

MCKENNA

Building Department Services

CITY OF NOVI, MICHIGAN



January 8, 2025

Communities for real life.



MCKENNA

January 8, 2025

Tracey Marzonie
Purchasing Manager
City of Novi
Finance Department
45175 W. Ten Mile Road
Novi, MI 48375-3024

Subject: Proposal to Provide Supplementary Inspection and Plan Review Services to the City of Novi, MI.

Dear Ms. Marzonie:

Novi has an exceptional reputation for providing an extremely elevated level of municipal service – we have seen it first-hand. In fact, we successfully worked directly with the Building Department to provide that elevated level of municipal service. We would like to renew that partnership.

Since 2013 we have expanded our building department services to approximately thirty communities and seventy employees, because of our client requests. A tradition of integrity and McKenna's reputation for quality personnel has supported the success of this expansion.

Over the last 46 years, McKenna has helped more than three hundred Michigan and Ohio communities, providing a variety of professional services to municipalities, including the City of Novi. Our team of licensed certified plan reviewers and inspectors look forward to collaborating with your officials, builders, and the public to realize your goals of prompt, high quality inspection services, as needed.

SUPERIOR SERVICE

We are pleased to submit our proposal to provide The City of Novi supplementary plan review and inspection services. Our approach offers the City licensed, effective, and courteous building and code review and inspection services from McKenna professionals, using the latest tools and techniques to achieve the City's immediate and long-term goals.

Our team of plan reviewers have hundreds of years of collective experience in reviewing the simplest to the most complex building projects including the Blue Oval Battery Park Michigan in Marshall, Michigan. Many of our plan reviewers are ICC certified and are often asked to teach plan review best practices at State and local building conferences including the Code Officials Conference of Michigan. Our approach to plan review includes consistent, complete, and helpful input that results in a very efficient process and getting high quality projects in the ground.

AGILITY

Permit activity can fluctuate dramatically. Personnel availability can be unpredictable. With a growing roster of thirty licensed inspectors available, the McKenna Team has the depth of resources to assist the city during the most active permit cycles as well as the least active while maintaining consistent quality and superior level of service.

ACCOUNTABILITY

Our team of certified professionals will assume full responsibility for the plan reviews and inspections we are assigned to. Whether it is the next day or the same day, we will be there.

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.



HIGH STANDARDS

In the competitive market that we are in, communities that rise above normal create a competitive advantage for investment. A timely and complete inspection process is part of the higher level. Our business/citizen friendly approach will ensure that Novi maintains the highest possible service standard.

AVAILABILITY

McKenna's headquarters is right down the street! Less than 10 minutes from Novi's City Hall, we can be there in no time for meetings to address challenges and coordinate projects and staffing. Our remote plan review team is online and available five days a week, so all deadlines are met.

Novi is a special community, and we value our role in the community's ongoing success. Thank you for the opportunity to continue this relationship. We look forward to discussing our qualifications in more detail.

Respectfully submitted,

McKENNA



John R. Jackson, AICP
President

Enclosures



CITY OF NOVI

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

VENDOR QUESTIONNAIRE

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Name of Firm McKenna Associates, Inc.
Address: 235 East Main Street, Suite 105
City, State Zip Northville, MI 48167
Telephone 248.596.0920 Fax 248.596.0930
Mobile 313.690.1966
Agent's Name (please type) John R. Jackson, AICP
Agent's Title President
Email Address: info@mcka.com
Website www.mcka.com

1. Organizational structure: Corporation, Partnership, etc. Corporation
2. Firm established: May 2, 1978
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
No ☒ Yes ☐ Reason: _____
4. Under what other or former names has your organization operated?
Prior to 1986: Christopher Wzacny Associates and Wzacny & McKenna Associates, Inc.
5. How many full time employees? 80 Part time? 20
6. How many years has your company been providing inspection and plan review services? 12
7. How many clients does your company currently serve with the type of services described?
Approximately 30

8. Please provide a complete description of the services you will provide for the City.
McKenna will provide a full range of inspection services including: Building: Structural, Mechanical, Plumbing, Electrical, Accessibility, Grades, Landscaping, Fire Suppression and Alarm, Energy Efficiency, Plats/Easements, and Stormwater Protection.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

McKenna professionals are certified in a range of disciplines including:

- International Building Code (IBC)
- International Residential Code (IRC)
- Michigan Plumbing Code
- International Mechanical Code (IMC)
- International Electrical Code (IEC)
- Michigan Uniform Energy Code
- International Fire Code (IFC)
- International Existing Building Code (IEBC)
- Energy Efficiency
- Referenced Fire Code Provisions
- Barrier Free Code
- International Code Council (ICC)
- Registered Landscape Architect (Michigan)

See qualifications listed in the proposal for additional information.

10. What are your billing procedures?

McKenna will provide a detailed hourly invoice. All invoices will be submitted by McKenna to the City monthly within the 1st week of each month. McKenna's fees will remain in effect for two years.

11. Additional information / Points not covered. Attach additional sheets if necessary.
See attached proposal.

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services. **See attached proposal.**

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____
Phone _____ Contact name _____

Scope of services _____

13. Can you meet the City's insurance requirements? Yes ☒ No _____

14. Please provide a copy of your inspection checklists. See attached.

Yes ☒ No _____

15. Our fee proposal is included in a separate sealed envelope.

Yes ☒ No _____

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No _____ Yes ☒

McKenna is currently named in several suits along with our clients for Building Department Services. Although they seem to be frivolous suits, the cases have not been resolved. During the past 46 years, McKenna has been named in lawsuits always along with a municipality over zoning issues – all have been dismissed or settled without trial.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) John R. Jackson, AICP, President

Date January 7, 2025



Building Department Services

CITY OF NOVI, MICHIGAN



PREPARED JANUARY 8, 2025, BY

MCKENNA
235 East Main St.
Suite 105
Northville, Michigan 48167

PREPARED BY: John R. Jackson, AICP, President
Sam Woodrick, Director of Building Services
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Executive Summary



We Understand the City of Novi is committed to providing its customers with an exceptional level of customer service.

PROPOSED SERVICES

McKenna will provide the following services:

- High Level of Customer Service
- Expedited Procedures
- Building Code Plan Review
- Building Code Inspections
- Trades Inspections

PROFESSIONAL FEES

Our fee proposal is contained under separate cover per the instructions within the City's RFP.

MCKENNA ADVANTAGES

- Customer focused
- Local familiarity
- Responsiveness
- Effective, Organized, and Accountable
- Deep roster of highly qualified building professionals

BUILDING PROFESSIONALS

Project Director
Building Inspector
Plumbing Inspector
Mechanical Inspector
Electrical Inspector
Fire Suppression

Firm Information



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

McKenna's team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers' markets, we want your community to thrive. 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 success can be measured by the built improvements to hundreds of McKenna client communities, and by our 46-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 50 plus certified building professionals and 30-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS

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Suite 105
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E info@mcka.com

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GRAND RAPIDS

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Suite 6B
Grand Rapids, MI 49503
O 616-226-6375
F 248.596.0930
E info@mcka.com

KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com





Areas of Service

Community Planning

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

- 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

Landscape 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

1. Qualifications, Experience, and Training

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



ABOVE
Garden City
Hospital

TECHNICAL RESOURCES

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

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

BELOW
Raleigh Movie
Studio (Pontiac)



EXAMPLES OF RECENT PLAN REVIEWS/INSPECTIONS

McKenna's professional inspection team has reviewed a wide range of commercial, office, institutional and industrial projects including over 100 reviews a month in each discipline. Some recent examples include:

- Target
- Home Depot
- Westland Mall
- Verizon Regional Headquarters
- Garden City 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 / \$15.076M

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



2. Comparable Projects

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
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 Ecorse	9,011	■	■	■	■	■	■
City of Gibraltar	4,856	■	■	■	■	■	
Lathrup Village	4,075	■	■	■	■		■
Webberville	1,272	■	■	■	■		■
Van Buren Charter Township, Wayne Co.	28,821				■		
Walled Lake	7,127	■	■	■	■		■
City of Fraser	14,480	■	■	■	■		■
Canton Charter Township	93,018		■	■	■		
City of Berkley	15,331		■	■	■		■
City of Hamtramck	22,423	■	■	■	■	■	■
City of Novi	55,224		■	■			
Bay City	33,167	■	■		■		
City of Eastpointe	31,487	■	■	■	■		■
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 Marshall	6,822	■	■	■	■		
City of Ferndale	19,109		■				
City of Warren	138,130		■	■	■		
West Bloomfield Township	65,888		■	■	■	■	

MUNICIPAL DEPARTMENT MANAGEMENT AND STAFF AUGMENTATION SERVICES

McKenna professionals are skilled in providing services in municipal offices as permanent or interim support for positions such as Building Official, Planning Director, Zoning Administrator, Community Development Director, DDA/TIFA or Economic Development Director, and Building Department Administrator, and similar positions. In some communities McKenna provides all of these functions.

MUNICIPAL ADMINISTRATION SERVICES

McKenna currently provides or has recently provided department administration services including planning, zoning, building, code enforcement and CDBG in the following communities, among others:

Bay City, Michigan
Buena Vista Charter Twp., Saginaw Co., Michigan
City of Eastpointe, Michigan
Clawson, Michigan
Dearborn Heights, Michigan
Delhi Charter Twp., Ingham Co., Michigan
Fenton, Michigan
Hartland Twp., Livingston Co., Michigan
Hazel Park, Michigan
Hudson, Ohio
Grand Blanc Charter Twp., Genesee Co., Michigan
Kalamazoo Charter Twp., Kalamazoo Co., Michigan
Lake Orion, Michigan
Lincoln Park, Michigan
London Twp., Monroe Co., Michigan
Lyon Charter Twp., Oakland Co., Michigan
Medina, Ohio
Oshtemo Charter Twp., Kalamazoo Co., Michigan
Oxford, Michigan
Plymouth Charter Twp., Wayne Co., Michigan
Richmond, Michigan
Rochester, Michigan

Rochester Hills, Michigan
Royalton Twp., Berrien Co., Michigan
Saybrook Twp., Ashtabula Co., Ohio
South Lebanon, Ohio
Van Buren Charter Twp., Wayne Co., Michigan
Walled Lake, Michigan
Webberville, Michigan
Westland, Michigan
Williamston, Michigan
Williamstown Twp., Ingham Co., Michigan
Ypsilanti, Michigan

Management Consulting: Building, Zoning and Code Enforcement

Brighton Charter Twp., Livingston Co., Michigan
Ecorse, Michigan
Kalamazoo Charter Twp., Kalamazoo Co., Michigan
Royal Oak Charter Twp., Oakland Co., Michigan

Shared Services Analysis

Van Buren Twp., Michigan

PROFESSIONALS

McKenna has a deep roster of over 60 certified inspectors, plan reviewers, and intake professionals / support services. This ensures services can be performed even in the event of illness or vacations.

Continuity

We will identify a team of professionals that are exceptionally qualified technically and professionally for the City of Novi. In addition, we will identify team members that are well suited to the nature and volume of work your city requires. By hand selecting a team we are looking to create a long-term group of professionals that will become part of the culture and maximize continuity.

3. Methodology

McKenna is committed to providing your citizens and the business community with the highest level of service in a highly efficient and professional manner. McKenna's service is flexible and responsive and allows the City to staff up or down as needed, providing next day scheduled inspections as-needed and same day service if-needed. We partner in utilizing and improving the City's systems.

APPROACH

Project Manager

Your McKenna Project Manager will be the primary conduit between the city and the company, working closely Building Official and Department Managers. Most importantly, McKenna's Project Director will focus on making sure McKenna's plan reviewers and inspectors are providing the City with the high level of service expected.

Accountability

Communication is the most effective element in running a successful department. McKenna's Project Manager will provide regular reports on each of the service areas of the department. These reports will be based on clearly defined targets and will provide timely achievement results, as well as suggestions for areas of constant service delivery improvements.

Targets

McKenna targets individual performance improvements using clearly defined roles and accountabilities for each professional involved in the project. Targets are available as a reference for setting goals and monitoring performance against standards and measurements.

Effectiveness

The effectiveness of our overall Quality Management Program demands that all personnel are aware of the professional, technical and ethical requirement of each project. Responsibility for implementation of the program is team-wide under the direction of the City's Building Official.

Client Satisfaction

Client satisfaction is measured as a quality control measure. The level of performance is graded and McKenna makes adjustments as necessary.

Transition

Over the past 40 years, McKenna has been asked to step in and help communities manage change. Novi has been through these transitions a number of times and has emerged strong every time. We will assist the City manage the transition of the building department in a manner that is specifically geared to Novi.

During the transition there will be a degree of concern by stakeholders including:

- Customers will be concerned about how their current projects will be impacted.
- City Council and management will want to ensure that their expectations are being met.
- City staff will be concerned about how this new arrangement will affect them on a day-to-day basis.

The transition period will begin as soon as we receive approval from the City. We will immediately schedule a kick-off meeting with City management and begin assessing the building department's current capabilities. We will layout a specific plan based on the City's current and future resources, and the list of active permits to make sure no plan review or inspection falls through the cracks. If possible we will shadow the existing building department team to ensure continuity.

Team Approach

McKenna professionals are an extension of the City. This partnership requires constant interaction and communication between all levels of the team and constant reporting to the Building Official. Our objective is to make the department run smoothly and efficiently with no surprises. Clearly established procedures, forms, and protocol will be utilized to ensure that the Novi Building Department functions as a single efficient unit.

Unique Challenges of Novi

Our team of experienced professionals is prepared to tackle the most sensitive additions to aging structures to the most complex mixed-use campus. This requires working closely with all of the departments within the City from Economic Development, Planning, and others. McKenna's professionals are equally comfortable working in the field or working around the conference table to find workable solutions for people who are investing in the future of Novi.

Communication

McKenna's Team of professionals are well respected for their technical capabilities as well as their ability to identify solutions and communicate them to everyone from elected officials, to developers, trades people, and citizens. They possess the ability to take the most technical concepts and communicate them in appropriate terms. Our client satisfaction survey process will attest to that fact.

An Agent of the City

McKenna Team of professionals will function as an agent and arm of the City of Novi. As an agent of the City we will project the core values of the City in creating a business friendly/citizen-oriented environment in an effort to continue Novi's progress in improving the quality of life and property values for the residents of Novi. Our professionals are well equipped to oversee and facilitate plan review services, inspections, enforcement of appropriate building codes, respond to citizen complaints and communicate effectively to maintain the delicate balance between non-residential development and the quality residential neighborhoods of the City.

Approach to Dispute Resolution and Alternative Solutions

Work with contractors, residents and other customers to find reasonable solutions within the code. We know that there are multiple ways to satisfy the code requirements and will recommend alternatives

PLAN REVIEW SERVICES

Turn-Around Services

All reviews will be completed within the recommended target established by the City of Novi. Written reviews will be provided identifying any deficiencies along with helpful suggestions on how to resolve any outstanding code issues. Progress will be tracked using the city's current software systems.

REVIEW	1 ST CYCLE	2 ND CYCLE	3 RD CYCLE
New Commercial Construction	10 Days	5 Days	Same Day
Major Commercial Alterations	10 Days	5 Days	Same Day
New Multifamily Construction	10 Days	5 Days	Same Day
All Other Reviews (2 hours or less)	Same Day	Same Day	Same Day

Permit Ready

McKenna can expand the list of projects that can be issued permits immediately.

Counter Reviews

McKenna can provide sufficient staff to ensure that a full range of projects will be eligible to receive permits following a brief counter review.

Disciplines to be Reviewed

McKenna's team of professionals is experienced and certified in the full range of industrial and commercial building codes including the most recent version of the following:

- Michigan Residential Code (MRC)
- International Swimming Pool and Spa Code
- National Electrical Code (NEC) with Chapter 8 Amendments
- Michigan Mechanical Code
- Michigan Building Code (MBC)
- Michigan Plumbing Code
- Michigan Uniform Energy Code
- International Fire Code (IFC)
- Michigan Rehabilitation Code for Existing Buildings
- International Property Maintenance Code

Review Format

We will use the city's existing forms and continue to help develop new forms to assist in streamlining the review, permitting and inspection process.

Details of Plan Review Process

The McKenna Team knows Novi's existing plan review system and will look for opportunities to streamline the process. The process at a minimum will include:

- The Act 407 registered plan reviewer shall be contacted to receive permit requests and plans.
- All documents shall be reviewed for zoning compliance, ordinance compliance and Michigan Building Code compliance. Utilizing the plan review check lists but not limiting the review to these lists, the submitted plans will be reviewed to verify compliance with the Michigan code in which the applicant has made the request. If a specified Building Code is not listed or the Code requested does not apply, plans will be reviewed under the more stringent code as determined by the Building Official.
- Commercial plans showing construction of or renovations to the electrical, mechanical, plumbing or fire suppression systems shall be reviewed by an Act 407 registered plan reviewer certified in these areas. The Fire Marshal or a registered approved NFPA plan reviewer will review plans for NFPA compliance.
- The plan reviewer shall verify that the Use, Occupancy and Construction Type is noted on the plan and verify compliance with all applicable codes, ordinance and zoning requirements
- Any required plan corrections are noted by the reviewer and revised plans requested. The plan reviewer uses the plan review revision request form noting the code, zoning or ordinance deficiency with a written explanation of what the deficiency is and what is required to gain compliance.
- A minimum number of copies of plans is requested for the City indicating the request revisions. These revisions are clouded on the plan. These plans are date stamped received and plan reviewer(s) notified of receipt of revised plans
- A second review is then performed by the Plan Reviewer(s) and NFPA plan reviewer if needed, verifying compliance. (Note: if a third revision is required an additional plan review fee will be identified.
- Once the project has gained approval verifying compliance with applicable codes, ordinance and zoning by required plan reviewers the plans are stamped approved and signed by plan reviewers that reviewed the plans.

After Review

- After review by Zoning Administrator and plan reviewers, check for signatures on first page of plans – all copies. Written review by Inspector is attached to the first page of plans. A copy of reviewed plans goes to the applicant.
- Enter into computer software
- Notify applicant on status – indicate the fees due or additional information needed to process.
- VERIFICATION OF ALL REVIEW AND APPROVALS IS CHECKED BEFORE PERMIT IS ISSUED.
- Place application and paperwork by street name for pickup.
- One copy of the approved plans and plan reviews are entered in permanent file.

Tracking and Reporting Details

All project status, details, and comments will be closely tracked via the City's BS&A system. McKenna will work closely to ensure that all stages of the process from intake through certificate of occupancy and all follow up will be tracked through a secure on-line system. Field computers will be used to ensure real-time information is available and project status remains current.

Details on Resources/Tools Available to Plan Review Staff to Help Ensure That Time Frames and Quality Metrics are Being Met

On-line digital forms can be developed to ensure that the process operates at maximum accuracy, currency, and efficiency. The on-line system using the City's software system will keep all contractors connected to the project and the applicant continuously ensuring a fast, accurate, and efficient system.

A major factor in expediting plan review process is the experience level of the plan reviewer. Experienced personnel know what items most often lack compliance with the building code (and applicable City Ordinances pertaining to construction standards). The rapidness, and more importantly the quality, of plan reviews, rests on the skill and experience of the reviewer. Checklists are used and are helpful in documenting issues, but experienced individuals are the biggest asset to performing a code review.

INSPECTION SERVICES

Time Frame for Inspections

McKenna will work with the City of Novi to schedule inspections in a logical and orderly manner. We will identify specific days of the week for various types of inspections with the goal of completing all inspections within 24 – 48 hours.

Types of Inspections Performed

McKenna's Team of professionals are prepared to provide inspections for all sub-trades, including landscape inspections, for residential, commercial, and industrial projects

Detail on Inspection Request Process

McKenna will work with the City to develop an automated inspection request process reducing the personnel demands for intake and issuing inspection results. All inspection requests will be coordinated at the City offices in the morning and the results will be assembled throughout the day via on-line tracking system.

Application Notification Process

The McKenna Team will work closely with the City of Novi to maximize the use of the City's software system and develop a method of providing inspection results to our customers on-line.

COMMUNICATION PLAN

1. **Orientation.** Our team of professional managers and inspectors will meet with representatives of the City team to become acquainted - to put a name to a face.
3. **Responsiveness.** In those instances where advanced planning is not possible, every effort will be made to mobilize a member of the McKenna's Team. However, if that is not possible, one of McKenna's other qualified reviewers/inspectors will be assigned to the project to ensure prompt and professional service and the City advised.
4. **Team approach.** McKenna professionals will be viewed by the public as an extension of the City. This partnership requires interaction and communication between all levels of the team and constant reporting to Novi Project Manager. Our objective is to make the department run smoothly and efficiency with no surprises. Clearly established procedures, forms, and protocol will be utilized to ensure that the building inspection services function as a single efficient unit.
5. **Communication.** McKenna's team of professionals are well respected for their technical capabilities as well as their integrity and ability to identify solutions and communicate them to everyone from elected officials, to developers, trades people, and citizens. They possess the ability to take technical concepts and communicate them in appropriate terms.
6. **Representative of the City.** McKenna's team of professionals will function as an arm of the City. We project the core values of the City in creating a business friendly/citizen oriented environment in an effort to maintain the City's status as a premier residential community. Our professionals are well equipped to oversee and facilitate inspections and enforcement of codes, respond to complaints and communicate effectively.



MCKENNA

August 4, 2023

**PLAN REVIEW
NOT APPROVED**

Our Next Energy
Buildout Bulletin #3
42060 Ecorse Rd Bldg#6
Van Buren Township, MI

Permit:	PB23-0052
Plan submittal of Part B to McKenna:	March 24, 2023
2015 MBC, 2015 MMC, 2018 MPC, 2017 NEC	
USE GROUP:	B, A2 & F1
CONSTRUCTION TYPE:	2-B
Occupancy Load:	163
Fire Suppressions:	Yes

NOTE: The items listed below reflect submitted construction document omissions and deficiencies that have been identified in this review. The construction documents shall be revised in accordance with the listed items and referenced code sections.

Building

1. A summary statement of special inspections shall be submitted in accordance with Section 107.1 as a condition for permit issuance. (1704.3.1, 1704.5)
2. Identify design professional in responsible charge (107.3.4)
3. Provide Key Plan if needed to identify the location of the proposed work (107.2.1)
4. Indicate design loads (1603.1)
5. Include a written response to each corrected item and include clouded areas on drawings. (MBC 107.1)

Mechanical

1. Provide gas pipe riser plan showing the following: 1. furthest gas run from the meter to the furthest appliance 2. the total gas load in cfh 3. the gas inlet pressure and 4. the pressure drop and 5. the table in the IFGC used to size the gas pipe. Sheet MP1-R1-18 (IFGC2015,106.3.1)
2. Show pipe from gas meter to all appliances in a riser plan for addition of appliances to gas system. Sheet MP1-R--18 (MMC2015,106.3.1)
3. Provide ventilation calculations. Sheet MH7-00-01 (MMC2015,403.3.1.1.1)
4. Provide information on the DHU units that are not on the schedule, include them in the schedule, and show the ducting you are running to them all the way back to the units. Please make clear and provide sequence of operation for these units. Sheet MH1-R1-12 (MMC2015,106.3.1)
5. A report shall be submitted to the building official identifying the maximum expected quantities of hazardous materials to be stored, used in a closed system, and used in an open system, and subdivided to separately address hazardous material classification categories based on tables 307.1(1) and 307.1(2). The methods of protection from such hazards, including but not limited to control areas, fire protection

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systems and Group H occupancies shall be indicated in the report and on the construction documents. The opinion and report shall be prepared by a QUALIFIED person, firm or corporation approved by the building official and provided without charge to the enforcing agency. (MBC2015, 414.1.3)

Plumbing

1. Previously approved comments from 4/28/23 still apply.
2. "Document Release #13 05/15/23" provided shows minor changes to the plumbing system, including adding a water line to a coffee maker, an elevator sump pump, and a closed loop chilled water system for mechanical use.
3. Complete specification manual not provided. Items may be addressed in specification manual.
4. Sheet PP1-01-18; coffee maker water line requires backflow protection per 608.17.1.2 and is subject to local field inspections for code compliance.
5. Sheets PP1-U1-18 & PP7-00-01; Added elevator sump and discharge. Division 14 in partial specification manual provided lists electric traction elevator. Therefore, no oil separator required by MPC Chapter 10. Item is subject to local field inspections for code compliance.
6. Sheet MP-01-12 provides a closed loop chilled water system for mechanical use. Mechanical code sections to be reviewed by Neil. Previous plumbing plan approval addressed backflow protection of any domestic supply. Item is subject to local field inspections for code compliance.

Electrical - Approved

Please direct all questions to me via email or phone.

Sincerely,

Ken LaBelle

Ken LaBelle, Michigan Certified Plan Reviewer
klabelle@mcka.com
248.596.0920



August 18, 2022

**PLAN REVIEW
NOT APPROVED**

Rose Senior Living
28800 W. 11 Mile
Farmington Hills, MI

Plan submittal to McKenna: August 8, 2022
2015 MBC, 2015 MMC, 2015 MPC, 2017 NEC
USE GROUP: A-2, I-2, R-2, U
CONSTRUCTION TYPE: 2 – B & 5-B
Occupancy Load: ??
Fire suppressions: ???

NOTE: The items listed below reflect submitted construction documents omissions and deficiencies that have been identified in this review. The construction documents shall be revised in accordance with the listed items and referenced code sections.

Building

1. Plans lack address 105.3(2) 107.2.1
2. List of any or all proposed deferred submittal documents (107.3.4.1)
3. Indicate total area of building, number of stories, and provide height and area calculations including open perimeter & fire suppression increases. (501.1; Table 503)
4. Provide Life Safety Plan Incomplete
 - a. Provide door hardware, door and window details including type, size, material, and hourly rating required. (107.2.1; 1008.1)
 - b. Provide stairway details with all guard and handrail details (1009.1)
 - c. Show location and provide details of all fire and smoke rated assemblies and protection of penetrations including permanent markings and identifications. Provide UL design number or other approval rating. (107.2.1; 703.7; 701.1; 703.2; 712.1)
 - d. Show location of portable fire extinguishers. (906.1)
 - e. Show location of all exit signs and means of egress lighting (1006.1; 1011.1)
 - f. Show egress path and distance
 - g. Show break point with details between types of construction
5. Reference to International Building Codes does not comply to the State of Michigan Building Code.
6. Provide summary statement of all special inspections 1704.2.4
7. A summary statement of special inspections shall submit a statement of special inspections in accordance with Section 107.1 as a condition for permit issuance. 1704.3.1, 1704.5

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Mechanical

1. Provide fire damper for HPFC-3 duct penetrating maintenance room sheet M1.01(MMC2015,607.5.2)
2. Provide plans that show both the column and row letters and numbers to be able to follow where the ducts are on different floors these plans are not clear enough to do a review on. Please resubmit plans that have overall mechanical Hvac and enlarged plans with the noted clarity required to do a review (MMC2015,106.3.1)
3. this exhaust duct is penetrating 2 stories 1st and 2nd you are saying on the note the roof is above this floor it is not it is above the 2nd floor. we need to be clear this is inaccurate information i am missing fire dampers sheet M1.12 (MMC2015,106.3.1,607.6)
4. RTU's should not be showing on this page on the 1st floor they are above the 2nd floor, what should be showing is the ducts that are penetrating the floors with the required fire protection this needs to be corrected on all pages to properly do the mechanical review (MMC2015,106.3.1) sheet M1.12
5. you need to indicate where this exhaust duct is coming from to the exhaust grill in the trash room you must be clear sheet M1.14 (MMC2015,106.3.1)
6. show how you are going to protect the exhaust duct penetration for the dryer, bathroom and kitchen through the fire rated ceiling assembly in all apartment units (MMC2015,607.6.2)
7. Provide ventilation calculation tables (MMC2015,403.3.1.1.1)
8. Provide manufacturers specs for makeup air unit for kitchen (MMC2015,106.3.1)
9. Show where you got shafts for ducts that penetrate more than 2 stories like the exhaust for the trash chute rooms and other duct (MMC2015,607.6.1)
10. Provide make up air for trash chute rooms you only got exhaust (MMC2015,501.4)

Plumbing

1. Note that 2018 Michigan Plumbing Code is in effect, not 2015 International Plumbing Code as stated.
2. Provide details on all backflow devices and vacuum breakers per 608. Simple statements to provide device do not meet code. Provide backflow device schedule, including but not limited to; main water supply (if required by local ordinance), pond water supply, all vacuum breakers, combi-oven, roof hydrant, etc.
3. Sheets P4.10 and P5.10 contain conflicting hot water supply details per 607. Clarify locations of water heaters being provided. Clarify type(s) of water heaters provided per Chapter 5. Storage tanks and wall hung heaters require that storage tanks meet MPC sections 606.5.2 through 606.5.10, wall hung heaters require specific venting, which is not shown on drawings. Please clarify and provide details on drawings.
4. Funnel drains cannot be concealed per 802.4. Condensate drainage required to meet Chapter 3 in MPC
5. Isometric drawings—require correct fittings—T's prohibited on the horizontal per 706, 706.3
6. Isometric drawings—connections & offsets to base of stacks required to meet 704.3. Drawings do not appear to show correct distances.
7. Sheet P3.18 shows conflict. Overflow roof drains not permitted to connect to primary drain system per 1108.2.



8. Grease interceptor calculations not provided per 1003. Provide all details. (subject to local DPW requirements and approval).
9. Cleanouts required per 708. While referred to in notes, cleanouts are not depicted on drawings.
10. Sheet P3.15, detail 7—running trap prohibited per 1002.
11. FOG drainage piping requires correct usage of directional fittings per 706.3
12. Sheet P1.16; Provide details on shaft and area drain.

Electrical

1. Provide photometrics of all emergency lighting. MBC 1008.3.5
2. Provide surge protection for emergency system. 2017 NEC 700.8
3. Provide temporary generator connection for emergency system. 2017 NEC 700.3(F)
4. Provide conductor and raceway sizes for 1 line diagram (riser diagram) 2017 Michigan Electrical Code Part 8 Rules 80.21(D)

Thank you,

Ken LaBelle

Ken LaBelle, Michigan Certified Plan Reviewer

klabelle@mcka.com

248.596.0920

4. Capacity

OPERATIONS PLAN

McKenna will provide a written Operations Plan to the City that will guide the activities of our employees in providing customer-friendly, professional, ethical, efficient and responsive services to the City, businesses and residents. One of the markers of our 46-year proven track record is our responsiveness to clients' needs; our experience is – should a problem ever arise, the Project Director personally ensure it is quickly resolved to the City's satisfaction.

McKenna has worked diligently to retain and recruit a deep roster of qualified, and customer-oriented building professionals. We also work hard to allocate their time as efficiently as possible. We typically average 85 percent utilization, ensuring that we have resources to provide for backup and substitutions. Below is our list of our current capacity to serve the Charter Township of Canton.

Building Officials:	13
Building Inspectors:	19
Mechanical Inspectors:	14
Electrical Inspectors:	9
Plumbing Inspectors:	10
Plan Reviewers:	29
Code Enforcement:	9
Rental Inspectors:	7
Soil Erosion Inspectors:	3

OFFICE LOCATION

McKenna Associates' Northville headquarters will be the main office and base of operations for the proposed Novi work. McKenna's office is conveniently located within minutes of Novi Civic Center. We will also attend meetings and perform permitting and inputting responsibilities at the City offices, with City administration's permission.

Headquarters: **McKenna**
235 E. Main Street, Suite 105
Northville, Michigan 48167
Tel: (248) 596-0920
Fax: (248) 596-0930
Website: www.mcka.com

SCHEDULE AND AVAILABILITY

Code inspection personnel from McKenna's team of building and code professionals are available to Novi immediately including full time if needed to provide the needed level of service. Normally the City will contact McKenna by 3 p.m. the previous business day and McKenna can work with the City to establish a schedule that meets the City's desire to provide prompt, efficient, and quality customer oriented service.

24/7 AVAILABILITY

Contact information (cell phone access) will also be provided so the City can contact the necessary professionals to schedule same-day and next-day service.

5. References

City of Birmingham

Mr. Bruce Johnson
Building Official
151 Martin Street
P.O. Box 3001
Birmingham, MI 48012
(248) 530-1842

City of Berkley

Ms. Kristen Kapelanski, AICP
Community Development Director
3338 Coolidge Hwy
Berkley, MI 48072
(248) 658-3350

City of Highland Park

Mr. Carlton Clyburn, Director
Community and Economic Development
12050 Woodward Ave
Highland Park, MI 48203
(313) 252-0050

City of Southfield

Mr. Charles Woodward
Building Official
26000 Evergreen
Southfield, MI 48037
(248) 796-5000

City of Grosse Pointe Woods

Mr. Frank Schulte
City Administrator
20025 Mack Plaza
Grosse Pointe Woods, MI 48236
9313) 343-2440

City of Lincoln Park

Ms. Lisa Griggs
City Manager
1355 Southfield Road
Lincoln Park, MI 48146
(313) 386-1800 Ext. 1224

City of Farmington Hills

Mr. Scott Lenhart
Building Official
31555 W. Eleven Mile Road
Farmington Hills, Michigan 48336
(248) 871-2450

City of Troy

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

Charter Township of Van Buren

Hon. Kevin McNamara
Supervisor
46425 Tyler Road
Belleville, Michigan 48111
(734) 699-8910

City of Marshall

Mr. Derek Perry
City Manager
323 W Michigan Ave
Marshall, MI 49068
(269) 781-5183



6. Cost Proposal

CONSISTENT SERVICE

McKenna's fees are included in the attached forms provided by the City. The intent is to provide a consistent level of service at all times with the ability to increase service as needed.