



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: 2016-0200

TO: Mayor and City Council Members

FROM: Ken Elwert, Director Parks and Forestry

DATE: May 16, 2016

SUBJECT: Landscape Architectural Design Services for Riverbend Park Development

REQUEST:

City Council is requested to authorize a blanket purchase order/contract to DesignTeam Plus, LLC., Birmingham, Michigan to provide Landscape Architectural Design Services for the development of Riverbend Park in the amount not-to-exceed \$60,000.00 and further authorizes the mayor to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

Requested design and construction drawing services are for the pond area from Phase II of the Riverbend Park Strategic Planning Framework. These services are necessary prior to starting development work on the pond area.

The City posted a Statement of Qualifications, utilizing the MITN system, in which twelve responses were received. Award recommendation was presented to City Council at its May 18, 2015 meeting for approval of a contract to DesignTeam Plus, LLC for Landscape Architectural Services, in which City Council approved. Design Team Plus, LLC., was selected based on their qualifications, familiarity with the project, and best qualified to work with the City on the project. DesignTeam Plus, LLC working in coordination with Hubbell, Roth & Clark, is qualified to provide the professional efforts required for the development of Riverbend Park meeting the goals and objectives of the City.

PROCESS:

Vendor Name and Address:

DesignTeam Plus, LLC.
975 East Maple Road
Suite 210
Birmingham, MI 48009

Reason for Selection:

Quality Based Selection

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 \$60,000 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	\$440,000	\$60,000	\$380,000

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract to DesignTeam Plus, LLC., Birmingham, Michigan to provide Landscape Architectural Design Services for the development of Riverbend Park in the amount not-to-exceed \$60,000.00 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		