



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: 2024-0533

**TO:** Mayor and City Council Members  
**FROM:** Sara Roediger, Director Planning and Economic Development  
**DATE:** December 16, 2024  
**SUBJECT:** Planning Consulting Services

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**REQUEST:**

City Council is requested to authorize a blanket purchase order/contract for Planning Consulting Services in the amount not-to-exceed \$110,000.00 through November 30, 2026 to Giffels Webster, Birmingham, Michigan.

**REASON FOR PURCHASE:**

In 2021, the City issued Request for Proposals for Planning Consulting Services utilizing the MITN system and received four proposal responses. Based on the responses received, the evaluation committee recommended award of the contract to Giffels Webster based on their qualifications and experience, capacity to perform work required, familiarity with City processes, requirements, and ordinances, as well as the lowest cost proposal and is determined to provide the best value to the City.

The City has historically retained the services of a planning consultant to assist in conducting research, analysis and recommendations for varying planning and zoning topics, including leading the preparation of the City's Master Plan that the city is currently in the middle of.

The contract has a renewal available and the vendor has agreed to hold pricing. The City wishes to exercise an option to renew with Giffels Webster for a two-year term to expire November 30, 2026.

**PROCESS:**

**Vendor Name and Address:**

Giffels Webster  
1025 East Maple, Suite 100  
Birmingham, MI 48009

**Reason for Selection:**

Best Value

**Method of Purchase:**

Blanket Purchase Order/Contract

**BUDGET:**

Funding is included in the FY 2025 Adopted Budget and FY 2026 Projected Budget

<b>Fund Name</b>	<b>Department Account No</b>	<b>Account No. Description</b>	<b>Budget Amount</b>	<b>Cost</b>	<b>Remaining Budget</b>
General Fund	401.801000	Professional Services - Master Plan	\$60,000	\$60,000	\$0
General Fund	401.808002	Consultant Fees: City Expense	\$50,000	\$50,000	\$0
<b>Total</b>			<b>\$110,000</b>	<b>\$110,000</b>	<b>\$0</b>

**RECOMMENDATION:**

It is recommended that City Council approve a blanket purchase order/contract for Planning Consulting Services in the amount not-to-exceed \$110,000.00 through November 30, 2026 to Giffels Webster, Birmingham, Michigan.

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<b>APPROVALS:</b>	<b>SIGNATURE</b>	<b>DATE</b>
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Clerk		

Contract Reviewed by City Attorney       Yes       N/A