



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

---

Legislative File No: 2016-0199

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, Director Parks and Forestry  
**DATE:** May 16, 2016  
**SUBJECT:** Engineering Services Riverbend Park Project Development

---

**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract to Hubbell, Roth and Clark, Inc., Bloomfield Hills, Michigan to provide construction engineering services for Riverbend Park Project Development in the amount not-to-exceed \$10,000.00 and further authorizes the Mayor to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

Requested engineering services are for the pond area from Phase II of the Riverbend Park Strategic Planning Framework to perform surveying and to insure construction work is up to specifications.

Hubbell, Roth & Clark, Inc. is one of the City's selected engineering firms that was conducted through a Request for Proposals process. The firm, together with Design Team Plus, is qualified and the most experienced based on their project background to provide the professional efforts required for engineering services for the development of Riverbend Park meeting the goals and objectives of the City.

**PROCESS:**

**Vendor Name and Address:**

Hubbell, Roth and Clark, Inc.  
PO Box 824  
Bloomfield Hills, MI 48302

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

As part of the 2016-18 Budget process, \$750,000 was allocated in the Facilities Fund for the development of Riverbend Park in FY 2016 (expense). As well an offsetting \$750,000 was identified in the Facilities Fund for Contributions and Donations related to the development of Riverbend Park in FY 2016 (offsetting revenue).

Note: City Council has previously approved a pending MDNR grant application with a total estimated project cost of \$300,000 [funded through a 50% MDNR grant in the amount of \$150,000 and a 50% City match of \$150,000].

If approved by City Council, it is recommended that the General Fund contribute \$10,000 to the Facilities Fund for this Riverbend Park service. As Riverbend Park is a “new” park, there are no accumulated funds within the Facilities Fund dedicated towards it.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	Land Improvements	\$450,000	\$10,000	\$440,000

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract to Hubbell, Roth and Clark, Inc., Bloomfield Hills, Michigan to provide construction engineering services for Riverbend Park Project Development in the amount not-to-exceed \$10,000.00 and further authorizes the Mayor to execute an agreement on behalf of the City.

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