



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

1000 Rochester Hills Dr.  
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**Legislative File No:** 2007-0282

**TO:** Mayor and City Council Members

**FROM:** Roger Rousse, Director, Department of Public Service

**DATE:** August 13, 2007

**SUBJECT:** **Shadow Woods Subdivision Road Rehabilitation Project – City File E06-023**  
**Van Hoosen Jones Stoney Creek Cemetery Road Extension**  
**Fire Station #5 Parking Lot Rehabilitation**  
**Waltonshire Court Paving**

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**REQUEST:**

The Department of Public Service recommends approving an amendment to the existing Professional Construction Engineering Services Agreement between Hubbell, Roth & Clark, Inc. (HRC) and the City of Rochester Hills for the extra work to be added to the existing Shadow Woods Subdivision Road Rehabilitation Project in the amount of \$8,950.00 for a new not-to-exceed amount of \$100,650.00 and authorize the Mayor to execute the amended proposal on behalf of the City.

**REASON FOR PURCHASE:**

At its regularly scheduled meeting, on June 27, 2007, City Council approved an amendment to the Professional Construction Engineering Services Agreement between Hubbell, Roth & Clark, Inc. (HRC) and the City of Rochester Hills for the Shadow Woods Subdivision Road Rehabilitation Project in the amount of \$63,800.00 for a revised not-to-exceed contract of \$91,700.00.

Due to staffing levels and project commitments at this time, it is anticipated that HRC will be performing the project observation for the proposed work at the Van Hoosen Jones Stoney Creek Cemetery, Fire Station No. 5 and Waltonshire Court. If other project workloads decrease and City staff becomes available to perform the necessary project observation, City personnel will then be shifted back to the Shadow Woods Subdivision Road Rehabilitation Project and/or to one of the project additions. Costs associated with project observation/inspection will be charged once, either to the budgeted City staff personnel costs or the professional construction engineering services agreement. Therefore, whatever additional costs are applied to the engineering consultant's services agreement for project observation/inspection will not be spent out of the City personnel budget.

The revised proposal provided by HRC includes a breakdown of the additional observation/inspection hours and fees required to complete the project.

**PROCESS:**

**Vendor Name and Address:**

Hubbell, Roth & Clark, Inc.  
555 Hulet Drive, P.O. Box 824  
Bloomfield Hills, MI 48303-0824

**Reason for Selection:**  
Quality Based Selection

**Method of Purchase:**  
Blanket Purchase Order  
Service Agreement

**BUDGET:**

Costs associated with the Van Hoosen Jones Stoney Creek Cemetery (FA-03C) and Fire Station #5 (FA-13I) were originally identified in the Adopted 2007 Budget, however, the Waltonshire Court Paving was not. The additional costs outlined in the attached proposal can be broken down as follows:

Construction Inspection – Facilities (FA-03C, \$3,729.00); Facilities (FA-13I, \$3,729.00); and Waltonshire (\$1,492.00)

<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	Construction (FA-03C)	\$86,000.00	\$3,729.00	\$39,122.00 <sup>1</sup>
Facilities	631.974000	Construction (FA-13I)	\$81,430.00	\$3,729.00	\$36,287.70 <sup>2</sup>
General Fund	171.954000	Mayor's Dept. Misc. Exp.	\$0	\$1,492.00	(\$1,492.00) <sup>3</sup>

<sup>1</sup> The remaining budget amount is \$39,122.00, which is the 2007 Adopted Budget of \$86,000 less the \$43,149.00 contractor payments and less the \$3,729.00 HRC inspection costs.

<sup>2</sup> The remaining budget amount is \$36,287.70, which is the 2007 Adopted Budget of \$81,430.00 less the \$41,413.30 contractor payments and less the \$3,729.00 HRC inspection costs.

<sup>3</sup> A 3<sup>rd</sup> Quarter Budget Amendment will be forthcoming.

HRC will provide the project observation\inspection, which will be charged to the projects. Departmental staff will work with our consultant to oversee the direction of these projects.

**RECOMMENDATION:**

It is recommended that City Council approve the amendment to the existing Professional Construction Engineering Services Agreement between Hubbell, Roth & Clark, Inc. (HRC) and the City of Rochester Hills for the Shadow Woods Subdivision Road Rehabilitation Project in the amount of \$8,950.00 for a new not-to-exceed amount of \$100,650.00 and authorize the Mayor to execute the amended proposal on behalf of the City.

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

<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>		

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