



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: 2024-0079

TO: Mayor and City Council Members
FROM: Bill Fritz, P.E., Director Department of Public Services
DATE: February 12, 2024
SUBJECT: Construction Engineering Services for PRV 09 Relocation Project, City File # E23-020

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for construction engineering services related to the PRV 09 Relocation Project in the amount of \$39,580.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan and further authorize the Mayor to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

Staff is recommending Hubbell, Roth & Clark, Inc. (HRC), to perform construction engineering services to the City for this project. HRC is one of the City’s on-call professional engineering firms and they have been involved with this project from the beginning and have the experience and capacity to best perform the required services for the City to successfully complete this project.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

Quality Based Selection

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

If approved by City Council, a 1st quarter budget amendment will be presented to draw funds from W&S Capital Retained Earnings to cover this expense.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
W&S Capital	593.972000	WS-12D: PRV #9 Relocation	\$0	\$39,580	(\$39,580)

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for construction engineering services related to the PRV 09 Relocation Project in the amount of \$39,580.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan and further authorize the Mayor to execute an agreement on behalf of the City.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney Yes N/A