



**WALKABLE NOVI COMMITTEE  
AGENDA  
February 21, 2019 at 6:00 p.m.  
Novi Civic Center  
Mayors Conference Room  
45175 W. Ten Mile, Novi, MI 48375  
(248) 347-0475**

**Members:** John Avdoulos, Dave Staudt, Julie Maday, Andrew Mutch, Paulina Muzzin, and Shelley Thomopoulos

**Staff Support:** Sri Komaragiri, Planner, Community Development  
Barbara McBeth, City Planner, Community Development  
Hannah Smith, Planning Assistant, Community Development  
Jeff Muck, Director of Parks, Recreation and Cultural Services  
George Melistas, Engineering Senior Manager & Traffic Engineer

**ROLL CALL**

**APPROVAL OF AGENDA**

**AUDIENCE PARTICIPATION**

**MATTERS FOR DISCUSSION**

- a. 2018 Non-Motorized Plan Update
- b. Change of Schedule: 2019 Annual Non-motorized Prioritization Update and Implementation Update
- c. 2019 Tentative meeting schedule
- d. 11-01-18 WNC meeting minutes approval

**STAFF UPDATES**

1. Planning Update
2. Engineering Update
  - a. Active Non-Motorized Project Portfolio for Engineering Division
3. Parks, Recreation and Cultural Service Update

**COMMUNICATIONS**

**ADJOURN**

**MATTERS FOR DISCUSSION**

- a. 2018 Non-Motorized Plan Update



# CITY of NOVI CITY COUNCIL

## Agenda Item C November 13, 2018

**SUBJECT:** Approval to award professional services contract to McKenna, for preparation of an update to the Non-Motorized Master Plan in an amount not to exceed \$38,640.

**SUBMITTING DEPARTMENT:** Community Development - Planning

**CITY MANAGER APPROVAL:**

EXPENDITURE REQUIRED	\$ 38,640
AMOUNT BUDGETED	\$ 38,640
APPROPRIATION REQUIRED	\$ 0
LINE ITEM NUMBER	101-807.00-816.003

### BACKGROUND INFORMATION:

The City of Novi has had a long-standing interest in providing an interconnected and comprehensive system of pathways, sidewalks and trails to connect neighborhoods with destinations throughout the City and the region. **On February 28, 2011, the Novi City Council adopted the Non-Motorized Master Plan, which has been used extensively in future sidewalk and pathway planning, and providing guidance on locations for, non-motorized crossings, and regional trail locations.** Each year, the City's Walkable Novi Committee reviews the progress that has been made in meeting the recommendations of the plan, and reviewing pathways and sidewalks that have been constructed over time. The Annual Non-Motorized Prioritization Update reports provide valuable guidance in ranking the needed improvements, and for use in the City's Capital Improvement Programming and budgeting process. Given the significant progress the City has made in competing sidewalks, pathways and trails, along with improvements that have been included with new developments over time, the City determined that the Non-Motorized Plan should be reviewed for updates, especially to the guidelines and recommendations.

An RFP (Request for Proposals) was prepared to solicit qualified consulting firms to submit a proposal to assist the City with the preparation of a comprehensive update to the 2011 City of Novi Non-Motorized Plan. The City received proposals from two firms. The proposals were evaluated by 3 staff members from Community Development and the Department of Public Services utilizing a Qualified Based Selection (QBS) process. The QBS process evaluated each firm's proposal based on the following set of criteria:

1. Proposed schedule and flexibility to allow for changes. Ability to accomplish tasks in professional, thorough, and timely manner.
2. Proposed staff and relevant experience with similar projects of this nature.
3. Evaluation of the firm's understanding of the project.
4. Means of data collection and public outreach, and
5. Analysis of subjective statements applicable to the project as required on the RFP (value added items).

Finally, cost was considered after the reviews were completed. The following chart summarizes the QBS results for the two firms and the total fee for each.

Firm	QBS Points	Proposed Fee	Proposal Rank
Greenway Collaborative, Inc.	505	\$113,170	1
McKenna Associates	395	\$63,750	2

Due to the large cost differential between the amount budgeted, and the proposed fees, staff met to review the proposals in detail, concluding that the McKenna Associates proposal more closely matched the expectations of the City, as presented in the Request for Proposals. The City met with representatives from McKenna Associates to determine if the scope of services could be modified to more closely match the requested services and the budgeted amount. Staff shared that the City's GIS Maps are available for use in the project, with up-to-date aerial imagery, as well as the recently updated inventory of non-motorized facilities, detailed history of the progress that has been made since the 2011 Plan, and information on planned construction by the City of Novi and by the development community. Following that discussion, McKenna lowered the proposed fee to \$38,640, and included a modified scope, as attached.

Based upon the reviews and overall proposals, staff recommends the selection of McKenna Associates, working in conjunction with Spalding DeDecker.

The deliverables will be a Non-Motorized Master Plan Update, an Executive Summary, and presentation for adoption, expected to be completed by mid-year 2019. Members of the public will be engaged through a planned walking and bicycling tour, a public workshop, and an on-line survey. The Consultant will review the existing conditions, non-motorized usage, and data analysis, along with an operations analysis. The consultant will provide a peer and adjacent community review. The draft plan will include updated bicycle facility and design guidelines, updated project evaluation/prioritization criteria, map updates, review of the I-96 crossings, and review of funding strategies and policy recommendations. The Final Plan will also include an executive summary, a matrix for implementation recommendations, and detailed top-priority project description sheets.

**RECOMMENDED ACTION:** Approval to award professional services contract to McKenna, for preparation of an update to the Non-Motorized Master Plan in an amount not to exceed \$38,640.



CITY OF NOVI  
2018 CITY OF NOVI NON-MOTORIZED MASTER PLAN UPDATE  
FEE 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:

A. Non-Motorized Master Plan Update      \$38,640      Lump Sum

We have included the detailed breakdown of the Lump Sum fee AND the separate schedule of professional fees, including cost of additional public meetings.

Yes  Yes  No

We acknowledge receipt of the following Addenda: #1  
(please indicate numbers)

EXCEPTIONS TO SPECIFICATIONS (all exceptions must be noted here or included on an additional sheet):

None.

COMMENTS:

THIS PROPOSAL SUBMITTED BY:

Company (Legal Registration) McKenna, Inc.

Address 235 East Main Street, Suite 105

City Northville State MI Zip 48167

Telephone 248.596.0920 Fax 248.596.0930

Representative's Name John R. Jackson, AICP

Representative's Title President

Authorized Signature 

E-mail jjackson@mcka.com or plippens@mcka.com

Date October 2, 2018



# Novi Non-Motorized Master Plan Update Proposed Cost, Revised October 2, 2018

McKenna will prepare the *Novi Non-Motorized Master Plan Update*, as described in this proposal, for a lump sum (not to exceed) of \$38,640. This sum is inclusive of all travel costs, materials and printing, and indirect costs and fees and can be phased over a two-year budget cycle.

TASK	FEE	HOURS (\$90 COMBINED HOURLY RATE)
1. Project Management	\$3,065	34
1. Stakeholder Involvement	\$8,150	91
2. Existing Conditions	\$5,050	56
3. Peer Review	\$1,250	14
4. Alternatives	\$10,150	113
5. Draft Plan	\$7,500	83
6. Final Pan	\$3,475	39
Total:	\$38,640	429

## ADDITIONAL SERVICES

Additional services beyond the scope can be provided, at the Clients request based on McKenna's professional fee schedule (below) or a separate negotiated fee.

McKenna will provide additional public workshops for a fee of \$2000 and additional meetings according to professional fee schedules.



**MCKENNA PROFESSIONAL FEE SCHEDULE  
INCLUDING PROJECT TEAM BILL RATES**

<b>Professional Classification</b>	<b>Rate Per Hour*</b>
President	\$150.00
Executive or Senior Vice President	\$135.00
Vice President	\$130.00
Director → Paul Lippens, AICP	\$120.00
Senior Principal or Manager	\$110.00
Principal → Laura Haw, AICP	\$97.00
Senior → Brian Keeseey, AICP; Carrie Leitner	\$78.00
Associate	\$68.00
Assistant → Alex Novak	\$55.00
Aide	\$44.00
Administrative Assistant	\$42.00

\* Rates include overhead:

*Please note, all requested insurance documents will be provided in full at time of contract award.*

*Spalding DeDecker project rates on following page.*



**2018 CITY OF NOVI, NON-MOTORIZED PATHWAY MASTERPLAN**

<b>Classification</b>	<b>Hourly Rate</b>
Senior Project Manager	\$150.00
Project Manager	\$140.00
Senior Project Engineer	\$130.00
Project Engineer	\$116.00
Engineer	\$108.00
Graduate Engineer	\$98.00
Senior Designer	\$115.00
Designer	\$98.00
Mapping Specialist	\$95.00
CAD Technician 3	\$90.00
CAD Technician 2	\$85.00
CAD Technician 1	\$75.00
Engineering Technician	\$80.00
Sr. Project Surveyor	\$125.00
Project Surveyor	\$115.00
One (1) Person Survey Crew (W/ Robotic Equipment)	\$115.00
Two (2) Person Survey Crew	\$160.00
Administrative Support	\$55.00

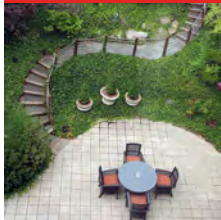
MCKENNA



PROPOSAL TO PREPARE

# City of Novi Non-Motorized Master Plan Update

CITY OF NOVI, MICHIGAN





# City of Novi Non-Motorized Master Plan Update



REVISED 02 OCTOBER 2018 BY

**MCKENNA**  
235 East Main St.  
Suite 105  
Northville, Michigan 48167

**O** 248.596.0920  
**F** 248.596.0930  
**E** [info@mcka.com](mailto:info@mcka.com)  
**MCKA.COM**

**MCKENNA**

Communities for real life.



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    McKenna Resumes

    McKenna Project Sheets

    Spalding DeDecker Materials

Appendix

Bike / Walk Livonia Non-Motorized Plan

## Firm Background



McKenna is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Northville, Detroit, and Kalamazoo, Michigan.

235 East Main Street, Suite 105  
Northville, MI 48167  
Ph (248) 596-0920  
Fax (248) 596-0930  
Email: info@mcka.com

151 South Rose Street, Suite 920  
Kalamazoo, MI 49007  
Ph (269) 382-4443  
Fax (248) 596-0930

28 West Adams, Suite 1000  
Detroit, MI 48226  
Ph (313) 888-9882  
Fax (248) 596-0930

McKenna's downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s.

Our inspiring and environmentally conscious office spaces reflect McKenna's commitment to our people, our communities, and sustainable design.



## FOUNDED ON RESPONSIBILITY & LOYAL TO COMMUNITIES

McKenna helps community leaders and private investors create more vital, interesting, safe, functional and prosperous places to live, work, shop, play, and do business. We provide planning, zoning, landscape architecture, community and economic development, design and building department 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 100 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois.

The leaders of these organizations count on McKenna for:

- Technical excellence in plans, design, and project management
- Change anticipation and innovative alternatives
- Highly creative professionals, skilled at communicating and building consensus
- Unmatched responsiveness to client needs, from clerical staff to CEO

Anticipating and responding to change is a major distinction of McKenna's practice. Often, even experienced public officials or business leaders must face new challenges. In other instances, the challenges are more familiar, but new approaches are needed. In either case, McKenna's innovation and depth of experience is a resource for public and private decision-makers.

## COMMITMENT TO SUSTAINABILITY

McKenna is committed to sustainable design and our role of helping public officials serve as stewards of the environment. Each of McKenna's offices incorporates the nation's leading green design concepts, including, whenever possible, using green building materials and Energy Star-qualified equipment and appliances, purchasing and using recycled materials, and minimizing water and energy use.



### FOCUSED ON IMPACT

Our work impacts lives.

Therefore, it's our duty to change communities for the better.

VISIT OUR WEBSITE  
For Additional Information & Project Examples

| [www.mcka.com](http://www.mcka.com)





**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
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- 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 Inspection
- Landscape Construction Observation
- Code Enforcement
- Department Management Plans

**Parks and Recreation**

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

**On-Site Management Services**

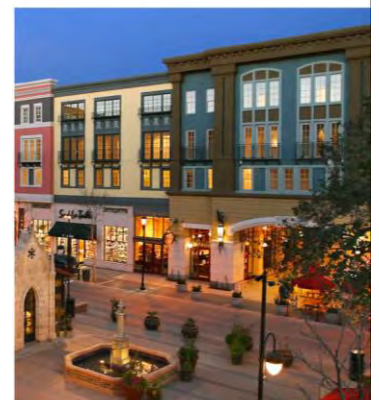
- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- 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
- Open Space Regulations
- Planning and Zoning Code Training Seminars

**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 & Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- Education & Training
- Transportation and Parking Plans
- Access Management
- Parking Studies



**Public Participation  
(IAP2 and NCI Certified)**

- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, 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 NCI

**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)

**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

**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





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## Team Qualifications

McKenna's team will customize our approach to the *Novi Non-Motorized Master Plan Update* and reflect the local environment – indeed, our approach to transportation and non-motorized planning is sensitive to history, size, scale, population, demographics and diversity of culture and place.

Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes.
- Involvement of stakeholders in planning that affects them.
- Information rich decision making.
- Context-sensitive design solutions, such as form-based codes.
- Active living and active transportation.
- Land use and resource conservation.
- Environmental preservation.
- Livable communities.
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy development policies.
- Placemaking.
- Economic sustainability.



### ABOVE

McKenna facilitated public engagement session. We understand how to engage a wide range of stakeholders.

### PRIMARY CONTACT FOR NOVI

Paul Lippens, AICP, Director of Transportation and Urban Design, shall serve as the McKenna project manager to whom notices and inquiries by the City should be directed. Paul's contact information is:

[plippens@mcka.com](mailto:plippens@mcka.com)

28 West Adams Street, Suite 1000  
Detroit, Michigan 48226

(248) 596-0920 office  
(734) 218-2131 mobile

Resumes of all team professionals are included in the Appendix.

### SPALDING DEDECKER: OUR ENGINEERING PARTNER

McKenna is excited to team with Spalding DeDecker as our engineering partner to collaborate with and deliver an excellent project to the City of Novi. Spalding DeDecker and McKenna have success working together on non-motorized infrastructure, planning, engineering, and design in communities across Southeast Michigan.



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## References

McKenna has a long working history in communities large and small throughout Michigan. Our track record of success with communities across the state gives us the confidence that we are the best, most qualified firm to work with you on the *Novi Non-Motorized Master Plan Update*. We hope that you will contact our references.

Within the Appendix, we also present some of our most relevant experience and project examples. Additionally, a complete copy of the Bike / Walk Livonia Non-Motorized Plan is enclosed within this submission for your review.

### **CITY OF LIVONIA, MICHIGAN**

Contact: Mr. Mark Taormina  
Planning Director  
City of Livonia  
33000 Civic Center Drive  
Livonia, Michigan 48154  
(734) 466-2290



### **DELHI TOWNSHIP, INGHAM CO., MICHIGAN**

Contact: Tracey Miller  
Director of Community  
Development  
Delhi Charter Township  
2074 Aurelius Road  
Holt, MI 48842  
(517) 268-3038



### **CITY OF TECUMSEH, MICHIGAN**

Contact: Dan Swallow, AICP, MPA  
City Manager  
City of Tecumseh  
309 East Chicago Boulevard  
Tecumseh, MI 49286  
(517) 424-6555





## Awards and Accolades



**McKenna has been honored by its peers and public with planning and design awards. We take pride in consistently delivering exceptional planning and personal service to public officials across the Midwest.**

**2017 Award for Excellence in Transportation Planning**, Michigan Association of Planning.  
Delhi Charter Township (Ingham County), MI – Realize Cedar: Urban Design Framework.

**2016 Award for Excellence in Transportation Planning**, Michigan Association of Planning.  
City of Livonia, MI – Bike/Walk Livonia: A Future Transportation Plan.

**2011 Outstanding Implementation Project**, Michigan Association of Planning.  
City of Grosse Pointe, MI – Downtown Revitalization Program.

**2010 Site Design/Parks Award**, Michigan Recreation and Park Association.  
Van Buren Charter Township (Wayne County), MI – Riggs Heritage Park.

**2009 Outstanding Implementation Project**, Michigan Association of Planning.  
Buena Vista Charter Township (Saginaw County), MI –Town Center Project.

**2008 Merit Award, Outstanding Design**, American Society of Landscape Architects, Michigan Chapter.  
Brighton, MI – Green Oak Village Plan.

**2007 Planner of Year Award**, Michigan Association of Planning. Phillip C. McKenna, AICP, PCP.

**2007 Interactive Mapping Tool GIS for Everyone Award**, Improving Michigan's Access to Geographic Information Networks (IMAGIN). River Rouge, MI.

**2005 CAM Magazine Year End Special Issue**, Construction Association of Michigan in recognition of outstanding facility planning and design. Flat Rock, MI – Community Center Site Design and Boardwalk.

**2004 Innovative Park Resource Award**, Michigan Recreation and Park Association.  
Downriver (Southeast MI) Linked Greenways – Wayside Companion Trail Signage and Wayfinding Manual.

**2004 Outstanding Small Business Award**, Crain's Detroit Business. McKenna.

**2002 MRPA Master Plan Award**, Michigan Recreation and Park Association.  
Oakland County, MI, Orion Oaks County – Park Site (1,000 acre) Master Plan.

**2001 Award for Landscape Architectural Design**, Michigan Society of Landscape Architects  
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

**2001 Outstanding Facility Design Award**, Michigan Recreation and Park Association.  
Flat Rock, MI – Community Fields Ballfield/Community Park Complex.

**2001 Award for Excellence in Comprehensive Planning- Large Jurisdiction**, Ohio Planning Conference.  
Dayton, OH – West View Development Opportunity Redevelopment Plan.

**1999 Outstanding Planning Project Award**, Michigan Association of Planning & Michigan Society of Planning Officials. Hamburg Township (Livingston County), MI – Open Space Development.

**1996 Outstanding Planning Project Award** Michigan Association of Planning & Michigan Society of Planning Officials. Plymouth Charter Township (Wayne County), MI – Ann Arbor Corridor Plan Commercial Corridor.

*McKenna and its planners and designers have also been selected for other awards including Crain's Detroit Business 20-in-their-20's; Crain's Detroit Business "Coolest Places to Work"; and the Michigan Business and Professional Association's The 101 Best and Brightest Places to Work in Southeast and West Michigan.*



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## Project Approach

Cities like Novi, with strong neighborhood-style development patterns and thoughtfully designed commercial areas like the Novi Town Center, are ideally suited for non-motorized transportation because residents frequently typical make trips of less than 5-miles, which are highly suitable to biking. The City of Novi is strategically located to provide a much-needed link between planned interjurisdictional trailways, like the Michigan Airline Railway Trail, and its regional shopping destination areas. Additionally, Novi is home to a wide variety of park and recreational amenities, school facilities and neighborhoods providing the framework for local non-motorized network connections.

The City has an advantage because the 2011 Non-Motorized Plan provided a strong foundation for the connectivity of neighborhoods and destinations; both for purpose (i.e. picking up something at the store, going to school, and visiting a library or a friend's house) and leisure (i.e. walking the dog, family bicycle ride, physical exercise, etc.).

We also understand that Novi wants a non-motorized plan that includes policy. Included policy and programs that address the 5 E's (Education, Encouragement, Enforcement, Engineering, and Evaluation) will enable the City to steps beyond the traditional realm of transportation planning and pay special attention to the residential neighborhoods, schools, parks, and cultural landmarks. The McKenna and Spalding DeDecker team of multimodal transportation experts, engineers, recreation specialists and community planners, proposes a project scope that connects Novi and positions the non-motorized plan for success and immediate implementation through local funding efforts and regional transportation programs.

The Novi Non-Motorized Master Plan Update needs to build upon existing non-motorized transportation planning efforts and catalogue the successful efforts thus far.

### **Novi needs a plan that will:**

1. Provide local guidance based upon a region-wide vision for complete streets and a connected system of off-road shared use paths and on-road facilities.
2. Encourage dialogue and more coordinated planning among State, County, and local entities.
3. Enhance partnerships and increase communication among State, County, and local agencies regarding the implementation and operation of non-motorized facilities.
4. Educate the public of the benefits for implementing the non-motorized plan, which include obesity reduction, active living, and improved property values.
5. Address required regulatory changes needed to implement an effective plan.



### **ABOVE**

A detailed inventory will allow decision-makers to incorporate non-motorized facilities into transportation projects.

**Our plan will provide the City of Novi with results from the following actions:**

- Evaluate the existing non-motorized network;
- Identify gaps in the existing bicycle and pedestrian networks and ascertain needed upgrades;
- Prioritize project needs according to proximity to schools, parks, residential areas, and public areas;
- Pinpoint where improvements are needed most and where taxpayers get the most ‘bang for the buck’;
- Review and update goals and objectives for the development of a non-motorized transportation system;
- Apply design current standards for bicycle and pedestrian design, including cross sections and traffic calming measures;
- View biking and walking as transportation and incorporate non-motorized facilities in other transportation projects;
- Identify what issues have not been addressed until now; and
- Coordinate with efforts of other agencies.

The City’s Non-Motorized Master Plan Update we propose can drive development efforts, affect public policy decisions and lead to a healthier, more integrated transportation system that offers mobility options.

**The plan document will:**

- Be user friendly, graphically oriented, and accessible to the public;
- Reflect public desires and opinions;
- Set a clear path for future City transportation planning and funding; and
- Serve as an educational tool for long term implementation.

**Why engage the public in non-motorized planning?**

- Regions with good transportation systems form partnerships with agencies, advocacy groups, and users, and build broad coalitions of support across economic, political, and regional boundaries.
- Successful projects are responsive to the needs of current and future riders. The only way to ensure responsiveness is to ask the public what they need and want.
- Public support can affect public policy and help decision makers prioritize projects.
- Planning and public participation should start early and strive to reach a diverse audience.

# Scope, Coordination and Public Participation

We have designed the following work plan for the *Novi Non-Motorized Master Plan Update* to achieve a well-articulated, informative, and dynamic plan that builds upon the community’s existing assets and positions the City for sustainable future success.

**McKenna’s work plan consists of seven (7) key tasks:**

Task 1 –	<i>Project Management</i>
Task 2 –	<i>Stakeholder Involvement</i>
Task 3 –	<i>Existing Conditions</i>
Task 4 –	<i>Peer Review and References</i>
Task 5 –	<i>Alternatives</i>
Task 6 –	<i>Draft Plan</i>
Task 7 –	<i>Final Plan and Adoption</i>

The finished product will be a high-quality, comprehensive *Non-Motorized Master Plan Update*, founded on community input, supported by stakeholders, graphically attractive and rooted in implementation and a focus on tomorrow.

**TASK 1: PROJECT MANAGEMENT**

**Task 1.1: Kick-Off Meeting**

McKenna will hold a kick-off meeting to review the project goals, scope of work, methodology, and project schedule with an established Steering Committee. McKenna will be responsible for biweekly conference calls with our primary project contact at the City to discuss project progress and upcoming steps in the process.

**TASK 2: STAKEHOLDER INVOLVEMENT**

**Task 2.1: Public Meetings**

McKenna will hold outreach and engagement sessions, and active participation will be employed throughout the planning process. Our approach ensures that the plan is developed with community support. We propose one public workshop and one mobile workshop to ensure public input opportunities, as well as stakeholder interviews as appropriate. The planning process will include an emphasis on outreach to and input from underserved populations, people of color, and those who do not engage regularly in non-motorized transportation.

1. Mobile Workshop: Walking and Bicycling Tour. The McKenna team will tour the City to verify data, discuss potential alternatives, and identify locations that pose special challenges and/or provide special opportunities.

We propose to extend this same process to create a “mobile workshop” by inviting City staff and select stakeholders to participate. We will devote a whole day to guided tours (walking, biking, and driving). This exercise has proven to be a valuable tool in similar projects and will achieve the following goals:

- a. Allow the Steering Committee to gain close-up, first-hand knowledge of challenges facing bikers and pedestrians and cyclists.

- b. Provide an on-site forum for identifying opportunities and barriers, and to discuss potential system improvement options.
- c. Help inform future decisions and solutions.

The workshop will culminate with a public open house designed to evaluate candidate recommendations about the non-motorized network.

- 2. Public Workshop. A workshop is a great way to include the public in the decision-making process. The workshop will focus on familiarizing attendees with the project purpose, goals, scope, schedule, bicycle/pedestrian planning and design concepts; and identifying strengths/weaknesses and destinations of the current bicycling and walking network and opportunities for system improvements.

The public meeting will be designed to involve the public at large, with publicity in advance and follow-up after. We will review candidate recommendations developed at the prior walking and bicycling workshop and assess the preliminary plan recommendations. We will provide technical background, visual aids, support material and staffing to lead and facilitate participation. The workshops will be conducted in a fairly flexible format, extending over a couple hours to allow participants to “walk through” at their convenience.

We may give a formal presentation of the project results several times during the workshop, and another room or portion of the room will be set up with display tables with maps, summary data and pertinent materials to stimulate discussion, organized by neighborhood area or other relevant category. McKenna professionals will be there and interact with and engage the public, plus note any additional problem areas or concerns the public may have.

- 3. Online Survey. We know that public events provide only a sample of all the great ideas and knowledge in a community. Public surveys provide a way to gauge the results of an event against a larger sample of public opinion. The McKenna Team has successfully used online surveys to collect important information regarding attitudes about biking and walking in a community. McKenna will work with the City to design an online survey that best fits the project. A survey is a great tool that will enable those individuals who cannot make it to a public meeting with an opportunity to contribute. After the survey has been administered, we will analyze the data and provide a report of the findings.



**ABOVE**

Photo of the bike tour during the Bike / Walk Livonia Non-Motorized Plan.

McKenna and the City of Livonia were honored with the Michigan Association of Planning’s 2016 Award for Excellence in Transportation Planning for its Bike / Walk Livonia Plan:

*“Building off a complete streets ideology, Bike / Walk Livonia functions not only as a transportation plan but a recreation plan as well. With foresight, this plan covers all components including implementation, costs and grant ready opportunities that remain ambitious while also taking advantage of low-hanging fruit. It has many great components, including outreach (using videos and increased online presence) to promote and educate on alternative forms of transportation such as videos and increased online presence. Stand out recommendations include bike parking with pit stops, bike share / rental, and improved safety and wayfinding.”*

- 2016 Michigan Association of Planning Awards Jury

**Task 2.2: City Website**

McKenna will develop content for the City Website over the duration of the project and work with the City communications team.

**Task 2.3: Steering Committee**

McKenna will work with the project Steering Committee throughout the development of the plan. The role of the project Steering Committee will be to help develop the project vision and goals, solicit ideas, and to vet recommendations. McKenna will present findings and recommendations to the project Steering Committee during regularly scheduled meetings. McKenna will be responsible for documenting the public participation process over the duration of the project.

**TASK 3: EXISTING CONDITIONS, DATA COLLECTION AND REVIEW**

**Task 3.1: Non-Motorized Usage and Data Analysis**

McKenna will analyze the City's extensive non-motorized data inventory to inform the development of the plan. The status of the existing bicycle, walking, and public transportation infrastructure will be assessed. McKenna will review recent regional studies, plans, and maps.

**Task 3.2: Operations Analysis**

McKenna will review the City of Novi's departmental operations and processes of planning and engineering to identify opportunities for improvement in supporting the development and use of non-motorized facilities.

***Deliverable: Existing conditions update in non-motorized plan.***

**TASK 4: PEER REVIEW AND REFERENCES**

**Task 4.1: Peer and Adjacent Community Review**

McKenna will conduct a brief peer review of other non-motorized plans from:

- (a) Around the Midwest to identify case studies and best practices that will be useful in developing the plan and recommendations for the plan; and
- (b) Adjacent communities to secure potential connections and routes and to combine efforts with our neighborhoods to yield the best results.
- (c) Findings from adopted plans noted in the RFP, including: the 2011 Non-Motorized Plan, the 2016 Thoroughfare Plan, the 2016 Master Plan, the 2015-2019 Parks Master Plan, the ITC Corridor Trail, and others.

**TASK 5: REVIEW PROPOSED NON-MOTORIZED NETWORK ALTERNATIVES**

**Task 5.1: Alternative Evaluation**

Based on the input, research, analysis and results in tasks 1, 2, 3, and 4, McKenna will identify gaps and opportunities within the existing network. McKenna will develop route options that will be presented for review and comment by stakeholders. Based on feedback, the team will develop a recommended non-motorized network.



**Deliverables: Presentation of draft alternatives to City and Steering Committee for feedback:**

- **Identification of appropriate corridors across the plan area that would be low stress;**
- **Routes for people of all ages and abilities;**
- **Identification of on- and off-road facilities and routes;**
- **Maps of existing and future non-motorized facilities, including one at city level, and any other areas to scale, as appropriate;**
- **Illustration of connections to and overlaps with the existing transportation system;**
- **Clear identification of recommended route locations and ownership for the City of Novi; and**
- **Other information as appropriate.**

**TASK 6: DRAFT IMPLEMENTABLE CITY NON-MOTORIZED MASTER PLAN UPDATE**

**Task 6.1: Draft Plan**

McKenna will produce a draft plan that includes identified gaps and opportunities within the existing City of Novi network, services, and programs.

The plan will show final draft recommendations for the local non-motorized network routes/facilities, program strategies, and service initiatives. The plan will include a prioritized list of cost-effective strategies for phased implementation.

The plan will establish evaluation metrics for the plan based on the plan goals. The plan will also include performance measures and criteria to support and evaluate the implementation of the plan and its goals.

The plan will be consistent with the City's Complete Streets Policy, as well as align with any recommendations found in review of other plans and studies in regard to safety improvements, crash and fatality reduction, impacts and benefits for neighborhoods, and increased usage of active transportation modes.

The draft plan will build upon inventory data, research of existing plans, and public and agency input. Potential bicycle routes, sidewalk improvements, and connectivity opportunities (local, regional and cultural) will also be developed. Specifically, a plan will be drafted to include:

- Bicycle and pedestrian connections within the City;
- Destination connections (e.g., schools, parks (City, County, and State), and shopping);
- Impacts of and Planning for Autonomous Vehicles
- Regional connections; and
- RTA Southeast Michigan Transit Plan.



**ABOVE**  
Sample McKenna Materials from the 2015 Bike Walk Livonia Plan

The draft *Novi Non-Motorized Master Plan Update* will contain preliminary routing recommendations, graphics explaining the routes and cross-sections and cost estimates for the proposed non-motorized network improvements. The draft plan will focus on the following elements:

1. Updated Bicycle Facility and Design Guidelines. The project team will update the City's design guidelines and recommended standards for bicycle and pedestrian facilities. The recommendations will be based on the national best practices from AASHTO and NACTO, funding potential from MDOT and others, and our extensive team field experience.

The bicycle portion of design guidelines and standards may include recommendations for shared use paths, conventional bike lanes, buffered and protected bike lanes, paved shoulders, bicycle boulevards, and bicycle treatments at intersections and interchanges. Bicycle design guidelines also address bicycle signage and bike parking as well as maintenance guidelines. The pedestrian portion of the guidelines will include discussion of sidewalk design, curb ramps, crosswalks, signal timing, lighting, streetscape features, transit stop infrastructure, facility maintenance and traffic calming elements. For all streetscape elements, we will outline current ADA requirements for curb ramps, minimum passage width, and other features. The McKenna project team members are current with ADA requirements and have worked on ADA plan elements for many communities.

2. Updated Project Evaluation/Prioritization Criteria. The bicycle and pedestrian improvements will be ranked according to general established planning criteria and submitted to City staff professionals and the committee for review and comment. The project team will update the City's evaluation procedures as needed. Potential criteria will consist of those listed below and others developed with City professional staff, the committee, and other local agency representatives, as appropriate.
  - Suitability for bicycling and/or walking without improvements
  - Suitability for bicycling and/or walking with improvements
  - Traffic counts, posted speed, and functional classifications of roadways
  - User needs of all ages and skill levels advanced and beginner (beginner and advanced bicyclists) bicyclists
  - Closure of critical gaps
  - Accessibility requirements
  - Safety improvement needs
  - Destinations served
  - Directness of routes
  - Enhancement of system connectivity
  - Current availability and/or suitability of right-of-way
  - Cost effectiveness and feasibility
  - Projected reduction in vehicle trips and vehicle miles traveled
  - Integration into the existing local and regional bikeway/walkway system
  - Interface with other transportation modes
  - Local political and community support
3. Map Updates: The results of the project evaluation will be used to update the non-motorized facility map, the Major Corridor Development Map, and the Recommendations to Sidewalk and Pathway Map.
4. I-96 Crossings: The project team will review and update the findings and recommendations for crossing I-96 to include newly considered feasibility options for the City to consider.
5. Periodic Evaluation and Funding Strategies. The criteria will be used to provide a methodology for the City to gauge its success in implementing its non-motorized

programming after 3, 6, and 10-year periods. The plan will include guidance for funding and maintaining non-motorized projects.

6. Policy Recommendations - The 5 E's - Education, Encouragement, Enforcement, Engineering and Evaluation Strategies. Becoming a truly pedestrian- and bicycle-friendly community requires a multi-faceted approach, utilizing strategies beyond the traditional engineering and infrastructure projects. By employing several innovative approaches, Novi has potential to become a model bicycling and walking community.

We strongly believe that the community could greatly benefit from a well-balanced non-motorized improvement plan. Strategies relative to on-going education, encouragement, enforcement, and evaluation will be included in the Plan to help the community approach the need for improvement of the biking and walking environment from all angles.

The McKenna team will include strategies and best practices in the draft *Novi Non-Motorized Master Plan Update* that address bicycle and pedestrian education, encouragement, enforcement, evaluation, and public outreach efforts. These recommendations will be based both on results of the previous tasks that identified problem areas plus experience gained in communities in Michigan, the United States and Europe.

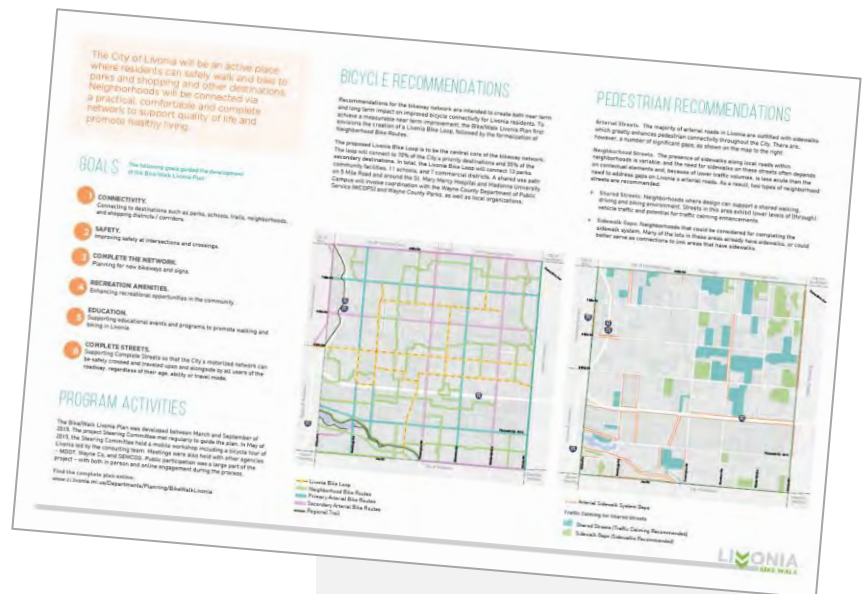
**Deliverables: Prepare a draft of the overall plan, including:**

- **Results from Task 1- 5;**
- **Prioritized corridors and projects;**
- **Recommendations for policies, programs and future amendments to the plan and network map;**
- **City budgets, staffing and funding strategies for each appropriate recommendation;**
- **List of potential funding sources with detailed descriptions; and**
- **Clear identification of recommendations for the City of Novi.**

**TASK 7: FINAL PLAN AND EXECUTIVE SUMMARY**

**Task 7.1 Final Plan**

Following review and input of the draft plan by City professionals, the Steering Committee, and the public, the McKenna team will make one round of revisions and refine the document with final graphics and construction cost estimates based upon input received. This plan will provide recommendations for infrastructure investment needs along with estimates of cost.



**ABOVE**

Sample Executive Summary Document from Bike Walk Livonia

The final document will also include a detailed implementation strategy matrix.

1. Master Implementation Matrix. This strategy matrix will build upon the project evaluation and prioritization exercise in the previous task and include actions.

The matrix will identify:

- Recommended projects
- Priority levels
- Phasing for completion
- Responsibilities and partner agencies also responsible
- Funding opportunities



**ABOVE**

Example of McKenna led outreach activities

McKenna is aware that funding is much more likely when it comes from a variety of local, State, Federal, and public and private sources. In other words,

most funding sources prefer to “leverage” other funds rather than provide the bulk of funding themselves. We have assisted many communities in Michigan with funding transportation projects. This funding has come from a variety of sources, including:

- Local road funding, including Act-51
- Local public works and parks and recreation CIP budgets
- TIF Districts
- Special Assessment Districts
- Municipal bonds
- State agencies
- Federal assistance
- Non-profit organizations/corporate sponsors
- Zoning requirements
- Development fees

The team has successfully drafted grant applications and managed grant projects and is experienced with creating project funding strategies to provide the City a fiscally grounded and feasible plan based on the vision of those who participated in the process.

2. Top Priority Project Description Sheets. The Implementation Matrix and the plan will provide City officials and the committee clear direction to allocate resources. To better assist the City in securing grants or other funding, the McKenna team will develop project description sheets for the top five (5) priority projects. Detailed project description sheets serve as an excellent tool for future implementation funding applications. Project sheets will describe key characteristics of each proposed route or route segment including:

- Street, roadway or corridor name
- Geographic location
- Proposed facility type(s)
- Typical cross sections

- Dominant land use
- Dominant users (commuter, recreational, etc.)
- Key safety issues
- Project cost estimates
- Jurisdictional responsibility
- Required actions

***Deliverables:***

- ***Electronic copy of the draft report in Word and PDF presented for comment;***
- ***All final GIS files developed and/or updated during the project;***
- ***Final report in PDF format.***

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## Products to be Developed

The above Proposed Scope of Services describes the products to be developed as part of the *Novi Non-Motorized Master Plan Update*; though this may not be an exhaustive list.

Client satisfaction is our #1 priority – that means we “do what it takes” during a project to deliver the best experience.

Here are the products we will develop as part of the *Novi Non-Motorized Master Plan Update* process:

1. All agendas, materials, and summaries for working meetings between McKenna and City administration.
2. All final written reports, including the final Executive Summary and the final *Novi Non-Motorized Master Plan Update* document, in a graphically-rich and compelling format.
3. Final plan and maps in electronic format, consistent with the City’s software preferences.
4. Other incidental materials to “do what it takes” for project success!



**ABOVE**

Variety of  
Cultural and  
Recreation  
Amenities

**BELOW**

Commercial  
Corridors to  
Explore!



# Proposed Schedule and Milestones

We propose a six-month schedule, phased over two-budget cycles, with a tentative project initiation in October, 2018 and completion in March, 2019. Of course, we can adjust the schedule to best meet your needs.

## Proposed Project Schedule

MILESTONES	SEPTEMBER 2018 TO MARCH 2019													
	Sept	Oct.	Oct.	Nov.	Nov.	Dec.	Dec.	Jan.	Jan.	Feb.	Feb.	Mar.	Mar.	
	10-31	1-15	15-31	1-15	15-30	1-15	15-31	1-15	15-31	1-15	15-28	1-15	51-31	
1. Project Management			+	+										
2. Stakeholder Involvement				+	+	+	+							
3. Existing Conditions				+	+	+	+							
4. Peer Review					+	+	+							
5. Alternatives						+	+	+	+	+	+			
6. Draft Plan									+	+	+			
7. Final Pan												+	+	
MEETINGS														
Internal Kick-off / Orientation Meeting				+										
Bike-Walk Workshop #1					+									
Public Workshop #1								+						
Progress Meetings with Staff and Steering Committee					+			+			+			
Planning Commission Public Hearing and City Council											+		+	

*Note: Additional meetings will be provided at request.*



# Team Resumes and Work Samples





MCKENNA



## M. Paul Lippens, AICP, NCI

DIRECTOR OF TRANSPORTATION AND URBAN DESIGN

### EDUCATION

**Master of Urban Planning**  
Taubman College  
University of Michigan

**Bachelor of Arts**  
Hampshire College

### HONORS

**Award for Excellence in Transportation Planning for "Realize Cedar: Urban Design Framework"**  
Delhi Charter Township (Ingham County), MI, Michigan Association of Planning

**Award for Excellence in Transportation Planning for "Bike/Walk Livonia: A Future Transportation Plan"**  
City of Livonia, MI, Michigan Association of Planning

**Implementation Award, 2013**  
Illinois American Planning Association

**Best Practices Award, 2012**  
Illinois American Planning Association

### PROFESSIONAL EXPERIENCE

#### **Complete Streets Policy and Implementation**

Award winning author of the Complete Streets, Complete Networks Design Manual, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also coauthored the Complete Streets Chicago: Design Guide - Chicago's, Complete Streets v2.0.

#### **Bicycle and Pedestrian Plans and Safety**

Led award winning bicycle and pedestrian planning in Livonia, Delhi Township, Frenchtown Township, and Paw Paw (Michigan) Evanston, Midlothian, Palos Heights and Winfield (Illinois) and Lowell (Indiana), as well as sub regional bike plans in Chicago suburbs. Studied sidewalk gaps, and recommended bike lanes, sharrows, trails, and protected bikeways. Improved crossing safety and intersection design for people walking, biking, and taking transit. Made network recommendations which considered traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

#### **Trail Planning and Access Studies**

Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago's world famous Lakefront Trail.



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**PROFESSIONAL  
EXPERIENCE**

**Multi-Modal Transportation System Planning and Design**

Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

**Signs and Wayfinding Systems**

Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana. Managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

**Comprehensive and Subarea Planning**

Led Master Plan efforts for Garden City, Portland, Midlothian Township, Inkster, Paw Paw, Tecumseh, and Commerce Township. Engagement techniques included steering committees, local business interviews, field intercept surveys, focus groups and charrettes. Identified four goal areas by public process to guide the downtown economy, place, sustainability, and transportation. Additional planning examples include the Oak Park, IL Comprehensive Plan, the Evanston IL, Main Street Station Area TOD study, and a Downtown Vision Plan for Terre Haute, IN.

**Housing and Energy Efficiency**

Created development visions for energy efficient affordable housing projects for the City County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an economic analysis of the feasibility of utilizing under-performing public land holdings to create more affordable housing.

**Environmental Planning**

For Ann Arbor's "State of the Environment Report," created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

**Urban Design**

Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

**Community Development**

Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD's Integrated Disbursement and Information System (IDIS).

**Ordinance and Regulatory Review**

Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.



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**MEMBERSHIPS**

American Institute of Certified Planners  
American Planning Association

Michigan Association of Planning  
Congress for New Urbanism

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**CERTIFICATIONS**

**National Charrette Institute**  
Charrette Systems and Management and Facilitation

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**ACTIVITIES &  
PUBLIC SERVICE**

**Adjunct Professor of Urban Planning & Policy**  
University of Illinois Chicago (2013)

**Board of Directors**  
Transportation Riders United (TRU)  
(January 2014 to Present)

**Planning Commissioner**  
City of Ypsilanti, MI (2006-2007)

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**SELECT  
PRESENTATIONS**

**“Planning for Tomorrow’s Mobility”**  
MTPA Annual Conference, Grand Rapids 2017

**“Decoding Complete Streets”**  
MAMC Annual Conference, Kalamazoo, 2017

**“Hey Ho, Let’s Go: Bike 2.0”**  
MAP Annual Conference, Kalamazoo, 2016

**“Bike 2.0, Getting There From Here”**  
MML Annual Convention, Mackinac Island, 2016

**“Promoting Your Community’s Assets Through Wayfinding”**  
MAP Annual Conference, Detroit, 2015

**“Decoding Complete Streets”**  
MAP Annual Conference, Mackinac, 2014

**“Removing the Silos: Integrating Land Use & Transportation in Local Plans”**  
APA-CMA Conference, Chicago, 2013

**“Complete Streets Implementation”**  
APA National Conference Session, Chicago, 2013

**“The Boulevards and Beyond”**  
APA National Conference Session, Chicago, 2013

**“Complete Streets: Tools to Move from Idea to Practice”**  
Tuesdays at APA/Chicago, Chicago, 2012

**“Lessons in Completing Streets”**  
Complete Streets Forum, Toronto, 2012

**“Complete Streets Implementation in Chicagoland”**  
APA National Conference Session, Los Angeles, 2012

**“Creating Effective Bicycle Signage Systems”**  
The Change Institute, Rosemont, Illinois, 2010



MCKENNA



# Laura Haw, AICP

PRINCIPAL PLANNER

## EDUCATION

### Master of Urban Planning

Physical Planning and Design  
Taubman College  
University of Michigan

### Bachelor of Arts (with honors)

International Development  
Michigan State University

### Bachelor of Arts (with honors)

Political Science / Pre-Law  
Michigan State University

## PROFESSIONAL EXPERIENCE

### Comprehensive, Sub-Area, and Corridor Planning

Preparation of master plans, sub-area plans, and corridor plans including data collection, documentation and analysis of existing conditions, character planning, goals and objectives, and recommendations / strategic matrices for future project prioritization, phasing, and implementation processes. Additional focus on downtown districts, feasibility analysis, catalytic impact assessment, and ease of development opportunities. Project highlights:

- Master Plans (Village of Vicksburg, Village of Franklin, City of Eastpointe)
- Downtown Development Authority/TIFA Plans (City of Bangor, Village of Vicksburg, Plymouth Township, and more)
- The Upper Westside Neighborhood Plan, City of Detroit
- 8 Mile Boulevard: Catalyzing the Corridor (8MBA reinvestment study for multiple jurisdictions)

### Parks and Recreation / Open Space Planning

Expertise in creating parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications. Additional practice in open space planning, including greenways (site analysis, traffic calming, optimal greenway layout, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and development of a vacant land re-activation rooted in green infrastructure and conversation. Project highlights:

- Parks and Recreation Plans and Designs (Village of Lake Orion, Village of Three Oaks, City of Hudson, City of Birmingham, City of Portage, and more)
- Vacant Land Toolkit (City of Detroit)
- Woodmere Greenway (UNI study, southwest Detroit)

### Lean Zoning

Experience in streamlining and re-structuring Zoning Ordinances to reduce red-tape, add clarity, and ensure quality building form. Preparation of text amendments to address new development trends, including elderly housing and accessory dwelling units, urban agriculture, non-traditional commercial uses, and planned unit developments.



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**PROFESSIONAL  
EXPERIENCE**

**Non-Motorized Transportation Planning**

Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

**Urban Design**

Site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Creation of Planned Unit Developments (PUD) of luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism. Additional project highlights include the redevelopment of a vacant 62-acre site in south Chicago, IL into an active, mixed-use waterfront neighborhood and a 15 urban block redevelopment plan for Minneapolis, MN into a regional destination built upon the strengths of local businesses.

**Graphic Design / Document Layout**

Expertise in document layout for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics. Photographic documentation of successful urban planning and design projects. Additional experience in creation of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and graphics for clients.

**Public Engagement**

Organization and the facilitation of various public engagement functions, including community-wide public workshops, charrettes, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Experience in designing innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting to ensure interactive and meaningful public engagement. Additional capabilities in organizing and managing online public engagement platforms, including social media.

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**MEMBERSHIPS**

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



MCKENNA



## 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.



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**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.



MCKENNA



# Alexandra Novak

ASSISTANT PLANNER

## EDUCATION

**Bachelor of Science, Urban Planning**  
Arizona State University

**Bachelor of Arts, Sustainability**  
Arizona State University

## MEMBERSHIPS

American Planning Association  
Michigan Association of Planning

## PROFESSIONAL EXPERIENCE

### Neighborhood Planning

Developed planning and design projects with community leaders including a park renovation, a greenway/historic trail, and mixed-density infill housing in an urban neighborhood. Analyzed land and demographic data to create plans, area maps, informational graphics, and to inform community development decisions.

### 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. Researches and drafts zoning ordinance amendments and complete code rewrites for Michigan cities and townships.

### Community Development and Placemaking

Managed and prepared grant applications for community improvements and redevelopment. Worked with a multidisciplinary team advising on principles of urban planning, land use, zoning, and placemaking. Supported planning of racial equity and economic opportunity workshops for community members in a changing neighborhood.

### Geographic Information Systems (GIS)

Managed all GIS mapping of neighborhood planning and development initiatives. Collected and analyzed data from the U.S. Census Bureau and various open data sources. Created maps for economic development planning, transportation planning, and other development-related projects.

### Real Estate Development

Strategized land acquisition and development opportunities while assessing the needs and demands of the local real estate market. Supported "missing middle" housing development projects including mixed-use and mixed-density infill housing and single-family conversion to multi-family home renovation projects.

### Community Engagement

Built strong relationships with key community leaders and created opportunities for partnerships. Developed and delivered presentations to community members about various planning topics and facilitated planning meetings and workshops in support of neighborhood planning projects.

### Partnership Development and Support

Developed relationships with non-profit organizations, community stakeholders, and local leaders to accelerate planning and development work as well as access to resources. Collaborated on catalytic neighborhood planning projects with municipal agency partners and architecture firms.





MCKENNA



# Carrie Leitner

ART DIRECTOR

## EDUCATION

**Bachelor of Fine Arts in Graphic Design**  
University of Michigan

**Internet Professional Curriculum Courses**  
Washtenaw Community College

## SOFTWARE EXPERTISE

Highly proficient in Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, Powerpoint).

## PROFESSIONAL EXPERIENCE

### **Document Design and Layout - Planning and Zoning**

Designed and produced simple and complex layouts for documents including community master plans, zoning ordinances, and urban design plans.

### **Downtown and Retail Corridor Branding**

Created brands and identities for private firms and Michigan downtowns and corridors. Developed multiple concepts for elaboration in a range of styles. Branding included downtown logos, document design, banners, brochures, and wayfinding signage.

### **Art Director Municipal Projects**

Created initial design and messaging concepts for a multitude of high profile municipal clients, capital campaigns and annual giving initiatives.

### **Image Editing and Production**

Edited complex photographic and illustration graphics using Photoshop and Illustrator for zoning ordinances and master plans. Managed elaborate projects including color correction, recreation plan renderings, and branding for municipal electrical energy use education.

### **Illustration and Visualization – Zoning, Planning, and Design**

Produced graphic ideas quickly and successfully which conveyed the clients' vision. Rendered detailed zoning graphics, facade improvements, and corridor and neighborhood visualization using Adobe Photoshop.

### **Website Design and Implementation for Public Engagement:**

Planned website architecture to clearly deliver content for stakeholder use under simplified navigation. Designed website layout to include draft and adopted municipal documents.

### **Hand Renderings and Art Work**

Created privately-commissioned portraits in pencil and charcoal. Created the first annual Charlevoix (MI) Venetian Festival poster in oil pastel. Appeared in the Charlevoix Waterfront Art Fair exhibiting pen and watercolor paintings of local street scenes and building sketches. Rendered several site and landscape concept plans with pen and marker.

# Background of Firm



*Engineered with  
innovation*

*Driven by  
experience*

*Delivered with  
integrity*



## WHO ARE WE?

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Spalding DeDecker is a consulting engineering and surveying firm that specializes in infrastructure, land development, and transportation with a commitment to safety. Our Core Purpose is to create practical and sustainable infrastructure solutions for our clients and communities. We strive to be the benchmark of engineering and surveying excellence. With 70 employees, including several Chesterfield Township residents, Spalding DeDecker will bring you the personal attention that you deserve

## HISTORY

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Established in 1954, Spalding DeDecker (SD) is an employee-owned consulting engineering firm specializing in infrastructure, land development, and surveying. With offices in Detroit, Livonia, and Rochester Hills, SD offers a diverse core of engineering, surveying, and construction engineering services for municipal, land development, transportation, and water/wastewater projects.

In September of 1954, Spalding DeDecker was born in a small store front office on Woodward Avenue in Birmingham, Michigan. SD's founders, Vernon Spalding and Frank DeDecker, began a partnership with a simple verbal agreement, a handshake, and an oath to focus on quality in workmanship and integrity in client service. By 1955, one project had turned into 40. Land developers engaged the firm for a variety of large and small subdivisions. The firm's first bridge design project was for the Macomb County Road Commission. These initial projects opened the door to increasing opportunities.

SD became Clinton Township's consulting engineer in 1956, hired its first two employees, and relocated to a larger facility on Woodward Avenue. As the company grew, SD provided engineering and surveying services for many municipalities including Southfield, Warren, Farmington, Livonia, and Troy, and Mt. Morris, Macomb, Washington, Chesterfield, and Harrison Townships. By 1968, the staff had reached 20 as the firm continued to expand its services and build its client base. With the retirement of Frank DeDecker in 1994, the firm was converted to a 100% employee-owned business, giving each team member a vested interest in the success of the company and ultimately, our clients.

## WHY HAVE WE BEEN IN BUSINESS SO LONG?

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You could say we engineered it that way. When our founding fathers, Vernon Spalding and Frank DeDecker, first opened their doors in 1954, Spalding DeDecker promised to do business with integrity and a commitment to excellence. Two generations later, a handshake from Spalding DeDecker is still a firm promise you can count on.

# Background of Firm



## SPALDING DEDECKER INC.

905 South Blvd. East  
Rochester Hills, Michigan 48307  
(248) 844-5400 phone  
(248) 844-5404 fax

## SENIOR PROJECT MANAGER

**David Richmond**  
*Senior Project Manager*  
drichmond@sda-eng.com  
(248) 844-5400



## LOCAL AREA KNOWLEDGE

SD has a strong history with Oakland County and MDOT, and we have delivered hundreds of projects to Oakland County communities over the years. Working directly for these local agencies, we have gained insight into their master planning philosophies, annual capital improvement strategies, utility systems, permit and review processes, and their community leadership groups, such as Downtown Development Authorities, Business District Associations, or Homeowners' Association.



## MARKET SECTORS & PRIMARY SERVICES

### *Infrastructure*

- Asset Management
- Construction Engineering
- Municipal Engineering
- Pavement Management Systems (PMS)
- Roof and Building Envelope Assessments
- Transportation Engineering
- Water/Wastewater Engineering

### *Land Development*

- LEED® Project Design for Certification of Green Facilities through the US Green Building Council
- Site Engineering & Infrastructure Design
- Site Planning
- Site Selection & Development Feasibility Studies
- Stormwater Management Plans and Studies



### *Survey & Mapping*

- ALTA / ACSM Land Title Surveys
- Aerial Control Surveys
- Boundary & Topographical Surveys
- Construction Layout
- Industrial, Aeronautical, and Transportation Surveying





# TAYLOR REYNOLDS, PE

Project Manager

## EDUCATION

**BS, Civil Engineering, 1996**  
University of Kansas

## REGISTRATION

**Professional Engineering**  
**Michigan, 2001, #47487**

## PROFESSIONAL AFFILIATIONS

**Orion Safety Path Advisory Committee**

Vice Chair - 2018  
Chair 2012 – 2016  
Member 2010 – Present

**Oakland County Trails Water Land Alliance**

Member 2010 - Present

## TRAINING

**FHWA/MDOT Constructing Pedestrian Facilities for Accessibility,**  
2011, 2014, 2015, 2016, 2017, 2018

**ADA Accessible Pedestrian Signals, 2016**

**ADA Accessible Trails, 2015**  
**US Access Board Q&A, 2015**

*“Taylor has managed numerous contracts for local, state, and federal projects and is a strong advocate for non-motorized pathways”*

Ms. Reynolds has more than 22 years of experience in municipal engineering including the design of parking lots, pathways, sanitary sewer, storm sewer, and water main. She is responsible for the day to day client communication required for complex and varied projects. These projects have provided Ms. Reynolds with expansive opportunities in client and resident coordination. Ms. Reynolds’ experience includes multiple years of pathway design, meeting the ever-changing ADA standards, while finding a balance between client needs and resident satisfaction. She pursues continued training from outside agencies to be a resource for ADA compliance concerns of our clients. Ms. Reynolds has managed numerous contracts for local, state, and federal construction projects, and currently provides internal reviews of our construction administration documents.

## RELEVANT EXPERIENCE

- Eight Mile Road Pathway, Garfield Road to Beck Road, City of Novi, MI
- Eight Mile Road Pathway, Napier Road to Garfield Road, City of Novi, MI
- 2016 Pathway Program and ADA Improvements, City of Novi, MI
- 2012 Pathway Gap Program and ADA Compliance, City of Novi, MI
- 2010 Pathway Gap Program, City of Novi, MI
- 2009 Pathway Construction, City of Novi, MI
- Providence Park Connector Trail, City of Novi, MI
- Beck Road Pedestrian Crossing, City of Novi, MI
- Non-Motorized Safety Pathway Programs, West Bloomfield Twp, MI
- Cherry Hill Pathway – I-275 to Lotz Road, Charter Township of Canton, Wayne Co
- Non-Motorized System, Waterford, MI
- Clinton River Trail TAP Grant Design, Rochester Hills, MI
- Meadowbrook Commons Parking Improvements, City of Novi, MI
- Township Park Playscape, Plymouth Township, MI
- Pathway Concrete Overlay, Charter Township of Plymouth, MI
- Grand Rapids West Side Complex Parking Lot Improvements, Grand Rapids, MI
- Rochester Hills City Hall Parking Lot Rehabilitation, City of Rochester Hills, MI
- Senior Center Parking Lot, Armada Township, MI
- North Parking Lot, Charter Township of Plymouth, MI
- West Parking Lot, Charter Township of Plymouth, MI
- General Engineer, City of Armada, MI
- General Utility and Pathway Engineer, Plymouth Township, MI
- Andes Hills Water Main, City of Novi, MI
- Dixon Road Sanitary Sewer, City of Novi, MI
- Bishop Creek and Ingersol Creek Streambank Stabilization 2017, City of Novi, MI
- 14 Mile Road Water Main and Pathway, City of Novi, MI
- Regency Centre and Knightsbridge Gate Pump Station Upgrades, City of Novi, MI



# DAVID RICHMOND, PE

## Senior Project Manager

### EDUCATION

**BS, Civil/Environmental Engineering, 1996**  
Lawrence Technological University

**BS, Industrial Technology, 1986,** Central Michigan University

### REGISTRATION

**Professional Engineer, Michigan, 1998**

### TRAINING

**Pipeline Assessment Certification Program (PACP), NASSCO, 2018**

**Manhole Assessment Certification Program (MACP), NASSCO, 2018**

**Lateral Assessment Certification Program (LACP), NASSCO, 2018**

**HEC-RAS Open Channel Flow Basics, December 2010**

*“Dave has more than three decades of experience helping municipalities improve their infrastructure”*

David E. Richmond, PE is an accomplished project manager in municipal engineering services and private land development. With more than 32 years of experience, he is a recognized expert by his peers in stormwater, water distributions, and wastewater collection systems. As Project Manager of Spalding DeDecker’s Municipal Engineering Services Group, Mr. Richmond is responsible for project and staff management on water/wastewater and water resources projects ranging from detailed drainage studies, watershed master plans, design of sanitary and storm sewer collection systems, design of water distribution systems and facilities, and natural stream channel design. Mr. Richmond is also responsible for the management of municipal clients, including assisting staff with the review of permit applications sent to the municipality, preparation of design and construction plans for various infrastructure projects, assistance with permitting projects, and providing general assistance with engineering related issues.

### RELEVANT EXPERIENCE

- General Engineering, Novi, MI
- Eight Mile Road Pathway, Novi, MI
- Clinton River Trail TAP Grant Design, Rochester Hills, MI
- 14 Mile Road Watermain and Pathway Extension, City of Novi, Oakland Co., MI
- Oakland County Water Resources Commission (OCWRC) As-Needed Services, Oakland County, MI
- General Engineering, Plymouth Township, MI
- General Engineering, Armada, MI
- Watermain SAD Cost Estimate, City of Novi, MI
- Burton Drive Watermain SAD Cost Estimate, City of Novi, MI
- Powell Road Watermain and Sanitary Sewer SAD, Armada Township, MI
- Drain Inspections, Macomb County Public Works Commission, Sterling Heights, MI
- Country Place Pump Station Forcemain Upgrades, City of Novi, Oakland Co., MI
- 2014 Sanitary Lift Station Upgrades, Novi, MI
- Novi Sanitary Manhole Rehabilitation, Novi, MI
- Lotz Rd Reconstruction and Water Main, Canton Township, MI
- Dearborn Flow Monitoring 2014, Dearborn, MI
- Beech Daly Rehabilitation, Taylor, MI
- W. 18th to W. 15th Sanitary Sewer Replacement, City of Newton, Catawba Co., NC
- Plymouth Township Park North Parking Lot Reconstruction, Plymouth Township, Wayne County, MI
- Grant Assistance Services, Rochester Hills, MI
- Rochester Hills City Hall Parking Lot Reconstruction, City of Rochester Hills, Oakland Co., MI
- Grand Rapids West Side Complex Parking Lot Improvements, Grand Rapids, MI
- Armada Township Senior Center Parking Lot, Armada Township, Macomb Co., MI



NOTICE - CITY OF NOVI

REQUEST FOR PROSALS

2018 CITY OF NOVI NON-MOTORIZED MASTER PLAN UPDATE

This RFP is issued by the Purchasing Office of the City of Novi.

**IMPORTANT DATES**

RFP Issue Date	July 31, 2018
Last Date for Questions	Tuesday, August 14, 2018 at 12:00 p.m. Please submit questions via email to: Barbara McBeth, City Planner bmcbeth@cityofnovi.org
Response Due Date	<b>Tuesday, August 21, 2018, 2 p.m.</b> Deliver to: City of Novi Attn: Finance Department 45175 Ten Mile Road Novi, MI 48375
Anticipated Award Date	September 10, 2018

**DESCRIPTION:**

The City of Novi, Michigan is soliciting qualified consulting firms to submit a proposal to assist the City with the preparation of a comprehensive update to the 2011 City of Novi Non-Motorized Plan. It is expected that the consultant services will be a part of a collaborative effort with members of the Community Development Department staff, the Planning Commission, and community stakeholders. The final report will be a collaborative effort between staff and the selected consultant. Firms capable and prepared to meet the timeframe should express interest.

**NOTICE TO PROPOSERS**

The City of Novi officially distributes RFP documents through the Michigan Intergovernmental Trade Network (MITN). **Copies of RFP documents obtained from any other source are not considered official copies.** The City of Novi cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by any information received from alternate sources. Only those vendors who obtain RFP documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the source indicated, it is recommended that you register on the MITN site, [www.mitn.info](http://www.mitn.info) and obtain an official copy.



## **INSTRUCTIONS**

### **QUESTIONS**

Please email all questions to the staff member listed above. Please write the name of the RFP in the subject line. If you write anything else in the subject line, your email may be deleted as spam.

### **MANDATORY PRE-PROPOSAL MEETING**

A mandatory pre-proposal meeting may be held. If so, the date, time and location will be indicated on the cover of this RFP. The meeting will begin promptly at the time indicated and will be closed thereafter to latecomers. It is the vendor/contractor's responsibility to take traffic, weather, etc. into consideration in order to arrive at the pre-bid meeting on time.

### **TYPE OF CONTRACT**

If a contract is executed as a result of the bid, it stipulates a fixed price for products/services.

### **CHANGES TO THE RFP/ADDENDA**

Should any prospective Proposer be in doubt as to the true meaning of any portion of the Request for Proposal, or should the Proposer find any patent ambiguity, inconsistency, or omission therein, the Proposer shall make a written request (via email) for official interpretation or correction. Such request shall be submitted to the specified person by the date listed above. The individual making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made as an addendum, which will be posted on the MITN website at [www.mitn.info](http://www.mitn.info). Any addendum issued by the City shall become part of the RFP and shall be taken into account by each proposer in preparing their proposal. Only written addenda are binding. It is the Proposer's responsibility to be sure they have obtained all addenda. Receipt of all addenda must be acknowledged on proposal form.

### **PROPOSAL SUBMITTALS**

Please provide **one (1)** unbound proposal, signed and one (1) digital copy on CD or flash drive. *FEE PROPOSALS MUST BE SEALED IN A SEPARATE ENVELOPE. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL.* Fee proposal envelopes may be included in the same mailing envelope containing your technical proposals. No other distribution of the proposal will be made by the Contractor. Proposal must be signed by an official authorized to bind the Contractor to its provisions.

**FAILURE TO SUBMIT PRICING ON THE PROPOSAL FORM PROVIDED BY THE CITY OF NOVI MAY CAUSE THE BID TO BE CONSIDERED NON-RESPONSIVE AND INELIGIBLE FOR AWARD.**

### **SUBMISSION OF PROPOSALS**

To be considered, sealed proposals must be submitted, as specified in the Instructions section on or before the specified time and date. There will be no exceptions to this requirement. Faxed, emailed, or telephone proposals are not acceptable. The City of

Novi shall not be held responsible for lost or misdirected proposals. The City reserves the right to postpone an RFP opening for its own convenience.

Proposals must be clearly prepared and legible and must be signed by an Authorized Representative of the submitting Company on the enclosed form when one is provided in the RFP documents. Proposals must show unit and total prices when requested. In case of mistakes in price extension, unit pricing shall govern. *ANY CHANGES MADE ON THE PROPOSAL FORM MUST BE INITIALED OR YOUR PROPOSAL MAY BE CONSIDERED NON-RESPONSIVE.*

A proposal may be withdrawn by giving written notice to the Purchasing Manager before the stated due date/closing time. After the stated closing time, the bid may not be withdrawn or canceled for a period of One Hundred and Twenty (120) days from closing time.

Proposers are expected to examine all specifications and instructions. Failure to do so will be at the proposer's risk.

Failure to include in the proposal all information requested may be cause for rejection of the proposal.

Any samples, CDs, DVDs or any other items submitted with your proposal will not be returned to the contractor.

No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City Novi upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

#### **INELIGIBILITY OF IRAN LINKED BUSINESS**

Under 2012 PA 517, an Iran Linked Business, as defined therein, is not eligible to contract with the City and shall not submit a proposal.

#### **CONSIDERATION OF PROPOSALS**

In cases where items are requested by a manufacturer's name, trade name, catalog number or reference, it is understood that the proposer intends to furnish the item so identified or an item of "equal" quality and value as determined by the City of Novi.

Reference to any of the above is intended to be descriptive, but not restrictive, and only indicates articles that will be satisfactory. Bids of "equal" quality and value will be considered, provided that the proposer states in his/her bid what he/she proposed to furnish, including literature, or other descriptive matter which will clearly indicate the character of the item covered by such bid.

The City hereby reserves the right to approve as an "equal", any item proposed which contains minor or major variations from specification requirements, but which may comply substantially therewith.

### **RESPONSIVE PROPOSALS**

All pages and the information requested herein shall be furnished completely in compliance with instructions. The manner and format of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Unit prices shall be submitted if space is provided on proposal form. In cases of mistakes in extension, the unit price shall govern. Accordingly, the City reserves the right to declare as non-responsive, and reject an incomplete proposal if material information requested is not furnished, or where indirect or incomplete answers or information is not provided.

### **EXCEPTIONS**

The City will not accept changes or exceptions to the RFP documents/specifications unless Contractor indicates the change or exception in the "Exceptions" section of the proposal form. If Contractor neglects to make the notation on the proposal form but writes it somewhere else within the RFP documents and is awarded the contract, the change or exception will not be included as part of the contract. The original terms, conditions and specifications of the RFP documents will be applicable during the term of the contract.

### **CONTRACT AWARD**

The contract that will be entered into will be that which is most advantageous to the City of Novi, prices and other factors considered. The City reserves the right to accept any or all alternative proposals and to award the contract to other than the lowest proposer, waive any irregularities or informalities or both, to reject any or all proposals, and in general, to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

After contract award, notification will be posted on the MITN website at [www.mitn.info](http://www.mitn.info).

The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.

### **PROPOSAL EVALUATION CRITERIA**

Proposals will be evaluated by the Qualifications Based Selection (QBS) process using the following criteria:

1. Proposed Schedule and flexibility to allow for changes. Ability to accomplish tasks in professional, thorough and timely manner.
2. Proposed Staff and Relevant Experience with similar projects of this nature
3. Evaluation of the Consultant's Understanding of Project.
4. Means of Data Collection and Public Outreach
5. Analysis of subjective statements applicable to the project as required on the RFP (Value added items)

Following the QBS review, Fee Proposals for the highest ranked firms will be opened.

## **GENERAL CONDITIONS**

### **INSURANCE**

A certificate of insurance naming the City of Novi as an additional insured must be provided by the successful proposer prior to commencement of work. A current certificate of insurance meeting the requirements in Attachment A is to be provided to the City and remain in force during the entire contract period.

### **NO EXCLUSIVE CONTRACT**

Contractor agrees and understands that the contract shall not be construed as an exclusive agreement and further agrees that the City may, at any time, secure similar or identical products/services at its sole option. The Contractor will not be reimbursed for any anticipatory profits should the City exercise this option.

### **TAX EXEMPT STATUS**

It is understood that the City of Novi is a governmental unit, and as such, is exempt from the payment of all Michigan State Sales and Federal Excise taxes. Do not include such taxes in the bid prices. The City will furnish the successful proposer with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

### **FREIGHT CHARGES/SHIPPING/HANDLING**

All bid/proposal pricing is to be F.O.B. destination.

### **INVOICING**

Invoices may be mailed to: City of Novi, Attn: Finance Department, 45175 Ten Mile Road, Novi, MI 48375, OR emailed to: [invoices@cityofnovi.org](mailto:invoices@cityofnovi.org). *This email is to be used for invoices and statements only and not for any other type of communication or sales. We are unable to respond to any inquiries from this email.*

### **CONTRACT TERMINATION**

The City may terminate and/or cancel this contract (or any part thereof) at any time during the term, any renewal, or any extension of this contract, upon thirty days (30) days written notice to the Contractor, for any reason, including convenience without incurring obligation or penalty of any kind. The effective date for termination or cancellation shall be clearly stated in the written notice.

### **TRANSFER OF CONTRACT/SUBCONTRACTING**

The successful proposer will be prohibited from assigning, transferring, converting or otherwise disposing of the contract agreement to any other person, company or corporation without the expressed written consent of the City of Novi. Any subcontractor, so approved, shall be bound by the terms and conditions of the contract. The contractor shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Novi for such acts or omissions.

### **NON-DISCRIMINATION**

In the hiring of employees for the performance of work under this contract, neither the contractor, subcontractor, nor any person acting in their behalf shall by reason of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status discriminate against any person qualified to perform the work required in the execution of the contract.

**ACCEPTANCE OF PROPOSAL CONTENT**

Should a contract ensue, the contents of the proposal of the successful Proposer may become contractual obligations. Failure of a contractor to accept these obligations may result in cancellation of the award.

**DISCLOSURE**

All documents, specifications, and correspondence submitted to the City of Novi become the property of the City of Novi and are subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments hereto. This means that any informational material submitted as part of this RFP is available without redaction to any individual or organization upon request.

**ECONOMY OF PREPARATION**

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by proposers prior to issuance of a contract.

**INDEPENDENT PRICE DETERMINATION**

By submission of a proposal, the offeror certifies, and in case of a joint proposal, each party hereto certifies as to its own organization, that in connection with the proposal:

- (a) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any other Competitor; and
- (b) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that:

- (c) He is the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal and that he has not participated and will not participate in any action contrary to (a) and (b) above; or
- (d) He is not the person in the offeror's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in verifying that such persons have not participated, and will not participate, in any action contrary to (a) and (b) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to (a) and (b) above.

A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify the above.



## CITY OF NOVI

### 2018 CITY OF NOVI NON-MOTORIZED MASTER PLAN UPDATE

## SPECIFICATIONS

### OVERVIEW

The City of Novi has had a long standing interest in providing an interconnected and comprehensive system of pathways, sidewalks and trails to connect neighborhoods with destinations throughout the City and region. **On February 28, 2011, the Novi City Council adopted the Non-Motorized Master Plan.** The City of Novi, Michigan is soliciting qualified consulting firms to submit a proposal to assist the City with the preparation of a comprehensive update to the 2011 City of Novi Non-Motorized Plan.

It is expected that the consultant services will be a part of a collaborative effort with members of the Community Development Department staff, the Planning Commission, and community stakeholders. The final report will be a collaborative effort between staff and the selected consultant. Firms capable and prepared to meet the suggested timeframe listed in RFP should express interest.

### BACKGROUND

The City of Novi is located in southwestern Oakland County, bounded by Eight Mile Road on the south and 14 Mile Road and Pontiac Trail on the north, and extending from Haggerty Road on the east to Napier Road on the west. The City of Novi contains more than 31 square miles.

On November 13, 2006, City Council approved the City of Novi Pathway and Sidewalk Prioritization Analysis and Process (PSPAP) to help ensure that non-motorized improvements are implemented in a logical and beneficial manner. It is now referred to as Annual Non-Motorized Prioritization, which is updated each fall. Please refer to <http://cityofnovi.org/Community/Ride-and-Walk-Novl.aspx> for more information on this process. The process involves ranking all missing non-motorized segments based on certain categories and identifying Top 20 segments to be considered for inclusion in the Capital Improvement Program each fiscal year.

Since October 2006, about 18.4 miles of public pathways and sidewalks were constructed by the City of Novi and the State of Michigan, and private developers completed another 15.8 miles of public pathways and sidewalks in the City. The City currently has approximately 290 miles in existing sidewalks, pathways and regional trails and approximately 39 miles to be completed in future planned non-motorized network.

### COMPONENTS OF THE PROPOSAL

Proposals should be organized as follows:



1. **Firm Background:** Provide brief background and history of the firm (the consultant). Include all additional subcontracts and associations with other firms the consultants propose to utilize in the performance of this work. Explain any past experiences working together and also working with City of Novi, if any. Identify any work with private clients in the City of Novi. All licenses required by the State of Michigan are to be maintained by the firm during the course of the contract. All required insurances are to be maintained by the firm during the course of the contract.
2. **Team Qualification:** Provide resumes of all professionals from the applicant's firm and possible sub-contractors who will be actively working on this project. Resumes should include professional qualifications, examples of similar projects and potential role for the current project. Explain the ability to hold public meetings, workshops, or other planned events and to prepare digital/social media, presentations and written materials regarding basic concepts while updating the Non-Motorized Master Plan. Provide name(s) of primary contact who will be working directly with City staff.
3. **Experience and Approach:** The firm will comply with administrative procedures of the City. The firm will meet with applicable City departments and consultants to review specific concerns or issues. The firm will represent that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided will be within its authority and capacity as a professional.
4. **Communication and Coordination:** The firm will provide a single point of contact for the duration of the contract. They should identify data which will be needed for completion of tasks. The firm is asked to identify how and when communication and coordination efforts with the City Planner and staff planner will be provided. Expand on the consultant's intended relationship with staff and level of assistance anticipated for completion of tasks. The firm should keep City informed of any deviations to schedule. City staff will provide current data as required through the process and provide comments for draft reports and the final report through the process and provide venue for public input sessions. The consultants are expected to come up with the strategy and timeline to complete the update.
5. **Public Participation and Team Meetings:** The consultants will develop a public outreach strategy and process to make sure that the plan is developed with adequate public input. The consultant shall provide details of a broad-based participation plan (including digital and social media components) to solicit input throughout the update process. Explain the tools to gather public input and expand on how the consultant measures the success of outreach measures. Briefly outline in the proposal as what would be the intent and goal for the public outreach in this regard.

The process would require at least 1 to 2 public input sessions, at least 1 public hearing with Planning Commission and 1 City Council meeting. Additional meetings with Planning Commission, City Council and other sub-committees may be required if additional information is requested. In addition, the firm should plan on periodic co-ordination and update meetings with the City staff. The consultant

should present their findings and recommendations based on public input to the Planning Commission or other boards as needed.

6. **Proposed Schedule and Major Milestones:** The City is expected to complete the update tentatively by March of 2019. The firm is asked to provide a timeline in order to ensure completion of the project in accordance with the proposed timeline and approved by the City. The schedule should include coordination meetings, public workshops, public hearings, and other committee meetings. The firm is asked to provide information regarding the ability to complete work in a timely manner and a tentative timeline and major milestones.
7. **Proposed Cost and Estimates:** Please provide a lump sum fee and a breakdown of the lump sum fee showing estimates of personnel hours, pay rates, overhead direct costs, reimbursable expenses, cost for public meetings and outreach, etc.
8. Please provide a separate schedule of professional fees/hourly rates and cost of additional public meetings should the City request additional services. *FEE PROPOSALS MUST BE SEALED IN A SEPARATE ENVELOPE. DO NOT INCLUDE ANY PRICING OR FEES IN YOUR TECHNICAL PROPOSAL.*
9. **Previous Work Samples:** Please provide no more than 3 examples of previous projects similar in scope. These should demonstrate the consultants experience on similar projects, technical approaches, and public input and outreach efforts, etc. The consultant must also include list of references for projects similar in scope, any delays in projected timelines and status of implementation of the consultant's recommendations, if any. A cover sheet with a brief synopsis for each project example and how it compares with the current scope of work if recommended.

### **SCOPE OF WORK: SUGGESTED PLAN COMPONENTS**

The 2011 Non-Motorized Master Plan provides recommendations for in-road facilities, sidewalks, trails, road crossings, design standards, priority considerations, funding, and non-motorized routes. There has been a rapid rise in residential developments and office and service uses within the City since the plan was adopted. There has been ongoing discussion with regards to public transit, regional trail networks, and smart growth technologies and strategies throughout communities in Michigan. In order to keep up with ongoing growth demands, the City would like to reassess the goals and objectives of the Non-Motorized Master Plan, update the Non-Motorized Facilities Map, and update the recommendations for implementation strategies.

The intent is to provide a concise document with information that pertains to the City of Novi. The following are minimum components that must be included in the current update to the 2011 Non-Motorized Master Plan:

1. **Executive Summary**

2. **Existing Inventory and Analysis**

The intent of this section is to provide the baseline information, analysis and data to form the plan, which includes, but is not limited to, the tasks listed below:

- a. Update the Non-Motorized facilities map that includes sidewalks, pathways, regional trails, off-road facilities, crossing and trail heads, etc. The City will provide the current data, as required.
- b. Indicate all missing sidewalk/pathway segments. Refer to 2017-18 Annual Non-motorized update and Implementation updates for current information.
- c. Collect input and provide a summary of public workshops and surveys.
- d. Develop a data-driven approach to identify existing issues with the City's non-motorized facilities.
- e. Analyze existing Pedestrian and Bicycle crash data to identify areas that need immediate attention.
- f. Review the changes in land use patterns on the Master Plan and Current Projects Maps, and their impacts on the existing non-motorized inventory.

### **3. Proposed Facilities and Design Guidelines**

- a. Update proposed Non-motorized facilities map that includes sidewalks, pathways, regional trails, off-road facilities, crossings and trail heads etc.
- b. Identify opportunities for construction integration in coordination with Novi Department of Public services and Road Commission of Oakland County.
- c. Update best practices and design guidelines to improve pedestrian and bicycle network and safety by proposing shared pathways, way finding signage, bike lanes and bike parking etc.
- d. Improve the pedestrian network by incorporating 'best practices' traffic control devices.
- e. The Regional Transit Authority of Southeast Michigan Transit plan indicates Novi has an 'emerging' transit demand. Identify potential transit routes or stops and analyze the impacts on non-motorized network.
- f. Autonomous (self-driving) vehicles are the future of transportation around the world. Provide guidelines as how to plan the City's non-motorized network to account for Autonomous vehicles.
- g. Major Corridor Development Map: Revisit and reassess the major corridors identified in the previous plan that can connect to regional trail networks and surrounding communities.
- h. Recommendations to Sidewalk and Pathway Map. Identify the recommended widths for sidewalk/pathway segments along major thoroughfares based on the existing traffic patterns and speeds.

4. **I-96 Crossings**: One of the recommendations of the Non-Motorized Master Plan 2011 and the I-96 Corridor Study was to develop several non-motorized crossings of I-96 which bisects the City and makes it difficult for non-motorized travel between the north and south side of the City. The study identified several alternatives for crossing I-96 within the study area. City would like the consultant to review the findings and recommendations of that study and provide updated feasibility options for the City to consider.

### **5. Policy Recommendation, Collaboration and Funding Opportunities**

- a. Analysis of other non-motorized plans from similar and nearby communities to identify best practices that would be potentially useful for Novi.
- b. Potential funding sources and collaboration opportunities with neighboring communities or other agencies such as Department of Natural Resources, SEMCOG etc.

- c. Collaboration opportunities with local organizations such as Michigan Mountain Biking Association etc. to promote and encourage non-motorized transportation in Novi.
- d. Recommendations about independent professional policy to plan ahead for sharing roads with automated vehicles.
- e. Recommendation about bike sharing stations within the City.
- f. Recommendations for policies, programs and future amendments to the plan.

**6. Goals, Objectives, and Implementation Strategies**

- a. The firm will address all information gathered throughout the process and make recommendations based upon findings.
- b. Assist City in reviewing and revising the current Non-Motorized Master Plan for goals and objectives, if necessary, and outline meaningful implementation strategies to serve as a guide in defining and implementing a plan.
- c. Provide performance measures and criteria to support and evaluate implementation of plan and its goals.
- d. Focus on initiatives to build enthusiasm and interest among the community.
- e. Identify near-term and long-term improvements and policy recommendations.

**7. City of Novi Non-Motorized Plan- Overview Map**

An Overview map shall be prepared similar to the one that was part of the 2011 Non-Motorized Master Plan, including, but not limited to the following updates:

- a. Update all completed segments as existing
- b. Update existing and proposed midblock crossings
- c. Update the Regional trail layouts
- d. Indicate neighborhood connectors
- e. Indicate the boardwalk inventory
- f. Indicate wetlands greater than 5 acres
- g. Provide location for existing trail head and proposed locations for trail heads from Parks Master Plan
- h. Update the regional trail connections to surrounding communities
- i. Label proposed segments to be completed
- j. Identify potential locations for future boardwalks
- k. Identify potential transit spots and freeway crossings
- l. Provide any other information that is pertinent to this map, as identified during the update process.

**8. Funding and Maintenance Guidelines**

- a. Outline the anticipated funding needed for various components of the Non-Motorized Transportation network, and identify any potential funding sources to assist in the planned budgeting of these components.
- b. Review the City's current maintenance policy and provide recommendations to leverage more benefit from of the non-motorized investments made.
- c. Provide an estimated annual maintenance and operation costs and recommendations for a maintenance plan, including an itemization of these estimates by description and amount, along with appropriate subtotals and totals.

**9. Appendix**

This section should include survey results, information from public workshop summaries and other supporting documents.

## **REFERENCES**

The consultant will review and incorporate where appropriate, information and findings from the following adopted plans:

- a. [City of Novi Non-Motorized Plan 2011](#)
- b. [2016 Thoroughfare Master Plan](#)
- c. [Master Plan for Land Use Review 2016](#)
- d. [Strategic Community Recreation and Master Park Plan 2015-2019](#)
- e. [Article XI. - Off-Road Non-Motorized Facilities](#)
- f. [ITC Corridor Trail](#)
- g. [Ride and Walk Novi \(Pathways, Sidewalks, Walkable Novi Committee\)](#)
- h. [City Map Gallery](#)
- i. [Capital Improvements Projects](#)
- j. [City Council Strategic Themes and Long-Term Goals](#)
- k. Grand River Corridor Implementation Authority Map
- l. Complete Streets Policy
- m. [Novi and Wixom Transportation Improvement Plan, 2011](#)
- n. [Novi Road Pedestrian Route Study over I- I-96, 2012](#)
- o. General information regarding the City is available at <http://www.cityofnovi.org>

## **DELIVERABLES**

On acceptance of the final product by the City, the consultant will provide

1. One (1) unbound copy of the final report suitable for reproduction
2. One (1) copy of the Non-Motorized Overview map, foam mounted, in a large format for presentation purpose
3. Electronic copies of all text, maps and graphics in the final report and plan shall be provided in formats compatible with the City's systems, and in Word/Publisher or comparable format for editing for use by the City.
4. The final report and plan shall be in a form adaptable for posting on the City's web site.
5. Data sets and map layers compatible with the City's GIS system shall be provided.



CITY OF NOVI  
INSURANCE REQUIREMENTS  
ATTACHMENT A

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
  - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
  - b. **Commercial General Liability Insurance** - The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
  - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
  - d. The Contractor shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) on a per claim/aggregate.
2. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice date to the City; alternately, contractor may agree to provide notice of such cancellation or reduction.
3. The City of Novi shall be named as Additional Insured for General Liability and Auto Liability. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Contract and at least fifteen (15) days prior to the expiration dates of expiring policies. A current certificate of insurance must be on file with the City for the duration of the contract. Said coverage shall be primary coverage rather than any policies and insurance self-insurance retention owned or maintained by the City. Policies shall be issued by insurers who endorse the policies to reflect that, in the event of payment of any loss or damages, subrogation rights under those contract documents will be waived by the insurer with respect to claims against the City.



4. The Contractor shall be responsible for payment of all deductibles contained in any insurance required hereunder.
5. If, during the term of this Contract, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Contractor's expense, under valid and enforceable policies, issued by the insurers of recognized responsibility which are well-rated by national rating organizations and are acceptable to the City.
6. If any work is sublet in connection with this Contract, the Contractor shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Contractor.
7. The provisions requiring the Contractor to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Contractor under this contract.
8. The City has the authority to vary from the specified limits as deemed necessary.

**ADDITIONAL REQUIREMENTS**

**HOLD HARMLESS/INDEMNITY**

1. The Contractor agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers and contractors from any claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from:
  - A. Acts or omissions by the Contractor, its agents, employees, servants and contractors in furtherance of execution of this Agreement, unless resulting from the sole negligence and tort of the City, its officers, employees, agents and contractors.
  - B. Violations of state or federal law involving whether administrative or judicial, arising from the nature and extent of this Agreement.
  - C. The Contractor agrees to defend the City from and against any and all actions or causes of action, claims, demands or whatsoever kind or nature arising from the operations of the Contractor and due to the acts or omissions of the Contractor or its agents, including, but not limited to, acts of omissions alleged to be in the nature of gross negligence or willful misconduct. The Contractor agrees to reimburse the City for reasonable attorney fees and court costs

incurred in the defense of any actions, suits, claims or demands arising from the operations of the Contractor under this Agreement due to the above-referenced acts or omissions.

2. The Contractor agrees that it is its responsibility and not the responsibility of the City of safeguard the property and materials used in performing this Contract. Further the Contractor agrees to hold the City harmless for any loss of such property and materials used in pursuant to the Contractor's performance under this Contract.
3. The Contractor shall not discriminate against any employee, or applicant for employment because of religion, race, color, national origin, age, sex, height, weight, handicap, ancestry, place of birth, sexual preference or marital status. The Contractor further covenants that it will comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78. Stat. 252 and 1976 PA 453) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this contract.



CITY OF NOVI

2018 CITY OF NOVI NON-MOTORIZED MASTER PLAN UPDATE

ADDENDUM #1

**INTENT:** This addendum has been issued to modify and/or interpret the original specifications for the RFP named above. Unless otherwise instructed, the information contained within this Addendum shall take precedence over anything contrary in the original specifications, and shall hereinafter be considered as part of the package.

**RESPONSE:** The Contractor shall verify receipt of this Addendum on the Fee Proposal Form.

**CONTENTS:** Included in this Addendum is one (1) page of written addenda description.

**QUESTIONS:**

1. Is the City fairly happy with the existing plan?

Answer: Yes

2. What are some new things that the City is looking for (I see that there is mention of reassessing goals and objectives to keep up with ongoing growth demands as well as I-96 crossings – anything else that should be considered)?

Answer: Please review the specifications.

3. What is the attitude of residents and City officials towards non-motorized infrastructure?

Answer: It is an ongoing interest by residents and City officials to complete our non-motorized network.

4. Did the City approve a general budget for the plan yet?

Answer: We don't typically disclose the budget amount during the RFP process.

Sue Morianti  
Purchasing Manager

Notice dated: August 15, 2018

**MATTERS FOR DISCUSSION**

c. 2019 Tentative meeting schedule

# 2019 Walkable Novi Committee: Tentative

Calendar for Year 2019 (United States)



## January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February

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## March

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31						

## April

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## June

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## July

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## August

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## September

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## October

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## November

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## December

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29	30	31				

Feb 21	2019 Kick-Off Meeting	Jul 11	2019 Annual Prioritization Update-Final Approval
Apr 18	2019 Implementation Update	Oct 17	Regular WNC Meeting
Jun 20	2019-20 Annual Prioritization Update Draft Discussion		

**MATTERS FOR DISCUSSION**

- d. 11-01-18 WNC meeting minutes approval





**WALKABLE NOVI COMMITTEE  
DISCUSSION NOTES  
November 1, 2018 at 6:00 p.m.  
Novi Civic Center  
Mayors Conference Room  
45175 W. Ten Mile, Novi, MI 48375  
(248) 347-0475**

**CALL TO ORDER**

Meeting called to order at 6:00 p.m.

**ROLL CALL**

Present: Andrew Mutch, Julie Maday, Shelley Thomopoulos  
Absent: John Avdoulos, Dave Staudt, Paulina Muzzin  
Staff Present: Sri Komaragiri, Planner;  
Barb McBeth, City Planner;  
Jeff Muck, Director of Parks, Recreation and Cultural Services;  
George Melistas, Engineering Senior Manager and Traffic Engineer;  
Joseph Akers, Staff Civil Engineer  
Hannah Smith, Planning Assistant

**APPROVAL OF AGENDA**

There was not a quorum present at the meeting so the agenda was not officially approved.

**AUDIENCE PARTICIPATION**

Dorothy Duchesneau, 1191 South Lake Drive, asked who will be responsible and paying for the sidewalk in front of Lakeshore Park. Chair Mutch said it is paid for by the City of Novi, as the planning for the project falls under the City, but then the actual project could be done by the Parks, Recreation, and Cultural Services Department or the City Engineering Department. Ms. Duchesneau said she sees that Novi is doing different things with sidewalks so was seeing what kind of solutions and parameters there are for that project.

Kurt Werner, 135 Henning, said he and his family walks the path on South Lake Drive every day and has had three close calls on the hill of people not paying attention and moving into the bike lane, he would like to see this addressed. In a perfect world, he would like to see a sidewalk from Henning to Pavilion Shore Park, but understands that this may not be feasible. He also said it would be ideal to have a full sidewalk from Lakeshore Park to Pavilion Shore Park, as the path is used a lot and is very narrow as opposed to East Lake where it's much wider and there's space to get by each other. He said he understands that South Lake has constraints but is wondering about possibilities to work on the widening the paths there. Chair Mutch said it's always helpful to engage with community members about issues like this. The City is looking at improvements for Lakeshore Park, including bringing the pathway away from the road if there is space to do that. The current on-road lane creates challenges, especially with the hill there. There are constraints with South Lake that put limitations on what can be done there easily, but the City's top priority is how to make it safer for the people who live there.

Michel Duchesneau, 1191 South Lake Drive, said he lives on the corner of Henning and South Lake Drive and they see a lot of people walking in that area on South Lake Drive. He said they are

willing to widen the path on their space, as he suspects that the seniors at the South Pointe Condos development would be willing to give up the space to widen the path. He knows the Committee is trying to prioritize projects with limited budget, but this would go a long way. Chair Mutch said there are definitely limitations to what the Committee and the City can do, but it's good to keep in mind in case there's an opportunity to get more accomplished than planned. Mr. Duchesneau said the neighborhood has changed in that there is a larger amount of young children and thus more activity. Vice Chair Thomopoulos said she is also concerned about speeding on South Lake Drive and the people walking there. She wrote a letter in 2014 to City Council that suggested the path be moved against the fence and the extra pavement on the road be used to create calming island for traffic along the hill that frequently goes into the bike path. Widening the bike path would solve some issues, but the speeding and street issues need to be fixed.

Ms. Duchesneau said she has done research on flashing speed signs and has read that when there is a blinking light on the speed sign, it makes drivers slow down. Chair Mutch said the Police Department has those signs that are moved around the City. Vice Chair Thomopoulos said she asked about these signs in 2013 and they haven't seen them there. Engineering Senior Manager Melistas said the Police have beefed up patrols for speeding and Engineering can speak to Police about putting the circulated traffic signs there more often. They pose an issue because they are not breakaway if cars were to hit them.

## **MATTERS FOR DISCUSSION**

### **a. 2018 Annual Non-Motorized Prioritization Update: Top 20 Segments**

Planner Komaragiri said last time the Committee met, they only had the Top 20 Priority Segments and not the whole report. Since then, there have been a few tweaks made so the Top 20 has changed but the pattern is the same. Staff has increased the points for segments that connect to trails and pathways (Category 9, Connection to Neighborhood Sidewalk/Regional Trail Systems) focusing on the ITC Trail and the Metro Connector Trail, which has caused the concentration to move away from the Southeast and more around the trails. The segments in green have a CIP number attached to them, and segments in yellow are ones that money needs to be found for. Chair Mutch gave a brief explanation of the CIP (Capital Improvement Program).

- Planner Komaragiri said that of the Top 20 segments, Staff has identified about five segments that are tied up with Beck Road and Ten Mile Road widening, so it must be determined how those projects will take place before anything can be done with the sidewalks. Vice Chair Thomopoulos asked if there will be a cutoff date for how long those segments related to those projects will be in limbo. City Planner McBeth said the Committee reviews the Top 20 segments annually. Engineering Senior Manager Melistas said the Beck Road widening scope study should be done by the end of January 2019 and the Ten Mile study is expected to be done by March 2019. He explained that spending money on sidewalks that will eventually be widened doesn't make sense. In the meantime, Engineering's priority is boardwalks and the required repairs for those. Vice Chair Thomopoulos said they should not be left in limbo because there could be back and forth with those studies and segments. Planner Komaragiri said there were segments on Ten Mile that were in the Top 20 last year and this year, but the study being done is progress. The segments on Beck Road were not in the Top 20 last year.
- Engineering Senior Manager Melistas discussed the segments on Beck Road near Griffin Funeral Home and where the soccer park will be. Planner Komaragiri said Segment 53 is broken into three parts – one will be done by Griffin, one will be done with the park, and the one part in between will need to be completed.
- Planner Komaragiri said there's been about equal amounts of private and public sidewalks built in the last year, and are expecting a lot more in the next year. Last year, a section was added to the Update on maintenance of boardwalks and

increased the amount of notes on City boardwalks, and more will be added about boardwalks that are changing.

- Member Maday asked if the goal is to have a sidewalk on one side of the road. Planner Komaragiri said Staff identifies if there is a sidewalk on the other side of the road and that affects the ranking that the segments receive. Chair Mutch said once a point is reached where every major segment has a sidewalk on at least one side of the road, then focus can be put on completing on both sides. Crossing can be challenging and the utility of a path on both sides of a road may not always be feasible. The Committee should try to get sidewalks on one side everywhere first, then can work on filling in the other sides.
- There was discussion of bike lanes versus sidewalks. Chair Mutch said there are different crowds and different uses of bikes that have to be catered to. If bike lanes could be incorporated on Taft Road, it's great. It should be put on the plan so that if an opportunity arises, the City can do it.
- Planner Komaragiri said a new thing this year is the added layer of wetlands and woodlands, which is helpful in seeing where there is water that might indicate that a boardwalk is needed instead of a sidewalk.
- Planner Komaragiri said Engineering was able to get cost estimates for almost all segments in the Top 20, which can be found in Table 3.3 of the update and are very helpful. Some segments are still longer, so cost estimates help to provide an idea of if they should be broken up or kept as long as they are. Senior Engineering Manager said Segment 58b is an example.
- Member Maday asked why segments that are approved with site plans are still included on the plan. Planner Komaragiri explained that they are not taken off the plan until Planning has the final, stamped site plan for a project. Chair Mutch said it has happened before that site plans have been close and then didn't go through.
- Member Maday asked what segments are best to focus on, between areas that seem they will be developed down the road or areas that are developed and need sidewalks. Planner Komaragiri said if there are segments that people are interested in or that get a lot of activity, then focus gets put on those. Chair Mutch said between Staff, Engineering, and City Administration, that would be part of the consideration about what is brought to City Council to get paid for that year. A segment that is clear nobody will develop will go before Council before a segment that has more potential to get done.
- Mr. Duchesneau asked if the City has looked at chip seal for paths and sidewalks, as it held on their road well but they were unsure of financial feasibility. Engineering Senior Manager Melistas said chip seal is used for gravel roads throughout the City and that it turns out well, but for pathways they would like to have mixes that are more durable. There are lots of things to take into account, as it might not be worth the money invested.
- Planner Komaragiri said for the update for next year, it may be sooner because of the budget, Engineering, and Planning schedule.
- Chair Mutch said his only comment is when the Committee asked about reprioritizing some segments based on criteria, it was a surprise that some segments up by the mall camp up, as the Committee has tried to keep the focus more on residential areas and connecting to trails. The Committee may get resistance to pathways in areas where nobody is living. There is a good mix this year in terms of segments across the City and they are closing important gaps, and when the Committee comes back in early summer the list will be changed because of the segments that the City approved will come off, the ones linked to private developments will come off, etc. So the list may shuffle again, and at that time the Committee can discuss if the rankings need to be adjusted further.
- Vice Chair Thomopoulos said even though the amount of points for connection to Parks was upped, Villabarr is not getting enough so that is something for the Committee to consider. Chair Mutch said that is something to be worked on. There

will also be an update to the Non-Motorized Master Plan next year so there may be changes that come with that process. This Committee and process have been helpful in finding things that the Plan highlights but the Committee might have missed, and the prioritization process helps give a scientific method of identifying things that need to be done.

- There was not an official vote, but Vice Chair Thomopoulos made a motion to approve, seconded by Member Maday.

**b. 09-20-18 WNC meeting minutes approval**

This approval was put off to a future meeting date when there is quorum.

## **STAFF UPDATES**

### **1. Planning Update**

**a. 2018 Non-Motorized Plan Update**

City Planner McBeth said Staff put out the RFP to update the City's Non-Motorized Master Plan, the last time this was done was in 2011. Staff has recommended a firm that will be on the November 13 City Council agenda. If that is approved, Staff and the consultant would like to get a stakeholder group together to assist in the update, and put a focus on public input.

### **2. Engineering Update**

**a. Active Non-Motorized Project Portfolio for Engineering Division**

Senior Engineering Manager Melistas gave an update on sidewalk and pathway projects that Engineering has been working on. The segment on the south side of Pontiac Trail from Beck Road to West Park Drive gets a lot of use by residents in the apartments there, students, and for shopping. They are working on ITC Phase 2 from Nine Mile to Eleven Mile, bike lanes on Taft Road from Ten Mile to Grand River, and boardwalk repairs on the west side of Beck Road. Six other boardwalks will be done in 2019, including the southwest corner of Ten Mile and Beck, the south side of Twelve Mile in front of Hino Motors, and the east side of Dixon from Twelve Mile to Dixon Meadows.

- Senior Engineering Manager Melistas discussed segments that are under design to be done next year, including Haggerty from Eight Mile to Orchard Hill, and Eleven Mile so there will be a sidewalk there all the way down to Wixom. There will be upgrades at Suburban Collection on Grand River for pedestrian crossing there and the curbs and sidewalk ramps, as well as upgrades on the ramps at the intersection of Grand River and Taft Road. There will be boardwalk repairs in 2020.
- Senior Engineering Manager Melistas and Staff Civil Engineer Akers gave an update on Safe Routes to School. Civil Engineer Akers said Engineering has been working with the Novi Schools and will be submitting their application in February to Safe Routes to School. This application is to get money from the government for construction that can be used anywhere that would help students walk to school, mostly targeted at elementary and middle schools. There are issues with ditching in certain areas but the grant would help pay for that in subdivisions. This will help to alleviate some bussing issues, as many students can't walk to school because they'd have to walk in the street. They ran into issue getting high enough survey responses from parents, and there was discussion about difficulty getting sidewalks into older neighborhoods like Village Oaks.

### **3. Parks, Recreation and Cultural Services Update**

Director of Parks, Recreation, and Cultural Services Mutch provided an update on the ITC Trail. He said they have been working on the Trail, as the first course of asphalt was laid last

week and they will continue to work on boardwalks through the winter. The trail head building at ITC Park is getting close to completion, which is a storage facility for Parks services but also a launching point for the trail to go north. That will be occupied next month. Signage for the trail will be going up in spring. The City is applying for a grant for signage and wayfinding along the trail. He also said that the Villa D'Este development has been finalized and is moving forward, which includes donation of park land and completion of the trail across the frontage. They are getting close to closing on the trailhead expansion property, but need to work more on how all the properties there will mesh together.

### **COMMUNICATIONS**

There was a letter from Ms. Duchesneau regarding South Lake Drive included as communications. Chair Mutch said Ms. Duchesneau had some good points on certain segments and how practical they are to leave on the plan due to existing conditions, and Staff will review those and think about them as they move into the Master Plan planning process. He said it is helpful to get feedback from community members like this.

Member Maday said there is a small section from Deerfield Elementary School and the Novi Middle School to the new Pulte development on Wixom Road that does not have a sidewalk. She said she does not know about feasibility of a sidewalk there, but it would make sense to have one there.

### **ADJOURN**

There was no quorum at the meeting so the meeting was not officially adjourned by motion. Meeting adjourned 7:27 pm.

## CORRESPONDENCE

**From:** [Dorothy Duchesneau](#)  
**To:** [Mutch, Andrew](#); [Staudt, Dave](#); [javdolulos@cityofnovi.org](mailto:javdolulos@cityofnovi.org); [Maday, Julie](#); [PMuzzin@cityofnovi.org](mailto:PMuzzin@cityofnovi.org); [SThomopoulos@cityofnovi.org](mailto:SThomopoulos@cityofnovi.org)  
**Cc:** [McBeth, Barb](#); [Komaragiri, Sri](#)  
**Subject:** Hello Walkable Novi,--Minor detail on Robertson Lakeview Pro for Mon Dec 3, City Council Meeting  
**Date:** Saturday, December 1, 2018 3:21:30 PM

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Two comments on connected issues that could easily get fixed when this Robertson development goes in. Maybe even sooner.

Some time when you'd like a nice meal, or just a cold beer, I would suggest you have a seat at the window facing west in the Lakeview Bar between 4-5pm some night (like we did yesterday). The current location of that stop sign compared to where everyone stops to make their left turn or drive through to 13 Mile, is a joke. That stop sign needs to be relocated to where the "natural" stop would be for making a left turn onto South Lake. No one stops "at" the stop sign - they all coast 25 farther at the actual turning point off Old Novi Road. 16 out of every 20 cars turned left as to compared to those turning right. Some who did stop at the actual sign, then nearly went head on when completing their turn,--into the cars going west on 13 mile who were also trying to turn west onto South Lake Drive and thought it was their turn. Talk about a traffic ticket gold mine.

Someone on council once said an engineering tactic was: "if you want to know where to put the path/sidewalk, build the building without one and come back a few months later and see where the paths have been made by the people trying to get into the building, then put in your sidewalk" This qualifies. Cross walks should be where stop signs are. Stop Signs should be at "natural" corners, not in the middle of nothing.





The second issue involves Robertson Lakeview Pro

In Picture below, notice what happens at the northern end of Robertson's Lakeview sidewalk - the sharp 90 degree turn east and then sharp 90 degree north to connect to the existing installed sidewalk at the Lakeview Bar. Those 90 degree turns east and north on that tiny green corner are actually on City ROW property, not Robertson's.



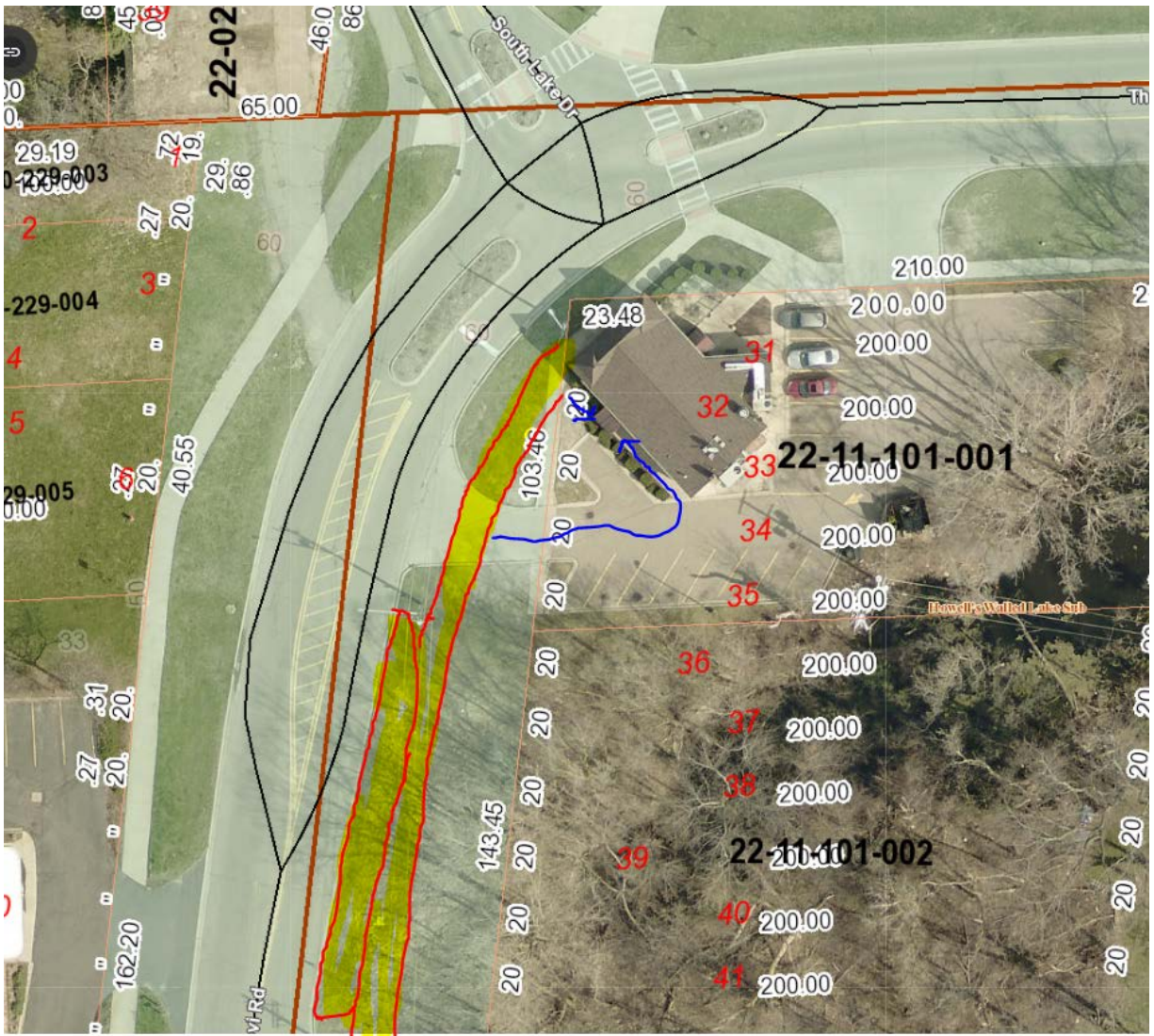
Instead, how about connecting Robertson's sidewalk straight north in a natural curve that follows Old Novi Road, to where the western corner of Lakeview Bar is??? That would make more sense than adding two 90 degree turns in such a short area and be a better "flow" of the sidewalk.

Currently the LakeView can be entered from the building's southwest door, but only from the southeast ramp from the parking lot.-- this forces all customers to walk into and through the parking lot to get to the door via a handicap ramp from the parking lot.

Someday (if this sidewalk gets connected correctly) the City may allow Lakeview to finally make that entrance into a permanent (if non-conforming) two door entry structure that would allow walk in customers to also access the Bar from the north west side of that entry off the sidewalk side. Hey "Walkable Novi", wouldn't that make more sense???

Bonus: By having a second set of actual outdoor doors at that entrance--like a lot of other high class places do---, you don't freeze out everyone inside the Bar every-time someone goes in and out in the winter. That cold icy blast is be HIGHLY annoying if you are the one sitting by the doorway. It's not that large of a location and it gets packed. The bar has been trying to do this for years, but keeps getting turned down--how about letting them fix the issue?. Those 10 parking spaces provided by Robertson on Old Novi Road will likely be used by their customers since they do NOT have enough parking on their own property and have no where to get more.





Please take a look at this before everything is set in concrete. (I know, poor joke.) It's an easy fix to do up front with benefits.

Dorothy Duchesneau  
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