



Lathrup Village Building Services

MAY 19, 2026

PREPARED BY:

MCKENNA
235 East Main Street
Suite 105
Northville, Mi 48167
O: (248) 596-0920
F: (248) 596-0930
MCKA.COM

MCKENNA

Communities for real life.



MCKENNA

May 19, 2026

City of Lathrup Village
ATTN: City Administrator
27400 Southfield Road
Lathrup Village, MI 48076

RE: Proposal for Building Services

Dear Mr. Greene

On behalf of our team, we are pleased to submit this proposal to continue providing building department and code enforcement services to the City of Lathrup Village. For more than 15 years, we have been proud to serve the city as a trusted partner, working collaboratively with City leadership, staff, residents, contractors, and business owners to provide responsive, professional, and customer-focused municipal services.

Our team understands the importance of balancing efficient development review and inspection services with practical code enforcement and outstanding customer service. We recognize that building department operations play a critical role in supporting economic investment, maintaining neighborhood quality, protecting public safety, and enhancing the overall experience residents and businesses have when interacting with the city.

As outlined in our proposal, our firm is uniquely positioned to provide comprehensive building plan review, inspection, permit administration, and code enforcement services through a deep bench of experienced and certified professionals. Our staff is highly familiar with the City's operations, expectations, ordinances, and development environment, allowing us to provide continuity of service while maintaining responsiveness and professionalism.

In addition to the services requested, our firm is also able to provide additional value-added support to the city through access to our broader municipal consulting team. Should the need arise, we have the capability to provide interim or supplemental Community Development services to assist the city with departmental leadership, development coordination, planning support, project management, staffing transitions, or other community development-related initiatives. This added flexibility allows the City to draw upon additional expertise and resources when needed without disruption to daily operations.

We appreciate the opportunity to submit this proposal and to continue our long-standing partnership with the City of Lathrup Village. We are committed to delivering high-quality services that are responsive, dependable, and aligned with the City's goals and expectations. We look forward to the opportunity to discuss our proposal further and answer any questions the city may have.

AVAILABILITY

Our team of skilled and licensed inspectors are available to continue our services under a revised agreement upon your authorization.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



We are very excited about the opportunity to continue our partnership with Lathrup Village. Please let me know if you have any questions.

Respectfully submitted,

McKENNA



John R. Jackson, AICP
President

C. Sam Woodrick
Karson Claussen

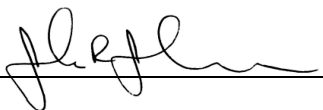
EXHIBIT A

CERTIFICATION

The individual signing below swears, affirms, and certifies:

1. He/She is fully authorized to submit this Proposal, including all assurances, understanding, and representations contained within it, which shall be enforceable as specified.
2. He/She has been duly authorized to act as the official representative of the bidder, to provide additional information as required, and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by the City.
3. This Proposal was developed solely by the Bidder indicated below and was prepared without any collusion with any competing bidder or City employee, and Bidder has not entered into any type of agreement of any nature to fix, maintain, increase, or reduce prices or competition regarding the items covered by this Proposal.
4. The content of this Proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder before the proposal opening date, time, and location indicated.
5. No action to persuade any person, partnership, or corporation to submit or withhold a Proposal has been made.

Company Name: McKenna Associates, Inc.

Signed: 

Signatory Name: John R. Jackson, AICP

Signatory Title: President

Date: May 19, 2026

EXHIBIT B

BIDDER INFORMATION

*Name:	John R. Jackson, AICP
*Title:	President
*Name Company:	McKenna Associates, Inc.
*Address:	235 East Main Street, Suite 105
*City/State/Zip:	Northville, MI 48167
*Phone Number:	248.596.0920
*Fax Number:	248.596.0930
*Email Address:	info@mcka.com



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Executive Summary



We understand your community has a strong desire to provide business friendly, quality building department services – we can help with that!

PROPOSED SERVICES

McKenna will provide the following services:

- Building Official
- Building Code Plan Review
- Trades Plan Review
- Building and Trade Inspections
- Code Enforcement
- Permit Tech/Scheduler

PROFESSIONAL FEES

Fees are outlined in the attached forms provided in the RFP.

MCKENNA ADVANTAGES

- Municipal Specialists
- Redevelopment Ready Specialists
- Local familiarity
- Responsiveness
- Experienced Strategists
- Effective, Organized, and Accountable
- High Level of Customer Service

Company Overview



McKenna's downtown Northville, Michigan headquarters. Our workspaces reflect McKenna's commitment to our people, our communities, sustainable design, and the rich technology heritage of the Midwest.

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 building professionals support municipal staff by delivering consistent, code-compliant plan review and inspection services that keep projects moving and decisions defensible. We focus on clear communication, practical application of the code, and dependable field execution so local building departments can operate efficiently, reduce backlogs, and maintain confidence with applicants and the community. Our success can be measured by the built improvements to hundreds of McKenna client communities, and by our 48-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 100-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
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DETROIT

211 W Fort St
Suite 1310
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O (888) 226-4326
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GRAND RAPIDS

124 E. Fulton Street
6th Floor, Suite B
Grand Rapids, MI 49503
O 616.226.6375
F 248.596.0930
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KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
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E info@mcka.com

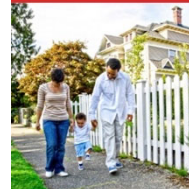
MCKA.COM



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Strategic Planning Facilitation
- 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

- 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

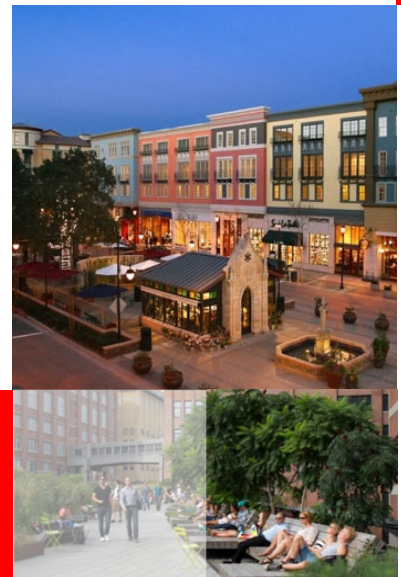
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional 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

Transportation 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



PROFESSIONALS

McKenna has a deep roster of certified inspectors, plan reviewers, and intake professionals / support services. In addition to these talented individuals, we will have professionals in each area to provide back-up in the event of absence. We allocate their time as efficiently as possible, typically averaging 85 percent utilization, ensuring that we have resources to provide for backup and substitutions. Below is our list of our current capacity to serve Lathrup Village.

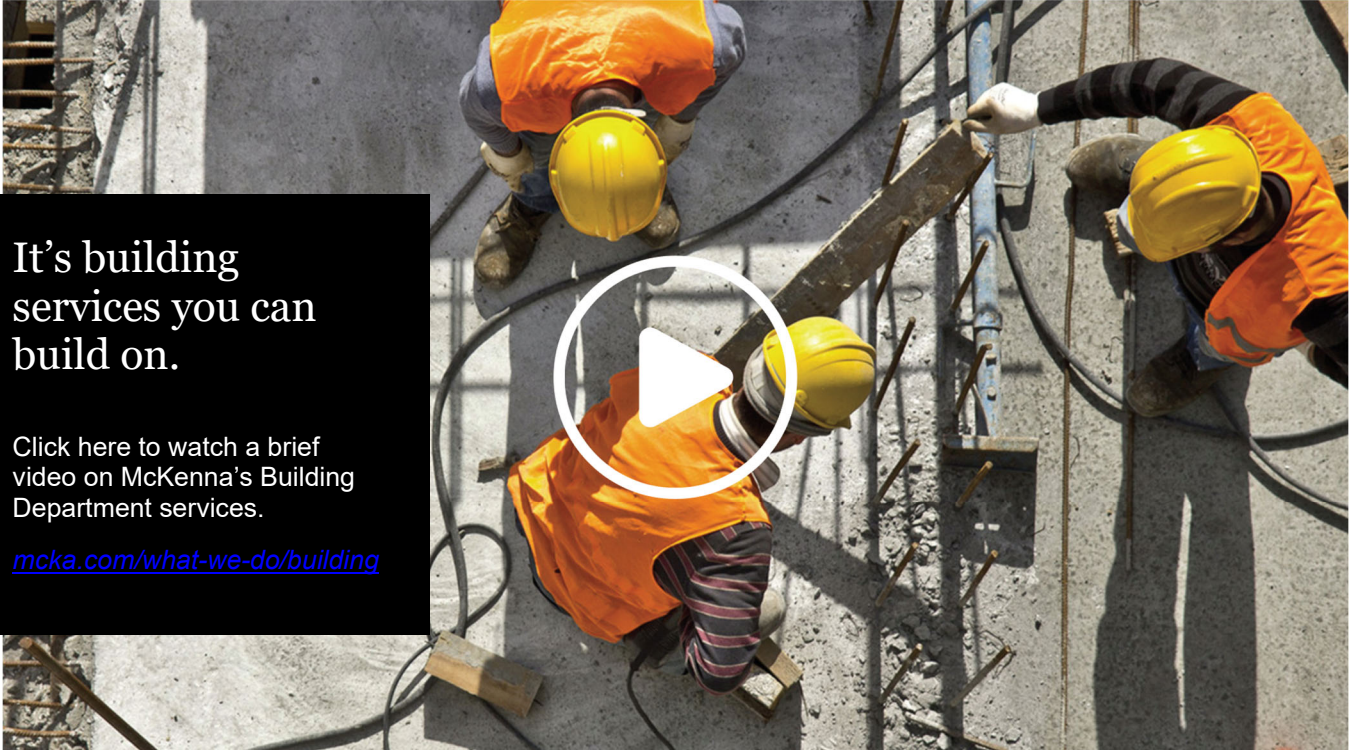
McKenna has worked diligently to retain and recruit a deep roster of qualified, and customer-oriented building professionals.

Position	No. of team members
Building Officials:	11
Building Inspectors:	16
Mechanical Inspectors:	13
Electrical Inspectors:	8
Plumbing Inspectors:	9
Plan Reviewers:	27
Code Enforcement:	9
Rental Inspectors:	5
Soil Erosion Inspectors:	2

Continuity

If awarded we will, in consultation with the Community, identify a team of professionals that are exceptionally qualified technically and professionally for Specifically for your community. In addition, we have identified team members that are well suited to the nature and volume of work. By hand selecting this team we are looking to create a team that will become part of the culture and maximize continuity. In addition, we will have back-up professionals for each position that is introduced and familiar with the Community so that when a substitution is required, there will still be familiarity and comfort with the Community and the Community's customers.

Our team of experts know the intricacies of a growing community inside and out. We help municipal officials move from plan to reality by assisting with code enforcement, inspections, and more.



It's building services you can build on.

Click here to watch a brief video on McKenna's Building Department services.

mcka.com/what-we-do/building

CLIENTS

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
City of 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 Gibraltar	4,856	■	■	■	■	■	
Lathrup Village	4,075	■	■	■	■		■
Village of Webberville	1,272	■	■	■	■		■
Van Buren Charter Township, Wayne Co.	28,821				■		
Walled Lake	7,127	■	■	■	■		■
City of Fraser	14,480	■	■	■	■		■
City of Berkley	15,331	■	■	■	■		■
City of Highland Park	30,176	■	■	■	■	■	■
City of Novi	55,224		■	■			
Bay City	33,167	■	■		■		
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 Ferndale	19,109		■				
City of Warren	138,130				■		
West Bloomfield Township	65,888		■	■	■		
City of Southfield	75,431			■	■		
City of Marshall	6,822	■	■	■	■		
City of Flint	81,252			■	■		
City of Rockwood	3,289	■	■	■	■	■	

Qualifications/Experience



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

TECHNICAL RESOURCES

McKenna maintains extensive technological resources to facilitate building department operations including the following software:

- Permits Plus
- BS&A
- Arc GIS, Arc INFO, ArcIM
- Bluebeam
- Microsoft Word/Excel/Front Page/PowerPoint
- Adobe Illustrator
- Adobe Photoshop
- Adobe Go-Live
- Adobe InDesign
- Adobe Acrobat
- AutoCAD
- Microsoft Access
- Microsoft Project

PROPOSED STAFFING

Below is a partial list of employees that may be assigned to Lathrup Village. Their certifications as well as their P.A. 407 registration numbers are also included.

Karson Claussen – Building Official/Inspector #INSP00973

Karson Claussen will serve as the Building Official and Project Manager for the City of Lathrup Village and will be responsible for overseeing the day-to-day operation and coordination of the building department team. In this role, Karson will serve as the primary point of contact for City administration, ensuring responsive communication, accountability, and a consistently high level of professional service. Karson is extremely familiar with Lathrup Village, having previously served as the City's Building Official, and understands the community's expectations, development environment, and operational needs. His experience, leadership, and collaborative approach make him well-suited to effectively manage staff, support City leadership, and maintain efficient and customer-focused building department operations.

Jennifer Gilman - Permit Tech/Scheduler

Jennifer Gilman is a highly professional and customer-focused permit technician with extensive municipal experience and strong proficiency in BS&A Software. During her six years with the City of Keego Harbor, Jennifer managed the daily operations of the Building Department, including permit processing, rental certificates, business licenses, inspection scheduling, compliance tracking, and contractor coordination. She worked closely with inspectors, planners, engineers, and fire officials to support efficient project review and communication across departments. Jennifer is widely recognized for her exceptional customer service, organization, communication skills, and ability to effectively assist residents, contractors, and business owners while maintaining a high level of professionalism and responsiveness.

Eric Marshall – Plumbing Inspector - #INSP01464

Eric Marshall is a highly experienced plumbing inspector with an extensive career in the construction and inspection industry. Having previously performed work within the City of Lathrup Village, Eric is familiar with the community and is respected by contractors, residents, and colleagues alike for his professionalism, integrity, and responsiveness. He is known for his practical approach to inspections, strong code knowledge, and ability to communicate clearly and effectively with both contractors and property owners.

Aaron Garcia – Mechanical Inspector - #INSP00396

Aaron Garcia brings many years of mechanical inspection experience and has established a strong reputation for reliability, responsiveness, and professionalism throughout his career. Through his prior work in Lathrup Village, Aaron has demonstrated a commitment to providing fair, consistent, and customer-focused inspection services. He is highly regarded by peers and industry professionals for his technical expertise, collaborative approach, and dedication to maintaining high standards of public safety.

Sean Dare – Electrical Inspector - #5954

Sean Dare is a respected electrical inspector with extensive field and code enforcement experience across a wide range of residential, commercial, and industrial projects. Having served in Lathrup Village previously, Sean is familiar with the City's expectations and development environment. He is recognized for his integrity, responsiveness, and thorough approach to inspections, as well as his ability to work constructively with contractors, residents, and City staff to ensure safe and code-compliant installations.

Ron Guffy - Code Enforcement

Ron Guffy brings extensive public service and enforcement experience to the code enforcement team, with a professional background that includes service in communities such as Lincoln Park, Gibraltar, and Ecorse. Ron is especially effective in the field due to his approachable personality, calm demeanor, and ability to communicate with residents and property owners in a respectful and constructive manner that encourages voluntary compliance whenever possible. His more than two decades of leadership experience as a Police Lieutenant with the City of River Rouge provided him with extensive experience in conflict resolution, public interaction, investigations, and courtroom testimony. Ron's professionalism, communication skills, and practical approach make him exceptionally well-suited to handle the day-to-day challenges of municipal code enforcement while maintaining positive relationships within the community.

EXAMPLES OF RECENT PLAN REVIEWS/INSPECTIONS

McKenna’s professional inspection team has reviewed a wide range of commercial, office, institutional and industrial projects including hundreds of reviews a month in each discipline. Some recent examples include:

- Target
- Home Depot
- Westland Mall
- Verizon Regional Headquarters
- Garden Township 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 / \$15.76M

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



Blue Oval Battery Park – Marshall, MI



Beaumont Medical Office Building –Grosse Pointe, MI



C3 Industries – Multi-phase Commercial Marijuana Development – Webberville, MI



Raleigh Movie Studio – Pontiac, MI

AVAILABILITY AND RESPONSE TIME FOR NON-EMERGENCY SERVICE WORK

McKenna's Building Services team is available during normal business hours and coordinates closely with municipal staff to ensure responsive and reliable service delivery. Non-emergency requests are typically acknowledged within the same business day, with inspections, reviews, or follow-up actions scheduled based on priority, workload, and contractual service levels.

EMERGENCY SERVICE REQUESTS

McKenna maintains established internal communication procedures for handling emergency service requests outside of normal operations. Emergency requests are directed immediately to designated supervisory and field personnel, who evaluate the situation and coordinate the appropriate response. Depending on the nature and severity of the issue, response times may range from immediate phone consultation to on-site response within a matter of hours.

VALUE-ADDED SERVICES & STRATEGIC PARTNERSHIP APPROACH

McKenna understands that effective building department operations are more than permit processing and inspections. In communities like Lathrup Village, the building department plays a critical role in supporting property reinvestment, neighborhood stability, economic vitality, and implementation of the community's long-term vision.

As part of our services, McKenna offers a broad range of integrated planning, zoning, economic development, and community development expertise that can help the city align day-to-day development activity with broader community goals.

Building Department as a Community Development Tool

McKenna approaches building department operations as an extension of the City's overall redevelopment and community improvement strategy. Through responsive customer service, consistent enforcement, efficient permitting, and proactive communication, the building department can help:

- Encourage reinvestment in existing neighborhoods
- Support small-scale redevelopment and property improvements
- Improve property maintenance and housing quality
- Reduce barriers to investment
- Strengthen public confidence in local government processes

Our team understands that predictable and professional development review processes are essential to attracting and retaining investment.

Supporting Master Plan Implementation

With the City currently engaged in a Master Plan update process, McKenna can help ensure that implementation begins immediately—not years after plan adoption.

Our multidisciplinary team can assist the city in:

- Translating Master Plan recommendations into actionable zoning updates
- Identifying redevelopment opportunity sites and corridors
- Aligning building and code enforcement practices with community goals
- Establishing implementation priorities and short-term "early wins"
- Coordinating development review with long-term placemaking objectives.

Because our planners, zoning professionals, and building officials work collaboratively, we are uniquely positioned to bridge the gap between planning policy and real-world implementation.

Zoning & Regulatory Modernization

Many mature communities face challenges related to outdated zoning standards, inconsistent development patterns, and changing market conditions.

McKenna can provide ongoing support related to:

- Zoning ordinance modernization
- Housing and mixed-use redevelopment strategies
- Streamlined development review procedures
- Design standards and corridor improvements
- Regulatory audits and implementation tools
- Development-friendly process improvements while preserving community character

This integrated approach helps communities create clearer expectations for residents, businesses, and developers alike.

Economic Development & Redevelopment Support

McKenna's economic and community development professionals can support the city in identifying and advancing strategic reinvestment opportunities.

Potential value-added services include:

- Redevelopment site analysis
- Corridor revitalization strategies
- Small business support initiatives
- Property reuse and adaptive reuse strategies
- Grant identification and coordination
- Development readiness assessments
- Housing reinvestment and stabilization initiatives

As communities compete for limited investment opportunities, coordinated redevelopment strategy becomes increasingly important.

Redevelopment Ready Communities (RRC) Familiarity

McKenna is highly familiar with the Michigan Economic Development Corporation Redevelopment Ready Communities® (RRC) program and understands how its best practices support stronger development outcomes, organizational effectiveness, and economic competitiveness.

Our team can help the city:

- Align policies and procedures with RRC best practices
- Improve development review transparency and predictability
- Strengthen redevelopment marketing and communication tools
- Enhance coordination between planning, zoning, and building functions
- Build organizational systems that support long-term investment readiness

Even incremental improvements in these areas can significantly strengthen a community's ability to attract reinvestment.

Housing & Neighborhood Stabilization

McKenna recognizes the important connection between housing quality, code enforcement, neighborhood confidence, and long-term fiscal stability.

Our integrated approach can support:

- Property maintenance and stabilization efforts
- Rental housing inspection programs
- Housing reinvestment strategies
- Missing-middle and workforce housing discussions
- Neighborhood-level implementation initiatives
- Coordination between enforcement and reinvestment efforts

We believe building and code enforcement services are most effective when paired with broader community development goals.

Collaborative, Long-Term Partnership

Most importantly, McKenna views its role as a long-term partner to the City—not simply a contract service provider. Our team brings the combined expertise of planners, zoning specialists, building officials, economic development professionals, and housing advisors who understand the challenges and opportunities facing mature Southeast Michigan communities.

By integrating building department operations with planning, redevelopment, and implementation efforts, McKenna can help Lathrup Village strengthen organizational capacity, improve service delivery, and position the community for long-term reinvestment and stability.

Experience with municipal body commission meetings.

McKenna's team of professionals serving Lathrup Village will include a representative who will attend board and commission meetings as requested. This includes regular updates to the City Council, response and reviews for the Zoning Board of Appeals, and Planning Commission meetings associated with site plan reviews or other Planning Commission business. Our representatives will provide material for board and commission packages and attend meetings as requested.

WHY MCKENNA

McKenna distinguishes itself through a combination of experienced personnel, responsive service, and a collaborative municipal partnership approach. Unlike firms that focus solely on inspections and permit processing, our team integrates building services with broader planning, zoning, and community development expertise—allowing us to provide practical, consistent, and well-coordinated solutions that support both compliance and the community's long-term goals.

Our building professionals bring decades of municipal experience and understand the operational realities local governments face, including customer service expectations, development pressures, staffing challenges, and regulatory accountability. McKenna has had the opportunity to serve Lathrup Village for more than 15 years, providing continuity, institutional knowledge, and dependable service while building strong working relationships with staff, elected officials, contractors, and residents. Throughout that time, we have remained focused on responsiveness, consistency in code application, and being a trusted partner to the community.

References

City of Birmingham – 10+ years

Mr. Jeff Zielke
Building Official

151 Martin Street, P.O. Box 3001
Birmingham, MI 48012
(248) 530-1842

City of Lincoln Park – 10+ Years

Ms. Lisa Griggs
City Manager

1355 Southfield Road
Lincoln Park, MI 48146
(313) 386-1800 Ext. 1224

City of Berkley 5+ Years

Ms. Kristen Kapelanski, AICP
Community Development Director

3338 Coolidge Hwy
Berkley, MI 48072
(248) 658-3350

City of Farmington Hills 3+ Years

Mr. Scott Lenhart
Building Official

31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336
(248) 871-2450

City of Highland Park 3+ Years

Mr. Carlton Clyburn, Director
Community and Economic Development

12050 Woodward Ave
Highland Park, MI 48203
(313) 252-0050

City of Troy 3+ Years

Salim Huerta
Building Official

500 W. Big Beaver Rd.
Troy, MI 48084
(248) 524-3300

City of Southfield

Mr. Charles Woodward
Building Official

26000 Evergreen
Southfield, MI 48037
(248) 796-5000

Charter Township of Van Buren 5+ Years

Mr. Ron Akers
Building, Planning & Economic Development

46425 Tyler Road
Belleville, Michigan 48111
(734) 699-8913

City of Grosse Pointe Woods 3+ Years

Ms. Susan Como
City Manager

20025 Mack Plaza
Grosse Pointe Woods, MI 48236
(313) 343-2440

City of Gibraltar 3+ Years

Hon. Garrett Shumate
Mayor

29450 Munro Ave.
Gibraltar, MI 48173
(734) 676-3900

City of Marshall 3+ Years

Mr. Derek Perry
City Manager

323 W. Michigan Ave.
Marshall, MI 49068
(269) 781-5183

West Bloomfield Township 3+ Years

Ms. Amy Neary
Director of Planning and Development Services

4550 Walnut Lake Rd.
West Bloomfield, MI 48323
(248) 451-4800

COMPENSATION:

1. Building Official, Building and Trade Inspections and Plan Reviews will be compensated at Eighty-Five percent (85%) of all City revenues for permits including plan review, administrative, registration and business license fees.
2. Code Enforcement (20 hours/week) Monthly Retainer: \$7,000
3. Permit Tech/Scheduler On-site (12 hours/week) Monthly Retainer: \$4,250

CONFLICT OF INTEREST:

We have no conflict of interest with Lathrup Village. Our firm recognizes the importance of maintaining public trust and ensuring that all services are performed with integrity, objectivity, and professionalism. To identify and prevent potential conflicts of interest, we maintain internal procedures designed to promote transparency, accountability, and ethical decision-making across all municipal assignments.

Prior to entering into a new client relationship or project assignment, firm leadership reviews existing municipal, private-sector, and development-related engagements to identify any actual or potential conflicts. This review includes evaluating relationships with property owners, developers, contractors, consultants, or other parties that may have business before the municipality.

Employees are expected to disclose any personal, financial, or professional relationships that could create either an actual conflict of interest or the appearance of a conflict. Staff members are prohibited from participating in reviews, inspections, enforcement actions, or decision-making processes involving projects or parties where such conflicts may exist.

If a potential conflict is identified, the matter is reviewed by firm leadership and appropriate corrective measures are implemented immediately. Depending on the circumstances, these measures may include reassignment of personnel, independent secondary review, disclosure to the city, or recusal from participation in the matter altogether.

Our firm also maintains policies prohibiting acceptance of gifts, compensation, or preferential treatment from applicants, contractors, developers, or other parties conducting business with the municipality. Staff are expected to conduct themselves in accordance with all applicable professional standards, state regulations, and municipal ethical requirements.

ADDITIONAL DOCUMENTATION:

- a. **Errors and omissions coverage (if none, indicate).** See attached insurance certificate
- b. **Liability coverage.** See attached insurance certificate
- c. **Any and all relevant state registration certificates.** Will be provided upon contract award.

Approach to Scope of Services



Our approach is centered on functioning as a seamless extension of the Lathrup Village Building Department—delivering timely, consistent, and clearly communicated building services that support staff efficiency and enhance the applicant experience.

For more than 15 years, our team has proudly partnered with the City of Lathrup Village to provide dependable, responsive, and customer-focused building department services. Our approach is centered on professionalism, accessibility, timely service delivery, and proactive communication with City staff, residents, contractors, and business owners. We understand the importance of maintaining efficient development review processes while also protecting the health, safety, and welfare of the community through consistent code administration and enforcement.

BUILDING PLAN REVIEW SERVICES (ALL DISCIPLINES)

1. Comprehensive Plan Review Services

Our firm will provide complete building plan review services for all project types, including but not limited to:

- Single-family residential dwellings
- Multi-family residential developments
- Commercial buildings
- Industrial facilities
- Additions, alterations, renovations, and tenant improvements
- Accessory structures and site-related improvements

Plan reviews will be conducted by properly certified and experienced professionals in the applicable disciplines, including building, electrical, mechanical, plumbing, and barrier-free review. Reviews will ensure compliance with:

- Michigan Building Code
- Michigan Residential Code
- Michigan Mechanical Code
- Michigan Plumbing Code
- Michigan Electrical Code
- Michigan Energy Code
- Americans with Disabilities Act (ADA)
- Applicable local ordinances
- Referenced standards and regulations

Our review philosophy emphasizes both code compliance and customer service. Review comments are prepared in a clear, constructive, and solution-oriented manner to assist applicants in resolving deficiencies efficiently and minimizing unnecessary delays.

2. Turnaround Time Commitments

Our team understands the importance of timely plan review services to residents, contractors, developers, and the city. We are committed to meeting or exceeding the City's requested review timelines, including:

- Residential initial plan review turnaround within approximately 7 working days
- Large commercial/industrial initial plan review turnaround within approximately 14 working days

In many cases, depending on project complexity and submission completeness, reviews may be completed sooner. Staffing depth within our organization allows us to maintain continuity of service and avoid delays during periods of high workload, vacations, or staff absences.

3. Electronic Review Comments and Documentation

All plan review comments will be provided electronically in a detailed and organized format. Comment letters will:

- Clearly identify code deficiencies
- Reference applicable code sections
- Reference applicable plan sheets and detail numbers
- Identify required corrections or additional information
- Provide organized discipline-specific comments when applicable

Our electronic review process improves transparency, efficiency, and communication between reviewers, applicants, and City staff while maintaining accurate project records.

BUILDING INSPECTION SERVICES (ALL DISCIPLINES)

1. On-Site Staffing and Building Department Support

Our firm will provide a minimum of 12 hours per week of on-site staffing to serve the City in the capacity of:

- Building Official services
- Permit technician support
- Inspection scheduling assistance

- Customer service assistance for residents and contractors

Our personnel understand the importance of maintaining a visible and accessible presence at City Hall and serving as an extension of the city team.

Our staff is experienced with BS&A Software and will utilize the City's system for permit tracking, inspection scheduling, reporting, record management, and communication to ensure operational efficiency and continuity.

2. Inspection Services

We will provide inspection services for all types of structures and construction activities, including residential, commercial, industrial, and site-related work. Inspection services will include all applicable disciplines necessary to verify compliance with adopted codes and ordinances.

Our inspectors are experienced in interpreting and applying Michigan construction codes consistently while maintaining a practical and customer-service-oriented approach in the field.

3. Inspection Availability

Inspections will be scheduled and conducted between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless alternative arrangements are coordinated with the contractor and customer.

We recognize the importance of predictable inspection scheduling and timely field response to support efficient project completion.

4. Communication and Customer Responsiveness

Inspectors and department staff will remain accessible during normal business hours to respond to phone calls, return messages, answer technical questions, and assist contractors and residents.

Inquiries may be addressed either from the city offices or remotely from our offices to ensure timely response and continuity of customer service.

5. Coordinated Multi-Discipline Inspections

Whenever practical and appropriate, inspections across multiple disciplines will be coordinated to occur on the same site visit. This coordinated approach:

- Improves efficiency for contractors and property owners
- Reduces scheduling delays
- Minimizes repeat site visits
- Improves overall customer service

6. Inspector Equipment and Resources

- Our firm will provide all inspectors with the necessary:
 - Code books and reference materials
 - Technology and mobile devices
 - Safety equipment
 - Transportation
 - Inspection tools and testing equipment

All inspectors will maintain active cell phone contact information available to the public to ensure accessibility and responsiveness.

CODE ENFORCEMENT SERVICES

1. On-Site Code Enforcement Staffing

Our firm will provide a minimum of 20 hours per week of code enforcement services, with personnel maintaining a regular and consistent schedule operating from the City's municipal offices.

We understand that visible and accessible code enforcement staff are essential to maintaining neighborhood quality, responsiveness, and public trust.

2. Experienced Personnel

Assigned code enforcement personnel will possess the required experience and training necessary to effectively administer and enforce municipal ordinances and property maintenance regulations. Staff assigned to the city will have experience in municipal code enforcement, customer interaction, documentation, and enforcement procedures.

3. Enforcement of Applicable Codes and Ordinances

Our staff will investigate and enforce violations relating to:

- Zoning regulations
- Property maintenance requirements
- Nuisance violations
- Building and housing regulations
- Other applicable municipal ordinances

Our approach emphasizes professionalism, consistency, fairness, and voluntary compliance whenever possible.

4. Complaint Investigation and Field Surveys

Code enforcement personnel will conduct field investigations, site inspections, and proactive surveys to identify possible violations and respond to citizen complaints.

Complaints and cases will be documented thoroughly and tracked to ensure timely follow-up and resolution.

5. Corrective Action and Compliance Assistance

Our team recognizes the importance of balancing enforcement with customer service and education. Staff will work with property owners and residents to explain violations, identify corrective actions, and establish reasonable compliance expectations whenever appropriate.

6. Documentation and Inspection Records

All inspections and investigations will be properly documented, including:

- Inspection notes
- Photographs
- Correspondence
- Violation notices
- Compliance timelines
- Enforcement actions taken

Accurate documentation supports consistency, transparency, and defensible enforcement actions.

7. Photographic Documentation and Evidence Collection

Code enforcement staff will gather photographs, field evidence, witness information, and other relevant documentation necessary to support enforcement activities and legal proceedings when required.

8. Notices and Citations

Our firm will prepare and issue:

- Warning notices
- Notices of violation
- Letters of non-compliance
- Administrative citations
- Follow-up correspondence

All enforcement communications will be prepared in a professional and legally defensible manner.

9. Scheduled Patrols

Routine and proactive patrols will be conducted throughout the community to identify and address issues before they escalate into larger neighborhood concerns.

We understand the city vehicle is available for patrol activities and will coordinate usage appropriately with City staff.

10. Equipment and Uniforms

Our firm will provide all necessary equipment, uniforms, communication devices, and related resources required for assigned code enforcement personnel.

11. Court Support and Legal Coordination

When necessary, our staff will attend court hearings, provide documentation and testimony, and coordinate with the City's prosecuting attorney regarding enforcement matters and pending cases.

Our personnel understand the importance of maintaining complete and accurate records to support successful enforcement outcomes.

COMMITMENT TO THE CITY: REQUIRED QUALIFICATIONS

We approach this partnership with a service mindset—prioritizing responsiveness, accountability, and alignment with the City's operational needs. Our team is prepared to integrate quickly, perform reliably, and contribute to the continued success of the Lathrup Village Building Department.

- Our firm and all assigned personnel maintain all licenses, registrations, certifications, and qualifications required under PA 54 of 1986 and all other applicable State of Michigan governing building department services.
- Our team includes properly certified professionals qualified to serve as Building Official for the City in accordance with applicable state laws and regulations.
- Our firm is fully licensed and authorized to conduct business in the State of Michigan and has extensive experience providing municipal building department and code enforcement services throughout the region.
- Our staff has significant experience coordinating and communicating with municipal departments, planning and zoning staff, fire departments, engineers, utilities, county agencies, contractors, and other stakeholders involved in the development and inspection process.
- We understand the unique operational and customer service needs of small communities and recognize the importance of responsiveness, accessibility, consistency, and practical problem-solving in municipal service delivery.

- Our team is committed to maintaining professional, respectful, and effective communication with City staff, residents, contractors, developers, business owners, utilities, and outside agencies throughout all phases of plan review, inspection, and enforcement activities.
- As an extension of the city team, our staff will provide professional plan review, inspection, and code enforcement services while responding promptly to citizen concerns and working proactively to minimize disruptions to neighborhoods and the public.
- Current qualifications, licenses, registrations, and certifications for all assigned personnel will be provided and maintained throughout the duration of the contract.
- Our firm maintains appropriate insurance coverage and agrees to indemnify and hold harmless the City from claims, damages, or liabilities arising from the negligent acts or omissions of our firm, employees, or subcontractors in the performance of contracted services.
- Should damages occur for which our firm is responsible, we will work promptly and cooperatively with the city to provide reasonable restitution through repair, replacement, or other mutually acceptable resolution.
- Our firm maintains comprehensive safety policies and procedures and requires all employees and agents to comply with applicable OSHA requirements and all federal, state, and local safety regulations. We accept full responsibility for maintaining a safe working environment and addressing any compliance obligations associated with our services.