



SUBJECT: Approval to award a contract for the administration of the 2019 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to McKenna & Associates in the amount of \$20,806.

SUBMITTING DEPARTMENT: Finance

EXPENDITURE REQUIRED	\$20,806
AMOUNT BUDGETED	\$104,030 (includes administration and rehabilitation work)
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	264-264.00-891.000

BACKGROUND INFORMATION: Each community receiving CDBG funds must bid public service contracts (greater than \$10,000) annually in order to comply with the grant's procurement guidelines. The City received two proposals this year from Oakland Livingston Service Agency (OLSHA) and McKenna & Associates. OLSHA and McKenna both have significant experience with the minor home repair program. Each organization bid \$20,806 (which is 20% of the total CDBG funds allocated to minor home repair, this is also the max allowed for administration fees) for the administration of the City's program. OLSHA is currently administrating the City's Program Year 2018 minor home repair program. Spending for the grant year was to begin July 1, 2018 and must be completed by June 30, 2020. The following statistics were received from OLSHA for the 2018 program year:

- 25 applications received and processed (24 approved, 1 denied due to income limitations)
- All 24 jobs have been put out to bid
- 5 jobs are in active production
- 5 jobs have been completed to date
- 10 bids are pending return
- 1 job had no bids received – OLSHA is searching for contractors
- 1 client moved – OLSHA can no longer provide services
- 2 clients did not respond to OLSHA's contacts

OLHSA has requested an extension past the June 30, 2020 expiration date in order to fully spend the funds. Typically if the funds are not spent by the expiration date, the funds are required to be returned to the County. In this case, the City spoke with the County and we were granted an extension until September 30, 2020. OLHSA signed the contract on February 28, 2019 and funds were immediately available to spend. The City received the first Program Year 2018 request for reimbursement on January 31, 2019. While the City has been satisfied with their administration of the program, we would like to see funds spent faster to better serve our residents and to help ensure we are not at risk of losing current and future funding. We are recommending the administration of Program Year 2019 Minor Home Repair be awarded to McKenna & Associates so the 2019 program funds can be immediately available for rehab projects and allow OLSHA time to spend the remaining 2018 program year funds.

RECOMMENDED ACTION: Approval to award a contract for the administration of the 2019 Program Year for the Community Development Block Grant (CDBG) Minor Home Repair Program to McKenna & Associates in the amount of \$20,806.

CDBG
Bid Tabulation Form

Description of Item: City of Novi CDBG Minor Home Repair Program - PY 2019

Proposals due January 16, 2020 2:00 p.m.

Vendor	McKenna & Associates	OLHSA
Proposal Date	1/16/2020	1/16/2020
Phone #	(248) 596-0920	(248) 209-2605
Contact Person	John Jackson, AICP	Susan Harding
Program Management	not to exceed \$20,806	\$ 20,806.00
Labor & Materials	\$83,224 or more	\$ 83,224.00
Total Program Amount	\$ 104,030.00	\$ 104,030.00
Comments		

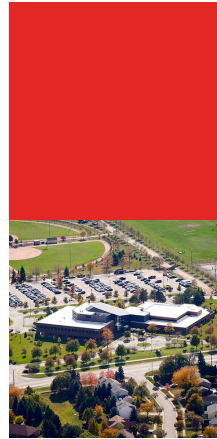
The RFP was posted on the Michigan Intergovernmental Trade Network (MITN) website which emailed notice of the RFP to 216 firms registered in the categories of Home Management, Safe Housing, Administrative Services - All Kinds, Family and Social Services, Administrative Services of All Kinds, and Professional Services (Not Otherwise Classified). A courtesy notice was sent to OLHSA.

MCKENNA

PROPOSAL TO PROVIDE

CDBG Minor Home Repair Administration

CITY OF NOVI, MICHIGAN



JANUARY 16, 2020

Communities for real life.



MCKENNA

January 16, 2020

Ms. Sabrina Lilla
Deputy Finance Director
City of Novi
45175 Ten Mile Road
Novi, Michigan 48375

Subject: Administration of CDBG Minor Home Repair Program

Dear Ms. Lilla,

We are pleased to submit a proposal for our services in administering the CDBG Minor Home Repair program for the City of Novi. We believe you will find our planning professionals highly qualified and experienced in administering these types of programs for nearby communities, and that our common-sense and responsive approach to facilitate funding of home repairs and rehabilitation will allow for the most effective use of the City's CDBG allocation for this project.

TEAM – EXPERIENCED AND LOCAL

Our team of planners is experienced in working on projects under the HUD “umbrella,” including Community Development Block Grant programs such as those for minor home repair. We know and understand the importance of housing rehabilitation in Michigan’s communities and are enthusiastic in our implementation of these programs.

Brian Keeseey, AICP, is a Principal Planner and McKenna’s GIS Manager and will serve as project manager for the Minor Home Repair Program. Brian serves as the planner in nearby Lyon Charter Township and in that function administers the Township’s CDBG Minor Home Repair Program. He is responsible for accepting applications, vetting projects and contractors, awarding contracts, and overseeing budgets and reporting for the program. His working relationship with the CDBG administration team in Oakland County will prove invaluable in serving the City of Novi.

Brian will be assisted by Hunter Whitehill, an Assistant Planner with McKenna who administers the Property Maintenance and Blight Control CDBG Program for the Charter Township of Van Buren. Serving in a similar role, Hunter is well-versed in rehabilitation and maintenance projects funded through the CDBG program.

UNDERSTANDING OF THE PROJECT

Based on the background information contained in the RFP document and our familiarity with the CDBG programs in Oakland County we understand the City is searching for firms qualified to administer the Minor Home Repair program for Program Year 2019. The selected firm will accept applications, verify resident qualifications, manage contractors, determine award amounts, and facilitate payment for services.

The qualified firm will also be responsible for managing the budget relating to this program and will perform any and all reporting duties to the City, County, and/or HUD.

We note in the RFP that the City is looking for a firm to have the capability to have available contractors and staff to do the work required and assume this is in reference to the physical construction of the repairs. In our

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administrative duties related to minor home repair programs in other communities, McKenna is responsible for vetting the credentials and references of independent contractors who submit bids for the work; we do not perform the physical work of completing the approved repair/rehabilitation. Our proposal reflects our past experience and is intended to convey a similar administrative role in the City.

Our team has based the attached proposal on this understanding, with the aim of delivering maximum value to the City of Novi and its residents through this program.

MCKENNA ADVANTAGES

McKenna has clear advantages for undertaking the administration of the City’s Minor Home Repair program. We are administrators of similar programs within Oakland County and Wayne County, so we are familiar with the scopes and types of work that are typically funded through these programs. We have working relationships with the County Community and Home Improvement Division and are familiar with the reporting requirements of Oakland County for this program. We are also planners and professionals serving communities large and small in the Midwest – we understand the responsibilities that come with serving elected officials and City staff members.

Perhaps most importantly with a program such as the Minor Home Repair Program, though, is the ability to help efficiently facilitate housing rehabilitation projects that have real quality-of-life impacts on the residents of a community. We take this responsibility seriously and will provide the residents of the City of Novi the best level of service possible – with care, responsiveness, and a positive attitude.

We are certain that we are the best team to partner with the City of Novi in facilitating this program. We are eager to work with you, and we look forward to meeting with you soon to review our proposal. If you have any questions regarding our response, please do not hesitate to contact us at (248) 596-0920 or jjackson@mcka.com or bkeesey@mcka.com. Thank you.

Sincerely,

McKENNA



John R. Jackson, AICP
President

**ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM**



CITY OF NOVI, MICHIGAN

**ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM**

PROPOSAL FORM

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:

Description	% of Total Amount	Amount
Program Management/ Administration Fee	Hourly, not to exceed 20% of program %	\$ Not to exceed \$20,806
Labor & Materials	80% or more of program cost; see comments %	\$ \$83,224 or more
TOTAL AMOUNT AVAILABLE FOR THE 1-1/2 YEAR PROGRAM*	100 %	\$ 104,030

* Please note: The total amount as shown covers the program management/ administrative fees AND the labor and materials for the home repairs. There will be no additional funds available.

We acknowledge the following addenda: _____
(please indicate addendum number)

COMMENTS: Administration of the project will be completed on an hourly basis per the fee schedule included in the proposal. Anticipated staff include Principal Planner and Assistant Planner levels.
Labor and materials to be performed and supplied by independent qualified contractors based on project-by-project competitive bid award.

PROPOSAL SUBMITTED BY:

Name (printed) John Jackson, AICP _____

Title: President _____

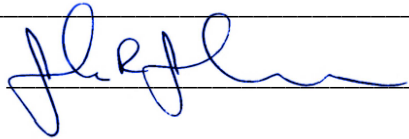
Company (Legal Registration) McKenna Associates

Address 235 E Main Street, Suite 105

City Northville State Michigan Zip 48167

Telephone 248-596-0920 Fax 248-596-0930

E-mail jjackson@mcka.com

Signature  Date January 16, 2020



CDBG

Minor Home Repair Administration

CITY OF NOVI, MICHIGAN

PREPARED JANUARY 16, 2020 BY

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MCKENNA

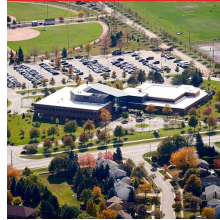
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CDBG Minor Home Repair Administration

CITY OF NOVI, MICHIGAN



JANUARY 16, 2020

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Executive Summary



MCKENNA TEAM ADVANTAGE

- Unmatched responsiveness to clients.
- Professional, respectful, and caring interactions with residents and contractors.
- Current successful administration of Minor Home Repair programs in Oakland and Wayne counties.
- Working relationship with Oakland County Community and Home Improvement Division.

PROJECT TIMELINE

The City of Novi's RFP describes ongoing administration services for the Community Development Block Grant (CDBG) Minor Home Repair program, 2019 Program Year. McKenna understands the awarded contract will be administered until December 31, 2020.

HUD EXPERTISE

McKenna is a Midwest – based consulting firm with a 41-year tradition of professional planning and community development assistance to Midwestern local units of government in meeting the intent and spirit of the U.S. Department of Housing and Urban Development requirements for planning and implementation of CDBG, HOME, and other HUD programs.

MINOR HOME REPAIR ADMINISTRATION EXPERIENCE

McKenna's proposed team of professional planners is experienced in administration of minor home repair and property improvement programs for Michigan cities and townships. We oversee program progress spanning from project initiation (application), contractor vetting, awarding, work verification, payment, and reporting.

Introduction and Firm Profile



McKenna’s downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our work spaces reflect McKenna’s commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna’s team of talented planning, design and building professionals help municipal leaders develop and maintain communities for real life. From street festivals, neighborhood parks, and storefronts, to parking spots, coffee shops, and farmers’ markets, we want your community to thrive. Headquartered in Northville with offices in Detroit and Kalamazoo, Michigan, McKenna provides planning, zoning, landscape architecture, community and economic development and urban design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 40-year record of client satisfaction and on-time, on-budget delivery.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna’s practice. McKenna’s innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 20 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.

HEADQUARTERS

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GRAND RAPIDS

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HUD PROGRAM EXPERIENCE

McKenna has a record of success in assisting partner entitlement jurisdictions with their HUD program requirements, including Consolidated Plans, Analyses of Impediments to Fair Housing Choice, Housing Needs Assessments, Housing Studies, Annual Action Plans, CDBG and NSP planning, and administration that meet and exceed HUD requirements and community expectations, while coming in on budget and ahead of deadline. Over the past 10 years, McKenna has helped communities secure millions of dollars in direct federal funding for local housing, community development, and economic development programs.

Below is a list of entitlement communities for which McKenna has provided community development services:

Community Development Block Grant (CDBG) Minor Home Repair

Lyon Charter Township, Oakland County, Michigan
Van Buren Charter Township, Wayne County, Michigan
Garden City, Wayne County, Michigan

Analyses of Impediments (AI) and Consolidated Plans (CP)

Alliance, Ohio (CP)	Lincoln Park, Michigan (CP and AI)
Ann Arbor, Michigan (AI)	Livonia, Michigan (CP)
Battle Creek, Michigan (AI, 2 CPs)	Macomb County, Michigan (CP)
Clermont County, Ohio (2 CPs, AI)	Midland, Michigan (AI)
Dearborn Heights, Michigan (CP and AI)	Michigan City, Indiana (AI)
East Lansing, Michigan (CP)	Saginaw, Michigan (CP)
Elyria, Ohio (CP and AI)	Sterling Heights, MI (AI)
Kalamazoo, Michigan (3 CPs)	Springfield, Ohio (CP)
Kent County, Michigan (AI)	Toledo, Ohio (CP)
Lima, Ohio (2 CPs)	Wayne County, Michigan (CP)

Housing Studies and Neighborhood Plans

Neighborhood Revitalization Plan, Bay City, Michigan
Comprehensive Housing Study, City of Battle Creek, Michigan
NSP2 Neighborhood Plan, City of Benton Harbor and Berrien County Land Bank, Benton Harbor, Michigan
Senior Housing Plan, Genesee County Metropolitan Planning Commission, Flint, Michigan
State-wide Senior Housing Study, Michigan State Housing Development Authority, Lansing, Michigan
Senior Housing Study, Dearborn Heights, Michigan
Senior Housing Market Analysis, Belleville, Michigan
Livingston County Housing Rehabilitation Program, Livingston County, Michigan
Romulus Residential Program, Romulus, Michigan
South End Neighborhood Revitalization Plan, Bay City, Michigan
Senior Housing Locational Analysis, Romulus, Michigan
Michigan State Housing Development Authority
Harmony Village Rehabilitation, Detroit, Michigan
Western V Community Conference Housing Study, Belleville, Michigan
Lincoln Park Housing and Community Development Program, Lincoln Park, Michigan
Senior Housing Action Plan, Fenton, Michigan
Housing and Community Development Plan, Romulus, Michigan
Hazel Park Housing Study, Hazel Park, Michigan
Highland Park Housing Assistance Plan, Highland Park, Michigan
Upper Floor Housing Study, Bay City, Michigan
Senior Housing Market Analysis, Ecorse, Michigan
Manchester Housing UDAG, Highland Park, Michigan
Housing Market Analysis, Frenchtown Charter Township, Monroe County, Michigan
Belleville Area Senior Citizens Non-Profit Housing Corporation, Belleville, Michigan
Addison Township Senior Citizen Non-Profit Housing Corporation, Lakeville, Michigan

Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties and Regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management



Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance



Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings

On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (IAP2 Certified)

- Hands-on Workshops
- Focus Groups
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

MCKENNA QUALITY ASSURANCE AND MANAGEMENT

Quality assurance is accomplished around 10 core quality management elements, or critical success factors. Under the direction of a Project Director, McKenna's Project Manager will accomplish these elements of managing projects.

Quality Elements:

1. **Client Service** – Building partnerships and satisfying client expectations.
2. **Client/Project Team** – Project manager-led teams with project role, and allocating resources.
3. **Scope/Deliverables** – Identifying and tracking fulfillment of project scope and deliverables.
4. **Work Tasks** – Identifying and monitoring work tasks and work flow.
5. **Schedule** – Identifying time frames and milestones, and progress reports with client.
6. **Cost Accounting** – Project Manager establishes budgets, invoicing and monitoring plan with Project Director.
7. **Contracts/Negotiations** – Preparing contracts, subcontracts and any amendments.
8. **Technical/Production/Communication** – Meeting technical and document production and communication requirements.
9. **Quality Management** – Project Director manages the quality of our services including sub-consultants.
10. **Communications/Meetings** – Ensuring ongoing formal communication with client and team.

McKenna carries out our quality management in three primary areas:

- Quality through project performance
- Quality through individual performance
- Project-specific quality management

Project Director and Manager - Each Project Manager has more than eight years' experience and tailors the program for each project individually, to ensure the standard of quality established by each client is achieved. The program is flexible, and can be adapted to meet the needs of large or small projects, and cross discipline lines.

Accountability - Communication is a most effective element in producing a successful project. Project teams hold regular work plan reviews with the project manager, task assignees, the department heads and others with a role in the project. Accountabilities are clearly identified and communicated, so that each project team member knows what is expected.

Targets - McKenna targets individual performance improvements using clearly defined roles and accountabilities for each professional involved in the project. Targets are available as a reference for setting goals and monitoring performance against standards and measurements.

Effectiveness - The effectiveness of our overall Quality Management Program demands that all personnel are aware of the professional, technical and ethical requirement of each project. Responsibility for implementation of the plan is team-wide under the direction of the Project Director. The Project Manager addresses the short- and long-term issues underlying the project. Project Managers also develop technical standards for the project, and procedures for implementing quality management, including a plan for timely completion of the project, while maintaining professional performance levels.

Client Satisfaction - A client satisfaction form will be provided at significant milestones as a quality control measure. Our level of performance will be graded and McKenna will make adjustments as requested by the County.



Project Understanding

Having administered CDBG programs for communities in the Detroit metro area, McKenna has a clear understanding of the work required to be performed to successfully distribute the City's Minor Home Repair allocation. Our administrative efforts and procedures align with the requirements of the United States Department of Housing and Urban Development (HUD) for CDBG programs and those of Oakland County's Community and Home Improvement Division.

We understand the City is seeking a provider to administer the Minor Home Repair program's \$104,030 budget for the 2019 Program Year (July 1, 2019 – December 31, 2020), with administrative costs not to exceed the CDBG limit of 20% of the total program. In our discussions with City representatives, it is understood the City funds 15-20 projects annually with the Minor Home Repair Budget and anticipates this volume to continue based on available funding.

A qualified Administrator is expected to have the capability, experience, and familiarity with requirements to effectively operate the program in accordance with CDBG program requirements. Per the RFP, a qualified proposer also has available contractors and staff to perform the work – we will address this requirement in our work plan.

In addition to the requirements specifically outlined in the RFP, we understand administration of the Minor Home Repair program requires a friendly face and caring attitude. This funding can tangibly improve the quality of life for residents of the City, and our prompt attention and effort to be efficient in the review and award process shows the City truly cares to help its citizens.

Work Plan

In administering similar programs in nearby communities, McKenna has found the following procedural outline to result in effective and efficient completion of projects and awarding of available funding. This process allows us to comply with CDBG project vetting and reporting requirements that achieve HUD standards. However, if the City has an already-established evaluation procedure we are expected to follow, we are happy to operate under an established framework.

We would like to point out that while the RFP states the proposer must have the capability to have available contractors and staff to do the work required for minor home repair activities, McKenna does not have contractors on hand to perform this work. A successful home repair program includes the collection of competitive bids by qualified contractors who are not associated with our firm to find the best value for the homeowner and to get the biggest “bang-for-the-buck” for the program. We perform a thorough vetting of proposing contractors to ensure the work will serve its intended purpose.

PRE-APPROVAL

Our first step toward awarding of minor home repair funding is the pre-approval process, which includes an application filed out by the resident. The work description should be well-defined and supported by photos or other information that can be recorded for reporting. We will work with the applicant to verify their income levels, ownership status, property tax status, insurance policy, among other information. We also walk through the Lead-based Paint notification and compliance certificate, smoke detector verification, floodplain review, and other checks to ensure the project can qualify for CDBG funding.

BID AND CONTRACT AUTHORIZATION

Once a resident is pre-approved for participation in the program, they are able to move forward with the process of collecting quotes with an understanding they are eligible for funding assistance. Since all physical work performed will be accomplished by independent qualified contractors, we work hard to guide the applicant through the process of collecting quotes from contractors to perform the work.

When the quotes are submitted for review, we will check references, confirm contractor licenses and SAM registration are valid, and verify the scope of the quote matches the work described in the resident’s application.

Once we have identified the qualified contractor to perform the work (typically, but not in all cases, the lowest bid from a qualified contractor) we will request authorization from the appropriate City of Novi representative to approve the contract amount. A contract is signed between the City and the contractor indicating the City has funding available and will pay the quoted amount for the work. Once signed, the work may begin (note: contractors are required to acquire permits for work if required by the building department).

PROJECT PROGRESS AND CLOSE-OUT

We work with authorized contractors to receive ongoing project updates; any required change orders will be processed and approved by McKenna and the City’s representative in cooperation with the contractor.

Once notified of completion, we will verify that any and all permits are closed out to the satisfaction of the City’s inspectors prior to authorizing payment on the bill. We will work closely with City staff to provide timely payment to the contractor.

ONGOING PROJECT AND BUDGET REPORTING

McKenna professionals will maintain a project tracking system to track applicants, projects, and the program budget; the information will be made available to the City at any point during the administration period, and we will submit a complete progress and budget report at the end of the contract duration.

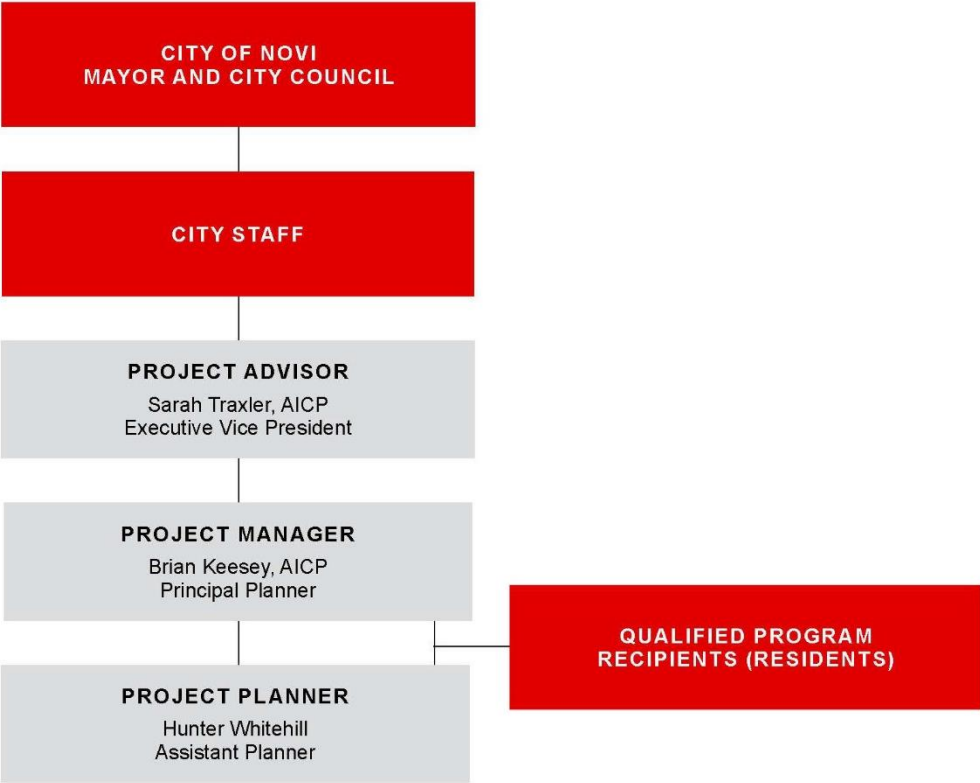
We are also intimately familiar with the annual and ongoing reporting requirements of the Oakland County CDBG program and will work with representatives of the County to provide the ongoing updates and information required to continue the City's program eligibility.

Project Management

CDBG MINOR HOME REPAIR ADMINISTRATION

City of Novi, Michigan

- City of Novi
- McKenna Team





Brian Keeseey, AICP

PRINCIPAL PLANNER / GIS MANAGER

EDUCATION

Master of Urban & Regional Planning
Michigan State University

Bachelor of Landscape Architecture
Michigan State University

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Land Use Planning and Administration

Provided support for citizens and developers with land use information and application procedures. Reviewed small and large scale development proposals, site plans, and special use applications and recommended action to Planning Commissions and elected officials. Conducted agency review meetings, public hearings, and public input forums to ensure comprehensive analysis and sound planning and design principles. Provided guidance and analysis for owners of properties affected by FEMA's updated flood survey.

Zoning

Provided on-site administration of zoning regulations. Researched topics and drafted zoning ordinance amendments, including regulation of signs, mining operations, and wind energy conversion systems. Presented recommendations to Planning Commissions and elected officials.

Comprehensive Planning

Facilitated visioning and goal-setting sessions to guide master plan development. Provided demographic analysis using U.S. Census data and market studies which highlighted community trends for the municipality to address. Guided the creation of policies to support municipal development goals. Provided graphic design and document layout for master plan updates, including formatting, photography, and presentation graphics.

Demographic Trend Analysis

Conducted a study on the effects of neighborhood gentrification on businesses in an established commercial corridor, analyzing occupancy changes over the course of four decades against known indicators of gentrification.

Capital Improvement Programs

Led municipalities through the Capital Improvement Program process, including calls for proposals, organization of proposal presenters, the Planning Commission ranking process, formulation of summary reports, and recommendations to legislative bodies. Implemented effective changes to the ranking process, evaluation criteria, and format of recommendation documents, as well as the formulation of a multi-year assessment process.



PROFESSIONAL EXPERIENCE

Signs and Wayfinding Systems

Researched and drafted ordinances to address changeable copy, electronic message boards, and content-neutral regulations, and presented to Planning Commissions and elected officials. Participated in Michigan State University's Campus Wayfinding Workgroup for the expansion of the wayfinding system. Designed street signs and wayfinding plans for MSU's East Lansing campus during its implementation of the Tri-County emergency response improvement initiative. Collaborated with emergency response units, 911 call center, and law enforcement officials to ensure that all needs were met. Successfully coordinated the fabrication process, quality control, and installation of directional signage.

Geographic Information System (GIS) Analysis and Modeling

Provided analysis of U.S. Census data, consumer and market information, and development opportunities and patterns. Designed zoning and future land use maps for administration and comprehensive plans, and developed online versions for public consumption using the ArcGIS Online platform. Administered databases of utility and infrastructure information. Completed numerous site surveys using GPS and Total Station software. Used the resulting data to create Sketchup models and production graphics. Drafted site plans, engineering details and design documents using AutoCAD.



Hunter Whitehill

ASSISTANT PLANNER

EDUCATION

**Bachelor of Science,
Urban and Regional Planning**
Michigan State University

**Associate of Science
Environmental Science and Society**
Washtenaw Community College

PROFESSIONAL EXPERIENCE

Neighborhood Planning

Developed comprehensive neighborhood plan with action-oriented recommendations. Recommendations emphasized the ability to meet daily needs, access to parks and open space, walkability, access to transit and bike networks, access to food, access to multiple housing opportunities, and neighborhood schools.

Development Review and Zoning

Assists with ongoing development review services including site plan, special land use, land division, variance, and rezoning. Analyzes applications based on applicable zoning and other regulations and present findings to community staff and commissioners. Reviewed and approved zoning permits, including fence and sign permits. Researches and drafts zoning ordinance amendments and complete code rewrites for Michigan cities and townships.

Real Estate Development

Strategized land acquisition and development opportunities while assessing the needs and demands of the local real estate market. Analyzed zoning ordinances to identify best use of properties.

Climate Resilience and Sustainability

Studied abroad in Europe studying best climate resilience practices including geothermal energy science in Iceland, Wind and Solar energy location and process in Germany, as well as the harnessing of hydroelectric energy in Portugal.

Transportation Planning

Project manager for long-range transportation plans including public involvement, systems analysis, performance improvements, and implementation programs. Grant applications and project evaluations for various Federal, state, and foundation funding opportunities.

Parks and Recreation Planning

Experience in the development of Parks and Recreation Master Plans per State standards. Project responsibilities involved an inventory of existing facilities, assessing the condition of equipment, and compilation of findings. Led public engagement activities including the creation of online surveys, social media presence, and public input sessions.

Comprehensive and Master Planning

Master Plan project management including public involvement design, data analysis including maps, alternatives evaluation, and plan implementation. Online community survey construction, stakeholder interviews, and larger format public visioning sessions. Develops plan scope, drafts individual sections, and sees project through adoption according to proper regulatory framework. Assists Planning Commissions with annual community planning and development work programs that loop into comprehensive planning outcomes.

MEMBERSHIPS

American Planning Association
Sierra Club
Michigan Association of Planning

Professional Fees

McKenna proposes to perform the services described in this proposal on an hourly basis, with overall costs not to exceed the 20% program limit of \$20,806 for the program year.

Our proposed staff members are at the Principal and Assistant classification levels. However, there will be instances where specific experience of our other planners is required. All services performed will be billed hourly in accordance with the following schedule.

PROFESSIONAL FEE SCHEDULE FOR HOURLY RATED SERVICES

Professional Classification	Rate Per Hour*	
President	\$150	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2020, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Executive or Senior Vice President	\$140	
Vice President	\$135	
Director	\$125	
Senior Principal or Manager	\$125	
Principal	\$120	
Senior	\$115	
Associate	\$105	
GIS Specialist	\$95	
Assistant	\$90	
Building Official	\$90	
Building Code Inspector	\$90	
Intern	\$55	
Administrative Assistant	\$40	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	



References and Letters

Name of Project: Lyon Charter Township
Administration of Minor Home Repair Program (CDBG)
Contact: Michele Cash, Clerk
58000 Grand River Avenue
New Hudson, Michigan 48165
248-437-2240

Name of Project: Charter Township of Van Buren
Administration of Property Maintenance and Blight Control Program (CDBG)
Contact: Matt Best, Director of Public Services
46425 Tyler Road
Van Buren Township, Michigan 48111
734-699-8900

Name of Project: City of Garden City
Administration of Housing Rehabilitation Program (CDBG)
Contact: Dale "Doc" Dougherty, City Manager
6000 Middlebelt
Garden City, Michigan 48135
734-793-1600

January 14, 2020

City of Novi, Michigan
Community Development Block Grant Administrator

Dear Sir or Madam,

McKenna has administered the City of Garden City's Community Development Block Grant (CDBG) program for a number of years - either in whole or part since 1990. Garden City is a sub-recipient of Wayne County's entitlement CDBG program and – on top of conducting traditional “bricks and mortar” style projects – has long focused on housing rehabilitation for low- to moderate-income households.

We have found that McKenna “does what it takes” to accomplish our objectives, persistent in spite of changing funding levels, objectives, County staffing / administration, and increasingly tight spending deadlines. We have found their professionals to be sensitive and dedicated to our residents and responsive to our staff. In addition to serving as the CDBG administrator, McKenna has served as the City's planning consultant during the last three decades.

Typical roles required under our program that McKenna has successfully conducted are:

- Managing the annual application for funding process;
- Developing annual projects and qualifying the projects under the County's and HUD's regulations;
- Preparing and submitting required reports;
- Administering the housing rehabilitation program, from maintenance of files and intaking applications to administering construction contracts and submitting all paperwork for reimbursement;
- Administering “bricks and mortar” projects such as rehabilitation of City facilities, ADA-compliance improvements to public spaces, and the like.

In acknowledgement of the City's and McKenna's longstanding relationship, I offer this letter of recommendation. Please let me know if you have any questions; you may email me at DocD@GardenCityMI.org

Sincerely,

Dale “Doc” Dougherty
City Manager

LYON
TOWNSHIP

Honoring Yesterday. Building Tomorrow.



January 14, 2020

To whom it may concern,

For over 20 years, McKenna has administered the Community Development Block Grant (CDBG) program for Lyon Charter Township. The minor home repair program has been in place since 2008, aiding low-income residents of the Township in making impactful investments into their homes. Projects that qualify for minor home repair funding include roof, window, or door replacements, HVAC, plumbing, or electrical repair, and other physical improvements that impact the quality of life of our residents.

Since the minor home repair program was initiated, McKenna has helped the Township distribute funding for 30 projects. McKenna's consultants have administered the program for the Township, including:

- Receipt of the applications from our residents;
- Vetting the applications for completeness and qualifications;
- Corresponding with contractors and evaluating project quotes;
- Awarding funds;
- Managing available Minor Home Repair budget;
- Reporting to Oakland County's CDBG Administrators.

We have been very satisfied with the service McKenna's team has provided for our residents in dispersing Lyon Township's minor home repair funds. The program has been administered in a timely, courteous, and professional manner; we are confident in the work that McKenna continues to perform for the Township and do not hesitate to recommend their services for administering a minor home repair program.

John Dolan
Supervisor

Michele Cash
Clerk

Patricia Carcone
Treasurer

58000 Grand River Ave. New Hudson, MI 48165 Phone 248.437.2240

John Dolan *Supervisor* - Patricia D. Carcone *Treasurer* - Michele Cash *Clerk*

Lise Blades *Trustee* - Kristofer Enlow *Trustee* - John Hicks *Trustee* - Sean O'Neil *Trustee*

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Charter Township of Van Buren

BOARD OF TRUSTEES

SUPERVISOR
Kevin McNamara

CLERK
Leon Wright

TREASURER
Sharry A. Budd

TRUSTEE
Sherry A. Frazier

TRUSTEE
Kevin Martin

TRUSTEE
Reggie Miller

TRUSTEE
Paul D. White

To whom it may concern,

In 2015, McKenna began the Property Maintenance & Blight Control CDBG program in Van Buren Township. The program has been immensely effective. During this time, we have observed visual improvements to neighborhoods throughout the Township. Since the inception of the program the McKenna team has accomplished the following:

- Issued notices to and had voluntary compliance with demolition of unsafe structures at 20+ properties.
- Issued notices to and had 40+ structures rehabilitated by property owners.
- Programmed CDBG funds and successfully used those funds to bid out and complete demolition activity at 21 properties.
- Have worked successfully with Wayne County for all of the demolitions.
- Have 40+ ongoing property rehab and demolition cases, actively working with property owners to get properties rehabbed and maintained.
- Filed the required quarterly reports and annual report required by Wayne County and HUD for compliance with their rules.

To fulfill these accomplishments, it's required McKenna to develop a close relationship with Housing & Urban Development (HUD), the Wayne County CDBG Program, and property owners in the Township. Fortunately for the Township, this close relationship and success have become a routine process for the Blight Control & Property Maintenance CDBG program at Van Buren Township. Therefore, we have found McKenna to be an invaluable component to our Blight Control & Property Maintenance CDBG Program.



Matt Best
Director of Public Services

**ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM**



CITY OF NOVI, MICHIGAN

**ADMINISTRATION OF
CDBG MINOR HOME REPAIR PROGRAM**

PROPOSAL FORM

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:

Description	% of Total Amount	Amount
Program Management/ Administration Fee	20 %	\$ 20,806.00
Labor & Materials	80 %	\$ 83,224.00
TOTAL AMOUNT AVAILABLE FOR THE 1-1/2 YEAR PROGRAM*	100 %	\$ 104,030

* Please note: The total amount as shown covers the program management/administrative fees AND the labor and materials for the home repairs. There will be no additional funds available.

We acknowledge the following addenda: _____
(please indicate addendum number)

COMMENTS: _____

PROPOSAL SUBMITTED BY:

Name (printed) SUSAN HARDING

Title: CHIEF EXECUTIVE OFFICER

Company (Legal Registration) OLUSA

Address 196 CESAR E CHAVEZ AVE

City PONTIAC State MI Zip 48343

Telephone 248-209-2605 Fax 248-209-2777

E-mail SUSAN.H@OLUSA.ORG

Signature Susan Nardig Date 1/16/2020

PROPOSAL FOR ADMINISTRATION OF
COMMUNITY DEVELOPMENT BLOCK GRANT
MINOR HOME REPAIR PROGRAM
PY 2019

Presented to:

THE CITY OF NOVI

Proposal Presented by:

OAKLAND LIVINGSTON HUMAN SERVICE AGENCY
196 Cesar E. Chavez, P.O. Box 430598
Pontiac, MI 48343-0598
(248) 209-2600

Susan Harding
Chief Executive Officer

CDBG MINOR HOME REPAIR PROGRAM
FOR THE CITY OF NOVI
PY2019

INTRODUCTION AND BACKGROUND

For the past 56 years, the Oakland Livingston Human Service Agency (OLHSA) has delivered a wide array of programs to increase the self-sufficiency of and improve the quality of lives for households with low incomes in Oakland and Livingston Counties. Among the programs provided are Older Adult Services, Maternal and Child Health Care, Workforce Development, Energy and Housing services, Weatherization, Minor Home repair, and Preschool Education.

Since 1972, OLHSA has weatherized over 17,381 homes in Oakland and Livingston Counties. Weatherization includes a whole-house energy audit; insulation of the attic, walls, and floor areas; major air sealing; repair of windows, doors, and cracks in walls and ceilings; and a health and safety evaluation of the home's venting system and combustion appliances. Weatherization can also include repair and replacement of ventilation systems, furnaces and hot water heaters, improving the health, safety, energy efficiency, and comfort of the home.

OLHSA has maintained and continues to work in a partnership with CLEAResult, SEEL, DTE Energy, and Consumers Energy to administer the Energy Waster Reduction (EWR) program. This program benefits OLHSA clients by allowing them to receive additional energy efficiency improvements that would not be possible using just weatherization and/or Minor Home Repair funding. These EWR funds expand the number of households for whom we are able to provide upgraded furnaces, refrigerators, LED light bulbs, and other energy saving measures.

CAPABILITY AND EXPERIENCE

Under the PY2017 grant with Novi, OLHSA has completed 15 homes. There are another 12 units targeted to be completed under PY2018 grant. Since 2002, OLHSA has served 201 households in Novi with more than \$756,126 for minor home repairs. These Minor Home Repair funds are used to improve the health and safety of homes and are used for repairs that are not covered by other funding sources. By combining these funds with an additional \$294,000 in weatherization funds, these homeowners are now living in more comfortable and energy efficient homes. OLHSA has also provided CDBG Minor Home Repair services to municipalities such as Addison Township, West Bloomfield, Commerce Township, Oakland Township, Milford, and Charter Township of Oxford.

OLHSA's inspectors are qualified state weatherization inspectors trained in the use of air quality and pressure diagnostic equipment and furnace testing equipment to assure the health and safety of every home receiving any services. Additionally all of OLHSA's auditors are Michigan Occupational Safety and Health Administration (MIOSHA) certified.

OLHSA staff involved in the delivery of CDBG Minor Home Repair programs include Susan Lindson, Deputy Director, Community & Energy Services for oversight; Troy Calhoun, Weatherization & CDBG Inspector for inspections and quality assurance; Jacqueline Wilson, Program Support Coordinator for business operations and Lori Scheuher, Intake Coordinator for outreach and program intake. OLHSA's finance department is responsible for more than 70 different programs including many years of experience with a variety of CDBG programs.

OLHSA maintains full insurance coverage as an agency, including worker's compensation, commercial general liability, automobile liability, cyber liability, and protective liability as required. In addition, all sub-contractors who provide Minor Home Repair services are required to maintain full insurance coverage. All

contractors are required to be certified in Lead Safe Work Practices, EPA Renovation Repair and Painting, and Indoor Air Quality.

Based upon past and current program activities, OLHSA can assure the effective and efficient delivery of CDBG funded minor home repair services, both in administration and technical applications.

PROPOSED PROGRAM

OLHSA will provide minor home repair for 16 to 22 homes in the City of Novi depending on the scope of services required at a cost from \$1,000 to \$5,000 (One thousand to five thousand dollars and no cents) per unit for a total contract of \$104,030 (including 20% for program management). OLHSA is familiar with all aspects of CDBG requirements, including client eligibility, contractor procurement and financial and programmatic reporting, and will be in compliance with said requirements for the duration of the project. Where possible for eligible units, OLHSA will leverage funding from the weatherization program.

All clients will be invited to participate in energy education classes offered by OLHSA. They will also receive a comprehensive needs assessment through OLHSA’s Welcome Center, where all clients are introduced to the variety of services at OLHSA.

BUDGET

The following is a general breakdown of the minor home repair budget.

Program Management	(20%)	\$ 20,806.00
Labor/Material	(80%)	<u>\$ 83,224.00</u>
TOTAL	(100%)	\$ 104,030.00

CONCLUSION

OLHSA will effectively deliver a CDBG Minor Home Repair to low and moderate income residents of the City of Novi. By linking this program to the Department of Energy Weatherization Assistance Program as well as available utility and Department of Health & Human Services energy programs when applicable, these clients will receive the maximum benefit of energy cost saving and home repair services to provide healthy, safe, and decent homes for residents of the City of Novi. In addition, clients will be referred as needed to the wide range of services available through OLHSA’s community services, providing a holistic approach for each household and family served.