



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: 2025-0145

**TO:** Mayor and City Council Members

**FROM:** Bill Fritz, P.E., Director Department of Public Services

**DATE:** April 7, 2025

**SUBJECT:** As-Needed Construction Engineering Services for the Innovation Hills Sanitary Sewer Extension Project  
File No. E23-007

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for as-needed construction engineering (CE) services related to the sanitary sewer extension project along Hamlin Road to serve Innovation Hills, to Hubbell, Roth & Clark, Inc. (HRC), Bloomfield Hills, Michigan in the amount not-to-exceed \$33,500.00 and further authorize the Procurement Manager to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

The City intends to utilize DPS team members for typical CE services, including inspection, staking, testing, etc. Due to the potential complications, a need has been identified for possible additional CE services required. With construction activities scheduled to begin and contractors mobilizing within the next few weeks, engaging HRC for these services is in the City's best interest. HRC will assist as-needed with contract administration, field support for the City's Inspector, survey layout and as-built drawings at project completion.

This project is complex, particularly concerning groundwater remediation and the coordination required between contractors and consultants. To ensure its successful completion, we recommend approving a construction engineering contract to integrate HRC into the City's team. HRC's experience and expertise are crucial for project success. They have been involved since the beginning, participating in all consultant and contractor meetings for groundwater remediation coordination. Having designed the sanitary sewer extension, they possess the best understanding of the work required. Additionally, their close partnership with ASTI has provided them with a deep understanding of the groundwater remediation needs and how to coordinate their designs accordingly.

For these reasons, the City recommends that the City Council authorize the award of an as-needed construction engineering contract for the Innovation Hills Sanitary Sewer Extension to Hubbell, Roth & Clark, Inc.

**PROCESS:**

**Vendor Name and Address:**

Hubbell, Roth & Clark, Inc.  
555 Hulet Drive  
Bloomfield Hills, MI 48302

**Reason for Selection:**  
Quality Based Selection

**Method of Purchase:**  
Contract/Blanket Purchase Order

**BUDGET:**  
Funding is including in the FY 2025 Adopted Budget.

If approved by City Council, a 2<sup>nd</sup> quarter budget amendment will be presented to transfer funds from CIP No. SS-02B: Sanitary Sewer Rehab Program (no program planned for 2025) to the Innovation Hills Sewer Extension Program. No funding will be necessary from Retained Earnings.

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
W&S Capital	593.972000	Innovation Hills Sewer Extension	\$0	\$33,500	(\$33,500)

**RECOMMENDATION:**  
It is recommended that City Council authorize a contract/blanket purchase order for as-needed construction engineering services related to the sanitary sewer extension project from Hamlin Road to Innovation Hills to Hubbell, Roth & Clark, Inc. (HRC), Bloomfield Hills, Michigan in the amount not-to-exceed \$33,500.00 and further authorize the Procurement Manager to execute an agreement on behalf of the City.

Attachment(s): Exhibit A HRC Proposal  
Exhibit B (Project Map)

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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