



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: 2026-0408

TO: Mayor and City Council Members

FROM: Tracey Balint, P.E., Director Department of Public Services

DATE: September 28, 2026

SUBJECT: DPS West Campus Master Plan, City File #E26-021

REQUEST:

City Council is requested to authorize a contract/blanket purchase order for the completion of the DPS West Campus Master Plan in the project amount not-to-exceed \$53,035.50 to Fishbeck, Farmington Hills, Michigan and further authorizes the Procurement Manager to execute an agreement on behalf of the City.

REASON FOR PURCHASE:

The Department of Public Services (DPS) facility located on Auburn Road has undergone significant operational growth since the opening of its main facility in 2007. While the primary building remains the operation hub, several legacy structures and critical utility assets on the West Campus property have reached the end of their useful lives and require replacement. Most urgently, the City's primary fuel storage tank system and fuel island is in need of repair/replacement which is currently budgeted.

Additionally, the West Campus currently houses an overhead material storage structure constructed in the 1970s that is in need of replacement, an identified need for a new hook-lift storage building, an aging cold storage "legacy garage" requiring evaluation (repair vs. demolition), an aging truck scale, and potential storage considerations for future department operations. All of these elements must be evaluated to ensure that as the City moves forward with these improvements, we plan accordingly for the most conducive traffic flow and placement of structures, as well as plan fiscally for these improvements in our Capital Improvement Plan (CIP). To ensure capital investments are made efficiently and without constraining future site growth, the City requires a comprehensive, West Campus Master Plan.

The City's Purchasing Division issued a Request for Proposals for DPS West Campus Master Plan Services utilizing the MITN system with five (5) proposal responses received. Proposals were evaluated by a committee consisting of staff from the Department of Public Services Operations, Roads, Water/Sewer, Fleet, and Engineering Divisions. The evaluation criteria included Firm Experience and Qualifications, Project Understanding, Methodology and Project approach, Management Plan and Cost Proposal. The committee subsequently shortlisted to two (2) firms and conducted interviews to evaluate team chemistry, further details regarding project approach and cost proposals.

Following the evaluation and interview process, the selection committee is recommending award of the contract to Fishbeck, Farmington Hills, Michigan as the best value to the City. Fishbeck demonstrated during the interview that they possess the required qualifications for the requested Scope of Work, a complete understanding of active public works operations, and experience with similar projects.

The requested project amount includes a 5% project contingency in case any additional work may be requested for any unforeseen circumstance that may arise (site survey, reports, etc.) for the successful completion of this project.

PROCESS:

Vendor Name and Address:

Fishbeck
31440 Northwestern Highway, Suite 250
Farmington Hills, MI 48334

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2026 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
W&S Capital Fund	593.801000	Professional Services	\$250,000.00	\$53,035.50	\$196,964.50

RECOMMENDATION:

It is recommended that City Council authorize a contract/blanket purchase order for the completion of the DPS West Campus Master Plan in the project amount not-to-exceed \$53,035.50 to Fishbeck, Farmington Hills, Michigan and further authorizes the Procurement Manager to execute an 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