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
   · Resolution Thanking Sandi Smith
   · Resolution Thanking Roger Hewitt

6. Approval of Minutes: June 2016 meetings

7. Subcommittee Reports
   a. Partnerships/Economic Development Committee – J. Lowenstein & A. McWilliams
      · Resolution to Amend the DDA Grant Policy
      · Next Committee meeting: Wednesday July 13 at 9am

   b. Capital Improvements Committee – J. Mouat
      · South University project - status
      · Fifth/Detroit project – status
      · Resolution to Establish a Project Budget for the Huron Street Project
      · Resolution Approve a Design Team for the Huron Street Project
      · Sidewalk repairs - status
      · Next Committee meeting: July and August committee meetings cancelled. Next meeting: September 14 at 11am (one week earlier than usual)

   c. Finance Committee – M. Klopf
      · Resolution to Segregate Funds for Future Parking Additions
      · Next Committee meeting: July meeting cancelled. Next meeting August 30 at 1pm

   d. Operations Committee – J. Splitt, K. Orr
      · Monthly parking & transportation report
Resolution to Extend the Agreement with Greyhound at the Fourth/William parking structure
Resolution to Amend the Contract with GM for Maven Car Share parking
Resolution to Select a Consultant for Technology Solutions
Resolution Providing $60,000 to Support Phase III of the Ann Arbor Connector Study
4th & William Improvements Project - status
Parking structure repairs - status
Next Committee meeting: July meeting cancelled. Next meeting August 31 at 11am

e. Executive Committee – R. Hewitt, R. Narayan, M. Klopf, S. Smith, J. Mouat
Resolution Approving a Compensation Change for the DDA Director for FY 2017
Next Committee meeting: Wednesday, September 7 at 11am

8. New Business

9. Other Audience Participation (4 minutes each)

10. Adjournment
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, June 1, 2016

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

1. ROLL CALL

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

Absent: Marie Klopf, Joan Lowenstein

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

Audience: Ray Detter, CAC
Christian Guiboux, Oxford Companies
Alan Haber
Dave Orfield, Republic Parking
Nancy Shore, getDowntown

2. AUDIENCE PARTICIPATION

Mr. Haber said he was speaking on behalf of community members seeking a public commons atop Library Lane, and signed petitions would be submitted to the City asking to have the issue on the November ballot. He said he would like engagement with the DDA regarding this idea.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said that the CAC was joined at its last meeting by several students. Discussion included the Foundry Apartments, and the proposals for the properties at 615 South Main and 221 Felch Street. The CAC also discussed the DDA’s efforts to develop consensus on plans for future improvements along S. University. Mr. Detter said the CAC has been involved, along with other near downtown neighbors and merchants, in three meetings on that issue and supports a design that will make South University a destination as well as a passageway for visitors and nearby residents. Mr. Detter said CORE will hold another public meeting to elicit feedback into their proposal for the Library Lot on Thursday, June 2, 6-8:00 pm at the downtown library.

4. DDA MEMBERS COMMUNICATIONS

Ms. Smith said the Allen Creek Greenway project will host a public meeting on June 16 from 6:30-8:30 pm in City Council Chambers.
Mr. Crawford said that work on the CORE proposal for the Library Lot continues, and will not be presented to Council in June as planned. He said that Mr. Howard Lazarus the new City Administrator begins his position in July.

Mr. Hewitt said the final Connector Study alternatives analysis is complete and available on the Connector website. An environmental analysis will be the next phase of study and will be managed by the UM, probably beginning this fall.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said the RTA’s Master Transit Plan has been unveiled, and it aims to create seamless transit connections across the four county region to help people get to jobs, school, and more. The Plan aims to maximize existing transit resources provided by AAATA, DDOT, SMART, People Mover, and M-1 Rail, and offers new transit services to fill gaps. She said that a series of public meetings will be held in June to elicit feedback on the Plan.

6. APPROVAL OF MINUTES

Mr. Guenzel moved and Mr. Mouat supported approval of the May 2016 DDA meeting minutes.

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

7. A. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

Parking & Transportation Report. Mr. Splitt asked for questions.

TDM Strategies. Mr. Orr said Ms. Pollay has been making presentations to share information about the study and its findings. He said staff is pursuing the purchase of additional EPark machines, and will seek a software consultant to assist with future technology purchases.

4th & William. Mr. Splitt said installation of the new elevator is underway. Phase Three will begin after Art Fair and will include installation of the second new high speed elevator.

The next Operations Committee meeting will be June 29th at 11:00 a.m.

7. B. SUBCOMMITTEE REPORTS- FINANCE

Resolution to Segregate Funds for Future Parking Additions (postponed at May meeting). Mr. Narayan moved and Mr. Splitt supported the following resolution.

RESOLUTION TO SEGREGATE PARKING FUNDS TO ENABLE THE FUTURE CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM

Whereas, The DDA has managed public parking facilities in pursuit of its mission since 1992;
Whereas, In 2015 the DDA commissioned a parking study, which determined that the DDA parking system is at full capacity in terms of accommodating any new growth in midday parking demand;

Whereas, This report included a forecast of future parking demand, and based on residential and employment growth predictions, projected an additional peak demand for long-term parking within the DDA system;

Whereas, The report encouraged the DDA to continue its long-standing support for alternative transportation programs to create capacity and extend the impact of future parking system expansions;

Whereas, In addition to its commitment to encouraging the use of alternative transportation choices, the DDA has an interest in planning for the construction of additional parking in the future to support downtown’s growth and vitality;

Whereas, The DDA Finance Committee recommends that the DDA set aside funds on an annual basis to enable the future construction of additional public parking spaces;

Whereas, The DDA Finance Committee also recommends that the DDA begin by setting aside $1 million from its FY2016 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee, and will separate funds to use in the construction of future public parking spaces.

RESOLVED, The DDA also approves the recommendation of its Finance Committee to begin this process by setting aside $1 million in FY2016 for this purpose.

Mr. Narayan said the Committee is bringing forward the same resolution that was considered at the May meeting. After additional discussion at its May meeting, the Finance Committee would like more time to consider this question.

Mr. Narayan moved and Mr. Splitt supported postponing a vote on the resolution until the July DDA Board meeting to allow the Finance Committee to continue to gather information.

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

The next Finance Committee meeting will be Tuesday, June 21st at 1:00 p.m.

7. C. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE
S.U. Project. Mr. Mouat said the consultant team reviewed the final design, and the committee also discussed feedback received from a stakeholder meeting attended by area merchants and nearby residents. The residents expressed a desire for amenities such as seating and planters, the merchants expressed a desire for as much sidewalk café area as possible. Mr. Mouat said the Committee felt the design struck a good balance between those desires, while meeting City Standards.

Mr. Mouat moved and Mr. Narayan supported the following resolution.

RESOLUTION TO APPROVE A SCHEMATIC DESIGN FOR THE SOUTH UNIVERSITY STREETSCAPE PROJECT

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategies, and included references to maintaining previous DDA improvement projects, and enhancing pedestrian connectivity and safety;

Whereas, On October 7th, 2015, The DDA Board approved a total project budget for a South University project of $1.5M so that maintenance issues such as broken planters, ponding water, and heaving pavers could be comprehensively addressed;

Whereas, On March 2nd, 2016, The DDA Board increased the project budget to $2.1M and expanded the project scope to include mid-block street trees to address the City’s sustainability goals, and pedestrian safety elements including sidewalk expansions, corner bump-outs at the Forest and Washtenaw intersections, and new streetlight globes to improve lighting quality;

Whereas, Over the course of seven months the project team has shaped a schematic design through extensive site evaluation and numerous committee, focus group, and one-on-one conversations with stakeholders, including:
  o A Pop-up workshop to gather feedback from users of the corridor
  o Meetings with:
    • South University Area Association and area businesses
    • Downtown Area Citizens Advisory Council and other nearby residents
    • Individual property and business owners along the corridor
    • University of Michigan
    • Downtown Street Design Team, including staff representing City Forestry, Stormwater, Project Management, Systems Planning, Planning, Field Operations, and AAATA

Whereas, The project team worked closely with City staff to ensure alignment with City standards;

Whereas, The DDA Capital Improvements Committee reviewed the proposed final schematic design and recommends approval;

Resolved, The DDA Board supports the recommendation of its Capital Improvements Committee, and approves a schematic design for the South University Project;
Resolved, The DDA Capital Improvements Committee will bring the DDA a resolution to initiate and approve construction services after construction bids have been received.

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

5th & Detroit Project. Mr. Mouat said survey work is almost complete. Meetings with area stakeholders will begin in June. A public pop-up workshop will take place on June 8th.

The next Capital Improvements Committee meeting will be June 15th at 11:00 a.m.

7. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE
Mr. McWilliams said the Committee discussed the TIF cap, specifically how this will help with budgeting and planning, and the benefits to the taxing jurisdictions. He said there was also a discussion of the City budget, which was subsequently approved by City Council.

The next Partnerships Committee meeting will take place on June 8th at 9:00 am.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE
Mr. Hewitt said the Committee primarily spent time reviewing the agenda.

The next Executive Committee meeting will be July 7th at 11:00 a.m.

8. NEW BUSINESS
Moving July Meeting Date. Ms. Pollay said the July Executive Committee, Board and Annual meetings may fall on Eid al-Fitr. She suggested rescheduling the meetings, and proposed moving the meetings one day later, to July 7th. The Board was supportive. Meeting postings will be updated to reflect the change.

9. OTHER AUDIENCE PARTICIPATION
None.

10. ADJOURNMENT
There being no other business, Mr. Guenzel moved and Mr. Orr supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
Executive Committee Meeting  
Wednesday, June 1, 2016

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:15 a.m.  
Present: Roger Hewitt, John Mouat (ex officio), Rishi Narayan, Susan Pollay (ex officio), Sandi Smith  
Absent: Marie Klopf  
Others: Emma Cleason, Eleanor Hagan, Ethan Harding, Joe Budzinsk, Lobeer Fectola/Skyline High School

Committee actions and discussions

Agenda Review. The group reviewed the June DDA monthly meeting agenda. Ms. Smith said she would give an update on the Greenway Study. Mr. Hewitt said he would give an update on the Connector. Ms. Pollay said that the DDA’s July meeting and Annual Meeting may fall on Eid al-Fitr, and asked the group for an alternate date to propose to the board for consideration; the group proposed the day after, Thursday July 7th. In light of the Finance resolution to begin saving for a future addition to the public parking system the group discussed the difference between “postponing” and “tabling” a motion.

Other Business. The group briefly discussed the Annual Meeting which will take place the same day as the board meeting. It was noted that the DDA Chair would ask the board to assist with the annual review of the Executive Director.

There being no other business, the meeting adjourned at 11:41 a.m.  
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, JUNE 8, 2016

Place:  DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time:   9:00 a.m.
Present:  Joan Lowenstein, John Mouat, Keith Orr, Sandi Smith, John Splitt
Absent:  Tom Crawford, Bob Guenzel, Roger Hewitt, Marie Klopf, Al McWilliams Rishi Narayan, Phil Weiss
Others:  Alexis DiLeo/ City of Ann Arbor, Graydon Krapohl/ City Council
Staff:  Susan Pollay, Amber Miller, Jada Hahlbrock
Public:  None

DDA Grants
Committee reviewed the DDA grant policy and discussed possible changes. A resolution outlining a proposed change will be brought to the DDA Board for consideration at its July meeting.

Affordable Housing
Ms. Pollay said she has been talking with City and County staff on about ideas to explore to encourage more affordable housing initiatives. One idea under consideration is to explore strengthening the affordable housing component of Brownfield grants, including possibly making this a threshold requirement. Committee members expressed support for the concept, and encouraged staff to continue this exploration.

Premium Amendments
Ms. DiLeo provided a review of work underway to amend zoning premiums. Proposed amendments include a focus on developments that contain a substantial amount of new workforce housing and that would achieve Gold or Platinum LEED certification. Questions were asked and answered. Ms. DiLeo said that a City Council work session with Planning Commission will be held on Monday June 13 to allow a discussion about possible changes to downtown zoning.

Public Comment
None

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

The meeting adjourned at 10:24 am.
Respectfully submitted, Susan Pollay, Executive Director
South University Project Update
Ms. Miller reported that City and DDA staff are meeting with a S. U. developer to coordinate planning for their proposed project, as it will include required sidewalk work with the DDA streetscape construction. Ms. Pollay said that DDA staff met with a S. U. business owner to review the proposed project design.

5th & Detroit Project Update
Ms. Miller shared a summary of feedback received at the public pop-up workshop and stakeholder focus group meetings. Key elements include pedestrian and cyclist safety, pick-up /drop-off zones for Market-goers and students, and confusion about the one-way streets. Many expressed a strong desire to maintain the unique character of the area, even while improving pedestrian accommodations and better connecting it with other parts of downtown. Outreach and preliminary design work will continue over the summer.

Huron Street Project
The Committee discussed the possibility of working with Smith Group JJR on the Huron Street project. It was noted that Smith Group JJR is a pre-qualified firm with MDOT. It was also noted that their fees had been lower than those proposed by others, and they had agreed to keep their fees the same for the Huron project. Mr. Mouat said that working with a firm familiar with both downtown Ann Arbor and MDOT would be beneficial during this complicated project. The Committee determined it would bring a resolution recommending a project budget ($4M) and to select Smith Group JJR as the project designer.

Sidewalk Repairs Update
Ms. Rolla reported that amenity zone repairs are underway and are being coordinated with the City. Repairs on Washington should be complete soon and work will then move to Liberty Street.

Public Comment
Mr. Detter said the CAC is very pleased to be participating in the planning for the streetscape projects. He said he hopes seating can be a component of the redesigned space adjacent to Community High School. Mr. Detter said he hopes consideration is given to a mid-block crossing on Huron that would connect the 413 building and the walkway from the Varsity.
Next Meeting September 14th at 11:00 a.m.
The July and August meetings were cancelled. The September meeting will take place on Wednesday, September 14th, one week earlier than originally scheduled.

The meeting adjourned at 12:45 a.m.
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Roger Hewitt, John Splitt, Phil Weiss
Absent: Tom Crawford, Bob Guenzel, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Public: None

Financial Statements. The Committee reviewed the May 2016 expense listing. Questions were asked and answered.

New Business. Ms. Pollay shared a list of DDA projects as outlined in the 10 year plan. This report will be added to DDA website.

Old Business. Mr. Morehouse share forecasting information meant help estimate the debt and operating costs of a new parking structure, in addition to estimated revenues as a way to help the Committee continue its investigations relating to segregating funds for future parking additions. The resolution regarding segregating the funds had been postponed last month, and will return to the DDA Board for discussion.

Next Meeting. The Committee cancelled its meeting scheduled for July 26th. The next meeting will take place on Tuesday, August 30, 2016 at 1:00 pm

Public Comment. None

The meeting adjourned at 2:13 pm
Susan Pollay, Executive Director
Parking Structure Repairs
Repairs are underway at the Liberty Square and Ann Ashley facilities with a focus on concrete repairs and sealant work. Next steps at Liberty Square will include deck coating application.

June Parking & Transportation Report
The June report was reviewed. Discussion included the impact to parking related to the change in Art Fair dates. Ms. Shore shared results from May’s Commuter Challenge, saying it was the most successful ever.

General Parking Operation
Mr. Morehouse said the manufacturer had still not delivered Quick Pay card system equipment for the Library Lane and Liberty Square structures. The purchase will take place in the next fiscal year.

MAVEN Request
Ms. Lavers and Mr. Keros presented a request from MAVEN to add 16 spaces to the 10 that MAVEN currently has under contract. Six of the spaces would include EV charging units. GM expressed willingness to assist in paying for the installation of those EV units. Ten of the spaces would be designated for the one-way car sharing service launching this fall. The Committee indicated support for a staff recommendation to the board in response to this request.

Greyhound Request for Lease Extension
Greyhound has requested a lease extension for the space they rent in the 4th & William structure. They are working to secure a new space, but don’t anticipate that being ready for use by the current July 31st lease expiration date. The Committee supported bringing a resolution to the July Board meeting to extend the lease term. All other lease details including rent will remain the same.

Technology Consultant
An RFQ was distributed to locate a parking technology software consultant, and Mr. Morehouse shared that one firm responded. Staff asked to put forward a project budget of $35,000, which
would include a not-to-exceed contract of $25,000. Questions were asked and answered about existing equipment, and what the proposed scope of services would include. The Committee expressed support for a resolution approving the project budget and consultant selection.

Connector Study
Mr. Hewitt shared an update on what will become the third phase of the Connector study. This environmental study phase will be led by UM and is scheduled to begin in early 2017. The DDA had financially supported the earlier phases of the study, and was being asked to help fund phase three. The Committee members expressed support to bring a resolution to the board that would match what the City has agreed to provide.

Parking System Review
Ms. Pollay said work is anticipated to begin shortly.

4th & William Improvement Project
Elevator installation continues. It is hoped Phase II will be completed by Art Fair.

New Business- CORE Spaces
Ms. Pollay said that the City had selected Core Spaces as its preferred developer for the Library Lane site and City staff were working with Core on the details that will come before City Council for approval in coming weeks. Ms. Pollay said that one element of this would involve parking, and asked for direction on what the elements of a future parking agreement should look like. Committee members provided comments.

Public Comment
Mr. Detter said the CAC supports the Connector study and appreciates the DDA’s contribution to the planning effort. Mr. Detter said the CAC also supports the proposed plan to set aside dollars for future parking additions. Mr. Detter expressed concern that the DDA would get out ahead of the City in approving a parking agreement with Core. Ms. Pollay responded by saying that the City will decide on the sale and redevelopment of this site; the committee had only been asked to provide direction on the framework for what might come before City Council for approval.

Next Operations Committee Meeting: The June 29 committee meeting was cancelled. The next committee meeting will take place on August 31 at 11:00 am

The meeting adjourned at 1:10 pm.
Susan Pollay, Executive Director
RESOLUTION TO AMEND THE DDA GRANT POLICY

Whereas, The DDA mission is to strengthen the downtown and spark private investment;

Whereas, An important way for the DDA to accomplish its mission is to provide a DDA grant in support of a project that supports important DDA values, such as downtown walkability, diversity of people and mix of uses, sustainability, mix of downtown uses, and downtown Ann Arbor’s unique identity and creating an attractive and memorable sense of place;

Whereas, The DDA Board created a new DDA grant program and approved a DDA Grant Policy at its November 2015 meeting which set forward grant principles and procedures;

Whereas, This Policy was utilized by the DDA when determining grant approvals in FY2016;

Whereas, Subsequently, the DDA Partnerships Committee has reviewed the DDA Grant Policy and determined that it would benefit the DDA in the accomplishment of its mission to amend this Policy;

RESOLVED, The DDA approves the amended DDA Grant Policy as recommended by its Partnerships Committee.
The A2 DDA mission is to spark private reinvestment within its DDA District and strengthen the downtown. The DDA always refers to its mission and its Development Plan when considering any grant request. It is the goal of the DDA to promote the economic growth, quality of life, and development of properties within its DDA District by private investment.

An important way for the DDA to accomplish its mission is to provide a DDA grant.

The DDA Grant Program works to encourage projects that are transformative, fill a gap in activity or marketplace, and encourage additional projects or investment. This grant program is distinct from other DDA grant programs.

The DDA Development Plan sets forward important DDA values, such as supporting walkability, sustainability, excellent building design, mix of downtown uses, mix of downtown users, and downtown Arbor’s unique identity. The DDA has full discretion to determine if a project meets these values, and to determine whether a DDA grant should be awarded to any project.

To support a project, the DDA will only invest in the elements that not only benefit the proposed project, but also a larger public good. By way of example, this may include elements visible from the public right of way such as historic facades and murals, elements usable by the broad public including walkways, fire hydrants, street lights and public markets, or amenities that make downtown more accessible and attractive.

To be eligible for a DDA grant, a project must:

1. Correct a documented gap in the marketplace or underserved market or support a unique offering that is integral to the character of a neighborhood
2. Act as a catalyst for additional revitalization of the area in which it is located
3. Have a significant impact to investment or activity, relative to the DDA’s grant amount
4. Have additional funding sources, including from other grants or the project team itself
5. Be well-planned and have financially sustainable management and maintenance.

Once a project has been deemed eligible, the DDA will shape its commitment based on the list below. As part of its review, the DDA will determine if the project:

- Supports an engaging and attractive downtown pedestrian experience
- Reinforces downtown’s identity, unique sense of place, neighborhoods and community stewardship
- Strengthens commerce and economic vitality downtown
- Demonstrates environmental practices and sustainability
- Is a project that reinforces a downtown neighborhood’s unique identity and connects to the adjacent sidewalk to enhance quality of place and pedestrian activity
- Improves universal accessibility
- Reuses vacant buildings, reuse historical buildings, and/or redevelop blighted property
- Strengthen local artistic, scientific, cultural, or historic significance
- Leverages DDA grant money in a way that makes other funding possible
- Supports cooperative projects between the DDA and other local forms of government

If awarded, the DDA may elect to pay a grant out over time. Conversely, the intent is not to restrict future DDA board’s opportunity to provide grants, thus the DDA may elect to limit the dispersal of grants over more than a single year.

The DDA reserves the right to adjust the timing and amount of each portion of its grants to best benefit the DDA’s budget and other considerations. The DDA will reimburse for actual costs, up to the DDA Grant amount, upon verification submitted by Grantee.

If awarded, DDA grants will automatically expire if not utilized during the time period defined by the DDA Resolution. Once grants have expired, applicants may be provided with an opportunity to reapply. If the project is altered over the course of the award period, the Grantee must bring an updated request back to the DDA.

Applications must be made before a project begins. The DDA will not provide retroactive grants. DDA Grants are completely voluntary on the part of the DDA. The DDA reserves the right to modify these Grant guidelines at any time and without notice. The DDA reserves the right to eliminate its Grant program at any time and without notice. The DDA reserves the right to eliminate its grant award if subsequent changes are made to a project receiving a DDA grant. The DDA reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities and/or informalities in any proposal and to make the award in any manner the DDA believes to be in its best interest.

**DDA Grant Process**

The DDA has determined that it can receive grant applications all year, but it has scheduled a review of grant applications at least once a year, with a deadline for written submission by November 30th.

A grant applicant shall make a presentation about the project to the full DDA at a regularly-scheduled monthly Board meeting. Handouts with supplemental information are permitted as part of this presentation. The grant applicant may or may not be requested to meet with a DDA subcommittee prior to submitting a grant request to the DDA, to enable DDA members to become familiar with the proposed project.
The applicant making a grant application to the DDA must submit a full financial pro forma for the project, including costs and sources of support and funding. Detailed information about the project must be provided. A form will be developed and must be completed in its entirety. In particular, the application must:

- Explain how the project will enable the DDA to meet its mission and is in alignment with DDA goals. As part of this, specifically address eligibility thresholds one and two above.
- Include information about the project goals, timeline, and names of individuals responsible for the project.
- State the full name, address, telephone number, and web site address of the organization making the application.
- Provide the name, title, address, email, and telephone number of the individual to whom correspondence and other contacts should be directed during the grant review process.
- Provide detailed information about previous projects of this nature undertaken by this organization with an emphasis on the experience of the staff members involved.
- Provide the project schedule, including start and end dates.
- Provide detailed information about how the DDA would be recognized and would receive ample publicity if a grant were provided.
- Provide details for how results will be measured or quantified as a result of this project.

A DDA subcommittee will evaluate the application and may request additional information as needed. This subcommittee may opt not to take action on a grant request or may make a recommendation on a grant request and present this to the full DDA Board for consideration.

The DDA must receive substantial recognition in a form approved by the DDA for any grant award.
RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE HURON 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, One of these four projects was a Huron Street improvement project, which we anticipate will take place on Huron Street, from Ashley to Division, and may include new sidewalks, street trees, pedestrian lights, innovative storm water treatments and pedestrian crossings, benches, and bike hoops, in addition to other elements;

Whereas, The cost estimate for this project had been estimated to total just under $4 million;

Whereas, The DDA Capital Improvements Committee recommends that the DDA approve a project budget for the Huron Street project using the $4 million cost estimate discussed at the 2015 retreats;

Resolved, The DDA Board reaffirms its commitment to undertaking an improvement project on Huron Street project as outlined at its 2015 Board Retreats in support of the DDA mission and Development Plan;

Resolved, The DDA Board approves a total Huron Street project budget of $4 million;

RES Huron Project Budget Approval 070716
July 7, 2016
RESOLUTION TO APPROVE A DESIGN TEAM FOR THE HURON STREET 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, including the Huron Street Project, and came to consensus on project timing, scope, and budgets;

Whereas, Following a RFQ process, interviews, and input from City Staff, on October 7, 2015, the DDA selected Smithgroup JJR as the design team for the DDA’s first two streetscape projects, on South University and at Fifth & Detroit;

Whereas, During this RFQ process, the DDA stated that it may prequalify design teams to submit proposals for the latter two streetscape projects;

Whereas, Huron Street is a state trunkline and will require substantial coordination with MDOT, and both Smithgroup JJR, and their subconsultants FTC&H, are prequalified service vendors for MDOT;

Whereas, the DDA Capital Improvements Committee reviewed a proposal from Smithgroup JJR, and subconsultants FTC&H for Huron Street design and engineering services and recommends approval;

Resolved, The DDA Board selects the Smithgroup JJR team for the Huron Street Project;

Resolved, The DDA Board authorizes the Capital Improvements Chair and DDA Director to execute a design contract with a not to exceed amount of $520,000, which includes an estimated fee of $472,000 and a $48,000 design contingency;

Resolved, The DDA Capital Improvements Committee will bring subsequent resolutions to initiate the Huron Street Project construction phase.
Huron Street
SCOPE OF SERVICES

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”), Michigan Department of Transportation (MDOT), and other 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 street 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. Develop a funding strategy for the use of grants outside of the DDA and prepare grant applications.

**Phase Three: DESIGN DEVELOPMENT:**
Further refine the design, phasing and budget for the Huron Street project and work with stakeholders and City staff to insure that the design reflects the desired character for Huron 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, assist in grant reporting, and establish a high standard for quality.

Baseline assumptions from which this proposal is based include the following:
1. The Huron Street Improvement project will be primarily funded by the Ann Arbor DDA. The DDA hopes to successfully pursue grant funding through the State of Michigan or SEMCOG (and, perhaps, other sources) to help implement the project.

2. The current project construction budget assumes that the work will include improvements of Huron Street from Ashley Street to Division Street. Contemplated improvements include upgrading the street and pedestrian lighting, providing updated pedestrian crossing signals, installation of new street trees, landscape beds and rain gardens, sidewalk replacements and pedestrian amenities. Improvements within the street may include new boulevard islands and intersection paving enhancements to highlight key places along Huron and improve pedestrian safety.

3. We will perform a traffic study of the corridor to inform the improvements, which will include the assessment of need for new traffic signals. The design of new signals (other than the pedestrian signal upgrades noted above), is not included in this scope of work.

4. Stormwater system improvements consistent with Ann Arbor’s Green Streets policies, road reconstruction and/or repaving, and changes to the vehicular signalization are not anticipated at this time.

5. 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.

6. 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.

7. 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.

8. 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 the Downtown Street Design Team and/or other staff as needed 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 (CIC) to discuss the streetscape design, outside of those already defined in the scope of work.

The SmithGroupJJR Team for the Huron Street project will include SmithGroupJJR and Fishbeck, Thompson, Carr, and Huber (FTCH). The proposed roles of the two team members are as follows:
SGJJR:
- Lead design consultant and project manager
- Establish overall design approach and theme
- Prepare Schematic Design documents for the entire project based on results of the traffic study and community and client input.
- Provide Final Design of sidewalks, lighting, landscape, and amenities

FTCH
- Lead Traffic Engineering study and coordination with MDOT
- Prepare the site survey
- Provide Final Design of road improvements, including medians, intersection treatments, and pedestrian signal upgrades

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, DDA, and MDOT 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
- Utilities maps, easement records, and planned improvements;
- 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; and
- Known information on other proposed developments and improvements in the area.

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 subsequent 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 a process in this proposal 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 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.

Given that the Huron Street right-of-way is owned and managed by the Michigan Department of Transportation (MDOT) we will include the region planner in relevant Street Design Team Meetings and meet with additional staff, as needed.

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 Huron 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 local merchants and property owners, the University of Michigan, 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.

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 intersections of Huron and Main Streets and Huron and State Streets 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 work and meeting space. 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 SmithGroupJJR Team will develop Synchro traffic models for evaluating traffic operations relative to the potential for adding boulevard medians in the current left turn lane in places along Huron Street where such medians would not interrupt left hand turning movements. This effort will consider alternative placement and length of the medians as these variables will impact...
queuing length and traffic operations. The model will utilize the traffic and street 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 approach selected, the report will be finalized and distributed to the project team.

The SGJJR Team will coordinate the traffic study with the local office of MDOT to ensure that the resulting study will meet their requirements for assessing the proposed improvements.

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, 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 (temporary, and perhaps, permanent);
- Lighting approaches and layouts;
- Street furniture approach and types; and
- Opportunities for special amenities such as art, community markers, etc.
- Pedestrian crossing and intersection treatments
- Landscaped medians

**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.

Task 2.4: Draft Schematic Design Plan

Based on the results of the previous workshops and follow up discussions with the project team the SmithGroupJJR Team will prepare a Schematic Design Plan that illustrates preferred design direction. Alternative design approaches may still be under consideration for key parts of Huron 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 three workshop sessions, the first to the Capital Improvements Committee, the second to the Street Design Team, and then to the general public and focus groups. The meetings will be structured in an interactive, workshop style to review and solicit feedback on the site plan 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.

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.

Preparation of the Implementation Strategy will be coordinate with MDOT to obtain their input regarding the proposed improvements, potential funding sources, and the construction logistics and scheduling.

Task 2.7 Funding Applications

The SmithGroupJJR Team has extensive experience securing grant funding for streetscape, alternative transportation, and community development projects and we will assist the project team with assessing grant and funding opportunities, communication with potential funding sources about the project, and preparing grant and funding applications. We will work with the project team to determine grant opportunities to fund construction of specific elements of the project, and we believe that the project is a good fit for potential funding programs. Until the grant sources are known it is difficult to predict the level of professional time it will take to prepare the grant applications; based on our experience we have budgeted approximately $10,000 in professional time and expenses for this effort, which we believe will be adequate for the pursuit of up to two grants.

Phase Two Meeting Summary:
- Two Capital Improvements Committee Workshops
- Two Street Design Team Workshops
- Two Public Workshops
- Up to four 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
- Street Cross Sections and Details
- 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 Agency Coordination and Permitting

At the conclusion of the Design Development phase of work we propose to prepare applications and submit plans to MDOT and the City of Ann Arbor for technical review and permitting as
appropriate. We anticipate up to four meetings during this task to coordinate with these entities. Permits that are typically sought when a project is commencing construction are assumed to be the responsibility of the Construction Contractor.

Task 3.4: 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.

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)
- Up to four meetings with MDOT and/or City staff to review submitted plans
- 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, and electrical 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
- Street Cross sections 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, bidding documents, and engineer’s estimates and quantities to be included in the bid package. We assume that we will utilize DDA or City of Ann Arbor standard bidding and contract 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. We assume that the DDA will oversee the bid process with our input and assistance, as needed.

**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.
4. 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)
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's 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 16 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 Eight Construction Meetings
- Up to Sixteen Site Visits
- One Substantial Completion Inspection/Meeting
- One Final Completion Inspection/Meeting
- Meet with CIC as needed (up to six times over project)
RESOLUTION TO SEGREGATE PARKING FUNDS TO ENABLE THE FUTURE CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM

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

Whereas, In 2015 the DDA commissioned a parking study, which determined that the DDA parking system is at full capacity in terms of accommodating any new growth in midday parking demand;

Whereas, This report included a forecast of future parking demand, and based on residential and employment growth predictions, projected an additional peak demand for long-term parking within the DDA system;

Whereas, The report encouraged the DDA to continue its long-standing support for alternative transportation programs to create capacity and extend the impact of future parking system expansions;

Whereas, In addition to its commitment to encouraging the use of alternative transportation choices, the DDA has an interest in planning for the construction of additional parking in the future to support downtown’s growth and vitality;

Whereas, The DDA Finance Committee recommends that the DDA set aside funds on an annual basis to enable the future construction of additional public parking spaces;

Whereas, The DDA Finance Committee also recommends that the DDA begin by setting aside $1 million from its FY2016 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee, and will separate funds to use in the construction of future public parking spaces.

RESOLVED, The DDA also approves the recommendation of its Finance Committee to begin this process by setting aside $1 million in FY2016 for this purpose.
1. **Parking Operations**

   **Special Events In June**
   
   June Thursdays Sonic Lunch
   June 3-12 Cinetopia
   June 4 Maker Faire
   June 4 Live on Washington
   June 4 African American Festival
   June 5 Taste of Ann Arbor
   June 5 Dexter/Ann Arbor Run
   June 9 Cinetopia Outdoor Film Screening
   June 10 Mayor’s Green Fair
   June 10 - July 3 Summerfest/Top of the Park
   June 12-17 Restaurant Week
   June 18 Bookfest
   June 23 Event on Main

   **Special Event Meter Bag Fee Waivers in June**
   
   June 2, 9, 16, 23 &30 Sonic Lunch (additional street closures on June 9 & 23) $1200
   June 4 Maker Faire $420
   June 4 African American Festival $1920
   June 5 Taste of Ann Arbor $160
   June 5 Dexter/Ann Arbor Run $1260
   June 9 Cinetopia Outdoor Film Screening $220
   June 10 Mayor’s Green Fair $1660
   June 6- June 30 Summerfest/Top of the Park $21120
   June 18 Bookfest $320

   **Republic Parking Personnel Changes**
   
   There were no personnel changes.

   **Meters**
   
   The meter department worked with Community Standards staff to tag and remove 35 abandoned bikes from downtown on Friday June 17th. Preparations for Art Fair are in full swing. Plans are in place for the installation of 650 meterbags for the Townie Party, Fun Run and the Art Fairs themselves. The department will also handle parking on the street at 118 spaces for oversized vehicles. The shift of the Art Fair to a Thursday to Sunday schedule has increased the number of days meter were out of public use and the number of meter bags being installed since the Townie Parking the Fun Run remain on Monday. Since the meter bags are no longer needed on Tuesday (old set-up day), the meter bags will now have to be removed and reinstalled on Wednesday (new set-up day) in the areas that overlap.

   **General Operations**
   
   D.C. Byers has begun the summer repairs in the parking structures. The Operations department is adjusting the space counts as needed. Republic Parking is prepared for Art Fair. Plans for staffing on the Sunday during Art Fair is now complete. Republic will also be increasing their staffing on
Saturday July 30th for the soccer game at Michigan Stadium. The parking operations during Cinetopia on June 9th went well with the loss of the Maynard Street entrance and exits. The valet operations at the Residence Inn have been working well.

**City/DDA Parking Enforcement Committee**
The committee agreed to a Taxi Board recommendation to change 14 of the 24 evening/nighttime taxi stands to passenger pickup/drop off zones from 6 pm to 3 am. Another 2 regular loading zones (S. University and E. University) will be converted to evening/nighttime passenger pickup/drop off zones at their request. It was agreed that 2 other nighttime taxi stands would be converted to evening/nighttime motorcycle parking in the warmer months as a pilot idea. City Council was notified of this decision per their resolution. These recommendations will be enacted as soon as the signage can be changed.

**Tally Hall Condominium Meeting**
The last meeting was held on May 26th. The association worked on passing a budget for the next fiscal year along with an agreement to sell premium parking in the alley on the west side of the building. The next meeting will be on August 24th.

2. **Parking System Maintenance**
The spring washdowns have been completed as of June 17th. DC Byers began the annual maintenance and repair work on June 17th. June work includes concrete repairs and small areas of seal coating at Liberty Square, a guardrail replacement at Maynard, and work at Ann Ashley. The DDA is working with the contractor and Republic Parking to notify monthly parkers, neighbors and the merchant associations of work schedules and impacts to parking. A manhole at the First and William lot collapsed. The City installed a new manhole and the lot is now fully operational.

3. **Parking Equipment**
The RFP for on-street multi-space payment equipment is being reviewed and should be ready for release by month end.

The Quick-Pay equipment ordered in February has not been installed yet by Traffic & Safety. They have been notified that the equipment needs to be installed by 6/30/16 to be paid out of the FY 2016 budget.

**Elevators**
There were 15 elevator service calls during the last month. They were distributed as follows:
- 5 Fourth and William (Alley)
- 1 Ann & Ashley North
- 9 Fourth and Washington

4. **Parking Construction**
**Fourth & William Stair/Elevator Improvement Project**
Installation of the first elevator of two new elevators is underway.

5. **Transportation**
**getDowntown Overall Outreach**
Susan Pollay and Nancy Shore provided parking and transportation information to employees of the following companies who expressed concerns about parking downtown:
In June, getDowntown reached out to the following prospects about our services:

- Millendo Therapeutics
- Healpay
- SkySpecs
- Ginger Deli
- Liquid Advertising
- Liberty Title
- UAW Retiree Medical Benefits Trust
- Kouzina
- Rock Paper Scissors

**Go!pass**

Go!pass ridership was down 6% in May. This is the smallest decrease in the past several months so that is an encouraging sign. We continue to see the impacts of gas prices, larger companies not using the passes because they are out of business, and better regulation of the Go!pass.

**New Go!pass companies for June**

- Homestead Healing Arts
- Shinola Ann Arbor
- Delta Kappa Epsilon
- Piada Italian Street Food
- Spirit Moves
- Hook Studios LLC
- Pitaya
- Joseph Lloyd, Attorney
- Great Lakes Grow Works
- Neurable

Go!pass sales as of June 17, 2016: 6,595 passes distributed to 464 organizations

**getDowntown Events**

**Commuter Challenge**

We had a record breaking Challenge this year! Here are the final stats:

**Commuter Challenge 2016 Final Overall Stats**

263 Participating Organizations
2,291 Active Users (logged at least 1 alternative commute)
49,700 Total Trips
2,700,000 Calories Burned
894,200 lbs CO2 Saved
598,800 car miles saved
These stats all break the record from previous years making the 2016 Commuter Challenge the most significant yet.

**Commuter Challenge 2016 Overall Impact**
Every year during the Commuter Challenge, we conduct a survey to track the impact of the Challenge on participants. We also delve into the commuting data we receive to see how the Challenge has changed behavior: Here are a few of the key facts:

- **748** Commuter Challenge participants who typically drive alone logged at least 1 alternative commute during the month of May
- **70%** of survey participants who typically drive alone said the 2016 Commuter Challenge will increase their future use of alternative commuting.
- **4%** of survey participants used alternative commuting for the first time during the 2016 Commuter Challenge. This is huge given how hard it is to change people's commuting habits!

**Commuter Challenge 2016 Organizational Winners**
These Organizations go the MOST participation in their size category. If there was a tie, the winner was determined by the highest average # of commutes.

- **2-10 Person Organization Winner:** UM - Pratt Lab
  Prize: Lunch Party from Jerusalem Garden
- **11-20 Person Organization Winner:** Workforce Software
  Prize: Lunch Party from Pizza House
- **21-50 Person Organization Winner:** Ecology Center
  Prize: Lunch Party from Tios
- **51-100 Person Organization Winner:** Mathematica Policy Research
  Prize: Tray of Baked Goods from The Lunch Room
- **101-500 Person Organization Winner:** Arbor Research Collaborative for Health
  Prize: Iorio's Gelateria Gelato Party at their worksite
- **500+ Person Organization Winner:** City of Ann Arbor
  Prize: Orange Leaf Frozen Yogurt Party at their worksite

**Bike Parking**
Bike Locker Rentals as of 5/13: 12 of 18 rented (64%)
Maynard Bike House Rentals as of 5/13: 16 rentals
Ann Ashley Bike House Rentals as of 6/17: 34 rentals

**Traffic Pattern Changes**
The 100 block of South Ashley has been reconfigured. The City restriped the block in an effort to help prevent drivers from using the bike lane as a right turn lane. The reconfiguration also helps to align traffic with the improvements adjacent to the new hotel on 100 N. Ashley. As part of this restriping, they added parking on the left/west side of the street.
RESOLUTION TO EXTEND A LEASE WITH GREYHOUND AT THE FOURTH & WILLIAM PARKING STRUCTURE

Whereas, Greyhound was displaced from its long-time location in 2014 and sought a temporary location in downtown Ann Arbor until such time as a permanent location can be found;

Whereas, In support of its mission, the DDA approved an agreement between the DDA and Greyhound for a short term lease at the Fourth & William parking structure;

Whereas, Greyhound has asked for a six month lease extension that would run until December 31, 2016 to enable them time to complete the details needed to secure their next location, and the DDA Operations Committee supports this lease extension;

RESOLVED, The DDA Executive Director is authorized to work with the DDA Attorney to formulate and sign a lease extension between the DDA and Greyhound through December 31, 2016.
Susan, prior to this email and telephone discussions, I have advised you all that Greyhound is currently negotiating terms for a new site within Ann Arbor and requires a Lease Extension in order to complete this transaction. We do not want to interrupt our Downtown service, as we believe we are essential to Ann Arbor’s citizens, providing them with a needed transportation amenity. As you know, the Downtown area best serves our passengers, as it affords them easy access.

We, therefore, propose the following Lease Terms in an effort to continue serving the citizens of Ann Arbor.

- **Lease Extension**: 12/31/16
- **Early Termination**: Greyhound can terminate giving a 30 Day Notice to Ann Arbor Downtown Development Authority (DDA) if relocation completed before 12/31/16
- **Rent**: $1,525/mo.

Your assistance and support is greatly appreciated and I look forward to working with you to complete this transaction.

Regards,
Deanna

Deanna Simsek, Regional Real Estate Manager
350 N. St. Paul Street, Dallas, TX 75201
www.greyhound.com
AGREEMENT

The City of Ann Arbor Downtown Development Authority (hereinafter “DDA”) of 150 South Fifth Avenue, Ann Arbor, Michigan 48104, and Greyhound Lines, Inc. (hereinafter “Greyhound”) of 350 N. St. Paul Street, Dallas, Texas 75201, agree as follows this 26th day of June 2014:

1. Premises: Greyhound will lease from DDA approximately 400/sq. ft. (ground floor, interior space) at the Fourth and William parking structure, beneath the Fourth Avenue speed ramp as shown in Exhibit A for an office to support Greyhound’s ability to provide freight and passenger services. This agreement is conditional upon Greyhound providing DDA with information deemed sufficient by DDA regarding the space and operational needs of Greyhound to carry out its business at the premises, and shall not take effect unless DDA determines that such needs can reasonably be accommodated in a manner consistent with use of the premises for public parking.

2. Term: 2 years, commencing August 1, 2014.

3. Early Termination Option: Within the second lease year, Greyhound may terminate this lease by giving the DDA 90 days advance notice to terminate if space becomes available in the newly constructed Blake Transit Center or any other location that is both conducive to Greyhound’s bus operation and agreeable to Greyhound in its sole discretion.

4. Tenant Improvements: The DDA, at DDA’s sole expense, but in no event to exceed $30,000.00, will install external openings into the space as shown on Exhibit B attached hereto. The DDA will obtain a City building permit for this improvement work, which shall be completed in accordance with all permit requirements.

5. GPX Business: Greyhound requires access into the parking garage for package drop off and pick up, and the DDA will permit such operations as long as parking operations and patron usage within the parking garage are not disrupted or affected in any way. Details about GPX business requirements shall be provided by Greyhound to DDA prior to signing this agreement, and shall be subject to the reasonable approval of DDA.

6. Monthly Rent: One Thousand Five Hundred Twenty Five Dollars ($1,525) payable the first day of the month.

7. Indemnification and Insurance: Greyhound shall carry liability insurance in such amounts as shown below, to pay all premiums thereon when due and to cause such insurance to name the DDA, City of Ann Arbor and Republic Parking as additional insured thereunder. A copy of these insurances shall be provided to the DDA and to the City of Ann Arbor:
Commercial General Liability Insurance of no less than $2,000,000 per occurrence for bodily injury and property damage.

Workers Compensation and Employer's Liability Insurance of no less than the statutory limits of the State of Michigan.

8. Restroom Facilities: Greyhound personnel will be provided access to the restroom facility on the premises with a key that will be provided by the DDA.

9. Trash: No trash service is available on this site. Any and all waste from Greyhound must be taken off premises and disposed of properly by Greyhound.

10. Parking: If desired by Greyhound, the DDA will make available one (1) monthly parking permit to Greyhound at the standard monthly rate. This is currently One Hundred Forty Dollars ($140) per month. This monthly parking permit provides access into the structure for a general parking spot and the user must abide by any parking restrictions as noted on signage within the structure. Greyhound will not be provided an assigned parking space within the parking structure. The parking structure currently has a 10-minute grace period for its transient customers. Any Greyhound customer, vendor, or representative that may come into the structure to transact business will be responsible for any parking charges that result from a stay beyond the 10-minute grace period.

11. Signage: If in the future a request is made by Greyhound to the DDA to affix signage to the exterior of the structure, the DDA will consider such request in good faith, but exterior signage is not guaranteed, and if such signage is permitted, it must be in accordance with specifications provided by the DDA and City of Ann Arbor and it will be at Greyhound's sole expense.

12. Bus Staging on the Street: The DDA will put through to the City a Traffic Control Order (TCO), that if approved, would authorize space sufficient for up to two Greyhound buses to stage on the southern end of the west side of the 300 block of South Fourth Avenue to load and unload passengers and freight. The sidewalk adjacent to this loading area must not be blocked at any time by Greyhound passengers or packages.

13. Governing Law: This agreement shall be governed by Michigan law without consideration to any choice of law provisions and any legal action necessary to enforce this agreement shall be brought in the courts of Washtenaw County, Michigan.

14. Authority: Any individual executive this agreement on behalf of an entity warrants that he or she has authority to bind said entity to this agreement.
DDA

By: [Signature]

Its: [Title]

Date: [Date]

GREYHOUND

By: [Signature]

Ted Burk

Its: Senior VP Corporate Development

Date: [Date]

Approved as to form
By: [Signature]

Tricia A. Martinez, Attorney
RESOLUTION TO AMEND A CONTRACT WITH GM (“MAVEN”) FOR DOWNTOWN CAR SHARING

Whereas, The DDA has been a committed supporter of transportation programs for many years in support of its mission, including car-share, which helps reduce the number of cars in downtown, thus reducing congestion and the need for parking;

Whereas, The DDA has also been a committed supporter of electric vehicle use in the downtown, as a way to meet the DDA and City’s sustainability goals;

Whereas, GM recently created a new car share program called “Maven”, and in February 2016, the DDA approved a contract with GM (“Maven”) that provides 10 parking spaces for its car share program in several DDA-managed public parking facilities, including 2 electric vehicles (EV);

Whereas, GM representatives met with the Operations Committee and requested 16 additional spaces, of which 4 would be for electric vehicles, and many of which would be used as spaces for a new Maven-only one-way car share offering;

Whereas, These representatives also extended an offer to contribute to the cost associated with EV charging equipment;

Whereas, The Operations Committee supports this request in general, and upon review, recommends DDA approval of an additional 8 spaces for a total 18 spaces for both conventional and electric vehicles, which includes the current 10 parking spaces:

<table>
<thead>
<tr>
<th>Car spaces</th>
<th>Parking facility</th>
<th>Electric Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>4th &amp; William structure</td>
<td></td>
</tr>
<tr>
<td>2 + 1 new</td>
<td>Forest Avenue structure</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Liberty Square structure</td>
<td></td>
</tr>
<tr>
<td>2 + 2 new</td>
<td>1st &amp; Washington structure</td>
<td>1</td>
</tr>
<tr>
<td>1 + 1 new</td>
<td>4th &amp; Catherine lot</td>
<td>1 old + 1 new</td>
</tr>
<tr>
<td>1 + 2 new</td>
<td>Ann Ashley structure</td>
<td>1 old + 2 new</td>
</tr>
<tr>
<td>2 new</td>
<td>415 W. Washington lot</td>
<td></td>
</tr>
<tr>
<td>18 total</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Resolved, The DDA approves the addition of 8 spaces to its contract with GM/Maven, to enable two-way and one-way car share, including electric vehicles and convention vehicles;

Resolved, In addition to the monthly rent for these spaces, GM/Maven will be asked to provide funding for six EV locations, which will include costs associated with equipment at their current two EV spaces, as well as costs for four additional EV locations.
RESOLUTION AUTHORIZING A PARKING TECHNOLOGY SOLUTIONS STUDY BUDGET AND THE SELECTION OF DIXON RESOURCES UNLIMITED AS PROJECT CONSULTANT ($35,000)

Whereas, On July 1, 2015 the DDA commissioned Nelson/Nygaard to conduct a parking study and recommend TDM solutions for Ann Arbor;

Whereas, The DDA would like to be able to assess the impacts of implementing the study recommendations, but does not currently have the software needed to assemble the data;

Whereas, The DDA issued a RFQ for Parking Technology Solutions in June, 2016, and Dixon Resources Unlimited was the only respondent with a not-to-exceed cost of $25,000;

Whereas, The Operations Committee determined that the response from Dixon addresses the needs of the DDA to analyze its data from its existing parking equipment and make future equipment and software purchases;

RESOLVED, The DDA approves the selection of Dixon Resources Unlimited;

RESOLVED, The DDA shall establish a project budget of $35,000;

RESOLVED, The DDA Executive Director is authorized to sign a contract within the approved project budget;

Res Dixon Resources Unlimited 070716.doc
July 7, 2016
RESOLUTION PROVIDING $60,000 TO SUPPORT PHASE III OF THE ANN ARBOR CONNECTOR STUDY

Whereas, Enhancing transportation into and through the downtown is a key strategy in the 2003 DDA Renewal Plan;

Whereas, In 2008 the DDA approved a $80,000 grant in support of Phase I of a Connector Study in partnership with AATA, City of Ann Arbor, and the University of Michigan, and this phase of study affirmed the feasibility of an enhanced transportation option along the Connector Study corridor;

Whereas, in 2012 the DDA approved a $30,000 grant in support of Phase II of this Connector Study, again in partnership with the AATA, City of Ann Arbor and University of Michigan, and this phase of study determined the preferred transportation mode and the route for the Connector;

Whereas, At its FY2017 budget approval, City Council approved a budget amendment for the Connector Study that set forward the following: “Resolved, That the City Council sets its level of participation for Phase III at $60,000, without regard to Fiscal Year, which assumes a project of $3,000,000, with 90% UM participation, 6% TheRide, and 2% each for the City and the DDA;”

Whereas, It is anticipated that an RFQ will soon be distributed for Phase III of the Connector Study;

Whereas, The DDA Operations Committee recommends that the DDA continue its participation as part of the Connector Study partnership in Phase III, and that the DDA approve funding for Phase III that matches the amount approved by the City;

RESOLVED, The DDA approves $60,000 for Phase III of the Connector Study as recommended by its Operations Committee.

Res Connector Study Phase III 070716.doc  
July 7, 2016