



**CITY OF NOVI CITY COUNCIL  
JUNE 22, 2026**

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

**SUBMITTING DEPARTMENT:** Community Development, Planning

**KEY HIGHLIGHTS:**

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

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

**BACKGROUND INFORMATION:**

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

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

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

### **Qualifications**

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

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

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

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

### **Fees**

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

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

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

### **Staff Recommendation**

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

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

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

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

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

**CONTRACT FOR PROFESSIONAL SERVICES  
LANDSCAPE SITE PLAN REVIEW AND INSPECTION SERVICES CONSULTANT**

**THIS CONTRACT FOR PROFESSIONAL SERVICES** ("Contract"), 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 Giffels-Webster Engineers, Inc., whose address is 1025 E. Maple Rd, Suite 100, Birmingham, Michigan 48009 (hereinafter referred to as "Consultant").

**THE CLIENT AND CONSULTANT AGREE AS FOLLOWS:**

**Article I. Statement and Performance of Work.**

For payment by the Client as provided under this Contract, Consultant shall perform the work, duties and responsibilities described on and in Schedule A 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 immediately upon execution by both parties and end on June 30, 2029. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments at the same prices, terms, and conditions of the original contract. The timing for performance of any such work may be extended for additional specified periods of time, if allowed in writing by the Client in its sole discretion. Services on each phase after the first phase shall commence only after Client's authorization to proceed. Out-of-sequence services (i.e., commencement of work on a future phase, before completion of a prior phase), if requested and ultimately not accepted by Client as part of the overall project, shall be compensated as Additional Services.

**Article III. Contract Price and Payment.**

- A. Subject to the terms and conditions of this Contract, the Client agrees to pay Consultant in the amount, manner, and according to the timing for making such payments set forth in Schedule A (referred to in this Contract as "payments"). 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.
- B. Consultant acknowledges that the attached Schedule A includes certain "pay for performance" provisions. Project plan reviews shall be due twelve (12) business days for major projects and seven (7) business days for minor projects from the date of delivery to Consultant by the City (or by an applicant directly) of all materials necessary to complete a plan review assignment. For project plan reviews delivered on time, Consultant shall be entitled to 100% of the fee established for the review. On

time delivery of reviews means delivery to the City employee responsible for coordination of a project on or before the due date. Written inspection results shall be due within seven (7) business days following communication of request. Late delivery of a project plan review shall entitle the City to reduce the fee paid to Consultant by five (5%) percent for each day the review is not delivered on time not to exceed \$500 per day. At Consultant's request, in unusual circumstances in which delivery of the review on time is prevented by circumstances beyond Consultant's control, such as a delay in required response(s) by other consultants or City employees, this reduction may be waived by the City Manager or his or her designee. Consultant may also request an extension of the project due date in advance, in the case of an usually extensive or complicated review or project.

- C. The Client agrees to pay Consultant amounts due within thirty (30) days of receipt of an itemized billing/invoice from Consultant detailing all work performed and provided in connection with the billing and the hours and charges applicable to each such item of work. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.
- D. All costs and expenses incurred by Consultant in the course of performing the work under this Contract are deemed to be included in the hourly fees and amounts set forth in Schedule A, unless specifically identified in Schedule A as reimbursable expenses and such expenses have been approved by the Client or its designee.
- E. Consultant will obtain written approval of the Client prior to proceeding with any services or work that is not stated on Schedule A; otherwise the Client will not be billed for such extra/additional services or work.
- F. Payments shall be made upon verification of invoices received by the Client. All payments to Consultant shall be submitted by mail at Consultant's address first listed above, unless Consultant provides written notice of a change in the address to which such payments are to be sent.

**Article IV: Termination.**

- A. This Contract, including any extension or amendment of this Contract, may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days' written notice to the other party. In such event, the effective date of such termination shall be the 30<sup>th</sup> calendar day following the date of the written notice of such termination.
- B. In the event this Contract is terminated prior to completion of the work, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Consultant 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, Consultant continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination. Additionally,

termination shall not relieve Consultant of its obligation to provide Client with all of the plans and product generated under this Contract through the effective date of termination. Articles V, VI, VII and VIII of this Contract shall survive completion of the work and any termination of this Contract.

- C. Prior to the effective date of any termination or prior to the completion of the work (including any extension of the timing for completion), whichever is the first to occur, Consultant shall deliver to the Client all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, applications, manuals, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and other materials in its possession or control that is gathered or generated in the course of performing the work or that relates to the work in any way; provided that Consultant may retain a copy of such materials for its files. The Client shall be permitted to withhold any payments and reimbursements otherwise owing to Consultant under the terms of this Contract until all such materials are delivered to the Client in accordance with the terms and conditions of this Contract.

**Article V:           Independent Contractor Relationship.**

- A. In the performance of this Contract, the relationship of Consultant to the Client shall be that of an independent contractor and not that of an employee or agent of Client. Consultant is and shall perform under this Contract as an independent contractor, 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.
- B. Consultant, as an independent contractor, 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. Although Consultant is required under this Contract to advise, make recommendations to and to a limited extent represent the Client, all plans, studies, applications, submittals, surveys, reports and any other information relating to the work must be submitted to and approved by the Client or the Client's authorized official prior to being disseminated to any third party and shall only be so disseminated if such dissemination is approved in advance by the Client or an authorized Client official.
- C. Consultant 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, Consultant 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. Consultant 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 Consultant in performing or failing to perform the work, or (ii) civil damages which arise out of any dispute between Consultant and its subcontractors, affiliates, employees or other private third parties in connection with this Contract.
  
- B. Consultant 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 Consultant 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. Consultant's professional liability insurance shall cover claim if and to the extent that the insured causes damage to others in the rendering of its professional services. Consultant shall give the Client immediate notice of any change in or cancellation of the coverage in place at the time this agreement is executed, shall provide a copy of any cancellation notice received from its insurer to the Client, and shall request that its insurer send such notice of cancellation to the Client. Consultant shall provide evidence of insurance coverage as set forth herein coverage at any time requested by the Client.

**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 Consultant during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Consultant 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:       Accuracy.**

Consultant promises that the information it provides in the work to be performed under this Contract will be accurate, excepting only inaccuracies resulting from incorrect information provided by the Client, the City, other consultants and/or other public

sources. Consultant will not charge Client for necessary corrections to its work and will be responsible for any increased cost incurred by the Client as a result of any inaccuracies in the work, excepting inaccuracies resulting from incorrect information provided by the Client, the City, other consultants and/or other public sources.

**Article IX:            **General Provisions.****

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Consultant. 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 Consultant'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. Consultant 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. Consultant 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. 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 Consultant that it is hired by Client to work exclusively for Client (and by extension for the City should the work be accepted and implemented by the City) and Consultant agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Consultant's performance of the work.
  
- F. 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 Victor Cardenas and City Clerk Cortney Hanson  
                    Consultant: Giffels Websters - Jill Bahm, Partner
  
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Consultant.
  
- H. 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.

- I. 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.
  
- J. 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.
  
- K. Anti-Discrimination. 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.

**IN WITNESS WHEREOF**, the Client and the Consultant have executed this Contract in Oakland County, Michigan, as of the date first listed above.

**WITNESS/DATES OF SIGNATURE:**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**City of Novi ("Client"):**

By: \_\_\_\_\_  
Justin Fischer, Its Mayor


By: \_\_\_\_\_  
Cortney Hanson, Its Clerk

**WITNESS:**

  
\_\_\_\_\_

Date: 6/16/26

**Giffels Webster-Engineering , Inc. ("Consultant"):**

By:   
Jill Bahm, AICP  
Its: Partner

CONSULTANT LANDSCAPE SERVICES

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

**SITE PLAN REVIEW**

**Accessory Structures and Minor Additions (<1,000 sq ft and Generators)**

	Current Fee Schedule	Proposed Fee Schedule
	<b>Preliminary Site Plan Initial Review</b>	<b>Preliminary Site Plan Initial Review</b>
Landscaping	\$200	200
	<b>Preliminary Site Plan Revised Review</b>	<b>Preliminary Site Plan Revised Review</b>
Landscaping	\$250	250
	<b>Final Site Plan Initial Review</b>	<b>Final Site Plan Initial Review</b>
Landscaping	\$200	220
	<b>Final Site Plan Revised Review</b>	<b>Final Site Plan Revised Review</b>
Landscaping	\$250	250

**Single Family Plot Plans - Street Trees**

	Current Fee Schedule	Proposed Fee Schedule
	<b>Preliminary Review</b>	<b>Preliminary Review</b>
Landscaping	NA	\$220
	<b>Revised Review</b>	<b>Revised Review</b>
Landscaping	NA	\$200
	<b>Street Tree Inspection</b>	<b>Street Tree Inspection</b>
Landscaping	NA	\$200

**Commercial, Industrial, and Office - Concept Plan (Special Developments, Planned Rezoning Overlay (PRO), Planned Unit Development (PUD), etc.**

	Current Fee Schedule		Proposed Fee Schedule	
	Base + \$/acre	Maximum Fee	Base + \$/unit	Maximum Fee
	<b>Initial Concept</b>		<b>Initial Concept</b>	
Landscaping	\$300 + \$0/acre	n/a	\$300 + \$10/acre over 5 acres	
	<b>Revised Concept</b>		<b>Revised Concept</b>	
Landscaping	\$250		\$275	

**Commercial, Industrial and Office - Preliminary, Final Site Plan**

	Current Fee Schedule			Proposed Fee Schedule		
	Base < 5 acres	Base + \$/acre over 5	Base + \$/acre over 15	Base < 5 acres	Base + \$/acre over 5	Base + \$/acre over 15
	<b>Initial Preliminary Review</b>			<b>Initial Preliminary Review</b>		
Landscaping	\$300	\$300 + \$15/acre over 5 acres	\$450 + \$10/acre over 15 acres	\$300	\$300 + \$15/acre over 5 acres	\$450 + \$15/acre over 15 acres
	<b>Revised Preliminary Review</b>			<b>Revised Preliminary Review</b>		
Landscaping	\$250			\$275		
	<b>Initial Final Review</b>			<b>Initial Final Review</b>		
Landscaping	1.5 % of construction cost, min. \$300			1.5% of construction cost, min. \$300		
	<b>Revised Final Review</b>			<b>Revised Final Review</b>		
Landscaping	\$250			\$275		

**Multiple Family and Single Family Residential - Concept Plan (Special Developments, Residential Unit Development (RUD), Planned Rezoning Overlay (PRO), Planned Unit Development (PUD), etc.**

	Current Fee Schedule		Proposed Fee Schedule	
	Base + \$/unit or lot	Maximum Fee	Base + \$/unit or lot	Maximum Fee
	<b>Initial Concept</b>		<b>Initial Concept</b>	
Landscaping	\$300 + \$0/unit or lot	n/a	\$300 + \$15/acre over 5 acres	
	<b>Revised Concept</b>		<b>Revised Concept</b>	
Landscaping	\$250		\$275	

	Current Fee Schedule			Proposed Fee Schedule		
	Base < 20 units	Base + \$/units over 20	Base + \$/units over 50	Base < 20 units	Base + \$/units over 20	Base + \$/units over 50
	<b>Initial Preliminary Review</b>			<b>Initial Preliminary Review</b>		
Landscaping	\$300	\$300 + \$4/units over 20	\$420 + \$2/units over 50	\$300	\$320 + \$5/unit	\$450 + \$2/unit
	<b>Revised Preliminary Review</b>			<b>Revised Preliminary Review</b>		
Landscaping	\$250			\$275		
	<b>Initial Final Review</b>			<b>Initial Final Review</b>		
Landscaping	1.5 % of construction cost, min. \$300			1.5% of construction cost, min. \$320		
	<b>Revised Final Review</b>			<b>Revised Final Review</b>		
Landscaping	\$250			\$275		

**SUBDIVISION REVIEW**

**Tentative and Final Preliminary Plat, Subdivision Engineering (Fee is based on lots)**

	Current Fee Schedule			Proposed Fee Schedule		
	20 Lots or less	21 - 50 Lots	Greater than 50 Lots	20 Lots or less	21 - 50 Lots	Greater than 50 Lots
	<b>Initial Tentative Preliminary Plat</b>			<b>Initial Tentative Preliminary Plat</b>		
Landscaping	\$300	\$400 + \$0/lot over 20 lots	\$500 + \$0/lot over 50 lots	\$320	\$320 + \$5/unit	\$450 + \$2/unit
	<b>Revised Tentative Preliminary Plat</b>			<b>Revised Tentative Preliminary Plat</b>		
Landscaping	\$250			\$275	\$275	\$320
	<b>Final Preliminary Plat</b>			<b>Final Preliminary Plat</b>		
Landscaping	\$300	\$400 + \$0/lot over 20 lots	\$500 + \$0/lot over 50 lots	\$320	\$320 + \$5/unit	\$450 + \$2/unit
	<b>Revised Final Preliminary Plat</b>			<b>Revised Final Preliminary Plat</b>		
Landscaping	\$250			\$275	\$275	\$320
	<b>Subdivision Engineering</b>			<b>Subdivision Engineering</b>		
Landscaping	1.5% of construction cost, min. \$300			1.5% of construction cost, min. \$320		
	<b>Subdivision Engineering Revised</b>			<b>Subdivision Engineering Revised</b>		
Landscaping	\$250			\$275		

**OTHER REVIEW FEES**

	ADDITIONAL LANDSCAPE FEES	
	Current Fee	Proposed Fee
Landscape Inspection Fee	NA	\$750 up to 3 acres, + \$75/acre additional beyond 3 acres; this includes initial inspection, one re-inspection, and the 2-year warranty inspection
Re-Inspection	NA	Any inspections beyond those noted above: \$350
Street Tree Inspection	NA	\$350
Pre-Construction Meeting Attendance	NA	\$450
Hourly Rate	NA	See Rate Schedule

Comments: Giffels Webster acknowledges receipt and review of Addendum No. 1 issued for the City of Novi Landscape Site Plan Review and Inspection Consultant RFP. Our proposal reflects the information provided in the addendum, and the updated pricing form has been completed and included in the separately sealed fee proposal as required.

\*Includes Initial, 2nd and 2-Year Inspections

Company Name:

Address:

City, State, Zip:

Agents Name:

Agents Signature:

Date:

Giffels Webster

1025 East Maple Suite 100

Birmingham, MI 48009

Phone: 248.852.3100

Fax: 313.962.5068

Jill Bahm

*Jill Bahm*

3-Jun-26

<b>EMPLOYEE TYPE</b>	<b>BILLING RATE</b>
ASSOCIATE PLANNER	\$123.00
CLERICAL/TECHNICAL SERVICES	\$47.00
CONSTRUCTION ADMINSTRATOR	\$108.00
CONSTRUCTION LAYOUT CREW	\$191.00
CONSTRUCTION OBSERVER	\$95.00
GIS ANALYST	\$104.00
GIS MANAGER	\$139.00
GIS SPECIALIST	\$138.00
INSTRUMENT CREW	\$122.00
INSTRUMENT LAYOUT CREW	\$122.00
INTERN	\$64.00
IT SPECIALIST	\$138.00
LANDSCAPE ARCHITECT	\$133.00
LANDSCAPE ARCHITECTURE MANAGER	\$154.00
LANDSCAPE DESIGNER	\$119.00
LEAD ENGINEER	\$147.00
LEAD SURVEYOR	\$147.00
LEAD TECHNICIAN	\$111.00
PARTNER	\$168.00
PARTNER EMERITUS	\$168.00
PRINCIPAL PLANNER	\$145.00
PROFESSIONAL ADMIN SUPPORT	\$47.00
PROJECT ASSISTANT	\$64.00
PROJECT ENGINEER	\$121.00
PROJECT MANAGER	\$152.00
PROJECT SURVEYOR	\$121.00
PROJECT TECHNICIAN	\$103.00
SENIOR CONSTRUCTION ADMINISTRATOR	\$108.00
SENIOR CONSTRUCTION OBSERVER	\$99.00
SENIOR ENGINEER	\$137.00
SENIOR GIS SPECIALIST	\$138.00
SENIOR LANDSCAPE ARCHITECT	\$139.00
SENIOR LANDSCAPE DESIGNER	\$124.00
SENIOR PLANNER	\$136.00
SENIOR PROJECT MANAGER	\$168.00
SENIOR SURVEYOR	\$137.00
SENIOR TECHNICIAN	\$111.00
SENIOR TRAFFIC ENGINEER	\$154.00
STAFF PLANNER	\$110.00
STAFF SURVEYOR	\$110.00
STAFF TECHNICIAN	\$91.00
SURVEY ASSISTANT	\$-
SURVEY CREW	\$191.00
SURVEY MANAGER	\$139.00
TRAFFIC ENGINEER	\$137.00



**NOTICE - CITY OF NOVI**  
**LANDSCAPE SITE PLAN REVIEW AND**  
**INSPECTION CONSULTANT**

**REQUEST FOR PROPOSALS NOTICE**

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

**IMPORTANT DATES**

RFP Issue Date	Wednesday, May 20, 2026
Last Date for Questions	Thursday, May 28 by 12:00 p.m. Submit questions via email to: Tracey Marzonie tmarzonie@cityofnovi.org
Response Due Date	Wednesday June 3, 2026 by 2 p.m.
Anticipated Award Date	Monday June 22, 2026

**DESCRIPTION:**

The City of Novi, Michigan is soliciting qualified consulting firms to submit a proposal to provide Site Plan Landscape Review and Inspection Consulting services. Novi has experienced recent substantial growth and development with dynamic residential, commercial and corporate activity. The City requires sound planning and high-quality design. The consultant will provide supporting professional Landscape Review and Inspection Services for Site Plan projects through the conservative use of City resources to the City's Planning Department, as well as the Planning Commission and City Council, consistent with Novi's Zoning Ordinances, Landscape Design Manual and City Code requirements. More community information is available on the City's website, [cityofnovi.org](http://cityofnovi.org).

**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](http://www.mitn.info) and obtain an official copy.

## **INSTRUCTIONS**

### **QUESTIONS**

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam.

### **TYPE OF CONTRACT**

If a contract is executed as a result of the bid, it stipulates a fixed price for products/ services.

### **CHANGES TO THE RFP/ADDENDA**

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 RFP 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](http://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.

### **PROPOSAL SUBMITTALS**

Proposals may be submitted by mailing hard copies to the address shown above, OR by uploading proposal to the MITN website at [www.mitn.info](http://www.mitn.info).

All hard copy bids (one copy) must be submitted in a SEALED envelope marked  
**"LANDSCAPE SITE PLAN REVIEW AND INSPECTION CONSULTANT"** to

**City of Novi  
ATTN: Finance Dept  
45175 Ten Mile Rd  
Novi, MI 48375**

Technical proposal may be clipped but should not be stapled or bound.

**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.

Proposals which are uploaded to the MITN ([www.mitn.info](http://www.mitn.info)) website must be uploaded by the due date and time. Allow sufficient time to go through the uploading process. The MITN system will not allow for late submittals. This responsibility rests entirely with the Respondent, regardless of delays resulting from the uploading process.

Submit as a **single file**, in DOC, DOCX, PDF, or JPG format with a size limitation of **20MB**. If the file size exceeds 20 MB, please upload in 20 MB increments. PDF is preferred.

Due to security risks associated with some file formats, the following file types are not able to be opened by the City: DOCM, DOT, XLS, XLSM, XLSB, XLT, PPT, PPTM, TIF, or RTF. All of these formats can contain malicious code. The City will not accept ZIP files. Alternatively, you could convert these files to PDF.

**For assistance on how to upload, contact MITN directly at (800) 835-4603.**

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.

### **SUBMISSION OF PROPOSALS**

To be considered, sealed proposals must be submitted, as specified in the Instructions section on or before the specified time and date. There will be no exceptions to this requirement. Faxed, emailed, or telephone proposals are not acceptable. The City of Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form when one is provided in the RFP documents. Proposals must show unit and total prices when requested. In case of mistakes in price extension, unit pricing shall govern. *ANY CHANGES MADE ON THE PROPOSAL FORM MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal may be withdrawn by giving written notice to the Purchasing Accountant at [tmarzonia@cityofnovi.org](mailto:tmarzonia@cityofnovi.org) 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.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

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.**

### **INELIGIBILITY OF IRAN LINKED BUSINESS**

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a proposal.

### **CONSIDERATION OF PROPOSALS**

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the proposer states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

### **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.

### **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, notification will be posted on the MITN website at [www.mitn.info](http://www.mitn.info).

## **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.

## **GENERAL CONDITIONS**

### **INSURANCE**

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

### **NO EXCLUSIVE CONTRACT**

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

### **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.

### **INVOICING**

Invoices may be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, OR emailed to: [invoices@cityofnovi.org](mailto:invoices@cityofnovi.org). *This email is to be used for invoices and statements only and not for any other type of communication or sales. We are unable to respond to any inquiries from this email.*

### **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 offeror 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 offeror or with any other Competitor; and

(b) No attempt has been made or will be made by the offeror 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/she is the person in the offeror'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/she is not the person in the offeror'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.



## THE CITY OF NOVI, MICHIGAN

### REQUEST FOR PROPOSALS

### LANDSCAPE SITE PLAN REVIEW AND INSPECTION CONSULTANT

- A. The Novi community and organization.** The City of Novi, MI (66,000 residents, located in Oakland County, SE Michigan) seeks highly qualified firms to provide Landscape Site Plan Review and Inspection services. Novi has experienced recent substantial growth and development with dynamic residential, commercial and corporate activity. The City requires sound planning and high-quality design. The landscape consultant will provide supporting professional Landscape review and inspections and the conservative use of City resources to the Planning Division of the Community Development Department. More community information is available on the City's website, [cityofnovi.org](http://cityofnovi.org). Bidders are encouraged to familiarize themselves with the City of Novi Zoning Ordinance in general as well as the specific Landscape provisions and the Landscape Design Manual.
- B. Scope of Work and Work Volume Data.** The following describes the duties and responsibilities of the Landscape Review and Inspection consultant and should be the basis for your submitted proposal:
1. Prepare Site Plan review for landscape compliance with all City codes, Zoning Ordinance, Master Plan for Land Use, Landscape Design Manual, Design and Construction Standards, quality development expectations, practicality, and functional excellence. There were approximately 100 site plan requests reviewed by the Planning Division in 2025.
    - a. Prepare Landscape Plan review reports including Pre-Application Plan Review, Preliminary Site Plan Review, Final Site Plan Review including sign-off on Electronic and Final Stamping Sets. Landscape Plan Reports will be done in accordance with the standards of Section 5.5 of the Zoning Ordinance.
    - b. Participate in public meetings and private development meetings in support of the Landscape Plan review reports and ordinance standards.
    - c. Coordinate with all other disciplines (e.g., planning, engineering, wetlands and woodland protection, City attorneys, etc.).
    - d. Calculation of Inspection and Financial Guarantee amounts.

2. Provide inspection services for landscape plan compliance, including previously approved projects that have outstanding work pending and have warranty financial guarantees posted with the City for completion.

Other Services

3. Attend development meetings, public meetings, hearings, Planning Commission, City Council,, etc. as directed and coordinated by the City of Novi.
4. Provide inspection services for Bi-Annual Tree Planting contract to assure health and vigor of trees planted and under warranty.
5. Provide court testimony for ordinance enforcement, litigation, etc.
6. Assist the City of Novi with landscape design and inspection related tasks including but not necessarily limited to the following types of work:
  - a) Prepare Landscape plans for park enhancements, municipal buildings improvements, infrastructure projects and utility screening.
  - b) Assist ordinance officers with violations of landscape ordinance standards.
  - c) Other landscape related tasks as assigned by the Director of Planning
7. Review and comment on plans and studies prepared by City staff or other consultants, including the preparation of and updates to the Master Plan for Land Use, Thoroughfare Master Plan, Transit Plan, and various road improvement projects, as requested by the City.

**C. Background and Experience.** The submitted proposals are to provide the name of a lead contact who will be assigned to the City of Novi for coordination and accountability. Describe the background and education for the lead contact person and other key personnel to be assigned to Novi and provide professional Landscape Architect licenses (State of Michigan preferred) and certification documentation. Describe the team's experience in providing Landscape Site Plan Review and Inspection consulting services, and its ability to provide the needed services for the City of Novi. Provide examples of letters and reports that are listed in the Scope of Work. List a minimum of three references related to similar work.

**D. Term of Engagement.** The term of the agreement would be three years. Upon mutual consent, the contract may be renewed at the same terms and conditions for two additional one-year terms, serving at the pleasure of the City of Novi, with a 30-day cancellation option by either party.

**E. Fee for Services.** Provide, in a **separate sealed envelope**, a proposed compensation schedule to include:

- For the convenience of the proposer, a fee schedule which shows all current associated fees (in effect for the past three years), and a fillable section for proposed fees from the Consultant is provided, with modifications as noted.
- The cost for attendance at meetings.
- Review of Pre-application submittals are to be provided free of charge
- The hourly cost to provide the remaining services indicated in Section B )3.-7.) (Scope of Work)

- Proposals based on a retainer fee system will not be considered.
- Economy and efficiency in the proposed fee structure is encouraged.

Fees are to be effective for the three-year term of the agreement. Fees are open to review and negotiation by mutual agreement of the firm and the City for the renewable additional two, one-year terms. The fee structure shall be set up as a fee for successfully completed work, including minor adjustments to the review reports as requested by the City, and any field inspections completed with a report provided. The fee must be per the fee schedule if indicated, or itemized (dates, hours, work completed) if not otherwise indicated.

**F. Proposal Evaluation.** Proposals will be evaluated based upon:

- The firm's ability to perform required services and description of the work plan
- Assigned personnel
- Related public/municipal experience
- Budget, cost controls experience
- Potential/current project conflicts

In addition to the submittal requirements noted above, qualifications should be demonstrated through detailed examples of Landscape reviews and inspection documentation completed for these types of projects: Commercial and residential development plan review, and residential subdivision or site condominium review.

The City has the right to accept or reject any or all proposals at its discretion. A team of City of Novi staff will review proposals of firms and make a recommendation. At that point, fees will be opened and terms will be negotiated and a recommendation made to the Consultant Review Committee of the City Council. The Consultant Review Committee will review the staff recommendation and make a recommendation to the full City Council for consideration and action.

**G. Disclosures.** Consultant is asked to indicate any existing or potential conflicts of interest with the City and other private parties you represent. Detail current municipal contracts within Oakland, Macomb, Genesee, Wayne, Washtenaw, and Livingston County. Detail property and assets owned by the firm within the City of Novi.

**H. Insurance Requirements.** See Attachment B.

**Attachments.** Attachments to this Request for Proposals include a report of past work volume levels (Attachment A), Insurance requirements (Attachment B), as well as a sample agreement, and a separate fee schedule for services that can be used to fill in proposed fees that shall be delivered in a **separate sealed envelope**.



## **CITY OF NOVI WORK VOLUME DATA ATTACHMENT A**

For the three-year timeframe from 2023 to 2025, the City of Novi's Landscape review and inspection representative provided the following services (numbers approximate). The City makes no guarantee regarding the volume of work that may be required during the contract period.

- 300 Site Plan Reviews
- 300 Site Inspections
- 60 Staff Meetings
- 70 Pre-application reviews



**CITY OF NOVI  
INSURANCE REQUIREMENTS  
ATTACHMENT B**

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.
  - d. The Contractor shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) on a per claim/aggregate.
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.

**CONTRACT FOR PROFESSIONAL SERVICES  
LANDSCAPE SITE PLAN REVIEW AND INSPECTION SERVICES CONSULTANT**

**THIS CONTRACT FOR PROFESSIONAL SERVICES** ("Contract"), 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 \_\_\_\_\_, whose address is \_\_\_\_\_, (hereinafter referred to as "Consultant").

**THE CLIENT AND CONSULTANT AGREE AS FOLLOWS:**

**Article I. Statement and Performance of Work.**

For payment by the Client as provided under this Contract, Consultant shall perform the work, duties and responsibilities described on and in Schedule A 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 on \_\_\_\_\_ and end on \_\_\_\_\_. Upon mutual consent of the Client and the Contractor, the contract may be renewed two (2) additional years in one (1) year increments at the same prices, terms, and conditions of the original contract. The timing for performance of any such work may be extended for additional specified periods of time, if allowed in writing by the Client in its sole discretion. Services on each phase after the first phase shall commence only after Client's authorization to proceed. Out-of-sequence services (i.e., commencement of work on a future phase, before completion of a prior phase), if requested and ultimately not accepted by Client as part of the overall project, shall be compensated as Additional Services.

**Article III. Contract Price and Payment.**

- A. Subject to the terms and conditions of this Contract, the Client agrees to pay Consultant in the amount, manner, and according to the timing for making such payments set forth in Schedule A (referred to in this Contract as "payments"). 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.
  
- B. Consultant acknowledges that the attached Schedule A includes certain "pay for performance" provisions. Project plan reviews shall be due twelve (12) business days for major projects and seven (7) business days for minor projects from the date of delivery to Consultant by the City (or by an applicant directly) of all materials necessary to complete a plan review assignment. For project plan reviews delivered on time, Consultant shall be entitled to 100% of the fee established for the review. On time delivery of reviews means delivery to the City employee responsible for

## SAMPLE AGREEMENT

coordination of a project on or before the due date. Written inspection results shall be due within seven (7) business days following communication of request. Late delivery of a project plan review shall entitle the City to reduce the fee paid to Consultant by five (5%) percent for each day the review is not delivered on time not to exceed \$500 per day. At Consultant's request, in unusual circumstances in which delivery of the review on time is prevented by circumstances beyond Consultant's control, such as a delay in required response(s) by other consultants or City employees, this reduction may be waived by the City Manager or his or her designee. Consultant may also request an extension of the project due date in advance, in the case of an usually extensive or complicated review or project.

- C. The Client agrees to pay Consultant amounts due within thirty (30) days of receipt of an itemized billing/invoice from Consultant detailing all work performed and provided in connection with the billing and the hours and charges applicable to each such item of work. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.
- D. All costs and expenses incurred by Consultant in the course of performing the work under this Contract are deemed to be included in the hourly fees and amounts set forth in Schedule A, unless specifically identified in Schedule A as reimbursable expenses and such expenses have been approved by the Client or its designee.
- E. Consultant will obtain written approval of the Client prior to proceeding with any services or work that is not stated on Schedule A; otherwise the Client will not be billed for such extra/additional services or work.
- F. Payments shall be made upon verification of invoices received by the Client. All payments to Consultant shall be submitted by mail at Consultant's address first listed above, unless Consultant provides written notice of a change in the address to which such payments are to be sent.

### **Article IV: Termination.**

- A. This Contract, including any extension or amendment of this Contract, may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days' written notice to the other party. In such event, the effective date of such termination shall be the 30<sup>th</sup> calendar day following the date of the written notice of such termination.
- B. In the event this Contract is terminated prior to completion of the work, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Consultant 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, Consultant continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination. Additionally, termination shall not relieve Consultant of its obligation to provide Client with all of the

plans and product generated under this Contract through the effective date of termination. Articles V, VI, VII and VIII of this Contract shall survive completion of the work and any termination of this Contract.

- C. Prior to the effective date of any termination or prior to the completion of the work (including any extension of the timing for completion), whichever is the first to occur, Consultant shall deliver to the Client all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, applications, manuals, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and other materials in its possession or control that is gathered or generated in the course of performing the work or that relates to the work in any way; provided that Consultant may retain a copy of such materials for its files. The Client shall be permitted to withhold any payments and reimbursements otherwise owing to Consultant under the terms of this Contract until all such materials are delivered to the Client in accordance with the terms and conditions of this Contract.

**Article V:           Independent Contractor Relationship.**

- A. In the performance of this Contract, the relationship of Consultant to the Client shall be that of an independent contractor and not that of an employee or agent of Client. Consultant is and shall perform under this Contract as an independent contractor, 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.
- B. Consultant, as an independent contractor, 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. Although Consultant is required under this Contract to advise, make recommendations to and to a limited extent represent the Client, all plans, studies, applications, submittals, surveys, reports and any other information relating to the work must be submitted to and approved by the Client or the Client's authorized official prior to being disseminated to any third party and shall only be so disseminated if such dissemination is approved in advance by the Client or an authorized Client official.
- C. Consultant 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, Consultant 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. Consultant 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 Consultant in performing or failing to perform the work, or (ii) civil damages which arise out of any dispute between Consultant and its subcontractors, affiliates, employees or other private third parties in connection with this Contract.
  
- B. Consultant 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 Consultant 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. Consultant's professional liability insurance shall cover claim if and to the extent that the insured causes damage to others in the rendering of its professional services. Consultant shall give the Client immediate notice of any change in or cancellation of the coverage in place at the time this agreement is executed, shall provide a copy of any cancellation notice received from its insurer to the Client, and shall request that its insurer send such notice of cancellation to the Client. Consultant shall provide evidence of insurance coverage as set forth herein coverage at any time requested by the Client.

**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 Consultant during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Consultant 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:       Accuracy.**

Consultant promises that the information it provides in the work to be performed under this Contract will be accurate, excepting only inaccuracies resulting from incorrect information provided by the Client, the City, other consultants and/or other public sources. Consultant will not charge Client for necessary corrections to its work and will

be responsible for any increased cost incurred by the Client as a result of any inaccuracies in the work, excepting inaccuracies resulting from incorrect information provided by the Client, the City, other consultants and/or other public sources.

**Article IX:            **General Provisions.****

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Consultant. 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 Consultant'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. Consultant 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. Consultant 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. 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 Consultant that it is hired by Client to work exclusively for Client (and by extension for the City should the work be accepted and implemented by the City) and Consultant agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Consultant's performance of the work.
- F. 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 Victor Cardenas and City Clerk Cortney Hanson  
          Consultant:
- G. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Consultant.
- H. 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.

**SAMPLE AGREEMENT**

- I. 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.
  
- J. 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.
  
- K. Anti-Discrimination. 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.

**IN WITNESS WHEREOF**, the Client and the Consultant have executed this Contract in Oakland County, Michigan, as of the date first listed above.

**WITNESS/DATES OF SIGNATURE:**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**City of Novi ("Client"):**

By: \_\_\_\_\_  
Justin Fischer, Its Mayor

By: \_\_\_\_\_  
Cortney Hanson, Its Clerk

**WITNESS:**

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**("Consultant"):**

By: \_\_\_\_\_

\_\_\_\_\_, Its \_\_\_\_\_