



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2017-0573

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, Director of Parks & Natural Resources Department  
**DATE:** December 11, 2017  
**SUBJECT:** Natural Features Stewardship Program Services

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**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 \$470,000.00 through December 31, 2019 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. The Request for Proposals called for an initial three (3) year contract term, with a two (2) year renewal option provided the City was satisfied with services received and all pricing, terms and conditions remained firm. Niswander has agreed to extend the contract for the additional two year period and all pricing, terms and conditions will remain firm. The City has been satisfied with the services received and recommends extension of the contract for the two-year term.

**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:**

Funds are included in the 2018 Adopted Budget and 2019 Projected Budget.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Green Space	299.807000	Contractual Services	\$470,000	\$470,000	\$0
		<b>GRAND TOTAL</b>	<b>\$470,000</b>	<b>\$470,000</b>	<b>\$0</b>

**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 \$470,000.00 through December 31, 2019 and authorize the Mayor to sign contracts on behalf of the City.

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