



CITY OF NOVI
Consultant Review Committee Meeting
June 10, 2024, 5:30 p.m.
Mayor's Conference Room | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0445

CALL TO ORDER 5:30 p.m.

ROLL CALL: Mayor Pro Tem Casey, Councilmembers Heintz, and Staudt

PRESENT: Mayor Pro Tem Casey, Councilmembers Heintz, and Staudt

STAFF LIAISON: Victor Cardenas, Interim City Manager

OTHERS PRESENT: Carl Johnson, Director of Finance/CFO
 Jeff Herczeg, Director of Public Works
 Barb McBeth, City Planner
 Katherine Oppermann, Recording Secretary
 Bill Lyle, Kapnick Insurance Group
 Theresa Falzetti, Kapnick Insurance Group

APPROVAL OF AGENDA

Amendment by Councilmember Staudt for a sixth agenda item be added to review to transition from GFL to Priority Waste
Motion Maker: Staudt, Seconded: Casey, Approved 3:0

APPROVAL OF MINUTES

1. May 6, 2024 Meeting Minutes
Motion Maker: Casey, Seconded: Heintz, Approved 3:0

PURPOSE OF THE MEETING

1. Consultant List Review

City Manager Cardenas briefly went over the Consultant List with the Committee, indicating those that would be covered in this meeting as well as those which had upcoming renewal options.

2. Property & Liability Insurance

Mr. Cardenas gave a brief overview of the City's past difficulties with their former broker as well as the experience to date with Kapnick, who assisted in preparing the City to make a competitive group bid. Travelers is recommended by staff as the new property and liability insurance coverage provider along with extending the broker contract with the Kapnick Group. The insurance representative from Kapnick talked

about the current "hard" market as well as the offered Travelers package and background.

Mr. Johnson explained that the City administration reviews the entire package offered. He noted that the overall fees remain roughly the same if we move to Travelers while there would be a 20% increase to stay with Tokio Marine. Additionally, Mr. Cardenas said that we had learned of a change at Tokio Marine, the City would no longer have the same representative we had previously worked and had a relationship with.

The representative from Kapnick stated that they were very confident in recommending Travelers to the City.

Mr. Johnson expressed that the service offered by Kapnick over the last few years had been significantly better and above that which we previously had and that he would look forward to continue working with them.

Councilmember Heintz asked for clarification of the role an insurance broker. The Kapnick representative explained that there were our advocate/helper with the insurance coverage provider (Travelers in this case).

Mr. Cardenas then went over some of the common claims that the City works with Kapnick to handle. Mayor Pro Tem Casey asked about subjectivities regarding the claims and Mr. Cardenas clarified that all claims were simple inspections and had already been cleared.

Councilmember Staudt asked about any risk issues that had been identified. The Kapnick representatives noted that Novi had among the fewest they had ever seen, making the City very attractive. Councilmember Staudt then asked what, approximately, could be expected on premium increases. The representatives ventured that it would be in the low, single digits – likely 4 -5%.

Motion to positively recommend Travelers as the property and liability insurance coverage provider .

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

Motion to recommend retaining the Kapnick Group as the Insurance Broker for the City of Novis.

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

3. Architectural/Façade Consultant

The sole bidder, Mr. Necci of DRN & Associates, Architects, PC, has served as the City's Architectural and Façade Consultant for approximately 35 years. Throughout

that time, he has maintained a staff, and was noted to have an excellent track record for working with applicants through the review process.

Motion to recommend that DRN & Associates, Architects, PC be awarded a new 3-year contract with two 1-year renewal options.

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

4. Public Civil Engineering Field Services

The City utilizes three consulting firms for engineering services: AECOM, Spalding DeDecker, and OHM. In 2022 contract recommendations for all three were recommended by the Consultant Review Committee and approved by the City Council however while the contracts for AECOM and Spalding DeDecker were each for five years OHM was only granted two years leading to the upcoming expiration for December 2024.

Mr. Herczeg, upon request from Councilmember Staudt, went over the specialties of each of the three engineering consultants and explained that the workflow was typically split evenly between the three of them, primarily based on individual project timelines.

Councilmember Staudt recommends extending the contract for OHM to match the other two Engineering services, to end December 18, 2027 and then going to bid for all three positions at that time. Mayor Pro Tem Casey noted her support for that choice.

Councilmember Heintz asked if there was any fee difference between the three consultants? Mr. Herczeg explained that there was no difference in the fee structure as the City utilizes a standard pay structure to which all three are subject.

Motion to recommend that Orchard, Hiltz and McCliment (OHM) be awarded a 3-year extension to their contract.

*Motion Maker: Heintz, Seconded: Casey
Approved 3:0.*

5. Review RFQ for Owner's Representative Services for New Public Safety Building

Mr. Cardenas opened the new Request for Qualifications (RFQ) for comments from Committee members.

Councilmember Staudt noted that the City has never had this kind of service before. He suggested that the "disqualification" section be changed or removed. He has learned from his contract with the Novi Community School District as to how they utilize and operate with similar services, such as having regularly scheduled meetings, reporting, and presentations. He would like to see any firm hired have monthly

meetings with the Public Safety Building Needs Committee during the design phase. He also stressed the importance of “buy-in” for the bond process. Councilmember Staudt would like the RFQ to be fairly generic in case City Council decides to incorporate any other projects. Most importantly, he wants to be sure that whoever is selected that they can add value to the project.

Mr. Cardenas affirmed that the corrections requested by the Committee would be made to the RFQ.

6. Transition from GFL to Priority Waste

On June 17th City Council will be presented with an agreement for the GFL transition in which the company is sold to Priority Waste. There are still five years left on the current City contract for solid waste/recycling. The Committee acknowledged the signable clause that will go before Council.

AUDIENCE COMMENTS - none

ADJOURNMENT - 6:45 p.m.