



CITY OF NOVI CITY COUNCIL
JANUARY 27, 2025

SUBJECT: Consideration of contracts for as-needed Supplemental Building and Trade Inspections, Plan Review services with Carlisle Wortman and McKenna, and to amend the fee schedule.

SUBMITTING DEPARTMENT: Community Development

KEY HIGHLIGHTS:

- Services supplement existing staff for vacancies and absences
- Key to maintaining Customer Service
- Supports Economic Development with timely, efficient services

FINANCIAL IMPACT

	FY 24/25	FY 25/26	FY 26/27	Total
EXPENDITURE REQUIRED	\$95,000	\$ 98,000	\$ 98,000	\$ 291,000
BUDGET				
General Fund				
1. 101-371.00-816.007	\$92,000	\$92,000	\$92,000	\$ 184,000
APPROPRIATION REQUIRED	\$3,000	\$6,000	\$6,000	\$ 15,000
FUND BALANCE IMPACT	\$0*	\$0*	\$0*	\$ 0
• *Amended fee schedule projected to offset costs				

BACKGROUND INFORMATION:

In addition to Code Compliance and Planning functions the Community Development Department reviews plans for and inspects all new and altered structures for compliance with the State of Michigan construction codes. These efforts support safe and high-quality Economic Development. While always critical for the success of the investments, the current employment market conditions are particularly challenging and maintaining a high level of service is very important. The acute shortage of qualified craftsmen and supervision in the construction and

development market challenges not only those contracting construction buildings but also puts us in competition with them for qualified staff. This situation is particularly acute with Commercial Plan Review where current volume does not currently justify filling the full-time position.

While the interests of the residents and businesses are best served by a dedicated staff of qualified City employees there are times when additional resources are appropriate. This would include periods of vacation or medical absence of City staff as well as increased need for services.

In the case of the trade inspections (plumbing, mechanical and electrical) and commercial plan review, the current workload requires more than the current single full-time inspector but does not consistently justify a 2nd full time position with the associated costs and liabilities. In this situation the first and most economical solution is either overtime for existing staff or tap into our small team of available part time employees. Where these resources are not available, the previous contracts with Carlisle Wortman (formerly CES) and McKenna have provided the needed resources.

An RFP was issued on December 2, 2024, with proposals due January 8, 2025. The proposals received were evaluated and based on the qualifications and pricing. Staff recommends entering into a contract with both parties with the intent of utilizing the services of Carlisle Wortman and McKenna for supplementary Plan Review services and Building and Trade Inspections.

This request also includes consideration of resolution to amend the current Community Development Fee Schedule increasing the cost of individual inspections from \$45.00 to \$50.00 effective March 1, 2025, to offset these increased contract costs as well as other increased expenses realized since the previous October 2023 adjustment. This increase is expected to equal approximately \$25,000 in additional full year revenue at current permit and inspection volumes.

RECOMMENDED ACTION: Consideration of contracts for as-needed Supplemental Building and Trade Inspections, Plan Review services with Carlisle Wortman and McKenna, and to amend the fee schedule.