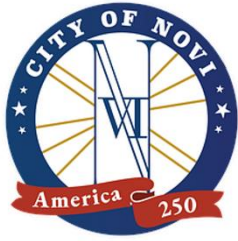


# MEMORANDUM



**TO:** VICTOR CARDENAS, CITY MANAGER  
**FROM:** BARBARA MCBETH, AICP, CITY PLANNER  
**SUBJECT:** TRAFFIC ENGINEERING CONSULTANT  
**DATE:** APRIL 8, 2026

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A Request for Qualifications (RFQ) was recently issued to seek the services of an independent firm to provide **traffic engineering consulting services** for the City of Novi. The traffic engineering consultant performs site plan reviews and traffic study evaluations as part of the plan review process and assists the Engineering Division with traffic-related concerns and studies. The consultant provides traffic engineering expertise to Community Development and Public Services staff as well as the City Council and Planning Commission.

The scope of work for the consultant includes site plan review for traffic compliance with all City codes, the Master Plan for Land Use, thoroughfare plans, the Active Mobility Plan; as well as with quality development expectations, practicality and functional excellence. The consultant also reviews traffic impact studies and rezoning proposals (each rezoning request requires either an abbreviated or full traffic study). The consultant provides assistance at meetings and performs traffic and parking lot inspections of completed work. The consultant assists the City's designated traffic engineer (Ben Croy) by performing traffic engineering and speed studies.

## **Qualifications**

The RFQ was advertised in February and the City received two responses. The responses were reviewed using Qualifications-Based Selection and scored using five factors:

- Firm's resource capability to perform required services including examples
- Evaluation of assigned personnel
- Related public/municipal experience
- Budget and cost controls experience
- Potential or current project conflicts

The staff review team included members from Community Development and the Department of Public Services. The reviewers were Lindsay Bell, Rick Meader, Humna Anjum, and Barbara McBeth. Tracey Marzonie from the Finance Department provided assistance throughout the process.

Based on the results of the staff evaluations AECOM was selected as the more qualified firm (two responses were provided). AECOM has served as Novi's Traffic Engineering Consultant since 2014.

## **Fees**

The current fees have not increased since 2022. AECOM's proposed fees show a modest increase, generally representing an **increase of \$50-\$200** for most of the services requested. If selected, the pass-through Traffic Engineering costs for typical site plan review developments are projected to **increase by about 15 to 25 percent**, depending on the type and size of the project. For some of the more common services, please refer to the red circles noting some of the proposed fee changes in the **attached** fee schedule.

The proposed hourly rate for preparing Traffic Engineering Studies and Reports, and for attendance at meetings is proposed to **increase by about 5 percent** from the current fee structure, the first requested increase over the past four years.

The Engineering Division budgets approximately \$30,000 annually for the as-needed hourly work for various engineering studies and reports. The Community Development Department budgets approximately \$3000 to \$5000 annually for as-needed meetings with the traffic consultant.

A summary of fees paid to the traffic consultant over the past several years is as follows:

|                                      | FY 21-22            | FY 22-23            | FY 23-24            | FY 24-25            |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Traffic Review (developer-paid fees) | \$ 12,017.40        | \$ 15,789.48        | \$ 22,997.84        | \$ 31,246.40        |
| Traffic consultant (city-paid fees)* | \$ 1500             | \$ 3000             | \$ 3000             | \$ 3700             |
|                                      | <b>\$ 13,517.40</b> | <b>\$ 18,789.48</b> | <b>\$ 25,997.84</b> | <b>\$ 34,946.40</b> |

\*Planning only, approximate amounts

## **Recommendation**

Staff recommends **awarding a contract to AECOM** for a three-year term with an additional two, one-year optional extensions for the following reasons:

- AECOM has a deep bench when it comes to traffic engineering with 3 dedicated engineers and a total of 17 traffic engineers and other professionals in local offices and available to assist with Novi's projects.
- Over the twelve years that the City and AECOM have worked together, staff has noted that the breadth of expertise has served the City well in providing quality traffic reviews and offered creative, innovative solutions to traffic concerns.
- AECOM streamlined the site plan review letters, improving communication with applicants. AECOM has been receptive to adjustments to the letters and communications as suggested by the Plan Review Center.
- Over four years, AECOM has provided 285 site plan reviews, 18 Traffic Impact Studies reviews, 75 site inspections, 2 speed studies and 4 Traffic Engineering Studies.
- Engineering and Planning staff already have a good working relationship with the AECOM staff and with the level of service AECOM has provided as Novi's Traffic Engineering consultant since 2014.
- The fees presented by AECOM represent a 10-20% increase in developer/applicant paid fees, and a 5% increase in hourly costs for traffic engineering studies, a nominal increase over the fees in place since 2022.