



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: 2026-0407

TO: Mayor and City Council Members

FROM: Tracey Balint, P.E., Director Department of Public Services

DATE: September 28, 2026

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 \$6,000.00 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 necessary grant assistance services for this project based on previous work on the Hampton Circle Traffic Study. The initial study evaluated options to reconfigure the roadway and improve accessibility for vehicles, bicyclists, and pedestrians along Hampton Circle.

Following the recent review of the updated concept plans for Hampton Circle and the proposed 10-foot off-street pedestrian pathway, the City is now seeking to apply for a SEMCOG Transportation Alternatives Program (TAP) grant. This funding will support the off-street pathway and sidewalk improvements.

OHM is being engaged to assist with the preparation of the online grant application, updated project cost estimates, competitiveness analysis, and updated exhibits (including project location maps, plan view drawings, and corridor cross-sections).

This proposal is for the grant application services only and does not include formal engineering design plans, external permitting, right-of-way coordination, or additional traffic studies. Approval of this agreement will allow the City to leverage recent design concepts to seek federal funding for the Hampton Circle pathway, supporting a potential construction schedule for FY2028/2029.

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 2026 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Major Road	452.801000	Professional Services	\$7,500	\$6,000	\$1,500

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 \$6,000.00 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