

December 16, 2021

Jada Hahlbrock
Manager of Parking Services
Ann Arbor Downtown Development Authority
150 South Fifth Avenue, Suite 301
Ann Arbor, MI 48104

**Proposal for Professional Engineering and Parking Consulting Services
Professional Service Agreement Task – Restoration 2022
Construction Documents and Construction Administration**

Dear Ms. Hahlbrock:

Fishbeck is pleased to provide this proposal for professional engineering and parking consulting services to prepare Construction Documents and perform Construction Administration for the fiscal year (FY) 2023 parking structure repairs.

Statement of Understanding

The DDA has requested a proposal to provide professional services to implement the FY 2023 parking structure repairs based on the 20-year maintenance and repair plan. Construction Documents will be prepared based on the repair work scope established during the Design Development phase to align with the construction budget of \$1,450,000.

The scope of this proposal includes the construction documents, bidding, construction administration, and construction observation phases.

Scope of Services

Our professional services will be provided in four phases. Listed below is a breakdown of our proposed services for each phase.

Phase 4 – Construction Documents

During this phase, we will finalize drawings and prepare specifications to implement the repairs. Specifically, we will provide the following services:

1. Finalize project items with the DDA, including project schedule, scope, and budget.
2. Conduct owner review meetings and design progress meetings with DDA, as necessary.
3. Review specific project requirements for construction control, phasing, and safety with the DDA and Republic Parking. We will review requirements or concerns that will affect construction, such as noise restrictions, dust/fume controls, required construction signage, barricades, construction safety, etc.
4. Provide plan drawings and repair details. Plans will show locations of all repair items for every level being repaired. The documents will include construction phasing, schedule requirements, and parking space impacts related to this project.

5. Provide front end and technical specifications required to complete this work. The specifications will incorporate the DDA's most current agreement forms (contract), bond forms, general conditions, and supplementary conditions. Bid Form will itemize work items and quantities for each structure.
6. Review the bid package with the DDA and Republic Parking before issuing to contractors.

Phase 5 – Bidding

During this phase, we will assist the DDA in obtaining and reviewing bids. Specifically, we will perform the following services:

1. Fishbeck will provide electronic PDF format files of bid documents to the DDA.
2. Assist in identifying qualified contractors/bidders.
3. Distribute electronic PDF format files of bid documents to potential bidders.
4. Schedule, attend, and chair a pre-bid conference.
5. Be available to respond to contractors' questions, and if necessary, issue project addenda.
6. Evaluate and tabulate contractor bids.
7. Provide value engineering if required to meet budgeting constraints.
8. Provide our comments and recommendations for the award of the contract.

Phase 6 – Construction Administration (Office)

During this phase, we will coordinate project related activities. Specifically, we will perform the following services:

1. Conduct a pre-construction meeting with representatives of the contractor, DDA, and parking operator to review the construction phase, including staging, phasing, schedules, closures, parking space impacts, etc.
2. Conduct biweekly progress meetings with representatives of the contractor, DDA, and parking operator to coordinate work schedule and maintain project communication by providing meeting minutes.
3. Review contractor submittals, procedural submittals, shop drawings, etc.
4. Review contractor's pay applications. Verify repair quantities for each work item.
5. Answer contractor's questions and resolve unforeseen field conditions that arise. Prepare additional details, supplemental instructions, bulletins, and construction change directives, as necessary. Prepare change orders, as necessary, to document changes in the work based on field conditions.
6. Track construction costs and provide updated final cost projections to the DDA.
7. Prepare, distribute, and update punch list for construction contract.
8. Collect warranties, review the final pay application, and perform related project closeout activity.
9. Provide record set drawings upon project completion. Record set drawings will be based on the as-built drawings submitted by the Contractor at the end of the project.
10. General construction administrative services.

Phase 7 – Construction Observation (Field)

During this phase, we will provide regular field observation of the construction. Specifically, we will perform the following services:

1. Schedule and attend any site meetings that are required.
2. Provide weekly site visits to review construction with respect to general conformance to the Contract Documents. We will assist in observing and recording the restoration work progress and verify that, in general, the work complies with the intent of the plans and specifications. For each site visit, a report will be prepared and submitted.
3. Perform final inspection with the DDA or parking operator representatives and the contractor.

Schedule

Our proposal is based on the anticipated project schedule as shown below.

<u>Task/Event</u>	<u>Anticipated Schedule</u>
Construction Documents	February 3, 2022 through April 8, 2022
Bidding	April 12, 2022 through April 28, 2022
Operations Committee	May 24, 2022
Board Meeting	June 1, 2022
Contract	June 1, 2022 through June 15, 2022
Construction Start	July 1, 2022

We anticipate a construction schedule of 26 weeks based on limited phasing areas and workable hours; some work items may need to be deferred to the spring of 2023.

Professional Services Fees

We propose to provide the outlined scope of services on an hourly fee basis, plus reimbursable expenses. The following table summarizes our proposed not-to-exceed fees and anticipated expenses:

Phase	Description	Fishbeck Fees	Estimated Expenses
4	Construction Documents	\$16,800	\$150
5	Bidding	\$3,300	\$150
6	Construction Administration (Office)	\$30,600	\$0
7	Construction Observation (Field)	\$32,900	\$4,300
TOTAL		\$83,600	\$4,600

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Kristi Kelly (kkelly@fishbeck.com). This proposal is made subject to the Professional Services Agreement for Professional Engineering and Parking Consulting Services for Parking Facilities for the Ann Arbor Downtown Development Authority dated December 14, 2021. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 269.365.4770 or jthomson@fishbeck.com.

Sincerely,

A handwritten signature in black ink that reads "Justin Thomson". The signature is written in a cursive, flowing style.

Justin Thomson, P.Eng.

Project Manager – Parking and Restoration

By email

Attachments

Copy: Josh Rozeboom – Fishbeck

Professional Services Agreement

PROJECT NAME Ann Arbor DDA/Parking Restoration 2022
FISHBECK CONTACT Justin Thomson, P.Eng.
CLIENT Ann Arbor Downtown Development Authority
CLIENT CONTACT Jada Hahlbrock
ADDRESS 150 South Fifth Avenue, Suite 301, Ann Arbor, MI 48104

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Engineering and Parking Consulting Services for the Construction Documents and Construction Administration Phases

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- ☒ PSA for Professional Engineering and Parking Consulting Services for Parking Facilities for the Ann Arbor DDA dated December 14, 2021.
- ☒ Proposal dated December 16, 2021, attached
- ☐ Other:

METHOD OF COMPENSATION:

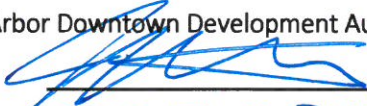
- ☐ Lump Sum for Defined Scope of Services
- ☒ Hourly Billing Rates plus Reimbursable Expenses
- ☐ Other:

Budget for Above Scope of Services: Not-to-exceed Eighty-Eight Thousand Two Hundred Dollars (\$88,200)

ADDITIONAL PROVISIONS (IF ANY): The above budget includes anticipated reimbursable expenses.

APPROVED FOR:

Ann Arbor Downtown Development Authority

BY: 

TITLE: EXECUTIVE DIRECTOR

DATE: 3/3/2022

ACCEPTED FOR:

Fishbeck

BY: 

TITLE: Vice President

DATE: December 16, 2021

