



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: 2024-0499

**TO:** Mayor and City Council Members

**FROM:** Dennis Andrews, CPRP, Parks Manager  
Ken Elwert, CPRE, Director Parks and Natural Resources

**DATE:** November 11, 2024

**SUBJECT:** Professional Engineering Services for Spencer Park kayak launch and dock and pier improvements

---

**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for professional engineering services for Spencer Park kayak launch and dock and pier improvements to Nowak and Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$72,604.00 and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

Nowak and Fraus Engineers is one of the City's selected on-call professional engineering firms and was selected to perform this work based on their past experience working within Spencer Park and other similar projects, as well as their capacity to perform the services needed within the City's desired timeline.

Staff is recommending design and Department of Environment, Great Lakes, and Energy (EGLE) permitting services for both the kayak launch as well as the dock and pier improvements at Spencer Park. Combining these projects would provide continuity from a project management perspective as well as cost savings for the City through economies of scale.

The public kayak launch will be a new amenity that's featured in the Park's Conceptual Plan. The design would include a non-motorized boat launch on the south end of Spencer Park into Carter Lake. The dock and pier improvements is an existing amenity located at the Spencer Park boathouse that is in need of repair due to aging and wood deterioration of the feature. The design would include replacing the dock and deck material while also exploring opportunities to improve and increase the recreational functionality of the pier.

**PROCESS:**

**Vendor Name and Address:**

Nowak and Fraus Engineers  
46777 Woodward Avenue  
Pontiac, MI 48342

**Reason for Selection:**

Quality Based Selection

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Partial Funding is included in the FY 2024 Adopted Budget.

If approved by City Council, a 4<sup>th</sup> quarter budget amendment will be presented to increase the budget by \$8,090 for the Spencer Park docks & decks upgrades and move funds forward from FY 2025 for the Spencer Park kayak launch.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities	631.974000	PK-04M: Spencer Park Docks & Decks Upgrades	\$50,000	\$58,083	(\$8,083)
Facilities	631.974000	PK-04K: Spencer Park Kayak Launch	\$0	\$14,521	(\$14,521)
<b>Total</b>			<b>\$50,000</b>	<b>\$72,604</b>	<b>(\$22,604)</b>

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order for professional engineering services for Spencer Park kayak launch and dock and pier improvements to Nowak and Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$72,604.00 and further authorizes the Procurement Manager to execute an agreement 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