



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: 2024-0039

**TO:** Mayor and City Council Members  
**FROM:** Bill Fritz, P.E., Director, Department of Public Services  
**DATE:** January 22, 2024  
**SUBJECT:** As-Needed Traffic Engineering Services

**REQUEST:**

City Council is requested to authorize a blanket purchase order for as-needed traffic engineering services to Hubbell, Roth & Clark, Inc. (HRC) in a not-to-exceed amount of \$75,000.00 Through December 31, 2024.

**REASON FOR PURCHASE:**

The Department of Public Services (DPS) receives requests to investigate neighborhood traffic concerns. The DPS can perform many of the requests in-house with our personnel but the magnitude of some study requests coupled with temporary department staffing shortages have made it challenging to complete this work in a timely manner. The use of engineering consultants has been utilized to supplement the department workload and complete specialized requests. Some past examples include as-needed construction engineering inspection services, as-needed survey services, and site/construction plan reviews.

The attached HRC proposal provides greater detail related to this request.

**PROCESS:**

**Vendor Name and Address:**

Hubbell, Roth & Clark, Inc.  
555 Hulet Drive  
Bloomfield Hills, MI 48302-0360

**Reason for Selection:**

Quality Based Selection

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

If approved by City Council, a 1<sup>st</sup> quarter budget amendment will be presented to cover the expense with monies from Major Road and Local Street Fund Balance.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Major Road	472.801000	Traffic Prof. Services	\$0.00	\$40,000.00	(\$40,000.00)
Local Street	474.801000	Traffic Prof. Services	\$0.00	\$35,000.00	(\$35,000.00)

**RECOMMENDATION:**

The Department of Public Services recommends that City Council authorizes a blanket purchase order for as-needed traffic engineering services to Hubbell, Roth & Clark, Inc. (HRC) in a not-to-exceed amount of \$75,000.00 Through December 31, 2024.

Attachment(s): 20240111\_RochHills\_AsNeededTrafEngSvcs\_LtrProp.pdf

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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