



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org

Legislative File No: 2025-0369

TO: Mayor and City Council Members

FROM: Bill Fritz, P.E., Director Department of Public Services

DATE: September 8, 2025

SUBJECT: Professional Engineering Design Services
Hampton Circle Transportation Alternatives Program (TAP) Grant
City File #E24-003

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for professional engineering design services for the completion of a Transportation Alternatives Program (TAP) grant application to OHM Advisors, Auburn Hills, Michigan in the amount not-to-exceed \$7,000.00 and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

OHM is one of the City's selected on-call professional engineering firms and is being recommended to perform professional engineering design services for the required grant assistance services for this project based on their completion of a Lane Use Traffic Study for Hampton Circle. The study was initiated in January of 2024 and evaluated options to incorporate accessibility for vehicles, bicyclists, and pedestrians along Hampton Circle.

With the completion of the Lane Use Traffic Study, the City now seeks to apply for a TAP grant to fund improvements along Hampton Circle. OHM is being engaged to assist with the preparation of the online application, required exhibits, and updated cost estimates, along with a pre-application meeting with the city, coordination of a public input process, and a competitiveness analysis for the grant.

This proposal is for the grant application services only and does not include formal engineering design plans, permitting, or additional traffic studies. The application is based on the recommended concept from the Hampton Circle Study. Approval of this agreement will allow the City to leverage the previous study's findings to secure federal funding for the Hampton Circle project, moving it closer to the construction phase currently scheduled in the Capital Improvement Plan (CIP) for 2027.

PROCESS:

Vendor Name and Address:

OHM Advisors
2365 Pontiac Road, Suite 201
Auburn Hills, MI 48326

Reason for Selection:

Qualifications Based Selection

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Major Road	452.801000	Professional Services	\$7,500	\$7,000	\$500

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for professional engineering design services for the completion of a Transportation Alternatives Program (TAP) grant application to OHM Advisors, Auburn Hills, Michigan in the amount not-to-exceed \$7,000.00 and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney

☐ Yes

☒ N/A