



CITY OF NOVI CITY COUNCIL
MARCH 24, 2025

SUBJECT: Approval to purchase ASHRAE Level II energy audits through Information & Energy Services, Inc. in the amount of \$28,917, and amend the budget.

SUBMITTING DEPARTMENT: Integrated Solutions – Facilities Management

KEY HIGHLIGHTS:

- ASHRAE Level II energy audit to be performed at the Civic Center, DPW, Fire Station 4, Firearms Training Center, and Novi Ice Arena.
- This is the first phase of the previously approved \$100,000 grant agreement between EGLE and the City of Novi.
- The City of Novi will receive reimbursement for the costs of performing the energy audits through the grant funds secured. The remaining funds will be available to address the actionable items in the reports.

FINANCIAL IMPACT

	FY 24/25	Total
EXPENDITURE REQUIRED	\$ 28,917	\$ 28,197
BUDGET		
1. Energy Audit CEMS Grant 101-265.00-816.074	\$ 100,000	\$ 28,197
2. State Grants – CEMS 101-000.00-540.100	\$ 100,000	\$ 0
APPROPRIATION REQUIRED	\$ 0	\$ 0
FUND BALANCE IMPACT	\$ 0	\$ 0

BACKGROUND INFORMATION:

In November 2024, the City Council approved the \$100,000 grant agreement with the Department of Environment, Great Lakes, and Energy (EGLE) for the Community Energy Management Program (CEM). City Staff submitted a two-phased approach as part of the grant application approval. Phase 1 will conduct an American Society of Heating, Refrigeration, and Air-Conditioning (ASHRAE) Level II audit at five municipal facilities.

An ASHRAE Level II audit aims to identify possible areas where energy and water may be conserved. The Novi Civic Center, DPW, Fire Station 4, Firearms Training Center, and Novi Ice Arena buildings will benefit the most from these energy audits. The amount of HVAC equipment, lighting, domestic water heating, appliances, roofing, insulation, bathroom fixtures, and miscellaneous equipment in these structures makes them an ideal choice for immediate energy savings. Once the energy audit has been completed, the City will receive a comprehensive report on each building showing where energy can be conserved through repairs, upgrades, or best practices.

A Request for Proposal (RFP) was posted on the Michigan Intergovernmental Trade Network (MITN) website to solicit companies to perform the energy audits. Seven proposals were received and reviewed by City Staff. Of the proposals, Information & Energy Services, Inc. was the lowest bidder for \$28,917, has experience working with municipalities on energy audits, and fully understands the scope of work. If approved, costs incurred by the City of Novi to purchase this service will be reimbursed with the grant funds already secured through the CEM Program.

RECOMMENDED ACTION: Approval to purchase ASHRAE Level II energy audits through Information & Energy Services, Inc. in the amount of \$28,917, and amend the budget.