



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)

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Legislative File No: 2024-0491

**TO:** Mayor and City Council Members

**FROM:** Mike Viazanko, Director Building/Facilities/Ordinance

**DATE:** November 11, 2024

**SUBJECT:** Professional Engineering Services for the design of Irrigation System at Van Hoosen Jones Stoney Creek Cemetery

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for professional engineering services for the design of an irrigation system at Van Hoosen Jones Stoney Creek Cemetery to Nowak and Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$34,572.00 and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

Nowak and Fraus is one of the City's selected on-call professional engineering firms and was selected to perform the needed services based on their experience with the required needs of this project, along with the overall best understanding of the project. Nowak and Fraus Engineers assisted the City in 2023 by performing a study for the possibility of installation of an irrigation system at the cemetery in which they reviewed the property, water source options, reviewed the existing well, and domestic water sources, considered project difficulties based on the property and it's use, and presented options and findings for the City's consideration in order to make decisions regarding the best way to move the project forward. The project was adopted as part of the City's CIP process, as well as budget allocated for the project. It is at this time that the City is bringing forward the project for approval in order to begin the design process, in an effort to hopefully begin construction/installation in the Spring of 2025.

**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:**

Funding is included in the FY 2024 Adopted Budget

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
Facilities Fund	631.974000	Land Improvement	\$125,000	\$34,572	\$90,428

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order for professional engineering services for the design of an irrigation system at Van Hoosen Jones Stoney Creek Cemetery to Nowak and Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$34,572.00 and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A