

cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item 1
May 6, 2013

SUBJECT: Approval to award a contract for professional services to Carlisle/Wortman Associates Inc. for review of the Master Plan for Land Use, Zoning Ordinance, and Wayfinding Signage for the Town Center Study Area, in an amount not to exceed \$44,900.

SUBMITTING DEPARTMENT: Department of Community Development, Planning Division *Bach*

CITY MANAGER APPROVAL: *cm*

EXPENDITURE REQUIRED	\$44,900.
AMOUNT BUDGETED	\$ -0- To be included in fourth quarter budget amendment
LINE ITEM NUMBER	101-807.00-823.100 (Land use & transportation study)

BACKGROUND INFORMATION:

Over the last couple of years, there have been a number of development activities and reinvestments in the Town Center districts near the intersection of Grand River Avenue and Novi Road. Major redevelopment of the Town Center shopping center has resulted in revitalization of that major shopping center. Ordinance amendments to allow limited drive-through restaurants in the TC-1 District were approved by the City Council, followed by a request by Panera Bread to provide drive-through service to the restaurant at the City Center Plaza.

City staff, the City Attorney's Office and the City Council worked diligently to clear the complications of the layers of condominium ownership and to clarify public/private responsibilities in order to allow for possible development of the vacant land along both sides of Main Street, east of Novi Road. Council's recent approval for construction of a credit union has been the first step forward on that important corner. Further development activities are anticipated for the remainder of the vacant land along Main Street in upcoming months.

Public investment has also been strong in this area, including the following:

- Resurfacing of Grand River Avenue east of Novi Road, with additional intersection and driveway improvements, and pedestrian crossings
- Novi Road has been widened to five lanes south of Grand River Avenue with a bridge constructed over the railroad tracks
- Reconstruction of Crescent Drive extension west of Novi Road (fka Fonda Drive)

Due to significant public and private reinvestment in these areas, the renewed energy brought by new land owners, and because more than 25 years have passed since the Town Center area was first envisioned, the Community Development Department has sought **professional proposals for the purposes of entering into a contract** with one or more qualified firms to accomplish three main tasks in this important area of the City:

- Review and update the recommendations of the **Master Plan for Land Use**,
- Review and update the **Zoning Ordinance standards** and the **Town Center Design Guidelines**
- Review and make recommendations for **Wayfinding signage**.

A total of seven responses were received for this work. Five staff members from Planning and Engineering independently reviewed each proposal. One firm was selected for recommendation based on the content and quality of the proposal and the competitive price that was offered. The team of firms - Carlisle Wortman / Hamilton Anderson / Graphic Visions – is recommended for consideration of approval based on the selected team's approach which intends to review and use the existing City of Novi Master Plan as a foundation and to **build on those objectives and policies which are still relevant today**, while **utilizing best practices and creative solutions**, and seeking **public participation** through a variety of venues.

Expansion of Master Plan Study Area

Following the distribution of the attached April 4th memo outlining the project, input was received from the City Council about extending the boundaries to include a few properties outside of the initially-defined study area. These parcels include the following (please see attached revised study area map):

- Industrial-zoned property at the southeast corner of Trans-X and Novi Road, and the industrial-zoned property on the opposite side of Trans-X
- Properties between Lee BeGole Drive and Town Center Drive
- The Anglin family properties fronting on Grand River Ave and Eleven Mile Road, east of Town Center Drive.

A follow-up discussion with the recommended consultant resulted in the agreement that these additional properties will be included in the Master Plan study for no additional cost. This will be an enhancement over what was initially offered, as it will provide review of properties not currently planned or zoned for Town Center uses, but exist at the perimeter of the district. Staff believes it is appropriate to include these additional parcels in the Master Plan Review so they are included in the discussion of the TC / TC-1 study area and will provide a good basis for future decisions about land use and zoning in the immediate area beyond the borders of the TC / TC-1 Districts.

Work plan and deliverables

The work plan for this project includes:

- Project initiation with a kick off meeting with the staff steering committee
- Inventory and analysis of past planning documents, zoning ordinance and design guidelines
- Citizen input and public participation
- Update of Town Center Design Guidelines
- Preparation of Master Plan Concepts for review
- Review of TC/TC-1 Zoning Regulations and development of form-based standards or hybrid code standards to implement design standards
- Develop Wayfinding Signage Package

Additionally, the work plan includes review and recommendation of the **street lighting** in the Town Center Area, as well as **other streetscape features**. This information will be useful in the first phase of the Commercial Corridor Enhancement Plan recently outlined in a memo from the City Manager's Office, and in particular, for the planned replacement lighting along the major corridors.

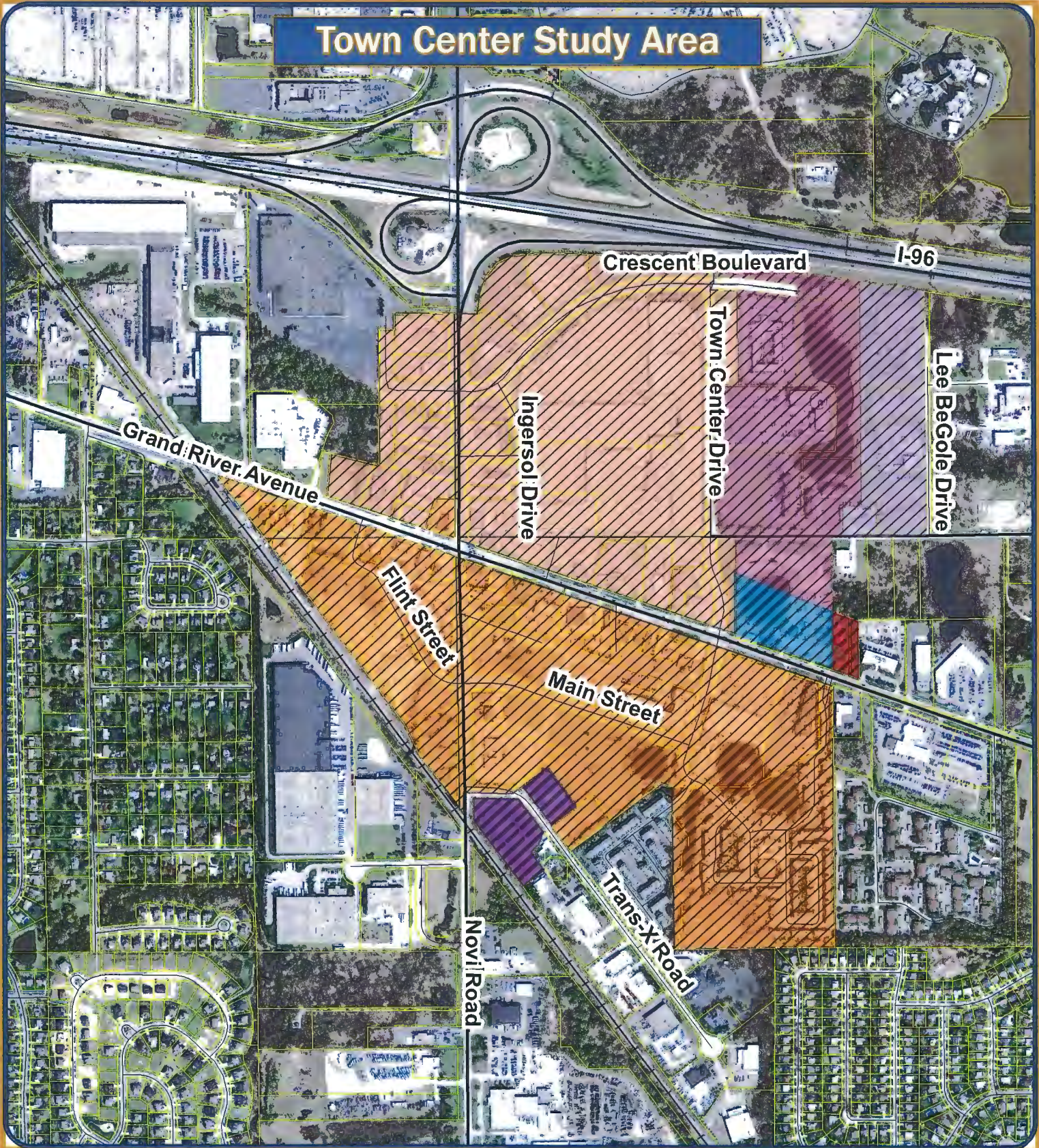
RECOMMENDED ACTION: Approval to award a contract for professional services to Carlisle/Wortman Associates Inc. for review of the Master Plan for Land Use, Zoning Ordinance, and Wayfinding Signage for the Town Center Study Area, in an amount not to exceed \$44,900.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

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

**TOWN CENTER STUDY AREA
WITH EXPANDED AREAS HIGHLIGHTED**

Town Center Study Area



Map Author: Kristen Kapelanski
 Date: 01/29/13
 Project: Town Center Study
 Version #: 1.0

Amended By: Kristen Kapelanski
 Date: 04-30-13
 Department: Community Development

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.

Legend

-  Study Area
-  B-3: General Business District
-  OS-1: Office Service District
-  I-2: General Industrial District
-  I-1: Light Industrial District
-  OSC: Office Service Commercial District
-  TC: Town Center District
-  TC-1: Town Center -1 District



City of Novi

Planning Division
 Community Development
 45175 W Ten Mile Rd
 Novi, MI 48375
 cityofnovi.org



1 inch = 833 feet

**LETTER FROM CARLISLE WORTMAN
EXPANSION OF MASTER PLAN STUDY AREA**



CARLISLE

WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

May 1, 2013

Barb McBeth, Community Development Deputy Director
City of Novi
45175 West Ten Mile Road
Novi, Michigan 48375

Re: Town Center Study Area

Dear Ms. McBeth:

As discussed in our telephone conversation, we would be willing to allow the expansion of the study area for master planning purposes to include the following parcels:

- Industrially-zoned property at the southeast corner of Trans-X and Novi Road and the industrial property on the opposite side of Trans-X
- Properties between Lee BeGole Drive and Town Center
- Anglin family properties fronting on Grand River Avenue and Eleven Mile Road east of Town Center Drive

These parcels will be included as part of the Master Plan study for no additional cost. However, if zoning amendments are proposed which include different zoning districts for the parcels we would like to be able to discuss additional costs with the City.

I plan to attend the City Council meeting on Monday, May 6th to answer any additional questions regarding our proposal. We look forward to working with the City on this important project.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.

R. Donald Wortman, LLA, AICP
Vice President

OFF-WEEK PACKET
APRIL 4, 2013

MEMORANDUM



TO: CLAY PEARSON, CITY MANAGER
FROM: BARBARA MCBETH, AICP, DEPUTY DIRECTOR
OF COMMUNITY DEVELOPMENT
SUBJECT: TOWN CENTER STUDY
DATE: APRIL 4, 2013

*4/4/13
To: Mayor & City Council Members*

With all the work and attention to GR/Novi quadrants, we believe some

Over the last couple of years, there have been a number of development activities and reinvestments in the Town Center districts near the intersection of Grand River Avenue and Novi Road. Major redevelopment of the Town Center shopping center has resulted in revitalization of that major shopping center. Ordinance amendments to allow limited drive-through restaurants in the TC-1 District were approved by the City Council, followed by a request by Panera Bread to provide drive-through service to the restaurant at the City Center Plaza.

action planning is in order to get more going in a coordinated and thoughtful way. Thoughts??

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X

|||

- Review and update the recommendations of the **Master Plan for Land Use**,
- Review and update the **Zoning Ordinance standards** and the **Town Center Design Guidelines**
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A total of seven responses were received for this work. Five staff members from Planning and Engineering independently reviewed each proposal. One firm was selected for recommendation based on the content and quality of the proposal and

the competitive price that was offered. The team of firms - Carlisle Wortman / Hamilton Anderson / Graphic Visions - will be recommended for consideration of approval based on the selected team's approach which intends to review and use the existing City of Novi Master Plan as a foundation and to **build on those objectives and policies which are still relevant today**, while **utilizing best practices and creative solutions**, and seeking **public participation** through a variety of venues.

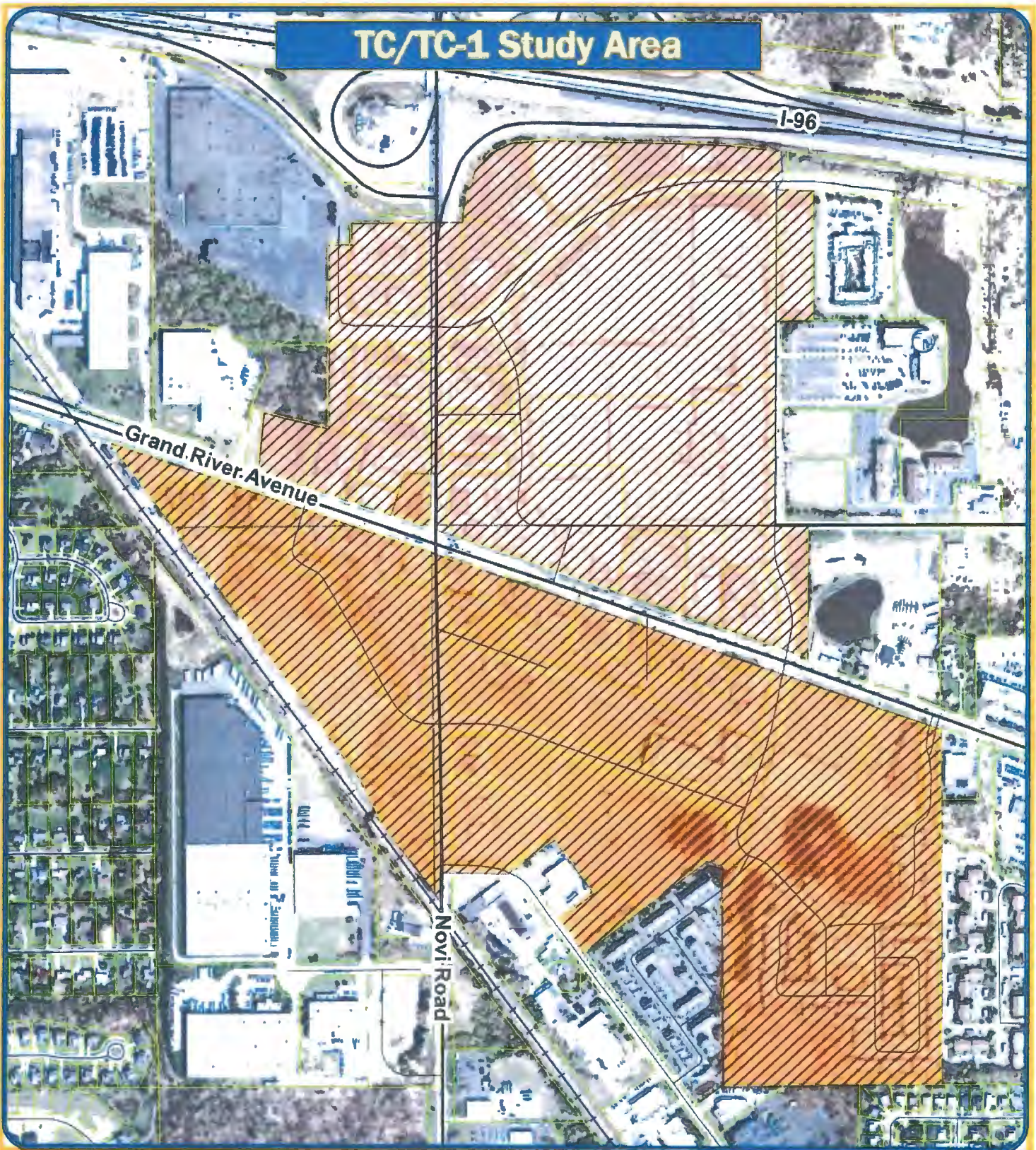
At an upcoming City Council meeting, a recommendation will be made for **approval of a contract with an appropriate budget amendment request** to cover the proposal costs of **\$44,900**. In anticipation of possible award of the contract, the **estimated amount of the work has been reflected in the mid-year budget estimates**. Staff believes that time is of the essence for the review of the Master Plan for this area, as development activities are generally increasing, and we believe that there is an opportunity for the City to accomplish a refreshed vision for the area in a timely manner. It is anticipated that the three components of the work can be completed within six to eight months.

If the City Council approves the contract and budget amendment, Planning Staff will hold a kick-off meeting with the Consultants to arrange the details for the necessary steps involved, including coordination with the Planning Commission's Master Plan and Zoning Committee, stakeholder groups, and preparation of surveys and other documents. One product of the Master Plan Review will likely be recommendations for amendments to the Master Plan for Land Use for adoption that will need to follow the (somewhat lengthy) State Law requirements.

The timing of this work will allow staff planners to further review the Master Plan for two additional study areas based on recent discussions regarding possible developments. Specifically, land use designations may be reviewed for the properties at the northeast corner of Twelve Mile and Meadowbrook Road, and for properties on the west side of Wixom Road, south of Grand River Avenue. Other areas may also be considered for review. If Master Plan amendments are recommended for the additional study areas, those would be coordinated with any amendments to the TC and TC-1 areas.




c Clay Pearson, City Manager
 Victor Cardenas, Assistant City Manager
 Nevrus Nazarko, Finance Director
 Charles Boulard, Community Development Director
 Tom Schultz, City Attorney

TC/TC-1 Study Area



MIC: Wm. Kruger Associates
Date: 06/16/10
Project: TC/TC-1 Study Area
Version: 1

Legend

-  Study Area
-  TC Town Center District
-  TC-1 Town Center -1 District



City of Novi

Planning Division
Community Development
45175 W Fern Mile Rd
Novi, MI 48165
734.647.5000
www.cityofnovi.org

Grand River

Redevelopment planning is based on public input

Mar 21, 2013 |

It isn't often that residents and business owners get a myriad of opportunities to tell their local government officials the type of redevelopment they want to see. The Grand River Corridor Authority is a shining example of community involvement. This opportunity shouldn't be missed by anyone concerned about the communities.

But the corridor authority isn't alone in seeking public input. The city of Farmington is in a visioning process and has urged residents and business owners to become involved. The next meeting is at 6:30 p.m. Wednesday, March 27, at city hall.

The Farmington Public Schools have done the same with its facilities planning process, which involved not only school officials, but parents who were urged to offer their thoughts in an online survey, as well as at meetings.

The corridor improvement authority's three-hour open house March 13 allowed residents to review drawings of Grand River's potential, as well as consultants' study of the corridor and where along the corridor redevelopment should take place and in what form.

Equally important, surveys were available for participants to take to yet again provide their thoughts on what consultants OHM and LSL Planning have gathered - from previous public input on everything to do with the long-term redevelopment of the thoroughfare.

Topics for participants to provide their input ranged from community image and character to neighborhoods, house and public spaces, to name a few. As OHM consultant Aaron Domini said at the open house, "We're testing the work. We did a lot of listening. We are looking for feedback."

What has been uplifting about the entire process is the effort between Farmington and Farmington Hills to develop a shared plan for redevelopment, as well as the multitude of opportunities to include the public and business owners.

Planning for the Grand River corridor will continue. The next steps include working with planning staff in both communities to allow appropriate zoning and land use for redevelopment. A plan for redevelopment is also coming.

The improvement authority will also create a tax increment finance plan that allows it to capture increased property values in the designated corridor district. This works similarly to how the Farmington Downtown Development Authority. The only problem is that when property values decrease, it's difficult to raise money, as the Farmington DDA has experienced.

But a tax increment financing district would allow the authority to perhaps purchase property as the Farmington DDA has with the former Dimitri's restaurant and rear parking lot downtown.

Like the role the DDA plays in downtown Farmington, the improvement authority could be just the kick that Grand River redevelopment needs.

Residents and business owners who have not taken advantage of the opportunity to offer their thoughts and opinions or learn about the planning effort, should take a few minutes and browse the corridor authority's website at www.fhgov.com/grandriver. It offers an opportunity to provide input, but it also reveals others' suggestions and opinions.

The website shows a map and contact information if a resident or business owner wants to talk about the corridor.

City officials and consultants are doing their jobs. It's the responsibility of residents and business owners to keep pace with the corridor planning progress by reviewing the website and attending authority meetings. The meeting schedules can be found on both cities' websites. For Farmington Hills, go to www.ci.farmington-hills.mi.us and for Farmington, go to www.ci.farmington.mi.us.

OBSERVER & ECCENTRIC
A GANNETT COMPANY

**LETTER FROM
CITY ATTORNEY'S OFFICE
WITH
CONTRACT FOR PROFESSIONAL SERVICES**



JOHNSON ROSATI SCHULTZ JOPPICH PC

34405 W. Twelve Mile Road, Suite 200 ~ Farmington Hills, Michigan 48331-5627
Phone: 248.489.4100 | Fax: 248.489.1726

Elizabeth Kudla Saarela
esaarela@jrsjlaw.com

www.johnsonrosati.com

April 17, 2013

Barb McBeth, Deputy Community Development Director
CITY OF NOVI
45175 W. Ten Mile Road
Novi, MI 48375

Re: Professional Services Contract – Carlisle Wortman

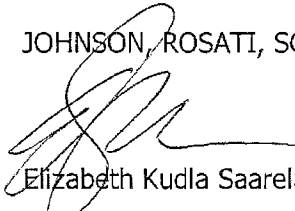
Dear Ms. McBeth:

We have received and reviewed the Professional Services Contract to be executed by Carlisle Wortman for the Town Center Project. The form of agreement is appropriate for the type of services being contracted. We see no legal impediment to the City entering into the Professional Services Contract subject to attachment of "Schedule A," which should consist of the project Specifications, as well as any documents or correspondence expanding the scope of services from the description set forth in the Specifications.

Please feel free to contact me with any questions or concerns in regard to this matter.

Very truly yours,

JOHNSON, ROSATI, SCHULTZ & JOPPICH, P.C.



Elizabeth Kudla Saarela

EKS

Enclosure

C: Maryanne Cornelius, Clerk (w/Enclosure)
Thomas R. Schultz, Esquire (w/Enclosure)

CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT FOR PROFESSIONAL SERVICES ("Contract"), shall be considered as made and entered into as of the date of the last signature ("Effective Date"), and is between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile, Novi, Michigan 48375, (hereinafter referred to as "Client"), and Carlisle/Wortman Associates, Inc., whose address is 605 S. Main Street, Ste.1, Ann Arbor, Michigan 48104, (hereinafter referred to as "Consultant").

THE CLIENT AND CONSULTANT AGREE AS FOLLOWS:

Article I. Statement and Performance of Work.

For payment by the Client as provided under this Contract, Consultant shall perform the work, duties and responsibilities described on and in Schedule A (the "work"), which is attached hereto and made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

Article II. Timing of Performance.

Performance of this Contract shall commence immediately upon execution by both parties, and performance of the work shall be completed according to the timing set forth as part of Schedule A. The timing for performance of any such work may be extended for additional specified periods of time, if allowed in writing by the Client in its sole discretion. Services on each phase after the first phase shall commence only after Client's authorization to proceed. Out-of-sequence services (i.e., commencement of work on a future phase, before completion of a prior phase), if requested and ultimately not accepted by Client as part of the overall project, shall be compensated as Additional Services.

Article III. Contract Price and Payment.

- A. Subject to the terms and conditions of this Contract, the Client agrees to pay Consultant in the amount, manner, and according to the timing for making such payments set forth in Schedule A (referred to in this Contract as "payments"). Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of the work required under and pursuant to this Contract.
- B. The Client agrees to pay Consultant amounts due within thirty (30) days of receipt of an itemized billing/invoice from Consultant detailing all work performed and provided in connection with the billing and the hours and charges applicable to each such item of work. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.
- C. All costs and expenses incurred by Consultant in the course of performing the work under this Contract are deemed to be included in the hourly fees and amounts set forth in Schedule A, unless specifically identified in Schedule A as reimbursable expenses and such expenses have been approved by the Client or its designee.
- D. Consultant will obtain written approval of the Client prior to proceeding with any services or work that is not stated on Schedule A; otherwise the Client will not be billed for such extra/additional services or work.

- E. Payments shall be made upon verification of invoices received by the Client. All payments to Consultant shall be submitted by mail at Consultant's address first listed above, unless Consultant provides written notice of a change in the address to which such payments are to be sent.

Article IV: Termination.

- A. This Contract, including any extension or amendment of this Contract, may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days' written notice to the other party. In such event, the effective date of such termination shall be the 30th calendar day following the date of the written notice of such termination.
- B. In the event this Contract is terminated prior to completion of the work, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination, and shall pay Consultant for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Consultant continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination. Additionally, termination shall not relieve Consultant of its obligation to provide Client with all of the plans and product generated under this Contract through the effective date of termination. Articles V, VI, VII and VIII of this Contract shall survive completion of the work and any termination of this Contract.
- C. Prior to the effective date of any termination or prior to the completion of the work (including any extension of the timing for completion), whichever is the first to occur, Consultant shall deliver to the Client all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, applications, manuals, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and other materials in its possession or control that is gathered or generated in the course of performing the work or that relates to the work in any way; provided that Consultant may retain a copy of such materials for its files. The Client shall be permitted to withhold any payments and reimbursements otherwise owing to Consultant under the terms of this Contract until all such materials are delivered to the Client in accordance with the terms and conditions of this Contract.

Article V: Independent Contractor Relationship.

- A. In the performance of this Contract, the relationship of Consultant to the Client shall be that of an independent contractor and not that of an employee or agent of Client. Consultant is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.
- B. Consultant, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client. Although Consultant is required under this Contract to advise, make recommendations to and to a limited extent represent the Client, all plans, studies, applications, submittals, surveys, reports and any other information relating to the work must be submitted to and approved by the Client or the Client's authorized official prior to being disseminated to any third party and shall only be so disseminated if such dissemination is approved in advance by the Client or an authorized Client official.

- C. Consultant represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in Schedule A in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in Schedule A, Consultant shall perform all of the work under this Contract and no other person or entity shall be assigned or sub-contracted to perform the work, or any part thereof, unless approved by the Client in advance.

Article VI: Liability and Insurance.

- A. Consultant agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Consultant in performing or failing to perform the work, or (ii) civil damages which arise out of any dispute between Consultant and its subcontractors, affiliates, employees or other private third parties in connection with this Contract.
- B. Consultant shall provide evidence of adequate insurance coverage in the types and amounts set forth on Schedule B, which is attached hereto and incorporated herein by this reference. Such insurance shall be maintained at the specified level of coverage throughout the term of this Contract, including any extension of such term, and will cover all work, acts and omissions by and on behalf of Consultant in connection with this Contract, with the Client as named additional insureds, but with such coverage being primary and non-contributory as described in the attached Schedule B. Consultant's professional liability insurance shall cover claim if and to the extent that the insured causes damage to others in the rendering of its professional services. Consultant shall give the Client immediate notice of any change in or cancellation of the coverage in place at the time this agreement is executed, shall provide a copy of any cancellation notice received from its insurer to the Client, and shall request that its insurer send such notice of cancellation to the Client. Consultant shall provide evidence of insurance coverage as set forth herein coverage at any time requested by the Client.

Article VII: Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Consultant during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Consultant under this Contract or that are otherwise related or relevant to the work, belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

Article VIII: Accuracy.

Consultant promises that the information it provides in the work to be performed under this Contract will be accurate, excepting only inaccuracies resulting from incorrect information provided by the Client, the City, other consultants and/or other public sources. Consultant will not charge Client for necessary corrections to its work and will be responsible for any increased cost incurred by the Client as a result of any inaccuracies in the work, excepting inaccuracies resulting from incorrect information provided by the Client, the City, other consultants and/or other public sources.

Article IX: General Provisions.

- A. Entire Agreement. This instrument, together with the attached Schedules, contains the entire Contract between the Client and Consultant. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.
- B. Compliance with Laws. This Contract and all of Consultant's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules or regulations, including without limitation, those which apply because Client is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.
- C. Governing Law. This Contract shall be governed by the laws of the State of Michigan.
- D. Assignment. Consultant shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. Dispute Resolution/Arbitration. The parties agree that any disputes regarding a claimed violation of this agreement shall first be submitted in writing to the other party in an attempt to settle the matter before pursuing other legal actions or notices provided for in this agreement. Such written communication shall clearly state the problem or concern, allow sufficient time for a written response from the other party, and culminate in a face-to-face meeting to determine if a remedial action is possible. In no event shall this process take more than thirty (30) days, unless a specific extended period of time is agreed to by both parties in writing as being necessary. The aforementioned initial written communications between the parties also shall indicate whether the party is willing to submit the dispute to binding arbitration, non-binding mediation or other form of alternate dispute resolution, and share equally the costs for same. Upon the parties agreeing to any such method of dispute resolution and a timetable for doing so, pursuit of other legal actions shall be deferred until the process has been completed. In any binding arbitration, the arbitrator shall provide a written statement of the reasons and basis for an award or decision, a judgment of the Oakland County Circuit Court may be entered based on the arbitration award or decision, and each party shall be responsible for their own costs and attorney fees.
- F. Third Parties. It is the intention of the parties hereto that this Agreement is not made for the benefit of any private third party. It is acknowledged that Client may receive a portion of the funding for the payments under this Contract from one or more private sources, and it is understood by Consultant that it is hired by Client to work exclusively for Client (and by extension for the City should the work be accepted and implemented by the City) and Consultant agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Consultant's performance of the work.
- G. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:
- Client: City Manager Clay J. Pearson and City Clerk Maryanne Cornelius
Consultant: ~~R. Donald Wortman, Vice President~~
- H. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Consultant.

I. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

J. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the City of Novi, Oakland County, Michigan.

K. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and either or both of the attached Schedules, the provisions in the above text shall govern.

IN WITNESS WHEREOF, the Client and the Consultant have executed this Contract in Oakland County, Michigan, as of the date first listed above.

WITNESS/DATES OF SIGNATURE:

Date: _____

Date: _____

City of Novi ("Client"):

By: _____
Robert J. Gatt, Its Mayor

By: _____
Maryanne Cornelius, Its Clerk

WITNESS:

Date: _____

Carlisle/Wortman Associates ("Consultant"):

By: _____
R. Donald Wortman, Its Vice President

872363

Carlisle Wootman



ATTACHMENT A
FEE PROPOSAL
CITY OF NOVI

PART A - MASTER PLAN, DESIGN GUIDELINES
AND ORDINANCE PROVISIONS
AND
PART B - WAYFINDING SIGNS

Fee for Services. Provide, in a separate, sealed envelope, a proposed compensation schedule to include any or all of the following:

Project	Components	Not-To-Exceed Fee
PART A* - Master Plan Design Guidelines Zoning Ordinance	Master Plan Review, Recommendations and Amendments including Town Center Design Guidelines	\$27,100
	Zoning Ordinance Review and Recommendations a. Recommended Amendments consistent with current ordinance structure -OR-- b. Rework of ordinance standards	\$13,300 \$

Project	Components	Not-To-Exceed Fee
PART B* - Wayfinding Signage	Wayfinding Signage	\$4,500

*The City reserves the right to eliminate components at its discretion.

** Consultant acknowledges receipt of Bid Addendum #1 and #2.

SCHEDULE A
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CARLISLE WORTMAN
associates, inc.

FEE PROPOSAL



Task	Carlisle Wortman Associates	Hamilton Anderson Associates	Graphic Visions, Inc.
1.0 Background Studies	16	4	
2.0 Inventory and Analysis	20	8	
3.0 Citizen Input and Public Participation*	80	6	
4.0 Update Design Guidelines	50	46	
5.0 Prepare Master Plan Concepts	70	46	
6.0 Review and Analyze TC/TC-1 Zoning Regulations	50	20	
7.0 Develop Wayfinding Signage Package	8		50
<i>Subtotal of Hours</i>	294	130	50
<i>Cost Subtotal</i>	\$26,460	\$11,700	\$4,500
Total			\$42,660
Expenses**			\$2,240
Grand Total			\$44,900*

* Citizen input costs for MiCommunity Remarks, online survey, public workshop costs, etc. are approximately \$8,000. The price for this effort is negotiable, subject to input from City staff on the proposed methodology and number of meetings.

**Mileage, printing, website interface

Carlisle|Wortman Associates confirms that we have received Addendums #1 and #2 from the City.

SCHEDULE B

CITY OF NOVI INSURANCE REQUIREMENTS

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.
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
Indemnity/Hold Harmless

1. The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.
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 race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. 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.

SCHEDULE A

Carlisle Wootman



ATTACHMENT A
FEE PROPOSAL
CITY OF NOVI

**PART A – MASTER PLAN, DESIGN GUIDELINES
 AND ORDINANCE PROVISIONS
 AND
 PART B – WAYFINDING SIGNS**

Fee for Services. Provide, in a **separate, sealed envelope**, a proposed compensation schedule to include any or all of the following:

Project	Components	Not-To-Exceed Fee
PART A* - Master Plan Design Guidelines Zoning Ordinance	Master Plan Review, Recommendations and Amendments including Town Center Design Guidelines	\$27,100
	Zoning Ordinance Review and Recommendations a. Recommended Amendments consistent with current ordinance structure –OR– b. Rework of ordinance standards	\$13,300 \$

Project	Components	Not-To-Exceed Fee
PART B* - Wayfinding Signage	Wayfinding Signage	\$4,500

*The City reserves the right to eliminate components at its discretion.

** Consultant acknowledges receipt of Bid Addendum #1 and #2.

SCHEDULE A
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FEE PROPOSAL



Task	Carlisle Wortman Associates	Hamilton Anderson Associates	Graphic Visions, Inc.
1.0 Background Studies	16	4	
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<i>Cost Subtotal</i>	\$26,460	\$11,700	\$4,500
Total			\$42,660
		Expenses**	\$2,240
		Grand Total	\$44,900*

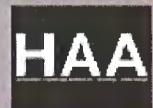
* Citizen input costs for MiCommunity Remarks, online survey, public workshop costs, etc. are approximately \$8,000. The price for this effort is negotiable, subject to input from City staff on the proposed methodology and number of meetings.

**Mileage, printing, website interface

Carlisle|Wortman Associates confirms that we have received Addendums #1 and #2 from the City.



CARLISLE | WORTMAN ASSOCIATES, INC.



HAMILTON ANDERSON ASSOCIATES, INC.



GRAPHIC VISIONS, INC.

MASTER PLAN FOR LAND USE
ZONING ORDINANCE
WAYFINDING SIGNAGE IN TOWN
CENTER AREA

CITY OF NOVI

PROPOSAL
FEBRUARY 2013





CARLISLE | WORTMAN
associates, inc.

605 S. Main Street, Ste. 1
Ann Arbor, MI 48104

(734) 662-2200
(734) 662-1935 Fax

February 26, 2013

Maryanne Cornelius, City Clerk
City of Novi
45175 West Ten Mile Road
Novi, Michigan 48375-3024

Re: **Consultant Services**

Dear Ms. Cornelius:

Carlisle|Wortman Associates, Inc. (CWA) is pleased to have the opportunity to submit a proposal for consultant services to the City of Novi, including a Town Center Master Plan for Land Use, Zoning Ordinance Update, and Wayfinding Signage. Carlisle|Wortman is a multidisciplinary firm composed of professional planners and landscape architects. Carlisle|Wortman Associates has been servicing southeast Michigan for over 24 years. With a commitment to public service, we **only** provide services for governmental and non-profit entities ranging from townships, cities, villages, and counties.

Our firm will be assisted by Hamilton Anderson Associates, who will provide expertise on the design aspects of this study. We will also be assisted by Graphic Visions, Inc. who will develop the wayfinding and conceptual signage schemes.

Our team has assisted numerous townships, cities, and villages in the development of Master Plans and Zoning Ordinances to advance their communities' goals for sustainable land use, transportation, urban design, and commercial redevelopment. We are familiar with current issues that your community faces, as well as opportunities for new development in the Town Center area.

We feel that our team is well-qualified and familiar with the City of Novi and surrounding areas. These experiences and our first-hand knowledge of your community will serve as a valuable asset to the City of Novi.

Carlisle|Wortman Associates has a reputation of service, innovation, and reliability that is a known quantity. The Request for Proposal that follows outlines our approach, project team, relative experience, and sets forth a detailed Scope of Services.

Please let us know if you have any questions or would like to schedule an interview. We can be reached at (734) 662-2200 or dwortman@cwaplan.com.

Sincerely,

CARLISLE/WORTMAN ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "R.D. Wortman". The signature is stylized and cursive.

R. Donald Wortman, LLA, AICP
Vice President



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REFERENCES	50



Carlisle|Wortman Associates, Inc. is well prepared and equally enthused to conduct the scope of services and service specifications described in the Request for Proposal. Since 1987, Carlisle|Wortman Associates Inc. (CWA) has been providing public sector clients with professional services aimed at maintaining the vibrancy in our communities. As a firm, we pride ourselves in our expertise in a range of planning subjects and Master Planning. Our highly experienced professionals are forward-thinking individuals who are accomplished and skilled at finding the best ways to compliment communities and develop strategies to fit our clients' needs. Our continuing success is a direct result of the philosophy to which we adhere: responsiveness, commitment, trust, and success.

We have been exclusively servicing Michigan for over 24 years. With a commitment to public service, we only provide services for governmental and non-profit entities ranging from townships, cities, villages and counties to community development organizations and public transit agencies. The firm has served over **seventy municipal clients**, and each client is personally represented by a principal of the firm.

Our team has assisted numerous local governments in the use of master planning to advance their communities' goals for sustainable land use, transportation, housing, economic development, commercial redevelopment, urban design, infrastructure, and growth management. The work effort will focus on:

- Master Plan Update for the Town Center and Main Street
- Zoning Ordinance standards TC/TC-1 Districts
- Wayfinding Signage
- **Public Participation and Community Support.** Carlisle|Wortman emphasizes an inclusive planning process that engages the community and recognizes the contributions of all who can improve the region. Civic engagement will be a core element of the planning process, utilizing a variety of community participation techniques – ranging from traditional approaches like community workshops and focus groups to more innovative techniques such as the internet and social media – to garner input and support from a broad set of community stakeholders.

The key to successful long-range planning involves engaging the public and community stakeholders. In partnership with PlaceVision, we have created the **MiCommunity Remarks** mapping tool. This map-based online program can be customized to meet the specific needs of our clients and individual projects. This has proven to be a useful tool for gathering input and identifying communities' priorities.

Please refer to page 16 of this proposal for further information on **MiCommunity Remarks**.

- **Creative Solutions to Unique Issues.** Carlisle|Wortman Associates, Inc. brings new and innovative thinking to the challenges communities face.



We believe in a full-service client team approach. Each Client Team is represented by a Principal-in-Charge, and a project manager, and the team is assembled on the basis of client needs. We have designated a Project Team that includes experience, creativity, and solid professional credentials as well as familiarity with the City of Novi and Oakland County.

Don Wortman, LLA, AICP, PCP, Vice President, will be the Principal-in-Charge. Relevant staff qualifications are discussed below, and resumes can be found in the Appendix.

R. Donald Wortman, LLA, AICP, PCP, Vice President, Principal-in-Charge, is a registered Landscape Architect and Professional Community Planner with over thirty years of experience. His planning practice is characterized by long-term relationships with communities of varying sizes and types, assisting each with unique growth management strategies. His design capabilities have enhanced planning projects and provided creative approaches to development issues. With planning and design expertise, he integrates both into solutions that work for positive community change.

Sally Elmiger, AICP, LEED-AP, Associate, is trained in both community planning and landscape architecture, and has focused her 10-year planning practice on sustainable development and natural area preservation. Her wide-ranging experience includes master planning, zoning, corridor design, recreation and park planning, environment/watershed planning, and wetlands consulting. Most recently she has completed training in the National Charrette Institute's (NCI) Charrette System, and has become an Accredited Professional in the Leadership in Energy and Environmental Design Neighborhood Development (LEED ND) system.

Lucie Fortin, LLA, AICP, is both a Landscape Architect and Planner. She has been a practicing professional since 1985 and has extensive experience in planning and design. Ms. Fortin is involved in a wide range of projects focusing on recreation planning, site and land use planning, natural resource management, and on preserving and enhancing community character. Her abilities span the areas of public engagement, oral presentation, report writing, graphics, and Geographic Information Systems.



HAMILTON ANDERSON ASSOCIATES

Lori Singleton, ASLA, is HAA's lead site designer with over 12 years of extensive expertise in residential planning, park and site design, urban design, higher education, and campus/plaza design. With a broad background in multidisciplinary collaboration, she has experience with the entire design process, from conceptual design to implementation.

Angela Hicks, ASLA, AICP, LEED-AP, has more than twenty years of experience in the design and implementation of urban environments, many of which include neighborhoods, corridors, schools, recreation, athletic facilities, and detailed site work. Her extensive knowledge of the design process enables her to see a project from analysis and design, from documentation and implementation. Ms. Hicks has worked extensively with community groups and stakeholders, facilitated focus groups and directed visioning sessions to develop concepts and reach consensus for implementation. She is also adept at writing and compiling creative, user friendly master plan documents and design guidelines.

Janet Ford, RLA, LEED-AP, has over 25 years of broad architectural practice including residential building design that has led to many different types of projects. Janet is involved in all phases of project development including programming, space planning, concept sketches, plans, elevations and perspectives for residential and commercial facilities. Janet's particular skill is in graphic communications, design guideline development and knowledge of material uses.

GRAPHIC VISIONS, INC.

Sue Dillon, President (Graphic Visions, Inc.), started Graphic Visions, Inc. in 1986, and currently employs nine creative professionals. Sue's expertise lies in art direction and marketing. As owner of Graphic Visions, Sue's time is divided between meeting with clients, art direction, project management, and managing the company. Prior work experience includes three years as art director for Detroit-Detroit Design. Sue holds a Bachelor of Arts Degree in Graphic Design and Marketing from Eastern Michigan University.

Resumes are provided on the following pages.

CARLISLE WORTMAN



R. DONALD WORTMAN, RLA, AICP, PCP, VICE PRESIDENT is a registered Landscape Architect and Professional Community Planner with over thirty years of experience. His planning practice is characterized by long-term relationships with communities of varying sizes and types, assisting each with unique growth management strategies. His design capabilities have enhanced planning projects and provided creative approaches to development issues. With planning and design expertise, he integrates both into solutions that work for positive community change.



EDUCATION

MLA, Landscape Architecture | University of Michigan

MA, Urban and Regional Planning | University of Colorado

BA, History | University of Michigan

EXPERIENCE

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

Associate, Manager of Planning Department, Ayres, Lewis, Norris & May, Inc.
Ann Arbor, MI, 1985-1991

Department Manager, Ayres, Lewis, Norris & May, Inc.
Ann Arbor, MI, 1982-1985

Planner/Landscape Architect, Ayres, Lewis, Norris & May, Inc.
Ann Arbor, MI, 1978-1982

CREDENTIALS

Registered Professional Community Planner, State of Michigan | License No. 585

American Institute of Certified Planners |
Membershio No. 6997

Registered Landscape Architect | License No. 881

PROFESSIONAL ACTIVITIES

University of Michigan School of Natural Resources and Environment | Adjunct Professor, Guest Lecturer

MAPA Planners in Private Practice

Friends of Greenview and Pioneer Nature Area |
Vice President

HONORS

Michigan Society of Planning, Honor Award, 1981, 1990, 1992, 1996

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

*FULL CV AVAILABLE UPON REQUEST

CARLISLE | WORTMAN



LUCIE FORTIN, LLA, AICP is both a Landscape Architect and Planner. She has been a practicing professional since 1985 and has extensive experience in planning and design. Ms. Fortin is involved in a wide range of projects focusing on recreation planning, site and land use planning, natural resource management, and on preserving and enhancing community character. Her experience includes master plans, recreation plans, park plans/designs, trail plans/designs, design guidelines, corridor plans, streetscape design plans, feasibility studies, and parking studies for both private and public sector clients. Her abilities span the areas of public engagement, oral presentation, report writing, graphics, and Geographic Information Systems.



EDUCATION

MSLA, Master of Science, Landscape Architecture | University of Wisconsin

BAP, Landscape Architecture | Université de Montréal

EXPERIENCE

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

Landscape Architect, Atwell-Hicks, Inc.
Ann Arbor, MI, 1987-1991

Landscape Architect, Environment Canada-Parks
Ottawa, Canada, 1986

Landscape Architect, Poirier Cardinal
Montréal, Canada, 1985

Teaching Assistant, Department of Landscape Architecture
University of Wisconsin, 1983-1985

PROFESSIONAL ACTIVITIES

Historic District Commission, City of Monroe, 1999-2002

Secretary, Michigan Chapter, American Society of Landscape Architects, 1998

Adjunct Professor, University of Michigan, Department of Landscape Architecture, 1996

Adjunct Professor, Lawrence Technological University, 1995

CREDENTIALS

Registered Landscape Architect,
State of Michigan

American Institute of Certified Planners,
Membership No. 274319

HONORS

Michigan Society of Planning Officials,
Honor Awards: 1995

Outstanding Graduate Publication Award, 1986
(Department of Landscape Architecture, University of Wisconsin-Madison)

Frederick Law Olmsted Scholarship, 1982 (Corporation
Première Québec)

PUBLICATIONS AND PRESENTATIONS

Co-author with Peter Jacobs, "L'histoire du paysage
urbain au Québec" | Habitat, Vol. 27 No. 3, 1984

Author, "The Evolution and Persistence of Three
Land Division Systems in the Green Bay Region of
Wisconsin" | Landscape Journal, Vol. 7 No. 1, 1988

Author, "Community Parks and Recreation Master
Planning" | Michigan Planner, Vol. 2 No. 10, 1998

Presenter, "How to Develop a Recreation Plan"
SEMCOG University, 2010

CARLISLE | WORTMAN



SALLY ELMIGER, AICP, LEED-AP, ASSOCIATE is trained in both community planning and landscape architecture, and has focused her 10-year planning practice on sustainable development and natural area preservation. Her wide-ranging experience includes master planning, zoning, corridor design, recreation and park planning, environment/watershed planning, and wetlands consulting. Most recently, she has completed training in the National Charrette Institute's (NCI) Charrette System.



EDUCATION

MLA, Landscape Architecture | University of Michigan

BS, Organizational Behavior | University of Illinois

EXPERIENCE

Landscape Architect/Associate, Carlisle|Wortman Associates, Inc
Ann Arbor, MI, 1999-Present

Landscape Architect, Beckett and Raeder, Inc.
Ann Arbor, MI, 1996-1999

Teaching Assistant, Department of Landscape Architecture
University of Michigan, 1996

CREDENTIALS

American Institute of Certified Planners
Membership No. 21715

Leadership in Energy and Environmental Design -
Neighborhood Development

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects,
Michigan Chapter, ASLA

Wild Ones Natural Landscapers

American Planning Association

Michigan Association of Planning

HONORS

Sigma Lambda Alpha, National Landscape Architecture
Honor Society, Alpha Xi Chapter

American Society of Landscape Architects
Honor Award

SCHEDULE A
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LORI SINGLETON – A.S.L.A.
 Lead Site Designer



Lori Singleton is HAW's lead site designer with over 12 years of extensive expertise in residential planning, park and site design, urban design, higher education, and campus/plaza design. With a broad background in multidisciplinary collaboration, she has experience with the entire design process, from conceptual design to implementation.

**PARTIAL LISTING
 OF EXPERIENCE**

EDUCATION
 Bachelor of Landscape Architecture
 Michigan State University, 1998

(CERTED) Crime Prevention Through Environmental Design

**PROFESSIONAL
 REGISTRATION**
 Landscape Architect, Louisiana 2009, #0616
 Landscape Architect, Michigan 2002, #3901001358

AFFILIATIONS
 American Society of Landscape Architects
 American Society of Landscape Architects
 Michigan Chapter

**SPEAKING
 ENGAGEMENT**
 2008 National Trails Symposium
 "Pulse of the Community -
 Connecting People with Places, History and
 Culture on the Grand River Arts Walk"

- Now Fuerns Park
Novi, MI
- Now Landings Park
Novi, MI
- Ford Road
Wayfinding and Signage
Canton, MI
- Washington Boulevard
Streetscape
Detroit, MI
- Paradise Valley
Interpretive Signage and Theming
Detroit, MI
- Wayne County Community College
Northwest Campus Master Plan
Detroit, MI
- Downtown Windsor Wayfinding
Windsor, ON
- Washington-Cade
Boulevard Streetscape
Improvement Plan
Detroit, MI
- Clinch Park
Traverse City, MI
- Louis Armstrong Park
New Orleans, LA
- Treme Recreation Center
New Orleans, LA
- The Dow Chemical Company
Founder's Garden
Midland, MI
- Idlewild Cultural Resources
Management Plan
Idlewild, MI
- Midland Amphitheater
Midland, MI
- Rouge Gateway Master Plan
Southeastern MI
- Detroit Parkland Improvement
Detroit, MI
- Lake St. Clair
Wetland Restoration
St. Clair Shores, MI
- Boll Family YMCA
Outdoor Play Area
Detroit, MI
- Malool Family Pier at Veteran's
Memorial Park
St. Clair Shores, MI
- Wayne State University
Welcome Court
Detroit, MI
- McCullough Vista Park
Renderson, NV
- Bo's Isle Nature Zoo Center
Detroit, MI
- Lansing CMI Waterfront
Development
Lansing, MI
- Detroit River International Wildlife
Gateway, Refuge, Fishing Access
Facility & Shoreline Restoration
Detroit, MI
- Wayne State University
Athletic Master Plan &
Implementation
Detroit, MI
- Rouge Gateway Greenway
Corridor
Southeastern MI
- Paradise Valley
Interpretive Signage and Theming
Detroit, MI
- Paradise Valley (at Ford Field)
Plaza Conceptual Design
Detroit, MI

SCHEDULE A

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ANGELA HICKS - A.S.L.A., AICP, LEED AP
Landscape Architect



Angela Hicks has more than twenty years of experience in the design and implementation of urban environments, many of which include neighborhoods, corridors, schools, recreation, athletic facilities, and detailed site work. Her extensive knowledge of the design process enables her to see a project from analysis and design, from documentation and implementation. Ms. Hicks has worked extensively with community groups and stakeholders, facilitated focus groups and directed visioning sessions to develop concepts and reach consensus for implementation. She is also adept at writing and compiling creative, user-friendly master plan documents and design guidelines.

PARTIAL LISTING OF EXPERIENCE

EDUCATION
Bachelor of Landscape Architecture
Michigan State University
Magna Cum Laude, 1991

Bachelor of Fine Arts in
Graphic and Industrial Design
University of Michigan, 1983

**PROFESSIONAL
REGISTRATION**
Landscape Architect, Michigan, #3901001217, 1995
Landscape Architect, California, #5374, 2007
Landscape Architect, Nevada, #772, 2007
Certified Planner, #210517, 2006

CLARB Certified Landscape
Architect, 2002

LEED:2.0 Accredited Professional, 2004

AFFILIATIONS
American Institute for Certified Planners
American Society of Landscape Architects

American Society of Landscape Architects
Michigan Chapter

American Planning Association

Urban Land Institute

Congress for New Urbanism

East Jefferson Stakeholder Outreach
And Implementation Strategy
Detroit, MI

North End Neighborhood Investment
Strategy
Detroit, MI

Orchard Lake Road Corridor Study
Oakland County, MI

Kalamazoo Riverfront
Redevelopment
Kalamazoo, MI

Van Dyke Corridor Study
Warren, MI

Harper Avenue Corridor Study
St. Clair Shores, MI

Wyandotte Labadie Park
Neighborhood Master Plan
& Code Book
Wyandotte, MI

East Riverfront District Master Plan
Detroit, MI

West Riverfront Urban Planning
Detroit, MI

M-53 Gateway
Imley City, MI

Brownstown Town Center
Preliminary Land Use Plan
Brownstown, MI

Wyom Downtown Development
Design Guidelines
Wyom, MI

Be la Jole Master Plan
Detroit, MI

Mexicantown Bagley Streetscape
Detroit, MI

Brownstown Development
Bingham Farms, MI
Utriroyal Redevelopment Site
Detroit, MI

Auburn Hills Streetscape
Corridor Study
Shelby Township, MI
Mexicantown Bagley Streetscape
Detroit, MI

Ford Road Signage and Wayfinding
Canton Township, MI

Lansing OMI Waterfront
Development
Lansing, MI

Livernois Streetscape
Detroit, MI

Washington Boulevard Streetscape
Detroit, MI

M-53 Gateway
Imley City, MI

Ashmun Circle Enhancement Plan
Master Plan
Madford, MI

Jefferson Avenue Gateway
Detroit, MI

Louis Armstrong Park Congo Square
Interpretive Plaza
New Orleans, LA

Ducharme Place Site Work
Southfield, MI

Washington Boulevard Streetscape
Detroit, MI

City of St. Clair Shores Master Plan,
Zoning Ordinance and Parks and
Recreation Master Plan

SCHEDULE A

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JANET FORD - RA, LEED® AP
Architect



Janet Ford has over 25 years of broad architectural practice including residential building design that has led to many different types of projects. Janet is involved in all phases of project development including programming, space planning, concept sketches, plans, elevations and perspectives for residential and commercial facilities. Janet's particular skills is in graphic communications, design guideline development and knowledge of material uses.

EDUCATION

Selfinking the House Exemplary Designs and Methods
Harvard University Continuing Education
Graduate School of Design, 1997

Masters Degree in Architecture,
University of Michigan
College of Architecture and Urban Planning, 1982

Bachelor of Science Degree in Architecture
University of Michigan
College of Architecture and Urban Planning, 1980

Pre-Professional Architecture Program
Art and Architectural History
Theatrical Set Design and Visual Arts
University of Michigan
College Literature, Science and the Arts, 1978

PROFESSIONAL REGISTRATION

Architect - Michigan, # 1307031757, 1986

LEED®2.0 Accredited Professional, 2009

AWARDS

Detroit House and District Style and Color Guidebook
ASLA Michigan Honor Award

PUBLICATIONS

Hughes Mason on Homes, Charlevoix, MI
Detroit Home

PARTIAL LISTING OF EXPERIENCE

Eight Mile Boulevard Association
Façade Enhancement Program
Southeastern MI

Windsor Design Guidelines
Façade Enhancements
Windsor, ON

Midtown Tenant Signage
Detroit, MI

Lower Woodward
Façade Improvement Program
Detroit, MI

Refresh Detroit
Façade Enhancement Program
Detroit, MI

St. Clair Shores
Neighborhood Stabilization
St. Clair Shores, MI

Woodmere Neighborhood
Master Plan
Detroit, MI

Gardenview Estates Affordable
Housing Development
Detroit, MI

Wyandotte Labadie Park
Neighborhood Plan
Wyandotte, MI

Oakman Corktown Housing
Detroit, MI

Selden Park Townhomes Affordable
Neighborhood Development
Detroit, MI

Downtown Midland Redevelopment
Midland, MI

Baldensio Senior Housing
Detroit, MI

Detroit West Riverfront
Urban Planning
Detroit, MI

3100 Woodward Façade
Detroit, MI

Irene's Southern Cooking
Façade Enhancement
Detroit, MI

V-8 Gateway Façade Program
Detroit, MI

Romulus Façade Master Plan
Romulus, MI

Park Shelton Good Girls
Façade Enhancements
Detroit, MI

Park Shelton Leopolds
Façade Enhancement
Detroit, MI

Park Shelton Lower
Signage Design Guidelines
Detroit, MI

Grand Haven Zoning
Grand Haven, MI

Office of Neighborhood and
Commercial Revitalization
Façade Enhancements
Detroit, MI

Wayne County Community College
District Exterior Canopy Concepts
Detroit, MI

Wasabi Restaurant
Façade Enhancement
Detroit, MI

Zacora's Market Historic Approvals
façade Enhancements
Detroit, MI

MGM Grand Detroit
Grand Garden
Detroit, MI

College for Creative Studies
Administrative Offices
Detroit, MI

Company Introduction

Graphic Visions, Inc. offers a team-oriented approach to all our projects. We combine the strengths and talents of the owners, sales staff and our design team to create promotional pieces that demonstrate eye-catching design and effectively communicate the client's message. From concept stage through the final approvals, our expertise has been demonstrated time and again over the past 27 years for our more than 3,000 clients throughout Metropolitan Detroit. Our clients include local civic and governmental organizations, real estate developers, retail establishments, manufacturers, restaurants, professionals, corporations and entrepreneurs. Examples of our work include corporate identity packages, marketing materials, website development, and signage. Graphic Visions' areas of exceptional strength include logo development, historical and way-finding signage, and marketing/design. Our in-house sign production specialists and administrative staff complement our design team.

Design Team Profile

Having a team of designers available, each with different experiences and areas of expertise, expands our ability to offer exceptional design and service. Projects are assigned to a lead designer but they have the ability to call upon others for their specific strengths and to better meet client deadlines.

Susan E. Dillon, Owner

Sue started Graphic Visions, Inc. in 1986, and currently employs nine creative professionals. Sue's expertise lies in art direction and marketing. As owner of Graphic Visions, Sue's time is divided between meeting with clients, art direction, project management, and managing the company. Prior work experience includes three years as art director for Detroit-Detroit Design. Sue holds a Bachelor of Arts Degree in Graphic Design and Marketing from Eastern Michigan University.

Suzanne Seibel, Graphic Design Supervisor & Print Coordinator

Suzanne has been employed at Graphic Visions for since 1993. Her strengths are in graphic design, website design and build, copywriting and proofreading, project coordination, and attention to detail. Prior to her employment at Graphic Visions, Suzanne worked as a Graphic Designer for an advertising agency, and for five years as Associate Editor for *Harrowsmith Country Life* magazine. She has done free-lance writing, editing and proofreading for *Eating Well* magazine and *Fresh Ideas* magazine. Suzanne holds a Bachelor's Degree from Michigan State University, and has taken courses in HTML/CSS and Web Design, Search Engine Optimization, Social Media Marketing, QuarkXpress, Photoshop, Digital Pre-Press Management and Macintosh Computer Systems, and is a member of the Michigan InDesign User Group.

Logo Design

Creative & Print

Signs of All Kinds

Banners

Websites

Business Branding

Vehicle Graphics

BUSINESS BUILDING
STRATEGIES THAT
WORK FOR YOU

www.graphicvisionsinc.com

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2/25/13

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Design Team Profile, Cont.

Jeff Wild, Creative Director

Jeff has been largely responsible for the creative direction of our Graphic Visions team. Jeff has been employed at Graphic Visions for more than 16 years, working part-time while attending college and going to full-time status upon graduation in 1997. Jeff's creative design talents are showcased in his branding projects, brochure layouts and illustrations. His strengths include the ability to effectively illustrate and design complex design challenges into smart and organized project plans. Jeff has 2-1/2 years of additional experience from previous positions in sign design, layout and manufacturing. Jeff holds a Bachelor of Arts degree in Graphic Design from Wayne State University, with concentrations in typography, concept development and digital imaging. He also holds certification in commercial art from the State of Michigan and has taken classes in Web Development.

Jesse Schmitt, Senior Graphic Designer/Sign Supervisor

Jesse has been at Graphic Visions since 1999. His strengths are in creative design, sign layout and production with digital print/CNC-based production equipment. At Graphic Visions, Jesse oversees all sign production and is known for his ability to focus on the details without compromising the design intent of the project. Jesse is responsible for creating hundreds of retail and commercial signs often utilizing unique combinations of carved CNC dimensional routing capabilities, custom welded details, digital prints, vinyl graphics, and more. His strong production knowledge allows Graphic Visions to problem-solve build details early in the design process. Jesse has been responsible for the prototype layouts for the Novi Senior Transportation's fleet ad program and Northville's entrance signs changeable events panels. Jesse received a Bachelor's Degree from Wayne State University in 2004.

Logo
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& Print

Signs of
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Business
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visions



Our team approaches projects with attention to detail, organization, comprehensiveness, and keeping within an established timeframe. Our goal is to use the existing City of Novi Master Plan as our foundation and build on those objectives and policies which are still relevant today. Additionally, we will provide our knowledge and expertise to bring the Master Plan into conformance with all relevant state statutes. In recent years, we have completed numerous updates within limited budgets. We believe our proposal for services is reflective of these economic times.

The City of Novi can rely on Carlisle|Wortman for:

Cost-effectiveness

We believe approaching projects and providing our clients with cost-effective results which exceed their expectations.

Responsiveness

We believe in constant contact with our clients via telephone, in-person meetings, email, and mobile communication, and at hours beyond standards business practice.

Commitment

We have been working with some of our longest-served clients continuously for over 25 years.

Trust

We cherish long-term client/consultant relationships built by listening intently to client needs, maintaining clear and frequent contact, providing timely and responsive service, and exceeding expectations.

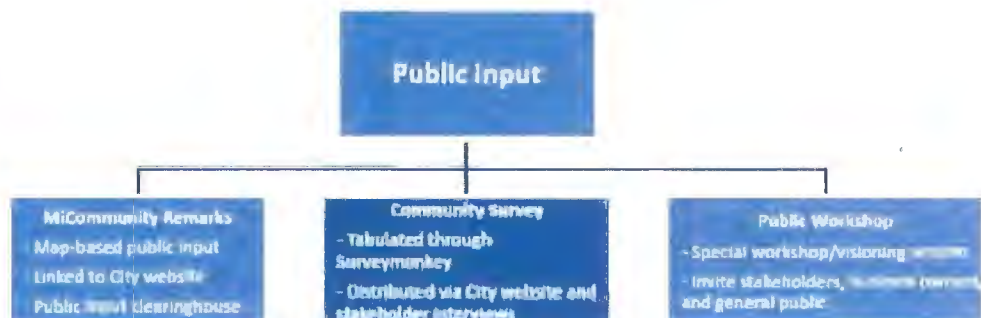
Success

We equip our clients for success by sharing our expertise, leadership, and creativity while educating communities to ensure successful solutions.

Best Practices

Our extensive experience throughout southeast Michigan allows us to provide best practices and creative solutions to our clients.

Community Outreach and Public Participation





We have prepared a work plan that describes the tasks we propose to accomplish this project. While very specific, the work plan is flexible and can be modified as necessary.

I. TOWN CENTER AND MAIN STREET AREAS MASTER PLAN

TASK 1.0 PROJECT INITIATION

1.1 Hold project kick-off meeting with Steering Committee, staff, and any other interested parties. At this meeting, the work plan and schedule will be refined, project goals set, and key project milestones and meetings identified. This meeting will also be used to identify key players and establish the public participation program. Issues to address include plans for public workshop, types of public participation desired, and the dates and locations for the workshop.

1.2 Collect any existing plans, background information, and map data for the projects.

TASK 2.0 INVENTORY AND ANALYSIS

2.1 Review current and past planning documents, Master Plan, Zoning Ordinance, design guidelines.

2.2 Investigate local policies and planning considerations relevant to the project.

2.3 Analyze local conditions through field inventories and other means to determine probable land use and design.

2.4 Interview stakeholders, property owners, or other interest groups to identify local conditions and understand concerns and issues.

TASK 3.0 CITIZEN INPUT AND PUBLIC PARTICIPATION

3.1 Finalize public participation procedures with City staff

3.2 Publicize planning effort - press releases, City website, etc.

3.3 Develop On line Survey

- Distribute surveys via web with City staff assistance
- Tabulation of surveys

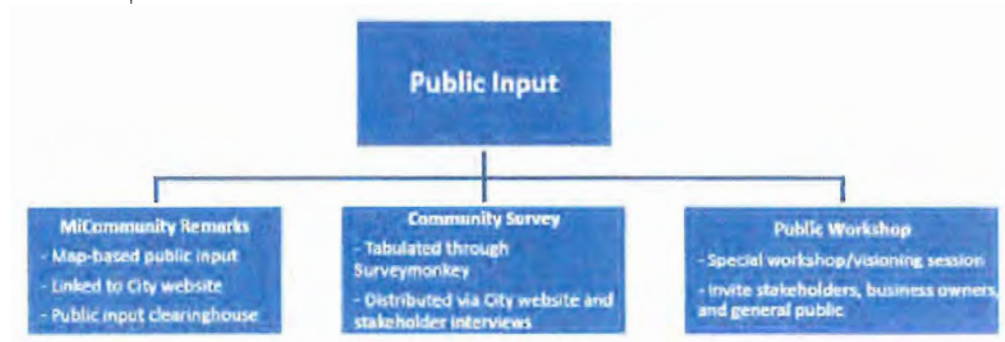
3.4 Conduct Public Workshop with Stakeholders, Business Owners

- Present background data on community
- Solicit input on growth/development
- Determine redevelopment opportunities



3.5 **MiCommunity Remarks** - A customizable, online, map-based program that allows people to conveniently post their ideas, comments, and concerns to a website and relate those comments to a specific geographic location within the TC and TC-1 areas.

3.6 **MiCommunity Remarks** for web-based clearinghouse of public comments/input will be used during the duration of the Master Planning process. The following graphic summarizes the Public Input process:



TASK 4.0 UPDATE DESIGN GUIDELINES (ASSISTED BY HAMILTON ANDERSON)

4.1 Review 1986 Town Center Study

4.2 Design analysis/opportunities for new development or redevelopment

4.3 Update preferences and recommendations for:

- Public areas
- Landscape design
- Street furniture
- Street lights
- Pedestrian nodes and linkages
- Signature features
- Other design elements

4.4 Update design guidelines for buildings, including:

- Height, scale, mass
- Setbacks, build-to lines, form-based components, building siting
- Window, doorway, entrances
- First floor architecture
- Building façade regulations
- Building modules/patterns
- Rooftop screening



- 4.5 Develop new design guidelines graphics which can be incorporated into the Master Plan and Zoning Ordinance.

TASK 5.0 PREPARE MASTER PLAN CONCEPTS

- 5.1 Prepare land use mix analysis and recommendations
- 5.2 Develop vacant and transitional parcel analysis
- 5.3 Explore opportunities for mixed-use development (residential, office, medical, etc.)
- 5.4 Develop Master Plan land use design concepts (Assisted by Hamilton Anderson)
- 5.5 Present land use alternatives to City staff and Planning Commission
- 5.6 Select preferred alternatives and present to Planning Commission and City Council

II. ZONING ORDINANCE STANDARDS, TC AND TC-1

TASK 6.0 REVIEW AND ANALYZE TC/TC-1 ZONING REGULATIONS

- 6.1 Make recommended changes to permitted uses and special uses
- 6.2 Identify changes to schedule of regulations - height, setbacks, etc.
- 6.3 Develop miscellaneous provisions:
 - Parking
 - Open space
 - Design standards
 - Sidewalks
 - Non-motorized facilities
 - Landscaping
 - Signage
- 6.4 Develop form-based standards or hybrid code standards to implement design standards
- 6.5 Review draft ordinance with City staff and Planning Commission



III. WAYFINDING SIGNAGE

TASK 7.0 DEVELOP WAYFINDING SIGNAGE PACKAGE (ASSISTED BY GRAPHIC VISIONS, INC.)

- 7.1 Review physical layout of Town Center area
- 7.2 Consider existing signage system
- 7.3 Identify landmarks, locations, points of interest
- 7.4 Investigate graphic communication package, including:
 - Messaging
 - Color schemes, fonts, borders, panels
 - Symbols, logos
 - Signage systems
 - Materials (steel, plastic, composite)
- 7.5 Develop recommended concept designs
- 7.6 Develop recommended sign designs within final report

CARLISLE WORTMAN



Task	April	May	June	July	August	September
1.0 Project Initiation	■					
2.0 Inventory and Analysis	■	■				
3.0 Citizen Input and Public Participation		■	■			
4.0 Update Design Guidelines			■	■	■	■
5.0 Prepare Master Plan Concepts			■	■	■	■
6.0 Review and Analyze TC/TC-1 Zoning Regulations			■	■	■	■
7.0 Develop Wayfinding Signage Package				■	■	■

Throughout our 24-year history, CWA has fostered a hands-on, multi-disciplinary approach to planning while also ensuring that our staff remains in the forefront of the field through education, outreach, and face-to-face community involvement. We provide sound rational and impartial reasoning for each recommendation, and base each on meetings with staff and/or applicants, field reconnaissance, appropriate research and plan/ordinance analysis, community insight, and past experiences. The end products have a strong legal basis and are written to ensure adequate comprehension through both the narrative and graphic images. Ultimately, all products represent the highest professional standards and exceed the criteria by which we are licensed.

We have prepared and updated more than 100 Master Plans over the past twenty years for communities ranging in size from 350 to over 80,000 residents. We represent numerous communities which are similar in size to the City of Novi. Examples include the following:

- City of St. Clair Shores
- City of Troy
- City of Plymouth
- City of Northville
- Charter Township of Orion
- Charter Township of Independence
- Pittsfield Charter Township
- City of Roseville

While each service is tailored to the needs of the respective community, our overarching philosophy is to ensure that we work within the parameters of the applicable scope, including the time frame and budget. For the City of Novi, our staff, versed in each of the listed services as outlined in the RFP, is well-positioned based upon our proximity and familiarity with the region to exceed the requirements of this request.

CARLISLE WORTMAN



FINANCIAL CAPABILITY

Carlisle|Wortman Associates, Inc. is a Michigan corporation established in May of 1991. Prior to May of 1991, Carlisle Associates was organized as a sole proprietorship. There exists no conflicting financial or professional interest in the community which would not allow us to perform services. A financial profile may be obtained through Dunn and Bradstreet.

INSURANCE

Carlisle|Wortman Associates, Inc. maintains General Liability, Automotive Liability and Professional Liability insurance in the amount of at least \$1,000,000. Workers Compensation Insurance and statutory coverage is also maintained. Evidence or proof of insurance shall be provided if requested by the community.

AN EQUAL OPPORTUNITY EMPLOYER

Carlisle|Wortman Associates, Inc. is an Equal Opportunity Employer. We interview interested applicants and maintain a file of resumes and applications for employment. Race, color, age, sex, creed, or national origin shall not be considered in evaluating any person for employment, merit increases, promotion, termination for cause, or reduction in force, or any other such action affecting employees.

LITIGATION

Carlisle|Wortman Associates, Inc. has not been involved in any litigation in the past five years. In fact, we provide expert testimony for municipalities involved in on-going litigation.



Project Highlights:

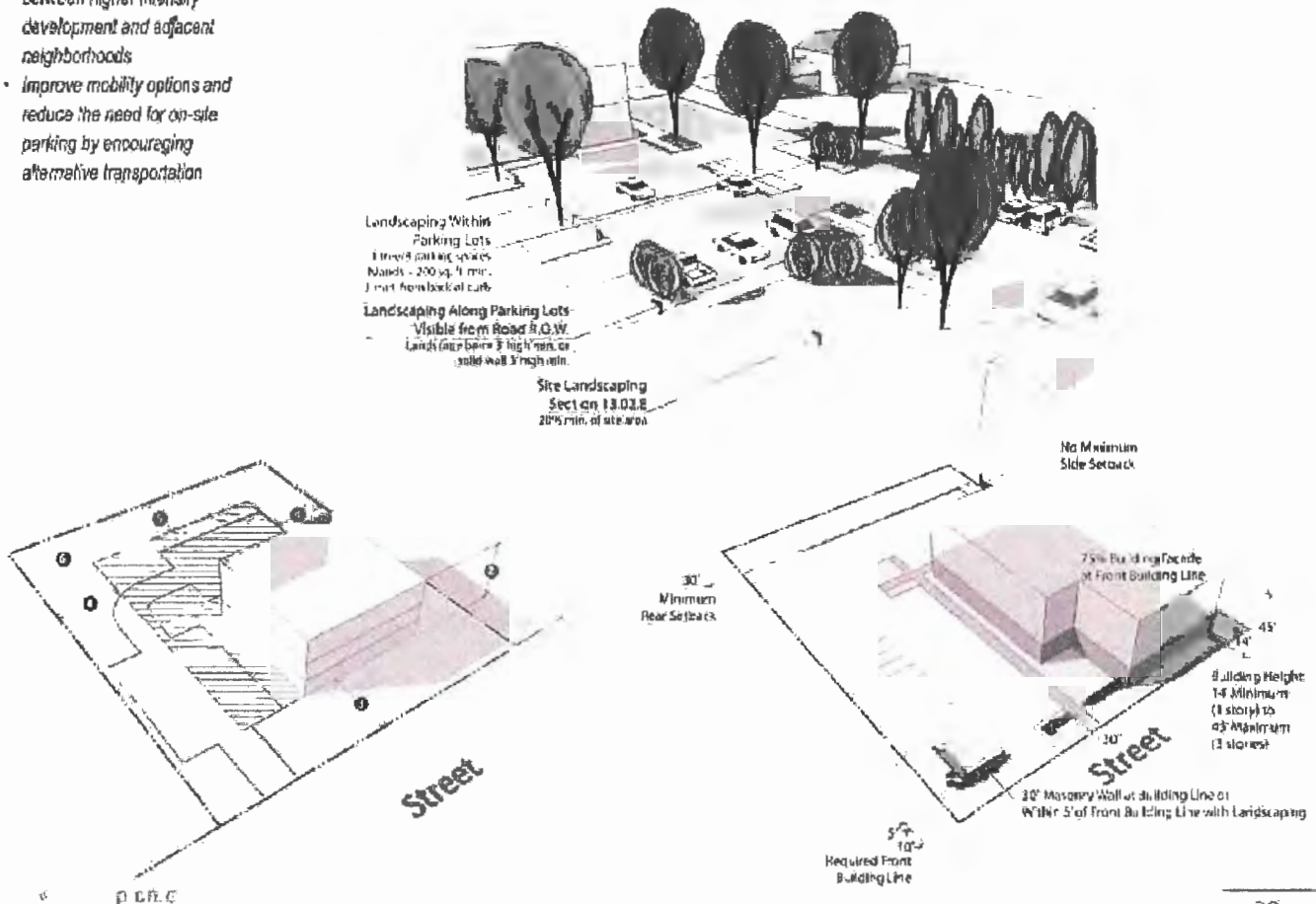
Troy's form based regulations:

- *Ensure that development is of human scale, primarily pedestrian-oriented and designed to create attractive streetscapes and pedestrian spaces*
- *Promote infill development and redevelopment to expand the employment and economic base*
- *Promote mixed-use development horizontally and vertically*
- *Ensure reasonable transition between higher intensity development and adjacent neighborhoods*
- *Improve mobility options and reduce the need for on-site parking by encouraging alternative transportation*

The City of Troy Zoning Ordinance uses both conventional and form based zoning regulations. Troy has opted to emphasize regulating urban form over land use for those areas of the City where more compact mixed-use development was desired.

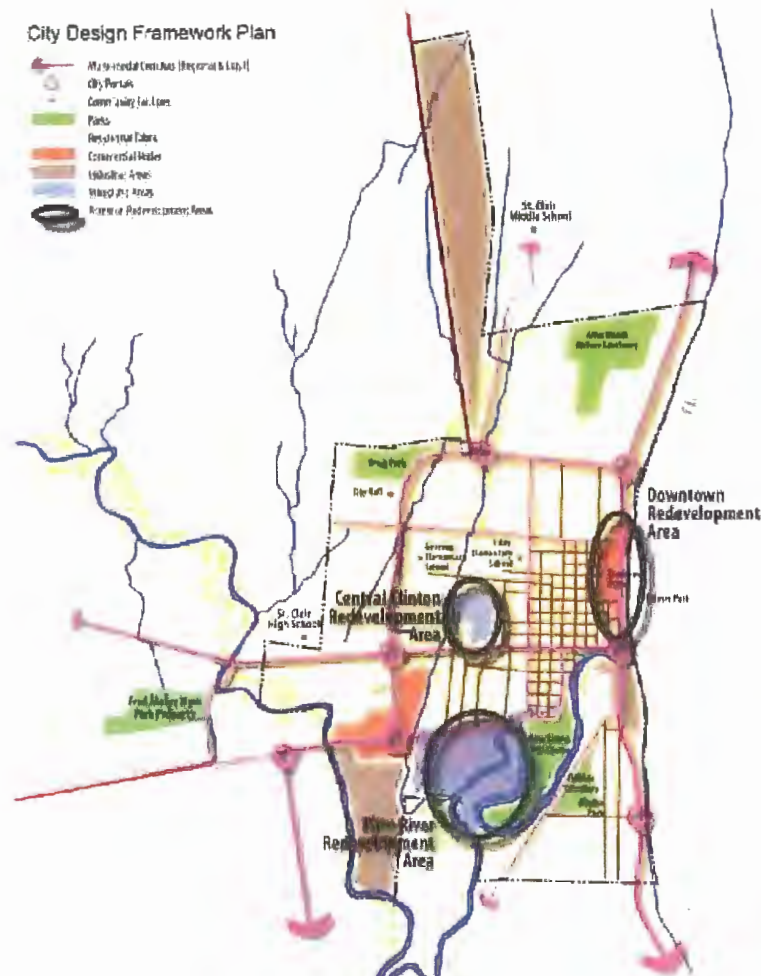
Troy's form based zoning regulations are based on site context and building form. Site context is derived from existing and desired characteristics of the area and distinguishes areas of the City by lot size and configuration, street patterns, location, and intensity of use. Building form addresses the manner in which buildings and structures relate to their lots, to other buildings, and to the street. It governs building height, placement, configuration, parking location, and other design factors. By regulating form, allowable land uses in these areas are less restrictive than in conventional districts, permitting a wide variety of uses by right

Troy's zoning ordinance was designed as an interactive online document with numerous graphics and links. It can be viewed here.



The City of St. Clair's 2012 Comprehensive Plan takes a fresh look at the City's strengths and assets, and builds on these qualities to create a modern vision for the community. The Plan coordinates goals and actions with other planning efforts to allow implementation of the Plan in the most efficient way possible. This unique approach at combining resources allows the City to "dream big," while still creating a Plan that is realistic in moving the City forward. The Plan includes information, goals, and objectives from the St. Clair County Master Plan, promoting initiatives for the City's workforce, employers, and the "Knowledge Economy"; adopts priorities from the City's Parks, Recreation, and Open Space Plan; and sets forth a Five-Year Capital Improvement Plan for City facilities, services, and utilities.

This Plan also incorporates new thinking in urban planning, including sustainability goals for green buildings and neighborhoods, and community energy planning. Lastly, and most importantly, the Plan includes a City Design Framework Plan. This plan identifies three specific mixed-use development areas, and identifies a land use intent, relevant planning considerations, and design standards for each. The transportation plan prioritizes Complete Streets to create an efficient, truly multi-modal transportation network that reinforces the residential fabric of the City.





An area-wide plan was prepared for the northeast quadrant of the City of Howell to ensure that the recently annexed property is developed in accordance with the existing development pattern of the City. The Plan addresses the mechanism for implementing the following development concepts:

- Traditional neighborhoods
- Mixed use environment
- Coordinated infrastructure and traffic (vehicular and pedestrian) patterns
- Design standards
- Complementary architecture styles
- Compatibility with the existing natural features



Each of these elements was included within the following development projects.

Victoria Park — The project includes a mix of duplex condominiums, a three-story congregate care senior apartment complex, and a small commercial component, while the rest of the site is to remain in its natural state. The development was the first of its kind in the area, while also providing several unique characteristics, including the use of Victorian architecture throughout, an integrated building and landscape design, and the provision for a much needed senior living facility.



Town Commons — The project is the first neo-traditional development within Livingston County, and has become a hallmark project within the region. As a predominantly residential development, coupled with pockets of apartments, townhouses, a commercial center, and an assisted living senior center, the project is surrounded by natural resources.

Gallery Park — The project includes a mix of residential densities within the 25-acre parcel, with a predominance of multiple-family condominiums. As part of an area master planned for mixed-use development with strict development guidelines, the applicant included various features to address these requirements. The unique characteristics include the interconnectivity with the adjacent developments, commercial use and elderly housing as part of a subsequent phase, distinctive architectural detail, and the use of innovative building layouts.



Crossroads Town Center — The 19.3 acre parcel is located on a major east-west thoroughfare and at the northern entrance into the City. Due to the importance of its location, the architectural detail, landscaping and building locations were reviewed and approved to provide the planned mixed use development with the greatest appeal. The approved first phase includes three buildings ranging between 19,200 and 58,830 square feet each, the larger of which will contain Kroger, while the remaining occupants will consist of a mix of approved commercial ventures.



The D-19 (Pinckney Road) corridor welcomes residents, business owners and visitors into Howell from the I-96 interchange. This important gateway was the focus of a planning and design project that would improve the corridor's aesthetics, and assert greater control over traffic congestion. The City concluded that a well-designed streetscape alone would not provide the desired comprehensive change. The haphazard private development pattern and large vacant tracts needed to be addressed, and offered an opportunity to guide a total change to the corridor.

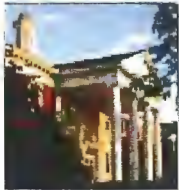
Carlisle/Wortman Associates, Inc. partnered with Grissim Metz Andriese Associates, Inc., and Birchier Arroyo Associates, Inc. on a planning process to review the current development pattern of D-19, and provide recommended action steps to create identifiable districts, alleviate the worst traffic congestion, and increase the tax base.

The resulting plan was created through a day-long design work session, or charrette, which started with morning presentations to City officials and the DDA. This was followed by a team tour of the corridor, and preparation of planning and design concepts. An evening presentation to the public culminated the day. The plan was then refined over the following month.

Three distinct districts were envisioned, each with its own purpose and character. Design standards, including land use, architectural features, site design features, and street design features were developed for each. Implementation strategies and access management techniques were also included in the plan.



Graphic courtesy of Grissim Metz Andriese Associates, Inc.



The City of Plymouth recently updated their Master Plan in order to provide long-term guidance for the City's growth and development. While much of the City is already developed, redevelopment and the maintenance of a quality urban environment is a priority.

The Master Plan focused upon four City subareas which included a detailed examination of land use and redevelopment opportunities. For each subarea, form-based policies were established which addressed issues of land use mix, setbacks, streetscape, parking, and general urban design. Circulation policies were also established for auto and pedestrian arrangements within a complete streets context.

The City of Plymouth Master Plan also includes an implementation section regarding capital improvements, future zoning adjustments, and corridor planning. An environmental and sustainable development section addresses Low-Impact Development (LID) strategies for future development.

The master planning process for the City of Plymouth successfully engaged elected officials, planning commissioners, and subcommittee members, and created a document which will provide long-term guidance for the City of Plymouth.


City of Plymouth - South/North Main Sub Area Plan
Master Plan 2010

PLANNING FRAMEWORK & LAND USE


- South and North Main Street should be a mix of residential, office and commercial uses arranged in a compatible framework with adjoining single-family neighborhood areas.
- Intensive commercial uses such as drive-thru restaurants, gas stations and large-format retail are not allowed.
- Local Business (B-1) type uses are permitted, which can be situated on limited-size lots and which provide appropriate buffers to adjoining single-family residential uses.
- South and North Main shall serve as an attractive, well-designed gateway to the downtown area.

FORM, SITE DESIGN

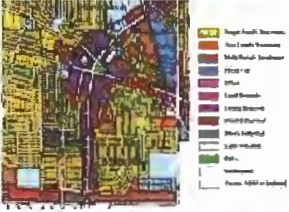
- Where possible, the following streetscape improvements should be implemented:
 - Addition of trees/trees,
 - Decorative street lighting,
 - Public art, and
 - Gateway or welcome signs.
- Parking within the front yard should be discouraged.
- Landscape strips or decorative knee walls should separate front yard parking and




The side a mix of residential, office and commercial uses




South Street should be an attractive gateway to downtown




South/North Main Sub Area



Decorative walk and plantings for screening parking



Improve streetscape and discourage parking in front



Decorative street trees, light, benches and public art



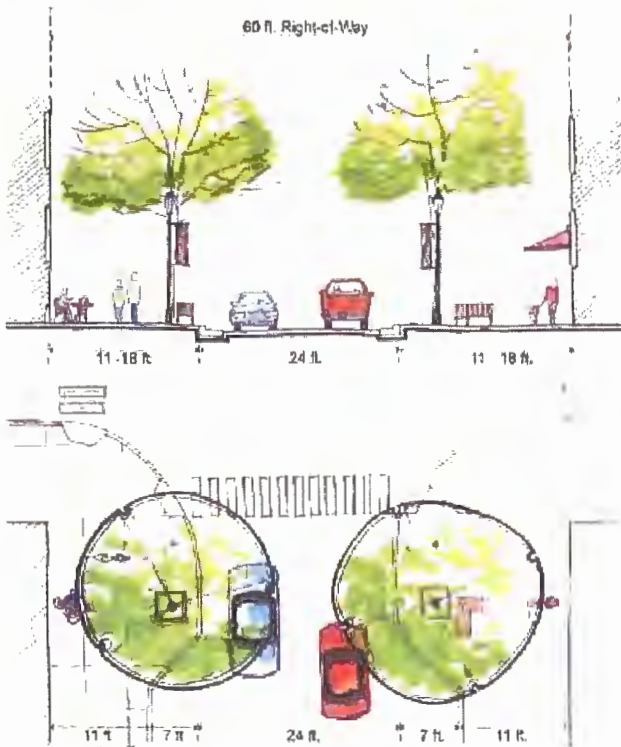
MASTER PLAN
City of Northville

The City of Northville is an established community spanning both Oakland and Wayne counties. Its two square miles are built out in a traditional pattern of tree-lined residential streets and a downtown that also acts as the community's central gathering place. Given its existing character and assets, the project team concentrated on developing sub-area plans that address areas throughout the City that are in transition, vacant, or underutilized. Carlisle/Wortman Associates facilitated the process and assisted the City in conceptualizing improvements for various areas of the community.



The Master Plan articulates sub-area plans for six distinct sections of the City, each with unique long-term development policies. These policies consider land uses, as well as desired design elements that complement Northville's existing character. Policy categories include:

- Opportunities and constraints
- Preferred land use: Future land use potential and arrangement of land use patterns, mix, and density.
- Form based policies: Direction for scale, height, and architectural character of future land uses.
- Site design and pedestrian policies: Guidance for pedestrian and vehicular circulation, and future connections between destinations in and outside the City.



**CITY OF NORTHVILLE SUB-AREA PLAN UPDATE
CITY TOWN**

APPROPRIATE POLICY CATEGORIES

- The intent of appropriate categories of City Town provide a framework for implementation
- Future vision for City Town and the surrounding area and the specific vision for growth and future development
- The intent of the plan is to provide a framework for future development opportunities for existing and future uses
- The future, high-quality of the surrounding area should be maintained
- The intent of the plan is to provide a framework for future development opportunities for existing and future uses
- Future vision for City Town and the surrounding area and the specific vision for growth and future development
- The intent of the plan is to provide a framework for future development opportunities for existing and future uses

FOR THE LOCAL COMMUNITY PLANNING DEVELOPMENT

- The intent of the plan is to provide a framework for future development opportunities for existing and future uses
- Future vision for City Town and the surrounding area and the specific vision for growth and future development
- The intent of the plan is to provide a framework for future development opportunities for existing and future uses

LOCAL DESIGN ELEMENTS

- The intent of the plan is to provide a framework for future development opportunities for existing and future uses
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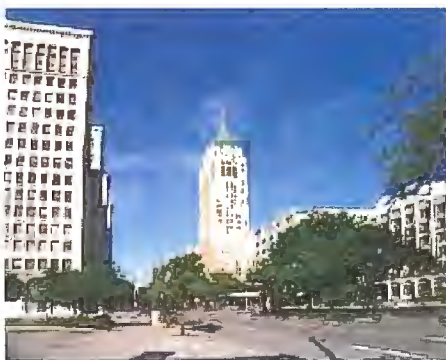
NEW CENTER REZONING STRATEGY New Center Council Detroit

Project Highlights:

Common elements of a vibrant urban district include wide pedestrian ways and visually interesting street edges established through building design and uninterrupted continuity of buildings. These districts become a destination that rely on the high densities of residents as well as outside visitors using both mass transit and private vehicles.

Detroit's New Center area rivals the City's Central Business District in building density, visual character, walkable areas, and mass-transit connections. The New Center Council, the nonprofit business organization dedicated to the management of this area, decided to focus on developing a zoning strategy to strengthen the area as a vibrant urban entertainment district. The impetus for this effort came from a desire to emulate the restaurant, entertainment, and housing development pattern around Broadway Avenue south of Grand Circus Park and to encourage transit-oriented design regulations for the area in near proximity to the Amtrak Station at the intersection of Woodward and Baltimore avenues.

After carefully analyzing existing land uses, parking conditions, and current zoning patterns for the New Center area, rezoning recommendations were presented allowing a high density employment center and entertainment venue. In addition, a framework for enacting Transit-Oriented Design (TOD) or Transit-Ready Design language for Woodward Avenue was recommended with specific building site and design standards.



CARLISLE WORTMAN

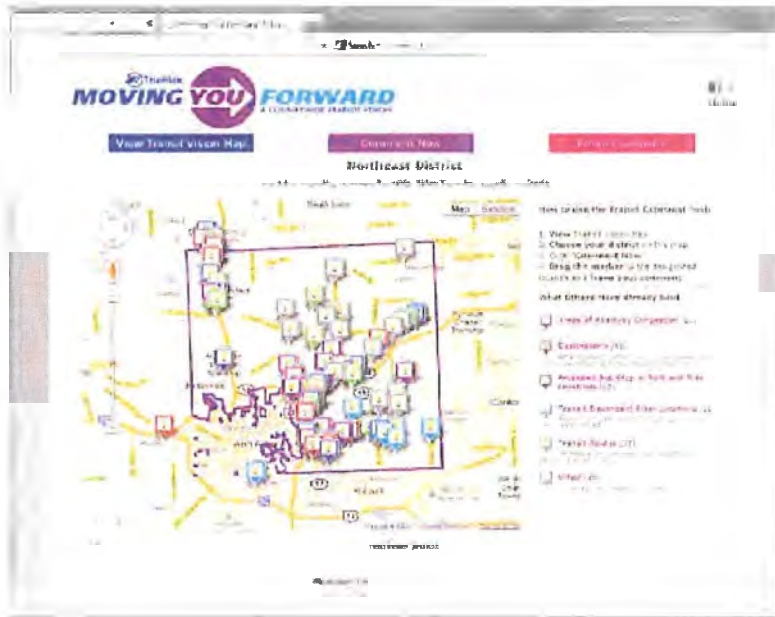
MICOMMUNITY REMARKS™ MAPPING TOOL



In an exclusive partnership with PLACEVISION, Carlisle/Wortman Associates, Inc. has introduced a unique method to gather and analyze input into the community planning process. The Community Remarks™ tool is a customizable, on-line, mapped-based program that allows people to conveniently post their ideas, comments and concerns to a website, and relate those comments to a specific geographic location. It also allows the user to load a map or a photo that relates to their comment. And, subsequent users can “vote” for comments, indicating if they “like” or “dislike” what others have posted. This feature helps to build consensus and identify priorities.

The Community Remarks™ tool has many advantages for both the client and the public. All comments are provided to the client in a spreadsheet, and can be organized by category, location, or votes received. This allows for easy analysis and identifying relationships between ideas. Maps that show the location of posted comments can also be generated by category, location, or votes received. The maps are particularly helpful for planning projects, as they show geographic patterns created by comments, identifying areas for priority projects. The main advantages to the public is convenience — people have the freedom to post a comment when its best for them. It also allows people to go back to the tool as frequently as they like. In addition, it gives them the opportunity to see what other people are saying, and to weigh in on other's comments. The tool is especially advantageous for those who are uncomfortable speaking up at a public meeting.

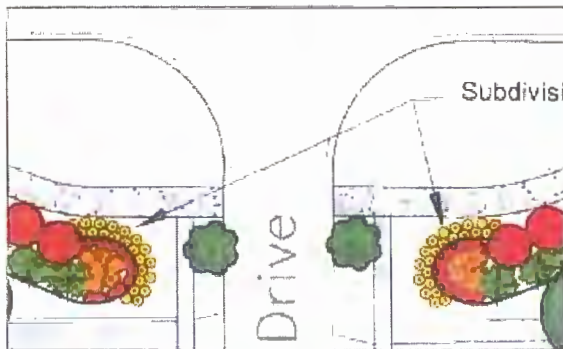
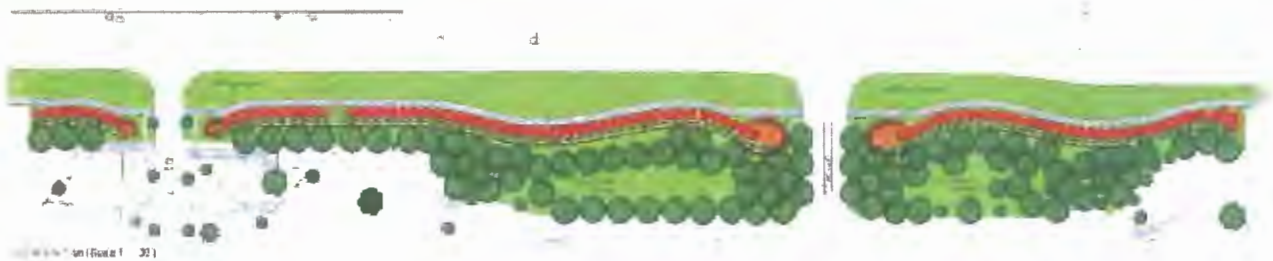
The Community Remarks™ tool was most recently used in a project for the Ann Arbor Transportation Authority (TheRide). They had just completed the Washtenaw County Transit Master Plan, a shared vision for connecting Washtenaw Communities through public transportation. Carlisle/Wortman was retained to lead a public outreach and feedback effort to begin gaining support for the Plan and to identify community-specific details of the proposed transit system. It was important to go beyond the traditional community outreach methods for this project and engage a larger audience. The Community Remarks™ tool was customized to gather input on geographically-specific topics across Washtenaw County, such as locations of new transit routes, and new bus stops or park and ride lots. In a period of two months, TheRide Community Remarks™ site gathered 762 comments from hundreds of unique users. These comments have assisted TheRide in their ongoing efforts to tailor the Transit Master Plan for the unique needs of each community. CWA and PlaceVision have created a second community remarks website, which places the 30-Year Plan on an aerial to allow people directly comment on the Plan itself.



To try out MiCommunity Remarks™ tool, please visit www.micommunityremarks.com



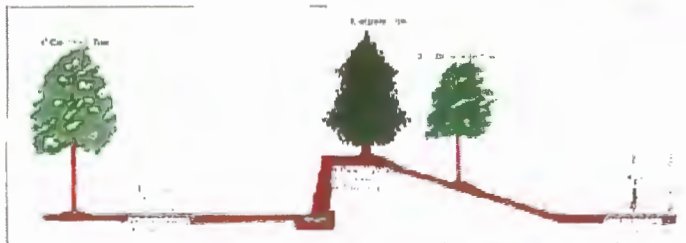
Over the past several decades, the Big Beaver corridor in Troy has grown to an eight-lane boulevard carrying tens of thousands of cars daily. As a result, a well-established residential community along Big Beaver was experiencing ever increasing levels of traffic noise and lights from the roadway. When a recent road widening project was proposed, it provided the City with the opportunity to purchase open space along the corridor and build a buffer consisting of a large berm along Big Beaver and a retaining wall along the internal residential street. Carlisle/Wortman was retained to design an attractive landscaping scheme for the berm to screen the road from the homes, and buffer the street noise and lights. An added benefit of this project was the creation of a neighborhood park on the residential side of the berm.



Sparta Drive Entrance (1" = 20')



Dover Drive Entrance (Scale 1"=20')



Typical Wall Elevation (Scale 1/4" = 1')

WASHINGTON BOULEVARD STREETSCAPE
Detroit, Michigan



SERVICES
Programming
Urban Design
Master Planning
Landscape Architecture
Construction Contract Administration

RECOGNITION
MASLÁ Merit Award

Tree-lined Washington Boulevard provides Detroiters a pleasant and refreshed green city streetscape. Commissioned by the Detroit Economic Growth Corporation, the restoration of the Historic Washington Boulevard addressed issues from the original construction of the area's pedestrian plaza which resulted in obstructed views of building entrances and major reductions in on-street parking. A stakeholder group of business owners and long-time tenants requested solutions that would provide greater visibility and physical access to their buildings, while improving the business and residential environment. A range of plans for the historic boulevard included minor plaza-scape modifications, increased parking and visibility and complete road reconstruction and restoration. The area's final design successfully implemented the preferred boulevard scheme, resulting in a cohesive district with lighting, landscaping and prominently displayed public artwork.

MIDTOWN DETROIT SUBDISTRICT PLANNING
Detroit, Michigan



- SERVICES
- Architecture
 - Civil Engineering
 - Cost Estimating
 - Design Guidelines
 - Feasibility Analysis
 - Planning
 - Programming
 - Urban Design



This study adds depth and detail to the concurrent Woodward Corridor TOD planning initiative led by HAA for the M-1 Rail phase of the planned mass transit construction. Midtown is home to Detroit's cultural institutions and major stakeholders like Wayne State University, the Detroit Medical Center and Henry Ford Health Systems. In partnership with U3 Ventures, HAA studied four (4) sub-districts located close to planned light rail passenger stations. Development options explore alternatives to support transit, sustainability and walkable neighborhoods. Specific recommendations include appropriate uses, densities and configurations to help guide future decision-making for institutionally-owned, strategic sites in each sub-district.

The plan recommendations strategic development typologies (proposed building use, character, height, massing, etc.), street typologies (predominant use, streetscape character, access and configuration), public spaces, greenways and connections to mobility systems. An updatable, interactive 3D model was developed as a tool to test development opportunities as they present themselves. Artistic renderings of development prototypes convey the nature, scale and overall intent. Understanding the many variables in urban redevelopment, this study communicates preferred uses and market-based prototypes believed to contribute to the success and rich character of Midtown, while discouraging likely inappropriate, suburban development models.



SERVICES
Landscape Architecture
Planning
Urban Design



HAA provided Midtown Detroit, Inc. sub-area programming and planning services for the Sugar Hill District in Midtown. HAA collaborated with Rich & Associates to analyze the current Sugar Hill Development Plan and make recommendations for a refined program, density, massing and site planning in an effort to secure the support and approval from City of Detroit's Planning & Development Department. HAA reviewed three density scenarios within the Sugar Hill Arts District that is generally bound by Woodward, Forest, Canfield and John R. The major development parcel fronts on Garfield Street, an east-west street in the center of the District. The proposed development was evaluated to ensure character and massing fit in context with recent and planned investments such as the G.R. N'Namdi Arts Building and a pedestrian art mews. Graphic renderings express the character of proposed development options.

SCHEDULE A
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FORD LAND
HIGHEST & BEST USE STUDY/STRATEGIC LAND USE PLAN
Dearborn, Michigan



- SERVICES
- Facilities Assessment
 - Landscape Architecture
 - Master Planning
 - Programming
 - Stakeholder Participation
 - Site Design
 - Site Evaluation
 - Strategic Planning
 - Urban Design



Ford Land oversees "Fairlane", consisting of more than 5.2 million SF of commercial, office and light industrial facilities spread across 2,360 acres in the communities of Dearborn and Allen Park. Ford Land has enjoyed 40 years of growth and stability, but today's challenging economic conditions place downward pressure on commercial, office, and light industrial occupancies.

Ford Land commissioned HAA to conduct a 'highest and best use' study to determine optimal uses for the portfolio. Two intended outcomes include: 1) explore ideas enable Ford Land to expand its vision for the future by taking steps toward repositioning its real estate portfolio to compete at a high level in a transitioning marketplace. 2) Identify short-term, prioritized opportunities for re-purposing specific assets to capitalize on market trends in order to provide Ford Land with an effective tool for setting the course for "Fairlane" as it matures, adjusts and evolves within a sustainable and economically viable 21st century.



SERVICES
Site Design
Landscape Architecture
Cost Estimating



Hamilton Anderson Associates collaborated with the City of Novi to develop a new public park and amphitheater at the site of a historic farm homestead. A graceful network of walking paths and ribbons of field stone walls wind through the 5-acre site providing opportunities for passive use by residents and visitors of all capabilities. The amphitheater, connected to the newly relocated historic Town Hall provides seasonal programming opportunities for families. The park is Novi's primary community gathering space as Novi High School and the new Public Library surround the site.

MIDLAND DOWNTOWN REDEVELOPMENT PLAN
Midland, Michigan



SERVICES
Facilities Assessment
Feasibility Analysis
Historic Preservation
Landscape Architecture
Master Planning
Programming
Site Design
Strategic Planning
Urban Design



Midland's downtown has seen extensive investment in physical design. Yet, the area still lacks the key elements it needs to attract young professionals. Providing a vision that capitalizes on existing assets, this project seeks to fill in the downtown's missing pieces.

These pieces include fresh residential living spaces appealing to young professionals, efficient traffic flow throughout the city and an increased selection of downtown entertainment venues. An objective assessment of current downtown conditions provided alternatives and presented them within a clear framework for implementation. Our process blended extensive experience with input from business owners, civic leaders and the general public, resulting in a community-supported plan.

WIXOM VILLAGE CENTER
Wixom, Michigan



SERVICES
Site Design
Master Planning
Architecture
Design Guidelines
Graphic Design
Construction Contract Administration



Bringing back a community's main street, Village Center Area (VCA) is intended to become the City of Wixom's new pedestrian-oriented downtown. Planning services provide the area mixed-use development to include institutional and civic applications.

A challenge with this prime location, was ensuring that the development possessed the desired density, while providing for compatibility with adjacent uses. Design guidelines, created in conjunction with LSL Planning, aided developers in understanding the expectations of the city, covering architecture, open space, site amenities, ROW improvements, as well as signage and utilities.

SCHEDULE A
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Project Profile: Consultation/Design/Fabrication Wayfinding System

Client(s): Canton Township & Beztak (Cherry Hill Village Developer)

Scope of Work: Design historical designation signs, traffic & pedestrian directional sign program to compliment hardscapes, light poles, and decorative elements throughout the downtown area to include conceptual design, development of scale build layouts to final for the following items:

- Main directional/parking sign for retail and theatre
- Offsite directional sign with event boards
- Low monument secondary directional (3)
- Historic building designations with info panels (2)
- Traffic directional panels on existing posts (3)
- Traffic directional sign (County green/white design)
- Fabrication and installation (5 photos)

Goals: To evaluate and plan an effective sign system to expedite traffic to the appropriate street level parking areas for short-term and extended time needs to address both daytime and nighttime visibility. All design/build to be sensitive to the Cherry Hill Village's design guidelines and the Township of Canton's and Wayne County sign ordinances. Included development of graphic elements, type studies, color, size and location recommendations.

Status: Signs were manufactured and installed by Graphic Visions.

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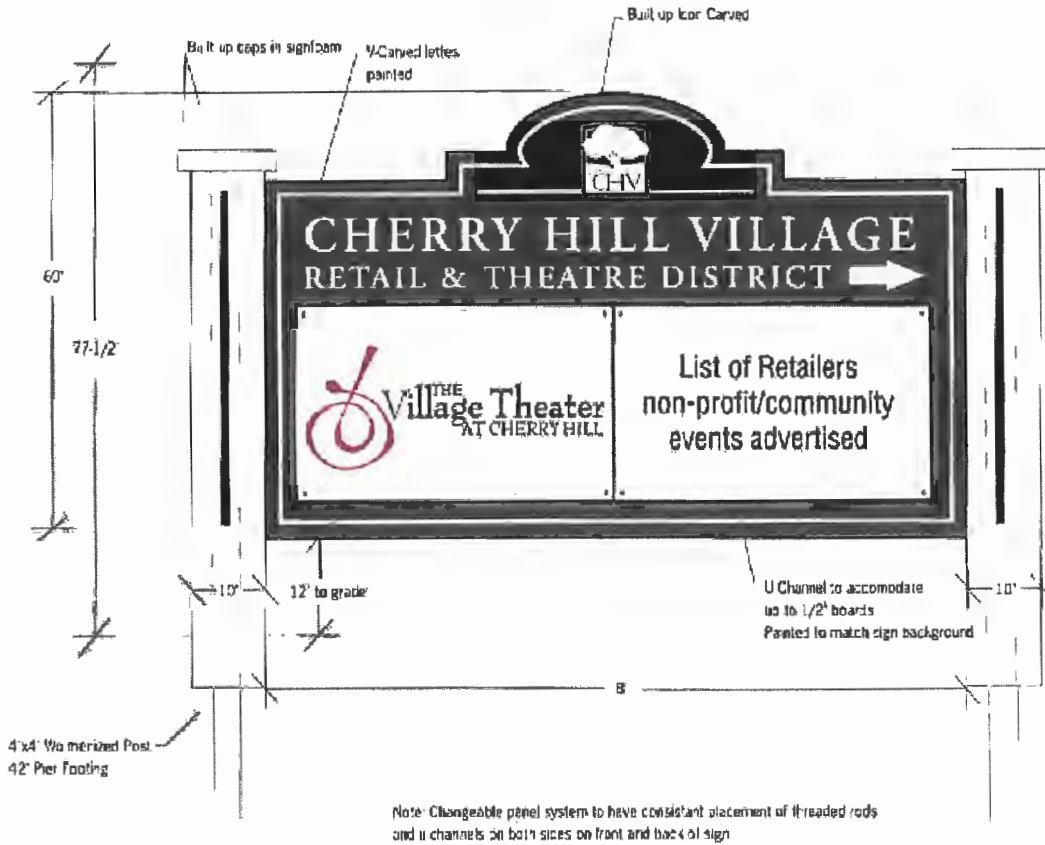
SCHEDULE A
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Sign # 29 - Located Cherryhill rd & Presidential intersection - Double Faced

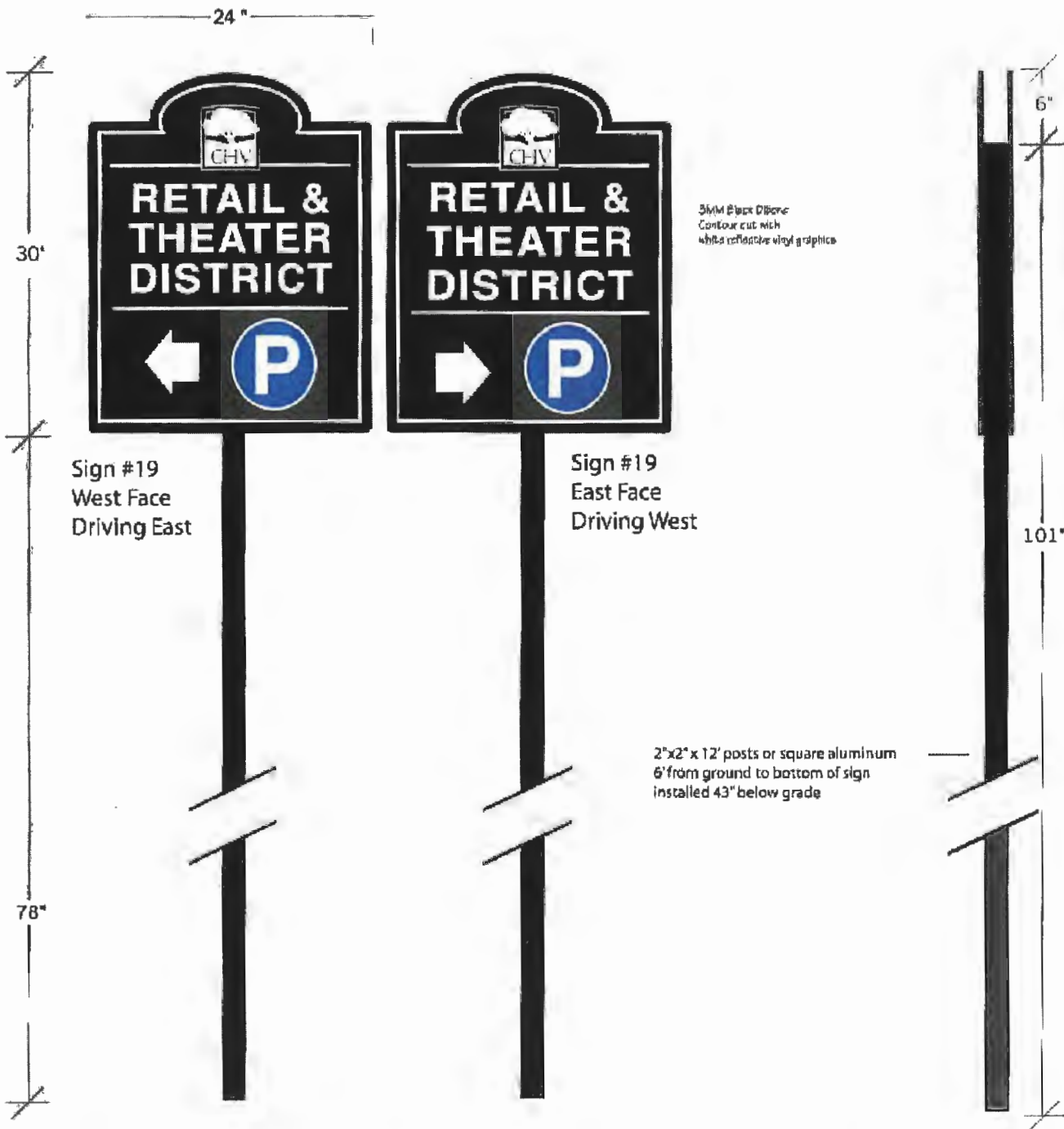
BUILD INFORMATION		LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS	
SCALE	1/2"=1'-0"	16857 Northville Road • Northville, MI 48167 • (248) 347-3355 • FAX (248) 347-3388	
QUANTITY	1		CLIENT NAME: <u>BEZTAK</u> PROOF #: _____
SUBSTRATE	2" S.GNFCAM, CARVED		FILE NAME: <u>BEZ-K22507-Denton/Saltz Sign</u> PROOF DATE: _____
SURFACE APP.	PAINT	APPROVED BY: _____	APPROVAL DATE: _____
SINGLE/DOUBLE SIDED	1 SDED	©Graphic Visions, Inc. 2004. Use or reproduction must be authorized in writing by Graphic Visions, Inc. or be subjected to design fees.	
SQUARE FOOTAGE	40SQ FT		
FINISHING			

SCHEDULE A
Page 45 of 72




Sign # 28 - Located at Ridge/Denton/Salts intersection (Confirm s/f or d/f)

BUILD INFORMATION		LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS	
SCALE	1/2"=1'-0"	16857 Northville Road • Northville, MI 48167 • (248) 347-3355 • FAX (248) 347-3388	
QUANTITY	1		CLIENT NAME: <u>BEZTAK</u> PROOF #: _____
SUBSTRATE	2 SIGNFOAM, CARVED		FILE NAME: <u>BEZK22507-Denton/Saltz Sign</u> PROOF DATE: _____
SURFACE APP.	PAINT	APPROVED BY: _____	APPROVAL DATE: _____
SINGLE/DOUBLE SIDED	1 SIDED	©Graphic Visions, Inc. 2004. Use or reproduction must be authorized in writing by Graphic Visions, Inc. or be subjected to design fees.	
SQUARE FOOTAGE	_____		
FINISHING	_____		



Qty: 1 double-faced directional sign with 2"x2"x12' aluminum posts.
Vinyl: White Reflective, O651 King Blue, O651 Black (for back of signs).
Substrate: 3mm Black Dibond.

BUILD INFORMATION		LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS • WEB SITES	
SCALE	1" = 1'	CLIENT NAME:	Beztak - Canton Two
QUANTITY	1	PROOF #:	1
SUBSTRATE	3mm Dibond	FILE NAME:	bez22346.fs
SURFACE APP:	First	PROOF DATE:	5-29-07
SINGLE/DOUBLE SIDED	Single-Sided, 2 faces	APPROVED BY:	
SQUARE FOOTAGE	sq. ft.	APPROVAL DATE:	
FINISHING	GVI to install	 visit our online portfolio at www.graphicvisionsinc.com 16857 Northville Rd., Northville, MI 48168 • (248) 347-3355 • FAX (248) 347-3388	
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SCHEDULE A
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Project Profile: Consultation/Design Wayfinding System

Client: City of Northville Downtown Development Authority

Scope of Work: Design traffic & pedestrian directional sign program to compliment hardscapes, light poles, and decorative elements throughout the downtown area to include conceptual design, development of scale-build layouts to final for the following items:

- Welcome to Northville Monument sign
- Traffic directional panels to mount to existing light/sign poles
- Traffic directional panels on new sign posts
- Low monument-style parking lot designation signs
- Freestanding directory maps (two sided) with downtown map including shops, services, parking, and municipal buildings.
- Two-sided projecting sign for walkway (pedestrian/retail elevation)

Goals: To evaluate and plan an effective sign system to expedite traffic to the appropriate street level parking areas for short-term and extended time needs to address both daytime and nighttime visibility. All design/build to be sensitive to the Northville Historical Commission's design guidelines and the City sign ordinance. Included development of graphic elements, type studies, size and location recommendations.

Status: Project is currently under review for public input/City Council approvals.

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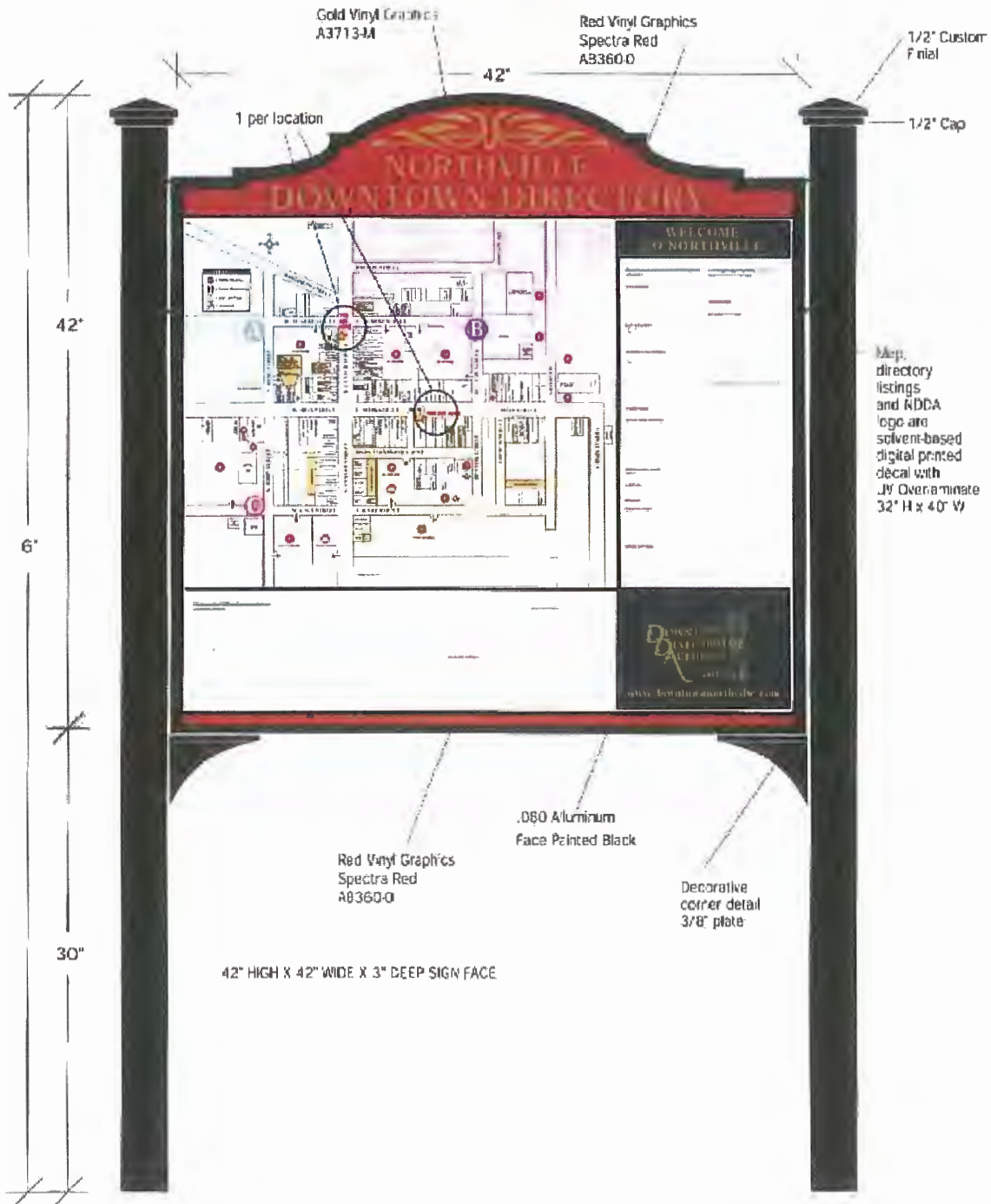



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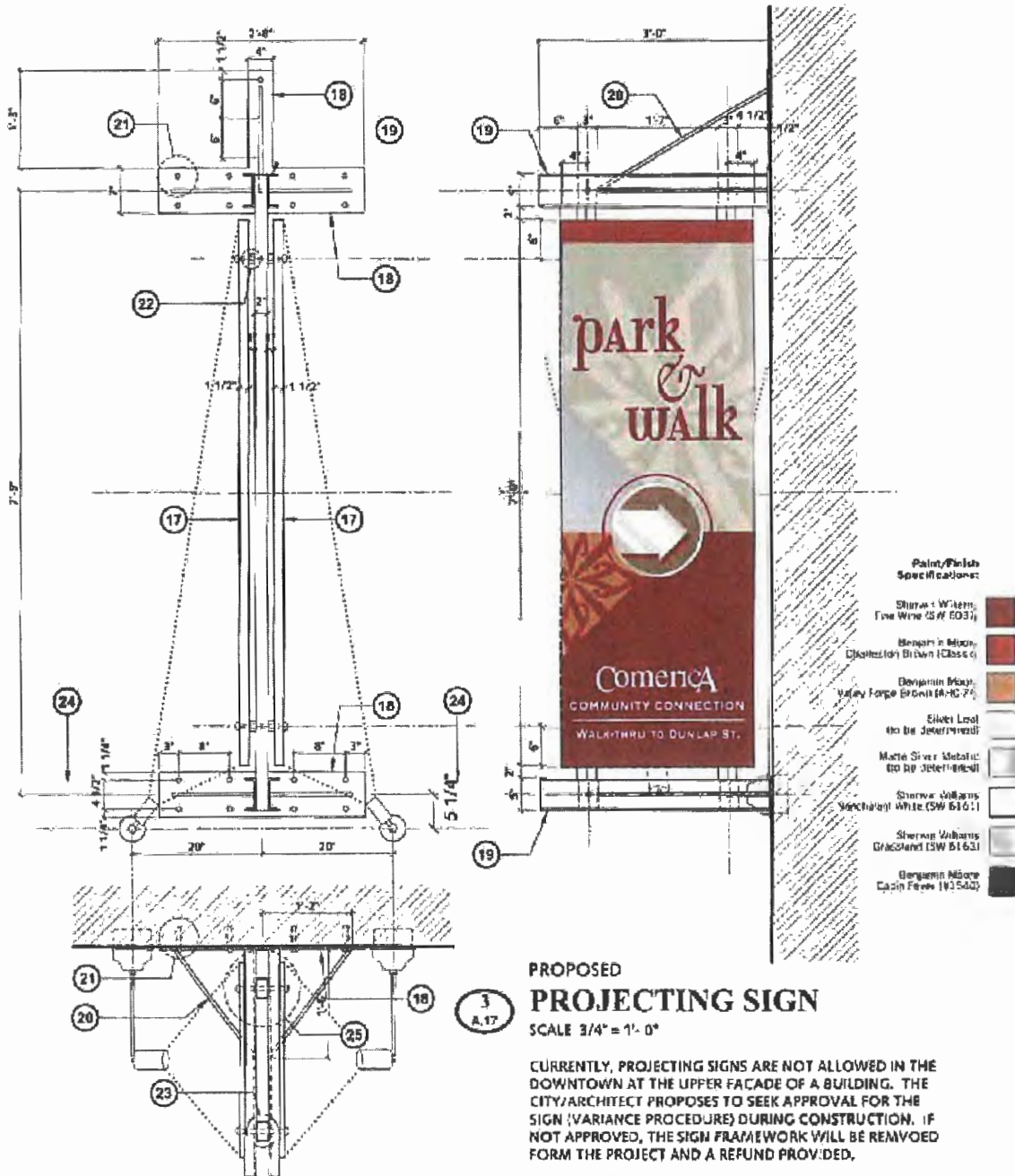
BUILD INFORMATION		LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS		
SCALE	1-1/2" = 1'-0"	15857 Northville Road • Northville, MI 48167 • (248) 347-3355 • FAX (248) 347-3388		
QUANTITY	11 or 12		CLIENT NAME: Northville CDA	
SUBSTRATE	.080 Aluminum		PROOF #:	
SURFACE APP.	PANIED w/ Vinyl Graphics		FILE NAME: NDDAKL3899 Parking Lot Entrance Signs	PROOF DATE:
SINGLE/DOUBLE SIDED	SINGLE		APPROVED BY:	APPROVAL DATE:
SQUARE FOOTAGE	3.888 SQ. FT.		©Graphic Visions, Inc. 2002. Use or reproduction must be authorized in writing by Graphic Visions, Inc. or be subjected to design fees.	
FINISHING	XX			

SCHEDULE A
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BUILD INFORMATION		LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS	
SCALE	1-1/2" = 1'-0"	16857 Northville Road • Northville, MI 48167 • (248) 347-3355 • FAX (248) 347-3388	
QUANTITY	2	CLIENT NAME:	NDDA
SUBSTRATE	SEE ABOVE	PROOF #:	
SURFACE APP.	SEE ABOVE	FILE NAME:	NDDA-K15552-DIRECTORY SIGN
SINGLE/DOUBLE SIDED	2 SIDED	PROOF DATE:	
SQUARE FOOTAGE	12.25	APPROVED BY:	
FINISHING	TO BE DETERMINED	APPROVAL DATE:	
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OPTION D



BUILD INFORMATION		LOGOS - STATIONERY - BROCHURES - VEHICLE GRAPHICS - SIGNS & BANNERS - WEB SITES	
SCALE	3/4" = 1'-0"	CLIENT NAME	WORTHVILLE DOWNTOWN DEVELOPMENT AUTHORITY
QUANTITY	1	PROJ #	
SUBSTRATE	SPC	FILE NAME	INDC-PLA-136-PROJ-ENTRANCE SIGN
SURFACE APP.	BRICK EXTERIOR WALL	APPROVED BY	
SINGLE/DOUBLE SIDED	2-SIDED	PROOF DATE	
SQUARE FOOTAGE	17.5 SQ FT	APPROVAL DATE	
FINISHING	ON-SITE WALL INSTALLATION		

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SCHEDULE A
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Project Profile: Consultation/Design/Fabrication Wayfinding System

Client: R&D Land (WaterWheel Building Owner/Developer)

Scope of Work: Design way-finding/parking directional/entrance designation signs to compliment style of building architecture (Albert Kahn), include conceptual design, development of scale build layouts to final for the following items:

- **Main Monument – 4-sided design to “mimic” waterwheel paddles in a transitional, clean-lined style.**
- **Driveway Directional Signs – To direct traffic to the correct parking areas for the tenant-specific entrances.**
- **Building Entrance Designation Signs – To clearly identify tenant-specific and shared entrances.**
- **Interior Directories for visitors to provide self-guided directions to tenant spaces.**

Goals: To evaluate and plan an effective sign system to expedite traffic (visitors, shipping & receiving) to the appropriate street level parking areas for multiple entrances and tenant-specific entrances. Consideration to large address on main sign since historical buildings address is not in numerical sequence. All design/build to be sensitive to the owner’s minimal size request, tenant concerns, the City of Northville’s sign ordinance, and Historical Commission guidelines. Included development of graphic elements, type studies, color, size and location recommendations.

Status: Sign design package under client review/to be submitted to City Variance Board in Spring 2013.

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Creative
& Print

Signs of
All Kinds

Banners

Websites

Business
Branding

Vehicle Graphics

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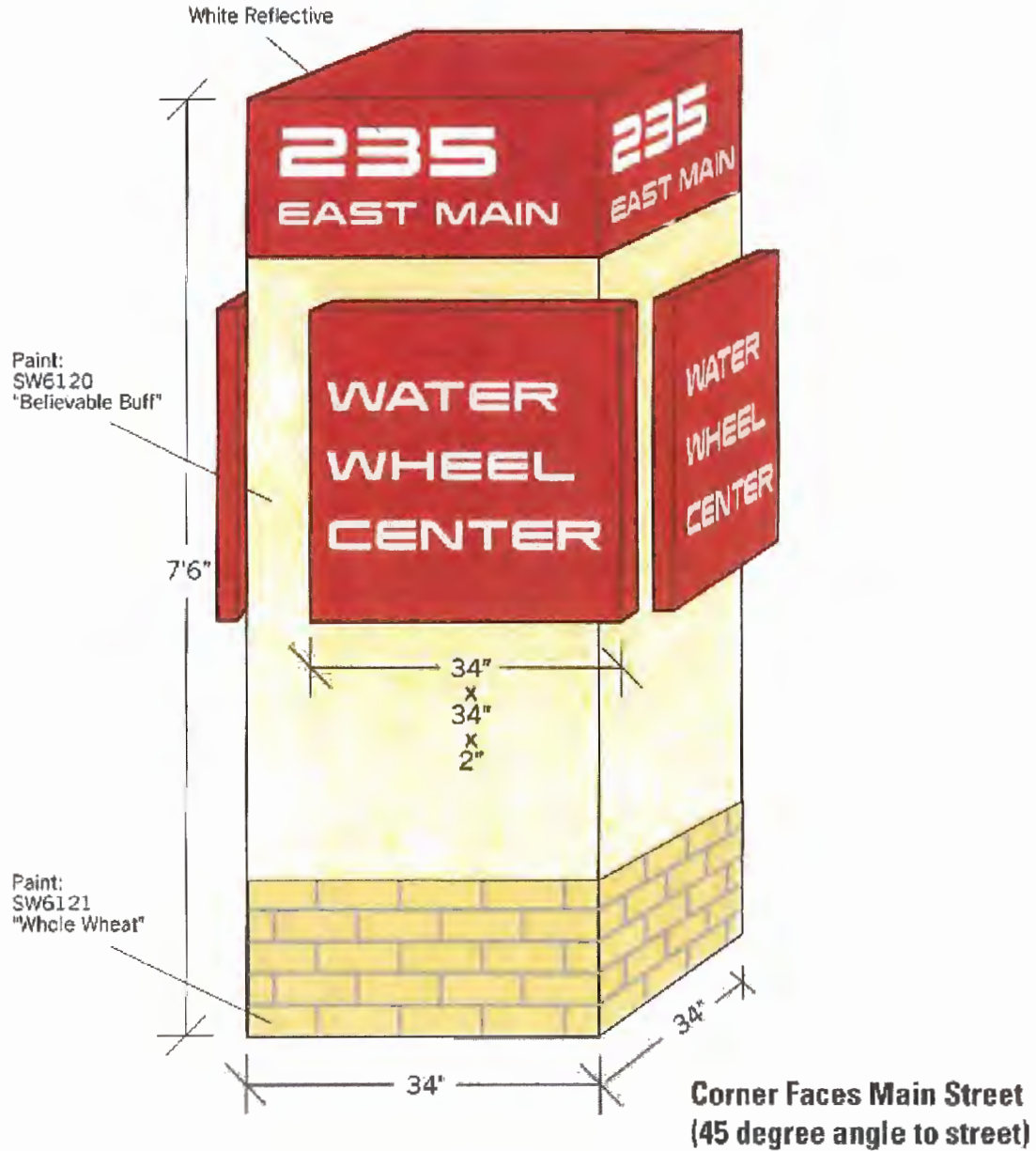
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**1 Main ID Sign - to replace existing ground sign
(Northeast Corner of Griswold and Main)**



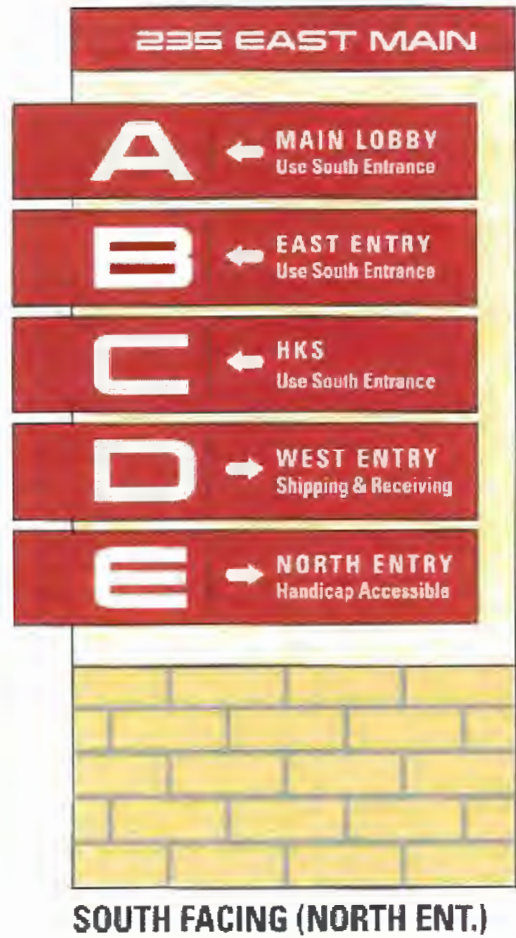
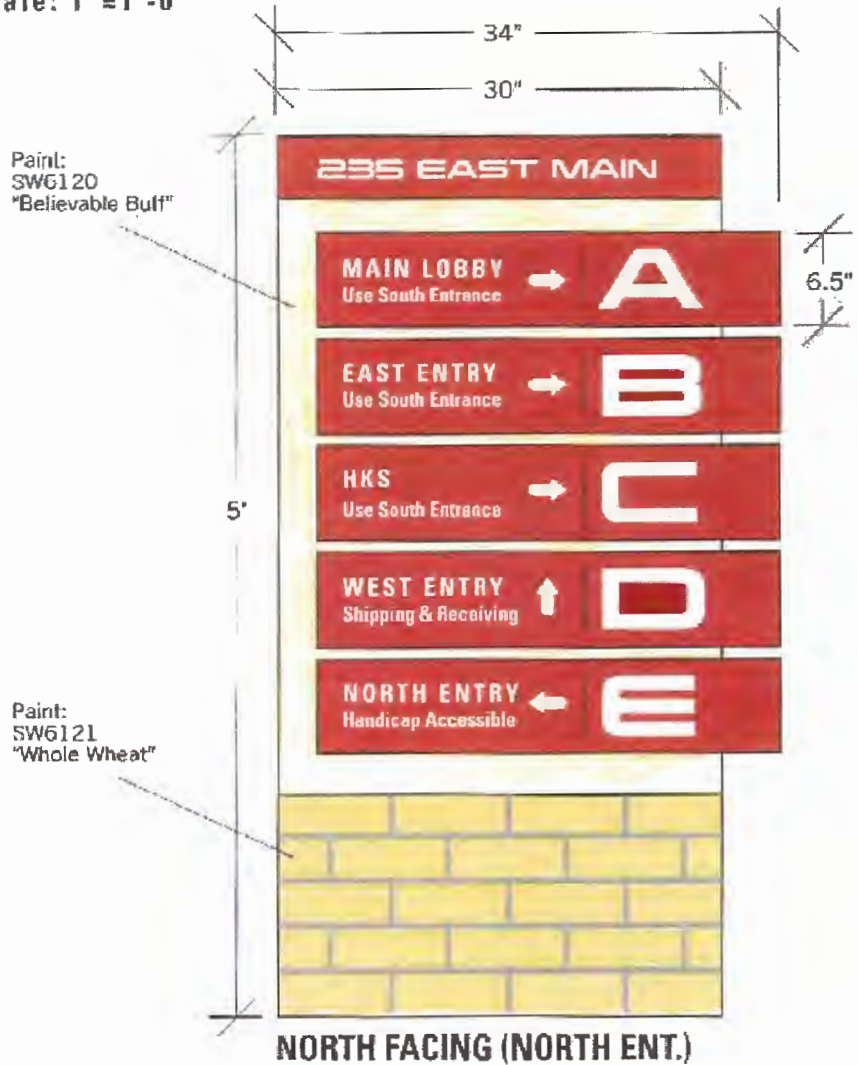
BUILD INFORMATION		LOGOS • STATIONERY • BROCHURES • VEHICLE GRAPHICS • SIGNS & BANNERS • WEB SITES	
SCALE	3/4" = 1'-0"	CLIENT NAME:	R&D Land
QUANTITY	XX	PROOF #:	4
SUBSTRATE	XX	FILE NAME:	R&D-K28614A Water Wheel Exterior Sign 2
SURFACE APP.	XX	PROOF DATE:	1.3.13
SINGLE/DOUBLE SIDED	XX	APPROVED BY:	XX
SQUARE FOOTAGE	XX	APPROVAL DATE:	XX
FINISHING	XX	<i>graphic visions inc.</i> visit our online portfolio at www.graphicvisionsinc.com 16857 Northville Rd., Northville, MI 48168 • (248) 347-3355 • FAX (248) 347-3388	
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CLIENT NAME: R&D Land	PROOF #: 4
FILE NAME: R&D-K2851AA Water Wheel Exterior Signs	PROOF DATE: 1.3.13
APPROVED BY: XX	APPROVAL DATE:

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2N Exterior Directional Signs, Qty. 2
 (North and South Parking Entry)

Scale: 1" = 1'-0"



CARLIS_E | WORTMAN



The following people are some of the clients we have worked with on Master Plan and Zoning Ordinance updates within southeast Michigan. We encourage you to call them to discuss our professional performance and skills.

MARK MILLER, DIR. OF ECONOMIC & COMMUNITY DEVELOPMENT
City of Troy
500 W. Big Beaver Road
Troy, Michigan 48084
(248) 524-3300

GARY ROUBAL, CITY SUPERINTENDENT
City of Saline
100 North Harris Street
Saline, Michigan 48176
(734) 429-4907

PAUL SINCOCK, CITY MANAGER
City of Plymouth
201 South Main Street
Plymouth, Michigan 48170
(734) 453-1234

PAT SULLIVAN, CITY MANAGER
City of Northville
215 West Main Street
Northville, MI 48167
(248) 349-1300

SCHEDULE A
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NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS

CONSULTANT SERVICES -
MASTER PLAN FOR LAND USE,
ZONING ORDINANCE,
and WAYFINDING SIGN

The City of Novi will receive sealed proposals for **Consultant Services – Master Plan for Land Use, Zoning Ordinance and Wayfinding Signage in Town Center Area** according to the specifications of the City of Novi.

Sealed proposals, with fee proposals in a separate sealed envelope, will be received until **3:00 P.M.** prevailing Eastern Time, **Tuesday, February 26, 2013**, at which time proposals will be opened and read. Proposals shall be addressed as follows and delivered to:

CITY OF NOVI
CITY CLERK'S OFFICE
45175 W. Ten Mile Rd.
Novi, MI 48375-3024

OUTSIDE OF MAILING ENVELOPES/PACKAGES MUST BE PLAINLY MARKED “**Consultant Services – Master Plan Town Center**” AND MUST BEAR THE NAME OF THE PROPOSER.

The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to 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 interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: January 31, 2013

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 and obtain an official copy.



CITY OF NOVI

**CONSULTANT SERVICES -
MASTER PLAN FOR LAND USE,
ZONING ORDINANCE,
and WAYFINDING SIGN**

INSTRUCTIONS TO PROPOSERS

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

IMPORTANT DATES

RFP Issue Date	January 31, 2013
Last Date for Questions	Monday, February 18, 2013 by 5:00 P.M. Submit questions via email to: Sue Morianti, Purchasing Manager smorianti@cityofnovi.org
Response Due Date	Tuesday, February 26, 2013 by 3:00 P.M.

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.

TYPE OF CONTRACT

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

PROPOSAL SUBMITTALS

An **ORIGINAL and Five (5) copies** of each proposal must be submitted to the City Clerk's Office. **Fee proposals must be submitted in a separate sealed envelope.** Do not include any fees in your proposal. Original proposal may be clipped but should not be stapled or bound. The copies may be bound. No other distribution of the proposals will be made by the Contractor. Proposals 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.

CHANGES TO THE RFP/ADDENDUMS

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

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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. 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.

SUBMISSION OF PROPOSALS

Proposals must be submitted in a sealed envelope. Outside of mailing envelope must be labeled with name of contractor and name of RFP. Failure to do so may result in a premature opening or failure to open such proposal.

To be considered, sealed proposals must arrive at City Clerk's Office, on or before the specified time and date. There will be no exceptions to this requirement. Proposal is considered received when in the possession of the City Clerk. Contractors mailing proposals should allow ample time to ensure the timely delivery of their proposal. Proposals received after the closing date and time will not be accepted or considered. Faxed, emailed, or telephone bids 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. Proposals must show unit and total prices. **ANY CHANGES MADE ON PROPOSAL FORMS 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.

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.

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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.

SCHEDULE A

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GENERAL CONDITIONS

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.

DOWN-PAYMENTS OR PRE-PAYMENTS

Any bid proposal submitted which requires a down-payment or prepayment prior to delivery and full acceptance of the item(s) as being in conformance with specifications will not be considered for award.

INVOICING

Invoices must be mailed to: City of Novi, Attn: Finance Department, 45175 W. Ten Mile Road, Novi, MI 48375

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. Such approval shall not constitute a basis for privity between the City and any subcontractor. 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.

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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 offerer 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 offerer or with any other Competitor; and
- (b) No attempt has been made or will be made by the offerer 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 offerer'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 offerer'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
REQUEST FOR CONSULTANT SERVICES

**MASTER PLAN FOR LAND USE,
ZONING ORDINANCE,
and WAYFINDING SIGN**
**In the
Town Center Area**

January 31, 2013

Overview

The City of Novi, MI (2010 population of 55,224, located in Oakland County, SE Michigan) is soliciting proposals from qualified and experienced Planning, Traffic Engineering or similar professional firms to assist the Community Development Department with review and analysis of Main Street/Town Center areas of the City of Novi. Located at a main crossroads of Novi Road and Grand River Avenue near the center of the City of Novi, the area has historically been referred to as the “four corners”, and contains a mixture of older commercial buildings with newer developments. The City has maintained focus on the Town Center area since the 1980s with various Master Planning efforts, steering committees, design guidelines and ordinance standards.

Zoning ordinance standards for the study area's properties south of Grand River Avenue (TC-1) have allowed mixed use developments with shallow front yard setbacks and have resulted in a number of urban-style developments on Main Street. North of Grand River, the area is primarily zoned TC, allowing for commercial land uses such as those found in the Town Center shopping center. Throughout the two districts, focus has remained on quality brick and stone construction of buildings, design standards to complement the construction, and provision for pedestrian and streetscape amenities. There have been recent redevelopment activities and land ownership changes throughout the district, and strong public investment and planning for infrastructure improvements in this area.

Due to the public and private reinvestment in these areas, the renewed energy brought by new land owners, and because more than 25 years have passed since the Town Center area was first envisioned, the City of Novi now seeks professional proposals for the purposes of entering into a contract with one or more qualified firms to review the provisions of the Master Plan, Zoning Ordinance standards, and the Town Center Design Guidelines standards for this key area of the City, particularly in reference to the vision for the area moving forward, the intended design guidelines, and the pedestrian orientation of the district.

It is expected that the consultant services will be a part of a collaborative effort with members of the Community Development staff, Department of Public Services, the Planning Commission, and community stakeholders. Independent professional policy and land use recommendations are encouraged.

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Background

In the mid-1980s the City of Novi undertook a detailed study of the planned future development of the "Town Center" area located on both the east and west sides of Novi Road, and both north and south of Grand River Avenue. A Town Center Design and Development Study was completed in 1986. Zoning Ordinance provisions were adopted for the Town Center TC and TC-1 Districts. The Design and Development Study was made a part of the Zoning Ordinance, most notably in reference to development amenities, such as exterior lighting, paved activity nodes, street/sidewalk furniture, safety paths, screening walls and planters, and other amenities.

In the intervening years, numerous public and private developments have taken place in and around the Town Center area, including the following developments:

- Town Center Shopping Center (and many outlot developments),
- Walmart Superstore
- Main Street former Vic's Market/Luna property
- Main Street east, Main Street Atrium, Main Street Court
- City Center Plaza Shopping Center (and several outlot buildings).
- Shirvanian office building
- Dara Place
- Loiselle/Blinds-To-Go building
- Fidelity office building

Several public improvements have taken place recently:

- Resurfacing of Grand River Avenue east of Novi Road, with additional intersection and driveway improvements, and pedestrian crossings
- Novi Road has been widened to five lanes south of Grand River Avenue with a bridge constructed over the railroad tracks
- Reconstruction of Crescent Drive extension west of Novi Road (fka Fonda Drive)

Ordinance modifications have taken place including the following recent examples:

- TC-1 ordinance was modified in 2007 to allow for taller buildings and denser development than originally anticipated
- TC-1 ordinance was modified in 2012 to allow limited drive-through restaurants

Anticipated public projects in this area:

- Replacement of street light poles and fixtures in the TC and TC-1 areas
- Extending Crescent Drive to Grand River Avenue
- Flint Street reconfiguration from Novi Road to a connection on the south side of Grand River with Crescent Drive

Additionally, a site plan was approved for the redevelopment of the Big Boy Restaurant at the northwest corner of Novi Road and Crescent Drive for a new retail center. The former Mohawk Liquor/Novi Expo Center building was demolished recently, with renewed interest in redeveloping the property, potentially for an office/mixed use development as recommended in the 2010 Master Plan for Land Use.

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Project description

Proposals are being solicited to hire a professional consultant to assist in preparing the following reports and recommendations for areas currently zoned TC and TC-1, Town Center on all four quadrants of the intersection of Grand River Avenue and Novi Road (See Attachment C, Study Area Location Map):

1. Town Center and Main Street Areas Master Plan Recommendations

The existing Master Plan for Land Use recommendations will be reviewed in consideration of community character of public and private space for the properties in and around the four quadrants of the Main Street/Town Center areas. A focus of the study will be to review the intent of these areas as it relates to existing and planned land uses, pedestrian/vehicular mix, streetscape, sign, and street lighting standards. Design guideline standards will be recommended that will create a vibrant, mixed-use Town Center area. Through review and discussion with various stakeholders, the study will identify the desired vision of high-quality public and private spaces defined by a variety of building types and uses, considered public open space design and function, consistent street lighting, and appropriate pedestrian and vehicular access.

The following tasks will be undertaken in order to review the Master Plan for Land Use recommendations and identify any potentially refreshed recommendations based on the current conditions and public input received. Among the steps needed to accomplish this may be the following:

- Conduct site visits for review and documentation of existing conditions.
- Review of background information including Master Plan, zoning ordinance, design guidelines, identified planning studies.
- Conduct interviews with stakeholders including, property owners, community groups, City Planning Commission and City staff
- Develop and conduct an online survey
- Conduct one or more public input sessions with stakeholders, business owners and the general public.
- Review results with staff and the Planning Commission
- Review Master Plan Goals and Objects for possible updates
- Review the Town Center Design and Development Study of 1986, and the updated references, and prepare recommendations for updated street furniture, pedestrian nodes and signature features, as needed.
- Prepare Master Plan Concepts for Land Use recommendations, including recommendations to update Town Center Design Guidelines
- Prepare report with findings and alternatives for recommendation
- Present report to the Planning Commission and City Council, as needed.

2. Zoning Ordinance Standards for the TC and TC-1 districts (Two alternatives)

Following the review of the Master Plan, the intent is to identify revised Zoning Ordinance language to address any recommended Master Plan goals, as needed. The consultant will review the Zoning Ordinance provisions for the TC and TC-1 Town Center Zoning Districts and make recommendations for changes based on the findings of the Master Plan Review. Consultant shall draft ordinance language for review by the City Staff and City Attorney's Office.

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Recommended ordinance language will be presented to the Planning Commission and the City Council for consideration and approval.

Consultant firms are asked to address the following two alternatives:

- a. New ordinance provisions that are consistent with and build upon existing successful ordinance standards, and which are easily incorporated into current structure of the City's Zoning Ordinance.
- b. More extensive ordinance updates, including graphics and/or form-based elements as a supplement or replacement to the provided text.

3. Wayfinding Signage

Review the physical layout of the Town Center area and make recommendations to improve wayfinding signage in and around the area, and to increase visibility of key destinations, transportation options and improve traffic circulation. Design messages, location and graphics concepts will be prepared and presented to the Planning Commission and the City Council for review.

Background information for review:

For three areas of study, the selected consultant will review the following studies and other prepared information:

- Master Plan for Land Use 2004, 2008 and [2010](#).
- Current and historic land use and zoning [maps](#) for the areas under study as prepared and collected by the Community Development Department.
- Studies and reports prepared and updated by the Community Development Department including the Four Corners Study [here](#).
- The [Non-Motorized](#) Master Plan.
- The [Commercial](#) Land Use Analysis.
- Available and projected utility infrastructure for the study area: Current stormwater and Water Master Plans, and Sanitary Sewer Capacity Study.
- Development activities throughout Novi as shown on the [Projects Map](#).
- Several recent proposals made to the City to modify the land uses, zoning and development within the identified study area.
- General information regarding the City is available at cityofnovi.org

Project Objectives:

- To review the existing Master Plan for Land Use and additional information to determine if the existing land use plans, design guidelines and recommendations match the vision of the area by the community and affected stakeholders. If after study, any modifications to the established plan are recommended, the consultant will develop a clear land use plan with appropriate rationale for modification. Zoning Ordinance recommendations will be provided following the Master Plan review, as needed.
- To provide graphics of the highest professional quality.
- To provide the update to the Master Plan for Land Use and all its components, graphics, etc. in a format that is adaptable to the City's web page.
- To conduct progress briefings with the City staff, Planning Commission and City Council.

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- To conduct public forums to solicit opinions from residents, business persons and landowners regarding the future direction of the City.
- To ensure the final product is consistent with State Law and supports City policies for regulating development.
- To be available and ready to provide any expert testimony before policy or legal bodies as necessary for purposes of explaining the rationale for the Plan.
- Recommendations from this study may be used as the basis for future commercial corridor planning, especially with regard to landscaping treatments, special pavement details and street lighting.

Work Products:

On acceptance of the final product by the City, the consultant will provide document in a digital format on a CD in a format compatible with the City's systems. The final plan shall be in a form adaptable for posting on the City's web site and GIS systems, as needed.

Experience and approach:

All RFP responses must contain the following information:

1. Background of the firm – History, areas of expertise, location, size and resource capabilities to perform the required services and meet the minimum qualification requirements.
2. Staff Selection – Provide resumes of individuals who will be performing these services and indicating the functions that each person will carry out.
3. Work Plan and Scheduling – Statement of understanding of the general scope of services. Description of proposed approach and activities to be accomplished including scope of work, project schedules, and deliverables for each of the tasks. Include amount of time needed to complete each individual task and the time to allow staff to review and respond to submitted material. Identify how and when communication and coordination efforts with the City's Deputy Director of Community Development and assigned staff planner will be provided.
4. Community Outreach and Public Participation - The consultant is asked to provide the proposed methodology and number of public forum(s) proposed to solicit opinions from residents, business persons, and landowners regarding the future direction of the City. One option is to hold an open public input session for interested community members, followed by a second public input session for property owners and businesses in the study area.
5. Firm Qualifications – Description of the firm's experience in managing projects similar to the each aspect of the Town Center project (Master Plan Review, Zoning Ordinance language, Wayfinding signage). Include any details related to working with City staff and boards and commission members, and in preparing and presenting materials at public workshops and public hearings. List similar projects including the following information:
 - a. Project name and location;
 - b. Brief description of project and firm's responsibilities;
 - c. Preparation date;
 - d. Budget; and

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- e. Contact name, address, and phone number for client.
6. References - A minimum of three (3) references from entities that received services from the firm. The City of Novi reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
 - a. Client name
 - b. Project description
 - c. Project start and end dates
 - d. Client contact name, telephone number and email address.
7. Cost – In a **separate, sealed envelope** provide Cost of services as provided in Attachment A. Include not-to-exceed fee amount for completing the entire project as described in the work plan and scheduling section. Proposals shall remain valid until at least December 30, 2013, and may not be withdrawn until after that date. Firms are encouraged to bid on any or all parts of the project.

Proposal Evaluation:

Proposals will be evaluated based upon:

- Evaluation of professional qualifications and capabilities of the firm and its project management and assigned personnel to perform requested services;
- Demonstration of a clear understanding of the project;
- Evaluation of the work plan and scheduling;
- Related experience with similar types of projects; and
- References.

The City reserves the right to accept or reject any or all proposals, waive or modify proposal requirements, waive informalities, allow correction of errors or omissions, negotiate individually with one or more proponents, request supplemental proposals and/or additional information, and to select and award a contract to a qualified consultant determined by the City Council, in its discretion, to be in the best interest of the City considering all factors. A team of City of Novi staff will review qualifications of firms and make a recommendation to the City Council. At that point, fee proposals will be opened and the terms and conditions of a contract that can be recommended by the City Staff to the City Council will be negotiated.

Any recommendation by City Staff and acceptance of a proposal by the City Council shall not be binding on the City and may be withdrawn for at least ten (10) days after the date of acceptance and until the selected consultant has submitted the signed contract and satisfied all insurance and other acceptance conditions. During the period of time the City acceptance may be withdrawn, the City reserves the right to continue to review, evaluate and investigate all proposals and consultants, and for any reason approved by the City Council, may withdraw the acceptance of a proposal.

Professional approach:

The consulting 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. The firm will comply with the regulations, laws, ordinances and requirements of all levels of government applicable to this project, including the Michigan Planning Enabling Act,

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PA 33 of 2008, as amended , and the Michigan Zoning Enabling Act, PA 110 Of 2006, as amended. Please include acknowledgement of the above.

Mandatory Requirements:

These guidelines are provided to assist firms submitting in response to this request in formulating a thorough response. The successful firm ensures and understands that:

- All licenses required by the State of Michigan are to be maintained by the firm during the course of the contract.
- All required insurances will be maintained by the firm for the duration of contract.
- The firm will provide a single point of contact for the duration of the contract.
- The firm will ensure completion of the project in accordance with the proposed timeline as proposed by the consultant and approved by the City.
- 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.

Disclosures:

Proposal shall indicate any existing or potential conflicts of interest with the City and other private parties the consultant represents. Detail property and assets owned by the firm within the City of Novi and full disclosure of the consultant's involvement in all City of Novi projects.

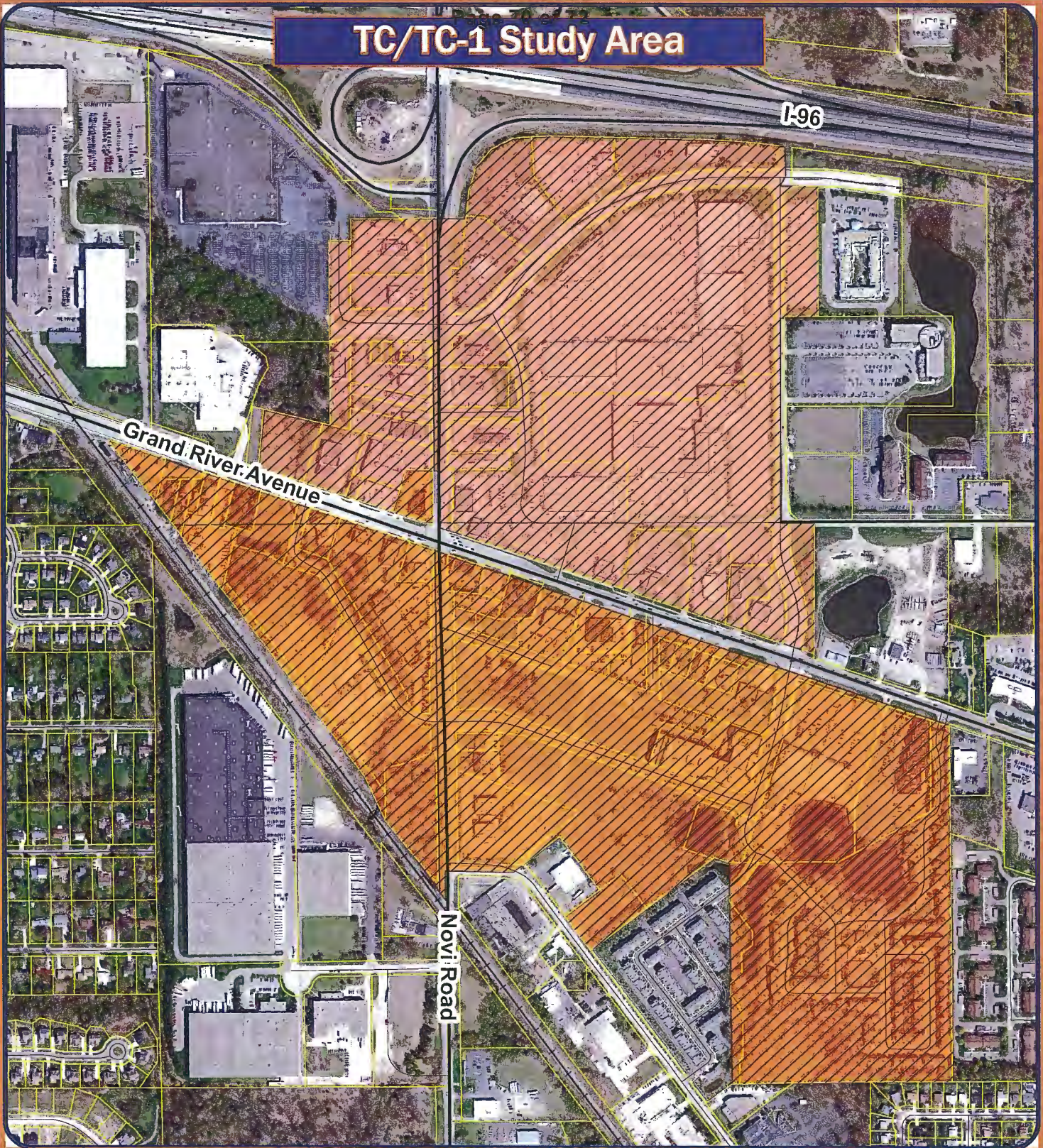
Insurance:

See Attachment B.

Anticipated Schedule:

RFP Issued:	January 31, 2013
RFP Response Due:	February 26, 2013 by 3:00 P.M.
Selection of Consultant:	March 12, 2013
Award Contract:	March 25, 2013
Completion of Contract Work:	September 1, 2013

TC/TC-1 Study Area






Map Author: Kristen Kapelanski
 Date: 01/29/13
 Project: Town Center Study
 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, accessible 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 or Statute in Michigan Public Act 112 of 1970 as amended. Please contact the City GIS Manager for additional source data accuracy information related to this map.

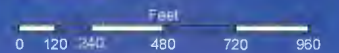
Legend

-  Study Area
-  TC: Town Center District
-  TC-1: Town Center -1 District



City of Novi

Planning Division
 Community Development
 45175 W Ten Mile Rd
 Novi, MI 48375
 cityofnovi.org



1 inch = 612 feet

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CITY OF NOVI

**CONSULTANT SERVICES -
MASTER PLAN FOR LAND USE,
ZONING ORDINANCE,
AND WAYFINDING SIGN**

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. Does the City have a budget for the project?

Answer: The City does not have an established budget for the three projects outlined in the RFP.

2. Is anything in particular driving the September 1 deadline?

Answer: There is not a specific reason for the September deadline, just on-going interest for development and redevelopment projects in the study area has heightened the need to reevaluate the master plan and ordinances.

Sue Morianti
Purchasing Manager

Notice dated: February 19, 2013



CITY OF NOVI

**CONSULTANT SERVICES -
MASTER PLAN FOR LAND USE,
ZONING ORDINANCE,
AND WAYFINDING SIGN**

ADDENDUM #2

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 are one hundred eleven (111) pages of written addenda description.

CLARIFICATION:

This addendum consists of the Town Center Design and Development Study of 1986.

Sue Moranti
Purchasing Manager

Notice dated: February 19, 2013

SCHEDULE B

SCHEDULE B

CITY OF NOVI INSURANCE REQUIREMENTS

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.
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
Indemnity/Hold Harmless

1. The Contractor agrees to save harmless and defend the City against and from any or all liability, loss or damages (including without limitations, fees and expenses of attorneys, expert witnesses and other consultants) which the City may suffer as a result of claims, demands, costs, or judgments against it arising from, out of or in consequence of the performance of this Agreement, excepting only such liability, loss or damage as shall have been occasioned by the sole negligence of the City of Novi, its officers, agents or employees.
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 race, color, sex, age, or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. 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.