



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: 2025-0182

TO: Mayor and City Council Members

FROM: Bill Fritz, P.E. Director, Department of Public Services

DATE: April 28, 2025

SUBJECT: Professional Engineering Services for Water System Regulatory Reporting Requirements

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for professional engineering services to assist the City with completing our water system regulatory reporting requirements to Hubbell, Roth & Clark (HRC), Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$59,900.00 and further authorizes the Procurement Manager to execute the agreement on behalf of the City.

REASON FOR PURCHASE:

HRC is one of the City's selected on-call professional engineering firms that was selected through a request for proposal process and assists the City as-needed with varying projects. HRC is being recommended to assist the City in providing professional engineering services related to mandated updates that are required to be made to the City's water system studies and regulatory reporting requirements. HRC works closely with the City on many of their water service related projects, and has the best overall understanding of our system which is why we are recommending they assist us in this process.

Recent revisions to Michigan's Safe Drinking Water Act (MI-SDWA) and the America's Water Infrastructure Act (AWIA) have placed additional obligations on water supply systems, including the need for self-assessments, updated asset management programs, and lead and copper rule revisions. To address these increased requirements, HRC is proposing to assist the City by streamlining the work necessary to complete the regulatory reporting. This streamlining involves coordinating with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to align the submission of these reporting requirements. By working closely with EGLE, HRC aims to minimize duplication of effort, ensuring that the City does not have to provide the same information on multiple reporting platforms. This coordination is intended to save time and resources for the City while still fulfilling all regulatory obligations.

The specific services to be provided by HRC include updates to the Water Reliability Study and General Plan, as well as updates to the Risk and Resilience Assessment (RRA) and the Emergency Response Plan (ERP). These updates are crucial for the City to maintain compliance with state and federal regulations, ensure the reliability and safety of the water system, and plan for future needs.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

Qualifications Based

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding for this study was included in the FY 2026 Projected Budget.

If approved by City Council, a 2nd Quarter Budget Amendment will be presented to move the funding forward into the FY 2025 Budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Water	530.801000	Professional Services	\$75,000	\$59,900	\$15,100

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for professional engineering services to assist the City with completing our water system regulatory reporting requirements to Hubbell, Roth & Clark (HRC), Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$59,900.00 and further authorizes the Procurement Manager to execute the agreement 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