



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: 2025-0268

TO: Mayor and City Council Members

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

DATE: June 23, 2025

SUBJECT: Childress Ave / Enid St and Dunning Rd Paving Special Assessment Districts (SAD),
Engineering Design Proposal, City File #E23-032 / E23-028

REQUEST:

The Department of Public Services (DPS) requests that City Council authorize a blanket purchase order/contract for engineering services for the Childress Ave / Enid St and Dunning Rd to Hubbell, Roth & Clark, Inc. (HRC), Bloomfield Hills, Michigan for the proposed Special Assessment Districts (SAD) in a not-to-exceed amount of \$109,418.00 and further authorize the Procurement Manager to execute the agreement on behalf of the City.

REASON FOR PURCHASE:

City Council passed a resolution on March 4, 2024 to formally accept the receipt of a resident-supported petition request for proceeding with an SAD project to pave Childress Avenue, Enid Street and Dunning Road (from Eastwood Drive east). As the next step of the process, the attached proposal was requested from HRC to perform the necessary work to create engineering design documents for review with the property owners and for future bidding of the paving project(s).

HRC is one of the City's selected on-call professional engineering firms and was selected to perform the requested services for this project based on their experience with the City's SAD process.

PROCESS:

Vendor Name and Address:

Hubbell, Roth & Clark, Inc
555 Hulet Drive
Bloomfield Hills, MI 48302-0360

Reason for Selection:

Quality Based

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
Local Streets	454.970000	LS-21: Childress SAD Paving & LS-22: Dunning SAD Paving	\$160,000	\$109,418	\$50,582

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order/contract for engineering services for the Childress Ave / Enid St and Dunning Rd to Hubbell, Roth & Clark, Inc. (HRC), Bloomfield Hills, Michigan for the proposed Special Assessment Districts (SAD) in a not-to-exceed amount of \$109,418.00 and further authorize the Procurement Manager to execute the 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