



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: 2014-0389

TO: Mayor and City Council Members
FROM: Mike Hartner, Director of Parks & Forestry
DATE: September 12, 2014
SUBJECT: Natural Features Stewardship Program Consulting Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract to Niswander Environmental, LLC, Brighton, Michigan for Natural Features Stewardship Program Consulting Services for Green Space in the amount not-to-exceed \$100,000.00 through December 31, 2017 and authorizes the Mayor to sign contracts on behalf of the City.

REASON FOR PURCHASE:

Requests for Proposals were solicited for Natural Features Stewardship Program Consulting Services for Green Space through the MITN System. Five (5) proposal responses were received and evaluated by a committee consisting of Parks, Planning, Engineering and Purchasing staff, as well as a Green Space Advisory Board member. Two (2) firms were shortlisted and interviewed. Niswander Environmental, LLC was the selected company to provide Green Space Stewardship Consultant services, providing best value to the City based on their experience, qualifications, service offering and cost proposal. Niswander Environmental, LLC has performed services for the City in the past and has exhibited responsiveness to the City's needs, sound judgment, and a strong working relationship with the Department of Environmental Quality.

A Natural Features Stewardship Program for Green Space was identified in the current Capital Improvement Plan (PS-15). Services were initially anticipated to begin in 2015. We are requesting to begin this process in FY 2014 in order to support City Council's request at the September 8, 2014 meeting for a report on Green Space budgetary requirements for the initial funding of the Trust Fund.

PROCESS:

Vendor Name and Address:

Niswander Environmental, LLC
10524 E. Grand River Ave., Suite 103
Brighton, MI 48116

Reason for Selection:

Best Value

Method of Purchase:

Contracts/Blanket Purchase Order

BUDGET:

Funding for this project is included in the FY 2015 Proposed and 2016-27 Projected budgets out of the Green Space Fund (299).

If approved by City Council, Fiscal shall bring forth a budget amendment as part of the 4th Quarter Budget Amendment process once more accurate expenditures are known. It is currently estimated that approximately \$25,000 - \$30,000 may be expended by the end of FY 2014.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Green Space	299.801000	Professional Services	2014 = \$0	\$30,000	(\$30,000)
			2015 = \$50,000	\$50,000	\$0
			2016 = \$25,000	\$20,000	\$5,000
			2017 = \$25,000	\$0	\$25,000
		GRAND TOTAL	\$100,000	\$100,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract to Niswander Environmental, LLC, Brighton, Michigan for Natural Features Stewardship Program Consulting Services for Green Space in the amount not-to-exceed \$100,000.00 through December 31, 2017 and authorize the Mayor to sign contracts on behalf of the City.

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