



September 15, 2026

City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

Attention: Mr. Keith Depp
Project Engineer, City of Rochester Hills

Regarding: Hampton Circle Transportation Alternatives Program (TAP) Grant
Scope of Professional Engineering Services

Dear Mr. Depp:

OHM Advisors (OHM) is pleased to submit this proposal for professional services for the completion of a TAP (Transportation Alternatives Program) Grant application to the Southeast Michigan Council of Governments (SEMCOG). The proposed project is to seek federal transportation funding for enhancements to the pedestrian transportation system along Hampton Circle between Barclay Circle and Barclay Circle loop.

PROJECT UNDERSTANDING

OHM will prepare the online application and provide the required exhibits, cost estimates and other maps this application requires. OHM will utilize information developed in the Hampton Circle Traffic Study and recently updated concepts for reconstruction of the roadway to narrow the existing footprint from three to mainly two lanes and elimination of existing striped shoulder areas. The reduced roadway width will provide sufficient space for construction of a ten-foot-wide pedestrian pathway along “inner” side of the roadway. In addition, gaps in the existing five-foot sidewalk on the “outer” side of the roadway could potentially be filled. The TAP funding, if received, will not fund road reconstruction work, but will fund the construction of the off-street pathway and sidewalk. Road improvements beyond the pathway/sidewalk work would be the responsibility of the City to fund. It is known the City would have to provide at least 20% match to receive federal funding through the TAP program.

SCOPE OF SERVICES

The following is the scope of services that OHM will provide for this project:

- Preapplication meeting with the City to review and confirm specifics of the project.
- Coordinate public input process to solicit feedback required for this project
- Prepare updated exhibits for proposed roadway reconfiguration and pathway as needed to meet the requirements of the application. These include project location map, plan view drawings, road & pathway cross sections, and corridor photographs.
- Perform competitiveness analysis and create documentation required for the grant application.
- Update project cost estimate to reflect a 2028/2029 potential construction schedule.

SCHEDULE

The project will commence upon authorization to proceed. OHM will submit the application by the submission due date, and will provide the City with a draft of the submittal one week prior to the due date.

OHM Advisors®

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COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of six thousand dollars (\$6,000.00). The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

■ Exhibits	\$ 3,000
■ Application Preparation	\$ 2,000
■ Project Cost Estimate Modification	\$ 1,000
Total	\$ 6,000

ASSUMPTIONS & EXCLUSIONS

- No formal engineering design plans for this project are included.
- No permitting with external agencies is included
- No ROW coordination or preparation of exhibits are included
- No additional traffic counts, speed studies, or traffic analysis are included
- Application of grant is based on Hampton Circle Study and updated roadway/pathway concepts recently accepted by the City.

CONCLUSION

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. Should you find this agreement acceptable, please sign the authorization below and return a copy to us for our files. We look forward to providing professional services on this project. If you have any questions, please contact us.

Sincerely,

OHM Advisors

Timothy J. Juidici
Principal-in-Charge

cc: Alex Parent, OHM

CITY OF ROCHESTER HILLS

Recommended:

BY: _____
Tracey Balint, Director of Public Services

Date

Approved:

BY: _____
Lisa Cummins, Procurement Manager

Date

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