



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: 2016-0083

**TO:** Mayor and City Council Members

**FROM:** Allan E. Schneck, P.E., Director of Public Services

**DATE:** March 14, 2016

**SUBJECT:** Norton Lawn & Hickory Lawn Special Assessment District (SAD) Paving Request  
Construction Engineering Services, City File No. E14-030

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**REQUEST:**

The City Council is requested to approve an construction engineering services contract with Orchard, Hiltz & McCliment, Inc. (OHM) for the proposed special assessment district paving of Norton Lawn and Hickory Lawn in a not-to-exceed amount of \$110,000.00.

**REASON FOR PURCHASE:**

The Department of Public Services recently had two resident-driven requests for the gravel road paving of Norton Lawn and Hickory Lawn. These two streets progressed through the various stages of the City SAD process during 2014 and 2015 and the proposed construction project was bid January 10, 2016. Based on the 2016 department workload, The Rochester Hills Department of Public Services has determined that the construction engineering services component of the project should be supplemented by an engineering consultant.

OHM prepared the design plans and specifications for the Norton Lawn/Hickory Lawn paving project and is recommended to provide the construction engineering services to the City. The attached OHM proposal describes the scope of services included for the construction engineering services to complete the work in greater detail.

**PROCESS:**

**Vendor Name and Address:**

Orchard Hiltz & McCliment, Inc.  
34000 Plymouth Road  
Livonia, MI 48150

**Reason for Selection:**

Quality Based Selection

**Method of Purchase:**

Blanket Purchase Order

**BUDGET:**

No Funding is included in the FY 2016 Adopted Budget. All 2016 Budgeted funding allocated towards SAD Construction contract.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Local Street	Construction	454.970000	\$0	\$110,000	(\$110,000)

**RECOMMENDATION:**

The Department of Public Services recommends that the City Council approves the proposal for construction engineering services for the Norton Lawn and Hickory Lawn Special Assessment District paving project in the not-to-exceed amount of \$110,000.00 and authorizes the Mayor to execute a contract on behalf of the City.

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Attachment(s): OHM Eng Continuing Services Agreement No. 12 - IPS 012\_Norton Lawn-Hickory Lawn SAD CE.pdf

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		