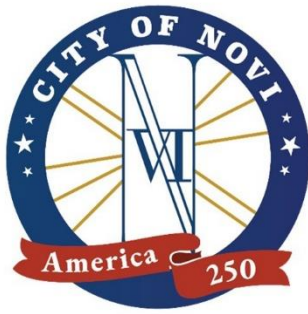




CITY OF NOVI CITY COUNCIL
JUNE 22, 2026

SUBJECT: Consider awarding the commissioning and building envelope consulting services contract to JMK Engineering, Inc. for the Public Safety Building Project, in the amount of \$263,200.

SUBMITTING DEPARTMENT: City Manager

KEY HIGHLIGHTS:

- In consultation with the Owners Representative Plante Moran Realpoint (PMR), RFP documents were formally issued to five (5) qualified Commissioning (Cx) firms. All Five (5) firms submitted proposals in response.
- Following review by PMR two (2) firms were shortlisted and passed on to the Selection Advisory Group who is recommending JMK Engineering, Inc.

FINANCIAL IMPACT

	FY 25/26	Total
EXPENDITURE REQUIRED	\$ 263,200	\$ 263,200
BUDGET		
1. 2025 Bond Proceeds	\$120,000,000	\$ 120,000,000
APPROPRIATION REQUIRED	\$	\$
FUND BALANCE IMPACT	\$ N/A	\$ N/A

BACKGROUND INFORMATION:

Commissioning Services provide third-party engineering oversight to ensure that all buildings systems (Mechanical, Electrical, Plumbing, utilizes, controls, etc.) are properly designed and function the way they should. With the passage of the bond to finance Public Safety Facilities in August 2025, in conjunction with the City's contract with Owner's representative (PMR), the Administration set about the selection of a Commissioning and building envelope consulting services for the new buildings.

The City of Novi Selection Advisory Group, consisting of Chief Zinser, Chief Martin and Chief Information Officer Rob Petty, PMR, and CoN legal counsel presented a framework in order to identify, evaluate, and recommend a Firm for this project.

On March 16, 2026, a Request for Proposals (RFP) was issued to five (5) qualified Cx firms. A pre-proposal meeting was conducted on March 20, 2026, to review project details and respond to questions. All five firms submitted sealed proposals on April 3, 2026. Evaluation criteria included experience on comparable projects, team qualifications, project approach, fee structure, and firm differentiators. Based on scoring results, two (2) firms were shortlisted for interviews, which were conducted on April 24, 2026.

Following the interviews, the Selection Advisory Group unanimously determined that incorporating building envelope consulting services into the Cx scope would provide enhanced coordination, risk mitigation, and overall value to the City. While this scope was initially planned as a separate procurement, the group concluded that consolidating services under a single contract was in the City's best interest. Accordingly, PMR issued an addendum on May 4, 2026, requesting pricing from the shortlisted firms for the expanded scope. Responses were received on May 11, 2026, and subsequently reviewed by the Selection Advisory Group.

Based on the written proposals, interview responses, expanded scope pricing, and overall qualifications, the Advisory Group recommends JMK Engineering, Inc. for consideration. The services will be formalized under AIA Agreement C103-2015, subject to final review and approval by the City of Novi's legal counsel. The proposed fee is within the established project budget for these services.

RECOMMENDED ACTION: Award the commissioning and building envelope consulting services contract to JMK Engineering, Inc. for the Public Safety Building Project in the amount of \$263,200. Final form of the agreement is subject to review and final approval by the City Attorney and City Manager.