



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: 2019-0299

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, CPRE, Director of Parks and Natural Resources  
**DATE:** July 15, 2019  
**SUBJECT:** Riverside Boardwalk Construction Engineering Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for Construction Engineering Services for the Riverside Boardwalk Project at Innovation Hills in the amount of \$81,500.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan and further authorizes the Mayor to execute the contract on behalf of the City.

**REASON FOR PURCHASE:**

Hubbell, Roth & Clark Inc. is one of the City's selected engineering firms that was conducted through a Request for Proposals process. HRC is qualified and the most experienced engineering firm to perform the services needed for this project based on their background with the Innovation Hills project and are able to provide the professional efforts required for the needed engineering services for the construction engineering services needed for this project.

The construction of the Riverside Boardwalk was competitively bid and award was made to LJ Construction, Inc. The project is prepared to get underway and will now require construction engineering services during the construction of the boardwalk. The construction engineering services will include layout and survey, construction observation, material testing and contract administration services.

**PROCESS:**

**Vendor Name and Address:**

Hubbell, Roth & Clark, Inc.  
555 Hulet Drive  
Bloomfield Hills, MI 48302

**Reason for Selection:**

Quality Based Selection

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included as part of the FY 2019 Innovation Hills project 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>
Facilities	631.974000	Land Improvements	\$90,750	\$81,500	\$9,250

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract for Construction Engineering Services for the Riverside Boardwalk Project at Innovation Hills in the amount of \$81,500.00 to Hubbell, Roth & Clark, Inc, Bloomfield Hills, Michigan and further authorizes the Mayor to execute the contract 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		

Contract Reviewed by City Attorney       Yes       N/A