



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: 2022-0560

TO: Mayor and City Council Members
FROM: Mike Viazanko, Director Building/Facilities/Ordinance
DATE: December 5, 2022
SUBJECT: Commercial, Industrial and Residential Plan Review Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for commercial, industrial and residential plan review services to International Energy Conservation Consultants, LLC, Tinley Park, IL in the amount not-to-exceed \$160,000.00 through December 31, 2025 and further authorizes the Mayor to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

The City's Purchasing Division issued Request for Proposals for Building Plan Review Services utilizing the MITN website with four (4) proposal responses received. A committee consisting of staff from the City's Building Department reviewed the proposal responses and is recommending award of the contract to International Energy Conservation Consultants (IECC), LLC as best value firm based on their experience and qualifications, comparable projects, capacity, and overall best value cost proposal which proposed to align with the Building Departments current schedule of fees providing an easier to understand cost schedule when providing estimates to customers. IECC has performed work for the City in the past with Energy Plan Reviews and the City has been satisfied with the services received. IECC will be used to assist the Building Department with plan review services on an as-needed basis.

PROCESS:

Vendor Name and Address:

International Energy Conservation Consultants, LLC
7877 Marquette Dr. S
Tinley Park, IL 60477

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2023 Adopted Budget and the FY 2024 and FY 2025 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
General Fund	371.801000	Professional Services	\$160,000	\$160,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for commercial, industrial and residential plan review services to International Energy Conservation Consultants, LLC, Tinley Park, IL in the amount not-to-exceed \$160,000.00 through December 31, 2025 and further authorizes the Mayor to execute an agreement 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