1. Roll Call
   Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

2. Audience Participation (4 people maximum, 4 minutes each)

3. Reports from City Boards and Commissions
   · Ray Detter, Downtown Area Citizens Advisory Council

4. DDA Members Communications

5. Executive Director Communications

6. Approval of Minutes: December 2015 meetings

7. Subcommittee Reports
   a. Capital Improvements Committee – J. Mouat
      · South University project – status
      · Resolution to Approve a Project Budget for the 5th & Detroit Streetscape Project
      · Resolution to Approve a 5th & Detroit Streetscape Budget and Cost-Sharing Agreement with the City
      · Next Committee meeting: Wednesday, January 20 at 11am

   b. Partnerships/Economic Development Committee – J. Lowenstein & A. McWilliams
      · Resolution to Extend the DDA’s Grant to AAATA to Create a Midblock Pedestrian Walkway
      · Proposed Committee schedule in 2016
      · Next Committee meeting: Wednesday January 13 at 9am

   c. Finance Committee – M. Klopf
      · Next Committee meeting: Tuesday, January 26 at 1pm

   d. Operations Committee – J. Splitt, K. Orr
      · Monthly parking report
      · Construction at 4th & William – status
      · Structure repairs – status
      · GM car share proposal
      · Next Committee meeting: Wednesday, January 27 at 11am
e. Executive Committee – R. Hewitt, R. Narayan, M. Klopf, S. Smith, J. Mouat
   · DDA FOIA Policies - update
   · DDA Office - update
   · Next Committee meeting: Wednesday, February 3 at 11am

8. New Business

9. Other Audience Participation (4 minutes each)

10. Adjournment
1. **ROLL CALL**

Present: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss, John Splitt

Absent: Sandi Smith

Staff Present: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Audience: Nancy Shore, getDowntown
Ed Vielmetti
David Orfield, RPS
Alan Haber, Committee for the Community Commons
Ray Detter, CAC

1. **AGENDA**

Mr. Hewitt said that Mr. Crawford will attend DDA Board meetings during the period he serves as the acting City Administrator. Members of the board welcomed Mr. Crawford.

Mr. Hewitt said the Executive Committee would like to amend the agenda to add a resolution regarding the DDA office space. There was agreement to make this change.

2. **AUDIENCE PARTICIPATION**

Alan Haber said that a group advocating for a public park on Library Lane have collected signatures in an effort to bring any plans for the space to a vote of the public. He said Library Lane was as important a natural feature as the river and greenway. He suggested that cars be removed from the surface of the garage so that planning could begin to enable it to be used for public purposes, such as a skating rink.

3. **REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council- Mr. Detter said CAC members held their annual holiday dinner. Discussion included a review of current topics as well as thoughts and wishes for downtown in 2016.
4. **DDA MEMBERS COMMUNICATIONS**

Mr. Crawford said the new Ann Arbor Police Chief, James White, would start in mid-January.

Mr. Crawford said that finalists for the Community Services Administrator position would be introduced to the community at a public reception on December 10th at 5:30 at City Hall.

Mr. Crawford said the best and final development offers for Library Lane site are due this week. The goal is to present a recommendation to City Council in late December or early January.

5. **EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said that the City’s FOIA policies were not available for review in June when the DDA revised its policies. The Executive Committee had a discussion about revisions that would make the DDA’s FOIA policies more parallel with the City’s. It is anticipated that a revised policy will be presented at the January or February DDA meeting.

Ms. Pollay reminded everyone that on Friday, December 4th, downtown will host Midnight Madness and Kindlefest. All were welcome.

6. **APPROVAL OF MINUTES**

Mr. Mouat moved and Mr. Splitt supported approval of the November 2015 DDA meeting minutes.

A vote on the motion showed:

**AYES:** Crawford, Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** none

**ABSENT:** Smith

**ABSTAIN:** none

The motion carried.

7. A. **SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE**

Parking Report. Mr. Splitt said the November report was in the packet and asked for questions.

**Construction at 4th & William.** Mr. Splitt said that Phase I will be complete by late December. Phase II, which includes removing the old stair tower and installing a new elevator, will begin immediately thereafter.

**Structure Repairs.** Mr. Splitt said work in the Ann Ashley structure will be complete this week. The contractor will return to the 4th & Washington structure in mid-December for 2 days of work to repair stair nosings.
The next Operations Committee meeting will be on December 16 at 9:00 am.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat said the committee did not meet in November. The December meeting agenda will include a review of public outreach and input from focus group meetings.

The next Capital Improvements Committee meeting will be December 16 at 11:00 a.m.

7. C. SUBCOMMITTEE REPORTS – PARTNERSHIPS/ECONOMIC DEVELOPMENT COMMITTEE

Ms. Lowenstein said the committee did not meet in November.

Ms. Lowenstein said that after the DDA approval of its Grant Guidelines last month, four grant applications had been received: Farmers Market, the Ark, State Theater/MI Theater, Kerrytown District Association. The Committee will work with staff to set a time in January for the full DDA Board to review the applications.

Ms. Lowenstein said that at its next meeting the Partnerships Committee will discuss the possibility of quarterly committee meetings, rather than monthly meetings.

The next Partnerships Committee meeting will take place on December 9th at 9:00 am.

7. D. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Ms. Klopf said the committee did not meet in November.

The next Finance Committee meeting will be December 15th at 1:00 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Ms. Klopf moved and Mr. Narayan supported the following resolution.

RESOLUTION TO EXTEND THE OFFICE LEASE WITH 150 S. FIFTH, LLC

Whereas, The DDA leases its office, located at 150 S. Fifth Avenue, Suite 301, from the 150 S. Fifth, LLC;

Whereas, This lease expires on June 30, 2016 and the DDA has the option for a five-year lease extension which would entail annual rental rate increases benchmarked by the CPI;

Whereas, The Executive Committee recognizes many reasons the DDA should move to extend its lease, including the optimal location and favorable lease terms, and recommends that the DDA board vote to approve this lease extension;
Whereas, The Executive Committee also recommends that the DDA approve funds for office modifications to create additional work areas and more efficient storage arrangements;

RESOLVED, The DDA approves the lease extension with 150 S. Fifth, LLC as recommended by its Executive Committee;

RESOLVED, The DDA Executive Director is authorized to sign the lease extension on behalf of the DDA.

RESOLVED, The DDA approves $35,000 for costs associated with office renovations.

Ms. Pollay said that keeping the DDA office in its current location made sense for many reasons including the rental rate, its location within downtown, and the availability of parking, bike and transit options.

A vote on the resolution showed:
AYES: Crawford, Guenzel, Hewitt, Klopf, Lowenstein, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Smith
ABSTAIN: none
The resolution carried.

The next Executive Committee meeting will be January 6th at 11 am.

8. NEW BUSINESS

DDA 2016 Calendar. Mr. Hewitt pointed to a proposed 2016 DDA board and committee meeting calendar. He noted that some of the meetings fall on religious holiday observances. The Board agreed to post the meeting dates as listed, and to make adjustments to accommodate holidays as needed during the year.

9. OTHER AUDIENCE PARTICIPATION

Nancy Shore from getDowntown shared information about the 2015-16 Conquer the Cold program. Conquer the Cold looks to support alternative commutes during the coldest part of winter. She said bike tune-up events provided by a downtown bike store and hosted at the Bike Houses were very successful.

Ed Vielmetti thanked the DDA for its prompt publication of minutes.

Alan Haber said the DDA and CAC have not yet undertaken a full discussion of the full site park option for Library Lane. He said it must be a back and forth, meaningful discussion. He repeated his request for the Library Lot space to be used as a public skating rink this winter.
10. ADJOURNMENT

There being no other business, Mr. Splitt moved and Mr. Mouat supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 12:33 pm.

Respectfully submitted,
Susan Pollay, Executive Director
Committee actions and discussions

Agenda Review. The group reviewed the December DDA monthly meeting agenda.

Office lease. Ms. Pollay presented information about the current DDA lease, and said that the DDA had the option for a single 5-year extension. She recommended that the DDA consider taking this extension for reasons including the advantageous rental rate and the close proximity to City Hall. She said that if the DDA did decide to remain in place some modifications would be made to the office, including creating more work areas and creating more efficient storage. The Committee determined that it would present a resolution to the board recommending that the DDA approve a lease extension, and approve funds for the costs associated with office renovations.

FOIA. Ms. Pollay said that the State’s new FOIA rules went into effect in July, and in anticipation, the DDA approved revisions to its FOIA policies and procedures in June. She said that the City’s updated policies and procedures seemed to provide greater clarity than the DDA’s, and recommended that the DDA consider making the DDA’s FOIA policies parallel with the City’s for ease by the public. The Committee talked about possible changes. The work will continue at the January committee meeting, and recommended changes may be brought to the DDA at the January or February DDA meeting.

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

Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, DECEMBER 9, 2015

Place:  DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time:   9:00 a.m.
Present:    Bob Guenzel, Joan Lowenstein, Keith Orr, Sandi Smith, Phil Weiss
Absent:  Tom Crawford, Roger Hewitt, Marie Klopf, Al McWilliams, John Mouat, Rishi Narayan, John Splitt
Others:     Jane Lumm/City; Michael Benham/ AAATA
Staff:  Susan Pollay, Amber Miller, Jada Hahlbrock
Public:  Sabra Briere/City Council and CPC

1.  Discussion Items
AAATA Walkway-  Mr. Benham said that after a delay the AAATA is now ready to construct the walkway and conveyed a letter from AAATA CEO Carpenter, asking the DDA to extend its grant for the project.  It was decided to support this request with a resolution at the January DDA Board meeting.

DDA Grants-  Four submittals were received by the deadline.  Because the guidelines are new, it was decided to invite all members of the DDA board to a special meeting in January to review the applications.

2.  Partner Updates
AAATA-  Mr. Benham said work is underway planning the May 2016 service change, including renumbering routes.

Planning Commission.  An email from Mr. Peters conveyed updates on projects near or in downtown.  Ms. Briere spoke about the continued discussion surrounding zoning premiums.

City Council-  Ms. Lumm said Council passed new council rules, approved the 2016 Council calendar and committee assignments, and they will hold a planning retreat on December 14th.

DDA- Ms. Pollay and DDA Board members reported on the status of planning for the S.U. and Kerrytown projects.  Ms. Pollay also shared an update on the 4th & William project.

3.  Future meetings
The Committee discussed the possibility of meeting quarterly or bi-monthly.  It was decided that the Committee would continue to meet monthly, but that representatives from our partner organizations would be invited to an every-other month meeting.  This was seen to be a way to be respectful of their time, as well as to have the most productive meetings possible.  The Committee also considered selecting a meeting in 2016 to take a closer look at affordable housing.

4.  Public Comment-  None

The next Partnerships Committee meeting is scheduled for January 13th at 9:00 am.

The meeting adjourned at 11:15 pm.
Respectfully submitted, Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Roger Hewitt, Marie Klopf, John Splitt, Phil Weiss
Absent: Tom Crawford, Bob Guenzel, Joan Lowenstein, John Mouat, Al McWilliams, Rishi Narayan, Keith Orr, Sandi Smith
Other Participants: None
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock
Public: None

1. Financial Statements- The committee reviewed and discussed the November 2015 Expense Listing. Questions were asked and answered.

2. New Business- The committee discussed FY 17 budget work. It was noted that timing of the grant applications review will be helpful as it times well with the schedule for the budget. The committee also discussed possible parking equipment purchases in FY17, especially the acquisition of additional epark machines.

3. Old Business- None

4. Next Meeting will be Tuesday, January 26, 2016 at 1:00 pm

5. Public Comment- None

The meeting adjourned at 2:45 pm
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 9:00 a.m.

Present: Roger Hewitt, Joan Lowenstein, Keith Orr, John Splitt,

Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Al McWilliams, John Mouat, Rishi Narayan, Sandi Smith, Phil Weiss

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock

Others: Dan Grossman/GMC; Alex Keros/GMC; Dave Orfield/RPS; Zafar Razzacki/GMC; Nancy Shore/getDowntown; Bob Tiderington/GMC

Public: None

Parking. The Committee reviewed the December parking report. Questions were asked and answered.

4th & William. Staff reported that Phase I of the project will be completed soon, and Phase II will begin immediately thereafter, and will include the eventual installation of the first of two new elevators.

Transportation. Ms. Shore said the getDowntown program is offering bike lights and reflective vests to downtown employees. She noted that go!Pass use is down, likely influenced by the mild weather and low gas prices.

Parking System Review. Ms. Pollay shared a draft RFQ that will enable the DDA to find a qualified consultant that can provide it with an objective view on parking system operations. Responses will be returned in time for review at the January Operations Committee meeting.

GMC Car Share Proposal. Mr. Razzacki and Mr. Tiderington from General Motors shared information on the GM proposal to the DDA. They said that an arrangement with the UM for 21 spaces is nearly completed and it is anticipated that the program will begin in January. They would like to expand this program so it is available to the public, as well as UM faculty, students, and staff. They reviewed marketing plans to introduce the program to Ann Arbor and addressed questions about what makes their program different from Zipcar. The Committee decided to work out details of the proposed contract at its January meeting, and to possibly take a resolution to the DDA Board in February.

Public Comment – None

Next Operations Committee Meeting: January 27 at 11:00 am

The meeting adjourned at 10:55 am.
Susan Pollay, Executive Director
South University Project - Consultants from Smith Group JJR presented information about the project including the estimated timeline for design development, as well as feedback received from the public. Community feedback came from nearly 70 sidewalk interviews and from participants attending a meeting hosted by the South University Area Association, and other sources. The presentation noted the issues where there appeared to be agreement and issues where there does not appear to be agreement. At the next Committee meeting the consultant team will bring design alternatives for review, in anticipation of additional public meetings in February.

Fifth & Detroit Street Project- Ms. Miller reviewed the draft version of a DDA/City agreement regarding responsibilities and cost allocation for the design phase of the project. The fee breakout was reviewed, including an allocation of costs for element of design development, and apportionment to the City and or to the DDA. Questions asked and answered. The Committee approved sending two resolutions to the DDA Board for their consideration at the January 2016 meeting. The first resolution would approve an agreement with the City for the design phase of the project. The second resolution would approve a project budget for the 5th & Detroit project.

Sidewalk Repairs and Projects in 2016- Ms. Pollay said that in addition to the streetscape projects currently underway, the Committee had an opportunity to determine priorities for sidewalk and other right of way improvement projects in 2016. She suggested the Committee consider this question at its January meeting so funding could be included in the FY17 budget planning process.

Public Comment – Mr. Detter noted the importance of including the CAC, property owners, and developers in the planning for the South University project. He noted that although the area is very student-centered now that has not always been the case. Because of that, long-time residents of the community would have much to offer the process in terms of perspective.

Next Meeting January 20 at 11:00 am.

The meeting adjourned at 12:50 pm.
Susan Pollay, Executive Director
RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE 5th & DETROIT STREETSCAPE PROJECT

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also 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, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, Through these retreats, the DDA Board selected 5th & Detroit Streets, from Catherine to Kingsley as one of these transformative project areas and determined that the project may include new sidewalks, street trees, pedestrian lights, benches, bike hoops, crosswalks, and curb line, as well as traffic analysis and relocation of overhead lines;

Resolved, The DDA Board affirms its commitment to the goals set forth in the DDA Development Plan and is ready to begin implementing the 5TH & Detroit Street project as outlined at the Board Retreats;

Resolved, The DDA Board approves a total project budget of $2.9M;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate and approve construction services.
RESOLUTION TO APPROVE A 5TH AND DETROIT STREET DESIGN BUDGET
AND COST SHARING AGREEMENT WITH THE CITY

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also 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, In Spring 2015 the DDA and City collaborated to create a framework for applying these strategies, resulting in the award-winning Downtown Street Design Manual;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects, including the 5th & Detroit Street project, due in part to the partnership opportunity with City CIP projects in 2018 and 2020;

Whereas, Following a RFQ process, interviews, and input from City Staff, the DDA selected Smithgroup JJR as the project design team on October 7th, 2015;

Whereas, the DDA and City see value in collaborating on design and construction and have drafted the attached cost sharing agreement to begin the design phase;

Resolved, The DDA Board authorizes the Executive Director and Board Chair to sign the cost-sharing agreement with the City and the design contract with Smithgroup JJR;

Resolved, The DDA Board approves a total contract amount of $660,448 with the understanding that the DDA’s portion is not to exceed $318,139 for streetscape design and the City will reimburse for the remaining roadway and utility design.
AGREEMENT BETWEEN THE CITY OF ANN ARBOR AND THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF ANN ARBOR REGARDING RESPONSIBILITIES AND COST ALLOCATION FOR THE NORTH FIFTH AVENUE IMPROVEMENTS PROJECT

This Agreement (“Agreement”) is made and entered into this _________ date of ____________, 20____, by and between the City of Ann Arbor, a Michigan municipal corporation with its principal offices at 301 E. Huron Street, Ann Arbor, Michigan 48104 (“City”), and the Downtown Development Authority of the City of Ann Arbor, a public corporation organized and existing pursuant to the authority of Act 197, Public Acts of Michigan, 1975, MCL 125.1651 et seq. with its principal offices at 150 South Fifth Avenue, Suite 301, Ann Arbor, Michigan 48104 (“DDA”), for the purpose of fixing the rights and obligations of the parties relative to the design of the North Fifth Avenue Improvements Project. The design of this project is hereinafter referred to as the “Project.” Relevant details and scope of the Project are set forth in Exhibit A, which is attached hereto and incorporated herein by reference.

Whereas, the DDA and the City have expressed interest in working cooperatively on the North Fifth Avenue Improvements Project;

Whereas, the City and the DDA have agreed that the DDA should award a contract to SmithGroupJJR, Inc. and their consulting team, hereinafter referred to as “Consultant,” as part of a joint RFQ process to perform engineering design work and streetscape design for the Project;

Whereas, the City will be responsible for funding a portion of the Project as established in Exhibit B; and

Whereas, the City and the DDA have reached an understanding with each other regarding the performance of and payment for the Project and desire to enter into this Agreement to memorialize that understanding.

Therefore, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, the City and the DDA agree:

1. The City and the DDA shall undertake and complete the design phase of the Project in accordance with the terms of this Agreement. Exhibit A to this Agreement refers to and incorporates by reference the Consultant’s design proposal, which details the complete scope of the design work. Exhibit B to this Agreement lists the estimate for each cost sharing category and the allocation of costs between the DDA and the City for each category. As set forth in Exhibit B, the total dollar amount estimate of the City’s share of the Project is $342,310.

2. The DDA will enter into a contract with the Consultant for the Project. The DDA will administer the contract and related work necessary for the completion of the Project. In its contract with the Consultant, the DDA must require that the Consultant indemnify the City for any claims or lawsuits by third parties arising from the Consultant’s work, and must require the Consultant to cover the City as additionally insured on its general liability policy. In the contract
between them, the DDA and the Consultant also must recognize the City as a third party beneficiary of the contract.

3. The City is responsible for funding its share of the Project.

4. For payment of the design costs, the DDA will contract directly with the Consultant, and finance the complete cost of the design engineering services, including the City’s portion of these costs. The City will reimburse the DDA for the City’s share of amounts paid by the DDA. Exhibit B provides the estimated cost breakdown of engineering costs and the amount due the DDA from the City for its share of the costs.

5. As the DDA pays for design services and incurs costs on the Project, the DDA will invoice the City at a frequency no more than monthly. The City shall reimburse the DDA for the City’s portion of incurred costs within 30 days of receipt of an invoice from the DDA.

6. Notwithstanding the City’s funding of a share of the Project, the parties agree that responsibility for management of the Project, including all aspects of the contract with the Consultant, rests with the DDA.

7. The parties understand and agree that the dollar amounts in Exhibit B are estimates of Project costs and that the actual costs may differ. However, the percentages for each category of costs identified in Exhibit B are agreed to between the parties and cannot be changed except by Amendment to this Agreement. The City’s obligation to fund its share of the Project includes the obligation to fund change orders for its share of the Project. The parties agree that any change order that affects shares of the Project of both parties will be paid in proportion to those percentages agreed to by the DDA and the City and identified in Exhibit B, including both increases and decreases in Project costs.

8. In the event any claims are brought against the City and/or the DDA by the Consultant and/or its consulting team arising out of the design engineering or related work on the Project, costs incurred by the DDA in defending or resolving such claims shall be considered Project costs and will be funded in the same manner and proportion as the work to which the claims pertain. Any change order that results from a claim shall be funded as provided in Paragraph 6.

9. In the event any claims are brought against the City and/or the DDA by a contractor, subcontractor, vendor or supplier for the construction phase of the North Fifth Avenue Improvements Project and arising out of the design engineering or related work on the Project, costs incurred by the DDA in defending or resolving such claims shall be considered Project costs and will be funded in the same manner and proportion as the work to which the claims pertain. Any change order that results from a claim shall be funded as provided in Paragraph 6.

10. Each of the persons signing this Agreement represents and warrants that he or she has authority to sign this Agreement on behalf of the DDA or the City of Ann Arbor, respectively.
CITY OF ANN ARBOR, a Michigan municipal corporation

By: _________________________________
    Christopher Taylor, Mayor

By: _________________________________
    Jacqueline Beaudry, City Clerk

Approved as to substance:

________________________________________________________________________
Tom Crawford, Interim City Administrator

Craig Hupy, Public Services Area Administrator

Approved as to form:

________________________________________________________________________
Stephen K. Postema, City Attorney
Attached as Exhibit A is the Scope of Services for the North Fifth Avenue Improvements Project.
Exhibit 2: SCOPE OF SERVICES
Fifth Avenue and Detroit Street

SUMMARY

Moving significant projects through the design process and construction is a complex endeavor, and requires a thoughtful, coordinated approach. The Scope of Work outlined below is comprehensive and detailed to convey to you our understanding of the project and ability to manage a complex multi-faceted project.

A summary of the proposed scope is outlined below to provide a brief overview.

**Phase One: SITE INVESTIGATION + PROGRAM CONFIRMATION:** Establish an excellent collaborative, working relationship with the Ann Arbor Downtown Development Authority (“DDA”), the City of Ann Arbor (“City”) and key stakeholders. Confirm and refine the list of programmed activities and site design elements to be included in the work.

**Phase Two: SCHEMATIC DESIGN:** Building on the Downtown Street Design Manual, study the potential traffic impacts and benefits of altering traffic patterns and configurations, explore in more detail alternative design ideas; engage stakeholders in the refinement of the design, and establish a base understanding of the construction budget and phasing of the work.

**Phase Three: DESIGN DEVELOPMENT:** Further refine the design, phasing and budget for the Fifth Avenue and Detroit Street project and work with stakeholders and City staff to insure that the design reflects the desired character for Fifth Avenue and Detroit Street and the Ann Arbor Downtown Street Design Manual best practices.

**Phase Four: CONSTRUCTION DOCUMENTATION:** Complete the design drawings and specifications to a high degree of quality to insure sound construction and solid bids.

**Phase Five: CONSTRUCTION BIDDING + NEGOTIATIONS:** Assist in obtaining and evaluating bids and preparation of contracts.

**Phase Six: CONTRACT DOCUMENTATION + CONSTRUCTION ADMINISTRATION:** Provide professional expertise to monitor construction, maintain budgets, and establish a high standard for quality.

Baseline assumptions from which this proposal is based include the following:

1. There are two primary funders for the proposed design and construction work, the City of Ann Arbor, and the Ann Arbor DDA. A small Project Team of staff from both agencies will oversee the process. For work north of Kingsley and south of Catherine Streets the City of Ann Arbor shall be the sole funding agency, and cost of the work between Kingsley and Catherine will be shared under an agreed upon sharing arrangement.

2. The current project construction budget assumes that the work will include water main replacement, stormwater system improvements consistent with Ann Arbor’s Green Streets policies, road reconstruction and/or repaving, reconfiguring the intersection of Detroit Street and Fifth Avenue, improvements to the street and pedestrian lighting, new street trees where needed, potential burial of overhead utility lines on Detroit Street, sidewalk replacements and pedestrian amenities.
3. Geotechnical services to access below grade conditions are not included in this scope of work, and may be added to the Contract later or contracted for independently.

4. We have outlined the basic construction administrative services that are typical when an owner has staff available to provide day-to-day project oversight. Our team is available to provide daily inspection and coordination of testing services; however these are not currently included in this scope.

5. The project will be bid as a single bid package (in a traditional design-bid-build approach), with clear delineations in the construction documents as to which agency is paying for the work.

6. We have also outlined a series of meetings and workshops with a range of groups. We anticipate that besides these specific meetings, we will meet with DDA and/or City staff on average of once a month through the design phases of the project, and will attend up to six meetings of the DDA Capital Improvements Committee to discuss the streetscape design, outside of those already defined in the scope of work.

7. The scope of work includes a robust program for reaching out to the community through Focus Groups, and workshops with the Capital Improvements Committee and the Street Design Team. We have listed additional potential meetings with the Focus Groups that are not part of the base scope of work, but may be added for additional fee at the request of the DDA and City.

PHASE ONE

SITE INVESTIGATION + PROGRAM CONFIRMATION

Task 1.1: Site Investigation

The SmithGroupJJR Team will conduct a preliminary review of the available planning and engineering data and determine the implications on the design efforts. This review will include:

Data Collection and Review: Review in detail past planning and design efforts completed to date. We will work with the City and the DDA to gather and study available information that has been previously prepared by others, including:

- Site boundary surveys, aerial photographs, and property ownership data;
- Traffic data, street mapping of existing R-O-W widths and lane configurations
- Public parking data and mapping;
- Utilities maps, easement records, and planned improvements;
- Planned Farmer’s Market improvements and activities
- The Downtown Street Design Manual and more detailed information, if needed, including:
  - Zoning ordinances and specific development standards for the district;
  - The recent downtown plan and appendices;
  - City master plans, recreation plans, non-motorized plans, and previous planning efforts in project areas
  - Existing land use maps;
- Known information on other proposed developments and improvements in the area; and
The Design Team will prepare a summary memorandum of the critical findings from the data collected which will influence the development of the design program.

**Site Base Map:** With the collected data SmithGroupJJR will prepare a suitable base map for use in the Schematic Design Phase of work while the site survey is being prepared.

**Site Visit and Conditions Evaluation:** Review and document existing site conditions, including an overview of conditions in the project area, including pavements, pedestrian crossings and movement, site furnishings, site lighting and signage, landscape plantings, and site amenities in the context of evaluating the potential impacts of, and integration with, the proposed improvements. We will visit the site in the nighttime to record light levels and observe the quality of light conditions. Findings will be documented in a series of Site Conditions and Opportunities maps and photographic image boards.

**Task 1.2: Site Survey**

The SmithGroupJJR Team will initiate land topographic survey services in the first four weeks of the project, such that survey materials will be available for use during the Design Development and Construction Document phases of work.

A topographic survey of the project area will be completed in order to document the current existing conditions. The limits of this survey will be established during the initial phases of the project to ensure agreement to the extent of survey required. Also included is the gathering of utility data from utility providers and the incorporation of utilities in to the topographic survey. The survey will include planimetric, topographic and utility work. (Boundary Survey and ALTA surveys are not included.) Utility survey will include field DIPS information for storm and sanitary sewers within the project areas. As part of the survey efforts the right-of-way will be found and identified.

**Task 1.3: Establish a Stakeholder Outreach Campaign**

The SmithGroupJJR Team will conduct an information and outreach campaign. We have outlined in this proposal a process that includes meetings, interviews, web-based information and communication, and related outreach efforts. The format and content of the workshops and meetings that are outlined below will be used as a starting point for discussions with the Project Team as we refine a Public Outreach Campaign with you. Before the design process begins, we will work with the Project Team to prepare a detailed and specific outline of the elements of the information and outreach campaign, which may become more project specific than what we have proposed in this scope of services.

To help facilitate community involvement in the design process, we propose working within a two committee structure to guide the design efforts:

1. **The Capital Improvements Committee** of the Ann Arbor DDA Board will provide high level input into the streetscape design process, insuring that the design achieves the mission of the DDA and goals set by previous efforts. More specifically, the group will help determine budget priorities and help shape the outreach process, as well as review and give guidance to design documents prior to public meetings. In addition, the group will work along with the Street Design Team to inform a program for street development and design character.

2. **The Street Design Team**, including DDA and City management, planning, and engineering staff. This group will provide review and input into the plans, specifications, design character, and programmatic elements as they develop to insure they are compatible with the Street Design Manual and best practices. In addition this group will help to ensure that all review processes are anticipated and efficient and think through construction staging and traffic detours, as it relates to other projects.
3. A set of independent **Focus Groups** made of people within a particular organization or from multiple organizations that share with a common expertise or concern. For each round of Focus Group meetings, we assume up to three meetings.

We will also integrate ideas from individual property owners, stakeholders, and the general public in a meaningful way through presentations, open houses, and design workshops. We use a variety of potential engagement techniques to allow for all participants and groups to be comfortable in providing input.

Meetings with the committees, focus groups, and the public will be documented in summary notes, which will be formatted in Word, and provided to DDA staff for records and distribution. These summary report will document the progress of the design process, as well as help inform the Capital Improvements Committee as to how input from the community is shaping the project.

We will assist the project team in using the City of Ann Arbor’s Community Engagement Toolkit and A2 Open City Hall site to identify stakeholders and announce events and project milestones achieved, present design documents throughout the process, solicit input on the work, provide meeting summaries to communicate the project direction, and suggest other forms of input such as contact information for key Team members (if appropriate).

**Task 1.4: Programming Exploration and Kick-Off Workshops**

The SmithGroupJJR Team will host a series of meetings and workshops, focusing on site and program exploration, as follows:

1. **Capital Improvements Committee** Workshop
   - Conduct a kick-off meeting with the Capital Improvements Committee to review project requirements, schedule, and scope of work, and confirm a set of project goals and objectives.
   - Lead a tour of the project area with the Capital Improvements Committee members to re-familiarize everyone with existing conditions that will influence the planning and design efforts. We have found that looking at a familiar place with a larger group can spark productive discussions and fresh observations of the physical environment that often surprise participants.
   - Reconvene after the site visit to review findings with the Capital Improvements Committee, and to conduct an interactive discussion about how the Street Design Manual can be used, and what programming elements and uses are important for the Fifth Avenue and Detroit Street area.

2. **Street Design Team** Workshop
   - Conduct an abbreviated version of the workshop described above with the Street Design Team. If possible this meeting should occur the day after the Capital Improvements Committee workshop.
   - Review potential traffic modification scenarios and broad parameters which can be studied in the next phase of work.
   - At the close of the second workshop we will meet with the Project Team to review the results of the work to date, have an interactive discussion on program priorities, and discuss next steps.

3. **Focus Group** Meetings
   Conduct a series of meetings with a range of focus groups, including Community High School, local merchants, the Farmer’s Market, neighborhood organizations, Historic District Commission, and City staff. These meetings will be informal and brief, allowing attendees to get an update on the progress of the project and offer timely input.

   At this point in the process, we will initiate contact with Detroit Edison to begin exploring the potential for placing electrical utilities underground on Detroit Street, and establish contact protocols and design parameters.

4. **Pop-Up Workshop**
A Pop-Up Workshop will be held in the project area over the lunch hour and early afternoon. As part of this effort we will carry our visioning and design tools into the community to gather informal, immediate and organic feedback about the project, its use, and the desired program elements and design ideas. A logical set of locations to conduct the Pop-Up Workshop include the intersection of Detroit Street and Fifth Avenue and the Farmer’s Market area which are areas of high pedestrian activity and within the project site.

We have not included any costs associated with the set-up and use of a local project workstation. We will look to the DDA to provide this space, or arrange a space for the Team’s use. We have also not included any costs associated with the use, supply (including food and refreshments), arrangement, or furnishing of space for Team meetings, workshops, or work space.

**Phase One Meeting Summary:**
- One Capital Improvements Committee Workshop
- One Street Design Team Workshop
- Up to three Focus Group Meetings
- Monthly meetings with DDA and/or City staff (as needed)
- Meet with CIC as needed (up to six times over project)

**Phase Two**

**Schematic Design**

To confirm the scope and design direction of the project, the SmithGroupJJR Team will prepare Schematic Design Plans for the project area. Our efforts will include the following:

**Task 2.1 – Traffic Evaluation**

The SmithGroup JR Team will develop Synchro traffic models for evaluating traffic operations for three scenarios; existing conditions, Detroit directional change, and a third option to be determined. The models will utilize the traffic data gathered in Phase One and will evaluate traffic operations for the am and pm peak hours of a typical weekday. The analysis will include a review of vehicle delay levels-of-service for intersections and specific movements, and network queueing and general operations.

Once the models are developed, then a letter report summarizing findings and recommendations will be created and shared with the project team. SimTraffic will also be used to visually display the traffic operations on an aerial image for use in review meetings.

The models and report will be fine-tuned given input from the project team. With a preferred alternative selected, the report will be finalized and distributed to the project team.

**Task 2.2 – Design Alternative Concepts**

**Alternative Schemes:** The SmithGroupJJR Team will prepare three Alternative Concepts showing potential improvements, programmatic uses, and approaches to development for the project area based on the results of Phase One and input from the Capital Improvements Committee, Street Design Team, Historic District Commission, and The DDA. These plans will be graphically “loose” in nature and will explore distinctly different approaches to the design and programming of each of the project areas. Design elements to be addressed in the Alternative Concepts include:

- Streetscape program – including events, special programming opportunities, use areas, and festival street
opportunities;

• Expanded universal accessibility;
• Grading approach;
• Stormwater approach;
• Landscape approach;
• Special paving areas;
• Walls and planters;
• On-street parking & loading
• Lighting approaches and layouts
• Street furniture approach and types; and
• Opportunities for special amenities such as art, community markers, etc.
• Relationship to the Farmer’s Market
• Crossing treatments

Perspective Model: The three alternatives will be illustrated with plan view sketches, as well as digitally modeled in 3-D so the design intent is easily understood and evaluated.

Cost Estimate: An order of magnitude estimate of construction costs will be prepared for each of the alternatives to assist in the evaluation of their value and attributes.

Task 2.3: Design Workshops

We propose conducting three Design Workshops, the first two with the Street Design Team and the Capital Improvements Committee to vet out the alternatives, and to develop refinements to the plans and/or develop new alternatives. We will edit and refine the alternatives based on the results of the two workshops, and then conduct a (third) public workshop to gather input from the larger community. All of the workshops will be structured as interactive meetings that allow the project team, Street Design Team, and the Capital Improvements Committee to openly comment on the ideas presented, help in the development of new ideas for the plan, and offer input as to preferences. The goal of the workshop will be to gain an understanding of the range of design and planning ideas possible, their relative merits, and help reach consensus for further refinements to the project. Tools we use to solicit input from the stakeholders participating in the workshop may include:

• Small group/hands-on interaction;
• Charrette style idea generation with design professional and stakeholder collaboration;
• Preference exercise(s) to help define the design character, program elements, and/or alternative design ideas desired; and
• Electronic versions of the work in progress for posting and transmittal to those unable to attend workshops

We anticipate that the results of the workshops will be a series of design sketches illustrating the design ideas, a written summary of the conclusions of each group, and a listing of outstanding design issues that require additional study.

Meetings will be conducted with the Focus Groups to solicit input into the design alternatives, and to identify key issues for each alternative related to the each group’s knowledge and focus. We will continue to meet with and keep the Historic District Commission informed, presenting workshop results and project updates.

Task 2.4: Draft Schematic Design Plan

Based on the results of the previous workshops and follow up discussions with the project team the SmithGroupJR Team will prepare a Schematic Design Plan that illustrates preferred design direction. Alternative design approaches may still be under consideration for key parts of Fifth Avenue and Detroit Street, and these alternatives will be clearly illustrated. The graphic plans will be supplemented with
example photographs, cross sections, and sketches to communicate the design and engineering intent. The 3-D perspective model will be updated to reflect the draft plans. A draft Opinion of Probable Construction Cost will also be developed to understand the budget implications of the proposed plan.

**Task 2.5 Schematic Design Workshops**

The Schematic Design Plans will be presented in four workshop sessions, the first to the **Capital Improvements Committee**, the second to the **Street Design Team**, third to Historic District Commission, and then to general public and focus groups. The meetings will be structured in an interactive, workshop style to review and solicit feedback on the site plans, architectural plans, and anticipated costs. The workshop will include a brief presentation of the Draft Schematic Design Plans and the alternatives being considered within the overall plans, followed by an interactive set of exercises to engage the participants (as outlined above for the previous design workshop). The SmithGroupJJR Team will prepare plans, perspective views, and diagrams to help clearly communicate the design intent and the alternative choices available.

The key objectives for the workshop will be to:

- Confirm that the design reflects the input provided in the previous design workshops;
- Assess priorities for implementation – What matters the most to the stakeholders and community?
- Help define the character and materials for the design through consideration of alternatives; and
- Provide information as to the anticipated next steps for the project.

Following the workshop the Draft Schematic Design Plans and related documents will be refined and finalized, and provided to the DDA in two hard copies and an electronic file format.

**Task 2.6: Implementation Strategy**

The SmithGroupJJR Team will work with the **Capital Improvements Committee** and **Street Design Team** to develop an Implementation Strategy based on the accepted Preferred Plan. The Implementation Strategy will describe the proposed plan and will serve as a summary report for the project. As part of this task the SmithGroupJJR Team will prepare an assessment of the following important components of the project:

- Critical site infrastructure improvements;
- The appropriate sequencing or phasing of improvements;
- The probable construction costs;
- Potential funding source summary;
- A written description of the project program, including how it meets the objectives of the City CIP, DDA Mission, Street Design Manual, and responds to design input.
- Recommended sustainable low impact design measures; and
- An assessment of how plan relates to the Street Design Manual, and an outline of any potential amendments desired.

The SmithGroupJJR Team has extensive experience securing grant funding for streetscape, alternative transportation, and community development projects and we can assist the project team with assessing grant and funding opportunities, communication with potential funding sources about the project, and preparing grant and funding applications. For this scope of work, we will work with the project team to determine grant opportunities for both supplementing the design and engineering of future project phases and to fund construction of specific elements of the project, and we believe that the project is a good fit for potential funding programs. We have not included grant application services as a part of this scope of work, but are able to perform this service.
We will distribute key part of the Implementation Strategy to private utilities in the project area, and coordinate a meeting with private utilities to communicate design intent and project logistics, including the potential to bury electrical utilities on Detroit Street.

Phase Two Meeting Summary:
- Two Capital Improvements Committee Workshops
- Two Street Design Team Workshops
- Two Public Workshops
- One Historic District Committee Workshop
- Up to three Focus Group Meetings
- Monthly meetings with DDA and/or City staff (as needed)
- Meet with CIC as needed (up to six times over project)
- One meeting with private utilities

PHASE THREE

DESIGN DEVELOPMENT

Task 3.1: Design Development Documents

Based on the approved Schematic Plan, and input from the regulatory and funding agencies, the SmithGroupJJR Team will prepare a set of Design Development Plans that illustrate the project improvements in sufficient detail to communicate the design intent, and measure quantities for cost estimation purposes.

We anticipate the following products will be required as part of each set of preliminary design documents:
- Cover Sheet
- Site Survey of Existing Conditions
- Site Preparation and Removals Plans
- Street Plans and Profiles
- Street Cross Sections and Details
- Water Main Plan and Profile
- Storm Water Profiles and Details
- Grading and Drainage Plans
- Sidewalk Layout and Materials Plans (including landscape)
- Lighting layout, photometrics, and cut sheets
- Sidewalk Zone Details
- Outline Technical Specifications describing the work

Task 3.2 Implementation Strategy Update

The plans will be supplemented with an updated Implementation Strategy Plan, including an Opinion of Probable Construction Cost and Implementation Phasing Plan to assist the project team in understanding the potential costs of the construction project and the opportunities for phasing the implementation of the project. Particular attention will be paid to strategies for sequencing construction to minimize impacts to businesses and community events, identifying potential construction staging areas and site preparation needs, and mapping out temporary traffic patterns and access strategies.

Task 3.3: Meetings and Reviews
Meetings and Reviews: Documents will be submitted to the project team at 50% complete and 90% complete for your review, input, and distribution to the Capital Improvements Committee, Street Design Team, and others as you deem appropriate. We anticipate up to two meetings each with the Capital Improvements Committee and the Street Design Team to gather input and guide the design efforts. We will start each meeting with an overview of progress and discussion of the larger issues related to the project as a whole, and then drill down into a more detailed discussion of project budget, materials, design details, and construction logistics.

The SmithGroupJJR Team will also conduct a round of Focus Group meetings to engage stakeholders in a discussion of the design refinements and construction sequencing strategies. We will also continue to coordinate with private utilities by sending the interested parties the plan documents, and updating the utilities on plans for any utility upgrading and or burial.

Public Open House: The SmithGroupJJR Team will conduct a set of three Public Open Houses during the Design Development Phase to encourage communication with the public on the status of the design and anticipated construction phasing, while allowing community members to ask questions and offer comments. We have found that the open house format allows people to gather information, become comfortable with the proposed changes, and become advocates for the project. Presentation graphics will be prepared to communicate to the public, and a handout provided for participants to use as a reference.

Plans will be submitted to the City review and comment. Plans and permit applications will also be prepared and submitted to the Michigan Department of Environmental Quality for review of the changes to the public water system. Permits that are typically sought when a project is commencing construction are assumed to be the responsibility of the Construction Contractor.

Phase Three Meeting Summary:
- Up to Two Capital Improvements Committee Meetings
- Up to Two Street Design Team Meetings
- One Public Open House
- Up to three Focus Group Meetings
- Monthly meetings with DDA and/or City staff (as needed)
- Meet with CIC as needed (up to six times over project)

PHASE FOUR

CONSTRUCTION DOCUMENTATION

Task 4.1: Construction Documents

Perform civil engineering, landscape architectural, architectural, and electrical, mechanical, and structural engineering services to finalize Construction Document plans and specifications for the project area. We anticipate the following will be required as part of this set of Construction Documents:

- Cover Sheet and Phasing Plan
- Site Survey of Existing Conditions
- Soil Erosion Control Plans
- Site Preparation and Removals Plans
• Traffic Maintenance and Control Plans
• Street Plans and Profiles
• Street Cross sections and Details
• Water Main Plan and Profile, and details
• Storm water Plans and Profiles
• Storm water Details
• Grading Plans (Street and Sidewalk)
• Lighting and Electrical Plans
• Electrical Diagrams and Details
• Sidewalk Zone Layout Plans
• Sidewalk Zone Materials and Landscape Plans
• Sidewalk Zone Details
• Technical Specifications

We will prepare the construction documents, technical specifications, and engineer’s estimates and quantities to be included in the BID package (which will be prepared by the City). The City of Ann Arbor will oversee the BID process with our input and assistance, as needed. We assume that we will utilize DDA or City of Ann Arbor standard document and edit to suit the needs of the project. All final design AutoCAD files will be submitted to the DDA and City for their records.

Task 4.2: Implementation Strategy Update

**Implementation Strategy Update:** The plans will be supplemented with an updated Implementation Strategy Plan, including an Opinion of Probable Construction Cost and Implementation Phasing Plan to assist the project team in understanding the potential costs of the construction project and the opportunities for phasing implementation of the project. Particular attention will be paid to strategies for sequencing construction to minimize impacts to businesses and community events, identifying potential construction staging areas and site preparation needs, and to mapping out temporary traffic patterns and access strategies.

Task 4.3: Meetings and Reviews

**Meetings and Reviews:** The SmithGroupJJR Team will provide the Construction Documents to the project team at 60%, 95%, and 100% complete levels for review, input, and distribution to the City staff, Capital Improvements Committee, Street Design Team, and others as you deem appropriate. We anticipate that the project team will update the Capital Improvements Committee and Street Design Team relative to the progress and discussion of the larger issues related to the design, the relation of the project to the other work in the downtown and city, and an update on the overall schedule and budget.

The SmithGroupJJR Team will also conduct a round of **Focus Group** meetings to engage stakeholders in a discussion of the design refinements and construction sequencing strategies. We will also continue to coordinate with private utilities by sending the interested parties the plan documents, and updating the utilities on plans for any utility upgrading and or burial.

**Phase Four Meeting Summary:**
- Up to three Focus Group Meetings
- Monthly meetings with DDA and/or City staff (as needed)
- Meet with CIC as needed (up to six times over project)

**PHASE FIVE///////////
CONSTRUCTION BIDDING + NEGOTIATIONS

Task 5.1: Pre-Bid Services

The SmithGroupJJR Team will provide assistance to the project team during bidding, including the following pre-bid services:

1. Provide the project team list of potential bidders experienced in similar construction to be added to the City’s list of local bidders.
2. Attend and lead a Pre-Bid meeting, including a site tour.
3. Provide clarifications, both written and in the form of sketches, for their inclusion in addenda.
4. We will attend the bid opening, review bid tabulation and supporting documents and offer recommendations if requested.

Task 5.2: Post Bid Assistance

The SmithGroupJJR Team will provide assistance to the DDA during bidding, including the following post-bid services:

1. Provide assistance to the DDA in negotiating Contracts with low bidders. Such assistance may include participation in conference calls, review and acceptance of alternative materials and equipment, discussions with bidders as to content and completeness of bids, and attending a briefing with the low bidders and the DDA to clarify any uncertain issues.
2. Review of bidder’s submittals including project schedule, schedule of values, Subcontractor lists, qualifications data, and references.
3. We will provide to the successful bidder a set of the documents in AutoCAD format for their use during construction.

Review of draft Contracts for consistency with the Construction Documents Phase Five Meeting Summary:
- One Pre-bid Meeting
- One Bid Opening
- Monthly meetings with DDA and/or City staff (as needed)
- Meet with CIC as needed (up to six times over project)

PHASE SIX

CONTRACT DOCUMENTATION + CONSTRUCTION ADMINISTRATION

SmithGroupJJR will commence Construction Administration services and responsibilities upon the award of a Contract for Construction of the project and terminate such services at Final Acceptance of the work. During the construction period SmithGroupJJR will provide the following services:

Task 6.1: Meetings and Site Reviews

1. Participate in one pre-construction meeting.
2. Participate in regular construction meetings during the active stages of construction, approximately every other week during active construction. We anticipate that the project will be built over a single construction season, for a total of 12 weeks of active construction.
3. Make visits to the site at intervals appropriate to the various stages of construction in order to observe the progress and quality of the various aspects of the Contractor’ work. Based on information obtained during such visits and on such observations,
SmithGroupJJR will endeavor to determine, in general, if such work is proceeding in accordance with the contract documents. For purposes of budgeting we have assumed an average of one site trip per week over 12 weeks of active construction. These site visits are in addition to the regular construction meetings noted above.

Task 6.2: Document Review and Management

1. Review and approve shop drawings, samples, mock-ups, testing reports and other data that the Contractor is required to submit, but only for conformance with the design concept of the project and compliance with the information given in the Construction Contract Documents. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto. Evaluation of Contractor submitted substitutions is considered an extra service.

2. Prepare and distribute bulletins, change orders, and supplemental instructions (e.g., responses to RFIs) including clarifications and progress reports as required to address drawing clarification, field conditions and minor modifications to the work. Evaluate scope and price submittals of change orders from the Contractors.

Task 6.3: Project Close-Out:

1. Conduct a site review at substantial completion to determine if the work is substantially complete and prepare a punch list of uncompleted or unacceptable work items. Upon notice that all punch list items are complete, a final site review will be held to determine if the completed work is acceptable.

The DDA may require inspection or testing of the work by materials testing agency. Our team can coordinate this work; however, this work is not included in this proposal.

DDA requested bulletins and change orders which modify the scope of work previously agreed upon is considered an extra service.

Members of the Design Team will not have control or be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, or for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.

Phase Six Meeting Summary:

- Up to Six Construction Meetings
- Up to Twelve Site Visits
- One Substantial Completion Inspection/Meeting
- One Final Completion Inspection/Meeting
- Meet with CIC as needed (up to six times over project)
EXHIBIT B

Attached as Exhibit B are the cost summary and funding responsibilities for the North Fifth Avenue Improvements Project.
Exhibit B: Ann Arbor DDA: Fifth Avenue and Detroit Street  Improvements

Fifth Avenue and Detroit Street Fee Summary

Legend:
- Funded by the DDA (sidewalk design)
- Funded by the City (roadway and utility design)
- 75% DDA and 25% City (outreach and committee meetings)
- 50% DDA and 50% City (analysis & traffic modeling)

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Site Base Map 6  
Site Visit and Conditions Evaluation 44 |  
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| TWO   | SCHEMATIC DESIGN |  
2.1 Traffic Evaluation 280  
2.2 Design Alternative Concepts  
Alternative Schemes 132  
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Cost Estimate 52  
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2.4 Draft Schematic Design Plan 84  
2.5 Schematic Design Workshops and Presentation (4) 84  
2.6 Implementation Strategy 38 |  
SUBTOTAL OF HOURS by professional 832 |  
FEE THIS TASK $85,648.00 |  
Reimbursables $2,200.00 |
| THREE | DESIGN DEVELOPMENT (4 plan sheets) |  
3.1 Design Development Documents  
Cover Sheet (1) 8  
Site Survey of Existing Conditions 24  
Site Preparation and Removals Plans 64  
Street Plans and Profiles 84  
Street Cross Sections and Details 52  
Water Main Plan and Profile 96  
Storm Drain Profiles and Details 100  
Grading Plans 92  
Sidewalk Layout and Materials Plans (including landscape) 96  
Lighting Layout Photometrics, and cut sheets 40  
Sidewalk Zone Details 60  
Outline Technical Specifications describing the work 56 |  
SUBTOTAL OF HOURS by professional 1088 |  
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4.1 Construction Documents  
Cover Sheet and Phasing Plan 24  
Site Survey of Existing Conditions 28  
Soil Erosion Control Plans 52  
Site Preparation and Removals Plans 48  
Traffic Maintenance and Control Plans 148  
Street Plans and Profiles 172  
Street Cross Sections and Details 64  
Water Main Plan and Profile, and details 100  
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<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIX CONTRACT DOCUMENTATION and CONSTRUCTION ADMIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Meetings and Site Reviews (36)</td>
<td>182</td>
<td>SGJJR</td>
</tr>
<tr>
<td>6.2 Document Review and Management</td>
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<td></td>
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<tr>
<td>Shop Drawings, etc.</td>
<td>94</td>
<td>SGJJR</td>
</tr>
<tr>
<td>Bulletins and Change Orders</td>
<td>114</td>
<td>SGJJR</td>
</tr>
<tr>
<td>Payment Applications (10) DELETED</td>
<td>0</td>
<td>SGJJR</td>
</tr>
<tr>
<td>6.3 Project Closeout</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Inspections and Punch List</td>
<td>56</td>
<td>SGJJR</td>
</tr>
<tr>
<td>Record Drawings DELETED</td>
<td>0</td>
<td>SGJJR</td>
</tr>
<tr>
<td>SUBTOTAL OF HOURS by professional</td>
<td>446</td>
<td></td>
</tr>
<tr>
<td>Billing Rate</td>
<td></td>
<td></td>
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<tr>
<td>FEE by professional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEE THIS TASK $62,920.00</td>
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<tr>
<td>Reimbursables</td>
<td></td>
<td></td>
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<tr>
<td>$3,500.00</td>
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<tr>
<td>TOTAL HOURS BY PROFESSION (for shared project area)</td>
<td>4,417</td>
<td></td>
</tr>
<tr>
<td>BILLING RATE by FIRM</td>
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<td></td>
</tr>
<tr>
<td>Reimbursable Expenses Total (see below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$12,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEE TOTAL for shared project area (Hourly, Not to Exceed. Includes reimbursa</td>
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</tr>
<tr>
<td>DDA Fee for shared project area</td>
<td>289,216.50</td>
<td></td>
</tr>
<tr>
<td>10% contingency on DDA fee</td>
<td>28,921.65</td>
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<tr>
<td>Total DDA fee &amp; contingency</td>
<td>318,138.15</td>
<td></td>
</tr>
<tr>
<td>City Fee for shared project area</td>
<td>256,412.50</td>
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<tr>
<td>City Fee for 5th Avenue improvements outside of project area</td>
<td>554,778.00</td>
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<tr>
<td>10% contingency on City fee</td>
<td>31,119.05</td>
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<tr>
<td>Total City fee &amp; contingency</td>
<td>342,309.55</td>
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<tr>
<td>TOTAL CONTRACT AMOUNT (Hourly, Not to Exceed. Includes reimbursable</td>
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<td></td>
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<tr>
<td>$660,447.70</td>
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<tr>
<td>LABOR FEE BY FIRM</td>
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<tr>
<td>Reimbursable Expenses by Firm</td>
<td>$12,100.00</td>
<td></td>
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</table>

19
ESTIMATED CONSTRUCTION COSTS FOR 5TH AND DETROIT STREET PROJECT

FIFTH (North of Kingsley)
Water main and
Limited road reconstruction
$70,000
(City funding)

DETOUR
Storm $420,000 (City)
Water main $135,000 (City)
Road reconstruction (with potential reconfiguration) $900,000 (City)
$250,000 (DDA)
Sidewalk Imp. $1,075,000 (DDA)

SHARE PROJECT AREA TOTAL
$5,325,000

FIFTH
Storm $270,000 (City)
Water main $110,000 (City)
Road reconstruction $840,000(City)
$250,000 (DDA)
Sidewalk Imp. $1,075,000 (DDA)

FIFTH (between Catherine and Ann Mill and resurface)
$80,000
(City funding)
Whereas, The mission of the DDA is to strengthen the downtown and the 1982 DDA Development Plan set forward that the DDA should undertake improvements to pedestrian/bicycle linkages and the transit system, including working to minimize potential areas of conflict between pedestrians and motor vehicles;

Whereas, The 2003 amended DDA Development Plan also sets forward that the DDA will work with and support other public institutions in maintaining a strong downtown presence;

Whereas, In September 2014 the DDA approved a not-to-exceed $250,000 grant to AAATA to pay for a new walkway along the north side of the Blake Transit Center to be paid for using parking funds upon receipt of project invoices, with costs split between the DDA’s FY 2015 and FY 2016 budgets, and this grant is due to expire in June 2016;

Whereas, AAATA has notified the DDA that the project is scheduled to commence shortly, and has asked to extend the DDA grant so it is paid out in the DDA’s FY 2017 and 2018 budgets;

Whereas, The Partnerships Committee has reviewed this request, and strongly recommends that the grant period be extended to allow this valuable project to be undertaken;

RESOLVED, The DDA approves an extension of its grant authorizing up to $250,000 to AAATA to fund this new walkway with the remaining cost to be paid for by AAATA.
December 7, 2015

Susan Pollay  
Executive Director  
Ann Arbor Downtown Development Authority  
150 South Fifth Avenue  
Ann Arbor, Michigan 48104

Dear Ms. Pollay:

I am writing to request an extension of a Downtown Development Authority (DDA) funding grant to Ann Arbor Area Transportation Authority (AAATA) for the purposes of providing a new walkway along the north side of the Blake Transit Center (BTC) between Fourth and Fifth Avenues. The grant, in an amount not-to-exceed $250,000 was originally authorized by resolution of the DDA Board on September 3, 2014.

The AAATA greatly appreciates the grant authorized by the DDA. However, due to the extended period of construction at BTC, we have been unable to undertake construction of the proposed walkway until now. DDA’s share of the project costs were originally scheduled to be split between the DDA’s FY2015 and FY2016 budgets. We are now asking that the grant deadline be extended, and that the funding be split between DDA’s FY2017 and FY2018 budgets.

Estimates for the total project cost remain at $300,000, and AAATA would pay the balance of the project costs.

With the DDA’s approval of this request, the AAATA can move ahead with this project, designs for which are already in hand. Of course we will continue to work with DDA on any design refinement, construction issues, etc. Thanks very much for DDA’s past support of transit improvements in the downtown area, and we look forward to working with you on this project.

Sincerely,

Matt Carpenter  
Chief Executive Officer
PARKING REPORT:  DECEMBER 2015

1. Parking Operations

Special Events In December

- Midnight Madness in Main Street area 12/4/15
- Kindlefest in Kerrytown 12/4/15
- Large/sold-out concerts at the Michigan Theater 12/8 & 12/12
- A2 Symphony Orchestra at Michigan Theater 12/11

Meter Bag Fee Waivers in November

Kindlefest $300

Meters

On 12/9/15 Republic Parking and City staff worked to remove 25 abandoned bikes from downtown.

General Operations

The Republic staff and contractors did a very good job of cleaning up after the early snow storm on November 21st. The 10 inch snowfall was removed from the parking surfaces while it fell on that Saturday and all facilities were ready for business on Monday morning.

The parking system will maintain regular hours through the holidays with the exception of being closed on Christmas day and New Years day. Management will have the ability to close early on Christmas eve and New Years eve if there is not enough business to justify continuing operations.

City/DDA Parking Enforcement Committee

The committee was informed that 80% of the loading zone sign changes have been completed by the City’s Signs and Signals division. The committee also discussed how over the time limit meter violations are handled.
2. Parking System Maintenance

Annual parking structure repairs

Work at the Ann & Ashley structure was completed in early December. The contractors plan to return to the 4th & Washington structure for 2 days this month to make some stair tread repairs.

Parking Equipment

Republic reports that the use of the cash value cards at the Fourth and Washington parking structure has greatly increased with 20 cards being issued through 4 separate accounts. So far the feedback has been very positive and the experiment may be expanded to the Liberty Square parking structure next.

New equipment

In anticipation of adding new multi-space parking meters (e-parks) to the system and in the interest of being able to competitively bid the additions we are inviting another manufacturer of the meters to install a competing machine at the Farmer’s Market lot. Along with the new machine will be a way to receive customer feedback at the site about the two machines in terms of customer ease of use.

Elevators

There were 3 calls for elevator service in the month.
1 – Fourth and Washington
2- Library Lane

3. Construction

Fourth & William Stair/Elevator Improvement Project
Phase I of the project is scheduled to be complete by late December. Phase II, which includes removing the old stair tower and installing a new elevator, will begin immediately thereafter.