



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)

Legislative File No: 2023-0424

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, CPRE, Director Parks and Natural Resources  
**DATE:** September 11, 2023  
**SUBJECT:** Preliminary Engineering Services for Avondale Park Parking and Site Improvements

**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for preliminary engineering services for Avondale Park parking and site improvements to Nowak & Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$97,888.00 and further authorize the Mayor to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

This project is for the rehabilitation of the Avondale Park Parking lot, which will include some reconfiguration in order to hopefully obtain additional parking spots, as well as updates to the plaza area around the pavilions, potential to add a walking path around the perimeter of the park, along with several ADA access improvements.

Nowak & Fraus is one of the City’s selected on-call professional engineering firms and staff is recommending they perform the preliminary engineering services for the City. The attached proposal describes the scope of services and corresponding expense to complete the work. This project is expected to bid with the Spencer Park Parking Lot project and expected to come to City Council for review and approval in early 2024.

**PROCESS:**

**Vendor Name and Address:**

Nowak & Fraus  
46777 Woodward Avenue  
Pontiac, MI 48342

**Reason for Selection:**

Quality Based Selection

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.974000	Land Improvement	\$150,000	\$97,888	+\$52,112

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order for preliminary engineering services for Avondale Park parking and site improvements to Nowak & Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$97,888.00 and further authorize the Mayor to execute an agreement on behalf of the City.

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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