



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: 2025-0014

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, CPRE, Director of Parks and Natural Resources  
**DATE:** January 27, 2025  
**SUBJECT:** Groundskeeping Services and Staffing Study

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**REQUEST:**

City Council is requested to authorize a contract/blanket purchase order to conduct a Groundskeeping Services and Staffing Study in the amount not-to-exceed \$45,500.00 to Matrix Consulting Group, Ltd., San Mateo, California, and further authorize the Procurement Manager to execute an agreement on behalf of the City.

**REASON FOR PURCHASE:**

The City's Procurement Department issued Request for Proposals for a Groundskeeping Services and Staffing Study utilizing the MITN system. Six (6) proposal responses were received, and evaluated by a committee consisting of staff from Parks, Facilities, DPS – Roads Division, and Ordinance. Based on the committee's initial evaluations, two (2) firms were shortlisted and interviews were requested. From the information provided in the proposal responses, and gathered during the interview, the committee is recommending award of the contract to Matrix Consulting Group, Ltd., as the best value proposer based on their understanding of the project, approach and methodology, project team, and deliverables. The committee's consensus, was that during the interviews Matrix Consulting Group, Ltd., conveyed a solid understanding of the City's overall mowing operations (inclusive of other departments), demonstrated a strong team that effectively communicated and equally participated in the conversation and communicated clearly past relevant project experience similar to the services being sought by the City. Based on the scoring criteria which included Project Experience, Capacity, Qualifications, Project Team, Methodology/Approach to Scope of Services, and Value/Cost Efforts, Matrix Consulting Group, Ltd., was the highest scoring proposer and unanimously recommended by the evaluation committee for award of this contract.

This Groundskeeping Study is a key recommendation from the 2023-2033 Parks and Natural Resources Strategic Plan to consider levels of staffing, contractors, and effectiveness of operation to support expanding responsibilities and pursuit of a "Best in the Midwest" operation. Secondly the study will also review the various mowing operations in other Departments (Grounds, DPS, Facilities, Ordinance) for recommendations to improve effectiveness and coordination.

**PROCESS:**

**Vendor Name and Address:**

Matrix Consulting Group, Ltd.  
1875 S. Grant Street, Suite 960  
San Mateo, CA 94402

**Reason for Selection:**

Best Value

**Method of Purchase:**

Contract/Blanket Purchase Order

**BUDGET:**

Funding was included in the FY 2024 Adopted Budget. If approved by City Council, a 1<sup>st</sup> quarter budget amendment will be presented to carry over the funding into FY 2025.

| Fund Name    | Department Account No | Account No. Description | Budget Amount | Cost     | Remaining Budget |
|--------------|-----------------------|-------------------------|---------------|----------|------------------|
| General Fund | 759.801000            | Professional Services   | \$75,000      | \$45,500 | \$29,500         |
|              |                       |                         |               |          |                  |
|              |                       |                         |               |          |                  |

**RECOMMENDATION:**

It is recommended that City Council authorize a contract/blanket purchase order to conduct a Groundskeeping Services and Staffing Study in the amount not-to-exceed \$45,500.00 to Matrix Consulting Group, Ltd., San Mateo, California, and further authorize the Procurement Manager to execute an agreement on behalf of the City.

| 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