

Ann Arbor Downtown Development Authority Meeting Agenda
Wednesday, April 3, 2019 12:00noon
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

1. Roll Call
Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A. S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss
2. Approval of the Board Meeting Agenda
3. Audience Participation (4 people maximum, 4 minutes each)
 - 1.
 - 2.
 - 3.
 - 4.
4. Reports from City Boards and Commissions
 - Ray Detter, Downtown Area Citizens Advisory Council
5. DDA Members Communications
6. Executive Director Communications
7. Approval of Minutes: March meeting minutes
8. Subcommittee Reports
 - A. Capital Improvements Committee – J. Mouat
 - Resolution To Approve William Street Construction Contract
 - Resolution To Approve Construction Cost-Sharing Agreement With DTE For The Huron Project
 - Resolution To Approve The Purchase Of Streetlight Poles & Luminaires For The Huron Project
 - Resolution To Approve Agreement with Materials Testing Consultants, Inc.
 - Resolution To Approve Agreement with Wade Trim-General Engineering Services
 - MDOT Permit and Approval Updates
 - Bikeway Outreach and Education
 - Next meeting: Wednesday, April 17 at 11 am
 - B. Operations Committee –K. Orr & P. Weiss
 - Resolution To Approve GetDowntown Annual Funding Request
([..\Presentations\DDA Annual Report - Budget FY 2020 v2.pptx](#))
 - Resolution To Amend Contract With WGI-Ann Ashley Expansion

- Resolution To Approve RPS Maynard Office Renovation And Award Contract With Krull Construction
- Parking and Transportation Report
- Next Committee meeting: Wednesday, April 24 at 11am

C. Partnerships/Economic Development Committee – J. Lowenstein & J. A. S. Letaw

- Partner Updates
- Next Committee meeting: Wednesday, April 10 at 9:00 am (DDA only)

D. Finance Committee – B. Guenzel

- Next Committee meeting: Thursday, April 25 at 1:00 pm

E. Executive Committee –M. Klopf

- Next Committee meeting: Wednesday, May 1 at 11 am

9. New Business

10. Other Audience Participation (4 minutes each)

11. Adjournment

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, March 6, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Chair Klopf called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Joan Lowenstein, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Absent: John Mouat

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant

Audience: Ray Detter, Downtown Area Citizens Advisory Council
Mike McKiness, Republic Parking System
Chris Simmons, get!Downtown
Chris Tompkins
Josie Parker, Ann Arbor District Library

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Weiss moved and Mr. Orr seconded the motion to approve the agenda.

A vote on the motion to approve the agenda showed:

Ayes: Guenzel, Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: Mouat

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter reported that Brad Moore/J. Bradley Moore & Associates Architects spoke to the CAC about the proposed development at 600 E. Washington. Attendees gave feedback on recommended changes. There appeared to be early general support for the project by the CAC.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said her next "Walk and Talk" will be March 9th 10am at the Blake Transit Center focusing on DDA's People-Friendly-Streets projects and her next "Downtown Hall" would be held that night from 7-8:30 pm at the Ann Arbor District Library Westgate branch. All are welcome.

Mr. Lazarus gave kudos to City staff for winning their category in Conquer the Cold contest. He said that the City, DDA and AAATA should meet to talk about possible micro-mobility initiatives.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

None.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Mr. Kinley seconded the motion to approve the February minutes.

A vote on the motion to approve the minutes showed:

Ayes: Guenzel, Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: Mouat

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE
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Ms. Letaw moved and Mr. Orr seconded the following resolution:

RESOLUTION TO APPROVE AN AGREEMENT WITH STANTEC CONSULTING MICHIGAN, INC. FOR CONSTRUCTION INSPECTION SERVICES

Whereas, The DDA Board approved the Huron Streetscape Project and the William Improvement Project, with construction planned for spring 2019;

Whereas, Construction inspection is required to oversee contractor activities, enforce construction specifications, provide construction layout, document pay item quantities, and provide as-built drawings;

Whereas, Stantec Consulting Michigan, Inc. was one of three firms selected by the City of Ann Arbor through a competitive RFP process (RFP-17-30) to provide ongoing construction inspection services;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select inspection services for DDA projects within the public right of way;

Whereas, Of the three firms selected by the City, DDA staff recommends Stantec Consulting Michigan, Inc. to provide inspection services based on their strong experience working in downtown Ann Arbor and past performance on the 5th/Detroit project; and

Whereas, The required funds for the construction inspection are included in the approved DDA project budgets;

Resolved, The DDA Board approves a Professional Services Agreement with Stantec Consulting Michigan, Inc. in the amount of \$500,000 for Construction Inspection Services for the Huron Streetscape and William Improvements Projects; and

Resolved, The DDA Board authorizes the Capital Improvements Chair and DDA Director to execute the Agreement with a not to exceed amount of \$500,000;

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: Mouat

The resolution was approved.

Ms. Letaw moved and Ms. Lowenstein seconded the following resolution:

RESOLUTION TO INCLUDE CONDUIT IN THE DDA'S HURON STREET IMPROVEMENT PROJECT

Whereas, The Ann Arbor DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, On July 7th, 2016, The DDA Board approved a \$4M total project budget for its Huron Street Project, from Division Street to Ashley Street; and on November 1st, 2017 extended the western project boundary to Third Street and increased the total project budget to \$5.6M;

Whereas, At its February 6, 2019 meeting the DDA approved Fonson Company Inc. as its contractor for the Huron Street project with its bid of \$3,064,660.65;

Whereas, The City of Ann Arbor has asked that the DDA include extensive conduit in this project estimated at a cost of approximately \$90,000 which was to have been reimbursed to the DDA by the City;

Whereas, The City of Ann Arbor has helped the DDA secure bond issuance costs approximately \$90,000 less than anticipated, and asked that the DDA apply this project budget savings against the cost of conduit installation;

Whereas, The DDA Capital Improvements Committee recommends that the DDA accept this change, and include the cost of conduit installation in its project rather than seek reimbursement from the City as previously planned;

RESOLVED, The DDA supports the recommendation of its Capital Improvements Committee to include the cost of conduit installation in its Huron Street project, rather than look to the City for reimbursement.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopff, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: Mouat

The resolution was approved.

Huron St Improvements: Staff continue to respond to MDOT questions. Staff shared a request to retain an unused curb cut amid concerns that MDOT would not allow a new one in the future; the Committee supported this design change, noting that MDOT is the final decider on this.

William Street Bikeway: Ms. Letaw reported that the bid package was released using the City's procurement process and that Ms. Rolla and project consultants had also reached out to contractors to make them aware. Extensive outreach efforts have begun to promote awareness and excitement about Ann Arbor's first protected bike lane.

5th & Detroit: Most remaining work will be done in April/May with the remaining brick on Detroit and Kingsley installed after Community High School's graduation to avoid rerouting school buses. DDA staff met with neighbors to keep them updated and to get feedback on the project.

The next Capital Improvements Committee meeting will be Wednesday, March 20 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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600 E. Washington Parking Request: Mr. Weiss reported that architect, Brad Moore presented a request for parking permits. The committee will continue the discussion at its March meeting.

Monthly Parking and Transportation Report: February report highlights include installation of two EV charges at 4th & Washington and continued work to link all EV's to the DDA's Powerdash website. RPS staff continue to work diligently to remove snow and ice. RPS meter staff reinstalled metered spaces on S. State at the completion of the U/M Trotter House construction and will remove meters on Hoover at the City's request. Mr. Orr said the Conquer the Cold promotion showed bike commutes up 23% over 2018 despite the severe cold weather and, telecommutes were up 135%. He said that GetDowntown staff and the Advisory Board are working to revise program metrics to expand beyond go!Pass ridership to create other benchmarks.

Ann Ashley Expansion: Mr. Orr reported that an ALTA survey is now being required, pushing the project timeline once again.

Republic Parking System Contract: Mr. Orr reported that the DDA/RPS contract will automatically renew on July 1 unless there were concerns. The committee supported staff recommendation to allow the automatic renewal.

Ann Ashley Saturday Pilot: The pilot ran from March-December 2018 to encourage daytime Saturday patron use, particularly those coming to the Farmers Market and Kerrytown area. The

5th & Detroit project presented a good opportunity, as the pilot also provided a positive parking option at a time when parking near the Market was constrained. Mr. Orr said the pilot showed a 20% increase in transient parking; it is hoped this increase will continue in future years.

Alley Snow Removal: Staff requested and the committee supported exploring whether the DDA might take on snow plowing in the alleys adjacent to parking facilities in FY20, similar to its snow removal efforts on sidewalks adjacent to parking facilities.

RPS Customer Service/Admin Office Space: Ms. Hahlbrock reported that in March staff will present options to lease office space or construct an addition to the current office.

The next Operations Committee meeting will be on Wednesday, March 27 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Financial Statements: Mr. Guenzel reported that the committee reviewed December and January expense registers, FY 2019 six-month financial statements (2nd quarter), the FY 2019 Funds Committed Report as of 12/31/18 and the FY 2019 first six-months parking comparison to FY 2018. He asked if there were questions Mr. Morehouse could answer; there were none.

FY 2020 and FY 2021 Budgets: Mr. Morehouse presented the proposed FY20 and FY21 budgets, noting significant revenue and expense changes. He highlighted assumptions including that the Ann Ashley project will move forward and would be bonded and he noted that the Committee had asked that funds be included in these and future budgets for possible staff overlap because two DDA staff members are now eligible for retirement. Mr. Guenzel outlined the next steps after today, including presentation of the full City budget on April 15 and budget approval by City Council on May 20. **Mr. Guenzel moved and Ms. Lowenstein seconded the following resolution:**

RESOLUTION TO PUT FORWARD THE DDA BUDGETS FOR FISCAL YEARS 2020 & 2021

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Finance Committee has developed a budget for the 2020 & 2021 fiscal years for the DDA based on the DDA's most recent Ten-Year Plan;

Whereas, The Finance Committee recommends approval of these DDA budgets by the DDA;

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts these budgets forward to the City for approval.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: Mouat

The resolution was approved.

Mr. Guenzel said the Committee reviewed the recent DDA bond sale and a document listing the procurement procedures followed by staff, which align with City processes as much as possible.

The next Finance Committee meeting will be on Thursday, March 28 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Lowenstein reported that the Committee continues its work in partnership with affordable housing providers to create a public workshop series intended to be informational presentations and discussions on policies, constraints and opportunities affecting the creation of affordable housing. Key questions include who will “own” this series, who the keynote speaker may be, and the venues that may be used. Ms. Letaw added that City staff are involved in this initiative as well.

The next Partnerships Committee meeting will be Wednesday, March 13 at 9 am. (with Partners).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Ms. Klopf reported that the committee reviewed the board meeting agenda.

The next Executive Committee will be on Wednesday, April 3 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Orr moved and Ms. Letaw seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 12:35 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, March 20, 2019 11:00 am**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Robert Guenzel, Tyler Kinley, Molly McFarland, John Mouat, Keith Orr
Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Darren McKinnon, Rishi Narayan, Phil Weiss
Staff: Susan Pollay, Amber Miller, Liz Rolla, Maura Thomson, Kelley Graves
Other: Oliver Kiley/Smith Group; Nick Hutchinson/City; Chris Wall/Wade Trim
Public: Ray Detter/Downtown Area Citizens Advisory Council

William Street Bikeway: Ms. Miller outlined the process taken to solicit bids, including distributing information through the city's procurement office and consultants reaching out directly to contractors. Despite much contractor engagement during the prebid period, there was only one bid submitted, from Fonson Company. Mr. Hutchinson and Mr. Wall shared that the City used to receive 6-8 submittals, but they too are now often receiving as few as 1 submittal. They have found that contractors already are at capacity and are finding it difficult to hire enough qualified workers, which makes them selective about which projects to bid on. The DDA/City cost-share agreement will be on the April 15th Council agenda; there was consensus to wait on signing the contract with Fonson until after the April 15th Council meeting. A resolution to select Fonson will be on the next DDA Board agenda.

Ms. Thomson walked the committee through a detailed outreach plan focusing on awareness, information and education. This will include street light banners, signage at DDA parking facilities along William St, and extensive outreach, including partnerships with AAPD, AADL, MSAA, SSAA, Michigan Theater, and get!Downtown.

Huron St Project: MDOT formally rejected DDA/City's request to institute off-peak parking, citing a concern about driver awareness. It was noted that the streetscape improvements this summer will close a lane of traffic, and perhaps this may be a good time to explore how intermittent lane closures impact traffic; Mr. Mouat indicated support and suggested DDA and City staff find ways to capture data. Ms. Miller said street light distributors have been asked to provide a price quote for the new street lights. Once prices are received a resolution will be brought to the board for approval.

Construction Testing Services: Ms. Miller asked and received support to bring a resolution to approve an agreement with Materials Testing Consultants, Inc. for the DDA's various streetscape constructions.

Construction General Engineering Services: Ms. Miller asked and received support to bring a resolution to approve an agreement with Wade Trim for general engineering services. This includes work such as preparation/submission of TCO's and impact analysis after projects are completed.

5th & Detroit: Remaining work is scheduled for April/May. Staff is scheduled to walk-around with the brick manufacturer to evaluate the durability of previously installed brick after this first freeze/thaw.

Project Updates: The demo of the 4th Avenue awning is out to bid. Staff continues to communicate with the property owner on this project. In the coming weeks DDA staff will conduct its annual walk-around to evaluate needed sidewalk repairs; all are welcome to join in the walk.

Public comment: Mr. Detter commended the DDA on its continued good work. He said that DDA should be aware of the projects at Glen/Ann and in Lowertown, as they are located just outside downtown; connectivity is important.

Next Capital Improvements Committee meeting: Wednesday, April 17 at 11 am.

The meeting adjourned at 12:30 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, March 27, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 am
Present: Robert Guenzel, Tyler Kinley, Joan Lowenstein, John Mouat, Keith Orr, Phil Weiss
Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson, Kelley Graves
Others: Chris Simmons/getDowntown, Chris Taylor/RPS, Ray Detter/CAC

getDowntown Annual Report/Funding Request: Mr. Simmons highlighted FY19 program impacts and new programs such as the relaunch of bike share. He noted that go!Pass will celebrate its 20th year next year. Questions were asked and answered. There was support to bring forward a resolution forward to the board for funding.

Ann Ashley Expansion: Ms. Pollay shared information about the extended timeline for the project planning which has included three site plan iterations and an earlier examination of architectural louvers, and that CWI/WGI has asked for additional costs. Questions were asked and answered. There was support to bring a resolution to the board.

RPS Customer Service/Admin Office: Ms. Hahlbrock gave a detailed presentation responding to the Committee direction to research two possible solutions to Maynard office space needs: lease an office or renovate the existing office. This included offices that were considered and the five contractor bids that had been received. Questions were asked and answered. After discussion, there was committee support to bring a resolution recommending a Maynard office renovation, selection of Krull as contractor, and the approval of a project budget that contained a contingency. Ms. Hahlbrock was asked to present her report at the board meeting.

Monthly Parking and Transportation Report: There wasn't time to review the report in detail, but the EVC use data and information from the 4th/Catherine solar carport were noted.

Other Business: Ms. Pollay reported that a resolution to establish a Center of the City Task Force is back on the Council agenda.

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, April 24 at 11 am.

The meeting adjourned at 1:05 pm.

Respectfully submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, March 13, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 9:00 a.m.

Present: Bob Guenzel, Tyler Kinley, Joan Lowenstein, Keith Orr

Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, John Mouat, Phil Weiss

Others: Matt Carpenter/AAATA, Ali Ramlawi/City

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock, Kelley Graves

Public: Dave Diephuis, Ray Detter, Peter Allen

Student Conceptual Plan: Mr. Allen presented the latest revisions his students have made to their concept plan. This included suggested strategies for redeveloping the former Y-lot. He said there is an overall need to utilize the air rights above public parking lots (City, schools, UM) placing parking underground. Questions from the committee were asked and answered.

AAATA: Mr. Carpenter reported that bike share will relaunch this spring. AAATA was awarded a Michigan Mobility Challenge grant to pilot a new automated wheelchair lift system. BRT meetings continue; feedback either suggests proposed plans go too far or not far enough, and there is support for travel time reduction, but questions about the cost. Public feedback is being sought ahead of routine service changes in August. In search of federal grants Mr. Carpenter will meet with legislative staff in D.C. and Lansing for guidance on navigating the grant request process.

City: Mr. Ramlawi said he will bring a draft ordinance to ban 2-stroke gas-powered leaf blowers to Monday's Council agenda. Enforcement will be a key element. Ms. Pollay offered the DDA's assistance to reach out to downtown stakeholders with the goal of encouraging compliance. Mr. Ramlawi said he would like the DDA's financial support to demolish the 415 W. Washington building. He was asked what will happen once the building has been removed; Mr. Ramlawi said there may not be neighbor support for a residential development; instead he suggested an urban farm or play area for the YMCA. Ms. Pollay suggested that he and the DDA Committee members could work together to co-create a strategy that met the DDA mission and the needs of the neighborhood. Mr. Ramlawi indicated his enthusiasm to have the DDA as true partners in the project. There was consensus to continue the discussion at the May 8th joint Partners/DDA Partnerships Committee meeting. Mr. Ramlawi requested information about the parking on the 415 lot and information about special events on parking lots; Ms. Pollay said she would provide this information.

DDA: Ms. Miller reported that remaining work at 5th & Detroit will be completed in May and the remaining brick on Detroit and Kingsley will be installed after Community High School's graduation to avoid rerouting school buses. The Huron St construction will begin mid-April. Staff are still awaiting the construction permit from MDOT but there doesn't appear to be any concerns; staff

are also awaiting MDOT's approval of recommended transportation elements which is still under review. William Street Bikeway is out for bid, with construction expected to begin after UM graduation. The design team continues work on the First and Ashley streetscape design. Ms. Hahlbrock reported that two new EV chargers were installed at 4th & Washington and are now connected to Powerdash. She is sharing EV usage data with the City. Ms. Pollay reported the Ann Ashley Expansion project is still under review by City staff; DDA hopes it can be on the Planning Commission's April agenda.

Public Comment: Mr. Detter spoke of the importance of all entities working to ensure connectivity is part of the process when reviewing projects. He commended the DDA for its leadership. Mr. Diephuis suggested the UM be included in the 415 W. Washington discussion because of its nearby Krause Street lot and that perhaps some sort of agreement or trade could be considered.

Next Meeting: The next Partnerships Committee meeting will take place on April 10, 2019 at 9am and will be DDA only.

The Partnerships Committee meeting adjourned at 10:30 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

STAFF DRAFT

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, March 6, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:07 a.m.
Present: Marie Klopf, Joan Lowenstein, Darren McKinnon, Keith Orr, Phil Weiss (ex officio), Susan Pollay (ex officio)
Absent: None
Others: Bob Guenzel, Jessica A. S. Letaw

Committee actions and discussions

Agenda Review. The Committee members reviewed the March DDA monthly meeting agenda. Ms. Pollay said that thus far no individuals had signed up to speak before the board. The Committee reviewed the resolutions on the agenda, which were to add conduit to the Huron St project, to approve an agreement with Stantec for construction inspection services, and to put forward the FY20 and FY21 DDA budgets. There was a general discussion about the status of the Ann Ashley expansion project.

There being no other business, the meeting adjourned at 11:40 a.m.
Susan Pollay, Executive Director

**RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR
THE WILLIAM STREET IMPROVEMENT PROJECT**

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian and bicycle improvements;

Whereas, In November 2017 the DDA began work on its William Street Bikeway Project, including selecting its consultants and establishing an \$11.4M project budget as part of its First, Ashley, and William Street Projects;

Whereas, In July 2018 and February 2019, the DDA approved transportation elements and final design, respectively, including a two-way protected Bikeway on William Street from First Street to State Street;

Whereas, The DDA and City of Ann Arbor partnered to include street resurfacing and City watermain consolidation as part of the construction bid package;

Whereas, Competitive bids were received on March 15, 2019 and Fonson Company Inc. of Brighton, MI, was the only bidder at \$2,672,800 including City of Ann Arbor water main work; and

Whereas, Approximately \$1.1M of the contract costs are attributable to the City's water main and resurfacing work and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc. as contractor for the William Street Improvement Project with a contract amount of \$2,672,800 which includes City of Ann Arbor costs for water main work and street resurfacing;

RESOLVED, That a contract contingency amount of \$267,280 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the construction contract with Fonson Company, Inc. not to exceed \$267,280.

RESOLVED, That the watermain work and City street resurfacing portion is contingent upon City approval and execution of the cost-share agreement;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the water main work; and

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

Memo

To: DDA Capital Improvements Committee
From: Amber Miller, Capital Projects Manager, AICP
Date: March 15th, 2019
Re: William Street Construction Contract

Attached for your review and approval is a resolution to award and enter into a construction contract with Fonson Company, Inc. in the amount of \$2,672,800 for the William Street Improvement Project. This total includes approximately \$1.4M for City watermain and street resurfacing work and \$1.3M for the DDA Bikeway and street resurfacing portion.

Project Background:

In summer 2017 the DDA Board established street improvement projects through 2021, including the William Street Project with an anticipated project budget of \$2M. In November 2017 the DDA began work on the First, Ashley, and William Street projects and established an overall project budget of \$11.4M. The William Street project was advanced for spring 2019 construction but remains part of that \$11.4M budget and the overall suite of People Friendly Streets Projects bonded for implementation through 2021.

In July 2018 and February 2019, the DDA Board approved the William Street transportation elements and final design, respectively. Through close coordination, City staff identified the William Street Project as an opportunity to consolidate dual watermains and this work was included in the construction documents.

Project scope:

The project includes a two-way protected bike lane on the north side of William Street, from First Street to State Street, advisory bike lanes from Fourth Street to First Street, associated curb and crosswalk improvements, street resurfacing, and watermain consolidation (City portion).

Bid Process:

The William Street Invitation to Bid (ITB) was posted on February 15th, 2019. A concerted effort was made to share the bid posting; the DDA Construction Manager, City Project Manager, Wade Trim consultants, and Smithgroup consultants actively encouraged qualified contractors to bid on the project.

One (1) bid was received on Friday, March 15th, 2019. The bid was from Fonson Company, Inc. in the amount of \$2,672,800 amount, which includes approximately \$1.4M for City watermain and street resurfacing work and \$1.3M for the DDA Bikeway and street resurfacing portion.

City and DDA procurement policies do not require more than one bid, however, staff understand Board Member interest in receiving multiple, competitive bids. As a result, staff reached out to other contractors and compared the bid prices to similar projects prior to making a recommendation.

Similar Projects:

The City of Ann Arbor bid one similar project so far this year – the [Hoover Green & Hill Improvement Project](#). This project includes more extensive underground work than the William Street Project and it also received only one bid, which was about 11% over the engineer’s estimate.

Feedback from contractors:

City and DDA staff also reached out to the other contractors that expressed interest in bidding on the project but did not submit a bid.

E.T. Mackenzie Company: An underground utility contractor. They conveyed that the project required a lot of coordination and not enough production for them. Essentially, they would be taking on a lot of management without a lot of underground work.

D.N. Higgins, Inc.: An underground utility contractor. They shared that they initially intended to bid on the project as a sub, which fell through when the prime contractor decided not to bid. They then considered bidding as the prime but determined that they would spend more time managing the project than keeping their crews busy (due to the downtown nature and limited underground work).

Bailey Excavating, Inc.: Staff did not receive a response.

Recommendation:

Overall, DDA, City, and consulting staff feel comfortable with the procurement process and recommend awarding the contract to Fonson Company, Inc. The ITB was posted through the City of Ann Arbor Procurement Unit and shared directly with contractors qualified to perform the work. The project received good interest at the pre-bid meeting, 96 Downloads on MITN, and numerous questions from contractors aside from Fonson. Given this, staff believe Fonson anticipated other bidders and provided a competitive price. Moving forward, DDA staff remain aware of the challenges of managing construction projects in a confined urban environment and the impact this has on contractor interest and number of bids received. Given that there is an abundance of work, many contractors are choosing to bid on less complicated projects.

Total DDA Costs	
Construction Contract	\$1,272,223
Construction Contract Contingency	\$127,222
Construction Inspection	\$90,000
Material Testing	\$36,000
Total Design	\$286,000
Total	\$1,811,445
Anticipated Budget	\$2,000,000

Memo

To: DDA Capital Improvements Committee

From: Amber Miller, Capital Projects Manager, AICP

Date: March 15th, 2019

Re: William Street Cost Share Agreement with City of Ann Arbor

Over the past several years the City and DDA have worked closely to improve infrastructure project coordination. In spring 2019, the DDA will begin construction on the City's first two-way protected bike lane on William Street. In addition to the bikeway, the project will include key pedestrian crossing improvements and road resurfacing identified through the City's pavement condition assessment.

The project presented an opportunity for the City to partner with the DDA on resurfacing William Street and economically and efficiently consolidate dual watermains. The cost share agreement reflects this breakdown; the DDA will pay for 100% of the work related to the protected bikeway and crosswalk changes and 65% of the cost of the street resurfacing. The City will pay for 100% of the cost of the watermain consolidation work and 35% of the resurfacing costs. Combining the work into a single contract will minimize overall cost, city staff time, and disruption to the community.

These percentages were used as a basis to determine the respective amounts that each party will pay for the construction of the project (see table below). The DDA will have the contractual relationship with the Contractor, and the City will reimburse the DDA for its portion of the construction costs. This same cost-share mechanism has been used on similar City/DDA projects with positive result, including the 5th & Detroit and South University Projects.

The DDA Board will be asked to approve the cost-share mechanism at its April Board Meeting as part of the resolution to select a William Street contractor. Staff anticipate the agreement will be before City Council on April 15th.

Construction Contract Work Items	DDA Share	DDA Est. Cost	City Road & Sewer Share	City Est. Cost	City Water Share	City Water Est. Cost	Total Est. Cost
SITE PREPARATION & MANAGEMENT*	45%	\$ 91,125	20%	\$ 40,500	35%	\$ 70,875	\$ 202,500
TRAFFIC CONTROL*	45%	\$ 74,071	20%	\$ 32,920	35%	\$ 57,611	\$ 164,602
SEWER UTILITY WORK	0%	\$ -	100%	\$ 26,825	0%	\$ -	\$ 26,825
ROAD RESURFACING	65%	\$ 819,946	35%	\$ 441,509	0%	\$ -	\$ 1,261,455
WATER MAIN	0%	\$ -	0%	\$ -	100%	\$ 730,337	\$ 730,337
BIKEWAY & CROSSWALK IMPROVEMENTS	100%	\$ 287,081	0%	\$ -	0%	\$ -	\$ 287,081
CONSTRUCTION CONTRACT	see above	\$1,272,223	see above	\$541,755	see above	\$495,486*	\$2,309,463
Road Design	65%	\$65,000	35%	\$35,000	0%	\$0	\$100,000
Construction Inspection	45%	\$90,000	20%	\$40,000	35%	\$70,000	\$200,000
Material Testing	45%	\$36,000	20%	\$16,000	35%	\$28,000	\$80,000
Contingency (10% of Construction Contract)	10%	\$127,222	10%	\$54,175	10%	\$49,549	\$230,946
		\$1,590,445		\$686,930		\$643,034	\$2,920,410
		DDA		City Road/Sewer		City Water	Total

*The contractors watermain costs exceeded the City of Ann Arbor’s budget for the work. As a result, the City re-evaluated the scope and reduced it by about \$360,000, from \$858,823 to \$495,486. DDA staff will issue a change order to the contractor as part of the DDA’s contract management role.

RESOLUTION TO APPROVE A CONSTRUCTION COST SHARING AGREEMENT WITH DTE FOR THE HURON STREET PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, In spring 2019 the DDA will begin construction on Huron Street to install new sidewalks, pavers, landscaping, light poles and seating from Third Street to Division Street;

Whereas, In spring 2019 DTE Energy will also begin construction on Huron Street to install a new gas main from 4th Avenue to Thayer;

Whereas, The DDA Capital Improvements Committee requested that staff pursue a cost share agreement for the overlapping work areas to save cost and reduce community impact;

Whereas, DTE and DDA have drafted the attached cost-sharing agreement;

Whereas, the agreement has been reviewed and approved, as to form, by the DDA Attorney;

Whereas, the DDA Capital Improvements Committee reviewed the cost-sharing agreement and recommends approval;

Resolved, The DDA Board authorizes the Executive Director and Board Chair to sign the cost-sharing agreement with DTE.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into as of _____ 2019 by and between ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ("DDA") and DTE GAS COMPANY ("DTE"). DDA and DTE are sometimes referred to herein collectively as the "Parties" and individually as a "Party".

WITNESSETH

WHEREAS, DTE has planned to execute a gas renewal project in the spring of 2019 on E. Huron Street in Ann Arbor, Michigan (hereinafter referred to as the "**DTE Project**"); and DDA has a streetscape improvement project planned to start in the spring of 2019 on Huron Street in Ann Arbor, Michigan (hereinafter referred to as the "**DDA Project**"; and

WHEREAS, DTE and DDA desire to enter into this MOU under which, on and subject to the terms and conditions set forth herein below, the Parties will share costs in regard to the Joint Work Area, as defined herein;

NOW, THEREFORE, for and in consideration of the covenants and agreements hereinafter contained, the Parties agree as follows:

SECTION 1 – JOINT WORK AREA

- A. The DTE Project includes the installation of a main on Huron Street from 4th Avenue to N. Thayer Street, as depicted on the attached Exhibit A. The main will be installed on the south side of the road. DTE will be disturbing the road, parts of the sidewalk, and possibly parts of the curb.
- B. The DDA Project includes sidewalk improvements from Third Street to Division Street. The DDA project will disturb the sidewalk on Huron Street, and not the curb or road, with the exception of select crosswalks and drive approaches as depicted on the attached Exhibit B.
- C. The Joint Work Area is the area(s) of sidewalk on Huron between 4th Avenue and Division Street that is disrupted by DTE during the DTE Project and left temporarily restored by DTE. DTE's temporary restoration of the Joint Work Area shall be limited to proper backfill and compaction as required for sidewalk base per MDOT permit and cold patch asphalt.
- D. The Joint Work Area will be left temporarily restored by DTE and then permanently restored by DDA.
- E. Any and all Joint Work Area(s) not outlined in this agreement must be mutually agreed to in advance in writing, prior to DDA's permanent restoration and cost sharing. During the DTE project, DTE will provide DDA with a list of any and all Joint Work Areas that have been temporarily restored by DTE. This will be provided on a weekly basis to ensure the DDA's project timeline is not disrupted.

SECTION 2 – OBLIGATIONS OF THE PARTIES

- A. Except as expressly provided herein, DTE will have the responsibility for the following, at DTE's own cost:

- (i) The DTE Project, less the shared costs of the Joint Work Area;
- (ii) DTE shall permanently restore the road and the curbs that DTE disturbs, which are not a part of the Joint Work Area; and
- (iii) DTE will temporarily restore sidewalks on Huron Street between 4th Avenue and Division;
- (iv) DTE will provide DDA with a list and adjacent addresses of Joint Work Areas;
- (v) DTE will pay one-half of the agreed upon cost of permanent sidewalk restoration in the Joint Work Area(s); and
- (vi) DTE will permanently restore all sidewalks in the DTE Project area outside of the Joint Work Areas at no cost to the DDA.

Following DTE's temporary restoration of the Joint Work Areas, DTE shall have no further liability for the sidewalk, restoration thereon, or condition of the premises.

- B. Except as otherwise expressly provided herein, DDA will have the entire responsibility for the following, all at DDA's own cost and expense:
 - (i) The DDA Project, less the shared costs of the Joint Work Area;
 - (ii) DDA shall permanently restore all sidewalks in the DDA Project area outside of the Joint Work Areas at no cost to DTE;
 - (iii) DDA will permanently restore sidewalks on Huron Street between 4th Avenue and Division that were left temporarily restored by DTE;
 - (iv) DDA will execute the list of Joint Work Areas provided by DTE and as agreed to by DDA; and
 - (v) DDA will pay one-half of the agreed upon cost of permanent sidewalk restoration in the Joint Work Area(s).

SECTION 3 – COST

- A. For permanent sidewalk restoration only in Joint Work Areas, DTE shall pay DDA as follows:
 - a. For full restoration of six-inch (6") thick concrete, pursuant to MDOT specifications, DTE's cost shall not exceed Three US Dollars and Fifty Cents (\$3.50) per square foot unit. This cost shall include all labor, materials and equipment. DTE shall pay removal costs of temporary restoration directly related to this restoration, which shall not exceed Eighty-One Cents (\$0.81) per square foot.
 - b. For full restoration of eight-inch (8") thick concrete, pursuant to MDOT specifications, DTE's cost shall not exceed Four US Dollars (\$4.00) per square foot unit. This cost shall include all labor, materials and equipment. DTE shall pay removal costs of temporary restoration directly related to this restoration, which shall not exceed Eighty-One Cents (\$0.81) per square foot.

- B. DTE shall not be responsible for any other costs incurred by DDA except as expressly stated above. Prior to charging DTE for any costs pursuant to this MOU, DDA and DTE shall agree in writing as to the Joint Work Areas not outlined in this agreement and the cost to be paid by DTE.
- C. DTE shall pay DDA the agreed-to cost within thirty (30) days of receiving an invoice reflecting the agreed-to cost from DDA.
- D. It is expressly understood that DTE's payment of the agreed to costs does not reflect acceptance or approval of DDA's permanent restoration work. DTE shall have no liability for the permanent restoration work completed by DDA or for the failure of DDA to complete the permanent restoration work.
- E. It is expressly understood that the amounts payable by DTE to DDA under this Section 6 are the only costs to be paid pursuant to this MOU.

SECTION 4 - EXCLUSION OF WARRANTIES AND LIMITATIONS OF LIABILITY

- A. In no event shall DTE have any liability to DDA, whether in contract, tort (including without limitation negligence and strict liability) or under any other theory whatsoever, for any damages for loss of use, claims of customers, or any special, indirect, exemplary, punitive, incidental or consequential damages whatsoever.
- C. Without limiting the generality of any other limitations herein, in no event shall DTE's total liability, whether in contract, tort (including without limitation negligence and strict liability) or under any other theory whatsoever, in any way connected with or arising directly or indirectly out of this MOU, or the performance or breach hereof or thereof, exceed in the aggregate the amount of the actual agreed to costs pursuant to Section 3 of this MOU.

SECTION 5 - INDEMNITY

- A. DDA shall indemnify, defend and hold harmless DTE, its agents and employees, from and against any and all liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses (including, without limitation, fees and expenses of attorneys, expert witnesses and other consultants) that may be imposed upon, incurred by or asserted against DTE, its agents and employees, stemming from any work performed by DDA and or its contractors, employees, personnel, agents or subcontractors, including any liabilities, obligations, damages, penalties, claims, costs, charges, losses and expenses related to the permanent restoration of the sidewalk in the Joint Work Areas or the failure to permanently restore the sidewalk.

SECTION 6 - TERM OF MOU

- A. This MOU shall become effective as of the date hereof and shall continue in effect thereafter until December 31, 2019.

SECTION 7 – MISCELLANEOUS

- A. With respect to the subject matter hereof, this MOU supersedes all prior or contemporaneous negotiations, understandings or agreements, written or oral, between the Parties or their representatives, and constitutes the entire agreement between the Parties. No alteration or modification to any of the provisions of this MOU shall be binding unless in writing and signed by an officer or other duly authorized representative of both of the respective Parties.

- D. This MOU shall be governed by and construed in accordance with the laws of the State of Michigan.
- E. The failure of either Party hereto to insist in any one or more instances upon strict performance of any of the provisions of this MOU or to exercise any of its rights hereunder or thereunder shall not be construed as a waiver of any such provisions or the relinquishment of any such right, but the same shall continue and remain in full force and effect.
- F. If any part, term or provisions of this MOU is by a court of competent jurisdiction held to be illegal or in conflict with any law of the United States or the State of Michigan, the validity of the remaining portions of provisions shall not be affected.
- G. The section labels have been included in this MOU for convenience only and shall not limit or restrict the applicability or effect of any of the terms or provisions hereof.
- H. It is understood that wherever a definition of capitalized word or phrase is set forth in this MOU, then, wherever relevant, that definition shall extend to both singular and plural usages of such word or phrase and to the use of other grammatical forms of such word or phrase.
- I. The words “include,” “includes” and “including”, where used in this MOU, shall be deemed to be followed by “without limitation” whether or not they are in fact followed by such words or by other words of like import.
- J. This executed MOU or any executed amendment hereto, may be delivered by one Party to the other by transmission by a certified mail or electronic transmission of an unalterable image (provided, that if either Party requests that any such electronic image transmission be followed up by a physical exchange of paper copies bearing original signatures, the Parties shall do so).
- J. Any notice required or contemplated by or in connection with this MOU shall be in writing and given by personal delivery, certified mail, courier service (all charges prepaid) or U.S. mail (postage prepaid) as follows:

If to DDA, addressed to:

Ann Arbor Downtown Development Authority
ADDRESS
Attn:
Phone:
Email:

If to DTE, addressed to:

DTE Gas Company
One Energy Plaza, _____
Detroit, Michigan 48226
Attn:
Phone:
Email

Notices shall be deemed given when received, except that a notice otherwise properly given and that cannot be given because delivery is refused by the receiving Party will be deemed given upon such refusal of delivery.

- K. All provisions of this MOU that either expressly by their terms survive or by their nature are intended to survive or come into or continue in force and effect after the termination, expiration or completion (as applicable), including but not necessarily limited to Section 4 ("EXCLUSION OF WARRANTIES AND LIMITATIONS OF LIABILITY") and Section 5 ("INDEMNITY").

IN WITNESS WHEREOF, DTE and DDA have caused this Memorandum of Understanding to be executed in their respective corporate names by their duly authorized representatives.

ANN ARBOR DOWNTOWN
DEVELOPMENT AUTHORITY

DTE ELECTIC COMPANY

By: _____

By: _____

Title: _____

Title: _____

Name: _____

Name: _____

Date: _____

Date: _____

RESOLUTION TO APPROVE THE PURCHASE OF STREETLIGHT POLES AND LUMINAIRES FOR THE HURON STREET PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, In spring 2019 the DDA will begin construction on Huron Street to install new sidewalks, pavers, landscaping, light poles and seating from Third Street to Division Street;

Whereas, The DDA and City worked together to select a streetlight pole and luminaire that aligned with the project goals and community input, while meeting the City's warranty requirements and long-term maintenance needs;

Whereas, The DDA will begin construction on Huron Street in spring 2019 and it is now necessary to purchase 111 streetlight poles and 184 luminaires;

Whereas, in March 2019 the DDA sought bids from regional distributors and Caniff Electric Supply provided the most competitive prices for a total of \$340,424; and

Whereas, The required funds are included in the Huron Street Project Budget and the DDA Capital Improvements Committee recommends approval;

RESOLVED, That DDA Board approves a purchase order to Caniff Electric Supply in the amount of \$340,424.00 for the purchase of 111 streetlight poles and 184 luminaires; and

RESOLVED, That the DDA Executive Director be authorized to take necessary administrative actions to implement this resolution.

**RESOLUTION TO APPROVE AN AGREEMENT
WITH MATERIALS TESTING CONSULTANTS, INC.
FOR MATERIAL TESTING SERVICES**

Whereas, The DDA Board approved the Huron Streetscape Project and the William Improvement Project, with construction planned for spring 2019;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, Materials Testing Consultants, Inc. was one of five firms selected by the City of Ann Arbor through a competitive RFP process (RFP 18-02) to provide ongoing material testing services;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select material testing services for DDA projects within the public right of way;

Whereas, Of the five firms selected by the City, DDA staff recommends Materials Testing Consultants, Inc. to provide testing services;

Whereas, The required funds for the construction inspection are included in the approved DDA project budgets;

Resolved, The DDA Board approves a Professional Services Agreement with Materials Testing Consultants, Inc. in the amount of \$150,000 for Material Testing Services for the Huron Streetscape and William Improvements Projects; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of \$150,000.

**RESOLUTION TO APPROVE AN AGREEMENT
WITH WADE TRIM
FOR GENERAL ENGINEERING SERVICES**

Whereas, The Ann Arbor DDA's Development Plan highlights identity, infrastructure, and transportation as key strategy areas that include initiatives such as on-street parking management, street and safety improvements, and sidewalk repairs,

Whereas, Implementing these initiatives requires engineering expertise that the DDA does not have on staff, including drafting Traffic Control Orders, executing transportation and safety studies, and producing civil engineering designs;

Whereas, Wade Trim was one of three firms selected by the City of Ann Arbor through a competitive RFP process (R-17-090) to provide general engineering services as needed;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select services for DDA projects within the public right of way;

Whereas, Of the three firms selected by the City, DDA staff recommends Wade Trim to provide testing services based on availability and familiarity with DDA projects; and

Whereas, The required funds for the engineering services are included in the approved DDA budgets;

Resolved, The DDA Board approves a Professional Services Agreement with Wade Trim in the amount of \$100,000 for General Engineering Services; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of \$100,000.

RESOLUTION TO PROVIDE FUNDING FOR THE GO!PASS, SUPPLEMENTAL TRANSIT SERVICE, AND THE GETDOWNTOWN PROGRAM FOR FY 2020

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass;

Whereas, In support of its mission the DDA has provided funding for go!Passes and the getDowntown Program since 2001;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY20 for the getDowntown program, go!Pass , and other transportation programs as follows:

Program or Service for Downtown Workers	FY 2019 Request	FY2020 Request	Request Purpose/Details
getDowntown (not to exceed amt)	\$55,000	\$56,100	TDM marketing/outreach to encourage employees to shift commute modes, including 2 annual campaigns, construction project-communications, and outreach for go!pass renewal. This amount for this year includes the cost to renew the challenge website.
Go!Pass (not to exceed amt)	\$613,100	\$613,100	Transit incentive for employees that increases bus use thus freeing up parking for other users. No change from FY19. Amount estimates projected usage less the projected \$80,000 received from employers for participation in the program.
Route 4 & 5 support (flat amount)	\$78,132	\$81,289	Routes with highest ridership of downtown employees. Allows for offset of expenses for additional service from east of US 23. Important link to Ypsi talent pool
NightRide go!Pass discount (not to exceed amt)	\$12,000	\$12,181	Extremely important service for evening employees who depend on transit to get to work and must return home after fixed route service ends at 11pm
ExpressRide go!Pass discount (not to exceed amt)	\$11,306	\$11,419	Encourages downtown workers to use transit rather than driving alone. Express routes from Chelsea and Canton
TOTAL	\$769,598	\$774,089	.58% increase from FY 19 request

Whereas, The DDA is charged only for actual usage of the go!Pass, getDowntown, Nightride, and ExpressRide, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for supplemental transit service on Routes 4 & 5 is a flat amount;

RESOLVED, The DDA approves funding for the transportation services and programs listed above, with funds coming from the DDA’s Fiscal Year 2020 (063) Parking Funds.

RESOLUTION TO AMEND THE CONTRACT AMOUNT WITH CARL WALKER INC./WGI FOR THE DESIGN/ENGINEERING OF THE ANN ASHLEY GARAGE EXPANSION PROJECT

Whereas, The DDA has managed public parking in pursuit of its mission since 1992;

Whereas, At its October 2017 meeting the DDA voted to construct a three floor expansion of the Ann Ashley parking structure;

Whereas, The garage expansion engineering had been previously commissioned from CWI and was considered to be approximately 75% complete;

Whereas, The DDA resolved that the DDA Executive Director and Operations Committee Co-Chairs were authorized to contract with Carl Walker Inc./WGI to complete the engineering, prepare a site plan, construction drawings for this project, and oversee issuance of bid documents;

Whereas, This contract anticipated completing design development December 2017 through February 2018, construction documents through May 2018, bidding June 2018, and construction July 2018 through August 2019 at a fixed cost of \$643,000;

Whereas, The project team's initial meeting with the Planning Department was on January 9, 2018, and following that, the site plan review process involved numerous modifications, meetings, and presentations, including three revised submittals and additional requests such as an ALTA survey;

Whereas, It is hoped that the last submittal in early March 2019 may now be deemed sufficient, and that the project may be presented to the Planning Commission in May 2019 and City Council in June or July 2019;

Whereas, Unanticipated design costs were incurred as a result of the site plan review process;

Whereas, CWI has requested additional planning and design fees of \$188,346, indicating that this amount will enable them to oversee the remainder of the process until construction;

Whereas, The DDA Operations Committee recommends approval of these additional fees;

RESOLVED, The DDA approves an amendment to its contract with Carl Walker Inc./WGI of \$188,346 to cover the cost of increased planning and design fees for the Ann Ashley garage expansion project.

April 3, 2019

RES Ann Ashley Additional Floors 040319 CWI contract amendment.doc

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE RENOVATION OF THE DDA PARKING OPERATOR CUSTOMER SERVICE/ADMINISTRATIVE OFFICE AND THE SELECTION OF KRULL CONSTRUCTION AS CONTRACTOR

Whereas, The DDA has managed public parking in pursuit of its mission since 1992;

Whereas, The parking system has grown in size and complexity, and during this growth the DDA has remained committed to providing a high level of customer service to patrons;

Whereas, The parking operators customer service and administrative office constructed by the DDA in the Maynard garage now needs renovation, including an expansion of the customer service area and the addition of another bathroom;

Whereas, The DDA Operations Committee directed DDA staff to fully research two options to address these space needs, including the option to lease space in a downtown building for a new parking operator customer service/admin office or the option to renovate the existing office including securing construction bids;

Whereas, DDA staff brought back information to the Operations Committee on both searches, and the Committee determined that renovating the existing office would be less expensive than leasing an office when calculated against the remaining 14 years of the DDA parking contract, and less disruptive to parking patrons than moving this office;

Whereas, The Operations Committee reviewed the five bids received for the office renovation, and Krull Construction was determined to be the lowest responsible bid at \$454,300;

Whereas, The Operations Committee recommends the selection of Krull Construction as contractor, and the establishment of a project budget that included contingency funds;

RESOLVED, The DDA approves the selection of Krull Construction as contractor for the Maynard Structure Office Project with a contract amount of \$454,300;

RESOLVED, That a contract contingency amount of \$45,700 be established within a project budget of \$500,000 and that the Executive Director be authorized to approve additional change orders to the construction contract with Krull Construction not to exceed \$45,700.

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Krull Construction and take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

Parking & Transportation Report March 2019

Parking Operations

Large Special Events in March

March 10, 2019 Shamrocks & Shenanigans Run
March 7 & 19 A2SO Student Concerts
March 26-31 Ann Arbor Film Festival

Special Event Meter Bag Fee Waivers/ Free Parking in March

March 10, 2019 Shamrocks & Shenanigans Run \$400 plus use of S Ashley lot
March 7 & 19 A2SO Student Concerts \$1700
March 26-31 Ann Arbor Film Festival (15 permits at Liberty Square for 1 week) \$825

Meters

RPS meter staff remained focused on snow and ice conditions, in addition to on-going preventative maintenance tasks.

RPS meter staff continued to monitor epark system communications and reporting and worked with vendors to address reporting issues.

General Operations

RPS Management staff is working to complete a new company orientation and onboarding program for new employees.

Signage in structure reserved parking areas have been updated and markings repainted.

Parking System Maintenance/Equipment

RPS Maintenance staff have begun cleaning winter equipment and preparing it for storage. Maintenance staff oversaw warranty glass work at 4th & William, and made repairs to signage and cables at 5th & William and the 415 Washington lots. Planning work is underway for spring wash downs and painting.

RPS Maintenance staff rebuilt a damaged trash enclosure at the South Ashley lot.

City/DDA Parking Enforcement and Operations Group

The group met on March 21st. February transaction and issued ticket details were reviewed. Community Standards officers attended the meeting and shared valuable feedback on recent epark system software updates. Community Standards, Treasury, Republic Parking, and DDA staff shared updates and information.

Tally Hall Condominium Meeting

Next meeting scheduled for April.

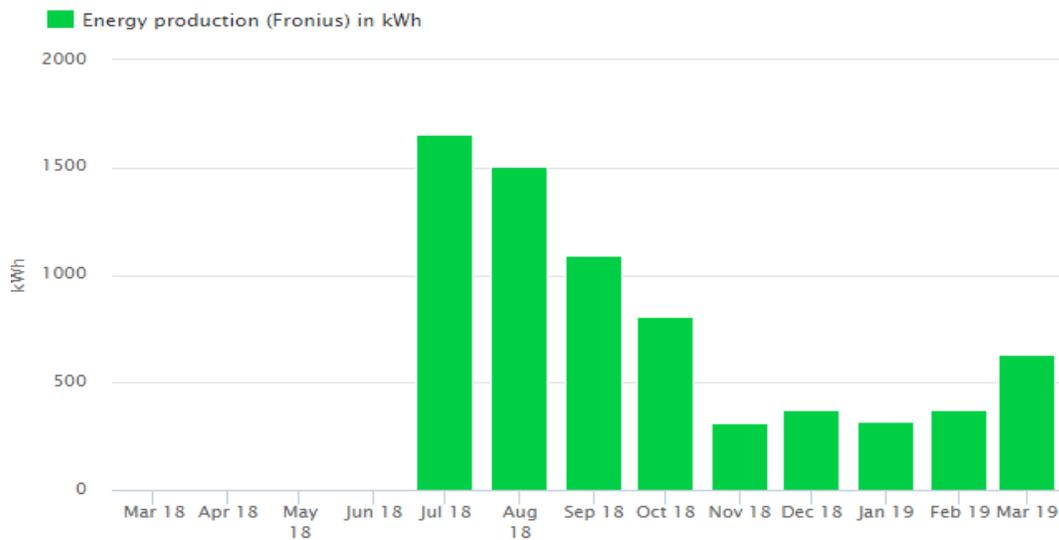
First & Washington Condominium Meeting

The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

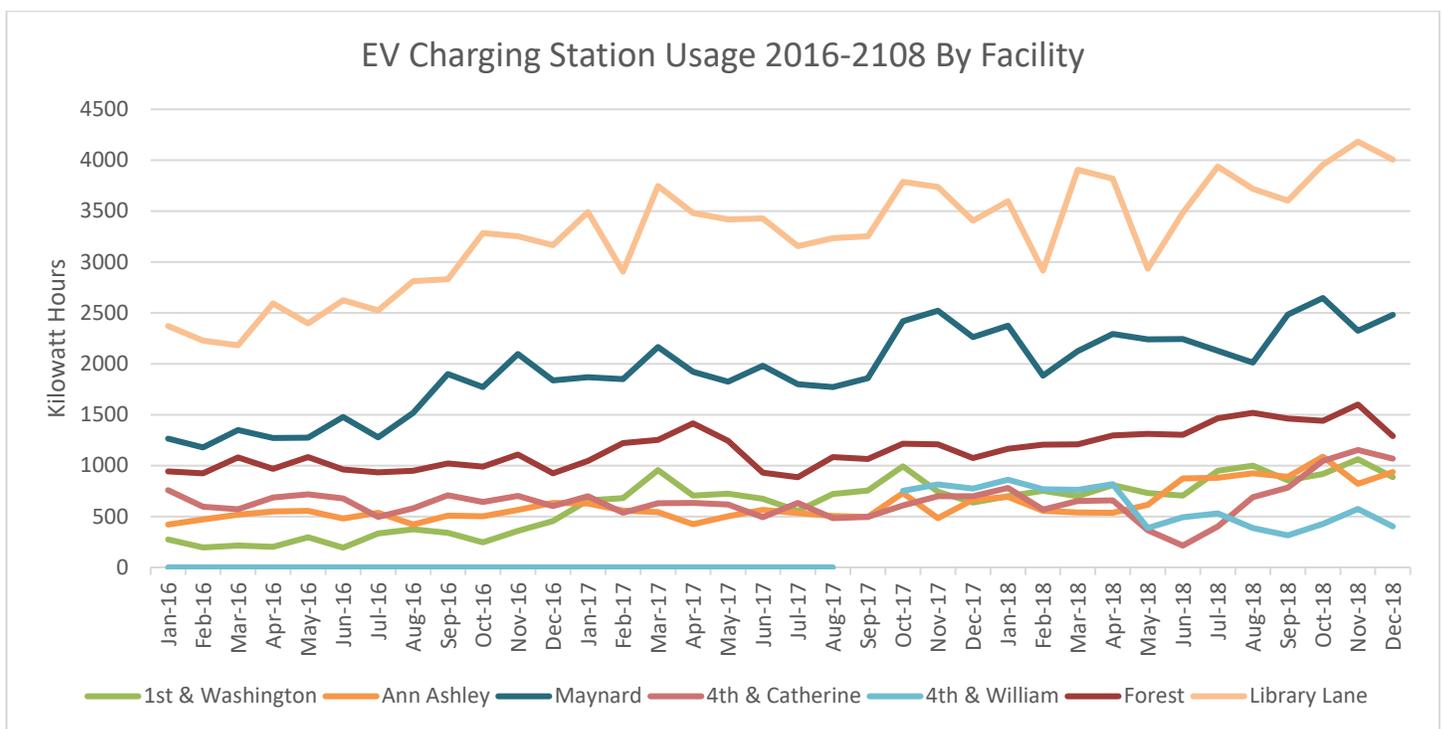
Electric Vehicle Charging & Solar Carport

This winter season provided RPS staff with many opportunities to observe the solar canopy in inclement weather. They reported no significant snow or ice issues due to the design of the canopy. The Powerdash site reports that since installation the system has generated 7,609 kilowatt hours of clean energy. That is enough to

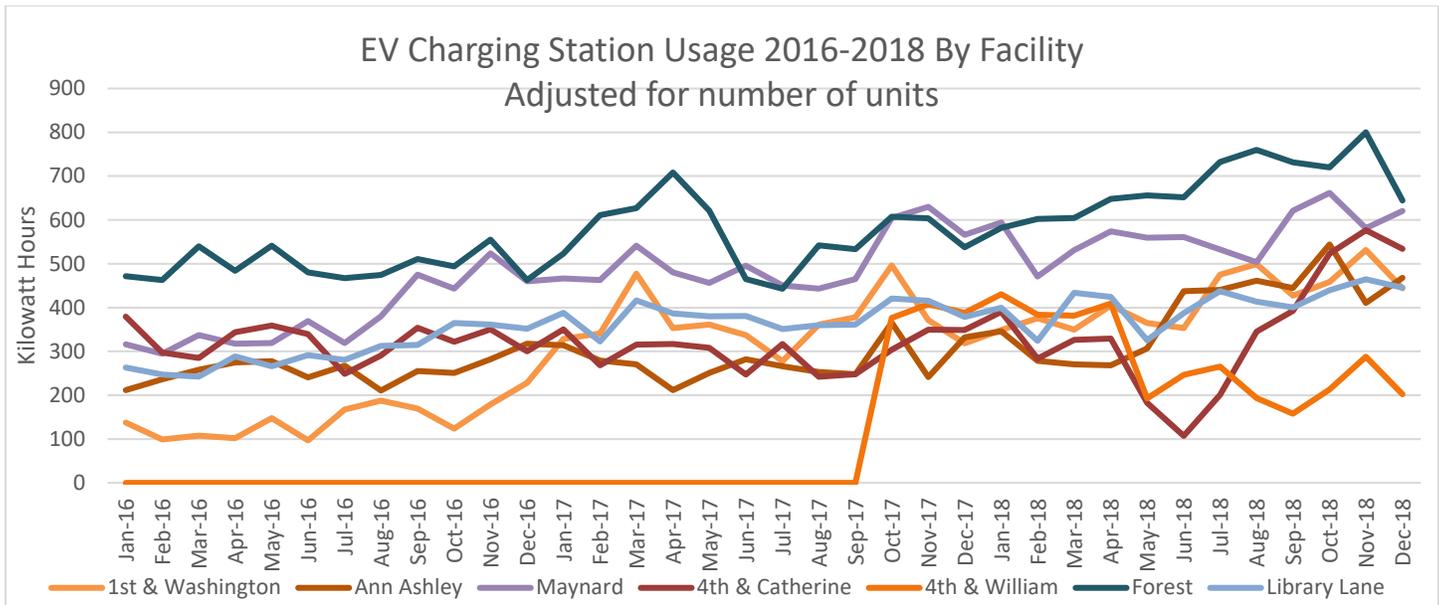
offset 10,349 miles worth of CO2 emissions from the average car. City staff will be assisting DDA staff in learning how to do weather normalization for energy production results.



EV charging station use remains strong across the system. There are 29 charging units across the system for a total of 36 parking spaces. This includes 3 spaces for MAVEN car share electric cars.



When data is adjusted to account for number of units at each facility Forest and Maynard are the most used units.



Parking Construction

Ann Ashley

Site plan has been submitted for the third time. Team hopes to be at Planning Commission in April.

Transportation

Go!pass Summary – February 2019

Total # of companies in program = 402 (February 2018 = 416)

Total # of active passes = 5,582 (February 2018 = 5,391) Total

of unique passes used = 2,698 (February 2018 = 2,126)

New go!pass companies for February 2019

- ShapeLog
- Warby Parker
- Atwell, LLC
- Amanda Dumouchelle Photography
- Wild Poke
- The Broken Egg

Quarterly ridership will be reported in April 2019

Bike Parking

Bike House and Bike Locker Renewal agreements and invoices for the 2019-2020 renewal period were sent out 3/1/19.

Current rentals as of 4/1/19:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 12 of 28 spaces (43%)
- Ann Ashley Bike House Rentals: 35 of 27 spaces (130%)*

*Reduced number of Ann Ashley bike house rentals due to individuals moving outside of commuting distance or leaving the company.

The annual bike locker cleaning will take place over the next few weeks. Customers will be notified ahead of

time.

Other Activities

- TheRide is seeking public comment on route and timing changes to be implemented this fall. The deadline for contact is March 31st. Comments can be made through following the notice on TheRide's homepage (www.theride.org). Of note for changes to routes for downtown are:
 - Route 6: Ellsworth
 - Option #1: Change 6A/6B/6C routing to use Packard St. and Thompson St. instead of State St.
 - Option #2: Continue to use current routing, but adjust bus stop locations on State St.
 - Route 21: Amtrak - Depot
 - Change Blake Transit Center departure times to :03 and :33 past the hour on weekday mornings and afternoons.
 - Change Blake Transit Center departure times to :33 past the hour on weekday evenings, Saturdays, and Sundays.

- The getDowntown Advisory Board is working with staff to re-vision the program goals and their metrics. There will be invitations for others to provide feedback, as we look to provide a more holistic view of the program's impact beyond the go!pass ridership statistics and the periodic survey. Some of these concepts are in today's presentation. As appropriate, we will be asking for feedback from the Committee.

- Commuter Challenge registrations open April 1st. Thanks go to the Sustainability Superstar, Google, Bike to Work Day Sponsor, Atomic Object, and all of the other sponsors for this year's challenge, including Ann Arbor State Bank and First Martin. We are emphasizing more events around this year's campaign, especially including organizing a Bike to Work Week kick-off event to highlight the William Street cycle track project. We are also looking at using the results from this year's challenge to do outreach to downtown organizations with carpool or vanpool users to do some specific focus group research on how we can encourage more shared-rides into downtown.

- getDowntown is looking for additional business testimonials on how the program or go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories.

..Title

Resolution Establishing Center of the City Task Force

..Staff

Prepared by: Councilmember Eaton

..Body

Whereas, On November 6, 2018, electors approved Proposal A to amend the City Charter, which, in relevant part, states that City-owned land bounded by Fifth Avenue, and William, Division and Liberty Streets, including Liberty Plaza, the surface of the Library Lane parking structure and Library Lane itself, “shall be retained in public ownership, in perpetuity, and developed as an urban central park and civic center commons known as the ‘Center of the City;’”

Whereas, A “commons” is a traditional form of shared space based on mutual benefit, mutual responsibility and mutual respect, conveying a culture of sustainability now and for the generations to come;

Whereas, The Center of the City will draw on earlier community visioning for the downtown including the call from Ann Arbor’s 2006 Calthorpe Report to “Encourage the creation of new public spaces within the Downtown and rehabilitation of existing spaces: Pursue and design a Town Square or central civic area that incorporates an outdoor meeting Place;”

Whereas, On April 7, 2014, City Council approved by a vote of 7-4, a resolution R-14-091, related to the creation of a public park on the Library Lot, which resolution, in relevant part, provides guidance for a planning process that actively engages multiple stakeholders and the public at large and includes recommendations for specific actions that will encourage and support the redevelopment of adjacent properties;

Whereas, The Library Block is home to a variety of stakeholders: residential property owners/tenants, small businesses, large businesses and organizations; city-owned properties and two downtown historic districts protecting a total of 13 structures; and Whereas, City Council is taking action to implement the Center of the City Charter Amendment as approved by the voters on November 6, 2018;

RESOLVED, That City Council will establish a Citizen Task Force to engage citizens in visioning, long term planning, and immediate and intermittent uses, building toward the final vision for the Center of the City on the Library Block;

RESOLVED, That the Task Force will consist of 9 members, each of whom represents one or more of these categories, (1) immediate residential and business neighbors; (2) other downtown business and residential neighbors and commuters; (3) supporters of the concept of a Center of the City; (4) planners with experience designing public open spaces; (5) those citizens throughout the wider community who will participate in the events and use the public space(s) of the site; and (6) members of historically underrepresented groups in planning processes, such as youth, minorities, and people with disabilities;

RESOLVED, That members of the Task Force will be appointed by City Council after reviewing a recommended pool of candidates identified by the two Council Members serving on the Parks Advisory Commission. The City Council will also designate a Task Force chairperson and appoint two members of City Council to serve as advisory members of the Task Force;

RESOLVED, That this Task Force will convene with the goal of facilitating a shared vision of the Center of the City. The process will encourage public participation and result in written recommendations to City Council;

RESOLVED, That City Council will use the Task Force recommendations to help determine the next steps to advance the development of central park and civic center commons known as the Center of the City;

RESOLVED, That the City Council directs the City Administrator to provide assistance to the Citizen Task Force in the following ways:

- Provide a Community Engagement Specialist to support the work of the Task Force. This staff person will help with facilitation tasks and will be empowered to reach across organizational lines and bring the necessary staff expertise to the table. The staff person will provide other logistical support and assist with internal and external communications to create and maintain transparency and ensure compliance with the open meetings act.
- Ensure a multi-discipline resource team comprised of staff members with expertise in planning/urban design, engineering, community engagement, historic preservation, sustainability, and water resources is available to prepare a document that provides baseline data. This resource team may also be utilized throughout the process to provide guidance on technical questions.
- Provide data and resources to address the following:
 1. The evolution of the site's development including prior public input and proposals for public use.
 2. The design of successful central commons in other communities, their management models and funding sources.
 3. The limits of the site including zoning, positive and negative attributes; weight bearing capacity of the existing parking structure roof, central down-up ramps, and peripheral foundations along Library Lane.
 4. A list of potential civic center structures and functions to be part of the plan.
 5. An inventory of the public and private structures and vacant lots on the block including factors that might serve as incentives for their renovation, restoration or future redevelopment with an orientation to the public spaces, and an assessment of their potential for easements to facilitate pedestrian access.
- Assist the task force in generating multiple use and design ideas for the site

derived from prior public input and proposals as well as those gathered during new constituent interviews and larger community meetings.

- Provide support to the task force in analyzing all use and design ideas to find agreement; conduct cost-benefit analysis, triple bottom-line (social, financial and environmental) analysis; and prioritize elements of the vision.
- Coordinate with a working group of volunteers who will help to complete the work of the Task Force. The working group will be open to people who attend the Task Force meetings and may work on projects and assignments as defined by the Task Force chairperson.

RESOLVED, That the task force will submit its report and recommendations to Council by February 28, 2020, or earlier; and

RESOLVED, That City Council requests that the City Administrator include in his budget proposal the funding adequate to pay for the costs of the Center of the City Task Force public engagement process and that the City Administrator acquire additional support from the Downtown Development Authority as appropriate to the specific elements of the project.

Sponsored by: Councilmember Eaton