

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: BARBARA MCBETH, AICP, CITY PLANNER
SUBJECT: ARCHITECTURAL FAÇADE CONSULTANT
DATE: JUNE 7, 2024

A Request for Proposals (RFP) was issued to seek the services of an independent firm to provide architectural façade and residential plan review consulting services for the City of Novi. The Architectural Façade Consultant provides site plan and building façade evaluation and advisement services to the City Council, the Planning Commission, and the Community Development Department for new buildings or modifications to existing buildings proposed in the City. Façade inspection services, interpretation and application of Zoning Ordinance and Building Code standards for single family homes were also included in the RFP.

The scope of work for the consultant includes reviewing Site Plans for façade compliance with the Zoning Ordinance, façade inspection services, single family residential similar/dissimilar ordinance review and Michigan Residential Code Review for single family plot plans. The consultant reviews for quality development expectations, practicality, and functional excellence, acts as a resource for the Plan Review Center, and by providing assistance at meetings, as needed.

Response

One firm, DRN & Associates, Architects, PC (the City's current consultant) submitted a proposal which was reviewed by staff for qualifications of the assigned personnel, related experience, and potential conflicts of interest. Staff found no concerns with the proposal. The staff team selected to complete the review of the responses included the following members of the Community Development Department: Lindsay Bell, James Hill, Charles Boulard, and Barbara McBeth. Tracey Marzonie provided assistance throughout the process.

Mr. Necci has been Novi's Architectural Façade consultant since 2006, both at his current firm, DRN & Associates, Architects, PC, and previously at an architectural services firm called METCO. In the 1990s, Mr. Necci provided architectural façade services to the City of Novi through another firm, JCK and Associates.

Staff is pleased with the work produced by DRN over the term of the prior contract, and notes that there is a long-standing positive history with this firm as a consultant for the City of Novi. Mr. Necci, an architect with the qualifications necessary to do the work, is already familiar with the Community Development Department's procedures and requirements, prepares reports and inspections on a timely manner, and provides free phone consultations when requested.

Fees

The submitted Fee Proposal Form indicates that only two of the fifteen fees for service are proposed to increase. The two fees proposed to increase are both for Single Family Detached Dwelling Units, reviews completed for the Building Department:

- Single Family Façade Similar/Dissimilar Review is proposed to increase from \$120 to \$145
- Michigan Residential Code Reviews are proposed to increase from \$140 to \$165

Staff considers increases of \$25 per service (about 18-21% increase) a reasonable amount, since fees have not increased over the last five years. The hourly rate for services that are not specifically identified, is also proposed to remain unchanged.

The response included added comments that DRN proposes discounted fees for electronic (paperless) submittals. The discounted fees noted in the comments section of the Fee Proposal Form were not solicited and staff does not intend to exercise the option at this point. Staff intends to revisit this concept in the future when an electronic plan review system is in place but would like to proceed with the rest of the proposal at this time.

The total fees paid to the Façade consultant over the previous 3 years include the following:

		FY 20-21	FY 21-22	FY 22-23
Façade Consultant Services				
Facade Plan Review Deposits		\$20,410	\$20,545	\$42,605
Façade - Outside services (city-paid fees)		4,750	6,000	4,500
Similar/Dissimilar ordinance and Michigan Residential Code Deposits		32,245	21,070	9,620
		\$57,405	\$47,615	\$56,725

Next Steps

The Consultant Review Committee is expected to meet on Monday, June 10th to consider this proposal. If acceptable, staff will prepare a contract for consideration by the City Council at an upcoming meeting.