



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

**1000 Rochester Hills Dr.
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Legislative File No: 2006-0874

TO: Mayor and City Council Members
FROM: Ed Anzek, Director of Planning and Development
DATE: November 27, 2006
SUBJECT: Request for Contract Extension for Continuing Professional Planning Services

REQUEST:

The Planning and Development Department respectfully requests an extension of the Continuing Professional Planning Services Agreement between McKenna Associates, Inc. and the City of Rochester Hills in the amount not-to-exceed \$22,500 through December 31, 2007.

REASON FOR PURCHASE:

In order to meet the workload “spikes” for conducting technical compliance review requirements, the Planning and Development Department has utilized the professional services of McKenna Associates, Inc. This service has been in place in one form or another since 1990 +/- . The reason for requesting an extension is that the contract has become relatively small over the past few years and McKenna has served the City well in this capacity. Over the past three years the amount paid to McKenna has averaged \$13,340. Of that amount 67% has been “pass-through” costs born by the developer/applicant. The City expenses occur when specialized research, comparative analysis, and ordinance review/development is requested. The City solicited a Request for Proposals in 2003 for planning services for a three-year term. In the case of professional services, where qualifications are a major factor in the selection process, the City has extended contracts for additional years, usually up to 5 years, without a new solicitation.

The existing three-year contract expires at the end of 2006. Staff is requesting that City Council extend this contract for an additional year. Section 8.7 of the City Charter places the appointment of the City Planning Consultant with the City Council. Staff is requesting the extension for an amount Not-To-Exceed \$22,500. Attached is a letter of agreement that the City requested of McKenna. The fees charged have been adjusted concurrent with CPI and in compliance with the terms of the current contract.

PROCESS:

Vendor Name and Address:

McKenna Associates, Inc., 235 East Main St., Suite 105, Northville, Michigan 48167.

Reason for Selection:

Based upon the responsiveness, accuracy, knowledge of City ordinances and procedures, experience and qualifications of personnel, Staff recommends the firm of McKenna Associates, Inc. Continuing Services Contract be extended.

Method of Purchase:

Contract Extension/Blanket Purchase Order

BUDGET:

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General	401-808001	Cons. Fees/ Services	\$20,000		0
	401-808002	Cons. Fees/ City Exp	2,500		0

RECOMMENDATION:

The Planning and Development Department recommends that the Rochester Hills City Council authorize an extension of the contract for continuing professional planning services to McKenna Associates, Inc., Northville, Michigan in the amount not-to-exceed \$22,500.00 through December 31, 2007. .

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		