



December 1, 2022

Ms. Amy Gilson, P.E. Director of Public Works  
City of Charlotte  
111 E. Lawrence Avenue  
Charlotte, MI 48813

RE: Safe Routes to School (SRTS)  
Professional Engineering Services – Traffic Study Contract Amendment Request

Dear Ms. Gilson:

We are submitting this letter as a request to our contract for professional engineering services for the city's Safe Routes to School project (MDOT JN 212642). As you are aware, the City of Charlotte in conjunction with the Charlotte Public Schools submitted a Safe Routes to School grant to Michigan Department of Transportation (MDOT). Part of the grant agreement with MDOT allowed for the design and construction of a crosswalk and rectangular rapid flashing beacon (RRFB) traffic signal at Shepherd Street (M-50) and St. Mary's Boulevard. Our current contract included design services for the crosswalk and RRFB. MDOT requires a traffic study to warrant the installation of any new traffic signal within their right-of-way. Since the grant application was approved by MDOT, we understood that the signal warrant was approved prior to acceptance of our contract for engineering services.

At the Grade Inspection (GI) meeting, MDOT requested a traffic study and signal warrant be submitted for said crossing. In the best interest of the city to not delay the project schedule, ROWE proceeded with completion of the traffic study and signal warrant submittal to MDOT.

We are requesting an amendment to our current design services contract amount to cover the traffic study and signal warrant. This will result in an increase to our current contract in the amount of **\$3,500**. With your approval, our current Design/Bidding Phase budget of **\$186,500** will be revised to **\$190,000**.

We appreciate the opportunity to provide continued engineering services to the City of Charlotte for your infrastructure improvement projects. Our standard terms and conditions from our contract dated January 11, 2021, remain unchanged. If you have any question or concerns, please contact me at (810) 341-7500.

Sincerely,  
ROWE Professional Services Company

Sean N. Beckman, P.E.  
Project Manager

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Kentwood, MI: 4345 44th Street SE, Suite A, 49512 | Phone: (616) 272-7125