



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: 2025-0368

TO: Mayor and City Council Members

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

DATE: September 8, 2025

SUBJECT: Design Engineering Services – Sanitary Sewer System Capital Improvement Plan (CIP)
City File No. E25-024

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for design engineering services to develop a Sanitary Sewer System Capital Improvement Plan to Hubbell, Roth & Clark (HRC), Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$80,000.00 and further authorize the Procurement Manager to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

HRC is one of the City's selected on-call professional engineering firms and has been requested to provide a proposal to assist the City in creating a roadmap to guide the City in planning future sewer rehabilitation programs. The intent is to proactively utilize the existing sanitary sewer data acquired through various past programs to identify areas and locations within the sanitary sewer system suitable for repair and rehabilitation in the short- and long-term.

HRC will analyze existing sewer condition data that has been gathered through past studies, reports and televised pipe videos and develop a prioritized CIP that includes a proposed implementation schedule that considers the City's current budget and makes recommendations for future investment.

PROCESS:

Vendor Name and Address:

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

Reason for Selection:

Qualified Based Selection

Method of Purchase:

Contract/Blanket Purchase Order

BUDGET:

Funding is included in the FY 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
W/S Capital	593.801000	Professional Services	\$100,000	\$80,000	\$20,000

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for design engineering services to develop a Sanitary Sewer System Capital Improvement Plan to Hubbell, Roth & Clark (HRC), Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$80,000.00 and further authorize 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