

City Council Agenda Summary Sheet (Purchases)

Agenda No: 2004-0637
Date: July 23, 2004
Prepared on Behalf of: Roger Rousse, Director, Department of Public
 Ed Anzek, Director, Planning
 Paul Davis, City Engineer
City File No & Title: **Municipal Engineering/Plan Review Services**
Meeting Date: **August 4, 2004**

PURPOSE:

City Council is requested to increase the blanket purchase order to Orchard, Hiltz & McCliment, Inc. (OHM) for Municipal Engineering/Plan Review Services from \$500,000.00 through December 31, 2004 to a new not-to-exceed amount of \$600,000.00.

DISCUSSION:

Plan Review Services are utilized by the Department of Public Service and the Planning Department for site plan, construction plan and as-built plan review for private development projects.

In 2001, requests were solicited for the plan review services through a quality base selection process and Orchard, Hiltz & McCliment, Inc. was selected. On February 20, 2002, City Council awarded a three-year contract to Orchard, Hiltz & McCliment, Inc., which expires on December 31, 2004.

Because future private developments are difficult to predict, the current blanket amount of \$500,000.00 will not cover the plan review services until the end of the year. The Department of Public Service and the Planning Department is requesting an increase of \$100,000.00 on the current blanket to cover the plan review needs until the end of the current blanket.

The review service fees contracted are associated with private development and 100 percent (%) deducted from escrow accounts.

FISCAL INFORMATION:

Costs associated with the Municipal Engineering/Plan Review Services were identified in Professional Services and incorporated into the annual operating budget. The engineering staff works with the consultant to oversee the direction of the projects through written and oral correspondence. A last quarter budget amendment will be performed/determined in order to cover the \$100,000 blanket increase. *Offsetting* revenue increases (610005), as monies on the blanket are utilized for private development.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Water 592	801000	Professional Service	15,000	tbd	tbd
Sewer 592	801000	Professional Service	15,000	tbd	tbd

Drains 244	801000	Professional Service	60,000	tbd	tbd
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Vendor Name and Address:

Orchard, Hiltz & McCliment
34000 Plymouth Road
Livonia, Michigan 48150

Reason for Selection:

QBS

Method of Purchase:

Purchase Order

RECOMMENDATION:

It is recommended that City Council increase the blanket purchase order to Orchard, Hiltz & McCliment, Inc. (OHM) for Municipal Engineering/Plan Review Services from \$500,000.00 through December 31, 2004 to a new not-to-exceed amount of \$600,000.00.

ATTACHMENTS:

Resolution

Department Authorization: Roger Rouse, Director, Department of Public Service

Reviewed by:

Fiscal: *Julie Jenuwine*

Purchasing: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA