

WORK AUTHORIZATION

February 12, 2026

Novi Ice Arena
c/o Jeffrey Muck
City of Novi Parks, Recreation & Cultural Services
45175 Ten Mile Road
Novi, MI 48375
jmuck@cityofnovi.org 517-404-2931

Property Name: Novi Ice Arena (1 Building, 76,707 sq. ft.)

Property Address: 42400 Nick Lindstrom Drive, Novi, MI 48375

ON-SITE INSIGHT, Inc. (OSI) will perform the below described services for the above captioned projects. Please execute this agreement authorizing us to proceed for the proposed fee and terms. No work will be performed until you return this authorization, properly executed. Cooperation in providing **OSI** with necessary information and assistance in performing the work is assumed. Acceptance of this agreement by signature authorizes **OSI** to proceed as described and commits the client to perform tasks as herein provided.

SCOPE OF SERVICES – Capital Needs Assessment / Accessibility Assessment

- **Scope of Work** – The assessment will determine the overall physical condition of the property through evaluation of the site, building architecture and systems.
- **Field Assessment** – Accurate and complete field assessments require site and building plans, adequate escorts for field assessors.
- **Preliminary Report** – Consists of a 20-year capital needs evaluation in executive summary and quantitative form (including replacement reserve analysis in appropriate format) plus photographic documentation and graphic presentation of key observations/findings. Client to receive electronic copy in PDF format.
- **Joint Review of Preliminary Report** – fee is inclusive of one round of joint review, conducted by phone. Client should have all appropriate parties participate in this discussion.
- **Final Report** – Final report to incorporate joint review comments by client. Client to receive electronic copy in PDF format.
- **Additional Services** – Additional services, including but not limited to additional rounds of report review, presentations of report findings to other interested parties, and meetings conducted in person or after normal business hours, will be subject to additional charges billed at Senior Associate rate of \$295 per hour.
- **Work does not include assessment of presence of any environmentally hazardous materials (e.g., asbestos or lead-based paint), architectural or engineering services.**

FEE:

- \$8,950 Payable as follows:
 - \$4,475 due on signing this agreement. X _____
Initials here
 - Balance due 30 days from the issue of the Preliminary Report.

83 Morse Street • Suite 6
Norwood, MA 02062-4350
617.502.5985
on-site-insight.com

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TERMS & CONDITIONS:

- Payments -- The client agrees that any amount unpaid after thirty days will be subject to interest at the rate of 18% per year (1.5% per month) until such unpaid amount is paid in full. Additionally, client will be responsible for the reasonable cost of collection of any such unpaid amounts, including collection and attorney's fees.
- Limitation of Liability -- Provided On-Site Insight is not negligent in performing its duties, the Customer hereby indemnifies and holds harmless On-Site Insight, its subsidiaries, its principals, shareholders, agents and representatives, from any claims, causes of action, lawsuits, demands or any other costs (including legal fees) that may be incurred as a result of On-Site Insight's work in connection with the transaction, as a result of actions undertaken by On-Site Insight at the behest of the Customer, or actions taken by the Customer, or others in full or partial reliance on the services, information or work product provided by On-Site Insight. On-Site Insight hereby indemnifies and holds harmless Customer, its principals, shareholders, agents and representatives, from any claims, causes of action, lawsuits, demands or any other costs (including legal fees) that may be incurred as a result of actions undertaken by On-Site Insight. On-Site Insight's liability under this Section shall not exceed the total compensation received by On-Site Insight hereunder.
- Cancellation and/or Rescheduling -- In the event the Client cancels or requests a rescheduling of the confirmed assessment, the Client shall pay for all services fully or partially performed to-date, and all related costs incurred (such as non-refundable travel expenses and change fees).
- Final Reports -- Preliminary Reports that are not finalized within 60 days of issuance will be deemed final and a Final Report will be issued to the client.
- Work (including issue of final report) to be completed on a schedule to be agreed upon, assuming prompt response by client to schedule and report requirements. Changes in schedule or scope of work after agreement will entail change in terms, including but not limited to due date and fee. Work will be performed to endeavor to be in compliance with applicable governmental and professional standards, regulations and requirements, with normal care and competence
- The fee quoted is valid for 90 days.

OSI:

Agreed & Accepted:

By: 

By: _____

Title: Chief Executive Officer

Title: _____

Date: February 12, 2026

Date: _____

Operations Manager: Tyler Heser / WA-26059

PLEASE NOTE OUR REMITTANCE ADDRESSES HAVE CHANGED

FOR CHECK PAYMENTS SENT BY US MAIL

Please mail your check payment to the following address:
On-Site Insight, Inc.
PO Box 412518
Boston, MA 02241-2518

FOR WIRE TRANSFER PAYMENTS

Bank of America, 100 Federal Street, Boston, MA 02110
Routing Number: 026009593
Account Number: 004640502919
Account Name: On-Site Insight, Inc.

FOR OVERNIGHT DELIVERY OF PAYMENTS

Please send all overnight delivery of payments to the following address:
Bank of America Lockbox Services
On-Site Insight Inc. 412518
MA5-527-02-07
2 Morrissey Blvd.
Dorchester, MA 0212