



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

**1000 Rochester Hills Dr.
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www.rochesterhills.org**

Legislative File No: 2007-0704

TO: Mayor and City Council Members
FROM: Roger Rouse, Director of Public Service
DATE: September 26, 2007
SUBJECT: Facilities Consulting Services

REQUEST:

City Council is requested to authorize the purchase of facilities consulting services to Spectrum Strategies, Southfield, Michigan in the amount not-to-exceed \$85,000.00 and further authorizes the Mayor to executed a contract on behalf of the City.

REASON FOR PURCHASE:

Request for Proposals were solicited with proposals received and evaluated. Interviews were conducted with shortlisted firms and references checked. Spectrum Strategies was selected as the most qualified to provide the requested services and best value to the City.

Spectrum Strategies will assist the City in conducting a facilities inventory and condition assessment, provide benchmarking to national standards and local communities relative to facilities operations, develop space and maintenance guidelines, assist in integrating data to the Asset Management System and prioritize identified issues and goals. Finally, the company will assist in providing strategic direction for the most effective utilization of City facilities, staffing levels and funding in the form of a Strategic Operations Plan and Facilities Plan. On-site inspections, staff interviews, surveys with local communities and workshops will be conducted throughout the course of the engagement to collect data relative to current conditions and future goals and to formulate plan development and recommendations.

PROCESS:

Vendor Name and Address:

Spectrum Strategies
26913 Northwestern Hwy
Suite 200
Southfield, MI 48033-3476

Reason for Selection:

Most Qualified; Best Value

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Funds	631.801000	FA-07B Facilities Master Plan	\$85,000.00	\$85,000.00	0

RECOMMENDATION:

It is recommended that City Council authorize the purchase of facilities consulting services to Spectrum Strategies, Southfield, Michigan in the amount not-to-exceed \$85,000.00 and further authorizes the Mayor to executed a contract on behalf of the City.

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		