



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)

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Legislative File No: 2021-0437

**TO:** Mayor and City Council Members  
**FROM:** Sara Roediger, Director Planning and Economic Development  
**DATE:** November 15, 2021  
**SUBJECT:** Planning Consulting Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for Planning Consulting Services in the amount not-to-exceed \$175,000.00 through November 30, 2024 with the option to renew for an additional two (2) year period providing all terms and conditions remain the same to Giffels Webster, Birmingham, Michigan.

**REASON FOR PURCHASE:**

The City issued Request for Proposals for Planning Consulting Services utilizing the MITN system and received four proposal responses. An evaluation committee consisting of staff from the Planning and Economic Development Department evaluated the responses received. Based on the responses received, the evaluation committee recommends award of the contract to Giffels Webster based on their qualifications and experience, capacity to perform work required, familiarity with City processes, requirements, and ordinances, as well as the lowest cost proposal and is determined to provide the best value to the City.

The City has historically retained the services of a Planning Consultant to assist in the workload peaks and to conduct specialized research and comparative analysis of varying planning issues. The work that the Planning Consultant would be tasked with are questions of how certain uses are regulated by Zoning. The Planning Consultant will also assist with the preparation of the City's Master Plan.

**PROCESS:**

**Vendor Name and Address:**

Giffels Webster  
1025 East Maple, Suite 100  
Birmingham, MI 48009

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2021 and FY 2022 Adopted Budget and FY 2023 and FY 2024 Projected Budgets

Fund Name	Department Account No	Account No. Description	3-year Budget Amount	3-Year Cost	Remaining Budget
General Fund	401.801000	Professional Services	\$100,000	\$100,000	\$0
General Fund	401.808002	Consultant Fees: City Expense	\$75,000	\$75,000	\$0
		<b>Total</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that City Council approve a blanket purchase order/contract for Planning Consulting Services in the amount not-to-exceed \$175,000.00 through November 30, 2024 with the option to renew for an additional two (2) year period providing all terms and conditions remain the same to Giffels Webster, Birmingham, Michigan.

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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