



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: 2018-0129 Version 2

TO: Mayor and City Council Members

FROM: Sara Roediger, Director of Planning and Economic Development

DATE: November 11, 2019

SUBJECT: Wetland and Environmental Consulting Services

REQUEST:

It is requested that City Council authorize and increase to the blanket purchase order/contract for Wetland and Environmental Consulting Services in the amount of \$20,000.00 for a new not-to-exceed amount of \$98,200.00 through March 31, 2020.

REASON FOR PURCHASE:

The City issued Request for Proposals in 2015 for Wetland and Environmental Consulting services utilizing the MITN system. Six proposal responses were received and evaluated by a committee consisting of staff from the Parks Department and Planning and Economic Development Department. ASTI was selected as the best value vendor based on their qualifications and experience, comparable projects, methodology, capacity to perform services required and cost proposal. The Request for Proposals called for an initial three (3) year contract term, with the option to renew for an additional two (2) year term provided all terms and conditions remained the same. City Council approved the contract extension at their April 9, 2018 meeting.

The City utilizes ASTI not only for private development projects, but also utilizes their services for internal projects. Some of the projects in which the City has most actively engaged ASTI with is for asbestos testing and asbestos remediation plans on some of the older buildings the City is doing renovations on, as well as testing related to house demolitions the City has contracted for. Additionally, it is anticipated that over the next couple of years ASTI's services are going to be needed on a more consistent basis due to the demand for development on brownfield sites in the City. The costs for the services will be reimbursed to the City through the escrow accounts held by the developers. The increase request that is before City Council is mainly due to utilizing ASTI's services more than initially anticipated, and is directly related to the Legacy project.

PROCESS:

Vendor Name and Address:

ASTI Environmental
10448 Citation Drive, Ste 100
Brighton, MI 48116

Reason for Selection:

Best Value; Most Qualified

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the new (844) Brownfield Redevelopment Authority Fund: Legacy, as well as partial funding in the (101) General Fund / Planning Department cost center.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund / Planning Department	401.808006	Consultant Fees: Wetland / Environmental	\$30,000	\$40,000	(\$10,000)
Brownfield Redevelopment Authority Fund: Legacy	844.808006	Consultant Fees: Wetland / Environmental	\$10,000	\$10,000	\$0
GRAND TOTAL			\$40,000	\$50,000	(\$10,000)

If approved by City Council, a 4th Quarter Budget Adjustment shall be prepared to increase the (401.808006) Planning Department / Consultant Fees: Wetland expenditure account by \$10,000. Funds to offset the expenditure increase shall come from additional revenues generated in the (101.611004) Charge for Service: Wetland account which over its revenue budget.

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order/contract for Wetland and Environmental Consulting Services in the amount of \$20,000.00 for a new not-to-exceed amount of \$98,200.00 through March 31, 2020.

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

Contract Reviewed by City Attorney Yes N/A