



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: 2025-0269

TO: Mayor and City Council Members

FROM: Tim Hollis, Deputy Director Building/Ordinance/Facilities

DATE: June 23, 2025

SUBJECT: Construction Engineering Services for Van Hoosen Cemetery Irrigation Project (surveying layout, construction inspection and engineering assistance)

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for construction engineering services for the Van Hoosen Cemetery Irrigation Project to Nowak & Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$51,490.00 and further authorizes the Procurement Manager to execute the agreement on behalf of the City.

REASON FOR PURCHASE:

The City received bids for the Van Hoosen Cemetery Irrigation Project and has determined an engineering consultant should be used for this project to coordinate and manage this project based on the complexity of the area and the oversight that will be needed to complete the project.

It is recommended that Nowak & Fraus Engineers provide the construction engineering services to the City. The attached proposal describes the scope of services included for the construction engineering services to complete the work. Nowak and Fraus is one of the City's selected on-call professional engineering firms. Nowak & Fraus is one of the City's selected on-call professional engineering firms.

PROCESS:

Vendor Name and Address:

Nowak & Fraus Engineers
46777 Woodward Avenue
Pontiac, MI 48342

Reason for Selection:

Quality Based

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
Facilities	631.974000	FA-03H: Van Hoosen / Jones Cemetery Irrigation Construction Engineering	\$496,721	\$51,490	\$445,231

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for construction engineering services for the Van Hoosen Cemetery Irrigation Project to Nowak & Fraus Engineers, Pontiac, Michigan in the amount not-to-exceed \$51,490.00 and further authorizes 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