



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
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Legislative File No: 2026-0072

TO: Mayor and City Council Members

FROM: Tracey Balint, P.E., Interim Director, Department of Public Services

DATE: February 23, 2026

SUBJECT: As-Needed Professional Engineering Plan Review Services

REQUEST:

City Council is requested to authorize a blanket purchase order for as-needed professional engineering plan review services to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$180,000.00 through October 31, 2028.

REASON FOR PURCHASE:

The City issued Request for Proposals for its On-Call Professional Engineering Services Contract. The City selected five (5) firms to be retained under this contract in order for the City to select the services of the appropriate firm at the time of a project based on their capacity and experience. The City has determined through this process that HRC is the best firms to provide as-needed engineering plan review services for the City based on the long-term partnership with the City, familiarity with our ordinances and requirements, and capacity to perform the required services, and are requesting authorization of a blanket purchase order for these services.

Tasks the City has utilized HRC for in the past, include consultant review and assistance with traffic impact studies, developer proposed retaining wall designs, construction plan reviews, grant application preparation assistance for potential projects and studies, and community water distribution system modeling review for our pressure districts. Additionally, the Building department and others have engaged HRC for assistance related to structural reviews.

It should be noted that this engineering blanket purchase order is used to pay the consultant expense but oftentimes there ends up being a future offsetting revenue into the City. Historically, the City has used escrow accounts or other means to get reimbursed when a third-party expense is part of a private development. Traffic impact study reviews and retaining wall structural design reviews are a couple of examples of third-party expenses.

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:
Blanket Purchase Order

BUDGET:

Funding is included in the FY 2026 Adopted Budget and the FY 2027-2028 Projected Budgets

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Major Road - Construction	452.801000	Professional Services	\$15,000	\$15,000	\$0
Major Road - Traffic Services	472.801000	Professional Services	\$15,000	\$15,000	\$0
Water Resources	244.801000	Professional Services	\$31,250	\$31,250	\$0
Sewer	510.801000	Professional Services	\$31,250	\$31,250	\$0
Water	530.801000	Professional Services	\$62,500	\$62,500	\$0
General Fund	371.801000	Professional Services	\$25,000	\$25,000	\$0
		Total	\$180,000	\$180,000	\$0

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order for as-needed professional engineering plan review services to Hubbell, Roth & Clark, Inc., Bloomfield Hills, Michigan in the amount not-to-exceed \$180,000.00 through October 31, 2028.

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