



CITY of NOVI CITY COUNCIL

Agenda Item 10
August 24, 2015

SUBJECT: Approval to award the contract for as-needed Supplemental Building & Trade Inspection Services and Plan Review Services to SAFEbuilt Michigan, LLC, subject to final review and approval of form of agreement by City Manager's office and the City Attorney for an estimated annual maximum cost of \$115,500 and a budget amendment for an additional \$28,800 in Professional Services Funds.

SUBMITTING DEPARTMENT: Community Development, Building Division

TW

CITY MANAGER APPROVAL:

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EXPENDITURE REQUIRED	\$ 115,500.00
AMOUNT BUDGETED	\$ 86,700 (FY15-16)
APPROPRIATION REQUIRED	\$ 28,800
LINE ITEM NUMBER	101-371.00-816.000

BACKGROUND INFORMATION:

The Community Development Department is committed to excellence customer service and effectively delivers a high level of quality customer service to all customers and visitors serviced by, as well as within in the City organization. The Building Division Inspection staffs specifically, strive to provide quickly and effectively deliver a high level of quality customer services to our customers, residents and businesses. With regard to building and trade (electrical, plumbing, heating and refrigeration) inspections, this means that inspection requests are fulfilled the next working day nearly 97-99% of the time and plan reviews completed on a timely manner. Construction activity within the City has increased to the point that is has become increasingly challenging to maintain a high level of service to our Novi customers with the current staffing all the while continuously engaging in workflow improvements.

Earlier this summer the City of Novi released an RFP to assist the Community Development Department with inspection and plan review services for commercial, residential and industrial projects in accordance with the State of Michigan Construction Codes. The qualified firms were required to be committed and driven to deliver excellence in customer service and assist with Community Development Department with examining its current practices regrading workflow and customer service improvements. Only one firm responded and based on evaluation of qualifications staff proceeded to negotiate with SAFEbuilt Michigan, LLC.

SAFEbuilt, will help us create a seamless partnership working to improve workflow efficiencies, improvements to the departments customer service efforts, reduce costs (sick time, vacation pay out and insurance costs). The services would be provided for one full-

time Building Inspector/Plan Review and allow us to take advantage of contracted services on an as-needed basis for (1) year with (2) single year renewal options.

RECOMMENDED ACTION: Approval to award the contract for Community Development as-needed Supplemental Building & Trade Inspection Services to SAFEbuilt Michigan, LLC, subject to final review and approval of form of agreement by City Manager's office and the City Attorney, for an estimated annual maximum cost of \$115,500 and a budget amendment for an additional \$28,800 in Professional Services Funds.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Markham				

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Council Member Mutch				
Council Member Poupard				
Council Member Wrobel				

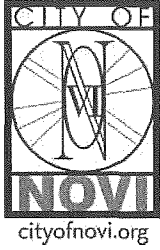
RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following Budget Amendment for as-needed supplemental building and trade services and plan review services is authorized:

	INCREASE (DECREASE)
General Fund	
REVENUES	
Property Tax Revenue	28,800
TOTAL REVENUES	<u>\$ 28,800</u>
APPROPRIATIONS	
Community Development - Building	
Personnel Services	(86,700)
Other Services and Charges	115,500
TOTAL APPROPRIATIONS	<u>\$ 28,800</u>
Net Increase (Decrease) to Fund Balance	<u><u>\$ -</u></u>

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Novi at a regular meeting held on August 24, 2015

Maryanne Cornelius
City Clerk



**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS**

The City of Novi will receive sealed proposals for **Supplementary Building & Trade Inspection Services** according to the specifications of the City of Novi.

Sealed proposals, with fee proposals in a separate sealed envelope, will be received until **11:00 A.M.**, prevailing Eastern Time, **Friday, August 7, 2015**. *Fee proposals will not be read at this time.* Proposals shall be addressed as follows:

**CITY OF NOVI
CITY CLERK'S OFFICE**
45175 Ten Mile Rd.
Novi, MI 48375-3024

All proposals must be signed by a legally authorized agent of the bidding firm.
ENVELOPES MUST BE PLAINLY MARKED

**"SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES
RFP"**

AND MUST BEAR THE NAME OF THE PROPOSER.

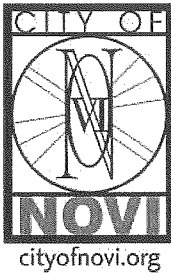
The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: July 24, 2015

NOTICE TO PROPOSERS:

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, www.mitn.info and obtain an official copy.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES AND PLAN REVIEW SERVICES- RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

INSTRUCTIONS TO PROPOSERS

This RFP is issued by the Purchasing Office of the City of Novi.

IMPORTANT DATES

RFP Issue Date	July 24, 2015
Last Date for Questions	Friday, July 31, 2015 by 12:00 P.M. Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Friday, August 7, 2015 by 11:00 A.M.

PROPOSAL SUBMITTALS

Provide **three (3)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL, and **two (2)** copies of the original proposal, clearly marked as COPY. Original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling. FEE PROPOSALS MUST BE SEALED IN A SEPARATE ENVELOPE. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL. No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.

CHANGES TO THE RFP/ADDENDUM

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional Bid provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at www.mitn.info. Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only

written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

TYPE OF CONTRACT

If a contract is executed as a result of the bid, it stipulates a fixed price for services. The contract period will be for one (1) year. Upon mutual consent of the City of Novi and the successful proposer, the contract may be renewed for two (2) additional years in one (1) year increments at the same terms and conditions of the original contract.

INSURANCE

A certificate of insurance naming the City of Novi as an additional insured and meeting the requirements in Attachment A must be provided by the successful proposer prior to commencement of work and remain in force during the entire contract period. The City must have a current certificate on file for the duration of the contract.

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

CONTRACT AWARD

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at the location specified and date & time specified. There will be no exceptions to this requirement. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposals. Proposals

received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form. Proposals must show unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.**

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

RESPONSIVE PROPOSALS

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

EXCEPTIONS

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

TAX EXEMPT STATUS

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such

taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful proposer for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

NON-DISCRIMINATION

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

DISCLOSURE

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

INDEPENDENT PRICE DETERMINATION

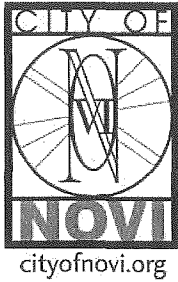
By submission of a proposal, the offerer certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the offerer's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



CITY OF NOVI
SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

SPECIFICATIONS

OVERVIEW

The City of Novi is soliciting proposals from qualified and experienced firms to assist the Community Development Department with inspection and plan review services for commercial, residential and industrial projects in accordance with the State of Michigan Construction Codes on an as-needed basis. The qualified firms must be committed and strive to deliver excellence in customer service and assist with Community Development Department with examining its current practices regrading workflow and customer service improvements.

The intention of this document is to enter into a contract with one or more qualified firms in order to provide the necessary services and meet departmental demands. It is the intent of these specifications to cover the furnishing and delivery to the City of Novi supplementary building & trade inspection services for residential, commercial, and industrial buildings. The specifications cover the general requirements. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interest of the City.

BACKGROUND

The City of Novi is a residential community in Oakland County Michigan with a population exceeding 55,000. The community includes important research, technical, service employers as well as educational institutions. It enjoys an excellent reputation in Southeast Michigan for its proactive government, community planning with many public parks and open space. The Community Development Department is currently planning and reconfiguration and examining its current practices regrading workflow and customer service improvements.

The City of Novi is a full service municipality. General information regarding the City is available at www.cityofnovi.org.

SCOPE OF WORK

Assist the Community Development Department with commercial, residential and industrial supplemental inspection and plan review services. The City can make no guarantees relating to the amount of work that will actually be available. The City reserves the right to have City staff perform any or all of this work at its discretion. The City may enter into a contract with one or more qualified firms in order to provide the necessary services and meet departmental demands.

- Customer service- the City of Novi is committed to excellence in customer service. Qualified firm team member(s) must provide knowledgeable, courteous, assist in

improving and efficient customer service and strive to deliver quality customer service.

- Inspections must be for compliance with applicable portions of the State of Michigan Building, Plumbing, Mechanical, Electrical, Barrier Free Code, Energy Efficiency and referenced Fire Code Provisions.
- It is anticipated that needs would include one full time Building Inspection and Code Plan Review for onsite services will be performed during normal business hours Monday-Friday; up to eight (8) hours per day; excluding Municipal holidays.
- Inspection services will include basic coordination with Plan Review, Clerical, Fire Review and Inspection and other Department inspection staff.
- Written notice of inspection left onsite for every inspection. Daily and remote entry of inspection results into BS&A Building Department.net software system. Computer access will be provided by the City of Novi.
- Supplemental inspection staff must be available a minimum of (1) hour a day (preferred 8-9am) in the City of Novi Community Development offices for consultation with contractors and/or property owners. (may be waived at the discretion of the Building Official or designee)
- All inspection staff must have and maintain at all times registration in appropriate inspection areas in accordance with the provisions of Act 54 of the State of Michigan and must demonstrate compliance. ICC certification desired. The City shall not be responsible for time and/or cost for continuing education of inspection staff or maintenance of certifications and registration.
- Inspection staff must keep complete, well organized records of inspections including timely entry in tracking documents.
- Inspection staff must be able to conduct inspections, consult with the public and contractors and communicate with the public in an effective, respectful, helpful, and friendly and productive manner.
- Inspection services will be utilized on as a needed basis by the City up to and including full time if needed to provide the needed level of service. Inspection services are expected to be provided when the contractor is notified by 4pm the previous business day.
- The City will provide Code reference documents, a computer workstation, access to printer and printing supplies only. Inspection staff must be competent in Microsoft Word, and Excel, and able to quickly perform basic functions in BS&A Building Department.net. Staff will be required to sign and adhere to all City of Novi third party technology use and policy documents and standards.
- All inspection staff must provide cell phone access for City staff during service hours. This will be provided without cost to the City.
- Inspectors must submit for and pass a driver's license and background check. The City will provide a municipal vehicle for use to and from inspections only.
- The physical demands while performing the duties of this job regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear, frequently required to stand, walk, and sit, kneel, crawl, crouch, climb, or stoop, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus.

REQUIREMENTS

- Inspection services must be provided as-needed on a next day schedule. Pricing is also requested for same-day service if needed.
- The successful firm must have experience with similar projects such as: hospitals, covered malls, large strip malls, medical office building, hotels, high hazard uses, mall tenant build-outs, industrial buildings, night clubs, restaurants, and churches.
- All inspectors must be registered under Act 54 in their appropriate fields.
- Ability to perform building, electrical, mechanical, plumbing, barrier free, energy code and referenced inspections and plan reviews.
- The City of Novi Building Official or their designee shall have the right to approve or disapprove inspectors based on performance, attitude and communications with others, team's attitude, professionalism and other applicable criteria.
- City of Novi is committed to excellence customer service. Must demonstrated ability to consistently and effectively deliver a high level of quality customer service to all customers and visitors serviced by, as well as within in the City organization.

PREFERRED QUALIFICATIONS

- ICC certified appropriate inspection fields
- Ability and certifications to perform Fire Alarm and Fire Suppression inspections.

PAYMENTS

Payments for services under this contract shall be made on an hourly basis. Benefits, supervisory time, administrative time, insurance, fuel surcharges, taxes, other overhead, profit and any other miscellaneous costs are **not** chargeable directly but are overhead and the cost will be included in the hourly rate(s). The City will not pay for travel time to the City offices at beginning of work day or travel time when leaving offices at end of work day.

WORKMANSHIP

All work under the resulting contract will be performed in a skillful and workmanlike manner, and shall meet with the approval of the Building Official or his authorized representative.

REGULATIONS AND SAFETY GUIDELINES

All contractors and subcontractors performing services for the City are required and will comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.

All contractors and subcontractors shall perform all work in accordance with applicable local, State and Federal laws, rules, and regulations, zoning and building codes, as well as M.I.O.S.H.A. guidelines in effect at the time of the project. The Contractor shall provide for the protection of the public, City employees, and the Contractor's own workers from work

related hazards. Contractor shall also provide notification to the City's Representative and personnel directly affected by the work of any potentially dangerous situations. In the event of an emergency affecting the safety of persons or property, the Contractor shall act immediately to prevent threatened loss or damage. The Contractor shall immediately stop any activity or operation affecting safety until the situation(s) is corrected.

SELECTION PROCESS

The City of Novi reserves the right to interview any number of qualifying firms as part of the evaluation process. The decision of which firm(s) to contact, if any, will be based on the evaluation criteria set forth herein, as determined in the evaluation process. Meetings with shortlisted proposers will provide additional information and criteria upon which the City will base its selection decision. The City of Novi reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

The City of Novi is not required to accept the lowest proposal in all or in part. The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of the services, of which qualifications, experience, references, methodology, timelines or capacity, may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

Proposals will be evaluated and ranked. The City of Novi reserves the right to reject any and all proposals to make an award based directly on the proposals. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City, including but not limited to quality, longevity, compliance with applicable standards, vendor qualifications and experience and cost analysis.

1. Qualifications, Experience and Training

The firm shall have on staff personnel who have experience with similar projects. Outline why the City should select your firm to provide the required services. Provide a profile of your firm, including history. Firm should clearly identify who shall be assigned to this project and provide their credentials and experience.

2. Comparable Projects

Provide a list of comparable projects that have been successfully completed by your firm.

3. Methodology

Provide the firm's method of approach or work plan summary to meet the City's objectives. Include copy/copies of inspection checklists from a recent significant project (i.e. hospital, large medical office building, or hotel).

4. Capacity

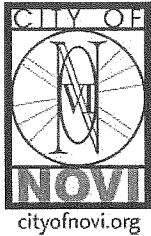
Is staff accessible and available to assist the City with this project? Describe how your firm can provide resources to assist the City. State your capacity to perform the work as described.

5. References

Provide references for similar work performed by your firm including the staff that would be providing service to the City.

6. Cost Proposal

Present a SEPARATE SEALED fee proposal identifying an hourly rate for each of the inspection categories. Out-of-pocket expenses, administrative charges, and so on are to be included in hourly rate. Any travel time, etc., for which a contractor is obligated to pay his employee should be considered a part of overhead, and allowances for such, figured into the fee quoted to the City



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.
4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits,

the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.

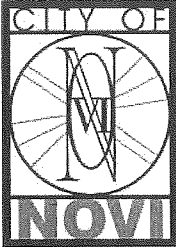
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

ADDITIONAL REQUIREMENTS

HOLD HARMLESS/INDEMNITY

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
 - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
 - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
 - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.
2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.

3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.



cityofnovi.org

CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

VENDOR QUESTIONNAIRE

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Name of Firm _____

Address: _____

City, State Zip _____

Telephone _____ Fax _____

Mobile _____

Agent's Name (please type) _____

Agent's Title _____

Email Address: _____

Website _____

1. Organizational structure: Corporation, Partnership, etc. _____
2. Firm established: _____
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
No _____ Yes _____ Reason: _____
4. Under what other or former names has your organization operated?

5. How many full time employees? _____ Part time? _____
6. How many years has your company been providing inspection services? _____
7. How many clients does your company currently serve with the type of services described?

8. Please provide a complete description of the services you will provide for the City.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

10. What are your billing procedures?

11. Additional information / Points not covered. Attach additional sheets if necessary.

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services.

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____
Address _____
Phone _____ Contact name _____
Scope of services _____

Company _____

Address _____

Phone _____ Contact name _____

Scope of services _____

13. Can you meet the City's insurance requirements? Yes _____ No _____

14. Please provide a copy of your inspection checklists.

Yes _____ No _____

15. Our fee proposal is included in a separate sealed envelope.

Yes _____ No _____

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

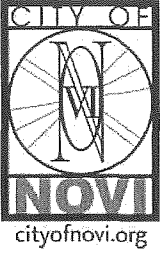
No _____ Yes _____

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: _____

Representative's Name (please print) _____

Date _____



CITY OF NOVI
SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

FEE PROPOSAL

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

Building Code Plan Review & Inspection

Hourly Rate
(M-F; eight (8) hrs per day)

A. Building \$ _____

Inspection Categories

Hourly Rate
(Prior day notice)

Hourly Rate
(Same day notice)

B. Building	\$ _____	\$ _____
C. Mechanical	\$ _____	\$ _____
D. Plumbing	\$ _____	\$ _____
E. Electrical	\$ _____	\$ _____

Alternates

F. Fire Alarm	\$ _____	\$ _____
G. Fire Suppression	\$ _____	\$ _____

We acknowledge receipt of the following Addenda: _____
 (please indicate numbers)

Exceptions (all exceptions must be noted here):

Comments: _____

Non-Iran Linked Business

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal submitted by:

Company (Legal Registration) _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized Agent's Name _____

Authorized Agent's Title _____

Authorized Agent's Signature _____

E-mail _____

Date _____

CONTRACT FOR SUPPLEMENTARY BUILDING AND TRADE INSPECTION SERVICES

This Agreement shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and SAFEbuilt Michigan, LLC, whose address is 3755 Precision Drive, Suite 140, Loveland, CO 80538, (hereinafter referred to as "Contractor").

THE CLIENT AND CONTRACTOR AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Contractor shall provide the materials and perform the services described on and in Schedule A (the "Work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence as of the date of the last signature and continue for one (1) year. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments.

Article III. Contract Price and Payment.

Subject to the terms and conditions of this Contract, the Client agrees to pay Contractor an amount services and materials as specifically set forth in the completed Proposal attached which is part of the attached Schedule A. Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract. The Client agrees to pay Contractor amounts due within thirty (30) days of receipt of an itemized billing/invoice from Contractor detailing all materials provided and work performed in connection with the billing and the hours and charges applicable to each such item. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

All costs and expenses incurred by Contractor under this Contract are deemed to be included in the amounts set forth in Schedule A. Contractor will obtain written approval of the Client prior to proceeding with any work that is not stated on Schedule A; otherwise, the Client will not be billed for such extra/additional work.

Payments shall be made upon verification of invoices received by the Client. All payments to Contractor shall be submitted by mail at Contractor's address first listed above, unless Contractor provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

A. 1. For cause: In the event that either party shall breach the terms and conditions of this Contract, the aggrieved party may notify the other party, in writing via certified

mail, of such breach and demand that the same be remedied within ten (10) days. If the defaulting party fails to remedy the breach as demanded, the aggrieved party shall then have the right to terminate by giving the defaulting party thirty (30) days written notice. In addition, if at any time a voluntary petition in bankruptcy shall be filed against either party and shall not be dismissed within thirty (30) days, or if either party shall take advantage of any insolvency law, or if a receiver or trustee of any of a party's property shall be appointed and such appointments shall not be vacated within thirty (30) days, the other party shall have the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate by giving thirty (30) days notice in writing of such termination.

2. For convenience: The Client may terminate the agreement, in whole or in part, without showing cause upon giving thirty (30) days written notice to the Contractor. The Client shall pay all reasonable costs incurred by the Contractor up to the date of notice of termination. The Contractor will not be reimbursed for any anticipatory profits that have not been earned up to the date of notice of termination.

- B. In the event this Contract is terminated before completion, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Contractor for such materials as have been delivered and for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Contractor continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination.

Article V: Independent Contractor/Vendor Relationship.

- A. In the performance of this Contract, the relationship of Contractor to the Client shall be that of an independent contractor and/or vendor and not that of an employee or agent of Client. Contractor is and shall perform under this Contract as an independent contractor and/or vendor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

Contractor, as an independent contractor and/or vendor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client.

- B. Contractor represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Contractor shall perform all of the work under this Contract and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

- A. Contractor agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Contractor in performing or failing to perform the work; or (ii) civil damages which arise out of any dispute between Contractor and its subcontractors, affiliates, employees or other private third parties in connection with this Contract. Contractor specifically agrees that it is Contractor's responsibility, and not the responsibility of the Client, to safeguard the property and materials used in performing this Contract, except for any damage caused by the actions or inactions of the Client, its agents, representatives, or third parties retained by the Client. Contractor agrees to hold the City harmless from any loss of or damage to such property and materials used in connection with Contractor's performance of this Contract, except for any damage caused by the actions or inactions of the Client, its agents, representatives, or third parties retained by the Client.
- B. Contractor shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule A, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Contractor in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule A.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Contractor during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Contractor under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Contractor. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.
- B. Compliance with Laws. This Contract and all of Contractor's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or

regulations, including without limitation, those which apply because Client is a public governmental agency or body. Contractor represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.

- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Contractor shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Dispute Resolution/Arbitration. The parties agree that any disputes regarding a claimed violation of this agreement shall first be submitted in writing to the other party in an attempt to settle the matter before pursuing other legal actions or notices provided for in this agreement. Such written communication shall clearly state the problem or concern, allow sufficient time for a written response from the other party, and culminate in a face-to-face meeting to determine if a remedial action is possible. In no event shall this process take more than thirty (30) days, unless a specific extended period of time is agreed to by both parties in writing as being necessary. The aforementioned initial written communications between the parties also shall indicate whether the party is willing to submit the dispute to binding arbitration, non-binding mediation or other form of alternate dispute resolution, and share equally the costs for same. Upon the parties agreeing to any such method of dispute resolution and a timetable for doing so, pursuit of other legal actions shall be deferred until the process has been completed. In any binding arbitration, the arbitrator shall provide a written statement of the reasons and basis for an award or decision, a judgment of the Oakland County Circuit Court may be entered based on the arbitration award or decision, and each party shall be responsible for their own costs and attorney fees.
- F. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Contractor that it is hired by Client to work exclusively for Client (and by extension for the Township should the work be accepted and implemented by the Township) and Contractor agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Contractor's performance of the work.
- G. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:
- Client: City Manager Peter E. Auger and City Clerk Maryanne Cornelius
Contractor: Greg Toph, Chief Revenue Officer
- H. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Contractor.
- I. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being

limited to that circumstance only and not applicable to subsequent actions or events.

- J. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.
- K. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the Client and the Contractor have executed this Contract in Oakland County, Michigan, as of the date last listed below.

WITNESS AND DATES
OF SIGNATURES:

CITY OF NOVI

Date: _____

By: Robert J. Gatt
Its: Mayor

Date: _____

By: Maryanne Cornelius
Its: Clerk

CONTRACTOR
SAFEbuilt Michigan, LLC

Date: _____

By: Greg Toph
Its: Chief Revenue Officer

1275476.3

Original Technical Proposal for

*Supplemental
Building / Trade Inspection and
Plan Review Services
Novi, MI*

August 06, 2015

SAFEbuilt.
www.SAFEbuilt.com

Scott Martin
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smartin@safebuilt.com

Steve Burns
Operations Manager
248.928.4729
sburns@safebuilt.com

Dennis Smith
Team Lead
248.624.0880
dsmith@safebuilt.com

All information contained in this document shall be treated as proprietary and confidential.

August 7, 2015

Sue Morianti, Purchasing Manager
City of Novi
City Clerk's Office
45175 Ten Mile Rd.
Novi, MI 48375-3024

Dear Ms. Morianti:

SAFEbuilt Michigan, LLC (SAFEbuilt) is pleased to present our initial proposal in response to the request for Supplementary Building & Trade Inspection Services and Plan Review Services information for the City of Novi. Accurate and timely Plan Review and Inspection Services are critical to help support City development. SAFEbuilt provides efficient and effective solutions. Our proven methods deliver high customer satisfaction at a reasonable cost.

In order to provide the results needed for Novi, it is imperative to choose a company with proven abilities that is capable of fully understanding the nature of contracted Building Services. Through our long-term experience with Michigan communities, SAFEbuilt has a complete understanding of the requirements and demonstrated capabilities with services of similar size, scope and complexity. Our previous work highlights our technical expertise to perform these services in a timely, well-qualified, and resourceful manner. SAFEbuilt is a local partner with the capacity to customize services to meet your needs. We ensure your program will be implemented seamlessly, delivering the solutions your community needs in a manner that elected officials, city staff, stakeholders and citizens desire and deserve. We recognize that different communities have different needs and objectives. It makes all the difference, and it's what sets us apart.

SAFEbuilt has been providing Building Department Services since 1992. Our goal is to help make the City of Novi a safe and attractive place to live, work, and play. We are fully qualified to provide the services requested and are excited about this opportunity to expand our partnership.

Thank you for taking the time to review and evaluate our proposal for Supplemental Inspection and Plan Review Services. I am the main point of contact for any questions or clarifications and can be reached at 248.515.2899, or at smartin@safebuilt.com.

Best,



Scott Martin
Business Development
SAFEbuilt.

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1. Qualifications, Experience and Training

CORPORATE ORGANIZATION

SAFEbuilt was founded in 1992 for the sole purpose of providing exceptional building department services to local government. Today, SAFEbuilt is one of the leading providers of community development department services in the country, partnering with over 200 communities of all shapes and sizes for the efficient delivery of privatized solutions. Our expertise includes, but is not limited to:

- ✓ Healthcare facilities
- ✓ Schools
- ✓ Resorts
- ✓ Prisons
- ✓ Retail and big-box stores
- ✓ Manufacturing plants
- ✓ Residential and retirement communities

SAFEbuilt has been expanding and continually improving municipal building departments for over 20 years. Our team currently manages municipality contracts with more than 300 full time employees. SAFEbuilt is established as a professional firm with skilled staff and levels of management oversight to maintain a high degree of service delivery.

Additionally, SAFEbuilt works to customize our service delivery to provide local governments with the services they need, in the manner in which their customers expect it. Our personalized approach provides proven best practices, personnel expertise, innovative technology, and improved service levels.

We understand that every public agency has a unique culture and specific requirements for

their Building Department Services. We work, exclusively, with public agencies to avoid any potential for conflict of interest. The quality and training of our staff, combined with our robust business systems and core commitment to the City of Novi, ensure that you receive the highest levels of service, professionalism, and responsiveness in the industry.



Our employees are the best in their field and a key reason for our success. In addition to the necessary technical skills, our hiring and training processes focus on ensuring our staff have the knowledge needed to work cooperatively with other internal City departments, outside agencies, contractors, and citizens to make the process as efficient and customer-friendly as possible. It has taken years to develop and refine our business practices to ensure that we staff our organizations with individuals who possess a unique balance of technical experience and customer service skills.

The SAFEbuilt team stands apart from others by remaining dedicated to a client centered

philosophy that is based on our core values, which are:

- ✓ **Integrity** – We choose to do the right thing every time.
- ✓ **Improvement** – We strive to continuously improve and understand how we can do better tomorrow.
- ✓ **Service** – We always provide unequalled service levels to our customers, external and internal.
- ✓ **Teamwork** – We have an environment where everyone is able to contribute ideas. We encourage and reward creativity and initiative.
- ✓ **Respect** – We are respectful in the way we interact with everyone.

Whether your community is facing unpredictable growth, a shortage of certified staff, a fluctuating workload, or a large and unique project, SAFEbuilt can make a difference where you need it.



OVERVIEW OF SERVICES

Below is an overview of the services SAFEbuilt will provide. We are fully qualified in providing these functions and capable of delivering these services to the City of Novi. SAFEbuilt will assist the Community Development Department with Inspection and Plan Review Services for commercial, residential, and industrial projects on an as needed basis. The Building and Trade Inspections shall be

grouped together to provide a more economical process for, both, the City of Novi and SAFEbuilt.

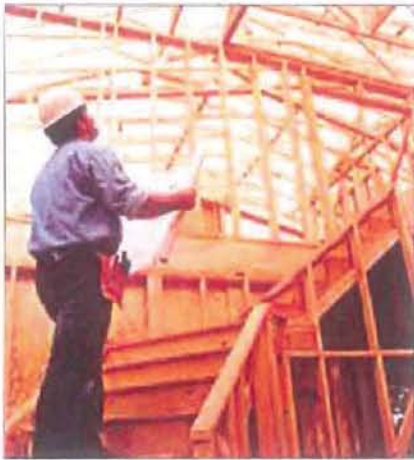
Building, Plumbing, Mechanical, Electrical, and Fire Inspection Services

Our inspection staff recognizes that an educational, informative approach is the most effective way to improve the customer's experience. They will provide on-site consultations to citizens and contractors as part of their responsibility. Additionally, our team will serve as a resource to other departments to provide feedback on important community highlighted issues.

Responsibilities include:

- ✓ Perform consistent code compliant inspections to determine that construction complies with approved plans and/or applicable codes and ordinances
- ✓ Enter results of inspections into permitting system
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors
- ✓ Identify and document any areas of non-compliance and suggest alternate means and leave a copy of the inspection ticket
- ✓ Discuss inspection results with site personnel
- ✓ Enter inspection results into the Novi permitting system

For the fire inspections, SAFEbuilt will provide inspection services for fire suppression and fire alarm equipment.



Professional Plan Review Services

We will provide Plan Review Services for the City of Novi and are able to perform those reviews electronically or in the traditional paper format. We will review all plans, ensuring they meet the adopted codes and local amendments. SAFEbuilt will be a resource to applicants on submittal requirements and be available to them throughout the process. We will work with other departments on the concurrent review process and be available for pre-submittal meetings. We are also a resource for other members of the team and will provide support as questions arise in the field from inspectors. Highlighted responsibilities include:

- ✓ Determination of type of construction, use, and occupancy classification and review plans to determine that they comply with applicable codes and ordinances using state approved plans examiner
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule

- ✓ Interpret legal requirements and recommend compliance procedures as well as address any issues by documented comment and correction notices
- ✓ Meet or exceed agreed upon plan review turnaround times and return a set of finalized plans and all supporting documentation
- ✓ Provide ongoing support including review of all plans/plan revisions and be available to the applicant after the review is complete

Through our collaborative efforts working with City staff and members of the Novi team, SAFEbuilt will provide Plan Review Services at a level that exceeds the City's expectations.



City of Novi Scope of Work

The following table highlights SAFEbuilt’s ability to provide the required services listed in the Supplementary Building & Trade Inspection Services and Plan Review Services RFP.

Customer service – the City of Novi is committed to excellence in customer service. Qualified firm team member(s) must provide knowledgeable, courteous assistance in improving and efficient customer service and strive to deliver quality customer service	✓
Inspections must be for compliance with applicable portions of the State of Michigan Building, Plumbing, Mechanical, Electrical, Barrier Free Code, Energy Efficiency and referenced Fire Code Provisions	✓
It is anticipated that needs would include one full time Building Inspection and Code Plan Review for onsite services will be performed during normal business hours Monday-Friday; up to eight (8) hours per day; excluding Municipal holidays	✓
Inspection services will include basic coordination with Plan Review, Clerical, Fire Review and Inspection and other Department inspection staff	✓
Written notice of inspection left onsite for every inspection. Daily and remote entry of inspection results into BS&A Building Department.net software system. Computer access will be provided by the City of Novi	✓
Supplemental inspection staff must be available a minimum of (1) hour a day (preferred 8-9 am) in the City of Novi Community Development offices for consultation with contractors and/or property owners. (May be waived at the discretion of the Building Official or designee)	✓
All inspection staff must have and maintain at all times registration in appropriate inspection areas in accordance with the provisions of Act 54 of the State of Michigan and must demonstrate compliance. ICC certification desired. The City shall not be responsible for time and/or cost for continuing education of inspection staff or maintenance of certifications and registration	✓
Inspection staff must keep complete, well organized records of inspections including timely entry in tracking documents	✓
Inspection staff must be able to conduct inspections, consult with the public and contractors and communicate with the public in an effective, respectful, helpful, and friendly and productive manner	✓
Inspection services will be utilized on an as needed basis by the City up to and including full time if needed to provide the needed level of service. Inspection services are expected to be provided when the contractor is notified by 4pm the previous business day	✓

The City will provide Code reference documents, a computer workstation, access to printer and printing supplies only. Inspection staff must be competent in Microsoft Word, and Excel, and able to quickly perform basic functions in BS&A Building Department.net. Staff will be required to sign and adhere to all City of Novi third party technology use and policy documents and standards	✓
All inspection staff must provide cell phone access for City staff during service hours. This will be provided without cost to the City	✓
Inspectors must submit for and pass a driver's license and background check. The City will provide a municipal vehicle for use to and from inspections only	✓
The physical demands while performing the duties of this job regularly required to use his/her hands to finger, handle, or feel; reach with hands and arms; and talk or hear, frequently required to stand, walk, and sit, kneel, crawl, crouch, climb, or stoop, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, depth perception, and the ability to adjust focus	✓

For all Inspection and Plan Review Services, the following provides a schedule in which our Inspectors and Plan Reviewers are capable of providing services. We can provide the requested ongoing Building Inspector/Plans Examiner 8 hours a day 5 days a week as requested. With regard to the on call/as needed services. With 48 hours' notice we can provide services for a minimum of 2 hour and a maximum of 8 hours a day. With 24 hours' notice we can provide services for 2 hours a day. We can't guarantee same day service. We do not promise something we can't deliver on.

- ✓ Building Inspections & Building Plan Review ongoing 8 hours/day, 5 days/week
- ✓ Building Inspections & Plan Review on call, as needed
- ✓ Plumbing Inspections & Plumbing Plan Review on call, as needed
- ✓ Mechanical Inspections & Mechanical Plan Review on call, as needed
- ✓ Electrical Inspections & Electrical Plan Review on call, as needed
- ✓ Fire Inspections (Fire suppression and fire alarm only) on call, as needed

EXPERIENCE WITH LARGE PROJECTS

SAFEbuilt and our team has a considerable amount of experience with large projects. Below is a representative sampling, we would be happy to provide more examples if desired. All projects listed were performed in Michigan:

- ✓ - Detroit Edison Scrubber Tower Project
- ✓ - Henry Ford Hospital Project
- ✓ - General Motors Poletown Plant Expansion Project
- ✓ - Mercy Memorial Hospital Project
- ✓ - Ford Motor Crash Barrier Building Project
- ✓ - Chrysler McGraw Glass Plant Project
- ✓ - Steel Mill Rolling Plant Project
- ✓ - Troy Transit Center Project
- ✓ - Behr America Wind Tunnel Testing Facility Project
- ✓ - Nut & Bolt Fabrication and Painting Facility Project
- ✓ - Troy City Airport New Hangar Project

CUSTOMER SERVICE

SAFEbuilt's goal is 100% client satisfaction through the implementation of a fast, fair, and predictable process. Our service levels improve upon existing City standards, and our guarantee of these service levels in our contract and in the community, provides confidence in the predictability of the process. SAFEbuilt has received a client satisfaction rating of over 97% for six consecutive years and has a client retention rate of over 98% during that same timeframe. Our staff will provide the community with consistent and responsive customer service every day. As mentioned in the Corporate Organization overview, SAFEbuilt prides itself on leading, first, through our core values.

SAFEbuilt has been an industry leader in Troy, Michigan for over five (5) years. The reason for this success is our approach in placing quality and customer service above all else. In order to exceed community expectations, it is important to have the right people in place. SAFEbuilt has well established procedures and corporate resources to successfully recruit, hire, retain, and manage personnel.

Recruiting

The hallmarks of our recruiting process involve hiring incumbent personnel, online recruiting, and proactive communication with interested individuals. Along with engaging incumbent personnel, SAFEbuilt follows a defined employment process to find personnel outside of the contract. While we attempt to retain qualified incumbent staff, there is always a risk of turnover due to retirements, new opportunities, and relocations. We mitigate this risk by advertising each service position

through various mediums. Once we identify a candidate, SAFEbuilt follows the defined hiring process shown below.

Hiring Process



Retaining

Competitive wages are only one facet of finding and retaining personnel with specialized skills. We found that the best retention rates result from creating a strong relationship with the employees, offering a solid, attractive compensation package, and providing our employees with the ability to excel in their jobs. SAFEbuilt builds relationships with potential employees from the initial phone call. We focus on building and maintaining consistent communications. During the interview and hiring processes, our HR department calls and emails candidates regularly to keep them informed of the steps and keep them engaged in the process. We offer competitive wages, a 401K plan, and a generous vacation plan.

We understand that transferring services to a new contractor may elicit concerns about job security, new leadership, and working conditions. SAFEbuilt mitigates these risks through several methods. The early establishment of clear and open lines of communication will allay concerns and cultivate trust within the workforce. Additionally, we identify any weaknesses or strengths within the existing personnel performance so that our initial recruiting actions are geared toward addressing the areas that need improvement and retaining those individuals who contribute to the success of the contract requirements.

Through early meetings, SAFEbuilt starts communication with personnel to match job qualifications and experience to service requirements. This also allows staff to learn about SAFEbuilt, meet proposed staff, and discuss future plans.

Manage

To manage and perform the work under this service agreement, SAFEbuilt utilizes an organizational structure that promotes open communication between your Building Official and our technical staff to assure superior service performance.

STAFFING

A partnership with SAFEbuilt allows the City of Novi to gain instant access to a deep pool of registered, experienced, and customer-focused Inspectors and Plans Examiners. Our staff consists of a team of true industry professionals who provide communities with consistent and responsive customer service every day. They approach their work with pride and formality, seeking to get the job done right. Staff are Act 54 registered.

We will serve Novi from our nearby Wixom office where our qualified group of Inspectors and Plans Examiners stand by to provide the City with the services outlined in this proposal. We will commit to specific performance metrics in our agreement and guarantee to deliver on them each and every time. It is our intent to have the Building Official be your main resource for services.

Furthermore, a contract with SAFEbuilt means that the City of Novi will no longer need to dedicate as much time or resources to the headaches that often come with hiring, turnover, and staffing to manage Building Department seasonal fluctuations, salary/benefits, training, etc. SAFEbuilt has resources available and will manage any staffing issues for contracted services behind the scenes. In other words, the City will be backed by our entire Michigan Operations team.

The SAFEbuilt Michigan Team for Novi

Steven Burns – Regional Manager

Steve has more than 20 years of construction related employment, including hands-on work in all phases of construction, project management, and construction supervision. Prior to his employment with SAFEbuilt, Steve provided code enforcement services to the Charter Township of West Bloomfield for 10 years.

ACT54 Certifications

- ✓ MI Certified Building Official #4564
- ✓ MI Certified Building Inspector #4564
- ✓ MI Certified Plans Reviewer #4564

Work Experience

- ✓ Regional Chief Building Official - SAFEbuilt 2011 to Present
- ✓ Code Enforcement Supervisor/Building Official Inspector/Plan Reviewer
Charter Township/West Bloomfield, MI 2005 to 2007
- ✓ Project Manager/Builder – LAMTEC, MI 1997 to 2000

Dennis Smith – Building Official/Team Lead/ Fire Inspector

Dennis brings over 25 twenty years of experience to the team. Dennis is a skilled manager in defining and achieving organizational and performance goals including the ability to strategically plan the direction of community development programs. Dennis has an associate's degree in Fire Protection Technology and is certified by the Council of American Building Officials.

ICC Certifications: #5170830

- ✓ Certified Building Official
- ✓ Commercial Building Inspector
- ✓ Fire Prevention I – NFPC
- ✓ Building Inspector
- ✓ Residential Building Inspector
- ✓ Fire Prevention II - NFPC

State Certifications (MI ACT 54: #001951)

- ✓ Building Official
- ✓ Building Inspector
- ✓ Plan Reviewer

Professional Affiliations

- ✓ International Code Council
- ✓ Michigan Association of Fire Chiefs

Brad Hissong – Building Inspector / Plan Examiner

Brad has over 42 years' experience as a Code Official with responsibilities in Code Enforcement, Building Code Enforcement, Rental Housing Inspections, Planning and Zoning responsibilities, and Community Block Grant Programs.

State Certifications (MI ACT 54: #004932)

- ✓ Building Official
- ✓ Building Inspector
- ✓ Plan Reviewer

Professional Affiliations

- ✓ Genesee County Building Officials Association
- ✓ Oakland County Building Officials Association

David Goodloe – Building Inspector

ACT54 Certifications

- ✓ MI Certified Building Inspector

Work Experience

- ✓ Building Inspector – SAFEbuilt 2015 to Present
- ✓ Owner/Operator – Shield Construction, LLC 2009 to Present
- ✓ Building Inspector – Clinton Township, MI 2014 to 2015
- ✓ Owner/Operator – Goodloe Homes, LLC 2006 to 2008
- ✓ Partner/Treasurer – Redwood Construction Company 1999 to 2006

Ken Pike –Building Inspector/Plans Examiner

Ken has over 20 years of experience in the construction and building department industry. Ken joined the SAFEbuilt Michigan team in 2014 and is one of our building inspectors and plans examiners.

State Certifications (MI ACT 54: #005837)

- ✓ Building Inspector
- ✓ Plan Reviewer

Professional Affiliations

- ✓ International Code Council
- ✓ Genesee County Building Officials Association
- ✓ Michigan Builders License

Bruce Millar –Plumbing-Mechanical Inspector / Fire

Bruce has been working within the industry for over 40 years and has extensive experience providing inspection services for numerous Building Department Services contracts in Michigan communities.

State Certifications

- ✓ Fire Inspector
- ✓ Registered Code Official and Inspector
- ✓ Journeyman Plumber
- ✓ Certified Fire Inspector I
- ✓ Fire Prevention Code Administration
- ✓ Cross Connection Control

Professional Affiliations

- ✓ Plumbing Inspectors Association of Michigan (PIAM)
- ✓ South Eastern Michigan Plumbers Association (SEMPA)
- ✓ South Eastern Michigan Mechanical Association (SEMMA)

Scott Herzberg – Plumbing-Mechanical Inspector

Certifications and State Licenses

- ✓ Michigan Builders License
- ✓ CDL Driver's License
- ✓ Certified Home and Real Estate Inspector

William Hyder – Electrical Inspector

Certifications and State Licenses

- ✓ Master Electrical License
- ✓ Electrical Inspector and Plan Reviewer
- ✓ Registered Code Official and Inspector

2. Comparable Projects

SAFEbuilt has provided the following communities with a variety of supplemental services, ranging from Building Official services to Permit Technician services. We include performance measurements in our agreements and report on our performance regularly.

Madison Heights, Michigan – A variety of Building Department Services provided on a supplemental, on-call, as needed basis since 2010

Contact: Jim Schafer, Community Development Director

Phone: 248.583.0831

Email: jimschafer@madison-heights.org

Ferndale, Michigan – A variety of Building Department Services provided on a supplemental, on-call, as needed basis since 2011

Contact: Derek Delacourt, Planning Director

Phone: 248-546-2360

Email: ddelacourt@ferndale-mi.com

Harper Woods, Michigan – Building Department, Rental and Code Enforcement Services provided in a comprehensive, inclusive package since 2014

Contact: Randy Skotarczyk, City Manager

Phone: 313-343-2505

Email: rskotar@harperwoods.net

3. Methodology

APPROACH TO MEET OBJECTIVES

SAFEbuilt's team of professionals has the experience, skills, and tools necessary to establish a program for Novi that will meet the City's needs and achieve City goals. They have direct experience working for City governments and have expertise in the use of technology, process flow, customer service, and the technical aspects of operating a Building Department. These qualified staff will be available as the City of Novi needs them for services.

SAFEbuilt will provide services under the direction of the designated Building Official. Such services will encompass all those duties and functions reasonably and customarily associated with delivery of the required services in accordance with local, state, and federal laws including, but not limited to, City ordinances and Michigan State laws.

It is our highest priority to work seamlessly with City staff. Our staff are willing and able to attend meetings, as directed. SAFEbuilt's Michigan Operations Manager, Steve Burns, and/or Team Lead Dennis Smith will also have regular check-in meetings with the City Building Official to discuss ongoing efforts and operational issues in order to ensure we are keeping the lines of communication open and addressing any potential concerns immediately. They both have the authority to effect any needed changes.

SAFEbuilt will comply with all applicable statutes, regulations, and standards for workplace safety. We will also comply with all local, state, and federal documentation retention requirements including, but not limited to, the City's document retention schedules, as adopted and amended by City Council. During our term of services, SAFEbuilt promises to support the established culture throughout the City and community of Novi.

COPY OF INSPECTION CHECKLIST

Approved _____
 Denied

Floor 1
 Floor 2 _____
 Floor 3 _____
 Floor 4 _____

COMMERCIAL FINAL INSPECTION
 (2012 Michigan Building Code)

Project Name: MENARDS

Address: 28607 WIXOM RD Date: 8/3/15

	YES	NO	N/A	REQUIREMENT	CITE
EXTERIOR					
1		<input checked="" type="checkbox"/>		Building Components Are Within Allowed Construction Classification	602
2		<input checked="" type="checkbox"/>		Address Numbers 4" High, in a Contrasting Color - Installed & Visible From the Street <i>NOT COMPLETE</i>	IPMC 304.3
3	<input checked="" type="checkbox"/>			Required Barrier Free Parking w/Signage	1106.1
4		<input checked="" type="checkbox"/>		HVAC Screening in place <i>IN PLACE WHILE ON SITE</i>	
5	<input checked="" type="checkbox"/>			Site accessibility is provided	
6			<input checked="" type="checkbox"/>	Is the width and slope of all ramps correct?	
7			<input checked="" type="checkbox"/>	Exterior handrails & guardrails permanently installed	
8	<input checked="" type="checkbox"/>			Construction & storage trailers have been removed	
9	<input checked="" type="checkbox"/>			Required exterior site lighting installed <i>7 APPROVED</i>	
10	<input checked="" type="checkbox"/>			Fire Department Connection Properly Labeled	903.3.7
11	<input checked="" type="checkbox"/>			Exterior Walls Are Compliant; Weather Protection & Installation	Chap 14
12	<input checked="" type="checkbox"/>			Weep Holes Installed in Brick Veneer, if applicable	2104.1.8
13		<input checked="" type="checkbox"/>		Proper Final Grade & Drainage is Set, Maximum Height Against Foundation & Minimum Slope Away is Acceptable <i>NOT APPROVED</i>	1803.3
14	<input checked="" type="checkbox"/>			Ventilation & Flashing of Roof Spaces As Required	Chap 12 & 1507
15	<input checked="" type="checkbox"/>			Thresholds at doors shall not exceed 1/2 inch in height	
16		<input checked="" type="checkbox"/>		Emergency egress lighting @ exterior exits <i>NOT TESTED</i>	
17				Other	
INTERIOR/GENERAL					
1	<input checked="" type="checkbox"/>			Building Permit is Posted on Site	105.7
		<input checked="" type="checkbox"/>		Building is Constructed per the Approved Plans <i>AS POINTS NEEDED</i>	106.4
2		<input checked="" type="checkbox"/>		Approved Plans & Specifications are on Site <i>SOME PLANS MISSING OR CHANGED - NEED CORRECTION</i>	106.3.1
3				Final Inspections Have Been Completed/Proper Cert's. Provided	101.4.1
				Electrical: <u>YES</u>	101.4.3
				Mechanical: <u>NO</u>	101.4.4
				Plumbing: <u>YES</u>	903
				Health Department: <u>N/A</u>	907
				Elevator (State): <u>YES</u>	
				Fire Protect. Systems: <u>NO</u>	Local Ord.

			Fire Alarm Systems: <u>NO</u> DPW: <u>NO</u> Planning Dept.: <u>NO</u> Other: <u>NO SIGN OFF FROM CITY ENGINEER</u>	
4	/		Submittal of final applicable special inspection reports and correction of any discrepancies noted. (Steel, concrete, masonry, soils, foundations, EFIS, sprayed fire-resistive materials, mastic & fire intumescent fire resistant coatings, seismic report)	1704 ON RISK + UNAPPROVED
5	/		Is a standby power system provided? <u>NOT YET TESTED</u>	
6		/	Assembly Occupant Loads are Properly Posted	1004.3
7		/	Rated wall assemblies are properly identified	712
8	/		Is an automatic sprinkler system provided? <u>NOT FIRE ALARM</u>	
9	/	/	Is an emergency voice/alarm communication system provided?	
10			Are required smoke and heat vents provided?	
11	/		Are the correct number of exits provided from all floors?	
12	/		Are all areas within the maximum allowed travel distance?	
13	/		In areas where 2 or more exits are required, does separation of exits comply?	
14		/	Fire Walls, Fire Barriers, Fire Partitions Are in Compliance	Chap 7
15		/	Are smoke barriers to divide space into compartments provided?	
16	/	NO	Do all shafts enclosures have a 1 hour fire resistance <u>ELEVATOR SHAFT</u>	
17	/		All Required Floor, Ceiling & Wall Penetrations Have Been Properly sealed	Chap 7
18	/		Finish Surfaces Meet Interior Flame Spread Requirements	803.1
19	/		Do all corridors have the minimum required width?	
20	/		Floors of toilet rooms shall have a smooth, hard, nonabsorbent surface that extend a minimum of 4 inches up the wall	
21	/		Walls of toilet rooms within 2 feet of urinals or water closets shall have a smooth, hard, nonabsorbent surface 4 feet above fixture	
22		/	Atrium - Smoke evacuation approved	
23		/	Required Stairways Have Proper Rating	707
24		/	Stair pressure approved by Mech. Inspector	
25	/		Door closures installed on rated door assemblies	
26	/		Size, Location, Dimension & Swing of All Doors Including Hardware is Acceptable	1008
27	/		Is panic hardware indicated on all doors requiring panic hardware?	
28	/		Are landings provided at all doors?	
29	/		Is a sign provided on the doors with a delayed egress lock reading: PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 SECONDS? <u>SEVERAL DOORS PER PLAN</u>	

30	/		Typical Stairs Have a Maximum 7" Rise and a Minimum 11" Tread. All Treads Shall Have a 3/4" to 1 1/4" Nosing With No Greater Than a 1/2" Bevel	1009.3
31	/		Adjacent Treads & Risers Shall Not Exceed 3/16" in Uniformity and the Tolerance Between the Largest & Smallest Riser or Tread Shall Not Exceed 3/8" in any Flight	1009.3.1 1009.3.2
32	/		Handrails Measure 34"-38" Vertically on all Stairs & Ramps	1009.11
33	/		Handrails Adjacent to the Wall Shall Have a Space of Not Less Than 1.5" Between The Wall & the Handrail	1009.11.6
34	/		Handrails are Continuous the Full Length of the Stairs and Ends are Returned into the Wall or Shall Terminate in Newel Posts or Safety Terminals. Extensions on Noncontiguous Rails	1009.11.4 1009.11.5
35	/		All Stairway Handrails Shall Have a Circular Cross Section With an Outside Diameter of 1 1/4" and Not Greater Than 2" Any Other Shape With a Perimeter Dimension of 4" But No Greater Than 6 1/4" - The Largest Cross Section Shall Not Exceed 2 1/4"?	1009.11.3
36	/		All Concrete Slabs on Grade have Control Joints Within the Middle Third of the Slab, are a Minimum of 3.5" Thick and are Placed on 6 mil Vapor Retarder & Required Base Course? <i>SEE BUY ORDER</i>	1906.4.4
37	/		Walking Surfaces > 30" Have the Required 42" Guardrail? <i>UPPER MEZZ'S</i>	1012.1
38	/		Guardrails < 34" Shall Have the Balusters or Solid Material Such That a 4" Sphere Cannot Pass Through Any Opening. 34" >= 42" an 8" Sphere Shall Not Pass?	1012.3
39	/		General Means of Egress, Height, Width, Access, Discharge & Rating Are Compliant?	1003 1013 1023
40	/		Required Access to Unoccupied Spaces is provided?	1209
41	/		All Hazardous Locations Have Proper Safety Glazing?	2406.3
42		/	Proper Number of Fire Extinguishers Mounted 5' APF? <i>TO BE COMPLETED</i>	(B) 906 (F) 906
43		/	Required egress and EXIT lighting is installed and functioning? <i>NOT YET TESTED</i>	
44	/		Rooms Containing Equipment or System Controls are Labeled?	402.15 (F) 510
45	/		Is the correct number of drinking fountains provided?	
46	/		For male/female occupants, is the correct number of water closets/urinals provided for each area?	

47		✓	As-built plans have been submitted
48			Other

COMMERCIAL BARRIER FREE COMPLIANCE INSPECTION CHECKLIST
(2012 MBC & ICC/ANSI 2009)

	YES	NO	N/A	REQUIREMENT	CITE
1	✓			Accessible Routes Within the Site Are Provided	1104 & 1104.3
2	✓			Running Slope of Walking Surfaces not Steeper Than 1:20	(A) 403.3
3	✓			At Least 50% of Public Entrances Are Accessible	1105.1
4	✓			Number of Accessible Parking Spaces is Provided as Outlined One Van Space per 6 Parking Spaces	1106 1106.5
5	✓			Vehicle Space is 96" Wide w/60" Access Aisle	(A) 502.2
6	✓			Required Signage 60" High is Provided	(A) 502.6
7	✓			Vertical Changes in Level Do Not Exceed 1/4" Beveled: 1/4" >= 1/2"	(A) 303.2
8			✓	New Ramps do not Exceed 1:12 Slope Max. Rise = 30" Existing: 1:10. Max. Rise 3"-6"	(A) 405
9			✓	Handrails 34"-38" are provided, proper cross-section and 12" Extensions on New Ramps	(A) 505.1
10			✓	Ramps Have Required 60"x 60" Landings; Top & Bottom	(A) 405.7
11	✓			All Required Doors Have 32" Clear Opening	(A) 404.2.3
12	✓			48"-60" Maneuvering Clearance @ Swinging Doors is Provided	(A) 404.2.4
13	✓			18"-42" Latch-Side Clearance is Provided	(A) 404.2.4.1
14	✓			Graspable Hardware is Provided on All Doors	(A) 404.2.7
15	✓			Doors Require a Minimum of 5 Seconds to Close	(A) 404.2.8
16	✓			Accessible Signs, Latch Side of Door. 48"-60" AFF	(A) 703
17		✓		Opening force on doors does not exceed 5LBS <i>CORRECTION REQUIRED</i>	(A) 404.2.9
18	✓			Latch Side Approach to Water Closet. Min. 42"	(A) 604.8.3
19	✓			Minimum Water Closet Clearance 56" x 60" (Wall Hung) 59"-60" (Floor Mounted) Turning Space is Always Required	(A) 604.3.1 (A) 305
20	✓			Centerline of Water Closet is 16"-18"	(A) 604.2
21	✓			Height of Water Closet is 17"-19"	(A) 604.4
22	✓			Rear Grab Bar 24"-36" Side Grab Bar 42" long, 12" From Rear Wall <i>VERTICAL BARS PROVIDED</i>	(A) 604.5
23	✓			Dispensers: 12" Above Grab Bar / 7"-9" From Lip of WC OR a Min. 1.5" Below Bar & 15" AFF. 7"-9" From Lip	(A) 604.7
24	✓			Urinals: 17" Max. AFF w/30"48" Clear Space	(A) 605
25	✓			Sinks: 30"48" Clear Space. 34" Max. AFF (To Rim) Knee & Toe Clearance. 10 Sec. Of Water. 6.5" Bowl Depth	(A) 605
26	✓			Mirrors: Max. 40" AFF	(A) 603.3

27	/		All Accessible Elements Are Identified with International Symbols of Accessibility <i>MISSING IDENTIFIERS</i>	1110 (A) 703.7
28	/		5% of Provided Lockers Are Accessible <i>EMPLOYEE AREA</i>	1109.8.1
		/	Dressing & Fitting Room accessibility provided	
29	/		Provided Coat Hooks, Forward Reach 15" - 48" AFF	(A) 308
30	/		Assembly Seating: 1 Accessible Wheelchair Space per 25	1108
31	/		Bench Seats 20"-24" x min 42" Long, 17"-19" AFF	(A) 903
32	/		Service Counters: 36" AFF & 36" min. Length	(A) 904.3
33	/		Checkout Counters: 38" AFF	(A) 904.2
34	/		Toe Clearance Equals from Floor/Ground to 9", 17" Deep, 30" Wide	(A) 306.2
35	/		Knee Clearance Equals Space Under an Element Between 9" & 27" AFF, 11" to 9" Deep, 30" Wide	(A) 306.3
36	/		Unobstructed Forward Reach: 15" - 48" AFF	(A) 308.2
37	/		<= 20" Obstructed Forward Reach: 0" - 48" AFF	
38	/		>20" w/25" max. Obstructed Forward Reach: 0" - 44" AFF	
39	/		Unobstructed Side Reach: 15" - 48" AFF	(A) 308.3
40	/		<= 10" Obstructed Side Reach: 0" - 48" AFF	
41	/		>10" w/24" max. Obstructed Forward Reach: 0" - 46" AFF	
			ADDITIONAL COMMENTS	
		(A)	SEVERAL IMPROPER USES OF COMB. MATERIALS - VIOLATIONS NOTED	
		(B)	<ul style="list-style-type: none"> - TCO DENIED - SEVERAL CORRECTIONS NEEDED - TESTING OF ELEMENTS NOT COMPLETE - INCOMPLETE CONSULTANTS SIGN OFF - MEMORANDUMS + CONTRACTOR NOTIFIED - AS BUILTS NEEDED - OPEN PERMITS NOT YET FINISHED - NEEDED LETTER ON BANK REPAIRS - LANDSCAPING NOT COMPLETE 	

4. Capacity

Because SAFEbuilt works in over 200 communities throughout the U.S., we have a vast understanding of what has and has not worked in other communities. Our core values guide our decision making processes, which means that we set out to understand your community, the culture, the people, and the history. We then draw from our breadth of knowledge and experience to customize an approach that will meet the distinctive needs of Novi. We have the resources, experience, and desire to continually get better; to provide the best possible service to the City.

SAFEbuilt's innovative and proven processes have been developed over the years to effectively balance workloads and increase efficiencies. Our people also place an emphasis on providing solution-focused answers and providing personalized ongoing education to the development community. Our team of registered professionals serve as an extension of your staff, providing resources when and where you need them. Our Michigan team is currently comprised of 83 employees, 48 of which are full time and 39 part time. This assures the City that there will always be available resources to service the needs of providing inspections and plan reviews. We currently provide inspection and

plan review services to 17 of our 69 Michigan clients. The following provides more detailed information regarding the qualifications of our staff that may be providing inspection services for the City of Novi. In addition to the number of full time employees in SE Michigan listed below we also have a large pool of on-call staff available.

- ✓ 13 Act 54 Certified Building Inspectors
- ✓ 5 Act 54 Certified Plumbing Inspectors
- ✓ 6 Act 54 Certified Mechanical Inspectors
- ✓ 5 Act 54 Certified Electrical Inspectors

SAFEbuilt has the capability to move people around, as needed, to meet the demands of our clients. We have additional on-call resources that we can bring in as the need arises. We do not promise something that we cannot deliver on, which is why we have stated that we cannot deliver on same day inspections and have proposed something a little different. We do put our performance measurements in our agreements, and we report on those monthly. We deliver on our agreed upon performance metrics, or we are in violation of our agreement, at which point the agreement can be terminated. We have never had an agreement terminated for not meeting an agreed upon performance measurement.

Why SAFEbuilt?

Throughout this proposal, our aim was to demonstrate our capabilities to meet the goals of the CITY of Novi. Below is a brief follow-up of the benefits you will receive by choosing SAFEbuilt for your Building Department Services.

- ✓ City of Novi will gain the advantages of utilizing SAFEbuilt's experience in providing a smooth transition of services
- ✓ SAFEbuilt ensures you have a professionally managed department while we customize services to meet the changing needs of the City and stakeholders
- ✓ Our team eliminates the concern regarding staffing issues for contracted services in response to fluctuations in activity.



... MAINTAIN CONTROL OF THE DEVELOPMENT PROCESS



... INCREASE LEVEL OF SATISFACTION FOR APPLICANTS AND CITIZENS



... WORK IN AN ENVIRONMENT OF COOPERATION



... BE ENSURED THAT DELIVERABLES ARE MET



... STAY INFORMED WITH REGULAR REPORTING



... BE CONFIDENT THAT LIFE SAFETY IS A PRIORITY



... BE ABLE TO EFFECTIVELY MANAGE THE EXTREME FLUCTUATION IN ACTIVITY



... GAIN A PARTNER THAT WILL PARTICIPATE AND GIVE BACK TO THE COMMUNITY

5. References

In addition to the references listed below, please feel free to contact any of our current clients. A complete list of our Building Department Services clients follows the highlighted reference list below. Please feel free to contact any of our partner clients not just our listed references.

City of Ferndale, Michigan

Derek Delacourt
Planning Director
Phone: 248-546-2360
Email: ddelacourt@ferndale-mi.com

City of Troy, Michigan

Mark Miller
Assistant City Manager
Phone: 248-524-3351
Email: millermf@troymi.gov

City of Madison Heights, Michigan

Jim Schafer
Community Development Director
Phone: 248-583-0831
Email: jimschafer@madison-heights.org

City of Novi, Michigan

Tom Walsh
Building Official
Phone: 248.347.0415
Email: twalsh@cityofnovi.org

City of Harper Woods, Michigan

Randy Skotarczyk
City Manager
Phone: 313-343-2505
Email: rskotar@harperwoods.net

Comprehensive Client List

For over twenty years, our sole focus and commitment has been to local governments, providing complete building department administration, plan review, inspection, community planning and zoning, property maintenance, code enforcement, and more. SAFEbuilt has a deep understanding of the challenges local governments face on a daily basis. This has allowed us to develop the systems, processes, and culture needed to partner with and effectively serve a wide variety of communities. Below is a full list of our current clients.

Aims Community College, CO	Commerce City, CO	Grand Blanc, MI
Abbeville County, SC	Dacono, City	Grand Haven Township, MI
Almont, MI	Danby Township, MI	Grayling, MI
Andrews, SC	Dearborn, MI	Greenwood, SC
Antwerp Township, MI	Decatur, GA	Grosse Ile Township, MI
Aspen, CO	Dekalb, IL	Grover, CO
Ault, CO	Delta Charter Township, MI	Gypsum, CO
Aurora, IL	Denver, CO	Hampton, GA
Avon, CO	DeWitt, MI	Hamtramck, MI
Baldwin County, GA	Dorchester County, SC	Hapeville, GA
Bargersville, IN	Downers Grove, IL	Harper Woods, MI
Barnwell, SC	Dundee Township, MI	Hart, MI
Bay Village, OH	Eagle, CO	Hayden, CO
Beaufort, SC	Easley, SC	Hudson, CO
Bennett, CO	East Grand Rapids, MI	Idaho Springs, CO
Berea, OH	Edgewater, CO	Imlay City, MI
Bertrand Township, MI	Elbert County, CO	Independence Township, MI
Beverly Hills, MI	Elizabeth, CO	Itasca, IL
Birmingham, MI	Evanston, IL	Iverson Memorial Hospital, WY
Bloomfield Hills, MI	Exeter Township, MI	Jasper County, SC
Bluffton, SC	Farmington, MI	Johns Creek, GA
Breckenridge, CO	Ferndale, MI	Jonesboro, GA
Bridgeton Township, MI	Ferrysburg, MI	Keenesburg, CO
Brighton Township, MI	Firestone, CO	Kersey, CO
Butts County, GA	Fowlerville, MI	Kiawah Island, SC
Byron Township, MI	Foxfield, CO	Kiowa, CO
Cannon Township, MI	Franklin, TN	Lake Bluff, IL
Castle Pines, CO	Fremont, MI	Lake City, GA
Centennial, CO	Frisco, CO	Lake County, CO
Chamblee, GA	Genoa Township, MI	Lamar, CO
Chattahoochee Hills, GA	Georgetown, CO	Lansing, MI
Chester, SC	Georgetown, SC	Laramie County, WY
Colorado Division of Housing	Gilcrest, CO	Lincoln Park, MI
Colorado State University	Glenview, IL	Lithonia, GA
Colorado, State of	Goodrich, MI	Lochbuie, CO
Longmont, CO	Ohio HRPC	South Carolina, State of
Lyons, CO	Olmsted Falls, OH	South Lyon, MI

Macomb, MI	Orangeburg, SC	St. John's Medical Center, WY
Madison Heights, MI	Parachute, CO	Stone Mountain, GA
Marlboro County, SC	Peachtree City, GA	Sullivan Township, MI
Maybee, MI	Pentwater, MI	Summerton, SC
Mead, CO	Pierce, CO	Suttons Bay, MI
Meeker, CO	Pine Lake, GA	Tallmadge Township, MI
Michigan MDEQ	Pitkin County, CO	Thornton, CO
Michigan MDOT	Platteville, CO	Timnath, CO
Michigan MEDC	Port Royal, SC	Troy, MI
Milton, GA	Powder Springs	Tyrone, GA
Minturn, CO	Putnam Township, MI	Union City, GA
Morrison, CO	Raisinville Township, MI	University of Northern Colorado
Morrow, GA	Red Cliff, CO	Vail, CO
Mount Pleasant, SC	Richmond Hill, GA	Weesaw Township, MI
Mountain Park, GA	Robinson Township, MI	Weld County School District, CO
Mountain View, CO	Romulus, MI	Wellington, CO
Muskegon Heights, MI	Rose Township, MI	Williamsburg County, SC
Muskegon, MI	Roswell, GA	Wilmette, IL
Nederland, CO	Saluda, SC	Windsor, CO
Newberry County, SC	Senoia, GA	Winnetka, IL
Northglenn, CO	Severance, CO	Wixom, MI
Norton Shores, MI	Sharpsburg, GA	Ypsilanti Charter Township, MI
Nunn, CO	Shelby Township, MI	Zeeland, MI
Oak Park, MI	Sherman Township, MI	

Vendor Questionnaire

The following pages contain the completed and signed Vendor Questionnaire as required per the RFP.



CITY OF NOVI

SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

VENDOR QUESTIONNAIRE

Failure to answer all questions could result in rejection of your proposal. Please attach additional sheets if necessary.

Name of Firm SAFEbuilt Michigan, LLC
Address: 3755 Precision Drive, Suite 140
City, State Zip Loveland, CO 80538
Telephone 248.515.2899 Fax 877.203.2704
Mobile 970.227.9267
Agent's Name (please type) Scott Martin
Agent's Title Business Development
Email Address: smartin@safebuilt.com
Website www.safebuilt.com

1. Organizational structure: Corporation, Partnership, etc. Corporation
2. Firm established: 1992
3. Has your firm filed for Chapter 7 or Chapter 11 within the last ten (10) years?
No Yes Reason: _____
4. Under what other or former names has your organization operated?
N/A
5. How many full time employees? 48 in MI (232 Total) Part time? 39 in MI (127 Total)
6. How many years has your company been providing inspection services? 23
7. How many clients does your company currently serve with the type of services described?
SAFEbuilt currently provides building department, community improvement, and planning services to 343 municipalities nationwide. We currently provide inspection and plan review services to 17 of our 69 Michigan clients.

-
8. Please provide a complete description of the services you will provide for the City.
SAFEbuilt will provide supplemental, on call inspection and plan review services to
the City.

9. What are the qualifications of your staff and/or consultants that will be doing the inspections? Include all applicable registrations and certifications. Attach additional sheets if necessary.

SAFEbuilt's Michigan team currently has 13 Act 54 Certified Building Inspectors,
5 Act 54 Certified Plumbing Inspectors, 6 Act 54 Certified Mechanical Inspectors,
and 5 Act 54 Certified Electrical Inspectors. Each of our certified inspectors also hold
Act 54 Plan Review certifications.

10. What are your billing procedures?

SAFEbuilt will invoice the City on a monthly basis and provide all supporting
documentation. All payments are due to SAFEbuilt within 30 days of invoice date.

The City may request additional information before accepting the invoice. When additional information is requested, the City will identify specific item(s) that are in dispute, giving specific reasons for any request. If additional information is requested, the City will submit payment within (30) days of resolution of the dispute.

11. Additional information / Points not covered. Attach additional sheets if necessary.

N/A

12. References: Provide at least three (3) client references. Include name address, phone, contact person and briefly describe scope of services.

Company City of Madison Heights, Michigan
Address 300 West Thirteen Mile Road; Madison Heights, MI 48071
Phone 248.583.0831 Contact name Jim Schafer
Scope of services SAFEbuilt provides a variety of building department services provided on a supplemental on call as needed basis since 2010.

Company City of Ferndale, Michigan
Address 300 East Nine Mile Road; Ferndale, MI 48220
Phone 248.546.2366 Contact name Derek Delacourt
Scope of services SAFEbuilt provides a variety of building department services provided on a supplemental on call as needed basis since 2011.

Company City of Harper Woods, Michigan

Address 19617 Harper Avenue; Harper Woods, MI 48225

Phone 313.343.2505 Contact name Randy Skotarczyk

Scope of services SAFEbuilt provides a variety of building department services provided on a supplemental on call as needed basis since 2010.

13. Can you meet the City's insurance requirements? Yes No

14. Please provide a copy of your inspection checklists.

Yes No

15. Our fee proposal is included in a separate sealed envelope.

Yes No

16. Claims & Suits: Does your firm have any litigation pending or outstanding against your organization or its officers? If yes, please provide details.

No Yes

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative: *Karen Mack*

Representative's Name (please print) Karen Mack, CFO

Date August 06, 2015

Original Fee Proposal for

*Supplemental
Building / Trade Inspection and
Plan Review Services
Novi, MI*

August 06, 2015

SAFEbuilt[✓]
www.SAFEbuilt.com

Scott Martin
Business Development
248.515.2899
smartin@safebuilt.com

Steve Burns
Operations Manager
248.928.4729
sburns@safebuilt.com

Dennis Smith
Team Lead
248.624.0880
dsmith@safebuilt.com

All information contained in this document shall be treated as proprietary and confidential.

Pricing

We will be providing services to the City of Novi according to the specifications, terms, conditions, and instructions listed below. Please note that we if we are provided 48 hours' notice, we are able to provide the on-call/as needed service for a minimum of 2 and a maximum of 8 hours a day. If we are provided 24 hours' notice we are able to provide the on-call/as needed services for 2 hours a day. We are unable to provide the on-call/as needed service with the same day notification. We do not promise something that we can guarantee we can deliver on. Pricing is as follows

Service or Fee Type	Rate
A. Building (M-F, 8 hours per day) ongoing	\$68.75 per hour
Inspection Categories – on call as needed	
B. Building	\$78.50 per hour with a 2-hour minimum / 8 hour maximum (48 hours' notice) \$100.00 per hour with a 2-hour minimum/maximum (24 hour notice) Same day notice – not available
C. Mechanical	\$78.50 per hour with a 2-hour minimum/ 8 hour maximum (48 hours' notice) \$100.00 per hour with a 2-hour minimum/maximum (24 hour notice) Same day notice – not available
D. Plumbing	\$78.50 per hour with a 2-hour minimum/8 hour maximum (48 hours' notice) \$100.00 per hour with a 2-hour minimum/maximum (24 hour notice) Same day notice – not available
E. Electrical	\$78.50 per hour with a 2-hour minimum/8 hour maximum (48 hours' notice) \$100.00 per hour with a 2-hour minimum/maximum (24 hour notice) Same day notice – not available
Alternates	
F. Fire Alarm	\$95.00 per hour with a 2-hour minimum (48 hours' notice) \$125.00 per hour with a 2-hour minimum/maximum (24 hour notice) Same day notice – not available
G. Fire Suppression	\$95.00 per hour with a 2-hour minimum (48 hours' notice) \$125.00 per hour with a 2-hour minimum (24 hour notice) Same day notice – not available

Fee Proposal Form

The following pages contain the completed and signed Fee Proposal Form as required per the RFP.



CITY OF NOVI
SUPPLEMENTARY BUILDING & TRADE INSPECTION SERVICES
AND PLAN REVIEW SERVICES-
RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL BUILDINGS

FEE PROPOSAL

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

Building Code Plan Review & Inspection

Hourly Rate
(M-F; eight (8) hrs per day)

A. Building \$ 68.75 / hour

Inspection Categories	Hourly Rate (Prior day notice)	Hourly Rate (Same day notice)
B. Building	\$ <u>78.50 / hour</u>	\$ <u>100.00 / hour</u>
C. Mechanical	\$ <u>78.50 / hour</u>	\$ <u>100.00 / hour</u>
D. Plumbing	\$ <u>78.50 / hour</u>	\$ <u>100.00 / hour</u>
E. Electrical	\$ <u>78.50 / hour</u>	\$ <u>100.00 / hour</u>

Alternates

F. Fire Alarm	\$ <u>95.00 / hour</u>	\$ <u>125.00 / hour</u>
G. Fire Suppression	\$ <u>95.00 / hour</u>	\$ <u>125.00 / hour</u>

We acknowledge receipt of the following Addenda: _____
 (please indicate numbers)

Exceptions (all exceptions must be noted here):

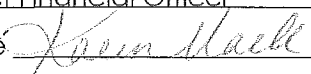
SAFEbuilt will be providing services to the City of Novi according to the specifications, terms, conditions, and instructions listed above. Please note that if we are provided 48 hours notice, we are able to provide the on call/as needed service for an 8 hour day. If we are provided 24 hours notice, we are able to provide the on-call/as needed service for 2 hours a day. We are unable to provide the on call/ as needed service with the same day notification.

Comments: N/A

Non-Iran Linked Business

By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard.

This proposal submitted by:

Company (Legal Registration) SAFEbuilt Michigan, LLC
Address 3755 Precision Drive, Suite 140
City Loveland State CO Zip 80538
Telephone 970.292.2209 Fax 877.203.2704
Authorized Agent's Name Karen Mack
Authorized Agent's Title Chief Financial Officer
Authorized Agent's Signature 
E-mail kmack@safebuilt.com
Date August 06, 2015