



MEMORANDUM

TO: City Council
FROM: Howard S. Lazarus, City Administrator
DATE: January 16, 2019
SUBJECT: Lower Town Area Mobility Study – Proposed Resolution with Orchard, Hiltz & McCliment, Inc., (OHM)

On November 19, 2018, City Council was presented with a proposed Resolution to Authorize a Professional Services Agreement with Orchard, Hiltz & McCliment, Inc. (OHM) for the Lower Town Area Mobility Study. City Council passed a motion to postpone action until January 22, 2019. Prior to this item returning, Council requested that staff determine if a renegotiation is possible or if the lower bid is acceptable. It was also requested that staff consider if a new bid is needed. The current version of Legistar file [18-1331](#) includes the revised cost information referenced in the responses below and the updated contract has been added as an attachment to the file.

Question: Is a renegotiation possible?

Response: Following direction from City Council, staff negotiated with OHM to reduce the consultant fee while minimizing the impact to the study deliverables. The consultant cost proposal was reduced from \$662,992 to \$579,478. This reduction came from two task areas: Task 1 Public Engagement; and Task 13 Meetings.

In Task 1, the number of public meetings was adjusted from five (5) meetings to four (4) meetings. In the new proposal, Public Meeting 1 'Introduction and Kickoff' and Public Meeting 2 'Existing Conditions Findings' are combined into one meeting.

In Task 13, in-person meetings between the consultant team and City staff were adjusted to reduce the consultant cost for attending City hosted meetings. The updated proposal includes increased conference calls and OHM hosted meetings.

Question: Is the lower bid acceptable?

Response: Staff recommends proceeding with the OHM proposal. The responses to RFP No. 18-21 were evaluated on four different criteria: Cost (10%); Professional Qualifications (20%); Past Involvement with Similar Projects (30%); and Proposed Work Plan (40%).

Professional qualifications of the OHM team were considered to be a better fit, as they recently successfully completed corridor and intersection studies in the City, as well as traffic circulation evaluations for Ann Arbor Public Schools. The OHM team includes another firm WSP as a sub-consultant to assist with a road safety audit and multimodal traffic modeling in this study. Key team members of their team are located in southeast Michigan.

The share of effort/cost between the prime firm and the sub-consultants was also evaluated. The team with greater involvement of the prime firm is considered favorable to the study. OHM accounts for 55% of overall effort of its team. Whereas, the other proposer, HRC, accounts for 39% of the overall effort of the team.

The level of effort on public engagement was another differentiator. The OHM team estimated 20% of overall project cost is necessary for public engagement. The estimate of the HRC team is 11%.

The OHM team also included a road safety audit in their work plan. This task will look for traffic crash risk factors in the entire study area. The HRC team does not have this task in their proposed work plan.

Question: Is a new bid needed?

Response: The scope and requirement of the study did not change. The market and major consulting firms which specialize in transportation in this region did not see major change. Therefore, a new bid will likely generate same/similar responses to the last Request for Proposals process.

As always, please do not hesitate to contact me if I can be of further assistance on this matter.

cc: Craig Hupy, Public Services Area Administrator
Nick Hutchinson, City Engineer
Raymond Hess, Transportation Manager