

# Memorandum

**Date:** July 28, 2023  
**To:** Township Board  
**From:** Anna Horner, P.E., Public Works Director  
Iris Lubbert, Planning Director  
**Subject:** Atlantic Ave Extension – Professional Engineering Services Selection

---



## **Objective**

**MOTION:** Approval of Wightman for the Atlantic Ave Extension proposal in the amount of \$92,500 and respective budget amendment.

## **Background**

The next step in the Atlantic Ave Extension Project is to complete the traffic study, new road alignment, and conceptual parcel layouts. Staff sent out a request for proposals to six (6) firms in June.

Staff went through a detailed evaluation of the two (2) proposals received and met with a DDA subcommittee to conclude the final scoring. Together, Staff and the DDA recommends selecting Wightman & Associates as the consulting firm to complete this phase of the project.

The 2023 approved budget for this work included \$80,000; \$50,000 from the DDA and \$30,000 from the local road fund. A proposed budget amendment to cover the additional cost of the selected proposal of \$12,500 from the local road fund is recommended by staff. The consultant's price reflects the maximum amount of work from the RFP however, because this work is somewhat iterative and will be non-linear based on decisions made throughout the process, this contract would be billed on a time and materials basis with a not to exceed price.

## **Attachments**

RFP Evaluation Criteria and Scoring by Staff & DDA subcommittee

Wightman

P&N

Letter of Support for Recommendation from DDA

Request for Proposal

Proposal

Wightman

P&N

**Project Name: Atlantic Ave Extension Project**

**Firm: Wightman & Associates and Progressive AE**

**Evaluation Completed by: Anna Horner and Iris Lubbert**

**Understanding of Project Goals (15 points) 15 points**

- **The proposed approach is thorough yet reasonable, recognizes the values of the Township/DDA, and has a clear understanding of project goals.**  
The approach is thorough, and in some cases went further than needed as part of this project. Because of the detail in estimated fees, staff feels we can appropriately cut/scale the items that are not applicable at the time. Clear emphasis was given on the different goals and the order in which deliverables would be completed align with the goals, for example public and stakeholder input would be utilized in design decisions, not just provided on a proposed design.
- **Services proposed show technical experience mixed with planning principals and best practices to provide comprehensive approach to the project for the Township/DDA.**  
The project team includes a planner, transportation engineers, and funding grant administrator. The project plan and team reflect best practices in both fields and when to incorporate each respectively.

**Experience with similar projects (15 points) 13 points**

- **Projects provided combined planning (parcel creation/optimization, access management and/or improve circulation) and traffic engineering (traffic studies, intersection alternatives)**  
Projects included a road extension, a road conversion and circulation study.
- **Projects showed experience with development evaluation/perspective and future land development considerations**  
Worked with developer on site design based on road alignment/configuration.
- **Public Engagement was key element of similar projects**  
Road conversion had significant public engagement and outreach. Included business owners in design to ensure project met their needs in addition to neighborhoods and residents.

**Evaluation of Team (10 points) 10 points**

- **The team has provided adequate staffing (quantity and level) to complete the project**  
Team comprised of 6 members, all intermediate to expert level professionals.
- **A multidisciplinary team is provided to add value and various areas of expertise.**  
The project team includes a planner, transportation engineers, and funding grant administrator.
- **The team includes team members to ensure quality assurance and quality control.**  
Assigned expert level Transportation Engineer for design review and quality assurance.

- **Previous experience with the types of permits and requirements for funding (HSIP specifically), the team has worked with outside permitting and funding agencies and has reputable relationships.**

Funding/Grant Administrator on team. Resumes show RCKC projects which indicated familiarity with design requirements and team members. Team members have experience with MDOT administered projects which is necessary for Safety funding.

#### **Overall Cost and value proposition (10 points) 10 points**

- **Cost is defined relative to part of scope it applies to and outcomes/deliverables can be expected**

Cost is well defined for each goal and activities within. With this level of detail, staff can scale the scope based on progress and needs throughout the project mostly depending on outcomes from the traffic study (and contract type T&M not to exceed).

- **Value in terms of experience of firm team and approach will reduce the oversight and burden of project management from Township Staff and ensure leading industry principals and efficiencies are provided (thus guide the Township through the process, not Township leading and curating the process)**

Past experience with these firms has been very positive and Staff has felt more an advisor/team member than a manager/leader. The overall combined amount of experience and expertise is what will provide the best value for the project, residents, DDA, and Township.

#### **Miscellaneous Comments:**

Same firms working on Master Plan and Private St Ordinance so increased efficiency and cohesive understanding of the direction and level of service the Township expects. Potential overlap of all these projects would be beneficial in the long run.

Staff budgeted \$80,000 for the minimum project deliverables – after discussion with the team, clarification in expectations resulted in reducing some of the proposed services.

**Project Name: Atlantic Ave Extension Project**

**Firm: Prein & Newhoff**

**Evaluation Completed by: Anna Horner and Iris Lubbert**

**Understanding of Project Goals (15 points) 10 points**

- **The proposed approach is thorough yet reasonable, recognizes the values of the Township/DDA, and has a clear understanding of project goals.**  
The proposal is thorough yet lacks in detail on many of the project goals. The approach does not iteratively work with stakeholders and steering committee to design the project, rather provides a design initially and then get feedback. Staff does not feel that their proposal rose to the level of detail in the work plan and expertise needed for this significant of a project.
- **Services proposed show technical experience mixed with planning principals and best practices to provide comprehensive approach to the project for the Township/DDA.**  
The approach taken much more as a typical road design project and did not consider planning best practices or initiatives.

**Experience with similar projects (15 points) 9 points**

- **Projects provided combined planning (parcel creation/optimization, access management and/or improve circulation) and traffic engineering (traffic studies, intersection alternatives)**  
Two projects provided were not applicable (reconstruction of existing roadways and utility upgrades, a repaving project). 1 project looked at site optimization for improvements to an existing farmers market. 1 project was streetscape with enhancements to an existing road within a downtown which is semi applicable. Overall, none of the similar projects included traffic analysis or *new* road projects.
- **Projects showed experience with development evaluation/perspective and future land development considerations**  
See comments above.
- **Public Engagement was key element of similar projects**  
Limited reference to public engagement (only Streetscape project).

**Evaluation of Team (10 points) 6 points**

- **The team has provided adequate staffing (quantity and level) to complete the project.**  
Team has 5 team members with key members with intermediate experience.
- **A multidisciplinary team is provided to add value and various areas of expertise.**  
No planning team members were proposed.
- **The team includes team members to ensure quality assurance and quality control.**  
Team includes a QA/QC member.

- **Previous experience with the types of permits and requirements for funding (HSIP specifically), the team has worked with outside permitting and funding agencies and has reputable relationships.** Resumes do not list any RCKC projects however from previous experience staff knows the firm has worked with this agency on numerous projects. Team members have experience with MDOT administered projects which is necessary for Safety funding.

**Overall Cost and value proposition (10 points) 7 points**

- **Cost is defined relative to part of scope it applies to and outcomes/deliverables can be expected**  
Cost does not include any detail or breakdown (not required in RFP). Proposed fees are significantly under staff's expectation, and this reflects the lack of understanding of the level of service and expertise required for this project.
- **Value in terms of experience of firm team and approach will reduce the oversight and burden of project management from Township Staff and ensure leading industry principals and efficiencies are provided (thus guide the Township through the process, not Township leading and curating the process)**  
Based on the level of understanding demonstrated in the proposal, staff anticipates additional internal time and effort to ensure P&N provides level of service needed and expected. The long-standing relationship and familiarity P&N has with the Township and DDA is valuable.

**Miscellaneous Comments:**

Assumptions were made that could have been easily clarified during the time given for questions to be submitted. (I.e. the intersections were all intended to be included per discussions with the RCKC, P&N indicated "optimal traffic study" would exclude 2 of the intersections, also they proposed a design of Atlantic and Parkview intersection as 4 way stop with one of the goals being to look at various types of intersections.)

July 27, 2023

Oshtemo Township Board,

Re: Consultant selection for the Atlantic Avenue Extension Project

The Oshtemo Downtown Development Authority (DDA) is excited to kick-off the Atlantic Avenue Extension Project with the Township. After reviewing the two submitted proposals for the above-mentioned project, the DDA supports staff's recommendation to proceed with Wightman & Associates as the selected consultant. The leading reason for this recommendation is that Wightman's proposal incorporates planning principles and better recognizes the desired goals and outcomes for the project. Though Wightman's proposal is at a higher cost, the cost is reflective of a higher level of service, which provides the best value for the DDA and the Township.

Thank you for your continued support and partnership,

Rich MacDonald, Chair & Dick Skalski, Member – On behalf of the Oshtemo Downtown Development Authority