



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: 2017-0078

**TO:** Mayor and City Council Members

**FROM:** Sara Roediger, Interim Director Planning and Economic Development

**DATE:** February 27, 2017

**SUBJECT:** Wetland and Environmental Consulting Services

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**REQUEST:**

It is requested that City Council authorize an increase to the blanket purchase order for Wetland and Environmental Consulting Services in the amount of \$55,000.00 for a new not-to-exceed amount of \$105,000.00 to ASTI Environmental, Brighton, Michigan through March 31, 2018.

**REASON FOR PURCHASE:**

The City issued Request for Proposals in 2015 for Wetland and Environmental Consulting Services utilizing the MITN system. Six proposal responses were received and evaluated by a committee consisting of staff from the Parks Department and Planning and Economic Development Department. ASTI was selected as the best value vendor based on their qualifications and experience, comparable projects, methodology, capacity to perform services required, and cost proposal.

Previously, it was anticipated that a contract with an initial not-to-exceed cost proposal of \$50,000.00 would be sufficient to assist the Parks and Planning & Economic Development Departments with their typical, normal routine projects in which we engage the consultant to assist the City. It was not anticipated that the City would require the assistance of the consultant with many of the City Capital projects that have occurred since 2015, such as the Fire Station renovation projects, Precinct 5 asbestos inspection/remediation plan, Ruby property inspection, etc.

In addition to these projects, the City has identified the need to engage ASTI to perform asbestos testing, soil testing for underground storage tank, and provide reports for the Ruby property in order to remediate any asbestos prior to demolishing the building structure. It is also anticipated that ASTI's assistance may will be required for Fire Station #4 project and other City capital projects including the Borden Park Office Relocation planned for this year. It is estimated that those costs will be between \$25,000-\$30,000. Also, an increase is required in order for the Planning and Economic Development Department to continue services with ASTI as needed to assist them with review on private development projects on an ongoing basis. It is estimated that costs related to those will be between \$20,000-\$25,000.

**PROCESS:**

**Vendor Name and Address:**

ASTI Environmental  
10448 Citation Drive, Ste 100  
Brighton, MI 48116

**Reason for Selection:**  
Best Value; Most Qualified

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

**BUDGET:**

Funding is included in the FY 2017 Adopted Budget, and the FY 2018 Projected Budget.

If approved, a future budget amendment will be presented for the Ruby property site improvements, with the funding to be drawn from Capital Improvement Fund balance.

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>2-Year Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
General Fund	401.808006	Consultant Services: Wetlands	\$35,000	\$25,000	\$10,000
Capital Improvement Fund	420.801000	Professional Services / Ruby Property	\$0	\$5,000	(\$5,000)
Facilities Fund	631.976000	Building Improvements	\$25,000	\$25,000	\$0
		<b>GRAND TOTAL</b>	<b>\$60,000</b>	<b>\$55,000</b>	<b>\$5,000</b>

**RECOMMENDATION:**

It is recommended that City Council authorize an increase to the blanket purchase order for Wetland and Environmental Consulting Services in the amount of \$55,000.00 for a new not-to-exceed amount of \$105,000.00 to ASTI Environmental, Brighton, Michigan through March 31, 2018.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		