



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2021-0125

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director of Parks and Natural Resources
Alan Buckenmeyer, Parks Manager

DATE: April 12, 2021

SUBJECT: Construction Engineering Services/Contract Oversight at Innovation Hills South Loop Boardwalk

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for the Construction Engineering Services/Contract Oversight for the South Loop Boardwalk at Innovation Hills project in the amount of \$82,500.00 to Hubbell, Roth and Clark, Inc., Bloomfield Hills, Michigan and further authorizes the Mayor to execute a contract on behalf of the City.

REASON FOR PURCHASE:

Hubbell, Roth and Clark, Inc. (HRC) is one of the City's selected engineering firms that was conducted through a Request for Proposals process. HRC is qualified to perform the requested services and provides the most experience as it relates to this project based on their background with the Innovation Hills project, as well as previous constructed boardwalks and are able to provide the professional efforts required for the needed services for this project. Based on department project workloads and obligations, as well as additional expertise that is needed during the construction of this boardwalk it has been determined that is best to engage HRC to supplement City staff and assist in administering the construction of this project.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

Quality Based Selection

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2021 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	Land Improvement	\$343,890	\$82,500	\$261,390

RECOMMENDATION:

City Council is requested to authorize a blanket purchase order/contract for the Construction Engineering Services/Contract Oversight for the South Loop Boardwalk at Innovation Hills project in the amount of \$82,500.00 to Hubbell, Roth and Clark, Inc., Bloomfield Hills, Michigan 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: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A