



**City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS**

**1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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www.rochesterhills.org**

Legislative File No: 2004-0671 (Version 2)

TO: Mayor and City Council Members

FROM: Michael Hartner, Director – Parks & Forestry
Ed Anzek, Director – Planning & Development

DATE: March 31, 2005

SUBJECT: Parks & Recreation Master Plan Update

REQUEST:

The Parks Division is requesting that City Council approve the Blanket Purchase Order increase to McKenna Associates in the amount of \$25,000 for a new not-to-exceed total of \$175,000, as outlined in their proposal dated March 16, 2005.

REASON FOR PURCHASE:

Every five years the Parks and Recreation Master Plan must be updated in order to qualify for DNR grant funding eligibility. This plan also is a component of the city's Master Land Use Plan, which is currently in the updating process, and must be approved by the Planning Commission. Both plans require workshops and public information meetings. We have been in discussions with Planning since last year to integrate these plans since portions of the Master Land Use Plan are incorporated into the Parks and Recreation Plan, i.e. natural features inventory, pathway linkages to recreation areas, etc. Workshops and public meetings could be combined allowing for economies of scale and avoiding duplication.

McKenna Associates was the selected vendor for the Master Land Use Plan through a Request for Proposal process. It would make the most sense to have them prepare the Parks and Recreation Master Plan component as well.

PROCESS:

Vendor Name and Address:

McKenna Associates
235 East Main Street
Suite 105
Northville, MI 48167

Reason for Selection:

McKenna Associates was selected for the Master Land Use Plan update. It would be more economical to combine the Parks and Recreation Master Plan update as a component of the Master Land Use Plan, using economies of scale for workshops and public information meetings, and providing a comprehensive document for both Planning and Parks.

Method of Purchase:

Addendum to Existing Contract with McKenna Associates
Increase to Blanket Purchase Order

BUDGET:

Funding for the Parks & Recreation Master Plan update has been budgeted in line item 756.801000 in the 2005 budget.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund-Parks Div..	756.801000	Professional Services	\$25,000	\$25,000	\$0

RECOMMENDATION:

It is recommended that McKenna Associates be selected to update the Parks and Recreation Master Plan as a component of the Master Land Use Plan and that the current Blanket Purchase Order be increased by \$25,000, for a new not-to-exceed total of \$175,000.

RESOLUTION

NEXT AGENDA ITEM

RETURN TO AGENDA

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Finance Director		
Purchasing Process: Supervisor of Procurement		
Mayor		
City Council Liaison		