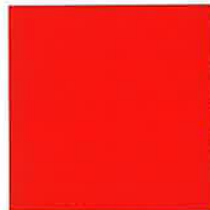


MCKENNA

PROPOSAL TO PREPARE

Community Development Block Grant Minor Home Repair Program

CITY OF NOVI, MICHIGAN



DECEMBER 18, 2025

Communities for real life.



MCKENNA

December 15, 2025

Mr. Ryan Shaw
City of Novi
45175 Ten Mile Road
Novi, Michigan 48375

Subject: Administration of CDBG Minor Home Repair Program

Dear Mr. Shaw,

We are pleased to submit a proposal for our services in administering the CDBG Minor Home Repair program for the City of Novi. We believe you will agree that administration of the program for almost four years has been successful – to date, we have received over 140 applications and been able to authorize almost 95 projects for current Novi residents. Our planning professionals are highly qualified and experienced in administering these types of programs and our common-sense and responsive approach to facilitate funding of home repairs and rehabilitation will allow for the most effective use of the City's CDBG allocation for this project.

TEAM – EXPERIENCED AND LOCAL

Our team of planners is experienced in working on projects under the HUD "umbrella," including Community Development Block Grant programs such as those for minor home repair. We know and understand the importance of housing rehabilitation in Michigan's communities and are enthusiastic in our implementation of these programs.

Brian Keesey, AICP, is a Senior Principal Planner and McKenna's GIS Manager and will continue to serve as project director for the Minor Home Repair Program. Brian serves as the planner in nearby Lyon Charter Township and in that function administers the Township's CDBG Minor Home Repair Program. He is responsible for accepting applications, vetting projects and contractors, awarding contracts, and overseeing budgets and reporting for the program. His working relationship with the CDBG administration team in Oakland County will prove invaluable in serving the City of Novi.

Brian will be assisted by Jane Dixon, AICP, a Principal Planner with McKenna who will serve as project manager. Having handled many of the day-to-day inquiries from Novi's residents and contractors for the past five years, Jane is well versed in the technicalities of the program. Her knowledge and personable demeanor have served the City well in presenting a professional, helpful, and happy face for the program. Jane also serves as the project manager for Oakland County's Roofs, Ramps, and Repairs program, administering similar grants to multiple Oakland County communities.

UNDERSTANDING OF THE PROJECT

Based on the background information contained in the RFP document and our familiarity with the CDBG programs in Oakland County we understand the City is searching for firms qualified to administer the Minor Home Repair program for Program Year 2025. The selected firm will accept applications, verify resident qualifications, manage contractors, determine award amounts, and facilitate payment for services.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Communities for real life.

The qualified firm will also be responsible for managing the budget relating to this program and will perform any and all reporting duties to the City, County, and/or HUD.

In our administrative duties related to minor home repair programs, McKenna is responsible for vetting the credentials and references of independent contractors who submit bids for the work, ensuring that Oakland County Community Development Block Grant Procurement Guidelines are followed. Our proposal reflects our past experience and administration style for the City of Novi for the past three years and is intended to continue a similar administrative role for the City.

Our team has based the attached proposal on this understanding, with the aim of delivering maximum value to the City of Novi and its residents through this program.

MCKENNA ADVANTAGES

McKenna has clear advantages for undertaking the administration of the City's Minor Home Repair program. In addition to our work in other municipalities, we now have nearly four years of experience working directly with the City and its residents, so we are familiar with the scopes and types of work that are typically requested by Novi residents. We have working relationships with the County Community and Home Improvement Division and are familiar with the reporting requirements of Oakland County for this program. We are also planners and professionals serving communities large and small in the Midwest – we understand the responsibilities that come with serving elected officials and City staff members.

Perhaps most importantly with a program such as the Minor Home Repair Program, though, is the ability to help efficiently facilitate housing rehabilitation projects that have real quality-of-life impacts on the residents of a community. We take this responsibility seriously and will provide the residents of the City of Novi the best level of service possible – with care, responsiveness, and a positive attitude.

We are certain that we are the best team to partner with the City of Novi in facilitating this program. We are eager to continue to work with you. If you have any questions regarding our response, please do not hesitate to contact us at (248) 596-0920 or jjackson@mcka.com or bkeesey@mcka.com. Thank you.

Sincerely,

McKENNA

A handwritten signature in blue ink, appearing to read 'JR Jackson', is written over the printed name.

John R. Jackson, AICP
President

Section IX. SERVICE AGENCY AND MUNICIPALITY CONTACT INFORMATION

SERVICE AGENCY

MUNICIPALITY

Name: McKenna Associates, Inc.

Name:

Representative Name: Jane Dixon, AICP, Principal Planner

Representative Name:

Phone #: 248.596.0920

Phone #:

Address: 235 East Main Street, Suite 105

Address:

Northville, MI 48167

E-mail Address: jdixon@mcka.com

E-mail Address:

IRS #: 38-2213606

Section X. CONTRACT ACCEPTANCE

The undersigned indicate by their signatures that they are authorized to act on behalf of their respective party in this capacity. CDBG funds may not be legally obligated until after the municipality has received the official award of funds letter for this program year.

SERVICE AGENCY

MUNICIPALITY

Name: McKenna Associates, Inc.

Name:

Officer Name: John R. Jackson, AICP

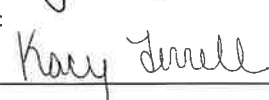
Officer Name:

Officer Title: President

Officer Title:

Signature: 

Signature:

Witnessed: 

Witnessed:

Date: December 15, 2025

Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	CONTACT NAME: Certs@pciaonline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: Certs@pciaonline.com
INSURED McKenna Associates, Inc. 235 East Main Street Suite 105 Northville MI 48167	INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 37885

COVERAGES

CERTIFICATE NUMBER: 25-26 PL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR5048520	10/01/2025	10/01/2026	Per Claim \$ 1,000,000 Ann Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McNish Group, Inc. 26622 Woodward Ave. Ste 200 Royal Oak MI 48067	CONTACT NAME: certs@mcnish.com PHONE (A/C, No, Ext): 248-544-4800 FAX (A/C, No): 248-544-4801 E-MAIL ADDRESS: certs@mcnish.com
INSURED McKenna Associates, Inc. 235 E Main St, Ste.105 Northville MI 48167-2499	INSURER(S) AFFORDING COVERAGE INSURER A : The Hartford INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES**CERTIFICATE NUMBER:** 1590300912**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			35SBARU2022	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			35SBARU2022	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			35SBARU2022	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A			35WECPN2013	1/1/2026	1/1/2027	☒ PER-STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Scheduled Equipment Floater			35SBARU2022	1/1/2026	1/1/2027	Limit \$16110

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**SAMPLE CERTIFICATE
235 E. Main St
Northville MI 48167

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM**

CITY OF NOVI, MICHIGAN

**ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM**

PROPOSAL FORM

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Description	% of Total Amount	Amount
Program Management/ Administration Fee	80 %	\$ 76,300
Labor & Materials	20 %	\$ 19,075
TOTAL AMOUNT AVAILABLE FOR THE 2 YEAR PROGRAM*	100 %	\$ 95,375

* Please note: The total amount as shown covers the program management/ administrative fees AND the labor and materials for the home repairs. There will be no additional funds available.

We acknowledge the following addenda: None
(please indicate addendum number)

COMMENTS: _____

PROPOSAL SUBMITTED BY:

Name (printed) John R. Jackson, AICP

Title: President

Company (Legal Registration) McKenna Associates, Inc.

Address 235 East Main Street, Suite 105

City Northville State Michigan Zip 48167

Telephone 248.596.0920 Fax 248.596.0930

E-mail info@mcka.com and/or jdixon@mcka.com

Signature  Date December 15, 2025



CDBG Minor Home Repair Administration

CITY OF NOVI, MICHIGAN

PREPARED DECEMBER 15, 2025 BY

MCKENNA
235 East Main Street
Suite 105
Northville, Michigan 48167

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F 248.596.0930
E info@mcka.com
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Executive Summary



MCKENNA TEAM ADVANTAGE

- Unmatched responsiveness to clients.
- Professional, respectful, and caring interactions with residents and contractors.
- Current successful administration of Minor Home Repair programs in Oakland and Wayne counties.
- Working relationship with Oakland County Community and Home Improvement Division.

PROJECT TIMELINE

The City of Novi's RFP describes ongoing administration services for the Community Development Block Grant (CDBG) Minor Home Repair program, 2025 Program Year. McKenna understands the awarded contract will be administered until June 30, 2027 or until the funding is expended if the contract is extended.

HUD EXPERTISE

McKenna is a Midwest – based consulting firm with a 47-year tradition of professional planning and community development assistance to Midwestern local units of government in meeting the intent and spirit of the U.S. Department of Housing and Urban Development requirements for planning and implementation of CDBG, HOME, and other HUD programs.

MINOR HOME REPAIR ADMINISTRATION EXPERIENCE

Our team now has nearly five years of experience administering the Minor Home Repair program for the City of Novi and believe we have developed relationships with residents, local contractors, and the City's staff. Several contractors have done repeated jobs, and multiple residents have already applied for a second year of funding. We look forward to continuing this partnership with the City.

In addition, McKenna's proposed team of professional planners is experienced in administration of minor home repair and property improvement programs for other Michigan cities and townships. We oversee program progress spanning from project initiation (application), contractor vetting, awarding, work verification, payment, and reporting.

Introduction and Firm Profile



McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our work spaces reflect McKenna's commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

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. Headquartered in Northville with offices in Grand Rapids, and Kalamazoo, Michigan, McKenna provides planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 47-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 20-plus planners, building code experts, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

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E info@mcka.com

GRAND RAPIDS

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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

MCKA.COM



HUD PROGRAM EXPERIENCE

McKenna has a record of success in assisting partner entitlement jurisdictions with their HUD program requirements, including Consolidated Plans, Analyses of Impediments to Fair Housing Choice, Housing Needs Assessments, Housing Studies, Annual Action Plans, CDBG and NSP planning, and administration that meet and exceed HUD requirements and community expectations, while coming in on budget and ahead of deadline. Over the past 10 years, McKenna has helped communities secure millions of dollars in direct federal funding for local housing, community development, and economic development programs. Below is a list of entitlement communities for which McKenna has provided community development services:

Community Development Block Grant (CDBG) Minor Home Repair

City of Novi, Oakland County, Michigan

Lyon Charter Township, Oakland County, Michigan

Van Buren Charter Township, Wayne County, Michigan

Garden City, Wayne County, Michigan

Analyses of Impediments (AI) and Consolidated Plans (CP)

Alliance, Ohio (CP)

Ann Arbor, Michigan (AI)

Battle Creek, Michigan (AI, 2 CPs)

Clermont County, Ohio (2 CPs, AI)

Dearborn Heights, Michigan (CP and AI)

East Lansing, Michigan (CP)

Elyria, Ohio (CP and AI)

Kalamazoo, Michigan (3 CPs)

Kent County, Michigan (AI)

Lima, Ohio (2 CPs)

Lincoln Park, Michigan (CP and AI)

Livonia, Michigan (CP)

Macomb County, Michigan (CP)

Midland, Michigan (AI)

Michigan City, Indiana (AI)

Saginaw, Michigan (CP)

Sterling Heights, MI (AI)

Springfield, Ohio (CP)

Toledo, Ohio (CP)

Wayne County, Michigan (CP)

Housing Studies and Neighborhood Plans

Neighborhood Revitalization Plan, Bay City, Michigan

Comprehensive Housing Study, City of Battle Creek, Michigan

NSP2 Neighborhood Plan, City of Benton Harbor and Berrien County Land Bank, Benton Harbor, Michigan

Senior Housing Plan, Genesee County Metropolitan Planning Commission, Flint, Michigan

State-wide Senior Housing Study, Michigan State Housing Development Authority, Lansing, Michigan

Senior Housing Study, Dearborn Heights, Michigan

Senior Housing Market Analysis, Belleville, Michigan

Livingston County Housing Rehabilitation Program, Livingston County, Michigan

Romulus Residential Program, Romulus, Michigan

South End Neighborhood Revitalization Plan, Bay City, Michigan

Senior Housing Locational Analysis, Romulus, Michigan

Michigan State Housing Development Authority

Harmony Village Rehabilitation, Detroit, Michigan

Western V Community Conference Housing Study, Belleville, Michigan

Lincoln Park Housing and Community Development Program, Lincoln Park, Michigan

Senior Housing Action Plan, Fenton, Michigan

Housing and Community Development Plan, Romulus, Michigan

Hazel Park Housing Study, Hazel Park, Michigan

Highland Park Housing Assistance Plan, Highland Park, Michigan

Upper Floor Housing Study, Bay City, Michigan

Senior Housing Market Analysis, Ecorse, Michigan

Manchester Housing UDAG, Highland Park, Michigan

Housing Market Analysis, Frenchtown Charter Township, Monroe County, Michigan

Belleville Area Senior Citizens Non-Profit Housing Corporation, Belleville, Michigan

Addison Township Senior Citizen Non-Profit Housing Corporation, Lakeville, Michigan



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



MCKENNA QUALITY ASSURANCE AND MANAGEMENT

Quality assurance is accomplished around 10 core quality management elements, or critical success factors. Under the direction of a Project Director, McKenna's Project Manager will accomplish these elements of managing projects.

Quality Elements:

1. **Client Service** – Building partnerships and satisfying client expectations.
2. **Client/Project Team** – Project manager-led teams with project roles and allocated resources.
3. **Scope/Deliverables** – Identifying and tracking fulfillment of project scope and deliverables.
4. **Work Tasks** – Identifying and monitoring work tasks and work flow.
5. **Schedule** – Identifying time frames and milestones, and progress reports with client.
6. **Cost Accounting** – Project Manager establishes budgets, invoicing and monitoring plan with Project Director.
7. **Contracts/Negotiations** – Preparing contracts, subcontracts and any amendments.
8. **Technical/Production/Communication** – Meeting technical and document production and communication requirements.
9. **Quality Management** – Project Director manages the quality of our services including sub-consultants.
10. **Communications/Meetings** – Ensuring ongoing formal communication with client and team.

McKenna carries out our quality management in three primary areas:

- Quality through project performance
- Quality through individual performance
- Project-specific quality management

Project Director and Manager - Each Project Manager has extensive experience and tailors the program for each project individually, to ensure the standard of quality established by each client is achieved. The program is flexible, and can be adapted to meet the needs of large or small projects, and cross discipline lines.

Accountability - Communication is a most effective element in producing a successful project. Project teams hold regular work plan reviews with the project manager, task assignees, the department heads and others with a role in the project. Accountabilities are clearly identified and communicated, so that each project team member knows what is expected.

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 plan is team-wide under the direction of the Project Director. The Project Manager addresses the short- and long-term issues underlying the project. Project Managers also develop technical standards for the project, and procedures for implementing quality management, including a plan for timely completion of the project, while maintaining professional performance levels.

Client Satisfaction - A client satisfaction form will be provided at significant milestones as a quality control measure. Our level of performance will be graded and McKenna will make adjustments as requested by the City.

Project Understanding

Having administered CDBG programs for communities in the Detroit metro area, including the City of Novi, McKenna has a clear understanding of the work required to be performed to successfully distribute the City's Minor Home Repair allocation. Our administrative efforts and procedures align with the requirements of the United States Department of Housing and Urban Development (HUD) for CDBG programs and those of Oakland County's Community and Home Improvement Division.

We understand the City is seeking a provider to administer the Minor Home Repair program's \$95,375 budget for the 2025 Program Year (July 1, 2025 – June 30, 2027), with administrative costs not to exceed the CDBG limit of 20% of the total program. Through our experience we understand that the City funds 15-20 projects annually with the Minor Home Repair Budget and anticipates this volume to continue based on available funding.

A qualified Administrator is expected to have the capability, experience, and familiarity with requirements to effectively operate the program in accordance with CDBG program requirements. In addition to the requirements specifically outlined in the RFP, we understand administration of the Minor Home Repair program requires a friendly face and caring attitude. This funding can tangibly improve the quality of life for residents of the City, and our prompt attention and effort to be efficient in the review and award process shows the City truly cares to help its citizens.

Work Plan

In administering similar programs in nearby communities, McKenna has found the following procedural outline to result in effective and efficient completion of projects and awarding of available funding. This process allows us to comply with CDBG project vetting and reporting requirements that achieve HUD standards. However, if the City has made changes to the evaluation procedure we are expected to follow, we are happy to operate under an established framework.

We are experienced in the bidding process and have developed relationships with qualified contractors. Since Oakland County's Micro-transaction threshold is over the \$5,000 project cost, all projects funded through the program can be accomplished with a single bidder. As such, we perform a thorough vetting of proposing contractors to ensure the work will serve its intended purpose; we also have at the ready a team of building inspectors and officials to help validate the approximate cost of anticipated repairs if needed.

PRE-APPROVAL

Our first step toward awarding of minor home repair funding is the pre-approval process, which includes an application filed out by the resident. The work description should be well-defined and supported by photos or other information that can be recorded for reporting. We will work with the applicant to verify their income levels, ownership status, property tax status, insurance policy, among other information. We also walk through the Lead-based Paint notification and compliance certificate, smoke detector verification, floodplain review, and State Historic Preservation review, County Environmental Review, and other checks to ensure the project can qualify for CDBG funding.

BID AND CONTRACT AUTHORIZATION

Once a resident is pre-approved for participation in the program, they are able to move forward with the process of collecting quotes with an understanding they are eligible for funding assistance. Since all physical work performed will be accomplished by independent qualified contractors, we work hard to guide the applicant through the process of collecting quotes from contractors to perform the work.

When the quotes are submitted for review, we will check references, confirm contractor licenses and SAM registration are valid, and verify the scope of the quote matches the work described in the resident's application.

Once we have identified the qualified contractor to perform the work (typically, but not in all cases, the lowest bid from a qualified contractor) we will provide a work authorization contract to the identified contractor. A contract is signed between the City and the contractor indicating the City has funding available and will pay the quoted amount for the work. Once signed, the work may begin (note: contractors are required to acquire permits for work if required by the building department).

PROJECT PROGRESS AND CLOSE-OUT

We work with authorized contractors to receive ongoing project updates; any required change orders will be processed and approved by McKenna and the City's representative in cooperation with the contractor.

Once notified of completion, we will verify that any and all permits are closed out to the satisfaction of the City's inspectors prior to authorizing payment on the bill. We will work closely with City staff to provide timely payment to the contractor.

ONGOING PROJECT AND BUDGET REPORTING

McKenna professionals will maintain a project tracking system to track applicants, projects, and the program budget; the information will be made available to the City at any point during the administration period, and we will submit a complete progress and budget report at the end of the contract duration.

We are also intimately familiar with the annual and ongoing reporting requirements of the Oakland County CDBG program and will work with representatives of the County to provide the ongoing updates and information required to continue the City's program eligibility.

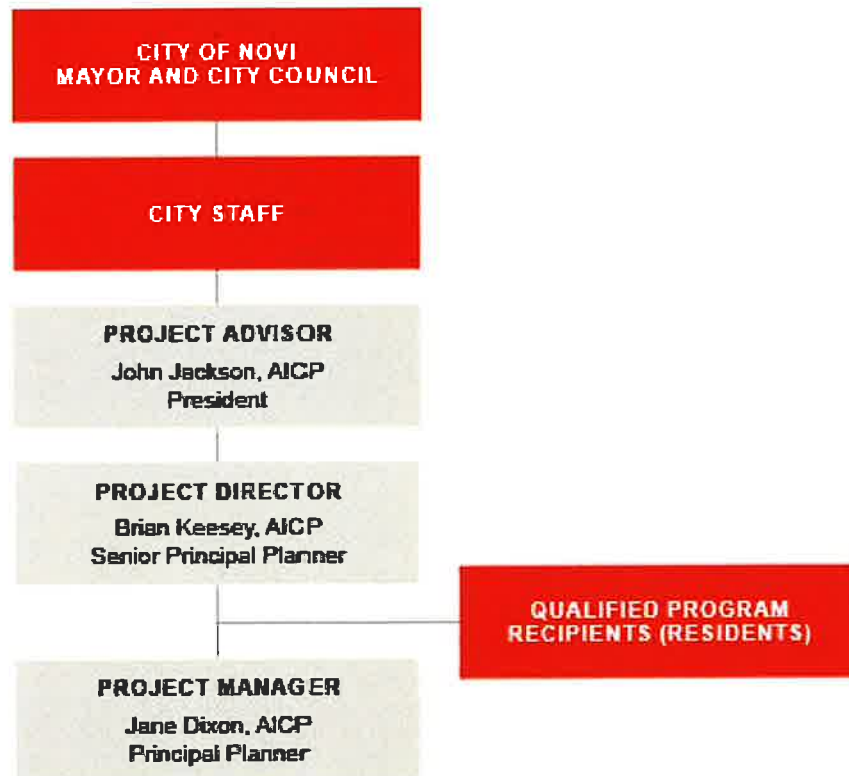
Project Organizational Chart

CDBG MINOR HOME REPAIR ADMINISTRATION

City of Novi, Michigan

■ City of Novi

■ McKenna Team





John R. Jackson, AICP, CNU, NCI

PRESIDENT

EDUCATION

Master of Urban Planning

Taubman College
University of Michigan

Bachelor of Environmental Design

Miami University, Oxford, OH

HONORS

Planning Excellence Award for Implementation of "Downtown Grosse Pointe Revitalization Program"

City of Grosse Pointe, MI, Michigan Association of Planning.

Outstanding Planning Project Award for Open Space Development.

Hamburg Township (Livingston County), MI, Michigan Association of Planning and Michigan Society of Planning Officials.

PROFESSIONAL EXPERIENCE

Community Planning and Zoning

Directs preparation of the master plans, urban design plans, and updated zoning ordinances. Provides day-to-day advisory services on comprehensive planning, zoning, site design and subdivision regulations for municipal, legal and real estate clients.

Zoning

Prepares complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advises legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character.

Urban Design

Prepared and implemented regulatory instruments addressing architectural design, form-based standards, aesthetic character, historic preservations, site plan review, and streetscape design.

Form-Based Zoning

Prepares form-based and hybrid zoning ordinances for municipalities to promote quality predictable development.

Agriculture and Open Space Preservation Planning

Prepares strategies incorporating specific state and county programs for the preservation of viable agricultural businesses including transfer of development rights, purchase of development rights, and other incentive-based zoning techniques.

Economic Development Planning and Management

Provides planning and execution assistance in all phases of economic and community development and tax increment financing including planning, acquisition, rehabilitation, public improvements, citizen participation, financing and administration for redevelopment projects using DDA, TIFA, LDFA, and Brownfield mechanisms.

Comprehensive Planning

Prepares comprehensive plans for rural and urban communities based upon community goals and land capability. Prepares zoning ordinances, capital improvement programs and regulatory mechanisms for communities from 4,000 to 60,000 populations.



PROFESSIONAL EXPERIENCE

Real Estate Development

Creates redevelopment strategies for single and multiple sites in Michigan communities. Tasks includes performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.

Central Business District Planning

Directs major urban design efforts for downtowns of cities, including retail, office, institutional, tourism, redevelopment, placemaking, circulation and parking planning and redevelopment financing.

Commercial Corridor Redevelopment

Directed preparation of corridor plans to revitalize older commercial strips and to accommodate public and private improvements through merchant and citizen involvement in the economic development process.

Court Testimony

Provides testimony in Wayne County Circuit Court cases involving litigation of eminent domain issues. Provides expert witnessing in zoning litigation in Wayne County, Lapeer County, and Livingston County, Michigan.

Smart Growth Initiatives

Presents on issues regarding smart growth policies including a panel discussions sponsored by the Suburban Alliance.

Building Department Administration

Manages Building Department operations for two Midwest cities including reporting to City Manager and supervising clerical staff. Supervises inspection and compliance staff issuing permits for building, electrical, plumbing, mechanical, rental and code enforcement and business licensure processes.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
Congress for the New Urbanism

Michigan Downtown Association
Michigan Farmland and Community Alliance
American Institute of Architects, Affiliate Member

CERTIFICATIONS

Mplace Partnership Initiative Placemaking Curriculum

Module 1: People, Places and Placemaking
Module 2: Form Planning and Regulations
Module 6: Applied Placemaking

National Charrette Institute

Charrette Systems and Management and Facilitation

ACTIVITIES & PUBLIC SERVICE

Past Chair, Michigan Association of Planning (MAP) Planners in Private Practice division

Lecturer, Michigan Association of Planning (MAP), Basic Training and Redevelopment Planning

Lecturer, Lapeer County Annual Planning Conference, Specific Planning, Zoning, Rural Preservation, and Economic Development Topics

Co-Chair, American Planning Association's Chicago Urban Innovation Project

Co-Chair, University of Michigan Urban Planning Student Caucus



Brian Keesey, AICP

SENIOR PRINCIPAL PLANNER

EDUCATION

Master of Urban & Regional Planning
Michigan State University

Bachelor of Landscape Architecture
Michigan State University

PROFESSIONAL EXPERIENCE

Project Direction and Management

Responsible for the oversight of large and small planning and zoning projects, leading teams of multi-disciplined professionals to the successful adoption of Master Plans, Zoning Ordinances and amendments, Capital Improvement Programs, Parks and Recreation Plans, Safety Audits, and grant administration. Leads an internal team of 6-8 planners and design professionals on career development and business-related tasks and objectives.

Land Use Planning and Zoning Administration

More than 15 years of experience providing support for citizens and developers with land use information and application procedures, reviewing small and large scale development proposals, site plans, and special use applications and recommending action to Planning Commissions and elected officials. Conducts agency review meetings, public hearings, and public input forums to ensure comprehensive analysis and sound planning and design principles. Provides land use and conceptual layout guidance for residents and landholders. Prepares annual planning reports, Capital Improvement Programs, and other State-required planning functions.

Zoning Ordinance Preparation

Zoning specialist who prepares large ordinance re-writes, minor ordinance revisions, and specialty/topical ordinance expertise. Well-versed in rural, suburban, and urban applications and requirements in zoning. Recent and current experience crafting regulations around signage, wind and solar energy, building design, bulk, and form, sustainable initiatives, and more. Presents recommendations and provides guidance to Planning Commissions and elected officials.

Comprehensive Planning and Implementation

Facilitates visioning and goal-setting sessions to guide master plan development. Provides demographic analysis, geographic analysis, and market studies highlighting community trends for the municipality to address. Guides the creation of policies to support municipal development goals. Utilizes data to address difficult land use, equity, housing, and environmental impacts of land use plans and development patterns, with the intent to align local goals and objectives with actionable tasks that can be assigned to stakeholders to encourage accountability and buy-in.

Geographic Information System (GIS) Management, Analysis, and Modeling

McKenna GIS Manager responsible for the overall direction of company mapping product offerings, implementation, and design. Coordinates data analysis deliverables and information dissemination for clients and external agencies. Conducts U.S. Census, FEMA, USGS, and County-level data source analysis based on project needs to glean actionable insights for communities. Prepares map layouts and templates for cohesive and visually appealing deliverables to clients. Designs zoning and future land use maps for administration and comprehensive plans and develops online versions for public consumption using the ArcGIS Online platform. Administers databases of utility and infrastructure information. Drafts site plans, engineering details and design documents using AutoCAD.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning



Jane Dixon, AICP, NCI

PRINCIPAL PLANNER

EDUCATION

Master of Urban and Regional Planning
Taubman College
University of Michigan

**Bachelor of Arts in Political Science /
Bachelor of Arts in History**
Oakland University

HONORS

Certificate of Women in Leadership, Michigan Municipal League 16/50 Project

PROFESSIONAL EXPERIENCE

Public Engagement

Designed and conducted engagement for various municipal projects, including master planning, parks and recreation, downtown development, and annexation. Planned and organized engagement events—focus groups, surveys, interviews, public meetings—across the full lifetime of projects. Facilitated on-site meetings and engages with residents and public officials. Designed engagement plans to ensure under-reached residents are brought into the conversation. All public engagement focusing on authentic, equitable, and continuous involvement.

Community Planning

Developed comprehensive plans, aging-in-place plans, parks plans, downtown development plans, market studies, and housing analysis for small communities to large townships. Researched and analyzed existing conditions, gathered and balanced public feedback, and created effective, clear, community-specific recommendations.

Provided day-to-day planning services for Michigan communities of all sizes, including interacting with the public and local officials. Evaluated development proposals, such as site plans and variance requests, for compliance with local regulations and planning best practices. Believes that all community planning work focuses on identifying common visions for the future and creating concrete strategies that improve residents' quality of life.

Administration and Program Management. Administered municipal boards and commissions, including planning commissions, downtown development authorities, and transportation commissions. Coordinated meetings, materials, and public and staff relations. Managed both long-term and day-to-day planning projects for multiple municipalities and maintained high-quality, timely task delivery.

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

CERTIFICATIONS

National Charrette Institute (NCI)
Charrette Systems and Management and Facilitation

PUBLIC SERVICES

Treasurer, Board of Directors People's Food Co-op of Ann Arbor

Professional Fees

McKenna proposes to perform the services described in this proposal on an hourly basis, with overall costs not to exceed the 20% program limit of \$19,075 for the program year.

Our proposed staff members are at the Senior Principal and Principal classification levels. However, there will be instances where specific experience of our other planners is required. All services performed will be billed hourly in accordance with the following schedule.

PROFESSIONAL FEE SCHEDULE FOR HOURLY RATED SERVICES

Professional Classification	Rate Per Hour*	
President	\$220	* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone. These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate. These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.
Executive or Senior Vice President	\$200	
Vice President	\$190	
Director	\$180	
Senior Principal or Manager	\$175	
Principal	\$145	
Senior	\$130	
Associate	\$110	
Assistant	\$100	
Administrative Assistant	\$75	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$220	



References and Letters

Name of Project: Lyon Charter Township
Administration of Minor Home Repair Program (CDBG)
Contact: Michele Cash, Clerk
58000 Grand River Avenue
New Hudson, Michigan 48165
248-437-2240

Name of Project: Charter Township of Van Buren
Administration of Property Maintenance and Blight Control Program (CDBG)
Contact: Matt Best, (Former Director of Public Services) Current Township

Milford Township, Michigan 48381
248-685-8731

Name of Project: City of Garden City
Administration of Housing Rehabilitation Program (CDBG)
Contact: Matt Miller, Economic Development Director
6000 Middlebelt
Garden City, Michigan 48135
734-793-1600

LYON TOWNSHIP

Honoring Yesterday. Building Tomorrow.



January 14, 2020

To whom it may concern,

For over 20 years, McKenna has administered the Community Development Block Grant (CDBG) program for Lyon Charter Township. The minor home repair program has been in place since 2008, aiding low-income residents of the Township in making impactful investments into their homes. Projects that qualify for minor home repair funding include roof, window, or door replacements, HVAC, plumbing, or electrical repair, and other physical improvements that impact the quality of life of our residents. Since the minor home repair program was initiated, McKenna has helped the Township distribute funding for 30 projects. McKenna's consultants have administered the program for the Township, including:

- Receipt of the applications from our residents;
- Vetting the applications for completeness and qualifications;
- Corresponding with contractors and evaluating project quotes;
- Awarding funds;
- Managing available Minor Home Repair budget;
- Reporting to Oakland County's CDBG Administrators.

We have been very satisfied with the service McKenna's team has provided for our residents in dispersing Lyon Township's minor home repair funds. The program has been administered in a timely, courteous, and professional manner; we are confident in the work that McKenna continues to perform for the Township and do not hesitate to recommend their services for administering a minor home repair program.

John Dolan
Supervisor

Michele Cash
Clerk

Patricia Carcone
Treasurer

58000 Grand River Ave. New Hudson, MI 48165 Phone 248.437.2240

John Dolan *Supervisor* - Patricia D. Carcone *Treasurer* - Michele Cash *Clerk*
Lise Blades *Trustee* - Kristofer Enlow *Trustee* - John Hicks *Trustee* - Sean O'Neil *Trustee*
www.lyontwp.org

January 14, 2020

City of Novi, Michigan
Community Development Block Grant Administrator

Dear Sir or Madam,

McKenna has administered the City of Garden City's Community Development Block Grant (CDBG) program for a number of years - either in whole or part since 1990. Garden City is a sub-recipient of Wayne County's entitlement CDBG program and – on top of conducting traditional “bricks and mortar” style projects – has long focused on housing rehabilitation for low- to moderate-income households.

We have found that McKenna “does what it takes” to accomplish our objectives, persistent in spite of changing funding levels, objectives, County staffing / administration, and increasingly tight spending deadlines. We have found their professionals to be sensitive and dedicated to our residents and responsive to our staff. In addition to serving as the CDBG administrator, McKenna has served as the City's planning consultant during the last three decades.

Typical roles required under our program that McKenna has successfully conducted are:

- Managing the annual application for funding process;
- Developing annual projects and qualifying the projects under the County's and HUD's regulations;
- Preparing and submitting required reports;
- Administering the housing rehabilitation program, from maintenance of files and intaking applications to administering construction contracts and submitting all paperwork for reimbursement;
- Administering “bricks and mortar” projects such as rehabilitation of City facilities, ADA-compliance improvements to public spaces, and the like.

In acknowledgement of the City's and McKenna's longstanding relationship, I offer this letter of recommendation. Please let me know if you have any questions; you may email me at DocD@GardenCityMI.org

Sincerely,

Dale “Doc” Dougherty
City Manager



Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR
Kevin McNamara

CLERK
Leon Wright

TREASURER
Sharry A. Budd

TRUSTEE
Sherry A. Frazier

TRUSTEE
Kevin Martin

TRUSTEE
Reggie Miller

TRUSTEE
Paul D. White

To whom it may concern,

In 2015, McKenna began the Property Maintenance & Blight Control CDBG program in Van Buren Township. The program has been immensely effective. During this time, we have observed visual improvements to neighborhoods throughout the Township. Since the inception of the program the McKenna team has accomplished the following:

- Issued notices to and had voluntary compliance with demolition of unsafe structures at 20+ properties.
- Issued notices to and had 40+ structures rehabilitated by property owners.
- Programmed CDBG funds and successfully used those funds to bid out and complete demolition activity at 21 properties.
- Have worked successfully with Wayne County for all of the demolitions.
- Have 40+ ongoing property rehab and demolition cases, actively working with property owners to get properties rehabbed and maintained.
- Filed the required quarterly reports and annual report required by Wayne County and HUD for compliance with their rules.

To fulfill these accomplishments, it's required McKenna to develop a close relationship with Housing & Urban Development (HUD), the Wayne County CDBG Program, and property owners in the Township. Fortunately for the Township, this close relationship and success have become a routine process for the Blight Control & Property Maintenance CDBG program at Van Buren Township. Therefore, we have found McKenna to be an invaluable component to our Blight Control & Property Maintenance CDBG Program.



Matt Best
Director of Public Services



ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM

CITY OF NOVI, MICHIGAN

ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM

PROPOSAL FORM

We, the undersigned as proposer, propose to furnish to the City of Novi, according to the specifications, terms, conditions and instructions attached hereto and made a part thereof:

Description	% of Total Amount	Amount
Program Management/ Administration Fee	Hourly not to exceed 20% of program %	\$ Not to exceed \$19,075
Labor & Materials	80% or more of program cost %	\$ \$76,300 or more
TOTAL AMOUNT AVAILABLE FOR THE 2 YEAR PROGRAM*	100 %	\$ 95,375

* Please note: The total amount as shown covers the program management/ administrative fees AND the labor and materials for the home repairs. There will be no additional funds available.

We acknowledge the following addenda: _____
(please indicate addendum number)

COMMENTS: Administration of the project will be completed on an hourly basis per the fee schedule included in the proposal. Anticipated staff include Project Executive, Manager & Project Superintendent. Labor & materials to be performed and supplied by independent qualified contractors based on project to project competitive bid award.

PROPOSAL SUBMITTED BY:

Name (printed) _____ Alex Baloch

Title: _____ President

Company (Legal Registration) Decima LLC

Address 16870 Schaefer Hwy.

City Detroit State MI Zip 48235

Telephone 260-243-0591 Fax

E-mail alex.baloch@decimaai.com

Signature  Date 12/18/2025

Section IX. SERVICE AGENCY AND MUNICIPALITY CONTACT INFORMATION

SERVICE AGENCY

MUNICIPALITY

Name: Decima LLC

Name:

Representative Name: Alex Baloch

Representative Name:

Phone #: 260-243-0591

Phone #:

Address: 16870 Schaefer Hwy., Detroit, MI 48235

Address:

E-mail Address: alex.baloch@decimaai.com

E-mail Address:

IRS #:

Section X. CONTRACT ACCEPTANCE

The undersigned indicate by their signatures that they are authorized to act on behalf of their respective party in this capacity. CDBG funds may not be legally obligated until after the municipality has received the official award of funds letter for this program year.

SERVICE AGENCY

MUNICIPALITY

Name: Decima LLC

Name:

Officer Name: Alex Baloch

Officer Name:

Officer Title: President

Officer Title:

Signature:

Signature:

Witnessed:

Witnessed:

Date: 12/17/2025

Date:

DECIMA LLC



Proposal - ADMINISTRATION OF CDBG MINOR HOME REPAIR PROGRAM

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1. Executive Summary

Decima LLC is pleased to submit this proposal to serve as a qualified service provider to manage and administer Minor Home Repair Program, funded by CDBG. We are fully prepared to provide comprehensive program management, compliance with all CDBG regulations, and high-quality home repair services to the City's residents.

The Minor Home Repair Program aims to improve the quality of life, safety, and livability of homes for low- and moderate-income residents by addressing essential maintenance and repair needs. Typical services include plumbing, electrical, HVAC, structural, exterior, interior, and safety improvements, as well as accessibility modifications and lead-based paint abatement when required. By ensuring safe, functional, and accessible homes, the program directly contributes to creating a suitable living environment, one of the key objectives of CDBG public service initiatives.

Our organization possesses a robust infrastructure to manage this program effectively, including a dedicated project management team, and a network of licensed and insured staff across all necessary trade disciplines. We have demonstrated success in previous housing improvement programs, consistently completing projects efficiently, on schedule, and within budget, while maintaining strict compliance with federal, state, and local regulations.

Key strengths of Decima include:

- **Organizational Capability:** Ability to manage all aspects of program administration, including applicant intake, eligibility verification, project planning, quality inspections, and reporting.
- **Staffing and Availability:** Immediate access to skilled, licensed staff in plumbing, electrical, HVAC, carpentry, roofing, painting, and lead abatement.
- **CDBG Compliance Expertise:** Proven experience navigating CDBG regulations, including proper documentation, Direct Benefit Activity (DBA) reporting, environmental review, and audit readiness.
- **Cost Management:** Transparent, detailed cost structure ensuring program efficiency and proper allocation of CDBG funds.
- **Community Impact:** Focused on enhancing the safety, accessibility, and livability of homes for low- and moderate-income residents, while fostering long-term community well-being.

Through this program, Decima LLC will ensure that every project is delivered with efficiency, accountability, and quality, while adhering to all CDBG program requirements. Our goal is to provide the residents of Novi with safe, well-maintained, and accessible homes, improving the overall quality of life and supporting the City's commitment to serving its low- and moderate-income communities.

2. Capability

2.1. Firm Qualifications:

2.1.1. Firm Profile

Location:

Decima LLC,
16870 Schaefer Hwy.,
Detroit, MI 48235

Firm Ownership Structure	Corporation
State of Incorporation	Michigan
President	Alex Baloch
Business Started in	2018
Federal Tax ID	82-5079037

Established in 2018, Decima LLC is a distinguished general contracting firm dedicated to transforming spaces and bringing visions to life. With a strong focus on craftsmanship, innovation, and customer satisfaction, we specialize in construction, remodeling, and renovation projects that enhance both functionality and aesthetics.

Our portfolio spans diverse projects, including home renovations, park developments, parking lot reconstructions, fencing installations, landscaping, and essential systems like plumbing and electrical work—a cornerstone of our operations. By handling electrical services internally, we ensure precision, reliability, and cost efficiency, setting us apart in the industry.

Additionally, our multidisciplinary team is skilled in construction management, project coordination, and cost estimation, ensuring seamless project delivery from start to finish.

At Decima LLC, we combine deep industry expertise with a passion for innovation, offering comprehensive services that ensure every project is completed on time, within budget, and to the highest standards. Let us be your trusted partner in building spaces that inspire and endure.

2.1.2. Authorized Negotiator

Alex Baloch is President and authorized to negotiate and sign contracts on behalf of Decima LLC Team.

Contact Information is as follows:

Alex Baloch, President
16870 Schaefer Hwy.,
Detroit, Michigan, 48235
Phone: +1(260)243-0591
Email: alex.baloch@decimaai.com

2.1.3. Key Personnel & Resumes

KOMAL AMIN | PROJECT EXECUTIVE

Komal Amin is a seasoned construction executive with a solid background working in Michigan and brings recent, relevant experience to the Administration of CDBG Minor Home Repair Program. She will provide the team with leadership and best practices in ensuring the project is smoothly run and will be an advocate for City of Novi throughout the project.

DARRYL LEWIS | PROJECT CONSULTANT

Darryl Lewis, a seasoned project consultant, brings expertise in project planning, regulatory compliance, and stakeholder engagement to ensure the success of Administration of CDBG Minor Home Repair Program. His strategic guidance and commitment to client objectives make him a vital asset to the team.

NOOR MUHAMMAD | PROJECT MANAGER

Noor Muhammad, project manager, will oversee the project under Komal. A highly experienced professional, Noor has a robust background in managing complex construction projects. He excels at coordinating multiple teams, ensuring seamless operations across all project phases, and applying industry best practices to meet stringent deadlines and budgets. Noor's extensive expertise in large-scale developments and his comprehensive knowledge of the project scope make him the ideal project manager for this initiative.

KARRY KORICH | SUPERINTENDENT

Karry Korich is detail-oriented and has proven management and organizational skills. He communicates effectively with subcontractors to ensure that the work performed and the materials used comply with the contract documents, submittals, scheduling requirements, and safety standards. Working alongside Noor, Karry will lead regularly scheduled job meetings for on-site personnel and assist with maintaining daily progress reports for subcontractors, ensuring that schedule, safety, and quality program expectations are consistently met.

ZEESHAN JAVED | PROJECT ENGINEER

Zeeshan Javed brings his experience in implementing project controls and strong proficiency with project management software to provide timely and accurate project information to all team members. As the project engineer, he will review contract drawings, specifications, and scopes of work to ensure completeness, constructability, and compliance with contract requirements.

MUZZAMMIL MEMON | CONTRACT & PROPOSAL MANAGER

Muzzammil Memon, as the lead estimator, brings comprehensive knowledge from estimating similar projects and a history of highly accurate estimates from the earliest possible stages. He will apply valuable best practices and lessons learned from experience to ensure the project is delivered while optimizing the established budget.

(Resumes in Appendix A)

3. Experience

3.1. References

Reference: 1	
Project Name	Command Center Renovation
Project Owner	Detroit Water & Sewerage Department
Location	Detroit, MI
Contact Person	Anil Gosine
Phone	313-999-3649
Email	Anil.Gosine@detroitmi.gov
Dates of Service	08/2023 - 8/2025
Description of Services Provided	For the DWSD project, we provided comprehensive design-build services, covering architectural and engineering aspects, specialized studies, and other professional services. Our scope included preparing detailed study reports, program statements, schematic designs, and design development documents. Additionally, we managed all construction services, including labor, equipment, materials, supervision, and scheduling, utilizing a combination of self-performed trades and subcontracted work preapproved by the Department. This project demonstrated our ability to seamlessly integrate design and construction expertise while meeting the Department's standards and project objectives.

Reference: 1	
Project Name	Dexter Pop-up Property
Project Owner	City of Detroit GC: KEO Associates Inc
Location	Detroit, MI
Contact Person	Walter Murphy
Phone	313-995-8533
Email	wmurphy@keoassoc.com
Dates of Service	10/2022 - 05/2023
Description of Services Provided	A project for the City of Detroit where we worked as a sub-contractor under KEO Associates Inc. Our scope of work involved the conversion of (2) 40' and (1) 20' containers into retail space. The comprehensive scope of work included site grading, installation of concrete pads for the containers, underground electrical work, painting, drywall installation, new interior electrical wiring, installation of new HVAC systems, and landscaping improvements.

Reference: 1	
Project Name	Revamped a Gym into a Restaurant
Project Owner	Deccan Delights
Location	Troy, MI
Contact Person	Hari Kundla
Phone	248-709-9639
Email	ruchifoodslc@gmail.com
Dates of Service	09/2022 - 08/2023
Description of Services Provided	Turned Women's gym into a restaurant as a turnkey project. Demolished existing drywalls, ceiling grid, plumbing fixtures, and Flooring. Installed new plumbing, sinks, new flooring in the kitchen and in the dining area, new electrical light and panel installed. Installed new drop ceiling, HVAC Ducts, and water heater.

4. Familiarity with CDBG Requirements

Decima demonstrates a comprehensive understanding of the Community Development Block Grant (CDBG) program, its federal regulations, and the compliance framework required for administering federally funded residential repair programs. Our team has extensive experience implementing projects in full alignment with HUD and CDBG guidelines, ensuring accountability, transparency, and consistent program success. Through meticulous recordkeeping, accurate reporting, and strong familiarity with procurement and audit expectations, Decima consistently delivers program outcomes that meet both federal and local compliance standards while supporting the housing needs of low- to moderate-income residents.

1. Program Eligibility and Income Verification: Decima is experienced in verifying household eligibility based on annual gross income limits established under HUD's Section 8 guidelines. Our staff performs detailed documentation of applicant eligibility, including income verification (tax returns, pay stubs, bank statements) and confirmation of home ownership and primary residence. All applicant files are securely maintained to provide complete, audit-ready evidence of eligibility.

2. Compliance with Federal Regulations: Completion of environmental reviews and historical clearance applications when required. Full compliance with lead-based paint rules, including use of certified personnel and proper homeowner notifications. Adherence to fair housing, equal opportunity, and nondiscrimination requirements

3. Reporting and Documentation: Decima prepares and submits accurate Direct Benefit Activity (DBA) Reports capturing client demographics, service details, and project outcomes. All repair work is documented with photographs, inspection notes, completion reports, and itemized invoices. Our documentation practices ensure full transparency and readiness for audits or monitoring reviews.

4. Procurement and Contracting: Decima follows all CDBG procurement guidelines that apply to program administration and project authorization. As the primary contractor performing the repair work, Decima ensures that all licensing, insurance, certifications, and lead-safe credentials meet HUD and municipal requirements. All procurement documentation—such as cost estimates, work authorizations, and approval records—is maintained to support compliance and audit standards.

5. Audit and Monitoring Readiness: Decima maintains organized, complete, and easily accessible project files to support review by HUD, or City auditors. Our proven record of successful compliance reviews reflects our strong internal controls and adherence to CDBG regulations.

6. Training and Staff Compliance: All Decima staff involved in the program receive training on CDBG guidelines, reporting requirements, and fair housing rules. Continuous oversight ensures that all personnel understand and follow requirements related to lead-based paint work, environmental considerations, and documentation.

7. Risk Management and Program Oversight: Decima applies internal quality-control procedures and risk-management protocols to ensure all repair activities meet safety, technical, and program standards. This comprehensive oversight minimizes compliance risks and ensures consistent delivery of high-quality services to eligible households.

5. Project Understanding and Approach

Decima LLC demonstrates a comprehensive understanding of the City of Novi's Minor Home Repair Program and the administrative, technical, and regulatory responsibilities required to successfully deliver this program in compliance with Community Development Block Grant (CDBG) requirements. Through experience supporting housing and community improvement initiatives, Decima understands the importance of balancing regulatory compliance, efficient program administration, and compassionate service delivery to low- and moderate-income residents.

The City seeks a qualified provider to administer and deliver Minor Home Repair services utilizing a total CDBG allocation of \$95,375 for the 2025 Program Year (July 1, 2025 – June 30, 2027), with administrative costs not to exceed HUD's 20 percent cap. Decima understands that this funding typically supports 15 to 20 home repair projects annually, and our staffing, scheduling, and financial controls are structured to manage this volume effectively within available resources.

Decima LLC is committed to administering the City of Novi's Minor Home Repair Program with professionalism, accountability, and care. Our approach reflects an understanding that this program not only improves housing conditions but also demonstrates the City's commitment to supporting its residents through thoughtful and effective use of federal funding.

6. Work Plan

Based on its experience with similar programs, Decima LLC follows a streamlined process that ensures projects are completed efficiently and in full compliance with HUD CDBG requirements. Decima is prepared to follow the City's established procedures, if applicable.

Decima is familiar with CDBG procurement requirements and maintains access to qualified, licensed contractors. In accordance with Oakland County's \$5,000 micro-purchase threshold, projects may be completed using a single bidder. All contractors are vetted to ensure cost reasonableness, quality, and compliance.

Applicant Intake and Eligibility Verification:

Decima will manage the full intake process, verifying household income, home ownership, and CDBG eligibility. Our team will maintain accurate records for all applicants, ensuring compliance with HUD and City requirements. This step establishes a clear foundation for program success and ensures that residents most in need are served efficiently.

Minor Home Repair Services:

The program includes plumbing, electrical, HVAC, structural, exterior, and interior repairs. Decima will deploy licensed and insured staff to perform the following:

- Plumbing repairs and replacements (toilets, faucets, water heaters, sewer lines)
- Electrical upgrades (wiring, fixtures, switches)
- Furnace servicing and HVAC maintenance
- Structural improvements (porches, decks, handrails, doors, windows)
- Roof, gutter, and siding repairs
- Accessibility modifications and safety installations (smoke detectors, debris removal)
- Lead-based paint abatement performed by certified professionals

Coordination and Oversight:

We recognize the challenge of coordinating multiple trades across geographically dispersed homes. Decima will maintain a pre-qualified network of licensed staff, schedule work efficiently to minimize homeowner disruption, and oversee quality through pre- and post-inspections. All work will comply with CDBG procurement guidelines and local building codes.

CDBG Compliance and Documentation:

Decima will ensure full compliance with all CDBG regulations, including Direct Benefit Activity (DBA) reporting, environmental review, and lead-based paint documentation. Our team will maintain a centralized project file for each applicant, including applications, verification documents, inspection reports, to allow audit readiness at any time.

Phasing and Scheduling:

Repairs will be scheduled to maximize efficiency and minimize homeowner disruption. Critical repairs (e.g., plumbing and HVAC) will be prioritized to ensure homes remain functional and safe during the project period.

Quality Assurance and Safety:

Decima applies rigorous quality control measures, including inspections, testing, and monitoring, to ensure all repairs meet City and HUD standards. Safety protocols will be strictly enforced for all contractors and staff working in residential settings.

Stakeholder Coordination:

Regular coordination meetings will be held with the City of Novi, and other relevant stakeholders to review progress, address concerns, and adjust schedules as needed. Transparent communication ensures that all parties are informed and aligned on program objectives.

Program Outcomes:

The Minor Home Repair Program will result in:

- Safe, functional, and accessible homes for low- and moderate-income residents
- Compliance with CDBG and lead-based paint regulations
- Efficient delivery of repairs within budget and schedule
- Improved quality of life and enhanced livability for participating households

7. Cost

7.1. Professional fee schedule for hourly rated services

Decima LLC proposes to perform the services described in this proposal on an hourly basis, with overall costs not to exceed the 20% program limit of \$ 19,075.00 for program management/ administration fee and Labor & materials can be 80% or more of the program cost \$ 76,300.

Description	% of Total Amount	Amount
Program Management/ Administration Fee	Hourly not to exceed 20% of program	Not to exceed \$ 19,075
Labor & Materials	80% or more of program cost	\$ 76,300 or more
TOTAL AMOUNT AVAILABLE FOR THE 2 YEAR PROGRAM*	100 %	\$ 95,375

All services performed will be billed hourly in accordance with the following schedule. We pay standard wage rates to our employees depending upon the word trade.

Professional Classification	Rate per hour
Project Executive	\$180.00
Project Manager	\$117.00
Project Engineer	\$95.00
Project Superintendent	\$85.00
Safety Manager	\$100.00
Preconstruction Manager	\$130.00
Project Estimator	\$120.00
Accounting	\$77.00
Clerical	\$43.70
Compliance Coordinator	\$57.50
Assistant Superintendent	\$47.00
Journeyman for General Contractor	\$71.30
Laborer	\$40.25
Apprentice	\$81.50
Journeyman	\$86.99

**Above are Decima's fixed rates for 2025. A 5% increase will be added for each year thereafter.*

8. Appendices

8.1. Appendix A: Resumes of Key Personnel

Komal Amin

komal.amin@decimaai.com

Objective: Seasoned Project Executive with extensive experience in managing large-scale projects. Dedicated to providing leadership, best practices, and smooth project execution, while advocating for the owner's interests throughout the project lifecycle.

Summary of Qualifications:

- Proven leadership in overseeing complex construction projects, ensuring efficient operations and timely delivery.
- Extensive experience working in Detroit, with a strong understanding of local building codes, regulations, and industry standards.
- Expertise in project planning, team management, and stakeholder coordination.
- Strong communicator, adept at maintaining positive relationships with clients, contractors, and project teams.
- Skilled in ensuring quality control, cost management, and adherence to project timelines.

Work Experience:

Project Executive, **Decima LLC**

Detroit, MI

- Lead a team of project managers, coordinators, and subcontractors, providing guidance and support to achieve project milestones and objectives.
- Establish and maintain strong relationships with clients, vendors, and stakeholders, ensuring clear communication and addressing any concerns or issues promptly.
- Oversee the project's budget, schedule, and resources, ensuring effective allocation and cost control.
- Implement best practices in project delivery, ensuring quality, safety, and compliance with regulatory standards.
- Lead regular meetings with clients and stakeholders to communicate project progress and resolve any issues.

Skills:

- Stakeholder Communication and Client Advocacy
- Budgeting and Cost Management
- Risk and Change Management
- Quality Control and Regulatory Compliance

References

Available upon request

Darryl Lewis

darryl.lewis@decimaai.com

Objective: Dedicated and results-driven Project Consultant with extensive experience in managing and delivering construction and engineering projects. Skilled in aligning project goals with client expectations, ensuring seamless execution, and optimizing resource utilization to achieve success.

Summary of Qualifications:

- Proven expertise in overseeing all phases of construction and engineering projects, from initiation to completion.
- Expertise in scope alignment, budget evaluation, and stakeholder coordination.
- Frequently serves as liaison between city clients and design/construction teams.
- Skilled in risk management, problem-solving, and delivering high-quality outcomes within set timelines.
- Experience in community engagement and planning board presentations.

Work Experience:

Project Consultant, **Decima LLC**
Detroit, MI

- Oversee all project phases, ensuring alignment with client expectations, timelines, and budgets.
- Coordinate multiple teams, subcontractors, and suppliers to achieve seamless project execution.
- Led evaluation workshops to prioritize scope vs budget.
- Deliver detailed progress reports to stakeholders, ensuring transparency and accountability.
- Conduct regular site inspections to ensure compliance with safety and quality standards.
- Manage project budgets, track expenses, and prepare accurate financial reports, highlighting project performance and variance analysis.

Skills:

- Owner Advisory Services
- Stakeholder Engagement
- Team Leadership and Coordination
- Compliance and Quality Assurance

References

Available upon request

Noor Muhammad

noor.muhammad@decimaai.com

Objective: Experienced Project Manager with a strong background in overseeing complex construction projects. Skilled in team coordination, process optimization, and ensuring seamless operations across all phases. Committed to delivering high-quality results on time and within budget by applying industry best practices and maintaining a focus on stakeholder satisfaction.

Summary of Qualifications:

- Proficient in utilizing project management software and tools for effective project tracking and communication.
- Extensive experience managing large-scale construction projects from inception to completion.
- Proficient in coordinating multiple teams and ensuring efficient workflow across all project phases.
- Skilled in budget management, timeline adherence, and risk mitigation for successful project delivery.
- Strong leadership and communication skills, fostering collaboration among diverse stakeholders.

Work Experience:

Project Manager, Decima LLC

Detroit, MI

- Oversee all project phases, ensuring alignment with client expectations, timelines, and budgets.
- Coordinate multiple teams, subcontractors, and suppliers to achieve seamless project execution.
- Monitor project progress, identify potential risks, and implement strategies to mitigate delays.
- Manage contract documents, schedules, and subcontract scopes
- Led bid packaging, procurement, and contract award processes
- Develop and tracked detailed pre-construction estimates
- Coordinate trade progress, RFIs, and change orders throughout construction
- Collaborate with architects and engineers for design refinement.

Skills:

- Project Planning and Scheduling
- Stakeholder Communication
- Quality Assurance and Compliance
- Team Leadership and Collaboration

References

Available upon request

Muzzammil Memon

muzzammil.memon@decimaai.com

Objective: Highly skilled Contract & Proposal Manager with a strong background in estimating, constructability reviews, and early-phase planning for public-sector projects. Committed to accurate budgeting and seamless project setup.

Summary of Qualifications:

- 8+ years in pre-construction for municipal and institutional projects
- Skilled in early cost modeling, design-phase coordination, and feasibility analysis
- Strong understanding of bid packaging and phasing logistics
- Proven ability to collaborate with architects, engineers, and owner committees

Work Experience:

Contract & Proposal Manager, **Decima LLC**

Detroit, MI

- Direct the preconstruction process, delivering accurate estimates and cost analyses for large-scale projects.
- Develop project budgets by leveraging historical data, market trends, and scope reviews.
- Apply best practices to enhance preconstruction workflows and ensure adherence to project goals.
- Collaborate with design and project teams to align budgets with design intent and client expectations.
- Support proposal preparation and contract development to secure project approvals.

Skills:

- Preconstruction Planning and Cost Estimation
- Budget Development and Optimization
- Value Engineering and Financial Analysis
- Market Research and Scope Analysis
- Stakeholder Collaboration and Communication

References

Available upon request

Zuhaa Shahid

zuhaa.shahid@decimaai.com

Objective: Detail-driven Estimator with a strong foundation in public-sector construction pricing, quantity takeoffs, and cost control. Dedicated to delivering accurate, defensible estimates that align with owner budgets and project goals.

Summary of Qualifications:

- Over 5 years of experience in estimating municipal and institutional construction projects.
- Proficient in QTO software (Bluebeam Revu, Plan Swift), Excel, and CSI-based cost coding.
- Skilled in analyzing drawings and specs to prepare clear, complete estimates.
- Extensive knowledge of local subcontractor pricing and market labor trends.
- Experienced in developing VE options and collaborating during design phase reviews.

Work Experience:

Estimator, **Decima LLC**

Detroit, MI

- Create conceptual and detailed estimates for public buildings including city halls, police stations, offices, parking lots, parks, and libraries.
- Manage estimating for all divisions including general trades, MEP, and specialty systems.
- Reviewed design documents for scope gaps and coordinated clarifications with design team.
- Lead quantity takeoffs, budget updates, and VE savings presentations for owner committees.
- Produce cost analysis reports and collaborated with pre-construction manager on bid strategy.

Skills:

- Conceptual & Detailed Estimating
- Quantity Takeoffs (QTO)
- CSI Cost Division Formatting
- Subcontractor Scope Review
- Value Engineering & Cost Comparisons

References

Available upon request

Karry Korich

karry.korich@decimaai.com

Objective: Experienced Site Superintendent with strong technical knowledge in secure construction environments and mechanical/electrical systems. Focused on delivering projects safely, efficiently, and to spec.

Summary of Qualifications:

- Over 28 years managing on-site municipal construction projects.
- Specializes in secure glazing, garage additions, and utility rerouting.
- Leads job site safety and daily quality control practices.
- Skilled in supervising subcontractors and resolving field issues.
- Committed to keeping projects on track and on budget.

Work Experience:

Site Superintendent, **Decima LLC**

Detroit, MI

- Supervise daily on-site construction activities to ensure work and materials adhered to contract requirements.
- Communicate with subcontractors to align their work with project schedules and safety protocols.
- Lead regular job site meetings to review progress, address challenges, and maintain alignment among teams.
- Supervise installation of ballistic glass and critical MEP systems.
- Maintain detailed daily progress reports for subcontractors, ensuring accurate documentation.
- Ensure adherence to safety standards and quality control measures throughout the project lifecycle.

Skills:

- On-Site Construction Supervision
- Subcontractor Coordination
- Progress Reporting and Field Documentation
- Safety & Quality Enforcement
- MEP & Specialty Systems Integration

References

Available upon request

FY 2025 – 2026

Detroit Business Certification Program

This is to certify the business below has met all requirements set forth by the City of Detroit, Civil Rights, Inclusion & Opportunity Department as

Decima LLC

**Detroit Based Business (DBB)
Detroit Headquartered Business (DHB)
Detroit Small Business (DSB)
Minority-Owned Business Enterprise (MBE)**

Commencing **October 2, 2025**, expiring on **October 2, 2026**



DocuSigned by:

Tenika Griggs

FF584CDB98E341A

**Tenika R. Griggs, Esq., Deputy Director
Civil Rights, Inclusion & Opportunity**

**City of Detroit
Michael E. Duggan, Mayor**



Disadvantaged Business Enterprise Unified Certification Program

Acknowledges

Decima LLC

*As a certified DBE in accordance with 49 CFR Part 26 as
published in the Code of Federal Regulations*

Date of Certification: 12/10/2020

Date Issued: 09/27/2024

Crystal Griffin, Manager
Office of Business Development

Lisa Thompson, Administrator
DBE Program

MDOT has certified your firm as a DBE on behalf of all Michigan Unified Certification Program (MUCP) partnering agencies.

This certificate is accurate as of the date issued. It remains valid assuming all DBE Program requirements are met, however it is subject to change. For the most up to date information, please visit the MUCP website at: www.michigan.gov/mdotdbe prior to issuing any or all subcontracts.



National Minority Supplier
Development Council

Advancing Economic
Impact Together

This certificate attests that the below mentioned company is an NMSDC-Certified
Minority Business Enterprise(MBE):

Decima LLC

MI696895

Certificate Number

09-15-2025

Issuance Date

09-30-2026

Expiration Date

A handwritten signature in black ink, appearing to read "Ying McGuire", is written over a horizontal line.

Ying McGuire
CEO and President
NMSDC

238210,221320,236220,334512,
423610

NAICS Codes

39110000

UNSPSC Codes

Supporting Regional Affiliate: Michigan MSDC



DETROIT METRO • WILLOW RUN
WAYNE COUNTY AIRPORT AUTHORITY



HEREBY CERTIFIES:

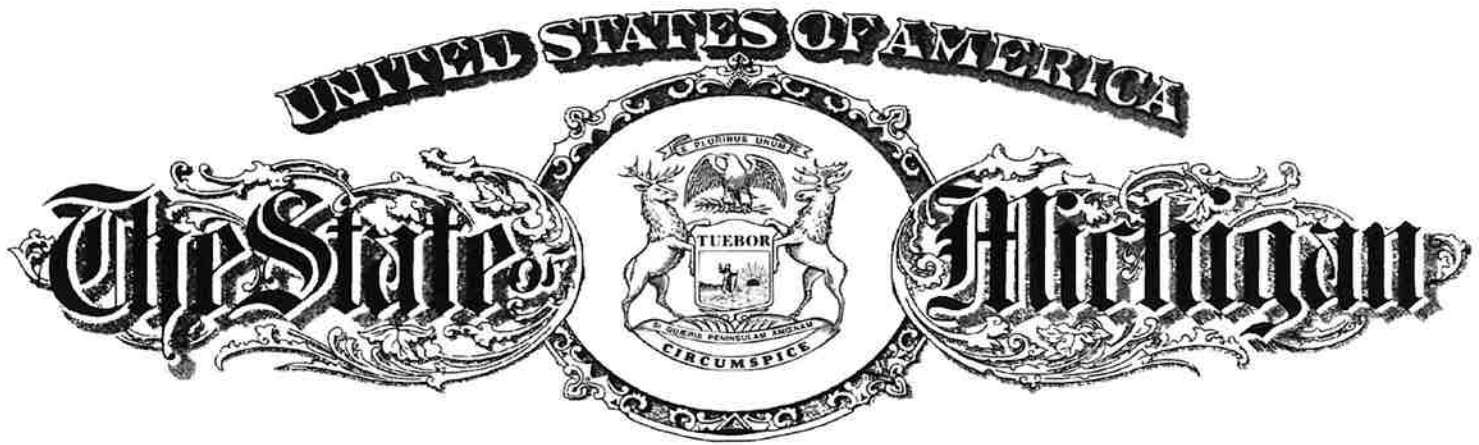
DECIMA LLC

AS A SMALL BUSINESS ENTERPRISE FOR THE PURPOSE OF CONTRACTING WITH
THE WAYNE COUNTY AIRPORT AUTHORITY

Certificate No. SBE19-0099 Expiration Date: September 30, 2026

Approved: *Malindia Westbrook*, Procurement Deputy Director - Business Diversity

***NOTE:** It is the responsibility of the firm to timely apply for renewal of Airport Authority SBE Certification on a triennial basis.



Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That

DECIMA, LLC

*was validly authorized on April 5, 2018, as a Michigan
DOMESTIC LIMITED LIABILITY COMPANY
and said limited liability company is validly in existence under the laws of this state and has satisfied its
annual filing obligations.*

*This certificate is issued pursuant to the provisions of 1993 PA 23 to attest to the fact that the company is
in good standing in Michigan as of this date.*

*This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit
given it in every court and office within the United States.*



Sent by electronic transmission

Certificate Number: 25010486101

*In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 24th day of January, 2025.*

A handwritten signature in cursive script, reading "Linda Clegg".

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/05/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Hiscox Inc.
5 Concourse Parkway
Suite 2150
Atlanta GA, 30328

CONTACT

NAME:
PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No):
E-MAIL ADDRESS: contact@hiscox.com

INSURED

DECIMA LLC
16870 Schaefer hwy
Detroit, MI 48235

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	Hiscox Insurance Company Inc	10200
INSURER B:	Progressive Michigan Insurance Company	10187
INSURER C:	AmTrust	
INSURER D:	State National Insurance Company, Inc.	12831
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
D	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y Y	NXTWF7LTRD-00-GL	09/02/2025	09/02/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	N Y	860545520	07/22/2025	07/22/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$	Y	NXTWF7LTRD-00-GL	09/02/2025	09/02/2026	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	SWC1583567	08/21/2025	08/21/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability	Y Y	P105.262.197.1	08/01/2025	08/01/2026	Each Claim: \$ 2,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

Evidence of Coverage

AUTHORIZED REPRESENTATIVE

Mary Boyd