



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2016-0419

TO: Mayor and City Council Members
FROM: Ed Anzek, Director Planning and Economic Development
DATE: October 24, 2016
SUBJECT: Planning Consulting Services

REQUEST:

City Council is requested to authorize a Contract/Blanket Purchase Order for Planning Consulting Services in the amount not-to-exceed \$190,000.00 to Giffels Webster, Birmingham, Michigan 48009 through November 1, 2019.

REASON FOR PURCHASE:

The City issued Request for Proposals for Planning Consulting Services and received four (4) responses. An evaluation committee consisting of staff from the Planning and Economic Development Department and a member of the Planning Commission evaluated the responses received. The committee shortlisted and conducted interviews with two firms. Based on the responses received and the interviews conducted the committee recommends award of the contract to Giffels Webster based on their qualifications and experience, capacity to perform work required, resources they can provide to the City, and best value cost proposal.

The City has historically retained the services of a Planning Consultant to assist in the workload peaks and to conduct specialized research and comparative analysis of varying planning issues. The work that the Planning Consultant would be tasked with are questions of how certain uses are regulated by Zoning. As an example: food trucks, AirBNB, hybrid, and shared uses to name a few. The Planning Department must also commence with some Zoning Amendments and changes to the Sign Code.

In assessing departmental staffing levels this past May, it was agreed that we did not have sustained demand to hire an additional full-time employee at this point. However, we requested monies as part of the budget process to provide for outside Planning Consultant Services. Our RFP also included the need for a consultant to prepare the 2017 Update to the Master Land Use Plan which is estimated at \$100,000 and accounts for a portion of the blanket amount requested.

PROCESS:

Vendor Name and Address:

Giffels Webster
1025 East Maple, Suite 100
Birmingham, MI 48009

Reason for Selection:

Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2016 and 2017 Adopted Budgets, and FY 2018 and 2019 Projected Budgets.

Fund Name	Department Account No	Account No. Description	3 Year Budget Amount	3 Year Cost	Remaining Budget
General Fund	401.801000	Professional Services	\$100,000	\$100,000	\$0
General Fund	401.808002	Consultant Services	\$90,000	\$90,000	\$0
		GRAND TOTAL	\$190,000	\$190,000	\$0

RECOMMENDATION:

It is recommended that City Council approve the Contract/Blanket Purchase Order for Planning Consulting Services in the amount not-to-exceed \$190,000 to Giffels Webster, Birmingham, Michigan 48009 through November 1, 2019 and further authorizes the Mayor to execute a contract on behalf of the City.

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