



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: 2019-0391

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director of Parks and Natural Resources

DATE: August 26, 2019

SUBJECT: Wetlands and Woodlands Boardwalk Construction Engineering Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for Construction Engineering Services for the Wetland and Woodland Boardwalk Projects at Innovation Hills in the amount of \$77,500.00 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 Wetland and Woodland Boardwalks 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.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	Land Improvements	\$85,000	\$77,500	\$7,500

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for Construction Engineering Services for the Wetland and Woodland Boardwalk Projects at Innovation Hills in the amount of \$77,500.00 to Hubbell, Roth & Clark, Inc, Bloomfield Hills, Michigan and further authorizes the Mayor to execute the contract on behalf of the City.

APPROVALS:	SIGNATURE	DATE
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