



CITY of NOVI CITY COUNCIL

Agenda Item F
March 26, 2018

SUBJECT: Approval to award engineering services to Orchard, Hiltz & McCliment – Advisors (OHM) for Safe Routes to School Grant Application Assistance in the amount of \$49,000.00.

SUBMITTING DEPARTMENT: Department of Public Services, Engineering Division

CITY MANAGER APPROVAL: *KA*

EXPENDITURE REQUIRED	\$ 49,000.00
AMOUNT BUDGETED	\$ 50,000.00
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	204-204.00-974.464

BACKGROUND INFORMATION:

The City and the Novi Community School District (NCSD) are working together to pursue a Safe Routes to School (SR2S) Federal Grant opportunity. The SR2S objective is safe and convenient routes to school for children from kindergarten up to eighth grade, including those with disabilities. Staff received a Request for Proposal from consulting engineer OHM to assist the Engineering Division in facilitating the application process for the SR2S grant. The services offered by OHM for this grant opportunity include the following items:

- Project initiation between Novi, NCSD and the Michigan Fitness Foundation (MFF).
- Campus survey analysis following the surveys administered by MFF and NCSD.
- Walking audits for each campus to determine recommendations for improvements.
- An action plan brainstorming session to prioritize problems and solutions.
- Attending a public meeting for affected residents.
- Infrastructure and Non-infrastructure grant submittal assistance.

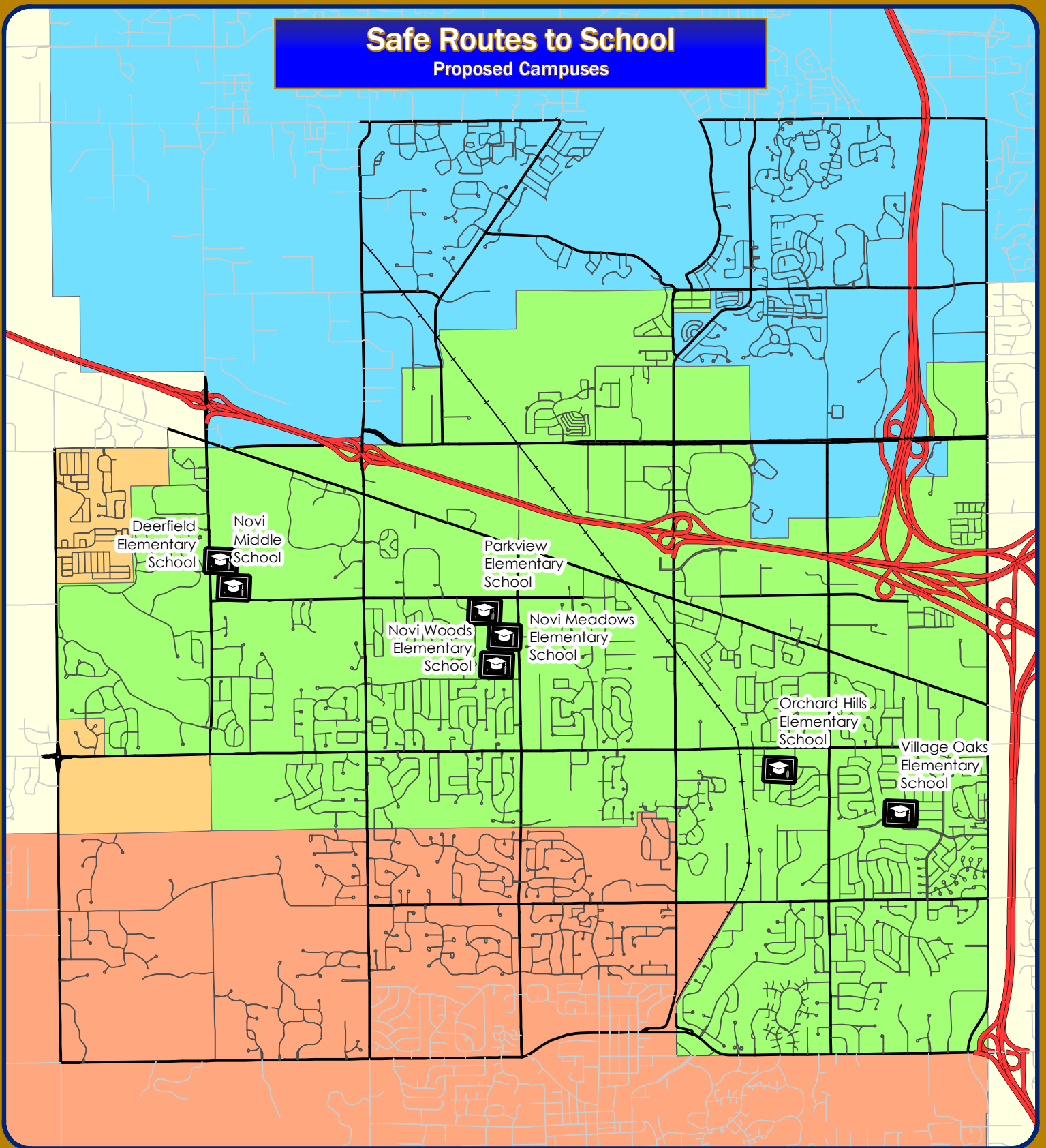
The attached *Safe Routes to School Grant Application Assistance* proposal, as executed by OHM, outlines the scope of services in more detail. The engineering services fee is a lump sum of \$49,000.00, determined by professional assistance provided to coordinate the grant application process for seven (7) campuses in NCSD.

The Engineering Division has reviewed the scope of services proposal and hereby recommends approval.

RECOMMENDED ACTION: Approval to award engineering services to Orchard, Hiltz & McCliment – Advisors (OHM) for Safe Routes to School Grant Application Assistance in the amount of \$49,000.00.

Safe Routes to School

Proposed Campuses



Map Author: Joseph Akers
 Date: March 9, 2018
 Project: Safe Routes to School (SR2S)
 Version #: 1

Amended By:
 Date:
 Department:

MAP INTERPRETATION NOTICE

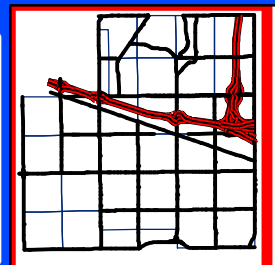
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate 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.

Map Legend



SR2S Campus Selections

- Novi Community School District
- South Lyon Community School District
- Walled Lake Consolidated School District
- Northville Public Schools



City of Novi

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



1 inch = 4,505 feet





ARCHITECTS. ENGINEERS. PLANNERS.

February 28, 2018

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

**RE: Safe Routes to School Grant Application Assistance
City of Novi**

Dear Mr. Herczeg:

The City of Novi (Novi) and Novi Community School District (NCSD) wish to pursue the Safe Routes to School (SR2S) Grant opportunity available to improve the pedestrian and bicycle infrastructure for the community. This letter presents our proposed scope of services and fee to assist in the process of applying for this grant.

Project Approach Overview

This proposal outlines the tasks to be completed by OHM Advisors in preparing the SR2S applications for each of the following campuses: Deerfield, Novi Meadows, Novi Woods, Orchard Hills, Parkview, and Village Oaks Elementary Schools and Novi Middle School.

Scope of Services

Task #1 Project Initiation (\$3,000)

This task consists of initial coordination between Novi, NCSD and Michigan Fitness Foundation (MFF). A project kickoff meeting will be held for all interested parties to outline the grant process, assign responsibility and gather additional information. In addition, OHM will assist with registering all the school campuses that will participate in this process in the online application portal and scheduling the individual school planning sessions.

Task #2 Campus Survey Analysis (\$3,000)

Utilizing existing student data, MFF will assist NCSD in administering surveys to both the parent and student populations. The survey will collect information regarding the number of current walkers/bikers, the level of parental support for SR2S, concerns with existing pedestrian facilities, and student preferences. These survey results will be analyzed by OHM to find patterns of concerns which can be alleviated with improved infrastructure prior to individual campus assessments occurring. This analysis will be used to help facilitate the school planning sessions, at which time campus action plans will be developed.

Task #3 Walking Audit (\$5,000)

A walking audit will be completed at each participating campus to raise awareness of the importance of SR2S, to determine recommendations for improving current routes, and to brainstorm ideas for encouraging this healthy lifestyle in our students. OHM will provide maps of existing infrastructure for use during these discussions, will be part of the walking audit team, and will document findings of the audit for the SR2S application (both photographic and written). A single campus walking audit will typically last up to two hours.



Task #4 Action Plan (\$20,000)

Directly following the walking audit, an action plan brainstorming session is proposed to occur. During this session, the SR2S campus team will identify and prioritize problems, as well as solutions in one of four SR2S categories: Engineering, Education, Encouragement and Enforcement. OHM will facilitate these discussions, record the recommendations, and complete the action plan worksheet for each campus. The action planning meeting also typically has a two hour duration.

Additionally, OHM will estimate project costs for the engineering recommendations (ie infrastructure improvements) that are identified as high priorities. These costs will then be presented to the decision makers for Novi and NCSD to determine what will be included in the grant application. Once grant priorities are determined, OHM will create campus priority maps, cross sections of proposed improvements, plan view sketches utilizing GIS parcel information and finalize cost estimates for each campus.

Task #5 Public Meeting (\$4,000)

Obtaining public input once infrastructure projects are determined will be key to a successful SR2S project. Typically, this is accomplished by notifying property owners that will have improvements adjacent to their properties of the proposed project during an open house style public meeting. OHM will provide materials for notifications and display maps for this meeting in addition to attending one evening meeting.

Task #6 Infrastructure Grant Submittal (\$12,000)

OHM will complete all sections of the online application for SR2S, including assisting with obtaining principal letters of support, city council, school board and road commission resolutions, compiling and uploading student and parent survey results, student transportation tally results and school demographic information, as provided by NCSD. Finalization of the infrastructure recommendation documentation will also occur in this task. One meeting is anticipated to be required after the application is submitted and reviewed by MFF and MDOT for clarification and distribution of any review comments. OHM will attend one review meeting and address review comments that do not substantially change the intent of the SR2S project team’s original recommendations prior to a final submittal.

Task #7 Non-infrastructure Grant Assistance (\$2,000)

OHM will assist Novi and/or NCSD in the assembly of the non-infrastructure grant application. Information regarding the proposed programming, and the associated budgeting, to encourage and educate the students on the benefits and ability to walk or bike to school **will not be provided by OHM**. These program descriptions and budgets will need to be prepared by the NCSD staff that will implement said programming. Additionally, any partnership with local law enforcement to provide enforcement activities will need to be fostered by Novi and/or NCSD. Information regarding these activities will need to be provided to OHM for inclusion in the non-infrastructure grant application.

Budget

#	Tasks	Fee
Task #1	Project Kickoff/ School Registration	\$3,000
Task #2	Campus Survey Analysis	\$3,000
Task #3	Walking Audit	\$5,000



<i>Task #4</i>	<i>Action Plan</i>	<i>\$20,000</i>
<i>Task #5</i>	<i>Public Meeting</i>	<i>\$4,000</i>
<i>Task #6</i>	<i>Infrastructure Grant Submittal</i>	<i>\$12,000</i>
<i>Task #7</i>	<i>Non-infrastructure Grant Assistance</i>	<i>\$2,000</i>
	<i>Grand Total =</i>	<i>\$49,000</i>

Contract Terms and Conditions

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

Assumptions

The following summarizes our assumptions with this proposal:

- MFF will facilitate the gathering of the school demographics and the collection and summarization of the survey and transportation tally data.
- Education and Encouragement Programming will be completed by Novi and/or NCSD. Description and budgeting of said programming will be provided to OHM for inclusion in the non-infrastructure grant application.
- No engineering design, construction services or easement acquisition for recommended infrastructure improvements is included in this proposal. An additional scope will be provided prior to the beginning of that phase of this project for design and construction services.

Acceptance

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

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

Sincerely,

OHM Advisors



 Jessica L. Katers, P.E.
 jessica.katers@ohm-advisors.com
 D: 734.466.4594

Authorization to Proceed

 Signature Date

 Printed Name Title