



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: 2025-0021

**TO:** Mayor and City Council Members

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

**DATE:** January 27, 2025

**SUBJECT:** Professional Engineering Services to Develop a Comprehensive Safety Action Plan, Neighborhood Traffic Calming Program, and Non-Motorized Gaps and Safety Study (Safe Streets and Roads for All (SS4A) Grant Program)  
City File #E24-012

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order for professional engineering services to develop a Comprehensive Safety Action Plan, Neighborhood Traffic Calming Program, and Non-Motorized Gaps and Safety Study in the not-to-exceed amount of \$440,000.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan 48302 and further authorize the Procurement Manager to execute the agreement.

**REASON FOR PURCHASE:**

HRC is one of the City's selected On-Call Professional Engineering Firms and was selected to assist the City with this project based on their experience related to the city's traffic and road studies and plans. HRC will develop the Comprehensive Safety Action Plan, Neighborhood Traffic Calming Program, and Non-Motorized Gaps and Safety Study for the City of Rochester Hills. This project will be funded by a \$440,000 federal grant through the Safe Streets and Roads for All (SS4A) program, supplemented by \$110,000 in local funding.

HRC will take a Safe Systems Approach, incorporating elements from existing regional plans to ensure consistency. The project will address key safety priorities, including:

- A Comprehensive Safety Action Plan that meets all SS4A requirements.
- A Non-Motorized Network Gaps & Safety Study to identify priority segments for future implementation.
- A Neighborhood Traffic Calming Program that provides residents with a clear process for submitting traffic concerns and outlines how the city will evaluate potential solutions.

HRC is prepared to begin work upon approval of their proposal and the grant agreement. The intent of this project is to allow the City to proactively address safety concerns, improve non-motorized transportation options, and enhance the quality of life for residents.

**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 not included in the current budget. If approved by City Council, a 1<sup>st</sup> quarter budget amendment will be presented to recognize the revenue as well as an amendment to cover the match/expense.

<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>
Local Street	474.801000	Traffic – Professional Services	\$0	\$220,000	(\$220,000)
Pathway	214.801000	Professional Services	\$0	\$220,000	(\$220,000)
		<b>Total</b>	<b>\$0</b>	<b>\$440,000</b>	<b>(\$440,000)</b>

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order for professional engineering services to develop a Comprehensive Safety Action Plan, Neighborhood Traffic Calming Program, and Non-Motorized Gaps and Safety Study in the not-to-exceed amount of \$440,000.00 to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan 48302 and further authorize the Procurement Manager to execute the agreement.

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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