



CITY of NOVI CITY COUNCIL

Agenda Item 1
March 23, 2009

SUBJECT: Consideration of recommendation from Consultant Review Committee to award a contract for Civil Engineering Field Services to Spalding DeDecker Associates, Inc. (for a two-year term and one-year renewal option) and adoption of associated fees and charges effective May 1, 2009.

SUBMITTING DEPARTMENT: Department of Public Services/Engineering Division
Community Development Department

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

The contract with the City's current consultant for providing civil engineering field services for private development projects, Spalding DeDecker & Associates, Inc., expired on December 31, 2008. This consultant primarily provides engineering services related to private development through the review of residential plot plans, construction inspection, project close-out paperwork assistance, and the completion of record drawings.

The expiration of the contract resulted in the City issuing a Request for Qualifications (RFQ) to consulting engineering firms meeting the minimum qualifications detailed in the attached RFQ. Listing minimum qualifications up-front helped to ensure that the responding firms met certain critical criteria, such as distance from the City, number of qualified staff, etc. The RFQ was posted publicly and resulted in responses from five firms.

The five submittals were evaluated by staff from the Department of Public Services and Community Development Department using the Qualifications Based Selection (QBS) process, with an emphasis on each firm's experience and understanding of the scope. The results of the staff review of qualifications are as follows:

Firm	Staff Review Score	Proposal Rank
Spalding DeDecker & Associates	2177.5	1
Stantec Consulting Michigan	1887.5	2
Orchard, Hiltz & McCliment	1622.5	3
Anderson, Eckstein & Westrick	1252.5	4
Diffin Development Consultants	560	5

Of the five firms that submitted qualifications, Spalding DeDecker & Associates, Inc. (SDA) had the highest staff review score and met all requirements listed in the RFQ (see attached SDA proposal dated February 9, 2009 and Engineering staff's qualifications scoring summary for reference). The review process consisted of two components: 1) reviewing, commenting on and scoring each of the qualifications; and 2) opening sealed "Fee Determination" forms from the two highest scoring firms. The fees of the two firms with the highest qualifications scores (SDA and Stantec) were opened and reviewed. A fee comparison breakdown of the two highest scoring firms as well as the incumbent firm's 2008 extended contract fee amounts are attached for reference.

As can be seen from the attached breakdown, SDA has the lowest fee amounts and percentages compared to the second highest rated firm, Stantec. In addition, SDA's proposed fee amounts and percentages are consistently lower than those in the existing contract.

The Consultant Review Committee convened on this matter on Monday, March 9, 2009 and concurs with staff's recommendation.

RECOMMENDED ACTION: Consideration of recommendation from Consultant Review Committee to award a contract for Civil Engineering Field Services to Spalding DeDecker Associates, Inc. (for a two year term and one year renewal option) and adoption of associated fees and charges effective May 1, 2009.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Burke				
Council Member Crawford				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

REVIEWER: Overall

Project Description: Civil Engineering Field Services Consultant

RANK 1= LOW, x= BEST (x = number of firms repoding)

SCORES	Item weight:	25	25	20	15	15	0	100	Rank
		1	2	3	4	5	6	Totals	
Anderson, Eckstein & Westrick		14.5	11	12	12.5	12.5		1252.5	4
Diffin Development Consultants		5	5	5	7	7		560	5
Orchard, Hiltz & McCliment		13.5	15	20	16.5	17.5		1622.5	3
Spalding DeDecker		22.5	24	20	20.5	20.5		2177.5	1
Stantec Consulting Michigan		19.5	20	18	18.5	17.5		1887.5	2

TOTALS 75 75 75 75 75 0

SCORING CRITERIA

1. Compliance with the RFQ requirements.
2. Understanding of the Scope of Services
3. Recent experience in conducting similar scopes of work for other public agencies
4. Staff's educational background, work experience and relevant consulting experience.
5. References
6. Fee's (not to be reviewed or opened until after top two or three firms are determined from proposal review)



February 20, 2009

Ms. Sue Morianti, Purchasing Manager
City of Novi
Office of the City Clerk
45175 W. Ten Mile Road
Novi, MI 48375-3024

Re: **City of Novi, Michigan**
Request for Qualifications - Civil Engineering Field Services
Price Proposal -- SDA No. PR09-064

Dear Ms. Morianti:

In the interest of transparency, we would like to provide an explanation of changes to our fees as listed in Attachment A Fee Determination Form, dated February 20, 2009. The **Record Drawing Preparation (As prepared by consultant) Fixed Fee % of Construction Cost now includes the additional services of Maintenance Bond Inspections for Public Utilities/Roads.** Please refer to the table below which shows the composition of the **2.70 %** fee.

Component Description	Percent
Standard Record Drawings	1.25%
CAD Drawing for GIS Data	1.00%
Maintenance Bond Inspections for Public Utilities/Roads	0.45%
Total	2.70%

SDA is pleased to offer reductions in many of our fees, including a nearly 10% reduction for Land Improvement Review Fees components; 5% reductions in construction inspection for projects where construction costs exceed \$100,000; significant reductions on Soil Erosion and Sedimentation Control inspections for sites with disturbed areas in excess of 5 acres; along with reductions for Court Testimony, Studies and reviews, and Floodplain reviews. These reductions are offered as a result of internal efficiencies gained through work experiences realized in Novi during the past three years, working out of our recently opened Brighton Office, improved response times through the use of our Web-Based portal system, and the addition of key staff, particularly Contract Administrator Ted Meadows and SCADA Specialist Andy Keller. We have also factored in anticipated efficiencies and supplementary services that we expect to realize as a result of the acquisition of Dietrich, Bailey and Associates, PC (DBA), located in the City of Plymouth.

This proposal will remain valid until a contract is awarded or for a period of 180 days, whichever occurs first. The services herein described shall be provided from our Brighton office located at 10503 Citation Drive, Suite 600, Brighton, Michigan.

Very Truly Yours,
SPALDING DEDECKER ASSOCIATES, INC

Christopher J. Robbins, PE
Manager - Construction Engineering

David L. Potter, PE
Vice President
Manager – Municipal Engineering

Enclosures: 1 sealed price proposal

Engineering Consultants



ATTACHMENT A

FEE DETERMINATION FORM

City of Novi, Michigan

<u>Description</u>	<u>Fee</u>	<u>Unit/Rate</u>
Land Improvement Review		
Residential (Plot Plans)		
Review	\$ 100	Lump sum
Each review for Builder initiated change	\$ 100	Lump sum
Initial inspection and one re-inspection	\$ 175	Lump sum
Footing inspection and one re-inspection	\$ 175	Lump sum
Any additional inspections	\$ 100	Lump sum
Additional elevation inspection (after second)	\$ 100	Lump sum
Final grade inspections (certifications)	\$ 135	Lump sum
Minor Land Improvement		
Review	\$ 75	Lump sum
Inspection	\$ 75	Lump sum
Construction Inspection and Acceptance Document Review		
(Fixed Fee % of Construction Cost to include initial Pre-construction and TCO preparation meetings; ROW, Detention Basin and Site Amenities inspections, reporting and follow-up)		
(1) *Public Utilities/Roads (construction cost < or = \$50,000)	% 11.25	Min. Fee \$ 1,250
(2) *Public Utilities/Roads (construction cost \$50,001 to \$100,000)	% 9.25	Min. Fee \$ 5,625
(3) *Public Utilities/Roads (construction cost \$100,001 to \$300,000)	% 7	Min. Fee \$ 9,250
(4) *Public Utilities/Roads (construction cost > \$300,001)	% 5	Min. Fee \$ 18,750
(5) Private Improvement (spot) Inspection (includes Detention Basin Field Review and Report)	% 2.75	Min. Fee \$ 300
(6) Additional out-of-scope Pre-Construction meetings (e.g., "Special", "Supplementary", "Grading", etc.)	\$ 400	Per Meeting
Record Drawing Preparation (As-built prepared by consultant)		
(Fixed Fee % of Construction Cost to include Maintenance Bond inspections)		
Public Utilities/Roads	% 2.7	Min. Fee \$ 1,000
Soil Erosion and Sedimentation Control Inspections		
(As per the "Inspection Fee Escrow Determination" form attached as Appendix A-1)		
(1) Site Plan, if disturbed area is less than 5 acres	\$ 100	Per Inspection
(2) Site Plan, if disturbed area is 5 acres through 15 acres	\$ 175	Per Inspection
(3) Site Plan, if disturbed area is greater than 15 acres	\$ 250	Per Inspection
(4) Review and inspection fees for Residential Land Improvements	\$ 150	Lump sum
(5) Violation work involving inspection, report and follow-up	\$ 85	Hourly
(6) Citation work involving inspection report, follow-up, Ordinance Enforcement office meeting and court appearance	\$ 125	Hourly

* = fee to be based on sanitary sewer, storm sewer, water main and paving calculated separately. See example fee sheet in Appendix A-2 for clarification.

Fee Determination Continued

Court Testimony – Fee to be invoiced monthly for actual time expended	\$	<input type="text" value="175"/>	Hourly
Minor Engineering (Design and Construction Inspection)			
(1) Studies and reviews (e.g., culvert design)	\$	<input type="text" value="95"/>	Hourly
(2) Inspection (spot) for non-site planned or linear projects (e.g., Franchised Utility projects)	\$	<input type="text" value="75"/>	Hourly
Flood Plain Review (may include one (1) inspection for field verification purposes)	\$	<input type="text" value="95"/>	Hourly

I hereby certify that the information provided above is correct to best of my ability and will remain valid for a period of One Hundred and Eighty (180) days from the date of receipt by the City of Novi.

Firm Name

Authorized Representative – Printed Name

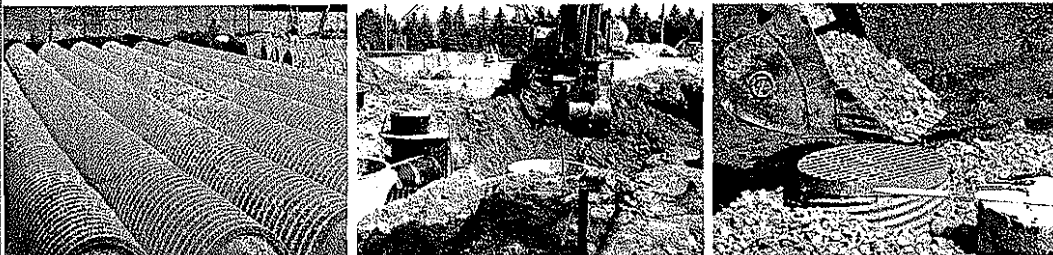
Authorized Representative - Signature

Date of Signature

CONSULTING PROPOSALS FEE COMPARISON - CIVIL ENGINEERING FIELD SERVICES						
Service Tasks	Description	Unit/Rate	CONSULTANTS			Averages
			Spalding DeDecker 2008	Spalding DeDecker 2009	Stantec Consulting Michigan	
Land Improvement Review						
Residential (Plot Plans)						
	Review	Lump sum	\$110.00	\$100.00	\$225.00	\$145.00
	Each review for builder initiated change	Lump sum	\$110.00	\$100.00	\$125.00	\$111.67
	Initial inspection and one re-inspection	Lump sum	\$190.00	\$175.00	\$250.00	\$205.00
	Footing inspection and one re-inspection	Lump sum	\$190.00	\$175.00	\$185.00	\$183.33
	Any additional inspections	Lump sum	\$100.00	\$100.00	\$120.00	\$105.67
	Additional elevation inspection (after second)	Lump sum	\$100.00	\$100.00	\$120.00	\$106.67
	Final grade inspections (certifications)	Lump sum	\$145.00	\$135.00	\$200.00	\$160.00
Minor Land Improvement						
	Review	Lump sum	\$75.00	\$75.00	\$175.00	\$108.33
	Inspection	Lump sum	\$75.00	\$75.00	\$150.00	\$100.00
Construction Inspection and Acceptance						
Document Review (Fixed Fee % of Construction Cost to include Initial Pre-Construction and TCO Preparation meetings; ROW, Detention Basin, Maintenance Bond and Site Amenities inspections, reporting and follow-up)						
	Public Utilities/Roads (construction cost < or = \$50,000)	Fixed Fee %	11.25%	11.25%	12.00%	11.50%
	Minimum Fee	Lump sum	\$1,250.00	\$1,250.00	\$1,500.00	\$1,333.33
	Public Utilities/Roads (construction cost \$50,001 to \$100,000)	Fixed Fee %	9.25%	9.25%	9.75%	9.42%
	Minimum Fee	Lump sum	\$5,625.00	\$5,625.00	\$6,000.00	\$5,750.00
	Public Utilities/Roads (construction cost \$100,001 to \$300,000)	Fixed Fee %	7.25%	7.00%	7.50%	7.25%
	Minimum Fee	Lump sum	\$9,250.00	\$9,250.00	\$9,500.00	\$9,333.33
	Public Utilities/Roads (construction cost > \$300,001)	Fixed Fee %	5.25%	5.00%	5.25%	5.17%
	Minimum Fee	Lump sum	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00
	Private Improvement (spot) inspection (includes Detention Basin)	Fixed Fee %	2.75%	2.75%	2.75%	2.75%
	Minimum Fee	Lump sum	N/A	\$300.00	\$500.00	\$400.00
	Additional out-of-scope Pre-Construction meetings	Per meeting	N/A	\$400.00	\$500.00	\$450.00
Record Drawing Preparation (Fixed Fee % of Construction Cost)						
	Public Utilities/Roads	Fixed Fee %	1.70%	2.70%	1.80%	2.07%
	Minimum Fee	Lump sum	\$750.00	\$1,000.00	\$750.00	\$833.33
Soil Erosion and Sedimentation Control Inspections						
	Disrupted area is less than 5 acres	Per inspection	\$100.00	\$100.00	\$175.00	\$125.00
	Disrupted area is 5 acres through 15 acres	Per inspection	\$200.00	\$175.00	\$200.00	\$191.67
	Disrupted area is greater than 15 acres	Per inspection	\$300.00	\$250.00	\$225.00	\$258.33
	Review and inspection fees for Residential Land Improvements	Lump sum	\$150.00	\$150.00	\$350.00	\$216.67
	Violation work involving inspection, report and follow-up	Hourly	\$85.00	\$85.00	\$85.00	\$85.00
	Citation work involving inspection report, follow-up, Ordinance Enforcement office meeting and court appearance	Hourly	\$125.00	\$125.00	\$85.00	\$111.67
Court Testimony						
	Fee to be invoiced monthly for actual time expended	Hourly	\$230.00	\$175.00	\$115.00	\$173.33
Minor Engineering (Design and Construction Insp)						
	Studies and Reviews	Hourly	\$100.00	\$95.00	\$95.00	\$96.67
	Inspection (spot) for non-site planned or linear projects	Hourly	N/A	\$75.00	\$72.00	\$73.50
Flood Plain Review						
	May include 1 inspection for field verification	Hourly	\$100.00	\$95.00	\$95.00	\$96.67
			= Lowest (Best)			

City of Novi

Civil Engineering Field Services - Qualifications



Construction Engineering Service Proposal
February 20, 2009
SDA PR09-064

www.sda-eng.com

Detroit Headquarters
220 W. Congress
Suite 400
Detroit, Michigan 48226
(313) 967-4700
Fax (313) 967-4707

Rochester Hills
905 South Blvd. East
Rochester Hills, Michigan 48307
(248) 844-5400
Fax (248) 844-5404

Brighton
10503 Citation Drive
Suite 600
Brighton, Michigan 48116
(810) 584-1400
Fax (810) 584-1402

 **SPALDING DEDECKER ASSOCIATES, INC.**

Engineering Consultants | Infrastructure | Land Development | Surveying

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City of Novi
Civil Engineering Field Services
PR09-064
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February 20, 2009

Ms. Sue Morianti
Purchasing Manager
City of Novi
Office of the City Clerk
45175 W. Ten Mile Road
Novi, MI 48375-3024

Re: **City of Novi, Michigan**
Request for Qualifications - Civil Engineering Field Services
SDA No. PR09-064

Dear Ms. Morianti:

Spalding DeDecker Associates, Inc. (SDA) is pleased to provide the following qualifications proposal for Civil Engineering Field Services to the City of Novi. On behalf of SDA, we would like to express our gratitude for the opportunity to serve the City of Novi throughout the past three plus years with the hope and confidence that our partnership shall continue.

In Mayor Landry's "2009 State of the City Address," he highlighted many of the City's great achievements throughout the past year including being rated by *Money* magazine as one of the top 100 Best Places to Live in America. Mayor Landry stated that despite the tough economic climate in the metro region, "Somebody will come out of this as a *winner*, why not the **City of Novi?**" SDA understands that a critical component of winning is sustaining and growing the City's thriving landscape through smart and consistent investment in public and private infrastructure improvements. SDA is committed to providing the services of a deep and talented support staff to help the City succeed in its *winning* endeavor.

SDA is proud of our Team that currently serves the City of Novi supplying Civil Engineering Field Services led by Mr. Ted Meadows. Ted will continue as the single point-of-contact with the City and shall be responsible for managing the Civil Engineering Field Services described in the enclosed qualifications proposal. Ted has established outstanding working relationships with City of Novi staff and possesses an intimate understanding of the City's ordinances and engineering standards and procedures. He is supported by a qualified, experienced, and diverse Team of licensed civil engineers, surveyors, and certified field technicians, offering the complete range of services including Construction Engineering, Municipal Engineering, Survey and Mapping, Transportation, and Stormwater Management.

The SDA Team recently became deeper and broader with the acquisition of Dietrich, Bailey and Associates, P.C. (DBA). DBA is headquartered in the City of Plymouth and has been in business for more than 40 years providing Civil Engineering, Land Planning, Municipal Engineering, Land Surveying and Landscape Architecture services to many clients in southeastern Michigan. While DBA will retain its identity and existing client base out of Plymouth, it provides SDA with additional expertise in Landscape Architecture and Land Planning upon which we can draw. We will continue to serve the City of Novi out of our Brighton Office which results in quick response time to your needs.

Many changes have occurred throughout the past three plus years since SDA began serving the City. The economic and development climate has changed dramatically with residential construction ebbing while commercial and industrial projects continue to sprout up. We are proud of our partnership with the City of Novi and our ability to adapt our approach to meet and exceed what the City currently requires. Many examples of successful construction projects abound, but two in particular stand out; the expansion of 12 Oaks Mall and the new ITC Headquarters.



February 20, 2009
Ms. Sue Morianti
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On the 12 Oaks Mall expansion project, our field staff worked hand-in-hand with City of Novi Engineering, Fire, Police, and Water and Sewer staff. We worked throughout the night to minimize disruption to the 12 Oaks Mall operations and to maximize public health and safety of nearby residential developments. The City staff, in conjunction with partners from The Taubman Company and Clark Construction, deserves high praise for making a complex project proceed seamlessly while minimizing disruption at one of the most heavily trafficked Mall complexes in the United States.

The second example is the recently completed ITC Headquarters project which involved an expedited project schedule and special staging to allow steel erection to commence as soon as possible while much of the site construction remained in its infant stages. The SDA Team worked quickly to turn around shop drawings in an expedited manner, host multiple pre-construction meetings to facilitate the uniquely-staged project progress, and provide a flexible field staff to match developer-driven accelerated construction schedules.

The aforementioned cases provide a snapshot of SDA's commitment to the City's success, and in our view, represent real world, real-time problem solving that is evermore required in a continually changing construction environment. The SDA Team is prepared and eager to help the City of Novi *win* in a hyper-competitive climate and fulfill all of its Civil Engineering Field Service requirements and more.

This proposal will remain valid until a contract is awarded or for a period of 180 days, whichever occurs first. The services herein described shall be provided from our Brighton office located at 10503 Citation Drive, Suite 600, Brighton, Michigan.

We stand ready to deliver.

Very Truly Yours,
SPALDING DEDECKER ASSOCIATES, INC.

Christopher J. Robbins, PE
Manager - Construction Engineering

David L. Potter, PE
Vice President
Manager - Municipal Engineering

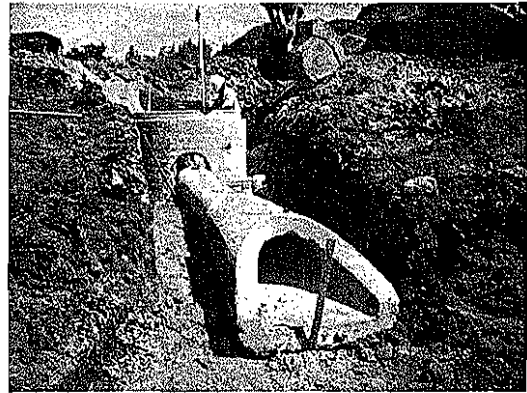
Enclosures:

- 5 bound proposals (30 pages maximum)
- 1 unbound proposal
- 1 sealed price proposal

Background and Project Summary

Understanding of the City of Novi's Field Service Requirements

Spalding DeDecker Associates, Inc. (SDA) understands that the City of Novi seeks to contract a qualified Consulting Civil Engineering firm to provide a variety of civil engineering field services. SDA will utilize a team of professionals and trained technicians to provide the required services both on a primary and supplemental basis to the City of Novi. We understand the City of Novi has multiple departments, each providing its own specific service to the residents and business community. With that said, SDA's goal is to continue to clearly communicate and promptly coordinate with the various City Departments, enabling the City to better serve the community of Novi. As the City of Novi's Consulting Engineer, SDA offers the following current qualifications:



- SDA has two offices within 30 miles of the City of Novi. SDA has a Brighton office located at 10503 Citation Drive, Suite 600, Brighton, Michigan 48116. The City of Novi Field Engineering services are currently operated from our Brighton office. A second office is the home of our new partners: Dietrich, Bailey and Associates, P.C. (DBA). DBA's headquarters is located at 107 South Main Street, Plymouth, Michigan 48170.
- SDA currently performs all the services listed in the Scope of Services section without the use of any sub-consultants.
- SDA has 32 Professional Engineers on-call for any needs that the City of Novi may require. All are licensed in the State of Michigan, as well as other states throughout the country.
- Our firm employs four Professional Surveyors licensed in the State of Michigan.
- SDA has available the following list of software packages that have been used to prepare and complete record drawings for the City of Novi: ESRI ArcFIS Desktop (Arcview & Arcinfo), version 9.3 or better and AutoCAD Land Development Desktop including AutoCAD Map 3D. As an improvement to providing the Record Drawings, SDA purchased Civil 3D, which is a much improved software package and replaces the AutoCAD Land Development Desktop and AutoCAD Map 3D. SDA also incorporates Trimble Geomatics Office for processing GPS measurements.
- Ted Meadows is SDA's Construction Team Leader for the City of Novi. Ted has more than 10 years of experience and has been with SDA for the last 18 months. Prior to coming to SDA, Ted served as the Construction Project Manager for the City of Novi with Stantec (FKA: ALNM) since 2003. Ted has developed strong relationships with City staff and a detailed understanding of City procedures throughout the past six years. Ted is familiar with multiple software packages for recording daily reports. At SDA, we use FieldBook and FieldManager; both packages are required by MDOT for their recording of reports.
- SDA employs up to 15 field technicians. Specifically, Don Pashby, John Becht, Jeff Walter, Ashvin Saraiya, Kim Danowski, and Jerry Kramarz will continue the inspection of the construction operations in the City of Novi. All SDA Construction Engineering Department staff is proficient in preparing daily reports with FieldBook software.
- SDA's Construction Engineering Department has eight technicians certified in Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act as enforced by the Michigan Department of Environmental Quality (MDEQ) – Water Bureau. SDA also employs seven Certified Storm Operators.



SPALDING DEDECKER ASSOCIATES, INC.

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City of Novi
Civil Engineering Field Services
PR09-064

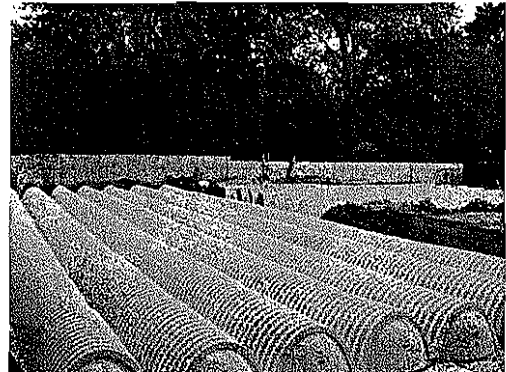
Background and Project Summary

- We employ four Certified Floodplain Managers (CFMs). Brian McKissen, PE, CFM has been the lead CFM and has served this role throughout the past three years for the City of Novi.

SDA feels that with our qualifications, commitment, and dedication, SDA can continue to provide the City with the winning edge it needs to assist the citizens to continue to succeed and prosper.

SDA not only recognizes there are specific qualifications to be met as the Civil Engineering Field Services consultant but will also continue to provide the following required field engineering services to assist the departments at the City of Novi:

- Conduct Land Improvement Reviews and inspections for individual residential lots. (e.g., grading / drainage, grades of structures brick ledges, and footings)
- Provide occupancy certificate inspection services for projects that have outstanding work items and financial guarantees posted with the City to ensure completion.
- Perform soil erosion and sedimentation control plan reviews, inspections, and ordinance violation investigations.
- Complete right-of-way inspections and associated reports as they relate to approved site plans issued by the City.
- Provide construction inspection, material testing, easement review, and preparation of record as-builts drawings, for paving and utility construction for private developments.
- Perform inspections and make resultant recommendations for financial guarantee adjustments and occupancy permits.
- Coordinate and conduct all Pre-Construction Meetings relating to all site work. This includes Environmental, Site, Full-site, Special, Supplementary, and/or Temporary Certificate of Occupancy Preparation Meetings.
- Provide inspection of site amenities and provide associated reports. (i.e., above-ground site plan features, excluding landscaping and building facade)
- Coordinate with all other relevant City Consultants and City Departments: Wetland and Woodland Consultants, City Attorneys, Traffic Consultant, Engineering Department, Department of Public Works, Community Development Department, Treasurers Office, Accounting and Finance, Ordinance Enforcement, Mayor's Office and City Council.
- Provide court testimony for ordinance enforcement, as needed.
- Attend Public Meetings (i.e., hearings, homeowner association meetings, etc.), as directed by the City.
- Review site plans for compliance with all City codes and requirements.
- Review FEMA Floodplain, conduct floodplain inspections, and prepare/update the City's FEMA Community Rating System (CRS).
- Provide spot inspections for private projects that do not have an associated site plan but include linear projects by franchised utilities.



SPALDING DEDECKER ASSOCIATES, INC.

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City of Novi
Civil Engineering Field Services
PR09-064

Background and Project Summary

- Perform maintenance and guarantee bond inspections and provide associated reports (prior to expiration of the bond) to City Engineering and DPW Staff; this includes inspections for the Storm Water Detention Financial Guarantee and Storm Water Detention Facilities Guarantee.
- Conduct minor engineering studies and reviews (e.g., culvert design), as needed.
- Provide approval letters, rejection letters, sign-offs, punch lists, inspection reports, and Inspectors Daily Reports (IDR's). All documents will be submitted to appropriate City staff no later than 10 working days after the work is performed.

SDA will work with the City of Novi's staff and administration with respect to any of the aforementioned services and will complete assignments in a timely fashion. The lead contact will be Ted Meadows who has been assigned to the City of Novi for the past six years and is accountable for all activities. He is identified with other professional personnel in the Client Services Organizational Chart.



SDA would like to point out that on many construction projects, issues arise that were not anticipated during the review, study, or design phase of a project. These issues vary depending on the nature of the project (e.g., paving vs. underground construction, private development vs. public, private utilities vs. public). These issues usually require quick action to minimize inconvenience to the public and reduce the potential for additional costs incurred by the municipality or developer due to delays in the decision making process.

SDA has extensive experience reacting to these issues as they occur and has responded very quickly to the needs of the City of Novi. As the Municipal Engineers for several large communities in the Metro Detroit area, SDA has the professional staff and office locations that enable us to be proactive in this regard on a daily basis. The close proximity of SDA's Brighton office to the City of Novi will continue to enhance our ability to respond to urgent issues as they arise. The addition of Dietrich, Bailey and Associates, P.C. (DBA) headquartered in the City of Plymouth, offers the City of Novi another office location and staff with civil engineering, land planning, municipal engineering, land surveying, and landscape architecture services to better serve the City.

In addition to close proximity of our office locations, SDA's on-site presence will continue with a full-time construction technician providing all construction activities in the City for both public projects and private development projects. SDA will coordinate and schedule testing services as needed and will work with neighboring municipalities, private developers, other consulting engineers, builders, contractors, and property owners, while minimizing inconveniences and delays.

Our goal is to serve the City of Novi with clear and concise communication, professional, experienced, and well-trained staff to provide timely response for day-to-day operations, as well as issues that arise throughout the life of a project. We feel that when we are serving a community, we are part of the community and its residents, motivating us to perform at a high level. This commitment to quality of service for the City of Novi is what we believe separates SDA from other Municipal Engineering firms.



SPALDING DEDECKER ASSOCIATES, INC.

Engineering | Infrastructure | Land Development | Surveying
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City of Novi
Civil Engineering Field Services
PR09-064

Methodology

Scope of Services

The following numbered sections correspond to the Request for Qualifications, Section D – Scope of Services.

1) Land Improvement Review and Inspections

SDA provides Land Reviews and Inspections in coordination with the Novi Community Development Department. SDA understands that this service includes both new residential construction and improvements to existing structures (Minor Land Improvement Reviews). SDA reviews the proposed Land Improvement to assure conformance with existing standards and ordinances. Review elements include, but are not limited to, legal description review, grading, and drainage conformance with development master grading plans, pavement and sidewalks, structure locations, and elevations. SDA utilizes existing review checklists, if determined appropriate, and makes recommendations for revisions to checklists as needed. SDA currently coordinates with the City's Building Department and with Woodlands and Wetlands staff or consultant (ECT) to assure consistent communication and on-time reviews.

In addition, in our first year under contract, SDA developed and implemented a Land Improvement Portal Site used to track and manage reviews from consultants and the City. The database that provides the portal information is the same database that SDA uses internally to keep reviews moving forward. It tracks the progress of an LIP from the initial application through to the final grading certificate. The database also summarizes which properties' approvals need to be coordinated with Woodland and Wetlands. It has proven to be valuable in making this process more efficient both internally and externally. This Portal Site has been well received by builders who routinely access it for up-to-date information regarding the status of their Land Improvement permits.

SDA has developed Footing and Grading Inspection procedures with the City of Novi through our Construction Engineering Department. These procedures include receiving a written request from the City at our Brighton office the day before the Footing or Grading Inspection is to be performed, initiating the process. We then pull the requested approved plot plan. The following day we perform the requested Footing or Grading Inspection on the requested date and time.

- **Footing Inspections**

Footing Inspections are completed the following day while Grading Inspections are allowed two days to perform the inspection, per the City Building Department standard. Once the Footing Inspection is complete, we provide the City with an original signed document of whether the inspection was approved or rejected, the field measured top of footing elevation, and the amount it differed from the proposed elevation. SDA keeps a copy of the document for our records.

- **Grading Inspections**

When a request is made for a Grading Inspection, SDA performs the inspection by verifying field measured spot elevations, slopes, drainage, structure locations and elevations, and drive slopes against a reviewed and approved plot plan meeting City of Novi standards and ordinances. Once the inspection is complete, we provide the City with an original signed document stating whether the inspection was approved or rejected. If the Grading Inspection is rejected, we provide an explanation of the deficient items and the plot plan with field measured elevations and slopes. We keep a copy of this document for our records.



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2) Occupancy Certificate Inspection for Projects with Outstanding Site Items

SDA provides both the construction inspection staff and coordination required for projects with outstanding work items. We also process the posting and/or reduction of private development financial guarantees in accordance with City of Novi Ordinance requirements. Ted Meadows is the single point of contact between the City of Novi administration and our inspection staff for this service.

For example, the City of Novi requested SDA to coordinate the close-out of a mixed use development called Gateway Village previously managed by JCK for the Civil Engineering Field Services. An organizational meeting was held with the City Engineering Department to delineate remaining items to be completed and/or verified, as well as received site plans for the project. SDA then received the written Request for Private Development Inspection for the project's completion and acceptance via email from the Developer through the City's Community Development Department.

At this point, SDA contacted the Developer and the City Engineering Department to schedule a walkthrough of the outstanding items and permits/financial guarantees to be released. SDA performed the walkthrough with the City Engineering Department, DPW staff, Developer's representative, and Contractor. At the walkthrough the previously defined scope was reviewed at the site for compliance with City of Novi standards and details. For this particular project the scope was to review all of the public utilities and previous punch list provided by JCK. Upon our review of the site, we submitted an updated punch list to the City and Developer with our fee (as requested by the City) for the time incurred to coordinate the project's review and our cost estimate to observe and report the remaining corrections to the updated punch list. This fee was then posted by the Developer in the Accounting Department. Mr. Meadows was contacted by the Developer, and when the corrections were to be made, SDA observed them for approval. Once all punch list items were complete and satisfactory, SDA provided the City of Novi with a Site Work Final Approval letter. The Site Work Final Approval letter informed the City "that the public site utilities, grading, and paving for the above referenced project have been completed in accordance with the approved construction plans. At this time, we recommend that the Incomplete Site Work/Utilities Financial Guarantee can be released."

This is a typical example of close-out procedures and coordination efforts developed by SDA and the City of Novi Engineering Department. In this instance, the Developer cooperated and completed the punch list. In other cases where the Developer does not comply, SDA provides a letter the City Engineering Department listing the outstanding items and a cost estimate to complete each item. This total is then multiplied by the City's 2.0 factor (per City Ordinance), which is what SDA recommends to the City to be posted until the Developer complies by completing the outstanding punch list or a Completion Agreement is reached between the City and Developer.

3) Soil Erosion and Sedimentation Control (SESC) Responsibilities

SDA currently employs eight personnel licensed by the Michigan Department of Environmental Quality (MDEQ) to provide SESC review and inspection services. Our SESC professionals are familiar with MDEQ techniques of reducing and controlling erosion on construction sites, as well as Novi's ordinances, procedures, and documentation processes. Many have been trained during previous work assignments with state and local agencies or have been recently certified by the MDEQ as a Soil Erosion and Sedimentation Control Operator.

SDA provides the Head Building Official with enforcement support through involvement with the Ordinance Enforcement Department. We provide the Ordinance Enforcement Department with the inspection reports generated from our site visits. SDA understands that SESC site inspection is a critical function of this service. Upon receiving the SESC permits, Appendix A - Inspection Fee Escrow Determination, and an approved plan SDA, provides the following on-site inspection services with experienced field personnel:



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- Inspection for approval of silt fence and mud mat(s) locations and installation for SESC compliance
- Inspection for installation of approved inlet protection filters in existing and constructed storm sewer catch basins
- Observe conditions of adjacent roads to ensure they are swept and maintained regularly.
- Routine inspections according to established procedures to ensure that SESC measures are maintained
- Inspections after rain events to ensure that SESC measures have not been compromised
- Verify permit is posted on-site.
- Provide reports on City of Novi standard forms sent to the Ordinance Enforcement Department, as well as the Engineering Department by email, U.S. Mail, and posting on SDA's City of Novi web based portal. **See Exhibit A for sample Soil Erosion Sedimentation Report.**
- Provide written notification of deficiencies to developers' representatives and the City of Novi.
- Attend Show of Cause Hearing when necessary.
- Review site for acceptable stabilization and close out of the Soil Erosion Sedimentation permit and submit close-out document. **See Exhibit B for sample Soil Erosion Sedimentation Report Close-Out Letter.**

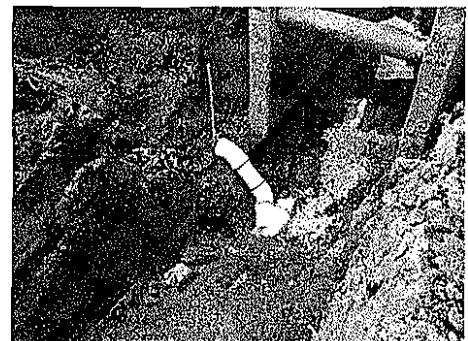
A typical project has the following procedures in place to provide reports with enforceable information. Periodic inspections are performed throughout the project as outlined in the City Ordinance, by the MDEQ, and per the approved soil erosion permit and Appendix A. SDA will contact the Developer's representative to correct any deficiencies noted during regular site inspections. If these items are not completed in a timely manner, an official Notice of Deficiency will be forwarded to the Developer's Representative and City outlining any corrective actions that must be taken to bring the site into conformance. Failure to correct deficiencies on the site will result in a recommendation to the City to schedule a Show Cause Hearing and may result in a stop work order and fines for the applicant. Once the site is completely stabilized with thick mowable grass, the Developer may request a Soil Erosion Completion Inspection. SDA will visit the site, make a determination of whether the stabilization is acceptable, and provide the City with appropriate rejection or acceptance letter.

4) Right-Of-Way (ROW) Inspections

SDA currently provides right-of-way inspections and is familiar with the procedures and protocols for completion of these inspections. SDA completes ROW inspection via reports, standard City checklists, pictures of the current conditions, and ultimately a recommendation notice to the City and Developer of the rejection or acceptance of the Right-Of-Way. The only item the City is to provide SDA is the Request for Private Development Inspection with the ROW box checked for identification of requested inspection. **See Exhibit C for sample Right-of-Way Checklist.**

5) Construction Inspection Services

1. SDA has assigned and will continue to provide full-time project Construction Technicians to perform site Civil Engineering Field Services including the preparation of Daily Reports and Record Drawings. SDA will provide full-time field observation for the installation of watermain, sanitary sewer, and storm sewer. The number of construction technicians is based upon the daily workload. SDA will schedule and witness all watermain pressure testing, bacteria testing, and flushing of the constructed watermain. We will also continue to schedule and witness the sanitary sewer televising and air testing for approval with City Standards and Details. SDA often provides supplemental inspection of the sanitary sewer lead from the



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Monitoring Manhole to the building. This assists the Building Department to ensure the sanitary lead was constructed properly. SDA's personnel assure that each element of the project is constructed in compliance with the plans and specifications approved by the City of Novi.

2. The project Daily Reports are prepared using the current version of MDOT's FieldBook software, using laptops in the field. All field construction photographs will be taken and archived in a digital format. Daily Reports and photographs are then downloaded to our Office Technician's computer to manage the information and report with MDOT's FieldManager. The reports are then reviewed and signed by Mr. Meadows. These reports and pictures are posted on SDA's City of Novi web based portal for review at any time by City Staff. **See Exhibit D for sample Technician's Daily Report.**
3. The Construction Technician will update the approved plan with field measured information gathered and witnessed during construction. The following is a list of field measured information to be updated on the approved plans: sanitary and storm invert elevations, sanitary and storm sewer slopes, watermain top of pipe elevations, hydrant finish grade elevations, horizontal locations for any type of public utility structure if constructed in different location than proposed, and any conflicts or crossings of public and private utilities.
4. SDA's provides construction materials review for compliance with City specifications, standards, and details. Contractors are to submit material certifications to SDA for review and approval. SDA provides this service as a proactive measure to avoid deficient material being delivered to a project, which would result in delays and budget loss.
5. All public contacts are coordinated through the Lead Construction Technician assigned to the City of Novi, Mr. Don Pashby. This provides a consistent response to the public. Critical issues are promptly addressed as a result of individual accountability.

Material Testing

SDA coordinates material testing services with the Developer at the Site Pre-Construction Meeting. The Developer is responsible for hiring a material testing agency for the testing of any fills, backfill of trenches, and paving on-site. The testing agency generates reports and provides to SDA for review and compliance. The testing agency also forwards the test reports within the footprint of the building to the City's Building Department. SDA provides QA/QC material testing per the discretion of the Team Leader, Ted Meadows. SDA utilizes the services of Testing Engineers & Consultants, Inc. (TEC) for any testing.

Easement Document Review

SDA reviews public utility easements and warranty deeds for public road rights-of-way. We verify that the survey exhibits and legal descriptions match the City's approved development plans. SDA also reviews stormwater maintenance easement agreements for conformance to the City's Stormwater Ordinance. This includes not only a review of the included survey exhibits, but also confirmation of the proposed maintenance items and frequency defined in the maintenance schedule. As SDA understands that easement document submittal timing is a critical component to reaching site milestones, we maintain constant communication with the City's Attorney in developing our final reviews and approval letters for these items.



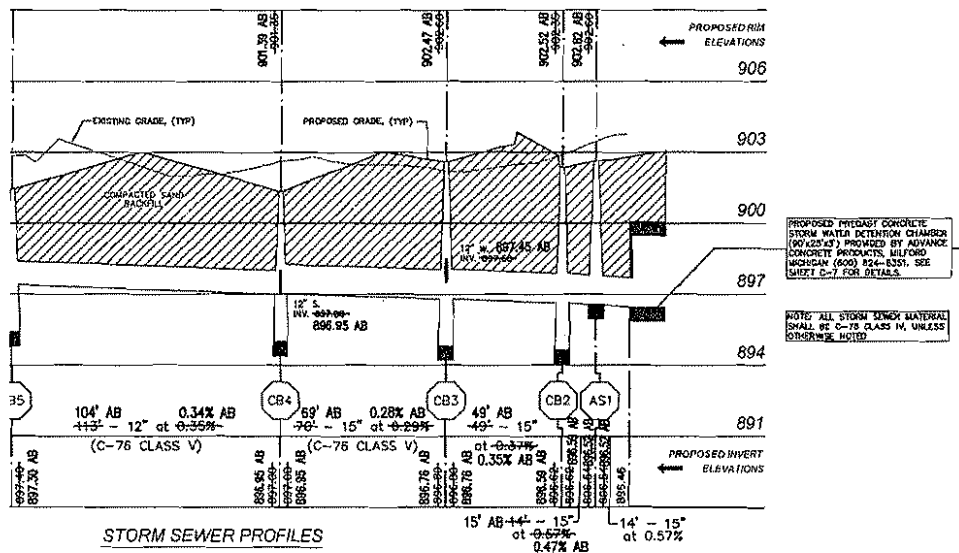
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Record Drawing Preparation

SDA has worked closely with the City to provide record drawings meeting the needs of their building, maintenance, and GIS staff. Our work is based upon the City's document, *Requirements for Record Drawing Submittals (Version 1.07 last revised November 26, 2008)*. Our work flow includes a two-stage process as follows:

CAD Drawing for Black-Line Paper Drawings (Standard Record Drawings)

Field-measurements are performed for underground utilities including watermain, storm sewer, and sanitary. Also included is pavement within the public right-of-way only. All measurements are referenced to the City of Novi vertical datum, which is the *North American Vertical Datum of 1988 (NAVD88)*. Measurements include pavement elevations, structure rim elevations, pipe invert elevations, length of pipe between structures, and pipe slope. Information is added to the engineering plans prepared by others, with the design information cross-out and the measured information added with the notation "A.B." to signify an as-built measurement. Plans are plotted in a .pdf or image format and provided to the City electronically.



For sites with a detention basin, field-measurements are obtained along the top and toe of slope, and detailed information is measured for the inlet and overflow structures. A digital terrain model and contours are produced for the basin. Using the field-measured data, the pond volume is computed and compared with the design criteria.

CAD Drawing Used to Facilitate Conversion to GIS Data

In addition to the record drawings created from the engineering plans by others, we produce a separate drawing to facilitate transfer of the data directly into the City's GIS. We have worked closely with the GIS Manager, Chris Blough, to format our data to avoid re-work and manual data entry performed by the City. **The process has saved the City hours of time and thousands of dollars of expense and perhaps lessened the need for the City to add personnel to manually enter the data.**

This step in the task requires that we locate all structures in relation to the Michigan State Plane Coordinate System, South Zone, in reference to the NAD 1983 (1986 adjustment) datum. All structures and pipe are drawn in a CAD drawing, and object data is attached to all symbols and lines. Each object has a facility ID, indicating

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data such as rim elevation, pipe invert elevations and direction, and pipe type for structures and pipe length, slope, and size for pipes. Detention basin computations are also added to this drawing. When the drawing is complete, it is converted into a **shape file** for direct input into the City's GIS. **See Exhibit E for sample Novi Record Checklist.**

6) Occupancy Inspections and Financial Guarantee Adjustments

SDA will perform site inspections in the form of preliminary walkthroughs and site walkthroughs to assist the City of Novi when issuing a Temporary Certificate of Occupancy (TCO) and/or Certificate of Occupancy (C of O). The City of Novi Engineering and SDA have developed a detailed process for these Occupancy Inspections. This process is presented at all Pre-Construction meetings and other meetings as a proactive measure to avoid delays of a TCO or C of O.

Once the site utilities have been installed tested, accepted, and the road/parking lot stone base has been installed, a preliminary walkthrough of the project utilities is performed to ensure all of the utility structures up to this point have been installed satisfactorily and have no visible damage. This inspection is focused primarily on the storm sewer structures in the curbs and pavement due to their consistency of being damaged after the stone base has been placed and during paving and curb placement. At this time SDA ensures that these catch basins are located and centered per the approved plan and verifies that they are completely sealed inside and out. This specific detail has been identified as an important item for the life of the surrounding pavement. This preliminary walkthrough provides the City and SDA with a documented baseline date when all utility structures were in an acceptable state.

From this preliminary walkthrough a punch list is provided to the Developer for their distribution and coordination of corrections. The Developer contacts SDA when the utility corrections have been completed, and SDA verifies the corrections are completed properly and documents the date.

- **Temporary Certificate (TCO) or Occupancy Procedures**

Our second documented walkthrough is performed after the base course of asphalt has been placed. The City's Community Development Department receives a Request for Private Development Inspection from the Developer. This request is then sent via email to SDA. This is requested by the developer for the issuance of a Temporary Certificate (TCO) or Occupancy or Certificate of Occupancy (C of O). If requested for the TCO, SDA coordinates with the City's Engineering Department and the Developer to review the site utilities, grading, and paving. The site utilities and paving are reviewed again for compliance with City standards and details, a punch list is formulated if necessary, and presented to the Developer for corrections.

Once all punch list items are complete and satisfactory, SDA verifies the items and provides the City with an Acceptable-for-Service Declaration. The Acceptable-for-Service Declaration informs the City "that the site utilities and base course pavement for this project have been constructed in accordance with the approved construction plans." This document only recognizes that the site utilities and **base course asphalt** are satisfactory at this time. This follows the protocol for Chapter 26.5 of the Novi Code Ordinances which only allows the top course of asphalt to be bonded for a TCO; all other punch list items must be completed per the ordinance.

In addition to the notification that the site is currently satisfactory, SDA recommends to the City an applicable adjusted amount for the incomplete financial guarantee. The recommended financial guarantee amount is a current cost estimate for the remaining top course of asphalt to be placed and any possible asphalt road repairs. This amount is generally a reduction and incorporates the City multiplier of 1.5. **See Exhibit F for sample Acceptable-for-Service Declaration.**



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- **Certificate of Occupancy (C of O) Procedures**

The City of Novi, along with SDA, has developed a process and requirements to be followed for issuance of the C of O. The final paving and landscaping must be completed in order for C of O inspection to take place. The Developer submits a written Request for Private Development Inspection form to the City. The Community Development Department forwards the request to SDA to schedule the final walkthrough. SDA and the Developer review the site utilities, grading, and paving for conformance with the plans and City requirements. A punch list is then generated and given to the developer for satisfactory completion.

The Site Amenities Inspection is performed during the C of O. This inspection is a review and verification of site plan items. A more detailed description of the Site Amenities Inspection is found in Section 8 of this Methodology.

In addition to the punch list, the storm sewer system must be cleaned and vacuumed to remove all sediment and debris. SDA witnesses the storm sewer cleaning. A disposal manifest is also required to ensure the waste is disposed of properly at a certified landfill.

If no punch list is generated or the final punch list items are complete, the disposal manifest is provided, and the Site Amenities Inspection is approved, the site is recommended to the Engineering Department for acceptance. SDA submits a Site Work Final Approval letter to the Engineering Department and recommends the Incomplete Site Work/Utilities Financial Guarantee be released. **See Exhibit G for sample Site Work Final Approval Letter.**

- **Acceptance Document Review**

SDA and the City Attorney review and approve the Acceptance Documents for private development projects. Acceptance document packages are reviewed upon completion of the Pre-Construction Meeting. During our initial review, we thoroughly verify easement exhibits and descriptions. If there are any discrepancies to the City-approved construction plans, we work directly with the applicant to revise these documents prior to execution. Byron Hanson makes communication a priority and is in frequent contact with the applicant via e-mail and phone in order to expedite our review process and request necessary revisions. As part of our initial review letter, SDA also advises the applicant of the timing and requirements for the final acceptance document approval required prior to obtaining the TCO.

Upon compilation of the as-built information for utilities, we review the executed final acceptance documents. Incorporating any field changes noted in our detailed inspection records, or verified by our as-built survey, we advise the applicant whether the constructed utilities lay within the preliminarily-described easement descriptions, requesting changes as necessary. We also confirm the receipt of the required Waivers of Lien, Bill of Sale, Contractor's Sworn Statements, and Maintenance Bonds for Utilities. Working closely with the applicant until all documents are satisfied, we strive to provide the City with an approval package prior to the urgency of a TCO request. As there is often a tight window between the completion of as-built information and the request for a TCO, we take a "drop everything" approach to finalize this process. **See Exhibit H for sample Acceptance Document Review.**

7) Environmental, Site, and Full Site Pre-Construction Meeting Coordination

SDA coordinates and holds the Environmental Pre-Construction Meetings, Site Pre-Construction Meetings, and Full Site Pre-construction Meetings. SDA prepares the meeting agenda, meeting minutes, and Emergency Contact List and distributes the minutes and other related documents to meeting attendees. All types of Pre-Construction Meetings are held at City of Novi-provided meeting facility.



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Prior to the Pre-Construction Meeting, SDA receives the approved construction plans from the Community Development Department. SDA also receives all applicable permits and City documents including the City's Grading permit, Pre-Construction Meeting Checklist, Treasurer's Checklist, and Site Plan Review Letter. SDA provides and reviews during the meeting the City's Non-Residential or Residential Requirements for a Site Walkthrough and Project Completion. This document is designed to notify the Developer and Contractor in writing of the City's construction requirements under Chapter 26.5 to receive a TCO and C of O.

A detailed review of the approved construction plan and City documents is conducted before creating the Pre-Construction Meeting agenda. This agenda is submitted to all meeting attendees. The meeting is also recorded on a digital recorder for assistance in revising the meeting minutes.

At the meeting all parties are introduced and contact information is exchanged and documented. A brief description of the project is provided explaining the scope of the public utilities, paving, and storm drainage. Primary and secondary contacts are distinguished by the Developer, and permits, fees, and bonds are reviewed. Environmental site issues are discussed, and requirements are presented by the City of Novi Woodland and Wetland Consultant, ECT. Soil Erosion and Sedimentation requirements, standards, and procedures are presented.

Prior to reviewing the Public Utility requirements, SDA notifies the Developer to coordinate with the necessary consultants and City Engineering Division if environmental impacts or City ROW impacts are associated with extending private utility services. We also notify them that it is the Developer's responsibility to verify all utility locations prior to the start of new underground utility construction. Neither the City of Novi nor its agents are to be held responsible for exact location of said utilities.

Following the aforementioned notifications, SDA presents City requirements and procedures for installation of the public utilities and paving. We review approved materials to be used, installation requirements, and testing procedures for the watermain, sanitary sewer and storm sewer. Paving cross-sections, materials, and location of specific cross-sections are communicated at the Pre-Construction Meeting, as well as material testing procedures. Most importantly, Fire and Safety issues, phone number, and procedure are identified at the meeting. Project completion procedures, acceptance document requirements, general Building Department issues, and any questions regarding the project are also reviewed. A schedule is estimated, and the meeting is adjourned.

Upon completion of the Pre-Construction Meeting, SDA revises the meeting minutes and emails .pdf files of the following to all attendees: Pre-Construction Meeting Minutes, business cards, Facade Inspection, Grading Permit, and Requirements for a Site Walkthrough. In addition, the Pre-Construction meeting is posted on SDA's City of Novi portal. **See Exhibit I for sample Full Site Pre-Construction Meeting Minutes.**

8) Site Amenities Inspection

As a result of some undefined scope between the Community Development Department, Building Department, and SDA Inspection, a Site Amenities Inspection was produced by the City's Community Development Department. The Site Amenities Inspection and checklist were developed due to some site plan items that were never assigned to a department for review. SDA took on this inspection, the requirements, and the coordination of the inspection with the assistance of the Community Development Department. This inspection is performed as a requirement for projects prior to the issue of a C of O. **See Exhibit J for sample Site Amenities Checklist.** The following is a list of items that must be reviewed and completed prior to the recommendation of a C of O:

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Sidewalks, Bike Paths, and Wood Chip Paths

- Required bike racks
- ADA facilities (warning plates, ramp locations)
- Correctly positioned on site

Dumpster Enclosure

- Correctly positioned on site
- Correct height of walls and door.
- Correct materials for walls, door (visual inspection)

Accessory Structures (<1,000 s.f. footprint)

- Correct positioning on site
- Matches plan detail (visual inspection)

Flag Poles

- Correct positioning on site

Outdoor Lighting

- Correct number provided and positioning on site

Streetscape / Open Space Amenities (Decorative Pavers)

- Correct positioning on site

Streetscape / Open Space Amenities (benches, plaza parks, gazebos, recreational equipment, climbing walls, fountains, decorative water features)

- Correct positioning on site
- Comments provided related to general deficiencies, if observed

Screening, Decorative and Retaining Walls

- Correct positioning on site
- Correct height

9) Coordination of Services

SDA understands that the coordination of review services with other disciplines is critical and is considered a major point of accountability by the City of Novi. SDA has a thorough understanding of current City staff members and current outside City consultants. We realize the implementation of coordination procedures is an ongoing process that must be routinely reviewed and amended. SDA utilizes a well-defined Quality Management Plan to guide the company in all aspects of our operation. SDA's Continuous Improvement Program (CIP) was developed to specifically address process related issues. Process is an issue of particular importance with all of SDA's client communities, because the services we provide vary in nature.

10) Court Testimony for Ordinance Enforcement

SDA provides a registered Professional Engineer experienced with court proceedings to provide expert testimony on cases involving ordinance violations. It is anticipated that most of this testimony will involve violations regarding SESC permits. SDA understands the formal procedures for notification, citation, and violations and is prepared to assist City staff and attorneys with enforcement actions.

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Our Department Manager of Municipal Engineering Services, David Potter, PE, has experience in testimony in a court of law as an expert witness regarding design and construction issues. He continues to be available to represent the City of Novi if needed for court testimony on behalf of the City of Novi during the ordinance enforcement procedures and litigation manners.

SDA will provide, upon request of City of Novi Engineering Division, a price for these services and seek staff approval prior to performing the work requested. All work will be performed at the lowest possible level to provide efficient use of staff for the City of Novi.

11) Attend Public Meetings and Hearings

The SDA professional staff committed to the City of Novi has extensive experience in both preparing and hosting all forms of municipal Public Informational Meetings and SAD Public Comment Meetings and Hearings. Mr. Robbins and Mr. Meadows will participate and manage construction related meetings, environmental, and plan review-related meetings.

All public meeting agendas will be drafted and presented to City staff prior to the meetings to assure conformance with City goals. We will prepare meeting minutes and distribute to attendees as requested by the City.

12) Site Plan Review for Compliance with City Codes and Requirements

SDA understands that Site Plan Review is currently performed by the City of Novi Engineering Department. If SDA is asked to provide support to the City for site plan reviews and soil erosion and sedimentation plan reviews, we are prepared to respond the City's needs. We will assist City Staff in confirming compliance of proposed site plans with City ordinances, specifications, standards, and details.

SDA's Lead Review Engineer, Mr. David Bluhm, PE, has extensive knowledge with the City of Novi's engineering plan review procedures. This experience includes familiarity with current City Ordinances, infrastructure, policies, and procedures, as well as a thorough understanding of the City's administrative organization. This experience provides the City of Novi with a distinct value. SDA staff knowledge of the community, knowledge of City department operations, and municipal experience create this value. This is an advantage we believe few other consulting firms can provide.

SDA's Municipal Engineering Department is comprised of Professional Engineers, Design and Construction Engineers, and CAD Technicians who have developed centers of excellence: review, design, and studies. Each center of excellence has written procedures and checklists to aid them in ensuring that their clients' ordinances and standards are met. Project Managers and the Department Manager are an integral part of this process. They participate in discussions with City staff engineers regarding project status and plan review concerns.

This regimen of procedures, checklists, and mentoring allows the Department to meet their goal: To provide the highest level of engineering expertise and service to municipal clients and their communities.

13) Floodplain Responsibilities and Qualifications

SDA provides floodplain use reviews for many of its client communities who participate in the National Flood Insurance Program including the City of Novi. With four Certified Floodplain Managers (CFMs), we have a strong understanding of the process requirements established by the City, as well as the Michigan Building Code, Michigan Department of Environmental Quality (MDEQ), and Federal Emergency Management Agency (FEMA). We are



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prepared to provide review services consistent with those requirements. SDA routinely provides reviews of Letters of Map Change, such as Letters of Map Revision (LOMR) and Letters of Map Amendment (LOMA) for submittal to the Federal Emergency Management Agency and uses current hydrology/hydraulic software to design and/or review storm water management systems involving regulated floodplains. **See Exhibit K for sample Preliminary Floodplain Use Permit Review.** Our staff routinely works with the MDEQ and FEMA staff to address floodplain regulatory compliance issues.

SDA's Certified Floodplain Managers are also familiar with FEMA's Community Rating System (CRS). Our staff can assist the City of Novi to maintain or improve their current CRS class. We have a strong understanding of the individual activities that are assessed in the CRS program and can provide further guidance and recommendations on those activities. SDA will assist your Floodplain Coordinator in the documentation and record keeping as necessary to maintain your flood insurance status.

14) Private Projects with out a Site Plan Spot Inspections

SDA looks forward to providing this new service to the City of Novi. Our aforementioned experienced and well trained staff will accommodate the City on any project our assistance is requested. Our previous experience, knowledge, and relationships with City staff and various departments position us well to provide any spot inspections the City may require.

15) Maintenance and Guarantee Bond Inspection Protocol

Upon notification from the City that a project maintenance bond is close to expiration, Ted Meadows will schedule a preliminary site inspection to review condition of all public utilities and public ROW pavement. SDA will issue an inspection report detailing conditions of relevant public utilities/roads with recommendations for correction if warranted.

The second component is a follow-up inspection after receiving notification from the City that the Developer/Contractor team has taken corrective action where required. At that point, Ted will schedule a final inspection to verify the work has been completed to the satisfaction of SDA and appropriate City Staff. A final report will be issued documenting corrective action.

If said corrective actions are not deemed sufficient during the final inspection, SDA will await direction from City personnel on an acceptable way to proceed amenable to the Developer/Contractor team, City staff, and SDA.

16) Minor Design and Construction Projects, Studies, and Reviews

SDA currently serves several large and small municipalities in the Southeast Michigan Area. We are extremely capable and experienced in providing major and minor design services to our clients for a full range of municipal needs.

We find that once a working relationship is established with one of our municipal clients, the staff engineer serving the City Engineering or Planning staff is more than capable of meeting the City's needs in regards to minor project design, studies, and miscellaneous reviews. Mr. James Van Tiflin, PE will coordinate these professional services, should the City of Novi request assistance.



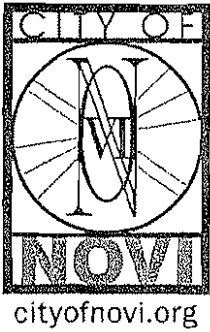
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- B Soil Erosion and Sedimentation Close-Out Letter**
- C Right-of-Way Inspection Report**
- D Inspector's Daily Report, Field Measured Sketch, and Photographs**
- E Novi Record Drawing Checklist**
- F Acceptable-for-Service Declaration**
- G Site Work Final Approval**
- H Acceptance Document Review**
- I Full Site Pre-Construction Meeting Minutes**
- J Site Amenities Punch List Inspection**
- K Preliminary Floodplain Use Permit Review**





M.E.A. (MUNICIPAL ENFORCING AGENCY)
SOIL EROSION AND SEDIMENTATION INSPECTION REPORT

PROJECT NAME: Shirvanian NV08-414

SESC PERMIT NUMBER: SE08-0007 DATE: 09-12-08

PROJECT CONTRACTOR: Superior Diversified Services Corporation NPDES # N/A

STORMWATER OPERATOR: **Jeff Anagnostou**
Certification No.: **C-11680**

PART 91 INSPECTOR: Kim Danowski

REASON FOR INSPECTION: Routine Inspection Post-Rain Event Inspection
 Weekly Inspection Pre-Construction Inspection
 Complaint Inspection Compliance Follow-up

CURRENT WEATHER CONDITIONS: Sunny Cloudy Partly Cloudy Windy
 Rain Snow Sleet Hail Temp. 70-75

OBSERVATIONS/CORRECTIVE ACTIONS: In conformance with the plan at this time. The silt fence and tree fence are installed. Fabric filters are in the manhole covers. They may begin clearing and grubbing.

CITY OF NOVI - CODE COMPLIANCE FOLLOW-UP (Office Use Only): _____

Scheduled Follow-up Visit: No

Attachments Yes No

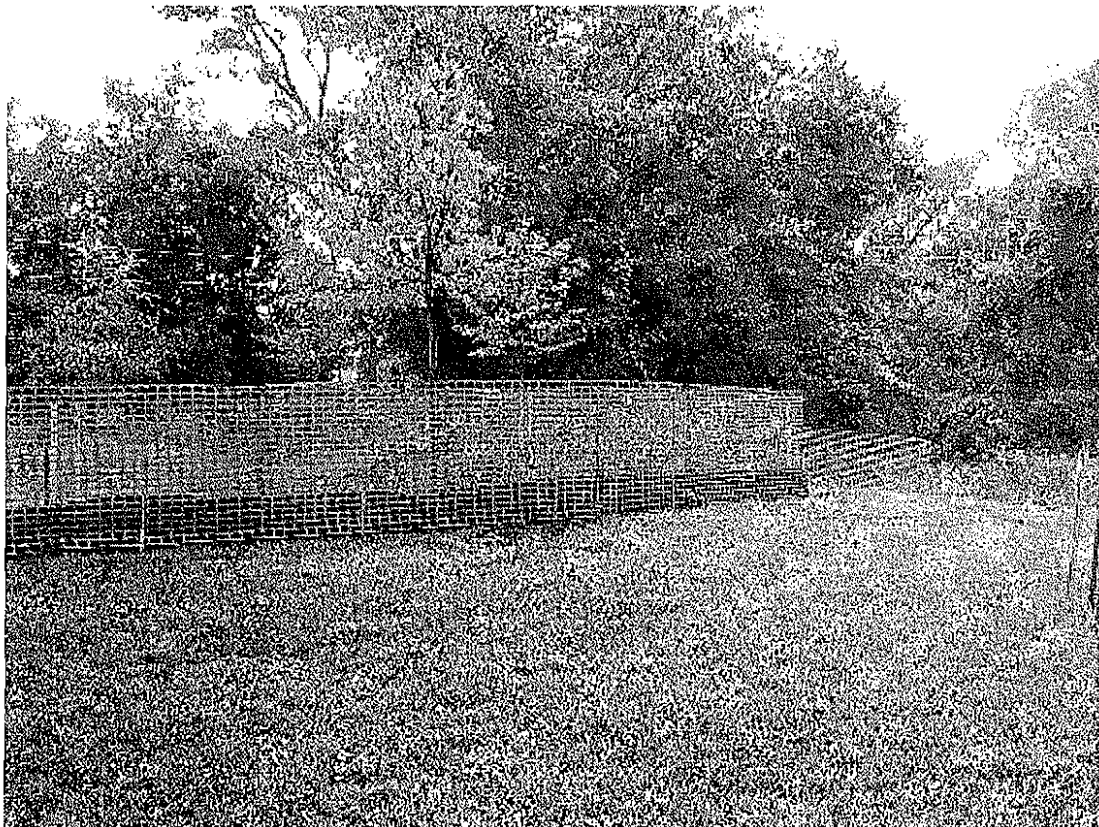
Inspector's Signature: _____

Date: 09-12-08

Cc: Original - Neighborhood Services; Copy - Engineering; Copy - Consultant File



Silt and tree fence are installed along with catch basin filters.





SPALDING DEDECKER ASSOCIATES, INC.

10503 Citation Drive • Suite 600 • Brighton • Michigan 48116 • Tel 810 534 1400 • Fax 810 534 1402

EXHIBIT B

September 26, 2008

Ms. Sarah Marchioni
City of Novi Building Department
45175 West Ten Mile Road
Novi, MI 48375

Re: Hilton Garden Inn
SDA Job No. NV07-416.OC
SESC Permit No. SE07-0005

Dear Sarah,

The SESC permit for the Hilton Garden Inn project may be released. I performed a final site inspection on September 25, 2008 and have no objection to the release of the SESC permit.

Should you have further questions, do not hesitate to contact our office.

Sincerely,

SPALDING DeDECKER ASSOCIATES, INC.

Kim Danowski
Construction Technician

cc: Aaron Staup, City of Novi – Engineering Department, CE Coordinator (e-mail)
C.J. Killebrew, City of Novi – Code Compliance (e-mail)
Sheila Weber, City of Novi – Bond Coordinator (e-mail)
Bob Bednas Etkin Equities (e-mail)
David W. Bluhm, PE, SDA (e-mail)
Taylor Reynolds, PE, SDA (e-mail)
Ted Meadows, SDA (e-mail)
SDA SESC File

Engineering Consultants

Infrastructure • Land Development • Surveying



EXHIBIT C

RIGHT-OF-WAY INSPECTION REPORT

Inspection Date: 8/25/08

Permit No.: ROW06-0119

Project: ITC Transmission

Requestor: John Druskinis

INSPECTION CHECKLIST:

(mark boxes below with an "X" if item is satisfactorily completed, or "NA" if not applicable)

X	Lawn is established, green and mowable and matches adjacent areas for density. If sodded, sod is established and rooted.	X	All hydrants, manholes, catch basins have been inspected, are free from damage and do not require adjustment.
X	All debris has been removed from the ROW including silt fence, tree fence, construction materials, etc.	X	There are no non-standard objects in the right-of-way (brick mailboxes, brick pavers, stamped concrete, etc)
X	All sidewalks, pathways, curbs, driveways, etc have been inspected and are free from damage.	X	Culverts are installed per plan and standards and have end sections and ditches are properly stabilized.
N/A	In the case of bores or directional drilling under the road, there is no visible physical damage to the road	X	If connections are made to the public utilities, the structures have been inspected for damage
X	Other more site-specific design specific items have been completed per the plan or permit conditions.	****	Photos must be attached to depict the ROW conditions at the time of inspection.

INSPECTION RECOMMENDATION:

- APPROVED**
 REJECTED (attach list of deficiencies)

If rejected, attach a list of deficiencies that need to be addressed prior to reinspection. The consultant must contact the applicant to inform them of the specific deficiencies. Forward this form, photos and deficiency list to the City for the file.

If approved, please forward to the City for release of financial guarantee.

City Consultant: Spalding DeDecker Associates

Name of Inspector: Ted Meadows

Forward this report along with photos and list of deficiencies (if applicable) to the Engineering Division, bcoburn@cityofnovi.org, when completed.



Spalding DeDecker Associates, Inc.

Inspector's Daily Report

Exhibit D

2/9/2009 6:17 AM

FieldManager 4.3a

Contract: _NV08-228.0C, Basillian Fathers Residence

IDR Date 2/5/2009	Day of Week Thursday	Sequence No. 1	Import Date 2/9/2009	Project / Resident Engineer David Bluhm, PE	
Inspector's Initials-Name jb John Becht			Federal Project Number		Elec. Attachments None
Prime Contractor To Be Determined					
Entered By jb, John Becht		Revised By		Revision Date	Revision No.
Temperatures Low: -5 ° F High: 15 ° F			Weather Sunny		
Comments Superior Excavating started the morning placing 8-inch sanitary pipe along Taft Road at the existing downstream manhole at the Andes Hills Condominium. The stub coming out the south side of the existing manhole was removed because it was 8-inch truss pipe. The boot was replaced with a new boot for 8-inch PVC SDR 26 pipe. Greg Maxey from the OCDC was out at 10:30 am. to observe the work being done at the manhole. Crushed aggregate is being used for bedding to springline of the pipe and sand is being used for backfill over the pipe one foot.					

Contractors

Contractor's Name	Personnel	No.	Hrs.	Equipment	No.	Hrs.	
To Be Determined	Foreman (Mike Fritch)	1	10.00	14.4 kV Generator	1	4.00	
	Laborer / Pipe Layer	3	10.00	3-inch Electric Pump	1	4.00	
	Operator		3	10.00	Cat 312 Excavator	1	10.00
					Cat 345B Excavator	1	10.00
					Cat 966L Loader	1	10.00
					Cat D6K Dozer	1	0.00

Item Postings

Item/Material Description	Item Code	Prop. Line	Project	Category	Quantity	Unit	Location	Brkdwn ID	Attn
_ Inspection Time Contractor: To Be Determined Item Remarks: The last 1/2 hour was spent completing the TDR and ocumenting photos.	1047040	0001	NV08-228.0C	01	10.500	Hr	Sanitary Sewer along Taft Road.		

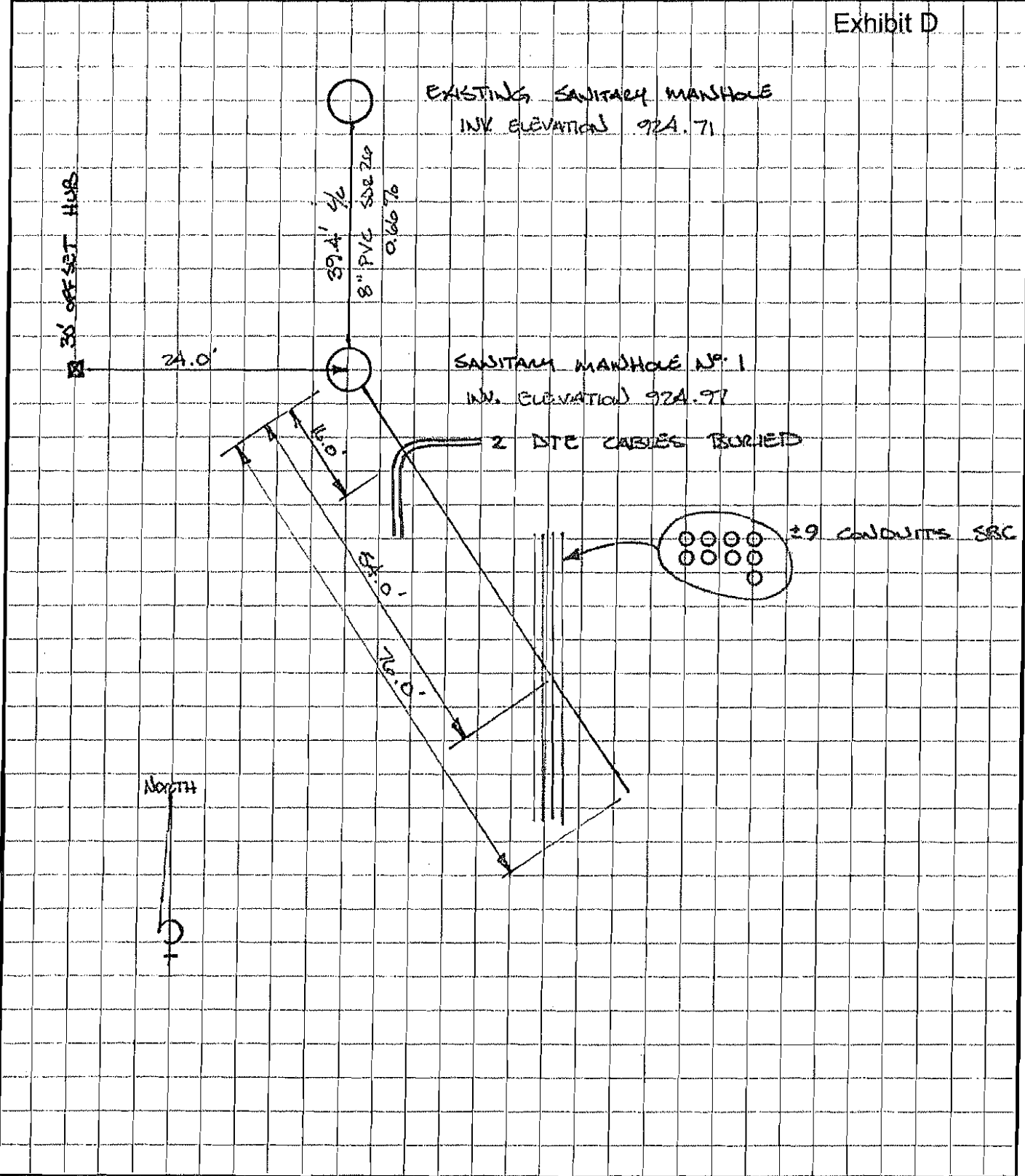
Reviewed By: *Tricia Mendonca*
(Signature)

2/10/09
(Date)

PROJECT BASILLIAN FATHERS RESIDENCE		JOB. NO. NV03 - 228.00	
SUBJECT SANITARY SEWER	COMPUTED BY J. BECHT	CHECKED BY	SHEET NO.
	DATE 02/05/09	DATE	OF
SPALDING DEDECKER ASSOCIATES, INC.			
905 SOUTH BOULEVARD EAST ROCHESTER HILLS, MI 48307 (248) 844-5400 Fax (248) 844-5404	220 W. CONGRESS, SUITE 400 DETROIT, MI 48226 (313) 967-4700 Fax (313) 967-4707	2505 WEST JEFFERSON TRENTON, MI 48183 (734) 671-4344 Fax (734) 671-4347	



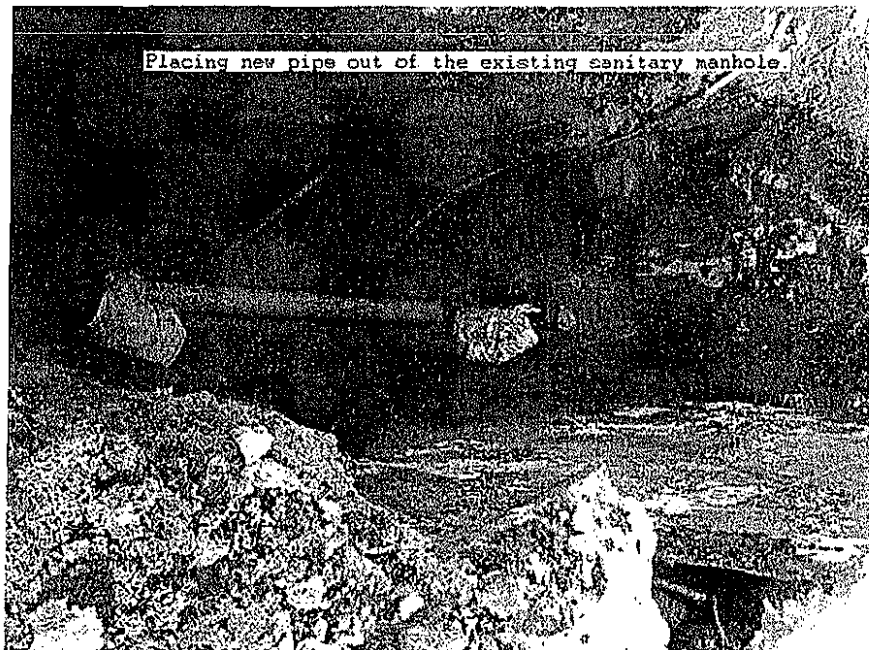
Exhibit D



Basillian Fathers Residence NV08-228.0C



PVC SDR26 sewer pipe information



Placing new pipe out of the existing sanitary manhole

02-05-09

Exhibit D

Basillian Fathers Residence NV08-228.OC



Placing new pipe out of the existing sanitary manhole. Stone bedding and backfill over the pipe.



02-05-09

Project Name: _____ Job No. _____

Novi Record Drawing Checklist

	Date	By
SDA Project Name: _____Novi SP # _____	_____	_____
Electronic Engineering Plans provided.....	_____	_____
Cover sheet saved as filename-AB (add AB-Info block) change layer colors.....	_____	_____
Utility plan saved as filename-AB (add AB-Info block) change layer colors	_____	_____
Storm Profile plan saved as filename-AB (add AB-Info block) change layer colors	_____	_____
Sanitary Profile plan saved as filename-AB (add AB-Info block) change layer colors	_____	_____
Detention Basin plan saved as filename-AB (add AB-Info block) change layer colors	_____	_____
Create AB drawing using the z_Novi-AB template (import survey data)	_____	_____
Draw section line(s) & label section corners.....	_____	_____
Xref the Engineering drawing to copy property lines, pavement, building, etc.).....	_____	_____
Draw Storm lines between SDA as-built points (STM-MAIN-AB).....	_____	_____
Draw Sanitary lines between SDA as-built points (SAN-GMAIN-AB and/or SAN-FMAIN-AB).....	_____	_____
Copy/draw Water main lines (WTR-MAIN-AB and WTR-SERVLEAD-AB)	_____	_____
Insert Storm symbols.....	_____	_____
Insert Sanitary symbols	_____	_____
Insert Water main symbols.....	_____	_____
Use AutoCAD Map to attach Object Data to all SYMBOLS and LINES (Map-Object Data-Attach Data)...	_____	_____
Using AutoCAD Map Edit Object Data (Map-Object Data-Edit Object Data) *see next item.....	_____	_____
Update J:\SM\STD\Novi-AB\SDA-Drawing_Std Excel file (SDA job number and Facility ID)	_____	_____
Insert Annotation (Map-Annotation-Insert) for symbols and lines.....	_____	_____
Add Street name.....	_____	_____
Update Title block info and Novi's SP number	_____	_____
Contour detention basin and calculate volume(s).....	_____	_____
Add RECORD info to Cover Sheet	_____	_____
Add RECORD info (rim, location, etc.) to Utility Plan	_____	_____
Add RECORD info (rim, inverts, slopes, etc.) to Storm Profiles	_____	_____
Add RECORD info (rim, inverts, slopes, etc.) to Sanitary Profiles	_____	_____
Add RECORD info (rim, inverts, slopes, volume etc.) to Detention Basin Plans	_____	_____
Shape files (Saved Profile J:\Sm\Std\Novi-AB\Shape_Profile) ~ Map-Tools-Export command		
Export Shape files (ie. Stm_nodes & Stm_lines) to a GIS folder under the Novi Project.....	_____	_____
Export Shape files (ie. San_nodes & San_lines) to a GIS folder under the Novi Project	_____	_____
Export Shape files (ie. Wm_nodes & Wm_lines) to a GIS folder under the Novi Project.....	_____	_____
Create PDF files of Record drawing set.....	_____	_____
Copy AB drawings, PDF's & GIS folder to To_Novi*Date*\.....	_____	_____
Rename DWG & PDF files in To_Novi folder (ie. ProjectName_Sht#, ProjectName_Record).....	_____	_____
11" x 17" copies in red file.....	_____	_____
E-mail GIS files, PDF, SDA Excel and Record Drawing to Novi (Chris Blough) for review	_____	_____
File (Organize red file, Clean up DWG folder).....	_____	_____
City of Novi changes (make CD and 3 bond copies)	_____	_____



EXHIBIT F

December 10, 2008

Mr. Aaron Staup
City of Novi Engineering Division
45175 West Ten Mile Road
Novi, MI 48375

**Re: McDonald's
Acceptable-for-Service Declaration**
Novi SP No.: 08-0021
SDA Job No.: NV06-219

Dear Mr. Staup:

Please be advised that the site utilities and base course pavement for this project have been constructed in accordance with the approved construction plans.

SDA provided inspection services for all water service, storm sewer, sanitary sewer and base course paving on the site and produced punch-lists (generated by both SDA and City personnel on the walk-through conducted on November 19, 2008) that were satisfied in a timely fashion by the responsible parties (Verdeterre Contracting and Metro Design and Build) with the exception of the items noted below. In light of the facts delineated above, our firm considers the site utilities and base course pavement "Acceptable-for-Service".

Incomplete Site Work Bond Status

As a response to the aforementioned walk-through, there are some items that have yet to be addressed and are delineated below with corresponding dollar amounts:

1.	Place Asphalt Wearing Course (1.5" of 1100T)	\$15,000
2.	Projected Pavement Repairs (1.5" of 1100L on 8" of 21AA)	\$5,000
	Total (Subtotal*1.5)	\$30,000

As a consequence, SDA recommends the City withhold an amount of **\$30,000** for the incomplete site work.

The "Acceptable-for-Service" designation does not warrant any approvals toward issuance of a Temporary Certificate of Occupancy. This letter serves only as a notice to the applicant and the City of Novi that the respective utilities were tested and approved by the appropriate regulating agencies.

Engineering Consultants

Infrastructure • Land Development • Surveying

Mr. Aaron Staup
City of Novi Engineering Division
Page 2

EXHIBIT F

Please note that items related to the permits issued for this project are not addressed with this Acceptable for Service approval. The appropriate City staff or consultants will need to address these issues with the City of Novi.

If you have any questions, please do not hesitate to contact us at our office.

Sincerely,

SPALDING DeDECKER ASSOCIATES, INC.

Ted Meadows
Construction Manager

cc: Sarah Marchioni, City of Novi – Building Department Clerk (e-mail)
Marina Neumaier, City of Novi – Assistant Finance Director (e-mail)
Sheila Weber, City of Novi – Bond Coordinator (e-mail)
Benny McCusker, City of Novi – Director of Public Works (e-mail)
Tim Sikma, City of Novi – Water & Sewer Manager (e-mail)
Mike Evans, City of Novi – Fire Marshall (e-mail)
Tina Glenn, City of Novi – Water and Sewer Financial Services Manager (e-mail)
Christopher Robbins, PE, SDA (e-mail)
Taylor Reynolds, PE, SDA (e-mail)
Michael Kazarian, McDonald's USA, (e-mail)
Ron Nelson, Metro Design & Build (e-mail)
SDA CE Job File

Engineering Consultants

Infrastructure • Land Development • Surveying



EXHIBIT G

December 12, 2008

Mr. Aaron Staup
City of Novi Engineering Division
45175 West Ten Mile Road
Novi, MI 48375

**Re: ITC Transmission
Site Work Final Approval**
Novi SP No.: 06-0053
SDA Job No.: NV07-208

Dear Mr. Staup:

Please be advised that the public site utilities, grading, and paving for the above referenced project have been completed in accordance with the approved construction plans under the observation of SDA. At this time, we recommend that the Incomplete Site Work/Utilities Financial Guarantee can be released.

Please note that we have not addressed any items related to landscaping, woodlands or wetlands because the appropriate City staff or consultants will need to address these issues.

If you have any questions, please do not hesitate to contact us at our office.

Sincerely,

SPALDING DeDECKER ASSOCIATES, INC.

Ted Meadows
Construction Administrator

cc: Sarah Marchioni, City of Novi – Building Department Clerk (e-mail)
Marina Neumaier, City of Novi – Assistant Finance Director (e-mail)
Sheila Weber, City of Novi – Bond Coordinator (e-mail)
Benny McCusker, City of Novi – Director of Public Works (e-mail)
Tim Sikma, City of Novi – Water & Sewer Manager (e-mail)
Mike Evans, City of Novi – Fire Marshall (e-mail)
Tina Glenn, City of Novi – Water and Sewer Financial Services Manager (e-mail)
Christopher Robbins, PE, SDA (e-mail)
Taylor Reynolds, PE, SDA (e-mail)
Joseph Bennett, International Transmission Company (e-mail)
John Druskinis, Cunningham-Limp (e-mail)
SDA CE Job File



SPALDING DEDECKER ASSOCIATES, INC.

10503 Citation Drive • Suite 600 • Brighton • Michigan 48116 • Tel 810 534 1400 • Fax 810 534 1402

EXHIBIT H

January 20, 2009

Mr. Aaron Staup
Construction Engineering Coordinator
City of Novi
45175 West Ten Mile Road
Novi, Michigan 48375

Re: Shirvanian Office Building
Acceptance Documents Review
Novi # 07-76
SDA Job No. NV08-214
Approved

Dear Mr. Staup:

We have reviewed the Acceptance Document Package received by our office on January 14, 2009 against approved Final Site Plan (Stamping Set) and the as-built plans currently being prepared by this office. We offer the following comments:

Final Acceptance Documents:

1. **Warranty Deed for Fonda Street Right-of-Way** – (unexecuted, exhibit dated May 8, 2008) – **Approved.**
Exhibit "A", Legal Description Approved. Exhibit "B", Road Dedication Description Approved. Exhibit "C" Road Dedication Exhibit Approved.
2. **On-Site Storm Water Detention Maintenance Ingress/Egress Easement** – (unexecuted, exhibit dated May 8, 2008) - **Approved.**
Exhibit "A", property description, Approved. Exhibit "B", ingress/egress easement description and sketch, Approved.
3. **Bill of Sale: Water Supply System** – (unexecuted; undated) – **Approved.**
4. **Full Unconditional Waivers of Lien from contractors installing public utilities** – (executed: dated December 10, 2008 from Carnwath Excavating Company) – **Approved.**
5. **Full Unconditional Waivers of Lien from contractors installing public utilities** – (executed: dated December 3, 2008 from Full Bore Directional Boring, Inc.) – **Approved.**
6. **Full Unconditional Waivers of Lien from contractors installing public utilities** – (executed: dated November 13, 2008 and November 24, 2008 from MWB Contracting, Inc.) – **Approved.**
7. **Full Unconditional Waivers of Lien from contractors installing public utilities** – (executed: dated November 4, 2008 from Etna Supply Company) – **Approved.**
8. **Full Unconditional Waivers of Lien from contractors installing public utilities** – (executed: dated November 18, 2008 from East Jordan Iron Works) – **Approved**

January 20, 2009
Mr. Aaron Staup
NV08-214, Page 2

EXHIBIT H

9. **Maintenance and Guarantee Bond** – (in the amount of \$7,500.00, from Carnwath Excavating Company) — **Approved.**
10. **As-Built Engineering Plans** – will be prepared by Spalding DeDecker Associates, Inc.

The documents as submitted were found to be acceptable by our office pending review by the City Attorney. The City Attorney's Office will retain the original documents in their files until such time as they are approved and ready (notarized and executed properly) for the Mayor's signature.

If you have any questions regarding this matter, please contact this office at your convenience.

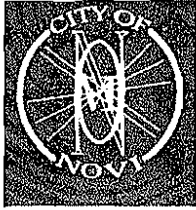
Sincerely,

SPALDING DEDECKER ASSOCIATES, INC.

Taylor E. Reynolds, PE
Project Engineer

TER/BH

cc: Maryanne Cornelius, City Clerk (via E-mail)
Marina Neumaier, Assistant Finance Director (via E-mail)
Aaron Staup, Construction Engineering Coordinator (via E-mail)
Sheila Weber, Treasurer's Office (via E-mail)
Barb McBeth, City Planning Director (via E-mail)
Juanita Freeman, Planning Department (via E-mail)
Ben Croy, Plan Review Center (via E-mail)
Sarah Marchioni, Building Department (via E-mail)
Beth Kudla, Secrest Wardle (via E-mail)
Ted Meadows, SDA Construction Engineering (via E-mail)
Ronald Nuechterlein, Superior Diversified Services, Inc. (via E-mail)
Norayr Shirvanian, Hasmig, LLC, 24404 Catherine Industrial Drive, Novi, MI 48375
Mike Milletics, PS, Milletics and Associates, LLC (via E-mail)
Madhukar Mahajan, PE, Fairway Engineering, LLC, 23965 Novi Road, Suite 140, Novi, MI 48375



November 12, 2008

EXHIBIT I

**CITY OF NOVI
BASILIAN FATHERS RESIDENCE
FULL SITE PRE-CONSTRUCTION MEETING MINUTES
November 12, 2008
2:00 PM
SDA Job No.: NV08-228**

A pre-construction meeting was held on November 12, 2008 at the City of Novi offices for the above referenced project. The meeting started at 2:00 PM. The attendees signed the sign-in sheet and provided cards for the card wallet. The following people were in attendance:

NAME	REPRESENTING	PHONE
Ted Meadows	Spalding DeDecker Associates, Inc. (Construction) tmeadows@sda-eng.com	(248) 762-5116
Aaron Staup	City of Novi (Engineering) astaup@cityofnovi.org	(248) 347-3270
CJ Killebrew	City of Novi (Code Compliance) ckillebrew@cityofnovi.org	(248) 735-5671
Howard Aube	City of Novi (Drain Dept) haube@cityofnovi.org	(248) 735-5643
Charles Boulard	City of Novi (Head Building Official) cboulard@cityofnovi.org	(248) 347-0423
Robert Wright	Harry Fox	(586) 772-0300
Jim Cheyne	City of Novi (Water & Sewer Dept) haube@cityofnovi.org	(248) 343-1296
Ryan Higuchi	ECT rhiguchi@ectinc.com	(734) 769-3004
Pete Hill	ECT phill@ectinc.com	(734) 769-3004
Andy Wozniak	Ziemet/Wozniak awozniak@zeimetwozniak.com	(248) 442-1101
Reverend James O'Neill	Basilian Fathers joneill@catholiccentral.net	(248) 924-0598
Steve Flickema	CDPA Achitects sflickema@cdpa-architects.com	(248) 354-2441
Don Roberts	D & R Earthmoving	(517) 586-4033
Frank Baiardi	Superior Excavating frank@superiorexcavating.com	(248) 853-7075

EXHIBIT I

Mike McCutcheon	J & M Construction jmsilt@aol.com	(248) 640-1473
Don Pashby	Spalding DeDecker Associates, Inc. dpashby@sda-eng.com	(248) 762-0410
Greg Kreutzer	Owner jckreutzer@comcast.net	(248) 408-0826
Dave Beschke	City of Novi dbeschke@cityofnovi.org	(248) 735-5621

PROJECT OVERVIEW:

- Construction of an approximately 19,241 square-foot religious residence and associated parking. Site access will be provided by two drive approaches; one off of Taft Road and the other off of Eleven Mile Road.
- Water service will be provided by a temporary 12-inch extension from the existing 12-inch water main along the south side of Taft Rd up to the northeast corner of the site. The system will later be looped by a connection brought down from Grand River Avenue by the proposed Sri Venkateswara Temple. Three additional hydrants are also being proposed.
- Sanitary sewer service will be provided by a proposed 8-inch sanitary extension along the west side of Taft Road to the site (extending from the corner of the Andes Hills Condominium Site).
- Storm water will be collected by a single storm sewer collection system and temporarily detained onsite for bankfull. From there, the storm water will be detained at the City of Novi Grand River District Regional Detention Basin.

PROJECT LOCATION:

The project is located on the northwest corner of Taft Road and 11 Mile Road in Section 16 of the City of Novi.

**APPROVED PLAN SET: Latest Revision Date in Title Block: November 13, 2008.
Lindon Ivezaj, approval stamp dated September 12, 2008.**

Revisions were made to the September 12, 2008 Stamping Sets that includes a raised sidewalk near the dumpster, changes to the inverts at sanitary manhole 1, rerouted silt fence and slightly rerouted storm structures 6 – 8.

DEVELOPER'S REPRESENTATIVES:

Primary:
Greg Kreutzer
Owner's Representative
Project Manager / Site Superintendent
8337 Woodspur
Commerce Township, MI 48382
Telephone: Use Cell
Fax: (248) 360-5710

EXHIBIT I

Cellular Phone: (248) 408-0826
 E-Mail: gckreutzer@comcast.net

Secondary:
General Contractor - Pending
 Corporation
Project Manager
 Address
 Telephone:
 Fax:
 Cellular Phone:
 E-Mail:

- **It was requested by the City of Novi that a site superintendent contact be provided so that anyone visiting the site will have contact information for the person managing the project on a day to day basis.**

The above named person(s) shall be responsible for all communications with the City and its Consultants during the duration of the entire project. It is the responsibility of the Developer's Representative to notify Sarah Marchioni and all Consultants if the representative will change from the person stated above during the course of the project. The City and its Consultants will continue to direct all correspondence and notices to the original representative unless otherwise directed and will not be responsible for information that is not received by the Developer due to a change in the contact person.

PERMITS

The following permits are necessary for this portion of the project:

PERMIT	ISSUING AGENCY	Issue Date	PERMIT NUMBER
Soil Erosion and Sedimentation Control	City of Novi	10/29/08	SE 08-0018
Grading Permit	City of Novi	11/12/08	GR08-0014
Right-of-Way Permit	City of Novi	11/6/08	ROW08-0108
Right-of-Way Permit	RCOC		Not Required
Water Main	MDEQ	10/16/08	W084327
Water main	DWSD	10/16/08	C22924
Sanitary Sewer	MDEQ	Pending	Pending
Sanitary Sewer Tapping Permit	OCDC	Pending	Pending
NPDES			Not Required
Woodlands	City of Novi	11/6/08	WD08-0008
Wetlands	City of Novi	10/29/08	WT08-0013

EXHIBIT I

Wetlands	MDEQ		08-63-0186
Flood Plain Permit			Not Required

- **SDA must have a copy of the contractor's Certificate of Insurance naming the City of Novi, Spalding DeDecker and any of the city's agents as additional insured prior to any utility construction.**
- **SDA must have a digital copy of the civil engineering plans prior to any utility construction.**
- **The MDEQ sanitary sewer has not been issued yet therefore the sanitary sewer on the project may not be constructed yet. A Hold Harmless agreement has been given to the city allowing the project to move forward without the sanitary sewer permit.**

FEES AND BONDS

All Inspection Fees and Financial Guarantees for the project that are necessary prior to starting clearing and grubbing have been paid. A Stormwater Detention Facilities Fee will be required at Temporary Certificate of Occupancy of the site once it has been determined that the detention system has been completed consistent with the approved plans by SDA. Other financial guarantees may be required prior to the site pre-con meeting and temporary certificate of occupancy. Refer to the City Treasurer's Office Checklist for more detail in regards to fees and financial guarantees.

CERTIFIED STORM WATER OPERATOR

The designated certified storm water operator for the project is as follows:

Andy Wozniak
Ziemet Wozniak & Associates
Certification No.: C-00530 Expires: July 1, 2010
40024 Grand River Avenue, Suite 100
Novi, MI 48375
Telephone: (248) 442-1101
Fax: (248) 442-1241

The provided certified storm water operator shall be responsible for maintaining site information relative to the NPDES Permit. This information should be kept on site and may be checked periodically by the Consulting City Engineer **SDA, Kim Danowski (248.762.7957)** for conformance with the requirements of the permit.

ENVIRONMENTAL SITE ISSUES

This site contains soil erosion control, wetlands, woodlands and requirements that require attention during construction operations. The following is a summary of each consultant's requirements.

Wetlands – Environmental Consulting & Technology, Inc. (ECT)

Coordination must take place between the Developer and ECT prior to clearing operations. The following are general requirements for wetland protection:

1. The Developer must follow the requirements of the City Wetlands Permit # WT08-0013 (issued 10/29/08) and the MDEQ permit 08-63-0186-P (issued 10/21/08) for the site. Any proposed site revisions to the requirements of these permits shall be brought to the attention of ECT.
2. All applicable wetland permits (MDEQ and City of Novi Wetland and Watercourse Permit) are to be kept on-site at all times in a location accessible to ECT and City of Novi staff.
3. Please contact Ryan Higuchi (ECT) or Pete Hill (ECT) to schedule a Silt Fence Staking Inspection prior to installation of any protective fencing (734-769-3004).
4. Please contact Ryan Higuchi (ECT) or Pete Hill (ECT) after the installation of the site Silt Fence has been completed (734-769-3004). ECT shall sign off in the installation of the silt fence prior to site grading.
5. Periodic inspections of the site may be performed by ECT.
6. Any questions or comments related to wetlands issues should be brought to the attention of ECT.
7. Proposed Work Includes:
 - a. Construction of stormwater outfall to wetlands (12-inch pipe) with approximately three (3) cubic yards of riprap placed at the pipe end.
 - b. Dredge approximately fifteen (15) cubic yards of wetland soils from approximately 544 square feet (0.01 acres) of wetland during ditch cleaning. Spoils will be disposed of on-site.
 - c. Install a sanitary line through 447 and 200 linear feet of wetland, respectively. This trench will be approximately fifteen (15) feet wide with the line placed approximately ten (10) feet deep. The trench will be backfilled with native soils, temporarily impacting approximately 0.25 acres of wetland.
8. All wetland and wetland buffer areas temporarily disturbed by utility installation, or otherwise, shall be restored per the approved plan. Common grass seed or sod will not be acceptable in these restoration areas.
 - a. Temporary off-site buffer impacts include approximately 6,389 square feet (0.15-acre) for the purpose of sanitary sewer installation along the west side of Taft Road.
 - b. Temporary on-site wetland buffer impacts include approximately 351 square feet (0.008-acre) for the purpose of entrance drive construction.
 - c. Permanent on-site wetland buffer impacts include approximately 1,100 square feet (0.025-acre) for the purpose of entrance drive construction.

EXHIBIT I

9. A final wetland inspection will be required prior to acceptance of the site. This should be scheduled through Sarah Marchioni of the Building Department.
10. Any concrete wash-out areas shall be established in greenbelts away from wetland and wetland setback areas. Trucks shall use the specified location or wash out in a designated area off of the site.
 - At the preconstruction meeting it was determined the concrete wash-out area be on site near hydrant no. 2.

Woodlands

Coordination must take place between the Developer and ECT prior to clearing operations. The following are general requirements for woodland protection:

Environmental Consulting & Technology, Inc. (ECT), the City Woodlands Consultant, is the contact for woodlands protection issues on the site. The following minimum requirements for the site were reviewed:

1. All woodland protection fences shall be placed as required on the Plan in order to protect designated woodlands.
2. The applicable woodland permit (WD08-0008) is to be kept on-site at all times in a location accessible to ECT and City of Novi staff.
3. The Contractor shall be allowed to clear a path only as wide as necessary for the installation of the tree protection fence. Any additional tree removal that may be required must be approved by ECT prior to removal.
4. Tree protective fencing shall be installed in locations as per the approved site plan and City Ordinance. Fencing shall be 4-foot high orange plastic fencing secured to 5-foot high metal T-posts that are placed 5 feet on center. Post should be placed into the ground 1-foot. Three ties should be placed per post.
5. Protective construction fencing shall be repaired and/or reinstalled as necessary throughout the construction process due to any damage that may occur during construction operations. This Contractor shall monitor this on a daily basis.
6. There shall be no intrusion into any regulated woodland area that is not intended to be impacted.
7. It is ECT's understanding from the approved Plan that 119 Woodland Trees, 42 dead or diseased trees and 38 additional Woodland Trees may be impacted but are proposed to be saved. To mitigate the net tree loss, the permit stipulates that 25 trees will be replaced on site, and \$58,800 (147 replacement units) will be paid into the City of Novi's Tree fund to balance the deficit of trees that can not be planted on the site.
8. As stated at the precon meeting on 11/12/08, deviation from the issued permit is necessary to accommodate the relocation of the DTE power lines and the proposed pathway. In addition, during the woodland and wetland protection fencing staking process, minor changes were made to avoid the impact of 6 additional existing trees.

EXHIBIT I

9. After construction activities have been completed, ECT will verify the quantity of trees that were removed as well as the additional existing trees saved by these changes. Based on the quantity of trees removed in addition to the original permit, ECT will apply the City's ordinance to determine the amount of additional deposit into the tree fund. Should the applicant save more trees than originally specified on the permit, the City will reimburse the applicant as appropriate.
10. The Applicant is responsible for the replacement of twenty-five (25) replacement tree credits on site. Applicant is responsible for the payment of \$58,800 to the City of Novi Tree Fund for the purpose of 147 replacement tree units. Any replacement trees that do not fit on site will need to be paid into the City of Novi Tree Fund at an amount of \$400 per replacement tree unit.
11. Applicant is responsible for updating the City of Novi Landscape Architect (Dave Beschke) and the City's Woodland Consultant (ECT) of any proposed changes to the Tree Removal Plan. Any proposed changes to the Plan must be approved by the City's Landscape Architect.
12. Replacement trees shall be inspected by the City Woodlands Consultant (ECT) after planting of the trees. This inspection shall be requested by the Developer through Sara Marchioni of the Building Department (248-347-0430).
13. Any changes to the location or species of replacement trees should be brought to the attention of ECT prior to planting.
14. Contact ECT for any questions related to on-site woodlands.
15. The Developer must follow the requirements of the City Woodlands Permit No. WD08-0008.
16. A final woodland inspection after final landscaping will be necessary and should be requested through Sarah Marchioni of the Building Department (248-347-0430).

Soil Erosion and Sedimentation

Periodic inspections will be performed throughout the project as outlined in the City Ordinance, by the MDEQ and as per the approved soil erosion plans for the site. Kim Danowski of SDA is the SESC contact for the site. The Developer's representative will be contacted by SDA to correct any deficiencies that are noted during regular inspections of the site. If these items are not completed in a timely manner, an official Notice of Deficiency will be forwarded to the Developer's Representative and City outlining any corrective actions that must be taken to bring the site into conformance. Failure to correct deficiencies on the site will result in a recommendation to the City to schedule a Show Cause Hearing and may result in a stop work order and fines for the applicant. Minimum requirements for soil erosion and sedimentation control are as follows:

1. Mud mat(s) off of Taft and 11 Mile Roads must be installed at the same time the silt

EXHIBIT I

fence is installed, prior to mass grading operations. Ensure to place the stone on a geotextile fabric. Mud mat must be 75 feet by 20 feet. Maintain the mud mat. This may require the mat to have new stone replaced once a week.

- Greg Kreutzer indicated that once the water main is installed and the mud mat is in place the Taft Road entrance would be barricaded off.
2. Silt fence stakes should be placed six (6) feet on center. The silt fence must also be trenched into the ground approximately 4 to 6 inches and completely backfilled. Verify location with SDA (Kim Danowski) representatives.
 3. Silt fencing shall be repaired and/or reinstalled as necessary throughout the construction process due to damage that occurs during construction operations. This issue shall be monitored and repaired on a daily basis by the Contractor.
 4. Additional soil erosion measures may be required at any time when it is determined that the weather conditions (early spring/late fall) may cause extreme erosion to the work site. Additional stone check dams may be necessary to filter water leaving the site.
 5. Inlet protection filters (silt sacks or catch-alls) shall be installed on all existing catch basins in the street that front the proposed project per the approved soil erosion plans and at the discretion of SDA.
 - Silt Sacks or Catch-Alls to be installed in on-site catch basins as well.
 6. Taft and 11 Mile Roads must be swept regularly and as often as necessary to keep the roads clean. This is a highly visible and well traveled road, be prepared to **sweep** the road more than once a day.
 7. A copy of the SESC permit shall be posted on the site.
 8. If dust becomes an issue on the site, watering trucks will be required.
 9. A final SESC inspection should be requested through Sarah Marchioni of the City Community Development Department once final landscaping is in place and SESC measures have been removed. Do not remove SESC measures until final landscaping has occurred for the entire site.

Recap of Environmental Contacts/Procedures

J & M will install the soil erosion fence for the site. ECT must be contacted to review the staking of the silt fence. Upon ECT's approval of the silt fence staking the silt fence may be installed. Once all fencing and mud mats are installed, ECT and SDA must be contacted for a follow up inspection and approval of the silt fence prior to any clearing or grubbing operations. D & R Earthmoving will be installing the mud mats

FRANCHISED UTILITIES

The Developer was reminded to coordinate with the necessary consultants and City Engineering Division if environmental impacts or City Right of way impacts are associated with extending these services.

PUBLIC UTILITIES

Full time field observation for the installation of water main, storm sewer and the sanitary sewer to the monitoring manhole on the project shall be scheduled a minimum of 48 hours in advance with Ted Meadows of the Consulting City Engineer (SDA). All construction materials and methods shall be per the City of Novi Construction Details and Notes, City of Novi Design and Construction standards, and SDA review and approval. A list of minimum requirements for these utilities is as follows.

- **Note: It is the Developer's responsibility to verify all utility locations prior to the start of new underground utility construction. Neither the City of Novi, nor its agents are to be held responsible for exact location of said utilities.**
- **Material Certifications: Shop drawing submittals for all utility materials must be forwarded to SDA for review. A total of 4 sets of shop drawings will be submitted to SDA. SDA will keep two sets of the drawings and return the other sets to the Contractor. Average turn-around time for shop drawing review is 7-10 days. All shop drawings must be approved prior to construction.**

Water Main

1. Thrust blocks are not allowed as a method of pipe restraint. Restrained joints for piping shall be per the shop drawing checklist and approval process. Thrust restrain design shall be per the Ductile Iron Pipe Research Association (DIPRA) Manual.
2. All piping shall be installed with two (2) brass wedges per pipe joint.
3. A licensed land surveyor in the State of Michigan is required for any construction staking on the project. Zeimet Wozniak will be providing the staking for the project. Contact Andy Wozniak at (248) 442-1101 regarding any questions for the staking.
 - **2 cut sheets will be needed**
 - **Stakes were requested to have the stationing and to be provided with 15ft centerline offsets and at structures 15ft and 20ft offsets.**
4. Water main staking with cut sheets are required before installation of the water main can take place. Stakes should be placed at 50-foot intervals with cuts to the top of pipe at an elevation per the approved construction plans. This cut must provide a minimum cover of 6 feet to the top of pipe from the proposed grade at the location.
5. The Contractor is required to clean all 8-inch water main pipes or larger with a poly-pig prior to testing operations.
6. Superior was notified for filling the water main a meter with a backflow preventor must be rented from the city. The fee can be paid at the Treasurer's Office and the meter can be picked up at the DPW on 11 Mile Road and Delwal Road.

EXHIBIT I

7. A preliminary (unofficial) pressure test shall be scheduled with Ted Meadows of SDA 24 hours in advance. Upon the successful completion of this test, the Contractor can schedule the final pressure test with the City of Detroit and notify Ted Meadows of SDA of the date and time of this test. Both SDA and the City of Detroit will witness this final pressure test.
8. The contractor must contact SDA directly to schedule bacteriological sampling of the water. Written approval from the Oakland County Laboratory or an approved equal laboratory must be in the possession of SDA (Ted Meadows) prior to scheduling the final connection.
9. Final connection of the water main shall be scheduled with Ted Meadows of SDA and Tim Sikma (248) 735-5647 (Novi Water) 48 hours in advance.
10. All Water mains and fire hydrants are to be installed and be in service prior to construction above the footings per the Novi Fire Department.
11. The City of Novi will perform the 2-inch diameter or less water service tap for the development. Installation of copper/HDPE DR 9 water service leads that are under 2-inch diameter or less from a location 5 feet outside the building to inside the building should be scheduled with the City Plumbing Inspector. A permit will be required.
12. It was recommended to Superior Excavating and the project that the down stream and upstream manholes be opened to verify the invert elevations will allow for the water main bore will go under storm sewer.

Sanitary and Storm Sewer

1. Sanitary and storm sewer staking shall be performed at 50-foot intervals. The contractor/surveyor shall provide cut sheets with rim and invert elevations to SDA.
2. Installation of sanitary sewer lead from a location 5 feet outside of the building to inside the building shall be scheduled with the City Plumbing Inspector prior to installation. A permit will be required.
3. The contractor must attain an Oakland County Drain Commission (OCDC) tap permit. The contractor must contact the OCDC office (248) 858-1110 48 hours prior to making the sanitary sewer tap.
4. The contractor shall complete preliminary air testing upon completion of sanitary sewer construction. The contractor shall notify Ted Meadows of the date and time of these preliminary tests. 30 days after completion of the sanitary sewer and upon the successful completion of the preliminary air tests SDA will schedule the final air tests with the OCDC and notify the contractor of the date and time for this testing. Both SDA and OCDC will witness these final air tests.
5. All site tubes shall be installed in sanitary manholes at the time of the air tests to check for hydrostatic pressure over the sewer lines.

EXHIBIT I

6. Television testing is required for types of main line sanitary sewer. Mandrel testing may be required if PVC SDR 26 is used for the sanitary sewer.
7. Sanitary sewer lead shall be 6-inch PVC SDR 23.5.
8. Storm sewer that is 12-inch and greater shall be Class IV or V RCP per the approved plan.
9. Storm sewer roof leads 8-inch in diameter shall be PVC SDR 26.
10. Installation of storm sewer leads from a location 5 feet outside of the building to inside the building shall be scheduled with the City Plumbing Inspector prior to installation. A permit will be required.
11. The catch basins should have a minimum of 10' finger drains or edge drain out of each structure in opposite directions. (Shown on plan and highly recommended)
12. SDA must be contacted 48 hours prior to placement of the concrete curbs. At this time SDA will review the location of the casting for each catch basin. Each catch basin must be centered over the storm structure and match the proposed back of curb. If the structure does not meet either of these requirements the structure will need to be relocated to the approved plan location. In addition, each storm structure must be completely sealed with brick/block and mortar. Any cracks will result in the casting being reset in a fresh bed of mortar. Pointing and tucking of the adjustment is prohibited. SDA will perform a preliminary walkthrough of all the remaining on site utilities at this time as well.
13. A walkthrough of the on site utilities, paving and grading will be performed after the base course pavement has been placed. Finally, prior to TCO recommendation, the city will perform a walkthrough upon completion of all proceeding punchlists.
14. This project will be responsible for updating any structures to the city's standards and details where the on site grading has resulted in the addition of adjustment to any structure.
15. Use EJIW 1040 frames with type M1 grates for the storm catch basins in the pavement.

Paving

1. On site asphalt paving shall meet the following cross-section per the approved plan: 8" of 21AA aggregate base, 3" total of 13A leveling and wearing course. **A paving contractor has not been determined for the project yet.**
2. The Taft and 11 Mile Road approaches shall be the following cross-section per the approved plan: 10" of MDOT **21AA crushed limestone base**, 3" of 2C leveling, 2" of 3C leveling and 2" of 4C wearing course. A Type M opening has been proposed for the 11 Mile entrance.
3. Concrete sidewalk ramps must be provided with EJIW or Armor Tile embedded type ADA detectable warning strips. If these are not installed as embedded type then they must be torn out and replaced with an embedded type ADA detectable warning strips.

EXHIBIT I

Six locations per the plan. Also, it should be noted that an end of sidewalk symbol has been provided at the south end of the sidewalk.

4. Proof-rolls must be conducted prior to base stone placement for both curb and gutter and pavement area. SDA inspector must witness as well as the project's material testing company.
5. SDA must be contacted 48 hours prior to placement of the concrete curbs. At this time SDA will review the location of the casting for each catch basin. Each catch basin must be centered over the storm structure and match the proposed back of curb. If the structure does not meet either of these requirements the structure will need to be relocated to the approved plan location. In addition, each storm structure must be completely sealed with brick/block and mortar. Any cracks will result in the casting being reset in a fresh bed of mortar. Pointing and tucking of the adjustment is prohibited. SDA will perform a preliminary walkthrough of all the remaining on site utilities at this time as well.

MATERIAL TESTING

On-site

The Developer is responsible for hiring a materials testing agency for any fills and paving on the site. Test reports that are generated by the testing agency within the footprint of the building shall be forwarded to **Charles Boulard** of the building department.

Testing Agency: **McDowell & Associates**

SDA will provide QA/QC materials testing per the discretion of the Construction Manager. SDA will utilize the services of TEC.

BUILDING DEPARTMENT

- Call in for inspection when façade materials arrive to site.
- Call for Special Inspections – concrete and rebar.
- Reminded to use grounding electrode in footings.
- Project is looking for a July 2009 TCO. TCO preparation meeting to be scheduled accordingly.

FIRE AND SAFETY

The contact at the City Fire Department is Mike Evans. He can be reached at (248) 735-5674 for any non-emergency situations. In the case of an on-site injury or damage to gas and electric lines that may threaten life, the Contractor should call 911 and subsequently halt all operations on site. The City Fire Department will then contact all relevant jurisdictions and make a final determination of when the site operations may continue.

FINAL INSPECTIONS

All inspections of the site that pertain to reduction or release of a financial guarantee shall be performed upon request by the Developer to the City of Novi. Final Inspections or intermediate

EXHIBIT I

inspections for a reduction in a financial guarantee will not be performed unless they are specifically requested through Sarah Marchioni of the City Building Department at 248-347-0430. The initial silt staking inspection, fence installation inspection and the continuing soil erosion inspections do not fall under these criteria and should be coordinated directly with the Consultants.

PROJECT CLOSE-OUT

Procedures

The developer will be required to read and sign the "REQUIREMENTS FOR A SITE WALKTHROUGH & PROJECT COMPLETION" document for non-residential developments prior to construction. This document outlines all of the procedures for the project from the time of the pre-construction meeting to final acceptance by the city. This document will be presented to the Developer at the meeting and should be signed and returned to SDA as soon as possible.

Summary of Items to be completed prior to Temp Certificate of Occupancy (TCO)

The following minimum items must be completed prior to plot plan approval from our office.

1. The amount of the incomplete site work performance guarantee for this development at this time is \$379,136.60 (equal to 1.5 times the amount required to complete the site improvements, excluding the storm water facilities) as specified in the Performance Guarantee Ordinance. This guarantee will be posted prior to TCO, at which time it may be reduced based on percentage of construction completed.
2. All easements and agreements referenced above, must be executed, notarized and approved by the City Attorney and City Engineer. These should be submitted to Juanita Freeman in the Community Development Department.
3. A Bill of Sale for each utility conveying the improvements to the City of Novi must be submitted to Juanita Freeman in the Community Development Department. This document is available on our website.
4. Spalding DeDecker will prepare the record drawings for this development. The record drawings will be prepared in accordance with Article XII, Design and Construction Standards, Chapter 11 of the Novi Code of Ordinances.
5. A letter of credit or cash in an amount of \$2,900 (*10% of the cost of storm water facilities for projects of less than \$100,000, or 5% for the cost of projects over \$100,000*) must be posted for the storm water facilities. This deposit will be held for one year after the date of completion of construction and final inspection of the storm water facilities.
6. Submit to Juanita Freeman in the Community Development Department Waivers of Lien from any parties involved with the installation of each utility as well as a Sworn

EXHIBIT I

Statement listing those parties and stating that all labor and material expenses incurred in connection with the subject construction improvements have been paid.

7. Submit to Juanita Freeman in the Community Development Department a Maintenance Bond in the amount of \$28,076 (equal to 25 percent of the cost of the construction of the utilities to be accepted). This bond must be for a period of two years from the date of formal acceptance by City Council. This document is available on our website.
8. Submit to Juanita Freeman in the Community Development Department an up-to-date Title Policy (dated within 90 days of City Council consideration of acceptance) for the purpose of verifying that the parties signing the Easement and Bill of Sale documents have the legal authority to do so. Please be sure that all parties of interest shown on the title policy (including mortgage holders) either sign the easement documents themselves or a Subordination Agreement. Please be aware that the title policy may indicate that additional documentation is necessary to complete the acceptance process.
9. Provide a warranty deed for the additional right-of-way within the development and along Taft and Eleven Mile Roads proposed for acceptance by the City. This document is available on our website.

GENERAL

1. Working Hours are Monday through Saturday from 7:00 am to 7:00 pm per the Construction Work Hour Noise Ordinance. No Sunday or Holiday work will be permitted. Violation of these work hours may result in the issuance of a ticket by the City Police Department.
2. Any issues regarding oversize and overweight should be addressed with GeryLynn Garris from public safety. GeryLynn can be contacted at permits 248-347-0515.
3. Contact the City Building Department to inquire about permanent entrance walls or signs. A permit is required.
4. Temporary signs that are installed on the site for marketing purposes require a permit. Contact **Alan Amolsch** in Code Compliance for information regarding a permit. The phone number is **248-347-0436**. If a sign will not be installed in the near future that identifies the site, a temporary sign that identifies the site by name for emergency purposes must be installed at the entrance to the site (no permit required for this type of sign).
5. Temporary construction trailers that are to be kept on site require Temporary Use permit. Contact **Malinda Martin** in the building department at **248-347-0459** for the permit.
6. Loading and unloading of construction material must be performed within the construction site. This activity is not permitted within the Public Road Right-of-Way.
7. Staging of equipment, parking for the Contractor's employees and deliveries to the site

EXHIBIT I

shall be performed in a designated area on the construction site. These activities will not be allowed within the Public Road of Novi Right-of-Way.

SCHEDULE & ADDITIONAL QUESTIONS

Utility work will commence once all shop drawings have been approved. Utility construction is anticipated to begin December 17, 2008 and continue for approximately 3 weeks with 1 crew. Finish grading and parking lot construction is anticipated to begin late spring of 2009 and continue for approximately 2 weeks.

- If the sidewalk at the corner of Taft Road and 11 Mile Road is to be installed per plan easements may need to be acquired. Andy Wozniak will follow up on this item.
- It was brought to the attention of Superior and the project representative that ground water may be a problem during the installation of the sanitary sewer along Taft Road. If dewatering is determined to be required a Dewatering Plan must be provided to SDA and the City Engineering Department.
- For the narrow construction area for the installation of the sanitary sewer along Taft Road Superior Excavating will be providing a box with plates.

Meeting adjourned at 3:50 PM

Ted Meadows prepared meeting minutes. Any omissions, corrections, or deletions to these minutes should be brought to the attention of SDA within seven (7) days of receipt.

cc: Attendees
Sarah Marchioni, City of Novi (e-mail)
Mike Evans, City of Novi (e-mail)



EXHIBIT J

**CITY OF NOVI
Site Amenities Punchlist Inspection**

Project Name: McDonald's

SP No.: 08-0021

SDA Project No.: NV08-219

Sidewalks, Bike Paths and Wood Chip Paths

N/A _____ required bike racks

Yes _____ ADA facilities (warning plates, ramp locations)

Yes _____ correctly positioned on site

Comments:

Dumpster Enclosure

Yes _____ correctly positioned on site.

Yes _____ correct height of walls and door.

Yes _____ correct materials for walls, door (visual inspection).

Comments:

Accessory Structures (<1,000 s.f. footprint)

N/A _____ correct positioning on site.

N/A _____ matches plan detail (visual inspection).

Comments:

Flag Poles

N/A _____ correct positioning on site.

Comments:



SPALDING DEDECKER ASSOCIATES, INC.

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EXHIBIT J

Outdoor Lighting

Yes _____ correct number provided and positioning on site.

Comments:

Streetscape / Open Space Amenities (Decorative Pavers)

N/A _____ correct positioning on site.

Comments:

Streetscape / Open Space Amenities (benches, plaza parks, gazebos, recreational equipment, climbing walls, fountains, decorative water features)

N/A _____ correct positioning on site.

N/A _____ comments provided related to general deficiencies, if observed.

Comments:

Screening, Decorative and Retaining Walls

Yes _____ correct positioning on site.

Yes _____ correct height.

Comments:

Prepared By: Ted Meadows

Date: 11/19/08



SPALDING DEDECKER ASSOCIATES, INC.

10503 Citation Drive • Suite 600 • Brighton • Michigan 48116 • Tel 810 534 1400 • Fax 810 534 1402

EXHIBIT K

May 10, 2007

Mr. John Hines, Building Official
City of Novi
45175 W. Ten Mile Road
Novi, MI 48375

Re: Heritage Office Complex
Preliminary Floodplain Use Permit Review
Job No.: NV07-004
Novi Project #: FP07-0003

Dear Mr. Hines:

We have completed our review of plans prepared by M & M Engineering, Inc. with regard to modifications to "Chapman Creek" and its regulated floodplain from 10 Mile Road downstream to Novi Road in Section 27 of the City of Novi. This review is being performed pursuant to the Floodplain Use Permit application filed April 24, 2007 and for conformance with the City of Novi Code of Ordinances; Chapter 12 – Drainage and Flood Damage Prevention. We offer the following comments:

- The flood plain has been delineated on the plans according to the City of Novi Maps as obtained by FEMA's Flood Insurance Rate Maps (FIRMs). The FIRMs only represent the approximate location of the flood plain, therefore the plans must identify and show the actual location of the flood plain by elevation as identified in the Flood Insurance Study (FIS).
- The 1% annual chance flood (100-year) is approximately 892.6 NAVD88 for this development according to the FIS. A conversion for the flood plain elevation from the NAVD88 datum to the datum used may need to be provided on the plans. The proposed building, retaining walls, dumpster pad, parking areas, and general grading for this site appear to impact the flood plain. The plans and MDEQ permit must be modified accordingly.
- Modification to the flood plain will require a Conditional Letter of Map Revision from FEMA. Visit the FEMA website to view/download the available application forms and their associated instructions for the above referenced Letters of Map Change (LOMC) at:

http://www.fema.gov/plan/prevent/fhm/frm_form.shtm.

- Cut and fill calculations must be specified by location and amount on the engineering plans.
- The rim of sanitary sewer manhole structures should be located above the 1% annual chance flood elevation.

Engineering Consultants

Infrastructure • Land Development • Surveying



SPALDING DEDECKER ASSOCIATES, INC.

10503 Citation Drive • Suite 600 • Brighton • Michigan 48116 • Tel 810 534 1400 • Fax 810 534 1402

Mr. John Hines
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May 10, 2007

EXHIBIT K

Recommendations

We cannot recommend approval of a Floodplain Use Permit for this project at this time. The items listed above will need to be addressed prior to any construction activities within the currently regulated floodplain limits of Chapman Creek.

Once the above-noted items are addressed, applicant is advised to re-submit this information to the City of Novi Department of Building and Safety for further review.

It should be noted that once the above items have been provided and are determined acceptable, a use permit will be recommended for approval conditioned upon the following:

- Securing a Part 31 Permit for work in the 100 year floodplain.
- Securing a FEMA – CLOMR Based on Fill if flood plain is modified.

If you have any questions regarding these comments, please contact our office at your convenience.

Sincerely,

SPALDING DEDECKER ASSOCIATES, INC.

Brian McKissen, PE
Project Engineer

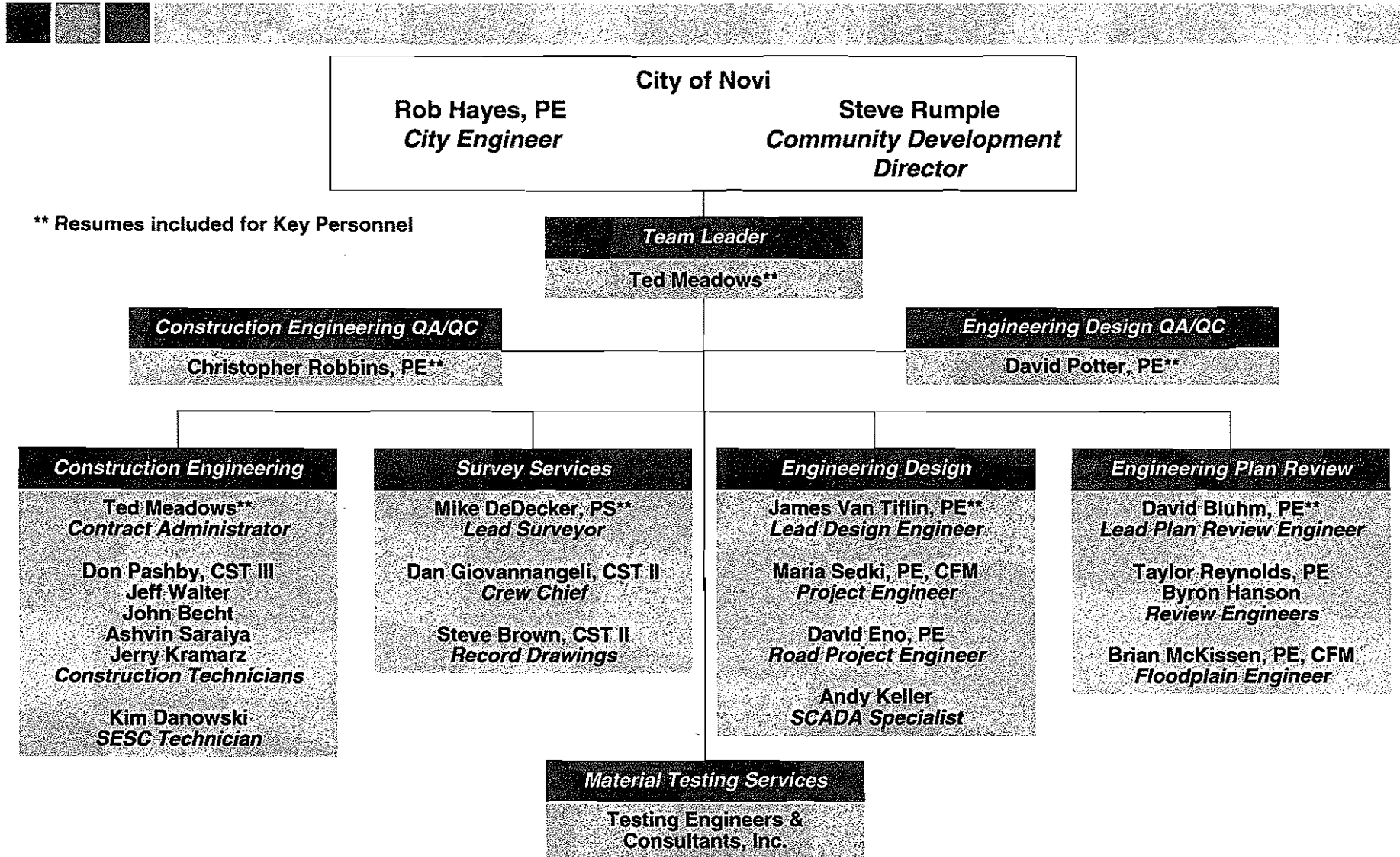
DWB/BM

cc: Mr. Benjamin Croy, PE, City of Novi, Engineering
Mr. Madhukar Mahajan, PE, M & M Engineering, Inc., 23965 Novi Road, Suite 140,
Novi, MI 48375

Engineering Consultants

Infrastructure • Land Development • Surveying

Organization Chart



** Resumes included for Key Personnel

Staffing Summary

SDA has assembled a well qualified Team of Professional Engineers, Contract Administrators, and Technicians with strong leadership and familiarity with the City of Novi. The Team also includes a QA/QC staff knowledgeable of the history of the City of Novi and understand of the City's goals. The Project Team was formed to cover all of the requirements the City may have for the Civil Engineering Field Services. The SDA Team's goal is to assist the City of Novi in remaining one of America's Top 100 Places to Live. Ted Meadows will be the primary point of contact with the City of Novi.

The SDA Team consists of the following Key Personnel:

Team Leader

Ted Meadows has more than six years of experience with the City of Novi and 11 years in municipal construction engineering. Ted provides field and office expertise for the successful support and continuous improvement of Construction Engineering (CE) projects to provide quality in workmanship and value for projects within the City. Currently, Mr. Meadows is the Construction Operations Supervisor for projects within the City of Novi. Ted will be responsible for the daily construction activities for all projects including staff scheduling, construction observation procedures, staff training, as-built plan review, walkthroughs, punch lists, and project close out.

Construction Engineering QA/QC

Christopher Robbins, PE has nine years with SDA and with more than 17 years of experience in the industry. Mr. Robbins manages and directs the CE Department. He is familiar with the variety of engineering concepts, practices, and procedures needed to meet today's client's expectations. As the CE Department Manager, Chris plans and directs all aspects of CE services within SDA. Mr. Robbins will oversee Mr. Meadows to ensure that all aspects of the Civil Engineering Field Services over exceed the expectations of the City.

Engineering Design QA/QC

David Potter, PE has seven years with SDA and 28 years of experience in the construction and engineering industry. Mr. Potter manages and directs the Municipal Engineering Department. He is familiar with a multitude of engineering concepts, practices, and procedures needed to meet today's permitting requirements and client's expectations. As the Department Manager, he plans and directs all aspects of municipal engineering consulting services within SDA. Dave ensures responsive project planning, design, and execution. Dave also ensures that design initiatives and processes are in conformance with SDA's established ISO 9001-2000 policies and procedures.

Engineering Design

James Van Tiflin, PE has 16 years of experience in the industry. He is the Assistant Department Manager of the Municipal Engineering Department. Jim has spent his entire career with SDA. Mr. Van Tiflin's engineering experience includes the design of sanitary sewers, pump stations, watermains, storm sewers, and local county roads, as well as review of the development plans for compliance with Township Ordinances / Master Plans and sound engineering practices. He works closely with all County and State agencies having jurisdiction to ensure that all requirements are met. He also has experience in writing contract specifications and construction contract administration.

Survey Services

Michael DeDecker, PS has 14 years of experience in the industry. In his role as Lead Surveyor, Mike will be responsible for surveying, mapping, and organizing the development of Record Drawings. Mr. DeDecker provides surveying expertise for the support and continuous improvement of SDA's survey for completion of the Record Drawings. He will direct all project surveyors, survey draftsmen, and field crews and will perform project quality control, project research, boundary calculations, survey computations, and field data analysis.



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City of Novi
Engineering Services for 2009 Neighborhood Roads Program
PR09-051

Staffing Summary

Engineering Plan Review

David Bluhm, PE has more than six years with SDA and 24 years of experience in the industry. He has overseen private development project review for more than 17 years with his client communities, many of which posed complex engineering and project coordination challenges. David has worked closely with Planning Commissions, City Councils, and Township Boards representing communities' interests in private development and public projects. He has also worked closely with Local, County, and State permit agencies, private utility coordination, and right-of-way easement acquisition services and is familiar with the processes and personnel throughout Oakland County.

Construction & Soil Erosion Sedimentation Control Technicians

Don Pashby, Ashvin Saraiya, John Becht, Jeff Walter, and Jerry Kramarz combined have more than 120 years of experience in the civil construction engineering industry. They have multi-faceted experience in all phases of construction from Land Balance to Final Punch List. They have extensive experience in the monitoring of activities at construction sites in the City of Novi. Their experience and training ensures construction progresses as scheduled and contract specifications are adhered to. As the Construction Inspectors, they will inspect construction sites daily and work with contractors to schedule deliveries.

Specific tasks on private and public development projects that they have performed in 2006, 2007, 2008, and currently in the City of Novi are as follows: Attend Pre-Construction Meetings; review plans for possible utility conflicts; review of project survey cut sheets; material certifications review; inspection of installation for sanitary sewers, storm sewers, watermain, and bituminous and concrete pavement; enforcement of City's standards and details; watermain pressure and bacteria testing; flushing of poly pigs for cleaning of watermain; coordination and inspection of watermain tie-ins; sanitary sewer air testing; sanitary sewer televising; proof rolls of sub-base for pavement; inspection of concrete and bituminous grade preparation and paving operations; and site walkthroughs and punch list distribution. Additional inspections performed for the City include footing and grading certifications.

Soil Erosion Sedimentation Control Technician

Kim Danowski has two years of experience with SDA and 16 years in the construction Industry. Ms. Danowski is SDA's point person with the City of Novi Ordinance Enforcement Department and Lead Soil Erosion Sedimentation Inspector. Kim has numerous responsibilities within various levels of engineering for SDA's City of Novi Services. Kim has performed construction inspection, processed material certifications, shop drawings, pay estimates, and contract modifications, and has reviewed construction plans and specifications. She also performs Land Improvement reviews with the Municipal Department. Kim has field experience as a Construction Engineering Inspector including the inspection of construction operations with watermain, sanitary, and storm drain installation.



Resume



Ted Meadows Team Leader

Ted has 11 years of exceptional experience in municipal construction engineering. In his role as Contract Administrator, Ted is responsible for managing public and private construction engineering projects. Construction Engineering (CE) management involves the coordination of all aspects of a project including client relations and working with a project team to meet the requirements of the scope of work. Ted provides field and office expertise for the successful support and continuous improvement of CE projects to provide quality in workmanship and value for project budgets.

Currently Mr. Meadows is the construction operations supervisor for projects within the City of Novi. Ted has worked in the construction phase of numerous public works and private development projects on behalf of our municipal clients. As the supervisor of the construction staff, Ted is responsible for the daily construction activities for all projects including staff scheduling, construction observation procedures, staff training, as-built plan review, walkthroughs, punch lists, and project close out.

RELEVANT CIVIL ENGINEERING FIELD SERVICES EXPERIENCE

General Engineering and Construction Services, City of Novi, MI - Senior Construction Technician that supervised field and office construction technicians. Performed project quality control, construction contract administration, soil erosion and sedimentation control procedures, surveying, and observation of paving and tunneling operations. Oversaw work done in multifamily and single family developments throughout Oakland County.

General Engineering and Construction Services, Northville Township, MI - Senior Construction Technician that supervised field and office construction technicians. Performed project quality control, construction contract administration, soil erosion and sedimentation control procedures, surveying, and observation of paving and tunneling operations. Oversaw work done in multifamily and single family developments throughout Wayne County.

PUBLIC PROJECTS CONSTRUCTION ADMINISTRATION EXPERIENCE

Crowe / Ingersol Roads Reconstruction, City of Novi
11 Mile Road / Delwal Drive Water Main, City of Novi
SAD 170 Phase 1B and 2B, City of Novi
2006 Northville Township Water Main Improvements, Northville Township
Bradner and Franklin Road Water Main Replacement, Northville Township
Livingston/Mill Street Repairs, Village of Pinckney
Stormwater GIS and GPS Projects, Northville Township
Northville Community Park Paving Improvements, Northville Township, MI

EDUCATION

BS Environmental
 Science, University of
 Kansas, 1997

SPECIALIZED TRAINING / CERTIFICATIONS

MDOT Certified Density
 Technician
 MDOT Certified Aggregate
 Technician
 MDOT Concrete Paving
 Inspector

Concrete Technician &
 Concrete Construction
 Inspector Level I
 Concrete Field Testing
 Technician
 Level I

MDEQ Certificate of
 Training for Part 91 Soil
 Erosion and
 Sedimentation Control
 Radiation Safety Officer
 USDOT HAZMAT
 Certification
 HDPE Pipe Fusion
 Academy



Resume

Christopher J. Robbins, PE

QA/QC, Construction Engineering Department Manager

Christopher J. Robbins, PE has nine years with SDA with more than 17 years of experience in the industry. Mr. Robbins manages and directs the Construction Engineering (CE) Department. He is familiar with the variety of the engineering concepts, practices, and procedures needed to meet today's client's expectations. As the CE Department Manager, Chris plans and directs all aspects of construction engineering activities within the organization. Mr. Robbins ensures all engineering projects, initiatives, and processes are in conformance with SDA's established ISO 9001 policies and objectives, which ensures efficient coordination and completion of projects. Chris provides a unique blend of hands-on construction experience and front-end design experience.

Mr. Robbins supervises SDA's Contract Administrators and Field Leaders, whose work responsibilities include supervising on-site construction technicians, reviewing construction daily reports, responding to resident complaints, hosting construction progress meetings, reviewing project pay applications and quantities with the contractors, negotiating contractor construction claims, and assisting in project close-out and acceptance reports.

RELEVANT EXPERIENCE

Chapaton RTB Pump Station Dry Weather Stand-by Power, St. Clair Shores, MI
Sanitary Pump Station No. 7 Replacement, Macomb Township, MI
21 Mile Road & Fairchild Road Meter/PRV, Macomb Township, MI
23 Mile Road Sanitary Sewer (North Branch to North Avenue), Macomb Township, MI

MA020220T 23 Mile Road Water Main Replacement, Macomb Township, MI
Lake St. Clair Clean Water Initiative CSO Control Projects

- Relief Sewer from Bon Brae to Hoffman Pump Station, Hoffman Pump Station Improvements and Martin Drain Throttling Gate
 - Dry Weather Infiltration Removal, South Macomb Sanitary District, MI
- Stephenson Highway Rehabilitation, Troy, MI
M-29 Resurfacing, Clay and Ira Townships, MI
M-29 Concrete Pavement Repair, Marysville, MI
Infrastructure Rehabilitation, Trenton, MI
EMS Building #3, Lenox Township, MI
M-29 Palms Road to Flamingo Road Clay and Ira Township, MI
DWSD CS-1292 - General Engineering Services, As-Needed Basis
River North and River South Interceptors, Trenton, MI
Wastewater Treatment Plant and Retention Basin Enlargement, Trenton, MI
Wastewater Treatment Plant and Retention Basin Pump Station, Trenton, MI

EDUCATION

Bachelor of Science
Chemical Engineering,
1991, University of
Michigan

REGISTRATION

Professional Engineer,
Michigan, 6201051609,
2004

PROFESSIONAL

AFFILIATIONS

Engineering Society of
Detroit, Member since
2002

SPECIALIZED TRAINING

MDOT:

Concrete Inspection
Bituminous Inspection
Office Technician
Office Management
Procedures for Local
Public Works Projects
Field Manager

Michigan State University:
Introduction to Highway
Construction/Work Zones,
2004

CERTIFICATIONS

MDEQ Certificate No. 08-
0534 for Part 91, Soil
Erosion and
Sedimentation Control.
Expires 2/24/2013
MDEQ Waterworks
System Operation S-3,
No. 11852 issued 2/27/07,
expires 4/15/2010

Resume

David L. Potter, PE

QA/QC / Vice President / Treasurer / Municipal Department Manager

David L. Potter, PE has seven years with SDA with 28 years of experience in the construction and engineering industry. Potter manages and directs the Municipal Department. He is familiar with a multitude of the engineering concepts, practices, and procedures needed to meet today's permitting requirements and client's expectations. As the Department Manager, he plans and directs all aspects of municipal engineering consulting services within SDA. Dave ensures responsive project planning, design and execution. Dave also ensures that design initiatives and processes are in conformance with SDA's established ISO 9001 policies and objectives, which ensures efficient coordination and completion of construction engineering projects. He currently serves as QA/QC Coordinator on several ongoing design projects.

Potter's experience in civil engineering covers a wide variety of projects for both public and private clients. These have included large public work projects including water and sanitary utility design and construction projects. His experience includes tasks related to major public works ranging from the design and construction engineering of transmission water mains, deep interceptor sewers, water booster pump stations, sanitary pump stations, earthen dam construction, lake improvement projects, wetland mitigation projects, storm water master drainage plan development, county drain commissioner maintenance projects and local and county soil erosion and sedimentation control programs. He had managed and successfully delivered municipal road bond programs, MDOT locally funded bridge and major roads, and special intersection signal projects.

He is very familiar with funding sources, budget allocation protocols and grant program and audit protocols.

RELEVANT EXPERIENCE

Relief Sewer from Bon Brae to Hoffman Pump Station, Lake St. Clair Clean Water Initiative Project, Macomb County
 City of Trenton Construction Improvements, Trenton
 Livonia 2006 Asphalt Paving Program and Construction Engineering, Livonia
 2001 Road Bond Program, Novi,
 1996 Road Bond Program, Novi
 26 Mile Road Sanitary Sewer Extension, Lenox Township
 Hydraulic Modeling Study, Water Distribution Systems, Lenox Township
 New Control System and Telemeter System (SCADA), Macomb County
 North Gratiot Interceptor / New Haven Sanitary Sewer, Lenox Township
 Storm Water Management/Implementation Planning, West Bloomfield Township
 Soil Erosion and Sedimentation Control Services, Oakland County, Troy
 New Truck Staging/Parking Facility for Ambassador Bridge, Detroit
 Kirkway Road Bridge Reconstruction for Road Commission for Oakland County, Bloomfield Township

EDUCATION

B.S., Civil Engineering,
 1985, New Mexico State
 University
 M.S., Civil Engineering,
 1998, Wayne State
 University

REGISTRATION

Professional Engineer,
 California, 46109, 1989
 Professional Engineer,
 Michigan, 35821, 1990

PROFESSIONAL AFFILIATIONS

American Society of Civil
 Engineers (ASCE)
 Member since 1988
 ASCE Michigan SE
 Branch Board Member,
 Treasurer, 2009

SPECIALIZED TRAINING

MDOT Field Manager
 Safe-2-Build Safety
 Training
 Red Cross CPR and First
 Aid
 ACEC/MDOT Materials
 Acceptance Process
 Training
 Construction Specs
 Institute
 Cert. Documents
 Technologist - 2005

TRAINING /

CERTIFICATIONS

MDEQ Storm Water
 Operator Construction
 Sites 1994 No. C-00216
 MDEQ Certificate No. 02-
 344 for Part 91, SESC
 MDEQ Storm Water
 Operator Industrial Sites
 1996 No. I-02684



Resume

Michael F. DeDecker, PS

Lead Surveyor

Michael F. DeDecker, PS has 14 years of experience in the industry. In his role as a Survey Project Manager, Mike is responsible for organizing the highly complex activities for the development and implementation of surveying and mapping projects. Project management involves the coordination of all aspects of a project including client relations and working with a project team to meet the requirements of the scope of work.

As Project Manager, DeDecker supervises project surveyors, survey draftsmen, and field crews. He performs project quality control, project research, boundary calculations, survey computations and field data analysis. Mike is experienced in various aspects of surveying including providing boundary and topographical surveys and overseeing large construction layout projects. He is proficient in preparing ALTA/ACSM Land Title Surveys and has particular experience in surveying for municipal infrastructure projects.

RELEVANT EXPERIENCE

As-built Measurements, Record Drawings and GIS Utility Data for Private Construction Projects, Novi, MI – Project manager responsible for overseeing survey field-crews and CAD draftsmen. Work included performing field-measurements and creating record drawings according to the City's standards. Provided data in GIS shape file format to streamline input into City's GIS.

Municipal Design Projects, Various Municipalities, MI - Project Manager in charge of providing topographical and right-of-way surveys to SDA design staff for numerous projects in the Townships of Clinton, Macomb, White Lake, Lenox, Van Buren, and West Bloomfield, and the Cities of Novi, Troy, Rochester Hills, Detroit, Trenton, Orchard Lake Village, Wyandotte and Livonia. Projects included water main, sanitary sewer, storm sewer, and pavement design. Included updating benchmark records for the communities as part of each project. Subsequently oversaw the surveying layout for the individual projects.

Southeast Macomb Sanitary District Construction Improvements, St. Clair Shores, MI - Manager responsible for providing topographical survey along Jefferson Avenue.

River North and River South, Trenton, MI - Project Manager responsible for providing topographical survey along an approximately four mile long route for the combined sewer overflow elimination project.

As Needed Engineering Staking Services, Port Huron, St. Clair County, MI - Survey Project Manager – As needed preliminary staking and verification staking for various state construction projects for the Michigan Department of Transportation - Port Huron TSC service area.

EDUCATION

BS, Surveying
Engineering, 1994, Ferris
State University

REGISTRATION

Professional Surveyor,
Michigan, 44282, 1998

PROFESSIONAL AFFILIATIONS

Michigan Society of
Professional Surveyors,
Southeast Chapter
(President, 2005; Chapter
Representative to State
Board 2006)
American Congress on
Surveying and Mapping
(ASCM)

SPECIALIZED TRAINING

Courses Civil Engineering,
1995, Wayne State
University
Courses , 1992, Michigan
State University

Resume

James L. Van Tiflin, PE

Lead Design Engineer / Assistant Department Manager – Municipal Engineering

Mr. VanTiflin has 16 years of experience in the industry. He is the Assistant Department Manager of the Municipal Engineering Department. Jim has spent his entire career with Spalding DeDecker Associates, Inc. His engineering experience includes the design of sanitary sewers, pump stations, water mains, storm sewers, and local county roads, as well as review of the development plans for compliance with Township Ordinances/ Master Plans and sound engineering practices. He works closely with all county and state agencies having jurisdiction to ensure that all requirements are met. He also has experience in writing contract specifications and construction contract administration.

RELEVANT EXPERIENCE

Harrison Boulevard Water Main, Sanitary Sewer, Storm Sewer and Concrete Paving S.A.D., Clinton Township, MI - Designed improvements along a 1,800-foot section of residential subdivision right-of-way previously served by septic systems, wells and a gravel road. Wrote contract specifications and obtained municipal approvals and permits for the project. This project was intended to promote development of a mostly undeveloped subdivision.

Fire Station No. 3 Training Tower, Macomb Township, MI – Provided overall project management for the design and construction of all site work necessary for a 2,100 square foot training tower. The project included the design of 24,000 square feet of reinforced concrete pavement and associated storm sewer, the concrete building foundation and 500 feet of 8-inch water main. Supervised the design team, maintained contact with the client, and obtained all necessary permits.

21 Mile and Fairchild DWSD Water Supply Connection, Macomb Township, MI – Provided overall project management for the design of a 16" water supply connection to the DWSD distribution system. The project included the installation of separate water meter and pressure reducing chambers and associated telemetry. Obtained municipal approvals and permits for the project. This project included coordination with the Township in acquiring easements.

Sanitary Pump Station No. 7 Replacement, Macomb Township, MI – Provided overall project management for the replacement of a 24 cubic feet per second sanitary pumping station, ¼ mile of 20-inch force main and ½ mile of 16-inch water main. Supervised design team, maintained constant contact with the client, and obtained all necessary permits. The project also included coordinating the acquisition of all easements and real estate necessary to construct the utilities as designed.

EDUCATION

BSCE, Michigan State University, 1992

REGISTRATION

PE, Michigan, 1997

PROFESSIONAL AFFILIATIONS

American Water Works Association (AWWA) - Member since 2005

SPECIALIZED TRAINING

American Council of Engineering Companies (ACEC) - Project Manager Training

PSMJ Resources, Inc. - Project Management Bootcamp

Leadership Macomb



Resume



David W. Bluhm, PE
Lead Review Engineer

David W. Bluhm, PE has 6-1/2 years with SDA and 25 years of experience in the industry. Bluhm is the Account Manager for SDA's Oakland County client communities, which include City of Orchard Lake Village and Charter Township of West Bloomfield. In his role as account manager, Mr. Bluhm has managed all aspects of municipal engineering for his client base, from private development review, engineering design and construction management. David's educational and diversified project experience have provided him with unique problem solving and project management skills.

RELEVANT CLIENT MANAGEMENT EXPERIENCE

City of Novi, MI – Currently, through SDA acts as client representative for this large, fast growing community in southeast Michigan. Mr. Bluhm manages review and inspection services provided through the Community Development Department. Managed review and inspection services for Individual Land Improvement Permits for new residential construction and improvements to existing structures. Oversees Floodplain Management activities for the community. Assisted the Novi Planning Department in the development of procedures and guidelines for the private development improvement process.

Charter Township of West Bloomfield, MI - Client Representative for established residential community in southern Oakland County. David serves as the Township Engineer and he and his staff maintain office hours at the Township to address all aspects of engineering services. Mr. Bluhm is responsible for managing the design and construction implementation for a variety of projects including road paving and facility improvements projects; sanitary sewer systems; storm drainage improvements; and pedestrian facilities. Provided project management for the development and implementation of a Township Stormwater Implementation/Master Plan. Coordinates the implementation of projects through Special Assessment Districts and Tri-Party funding. Manages construction engineering activities for private development projects within the community. He has taken a lead role with the Township in developing low-pressure sewer and grinder pump blanket contracts for construction. Developed prioritization report for \$15m Pathway Connection program. Currently providing project management for implementation of this pathway plan.

City of Orchard Lake Village, MI - Client Representative for small but active lake community in Oakland County. Responsible for all engineering related activities undertaken in the community including street and utility design projects, utility master planning, pavement management system development, and engineering site plan review. Routinely represents the community at City Council meetings. Developed a road evaluation program for City streets used to determine yearly road maintenance program. Manage the design and construction of yearly road maintenance program which include road reconstruction, mill and overlay and drainage improvements to local public roads.

EDUCATION

Bachelor of Science Civil Engineering, 1984,
Michigan State University
Masters Business Administration, 1991,
Oakland University

REGISTRATION

Professional Engineer,
Michigan, 36018, 1990

PROFESSIONAL AFFILIATIONS

Michigan Society of Professional Engineers,
Member since 1990

Qualifications



Spalding DeDecker Associates, Inc. Corporate Profile

Founded in 1954 and incorporated in the State of Michigan, Spalding DeDecker Associates, Inc. (SDA) provides consulting civil engineering and surveying services to municipal clients. We are an employee-owned business with over 110 professionals on staff who have a wide range of skills and expertise. Because of our multi-disciplined company we are able to offer a wide range of services including:

- Construction observation and inspection
- Construction administration and management
- Site development and feasibility studies
- Survey and mapping
- Engineering plan review
- Regulatory compliance
- Master planning
- Bridge and road design
- Utility design
- Structural engineering
- Water and sewer systems operations
- Flow monitoring, maintenance, and hydraulic modeling
- Supervisory Control And Data Acquisition SCADA
- Security engineering
- Traffic analysis

SDA has put together a strong team to best continue to serve all of the requirements of the City of Novi. Many members have served other SDA client communities and bring their experience and diversity from those communities to their role as a City of Novi Team Member.

SDA's success with similar municipal clients is a result of keeping the Client apprised of the critical decisions that may affect the successful completion of any project. All communication and coordination between the City of Novi and SDA would be channeled through the Lead Contact, Mr. Ted Meadows.

ISO 9001-2000 Certification

We are genuinely committed to delivering top-quality services and recognize the importance of maintaining close ties with our clients. SDA improves, adapts, and expands services in response to our clients' needs and requirements. In the legacy of our founders, we have a commitment to providing quality design, surveying, and engineering services that satisfy the needs of our clients in the most cost-effective manner. We have been assessed and registered as meeting the requirements of BS EN ISO 9001-2000.



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City of Novi
Civil Engineering Field Services
PR09-064

Qualifications



Detailed Description of Similar Municipal Engineering Projects

The following is a brief summary of the types of projects currently performed by SDA for our municipal clients that are similar in population and require services similar in nature to those requested in the Civil Engineering Field Services RFQ for the City of Novi. These are just a few examples of the experience SDA has outside of the services we are currently providing to the City of Novi.

Charter Township of West Bloomfield

SDA has provided General Engineering Services to the Charter Township of West Bloomfield since 2002. In this capacity we function as the Township's Engineering Department. SDA performs a wide variety of services for the Charter Township of West Bloomfield. Detailed descriptions of projects performed for the Charter Township of West Bloomfield which are similar in nature to the services described in the Civil Engineering Field Services RFQ, are as follows:

- Perform occupancy certificate reviews and inspections for all projects. Work includes office review of acceptance documents (e.g. as-builts drawings), field inspection for all site amenities (excluding building) and recommendation for full or partial release of site development bond and occupancy.
- Perform inspection of paving and underground utilities (water, sanitary, storm, etc.) for private and public projects with recommendation for acceptance. Includes installation of grinder pumps.
- Coordinate and conduct all Pre-Construction Meetings for private projects and public projects related to SDA design projects.
- Review detailed engineering plans for conformance with Township ordinance requirements. Includes review of all easements, master deeds, and restriction before recording.
- Coordination with all other Township Departments and consultants for project approval.
- Provide court testimony as needed for private and public projects.
- Attend Public Meetings as needed. Meetings include Township Board, Planning Commission, SAD Hearings, etc.
- Review site plans, subdivision plats, and condominium plans for conformance with Township ordinances. Includes site development bond estimate reviews.
- Review of FEMA floodplain alteration documents such as CLOMR, LOMR, and LOMA for private and public projects.
- Perform studies such as storm system modeling, master plan, and pathway prioritization plan.
- Cost estimating, project management, and design for a variety of special assessment projects for sanitary sewer and public non-motorized pathway and road improvements.
- Prepare design plans and specifications for sanitary grinder pump installations

Charter Township of Clinton

SDA has provided General Engineering Services to the Charter Township of Clinton since 1957. In this capacity we function both as the Township's Engineering Department and a Consultant to the new staff engineer. SDA performs a wide variety of services for Charter Township of Clinton. Detailed descriptions of projects performed for Charter Township of Clinton, which are similar in nature to the services described in the Civil Engineering Field Services RFQ, are as follows:

- Provide engineering review of residential plot plans (LIP) for conformance with grading and drainage ordinance requirements of the Township.
- Conversion of as-built utility information into the Township GIS for both private and public projects.



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Lenox Township
General Consulting Engineering and Surveying Services
PR09-001

Qualifications



- Review detailed engineering plans for conformance with Township ordinance requirements. Includes review of all easements, master deeds, and restriction before recording as well as as-built drawings after construction is complete.
- Provide court testimony as needed for private and public projects.
- Attend Public Meetings as needed. Meetings include Township Board, SAD Hearings, etc.
- Review of FEMA floodplain alteration documents such as CLOMR, LOMR, and LOMA for private and public projects.
- Perform studies such as Inflow and Infiltration, Sanitary Sewer Evaluation Survey, water, sanitary and storm system modeling, flood plain hydraulics, flow monitoring, etc.
- Design of all minor and major public capital improvement and special assessment projects for water, sanitary, storm, and sidewalk/pathways.

Township of Macomb

SDA has provided General Engineering Services to the Township of Macomb since 1967. In this capacity we function as the Township's Engineering Department. SDA performs a wide variety of services for Macomb Township. Detailed descriptions of projects performed for Macomb Township which are similar in nature to the services described in the Civil Engineering Field Services RFQ, are as follows:

- Provide engineering review and inspection of residential plot plans (LIP) for conformance with the ordinance requirements of the Township. Work includes office review of plot plan for grading and drainage, office review, and field inspections of the preliminary grade certificate which indicates horizontal and vertical location of the brick ledge for conformance with approved plot plans and trouble shooting issues at final grade.
- Perform occupancy certificate reviews and inspections for all projects. Work includes office review of acceptance documents (as-builts drawings, structure tables, etc.), field inspection for all site amenities (excluding building), and recommendation for full or partial release of site development bond and occupancy.
- Perform storm water operator inspections and maintain logs as required under NPDES Notice of Coverage for all public projects.
- Perform inspection of pavement (sidewalks, pathways, roads, parking lots, etc.) for private developments. Includes coordinating proof roll, density testing, and recommendation for acceptance.
- Review detailed engineering plans for conformance with Township ordinance requirements. Includes review of all easements, master deeds, and restriction before recording.
- Coordination with all other Township Departments and consultants for project approval.
- Provide court testimony as needed for private and public projects.
- Attend Public Meetings as needed. Meetings include Township Board, Planning Commissions, Zoning Board of Appeals, SAD Hearings, etc.
- Review site plans, subdivision plats, and condominium plans for conformance with Township ordinances. Includes site development bond estimate reviews.
- Review of FEMA floodplain alteration documents such as CLOMR, LOMR, and LOMA for private and public projects. Prepare documentation and attend Community Assistance Visit (CAV) with MDEQ. Assist Building Official on the Township's Community Rating System.
- Perform studies such as Inflow and Infiltration, water, sanitary and storm system modeling, flood plain hydraulics, flow monitoring, etc.
- Design of all minor and major public capital improvement, special assessment and developer funded trunkline utility projects for water, sanitary, storm, and sidewalk/pathways.



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Lenox Township
General Consulting Engineering and Surveying Services
PR09-001

Qualifications



City of Troy

SDA has provided General Engineering Services to the City of Troy since 2002. In this capacity we supplement the City's engineering department on an as-needed basis. SDA performs a wide variety of services for the City of Troy. Detailed descriptions of projects performed for the City of Troy which are similar in nature to the services described in the Civil Engineering Field Services RFQ, are as follows:

- Perform Soil Erosion and Sedimentation Control (SESC) inspections for all public and private projects. Includes providing reports on violations and coordinating with the City for the issuance of a Notice of Deficiency.
- Review detailed engineering plans for conformance with City ordinance requirements. Includes review of all easements, master deeds, and restriction before recording.
- Perform studies such as Inflow and Infiltration, water system losses, local surface and subsurface drainage problems, environmental and wetlands assessments, floodplain, backwater analysis, etc.
- Design of minor and major public capital improvement and special assessment projects for water, sanitary, storm drainage, traffic signals, bridges, and roads.



Qualifications

Key Staff for Similar Municipal Engineering Projects

The following is a summary of the key SDA staff who participated in the referenced projects listed above along with a brief description of their duties and responsibilities that are similar to the services requested in the Civil Engineering Field Services RFQ for the City of Novi.

Assigned Personnel	Role on Project
David Bluhm, PE - Taylor Reynolds, PE - Byron Hanson - Brian McKissen, PE, CFM - Tiffany Clark, EIT, CFM - Lydia Rodriguez - Mike DeDecker, PS - John Becht - Jeff Walter	Overall Project Manager Development Plan Review, Studies, and Infrastructure Design Development Plan Reviewer Flood Plain and Storm Water Management Review And Studies Infrastructure Design and Storm Water Management Review AutoCAD Design Survey Field Services Manager Construction Field Services Manager – Pre-Construction Meetings Utility and Paving Inspection
Mitch O'Connor, PE - Crystal Sapp - Brian McKissen, PE, CFM - Lydia Rodriguez - Mike DeDecker, PS	Overall Project Manager Development Plan Review, Studies, and Infrastructure Design Flood Plain and Storm Water Management Review and Studies AutoCAD Design - Mapping / GIS Specialist Survey Field Services Manager
Jim Van Tiflin, PE - Beth Kilbourne, PE - Byron Hanson - Brian McKissen, PE, CFM - Maria Sedki, PE, CFM - Mike DeDecker, PS - Chris Robbins, PE - Michael Badamo, CFM - Tom McKiernan	Overall Project Manager Development Plan Review, Studies, and Infrastructure Design Development Plan Reviewer Flood Plain and Storm Water Management Review and Studies Design and Studies Manager Survey Field Services Manager Construction Field Services Manager Paving, Storm Water Operator, Occupancy, and Grade Inspections Paving and Grade Inspections
Dave Potter, PE - Jim Van Tiflin, PE - Beth Kilbourne, PE - Byron Hanson - Maria Sedki, PE, CFM - Mike DeDecker, PS - Dave Eno, PE - Chris Robbins, PE - Kim Danowski	Overall Project Manager Municipal Design Services Manager Development Plan Review, Studies, and Infrastructure Design Development Plan Reviewer Utility Design and Studies Manager Survey Field Services Manager Transportation Design and Studies Manager Field Services Manager Soil Erosion and Sedimentation Inspections

Qualifications

References for Municipal Clients with Similar Services

SDA is very proud of the reputation we have established with our municipal clients during our many years of providing consulting services.

As required in the RFQ, SDA has provided municipal engineering services to all four references throughout the past five years.

We encourage you to contact the following references in order to obtain an assessment of our performance record in successfully completing projects.

Client Name	Project Description	Project Start & End Date	Client Contact Name	Phone Number	Email Address
Charter Township of West Bloomfield	General Engineering Services	2002 to Present	Marshall Labadie, Director of Development Services	(248) 451-4824	M_labadie@wbtp.com
Charter Township of Clinton	General Engineering Services	1957 to Present	Ken Jasinski, Superintendent, Water and Sewer Department	(586) 286-9300	k.jasinski@clinton township-mi.gov
Township of Macomb	General Engineering Services	1967 to Present	Gerry Wangelin, Superintendent, Water and Sewer Department	(586) 598-0687	wangeling@macomb-mi.gov
City of Troy	General Engineering Services	2002 to Present	Stephen Vandette, City Engineer	(248) 524-3383	vandettesj@troymi.gov