



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

**1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)**

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**Legislative File No: 2007-0780**

**TO:** Mayor and City Council Members  
**FROM:** Ed Anzek, Director of Planning & Development  
**DATE:** November 19, 2007  
**SUBJECT:** Planning Services

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**REQUEST:**

It is requested that a continuing services contract be authorized to McKenna Associates, Inc., Northville, Michigan for planning services in the amount of \$15,000 per year for three (3) years for a total not-to-exceed amount of \$45,000 through December 31, 2010.

**REASON FOR PURCHASE:**

A Request for Proposals was solicited and proposals received and evaluated by a committee consisting of Ed Anzek, Carla Dinkins, Derek Delacourt, Maureen Gentry, Emmet Yukon (Planning Commission) and Jim Rosen. McKenna Associates, Inc. was selected as providing the best value for the City of Rochester Hills. The committee cited McKenna's experience, responsiveness, institutional knowledge, resources and ability to meet deadlines. Over the years, McKenna has proven its professional value at market consistent rates.

Historically, this contract for planning services has been reduced from a volume of \$200,000 to approximately \$13,000 annually. Most reviews are conducted by in-house staff. Special research projects, comparative analysis regarding zoning, and peak-time plan reviews are referred to the planning consultant.

**PROCESS:**

**Vendor Name and Address:**

McKenna Associates, Inc.  
235 E Main Street, Ste 105  
Northville, MI 48167

**Reason for Selection:**

Best Value; Most Qualified

**Method of Purchase:**

Continuing Services Contract/Blanket Purchase Order

**BUDGET:**

<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>
Planning and Development	401.808001	Consultant Fees – Services	2008 - \$15,000	\$15,000	0

**RECOMMENDATION:**

It is recommended that a continuing services contract be authorized to McKenna Associates, Inc., Northville, Michigan for planning services in the amount of \$15,000 per year for three (3) years for a total not-to-exceed amount of \$45,000 through December 31, 2010.

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**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>		