



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2022-0029

TO: Mayor and City Council Members
FROM: Ken Elwert, Director of Parks and Natural Resources
DATE: February 7, 2022
SUBJECT: Parks and Natural Resources Master Planning Services

REQUEST:

City Council is requested to authorize a blanket purchase order/contract for Parks and Natural Resources Master Planning Services to Beckett & Raeder, Ann Arbor, Michigan in the amount not-to-exceed \$108,890.00.

REASON FOR PURCHASE:

The City solicited Request for Proposals for Parks and Natural Resources Master Planning Services. Six (6) proposal responses were received and reviewed by the evaluation committee consisting of staff from the Parks and Natural Resources Department and Planning and Economic Development. After review of the initial submittals, the committee shortlisted to three (3) firms and interviews were requested. Beckett & Raeder is selected as providing the best value in terms of qualifications, experience and project approach.

The scope of work includes development of a 10-year comprehensive plan for the City of Rochester Hills Department of Parks and Natural Resources and at the same time update the City's 5-year Parks Master Plan that fulfills the Michigan Department of Natural Resources (MDNR) Planning Requirements.

The 5-year master plan update will collect significant input from our residents about future project needs in our community. This will be used to guide our Capital Improvement Plan process and apply for future grants.

The 10-year comprehensive plan, our first ever, relates to most of the Parks and Natural Resources City Council Objectives, but specifically fulfills the goal "Create and adopt a Parks Strategic Plan which includes funding, planning, maintenance, and staffing needs." The contract with Beckett & Raeder also includes significant hours utilizing a national firm that conducts Parks and Recreation business plans nationwide, PROs Consulting, out of Indiana and Arizona.

PROCESS:

Vendor Name and Address:

Beckett & Raeder
535 W. William, Suite 101
Ann Arbor, MI 48103

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

If approved by City Council, a 1st quarter budget amendment will be forthcoming to take funds from General Fund (101) Fund Balance for the expense, along with \$22,000 that will be carried over from FY 2021 for this project.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	756.801000	Professional Services	\$0	\$108,890	(\$108,890)
		Total	\$0	\$108,890	(\$108,890)

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for Parks and Natural Resources Master Planning Services to Beckett & Raeder, Ann Arbor, Michigan in the amount not-to-exceed \$108,890.00.

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

Contract Reviewed by City Attorney

 Yes N/A