

October 7, 2025

City of Ann Arbor
Office of Sustainability and Innovations
301 E. Huron Street
Ann Arbor, MI 48104

Attention: Missy Stults, PhD., Sustainability and Innovations Director

Subject: **Solar and EV Projects – Additional Sites
Environmental Assessment - Professional Services**

Dear Ms. Stults:

OHM Advisors understands that the City has the ability to utilize the previously received federal congressionally directed spending grant for various solar and EV sites throughout the City of Ann Arbor for additional sites. The grant is administered through the U.S. Department of Housing and Urban Development's (HUD) Community Project Funding (CPF) program. OHM previously prepared a NEPA review through HUD's Environmental Review Online System (HEROS) portal for solar and EV charging at five (5) sites throughout the City, including Bicentennial Park, City Hall, Fire Station No. 1, Fire Station No. 3, and Fire Station No. 6.

The City now wishes to use this grant for additional solar work, HVAC electrification, battery storage, and EV charging at the City's new election center at 3021 Miller Road. There is also potential to add another 4-5 sites, but the locations are currently unknown. Our HUD contact has confirmed this site can be added to the existing Environmental Review (ER) rather than starting a new review.

Our letter proposal for professional services contains our strategy to accomplish the revision to the existing environmental review. The letter proposal includes our Scope of Services, Project Fee & Schedule, and Assumptions.

SCOPE OF SERVICES

This scope provides the necessary professional engineering services to provide environmental review components required for federal grants that the City has received for the Miller election center. Specific tasks include:

Task 1: Michigan State Historical Preservation Office (SHPO) Section 106 Application, Review & Administration

The following tasks are anticipated for this task through our subconsultant, SWCA Environmental Consultants, with assistance from OHM Advisors:

- Conduct a literature review using site file information obtained from MI SHPO and online cartographic sources regarding previously identified archaeological sites and surveys and archaeological potential in the Project Areas and a surrounding 1-mile radius.
- Conduct a desktop review of above-ground architectural/historic resources in the Project Areas and a surrounding 1.0-mile study area to account for potential indirect effects on above-ground properties near the Project (typically one parcel deep from the Project Areas).



- Photograph potential historic structures that are within one parcel of the Project Areas for inclusion in the MI SHPO Application for Section 106 Review as needed.
- Prepare a letter report summarizing the results of the literature review. The report will include an overview map of each Project Area, photographs of the project area, and digitized resource and survey locations, if applicable, within the survey area.
- Prepare a draft of the MI SHPO S106 application and required identification forms/above-ground identification table as needed; the S106 application will be finalized and submitted to SHPO by the City.
- Prepare a template letter for tribal consultation.

Task 2: National Environmental Protection Act (NEPA) Clearances

The following professional services are anticipated for the revision of the existing ER in HEROS. OHM staff will prepare project background information for each site and submit a request for documentation from the appropriate regulatory agencies regarding social and environmental data sets pertaining to each site. Data will be requested from the following agencies: U.S. Fish and Wildlife Service (USFWS), Michigan Natural Features Inventory (MNFI), U.S. Environmental Protection Agency (USEPA), Department of Environment Great Lakes and Energy (EGLE), Michigan Department of Natural Resources (MDNR) and the Federal Emergency Management Agency (FEMA). OHM staff will review documentation provided by the regulatory agencies and compare to historical and spatial occurrence data and determine if potential impacts may occur as a result of proposed project activities. Based on potential impacts to historical, social, or environmental resources OHM staff will prepare summary reports where applicable following the data review for potential impacts and prepare Environmental Assessment Reports for each site as required as part of the HEROS NEPA submission.

The City will continue to act as the Responsible Entity on behalf of HUD. OHM will act as a Partner User, assisting the City with reporting through the online system. It should be noted that the request for release of funds (RROF) cannot be submitted until the HEROS submission is complete, and HEROS submission cannot occur until tribes and SHPO have been given 30 days to respond to consultation. In addition, the RROF must be public noticed ahead of submission to HUD for 15 days and then HUD has 15 days to object to the submission.

Deliverables

We propose to provide the following deliverables as part of the scope of services outlined above:

- Completed SHPO Application with appendices related to parcels impacted by the projects.
- Tribal Consultation letter template for the City-led consultation with federally recognized tribes.
- Technical Memo for all field analysis performed as part of environmental assessment along the project route, with associated figures.
- NEPA related forms for environmental clearances for the project areas will be uploaded via the HEROS online program.

PROJECT FEE & SCHEDULE

OHM Advisors will perform services consistent with our scope of work and assumptions outlined above, for a Total Not-to-Exceed Fee of **\$9,500**. The terms of the contract will be in accordance with OHM's previously executed Professional Services Agreement (PSA) dated August 16, 2025 for Civil Engineering and Surveying Services (RFP 25-27). Hourly rates will be charged as established under the above-referenced PSA for RFP 25-27 (attached) and form the basis of the fee detailed below.

Task 1: MI SHPO Section 106 Application, Review & Administration	\$5,900
Task 2: NEPA Clearances	\$3,600



Additional sites can be provided for an estimated \$9,500 per site if they are similarly uncomplicated (no surrounding historical sites, ground disturbance area consistent with previously disturbed areas), or \$20,000 per site for park sites/sites in historic areas of the City. For four to five similar additional sites, we recommend setting up an allowance of **\$50,000**.

All costs for professional services are included and no reimbursable OHM expenses are expected. OHM Advisors bears the overhead costs for providing the services herein. Neither the fee nor the schedule reflects unforeseen conditions that may arise. Our fee is based on the above outlined scope of work.

Assuming we receive formal authorization to proceed by the City prior to October 17, 2025, the project schedule would follow the milestone dates for the Miller election center as outlined below:

- Draft SHPO Research & Agency Data Requests Complete – November 21, 2025
- Final SHPO Report/Tribal Letters – December 10, 2025
- Tribal Review Period Ends/Receive SHPO Letter – January 9, 2026
- Final Environmental Assessment Reports – January 16, 2026
- RROF/FONSI Period Ends – January 31, 2026
- Submission to HUD – February 4, 2026
- Release of Funds – February 20, 2026

Additional revisions to the ER for additional sites would follow behind the above outlined schedule.

ASSUMPTIONS

The following assumptions are part of our proposal:

- No field surveys will be conducted for the NEPA review process apart from photography of the site.
- The City of Ann Arbor will conduct all public outreach, engagement and workshops associated with the project for NEPA submission.
- The City will submit the Section 106 review to SHPO and consult directly with federally recognized Indian tribes.
- It is assumed for scheduling purposes that SHPO will respond to the application within 30 days, to be reviewed concurrently with tribal consultation. Should this review take additional time the final release of funds will be delayed.
- The City will act as the “Responsible Entity” on behalf of HUD and will provide a staff person responsible for completing the environmental review within HEROS.
- The Allowance recommendation has been provided based on unknown sites. Once site information has been received by OHM, we can provide a more detailed cost breakdown for each site. Grouping sites may require less effort due to requiring fewer revisions to the ER.



Should you have any questions regarding our proposal, please do not hesitate to contact me at 734-466-4592. We thank you for this opportunity to provide professional engineering services to the City of Ann Arbor for this project.

Sincerely,
OHM Advisors

Claire Martin, PE
Project Manager

Attachment: RFP 25-27 OHM Rate Table

cc: George Tsakoff, Principal, OHM
Chris Elenbaas, Senior Project Manager, OHM

OHM Advisors

Classification	2025 Rate	Staff
Principal	\$237	George Tsakoff, Robert Czachorski
Professional Engineer V/Architect V	\$215	Cresson Sloten, Chris Elenbaas, Valerie Novaes
Professional Engineer IV/Architect IV	\$205	Claire Martin, Taryn Juidici
Professional Engineer III/Architect III	\$186	TJ Lentner, Susan Knepper, Sally Bos, Brian Ardanowski, Adam Rychwalski, Fraser Payne
Professional Engineer II/Architect II	\$172	Mariah Cummings
Professional Engineer I/Architect I	\$160	
Project Specialist V	\$235	
Project Specialist IV	\$220	Murat Ulasir
Project Specialist III	\$195	
Project Specialist II	\$165	Madison Merzlyakov, Chris Donajkowski
Project Specialist I	\$135	
Graduate Engineer V	\$175	
Graduate Engineer IV	\$162	Mackenzie Chamberlain
Graduate Engineer III	\$154	
Graduate Engineer II	\$150	Brittany Bult
Graduate Engineer I	\$140	
Design Technician V	\$180	
Design Technician IV	\$163	
Design Technician III	\$145	
Design Technician II	\$128	
Design Technician I	\$110	
Professional Surveyor V	\$210	
Professional Surveyor IV	\$195	Luke Heath
Professional Surveyor III	\$180	Andrew Schripsema
Professional Surveyor II	\$166	
Professional Surveyor I	\$150	
Surveyor V	\$168	
Surveyor IV	\$153	
Surveyor III	\$138	
Surveyor II	\$126	
Surveyor I	\$110	
Planner V	\$185	Eric Dryer
Planner IV	\$175	
Planner III	\$160	
Planner II	\$135	
Planner I	\$115	
Landscape Architect V	\$180	
Landscape Architect IV	\$165	
Landscape Architect III	\$150	Ben Weaver
Landscape Architect II	\$130	
Landscape Architect I	\$125	



OHM Advisors, cont.

Classification	2025 Rate	Staff
Technical Aide III	\$90	
Technical Aide II	\$85	
Technical Aide I	\$80	
Administrative Support III	\$130	
Administrative Support II	\$105	
Administrative Support I	\$80	

No additional overhead charges will be applied to our rate schedule. OHM Advisors bears the overhead costs (i.e. mileage, equipment, communications, overtime, faxing, copying, etc.) for providing the services proposed herein. In accordance with RFP 25-27, the above rates will be held for a two-year period from the date of City Council award of the contract.

