



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

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

Legislative File No: 2018-0316

TO: Mayor and City Council Members
FROM: Ken Elwert, Director Parks and Natural Resources
DATE: July 30, 2018
SUBJECT: Construction Administration – Natural Water Features Area at Innovation Hills

REQUEST:

It is requested that City Council authorize a blanket purchase order/contract for construction administration services for the construction of the natural water features area at Innovation Hills in the amount not-to-exceed \$420,000.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, MI.

REASON FOR PURCHASE:

In order to ensure successful construction of the natural water features area at Innovation Hills assistance is needed with construction administration and project oversight to ensure that all work taking place is in accordance with specified requirements.

HRC is one of the City's on-call professional engineering firms and is recommended to be utilized for these services on this project based on their past history with the project, assistance with development of the specifications for the development of this area at the park, and their capacity to provide the needed services.

PROCESS:

Vendor Name and Address:

Hubbell, Roth & Clark, Inc.
555 Hulet Drive
Bloomfield Hills, MI 48303

Reason for Selection:

Qualification Based Selection

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Partial project Funding is included and available as part of the FY 2018 Adopted Budget. The State of Michigan has already approved grant funding in the amount of \$500,000 for the project.

Project funding for Innovation Hills is also anticipated in FY 2019-2020 in the combined amount of \$3,290,000 to complete remaining project phases.

If approved by City Council, a 3rd Quarter Budget Amendment shall be presented to increase the Innovation Hills project budget by \$420,000, with the additional funding to be contributed via a transfer-in to the Facilities Fund from the General Fund and drawn from General Fund Balance Reserves.

Fund Name	Department Account No	Account No. Description	2018 Remaining Budget Amount	Cost	2018 Remaining Budget
Facilities Fund	631.974000	Land Improvement / PK-13 Innovation Hills Development	(\$770,676.90)	\$420,000.00	(\$1,190,676.90)

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for construction administration services for the construction of the natural water features area at Innovation Hills in the amount not-to-exceed \$420,000.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, MI 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		