

## City Council Agenda Summary Sheet (Purchases)

**Agenda No:** 2004-0110  
**Date:** February 9, 2004  
**Prepared By:** Ed Anzek  
**City File No:** N/A

**Meeting Date:** February 18, 2004

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**PURPOSE:**

To approve the attached Resolution authorizing the Mayor to execute the attached contract for Donald C Westphal and Associates to complete the next phase of the Gateways Design Process. The next phase includes the preparation of construction documents/standards and design specifications. The cost of the Contract is the Not-To-Exceed amount of \$48,750.00.

**DISCUSSION:**

In the Fall of 2003, the City Council was presented the overall Concept Development Program and Design Product that evolved for the Gateways Program. This program was presented in both a Workshop and at a Regular Meeting. At that time staff explained that it was our intent that the signs would be financed by private sponsorship. Staff also advised that it appeared that site preparation work could be handled by in-house expertise from our DPS Department. The site prep would include leveling, footers, extending irrigation systems, and electrical, if appropriate, to the location.

The one remaining piece to this program to be completed was the preparation of construction documents and specifications for the design and materials. Staff has been meeting with Westphal and Associates since the Council's adoption of the overall plan and design in October. Mr. Westphal along with Staff have prepared the Scope of Services contained within the contract defining the work to be completed for this effort. The City's Attorney has also reviewed the attached contract.

Once this effort is complete the City can begin the process of soliciting work to construct and build the Gateway Signs.

**FISCAL INFORMATION:**

This cost has not been budgeted for in the City's 2004 Budget and a Budget Amendment will be needed. However, the money has been held in Buildings and Grounds Retained Earnings where it was transferred in 2002 in the anticipation that we might need the monies. The amount of \$250,000 was transferred to Buildings and Grounds Retained Earnings.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974801	Facilities – Land Improvement	0	\$48,750	


**Vendor Name and Address:**

Donald C. Westphal  
Donald C. Westphal Associates, LLC  
71 N. Livernois, Suite A  
Rochester Hills, MI 48307

**Reason for Selection:**

Best Qualified; continuation of previous contract.

**Method of Purchase:**

Contract/blanket purchase order.

**RECOMMENDATION:**

City Council is requested to approve the attached Resolution.

**ATTACHMENTS:**

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Department Authorization: Ed Anzek

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**

