



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
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[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2023-0421

**TO:** Mayor and City Council Members

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

**DATE:** September 11, 2023

**SUBJECT:** On-Call Professional Engineering Plan Review Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order for on-call professional engineering plan review services to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$90,000.00 through August 31, 2025.

**REASON FOR PURCHASE:**

Hubbell, Roth & Clark, Inc. (HRC) is one of the City's on-call professional engineering firms that was selected from a quality based selection process in 2020. The term of the agreement was for a three year period, with the option to renew for an additional two year period. HRC has agreed to extend their contract for the additional two year period with all terms and conditions remaining the same.

Tasks the City has utilized HRC for in the past, include consultant review and assistance with traffic impact studies, developer proposed retaining wall designs, construction plan reviews, grant application preparation assistance for potential projects and studies, and community water distribution system modeling review for our pressure districts. Additionally, the Building department and others have engaged HRC for assistance related to structural reviews.

It should be noted that this engineering blanket purchase order is used to pay the consultant expense but oftentimes there ends up being a future offsetting revenue into the City. Historically, the City has used escrow accounts or other means to get reimbursed when a third party expense is part of a private development. Traffic impact study reviews and retaining wall structural design reviews are a couple of examples of third party expenses.

**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

**BUDGET:**

Funding is included in the FY 2023 Adopted Budget, the FY 2024 Proposed Budget and the FY 2025 Projected Budget.

Fund Name	Department Account No	Account No. Description	2-year Budget Amount	2-year Cost	Remaining Budget
Major Road – Construction	452.801000	Professional Services	\$10,000	\$10,000	\$0
Major Road – Traffic Services	472.801000	Professional Services	\$10,000	\$10,000	\$0
Water Resources	244.801000	Professional Services	\$30,000	\$30,000	\$0
Sewer	510.801000	Professional Services	\$10,000	\$10,000	\$0
Water	530.801000	Professional Services	\$10,000	\$10,000	\$0
General Fund	371.801000	Professional Services	\$20,000	\$20,000	\$0
		<b>Total</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that City Council is requested to authorize a blanket purchase order for on-call professional engineering plan review services to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$90,000.00 through August 31, 2025.

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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