

CITY of NOVI CITY COUNCIL

Agenda Item O
July 12, 2010

SUBJECT: Approval to award professional services contract to Greenway Collaborative, Inc. for preparation of a Non-Motorized Master Plan in the amount not to exceed \$49,831, utilizing a portion of the City's Energy Efficiency and Conservation Block Grant funding.

SUBMITTING DEPARTMENT: Community Development - Planning ^{Bauz}

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$49,831
AMOUNT BUDGETED	\$ -0- To be included in first quarter budget amendment
APPROPRIATION REQUIRED	\$49,831
LINE ITEM NUMBER	101-807.00-823.200

BACKGROUND INFORMATION:

On May 29, 2009, City Council directed staff to include a request for funds to complete a Non-Motorized Master Plan as part of the City's Energy Efficiency and Conservation Block Grant (EECBG) application. On December 29, 2009, the City Council approved an EECBG application that included a request for \$50,000 to complete a Non-Motorized Master Plan. The U.S. Department of Energy subsequently approved the grant application.

A Request for Proposals (RFP) for firms interested in preparing a Non-motorized Master Plan for the entire City of Novi was issued on May 10, 2010. This RFP was combined with the RFP for the ADA Compliance Plan (being awarded elsewhere on this agenda) as these two projects have some interrelated components, potentially allowing award of both projects to the same firm. However, following review of the proposals, and interviews with the top three for each project, it was determined that the projects would be recommended to be awarded to two separate firms, each specializing in one of the project types.

The City received proposals from eight firms. The proposals were evaluated by 5 staff members from Community Development and the Department of Public Services utilizing a Qualified Based Selection (QBS) process. The QBS process evaluated each firm's proposal based on the following set of criteria:

- Evaluation of approach and understanding of the project;
- Proposed staff and relevant experience (general experience with similar types of projects / has firm completed similar projects for other municipalities);
- Analysis of subjective statements (what makes the firm stand out and evaluation of value-added items);
- Proposed completion schedule; and
- Cost.

The following chart summarizes the QBS results for the firms interviewed and the total fee.

Firm	QBS Points	Proposed Fee	Proposal Rank
Greenway Collaborative, Inc.	3,597.5	\$49,831	1
McKenna Associates	3,332.5	\$49,178	2
Landscape Architects and Planners, Inc.	3,217.5	\$49,969	3

Staff from Community Development Department and the Department of Public Services interviewed the top three ranked firms. Based upon the interviews and overall proposals, staff recommends the selection of Greenway Collaborative, Inc. in association with Wade Trim and Active Transportation Alliance.

The deliverables will be a Non-Motorized Master Plan and presentation for adoption, expected to be completed by December 2010. Greenway Collaborative has experience in the City of Novi as the non-motorized consultant in association with the Corradino Group for MDOT's Transportation Plan for the I-96/I-696/I-275 Corridor Plan in Novi and Wixom. The Greenway Collaborative also has experience producing non-motorized plans for several communities. Greenway Collaborative proposes a multi-faceted approach that includes public input and outreach, evaluating the City's non-motorized inventory, expanding upon the City's existing prioritization process to produce a network plan, recommending policies, programs and guidelines, and estimating the costs associated with implementing the Non-Motorized Master Plan.

A bid tabulation sheet and agreement (including the City's RFP and the Consultant's bid proposal) are attached.

RECOMMENDED ACTION: Approval to award professional services contract to Greenway Collaborative, Inc. for preparation of a Non-Motorized Master Plan in the amount not to exceed \$49,831, utilizing a portion of the City's Energy Efficiency and Conservation Block Grant funding.

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

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

CONSULTING AGREEMENT

This Agreement shall be considered as made and entered into as of the date of the last signature hereon, and is between the City of Novi, 45175 W. Ten Mile Road, Novi, MI 48375-3024, hereafter, "City," and Greenway Collaborative, Inc., whose address is 214 Nickels Arcade, Ann Arbor, MI 48104, hereafter, "Consultant."

RECITALS:

The City desires to engage the services of the Consultant for the Non-Motorized Master Plan project. The Consultant desires to provide such services, as set forth below and in the attached and incorporated Exhibits, under the terms and conditions hereof.

NOW, THEREFORE, in consideration of the foregoing, the City and Consultant agree as follows:

Section 1. Work.

For and in consideration of payment by the City as provided under the "Payment for Consulting Services" section of this Agreement, Consultant shall perform the work described in the manner provided or required by the following Contract Documents, which are attached to and made a part of this Agreement as Exhibits A through C, all of said work to be done in a competent, efficient, timely, good and workmanlike manner, in accordance with the customary standard of care, and in compliance with all terms and conditions of this Agreement.

Exhibit A	Work Description
Exhibit B	Consultant's Proposal, including Fee Proposal dated June 8, 2010.
Exhibit C	City's Request for Proposals dated May 10, 2010, Addendum #1 dated May 21, 2010 and Addendum #2 dated May 28, 2010.

Section 2. Payment for Consultant Services.

1. Basic Fee. A not to exceed fee of \$49,831.
2. Payment Schedule for Basic Fee.

Consultant shall submit monthly statements for Basic Services rendered. The statements shall be based on the portion of the total services actually completed for each task as set forth in Exhibit A at the time of billing. The

monthly statements shall be accompanied by a written description of the status of project progress for that month. The City shall confirm the correctness of such statements, and may use the City's own Planner or Consultant for such purposes. Upon such confirmation, the City shall pay the amount owed within 30 days.

Section 3. (omitted)

Section 4. Ownership of Plans and Documents; Records.

1. Upon completion or termination of this agreement, all documents prepared by the Consultant, including tracings, drawings, estimates, specifications, field notes, investigations, studies, etc., as instruments of service shall become the property of the City.

2. The City shall make copies, for the use of the Consultant, of all of its maps, records, laboratory tests, or other data pertinent to the work to be performed by the Consultant under this Agreement, and also make available any other maps, records, or other materials available to the City from any other public agency or body.

3. The Consultant shall furnish to the City, copies of all maps, records, and field notes that were developed in the course of work for the City and for which compensation has been received by the Consultant.

Section 5. Termination.

1. This Agreement may be terminated by either party upon fourteen (14) days' prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.

2. This Agreement may be terminated by the City for its convenience upon three (3) days prior written notice to the Consultant.

3. In the event of termination, as provided in this Article, the Consultant shall be paid as compensation in full for services performed to the date of that termination, an amount calculated in accordance with Section 2 of this Agreement. Such amount shall be paid by the City upon the Consultant's delivering or otherwise making available to the City, all data, drawings, specifications, reports, estimates, summaries, and that other information and materials as may have been accumulated by the Consultant in performing the services included in this Agreement, whether completed or in progress.

Section 6. Disclosure.

The Consultant affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the

right to vote upon, or any other direct influence on the selection of consultants to provide professional design services to the City within the two years preceding the execution of this Agreement. A campaign contribution, as defined by Michigan law shall not be considered as a valuable gift for the purposes of this Agreement.

Section 7. Insurance Requirements.

1. The Consultant shall maintain at its expense during the term of this Agreement, 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 Consultant shall procure and maintain during the life of this Agreement, 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 Consultant shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) per occurrence and/or aggregate.

2. The Consultant shall be responsible for payment of all deductibles contained in any insurance required hereunder.

3. If, during the term of this Agreement, changed conditions or other pertinent factors should in the reasonable judgment of the City render inadequate insurance limits, the Consultant will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be effected at the Consultant'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.

4. All policies shall name the Consultant 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. Commercial General and Automobile Liability policies shall name the City of Novi, its officers, agents and employees as additional insured. Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Attn: Purchasing Department, 45175 West Ten Mile Road, Novi, Michigan 48375-3024 prior to commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.

5. If any work is sublet in connection with this Agreement, the Consultant shall require each sub-consultant to effect and maintain at least the same types and limits of insurance as fixed for the Consultant.

6. The provisions requiring the Consultant to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Consultant under this Agreement.

7. The City has the authority to vary from the specified limits as deemed necessary.

Section 8. Indemnity and Hold Harmless.

The Consultant agrees to hold harmless and indemnify the City, its officers, agents, employees from and against all claims, demands, suits liability, losses, damages or costs (including reasonable attorney fees and defense costs) arising out, of or resulting from the Consultant's tortious or negligent acts, errors, or omissions in performing this Agreement.

Section 9. Nondiscrimination.

The Consultant 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 Consultant 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 4563) and will require a similar covenant on the part of any consultant or subcontractor employed in the performance of this Agreement.

Section 10. Applicable Law.

This Agreement is to be governed by the laws of the State of Michigan and the City of Novi Charter and Ordinances.

Section 11. Approval; No Release.

Approval of the City shall not constitute nor be deemed release of the responsibility and liability of Consultant, its employees, associates, agents and

consultants for the accuracy and competency of their designs, working drawings, and specifications, or other documents and work; nor shall that approval be deemed to be an assumption of that responsibility by the City for any defect in the designs, working drawings and specifications or other documents prepared by Consultant, its employees, subcontractor, agents and consultants.

After acceptance of final plans and special provisions by the City, Consultant agrees, prior to and during the preparation of this plan, to perform those consulting services as may be required by City to correct errors or omissions on the original plans prepared by Consultant and to change the original design as required.

Section 12. Compliance With Laws.

This Agreement and all of Consultant's work and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because the City 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 Agreement.

Davis-Bacon Act: The Consultant agrees to comply with the requirements of the Davis-Bacon Act as it applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. All laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the Act are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act).

American Recovery and Reinvestment Act: The Consultant shall comply with the provisions of the American Recovery and Reinvestment Act (ARRA) for EECBG projects.

The Buy American provision in the American Recovery and Reinvestment Act of 2009 (section 1605 of Title XVI), provides that, subject to three listed exceptions (non-availability, unreasonable cost, and inconsistent with the public interest), none of the funds appropriated or otherwise made available by the Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all the iron, steel, and manufactured goods used are produced in the United States. The law also requires that this provision be applied in a manner consistent with U.S. obligations under international agreements.

The provisions of this guidance apply to all recipients, sub-recipients and contractors working on projects using Recovery Act funding. The Buy American Recovery Act provisions only apply to projects funded under the Recovery Act

for the construction, alteration, maintenance or repair of a public building or public work.

The contractor shall provide all necessary documentation to meet the ARRA Buy American Provision including but not limited to manufacturer information of all newly installed equipment, invoices for new equipment, and certification from the manufacturer that the new equipment was manufactured in America.

Waste Stream Management: The Consultant shall satisfy Waste Stream Conditions by obtaining and supplying waste management plans to support NEPA reviews for EECBG projects.

Waste management plans are not required for projects that do not generate waste (e.g., hiring a consultant, conducting an energy audit). Waste management plans are also not required for projects that generate only insignificant quantities of non-hazardous waste. For example, a waste management plan would not be necessary for a retrofit project with a waste stream comprising only small quantities of caulking and associated materials. Where it is not obvious that a project will generate only insignificant quantities of waste, the Grantee should submit (or, in the case of subgrant programs, keep on file) waste management plans or seek guidance from a DOE NEPA Compliance Officer (NCO) to determine whether a waste management plan is necessary.

DISCRIMINATION PROHIBITED: The Consultant shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, or marital status be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract. The Agency shall comply with all applicable regulations promulgated pursuant to the Civil Rights Act of 1964 as amended.

PROHIBITION OF POLITICAL AND RELIGIOUS ACTIVITY: There shall be no religious worship, instruction or proselytization as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations -- lobbying

revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.

Equal Employment Opportunity: The Service Agency shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Copeland "Anti-Kickback" Act: The Service Agency shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C.874) as supplemented in Department of Labor regulations (29 CFR part 3). (Applies to contracts and sub grants for construction or repair)

Debarment, Suspension, Ineligibility and Voluntary Exclusion: The Service Agency shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Contractor shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24.

Section 13. Notices.

Written notices under this Agreement shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

City: Clay Pearson, City Manager, and Maryanne Cornelius, Clerk, with a copy to Thomas R. Schultz, Secrest Wardle Lynch, Hampton, Truex & Morley, 30903 Northwestern Highway, Farmington Hills, MI 48333.

Consultant: Norman D. Cox, President

Section 14. Waivers.

No waiver of any term or condition of this Agreement 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.

Section 15. Inspections, Notices, and Remedies Regarding Work.

During the performance of the work by Consultant, City shall have the right to inspect the work and its progress to assure that it complies with this Agreement. If such inspections reveal a defect in the work performed or other default in this Agreement, City shall provide Consultant with written notice to

correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Consultant shall correct the specified defects or defaults within the time specified. Upon a failure to do so, the City may terminate this Agreement by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so a valid claim and charge against Consultant, or, preserve the claims of defects or defaults without termination by written notice to Consultant.

Section 16. Delays.

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this agreement, except as hereinafter provided.

Section 17. Assignment.

No portion of the project work, heretofore defined, shall be sublet, assigned, or otherwise disposed of except as herein provided or with the prior written consent of the City. Consent to sublet, assign, or otherwise dispose of any portion of the services shall not be construed to relieve the Consultant of any responsibility for the fulfillment of this agreement.

Section 18. Dispute Resolution.

The parties agree to try to resolve any disputes as to contract administration or otherwise in good faith. In the event that the parties cannot resolve any reasonable dispute, the parties agree to seek alternative dispute resolution methods agreeable to both parties and which are legally permissible at the time of the dispute. The parties agree to use their best efforts to resolve any good faith dispute within 90 (ninety) days notice to the other party. In the event the parties cannot resolve that dispute as set forth above, they may seek such remedies as may be permitted by law.

WITNESSES

CONSULTANT

By:
Its:

The foregoing _____ was acknowledged before me this ____ day of _____,
2010, by _____ on behalf _____.

Notary Public
_____ County, Michigan
My Commission Expires: _____

WITNESSES

CITY OF NOVI

By: David B. Landry
Its: Mayor

By: Maryanne Cornelius
Its: City Clerk

The foregoing _____ was acknowledged before me this ____ day of _____,
2010, by _____ on behalf of the City of Novi.

Notary Public
Oakland County, Michigan
My Commission Expires: _____

EXHIBIT A - WORK DESCRIPTION

Consultant shall provide the City professional consulting services in all phases of the Project to which this Agreement applies as hereinafter provided. These services will include serving as the City's professional consultant representative for the Project, providing professional consultation and advice and furnishing customary planning, civil, structural, mechanical and electrical engineering services and customary engineering services incidental thereto, as described below.

A. **Basic Services.**

[see attached proposal]

B. **Performance.**

1. The Consultant agrees that, immediately upon the execution of this Agreement, it will enter upon the duties prescribed in this agreement, proceed with the work continuously, and make the various submittals on or before the schedule specified here. The City is not liable and will not pay the Consultant for any services rendered before written authorization is received by the Consultant.
2. The Consultant shall submit and the City shall review and approve a timeline for submission of plans and/or the completion of any other work required pursuant to this Scope of Services. The Consultant shall use its best efforts to comply with the schedule approved by the City. Final products shall be submitted by December 31, 2010.
3. If any delay is caused to the Consultant by order of the City to change the design or plans; or by failure of the city to designate right-of-way, or to supply or cause to be supplied any data not otherwise available to the Consultant that is required in performing the work described; or by other delays due to causes entirely beyond the control of the Consultant; then, in that event, the time schedules will be adjusted equitably in writing, as mutually agreed between the City and the Consultant at the moment a cause for delay occurs.
4. Because the work of the Consultant must be coordinated with the activities of the City (including firms employed by and governmental agencies and subdivisions working with the City), the Consultant shall advise the City in advance, of all meetings and conferences between the Consultant and any party, governmental agency, political subdivision, or third party which is necessary to the performance of the work of the Consultant.

Exhibit "B" Consultant's Proposal, including Fee Proposal dated
June 8, 2010.



T H E G R E E N W A Y C O L L A B O R A T I V E , I N C .

June 8, 2010

Mr. Mark Spencer
City of Novi
45175 W. Ten Mile Rd.
Novi, MI 48375

RE: EECBG Non-motorized Master Plan and ADA Compliance Transition Plan

Dear Mark:

We look forward to the opportunity to continue to work with the City of Novi on improving the conditions for non-motorized transportation users, including those with disabilities. We have assembled an outstanding team to meet the needs of the two projects.

- **The Greenway Collaborative, Inc.** – a small focused firm with a solid track record of preparing non-motorized transportation plans with a similar scope to that which is proposed within.
- **Wade-Trim** – a large multidisciplinary firm with significant experience in planning and implementing non-motorized transportation projects as well as helping communities prepare ADA Transition Plans.
- **Active Transportation Alliance** -- is a nationally recognized non-profit organization founded as the Chicagoland Bicycle Federation in 1985 that works to improve the bicycling, walking and transportation environment.

Together we have the skills to effectively work with the community of Novi to usher in a new, more inclusive, era in transportation. In undertaking this challenge we think there are a few points that set us apart:

1. **We Understand the Nuances of Non-Motorized Transportation** – We are leaders and educators in the field. We don't simply understand the current AASHTO guidelines, MUTCD standards and ADA requirements; we know what is coming and are often involved in shaping that future and will craft your plan accordingly.
2. **It's Not Just Bikes for Us** – or pedestrians for that matter. It is about looking at the community as a whole: the urban form, land uses, architecture and population density to understand how a place functions and how it could be improved. We look at the entire quality of life picture so that when we are done we don't just have complete streets, we have beautiful and functional complete streets that fit their context and are treasured community assets for generations.

3. **A Passion for Our Work** – we see our work as our way to help make this a better world. We work on bicycle and pedestrian projects because they combine our skills with creating the type of places we enjoy. We are all season bicycle commuters and walkers who bring a user's perspective to the table. We have high expectations and standards for our work.

We encourage you to visit our website www.greenwaycollab.com where you may download reports from past project as well as see some of our projects in progress. As you look at many of our projects you will also notice that most all of our clients are repeat clients. That is because our clients see us as an extension of their staff – a trusted and informed resource to turn to when some new and unexpected situation arises.

As you review the proposed project approach, please consider it as a draft, our first task will be to work with you and refine to make it better fit your needs and budget.

Sincerely,



Norman D. Cox, ASLA
normancox@greenwaycollab.com

PART A EECBG – NON-MOTORIZED MASTER PLAN

1. Fee Proposal	Tab 1
2. Proposed Project Schedule	Tab 2
3. Proposed Project Approach	Tab 3
4. Team Qualifications	Tab 4
a. Roles and Responsibilities	
b. Team Overview	
c. Project Experience	
d. Key Staff Resumes	
5. Staff Allocation and Costs	Tab 5
a. Staff Allocation	
6. Rate Sheet	Tab 6

~~PART B - ADA COMPLIANCE TRANSITION PLAN~~

7. Fee Proposal	Tab 7
8. Proposed Project Schedule	Tab 8
9. Proposed Project Approach	Tab 9
10. Team Qualifications (See Part A)	Tab 10
11. Staff Allocation and Costs	Tab 11
12. Rate Sheet	Tab 12

PART A EECBG – NON-MOTORIZED MASTER PLAN

1. FEE PROPOSAL

Project	Components	Hourly Not-To-Exceed Fee
PART A* - EECBG Non-Motorized Master Plan	Non-motorized Master Plan (all items listed in specifications except as noted below)	\$27,923.00
	Inventory of existing facilities	\$6,000.00
	Public Hearing Attendance	\$7,128.00
	Maintenance Plan & Cost Estimates	\$8,780.00
	TOTAL PART A	\$49,831.00

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

Discount if awarded both parts	\$2,500
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We acknowledge receipt of the following addenda: 1 and 2

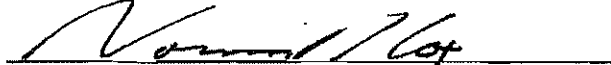
Company Name: The Greenway Collaborative, Inc.

Address: 214 Nickels Arcade, Ann Arbor, MI 48104

Agent's Name: Norman D. Cox

Agent's Title: President

Agent's Signature:



Telephone Number: 734-668-8848

Fax Number: 734-668-8820

E-mail Address: norm@greenwaycollab.com

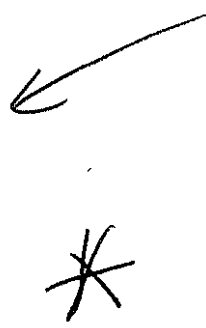
Date: June 8, 2010

2. PROPOSED PROJECT SCHEDULE

The project has been divided into five sequential tasks plus meetings with the Walkable Novi Committee. By approaching the project in this manner, each month the Walkable Novi Committee can review a manageable element of the project. At the end of the project the various elements are compiled into a final report and refined as necessary.

The proposed schedule calls for the plan to be completed by the end of 2010, provided the project commences mid-July.

Part A - EECBG Non-motorized Master Plan Schedule						
June 29, 2010	July	August	September	October	November	December
1 Inventory and Analysis	[Task Bar]					
2 Non-motorized Network Plan		[Task Bar]				
3 Policies, Guidelines and Outreach Plan			[Task Bar]			
4 Implementation Plan				[Task Bar]		
5 Documentation and Plan Refinement					[Task Bar]	
6 Walkable Novi Committee Meetings	◇	◇	◇	◇	◇	◇
7 Public Workshops		■		■		■
Legend:						
◇ Meetings with WNC (6)	TBD	8/12	9/9	10/14	11/18	12/9
	Issues & Expectations	Inventory Review & Progress	Network Review & Progress	Policies, Guidelines & Outreach	Implement. Plan & Demo	Draft Plan Review
						Plan Wrap-up
■ Public Workshops (3)		Visioning Workshop		Preliminary System Plan Workshop		Plan Presentation
■ Task Duration (6 months total)						



3. PROPOSED PROJECT APPROACH

Novi's Non-motorized Master Plan will result in a clear vision of how the city may transform its streets into outstanding attractive public spaces that are friendly to bicyclists, pedestrians and transit users while continuing to serve the needs of motorized traffic. This effort will be coordinated and designed to complement the goals of other redevelopment, stormwater mitigation, recreation, wayfinding and community enhancement efforts within the city. Together, these efforts will help Novi continue to be an attractive place to live, work and play.

Novi's Non-motorized Master Plan will offer specific recommendations for all of the primary road corridors as well as key local roadways. These recommendations will identify near-term, low-cost improvements that can be quickly implemented and affect noticeable change. The plan will prioritize more capital intensive projects based on a detailed analysis to make sure the funds expended are doing the most good. The implementation portion of the plan will also coordinate proposed improvements with street projects already in the community's capital improvement project plan so the implementation may be done efficiently. Further, the implementation plan will identify a demonstration project that may be implemented in the near-term to illustrate the potential of a complete street system.

The process employed will be based on a system developed and refined over the past year with the City of Troy, St. Clair County, City of East Lansing, City of Lansing, MDOT for the Novi Transportation Improvement Project and the City of Athens, Ohio. This process is:




- Based on a solid inventory and analysis of existing opportunities;
- Complemented by an engaging and multifaceted public input approach;
- Responds to the unique needs of a wide spectrum of users;
- Builds on existing community resources ;
- Incorporates multiple objectives (such as Safe Routes to School and storm water management); and
- Pairs physical improvements with education, encouragement, enforcement and maintenance programs.

Addressing a Wide Spectrum of Existing and Potential Users

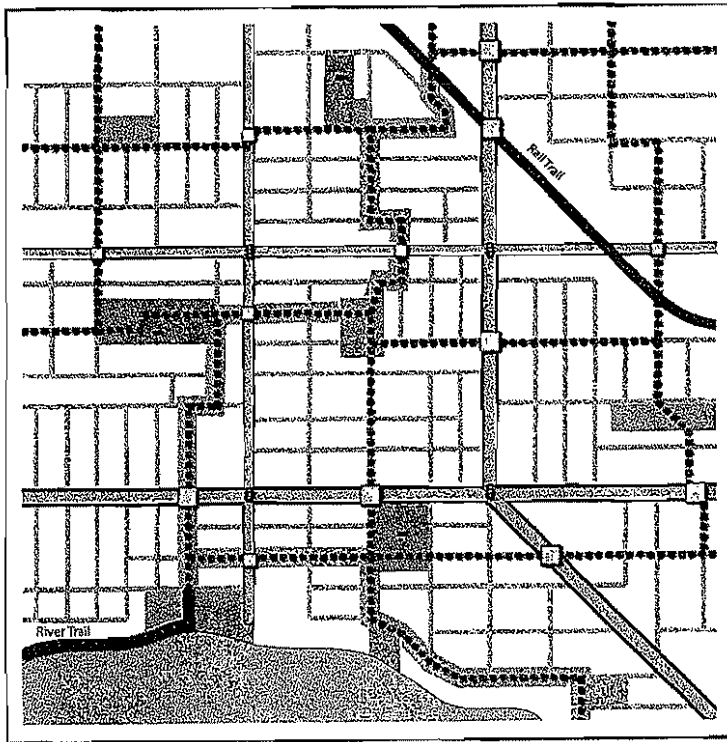
There is no such thing as a typical pedestrian or bicyclist. A single person's preferences for a walking or bicycle route may vary based on the type of trip. A person's daily commute route will likely favor directness of travel over a scenic route (but not always). An evening or weekend ride, walk or run for recreation and exercise will be based on an entirely different set of criteria. It will likely favor local roads and trails through parks and schools.

Individuals vary greatly in their tolerance of traffic, hills, weather and numerous other factors. A child will likely choose to keep to local roadways on their way to school provided they have safe ways to cross busy streets. An adult who is just starting to bicycle again will likewise shy away from busy roadways, sticking to residential roads wherever possible. But an experienced bicyclist may choose the busy road for its directness of travel. The solution therefore is not one dimensional, but rather responds to the needs of the various users and trip types. By doing so the plan addresses the needs of the majority of the community's population, not simply a small interest group. The following pages illustrate the key elements of a non-motorized network and how they come together to form a system.

Providing a Spectrum of Non-motorized Facilities

<p>COMPLETE STREETS</p> 	<p>NEIGHBORHOOD CONNECTORS</p> 	<p>OFF ROAD TRAILS</p> 
<p>Facility Types:</p> <ul style="list-style-type: none"> • Bike Lanes & Sidewalks • Sidepaths • Paved Shoulders • Shared-use Arrows • Road Crossing Improvements 	<p>Facility Types:</p> <ul style="list-style-type: none"> • Guided Routes • Named Routes • Bike and Pedestrian Boulevards • Neighborhood Greenways • Crossing Improvements Where Neighborhood Connectors Intersect Primary Roadways 	<p>Facility Types:</p> <ul style="list-style-type: none"> • Foot Trails • Soft-surfaced Trails • Hard-surfaced Trails • Road Crossing Improvements Where Trails Intersect Primary Roadways
<p>CONTEXT AREAS:</p>		
<ul style="list-style-type: none"> • Primary Roads (arterial and collector roads) 	<ul style="list-style-type: none"> • Local and Residential Roads • Connecting Pathways Through Neighborhood Parks and Schools 	<ul style="list-style-type: none"> • Major Parks and Waterfronts • Abandoned Rail Corridors • Active Rail Corridors • Transmission Corridors
<p>PRIMARY TRIP TYPES:</p>		
<ul style="list-style-type: none"> • Daily Transportation to Work and Personal Business 	<ul style="list-style-type: none"> • Mix of Daily Transportation, Safe Routes to School and Close to Home Recreation 	<ul style="list-style-type: none"> • Use Depends on Location • Recreation Destination
<p>TRIP CHARACTERISTICS:</p>		
<ul style="list-style-type: none"> • Users Typically Segregated Into Mode Specific Facilities Such as Sidewalks and Bike Lanes • Exposure to High Speed and High Volumes of Motorized Vehicle Traffic • Just as Direct a Path of Travel as Using a Motor Vehicle 	<ul style="list-style-type: none"> • More of a Shared Space, Sidewalks May or May Not Be Present • Moderate Exposure to Low Speed and Low Volumes of Motorized Vehicle Traffic • In Some Cases Trips Via Neighborhood Connectors May Be Longer Than the Same Trip Via Complete Streets 	<ul style="list-style-type: none"> • Non-motorized Users Separated from Motorized Vehicle Traffic • Minimal Exposure to Motorized Traffic at Roadway Crossings • Directness of Travel Depends on the Route and What Resources It Connects

Building a Network



Legend:

- | | | | |
|--|-------------------------|--|------------------------|
| | Signalized Intersection | | Local Road |
| | School | | Primary Road |
| | Crossing Improvement | | Complete Street |
| | Park & Recreation Areas | | Off-Road Trail |
| | School Property | | Neighborhood Connector |
| | Water | | Neighborhood Greenway |

Crossing Improvements

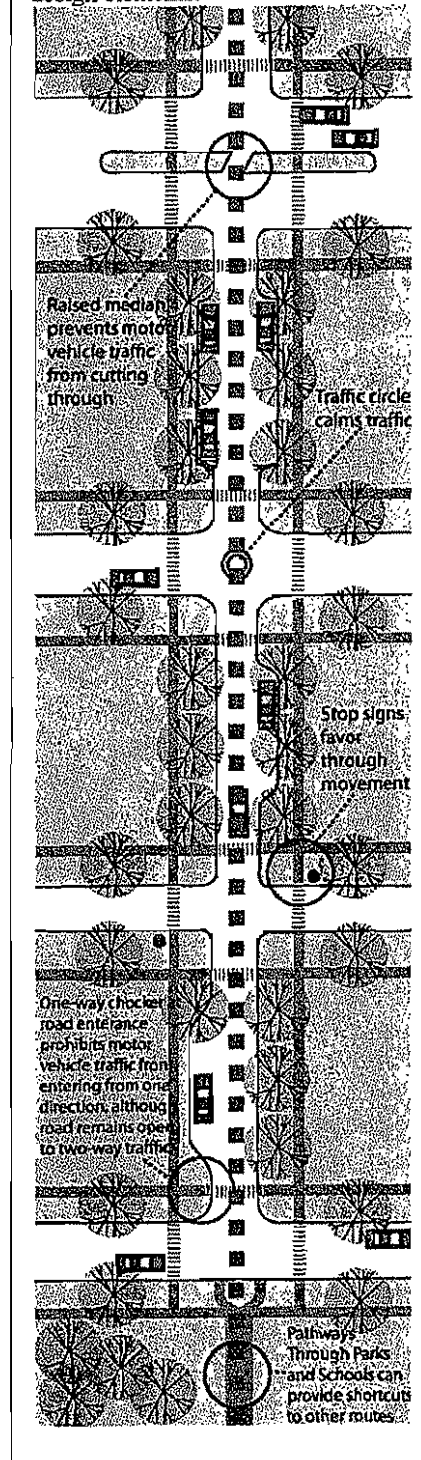


Route Identification and Wayfinding



Neighborhood Connectors

Each corridor needs to be specifically tailored to its needs by selecting the appropriate mix of design elements.

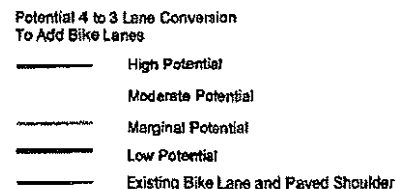
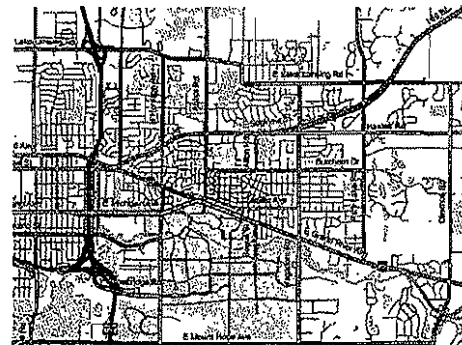


1. Inventory and Analysis

The purpose of this step is to evaluate the existing conditions and determine what is feasible. Our experience has shown that this is a most important and demanding task. A thorough understanding of the existing conditions informs the project team of the most appropriate and feasible approaches. There will be two meetings with the Walkable Novi Committee and one Public Workshop associated with this task.

Sub-Tasks:

- a) Existing On-Road Bicycle Facilities Inventory (paved shoulders, bike lanes, bike routes, etc.)
- b) Update existing Off-Road Bicycle Facilities database to an appropriately segmented centerline based asset management tool that incorporated fields related to location, width, surfacing, condition, maintenance regiments, etc.
- c) Update Planned Facilities database such that it is compatible with the updated existing facilities database
- d) Existing Sidewalk Quality Assessment (A through E rating based on degree of separation from roadway)
- e) Crosswalk Spacing Analysis (Inventory of crosswalk types and spacing between crosswalks)
- f) Road Crossing Difficulty Assessment (based on number of lanes, speed and traffic volumes)
- g) In-Road Bicycling Quality Assessment (based on traffic volumes, speed, slope, number of lanes and the presence of bike lanes)
- h) Sidepath Suitability Assessment (based on the number and character of conflict points between motorists and bicyclists)
- i) Location of Bicycle and Pedestrian Crashes and identification of high crash areas
- j) Potential Near-term Road Conversions - past experience has shown that in many communities bike lanes may be added to about 50 to 60% of the roads without changing the curb lines.
 - a. 4 to 3 Lane Conversion Assessment (high, moderate, marginal or low potential ratings based on road width and traffic volumes)
 - b. Bike Lane Through Lane Narrowing Assessment (high, moderate, marginal or low potential ratings based on roadway width)
- k) Block Size Analysis (a measurement of directness of travel)
- l) Relative Demand Model (A grid based analysis that evaluates population density, land use mix, directness of travel, special generators and access to transit)
This is used to help prioritize improvements.
- m) Establish a pass-word protect sharefile site (to provide draft products for review by city staff)
- n) Establish a project webpage (to provide information and draft products for review by the public)

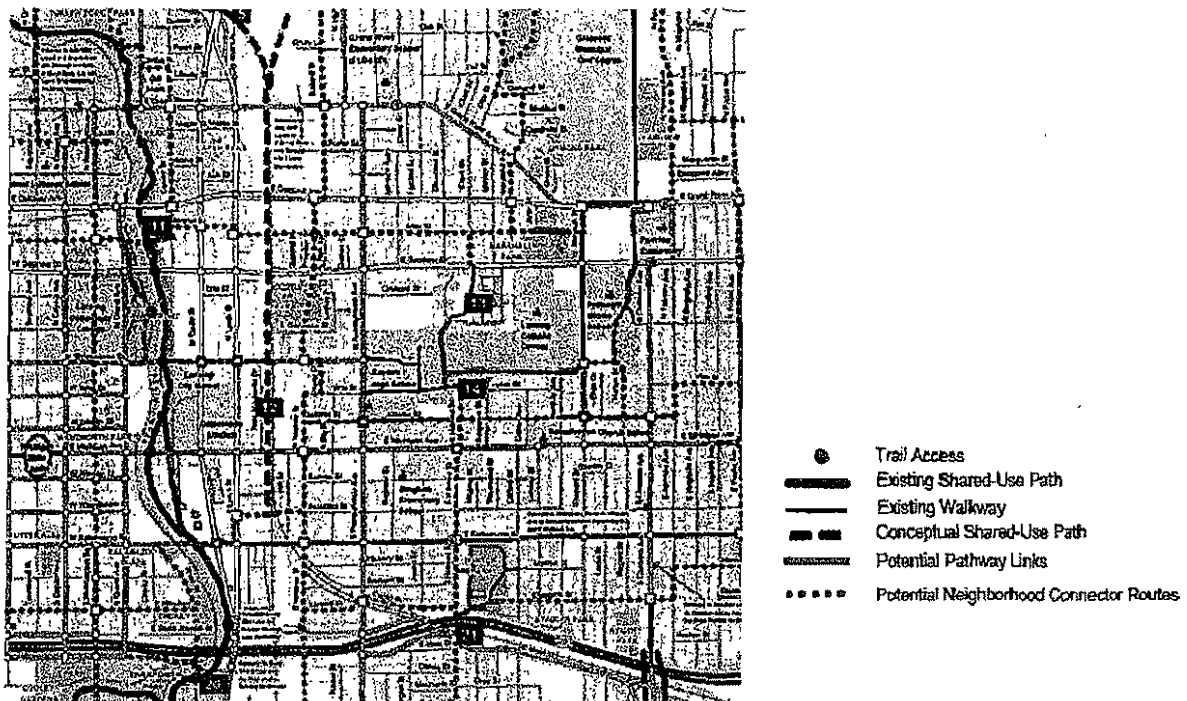


2. Non-motorized Network Plan

The Non-motorized Network Plan will identify complete streets, neighborhood connectors and off-road trails that together provide a spectrum of non-motorized transportation options that serve a diverse user base. The Non-motorized Network Plan will be context sensitive and be tailored to meet the needs of a variety of users – rather than one “typical” user type. There will be one Public Workshop and one meeting with the Walkable Novi Committee associated with this step.

Sub-Tasks:

- a) Proposed near and long-term Complete Streets conversions for the primary road system
- b) Proposed Neighborhood Connectors that utilized the local road system and connecting trails
- c) Proposed Off-Road Trails
- d) Other miscellaneous bicycle improvements
- e) Proposed locations for sidewalk additions and improvements
- f) Proposed locations and recommendations for crosswalk improvements
- g) “Green Street” recommendations that may be integrated into street design elements that will work to improve water quality issues, storm water issues, heat island issues as well as create inviting streets.
- h) Ways to incorporate public art in the road corridor



3. Policies, Guidelines and Outreach Plan

A successful non-motorized transportation program does not fall under the domain of one city department; rather elements are incorporated in the daily activities of numerous city departments. The purpose of this step is to define the types of policies that when done in concert will help transform Novi.

Sub-Tasks:

- a) Context Based Complete and Sustainable Streets Policies and Guidelines
- b) School Transportation Policies and Programs (Safe Routes to School)
- c) Bike Parking Policies and Guidelines
- d) Neighborhood Connector Policies and Guidelines
- a) General Site Development Policies and Guidelines
- b) Mid-block Crosswalk Policies and Guidelines
- c) Maintenance Policies and Guidelines
- d) Recommended Special Events Programs
- e) Recommended Education and Enforcement programs
- f) Recommended data collection and performance evaluation criteria to evaluate progress over time

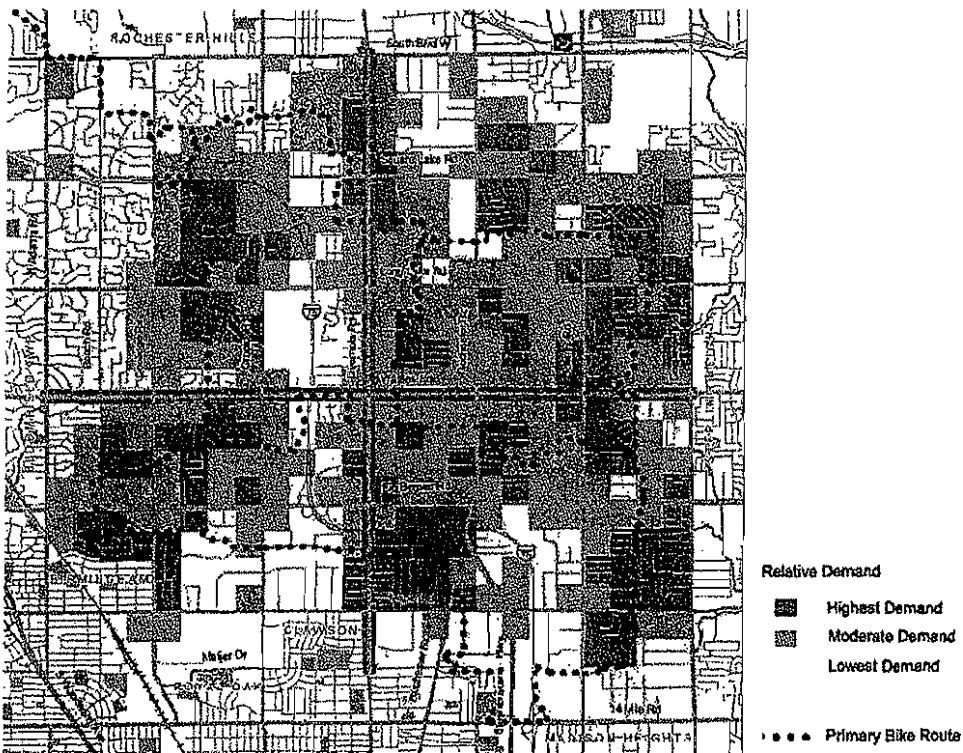


4. Implementation Plan

The implementation plan will identify the priority corridors

Sub-Tasks:

- a) Identify the Priority Routes.
- b) For the Priority Routes identify Near-term, Mid-term and Long-term improvements and potential implementation issues
- c) Prepare preliminary budgets for the Priority Routes broken into logical categories.
- d) From the Priority Routes, select a representational project that incorporates complete street, neighborhood connector and off-road trail elements and prepare illustrations of the concept.
- e) Demonstrate potential energy savings based on increased non-motorized trips in a manner consistent with EECBG guidelines.
- f) Prepare itemized estimate of annual maintenance and operation costs based on proposed maintenance guidelines
- g) Outline funding needs and potential funding sources.

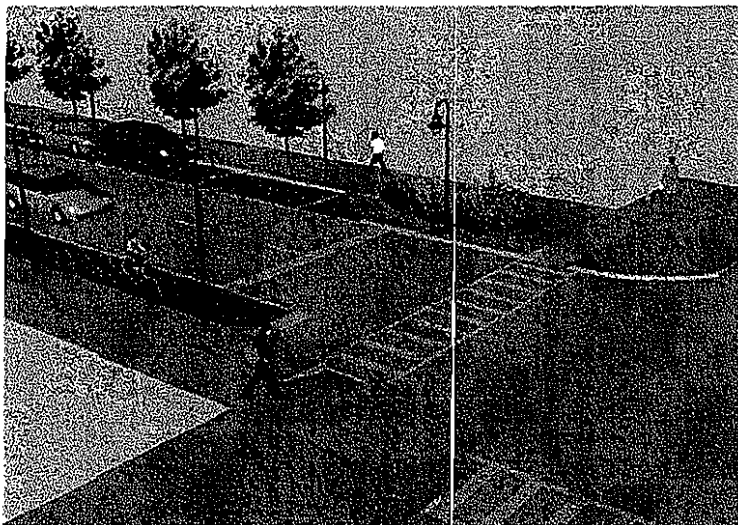


5. Documentation and Plan Refinement

The products from the first four tasks establish the primary components of the Master Plan. The final step is to compile the sections adding to and editing as necessary to make them work as a cohesive document. This task will involve two meetings with the Walkable Novi Committee and one Public Workshop/Hearing.

Sub-Tasks:

- a) Compile previous draft products, refine as necessary and compile into a draft Master Plan to be provided in PDF format for review. Master Plan to include the following sections:
 - 1.) Introduction (background on non-motorized issues)
 - 2.) Existing Conditions
 - 3.) Proposed Facilities
 - 4.) Implementation Plan
 - 5.) Policies and Programs
 - 6.) Design Guidelines
 - 7.) Education and Outreach Plan
 - 8.) Appendix (documenting public process)
- b) Review the draft plan with the Walkable Novi Committee and prepare a memo confirming changes to make in the final document.
- c) Prepare the final Master Plan and related source documents and provide one printed copy of the plan, a plot of the large format map and ten compact disks containing in electronic format the following:
 - 1.) The report in MS Word and PDF formats
 - 2.) Source GIS products in ArView Shape file format in the city's standard projection

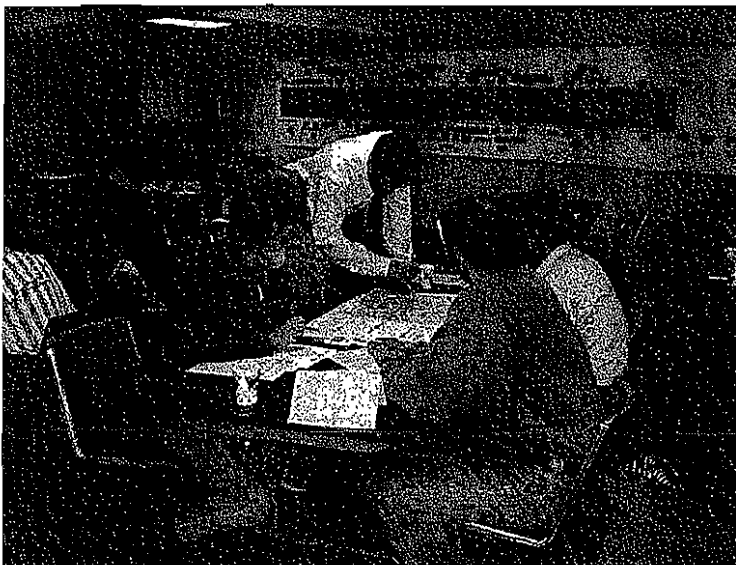


6. Walkable Novi Committee Meetings

The purpose of this step is to meet with city staff on a monthly basis to review elements of the master plan as they are developed and to pre-view the public workshop materials.

Sub-Tasks:

- a) **Issues and Expectations Meeting** – to meet the project team, identify known issues, discuss project expectations and refine the project scope and schedule.
- b) **Inventory Review Meeting** – to review and refine the inventory work as well as preview the materials to be used in the public workshop.
- c) **Network Progress Meeting** – to review the findings of the Visioning Workshop and the progress Preliminary Network
- d) **Network Review Meeting** – to review the completed Preliminary Network and prioritization.
- e) **Draft Policies, Guidelines and Outreach Meeting** – to review the draft policies, guidelines and outreach section, pre-view the Implementation Plan and determine the demonstration project selection.
- f) **Implementation Plan and Demonstration Project Illustration** – to review the results of the Preliminary Network Workshop, to review the draft Education and Marking Plan.
- g) **Draft Plan Review** – to review the compiled and edited Master Plan, discuss the plan adoption process.
- h) **Project Wrap-up** – to handle and remaining project tasks to help the project towards adoption.



7. Public Workshops

Three workshops are set throughout the process. With the workshops there is a concerted effort to engage all participants in an open and equitable process where their input may be documented and trends identified.

Sub-Tasks:

- a) **On-line Survey.** Preceding the Visioning Workshop, an on-line survey will be prepared and distributed via e-mail to gather initial public input. The information gathered from the survey will be refined in the Visioning Workshop. The Survey also serves the purpose of generating interest in the project and awareness of the public workshop.
- b) **Visioning Workshop.** The workshop will be a two hour evening meeting. The workshop will begin with an overview of best practices used to accommodate non-motorized travel. As these practices are presented, the context in which they are used and the type of users they address will be discussed. Then the inventory will be reviewed, the findings of the inventory will be tied directly back to the best practices used to address specific issues.

Then participants will begin a series of small group exercises. In the first exercise they will use a worksheet to identify desired outcomes, specific places of concern and policy, education and maintenance issues. The information gathered from the On-line Survey will be used as a starting point. Then participants will mark on large maps at each table the location of specific places that should be addressed. Again, the information gathered from the On-line Survey will be used as a starting point. For the second exercise, participants will begin to mark on the map where they think the best practices should be applied. They will be provided guidance in the form of handouts that summarize the presentation.

All of the public input will be compiled and the most frequently occurring issues identified and mapped. Examples of the type of presentation proposed, workshop results and maps used in the workshop may be downloaded from the City of East Lansing's Non-motorized Transportation Plan's project webpage at <http://www.greenwaycollab.com/EastLansingNonmoto.htm>.

- c) **Preliminary Network Workshop.** The workshop will be a two-hour evening meeting. The workshop will begin by briefly reviewing the results of the Visioning Workshop. Then through a series of small group exercises that utilize worksheets and maps the participants will provide feedback and prioritize the Preliminary Network Plan. The participants will also be asked to provide input on their priorities to include in the Education and Marking element.
- d) **Plan Presentation.** This presentation may take a number of forms depending on the standard procedures of the City of Novi. It may be a presentation to Planning Commission, A City Council Work Session or as an introduction to a Public Hearing. The purpose of this workshop is to document the planning process, the public input to date and the key recommendations of the report. The exact timing and content of this presentation will be tailored to fit the situation.

4. TEAM QUALIFICATIONS

4.A ROLES AND RESPONSIBILITIES

FIRM

ROLE



THE GREENWAY COLLABORATIVE, INC.
Greenways, Complete Streets and Sustainable Design since 1993

- Prime Consultant
- Norman Cox, Project Manager
- Workshop and Meetings Lead
- Inventory and Analysis Lead
- Policies and Guidelines Lead
- Implementation Plan Support



WADE TRIM

- Sub-consultant
- Workshop and Meetings Support
- Implementation Plan Lead
- Report Documentation Lead



**ACTIVE
TRANSPORTATION
ALLIANCE**

- Sub-consultant
- Outreach Plan Lead
- Guidelines Support

4.B FIRM DESCRIPTIONS

The following pages provide an overview of the firms.



T H E G R E E N W A Y C O L L A B O R A T I V E , I N C .

The Greenway Collaborative is a small consulting firm based in Ann Arbor, Michigan that for the past 17 years has focused on greenway, trail, open space and non-motorized transportation planning. The Greenway Collaborative is known for crafting innovative approaches that incorporate engaging public input and integrate current best practices. The firm has a passion for its work and builds strong partnerships with its clients.

The Greenway Collaborative designs each project with the underlying goals of creating a more healthy, active and sustainable community. The Greenway Collaborative, Inc. is known as a knowledge leader whose projects define current best practices.

CLIENTS

The Greenway Collaborative works primarily with public and non-profit sector clients. Our clients include:

- The City of Ann Arbor
- The City of East Lansing
- City of Kalamazoo
- Community Foundation for SE Michigan
- Meridian Township
- Michigan Department of Transportation
- Michigan State University
- St. Clair County
- Rails-to-Trails Conservancy (MTGA)
- Ohio Greenways
- University of Michigan

All of the above are repeat clients

FIRM INFORMATION

The Greenway Collaborative, Inc.
214 Nickels Arcade
Ann Arbor, MI 48104-2410
Tel: 734-668-8848
Fax: 734-668-8820
www.greenwaycollab.com

Federal ID Number: 38-3095425
Incorporated in Michigan in 1993

PROJECTS

The Greenway Collaborative Inc. has consulting on the following project types:

- Comprehensive Non-motorized Transportation Plans
- Expert Technical Review and Design Consultation for Non-motorized Projects
- Ecological Based Open Space and Greenway Plans
- Trail Routing Plans and Trail Master Plans
- GIS Modeling of Natural Systems and Non-motorized Transportation Demand
- Public Meeting Facilitation
- Bicycle and Trail Maps
- Ecological Based Site Design

STAFF

The Greenway Collaborative, Inc. has two full time staff members:

Norman D. Cox, ASLA
Licensed Landscape Architect
President and sole authorized negotiator

Carolyn Prudhomme, BLA
Planner and Landscape Designer



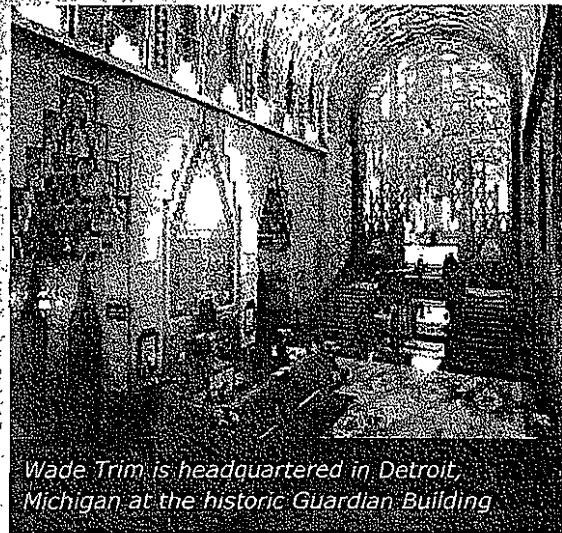
Firm Overview

Wade Trim has established a professional practice focused in the development of non-motorized trails, from master plans to funding and design, and through construction. The very nature of non-motorized transportation – providing connections – demands an overall vision and plan to most effectively and efficiently implement coordinated systems over time. Wade Trim helps communities like the City of Novi create livable, sustainable communities through practical and innovative planning and design solutions. Incorporated in 1926, Wade Trim has 339 professionals and support staff in 23 offices in 9 states. Wade Trim provides a wide range of planning, landscape architecture, engineering, surveying, and construction services to communities, counties, state governments and agencies, as well as private organizations.

Wade Trim is a member firm of the U.S. Green Building Council and is committed to incorporating sustainable design concepts and practices into our client projects as well as our own offices and facilities. We strive to develop projects that respect the natural environment and are an added amenity within the community.



Wade Trim has received 10 awards for non-motorized trail and bridge projects since 2000 and established a track record throughout Michigan for non-motorized transportation services including planning, design, and construction engineering for pedestrian bridges and trails, community- and county-wide non-motorized transportation master plans, and asset management studies. Award-winning planning projects such as the Downriver Linked Greenways and the Battle Creek Non-motorized Network Master Plan show the innovation and increase in standard of living that on-road bike lanes and off-road trails can provide.



Wade Trim is headquartered in Detroit, Michigan at the historic Guardian Building

Funding Expertise

The success of this project and subsequent phases will greatly benefit from not only the identification of additional funding sources but the ability to obtain implementation dollars. Our project team has excelled in identifying funding sources, developing successful grant applications, and securing funding that makes non-motorized projects a reality. Our team has the expertise to develop a comprehensive funding strategy to best package and present the desired non-motorized improvement projects to potential funding agencies. As an additional benefit, Wade Trim maintains an internal committee, the Finance and Funding User Group, which serves as a resource to staff and clients for identifying and securing funding for a wide range of projects. This effective network of project funding experts will be available as a resource to the City of Novi for exploring a comprehensive strategy for non-motorized improvements.

Active Transportation Alliance

Company Profile

The Active Transportation Alliance is a non-profit organization founded as the Chicagoland Bicycle Federation in 1985 that strives to improve the bicycling, walking and transportation environment and thereby the quality of life in our region. The Active Transportation Alliance accomplishes this mission by promoting bicycle and pedestrian safety, education and facilities, including planning of bike lanes, trails, parking and safe intersections.

The Active Transportation Alliance is one of the most experienced and respected bicycle and pedestrian advocacy organizations in North America. Our multi-modal vision recognizes the synergies between bicycle advocacy and projects that improve the street environment for pedestrians, transit riders and local communities.

In addition to advocating through legislative campaigns, community partnerships and events, the Active Transportation Alliance provides professional consulting services to clients who seek a progressive and innovative approach to making physically active transportation a significant part of daily life in their communities.

Consulting Experience and Qualifications

Under the Chicagoland Bicycle Federation banner, we provided professional services to more than 20 state, regional and local agencies and organizations, as well as schools and park districts. Now, as the Active Transportation Alliance, we continue our community-based approach to combine stakeholder involvement and empowerment with specialized technical expertise. This results in the delivery of services reflecting the values and priorities of the client.

Active Transportation Alliance employees are trained in the latest field advances and technological resources, including GIS and AutoCAD.

We have developed award-winning and nationally recognized programs, such as Safe Routes to School, Mayor Daley's Bicycle Ambassadors, and the Bike Lane Design Guide.

Distinctive Approach:

The Active Transportation Alliance specializes in strategic problem solving and is adept at delivering practical solutions that have a measurable contribution to a safe, healthy, equitable and sustainable transportation system. The Active Transportation Alliance's satisfied clients, comprehensively trained staff, and extensive technical resources attest to our superior level of service.

As a community-focused and results-oriented advocacy organization, the Active Transportation Alliance combines experience and technical expertise with a non-profit advocacy background to provide planning and consulting services with heart and excellent value for our clients.



ACTIVE TRANSPORTATION ALLIANCE

The Active Transportation Alliance offers a full range of services, including:

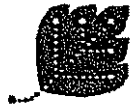
- Bicycle, pedestrian and transit planning and policy development
- Safe Routes to School consulting
- Bicycle facility design and engineering
- Bicycle and pedestrian safety programming
- Marketing and safety campaign execution
- Community and staff training
- Grant writing and facilitation

The Active Transportation Alliance's list of satisfied clients includes:

- Consortium to Lower Obesity in Chicago Children
- Chicago Department of Transportation
- Illinois Department of Transportation
- Illinois Department of Commerce & Economic Development
- Chicago Metropolitan Agency for Planning
- City of Elgin
- City of Evanston
- Lan-Oak Park District
- Minnesota Department of Transportation
- South Suburban Mayors & Managers Association
- Village of Homewood
- Village of Oak Park
- Wauconda School District 118
- West Central Council of Mayors & Managers Association
- Southwest Suburban Council of Mayors
- Village of Downers Grove

4.C RESUMES OF KEY PERSONAL

The following are resumes of the key personal:



THE GREENWAY COLLABORATIVE, INC.
Greenways, Complete Streets and Sustainable Design since 1993

- Norman D. Cox, LLA, ASLA, Principal / Landscape Architect
- Carolyn Prudhomme, BLA, Planner and Landscape Designer



WADE TRIM

- Jamison W. Brown, LLA, ASLA, Environmental Design and Planning Lead
- Martin R. Parker, Jr., P.E., Senior Transportation Engineer
- Leah M. Groya, AICP, LEED-AP



**ACTIVE
TRANSPORTATION
ALLIANCE**

- Carolyn Helmke, Senior Planner
- Steve Buchtel, Advocacy and Planning



NORMAN D. COX, ASLA

PRESIDENT

THE GREENWAY COLLABORATIVE, INC.

- EXPERIENCE:** 1993 – Present, President, The Greenway Collaborative, Inc., Ann Arbor, Michigan
1988 – 1992, Pollack Design Associates, Ann Arbor, Michigan
1986 – 1987, Edward D. Stone, Jr. and Associates, Fort Lauderdale, Florida
- EDUCATION:** Bachelor of Landscape Architecture, with honors, Michigan State University, 1985, Sigma Lambda Alpha National Honor Society
Creating Walkable Communities Facilitator Training, Office of Highway Safety Planning and MSU, 1999
Introduction to Pedestrians & Bicycles Safety, Planning and Design, Highway Traffic Safety Programs, MSU, East Lansing, MI, 2000
Advanced Methods Training Seminar on Non-motorized facility assessment and planning. Sprinkle Engineering, Tampa, FL, 2000
Introduction to Traffic Engineering Studies, Highway Traffic Safety Programs, MSU, Okemos, MI, 2002
- LICENSURE:** State of Michigan, Licensed Landscape Architect, No. 1082, 1990
- AFFILIATIONS:** American Society of Landscape Architects, Michigan Chapter Past President
Association of Pedestrian and Bicycle Professionals
American Planning Association/Michigan Association of Planning
- RECENT PROJECT EXPERIENCE AND QUALIFICATIONS:** City of Ann Arbor Non-motorized Transportation Plan (Ann Arbor, Michigan)
City of Athens Pedestrian and Bicycle Plan (Athens, Ohio)
City of East Lansing Non-Motorized Transportation Plan (East Lansing, Michigan)
City of Lansing Non-Motorized Network Plan (Lansing, Michigan)
City of Troy Trails Plan (Troy, Michigan)
Clinton River Trail Master Plan (Oakland County, Michigan)
Conner Creek Greenway Master Plan (Detroit, Michigan)
GreenWays Initiative Regional Greenways Visioning Workshops (Southeast Michigan)
Kalamazoo Non-Motorized Plan
Kalamazoo River Valley Trailway Plan
Library Lane Conceptual Street Design (Ann Arbor, Michigan)
Meridian Township Greenspace Plan (Charter Township of Meridian, Michigan)
Michigan State University Bicycle Facilities Plan (East Lansing, MI)
Ohio Greenways Map and Website

RECENT PROJECT EXPERIENCE AND QUALIFICATIONS (CONTINUED):	<p>Northeast Ann Arbor Transportation Plan (Ann Arbor, Michigan)</p> <p>Riverside Park Master Plan (Detroit, Michigan)</p> <p>Red Cedar Greenway Master Plan (Michigan State University, East Lansing, Michigan)</p> <p>Southeast Michigan Council of Government Non-motorized Path Inventory</p> <p>Southeast Michigan Greenways (Rails-to-Trails Conservancy was Client)</p> <p>Southwest Detroit Riverfront Greenway (Detroit, Michigan)</p> <p>St. Clair County Non-motorized Transportation Plan (MDOT is Client)</p> <p>St. Clair County Trails and Routes Master Plan (St. Clair County , Michigan)</p> <p>University of Michigan Bike Plan (Ann Arbor, Michigan)</p> <p>University of Michigan Flint Student Housing (Flint, Michigan)</p>
RECENT PUBLICATIONS:	<p><i>Transportation Choices</i>, Providing Mobility Options for All Users, Part of Michigan Society of Planning's Smart Growth Tactics Publications, November 2004</p>
SELECTED RECENT PRESENTATIONS:	<p>2009 Mid-America Trails and Greenway Conference, <i>Signs Matter!</i>, October 27, Kalamazoo, MI</p> <p>2009 Michigan Traffic Safety Summit, <i>Bicycle and Pedestrian Traffic at the Tipping Point</i>, March 25, Lansing, MI</p> <p>2009 Regional Trails Summit, <i>Complete Streets Design</i>, Flint, MI, February 19, 2009.</p> <p>2008 Healthy Livable Communities Conference, <i>Designing Complete and Sustainable Streets</i>, Lansing, MI, May 2008.</p> <p>2007 Planning Michigan Conference, <i>Mobility Options Incorporating Safe Routes to School Principals and Bicycle-Friendly Traverse City Tours</i>, October 19, 2007</p> <p>2007 Genesee County Planning Conference, <i>Designing Streets and Communities for Pedestrian Safety</i>, October 13, 2007</p> <p>2006 Healthy Livable Communities Conference, <i>Best Practices for Green Infrastructure and, People First Transportation Projects Through Context Sensitive Solutions</i>, November 13, East Lansing, MI.</p> <p>2006 ProBike/ProWalk, <i>Context Sensitive Design for Non-motorized Facilities</i>, Madison, WI, September 7, 2006</p> <p>2005 American Society of Landscape Architect's Annual Meeting, <i>The Top Ten Things Landscape Architect Need to Know About Bicyclists and Pedestrians</i>, Ft. Lauderdale, FL, October 10, 2005</p> <p>2004 Planning Michigan Conference, <i>Open Space Planning</i>, Grand Rapids, MI, September 30, 2004</p> <p>Michigan Traffic Safety Summit, <i>Safe Roads for All Users</i>, Lansing, MI, April 28, 2004.</p> <p>Great Lakes Training Institute, <i>Shared Use Path Design</i>, Pokagon State Park, Indiana, February 17 & 18, 2004</p> <p>3-C / MAR Annual Conference, <i>Livable Communities: a Non-motorized Perspective</i>, Ann Arbor, MI, July 24, 2003.</p>



CAROLYN PRUDHOMME, BLA
PLANNER AND LANDSCAPE DESIGNER
THE GREENWAY COLLABORATIVE, INC.

- EXPERIENCE:** 2008 – Present, Landscape Designer, The Greenway Collaborative, Inc.
2007 – 2008, Small Town Design Initiative, Michigan State University
2006 R. Rambo Tree & Landscaping, Chesterfield, MI
- EDUCATION:** Bachelors of Landscape Architecture, with high honors
Michigan State University, 2008
- Sigma Lambda Alpha National Honor Society
 - American Society of Landscape Architects Honor Award
 - William C. Stenquist & Katheryn Burgess Landscape Architecture Scholarship of Excellence in Design and Environment
 - MSU Landscape Architecture Program Award for Excellence in Design
- Designing Pedestrian Facilities for Accessibility, SEMCOG University, 2010
ADA Transition Plans, APBP Professional Development Webinar, 2010
- AFFILIATIONS:** American Society of Landscape Architects, Associate ASLA
Association of Pedestrian and Bicycle Professionals
- RECENT PROJECT EXPERIENCE AND QUALIFICATIONS:** City of Troy Trails Plan (Troy, Michigan)
City of East Lansing Non-motorized Transportation Plan (East Lansing, Michigan)
City of Athens Bicycle and Pedestrian Plan (Athens, Ohio)
Bridge to Bay Guide and Identification Sign Alternatives (St. Clair County, Michigan)
Grand Valley State University Non-motorized Transportation Plan (Allendale, Michigan)
Huron River Water Trail Project (Southeastern Michigan)
Jackson Public Schools Transportation Study (Jackson, Michigan)
Novi Transportation Improvement Plan (Novi and Wixom, Michigan)
University of Michigan Bicycle Plan (Ann Arbor, Michigan)
MDOT's Metro Region and University Region Bicycle Map
Community Envisioning, Small Town Design Initiative (at MSU) for the communities of Detour, Williamston, Iron Mountain, Northport and the Lake Manistee area which includes the communities of Filer City, Stronach, East Lake and Parkdale (Michigan)

Jamison W. Brown, RLA, ASLA

Education

Master of Landscape Architecture, University of Michigan, in progress

BS, Landscape Design and Planning, University of Michigan, 1996

Registration

Registered Landscape Architect, Michigan, 2008; Texas, 2008

Special Training

Green Roof Design 201 and 101

Green Roofs for Healthy Cities, 2008, 2007

Summer Architecture Program, The Shelter Institute

3+ Master of Architecture Program, University of Michigan, A. Alfred Taubman College of Architecture + Urban Design

Professional Affiliations

- American Society of Landscape Architects, Michigan Chapter Vice President of Marketing
- Congress for the New Urbanism

Jamison Brown is a Landscape Architect who combines sound design with ecological sensitivity and social responsibility. Jamison's consensus driven approach helps communities develop goals that will meet their needs while preserving the beauty and history of their natural resources. His extensive planning and design experience includes managing projects through all phases of their life cycle, from conception through implementation.

Jamison's background in natural resources and architecture shapes his holistic view of the landscape which helps clients achieve the best outcomes for development of their sites. He has extensive experience assisting clients create universally accessible and aesthetically pleasing streetscapes for both MDOT and municipal projects. Prior to joining Wade Trim in 2006, he was a designer at several of the Midwest's premier landscape architecture firms.

Representative Project Experience

- M-5 Non-Motorized Trail, MDOT - Project Manager for a 1-mile non-motorized trail project within the right-of-way on the west side of M-5 from 13 Mile Road to 14 Mile Road in Novi. Designed to exceed the requirements of the ADA, the project is a segment of the overall planned non-motorized system in Oakland County and Southeast Michigan. The asphalt trail will be 10 feet wide and provide an accessible route through a mature woodlot.
- US-41/M-28 Pedestrian Tunnel Construction, MDOT - Landscape Architect for the design and conceptual rendering of landscape plantings associated with a precast concrete, pedestrian tunnel for a 1.25-mile non-motorized trail along US-41 and M-28 in Marquette County. Project elements included ADA accessible ramp layout and modeling, guardrail design, drainage, coordination of roadway replacement following construction, and maintaining traffic concepts.
- I-275 Bike Path Asset Management, MDOT - Quality Assurance/Quality Control for the 42-mile trail system project. Assisted in establishing inventory procedures and final deliverables. Provided input related to trail rehabilitation recommendations.
- Harrison Township Non-Motorized Connectivity Study, MI - Project Manager for an evaluation of eight non-motorized projects to determine optimal connectivity throughout the entire non-motorized system that also promoted the most efficient use of \$3.5 million in available funding.
- Milford to Kensington Non-Motorized Connector - Landscape Architect for planning and updating the design of non-motorized connections for more than four miles of non-motorized trail within the Milford communities is a priority link within the overall Oakland County Trailways plan. Grant funding assistance

Jamison W. Brown, RLA, ASLA

for construction engineering design drawings and for construction from a variety of sources included MDOT Enhancement, MDNRE Trust Fund, and Community Foundation for Southeastern Michigan. The approximately three-mile segment within the Township includes elevated boardwalks and involved significant coordination with the Huron-Clinton Metropolitan Authority. The Village segments are a combination of off-road trails and on-road bike lanes.

- **Broadway and Flint Street Streetscapes, Village of Lake Orion, MI** - Assisted the Village of Lake Orion secure MDOT Enhancement Funding for improvements within their DDA. Designed improvements for this historic downtown, in conjunction with a major utility and repaving project, that would improve pedestrian safety and accessibility, enhance the vibrancy of their retail core and showcase their architectural legacy. Streetscape elements were chosen for their durability, beauty, and friendliness to the environment. LED light fixtures, 100 year-old reclaimed street bricks, and furnishings made from recycled plastic were among the elements chosen for this exciting makeover.
- **Main Street (M-99) Improvements in Eaton Rapids, MDOT, MI** - Multi-disciplinary team member responsible for preparing plans and construction details for a new pocket park and significant pedestrian improvements to the streetscape, as part of a large roadway improvement project. Improvements included historically accurate streetlights with LED fixtures, new brick paving and ADA ramps, bike racks, benches and trash receptacles.
- **Riggs Park, Van Buren Township, MI** - Landscape Architect for converting an undeveloped, open field into a park and one-mile trail with universal accessibility. Sustainable features include solar for electrical and hot water systems, porous pavers, recycled materials, native landscaping and bioretention.
- **Greenway Segment J of the Huron River Border to Border Trail, Washtenaw County Parks and Recreation** - Responsible for design and construction of a four-mile section of this County-wide trail network, including signage, wayfinding markers, and road crossing details that have been adopted as the standard for the entire length of the trail. Hugging the banks of the Huron River, the trail layout provides sweeping views of the river below with several overlooks placed at strategic points.
- **Recreation Master Plan Update, Charter Township of Orion** - Landscape Architect responsible for development of concept plans for the Township's four parks as well as design guidelines and public involvement. The ability to listen and illustrate have led to unique designs embraced by the community.
- **Five Mile Road Streetscape, Charter Township of Redford** - Project Planner for a streetscape design to enhance the business climate of the intersection of Five Mile and Beech Daly Roads, the Township's Central Business District. The design improves pedestrian safety, calms traffic, and adds convenience parking for downtown visitors. The streetscape design includes a significant reduction in vehicular travel lanes, reducing Five Mile Road from a five-lane cross-section to three lanes with on-street parking, bike lanes and pedestrian amenities such as mid-block refuge islands.
- **Betsie Valley Trailway, Benzie County** - Landscape Architect for the design and construction drawings/observation on one of the two bridges and the Audubon Tower for the trailway that included 26 miles of paved, crushed limestone and gravel trail with motorized and non-motorized sections. The trailway includes boardwalk, state and county roads, and various trailheads.
- **Woodward Avenue Corridor Greenway Study, City of Ferndale** - Landscape Architect for a detailed report developed after extensive field observation and several workshops in each of the eight communities along Woodward Avenue from Detroit to Pontiac.

Martin R. Parker, Jr., PE

Education

MSCE University of Virginia,
1977

BSCE University of Virginia,
1975

Registration

Professional Engineer,
Michigan, Virginia

Professional Affiliations

- Institute of Transportation Engineers
- American Society of Civil Engineers
- Transportation Research Board

Presentations

Maximizing Traffic Safety in Michigan, Traffic Safety Summit, East Lansing, March 2007

School Site Planning for Safe Transportation, Designing Healthy Livable Communities Conference, East Lansing, Nov. 2006

Safe Routes to School and Safety Audits, Transportation Forum, East Lansing, 2003

Martin Parker, Senior Transportation Engineer, provides comprehensive traffic engineering and safety management services to governmental agencies and private sector concerns. His expertise includes highway and non-motorized trail planning, design, operations analysis, and evaluation for vehicular and non-motorized modes. His projects include intersection and roundabout design with ADA requirements, bike and pedestrian access trails and parking studies. He has written numerous traffic and safety reports and training manuals for the Federal Highway Administration and state and local agencies. Martin has considerable experience working with multiple stakeholders including planning commissions, regional and national agencies, developers, Departments of Transportation, and the public.

Representative Project Experience

- I-275 Bike Path Asset Management, MDOT - Traffic Engineer responsible for conducting a study of pedestrian crossings along the I-275 bike path in western Wayne County. Provided recommendations to improve safety and pedestrian/vehicular interaction at each point on the path where non-motorized and vehicular traffic met.
- I-275 Bike Path Asset Management Trails Gap Analysis/Feasibility Study, Oakland County Parks and Recreation Department and OTAC - Served as Traffic Engineer to identify alternative routes and develop a preferred trail alternative for four critical missing links in the county-wide trail system. The trails include the Polly Ann Trail, Clinton River Trail, and the Lakes Community Trail. The effort involved comprehensive field reviews to identify safe and feasible alternatives and meeting with county, city, and township officials to discuss alternatives and their impacts.
- M-5 Non-Motorized Trail, MDOT - Lead Traffic Engineer for a 1-mile non-motorized trail project within the right-of-way on the west side of M-5 from 13 Mile Road to 14 Mile Road in Novi. Traffic engineering included developing maintenance of traffic, signing, pavement marking, and wayfinding signage, while also incorporating ADA elements and pedestrian safety into design. The project is a segment of the overall planned non-motorized system in Oakland County and southeast Michigan.
- Myers Elementary School, Safe Routes To School Program, City of Taylor - Served as Lead Traffic Engineer for the school program responsible for identifying school transportation problems and making recommendations. The project includes conducting school safety presentation for students and parents as well as the design, and implementation, and evaluation of pedestrian facilities such as sidewalk, ADA compliance of school facilities. Assisted with the preparation of the SRTS application.

Martin R. Parker, Jr., PE

- City of Battle Creek Non-Motorized Transportation Network Master Plan - Traffic Engineer responsible for determining the need and feasibility of developing trails and other pedestrian and bike accommodations to link origins with major destinations such as the downtown area. The effort involved coordination and input from City officials, MDOT, Calhoun County, schools, and interest groups; conducting two public hearings; and developing conceptual plans for bicycle lanes on three major streets. During plan development the City requested signing and marking expertise to implement bicycle lanes along two existing street corridors. These were the first bicycle lanes in Battle Creek in the modern era. The plan was completed and approved in 2006 with implementation scheduled as each new road improvement segment is designed and constructed. Full implementation of the plan was forecast over a 20-year period, however, approximately 65% of the plan was completed by 2009.
- Macomb Orchard Trail Design Package, Phases II and III, Macomb County - Traffic Engineer for this \$2.7 million project includes approximately 17 miles of non-motorized trail within a former railroad corridor as well as the conversion of 7 former railroad bridges and 16 road crossings. The project also included the development of a Conceptual Design Report that documents discussions and design elements that, due to funding limitations, cannot be implemented until a future date. Martin was responsible for traffic signing and pavement marking plans for the trail as well as the road and trail intersection design for motorists and trail users.
- Davison Township Non-Motorized Connectivity Study - Traffic Engineer responsible for identifying the need, location, and conceptual design of non-motorized accommodations in Davison Township. The objective of the study was to develop a plan for providing connectivity between residential areas and attractions such as schools, parks, trails, etc. Special attention was given to providing non-motorized accommodations at street intersections. Two public hearing were held to obtain input and to preview the final plan. The plan is currently being implemented by the Township.
- Five Mile Road Corridor Improvement Plan, Redford Township - Project Manager responsible for data collection, analysis and development of the project report and findings. The results of the analysis suggested that the number of through lanes be reduced from four to two and on-street parking along with bicycle lanes be added to provide a more aesthetic pedestrian friendly corridor. The plan would have minimal impacts on vehicular level of service.
- Traffic Operations and Safety Studies, M-85 from Sibley to Goddard Road, MDOT - Lead Traffic Engineer responsible for conducting traffic engineering and safety studies on this four-mile major urban arterial reconstruction project. Studies included a comprehensive crash analysis of the corridor, design of on-street parking, access management of residential and commercial driveways, analysis of directional crossovers, capacity analysis at 15 signalized intersections, and special investigations at the intersections of M-85 and Quarry Road and M-85 and Pennsylvania Road. Provided technical input on the design of ADA-compliant ramps and landings for the project.
- Bagley Road Traffic Operations Study, Berea, OH - Lead Traffic Engineer responsible for conducting traffic analyses of signalized intersections on Bagley Road to evaluate the impacts of providing a planted median. The study also included field reviews of pedestrian and bicycle accommodations and access at the Berea High School. The effort also included participation in public hearings.
- North Park Boulevard Traffic Operations and Safety Study, City of Cleveland Heights, OH - Traffic Engineer responsible for literature review and report to evaluate the impacts of providing an all-purpose trail and bicycle lanes on the boulevard. Applied evaluation criteria and selected the most appropriate alternative.

Leah M. Groya, AICP, LEED-AP

Education

BS, Urban and Regional Planning, Michigan State University, 1997

Registration

American Institute of Certified Planners

LEED Accredited Professional

Watershed Management Professional Certificate, Michigan State University, Institute of Water Research, 2004

Special Training

Safe Routes To School--Michigan, March 2006

Michigan Trails and Greenways Alliance, Easements and Rights-of-Way Committee, 2006

Professional Affiliations

- American Planning Association
- Michigan Society of Planning
- Michigan Recreation and Parks Association

Leah Groya has served as a Project Manager on a variety of projects for non-motorized transportation, parks and recreation planning, project funding, watershed planning, and ecosystem restoration. Leah has a passion for finding and embracing the balance between environmental restoration and protection while maintaining public use, access, and enjoyment of the natural resource and open space systems. While each Master Plan is unique in its scope and intent, Leah works with clients to develop realistic plans that capture the desires and vision of the community and are implementation-oriented. She also provides project funding assistance and community involvement, including client communications and graphic media services.

Representative Project Experience

- M-5 Non-Motorized Trail, MDOT - QA/QC Review and Stakeholder Engagement for a 1-mile non-motorized trail project located within the right-of-way on the west side of M-5 from 13 Mile Road to 14 Mile Road in the City of Novi. The project is a segment of the overall planned non-motorized system in Oakland County and Southeast Michigan. Expedited the design phase to meet scheduling milestones and timeline restrictions associated with MDOT's use of CMAQ (Congestion Mitigation and Air Quality) funds. Coordinated with the City of Novi regarding local design and construction standards and requirements including evaluation for local woodland and wetland permits. A public open house was held at the City of Novi to invite additional comment and raise awareness of the project.
- I-275 Bike Path Asset Management Study, MDOT Metro Region - Project Manager for the inventory and assessment of the 42-mile trail system located in the I-275 MDOT right-of-way. This comprehensive analysis was undertaken to determine how to best rehabilitate and manage the existing bike path in the I-275 corridor, as well as determine the feasibility of expanding the trail south to the City of Monroe.
- I-275 Metro Trail Design Build Project, MDOT Taylor TSC - Project Planner for the reconstruction of approximately 7 miles of the nearly 40 year old non-motorized trail between Hines Drive and Michigan Avenue. Coordinated 3 public open houses to raise awareness of the project and gather input related to various design elements such as wayfinding signage and bridge aesthetics.
- Kensington Metropark Non-Motorized Connector Design Package, Milford Township - Project Planner and Grant Writer for the design of a three-mile non-motorized trail. The project includes elevated boardwalk, as well as interpretive signage regarding wetlands, natural features, as well as the Milford Wastewater Treatment Plant. The nearly \$3 million (design and construction) project included work along the Huron River, within County

Leah M. Groya, AICP, LEED-AP

right-of-way and property owned by the Huron Clinton Metropolitan Authority. Assisted in obtaining over \$1 million in grant funds toward design and construction.

- Oakland County Trails Master Plan - Project Manager working closely with County Parks and Recreation staff and the Oakland Trails Advisory Council to facilitate completion of the county trails master plan. Stakeholder input, mapping, and GIS data related to the existing trail network, and potential extensions and connections were integrated into the plan. The plan provides focus for the County by identifying short- and long-term action items to continue progress and implementation of the overall non-motorized system.
- Battle Creek Non-Motorized Trail Master Plan, City of Battle Creek - Project Planner for an overall plan to provide a non-motorized system consisting of linear parks (off-road trails) as well as a connected network of on-road bike lanes within the community. Facilitated two public workshops where attendees participated in identifying destinations, heavily used routes, and desired expansions of the non-motorized system. Included coordination and input from surrounding communities, Calhoun County, MDOT, school districts, neighborhood planning groups, Battle Creek Area Transportation Study, and special interest groups and individuals. Developed design decision documents for 3 pilot projects for on-road bike lanes which were implemented by the City.
- Downriver Linked Greenways Initiative (DLGI) - Primary Project Planner with the Downriver Community Conference, to develop a non-motorized system analysis plan and conceptual design to create a trail system consistent with the Southeast Michigan Greenways Initiative and the American Heritage River Greenways vision. 2001 Outstanding Planning Award from Michigan Society of Planning. Hired again in 2008 to provide an update to the plan as well as a marketing brochure and web site.
- Macomb Orchard Trail Bridge over M-53, MDOT - Project Planner for the MDOT Enhancement Grant Application submitted and awarded for the design and construction of a non-motorized pedestrian bridge over M-53 in northern Macomb County. The bridge is integral link between two segments of the Macomb Orchard Trail and was funded with over \$1.3 million in Enhancement funds as well as more than \$850,000 in local match from the County. Coordinated the application and project with the MDOT Region office and Enhancement staff
- Macomb County Trailways Master Plan - Project Planner for a County Trailways Master Plan that will ultimately yield a cohesive trail system and connect people to each other and to schools, parks, rivers, public buildings, and historic and cultural resources in the region. Implementation was preceded by bringing together the varied greenways projects and ideas studied and discussed. Provided assistance through an interactive planning process to produce a plan that coalesces individual community plans into a single, cogent Trails Master Plan for Macomb County. 2005 Planning Award from the Michigan Association of Planning.
- Parks, Recreation and Open Space Master Plan, Charter Township of Orion - Project Manager for development of the Township's Recreation Master Plan and concept plans for its four parks. Using the Parks and Recreation Needs Assessment Survey as a foundation to collect input from a cross-section of community leaders and interested residents and develop consensus. The Plan includes program fee analysis, goals, objectives and a capital improvements schedule.

Carolyn Helmke

Senior Planner

Ms. Helmke has 15 years of experience as a transportation planner, specializing in bicycle and pedestrian issues. She has managed several large-scale projects for a variety of agencies. Her computer skills include ArcGIS.

Experience

Senior Planner, Active Transportation Alliance, 2008-Present

- Coordinate, review and participate with other key staff in data collection, analysis, plan formulation and implementation of a wide variety of transportation planning projects.
- Oversee the development of bicycle and pedestrian plans for regional municipalities and government agencies, including analyzing local and federal policy and legislation.
- Provide technical planning and design expertise and assistance to staff, local communities and agencies, bicycle and pedestrian advocacy organizations, and media.
- Manage Active Trans' GIS projects, including data collection, data input and overarching project analysis.

Bicycle Coordinator, Stanford University, 2003-2008

- Coordinated campus bicycle-related changes.
- Collected, organized and updated GIS data for University transportation planning, including street, bikeway and pedestrian facility data.
- Compiled campus GIS data with Santa Clara County existing data.

Bicycle and Pedestrian Planner, City of Berkeley, CA, 2001-2003

- Developed pedestrian and bikeway GIS databases for City of Berkeley Department of Transportation.
- Implemented City of Berkeley Bicycle Plan and Bicycle and Pedestrian Safety Task Force Report.
- Planned several large bicycle and pedestrian connections between the City of Berkeley and neighboring cities in coordination with the Departments of Public Works, Parks, Recreation and Waterfront, and Economic Development.

Administrative Analyst, City of Emeryville, CA 2000-2001

- Wrote complex environmental reports for state and local water agencies.

RIDES for Bay Area Commuters, 1995-2000

- Held several positions, including marketing manager, regional coordinator and bicycle coordinator.
- Developed and monitored project budgets, tracked expenses, wrote quarterly and annual reports, coordinated project evaluation.
- Coordinated large planning studies to assess bicycle needs and facilities for Bay Area municipalities.

Project Coordinator, Safe Bicycle Commuting Project, 1994-1995

- Developed maps and materials for large presentations for employers and government agencies.

EDUCATION

*Bachelor of Arts,
University of Wisconsin
Madison
1988*



Steve Buchtel

Southland Coordinator

708.365.9365

Steve@activetrans.org

Mr. Buchtel has worked in bicycle advocacy and planning since 1995 and exclusively in the Chicago Southland since 2004. As Southland Coordinator, he's been responsible for bringing millions of dollars of bicycle facilities, planning and programming efforts to Chicago's South Suburban and Northwest Indiana region, including regional trail development, trail and bikeway conferences, bicycle map development, adult bicycle education and Safe Routes to School. In addition to completing bicycle plans for multiple communities and the South Suburban Bicycle Plan, he's helped lead the development of the Calumet-Sag Trail, a \$20 million, 31-mile regional multi-use trail connecting southwest suburban Lemont, Ill. with southeast suburban Burnham, Ill.

Bicycle Planning Experience

Village of Homewood, Ill., 2006

Co-authored Homewood Bicycle Plan, developed proposed network through public process, analyzed proposed route to prepare appropriate facility recommendations and prioritize bicycle facility recommendations. Used plan recommendations to write a successful CMAQ transportation grant on behalf of the village [awarded November 2007].

Lan-Oak Park District, 2007

Authored Lan-Oak Park District Bicycle Plan, developed proposed network through public process, analyzed proposed routes to prepare appropriate facility recommendations and prioritize bicycle facility recommendations.

City of Crown Point, Ind., 2007

Authored Crown Point Bicycle Plan, developed proposed network through public process, analyzed proposed route to prepare appropriate facility recommendations and prioritize bicycle facility recommendations. Plan adopted by city council December 2007.

South Suburban Regional Bicycle Plan

Authored South Suburban Regional Bicycle Plan. Worked with community and regional staff to clarify objectives for the planning process. Developed methodology for route selection based on trip generators and connectivity to planned and existing facilities, prioritized list based on regional connectivity. Plan adoption pending for June 2008.

Education

Bachelor of Arts, Goshen College, Goshen, Ind., 1992

Affiliations

Associaton of Pedestrian & Bicycle Planners, member, 2009 - Present

Friends of the Calumet-Sag Trail, co-founder and board member, 2007-Present

Calumet-Sag Trail Coalition, Advisory member, 2005-Present

Grand Illinois Trail Executive Committee, Advisory member, 2008 - Present

Old Plank Road Trail Commission, Advisory member, 2007 - Present

Northwest Indiana Ped/Pedal/Paddle Committee, Member, 2007 - Present

South Suburban Mayors & Managers Association Technical Advisory Group, Advisory member, 2007 - Present

Selected Presentations

"Innovating Partnerships on the Calumet-Sag Trail," Midwest Transportation Conference, Iowa City, IA, June 2008

"Triple Bottom Line and the Calumet-Sag Trail," Illinois Headwaters Workshop, Joliet, IL, March 2008

"Calumet-Sag Trail Partnerships," Midwest Area Trails & Greenways Conference Chicago, IL, December 2007

Awards

Aldo DeAngelis Leadership Award, Chicago Southland Convention and Visitors Bureau, September 2007

4.D OVERVIEW OF SIMILAR PROJECTS



THE GREENWAY COLLABORATIVE, INC.
Greenways, Complete Streets and Sustainable Design since 1993

- Ann Arbor Comprehensive Non-motorized Transportation Plan (Ann Arbor, Michigan)
- City of Athens Bicycle and Pedestrian Plan (Athens, Ohio)
- City of East Lansing Non-Motorized Transportation Plan (East Lansing, Michigan)
- City of Troy Trails Plan (Troy, Michigan)
- Michigan State University Bicycle Facilities Plan (East Lansing, Michigan)
- Novi Transportation Improvement Plan (Novi, Michigan)
- St. Clair County Nonmotorized Guidelines (St. Clair County, Michigan)
- St. Clair County Trails and Routes Action Plan (St. Clair County, Michigan)
- University of Michigan Bicycle Plan (Ann Arbor, MI)
- Grand Valley State University Bicycle and Pedestrian Plan



WADE TRIM

- City of Battle Creek Non-Motorized Master Plan
- Bagley Street ADA-Compliant Sidewalk Ramps
- Downriver Linked Greenways Initiative
- I-275 Bike Path Asset Management Study
- I-275 Non-Motorized Trail System Design Build
- M-5 Non-Motorized Trail
- Milford-Kensington Non-motorized Trail Connector
- Oakland County Trails Master Plan
- Traffic Signal Modernization at 521 Locations in Detroit



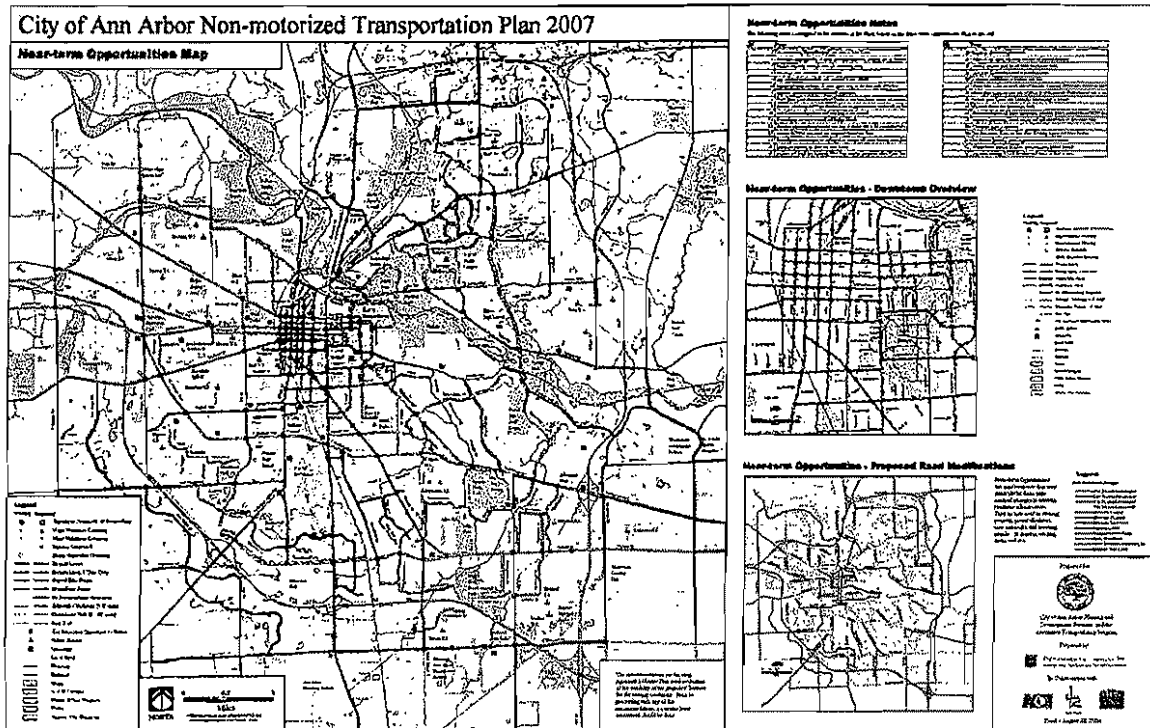
**ACTIVE
TRANSPORTATION
ALLIANCE**

- Village of Homewood Bike Plan
- Village of Oak Park Bike Plan
- Streets for Cycling



ANN ARBOR NON-MOTORIZED TRANSPORTATION PLAN

THE GREENWAY COLLABORATIVE, INC.



The purpose of the plan is to identify the means to establish a physical and cultural environment that supports and encourages safe, comfortable and convenient ways for pedestrians and bicyclists to move throughout the city and into the surrounding communities. It is further envisioned that this environment will result in a greater number of individuals freely choosing alternative transportation modes (walking, bicycling, mass transit, etc.), which will lead to healthier lifestyles, improved air and water quality, and a safer, more sustainable transportation system.

The plan includes low-cost near-term roadway modifications that detail how bike lanes may be added to 2/3 of the primary roadways. The plan in its draft form has already guided the addition of 7.5 miles of new bike lanes and two major new mid-block crosswalks with refuge islands.

CLIENT: City of Ann Arbor
 Planning Department
 100 N. Fifth Ave
 P.O. Box 8647
 Ann Arbor, MI 48107-8647

CONTACT: Jeff Kahan
 JKahan@ci.ann-arbor.mi.us
 734-994-8184

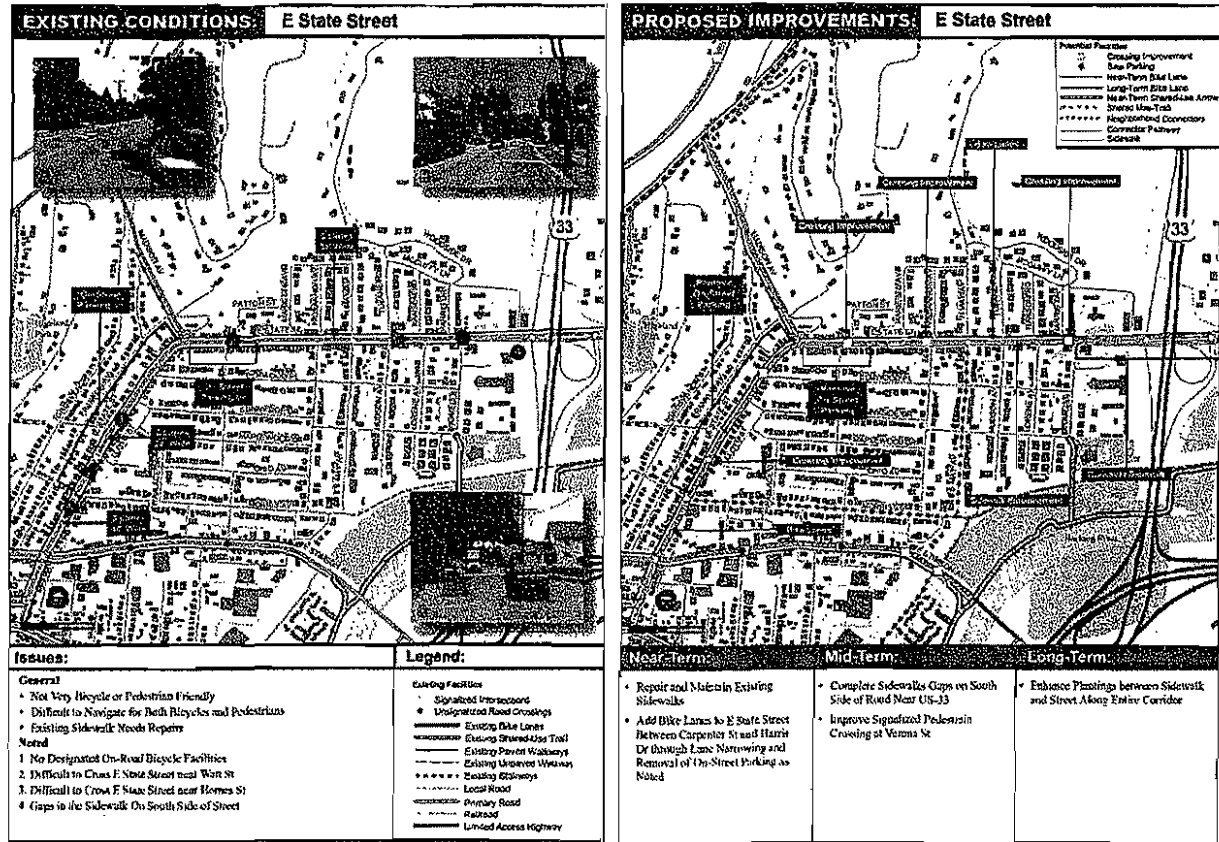
DATES: 2004 to 2006

BUDGET: \$125,000, Total \$85,000 TGC

PERSONNEL: Norman Cox and Melissa Pelkey

SUBCONSULTANTS: Midwestern Consulting
 Alta Planning + Design
 LMK Consulting

CITY OF ATHENS BICYCLE AND PEDESTRIAN PLAN
 THE GREENWAY COLLABORATIVE, INC.



The City of Athens Bicycle and Pedestrian Plan is a public workshop driven process that provides detailed recommendations for the following:

- Complete Streets
- Off-Road Trails
- Crossing Improvements
- Sidewalk Improvements
- A Neighborhood Connector System
- Bicycle and Pedestrian Boulevards

CLIENT: City of Athens
 8 East Washington Street
 Athens, OH 45701

CONTACT: Paul Logue, City Planner
 plogue@ci.athens.oh.us
 740-592-3338

DATE: 2009, in progress

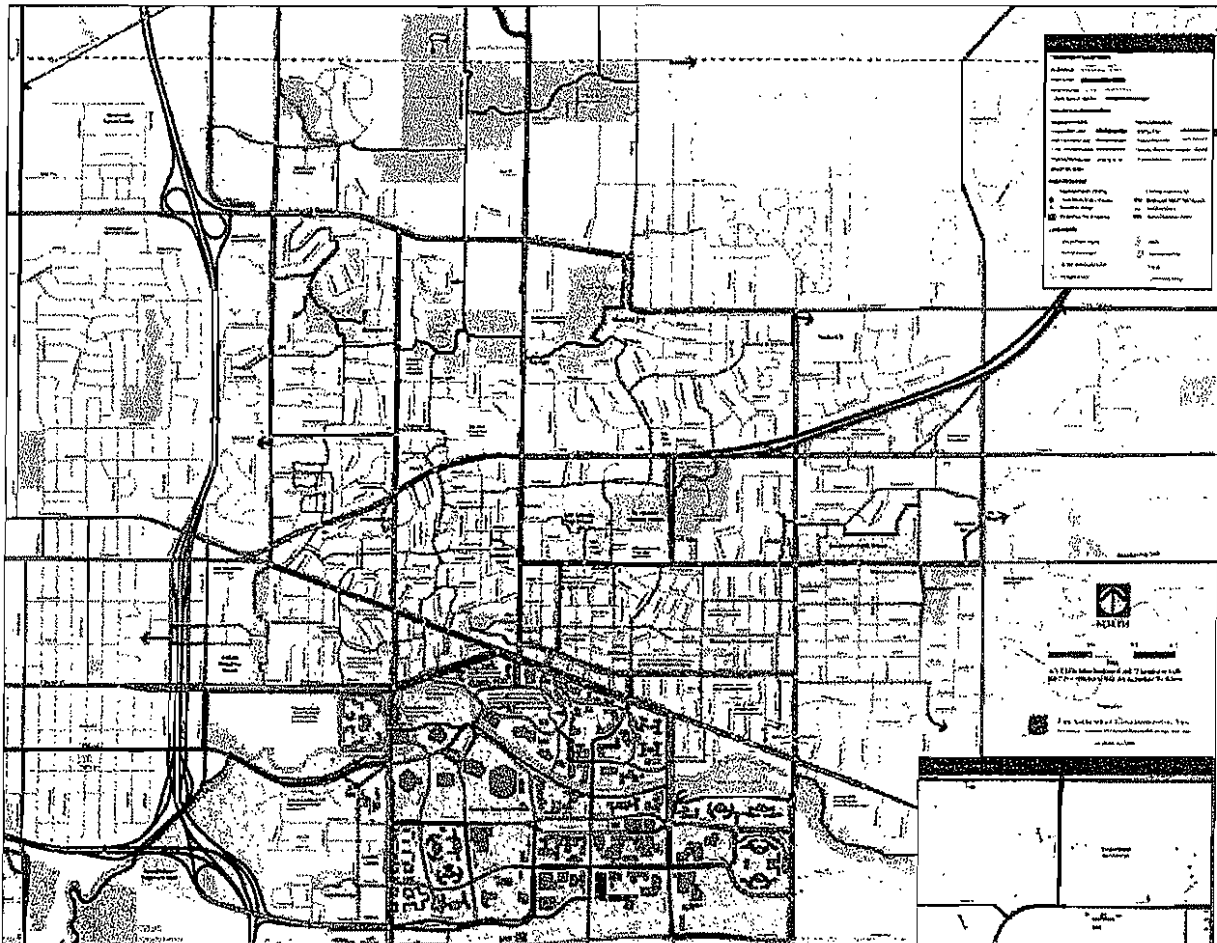
BUDGET: \$20,000

PERSONNEL: Norman Cox and Carolyn Prudhomme



CITY OF EAST LANSING NON-MOTORIZED PLAN

THE GREENWAY COLLABORATIVE, INC.



The City of East Lansing Non-motorized Transportation Plan is a public workshop driven process that provides detailed recommendations for the following:

- Complete Streets
- Off-Road Trails
- Crossing Improvements
- Sidewalk Improvements
- A Bike Route System
- Bicycle Boulevards
- Policies and Guidelines
- Education and Marketing

CLIENT: City of East Lansing
410 Abbot Road
East Lansing, MI 48823

CONTACT: Todd Sneathen, PE
tsneath@ci.east-lansing.mi.us
517-337-3943

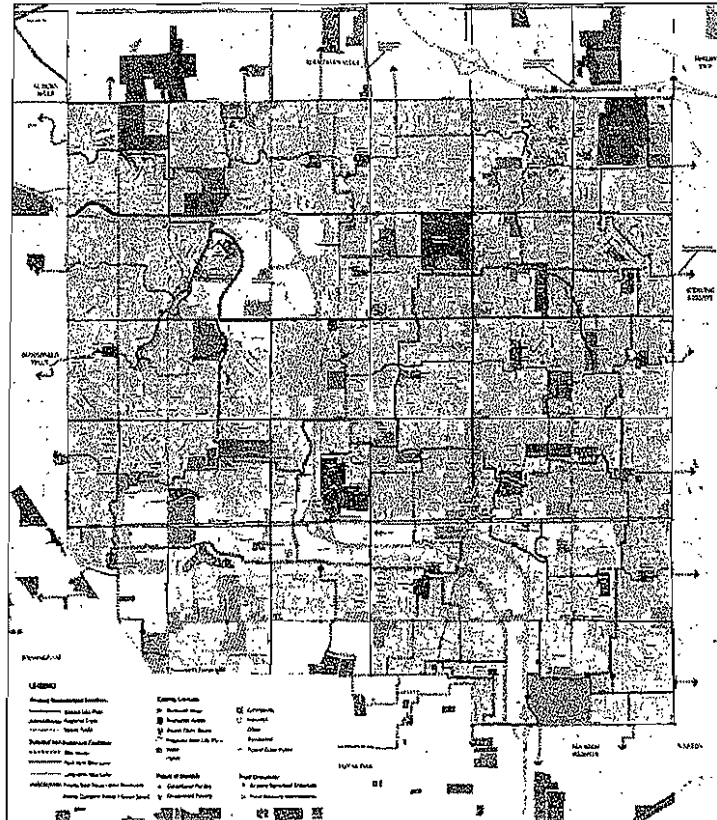
DATES: 2009 - Present

BUDGET: \$37,000

PERSONNEL: Norman Cox
Carolyn Prudhomme



CITY OF TROY TRAILS PLAN
THE GREENWAY COLLABORATIVE, INC.



The City of Troy's Trail Plan is in many respects a mini non-motorized plan. The plan looks to create complete streets on the primary roads that incorporate public art and green street elements. It also looks to create "Urban Greenways" or "Bicycle Boulevards" that utilize a combination of local roadways and short off-road trails to link key destinations in the City for users who prefer to avoid the main roads.

The plan when implemented will reduce the some of the large blocks that inhibit bicycle and pedestrian travel. It will also fundamentally change the character of the mile roads in the city making them more aesthetically pleasing as well as safer and more comfortable to travel along and across as a bicyclist or pedestrian.

CLIENT: City of Troy
Parks and Recreation Department

CONTACT: Carol Anderson
248-524-3484
AndersonCK@troymi.gov

PRIME CONSULTANT: Hamilton Anderson Associates

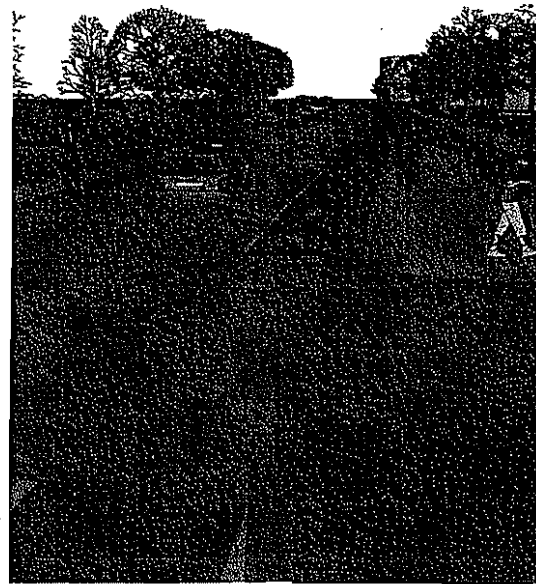
CONTACT: Sam Lovell
313-887-6281
slovall@hamilton-anderson.com

DATES: 2009 - Present

BUDGET: \$19,000

PERSONNEL: Norman Cox
Carolyn Prudhome

 **MICHIGAN STATE UNIVERSITY BICYCLE FACILITIES PLAN**
THE GREENWAY COLLABORATIVE, INC.



Michigan State University is like a small city with approximately 65,000 students, faculty and staff. The goal of this plan is to define the specific type, location and character of bicycle facilities throughout the main campus of Michigan State University north of Mount Hope Road. This plan builds upon the MSU Vision 2020 plan to minimize bicycle traffic on sidewalks and pedestrian walkways. The plan addresses this goal by recommending:

- Modifications to existing roadway system to incorporate bicycle lanes or alternative means of accommodating bicycle traffic in or adjacent to the roadway
- Locating separate bicycle paths for selected areas not served by the road network
- Improvements to bicycle parking areas and suggesting locations for new bicycle parking

The recommendations from this plan have been incorporated into a revision of the Campus Master Plan.

CLIENT: Michigan State University
Campus Planning and Administration
412 Olds Hall
East Lansing, MI 48824

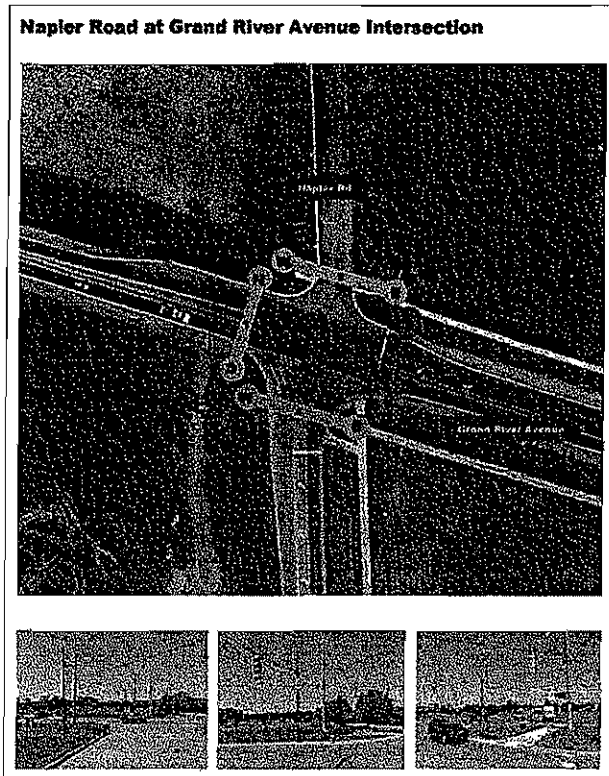
CONTACT: Stephen Troost, Campus Planner
troost@cpa.msu.edu
517-355-9582

DATES: 2006 to 2007

BUDGET: \$20,000

PERSONNEL: Norman Cox and Emily Marshall
Duchon

NOVI TRANSPORTATION IMPROVEMENT PLAN
 THE GREENWAY COLLABORATIVE, INC.



Intersection Crossing Data Matrix Analysis										Intersection Category Score
Zone	Direction #1				Direction #2				Direction #3	
	18'	25'	26'	22'	26'	22'	26'	22'		
Grade										1
Vertical Curve										
Grade										2
Vertical Curve										
Grade										3
Vertical Curve										
Grade										4
Vertical Curve										
Grade										5
Vertical Curve										
Grade										6
Vertical Curve										
Grade										7
Vertical Curve										
Grade										8
Vertical Curve										
Grade										9
Vertical Curve										
Grade										10
Vertical Curve										

The Transportation Improvement Plan for the I-96/I-696/I-275 Corridor in Novi and Wixom was developed from the desire to improve traffic conditions along the surface streets in the area of the I-96/I-275 interchange and to plan for growth in the region. The goal of the study is to develop a prioritized list of projects that improve safety and mobility in the study area and spur economic development for the entire region.

The non-motorized transportation part of the study includes the following tasks:

- Evaluate Existing Bicycle and Pedestrian Conditions
- Develop Travel Demands
- Develop and Evaluate Improvement Scenarios
- Develop Preferred Transportation Alternatives

CLIENT: Michigan Department of Transportation

CONTACT: Lori Swanson, PE
 248-451-2456
 swansonl@michigan.gov

PRIME CONSULTANT: The Corradino Group

CONTACT: Jim Hartman, PE
 248-799-0140
 jhartman@corradino.com

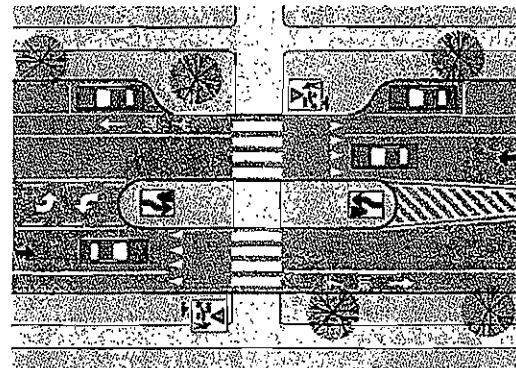
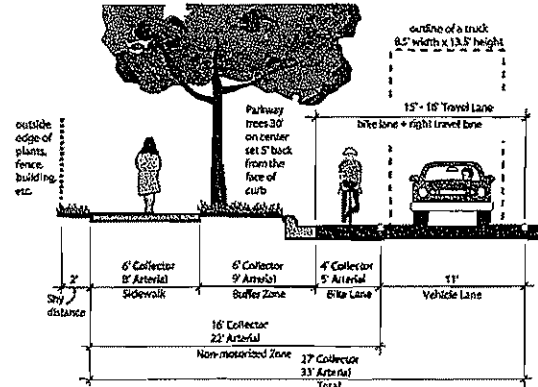
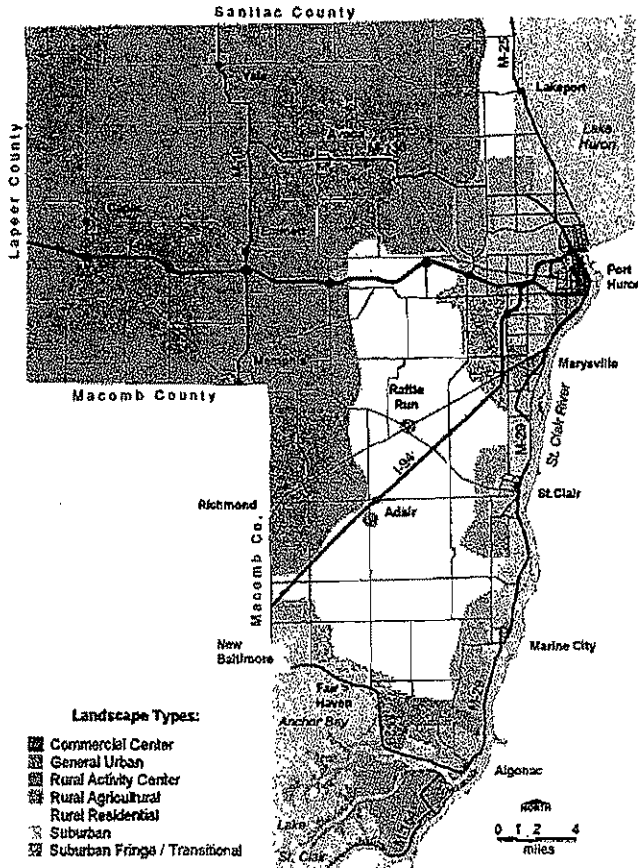
DATES: 2010 - Present

BUDGET: \$37,800

PERSONNEL: Norman Cox and Carolyn Prudhomme

ST. CLAIR COUNTY NONMOTORIZED GUIDELINES

THE GREENWAY COLLABORATIVE, INC.



The goal of the St. Clair County Nonmotorized Guidelines is to develop an approach to accommodating bicycling, walking and other nonmotorized modes of travel on and across MDOT's trunkline system in St. Clair County. While the focus is on MDOT's system in St. Clair County, this document has been prepared with the consideration that it may be utilized by other MDOT offices as well as county and local road agencies throughout the state.

The Nonmotorized Guidelines include: an inventory of existing and proposed non-motorized facilities; a context analysis for existing and future land uses, recommendations for MDOT staff training and utilization; a facility selection guide/matrix; a facility funding guide/matrix; and design guidelines.

CLIENT: Michigan Dept. of Transportation
425 West Ottawa Street
PO Box 30050
Lansing, MI 48909

CONTACT: Debra Alfonso
AlfonsoD@michigan.gov
517-73-2274

DATES: 2004 to 2005

BUDGET: \$80,000

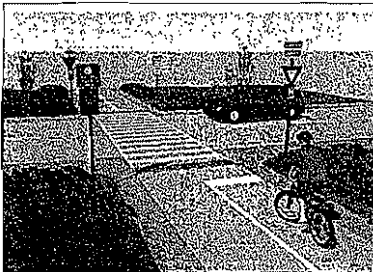
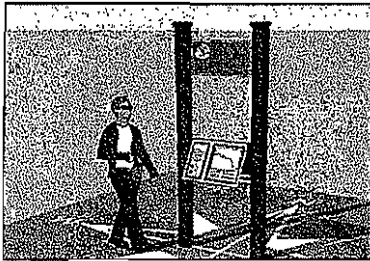
PERSONNEL: Norman Cox

SUB-CONSULTANT: Midwestern Consulting:
Karl Kleitsch, PE

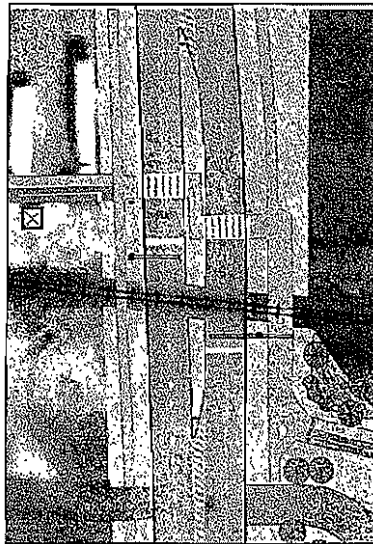
SAINT CLAIR COUNTY TRAILS & ROUTES MASTER PLAN
 THE GREENWAY COLLABORATIVE, INC.



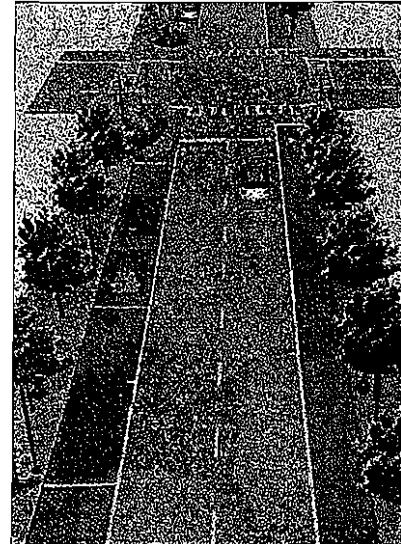
Pedestrian Bridge Elevation



Trail Signage



Trail / Road Crossing



'Complete Street' Makeover

This master plan outlines the next ten to fifteen years of major trail and bike route improvements in St. Clair County. The plan resulted from an in-depth inventory and analysis of the natural, cultural, recreational, and non-motorized resources within the county. It identifies priority trail and bike routes and provides detailed solutions for road crossings and schematic plans for staging areas, a pedestrian bridges and an underpass. Cost estimates, phasing and funding strategies are associated with each trail segment crossings and staging areas. Design guidelines provide definitions and specific recommendations for trail types and surfaces, signage and wayfinding and site elements.

One route addresses the proximity of an extremely active railroad, crossing numerous busy roads and interfacing with two large brownfield redevelopment projects in the City of Port Huron.

CLIENT: St. Clair County Parks and Recreation Commission
 200 Grand River
 Port Huron, MI 48060

CONTACT: Mark A. Brochu, Director
 (810) 989-6960
 mbrochu@stclaircounty.org

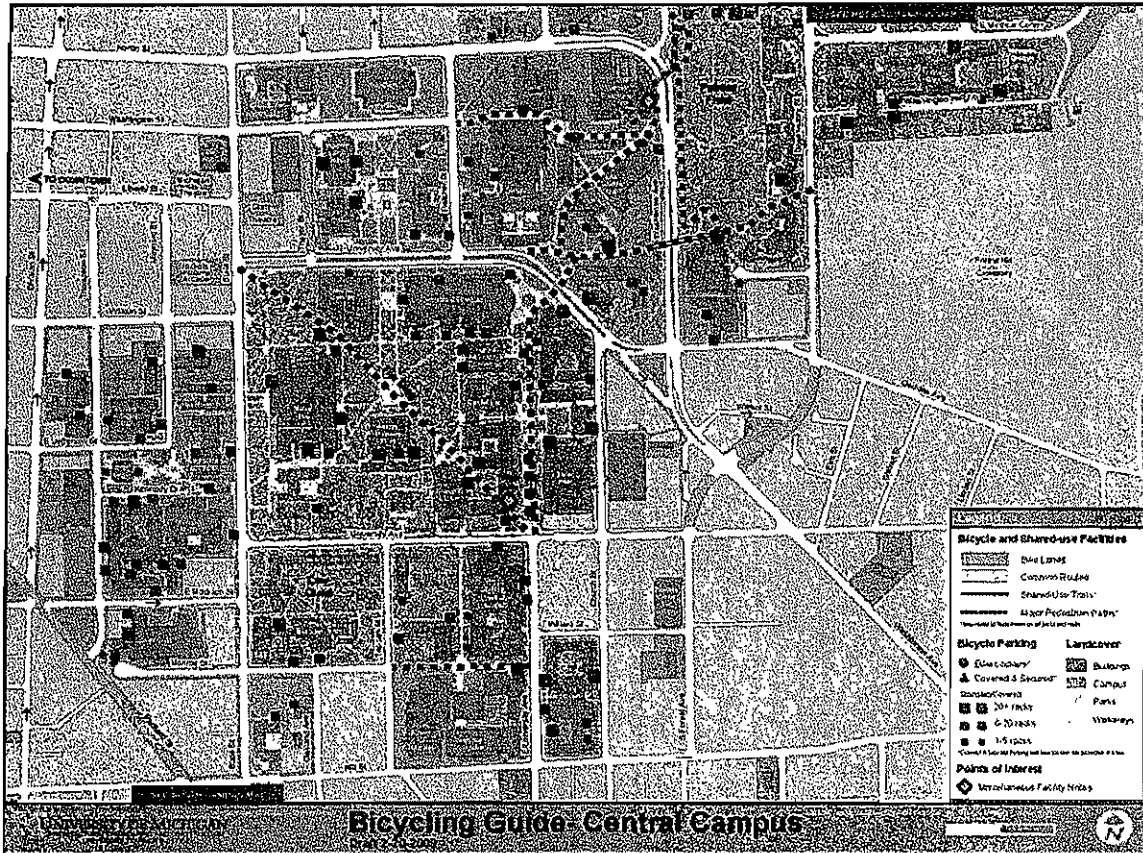
DATES: 2003 to present

BUDGET: \$80,000

PERSONNEL: Norman Cox and Emily Marshall
 Duchon

UNIVERSITY OF MICHIGAN BICYCLE PLAN

THE GREENWAY COLLABORATIVE, INC.



The purpose of the University of Michigan Bicycle Plan is to help develop a comprehensive bicycling guide for the Ann Arbor campus by documenting and refining the existing bicycle accommodation programs.

CLIENT: University of Michigan
 AEC-University Planner's Office
 326 E Hoover
 Ann Arbor, MI 48109-1002

The following web-ready components were created to help provide information to university cyclist on existing bicycle routes and parking facilities.

CONTACT: Tony Catchot
 catchot@umich.edu
 734-936-3334

- Bicycle guide maps
- Safe bicycling information
- Detailed bike parking guidelines
- Moped and scooter guide maps

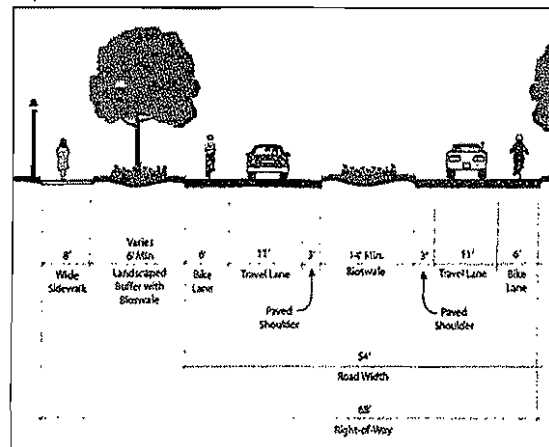
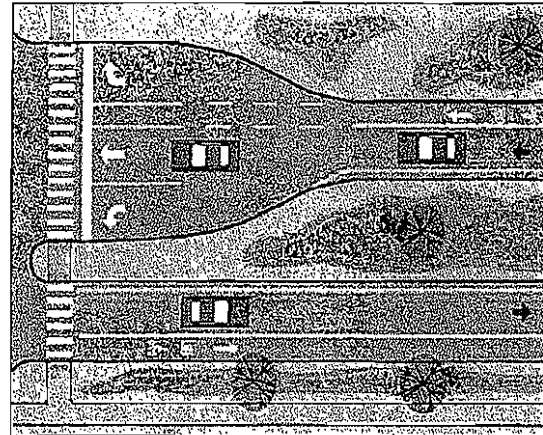
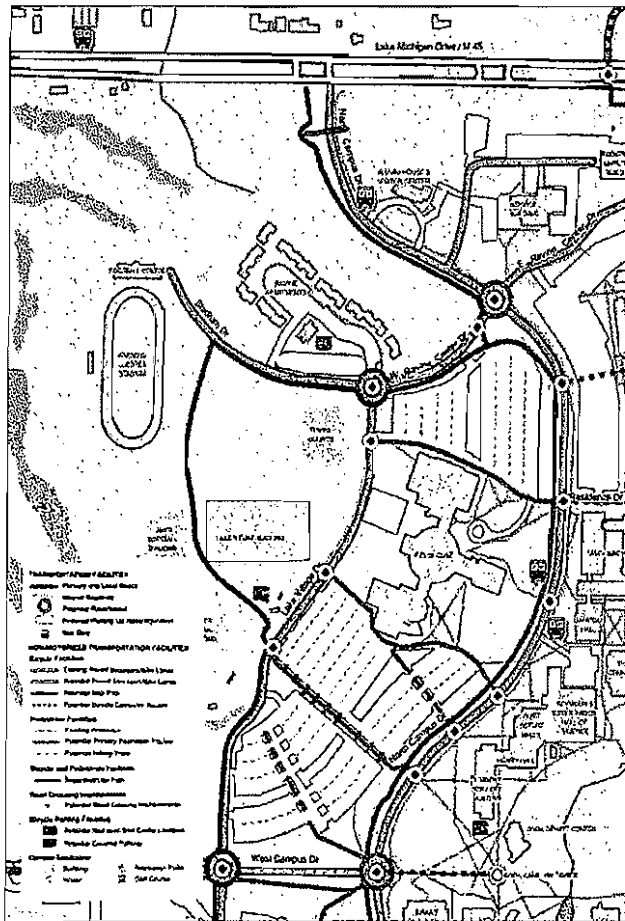
DATES: 2009 to Present

BUDGET: \$10,000

PERSONNEL: Norman Cox and Carolyn Prudhomme

GVSU NON-MOTORIZED TRANSPORTATION PLAN

THE GREENWAY COLLABORATIVE, INC.



The main objective of the Grand Valley State University Non-motorized Transportation Plan is to provide detailed recommendations to retrofit the existing transportation network, such that it provides safe, comfortable and convenient access routes for bicycles and pedestrians around campus.

This plan focused on minimizing bicycle traffic on sidewalks and pedestrian walkways by providing bicycle facilities, such as bike lanes in the existing road network, separate bicycle paths and covered and secured bicycle parking.


CLIENT: Grand Valley State University
1008 Service Building
Allendale, MI 49401

CONTACT: Bob Brown, Facilities Planning
Director
616-331-3853

DATES: 2010 to Present

BUDGET: \$17,000 (Phase 1)

PERSONNEL: Norman Cox and Carolyn Prudhomme



**City of Battle Creek
Non-Motorized Master Plan**

Client: City of Battle Creek

Completion Date: 2006

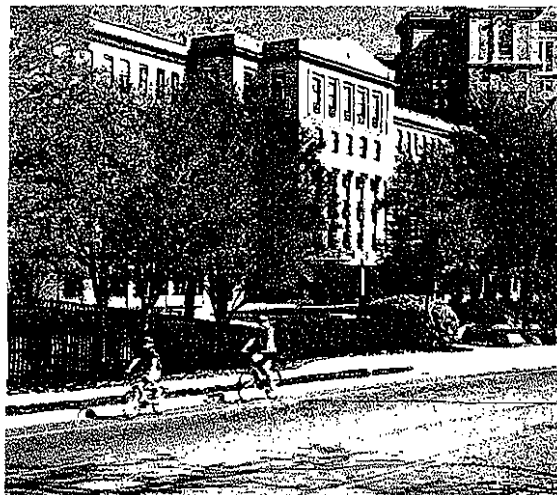
Services:

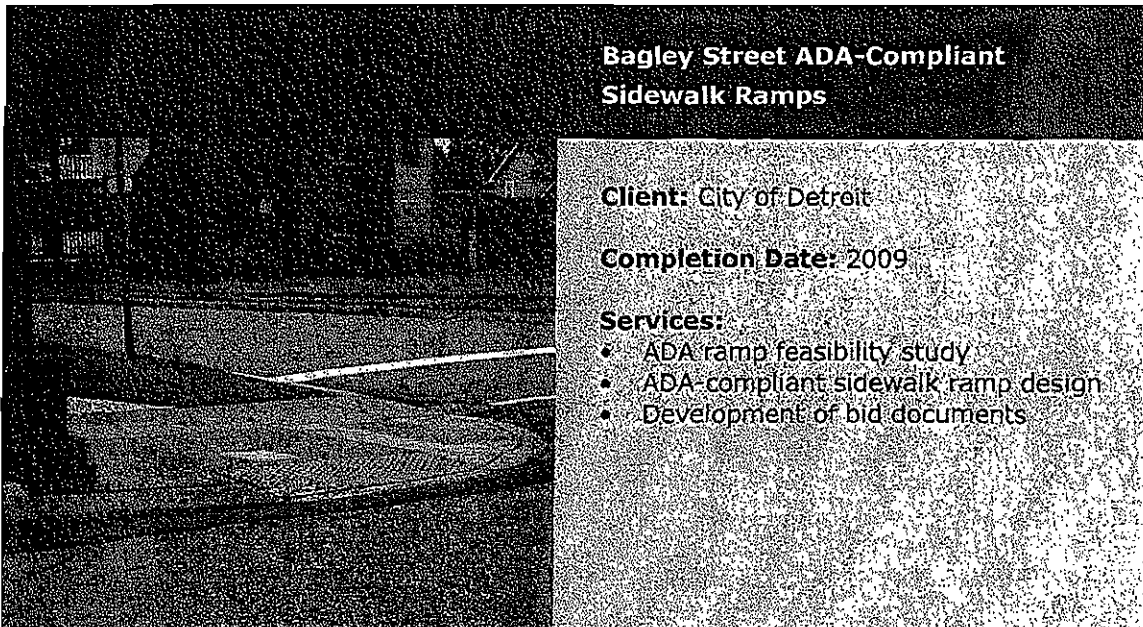
- Non-motorized Transportation Network Master Plan
- Public Workshops
- Coordination with surrounding communities

The City of Battle Creek completed a 20-year Non-motorized Transportation Network Master Plan. The City developed the Master Plan for both on and off-road non-motorized facilities that will link people, schools, businesses, parks, natural resources, and cultural and historic landmarks to each other as well as to adjacent communities and resources. The Master Plan identifies expansions of the Linear Park system (off-road trails) as well as a connected network of on-road bike lanes within the community.

The Master Plan documents the benefits of non-motorized transportation and includes an existing conditions analysis of the Battle Creek system including primary destinations within the community. Maps and graphics illustrate the preferred locations for off-road trails and on-road bike lanes. The plan describes design considerations and typical cross-sections for various conditions found within the City, and identifies short-term priority segments/projects. An implementation strategy was also included with estimates of probable costs and potential funding strategies.

The Master Planning effort included two public workshops where attendees participated in identifying destinations, heavily used routes, and desired expansions of the non-motorized system. The effort also included coordination and input from surrounding communities, Calhoun County, MDOT, the public school districts, neighborhood planning groups, Battle Creek Area Transportation Study, and a number of special interest groups and individuals.





Bagley Street ADA-Compliant Sidewalk Ramps

Client: City of Detroit

Completion Date: 2009

Services:

- ADA ramp feasibility study
- ADA-compliant sidewalk ramp design
- Development of bid documents

Five intersections along Bagley Street in the Central Business District of Detroit were located in an area with limited right-of-way and significant underground utilities. Several of the existing crosswalks were too far back from the intersection, creating sight distance issues as well as potential blockages of the crosswalks by stopped vehicles. Two intersections had building doorways at the intersection corner immediately adjacent to the right-of-way.

Wade Trim conducted a study of Bagley Street to determine the feasibility of reconstructing the five intersections to fully comply with ADA requirements with ADA sidewalk ramps at each crossing of all five intersections. The study involved a summary of existing conditions, preliminary layouts with proposed improvements, discussion of the ability to provide adequate sight distance and meet ADA requirements (including any utility impacts), and potential solutions for locations where meeting ADA requirements was not feasible.

Results of the study were used to prepare construction plans for ADA-compliant sidewalk ramps. The plans detailed all remov-

als, proposed grading improvements, utility relocations and adjustments, crosswalk marking improvements, any necessary sign installations or relocations, and estimate of quantities.

Special provisions for construction and other bid documents and an engineers estimate were also developed.

Downriver Linked Greenways Initiative

Client: Downriver Community Conference

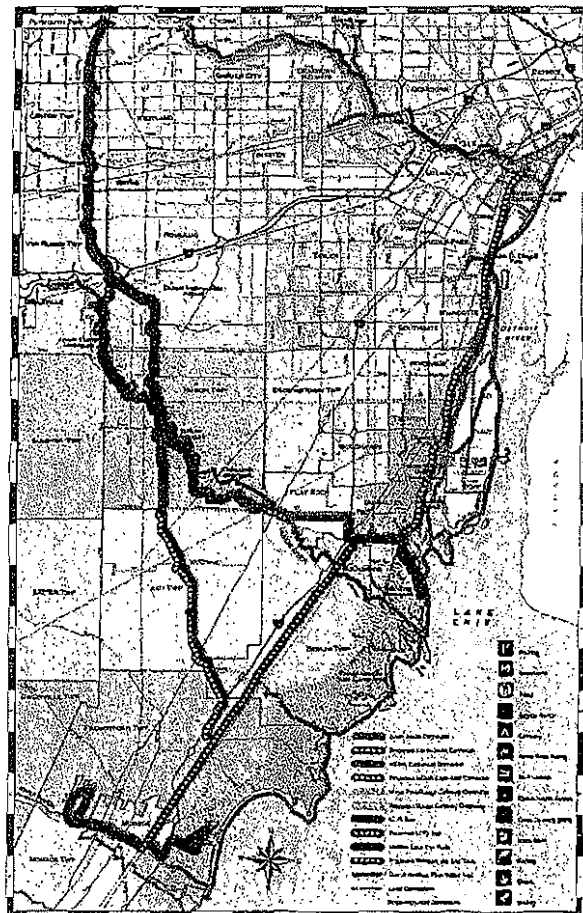
Completion Date: 2008

Services:

- Non-motorized System Survey and Analysis Plan
- Conceptual System Designs

The Downriver Community Conference, through the Downriver Linked Greenways Initiative (DLGI) retained Wade Trim to complete a non-motorized system survey and analysis plan as well as conceptual system designs for the Downriver communities. The DLGI, a group of more than 20 communities, agencies and entities, has been successful and anticipates continuing to make federal, state and local grant applications to implement the plan recommendations and create a trail system consistent with the Southeast Michigan Greenways Initiative and the American Heritage River Greenways vision.

The original Master Plan was completed in 2000. In 2008, Wade Trim assisted the DLGI with an update to the Master Plan. The latest plan provides updates on regional trail efforts and changes in funding resources that have occurred since the original DLGI Master Plan. The update included development of a Web site template as well as a marketing brochure and plan addendum.



I-275 Bike Path Asset Management Study



Client: Michigan Department of Transportation, Metro Region

Completion Date: 2008

Services:

- Inventory of 42 miles of bike path
- Inspection and rehabilitation recommendations of 29 pedestrian structures (MDOT bridge scoping study)
- Use of GPS and GIS technology
- Aerial images compiled in a "flip book"
- Recommendations and Rehabilitation Priorities

The Asset Management Study for the I-275 Bike Path was a comprehensive analysis of how to best rehabilitate and manage the existing bike path in the I-275 Corridor, as well as determine the feasibility of expanding the trail south to the City of Monroe. The path was originally built in the 1970s.

Collecting and presenting existing conditions data for the trail system was an essential element; it was used to provide guidance and direction for the rehabilitation of the path. The Wade Trim team used GPS and GIS technology along with existing aerials, MDOT data, and community resources to conduct an inventory and analysis of the bike path. Inventorying 42 miles of bike path was a task that benefited from the use of these advanced technologies, reducing costs and time to complete the inventory.

Our team used a handheld GPS device synchronized to a tablet PC operating mobile GIS software, as well as a digital camera to describe and accurately record the location of pedestrian bridges, pavement condition, areas of vegetation overgrowth, trail width, AASHTO and ADA standards, and user safety concerns. Integrating GPS locations

from the field work with graphics and notes captured on the tablet PC into a GIS system allowed for the organization and presentation of the data in a user-friendly format. A "flip book" was developed of aerial images representing each segment of the trail that illustrates the collected GPS data and includes photos, labels, and field notes that are being used to develop recommendations and priorities for rehabilitation.





I-275 Non-Motorized Trail System Design Build

Client: Michigan Department of Transportation

Completion Date: Ongoing


Services:

- Design Build Team Member
- Public Involvement Program
- Lead Structural Engineer
- Bridge Design
- Elevated Timber Boardwalk Design

Based on the recommendations of the Asset Management Study of the I-275 trail completed in 2008, the Michigan Department of Transportation received federal stimulus funds to reconstruct an approximately seven-mile section of the 35-year-old non-motorized system. The trail section between Hines Drive and Michigan Avenue is being removed and reconstructed as part of a design-build contract. Wade Trim is a member of the multi-consultant design-build team. Construction will be completed in 2010.


Wade Trim led the public involvement program including coordinating and facilitating three public workshops in Canton and Plymouth Townships. The workshops were used to raise awareness of the project as well as gather input on various design elements including wayfinding signage, bridge aesthetics, and boardwalk and railing design.

Wade Trim is also the lead structural engineer responsible for coordinating the design of four new bridges, varying in length from 48 feet to 115-feet long, modifications to an existing bridge, as well as the design of approximately 325 feet of elevated timber boardwalk.



Michigan Department of Transportation *I-275 Metro Trail (Hines Drive to Michigan Avenue)*

Public Open House
April 30, 2009 10:00 a.m. - 2:00 p.m.
Follows Forest Golf Club
1310 Lakehurst Circle, Westland, MI 48186



MDOT and project team staff will host an open house to provide an overview of the project scope and boundaries of this approximately 7-mile section of the I-275 Metro Trail. This section is planned for reconstruction beginning this spring. This is the last open house planned prior to construction beginning. There will be an opportunity to provide written feedback and input on the final design selections.

For more information, please contact:
Corinne Wang at 313-375-2400, wangc@mdot.state.mi.us
Leah Graye at 313-361-3650, lgraye@mdot.state.mi.us
Jayson Nault at 810-250-2112, jnault@tobtech.com

M-5 Non-Motorized Trail

Client: Michigan Department of Transportation

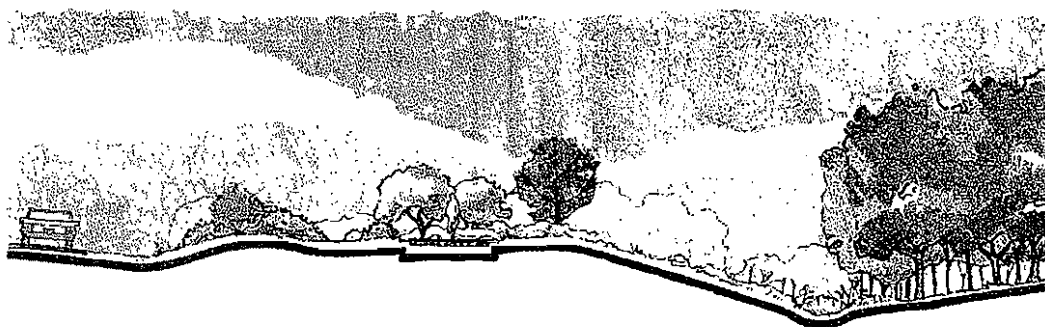
Completion Date: 2009

Services:

- Public Workshop Facilitation
- Trail and Signal Design
- Wetland Delineation
- Tree Surveying
- Planting Design

Wade Trim completed the design phase of a one-mile segment of non-motorized trail on the west side of M-5 from 13 Mile Road to 14 Mile Road in the City of Novi. The project is a segment of the overall planned non-motorized system in Oakland County and Southeast Michigan. The asphalt trail will be 10-foot wide and provide nearby residents with a pleasant route through a mature woodlot with views of scenic wetlands and a meandering stream. Due to timeline restrictions associated with MDOT's use of CMAQ (Congestion Mitigation and Air Quality) funds, Wade Trim was able to expedite the design phase and meet important scheduling milestones.

The project included coordination with the City of Novi regarding local design and construction standards and requirements including evaluation for local woodland and wetland permits. A public open house was held at the City of Novi to invite additional comment and raise awareness of the project. Construction is slated for 2010.



Milford-Kensington Non-motorized Trail Connector



Client: Charter Township of Milford

Completion Date: 2009

Services:

- Assisted in obtaining grants from the MDNRE, MDOT and Community Foundation for Southeastern Michigan
- Design and construction engineering
- Five timber boardwalks over wetlands
- Coordination with Road Commission and utility agencies

Building a non-motorized trail that connects the Milford Dam to Kensington Metropark has long been a goal for Milford Township. Their Recreation Master Plan prioritizes this goal and highlights other non-motorized efforts occurring in and around Milford, as well as the regional system planned within Oakland County and Southeast Michigan.

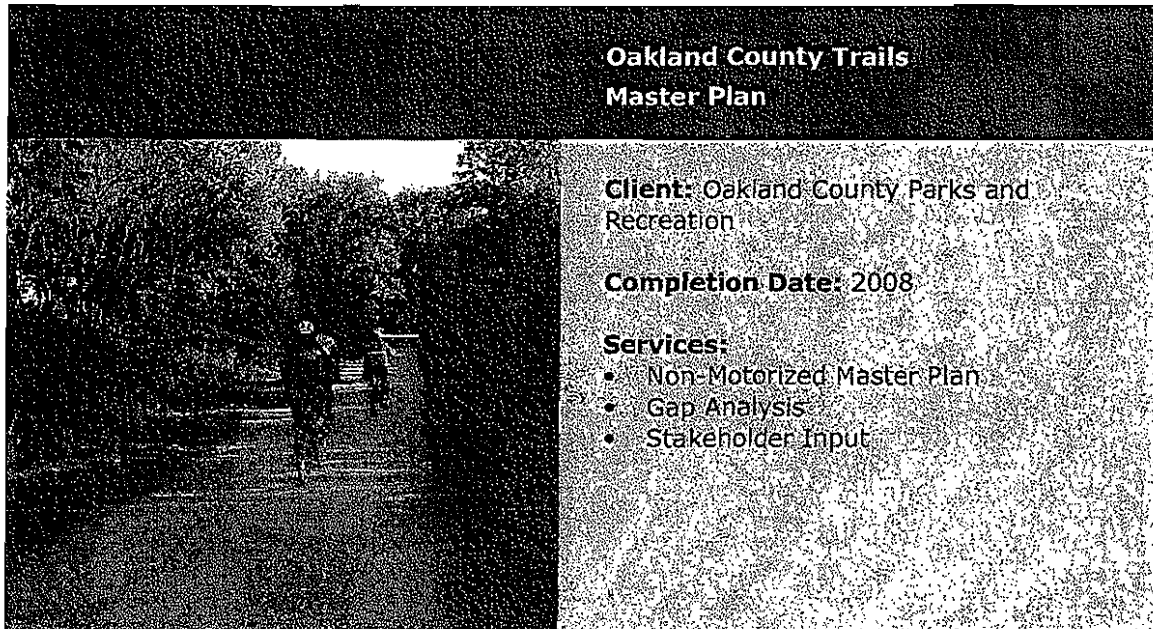
Wade Trim assisted the Township in successfully obtaining funding assistance from the Community Foundation for Southeastern Michigan for the development of construction drawings for a 2.9-mile segment of trail. Wade Trim also assisted in obtaining grants from MDOT and the Michigan Department of Natural Resources and Environment for more than \$1 million toward funding the construction of the trail. The Township was successful in passing a millage to provide local match for these grant programs and fund the remainder of construction costs.

Wade Trim completed the design for the 2.9-mile segment of 10-foot-wide trail. The new path will traverse Huron-Clinton Metropolitan Authority (HCMA) property and five timber boardwalks will be constructed over three wetland areas. Coordination has been

necessary with the Road Commission for Oakland County (RCOC) to obtain a permit for work in the Dawson Road and General Motors Road rights-of-way. Coordination and easement documents have been developed where the path crosses over a gas pipeline and Village of Milford property. Construction has been completed with a ribbon cutting ceremony held in May 2009.

Wayfinding signage was designed to indicate to users of the 4+ mile trail system the distance and direction to significant destinations including downtown Milford, YMCA, the public library, and Kensington Metropark.





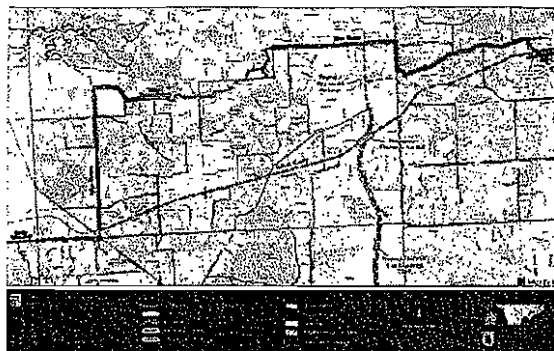
The Oakland County Trails Master Plan is an important tool in the implementation of a connected trail system within Oakland County and the region. Wade Trim worked closely with Oakland County staff and the Oakland Trails Advisory Council to facilitate completion of the plan. Stakeholder input, mapping, and GIS data related to the existing trail network as well as potential extensions and connections were integrated into the plan's development.

The purpose of the Oakland County Trails Master Plan is to:

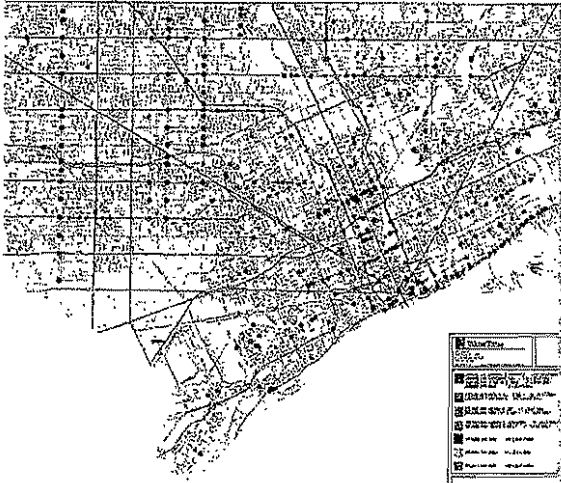
- Document the evolution of trail planning and development within the County
- Easily communicate the coordinated goals and vision for a connected non-motorized system within Oakland County and the region
- Promote the general health and wellness of the community and provide viable transportation alternatives to people of all ages and abilities
- Provide focus for the County by identifying short- and long-term action items to continue progress and implementation
- Serve as a resource and reference guide for county agencies, local communities, trail agencies, and stakeholder groups

- Serve as a foundation for future grant applications and funding requests

The project included coordination with MDOT, the Road Commission for Oakland County, and many local agencies to evaluate potential connections and discuss issues related to design and construction.



Traffic Signal Modernization at 521 Locations in Detroit



Client: City of Detroit Traffic Engineering Division

Completion Date: 2010

Services:

- LED technology for pedestrian and traffic signals
- Signal head updates
- Mast arm designs
- Countdown traffic signals
- Low-level traffic signal heads
- Widening, restriping, left-turn phasing

Wade Trim has been working with the City of Detroit since 1999 to improve vehicle and roadway safety at more than 500 intersections throughout the City. Due to a prevalence of intersections throughout Detroit with high crash rates, the Michigan Department of Transportation teamed with the City to obtain safety funding for intersection widening and signal modernization. Wade Trim's previous work assisting AAA Insurance of Michigan to improve intersections in Detroit and Grand Rapids led to a continuing relationship to improve vital corridors in the City of Detroit.

The City's traffic signal system had become antiquated and deficient by the late 1990s. Numerous intersections were regulated by substandard signals, and many signals were inoperable due to disrepair or poor power supplies. Wade Trim has worked with the City on 21 separate projects since 1999 to gradually improve these intersections and corridor traffic operations.

Traffic signal modernization has ranged from simple, pre-timed two-phase intersections to multi-phase intersections with freeway service drives. LED technology was used in

the design of pedestrian and traffic signals where applicable, while signal heads were updated to standard 12-inch designs. Mast-arm designs were also used in Detroit's Central Business District, and were incorporated into the facade and streetscape improvement projects in preparation for the Super Bowl in 2006.

Countdown traffic signals were installed at locations with high pedestrian volumes. Low-level traffic signal heads were placed as needed to improve the visibility of signals at selected intersections. Many projects included widening, re-striping of the existing pavement, or addition of left-turn phasing.

The large scope of traffic improvements needed by the City presented significant funding challenges, and cost saving methods were constantly applied during signal design. Conduit installation was minimized and existing poles that were in good condition were reused to save costs during construction.



Project Profile

Village of Homewood Bike Plan

The Active Transportation Alliance was selected to assist in developing a bicycle plan for the Village of Homewood. This plan is designed to both encourage bicycling as a healthy, convenient and fun form of transportation and to position the village to secure grants to implement these recommendations.

First, The Active Transportation Alliance conducted a steering committee of key stakeholders to guide the planning process and coordinate initial tasks. Two public meetings followed introducing basic bicycle planning concepts to current area bicyclists and identified local needs. Key planning charrettes gathered route maps, missing links, and popular destination routes. This information was used to create and deliver a plan presentation for the chamber of commerce.

The Active Transportation Alliance then developed and prioritized a bikeway network, conducted the necessary fieldwork, and convened an on-bike tour for discussion and to provide a network preview. This network was then proposed at a second public meeting alongside policies and plans for implementing, education, and marketing programs.

The plan was approved by the Village Council, and Chicago Metropolitan Agency for Planning (CMAP) awarded the Village \$197,000 to implement the plans facilities and marketing components in FY2008.

CLIENTS:
Village of Homewood
Jerry Hellinga
Assistant Director of Public Works
17755 Ashland Ave.
Homewood, IL 60403
(708) 206-2902

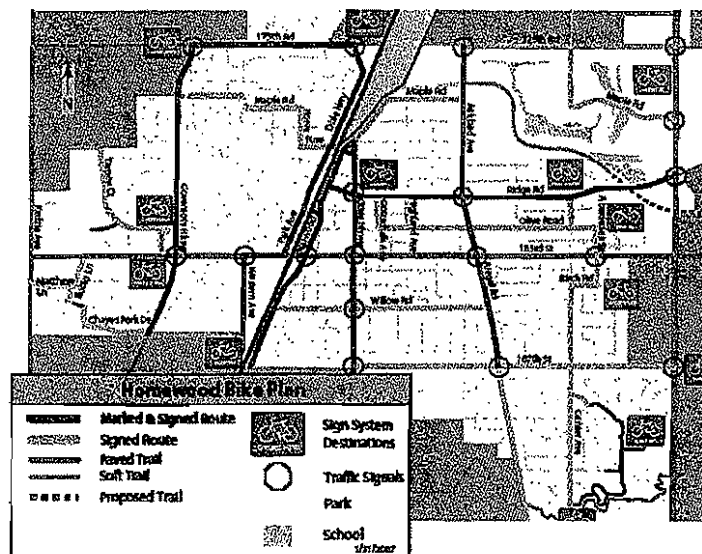
START DATE:
September 2005

COMPLETION DATE:
November 2006

PLAN FEE:
\$6,244.00

KEY STAFF:
Nick Jackson
Director of Planning

Steve Buchtel
South Suburban
Coordinator





ACTIVE
TRANSPORTATION
ALLIANCE

Project Profile

Village of Oak Park Bike Plan

The Active Transportation Alliance was selected to develop a Village Bicycle Plan for Oak Park, building on current and past success to develop recommendations to make bicycling an integral part of daily life in Oak Park.

The Active Transportation Alliance developed a comprehensive bikeway network to increase safety for current cyclists and encourage more people to try cycling. The plan especially took into account limited existing right of way, access to bicycle parking and transit needs. Active Trans reviewed current policies to develop bicycle-friendly complete streets policies and researched feasibility of a green boulevard loop area.

Next, the Active Transportation Alliance developed a safety and education plan to reduce the perceived risk of personal safety, analyzing crash maps to determine problem areas. Recommendations for safety programs such as Safe Routes to School and Bicycling Ambassadors were included.

Active Trans then further increased the program effectiveness through marketing, researching current programming opportunities as well as new ideas such as incentive programs for Village employees to bike to work.

The final report included the following deliverables:

- Bike Network Map
- Bikeway Typicals
- Marketing Plan
- Parking and Transit Plan
- Safety Plan
- Implementation Priorities
- Estimated Costs
- Funding Strategies

CLIENT REFERENCE:

*John Wielebnicki
Public Works Director
Village of Oak Park
129 Lake St.
Oak Park, IL 60302*

START DATE:

05/2007

COMPLETION DATE:

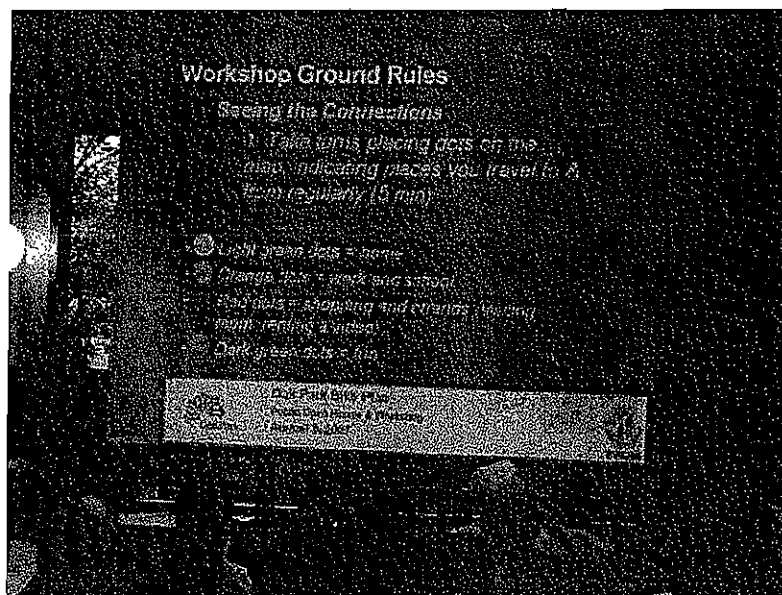
03/2008

PLAN FEE:

\$35,000.00

PROJECT MANAGER:

Carolyn Helmke





Project Profile

Streets for Cycling

The Active Transportation Alliance staffs the Chicago Department of Transportation's Streets for Cycling program, involving partnerships with other City departments, The Illinois Department of Transportation (IDOT) and many other consultants and interest groups. This program, funded in part by CMAQ funds, also works to ensure installation of bike facilities to significantly increase the number of bike lanes and shared used lanes in all areas of Chicago. With more than 100 miles of bike lanes in place, the City of Chicago has been a pioneer in developing bike facilities on urban streets.

Active Transportation Alliance staff researched and wrote the "Bike Lane Design Guide" which has been widely replicated and used as a standard in the United States. The Bike Lane Design Guide has been updated recently and reflects changes in industry practice and information gleaned through testing and data collection.

Active Transportation Alliance staff also produced the Bike 2015 Plan, the blueprint for installing a bikeway network and bike parking, as well as education and enforcement programs in the City of Chicago. This visionary document provides policy and program direction for all the city and state agencies which impact bicycling in Chicago.

CLIENT REFERENCE:

*Ben Gomberg
Chicago Department of
Transportation
30 N. LaSalle St.
Chicago, IL 60602-2570
(312) 744-8093
bgomberg@cityofchicago.org*

START DATE:

December 1999

COMPLETION DATE:

Ongoing

PROGRAM FEE:

\$1,081,000

KEY STAFF:

*Carolyn Helmke
Program Manager*

*David Gleason
Engineer*



5.B PROJECT COSTS

Personnel	Hourly Rate	Non-Motorized Master Plan	Inventory of Existing Facilities	Public Hearing Attendance	Maintenance Plan and Cost Est.	Sub-total
Greenway Collaborative						
Norman Cox, ASLA	\$ 120.00	\$ 10,080.00	\$ 2,400.00	\$ 2,400.00	\$ 1,800.00	\$ 16,680.00
Carolyn Prudhomme	\$ 60.00	\$ 6,840.00	\$ 3,600.00	\$ 2,400.00	\$ 1,200.00	\$ 14,040.00
TGC Cost		\$ 16,920.00	\$ 6,000.00	\$ 4,800.00	\$ 3,000.00	\$ 30,720.00
Wade-Trim						
Jamison Brown, ASLA	\$ 140.00	\$ 1,260.00	\$ -	\$ 560.00	\$ 1,120.00	\$ 2,940.00
Martin Parker, P.E.	\$ 175.00	\$ 525.00	\$ -	\$ -	\$ 700.00	\$ 1,225.00
Leah Groya, AICP	\$ 130.00	\$ 2,210.00	\$ -	\$ 1,040.00	\$ 2,600.00	\$ 5,850.00
Landscape Arch/Planner Graphic Designer	\$ 85.00 \$ 75.00	\$ 1,360.00 \$ 1,500.00	\$ - \$ -	\$ - \$ -	\$ 1,360.00 \$ -	\$ 2,720.00 \$ 1,500.00
WT Cost		\$ 6,855.00	\$ -	\$ 1,600.00	\$ 5,780.00	\$ 14,235.00
Active Trans Alliance						
Carolyn Helmke	\$ 91.00	\$ 2,548.00	\$ -	\$ 728.00	\$ -	\$ 3,276.00
Steve Buchtel	\$ 60.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00
ATA Cost		\$ 3,748.00	\$ -	\$ 728.00	\$ -	\$ 4,476.00
Estimated Direct Expenses		\$ 400.00				\$ 400.00
		\$ 27,923.00	\$ 6,000.00	\$ 7,128.00	\$ 8,780.00	\$ 49,831.00
						\$ 49,831.00

6. RATE SHEET

The Greenway Collaborative, Inc.

Norman Cox, ASLA	\$120 / Hour
Carolyn Prudhomme	\$ 60 / Hour

Wade-Trim

Jamison Brown, ASLA	\$140 / Hour
Martin Parker, PE	\$175 / Hour
Leah Groya, AICP	\$130 / Hour
Landscape Arch. / Planner	\$ 85 / Hour
Graphic Designer	\$ 75 / Hour

Active Transportation Alliance

Carolyn Helmke	\$ 91 / Hour
Steve Buchtel	\$ 60 / Hour

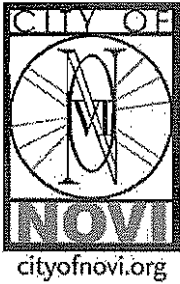


Exhibit "C" City' Request for Proposals

**NOTICE - CITY OF NOVI
REQUEST FOR PROPOSALS**

**PART A - ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) NON-MOTORIZED MASTER PLAN
AND**

~~PART B - ADA COMPLIANCE TRANSITION PLAN~~

The City of Novi will receive sealed proposals for EECBG Non-Motorized Master Plan and ADA Compliance Transition Plan according to the specifications of the City of Novi.

Sealed proposals will be received until **10:00 A.M.** prevailing Eastern Time, **Tuesday, June 8, 2010**, at which time proposals will be opened and read. Proposals shall be addressed as follows:

**CITY OF NOVI
CITY CLERKS OFFICE
45175 W. Ten Mile Rd.
Novi, MI 48375-3024**

All proposals must be signed by a legally authorized agent of the bidding firm.
ENVELOPES MUST BE PLAINLY MARKED

**"ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG)
NON-MOTORIZED MASTER PLAN ~~AND ADA COMPLIANCE TRANSITION PLAN~~"**

AND MUST BEAR THE NAME OF THE PROPOSER.

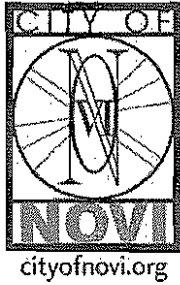
The City reserves the right to accept any or all alternative proposals and award the contract to other than the lowest proposer, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Novi.

Sue Morianti
Purchasing Manager

Notice dated: May 10, 2010

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

**PART A - ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) NON-MOTORIZED MASTER PLAN
AND
~~PART B - ADA COMPLIANCE TRANSITION PLAN~~**

INSTRUCTIONS TO PROPOSERS

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

IMPORTANT DATES

RFP Issue Date	May 10, 2010
Last Date for Questions	Wednesday, May 26, 2010 at 12:00 P.M. Submit questions via email to: Part A - Mark Spencer, Planner mspencer@cityofnovi.org Part B - Ben Croy, Engineer bcroy@cityofnovi.org
Response Due Date	Tuesday, June 8, 2010 by 10:00 A.M.
Anticipated Award Date	July 12, 2010

CHANGES TO THE RFP/ADDENDUM

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

Such interpretation or correction, as well as any additional Bid 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.

TYPE OF CONTRACT

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

INSURANCE

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

SELECTION PROCESS

This document is a Request for Proposals. It differs from an Invitation to Bid in that the City is seeking a solution as described herein, and not a bid meeting firm specifications for the lowest price. As such the lowest price will not guarantee an award recommendation. Competitive sealed proposals will be evaluated based on criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a contractor's approach meets the desired requirements of the city. Those criteria that will be used and considered in evaluation for award are set forth in this document. The City will thoroughly review all proposals received. A contract will be awarded to a qualified contractor submitting the best proposal.

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, a summary of total price information for all submissions will be posted on the MITN website at www.mitn.info.

SUBMISSION OF PROPOSALS

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.

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.

SHIPPING/HANDLING CHARGES

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

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 bidder with tax exemption certificates when requested. The City's tax-exempt number is 38-6032551.

The following exception shall apply to installation projects: When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

CONTRACT TERMINATION

The City may terminate and/or cancel this contract (or any part thereof) as specified in Section 5 of the Sample Agreement included in these documents.

TRANSFER OF CONTRACT/SUBCONTRACTING

The successful bidder 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.

ACCEPTANCE OF PROPOSAL CONTENT

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

DISCLOSURE

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

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward and concise description of the contractor's ability to meet the requirements of the bid. Emphasis should be on

completeness and clarity of content. Included in the response must be a point by point response to the Requirements and other sections of the bid.

The City of Novi is not liable for any costs incurred by bidders 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.

DAVIS BACON ACT / PREVAILING WAGE

Contractor agrees to comply with the requirements of the Davis-Bacon Act as it applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. All laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the Act are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act).

For information on Davis Bacon Wage Determination please visit: <http://www.wdol.gov/Index.aspx>

American Recovery and Reinvestment Act (ARRA)

The Contractor shall comply with the provisions of the American Recovery and Reinvestment Act (ARRA) for EECBG projects.

The Buy American provision in the American Recovery and Reinvestment Act of 2009 (section 1605 of Title XVI), provides that, subject to three listed exceptions (non-availability, unreasonable cost, and inconsistent with the public interest), none of the funds appropriated or otherwise made

available by the Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all the iron, steel, and manufactured goods used are produced in the United States. The law also requires that this provision be applied in a manner consistent with U.S. obligations under international agreements.

The provisions of this guidance apply to all recipients, sub-recipients and contractors working on projects using Recovery Act funding. The Buy American Recovery Act provisions only apply to projects funded under the Recovery Act for the construction, alteration, maintenance or repair of a public building or public work. The guidance below is designed to help applicants and recipients determine if their Recovery Act funded project is for the construction, alteration, maintenance or repair of a public building or public work.

More information can be found at the following links:

http://www1.eere.energy.gov/recovery/buy_american_provision.html

http://www1.eere.energy.gov/recovery/pdfs/eere_program_guidance_buy_american.pdf

Waste Stream Management

The Contractor shall satisfy Waste Stream Conditions by obtaining and supplying waste management plans to support NEPA reviews for EECBG projects.

Waste management plans are not required for projects that do not generate waste (e.g., hiring a consultant, conducting an energy audit). Waste management plans are also not required for projects that generate only insignificant quantities of non-hazardous waste. For example, a waste management plan would not be necessary for a retrofit project with a waste stream comprising only small quantities of caulking and associated materials. Where it is not obvious that a project will generate only insignificant quantities of waste, the Grantee should submit (or, in the case of subgrant programs, keep on file) waste management plans or seek guidance from a DOE NEPA Compliance Officer (NCO) to determine whether a waste management plan is necessary

The NEPA EECBG website link at

http://apps1.eere.energy.gov/state_energy_program/doe_guidelines_nepa.cfm will be updated with the most current NEPA information.

More information can be found at the following links:

http://www1.eere.energy.gov/wip/pdfs/10-010_eecbg_waste_stream_guidance.pdf

EECBG Requirements

For more information regarding EECBG government requirements please use the following link:

<http://www1.eere.energy.gov/wip/guidance.html>

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall comply with Executive Order 11246 of Sept. 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

COPELAND "ANTI-KICKBACK" ACT

The Contractor shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 2). (Applies to contract and subgrants for construction or repair)

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

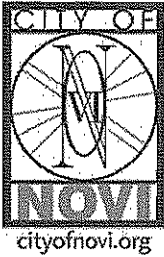
The Contractor shall comply with the provisions of 24 CFR Part 24 that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract. Additionally, the Consultant shall not use, directly or indirectly, any of the funds provided by this contract to employ, award contracts to, or otherwise engage the services of, or fund any contractor/subcontractor during any period that the contractor/subcontractor is debarred, suspended or ineligible under the provisions of 24 CFR Part 24.

NON-DISCRIMINATION

The Contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, condition or privileges of employment on a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status pursuant to the Elliot Larsen Civil Rights Act, 1976, P.A. 453. The Agency and the Municipality shall also comply with the provisions of the Michigan Handicappers Civil Rights Act, 1976, P.A. 220 and the Federal Rehabilitation Act of 1973, P.A. 93-112, 87 Stat. 394, which require that no employee or client or otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal Assistance. No person shall, on the grounds of race, creed, color, sex, age, national origin, height, weight, handicap, or marital status be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this contract. The Consultant 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 sub-consultant employed in the performance of this contract.

PROHIBITION OF POLITICAL AND RELIGIOUS ACTIVITY

There shall be no religious worship or instruction as part of, or in connection with, the performance of this agreement. None of the funds, materials, property or services under this agreement shall be used in the performance of this agreement for any partisan political activity, including lobbying, as specified in Federal Circular A-122 Cost Principles for Nonprofit Organizations -- lobbying revisions, or to further the election, defeat, recall, impeachment, appointment or dismissal of any candidate for or from any public office.



**CITY OF NOVI
REQUEST FOR PROPOSALS**

**PART A - ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) NON-MOTORIZED MASTER PLAN
AND
~~PART B - ADA COMPLIANCE TRANSITION PLAN~~**

This Request for Proposals (RFP) is for:

- PART A - Non-Motorized Master Plan funded through an Energy Efficiency and Conservation Block Grant (EECBG), and
- ~~PART B - an ADA Compliance Transition Plan~~

The City may elect to award Part A and Part B to two different firms. The City would anticipate a discounted fee for an award of both parts.

Although there may be overlapping results and materials, the projects and final documents will be separate. Projects must be tracked separately as there are two sources of funding. Part A is funded through the federal EECBG program and therefore must comply with the Davis-Bacon Act (if applicable), American Recovery and Reinvestment Act (ARRA), the EECBG program and the City of Novi guidelines. Part B will be funded by the City of Novi and must follow the City of Novi guidelines. Reference pages 1-7 of this RFP for compliance guidelines.

The firm(s) or team(s) selected will be responsible for the tasks described below. The City reserves the right to eliminate tasks at its discretion. Final products shall be provided by December 1, 2010.

PART A - ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) NON-MOTORIZED MASTER PLAN

Since October 2006, the City of Novi has built over 19,000 feet of pathways and sidewalks within its borders. Since its adoption in December of 2006, the City of Novi's Pathway and Sidewalk Prioritization Analysis and Process (PSPAP or Non-motorized Plan) has been used as a tool to help develop the City's sidewalk and pathway construction schedules. The City intends to update and expand the plan. It will serve as the basis for the identifying needs and prioritizing future development of non-motorized infrastructure. It is anticipated that in the future, this pedestrian and other non-motorized focused infrastructure will reduce vehicle miles traveled.

The City will be expanding an existing non-motorized plan. The plan will follow traditional master planning practices of evaluating conditions, soliciting public input, drafting a plan, reviewing and creating a final document. The plan will identify opportunities to invest in current roadways to make them safer and more desirable for bicycle traffic and identify desirable places to add non-motorized paths. The plan will also identify opportunities to connect with existing public transportation.

The project will include the following tasks at a minimum:

- Provide a background on non-motorized transportation;
- Provide an overview of current best management practices for non-motorized transportation;
- Provide an overview of pedestrian and bicycle safety;
- Update the existing pedestrian and bicycle facilities inventory.
- Assess the state of the non-motorized facilities within the City.
- Recommend bicycle and pedestrian facility design standards including cross sections, traffic calming features, crossings, etc.;

- Develop goals and objectives for the implementation of development of a non-motorized transportation system:
 - Recommend support system changes necessary to sustain a successful pedestrian and bicycle network, including identifying potential additions and revisions to the City's Zoning Ordinance, Code of Ordinances and Design and Construction Standards to better implement the recommendations of the plan;
 - Update proposed long-and-near-term improvement recommendations for a network of non-motorized facilities and supporting facilities including: sidewalks, pathways, bicycle lanes, bicycle routes and associated accessories (including but not limited to resting places, lighting, trailheads and signage) to provide connectivity to destinations within the City and to surrounding communities and regional networks;
- Demonstrate potential energy savings using estimating daily trips to be removed from the roadway by implementing proposed improvements;
- Identify maintenance guidelines for non-motorized facilities;
- Prepare estimated annual maintenance and operation costs and recommendations for a maintenance plan, including an itemization of these estimates by description and amount along with appropriate subtotals and totals. Clarifying notes and analysis should also be included in the narrative report;
- Outline the funding needed for various components of the non-motorizing transportation network;
- Identify potential funding sources;
- Develop guidelines to institute an educational program to inform residents about the existing and planned non-motorized system and the benefits to community health, fitness, energy reduction and freedom of movement through the use of the system;
- Develop performance evaluation tools and instruments for use by City to determine levels of success after two, five, and ten year periods;
- Collect public input from forms in the City Hall lobby, on the City's webpage and at one public hearing;
- Identify sensitive areas and concerns that may have an impact on this plan and its implementation.
- Compile and analyze all data collected and compiled leading to the production of a final Master Plan document in a pdf format suitable for printing, distribution and updating by Owner – Attribute and planning data to be in format compatible with City GIS;
- Provide or update drawings or maps to support the above including:
 - Inventory
 - Phasing plan;
 - Overall routes plan;
 - Design standards;
 - Educational guidelines;
 - Supporting facilities plan; and
 - Connections to outside City of Novi non-motorized facilities.

The budget for Part A is Hourly Not-To-Exceed \$50,000.

~~PART B - ADA COMPLIANCE TRANSITION PLAN RELATED TO NON-MOTORIZED TRANSPORTATION~~

~~This part of the project involves the development of an Americans with Disabilities Act (ADA) compliance transition plan for all City-owned pathways and associated facilities. The City intends to undergo a city-wide evaluation of the pathway network to determine ADA compliance. This evaluation will most likely be completed in a phased approach based on current and future funding available. Although all recent pathway construction has been designed with ADA guidelines in mind, the City understands that many previously constructed pathway segments may require improvement to become compliant.~~

~~The ADA compliance transition plan will include the following information and tasks at a minimum:~~

- ~~• Provide guidance on options available for compliance plan development, including level of detail, phasing, etc.;~~
- ~~• Provide a background on ADA requirements;~~
- ~~• Provide an overview of current best management practices for ADA-compliant pedestrian facilities;~~
- ~~• Recommend ADA facility design standards; Recommend support system changes necessary to obtain and maintain ADA compliance for all facilities in the City's pedestrian network, including identifying potential additions and revisions to the City's Zoning Ordinance, Code of Ordinances, and Design and Construction Standards to better implement the recommendations of the plan;~~
- ~~• Develop goals and objectives for the implementation to bring all pedestrian facilities into ADA compliance within the City in a phased-in manner over several years;~~
- ~~• Propose long and near-term improvement recommendations to bring the City's sidewalks and pathways into ADA compliance;~~
- ~~• Provide cost estimates for the required components broken into categories, such as arterial streets, and collector streets and internal local residential streets;~~
- ~~• Outline the funding needed to bring the City's existing pedestrian facilities into ADA compliance, and identify potential funding sources;~~
- ~~• Prepare estimated annual maintenance and operation costs, and provide recommendations for a maintenance plan component, including itemized estimates;~~
- ~~• Develop performance evaluation tools and instruments for use by City to determine levels of success after two, five, and ten-year periods;~~
- ~~• Compile and analyze all data collected leading to the production of a final ADA Compliance Plan document in a pdf format suitable for printing, distribution and future updating by Owner;~~
- ~~• Update existing City of Novi public non-motorized facilities inventory, in a phased approach, to include ADA compliance criteria (i.e. curb ramps, detectable warnings, slopes, signal buttons, sidewalk and pathway pavement conditions and drainage issues);~~
- ~~• Provide drawings or maps to support the above including:
 - ~~◦ Phasing plan; and~~
 - ~~◦ Design standards.~~~~

~~The budget for Part B is Hourly Not To Exceed \$30,000.~~

SCOPE OF SERVICES

Upon authorization by the City Council, the selected consultant shall:

- 1.) Prepare a schedule indicating general time frames, benchmarks, required approvals and meetings. The schedule shall be developed after meeting with the appropriate staff.

- 2.) Prepare and present draft of plans to staff and any others as designated by the Community Development and Public Services Directors for review and recommendations. Complete necessary revisions. Final submission of plan shall consist of the following:
 - One (1) original
 - Ten (10) electronic copies in PDF format on CDs.
 - Originals or copies suitable for reproduction and updating of all data bases, graphics and artwork shall also be included.
 - All electronic data bases and maps in an updateable format compatible with the City's GIS system.
- 3.) Meet with Staff and update progress of project monthly.
- 4.) The selected firm shall participate in the public presentation of the final Non-Motorized Transportation Plan and ADA Compliance Plan to the Walkable Novi Committee, a public open house and to the elected officials for the purpose of adoption.

DOCUMENT AND FILE FORMAT

All documents shall be submitted to the City of Novi in an electronic format as specified by the City of Novi.

Documents: MS Word
Digital copies of files: ArcView Shape file, AutoCAD
Digital copies of maps/drawings: ArcView layouts print file or AutoCAD format (.dxf)

All digital data should correspond to:
Project – State Plane Coordinate System
Michigan, South Zone – 6401
Datum – NAD83, NAVD 88
Spheroid – GRS1980
Units – International Feet

CONSULTANT SELECTION

The selection for this project will be based on the fee proposal, the consultant's project understanding, approach, schedule, and staffing plan.

<u>Criteria</u>	<u>Weight</u>
Fee	20%
Proposed Schedule	15%
Proposed Staff and Relevant Experience	25%
Evaluation of Approach and Understanding of Project	25%
Analysis of subjective statements applicable to the project as required on the RFP (Value added items)	15%

The selected consultant will enter into an agreement with the City of Novi to perform the services listed in this Request for Proposals.

PROPOSAL SUBMITTALS

To be considered, sealed proposals (**one UNBOUND original and five (5) bound copies for Part A and B**) must arrive at the City of Novi, City Clerk's Office, 45175 W. Ten Mile Road, Novi, Michigan 48375 on or before **10:00 A.M.**, local prevailing time, **Tuesday, June 8, 2010**, and clearly labeled Energy Efficiency and Conservation Block Grant (EECBG) Non-Motorized Master Plan, ~~and ADA Compliance Transition Plan~~. There will be no exceptions to this requirement and the City of Novi shall not be held responsible for late, lost, or misdirected proposals. The following will apply to both Part A ~~and Part B~~:

- Fee proposal for each project
- A proposed schedule for each project
- A detailed discussion of the proposed approach to the project, in detail (including any value-added concepts and related costs/savings that would improve the overall project).
- A discussion of the qualifications of team members that would be assigned to each project and qualifications of the firm for similar projects.
- A detailed cost breakdown showing the hours needed to complete each component for the project by staff (name or labor category) and hourly rate.
- A rate sheet or fee schedule depicting the consultant hourly rates that could be applied to additional work as may be necessary, for each category of staff that would work on each project.

USE OF THE CITY LOGO IN YOUR PROPOSAL IS PROHIBITED.

All proposals must remain valid for one hundred twenty (120) days from due date and cannot be withdrawn during this period.

The City of Novi reserves the right to accept any or all alternative proposals and to award the project to other than the firm with the lowest fee proposal, waive any irregularities or informalities, or both, to reject any or all proposals, and in general, to make award in any manner deemed by the City, in its sole discretion, to be in the best interests of the City of Novi.

Questions regarding this Request for Proposals may be directed to:

PART A – EECBG NON-MOTORIZED MASTER PLAN
Mark Spencer (248) 735-5607
mspencer@cityofnovi.org

-or-

~~PART B – ADA COMPLIANCE TRANSITION PLAN~~
~~Ben Croy (248) 735-5635~~
~~bcroy@cityofnovi.org~~

Attachments

Attachment A – Insurance Requirements

Exhibits

- A - Fee Proposal
- B - Sample Agreement



**CITY OF NOVI
INSURANCE REQUIREMENTS
ATTACHMENT A**

1. The Contractor shall maintain at its expense during the term of this Contract, the following insurance:
 - a. **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
 - b. **Commercial General Liability Insurance** – The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
 - c. **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence.
 - d. The Contractor shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) per occurrence and/or 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.**

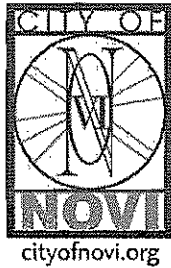
The language in the Cancellation section should read as follows:

"Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.
3. **It is required that all policies (except Professional Liability) shall name the City of Novi, its officers, agents and employees as additional insured.** Certificates of Insurance evidencing such coverage shall be submitted to City of Novi, Purchasing Department, 45175 West 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.
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.



CITY OF NOVI

RFP
PART A - ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) NON-MOTORIZED MASTER PLAN
AND
~~PART B - ADA COMPLIANCE TRANSITION PLAN~~

ADDENDUM #1

INTENT: This addendum has been issued to modify and/or interpret the original specifications for the bid/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 in the Bid Proposal Form.

CONTENTS: Included in this Addendum are two (2) pages of written addenda description.

GENERAL QUESTIONS:

1. The submittal requirements for submittal on page 12: Do you want our proposal to follow this format/order exactly? How do you prefer to separate Part A and Part B? Complete separation or within each area such as "project approach" separate the discussions?

Answer: Yes, we would like the proposal to follow the order of the submittal requirements as listed. Part A & Part B responses should be completely separated within your proposal. You may include the two parts in one document but they should be completely separated within that document.

2. Can you provide the fee proposal sheet in a word document so it can be added into the proposal easier?

Answer: Yes. See document included with this addendum.

3. Can the proposals be 2 sided? Any other format requirements or preferences?

Answer: Yes, the proposal can be two-sided. Please make sure your original proposal is not bound or stapled. You can use a clip to hold it together.

QUESTIONS FOR PART A:

1. The task list requires one public hearing (pg 9), the scope of services requires a presentation to the Walkable Novi Committee, an open house and a presentation to the elected officials (pg 11), and the fee proposal breaks out one public hearing. Please verify the number of formal meetings/presentations anticipated.

Answer: We anticipate three public meetings. The public hearing, if any, would be held at the presentation to City Council.

2. The task list and fee proposal requires an update of the existing facilities? Does this include all sidewalks or just the 19,000 feet of City constructed paths? To what level of detail does this inventory need to be?

Answer: The inventory is for public sidewalks and pathways whether constructed by the City or private developers. We have a current GIS inventory of public pathways and sidewalks. This information needs to be reviewed to remove duplications (if any), add missing segments (if any), assigned segment numbers, and brake segments into logical management segments. Additional attribute fields need to be established to accurately reflect the location, construction type, use type, snow removal classification, and fields needed to monitor maintenance. The inventory needs to address mid-bloc crossings and intersection crossings, i.e. ramps, signals, quadrants etc. Fields should be added for proposed or future facilities.

QUESTIONS FOR PART B:

- ~~1. The text (pg 10) focuses on a plan to become compliant. However the fee proposal includes 4 inventory items. Can you define the scope of these inventories or clarify the scope in the text? If an inventory is required, what are the parameters need in these areas? Visual inspection, windshield survey, topo survey, suitability for improvements such as adding push buttons?~~

~~Answer: One of the primary goals of this project is to gain an understanding of the requirements associated with an ADA compliance transition plan, using the expertise of the selected consultant. It was anticipated that an inventory of pathway components (e.g. ramps, push buttons, defects, etc) would be required as part of the compliance plan development, but the level of effort required to develop this inventory was not known. Therefore, the inventory was broken up into four tasks to allow the City to award portions of the inventory as project budget permits. However, if the inventory is not required for the development of the compliance plan, this should be stated in the proposal. For the purposes of project bidding, prices shall be provided for the inventory whether the inventory will be required for the plan or not. If an inventory is required, it is expected that the level of effort involved will be stated in the proposal.~~

Sue Morianti
Purchasing Manager

Notice dated: May 21, 2010



CITY OF NOVI

RFP
PART A - ENERGY EFFICIENCY AND CONSERVATION
BLOCK GRANT (EECBG) NON-MOTORIZED MASTER PLAN
AND
~~PART B - ADA COMPLIANCE TRANSITION PLAN~~

ADDENDUM #2

INTENT: This addendum has been issued to modify and/or interpret the original specifications for the bid/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 in the Bid Proposal Form.

CONTENTS: Included in this Addendum are two (2) pages of written addenda description.

QUESTIONS:

1. Our understanding is that there are three interrelated databases that the city uses to track existing and planned sidewalks. For existing sidewalks there is a database that indicates the width of the sidewalk. For this GIS database, the sidewalk centerline (digitized using aerial photographs) is used along primary roads and the road centerline is used along local roads. For planned sidewalks, there is a GIS database and an Excel spreadsheet (which is shown in the PSPAP reports). The two data sets for the planned sidewalks are linked by a segment number but some of the data is present in both data sets. For the planned GIS database, the segment centerline has in some cases been drawn for display purposes and in other cases has been digitized along the edge of the public right-of-way.

a) Is this indeed the case?

Answer: The planned sidewalks and pathway GIS data base includes all of the built sidewalks and pathways. The existing sidewalk and pathway GIS layer is based on the data in the planned data base. The two GIS data bases for sidewalks and pathways use the centerline and right-of-way alignment and the same width data.

b) Is there an exact 1 to 1 record match between the planned sidewalk GIS database and the Excel spreadsheet?

Answer: The planned pathways and sidewalks listed in the PSPAP spreadsheet and in the planned sidewalk and pathway GIS database share the same ID numbers and much of the same attributes. The City will merge the spreadsheet data into the GIS database for the consultant.

c) Do you expect the consultant to conflate the two planned sidewalk databases?

Answer: No.

d) Do you expect the consultant to conflate all three sidewalk databases?

Answer: No.

e) For the existing sidewalk database in the Addendum No. 1 you indicated that "additional attribute fields need to be established". Do these fields need to be completely populated with data or are you simply looking to establish an asset management approach that will be completed over time by the city?

Answer: We will be looking for recommendations to add fields for asset management, construction and planning.

f) Are you open to alternative approaches for sidewalk asset management and implementation planning tools?

Answer: Yes

2. The City of Novi's Community Recreation Plan (including the Americans with Disabilities Act Transition Plan), 2003-2008 is shown on the website but the link is broken. Can this plan be made available to potential bidders?

Answer: The current 2009-2013 Parks and Recreation Plan is on the web page and a link to the ADA Transition Plan will be re-established soon. Copies (or links to) both documents can be made available to the bidders.

3. Does the Brooks Act apply to the EECBG Non-Motorized Master Plan project?

Answer: No.

Sue Morianti
Purchasing Manager

Notice dated: May 28, 2010