



## Legislation Text

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**File #:** 22-0311, **Version:** 1

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Resolution to Authorize Professional Services Agreements with Orchard, Hiltz & McCliment, Inc. in the amount of \$500,000.00; Wade Trim Associates, Inc. in the amount of \$500,000.00; Hubbell, Roth & Clark, Inc. in the amount of \$500,000.00; and Spalding DeDecker Associates, Inc. in the amount of \$300,000.00 for General Civil Engineering and Surveying Services (RFP No. 22-02)

Attached for your review and consideration for approval is a resolution authorizing Professional Services Agreements with Orchard, Hiltz & McCliment, Inc. (OHM Advisors) in the amount of \$500,000.00; Wade Trim Associates, Inc. in the amount of \$500,000.00; Hubbell, Roth & Clark, Inc. (HRC) in the amount of \$500,000.00; and Spalding DeDecker Associates, Inc. (SDA) in the amount of \$300,000.00 for General Civil Engineering and Surveying Services to be performed on an as-needed basis.

The City, through the Engineering Unit, provides a wide array of services including design and management of capital improvement projects; private development construction plan review; private development utility and road construction inspection; transportation engineering; civil engineering design; construction inspection; drafting; and surveying. The proposed professional services agreements are intended to supplement and support the existing Engineering staff during high demand periods for engineering and surveying services. These firms will only be used when additional support is needed and will not exceed the authorized amount for each firm.

Many of the activities provided or managed by the City's Engineering Unit are directly impacted by the intensity of construction activities, the condition of the City's infrastructure, private development in the area, and many other variables. These factors often contribute to short and long term fluctuations in demand for the unit's services citywide. The variety of capital improvement projects managed by the Engineering Unit also occasionally creates the need for engineering expertise that is not available within the existing staff.

In the past, the Engineering Unit has selected professional consulting firms to provide services on an as needed basis. Making use of these firms on an ongoing basis has permitted the City to more effectively utilize the existing work force, while continuing to deliver quality and cost-effective engineering, surveying, and project management services.

In January of 2022, the City received proposals in response to Request for Proposal (RFP) No. 22-02 from ten professional engineering firms. The RFP required each consultant to submit a statement of qualifications, work plan, fee schedule, and resumes of personnel that it proposed were qualified and available to work on City projects. A selection committee comprised of Engineering staff reviewed the proposals and determined which firms were most qualified to perform the required services. The firms were evaluated and scored on several criteria:

- Professional Qualifications (30%)
- Past Involvement With Similar Projects (15%)

- Proposed Work Plan (20%)
- Fee Proposal (35%)

After reviewing and scoring the proposals, staff ranked the responding firms in the following order:

1. Hubbell, Roth & Clark
2. Wade Trim Associates
3. Orchard, Hiltz & McCliment (OHM Advisors)
4. Spalding DeDecker
5. Fleis & Vandenbrink
6. Fishbeck
7. The Mannik & Smith Group
8. DLZ
9. Stantec Consulting Michigan
10. Civil Engineering Solutions

Based on the proposals and fee schedules submitted, the selection committee decided to award contracts to the top four firms.

All four firms are in compliance with the requirements of the City's Non-Discrimination and Living Wage ordinances.

Budget and Fiscal Impact: The services provided through these professional services agreements have been budgeted and will be paid for within approved project budgets and annual operating budgets, as appropriate.

Prepared by: Nicholas Hutchinson, P.E., City Engineer

Reviewed by: Brian Steglitz, Interim Public Services Area Administrator

Approved by: Milton Dohoney, Jr., Interim City Administrator

Whereas, The City of Ann Arbor Engineering Unit provides services including design and management of capital improvement projects; private development construction plan review; private development utility and road construction inspection; transportation engineering; civil engineering design; construction inspection; drafting; and surveying;

Whereas, The demand for engineering and surveying services fluctuates with time and often creates periods of peak demand for services beyond the current staffing resources;

Whereas, During such periods of peak demand, Engineering Unit resources would be supplemented with additional resources provided by private professional engineering firms;

Whereas, In response to RFP No. 22-02 for General Civil Engineering and Surveying Services, the City received ten proposals; and selected Hubbell, Roth & Clark, Wade Trim Associates, OHM Advisors and Spalding DeDecker based on their professional qualifications, past experience, work plan, and fee quotations;

Whereas, The engineering and surveying services will be paid for within approved project budgets and annual operating budgets, if so approved by City Council, and costs for work on private

development projects will be recouped through fees charged to developers; and

Whereas, The firms are in compliance with the requirements of the City's Non-Discrimination and Living Wage ordinances;

RESOLVED, That the City Council approve the Professional Services Agreement with Hubbell, Roth & Clark, Inc. in the amount of \$500,000.00 for General Civil Engineering and Surveying Services (RFP No. 22-02);

RESOLVED, That the City Council approve the Professional Services Agreement with Wade Trim Associates, Inc. in the amount of \$500,000.00 for General Civil Engineering and Surveying Services (RFP No. 22-02);

RESOLVED, That the City Council approve the Professional Services Agreement with Orchard, Hiltz & McCliment, Inc. (OHM Advisors) in the amount of \$500,000.00 for General Civil Engineering and Surveying Services (RFP No. 22-02);

RESOLVED, That the City Council approve the Professional Services Agreement with Spalding DeDecker Associates, Inc. in the amount of \$300,000.00 for General Civil Engineering and Surveying Services (RFP No. 22-02);

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreements after approval as to form by the City Attorney and approval as to substance by the City Administrator;

RESOLVED, That the City Administrator be authorized to approve individual work statement agreements for the duration of the contracts; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.