



MEMO

Date: November 18, 2025

TO: RPA Technical Committee and Policy Board

FROM: Chandra Ravada, Director of Transportation, Planning and Transit Services

RE: City of DeWitt and the City of Manchester Intersection Improvement Study
Consultant Selection – Professional Engineering Services

BACKGROUND:

On September 25, 2025, the Regional Planning Affiliation 8 (RPA 8) issued a solicitation for competitive proposals from qualified professional engineering consulting firms. The goal was to evaluate alternative intersection configurations to enhance safety at the 11th St/Westwood Dr and US 61 Interchange in the City of DeWitt, and the Highway 13/Honey Creek Drive and Highway 13/Crescent Drive intersections in the City of Manchester and provide alternatives.

The Consultant Selection Committee (CSC) overseeing the selection process included:

- Chandra Ravada, Director of Transportation, Planning and Transit Services, RPA 8
- Rafe Koopman, County Engineer, Delaware County
- Steve Lindner, City Administrator, City of DeWitt
- Tim Vick, City Administrator, City of Manchester
- Todd Kinney, County Engineer, Clinton County

The RPA staff collaborated with the CSC to develop the evaluation criteria, which were included in the Request for Proposals (RFP). These criteria received approval from the RPA 8 Technical Committee and Policy Board as part of the RFP approval process.

Each evaluation criterion has a designated point value, with a total possible score of 100 points.

1. Key Staff and Experience– 30 Points (30%)

This category assesses the quality and relevance of the consultant's previous projects in relation to the current project. Additionally, the technical skills and specialized expertise of the consultant and their subconsultants will also be considered.

2. **Scope of Services, Design Approach, and Methodology– 30 Points (30%)**
This category assesses the consultant's approach to delivering the scope of services. The selection committee will consider both the design approach and methodology.
3. **Understanding Local Issues and receiving feedback – 15 Points (15%)**
This category evaluates the consultant's approach to soliciting information from local entities and the public on various issues, as well as how both the public and local entities will be engaged throughout the process.
4. **Work Plan and Timeline – 10 Points (10%)**
Points in this category will be awarded based on the proposed timeline and the work plan presented by each consulting firm, as well as their ability to meet project schedules.
5. **Responsiveness – 10 Points (10%)**
Points will be given based on the completeness of the RFP and submissions. Firms should demonstrate their ability to address development and coordination issues promptly and effectively while engaging with all stakeholders. Providing examples of how critical issues were managed in past projects is encouraged.
6. **DBE Participation – 5 Points (5%)**
The Selection Team will consider the Project Team's willingness and ability to meet or exceed the established DBE involvement goal as stated in "General Requirements".

ECIA received six proposals, and they are as follows:

- Fehr Graham.
- JEO Consulting Group, INC.
- Kirkham Michael
- MSA Professional Services, INC.
- Origin Design
- Snyder and Associates, INC.

The Consultant Selection Committee (CSC) met on November 03, 2025, to evaluate proposals based on their ability to meet the specified evaluation criteria. The scores are presented in the table below.

NO	Maximum Points		PROPOSALS					
			Fehr Graham	JEO	Kirkham	MSA	Origin	Snyder
1	30 Points		25.3	25.8	27.3	27	26.6	26.6
2	30 Points		25.5	25.7	28.8	26.5	27.5	26.7
3	15 Points		13.2	12.2	14.1	13.2	13.7	11.4
4	10 Points		9.5	7.4	8.8	8.1	8.2	9.2

5	10 Points		8.6	7.7	9.4	8.5	8	7.3
6	5 Points		4.4	3.4	1.8	3.8	4.7	4.4
	100 Points		86.5	82.2	90.2	87.1	88.7	85.6

The CSC invited Kirkham Michael, MSA Professional Services, INC., and Origin Design for in-person interviews on November 17, 2025. During these interviews, each consultant elaborated on their approach to the study, shared initial thoughts on the RPA's requirements for addressing safety, and discussed potential alternatives, the approach they take to active public participation, timelines, and the budget.

The CSC carefully considered each consultant's strengths and weaknesses. While all consultants brought unique qualifications to the table, the CSC ultimately selected Kirkham Michael as the top-ranked consultant. This ranking was based on the overall quality of the information provided in the consultants' proposal submissions, their presentations during interviews, and their demonstrated competence, experience, and qualifications. The scores are presented in the table below.

NO	Maximum Points		PROPOSALS		
			Kirkham	MSA	Origin
1	30 Points		29.0	24.5	26.8
2	30 Points		29.5	24.5	26.8
3	15 Points		14.0	11.8	13.8
4	10 Points		9.8	9.0	9.5
5	10 Points		9.5	8.0	9.0
6	5 Points		3.8	5.0	5.0
	100 Points		95.5	82.8	90.8

The final ranking for consultant selection in order of preference for initiating contract negotiations is as follows:

- No. 1 - Kirkham Michael
- No. 2 – Origin Design
- No. 3 – MSA Professional Services, INC.

RECOMMENDATION

After an extensive review of the proposals, presentations, and interviews, the CSC recommends that RPA negotiate a Professional Engineering Services Agreement with Kirkham Michael for the City of DeWitt and the City of Manchester Intersection Improvement Study.

Thank you for your consideration.