



CITY OF NOVI
Consultant Review Committee Meeting
May 6, 2024, 6:00 p.m.
Council Conference Room | Novi Civic Center | 45175 Ten Mile Road
(248) 347-0445

- CALL TO ORDER** 6:00 p.m.
- ROLL CALL:** Mayor Pro Tem Casey, Councilmembers Heintz, and Staudt
- PRESENT:** Mayor Pro Tem Casey, Councilmembers Heintz, and Staudt
- STAFF LIAISON:** Victor Cardenas, Interim City Manager
- OTHERS PRESENT:** Erick Zinser, Public Safety Director & Police Chief
Katherine Oppermann, Recording Secretary

APPROVAL OF AGENDA

Motion Maker: Casey, Seconded: Heintz, Approved 3:0

APPROVAL OF MINUTES

1. July 18, 2023 Meeting Minutes
Motion Maker: Casey, Seconded: Heintz, Approved 3:0

PURPOSE OF THE MEETING

1. Consultant List Review

Councilmember Staudt asked City Manager Cardenas to review the criteria that determines which items go before the Consultant Review Committee (CRC). Mr. Cardenas explained that, historically, the dollar amount of the contract, exposure to City Council, roles that included oversight of large properties or responsibility, as well as the “book of work” have been factors that lead to a contract being brought to the CRC. It was also noted that in some cases where there is only one response to a Request for Proposal (RFP), like the recent RFP for woodland and wetland consultants, that with approval a contract may go straight to City Council.

Councilmember Staudt then asked about the differentiation between contracts that are required to go to bid versus those that are not. Mr. Cardenas clarified that City Council is never required to have a contract go to bid. It is entirely their purview to either enter into a new contract with an existing provider or to go forward with an RFP.

The committee then reviewed other upcoming contracts noting past difficulties and also that their main interest would be any contracts with renewal rates that significantly increase in cost.

Councilmember Heintz asked how soon the City issues an RFP when a contract is nearing expiration? Councilmember Staudt replied that it depends largely on the scale of the contract. He recollected that some previous large contracts, such as emergency medical services and trash collection, the process can take over a year. Those contracts which will require attention shortly are all smaller by comparison. Mr. Cardenas pointed out that most consultants are willing to extend the existing contracts and there is only rarely a large increase in proposed fees.

Councilmember Staudt concluded discussion on this topic by stating that, from his perspective, the most noteworthy upcoming contract is that for property and liability insurance as he is unsure what the current market rates are. He expects to committee to reconvene in about a month to handle the other upcoming items.

2. Prosecuting Attorney

The City's former prosecuting attorney, the Baker Legal Group, resigned and the City Attorney's office (Rosati, Schultz, Joppich, & Amtsbuechler, P.C.) has been filling in. City staff have recommended continuing to use their services. It was also noted that at the previous bid for prosecuting attorney that RSJA was also a bidder and reviewed as satisfactory.

Motion to accept the recommendation of the Public Safety Director and City Manager to recommend that City Council amend the current contract with Rosati Schultz Joppich, and Amtsbuechler P.C. to also include Prosecution Services until January 1, 2027.

*Motion Maker: Casey, Seconded: Heintz
Approved 3:0.*

3. Owner's Representative for Public Safety Building Projects

Councilmember Staudt noted that this language is loose as City Council is still examining exactly what. The Commission discussed the role's primary purpose as being one that can assist City Council and staff with the entirety of the development process for the Public Safety building project(s). It was noted the RPF process for this would include asking for pricing, background, and personnel and would be followed by interviews with the CRC.

Mayor Pro Tem Casey summarized that the next steps for this process would be staff creating a draft RFP, the CRC to reconvening to discuss and review the draft, and for the final RFP to formally be issued.

AUDIENCE COMMENTS - none

ADJOURNMENT - 6:38 p.m.