



**City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS**

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**Legislative File No: 2007-0082**

**TO:** Mayor and City Council Members

**FROM:** Ed Anzek, Director of Planning and Development, ext. 2572

**DATE:** January 29, 2007

**SUBJECT:** Request for Professional Planning Services Contract with McKenna Associates, Inc. to prepare the Zoning Ordinance Re-write.

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**REQUEST:**

Approval of contract with McKenna Associates, Inc. to commence with the update of the City's Zoning Ordinance as part of the Implementation of the Master Land Use Plan.

**REASON FOR PURCHASE:**

As all are aware, McKenna Associates, Inc., was contracted to conduct the update to the City's Master Land Use Plan. This effort began in the late 2004. During that time McKenna worked closely with the citizens, Technical Committee, Planning Commission, City Council, and staff. The Plan was complex given two major elements not traditionally part of such an effort: that being the Natural Features Inventory and the Economic Development Strategy. The Public Hearing to consider adoption is scheduled with the Planning Commission on February 6, 2007.

Over the past several months, members of the Planning Commission have expressed a desire that the City "jump-start" the implementation process by getting started on the Zoning Ordinance revision to reflect the standards and directions documented as part of the land use planning effort. There has been some discussion that much of the work could be completed that will not involve extended discussion. That would be those Districts that no change is proposed, landscape, parking, and setback standards, and Administration and Enforcement procedures. The Planning Commission expressed concerns that they did not want the time lapse between adopted direction and the means to implement to take any longer than necessary. The Planning Commission also discussed that because of the new procedures in the MLUP update, supported by the Technical Committee; entirely new elements of the Zoning Ordinance would need to be drafted.

It was discussed and supported by the Planning Commission and Staff that because members of McKenna and Associates were present for all discussions (excepting a few), they would be in the best position to address and be sensitive to all issues and concerns expressed by various participants during the Plan's development. Both Staff and Planning Commissioners agree that the time and monies spent to bring another firm up to speed on the nuances of the issues would not be advantageous to the City.

At the January 16, 2007 Planning Commission meeting, the members unanimously passed a Motion requesting that the City proceed in contracting the services of McKenna and Associates, Inc. to commence with the update of the City's Zoning Ordinance to aid in the implementation of the proposed Master Land Use Plan.

The Planning and Development Department submitted and received support from Council to budget for this effort in an amount Not-To Exceed \$65,000. Planning Commission members also agreed that to go through the

normal purchasing procedures of soliciting proposals, short-listing, conducting interviews, developing a contract, and obtaining Council approval would be time lost and not time well spent as the preferred consultant to complete this effort was previously identified as McKenna. It was also offered that we would be doing a disservice to other firms to put them through an effort that would not be objective from an open process.

Section 2-276 of the Purchase Ordinance requires that professional services exceeding \$50,000 be procured through a request for proposals or quality-based selection, as deemed practical and reasonable with award made to the best qualified firm. McKenna was selected through a Request for Proposal process as best qualified to serve as the City’s Planning Consultant.

City Council has the authority in Section 2-281 of the Purchasing Ordinance to waive any regulation or procedures within the Purchasing Ordinance, if City Council deems it in the best interest of the city to do so. City Council’s waiver of Section 2-276 requiring a request for proposals or quality-based selection process will allow the City to contract directly with McKenna and Associates, Inc.

**PROCESS:**

**Vendor Name and Address:**

McKenna Associates, Inc. 235 East Main St., Suite 105, Northville, Michigan 48167.

**Reason for Selection:**

Based upon the knowledge of the general and unique aspects of the Master Land Use Plan, City ordinances and procedures, experience with City staff, Planning Commission and Council, demonstrated responsiveness, qualifications of personnel, and the fact that McKenna has been selected as the City’s Planning Consultant through a Qualifications Based Selection process (QBS), Staff and the Planning Commission recommends the City Council accept the firm of McKenna Associates, Inc. as the consultant to complete the Zoning Ordinance re-write.

**Method of Purchase:**

*Blanket Purchase Order?*

**BUDGET:**

[Click [here](#) and type Financial Implications]

<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>
General 101	401-801000	Prof. Serv/ZO Update	\$65,000	NTE \$65,000	-0-

**RECOMMENDATION:**

The Planning and Development Department recommends that the Rochester Hills City Council waive the formal competition requirements for professional services purchases under Chapter 2, Article VI, Section 2-281 of the Purchasing Ordinance, recognizing the best value to the City.

It is further recommended that the Rochester Hills City Council authorize a purchase order to update the Zoning Ordinance to McKenna Associates, Inc, Northville, Michigan, in amount no-to-exceed \$65,000.00 for a period of 18 months and further authorizes the Mayor to execute a contract on behalf of the City

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Department Review</b>		
<b>Department Director</b>		
<b>Budget Content: Finance Director</b>		
<b>Purchasing Process: Supervisor of Procurement</b>		
<b>Mayor</b>		
<b>City Council Liaison</b>		