

# MEMORANDUM



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**TO:** VICTOR CARDENAS, CITY MANAGER  
**FROM:** BARBARA MCBETH, AICP, CITY PLANNER  
**SUBJECT:** ENVIRONMENTAL CONSULTANT – REVISION OF FEE SCHEDULE  
**DATE:** MARCH 3, 2026

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The City's current environmental consultants for woodlands and wetlands, Merjent, have provided service to the City of Novi since January of 2024. Merjent took over when Mannik and Smith Group declined to extend their contract at the end of 2023. **Merjent has performed well over the last two years and has submitted a request for a one-year extension as the original contract allowed. The contract also indicated that the fees could be reevaluated at the time of extension, and Merjent has requested a few updates that staff supports.** The following updates and clarifications are requested at this time:

### **Pre-Construction Meeting Fee**

Clarification of the \$600 fee for environmental consultant to attend Pre-Construction meeting when Woodland and/or Wetland inspections are needed: one \$600 fee will be collected for the consultant's attendance at the Pre-Con meeting.

- Woodland and/or wetland pre-construction meeting fee \$600.
- If site contains both wetlands and woodlands total meeting fee will be \$600.

### **Woodland Inspection Fees**

The Woodland inspection fees are currently based on 6% or 25% of the cost of materials. Staff and Merjent would recommend keeping the 6% and 25% under the fence and replacement inspections, respectively but adding in a *minimum* amount listed under the sub-headers.

For the vast majority of the past and future projects, the applicants have been/will be charged the minimum. Leaving the 6% and 25% costs helps calculate the real costs for major projects that have a lot of fencing to inspect or lots of replacements that they will plant (for example, Society Hill or The Grove).

Staff want to ensure that smaller parcels would not be penalized with the minimum flat fee, and so parcels that are less than or equal to one acre would be charged \$300 for inspections (column at the right), compared to the minimum of \$500 for sites larger than an acre.

Please see the charts below with minimum fee/new fee shown in blue type.

## Fencing and Staking Inspections

| <u>Initial Inspection &gt;1 acre</u>            | <u>Initial Inspection</u>                       | <u>Additional Inspection (if needed)</u> | <u>&lt;= to 1 acre (reduced fee)</u><br><u>2nd inspection, same fee</u> |
|---|---|--|---|
| Woodland Fence Staking                          | 6% of fence material,<br>minimum \$500          | \$300                                    | \$300   |
| Woodland Fence Installation                     | 6% of fence material,<br>minimum \$500          | \$300                                    | \$300   |
| Woodland Fence Removal                          | 6% of fence material,<br>minimum \$500          | \$300                                    | \$300   |
| Construction Observation                        | \$450   | \$300                                    | \$300   |
| Reduced fee if both Woodland and Wetland onsite | 6% of woodland fence material,<br>minimum \$750 | \$450                                    | \$500   |

## Woodland Replacement Inspections

| <u>Initial Inspection &gt;1 acre</u> | <u>Initial Inspection</u>               | <u>Additional Inspection (if needed)</u> | <u>&lt;= to 1 acre</u><br><u>2nd inspection, same fee</u> |
|--------------------------------------|---|--|---|
| Replacements Planted                 | 25% of plant material,<br>minimum \$500 | \$300                                    | \$300   |
| 2-year Warranty Inspection           | 25% of plant material,<br>minimum \$500 | \$300                                    | \$300   |

The following fees would help to streamline the permits for single family homes on lots that have woodland and or wetland impacts. These fees would be charged **only** if needed for a specific home permit project that involves regulated woodlands and wetlands.

**Single Family Residential Home Permits**

The current fee schedule has no fees established for the following required inspections:

- Establish a fee of \$250 for properties that require a Wetland Setback Delineation Letter (no permit)
- Establish a fee of \$500 for Woodland Staking Inspection (includes one revision)
- Establish construction observation fee of \$200 (if needed) for either woodland or wetland

**If recommended for approval by the Consultant Review Committee, the fees would be presented in a formal resolution for consideration and potential adoption by the City Council.** It was noted with the acceptance of the contract extension, that if approved, the fees will take a few weeks to be updated in our invoicing system. For projects that have started prior to the approval of the updated consultant fees, work shall be invoiced at the rate at the time the project was initially invoiced.

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**On another matter**, please note that the Traffic Engineering Services contract with AECOM is nearing the end of its term with all extensions previously granted. Staff has sent out a new Request for Proposals for Traffic Engineering Services. Responses are due to the City of Novi shortly and will be evaluated by staff prior to being considered by the City Council.