



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: 2025-0022

**TO:** Mayor and City Council Members

**FROM:** Sara Roediger, Director Planning and Economic Development  
Ken Elwert, CPRE, Director Parks and Natural Resources

**DATE:** January 27, 2025

**SUBJECT:** Gateway and Park Signage Project

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**REQUEST:**

City Council is requested to authorize a Project Budget for the Gateway and Park Signage Project at designated locations throughout the City in the amount of \$1,428,884.60 which includes a 10% project contingency to Warren Contractors & Development, Inc., Shelby Township, Michigan and further authorizes the Mayor to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

To achieve cost-effective and high-quality gateway and park signage, the City implemented a multi-phased approach. Initially, the Procurement Division issued an Invitation to Bid, aiming for a faster turnaround. However, the bids received exceeded anticipated costs. Recognizing the need for greater value, the City collaborated with its design team, OHM, to value engineer the project and subsequently issued a Request for Proposals (RFP). This allowed for flexibility in exploring cost-saving options and engaging vendors to optimize design and value.

The Procurement Division issued a Request for Proposals (RFP) for the Gateway and Park Signage project utilizing the MITN system. Two proposals were received. Only Warren Contractors & Development submitted a complete proposal including all site work, landscaping, sign fabrication, and installation. The second proposer provided a partial bid for sign fabrication and installation only, at a higher cost. This partial bid was deemed not in the City's best interest.

Warren Contractors & Development was interviewed by an evaluation team with representatives from Planning, Parks, Facilities, and Building. The team reviewed the proposal's line-item costs to ensure best value. Warren Contractors & Development demonstrated their due diligence in obtaining competitive quotes and achieving cost-effectiveness. Based on their qualifications, experience, and commitment to value, the evaluation team unanimously recommends awarding the contract to Warren Contractors & Development.

To ensure efficient project delivery, we are requesting a project budget that allows for flexibility in the sign fabrication process. This will enable the contractor to make necessary adjustments to the custom sign designs without requiring repeated approvals for minor changes. This approach will save time and maintain project momentum while remaining within the approved budget.

Please Note: Nowicki Park, Museum, and Stoney Creek Gateway signs are not included in this project because of unique characteristics and partnership involved in these signs. A request for these will be included for 2026 to be fabricated/installed at a later date.

**PROCESS:**

**Vendor Name and Address:**

Warren Contractors & Development, Inc.  
14979 Technology Drive  
Shelby Township, MI 48315

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Partial Funding was included in the FY 2024 Budget.

If approved by City Council, a FY 2025 1<sup>st</sup> Quarter Budget Amendment will be presented to carry over the FY 2024 Budgeted funding and also to increase the overall project budget. The additional funding for the project is proposed from the Capital Improvement Fund.

| Fund Name  | Department Account No | Account No. Description                      | Budget Amount  | Cost           | Remaining Budget |
|------------|-----------------------|--|----------------|----------------|------------------|
| Facilities | 631.977000            | Citywide Gateway & Streetscape & Parks Signs | \$1,325,000.00 | \$1,428,884.60 | (\$103,884.60)   |

**RECOMMENDATION:**

It is recommended that City Council authorize a Project Budget for the Gateway and Park Signage Project at designated locations throughout the City in the amount of \$1,428,884.60 which includes a 10% project contingency to Warren Contractors & Development, Inc., Shelby Township, Michigan and further authorizes the Mayor to execute an agreement on behalf of the City.

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| APPROVALS:                                 | SIGNATURE | DATE |
|--|-----------|------|
| Department Review                          |           |      |
| Department Director                        |           |      |
| Budget Content:<br>Chief Financial Officer |           |      |
| Purchasing Process:<br>Procurement Manager |           |      |
| Mayor                                      |           |      |
| City Clerk                                 |           |      |

Contract Reviewed by City Attorney       Yes       N/A