



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2021-0577

TO: Mayor and City Council Members
FROM: Allan E. Schneck, P.E., Director of Public Services
DATE: January 10, 2022
SUBJECT: Professional Engineering Plan Review Services, City File No. E20-007

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order for on-call professional engineering plan review services to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan in the amount of \$155,000.00 for a new not-to-exceed amount of \$200,000.00 through July 30, 2023.

REASON FOR PURCHASE:

Hubbell, Roth & Clark, Inc. (HRC) is one of the City's on-call professional engineering firms that was selected from a quality based selection solicitation in 2020. The City signed a contract with HRC subsequent to the selection and a 3-year blanket purchase order was prepared with a total budget of \$45,000.00. The Department of Public Services (DPS) needed to utilize this option numerous times in the last 16 months and has exhausted all but \$303.18 from the original authorized budget amount meant to cover 36 months.

Examples of tasks that have recently been expensed toward this blanket purchase order are for multiple funds and include: Consultant review assistance of traffic impact studies; developer proposed retaining wall designs for construction plan reviews; grant application preparation assistance for potential projects and studies; and community water distribution system modeling review for our pressure districts.

The City Building Department has recently started using HRC for engineering service assistance on some of their workload needs. The same blanket purchase order (405034) will be used to serve both departments.

It should be noted that this engineering blanket purchase order is used to pay the consultant expense but oftentimes there ends up being a future offsetting revenue into the City. Historically, the City has used escrow accounts or other means to get reimbursed when a third party expense is part of a private development. Traffic impact study reviews, geotechnical testing fees and retaining wall structural design reviews are a few common examples of a third party expense.

PROCESS:

Vendor Name and Address:

Hubbell, Roth & Clark, Inc.
555 Hulet Drive
Bloomfield Hills, MI 48302-0360

Reason for Selection:

Quality Based Selection

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2022 Adopted Budget and FY 2023 Projected Budget.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	Remaining Budget
Major Road - Traffic Services	472.801000	Professional Services	\$15,000.00	\$15,000.00	\$0
Water Resources	244.801000	Professional Services	\$60,000.00	\$60,000.00	\$0
Water – Operating & Maintenance	530.801000	Professional Services	\$55,000.00	\$55,000.00	\$0
General Fund	371.801000	Professional Services	\$30,000.00	\$30,000.00	\$0
		Total	\$155,000.00	\$155,000.00	\$0

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order for on-call professional engineering plan review services to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan in the amount of \$155,000.00 for a new not-to-exceed amount of \$200,000.00 through July 30, 2023.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A