as resources for the near future with the knowledge that the RFP documents are in hand and can be issued again in the future on short notice should conditions change.

Please let me know if I can provide additional information.

Cc: Victor Cardenas
Kathy Smith-Roy
Andy Gerecke



Phone: (248) 880-6523
 E-Mail: dnecci@drnarchitects.com
 Web: drnarchitects.com

DRN & ASSOCIATES, ARCHITECTS, PC

50850 Applebrooke Dr., Northville, MI 48167



CITY OF NOVI

PLAN REVIEW SERVICES

FEE PROPOSAL

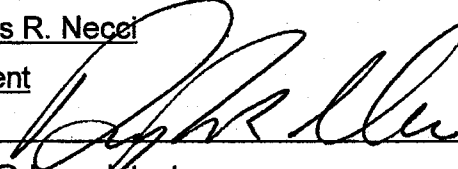
We the undersigned as proposer propose to furnish the City of Novi, according to the specifications, terms, conditions, and instructions attached hereto and made part thereof:

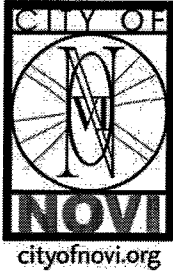
A. Plan review Services 80 % of Novi plan review fee rates as of 7/1/10.

We acknowledge receipt of the following Addenda: Addendum 1, dated 9/7/10

Exceptions (all exceptions must be noted here): Optional Billing Proposal - DRN is willing to provide a predetermined schedule of office hours at the Novi Community Development Department of approximately 5hrs/week with the understanding that such hours will be compensated on an hourly basis at \$75.00 / hour unless an equal value of fees is generated under "A" above. For example, if billings for plan review services are less than \$375.00 per week (or \$1,600.00 / mo.) the office time will be billed at \$75.00 per hour. This is optional and is offered in case the City desires office hours regardless of workload. A limited number of office hours may also be provided at no cost to the City contingent upon the Facade Consultant contract remaining in affect.

Comments: Billings for "A" above will be 75% upon completion of first review and 100% upon second (follow-up) or final review.

Company (Legal Registration): DRN & Associates, Architects, PC
 Address: 50850 Applebrooke Dr.
 City: Northville, MI 48167
 Telephone: (248) 880-6523 Fax: (248) 596-1944
 Authorized agent's name: Douglas R. Necci
 Authorized agent's title: President
 Authorized agent's signature: 
 E-Mail: dnecci@drnarchitects.com
 Date: 9/15/10



CITY OF NOVI
PLAN REVIEW SERVICES

INSTRUCTIONS TO PROPOSERS

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

IMPORTANT DATES

RFP Issue Date	August 25, 2010
Last Date for Questions	Wednesday, September 8 by 12 Noon Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Wednesday, September 15, 2010 by 3:00 p.m.

PROPOSAL SUBMITTALS

An **UNBOUND COMPLETED ORIGINAL and Five (5) copies** of each proposal, **with fee proposals in one separate sealed envelope**, must be submitted to the Office of the City Clerk. No other distribution of the proposals will be made by the Contractor. Proposals 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 two (2) years. Upon mutual consent of the City of Novi and the successful proposer, the contract may be renewed for one (1) additional year at the same terms and conditions of the original contract.

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.

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.

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. Such approval shall not constitute a basis for privity between the City and any subcontractor. 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

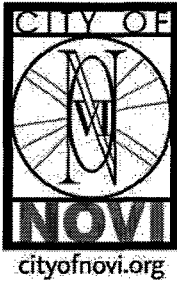
(b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

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
PLAN REVIEW SERVICES
SPECIFICATIONS

OVERVIEW

The City of Novi is soliciting proposals from qualified and experienced firms to assist the Community Development Department with plan review services for commercial, multi-family residential and industrial projects in accordance with the State of Michigan Construction Codes.

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 plan review services for commercial and industrial projects. 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 52,000. 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 exclusive of trash collection. General information regarding the City is available at www.cityofnovi.org.

SCOPE OF WORK

Assist the Community Development Department with Commercial and industrial plan review services over a two (2) year period. The anticipated workload may be approximately 10 to 15 new commercial buildings, 10-30 multi-family units, and/or additions over a one (1) year period with an undetermined number for year two (2) of the contract. 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.

- Reviews must include applicable portions of the State of Michigan Building, Plumbing, mechanical, electrical, barrier free code energy efficiency and referenced Fire Code Provisions.
- Review will include basic coordination with Planning Division and Fire Review staff.
- Packaging permit documents for issuance.
- Work must be performed primarily within the City of Novi Community Development Department offices. Plan review staff must have regularly scheduled office hours

(typically daily) during which they will be available to customers and other City staff including occasional concept meetings.

- All review staff must have and maintain at all times registration as Plan Examiners in accordance with the provisions of Act 54 of the State of Michigan. ICC certification desired. The City shall not be responsible for time and/or cost for continuing education of Plan Review staff or maintenance of certifications and registration.
- Review staff must keep complete, well organized records of reviews including timely entry in tracking documents.
- Review staff must create accurate, complete written communication in accordance with the City of Novi Plan Review Policy (see Attachment B). Review staff must be able to consult and communicate with the public in an effective, helpful, friendly and productive manner.
- Required turn around for all reviews, including written communication must be as follows:
 - Initial submittal: 10 working days or less
 - 2nd submittal (if required): 7 working days or less
 - 3rd submittal (if required): 3 working days or less
- The City will provide Code reference documents, a computer workstation, access to printer and printing supplies only. Review staff must be competent in Microsoft Word, and Excel, and able to quickly perform basic functions in Permits Plus. Staff will be required to sign and adhere to all City of Novi third party technology use and policy documents and standards.

REQUIREMENTS

- Firms must be able to perform the reviews in a ten (10) business day turnaround period from the time they are received.
- 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.
- The successful firm **MUST** be Act 54 registered in plan review
- Michigan Act 54 registration in Plan Review
- Ability to perform building, electrical, mechanical, plumbing, Barrier free, energy Code and referenced Fire Code reviews

PREFERRED QUALIFICATIONS

- ICC certified in Commercial Plan Review
- Fire Alarm and Fire Suppression System Reviews

PAYMENTS

Payments for services under this contract shall be made as a percentage of City of Novi plan review fee rates as of July 1, 2010, on any project. See Attachment C for the City's Building Permit and Plan Review Calculations. Benefits, supervisory time, administrative time, normal travel 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 percentage rate.

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 and will 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.

All contractors and subcontractors shall perform all work in accordance with applicable local, State and Federal laws, rules, regulations, zoning and building codes, as well as M.I.O.S.H.A. guidelines in effect at the time of the project. The Contractor shall provide for the protection of the public, City employees, and the Contractor's own workers from work related hazards. Contractor shall also provide notification to the City's Representative and personnel directly affected by the work of any potentially dangerous situations. In the event of an emergency affecting the safety of persons or property, the Contractor shall act immediately to prevent threatened loss or damage. The Contractor shall immediately stop any activity or operation affecting safety until the situation(s) is corrected.

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 a plan review letter 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. Provide confirmation of stated minimum turnaround times. State your capacity to perform the work as described.

5. Cost Proposal

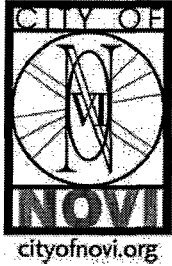
Fee proposal will be submitted in a separate sealed envelope. Fee will be a percentage of the City of Novi plan review rates as of July 1, 2010 and shall include all services that may be rendered. Out-of-pocket expenses, administrative charges, plan deliver charge, and so on are to be included in fee percentage. 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.

6. References

Provide references for similar work performed by your firm including the staff that would be providing service to the City.

ATTACHMENTS

- Attachment A – Insurance Requirements
- Attachment B – Plan Review Policy
- Attachment C – Building Permit and Plan Review Fee Calculations



CITY OF NOVI

RFP PLAN REVIEW SERVICES

ADDENDUM #1

INTENT: This addendum has been issued to modify and/or interpret the original specifications for the bid/RFP named above. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

RESPONSE: The Contractor shall verify receipt of this Addendum in the Bid Proposal Form.

CONTENTS: Included in this Addendum are six (6) pages of written addenda description.

QUESTIONS:

1. Attachment B (Plan Review Policy) refers to a plan review letter created by Kevin Roby as a good example of the application of the plan review policy. Can we get a copy of that letter?

Answer: The letter is attached as part of this addendum.

2. Does the City have a preference as to whether or not the RFP for Plan Review Services and the RFP for Supplementary Building and Trader Inspection Services are awarded to the same vendor?

Answer: No. Vendors may submit proposals for either RFP or both.

3. With respect to the City's plan review fees, is it customary for the City to charge for a re-review of a set of documents? If yes, will the selected vendor receive a percentage of this fee on re-reviews? If no, how many times must a plan be reviewed before the applicant is charged additional fees?

Answer: The City typically charges for significant configuration changes only. The selected vendor will receive a percentage of this fee. A plan without significant configuration changes must be reviewed at least two times.

4. With regard to the structural portion of a construction plan review, is it the City of Novi's expectation to have a State of Michigan Licensed Engineer perform this portion of the review or will the Plan Reviewer perform a basic structural review to assure that the designer did not overlook details or an element of design necessary for the construction of the building?

Answer: The Plan Reviewer must perform a basic structural review to assure that the designer did not overlook details or an element of design necessary for the construction of the building.

5. Listed under the scope of work on the bottom of page 7 of 18 and the top of page 8 of 18 it states that: "The city reserves the right to have city staff perform any or all

of the work at it's discretion" and "the City may enter in to a contract with more than one or more qualified firms in order to provide the necessary services and meet departmental demands" With that being understood, It is difficult if not impossible to project the necessary balance of costs verses income to ensure equitable municipal / vendor relationship when the requirement that "Plan Review staff must have regular office hours (typically daily) during which they will be available to customers and city staff including occasional concept meetings". These provisions and requirement could potentially create a scenario where the vendor(s) provide office coverage for some amount of time per day, week or month and potentially have no way to cover the expense. The possibility also exists that if two contractors are being utilized for a fee based service that one company could end up receiving the higher fee projects and the other having spent just as much time could do twice the work for half the fee. To compound this problem we utilize trade Pa 54 Registered inspectors/plan reviewers to perform the plumbing, mechanical and electrical reviews.

Answer: Required time in the office will be proportional to the work assigned and will not exceed the time needed to perform reviews. Selected vendor and Building Official will determine schedule.

6. Attachment B – Plan Review Policy refers to a plan review letter by Kevin Roby as a good example of the application of the plan review policy (page 3). Can we get a copy of this letter?

Answer: The sample Plan Review letter is attached as part of this addendum.

7. What happens if we think we have to do a field review?

Answer: There would be no additional compensation. This is included in the fee.

Sue Morianti
Purchasing Manager

Notice dated: September 7, 2010