

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL BOARD MEETING MINUTES
August 19, 2009**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: DDA Chair John Splitt called the meeting to order at 1:30 p.m.

1. ROLL CALL

Present: Russ Collins, Newcombe Clark, Leah Gunn, Roger Hewitt, John Hieftje, Joan Lowenstein, Keith Orr, Sandi Smith, John Splitt

Absent: Gary Boren, Jennifer Hall, John Mouat

Staff Present: Susan Pollay, Executive Director
Joe Morehouse, Deputy Director
Joan Lyke, Management Assistant

Audience: Dave Askins, Ann Arbor Chronicle
Steve Frederickson, The Christman Company
Dave Pezda, Luckenbach/Ziegelman Architects
Pat Podges, The Christman Company
Ryan Stanton, Ann Arbor.com
Adrian Iraola, Park Avenue Consultants
Mike Ortlieb, Carl Walker

2. NEW BUSINESS

Mr. Splitt welcomed newly appointed DDA member, Newcombe Clark. All extended their welcome.

3. CAPITAL IMPROVEMENTS

Mr. Hewitt moved and Ms. Gunn seconded the following resolution:

RESOLUTION TO AUTHORIZE EXPENDITURES FOR NEW WATER MAINS UNDER S. FIFTH AVENUE, S. DIVISION STREET AND E. WILLIAM ST.

Whereas, The Fifth & Division Improvements Project and the S. Fifth Avenue Parking Structure Project require replacement of two existing 6" water mains from under the 300 block of S. Fifth Avenue and S. Division Street, and the installation of two new 12" water mains;

Whereas, In order to provide required fire protection coverage to the block between the above referenced streets, an additional water main between E. William Street and Library Lane is also required;

Whereas, These infrastructure improvements will greatly enhance water flows in the center city area, and are in agreement with infrastructure improvements planned by the City of Ann Arbor;

Whereas, Plans for this work have been approved by City staff and permits submitted to the Michigan Department of Water Quality, with the expectation that work will be constructed this fall, under the inspection of the City of Ann Arbor's Project Management Unit ;

Whereas, It is anticipated that the total cost for all these water main projects will not exceed \$226,000, with the funds taken from the project bond recently secured by the City;

Whereas, These project constructions will be overseen by the DDA Capital Improvements Committee;

RESOLVED, The DDA Capital Improvements Committee is authorized to spend up to \$226,000 to install the aforementioned water mains and to perform all related construction work related to these utilities.

Mr. Splitt explained that the S. Fifth Ave. underground parking structure project and the 5th & Division Improvements Project both involve replacing the 6" water mains under S. Fifth Avenue and Division with 12" mains, as well as installing a new main on the east side of the Library property. These mains will enhance water flows and fire protection in the area.

Mr. Clark suggested that the DDA contact adjacent property owners and invite them to make fire suppression improvements while the water main project is underway as the cost to tap into these mains will be more expensive later. Mr. Iraola said that he will notify property owners about this possibility. Ms. Smith asked if owners of vacant parcels would be able to make these taps; Mr. Iraola said that all property owners could do this upon receiving a permit from the City. Mr. Iraola said that this work will begin after MDEQ approves the permit. Ms. Smith asked if the new water mains will benefit the former Y site; Mr. Iraola said no because the water main under S. Fifth would extend from Liberty only to the S. Fifth Avenue lot and not further south. However, both the S. Fifth Avenue and Division Street water mains would serve future uses on the S. Fifth Avenue lot.

A vote to approve the resolution showed:

AYES: Clark, Collins, Gunn, Hewitt, Hieftje, Lowenstein, Orr, Smith, Splitt

NAYS: None

Absent: Boren, Hall, Mouat

The motion carried.

Mr. Splitt introduced a video prepared by Christman Company that showed a project that Christman is about to complete in Grand Rapids that is comparable to the DDA's structure project in size, site challenges, and project scope. Mr. Splitt said that Capital Improvements interviewed four construction teams, and after approximately seven hours of work it was decided to recommend selection of Christman Company to serve as construction managers for the pre-construction phase of the underground parking structure project.

Mr. Hewitt moved and Ms. Gunn seconded the following resolution:

**RESOLUTION TO APPROVE SELECTION OF THE CHRISTMAN COMPANY FOR
CONSTRUCTION MANAGEMENT SERVICES FOR THE PRE-CONSTRUCTION PHASE OF THE
S. FIFTH AVENUE PARKING STRUCTURE PROJECT**

Whereas, In February 2008 City Council authorized the DDA to design and construct an underground parking garage under the S. Fifth Avenue lot and in February 2009 City Council approved the site plan for this project;

Whereas, The DDA's design team for the S. Fifth Avenue Parking Structure Project completed work on its Design Development Report, Drawings and Specifications earlier this summer and distributed a Request for Qualifications in early June 2009

Whereas, Fourteen construction firms submitted responses to the DDA in late June and the DDA Capital Improvements Committee selected four firms to interview with the requirement that they respond to a follow up RFP.

Whereas, The DDA Capital Improvements Committee recommends The Christman Company as the firm that provided the best response to the RFP to provide the DDA with construction management services for the pre-construction phase of the S. Fifth Avenue parking structure, including budgeting and developing a guaranteed maximum price, a site logistics plan and community plan to communicate the traffic and safety aspects of the project;

Whereas, Christman's fee for these services is \$36,000.00 plus reimbursable expenses for mileage and reproduction at cost not to exceed \$4,000.00 for a total of \$40,000.00;

RESOLVED, The DDA approves the selection of The Christman Company to provide the DDA with construction management services for the pre-construction phase of the S. Fifth Avenue Parking Structure and Street Improvements Project at a fee not to exceed \$40,000 .00 which includes reimbursable expenses;

RESOLVED, The DDA Chair, Capital Improvements Committee Chair and Executive Director are authorized to sign an agreement, and to take the necessary administrative actions to implement this resolution.

Mr. Splitt explained that the Christman Company is being recommended by Capital Improvements to provide construction management services for the pre-construction phase of the project. Mr. Ortlieb said Christman will be creating cost estimates including a maximum price for the project, developing a logistics plan for the site, and creating a communications plan to keep the public informed regarding safety and traffic issues related to the project. The preconstruction phase will also give the DDA a chance to evaluate Christman's ability to meet the DDA's desired performance objectives.

Ms. Smith asked about the communications with neighbors of the project. Mr. Ortlieb explained that once construction begins, Christman would be responsible to address concerns. Mr. Splitt said that Mr. Iraola would also serve as the DDA's liaison with the public to share information and respond to concerns.

A vote to approve the resolution showed:

AYES: Clark, Collins, Gunn, Hewitt, Hieftje, Lowenstein, Orr, Smith, Splitt

NAYS: None

Absent: Boren, Hall, Mouat

The motion carried.

4.

ADJOURNMENT

Mr. Hieftje moved and Mr. Collins seconded adjournment of the meeting at 1:55 PM.

Respectfully submitted,
Susan Pollay, Executive Director