



AGENDA REPORT

New Haven, Michigan Regular Council Meeting

MEETING DATE:	14 April 2026
DEPARTMENT:	Village Office
DATE SUBMITTED:	7 April 2026
PREPARED BY:	Brian Meissen
ITEM TITLE:	Village Office Consulting Firm Procurement

EXECUTIVE SUMMARY:

The Village is at a decision point regarding the future of its municipal office facilities. The existing building requires evaluation of significant structural and interior improvements, including potential foundation repairs and reconfiguration of interior spaces. At the same time, the Village must consider the alternative of acquiring property and constructing a new municipal office.

To make an informed decision, the Village will need to engage a qualified consulting firm to lead a comprehensive analysis comparing these options. This consultant would be responsible for evaluating costs associated with rehabilitating the existing facility versus developing a new building, while also guiding the Village through the full project lifecycle. This includes public engagement, identification of grant opportunities, coordination of architectural and engineering services, and construction project management.

At this stage, Council direction is requested on how to procure these consulting services. The two primary options which are allowed by the Village's spending ordinance are:

- Issuing a formal Request for Proposals (RFP) to solicit competitive submissions, or
- Selectively identifying and inviting qualified firms - particularly those with strong reputations and demonstrated success with other municipalities - to provide quotes and proposals for consideration

While both approaches can result in securing a capable project leader, a selective process may allow the Village to focus on experienced, trusted firms and move more efficiently while still ensuring quality outcomes. Council's input will determine the preferred procurement method moving forward.

RECOMMENDED ACTION:

Choose which of the two options Council would like to go with for a consulting firm regarding the Village office.

ADMINISTRATIVE REVIEW:

EXHIBITS: