



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2020-0303

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: August 10, 2020
SUBJECT: Commercial and Industrial Plan Review Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for Commercial and Industrial Plan Review services in the amount of \$120,000.00 through August 30, 2022 to Code Enforcement Services, Ann Arbor, Michigan.

REASON FOR PURCHASE:

The City of Rochester Hills issued a Request for Proposals for Commercial and Industrial Plan Review Services utilizing the MITN system with four (4) proposal responses received. Proposals were reviewed by a committee consisting of staff from the Building Department and subsequently shortlisted to two (2) firms and interviews of those firms were conducted. Based on the evaluation process, award is being recommended to Code Enforcement Services, Ann Arbor, Michigan as the best value firm based on their experience and qualifications, comparable projects, capacity, and over all best value cost proposal which was proposed to align with the Building Departments current schedule of fees providing an easier to understand cost schedule when providing estimates to our customers.

Code Enforcement Services will be used to assist the Building Department with plan review services on an as-needed basis.

PROCESS:

Vendor Name and Address:

Code Enforcement Services
117 N. First Street, Suite 70
Ann Arbor, MI 48104

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2020 Adopted Budget and the FY 2021 Projected Budget

Fund Name	Department Account No	Account No. Description	2-Year Budget Amount	2-Year Cost	Remaining Budget
General Fund	371.801000	Professional Services	\$120,000	\$120,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order to for Commercial and Industrial Plan Review services in the amount of \$120,000.00 through August 30, 2022 to Code Enforcement Services, Ann Arbor, Michigan and further authorizes the Mayor to execute a contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A