



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2022-0350

TO: Mayor and City Council Members

FROM: Sara Roediger, Director Planning and Economic Development

DATE: August 15, 2022

SUBJECT: Gateway and Streetscape Planning Consultant Services

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for Gateway and Streetscape Planning Consultant Services to Orchard, Hiltz & McCliment (OHM), Inc., Livonia, Michigan in the amount not-to-exceed \$103,785.00 through project completion and further authorizes the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

The City has recognized the importance of gateways as they provide the first impression opportunity to convey the image of the city to visitors and residents. Gateways were first recommended in the 1999 Master Land Use Plan and the City's first Comprehensive Gateways Plan was prepared in 2003 to improve the variable and haphazard treatment of the community entries. Since that time, only one gateway has been installed and the City has developed an updated branding effort, which needs to be reflected in an updated plan. The City is also seeking the addition of a comprehensive streetscape element to the plan. As the City makes improvements, and as private developments occur, the City wishes to reinforce its branding through a consistent and attractive streetscape to be applied along major streets and intersections, roundabouts and medians, and City owned properties.

As a benefit of being a certified RRC (Redevelopment Ready Community) through the MEDC (Michigan Economic Development Corporation), the City is eligible for, and has been awarded \$50,000 for technical assistance. This direct grant will be provided to the City as key milestones are met within the scope of work.

The City's Purchasing Division issues Requests for Proposals utilizing the MITN system with four (4) proposal responses received. An evaluation committee consisting of staff from Planning and Economic Development, Parks and Natural Resources, DPS/Engineering and the Mayor's office evaluated the proposal responses.

In reviewing the proposal responses, it was determined that the lowest cost vendor was missing some key aspects to items the City identified in the RFP that were necessary for this project. The City indicated that estimates for costs on the suggested items would be required and the vendor indicated they would not be providing estimates in all aspects of what was requested. OHM was the next lowest cost vendor and in reviewing their proposal it was determined that they were responsive and responsible to the City's request and provided overall best value from the responses received, this included their understanding of the project, methodology and approach, management plan, project team, comparable projects and overall best value cost proposal. Based on the evaluations, OHM was unanimously selected and is recommended for award to perform Gateway and Streetscape Planning Consultant Services for the City.

OHM has proposed a lump sum not-to-exceed cost of \$98,843.00 to complete the project. The City is requesting a 5% contingency in the requested purchase authorization to allow some flexibility should additional drawings be requested, or an additional meeting be required for completion of this project.

PROCESS:

Vendor Name and Address:

Orchard, Hiltz, & McCliment, Inc.,
34000 Plymouth Road
Livonia, MI 48150

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Partial Funding is included in the FY 2022 Adopted Budget.

If approved by City Council, 3rd Quarter Budget Amendments shall be presented to:

- Increase the General Fund / Misc. Grant revenue budget by +\$50,000 for the MEDC grant
- Increase the General Fund / Planning Department Gateway and Streetscape Planning Consultant Services expense budget by +\$70,000.
- The net impact upon the General Fund is an offsetting reduction in the General Fund's Transfer-Out to the Capital Improvement Fund in the amount of (\$20,000).

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
101 - General Fund	101 - Revenue	515000 - Misc. Grant	\$0	\$50,000	+\$50,000
101 - General Fund	401 - Planning Department	801000 - Professional Services	\$35,000	\$103,785	(\$68,785)
		Net			(\$18,785)

RECOMMENDATION:

City Council is requested to authorize a contract/blanket purchase order for Gateway and Streetscape Planning Consultant Services to Orchard, Hiltz & McCliment (OHM), Inc., Livonia, Michigan in the amount not-to-exceed \$103,785.00 through project completion 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: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A