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# CITY of NOVI CITY COUNCIL

**Agenda Item D**  
**June 7, 2010**

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

**SUBMITTING DEPARTMENT:** Community Development <sup>Bau</sup> Department - Planning

**CITY MANAGER APPROVAL:** 

**BACKGROUND INFORMATION:**

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

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

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

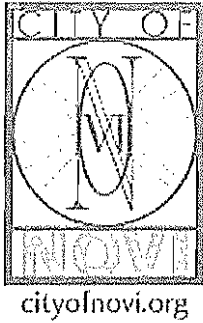
**RECOMMENDED ACTION:** Approval of a resolution for a one-year extension of traffic engineering consulting services contract with Birchler Arroyo Associates, Inc., through June 21, 2011.

	1	2	Y	N
Mayor Landry				
Mayor Pro-Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				



# MEMORANDUM



TO: Clay Pearson, City Manager  
FROM: <sup>B. Smith</sup> Barbara McBeth, AICP, Community Development  
SUBJECT: Traffic Engineering Consultant  
DATE: May 18, 2010

5/19/10  
To: Mayor & City Council Members  
FYI

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

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

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

April 23, 2010

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

**SUBJECT: Traffic Services Contract Extension**

Dear Ms. McBeth:

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

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

Sincerely,  
BIRCHLER ARROYO ASSOCIATES, INC.



Rodney L. Arroyo, AICP  
Vice President



**FEE SCHEDULE  
AS APPROVED IN 2008  
NO CHANGES PROPOSED**

CITY OF NOVI  
PROPOSAL FORM

CONSULTANT TRAFFIC ENGINEERING SERVICES

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

**SITE PLAN REVIEW**

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

	Current Fee Schedule	Proposed Fee Schedule
	Preliminary Site Plan	Preliminary Site Plan
Traffic	\$200 (If applicable)	\$200 (If applicable)
	Final Site Plan	Final Site Plan
Traffic	\$200 (If applicable)	\$200 (If applicable)

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

	Current Fee Schedule			Proposed Fee Schedule		
	5 Acres or less	5.1 - 20 Acres	Greater than 20 Acres	5 Acres or less	5.1 - 20 Acres	Greater than 20 Acres
	Preliminary Site Plan			Preliminary Site Plan		
Traffic	\$550	\$550 + \$20/acre over 5 acres	\$850 + \$10/acre over 20 acres	\$500	\$500 + \$15/acre over 5 acres	\$725 + \$10/acre over 20 acres
	Final Site Plan			Final Site Plan		
Traffic	\$300	\$300 + \$20/acre over 5 acres	\$600 + \$10/acre over 20 acres	\$300	\$300 + 15/acre over 5 acres	\$525 + \$10/acre over 20 acres

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

	Current Fee Schedule			Proposed Fee Schedule		
	20 Units or less	21 - 50 Units	Greater than 50 Units	20 Units or less	21 - 50 Units	Greater than 50 Units
	Preliminary Site Plan			Preliminary Site Plan		
Traffic	\$640	\$640 + \$6/unit over 20 units	\$820 + \$4/unit over 50 units	\$575	\$575 + \$6/unit over 20 units	\$755 + \$4/unit over 50 units
	Final Site Plan			Final Site Plan		
Traffic	\$220	\$220 + \$6/units over 20 units	\$400 + \$4/units over 50 units	\$350	\$350 + \$4/unit over 20 units	\$470 + \$4/unit over 50 units

**SUBDIVISION REVIEW**

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

	Current Fee Schedule			Proposed Fee Schedule		
	20 Lots or less	21 - 50 Lots	Greater than 50 Lots	20 Lots or less	21 - 50 Lots	Greater than 50 Lots
	Tentative Preliminary Plat			Tentative Preliminary Plat		
Traffic	\$600	\$600 + \$6/lot over 20 lots	\$780 + \$4/lot over 50 lots	\$575	\$575 + \$6/lot over 20 lots	\$755 + \$4/lot over 50 lots
	Final Preliminary Plat			Final Preliminary Plat		
Traffic	\$220	\$220 + \$6/lot over 20 lots	\$400 + \$4/lot over 50 lots	\$220	\$220 + \$4/lot over 20 lots	\$340 + \$4/lot over 50 lots
	Subdivision Engineering			Subdivision Engineering		
Traffic	\$400	\$400 + \$6/lot over 20 lots	\$580 + \$2/lot over 50 lots	\$400	\$400 + \$6/lot over 20 lots	\$580 + \$2/lot over 50 lots

SCHEDULE A  
1

Final Plat			Final Plat			
Traffic	\$200	\$200	\$300	\$200	\$200	\$300

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

Concept Plan			Concept Plan and PRO/SDO Applications		
	Current Fee	Proposed Fee		Current Fee	Proposed Fee
Traffic	\$330 + \$2/lot or unit (maximum \$1,000)	\$330 + \$2/lot or unit (maximum \$1,000)	Traffic	\$330 + \$2/lot or unit (maximum \$1,000)	\$330 + \$2/lot or unit (maximum \$1,000)

**OTHER REVIEW FEES**

RUD Plan Review (Fee is based on area plan acreage)						
	Current Fee		Proposed Fee			
	25 Acres or Less	Greater than 25 Acres	25 Acres or Less	Greater than 25 Acres		
Traffic	\$500	\$500 + \$4/acre over 70 acres (\$1,500 maximum)	\$500	\$500 + \$4/acre over 70 acres (\$1,500 maximum)		
Revising Phasing Plan Review (Fee is based on phases)						
	Current Fee		Proposed Fee			
	5 Phases or Less	6 - 15 Phases	Greater than 15 Phases	5 Phases or Less	6 - 15 Phases	Greater than 15 Phases
Traffic	\$300	\$500	\$750	\$300	\$500	\$750
Planned Development Options (Fee is based on acreage)						
	Current Fee		Proposed Fee			
	50 Acres or Less	Greater than 50 Acres	50 Acres or Less	Greater than 50 Acres		
Traffic	\$200	\$200	\$200	\$200		
Traffic Study Review (Fee is based on acreage)						
	Current Fee		Proposed Fee			
	25 Acres or Less	Greater than 25 Acres	25 Acres or Less	Greater than 25 Acres		
Pre-Submittal Mtg to Scope Traffic Study			\$275			
Abbreviated Impact Assessment	\$500		\$500			
Full Impact Study	\$900	\$900 + \$5/acre over 25 acres (\$1,750 maximum)	\$850	\$850 + \$5/acre over 25 acres (\$1,750 maximum)		

**ADDITIONAL INSPECTION/REVIEW FEES**

	Current Fee			Proposed Fee		
Rezoning Review						
Traffic Review (All Land Use Districts)	\$200			\$200		
	Current Fee		Proposed Fee			
	25 Acres or Less	Greater than 25 Acres	25 Acres or Less	Greater than 25 Acres		
Shared Parking Study Review	\$500	\$600	\$500	\$600		
	Current Fee			Proposed Fee		
	5 Acres or Less	5.1 - 20 Acres	Greater than 20 acres	5 Acres or Less	5.1 - 20 Acres	Greater than 20 acres
Traffic Control Signs & Markings	\$250	\$400	\$400 + \$5/acre over 20 acres	\$375	\$500	\$500 + \$5/acre over 20 acres

SCHEDULE A 2

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

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

Include Hourly Rate Sheet based on Levels of Employment

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

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

Expedited review of Traffic Impact Assessments and Statements: If requested, the Consultant will review traffic impact assessments and statements within 7 calendar days of receipt subject to an additional surcharge of \$200.00 or 50 percent of the normal review fee, whichever is higher. For example, a traffic impact statement with a normal review fee of \$900.00 would be charged \$1,350.00 for an expedited review.

We acknowledge receipt of the following Addendums: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: Birchler Arroyo Associates, Inc.

Address: 28021 Southfield Road

City: Lathrup Village State: MI

Zip: 48076

Phone: 248-423-1776 Fax: 248-423-1793

Agents Name: Rodney L. Arroyo

Agent's Signature: 

Date: 3/17/2008

Updated: 4/17/2008

SCHEDULE A - 3



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

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

- AICP American Institute of Certified Planners (National Certification)
- PCP Professional Community Planner (Michigan Registration)
- P.E. Professional Engineer (Michigan License)
- PTOE Professional Traffic Operations Engineer (National Certification)

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

<i>Miscellaneous Charges</i>		
<i>Item</i>	<i>8 1/2 X 11</i>	<i>11 X 17 or 8 1/2 X 14</i>
Photocopies (BW) -- per copy	0.12	0.20
Color Copy (in house)	0.50	1.00
Color Copy (out source)	Cost	Cost
Manual Traffic Counts	\$40.00 per hour / person	
Color Plots (in house)	\$6.00 per square foot	
Blue Prints	0.25 per square foot	
All Other Expenses	At Cost	



**Rodney L. Arroyo, AICP - Vice President**