CITY of NOVI CITY COUNCIL



Agenda Item D June 7, 2010

SUBJECT: Approval of a resolution for a one-year extension of traffic engineering consulting services contract with Birchler Arroyo Associates, Inc., through June 21, 2011.

SUBMITTING DEPARTMENT: Community Development Department - Planning

CITY MANAGER APPROVA

BACKGROUND INFORMATION:

The City uses outside traffic engineering services for site plan review, rezoning proposals, inspection services for signage and striping, small traffic studies as directed by the City (e.g. review of neighborhood stop sign requests), and attendance at public meetings, as directed by the City.

In 2008, the City issued a Request for Proposals for consulting traffic engineering services and Birchler Arroyo Associates, Inc. was selected as the highest-ranked firm. The City Council approved a two-year contract with Birchler Arroyo at that time, with an option for a one-year extension.

The time frame for the two-year contract will be elapsing soon. Birchler Arroyo is now requesting approval of the one-year extension of the current agreement for traffic consulting services. The firm is not proposing any fee increases at this time. Staff is pleased with the services offered by Birchler Arroyo and is in support of extending the contract for one additional year.

RECOMMENDED ACTION: Approval of a resolution for a one-year extension of traffic engineering consulting services contract with Birchler Arroyo Associates, Inc., through June 21, 2011.

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Mayor Landry	
Mayor Pro-Tem Gatt	
Council Member Crawford	
Council Member Fischer	

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Council Member Margolis			
Council Member Mutch			
Council Member Staudt			

CITY OF NOVI

OAKLAND COUNTY, MICHIGAN

RESOLUTION EXTENDING CONTRACT FOR PROFESSIONAL SERVICES BIRCHLER ARROYO

At a meeting of the City Council of the City of Novi, Oakland County, Michigan, held on the 7th day of June, 2010, at the City Hall, 45175 West Ten Mile Road, Novi, Michigan 48375.

The following resolution was offered by _____ and supported by

- WHEREAS, the City of Novi and Birchler Arroyo have entered into a contract for professional consulting services, which agreement is dated May 6, 2008 and is effective June 21, 2008; and
- WHEREAS, the agreement was approved by the City Council for a period of two years, with an option on the part of both parties to extend an additional year; and
- WHEREAS, Birchler Arroyo has requested that the agreement be extended on its current terms and conditions for an additional one-year term; and
- WHEREAS, the City Council has agreed to the one-year extension upon the same terms and conditions.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Novi agrees, upon request of Birchler Arroyo, to extend the contract for professional services dated May 6, 2008 and effective June 21, 2008 for an additional one year, such period to expire on June 21, 2011.

AYES: NAYS: ABSTENTIONS:

STATE OF MICHIGAN)) ss. COUNTY OF OAKLAND)

I, MARYANNE CORNELIUS, the duly-qualified Clerk of the City of Novi, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a duly-called meeting held on the 7th day of June 2010, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 7th day of June 2010.

MARYANNE CORNELIUS Clerk, City of Novi

MEMORANDUM

CITY OF	TO:	Clay Pearson, City Manager	
	FROM:	ور منهم Barbara McBeth, AICP, Commun	ity Development
	SUBJECT:	Traffic Engineering Consultant	1 1
RICOWE	DATE:	May 18, 2010	5/19/10 T. May S(Hy
cityoInovi.org			Frida Frida

The City uses outside traffic engineering services for site plan review, rezoning proposals, inspection services for signage and striping, small traffic studies as directed by the City (e.g. review of neighborhood stop sign requests), and attendance at public meetings, as directed by the City. In 2008, the City issued a Request for Proposals for consulting traffic engineering services and Birchler Arroyo was selected at that time as the highest-ranked firm. The City Council approved a two-year contract with Birchler Arroyo at that time, with an option for a one-year extension.

The time frame for the two-year contract will be elapsing soon. Birchler Arroyo is now requesting approval of the one-year extension of the current agreement for traffic consulting services. The firm is not proposing any fee increases at this time. Staff is pleased with the services offered by Birchler Arroyo and is in support of extending the $)) \times$ contract for one additional year.

Staff will request that this matter be placed on an upcoming City Council agenda for \cancel{K} approval of the contract extension.

C Charles Boulard, Director of Community Development Rob Hayes, Director of Public Services Rob Petty, Chief Information Officer Tom Schultz, City Attorney April 23, 2010

Barbara McBeth, AICP Deputy Director of Community Development City of Novi 45175 W. Ten Mile Rd. Novi, MI 48375

SUBJECT: Traffic Services Contract Extension

Dear Ms. McBeth:

As we discussed by phone, Birchler Arroyo Associates, Inc. is pleased to request a one-year extension of our current agreement for traffic consulting services. We are not proposing any fee increases, and we look forward to continuing our work with City staff and officials to address traffic and parking issues in the City.

If you have any questions, please feel free to contact me.

Sincerely, BIRCHLER ARROYO ASSOCIATES, INC.

Joney Chargo

Rodney L. Arroyo, AICP Vice President



FEE SCHEDULE AS APPROVED IN 2008 NO CHANGES PROPOSED

CITY OF NOVI PROPOSAL FORM

CONSULTANT TRAFFIC ENGINEERING SERVICES

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

SITE PLAN REVIEW

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

		Proposed Ree Schedules 5
	Preliminary Site Plan	Preliminary Site Plan
Traffic	\$200 (If applicable)	\$200 (If applicable)
	Final Site Plan	Final Site Plan
Traffic	\$200 (If applicable)	\$200 (if applicable)

Commercial, Industrial and Office Review (Fee is based on acreage)

		Current Fee Schedule			Proposed Fee Scheduloz	
	5 Acres or less	5.1 - 20 Acres	Greater than 20 Acres	5 Acres or less	5.1 - 20 Acres	Greater than 20 Acres
and the second second second		Preliminary Site Plan	a la station a statio		Preliminary Site Plan	**************************************
Traffic	\$550	\$550 + \$20/acre over 5 acres	- , , , , , , , , , , , , , , , , , , ,	\$500	\$500 + \$15/acre over 5 acres	\$725 + \$10/acre over 20 acres
as er er be		Final Site Plan			17 - 1	•
Traffic	\$300	\$300 + \$20/acre over 5 acres	\$600 + \$10/acre over 20 acres	\$300	\$300 + 15/acre over 5 acres	\$525 + \$10/acre over 20 acres

Multiple-Family and Single-Family Site Condominium Review (Fee Is based on units)

		Current Bee Schedule			Proposed Fee Schedule	
	20 Units or less	21 - 50 Units	Greater than 50 Units	20 Units or less	21 -50 Units	Greater than 50 Units
		Preliminary Site Plan			Preliminary Site Plan	يغتوبين أمتنون والمنتقع والموالك فلتتوس وأخلتهم والمتقتو ويداري
Traffic	\$640	\$640 + \$6/unit over 20 units	\$820 + \$4/unit over 50 units		\$575 + \$6/unit over 20 units	units
	177 - 1987 - 1987 - 1987 - 1987 - 1987	Final Site Plan			Final Site Plan	معتبان المتناب أعققت والمعققة فجور فتجع والمتعاد المعلول
Traffic	\$220	\$220 + \$6/units over 20 units	\$400 + \$4/units over 50 units	\$350	\$350 + \$4/unit over 20 units	\$470 + \$4/unit over 50 units

SUBDIVISION REVIEW

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

-		Current Fee Schedulor			Proposed ReelSchedule		
	20 Lots or less	21 - 50 Lots	Greater than 50 Lots	20 Lots or less	21 - 50 Lots	Greater than 50 Lots	*
	Tent	ative Preliminary Plat			Tentative Preliminary Plat		•
Traffic	\$600	\$600 + \$6/lot over 20 lots	\$780 + \$4/lot over 50 lots	\$575	\$575 + \$6/lot over 20 lots	\$755 + \$4/lot over 50 lots	
	<u>الم الم الم الم الم الم الم الم الم الم </u>	nal Proliminary Plat			Final Preliminary Plat		
Traffic	\$220	\$220 + \$6/lot over 20 lots	\$400 + \$4/iot over 50 lots	\$220	\$220 + \$4/lot over 20 lots	\$340 + \$4/lot over 50 lots	-
	Sub	division Engineering			Subdivision Engineering		
Traffic	\$400	\$400 + \$6/lot over 20 lots	\$580 + \$2/iot over 50 lots	\$400	\$400 + \$6/lot over 20 lots	\$580 + \$2/lot over 50 lots	

Schedule:

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And the second second		Final Plat		394 - E-		Final Plates	t age that a set of a set of
Traffic	\$200	\$200	\$300		\$200	\$200	\$300

Concept Plan for Subdivision and Site Condominium Projects (applies to all residential development options)

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	Concept Plan		Concer	t Plan and PRO/SDO Appli	cations
	Current Fee	-same Proposed Feel ask		Gurrent Fee	Proposed Feel
Traffic	\$330 + \$2/lot or unit	\$330 + \$2/lot or unit	Traffic	\$330 + \$2/lot or unit	\$330 + \$2/lot or unit
Traffic	(maximum \$1,00 <u>0)</u>	(maximum \$1,000)	Traffic	(maximum \$1,000)	(maximum \$1,000)

OTHER REVIEW FEES

	RUD	Plan Review (Fee is based on	area plan acreage)	2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.	-	
	Curi	entifée	saw Proposed	Fee		
	25 Acres or Less	Greater than 25 Acres	25 Acres or Less	Greater than 25 Acres	-	
Traffic	\$500	\$500 + \$4/acre over 70 acres	\$500	\$500 + \$4/acre over 70		
		(\$1,500 maximum)	4000	acres (\$1,500 maximum)		
Revising	Phasing Plan Review (Fee	is based on phases)		Revising Phasi	ng Plan Review (Fee is bas	ed on phases)
	Cur	ent Fee			Are MP Proposed Feezen age	
Traffic	5 Phases or Less	6 - 15 Phases	Greater than 15 Phases	5 Phases or Less	6 -15 Phases	Greater than 15 Phases
	\$300	\$500	\$750	\$300	\$500	\$750
Planned I	Development Options (Fee	is based on acreage)		Planned Development Options (Fee is based on acreage)	
Traffic	50 Acres or Less	Greater than 50 Acres		50 Acres or Less	Greater than 50 Acres	
HanaG	\$200	\$200	-	\$200	\$200	
Traf	fic Study Review (Fee is ba	sed on acreage)		Traffic Study Review (F	ee is based on acreage)	
	473 (1997) - 1997 (1997) - 1997 (1997) - 1997 (1997) - 1997 (1997) - 1997 (1997) - 1997 (1997) - 1997 (1997) - 1					
Pre-Submittal Mtg						
to Scope Traffic Sty				\$2	(5	
Abbreviated	25 Acres or Less	Greater than 25 Acres		25 Acres or Less	Greater than 25 Acres	
Impact Assessment	3000			\$5	00	r
Full Impact Study	\$900	\$900 + \$5/acre over 25 acres (\$1,750 maximum)		\$850	\$850 + \$5/acre over 25 acres (\$1,750 maximum)	
	1	r	1		1	2

	SPECTION/REVIEW F	EES					S)
	Cur.	rentFee w		Rezoning	Proposed Fee g Review		HE
Traffic Review (All Land Use Districts)		\$200		\$2	200		Dud
	25 Acres or Less	rentifies Greater than 25 Acres		25 Acres or Less	ed Fee Greater than 25 Acres		T
Shared Parking Study Review	\$500	\$600		\$500	\$600		
		CurrentFee		25 Acres or Less	Greater than 25 Acres Proposed Fee		N
	5 Acres or Less	5.1 - 20 Acres	Greater than 20 acres	5 Acres or Less	5.1 - 20 Acres	Greater than 20 acres	IV.
Traffic Control Signs & Markings	\$250	\$400	\$400 + \$5/acre over 20 acres	\$375	\$500	\$500 + \$5/acre over 20 acres	

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Are any revision reviews covered by initial review at any level? Please indicate within or by each category of fees.

If resubmittal by applicant is required to respond to comments, we will charge 70% of our original review for each subsequent review.

Include Hourly Rate Sheet based on Levels of Employment

Provide rates for attending departmental meetings, Planning Commission meetings and City Council meetings

Meetings will be charged at hourly rates for the person(s) attending for normal business hours. Evening meetings will be charged at a flat rate of \$650.00.

Excedited review of Traffic Impact Assessments and Statements; if requested, the Consultant will review traffic impact assessments and statements within 7 calendar days

of receipt subject to an additional surcharge of \$200.00 or 50 percent of the normal review fee, whichever is higher. For example, a traffic impact statement with a normal

review fee of \$900.00 would be charged \$1,350.00 for an excedited review.

We acknowledge receipt of the following Addendums:

Com	

	chler Arroyo Associates, Inc.				
Address: 28021 Sout	hileid Road				
City: Lathrup Village	State: MI	Zip:48076			
Phone:248.423.1776	Fax: 248-423-1793				
Agents Name: Rodne	у L. Апоуо				
	- down to seed				
Agents Signature:					
Date: 3/17/2008			•		

Updated: 4/17/2008

SCHEDULE A

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Schedule A Hourly Rates Chart BIRCHLER ARROYO ASSOCIATES, INC. SCHEDULE OF PROFESSIONAL FEES FOR CITY OF NOVI TRAFFIC SERVICES May 1, 2008 - April 30, 2010

Hourly Rates by Staff Position	Standard Rate	Expert Testimony
Principal	\$119	\$175
Director of Traffic Engineering	114	155
Frincipal Associate	108	125
Senior Associate	104	120
Associate Planner	96	110
Staff Planner or Stalf EIT	85	Does Not Apply
CADD Designer	80	Does Not Apply
GIS Specialist	80	Does Not Apply
Clerical	50	Does Not Apply
Drafting & GIS Data Input	50	Does Not Apply

aicp PCP P.E. PTOE

American Institute of Certified Planners (National Certification) Professional Community Planner (Michigan Registration) Professional Engineer (Michigan License) Professional Traffic Operations Engineer (National Certification)

For development and traffic impact study reviews, the approved flat fees shall include all customary expenses including one hardcopy and one pdf of the review letter, associated postage, and normal supplies. For work not covered by the development review fee schedule, the following expenses shall be reimbursable at the rates shown.

Miscellaneous Charges					
ltem	81/2X11	11 X 17 or 8 ½ X 14			
Photocopies (BW) - per copy	0.12	0.20			
Color Copy (in house)	0.50	1.00			
Color Copy (out source)	Cost	Cost			
Manual Traffic Counts	\$40.00 per hour / person				
Color Plots (in house)	\$6.00 per square foot				
Blue Prints	0.25 per square foot				
All Other Expenses	At Cost				

Rodney L. Arroyo, AICP - Vice President