

## **City Council Agenda Summary Sheet (Purchases)**

**Agenda No:** 2004-1126  
**Date:** November 15, 2004  
**Prepared By:** Barbara Key, Contract Specialist, DPS  
**City File No:** N/A

City Council Date: December 8, 2004

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### **PURPOSE:**

The Department of Public Service recommends approval of the Professional Engineering Services Agreement between Hubbell, Roth & Clark, Inc. and the City of Rochester Hills for Municipal Engineering/Plan Review Services for a period of three (3) years in the amount not-to-exceed \$600,000.00 and authorize the Mayor and Clerk to execute a contract on behalf of the City.

### **DISCUSSION:**

On Tuesday, August 17, 2004, the City of Rochester Hills received and read the names of fourteen (14) organizations for the Request for Proposals for Engineering Plan Review Services.

A qualifications-based process was used to determine which of the engineering firms were best suited to provide plan review services for the City of Rochester Hills. Based upon the responsiveness to objectives/methodology, level of experience and qualifications, capacity, comparable projects and costs proposed by the consultants, four (4) firms were invited to a 60-minute interview, which allowed the consultant to make a presentation. Members of each firm presented themselves in a professional manner while detailing the services they propose. Based on the qualifications-based selection process established, the interview and negotiations, it was concluded that the firm of Hubbell, Roth & Clark, Inc. would best meet the needs of the City of Rochester Hills for engineering plan review services.

The service contract with Hubbell, Roth & Clark, Inc. will be for a period of three (3) years beginning in 2005 and terminating on December 31, 2007. The review fees associated with private development pay 100 percent (%) of this amount and are deducted from escrow accounts.

The engineering staff works with the consultant to oversee the direction of the projects through written and oral correspondence.

### **FISCAL INFORMATION:**

Plan review expenditures will be expended out of the same budget line-items as wetland review and geotechnical services in the Drain Fund and Water and Sewer Fund.

<b>Fund Name</b>	<b>Fund Account #</b>	<b>Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Drains	244.801000	Drains-Prof Serv	\$70,000	\$60,000	\$10,000
Water & Sewer	510.801000	Sewer-Prof Serv	\$80,000	\$68,000	\$12,000
Water & Sewer	530.801000	Water-Prof Serv	\$110,000	\$72,000	\$38,000
			Total Budget Amount: \$260,000		

Any plan review costs for private development will have offsetting revenue.

**Vendor Name and Address:**

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

**Reason for Selection:**

Qualifications

**Method of Purchase:**

Contract  
Blanket Purchase Order

**RECOMMENDATION:**

It is recommended that City Council award the Professional Engineering Services Agreement between Hubbell, Roth & Clark, Inc. and the City of Rochester Hills for Municipal Engineering/Plan Review Services for a period of three (3) years in the amount not-to-exceed \$600,000.00 and authorize the Mayor and Clerk to execute a contract on behalf of the City.

**ATTACHMENTS:**

Contract  
Resolution

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Department Authorization: Roger Rouse, Director, Department of Public Service

Reviewed by:

Fiscal: *Julie Jenuwine*

Purchasing: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*

**RESOLUTION**

**NEXT AGENDA ITEM**

**RETURN TO AGENDA**