



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2014-0353

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/Facilities
DATE: September 8, 2014
SUBJECT: Architectural Services for Fire Station Upgrades

REQUEST:

City Council is requested to authorize a blanket purchase order/contract to CHMP, Inc., Grand Blanc, Michigan for architectural services for Fire Station Upgrades in the amount not-to-exceed \$420,000.00 and authorizes the Mayor to sign contracts on behalf of the City.

REASON FOR PURCHASE:

In May of 2014, CHMP performed an extensive study of all Fire Department facilities and provided a report entitled "Fire Department Master Plan and Needs Assessment". On July 18, 2014, CHMP provided a "Preliminary Design" report. Both reports were used by the Public Safety and Infrastructure Committee to formulate a Fire Department Facilities Renovation Plan which was presented to Council on July 21, 2014. This contract presented at this meeting is the first step in moving forward with the proposed renovation of Fire Stations 1, 2, 3, and 5, and the construction of a new Station 4. Once approval is received, CHMP will move forward to develop the final design documents, develop bid specification documents for the City, and provide construction administration services during construction.

In 2011, Request for Proposals was solicited for on-call architectural services. Nineteen proposals were received and evaluated by a committee consisting of Parks, Facilities, and Purchasing Staff. CHMP, Inc. was selected to provide architectural services for the City. CHMP was found to be the best value, based on their experience and qualifications with public sector clients and cost proposal.

PROCESS:

Vendor Name and Address:

CHMP, Inc.
5198 Territorial Road
Grand Blanc, MI 48439

Reason for Selection:

Best Value

Method of Purchase:

Contracts/Blanket Purchase Orders

BUDGET:

At the July 21, 2014 City Council meeting, the Public Safety & Infrastructure Committee report on Fire Station Facilities improvements proposed \$6.8 million to renovate and reconstruct the Fire Stations.

The funding to construct these improvements was proposed as \$2.3 million from General Fund; \$2.3 million from Capital Improvement Fund; and \$2.2 million from the Facilities Fund.

If approved by City Council, Fiscal shall bring forth the following budget amendments as part of the 4th Quarter Budget Amendment.

| Fund Name | Department Account No | Account No. Description | Budget Amount | Cost | Remaining Budget |
|------------------|------------------------------|--------------------------------|----------------------|-------------|-------------------------|
| Facilities Fund | 631.976000 | Building Improvements | \$0 | \$420,000 | (\$420,000) |

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract to CHMP, Inc., Grand Blanc, Michigan for architectural services for Fire Station Upgrades in the amount not-to-exceed \$420,000.00 and authorizes the Mayor to sign contracts on behalf of the City.

| APPROVALS: | SIGNATURE | DATE |
|--|------------------|-------------|
| Department Review | | |
| Department Director | | |
| Budget Content: Finance Director | | |
| Purchasing Process: Supervisor of Procurement | | |
| Mayor | | |
| Deputy Clerk | | |