



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2025-0372

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director Parks and Natural Resources
Dennis Andrews, CPRP, Deputy PNR Director

DATE: September 8, 2025

SUBJECT: Professional Engineering Services for Spencer Park Dock Expansion and New Kayak Launch

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for professional engineering services for Spencer Park Dock Expansion and New Kayak Launch to Nowak & Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$176,020 and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

Nowak & 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 recommends Nowak & Fraus Engineers to provide the construction engineering services to the City. The attached proposal describes the scope of services included for the construction engineering services to complete the work.

PROCESS:

Vendor Name and Address:

Nowak & Fraus Engineers
46777 Woodward Avenue
Pontiac, MI 48342

Reason for Selection:

Quality Based Selection

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Partial Funding for this project is included in the FY 2025 Adopted Budget.

Funding is also remaining in:

- The Spencer Park and Avondale Park Parking Lot Reconstruction and Improvements Project [2024-0169], anticipated to be fully completed this year. Anticipated to have a 10% project contingency in the amount of +\$213,137 remaining after reallocation a portion for the Spencer Park Dock Expansion and New Kayak Launch Project construction phase.

If approved by City Council, the Fiscal Division will bring forth a 3rd Quarter Budget Amendment to reallocate (\$176,020) from the unspent and un-needed Spencer Park and Avondale Park Parking Lot Reconstruction Project contingency towards the Spencer Park Dock Expansion and New Kayak Launch Project. This will allow for no net funding to be required from Fund Balance

This will continue to leave +\$37,117 remaining in the Spencer Park and Avondale Park Parking Lot Reconstruction Project contingency budget for the Construction Engineering phase.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Facilities Fund	631.974000	Land Improvement	\$0	\$176,020	(\$176,020)
		Total	\$0	\$176,020	(\$176,020)

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for professional engineering services for Spencer Park Dock Expansion and New Kayak Launch to Nowak & Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$176,020 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