



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: 2025-0055 Version 2

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director, Parks and Natural Resources

DATE: February 10, 2025

SUBJECT: Increase to Contract - Engineering Services for Nowicki Park Development

REQUEST:

City Council is requested to authorize an increase to the contract/blanket purchase order to provide Engineering Services for the Nowicki Park Development to Nowak & Fraus Engineers (NFE), Pontiac, Michigan in the amount of \$79,500.00 for a new not-to-exceed \$627,930.00 and further authorizes the Procurement Manager to execute the amendment to the agreement on behalf of the City.

REASON FOR PURCHASE:

The City has requested Nowak and Fraus to provide additional design services related to the playground development at Nowicki Park. We are looking at several different options and the original design proposal only called for one design. This requires additional design fees to complete graphics, final construction plans and specifications. We are targeting the final playground proposal to come before City Council by the end of the year.

PROCESS:

Vendor Name and Address:

Nowak & Fraus Engineers
46777 Woodward Avenue
Pontiac, MI 48342

Reason for Selection:

Qualifications Based Selection

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

As part of the FY 2025 Adopted Budget, the City initially included a Preliminary Engineering budget of \$1,000,000 for the Nowicki Park Development project.

On February 10, 2025, the Rochester Hills City Council approved contracts/blanket purchase orders in the amount of \$159,305 for Architectural/Engineering Services (2025-0054) and \$548,430 for Engineering Services (2025-0055) in the combined amount of \$707,735.

As part of the 2025 1st Quarter Budget Amendment, the Fiscal Division prepared a Budget Amendment to reduce the Preliminary Engineering Services budget to \$709,000, a reduction of (\$291,000) and as a result those funds were transferred back to the Capital Improvement Fund, which is funding much of this project.

On July 21, 2025 an increase in the amount of +\$97,200 for a new not-to-exceed contract amount of \$256,505 for Architectural/Engineering Services (2025-0054 Version #2) was approved. A 3rd Quarter Budget Amendment was presented and approved to increase the Preliminary Engineering Services by +\$100,000 for a revised budget level of \$809,000, and to also increase the transfer-in to the Facilities Fund from the Capital Improvement Fund by the same +\$100,000. Currently there is +\$4,065 remaining in the FY 2025 Budget for the Preliminary Engineering phase of this project.

If approved by City Council, a 4th Quarter Budget Amendment shall be prepared to increase the Preliminary Engineering Services by +\$80,000 for a new budget level of \$889,000, and to also increase the transfer-in to the Facilities Fund from the Capital Improvement Fund by the same +\$80,000.

Fund Name	Department Account No	Account No. Description	Remaining Budget Amount	Cost	Remaining Budget
Facilities	631.974000	PK-14: Nowicki Park Development PE	\$4,065	\$79,500	(\$75,435)

RECOMMENDATION:

It is recommended that City Council authorize an increase to the contract/blanket purchase order to provide Engineering Services for the Nowicki Park Development to Nowak & Fraus Engineers (NFE), Pontiac, Michigan in the amount of \$79,500.00 for a new not-to-exceed \$627,930.00 and further authorizes the Procurement Manager to execute the amendment to 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