



**CITY OF NOVI CITY COUNCIL
JANUARY 27, 2020**

SUBJECT: Consideration of approval to award engineering services to OHM Advisors in the amount of \$128,200 for design work associated with the infrastructure portion of the Safe Routes to School (SRTS) Grant Conditional Commitment.

SUBMITTING DEPARTMENT: Department of Public Works, Engineering Division

EXPENDITURE REQUIRED	\$ 128,200.00
AMOUNT BUDGETED	\$ 180,368
APPROPRIATION REQUIRED	\$ 0
LINE ITEM NUMBER	204-204.00-974.480

BACKGROUND INFORMATION: In 2018 the City initiated a cooperative effort with the Novi Community School District (NCSD) to apply for funding from the Michigan Department of Transportation (MDOT) Safe Routes to School (SRTS) grant program. SRTS is a federally funded program designed to encourage and enable children in grades K-8 to walk and bicycle to school. Over the last year and a half, staff and consulting engineer OHM Advisors completed the required federal grant application process, which included parent/student surveys, walking audits, public meetings, and an action plan. Staff updated City Council with a presentation at the April 15, 2019, City Council Meeting and submitted the final grant application in fall of 2019. In December 2019, the City and NCSD were granted a Conditional Commitment (see attached Grant Summary) from the Transportation Alternatives Program (TAP) in the amount of \$1,200,032.

In order to meet the requirements of the projects for the federal grant process, staff recommends initiating the design engineering for the infrastructure improvements, which is one part of the project development (see attached Infrastructure Project Development Guide), to secure the funding. The City will submit an official resolution to the Office of Economic Development once conditions of the Infrastructure Project Development Guide are satisfied. Upon receipt of the resolution, evidence of compliance with all conditions, contingent upon SRTS funding being available at that time, MDOT will determine and issue a federal funding award for this project. The

funding commitment is obligated in FY 2021 and construction is anticipated to take place in the same year.

The scope of design engineering includes ADA improvements, crosswalks, connecting pathways, and sidewalks at six NCSD campuses:

Deerfield Elementary and Novi Middle School

- a. Reconfigure and align crossing with ADA compliant truncated domes at Wixom Road and 11 Mile Road.
- b. ADA compliant upgrades at Wixom Road and 11 Mile Road and near Deerfield Elementary entrance.

Parkview Elementary, Novi Woods Elementary, and Novi Meadows Elementary

- a. Establish ADA compliant crossing and install Rapid Rectangular Flashing Beacon with R1-6 Gateway Treatment on 11 Mile Road between Mandalay Circle and Arcadia Drive.
- b. Repair path on the south side of 11 Mile Road between Mandalay Circle and Parkview Elementary entrance and install crossings with ADA compliant upgrades at identified points around the campuses.
- c. Install 10-foot-wide path with ADA compliant crossings at the entrance of Novi Woods Elementary connecting to Taft Road sidewalk.
- d. Establish ADA compliant crosswalk at the end of Cider Mill Road, east of Riverview Lane.

Orchard Hills Elementary

- a. Install 5-foot-wide sidewalks on both sides of Tamara Street between Orchard Hills Elementary entrance and Borchart Drive, and Borchart Drive between Meadowbrook Road and connector path west of Silvery Lane.
- b. Install 10-foot-wide connector path north of campus to Woodglen Drive.
- c. Install ADA compliant truncated dome on campus crosswalk south of the school main entrance.

OHM Advisors provided assistance for the grant application and their design engineering fees are based on the fixed fee schedule established in the Agreement for Professional Engineering Services for Public Projects. The design fees for this project will be \$128,200, which includes 8% of the total award plus additional fees related to the National Environmental Policy Act (NEPA) requirements and easement acquisition. A detailed scope of services is included in the packet for review and reference.

RECOMMENDED ACTION: Approval to award engineering services to OHM Advisors in the amount of \$128,200 for design work associated with the infrastructure portion of the Safe Routes to School (SRTS) Grant Conditional Commitment.

Grant Type: Transportation Alternatives Program

Grant Number: 2019008

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Total Amount	Grant %	Status	Grant Year
01	City of Novi	SRTS: Novi Community School District	\$1,200,032.00	\$0.00	\$1,200,032.00	100.00%	Proposed	2021
Total:			\$1,200,032.00	\$0.00	\$1,200,032.00	100.00%		

Section Grant Section Description

01 FY 2021 TAP CONDITIONAL COMMITMENT

The City of Novi in conjunction with the Novi Community School District will complete a Safe Route to School project to benefit students attending Deerfield Elementary School, Novi Meadows Elementary School, Novi Middle School, Novi Woods Elementary School, Parkview Elementary School and Orchard Hills Elementary School.

Infrastructure components include:

Deerfield Elementary and Novi Middle School

- a. Reconfigure and align crossing with ADA compliant truncated domes at Wixom Road and 11 Mile Road.
- b. ADA compliant upgrades at Wixom Road and 11 Mile Road and near Deerfield Elementary entrance.

Parkview Elementary, Novi Woods Elementary, and Novi Meadows Elementary

- a. Establish ADA compliant crossing and install Rapid Rectangular Flashing Beacon with R1-6 Gateway Treatment on 11 Mile Road between Mandalay Circle and Arcadia Drive.
- b. Repair path on south side of 11 Mile Road between Mandalay Circle and Parkview Elementary entrance and install crossings with ADA compliant upgrades at identified points around the campuses.
- c. Install 10-foot-wide path with ADA compliant crossings at entrance of Novi Woods Elementary connecting to Taft Road sidewalk.
- d. Establish ADA compliant crosswalk at the end of Cider Mill Road, east of Riverview Lane.

Orchard Hills Elementary

- a. Install 5-foot-wide sidewalks on both sides of Tamara Street between Orchard Hills Elementary entrance and Borchart Drive, and Borchart Drive between Meadowbrook Road and connector path west of Silvery Lane.
- b. Install 10-foot-wide connector path north of campus to Woodglen Drive.
- c. Install ADA compliant truncated dome on campus crosswalk south of the school main entrance.

Programming includes Pedestrian Safety Instruction, Walking Incentive Program, and Safety Patrol.

Total infrastructure budget: \$1,200,032.00

Total non-infrastructure budget: \$56,000.00

Combined infrastructure and non-infrastructure: \$1,256,032.00

Nonmotorized Funding Condition

This project must be designed and constructed in accordance with the standards in the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, 2012 edition. The standards for off-road trails include a minimum 10' width with a minimum of 2' clear zone on each side. The standards for bridges or boardwalks include a minimum 14' width between rub rails. In addition, bridges and boardwalks should meet a minimum H-10 design load rating. For roadways with no curb and gutter, the standards for on-road paved shoulders include a minimum 4' width facility on each side of the road. If parking is permitted, the standards for bike lanes include a minimum width of 5'. The project must also be designed and constructed in accordance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

Historic Property Funding Condition

This project must be designed and implemented in accordance with the Secretary of Interior's Standards for Rehabilitation (National Park Service, 1990). The applicant must submit design plans to the State Historic Preservation Office (SHPO) for review as part of the overall environmental clearance for the project (see the MDOT Local Agency Programs (LAP) website www.michigan.gov/mdotlap, for SHPO Environmental Review form/instructions). The SHPO will determine whether or not the design complies with the Standards. If the design does not comply with the Standards, the applicant must alter the design to address SHPO comments before the grant award will be approved and subsequent federal fund obligation is requested.

SRTS Funding Condition

Safe Routes to School (SRTS) and Transportation Alternatives (TAP) funding awards are conditional upon the items mentioned in the correspondence from the MDOT Office of Economic Development conveying the grant award summary, supporting documentation, as well as fund availability. Federal transportation funding could be subject to Congressional approval of a rescission, reducing or eliminating the remaining unobligated funds. The amount of SRTS and TAP funding that Congress has authorized for expenditure is provided on a first come, first serve basis to the projects that have completed the steps necessary to request federal fund authorization from the Federal Highway Administration. These steps include submitting completed plans, a cost estimate, specifications, and obtaining all necessary permits, clearances, an executed agreement, and non-participating funds.

SRTS Local Funding Condition

IMPORTANT NOTE ON FEDERAL Safe Routes to School and Transportation Alternatives Program FUNDING:

Federal SRTS or TAP funds shall be applied to the eligible items of the total participating project cost up to the maximum of: (1) the federal SRTS grant amount, or (2) an amount equal to the lowest qualified bid for participating costs, at the time of the award of the construction contract. The balance of the participating project cost, after deduction of Federal SRTS or TAP Funds, shall be the responsibility of the grant applicant. All of the non-participating cost shall be the responsibility of the grant applicant.

In accordance with the limits mentioned above, Federal SRTS or TAP funds are capped at the applicable low bid amount and shall not be applied to any extra construction costs or construction over-runs; these costs shall be the responsibility of the grant applicant.

Quarterly Report Funding Condition

As the grantee responsible for implementing this project, it is your responsibility to show that your project is making adequate progress towards fund obligation in the approved fiscal year. To show continued progress, you must submit a Quarterly Report in the MDOT Grant System (MGS) on or before the first business day of the months of January, April, July, and October. Expect cancellation of this CC/Award for failure to submit a Quarterly Report every quarter. Expect cancellation of this Award/CC for lack of adequate progress every quarter.

Safe Routes to School (SRTS) and Transportation Alternatives Program (TAP)

INFRASTRUCTURE PROJECT DEVELOPMENT GUIDE

Details on Next Steps and Guidance on Satisfying Commitment Conditions

This guide identifies the four primary actions required to develop a SRTS/TAP infrastructure project to the point that it is ready for construction. Detailed information is provided about meeting the three most common conditions accompanying a SRTS/TAP Conditional Commitment.

Summary:

1. **Update Project Schedule** in the MDOT Grant System (MGS).
2. **Complete LAP Programming Application** at www.michigan.gov/mdotlap.
3. **Satisfy All Conditions** of the Conditional Commitment (CC).
4. **Submit Public Resolution(s)** to the MDOT Office of Economic Development (OED).

Details:

1. **Update Project Schedule** - Within 30 days, review the project schedule in MGS and make updates if necessary. The new project schedule should target a project start date consistent with the enclosed CC summary. The project schedule will be used to monitor progress every 8 weeks until all milestones are completed. [Failure to reach federal obligation on schedule may cause cancellation of this CC.](#)
2. **Complete a Programming Application** - Become familiar with all of the implementation requirements by reviewing the MDOT Local Agency Program (LAP) implementation instructions available at www.michigan.gov/mdotlap. The Programming Application forms and all instructions for implementing SRTS/TAP projects are available at the LAP website. Click on "Transportation Alternatives Program." LAP is responsible for SRTS/TAP project implementation for local agencies. LAP's role in project development begins with the issuance of a CC by OED.

All forms in the Programming Application packet must be completed and approved by LAP. The forms may be completed and submitted concurrently to save time.

3. **Satisfy All Conditions** - Every project must meet the following conditions.
 - a. **Certification of possession of the right-of-way or property required to develop the project.** This certification is accomplished through completion of the Programming Application. Programming Application forms are designed to ensure that certain federal requirements are met by the recipient of federal funding.

In the Programming Application packet, the specific forms used to meet the right-of-way certification requirement are identified as [Attachment A, Right-of-Way and Civil Rights Agreement](#) and [Attachment B, Right-of-Way Certification](#). If the project involves the *acquisition* of right-of-way or property, both Attachment A and Attachment B must be completed. For projects for which property is already in the possession of the recipient of federal funding, only completion of attachment B is necessary.

- b. **Completion of the engineering design for the project.** Engineering design must be accomplished by the recipient of federal funding. When plans reach 80 percent complete, they must be submitted to LAP for review. A Grade Inspection (GI) meeting is then scheduled. At the GI, final notes on the plans are provided, along with instructions on developing and processing the project bid package.
- c. **Certification that non-federal matching funds are secured, available, and committed for use in constructing the project.** Certification is accomplished by adoption of a public resolution of the recipient agency's legislative body confirming that the level of non-federal match funding indicated in the CC is available for expenditure on the project.

Implicit in this commitment action is the assumption that the legislative body has control over the funds being committed. In cases where some or all of the match will be provided to the recipient agency by other organizations, the resolution should cite by what means the agency is assured control over that money (by way of contract or letter, and/or adopted resolutions from the contributing organizations, similarly committing funding to the specific project.) [Copies of such agreements and resolutions should be provided with the agency's certification resolution.](#)

- d. **Other conditions as defined in the CC.** Project-specific conditions may exist with regard to design standards, property constraints, historic preservation standards or easements, funding participation, permit requirements or any number of other factors.

4. **Submit Public Resolution(s) to OED Upon Satisfying All Conditions** - Once the actions above have been accomplished, submit an official public resolution to OED. Upon receipt of the resolution and evidence of compliance with all conditions, and assuming continued federal TAP authorization, federal appropriation of TAP funding, and availability of TAP funding allocated to Michigan, OED will issue a grant Award for the project. [It is important to note that the grant Award is issued by OED, not LAP.](#) Nevertheless, materials satisfying conditions 3a, 3b, and potentially 3d above are submitted to LAP as part of the overall project development process.

The public resolution must:

- a. Certify that the financing is secured, available, and committed for use in constructing the project. This includes engineering for design and construction, permit fees, administration costs, potential cost overruns, matching funds if applicable, and nonparticipating funds if applicable.
- b. Commit to owning/operating the constructed facility and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds, or causing operations and maintenance to occur.
- c. Authorize a specific employee, official, or agent to act as the recipient agency's agent during project development and to sign a project agreement (contract) upon receipt of a funding Award.

This resolution may be combined with the resolution required to certify grant matching funds.

Safe Routes to School Location Map

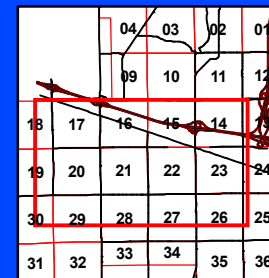


Map Author: Rebecca Runkel
 Date: 1-14-20
 Project: Safe Routes to School
 Version #: 1.0

MAP INTERPRETATION NOTICE

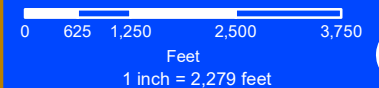
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

 Project Location




City of Novi

Engineering Division
 Department of Public Works
 26300 Lee BeGole Drive
 Novi, MI 48375
cityofnovi.org



Deerfield Proposed Engineering E's

Deerfield Elementary Assumed Walking Boundary

 Deerfield Elementary School



ASSUMED Walking Boundary

Proposed Infrastructure Improvements

(1) Install ADA compliant ramp and cross walk pavement markings



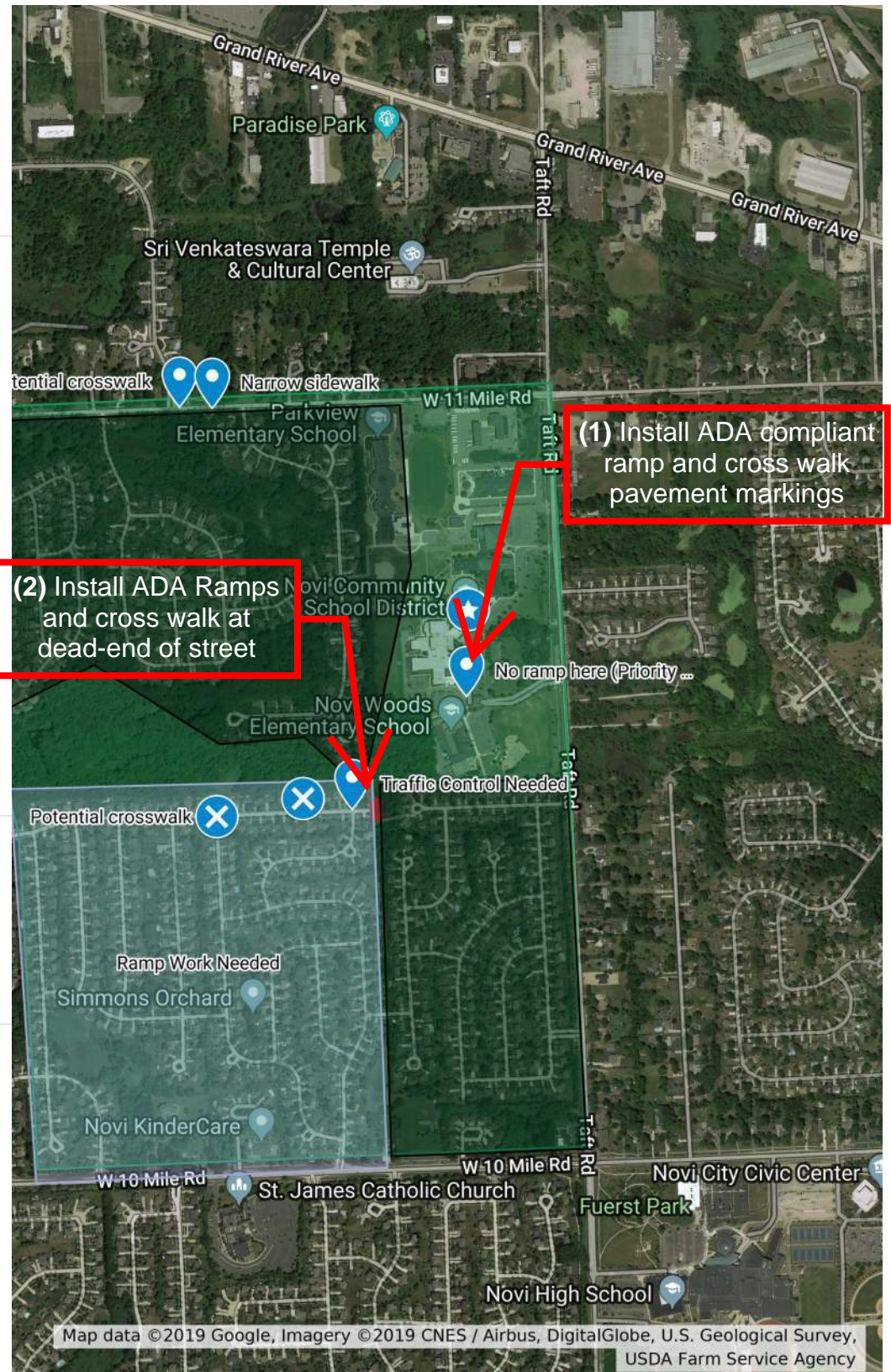
Map data ©2018 Google, Imagery ©2018 DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency



City of Novi

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Novi Meadows Proposed Engineering E's



Proposed Infrastructure Improvements

(1) Install ADA compliant ramp and cross walk pavement markings

(2) Install ADA Ramps and cross walk at dead-end of street



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Novi Middle School Proposed Engineering E's

Novi Middle School Assumed Walking Boundary

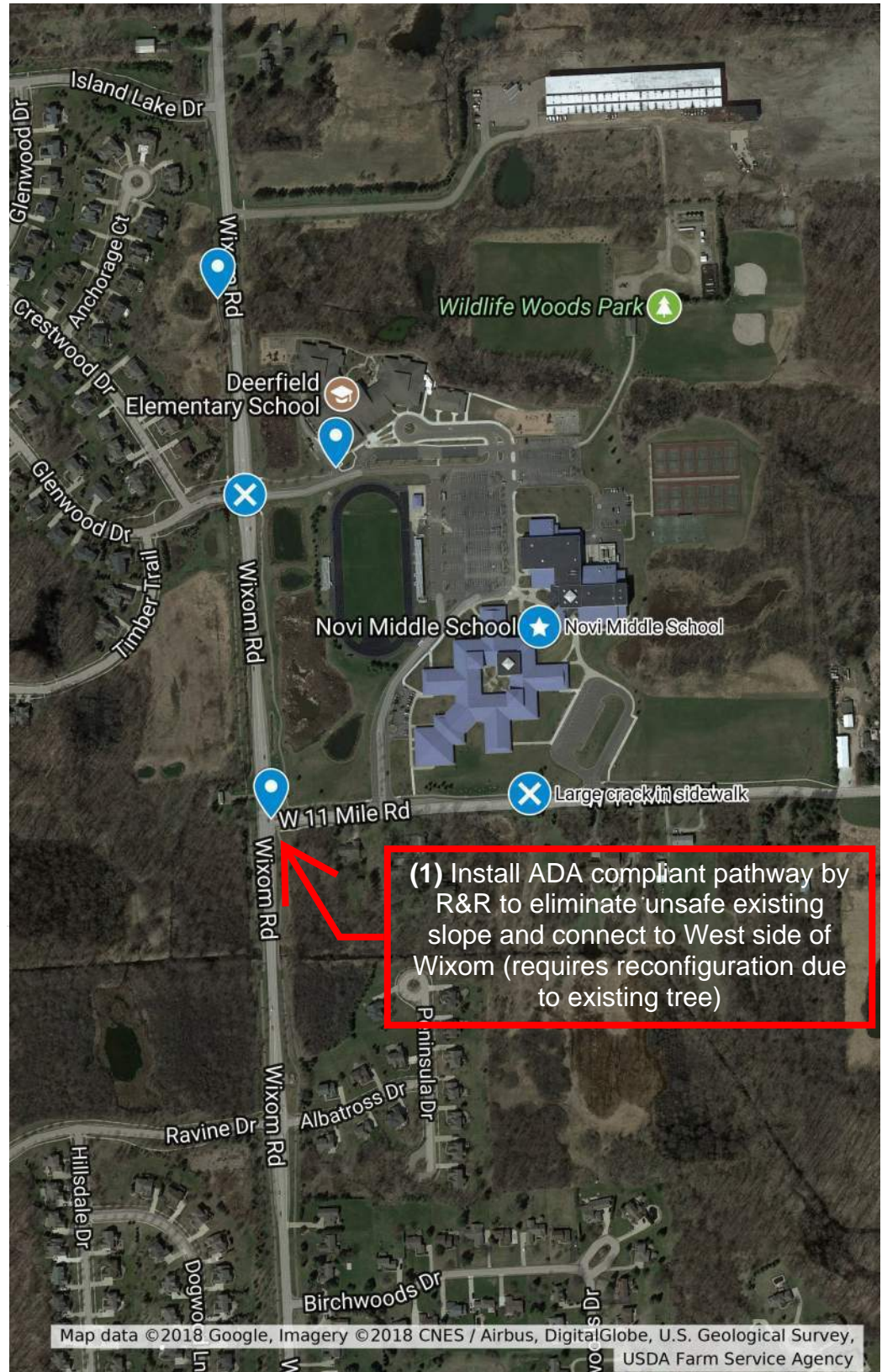
 Novi Middle School



ASSUMED Walking Boundary

Proposed Infrastructure Improvements

(1) Install ADA compliant pathway by R&R to eliminate unsafe existing slope and connect to West side of Wixom (requires reconfiguration due to existing tree)




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 cityofnovi.org

(Informational Note)

City of Novi will be installing an RRFB crossing for the ITC Pathway just East of the Middle School in Summer of 2019

Novi Woods Proposed Engineering E's

Novi Woods Walking Boundary



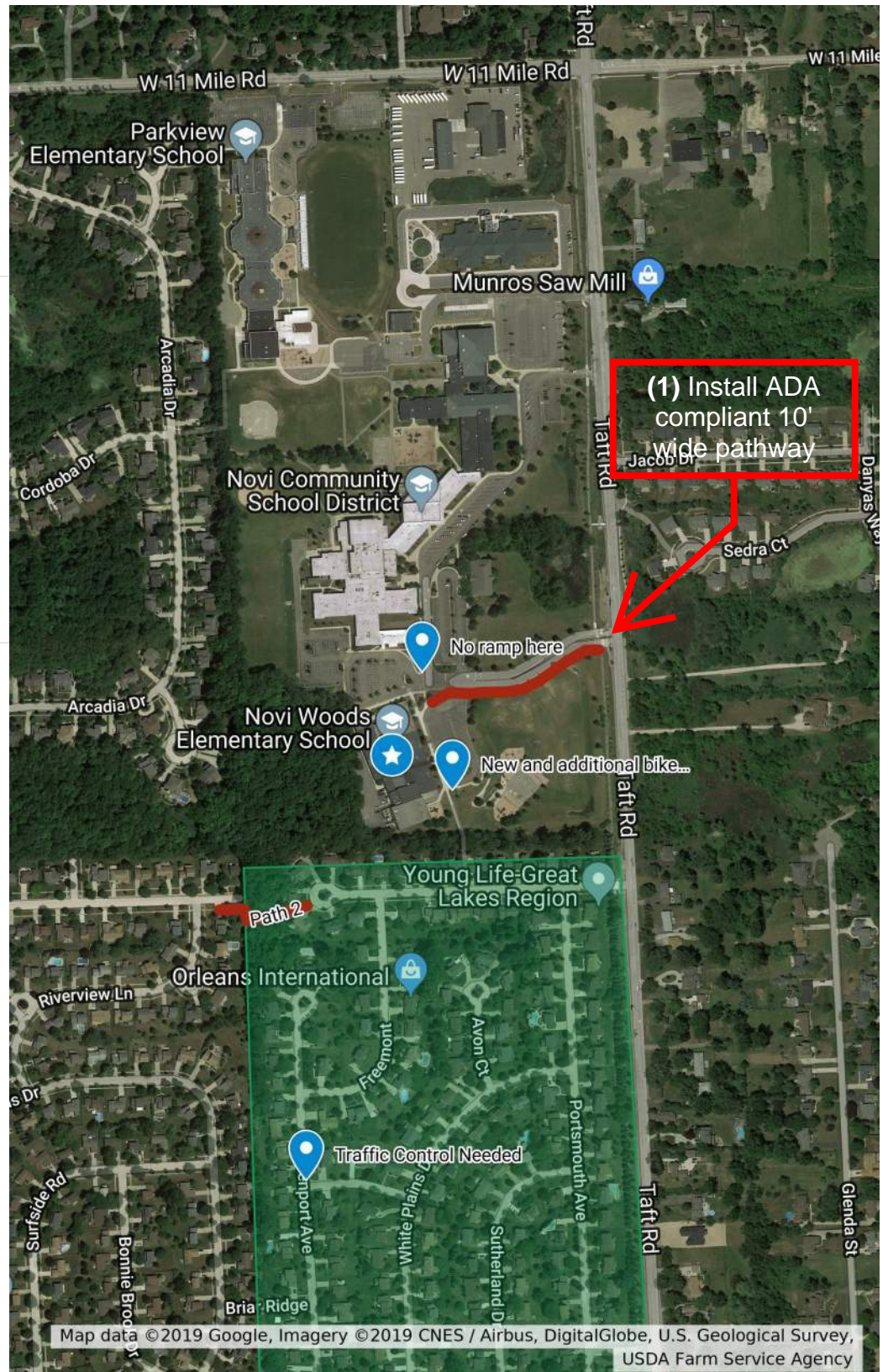
Novi Woods Elementary School



Novi Woods Walking Boundary

Proposed Infrastructure Improvements

(1) Install ADA compliant 10' wide pathway from existing pedestrian facilities along Taft Road to Novi Woods Elementary School



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Orchard Hills Proposed Engineering E's

Orchard Hills Walking Boundary



Orchard Hills Elementary School



Walking Boundary

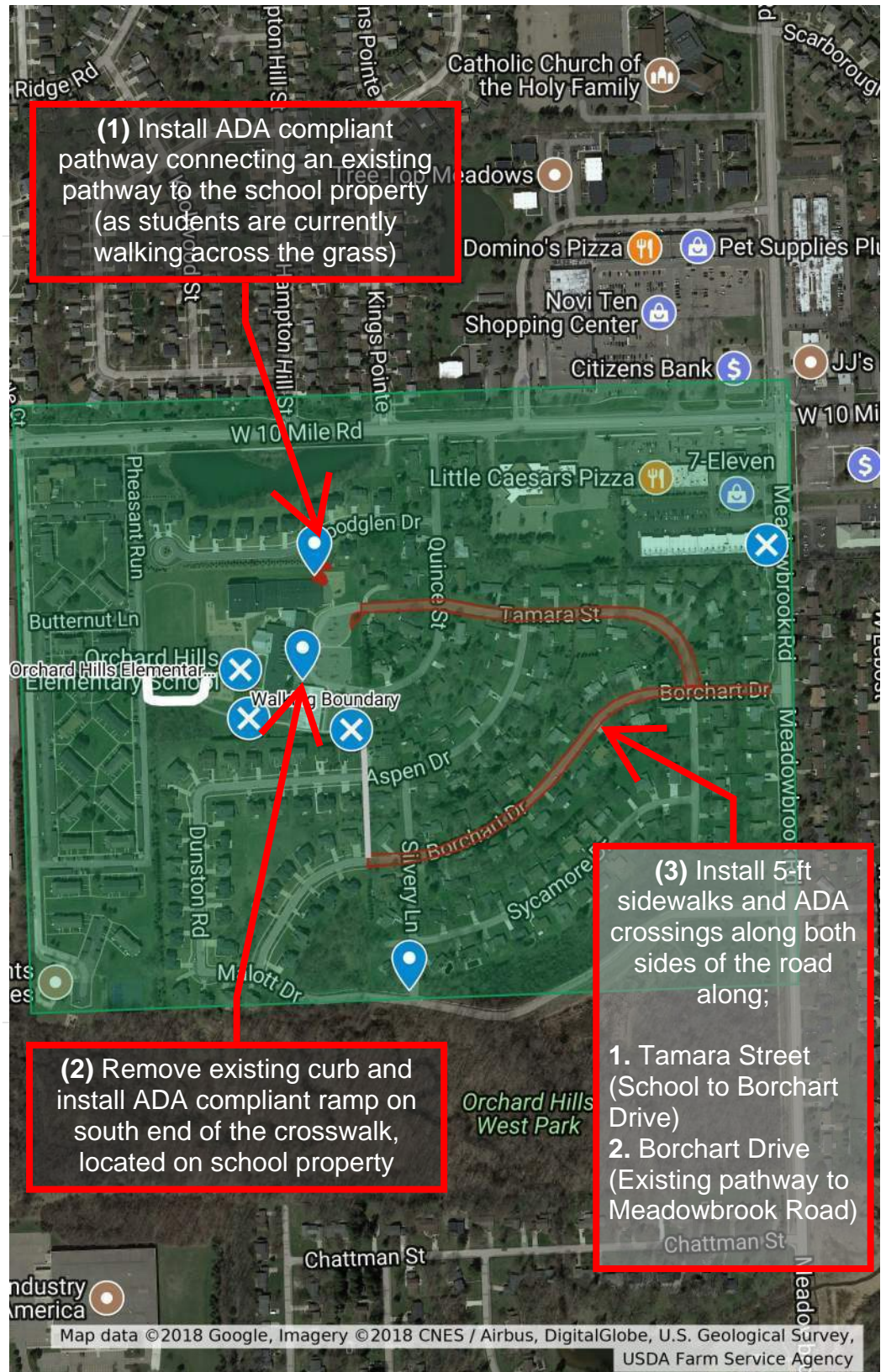
Proposed Infrastructure Improvements

(1) Install ADA compliant pathway connecting an existing pathway to the school property (as students are currently walking across the grass)

(2) Remove existing curb and install ADA compliant ramp on south end of the crosswalk, located on school property

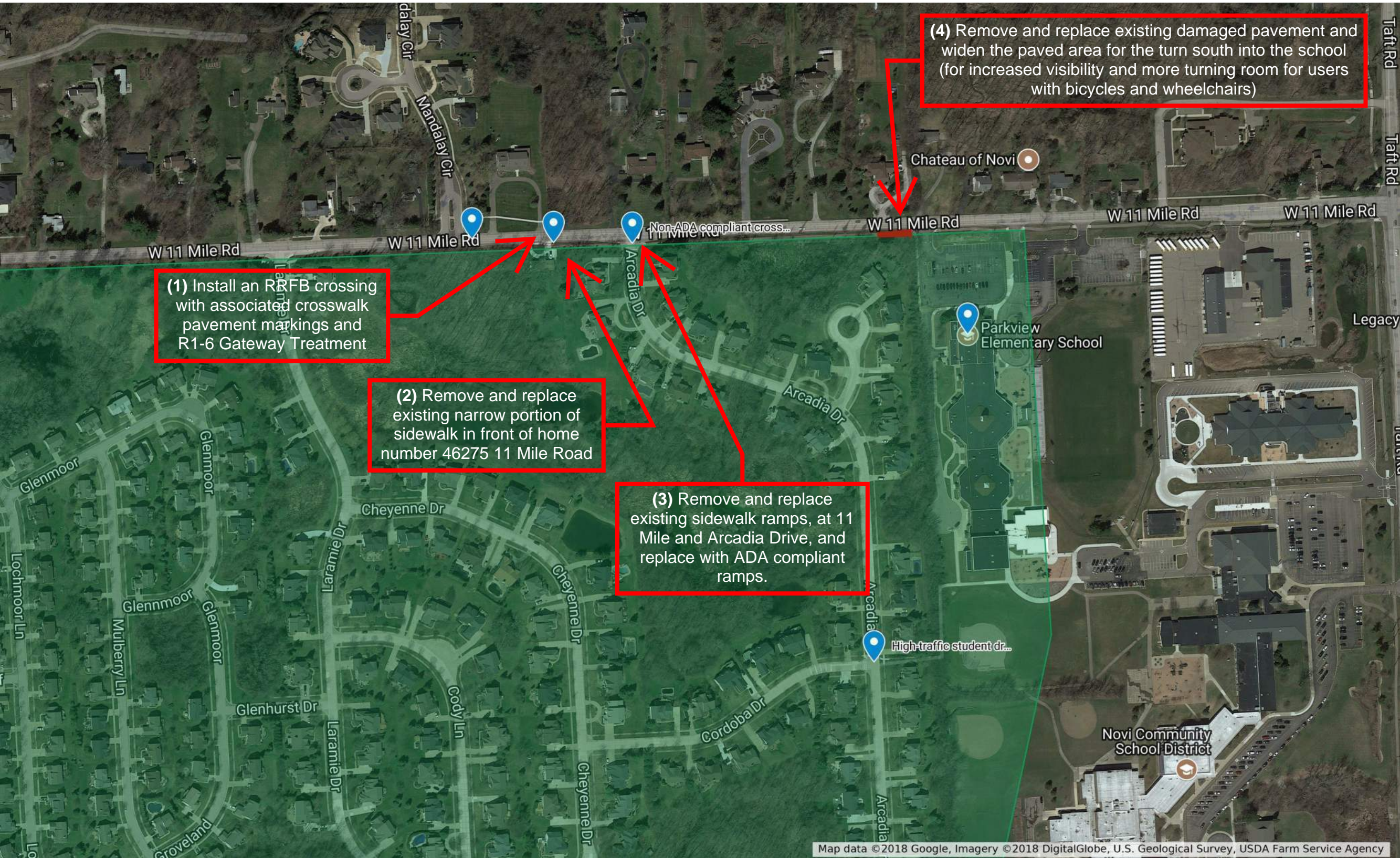
(3) Install 5-ft sidewalks and ADA crossings along both sides of the road along;

1. Tamara Street (School to Borchart Drive)
2. Borchart Drive (Existing pathway to Meadowbrook Road)



Parkview Elementary Proposed Engineering E's

- Parkview Walking Boundary
- Parkview Elementary School
- Parkview Walking Boundary



(1) Install an RRFB crossing with associated crosswalk pavement markings and R1-6 Gateway Treatment

(2) Remove and replace existing narrow portion of sidewalk in front of home number 46275 11 Mile Road

(3) Remove and replace existing sidewalk ramps, at 11 Mile and Arcadia Drive, and replace with ADA compliant ramps.

(4) Remove and replace existing damaged pavement and widen the paved area for the turn south into the school (for increased visibility and more turning room for users with bicycles and wheelchairs)

Proposed Infrastructure Improvements

(1) Install an RRFB crossing with associated crosswalk pavement markings and R1-6 Gateway Treatment

(2) Remove and replace existing narrow portion of sidewalk in front of home number 46275 11 Mile Road

(3) Remove and replace existing sidewalk ramps, at 11 Mile and Arcadia Drive, and replace with ADA compliant ramps.

(4) Remove and replace existing damaged pavement and widen the paved area for the turn south into the school (for increased visibility and more turning room for users with bicycles and wheelchairs)

Map data ©2018 Google, Imagery ©2018 DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency



ARCHITECTS. ENGINEERS. PLANNERS.

November 6, 2019

Jeff Herczeg, Director of Public Works
City of Novi, MI
26300 Lee BeGole Drive
Novi, Michigan 48375

**RE: Safe Routes to School Grant, Infrastructure Design
City of Novi**

Dear Mr. Herczeg:

The City of Novi (Novi) has partnered with the Novi Community School District (NCSD) to construct improvements on six (6) elementary school and middle school campuses and their associated walking zones in conjunction with the Safe Routes to School (SRTS) Grant Federal opportunity. We have been promised a Conditional Commitment by MDOT and the Michigan Fitness Foundation (MFF) for this grant. This letter presents our proposed scope of services and fee to complete the design work associated with the infrastructure portion of this grant.

Project Approach Overview

This proposal outlines the tasks to be completed by OHM Advisors to complete the infrastructure design for each of the following campuses: Deerfield, Novi Meadows, Novi Woods, Orchard Hills, and Parkview Elementary Schools, and Novi Middle School.

Proposed Infrastructure Design

Deerfield Elementary and Novi Middle School

- a. Reconfigure and realign an existing crossing with ADA compliant truncated domes at Wixom Road and 11 Mile Road.
- b. Detail grade and design ADA compliant upgrades at Wixom Road and 11 Mile Road and near the Deerfield Elementary entrance.

Parkview Elementary, Novi Woods Elementary, and Novi Meadows Elementary

- a. Design an ADA compliant crossing on 11 Mile Road between the East entrance for Mandalay Circle and Arcadia Drive with a Rapid Rectangular Flashing Beacon and R1-6 Gateway Treatment.
- b. Design ADA compliant upgrades at the Parkview Elementary School entrance off of 11 Mile Road and design a section of pathway (in front of 46275 11 Mile Road) that needs repair on south side of 11 Mile Road between Mandalay Circle.
- c. Design a 10-foot-wide path with ADA compliant crossings from the entrance of Novi Woods Elementary, along the south side of the drive, connecting to Taft Road sidewalk. Two sets of ADA ramps will be needed to get pedestrians across the two parking lot entrances that lead to the building frontage.



d. Design an ADA compliant crosswalk at the end of Cider Mill Road, crossing Cider Mill Road, east of Riverview Lane.

Orchard Hills Elementary

- a. Design 5-foot-wide sidewalks on both sides of Tamara Street between Orchard Hills Elementary entrance and Borchart Drive, and Borchart Drive between Meadowbrook Road and connector path west of Silvery Lane. Ditch enclosures are anticipated as these two streets are currently open ditch drainage.
- b. Design a 10-foot-wide connector path north of campus to Woodglen Drive.
- c. Design ADA compliant ramps at existing crosswalk on school property.

Proposed Infrastructure Work

Engineering design for the Safe Routes to School project will include topographic survey, preparing detailed construction plans, permitting, developing contract documents, and bidding administration. In addition to typical design services that OHM provides, OHM will assist with the grant administration, as well as coordination with MDOT for contract bidding, NEPA requirements and administration per the Safe Routes to School grant requirements. The acquisition of permanent easements will be required by MDOT for the work completed on the six NCSD campuses. OHM will provide these services at the cost detailed below.

Budget

Based on the above outlined scope of services and assumptions, our proposed lump sum fee to perform this work is one-hundred twenty-eight thousand two hundred dollars (\$128,200.00). Our fee derivation is based on a total project cost of \$1,200,032.00 (\$1.2 Million in Safe Routes to School Grant Funding) and follows this breakdown:

- Non-Motorized (Sidewalks, Pathways & Trails) design per the 2017-2022 Engineering Fee Table - \$96,000.00.
- MDOT National Environmental Policy Act (NEPA) Requirements – 160 hours at standard contract rate of \$115/hour - \$18,400.00.
- Easement Acquisition – 6 easements for School Campuses/20 hours each - 120 hours at standard contract rate of \$115/hour - \$13,800.00. This cost includes easement documents, legal descriptions/exhibits and any needed negotiations.

Contract Terms and Conditions

Work will be performed through our existing as-needed contract with the City of Novi Department of Public Services.

Assumptions

The following summarizes our assumptions with this proposal:

- Education and Encouragement Programming will be completed by Novi and/or NCSD. NCSD will work with MFF directly to begin all programming aspects of the grant.
- Additional easements required beyond the six for the NCSD campuses are not anticipated or included.
- Geotechnical subconsultants are not anticipated to be needed for the design phase of this project as soils appear to be suitable for construction of sidewalks and pathways.
- There are no known conflicts with guy wires or utility poles that would require relocation.



- It's our understanding that additional funding may be available from Novi's Drainage Fund should the ditch enclosure costs exceed available grant dollars.

Acceptance

If this proposal is acceptable to you, a signature on the last page of this letter will serve as our authorization to proceed.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Sincerely,

OHM Advisors

Mark Landis, P.E.
Mark.Landis@ohm-advisors.com
D: (248) 751-3107

Authorization to Proceed

Signature Date

Printed Name Title

Cc: Tim Juidici, OHM
Kim Klieber, OHM
File