



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2022-0046

TO: Mayor and City Council Members
FROM: Scott Cope, Director Building/Facilities/Ordinance
DATE: February 7, 2022
SUBJECT: City Hall Clerk's Office & Council Chamber Renovation

REQUEST:

It is requested that City Council authorize a contract/blanket purchase order for construction management services for the construction of the City Hall Clerk's Office and Council Chamber Renovation for a total not-to-exceed project amount of \$160,698 to the George W. Auch Company, Pontiac, Michigan and authorize the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

The City, utilizing Oakland County's Cooperative Purchasing Program, contracted with the George W. Auch Company to provide as-needed construction management services to assist the City with some of the larger, more complex projects budgeted for the current year or if there are issues that arise. Oakland County issued a Request for Proposals in which they issued and awarded an as-needed construction management services contract to the George W. Auch Company and extended it to other MITN agency members.

The George W. Auch Company worked in coordination with the City's consultants and the City to determine the scope of work that is needed to complete the successful construction of the City Hall Clerk's Office and Council Chamber Renovation. In coordination with the City's Purchasing Division, Auch issued an Invitation to Bid for this project and those recommendations for award to each trade are attached to this agenda item. Recommendations to the City for approval of the awards of the trade contracts are being made based upon review by Procurement of each of the lowest, responsive, responsible bidders, as well as Auch's recommendations.

This project will renovate the Clerk's office and provide them with much needed accommodations to handle absentee ballots and other election activities. The fixed chairs in the auditorium will be removed, new carpet will be installed along with some additional electrical outlets to allow the auditorium to function as a multipurpose room. New non-fixed seating will be provided for meetings and can be removed for election and other activities that require more open space.

PROCESS:

Vendor Name and Address:
George W. Auch Company
735 South Paddock Street
Pontiac, MI 48341

Reason for Selection:

Best Value; Cooperative Contract

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding was included in the FY 2021 Adopted Budget and the remaining project budget amount (less Architect Fees and Legislative File # 2021-0341 / Clerk’s Office Area Furniture Purchase for the Reconfiguration) will be carried forward as part of the FY 2022 1st Quarter Budget Amendment.

If approved by City Council, the (420) Capital Improvement Fund will transfer-in +\$90,000 to the (631) Facilities Fund for the remaining project budget needed.

Fund Name	Department Account No	Account No. Description	Remaining Project Budget Amount	Cost	Remaining Project Budget
Facilities Fund	631.976000	Building Improvement	\$72,653.04	\$160,698.00	(\$88,044.96)
		Grand Total	\$72,653.04	\$160,698.00	(\$88,044.96)

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for construction management services for the City Hall Clerk’s Office and Council Chamber Renovation for a total not-to-exceed project amount of \$160,698 to the George W. Auch Company, Pontiac, Michigan and authorize 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: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A