



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)

---

Legislative File No: 2019-0022

**TO:** Mayor and City Council Members

**FROM:** Allan E. Schneck, P.E., DPS Director

**DATE:** January 28, 2019

**SUBJECT:** Bolinger north of Avon and Michelson west of John R Special Assessment District engineering design proposal; City File Numbers E15-024 and E16-006

---

**REQUEST:**

City Council is requested to approve an engineering design contract with Nowak & Fraus Engineers for the proposed special assessment district (SAD) paving of Bolinger north of Avon and Michelson west of John R in a not-to-exceed amount of \$58,624.00.

**REASON FOR PURCHASE:**

City Council passed a resolution on February 26, 2018 to formally accept the receipt of a resident-supported petition request for proceeding with an SAD project to pave Bolinger and Michelson Roads. A Capital Improvement Plan (CIP) project was prepared for each road and included with the adopted 2019 – 2024 CIP document. Funding for preparing engineering design plans was also reserved in the 2019 annual budget.

Nowak & Fraus Engineers is one of the City's on-call professional engineering firms and is recommended to be utilized for these services on this project. The attached proposal was requested from Nowak & Fraus Engineers to perform the necessary work to create engineering design documents for review with the property owners and for future bidding of the paving project(s).

**PROCESS:**

**Vendor Name and Address:**

Nowak & Fraus Engineers  
46777 Woodward Avenue  
Pontiac, MI 48342-5032

**Reason for Selection:**

Quality Based Selection Process

**Method of Purchase:**

Blanket Purchase Order  
Contract

**BUDGET:**

Funding is included in the FY 2019 Adopted Budget and both projects are included in the 2019 - 2024 Capital Improvement Plan.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Local Streets	454.970000	Const. & Improvements	\$22,000	\$21,105	\$895
Local Streets	454.970000	Const. & Improvements	\$38,500	\$37,519	\$981
<b>TOTALS</b>			<b>\$60,500</b>	<b>\$58,624</b>	<b>\$1,876</b>

**RECOMMENDATION:**

The Rochester Hills Department of Public Services recommends that City Council approve an engineering design contract with Nowak & Fraus Engineers for the proposed special assessment district (SAD) paving of Bolinger north of Avon and Michelson west of John R in a not-to-exceed amount of \$58,624.00.

---

Attachment(s): Proposal 9-C714 - Rochester Hills - SAD.pdf  
SAD Flow Chart.pdf  
Bolinger District.pdf  
Michelson District.pdf

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