



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

Legislative File No: 2015-0120

**TO:** Mayor and City Council Members  
**FROM:** Allan E. Schneck, P.E., Director, Department of Public Services  
**DATE:** March 30, 2015  
**SUBJECT:** Norton Lawn & Hickory Lawn Special Assessment District Paving Request  
City File No. E14-030

**REQUEST:**

The City Council is requested to approve an engineering design contract with Orchard, Hiltz & McCliment, Inc. for the proposed special assessment district paving of Norton Lawn and Hickory Lawn in a not-to-exceed amount of \$67,300.00.

**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. City Council passed a resolution on January 26, 2015 to formally accept the receipt of their petitions for Norton Lawn and Hickory Lawn.

Orchard, Hiltz & McCliment, Inc. (OHM) has prepared past design plans and specifications for Special Assessment District paving projects for the City. OHM submitted the attached proposal for completing the engineering design documents necessary to bid the proposed paving project.

**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:**

Funding is included in the FY 2015 Adopted Budget.  
Remaining budget can be utilized for the construction phase of the project.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Local Street	Construction	454.970000	\$200,000	\$67,300	\$132,700

**RECOMMENDATION:**

The Department of Public Services recommends that the City Council approves the proposal for engineering design services for the Norton Lawn and Hickory Lawn Special Assessment District paving project in the not-to-exceed amount of \$67,300.00 and authorizes the Mayor to execute a contract on behalf of the City.

---

Attachment(s): OHM Eng Design Proposal - RH Ind Proj Svcs 011 - Norton Lawn and Hickory Ridge SAD.pdf

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