



CITY OF NOVI CITY COUNCIL
JUNE 22, 2026

SUBJECT: Approval to award a three-year Site Plan Landscape Review and Inspection Consulting Services Contract to Giffels Webster (with the option for an additional two, one-year renewals) and adoption of the revised fee schedule.

SUBMITTING DEPARTMENT: Community Development, Planning

KEY HIGHLIGHTS:

- With the impending retirement of the City's Landscape Architect, the City is in need of professional Landscape Consultant Services for site plan review and inspections.
- Of the four (4) responses received, the staff team's review concluded that Giffels Webster offered a higher level of qualifications, experience, and capacity.
- Being a smaller contract, this did not rise to the threshold normally addressed by the Finance and Administration Committee

	FY 26/27
EXPENDITURE REQUIRED	\$0
BUDGET (Professional Services)	
Community Development – Planning 101-701.00-816.000	\$40,000
APPROPRIATION REQUIRED	\$0
FUND BALANCE IMPACT	\$0

BACKGROUND INFORMATION:

A Request for Proposals (RFP) was recently issued to seek the services of an independent firm to provide **Site Plan Landscape Review and Inspection Consulting Services** for the City of Novi. The landscaping consultant will perform site plan reviews as part of the plan review process and inspect landscape installation during the construction and post-construction phases. The consultant provides landscape architecture expertise to Community Development staff and other Departments, as well as the City Council and Planning Commission.

The scope of work for the consultant includes site plan review for landscape design compliance with all City codes, the Master Plan for Land Use, and Landscape Design Manual; as well as with quality development expectations, practicality and functional

excellence. The consultant could also be engaged by other departments (such as Parks, DPW) for landscape design services if needed. The consultant provides assistance at meetings and performs landscape inspections of completed work.

Qualifications

The RFQ was advertised in May and the City received four responses. The responses were reviewed using Qualifications-Based Selection and scored using five factors:

- Firm's resource capability to perform required services including examples
- Evaluation of assigned personnel
- Related public/municipal experience
- Budget and cost controls experience
- Potential or current project conflicts

The staff review team included members from Community Development and the Department of Public Services. The reviewers were Lindsay Bell, Rick Meader, Kate Purpura, and Charles Boulard. Tracey Marzonie from the Finance Department provided assistance throughout the process.

Based on the results of the staff evaluations, two firms were interviewed by the reviewers. Giffels Webster was selected as the more qualified firm based on the proposals and interviews. Giffels Webster has previously served as the City's planning consultant for Master Plan updates and other studies, and provides on-going administration of the City's Zoning Ordinance via their Clearzoning format.

Fees

The current Landscape fees have not increased since 2022. Giffels Webster's proposed fees show a modest increase, generally representing an **increase of \$20-30** for most of the services requested, with some of the per-unit costs increasing by \$1/unit. If selected, the pass-through Landscape costs for typical site plan review developments are projected to **increase by about 15 to 25 percent**, depending on the type and size of the project. Refer to the proposed fee changes, as **attached**.

The proposed hourly rate for meeting attendance and other hourly services cannot be calculated as the City has had an internal Landscape Architect that performed many miscellaneous services without charges to City departments or to applicants.

Based on calendar year 2025 fees for these services, it is estimated the annual contract value going forward would be \$41,300, exclusive of any supplementary design services. As these costs are primarily a pass-through, there will not be significant budget impact.

Staff Recommendation

Staff recommends **awarding a contract to Giffels Webster** for a three-year term with an additional two, one-year optional extensions for the following reasons:

- Giffels Webster has a deep bench when it comes to Landscape Architecture with four licensed landscape architects and three supporting landscape designers available to assist with Novi's projects.

- The Giffels Webster team presents a work plan that demonstrates project understanding and responsiveness to the City's needs, recognizing the importance of Novi's landscape standards to the community.
- Giffels Webster proposes a strong communication plan with a Project Status Dashboard to ensure seamless collaboration and transparency.
- The fees presented by Giffels Webster represent a relatively small increase in developer/applicant paid fees compared to current rates.

If approved by the City Council, the attached contract would be effective June 23, 2026, and run for a period of three years, with the option for two additional one-year renewals at the end of that timeframe. The new fee schedule will be in effect as of July 1, 2026.

RECOMMENDED ACTION: Approval to award a three-year Site Plan Landscape Review and Inspection Consulting Services Contract to Giffels Webster (with the option for an additional two, one-year renewals) and adoption of the revised fee schedule.