



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: 2023-0403

**TO:** Mayor and City Council Members

**FROM:** Mike Viazanko, Director Building/Ordinance/Facilities

**DATE:** August 17, 2023

**SUBJECT:** Architectural and Engineering Services for Department of Public Services Garage Improvements

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for architectural and engineering services for improvements to the Department of Public Services Garage building that include HVAC Improvements, an analysis of the existing generator for load capacity and replacement of transfer switch, and installation of a new oil interceptor to DLZ Michigan, Inc., Waterford, Michigan in the amount not-to-exceed \$135,000.00 and further authorizes the Mayor to execute a contract on behalf of the City.

**REASON FOR PURCHASE:**

DLZ Michigan, LLC, is one of three (3) on-call architectural/engineering firms that were qualified through a Request for Proposal process completed by the City last year to provide on-call as needed architectural/engineering services, similar to how the City handles their engineering firms. The City, through an RFP process received nine (9) proposal responses. A committee consisting of staff from Facilities, Building, Parks, and the Fire Department evaluated the responses and subsequently shortlisted and interviewed five (5) firms. Based on the interviews and proposals received, the committee recommended retaining the services of three firms, A3C, Niagara Murano, and DLZ. These firms were selected based on their varying areas of expertise, proposed staff, and overall best value cost schedules. DLZ was selected to perform the architectural and engineering services for the DPS Garage project based on their past experience with similar projects and their in-house engineering staff that is available to help with mechanical and electrical engineering services that will be needed for this project.

The projects at the DPS Garage are to improve building operations and working conditions for the employees located in this building. This project will address the temperature and humidity issues that are happening in the building. The existing system is no longer operating efficiently. The existing system is not working properly to remove humidity and carbon monoxide within the building. This building has a high level of vehicle traffic that enters the building daily including heavy road trucks as part of the normal operations. Replacing the building carbon monoxide monitoring and control system, will provide a safer environment for the occupants and reduce energy usage. This project will also be evaluating the existing generator to see what additional loads can be added to the generator to power the building for continued operations when there is a loss of power. Additionally an analysis of the existing transfer switch will be completed. The current transfer switch is not functioning properly and has been failing to allow the generator to turn on when there's a power loss. This project is intended to diagnose and solve that issue.

The City is recommending that we bundle the project together and take advantage of the cost savings as proposed in the agreement from DLZ in order to save costs and complete the project in a timelier manner.

**PROCESS:**

**Vendor Name and Address:**

DLZ Michigan LLC  
4494 Elizabeth Lake Road  
Waterford Township, MI 48328

**Reason for Selection:**

Quality Based Selection

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget.

If approved by City Council, a 3<sup>rd</sup> quarter budget amendment will be presented to move forward the preliminary engineering/architecture costs, as DPS Garage Oil Interceptor and Generator Transfer Switch Repair are projects proposed in FY 2024.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
W&S Capital	593.976000	DPS Garage HVAC, ERV, Energy Mgmt	\$660,000	\$93,500	\$566,500
W&S Capital	593.976000	DPS Garage Oil Interceptor	\$0	\$4,000	(\$4,000)
Facilities	631.929000	DPS Garage CO2 Sensors	\$385,000	\$13,000	\$372,000
Facilities	631.929000	DPS Garage Generator Transfer Switch Repair	\$0	\$24,500	(\$24,500)
<b>Total</b>			<b>\$1,045,000</b>	<b>\$135,000</b>	<b>\$910,000</b>

**RECOMMENDATION:**

It is recommended that City Council authorize a blanket purchase order/contract for architectural and engineering services for improvements to the Department of Public Services Garage building that include HVAC Improvements, an analysis of the existing generator for load capacity and replacement of transfer switch, and installation of a new oil interceptor to DLZ Michigan, Inc., Waterford, Michigan in the amount not-to-exceed \$135,000.00 and further authorizes the Mayor to execute a contract on behalf of the City.

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