

## City Council Agenda Summary Sheet (Purchases)

**Agenda No:** 2004-0671, Master Land Use Plan Update  
**Date:** August 10, 2004  
**Prepared By:** Ed Anzek, Director of Planning and Development  
**City File No:** N/A

**Meeting Date:** August 18, 2004

**PURPOSE:**

Authorization of Contract for Consultant for Rochester Hills Master Land Use Plan.

**DISCUSSION:**

As Council is aware, the City is obligated to conduct an update to their Master Land Use Plan every 5 years per State Law. This effort has been identified in the CIP since the last one was done in 1999. Request for Proposals were solicited this spring. Seven proposals were reviewed by the evaluation team, which includes City Council representatives Melinda Hill and Linda Raschke, Planning Commission representatives Chairman Kaiser and Nick Kaltsounis, and Planning and Development and Purchasing Staff. After an interview and negotiations, McKenna Associates, Inc. was selected as the best qualified to assist the City in developing a Master Land Use Plan. Key elements of this Master Land Use Plan effort include a Natural Features Inventory and an Economic Development Strategy.

Specific services within the scope of work have been defined and hours itemized in the amount of \$142,500. A member of the evaluation team that participated in the 1992 and 1999 efforts advised that in both cases the need for additional meetings was determined, however, budget did not permit the meetings to occur. In this case, it was negotiated with the consultant to revise their Scope of Services that lowered their contract fee in the anticipation that the City may need to request additional services. As the process develops there may be the need for additional research, meetings, public forums, etc. identified by the technical committee, thereby increasing the hours estimated. Therefore, a not-to-exceed amount of \$150,000 is requested to maintain the project's flexibility, responsiveness, and comprehensiveness.

**FISCAL INFORMATION:**

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
401	801000	Professional Services – Master Land Use Plan Update PS-07A	\$150,000	\$150,000	0

**Vendor Name and Address:**

McKenna Associates, Inc.  
235 East Main Street, Suite 105  
Northville, MI 48167

**Reason for Selection:**

Best Qualified; Best Value

**Method of Purchase:**

Contract/Blanket Purchase Order

**RECOMMENDATION:**

It is recommended that the Rochester Hills City Council authorize the contract for consulting services for the master land use to McKenna Associates, Inc., Northville, Michigan in the amount not-to-exceed \$150,000.

**ATTACHMENTS:**

RFP Tabulation  
Contract with Scope of Services  
Resolution

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Department Authorization: Ed Anzek, Director of Planning and Development

Reviewed by:

Fiscal: *Julie Jenuwine*

Purchasing: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**