



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
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Legislative File No: 2025-0054 Version 2

TO: Mayor and City Council Members

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

DATE: July 21, 2025

SUBJECT: Increase to Contract/Blanket Purchase Order to Provide Architectural/Engineering Services for Nowicki Park Development

REQUEST:

City Council is requested to authorize an increase to the contract/blanket purchase order to provide Architectural/Engineering Services for the Nowicki Park Development project to A3C, Ann Arbor, Michigan in the amount of \$97,200.00 for a new not-to-exceed contract amount of \$256,505.00 and further authorizes the Procurement Manager to execute a contract amendment on behalf of the City.

REASON FOR PURCHASE:

At the February 10, 2025 meeting, City Council authorized a contract/blanket purchase order to provide architectural/engineering services for Nowicki Park Development for a service building (approximately 2,450 square feet) and a 600 square foot pavilion shelter.

Since the initial agreement, the City of Rochester Hills has requested additional design services from A3C. These services are necessary to thoroughly evaluate various building sizes, configurations, and potential locations for key park facilities, including the service building, a separated garage, and a stand-alone restroom. This comprehensive evaluation will provide the City with the essential information needed to make well-informed decisions regarding the final scope and layout of Nowicki Park, ensuring optimal functionality and public benefit.

While this request seeks approval for additional funding to cover these design services, it is important to note that this authorization provides the City with the flexibility to pursue these evaluations. It does not commit the City to implementing all design options or spending the full authorized amount, but rather ensures that the necessary resources are available as discussions and planning for the park's development continue.

PROCESS:

Vendor Name and Address:

A3C Collaborative Architecture
115 ½ E. Liberty Street
Ann Arbor, MI 48104

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 for Architectural/Engineering Services (2025-0054) and 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.

Due to the 2025 1st Quarter Budget Amendment, very little additional funding is currently remaining in the Nowicki Park / Preliminary Engineering Services blanket.

If approved by City Council, a 3rd Quarter Budget Amendment shall be prepared to increase the Preliminary Engineering Services by +\$100,000, and to also increase the transfer-in to the Facilities Fund from the Capital Improvement Fund by the same \$100,000.

Fund Name	Department Account No	Account No. Description	Remaining Budget Amount	Cost	Remaining Budget
Facilities Fund	631.974000	Land Improvements: Nowicki Park PE	\$1,265	(\$97,200)	(\$95,935)

RECOMMENDATION:

It is recommended that City Council authorize an increase to the contract/blanket purchase order to provide Architectural/Engineering Services for the Nowicki Park Development project to A3C, Ann Arbor, Michigan in the amount of \$97,200.00 for a new not-to-exceed contract amount of \$256,505.00 and further authorizes the Procurement Manager to execute a contract amendment 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