



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

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

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Legislative File No: 2025-0050 Version 2

**TO:** Mayor and City Council Members

**FROM:** Ken Elwert, CPRE, Director, Parks and Natural Resources  
Dennis Andrews, CPRP, Deputy Director, Parks and Natural Resources

**DATE:** June 23, 2025

**SUBJECT:** Request for Revision to Job Order Contracting Fees for Brooklands Plaza Construction

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**REQUEST:**

City Council is requested to amend the authorization for the contract/blanket purchase order for professional services and license fees required for Brooklands Plaza Construction to Gordian, Greenville, South Carolina and authorize a 5% project contingency for this agreement in the amount of \$3,299.12 for a new not-to-exceed contract amount of \$69,281.52.

**REASON FOR PURCHASE:**

On February 10, 2025, City Council approved a contract with Gordian for Job Order Contracting (JOC) services for the Brooklands Plaza Construction project in the amount of \$65,982.40. Purchasing is requesting an amendment to the purchase authorizing a 5% project contingency of \$3,299.12, bringing the new not-to-exceed total to \$69,281.52.

The original contract authorization did not account for the fees associated with potential construction change orders. Per the JOC agreement, Gordian processes its contractual fees on the value of all change orders. This detail was an oversight during the initial purchasing review. The project change orders from our other projects we have done, have been credits which is why we didn't recognize this to be an issue and has resulted in a credit balance on the City's account with Gordian.

This contingency is necessary to ensure that any potential future change orders for the construction phase can be processed correctly through the JOC system. While this action increases the contract's authorized spending limit, no new funding is required. The cost will be offset by an existing credit balance the City holds with Gordian from previous projects.

We apologize for any confusion this oversight may have caused. Purchasing will ensure this consideration is included in the review of all future JOC service agreements.

**PROCESS:**

**Vendor Name and Address:**

Gordian  
30 Patewood Drive  
Building 2, Suite 350  
Greenville, South Carolina 29615

**Reason for Selection:**  
Cooperative Contract

**Method of Purchase:**  
Contract/Blanket Purchase Order

**BUDGET:**  
Partial funding is included in the FY 2025 Adopted Budget.

If approved by City Council, a 2<sup>nd</sup> quarter budget amendment will be presented to transfer the +\$1,668.52 credit from Gordian for the Borden Park Batting Cages Project to the Brooklands Project. As well, the Citywide Picnic Table Replacement Project came in +\$2,760.00 under budget, these remaining funds are proposed to be redirected towards the Brooklands Project.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	PK-02: Brooklands Plaza Construction	\$66,000.00	\$69,281.52	(\$3,281.52)
Facilities	631.974000	PK-05N: Borden Batting Cages Credit		+\$1,668.43	+\$1,668.43
Facilities	631.977000	PK-07D: Citywide Picnic Table Replacements		+\$2,760.00	+\$2,760.00
		<b>Total</b>			<b>+\$1,146.91</b>

**RECOMMENDATION:**  
It is recommended that City Council amend the authorization for the contract/blanket purchase order for professional services and license fees required for Brooklands Plaza Construction to Gordian, Greenville, South Carolina and authorize a 5% project contingency for this agreement in the amount of \$3,299.12 for a new not-to-exceed contract amount of \$69,281.52.

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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