



**Code Enforcement**  
SERVICES



**Carlisle | Wortman**  
ASSOCIATES, INC.

# PROPOSAL

**RFP# 18-16**

## **BUILDING AND RENTAL THIRD PARTY SERVICES**

*City of Ann Arbor  
Community Services, Building and Rental Services*

*MARCH 2018*

PROPOSAL SUBMITTED BY:  
CODE ENFORCEMENT SERVICES, A DIVISION OF  
CARLISLE | WORTMAN ASSOCIATES, INC.  
117 N. FIRST STREET, STE. 70  
ANN ARBOR, MI 48104



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## A. PROFESSIONAL QUALIFICATIONS

### **ABOUT CODE ENFORCEMENT SERVICES**

Code Enforcement Services (CES), a division of Carlisle/Wortman Associates, Inc. (CWA), is comprised of the Construction Code Division and the Zoning Ordinance Enforcement Division. The work would be performed out of our main office at: 117 North First Street, Suite 70, Ann Arbor, MI 48104. Carlisle/Wortman Associates, Inc. is a corporation licensed to operate in the State of Michigan.

Carlisle/Wortman Associates/Code Enforcement Services (CES) offices are located just four city blocks from Ann Arbor City Hall, allowing virtually immediate availability for any plan review, inspection or administrative issue. CES has been performing plan review services for the City since December of 2014. Since then, approximately 4800 projects have passed through, and as such, CES has been able to work closely with City Staff to streamline processes and expedite plan turnaround times. The office is staffed with thirteen community planners, two administrative assistants, two full time construction plan reviewers and one part time reviewer as needed. Combined, CES has 43 years of construction plan review experience and knowledge with the building stock of the City of Ann Arbor.

*Services are currently being provided to clients on both an on-going or on-demand basis.*

#### Plan Review Clients

- University of Michigan
- Ann Arbor, City of
- Ann Arbor Township
- Ash Township
- Clarkston, City of the Village of
- East Lansing, City of
- Howell, City of
- Huron Township
- Northfield Township
- Northville, City of
- Pittsfield Township
- Riverview, City of
- Rose Township
- Saline, City of
- Springfield Township
- Woodhaven, City of
- York Township
- Ypsilanti Township
- Ypsilanti, City of

#### Inspection Clients

- Ann Arbor, City of
- Augusta Township
- Clarkston, City of the Village of
- Huron Township
- Independence Township
- Pittsfield Township
- Riverview, City of
- Rose Township
- Saline, City of
- Scio Township
- Springfield Township
- Sumpter Township
- Ypsilanti Township

#### Building Administration Clients

- Ann Arbor, City of
- Clarkston, City of the Village of
- Howell, City of
- Northville, City of
- Plymouth, City of
- Riverview, City of
- Rose Township
- Springfield Township



**PERSONNEL**

Our experienced staff includes Registered Building Officials, Plan Reviewers, and Inspectors. Our professionals have been working in the construction industry for over 100 years combined. We will give you the confidence that any situation can be handled professionally and with full transparency.

The following CES employees are key to the success of this project and will be available to the City. We have picked them based on their vast knowledge of their respective trades and levels of experience:

NAME	JOB ASSIGNMENT	PHYSICAL LOCATION	EXPERIENCE
Craig E. Strong	Project Director/Lead Building Inspector	Ann Arbor	27
Larry Pickel	Lead Plan Reviewer	Ann Arbor	45
Vern Pappas	Lead MEP Plan Reviewer/ Mechanical Inspector	Remote	17
Paul Fallert	Mechanical Inspector	On site	15
John Diefenbacher	Building Inspector	On site	25
Doug Weaver	Electrical Inspector	On site	12
Bill DeAngelis	Electrical Inspector	On site	15
Warren Wisner	Plumbing/Mechanical Inspector	On site	30
Brent Strong	Building Inspector	On site	3
Ben Carlisle	Community Planner	Ann Arbor/on site	15
Laura Kreps	Community Planner	Ann Arbor/on site	18
Katherine Hoxie	Administrative Assistant	Ann Arbor/on site	4

**CONTACT:**

**Richard K. Carlisle**  
President, Principal-in-Charge  
Carlisle/Wortman Associates, Inc.  
117 N. First Street, Suite 70  
Ann Arbor, MI 48104  
734-662-2200  
rcarlisle@cwaplan.com

**Craig Strong**  
Director, Principal-in-Charge  
Code Enforcement Services Div.  
Carlisle/Wortman Associates, Inc.  
117 N. First Street, Suite 70  
Ann Arbor, MI 48104  
734-662-2200  
cstrong@cescode.com

Additional inspectors are available if needed. Resumes and certification cards for the personnel listed above are located in the Attachments at the end of this document.



## ***HISTORY OF FIRM***

Launched in 1999 as a division of Carlisle/Wortman Associates, Inc., Code Enforcement Services (CES) was created to deliver high-quality, timely and cost-effective solutions to cities, villages, townships and counties. CES has unparalleled experience in assisting communities with a full range of construction code issues, improving the delivery of service while managing costs. CES also helps communities by providing consultation, training and personnel to conduct enforcement and construction plan review activities.

CES is organized as follows:

### **CONSTRUCTION CODE DIVISION**

CES offers a dependable, outsourced plan review service for municipalities. Our certified plan reviewers are called upon for many different reasons including plan review backlog, shortage of staff, unique, large-scale or mixed-use commercial projects, deadline-driven projects and more.

- Complete Building Department Administration
- Plan review of construction documents to ascertain compliance with applicable construction codes
- Consultation services to assist in reviewing code issues before, during, and after construction
- Complete inspection services with registered inspectors

### **ZONING ORDINANCE ENFORCEMENT DIVISION**

CES also offers ordinance enforcement services which include zoning, rental housing and property maintenance inspections. CES helps communities conduct consistent enforcement and helps them bridge the gap by providing consultation, training and procedural help.

- Zoning Enforcement
- Housing Inspection and Enforcement
- Property Maintenance Inspection and Enforcement



**Code Enforcement**  
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ASSOCIATES, INC.

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## **B. PAST INVOLVEMENT WITH SIMILAR PROJECTS**

The corporate strategy of CES is to work solely with municipal clients to avoid any potential conflict of interest with owners, design professionals and builders in the private sector.

The client list on page 5 of this proposal is indicative of the level of success the firm has achieved, but more importantly, of the trust placed in the firm by municipalities across SE Michigan.

Each day, CES is actively involved with many of these client communities providing plan review, inspection and administration services. Many of these municipal client projects are on-going, and some are on a demand-only basis, but all contain the same types of consultant services required by this proposal.

CES maintains an excellent working relationship with those clients addressing most of the same issues, workload deadlines and solutions needed by the City of Ann Arbor.



**REFERENCES FOR PAST AND ONGOING SIMILAR PROJECTS**

**Doug Drysdale, City Manager**

City of Riverview  
14100 Civic Park Drive  
Riverview, MI 48193  
(734) 281-4239

Services rendered:

- Building Department Administration
- Construction Code Plan Review
- Construction Code Inspections

**John Buzuvis, Comm. Devel. Director**

City of Plymouth  
201 S. Main Street  
Plymouth, MI 48170  
(734) 453-1234, ext. 222

Services rendered:

- Building Department Administration
- Construction Code Plan Review
- Construction Code Inspections

**Patrick Sullivan, City Manager**

City of Northville  
215 W. Main Street  
Northville, MI 48167  
(248) 349-1300

Services rendered:

- Building Department Administration
- Construction Code Plan Review
- Construction Code Inspections

**Kurt Weiland, Building Official**

Charter Township of Pittsfield  
6201 Michigan Ave.  
Ann Arbor, MI 48108  
(734) 822-3101  
(734) 341-2180

Services rendered:

- Construction Code Plan Review

**Timothy Schmitt, Comm. Devel. Director**

City of Howell  
611 E. Grand River  
Howell, MI 48843  
(517) 546-3500

Services rendered:

- Building Department Administration
- Construction Code Plan Review
- Construction Code Inspections

**Collin Walls, Supervisor**

Charter Township of Springfield  
12000 Davisburg Road  
Davisburg, MI 48350  
(248) 846-6505

Services rendered:

- Building Department Administration
- Construction Code Plan Review
- Construction Code Inspections



**LETTER OF RECOMMENDATION**



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BRAGAnnArbor.com | 734-996-0100 | 179 Little Lake Drive, Ann Arbor, Michigan 48103 | Fax: 734-996-1008

To whom this may concern:

The purpose of this letter is to present our recommendation of Carlisle-Wortman for plan review services, trade and building inspection services, etc. For several years Carlisle-Wortman has been used in this capacity by the City of Ann Arbor while its building department has gone through reorganization.

During this time, Carlisle-Wortman has been efficient, respectful, and diligent with plan reviews, inspections, and overall administration. Representatives from Carlisle-Wortman attend our monthly task force meetings and provide information to our members on the permit process, code updates, and other pertinent information.

In my opinion, Carlisle-Wortman is a valuable resource for the City of Ann Arbor, as well as all of the members of the Builders & Remodelers Association of Greater Ann Arbor.

If you have any questions please do not hesitate to contact me. I can be reached at (734) 996-0100.

Sincerely,

  
Maureen Sloan, CEO

Builders & Remodelers Association of Greater Ann Arbor



**PLAN REVIEW EXAMPLES**

Included herein are just a few examples of the thousands of buildings for which CES has performed plan review services for municipal clients over the past two decades. CES offers a customized solution for every community.

The following examples cover the majority of the use and occupancy categories of the Michigan Building Code. The range of buildings encompass those where people live, work, gather, learn, shop and visit each day, and are presented as an indication that CES has extensive involvement with plan review services.



Name: Emagine Theater  
Occupancy: A-1 Assembly Theater  
Location: Saline, MI



Name: Black Rock Bar & Grill  
Occupancy: A-2 Restaurant  
Location: Pittsfield Township



Name: Maple Village Re-Development  
Occupancy: M-Mercantile (mixed)  
Location: Ann Arbor, MI



Name: Core Ann Arbor, LLC.  
Occupancy: R-2 Residential (mixed)  
Location: Ann Arbor, MI



# Code Enforcement SERVICES



# Carlisle | Wortman ASSOCIATES, INC.



Name: Goodwill Store  
Occupancy: M-Mercantile  
Location: Pittsfield Township



Name: Google Headquarters  
Occupancy: B-Business  
Location: Ann Arbor, MI



Name: State Theater Renovation  
Occupancy: A-1 Assembly Theater  
Location: Ann Arbor, MI



Name: Packard Square  
Occupancy: R-2 Residential  
Location: Ann Arbor, MI



Name: IM Building Renovation  
Occupancy: A-2 Recreational  
Location: U of M Campus Ann Arbor



Name: Hyatt Place  
Occupancy: R-1 (Hotel)  
Location: Ann Arbor, MI



Name: Independence Village Senior Living  
Occupancy: I-1 and I-2 (Institutional Living)  
Location: Pittsfield Township



**ADDITIONAL PLAN REVIEW EXPERIENCE:**

Name of Project	Occupancy	Location
Rave Cinemas 20 + IMAX	A-1 Theater	Ann Arbor, MI
Clarkston Bank	A-2 Restaurant	Clarkston, MI
Sidetrack Bar & Grill	A-2 Restaurant	Ypsilanti, MI
Ann Arbor District Library	A-3 Library	Ann Arbor, MI
Solid Rock Apostolic Church	A-3/A-2 Religious	Ann Arbor Township, MI
Revved Up Family Fun Center	A-3/A-2 Recreational	Woodhaven, MI
Masjid Bilal Mosque	A-3/A-2 Religious	Pittsfield Township, MI
Toyota Supplier Center	B/A-2 Business	York Township, MI
CUAA School of Nursing	B/A-2/A-3 Adult-level Educational	Ann Arbor, MI
Zoller Headquarters	B/S-2 Business/Storage	Ann Arbor, MI
Rudolf Steiner lower school addition	E-Secondary Educational	Ann Arbor Township, MI
Toyota Prototype Building	F-1/S-1 Factory/Storage	York Township, MI
Guardian Industries Expansion	F-2/S-2 Factory/Storage	Ash Township, MI
Michigan Group Assisted Senior Living	I-1 (2) Institutional	Riverview, MI
Aerius Health Center	I-2/A-2/B Institutional Nursing Home	Riverview, MI
Plum Market	M/-2/S-1 Store	Ann Arbor, MI
All Seasons Ann Arbor	R-2/A-1/A-2/A-3 Independent Living Facility	Ann Arbor Township, MI
The Collegian North	R-2/M/B Residential High Rise	Ann Arbor, MI
Toyota Powertrain Expansion	S-1 Automotive Related	Ann Arbor Township, MI
Washtenaw County Road Commission	S-1/B Automotive Garage	Northfield Township, MI



## **C. PROPOSED WORK PLAN**

### ***PLAN REVIEW THIRD PARTY SERVICES***

- Plan review workload will be determined by the City of Ann Arbor at the discretion of the Community Services Area. No advanced notice is required of plan review workload.
- Plans will be logged out by the City and both picked up from and returned to City Hall by CES approximately 2-3 times per week, depending on volume and based upon the request of the Building Official.
- CES will perform the requested reviews in any or all categories including building, mechanical, electrical, plumbing, fire protection, accessibility or energy code compliance.
- Plans will be reviewed by registered plan reviewers using quality-control documents developed by both International Code Council and CES internally.
- Any areas of correction, non-compliance or deficiency will be noted, and and the design professional in responsible charge will be notified of the areas of concern or of a rejection/denial recommendation. Specific code sections will be cited and communicated for clarity with each item.
- CES will utilize the City-developed historically adopted codes matrix as a guide to existing buildings, and the CES library legacy codes including the BOCA Code series.
- CES will work with the Building Official at the beginning of the contract period to determine how best to handle responses to "correction" or denial letters -- either submission directly to CES, to the City, or to both.
- Plan review turnaround time will be 2-3 days, unless corrections are needed, or for such holds as the State of Michigan or Washtenaw County Health Department.
- All completed/returned plans will be stamped as "reviewed and in compliance" and will not be returned unless approval is recommended (or upon request from the Building Official). Documents will be returned referencing the same logging/tracking information used to submit them to CES.



### ***INSPECTION THIRD PARTY SERVICES***

- Inspection workload will be determined by the City of Ann Arbor at the discretion of the Community Services Area. Inspectors will be made available upon a 24 hour notice.
- Inspectors will report directly to the City Building Department for inspection assignments at an agreed-upon day/time.
- CES will perform inspections in categories requested including building, mechanical, electrical, plumbing and rental housing.
- The City will provide the rental housing inspector the required paperwork for recording of the inspection results.
- Construction inspections will be made by properly registered inspection personnel and any areas of correction, non-compliance or deficiency noted using established City of Ann Arbor procedures.
- CES will provide inspectors with transportation and safety gear.

### ***ADMINISTRATION/PLANNING THIRD PARTY SERVICES***

- Administrative and planning needs will be determined by the City of Ann Arbor at the discretion of the Community Services Area. CES requests, ideally, a 48-hour notice of needed services, however, a request may be made at any time.
- CES personnel will be provided as appropriate to the role/function of the position to be filled and the agreement of the City.
- CES personnel will be physically present at City Hall to perform their duties unless the situation requires otherwise. The City will provide adequate workspace and communicate the role/function of the consultant to appropriate City Staff.





- CES personnel will handle all administrative duties with discretion and due diligence, will utilize the office of the City Attorney as needed, and endeavor to make all decisions and actions conform to all law, regulations, and City of Ann Arbor policies applicable.
- CES can provide administration services at any level to the Community Service Area. Craig Strong has previously served as the City's Interim Building Official for 2 years, and has a full understanding of the policies and procedures in the Community Services Area.
- Carlisle/Wortman Associates has also worked within the City's Planning Department and can provide staffing with full knowledge of the City's policies and procedures.




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**E. AUTHORIZED NEGOTIATOR**

The following representative will be the Authorized Negotiator for the purposes of this Request for Proposal.

Richard K Carlisle 

Printed Name

Signature

734 - 662 - 2200

Phone

rcauliste@cwaplan.com

Email



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## F. ATTACHMENTS

- Attachment A - Legal Status of Respondent
- Attachment B - Non-Discrimination Ordinance Form
- Attachment C - Living Wage Compliance Form
- Attachment D - Conflict of Interest Form
- Personnel Resumes and Certifications



**ATTACHMENT A  
LEGAL STATUS OF RESPONDENT**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom R. Carlisle bearing the office title of President, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

Richard K. Carlisle

Date: 3/30/18

Signature

(Print) Name Richard K. Carlisle Title President

Firm: Carlisle/Wortman Associates, Inc.

Address: 117 N. First Street, Suite 70, Ann Arbor, MI 48104

Contact Phone 734-662-2200

Fax 734-662-1935

Email rcarlisle@cwaplan.com



**ATTACHMENT B  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Carlisle/Wortman Associates, Inc.

Company Name \_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_ Date 3-30-18

Richard K. Carlisle, President

Print Name and Title \_\_\_\_\_

117 N. First Street, Ste. 70, Ann Arbor, MI 48104

Address, City, State, Zip

734-662-2200/rcarlisle@cwaplan.com

Phone/Email address \_\_\_\_\_

**Questions about the Notice or the City Administrative Policy, Please contact:**  
Procurement Office of the City of Ann Arbor  
(734) 794-6500



**ATTACHMENT C  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.22/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$14.75/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

<b>Check the applicable box below which applies to your workforce</b>	
<input checked="" type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
<input type="checkbox"/>	Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Carlisle/Wortman Associates, Inc.  
 \_\_\_\_\_  
 Company Name  
  
 \_\_\_\_\_  
 Signature of Authorized Representative  
 3/30/18  
 \_\_\_\_\_  
 Date

117 N. First Street, Ste. 70  
 \_\_\_\_\_  
 Street Address  
 Ann Arbor, MI 48104  
 \_\_\_\_\_  
 City, State, Zip

Richard K. Carlisle, President  
 \_\_\_\_\_  
 Print Name and Title

734-662-2200/rcarlisle@cwaplan.com  
 \_\_\_\_\_  
 Phone/Email address





ATTACHMENT D



**VENDOR CONFLICT OF INTEREST DISCLOSURE FORM**

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)
Not Applicable	

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
Carlisle/Wortman Associates, Inc.	734-662-2200	
<b>Vendor Name</b>		<b>Vendor Phone Number</b>
	3-30-18	734-662-2200
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>



## Code Enforcement SERVICES



## Carlisle | Wortman ASSOCIATES, INC.

RICHARD K. CARLISLE, AICP, PRESIDENT has been practicing community planning for more than thirty-five years. During this time, he has been instrumental in guiding development of diverse communities throughout southeast Michigan, drafting planning and zoning enabling legislation, establishing state-wide community planning policy, and guiding education and growth in both state and national planning associations. His involvement demonstrates his commitment to the deliberate and sustainable growth of Michigan communities. He has also served as an expert witness in over one hundred zoning cases.

### EDUCATION

MS, School of Natural Resources | Ohio State University

Graduate Study, City and Regional Planning Program | Georgia Institute of Technology

BS, Social Studies | Miami University

### EXPERIENCE

President, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 1991-Present

President, Code Enforcement Services, Inc.  
Ann Arbor, MI, 1999-2008

Owner, Carlisle Associates, Inc.  
Ann Arbor, MI, 1988-1991

Independent Contractor, Richard K. Carlisle, PCP  
Ann Arbor, MI, 1985-1988

Vice President, Community Planning & Management, P.C.  
Ann Arbor, MI, 1982-1985

Associate, Ayres, Lewis, Norris & May, Inc.  
Ann Arbor, MI, 1977-1982

County Drain Commissioner, Washtenaw County  
Ann Arbor, MI, 1976-1977

Planner, Great Lakes Basin Commission  
Ann Arbor, MI, 1975-1976

Planner, Ohio Department of Natural Resources  
Columbus, OH, 1973-1974



### CREDENTIALS

Registered Professional Community Planner,  
State of Michigan | License No. 552

American Institute of Certified Planners |  
Membership No. 15344

### PROFESSIONAL ACTIVITIES

Michigan Municipal League,  
Municipal Official Trainer, 2007-present

Governor's Land Use Council,  
Resource Team Technical Advisor, 2003

Michigan Society of Planning,  
President, 2000-2001  
Board of Directors, 2000-2002

American Planning Association,  
Chapter President's Council, 2000-2001

### HONORS

Michigan Association of Planning, Presidents Award:  
2011

Oakland County Heritage Partner Award, 2003

Michigan Society of Planning Officials, Honor Award:  
1981, 1988, 1995, 1998, 2000, 2009

American Society of Landscape Architects, Michigan  
Chapter Merit Award, 1988

\*FULL CV AVAILABLE UPON REQUEST



## Code Enforcement SERVICES



**Carlisle | Wortman**  
ASSOCIATES, INC.

CRAIG STRONG, DIRECTOR OF CODE ENFORCEMENT SERVICES, has been in the construction field for 32 years. He served 10 of those years as the City of Milan, Michigan Building/Zoning Official responsible for plan reviews and construction inspections. Mr. Strong's vast experience in the field and of current construction codes allows him to provide quality service to communities seeking professional assistance in code enforcement areas. He holds current State of Michigan registration as a Building Official, Construction Plan Reviewer and Building Inspector.



### EDUCATION

Criminal Justice Studies | Washtenaw Community College

Police Officer State Certification | Detroit Police Academy

Continuing Education Courses | State of Michigan approved Public Act 54 construction-related courses. (72 hours of training required every three-year cycle) to maintain state certification as Building Official/Building Inspector.

### EXPERIENCE

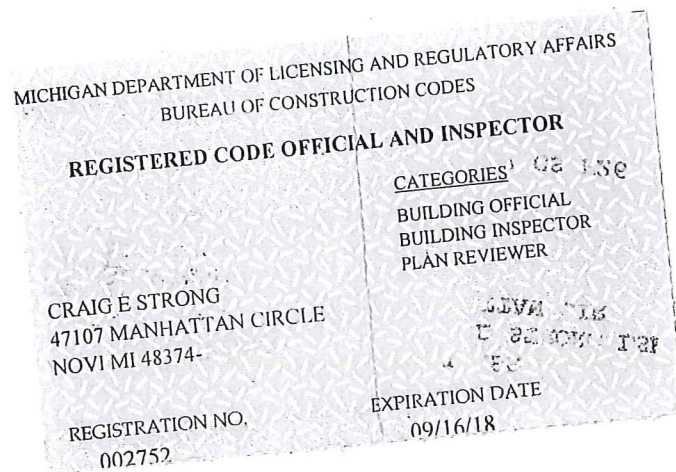
Director of Code Enforcement Services, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2012 - Present

Self-Employed Commercial/Residential Building Contractor and Construction Consultant,  
Strong Builders, LLC.  
2001 - 2012

Building, Zoning Official, City of Milan, Michigan  
1991 - 2001

Residential Building Contractor, Strong Building, Inc.  
1985 - 1991

Washtenaw County Sheriff/US Army  
1975 - 1985





## Code Enforcement SERVICES



## Carlisle | Wortman ASSOCIATES, INC.

LARRY PICKEL, PLAN REVIEWER/CODE CONSULTANT, has been involved in the construction industry for nearly 45 years in a variety of capacities. He is a licensed architect, registered in the State of Michigan, and a registered building official and plan reviewer. Larry retired from the City of Ann Arbor in 2004 after nearly 26 years there. He was a plan examiner for 18 years before being promoted to Building Department Director in 1996. A graduate of the University of Michigan with a master's degree in architecture, he has also had architectural experience with several firms prior to his career with the City. He has taught numerous classes to construction industry professionals since 1990, including architects, builders, and government officials. He has also worked as a program manager for continuing education classes in the areas of business, construction and professional development with Washtenaw Community College in Ann Arbor, Michigan.



### EDUCATION

MA, Architecture | University of Michigan

BA, Architecture | University of Michigan

Continuing Education Courses | State of Michigan approved Public Act 54 construction-related courses. (72 hours of training required every three-year cycle) to maintain state certification as Building Official/Building Inspector.

### EXPERIENCE

Plan Reviewer/Code Consultant, Code Enforcement Services  
2014 - Present

Program Manager, Washtenaw Community College  
2005 - 2013

Director/Building Official, City of Ann Arbor Building Department, Michigan  
1996 - 2004

Plan Reviewer, City of Ann Arbor, Michigan  
1978 - 1996

Architect, Fry/Peters Associates  
1976 - 1978

Architect, James P. Wong & Associates  
1974-1976

Architect, Daverman Associates  
1973-1974

[www.cescode.com](http://www.cescode.com)

### CERTIFICATIONS

Registered Architect, State of Michigan  
No. 24152

Registered Plan Reviewer, State of Michigan  
No. 386

Huron Valley Association of Code Officials Member

### PROFESSIONAL TRAINING EXPERIENCE

Part Time Instructor  
Washtenaw Community College

Guest Lecturer  
University of Michigan College of Architecture  
Building Code Issues

Guest Lecturer  
A.I.A. Huron Valley Chapter of Ann Arbor  
Building Code Issues

Guest Instructor (1994 & 1995)  
Michigan Department of State Police  
State Certified Fire Inspector School

Lifetime Instructor (No. 121) for Continuing  
Education Programs by State of Michigan

Served as President of Huron Valley Association  
of Code Officials - 2007



MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CONSTRUCTION CODES

**REGISTERED CODE OFFICIAL AND INSPECTOR**

CATEGORIES  
BUILDING OFFICIAL  
PLAN REVIEWER

LARRY L PICKEL, EE  
1200 SAUNDERS CRESCENT  
ANN ARBOR MI 48103

REGISTRATION NO.                      EXPIRATION DATE  
000386                                      09/16/18

<p>RICK SNYDER GOVERNOR</p>	<p>MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES</p>
<p><b>REGISTERED CODE OFFICIAL AND INSPECTOR</b></p>	
<p><u>CATEGORY</u>    BUILDING OFFICIAL                           PLAN REVIEWER</p>	
<p>LARRY L PICKEL, EE 1200 SAUNDERS CRESCENT ANN ARBOR MI 48103</p>	
<p>BCC-149 (Rev. 9/06)    REGISTRATION NO.    000386</p>	<p>EXPIRATION DATE 09/16/18</p>
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# Code Enforcement SERVICES

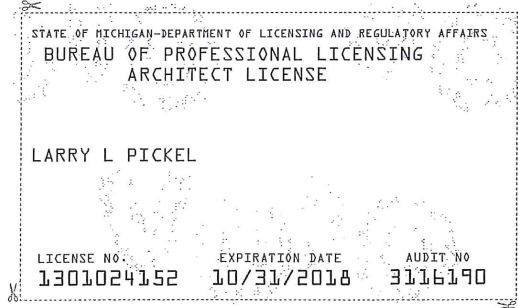


# Carlisle | Wortman ASSOCIATES, INC.

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING  
AND REGULATORY AFFAIRS  
P.O. BOX 30670  
LANSING, MI 48909

M130907 001 R -0054

Please tell us about your licensing experience by completing our anonymous customer survey at: [www.michigan.gov/larasurvey](http://www.michigan.gov/larasurvey)



LARRY L PICKEL  
1200 SAUNDERS CRESCENT  
ANN ARBOR MI 48103

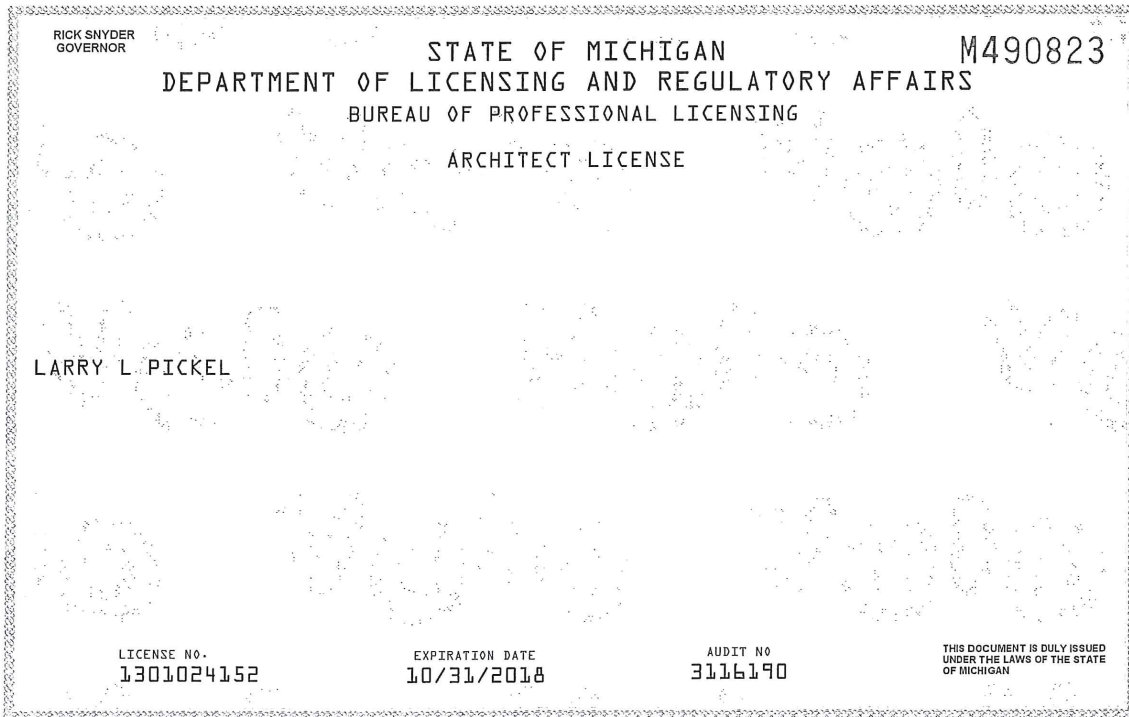
**Complaint Information**  
The issuance of this license or permit should not be construed as a waiver or dismissal of any complaints or violations pending against the licensee, its agents, employees or qualifying officer.

**Inquiries Regarding this License**  
Please provide your license number on all correspondence, and when contacting the Department.

[www.michigan.gov/bpl](http://www.michigan.gov/bpl)

Bureau of Professional Licensing  
Department of Licensing and Regulatory Affairs  
P.O. Box 30670  
Lansing, MI 48909

(517) 373-8068





## Code Enforcement SERVICES



## Carlisle | Wortman ASSOCIATES, INC.

**VERNON PAPPAS, PLAN REVIEWER**, holds certifications as a State of Michigan Plan Reviewer/Mechanical Inspector & Building Official. He has been in the construction field for 49 years. He also holds a State of Michigan Mechanical Contractors license since 1972. He received his State Inspector/Plan Reviewer Certification in 2002. He served his last 10 years as a plan reviewer and mechanical inspector for the City of Ann Arbor prior to retiring from the City and starting work for CES in 2015.

### EDUCATION

Macomb County Community College

Continuing Education Courses | State of Michigan approved Public Act 54 construction-related courses. (72 hours of training required every three-year cycle) to maintain state certification as Building Official/Building Inspector.

### EXPERIENCE

Plan Reviewer (remotely reviewing plans from Florida), Code Enforcement Services  
2017 - Present

Plan Reviewer, Code Enforcement Services  
2015 - 2017

Mechanical Inspector/Plan Reviewer, City of Ann Arbor, Michigan  
2006 - 2015

Part Time Inspector, City of Walled Lake & City of Royal Oak, Michigan  
2002 - 2006

Pappas Heating and A/C  
1972 - Present



### CERTIFICATIONS

Served as President of Metropolitan Mechanical Inspectors Assn. 2008-2010

Served as President of Southeastern Michigan Mechanical Inspectors Assn. 2014-2016

### PROFESSIONAL TRAINING EXPERIENCE

Lifetime Instructor for Continuing Education Programs by State of Michigan





RICK SNYDER  
GOVERNOR

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY  
BUREAU OF CONSTRUCTION CODES

**REGISTERED CODE OFFICIAL AND INSPECTOR**

CATEGORY BUILDING OFFICIAL  
MECHANICAL INSPECTOR  
PLAN REVIEWER

ERNON L PAPPAS  
928 HILLCREST  
IGHLAND MI 48356

REGISTRATION NO.	EXPIRATION DATE
004944	09/16/18

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THE STATE OF MICHIGAN



## Paul J. Fallert

11332 Clovis Pointe Dr.  
South Lyon, MI 48178

248.974.7490  
fallertheating@yahoo.com

**Professional Experience**

**7/2014 – Present**

**Mechanical Inspector for Green Oak Township Michigan**

**Mechanical Inspector for Lyon Township Michigan**

**Mechanical Inspector for City of Northville Michigan**

**Part time Mechanical Inspector for Livingston County Michigan,  
City of Ann Arbor and Salem Township Michigan**

**6/1981- 7/2015      Fallert Mechanical Inc.**

**Owner - Operator**

**President HVAC & Electrical Contracting Company.**

**Job Experience**

- Performed servicing and installation of HVAC equipment.
- Assembled a sheet metal shop used in business for fabrication.
- Managed employees and operations.
- Started up an Electrical service and installation company.
- Trained employees and held regular in house training.

**Licensing**

- State of Michigan Mechanical Contractor License
- State of Michigan Master Electrician License
- State of Michigan Electrical Contractor License
- State of Michigan Class B Boiler License
- EPA refrigerant license
- Nate certified

**Skills**

- Proficient in Word, Excel, PowerPoint and QuickBooks.
- Ability to quickly understand and use new technology.
- Create Presentations.
- Estimating and Sales skills.

**Education**

**Detroit Engineering Institute**

Associate Degree in HVAC, Refrigeration and Electrical.

**Washtenaw Community College**

Continuing Education



RICK SNYDER GOVERNOR	MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES	
<b>REGISTERED CODE OFFICIAL AND INSPECTOR</b>		
PAUL J FALLERT 11332 CLOVIS POINTE DRIVE SOUTH LYON MI 48178	<u>CATEGORY</u>	MECHANICAL INSPECTOR PLAN REVIEWER
BCC-149 (R.v. 9/00)	REGISTRATION NO. 005827	EXPIRATION DATE 09/16/18
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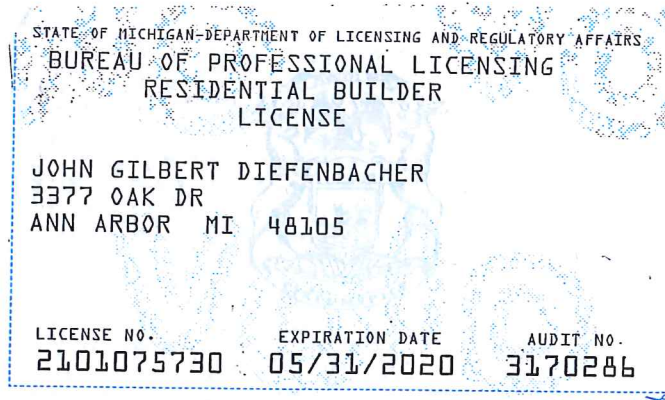
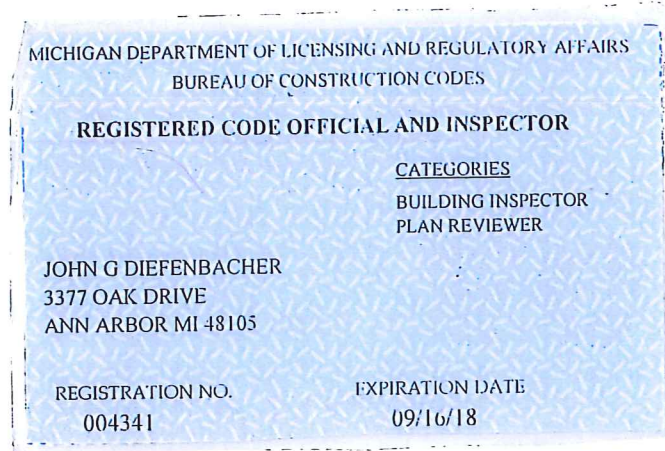
**JOHN G. DIEFENBACHER**

3377 OAK DRIVE  
Ann Arbor, MI 48105  
(734) 213-0863  
[jdiefenbacher@wccnet.edu](mailto:jdiefenbacher@wccnet.edu)

**CAPABILITIES:** Registered (by the State of Michigan) Code Official and Building Inspector. Registration number 004341. I have been responsible for the administration and enforcement of the construction of buildings, structures or appurtenances under the requirements of the applicable building code administered and enforced within the jurisdictions of the following municipalities:

- |    |                     |   |
|----|---------------------|---|
| 1. | July 2017-current   | Building Inspector/Plan Reviewer<br>Superior Township, Michigan |
| 2. | July 2013-June 2017 | Building Inspector/Plan Reviewer<br>City of Ann Arbor, Michigan |
| 3. | 2003- 2010          | Building Inspector/Plan Reviewer<br>Superior Township, Michigan |
| 4. | 1999-2003           | Building Inspector/ Plan Reviewer<br>Washtenaw County, Michigan |
| 5. | 1995-1999           | Building Trades Instructor<br>Hamtramck Public Schools          |
| 6. | 1995                | Building Trades Instructor<br>Detroit Public Schools            |
| 7. | 1994-1995           | Building Trades Instructor<br>Garden City Public Schools        |
| 8. | 1984-1994           | John Diefenbacher/DBA<br>Licensed Builder                       |
| 9. | 1976-1984           | John Cooley Commercial Construction<br>Ferndale, Michigan       |

BGS (1974) Economics and Mathematics  
University of Michigan





**Douglas J. Weaver**  
**10801 Rattalee Lake Rd.**  
**Davisburg, Michigan 48350**  
**248-895-9421**

Career Summary:

Troy Electric Inc. / Troy Temperature Control: *since 1978 to current*

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Vice President / Partner

Current Licenses Held:

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Electrical Contractor  
Electrical Master  
State Act54 Electrical Inspector  
State Act54 Electrical Plan Review

Electrical Inspector/Plan Reviewer: *since 2007 to current*

---

City of the Village of Clarkston  
Charter Township of Springfield  
Township of Rose  
City of Webberville  
City of Lake Angelus  
City of Auburn Hills (*fill-in*)

Work Experience both inspecting & electrical installations:

---

Military Bases, High Rise Office Buildings, Fire Stations,  
Hotels, Public Schools K-12, University Buildings, Restaurants,  
Commercial/Heavy Industrial Buildings, Fire Alarm Systems,  
Communication Systems, Single-Family Residential Structures,  
Multi-Family Residential Structures

Memberships:

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Reciprocal Electrical Council  
International Association of Electrical Inspectors  
Troy Firefighters Association  
Oakland County Sportsman Club – Member of the Board of Directors  
National Rifle Association – Life Member

Education:

---

Electronic Engineering Technology Associate Degree  
State Certified Firefighter Level II



RICK SNYDER GOVERNOR	MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES	
<b>REGISTERED CODE OFFICIAL AND INSPECTOR</b>		
		<u>CATEGORY</u> ELECTRICAL INSPECTOR PLAN REVIEWER
DOUGLAS J WEAVER 10801 RATTALEE LAKE ROAD DAVISBURG MI 48350		
REGISTRATION NO. BCC-149 (Rev. 9/06) 005564	EXPIRATION DATE 09/16/18	THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN



## WILLIAM R. DEANGELIS

23942 Winged Foot Way, South Lyon, MI 48178  
Cell: 313-434-4082  
stellarelec003@aol.com

### OBJECTIVE

To increase area and involvement in electrical inspecting

### SKILLS

- Electrical Project Forman
- Estimating
- Daily Business Practices
- Project Managing
- Worked in all aspects of Commercial, Industrial, Medical and Institutional Electrical Construction
- Municipal Electrical Inspecting

### WORK EXPERIENCE

	<b>CITY OF MELVINDALE</b> Melvindale, MI	
<b>Assistant Electrical Inspector</b>		01/2007 to Current
	<b>STELLAR ELECTRIC INC</b> Taylor, MI	
<b>Vice President - Co-Owner</b>		01/1997 to Current
	<b>NORCON ELECTRIC</b> Melvindale, MI	
<b>Vice President - Co-Owner</b>		01/1990 to 01/1997
	<b>DEANGELIS ELECTRIC</b> Allen Park, MI	
<b>Electrician Apprentice</b>		01/1985 to 01/1989

### EDUCATION AND TRAINING

<b>BACHELOR OF SCIENCE</b>	1985
Wayne State University, Detroit, MI, USA	
<b>HIGH SCHOOL DIPLOMA</b>	1980
Saint Francis Cabrini, Allen Park, MI, USA	

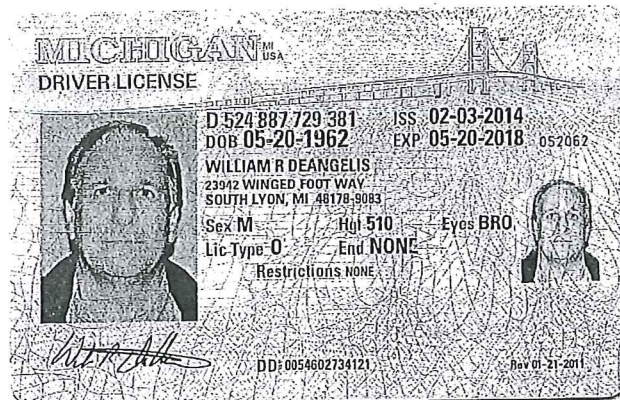
### PROFESSIONAL AFFILIATIONS

- Master Electrical License - State of Michigan (Current)
- State of Michigan Licensed Electrical Inspector (Current)
- Act 54 (Current & All Code Update) (Current)
- Active Member: I.B.E.W. Local 58 (1997-Present)



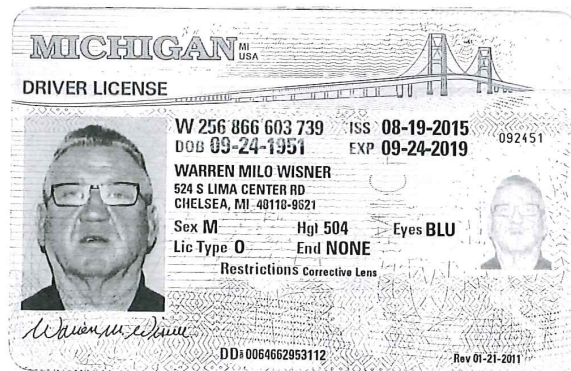


RICK SNYDER GOVERNOR	MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES	
<b>REGISTERED CODE OFFICIAL AND INSPECTOR</b>		
		CATEGORY ELECTRICAL INSPECTOR
WILLIAM R DEANGELIS 23942 WINGED FOOT WAY SOUTH LYON MI 48178-		
REGISTRATION NO. 005476	EXPIRATION DATE 09/16/18	THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN





<p>RICK SNYDER GOVERNOR</p>	<p>MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES</p>		
<p><b>REGISTERED CODE OFFICIAL AND INSPECTOR</b></p>			
<p>WARREN M WISNER 524 S LIMA CENTER ROAD CHELSEA MI 48118</p>	<p><u>CATEGORY</u>   MECHANICAL INSPECTOR                   PLUMBING INSPECTOR                   PLAN REVIEWER</p>		
<p>BCC-149 (Rev. 9/06)</p>	<p>REGISTRATION NO. 003855</p>	<p>EXPIRATION DATE 09/16/18</p>	<p>THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN</p>





RICK SNYDER GOVERNOR	MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES		
<b>REGISTERED CODE OFFICIAL AND INSPECTOR</b>			
		<u>CATEGORY</u>	MECHANICAL INSPECTOR PLUMBING INSPECTOR PLAN REVIEWER
WARREN M WISNER 524 S LIMA CENTER ROAD CHELSEA MI 48118			
BCC-149 (Rev. 9/06)	REGISTRATION NO. 003855	EXPIRATION DATE 09/16/18	THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN

RICK SNYDER Governor	<b>Michigan Department of Licensing and Regulatory Affairs</b> <b>Bureau of Construction Codes</b> Mechanical Contractor License	<b>L321732</b>
WARREN MILO WISNER 524 S LIMA CENTER RD CHELSEA, MI 48118		
<b>Classifications:</b> 1 - Hydronic & Cooling and Process Piping 10D - Fuel Gas Piping 10E - Fuel Gas Piping & Venting 2 - HVAC Equipment 3 - Ductwork 5 - Limited Heating Service 9 - Fire Suppression		
MUST BE DISPLAYED IN A CONSPICUOUS PLACE		
License No. 7111965	Expiration Date: 08/31/2019	This document is duly issued under the laws of the State of Michigan



RICK SNYDER GOVERNOR	MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY BUREAU OF CONSTRUCTION CODES		
<b>REGISTERED CODE OFFICIAL AND INSPECTOR</b>			
		<u>CATEGORY</u>	MECHANICAL INSPECTOR PLUMBING INSPECTOR PLAN REVIEWER
WARREN M WISNER 524 S LIMA CENTER ROAD CHELSEA MI 48118			
	REGISTRATION NO. BCC-149 (Rev. 9/06) 003855	EXPIRATION DATE 09/16/18	THIS DOCUMENT IS DULY ISSUED UNDER THE LAWS OF THE STATE OF MICHIGAN

RICK SNYDER Governor	<b>Michigan Department of Licensing and Regulatory Affairs Bureau of Construction Codes</b>	<b>M276590</b>
<b>Master Plumber License</b>		
WARREN WISNER 524 S LIMA CENTER ROAD CHELSEA, MI 48118		
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License No. 8109528	Expiration Date: 04/30/2019	This document is duly issued under the laws of the State of Michigan



**BRENT STRONG, CHIEF BUILDING OFFICIAL**, has worked in the construction field for over 15 years. For the past 3 years he has served as the Chief Building Official for the City of Northville and the City of Plymouth managing building department processes and enforcing state and local codes. He is also a veteran, serving 8 years in the Michigan Army National Guard as commissioned Officer. He is a current board member of the Huron Valley Association of Code Officials.



## EDUCATION/CERTIFICATIONS

BS, Bachelor of Science | Eastern Michigan University

Graduate | Military Police Officer Basic Academy

State Licensed Building Official | Building Inspector | Plan Reviewer

## EXPERIENCE

Chief Building Official, Code Enforcement Services  
2015 - Present

Owner/President, Strong Family Builders LLC  
2011 - 2015

Operations Coordinator, United Solar Ovonic  
2008 - 2011

Superintendent/Project Manager, Strong Builders LLC  
2002 - 2008



Michigan Department of Licensing and Regulatory Affairs  
Bureau of Construction Codes  
**REGISTERED CODE OFFICIAL AND INSPECTOR**

Brent A Strong	<u>CATEGORIES</u>
59688 Mallory Lane	Building Official
South Lyon MI 48178	Inspector Building
	Plan Reviewer Building

License No:	Expiration Date:
5918	09/16/2018



BENJAMIN R. CARLISLE, LEED, AICP, PRINCIPAL, has over fifteen years of experience working as a professional planner, including experience in zoning, land use and comprehensive planning, site planning, Tax Increment Financing, and economic development. With Carlisle/Wortman Associates, Mr. Carlisle serves as consulting Planner to the City of Troy, Ypsilanti Township, Pittsfield Township, City of Huntington Woods, and assists with consulting planning for the City of Saline, City of Southfield, the Village of Clinton, and the City of Howell. Mr. Carlisle previously served as the Interim Planning Manager for the City of Ann Arbor. Mr. Carlisle also serves as a planning and zoning trainer for the Michigan Municipal League.



**EDUCATION**

BA, Urban Planning and Geography | Miami University

MUPP, Urban and Regional Planning | University of Illinois - Chicago

**EXPERIENCE**

Principal, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2011 - Present

Senior Planner, Teska Associates, Inc.  
Evanston, IL, 2007 - 2011

Planner II, City of Highland Park  
Highland Park, IL, 2003 - 2007

Economic Development Consultant, City of Chicago  
Chicago, IL, 2001-2003

**PROFESSIONAL CERTIFICATIONS**

American Institute of Certified Planners | Reg. # 136134

LEED Accredited Professional Leadership in Energy & Environmental Design

Form Based Code Institute Certified

**PROFESSIONAL AFFILIATIONS**

AICP Board of Commissioners, Region IV

American Planning Association

U.S. Council on Green Building

American Planning Association-IL Chapter  
Executive Board Treasurer 2006-2011

Chaddick Institute Development Control Awards-  
Finalist, Highland Park Pedestrian Shopping  
Overlay District.



## Code Enforcement SERVICES



## Carlisle | Wortman ASSOCIATES, INC.

LAURA K. KREPS, AICP, ASSOCIATE has over fifteen years of experience working as a professional planner both in municipal government and consulting. Laura has extensive experience in zoning, land use, site plan review, and comprehensive planning. She is also proficient in Tax Increment Financing, economic development, capital improvement project programming, downtown development, and grant writing/administration. Prior to joining Carlisle|Wortman Associates in 2007, Laura worked for the City of Monroe in the capacities of land use planner, grant writer/administrator, Downtown Development Authority staff planner, and assisted in program planning for CDBG. She currently serves as planner in numerous communities in Monroe, Wayne & Washtenaw Counties. Laura is also a Michigan Certified Zoning Administrator and a Nationally Certified Main Street Manager.



### EDUCATION

BS, Urban and Regional Planning | Michigan State University

### EXPERIENCE

Community Planner, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, 2007-Present

Community Planner/Land Use Planner, City of Monroe  
Michigan, 2000-2007

Site Acquisition Specialist, Prudential Dickson Hughes  
Michigan, 1999-2000

### PROFESSIONAL AFFILIATIONS

American Planning Association

Michigan Association of Planning

### PROFESSIONAL CERTIFICATIONS

AICP Membership No. 120124

Certified Zoning Administrator  
Planning & Zoning Center - MSU

Michigan Municipal League Parliamentary  
Procedure Training

Certified Main Street Manager

Michigan Economic Development  
Association Practitioners Certification





## Code Enforcement SERVICES



## Carlisle | Wortman ASSOCIATES, INC.

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KATHERINE HOXIE is an Administrative Assistant with over 4 years of experience. With a varied background in Graphic Design, Photography and the like, she uses all skills to handle day-to-day tasks for the smooth operation of the Ann Arbor office. She is also skilled at document preparation, editing, and putting together graphically pleasing documents for purposes of internal reports and external proposals.



### EDUCATION

BA, Graphic Design | Madonna University

### EXPERIENCE

Administrative Assistant, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, January 2014 - Present

Portrait Sales Associate, Portrait Innovations  
Northville, MI, November 2013 - December 2013

Temporary Administrative Assistant, Carlisle|Wortman Associates, Inc.  
Ann Arbor, MI, June 2013 - October 2013

Graphic Designer, Underground Printing  
Ann Arbor, MI, September 2012 - May 2013