

April 30, 2024

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

**Fourth & Washington and Forest Avenue Parking Structures
Professional Service Agreement – Parking Facility Lighting Upgrade
Design Documents and Construction Administration**

Fishbeck is pleased to provide this proposal for professional engineering and parking consulting services to upgrade the existing lighting at the Fourth & Washington and Forest Avenue Parking Structures, and to install an emergency electrical generator at the Fourth & Washington facility. Fishbeck recently completed a predesign study to identify scope requirements, construction budget, and costs. This current proposal includes Fishbeck design services to develop scope and criteria documents for electrical contractor bidding.

Statement of Understanding

The Forest Avenue Parking Structure currently utilizes metal halide light fixtures installed over 20 years ago, and the Fourth & Washington Parking structure utilizes a mix of fluorescent and early vintage LED fixtures installed over the last 20 years. Upgrades to the existing lighting systems at both structures will improve energy efficiency, improve safety, and reduce operational costs.

Fishbeck completed the predesign study and issued Lighting Evaluation Reports for each parking structure on February 7, 2024. Furthermore, Fishbeck provided a summary of the City of Ann Arbor Outdoor Lighting Ordinance (within Chapter 55: *Unified Development Code (UDC), Section 5.25 Outdoor Lighting*) and our recommendations for lighting improvement implementation in the February 7, 2024, `

Project Scope of Work

Lighting upgrades and power distribution revisions will be based on the predesign Lighting Evaluation Reports and the Lighting Ordinance Report as follows:

1. Lighting replacement – The design will replace fixtures one-for-one in current locations. Added light fixtures will only be added where significant deficiencies in lighting levels are identified. Based on our initial review, additional fixture locations will be limited. The existing conduit, wiring, and branch circuiting will be maintained, and new energy efficient LED fixtures with wireless controls will be installed. Lighting replacement will include:
 - a. Covered parking levels, stairs, and storage/office/restroom fixtures.
 - b. Roof level pole-mounted fixtures.
 - c. Exterior wall-mounted fixtures.
 - d. Exit signs.
2. Forest Avenue power distribution revisions – Fishbeck recommends electrical distribution modifications to comply with NEC requirements.

3. Fourth & Washington new generator and power distribution revisions – To rectify the emergency lighting system and to maintain operation of the elevator and other owner requested equipment (i.e., mechanical ventilation, exit signs, and sump pumps) during a power outage, a new natural gas generator will be installed. The generator is anticipated to be powered by natural gas, and this will require a natural gas line to the parking structure from the natural gas service in Fourth Avenue or Washington Street.
4. Fourth & Washington natural gas service – Natural gas service appears to be available in both Fourth Avenue and Washington Street, and we would prefer service access from Fourth Avenue directly into the current basement level battery storage closet. We recommend beginning this process immediately to avoid schedule delays, as coordination with DTE and the City will be required. We also recommend that Fishbeck coordinate the installation of the gas line prior to the electrical contractor mobilizing for the lighting replacement.

Project Construction Delivery

We anticipate the most cost-effective method for completion of this project is direct bidding by electrical contractors. Fishbeck will prepare scope and criteria construction documents for electrical contractor bidding; and the electrical contractor will complete all required design necessary to meet City of Ann Arbor permitting requirements and will maintain engineer of record responsibilities.

Anticipated Construction Budget

Bidding documents will request separate contractor pricing for each facility, with further breakdown for exterior lighting, power distribution revisions, and the installation of the Fourth & Washington generator. Fourth & Washington Parking Structure work is to be completed in fiscal year 2025, and Forest Avenue parking structure work in fiscal year 2026. The estimated construction budget is as follows:

Project Scope of Work	Estimated Construction Budget
Fourth & Washington Parking Structure	
Lighting – Interior and Roof	\$341,000
Lighting – Exterior	\$63,000
Power Distribution & Lighting Control	\$314,000
Forest Avenue Parking Structure	
Lighting – Interior and Roof	\$653,000
Lighting – Exterior	\$75,000
Power Distribution & Lighting Control	\$126,000
Total	\$1,572,000

Scope of Services

We propose to provide our professional services in four tasks, with the following breakdown of services.

Task 1 – Natural Gas Service Coordination

1. Coordinate with DTE, the DDA, and City Engineering regarding requirements for natural gas service at the Fourth & Washington Parking structure.

Task 2 – Scope and Criteria Documents (Design)

1. Schedule and document owner review meetings and design progress meetings with the DDA, as necessary. Review and finalize the project scope, budget and schedule and confirm alignment with DDA priorities.
2. Schedule and document meetings with City planning and engineering staff (if necessary) to review project and applicable requirements. Review zoning and code issues that may affect construction and cost.
3. Complete site visits to review existing conditions as necessary to integrate the new scope of work.
4. Coordinate our work to confirm conformance of our documents with project requirements.
5. Review specific project requirements for construction control, phasing, and safety with the DDA. We will review requirements or concerns that will affect construction, such as noise restrictions, dust/fume controls, required construction signage, barricades, construction safety, etc. Coordinate requirements with PCI and the DDA.
6. Update construction cost estimate and project schedule.
7. Provide 90% design documents for DDA and appropriate stakeholder review. Documents will include:
 - a. Construction phasing, schedule requirements, and parking space impacts related to this project.
 - b. Front end and technical specifications required to complete this work. The specifications will incorporate the DDA's most current agreement forms (contract), bond forms, general conditions, and supplementary conditions.
8. Review the draft documents with the DDA and prepare 100% final design documents incorporating requested revisions.

Task 3 – Bidding

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

Task 4 – Construction Administration

1. Conduct a pre-construction meeting with representatives of the contractor, DDA, and parking operator to review the construction phase, including staging, phasing, schedules, closures, parking space impacts, etc.
2. Conduct biweekly progress meetings (in person or virtual) with representatives of the contractor, DDA, and parking operator to coordinate work schedule and maintain project communication by providing meeting minutes.
3. Provide weekly site visits to review construction with respect to general conformance to the Contract Documents. We will assist in observing and recording the work progress and verify that, in general, the work complies with the intent of the plans and specifications.
4. Review contractor submittals, procedural submittals, shop drawings, etc.
5. Confirm that contractor has engaged the electrical engineer of record for required electrical design and all permit requirements.
6. Review and approve contractor's pay applications.
7. Answer contractor's questions and resolve unforeseen field conditions that arise. Prepare additional details, supplemental instructions, bulletins, and construction change directives, as necessary. Prepare change orders, as necessary, to document changes in the work based on field conditions.

- 8. Track construction costs and provide updated final cost projections to the DDA.
- 9. Perform final inspection with the DDA or parking operator representatives and the contractor.
 - a. Prepare, distribute, and update punch list for construction contract.
 - b. Prepare the certificate of substantial completion.
- 10. Collect warranties, review the final pay application, and perform related project closeout activity.

Project Schedule

Fourth & Washington Parking Structure Natural Gas Service

We propose beginning coordination and limited design work (if necessary) in May, with installation prior to lighting/generator work in Fourth & Washington parking structure.

Lighting, Generator, and Electrical Distribution Revisions

We are prepared to begin design services within 2 weeks of authorization to proceed. We propose proceeding with the following schedule:

DDA Board Meeting (anticipated authorization)	June 5, 2024
Scope and Criteria Documents	
90% Submittal	Week of July 29, 2024
Final Design Submittal	Week of August 12, 2024
Contractor Bidding	August/September 2024
Construction	
Fourth & Washington	September 2024 through February 2025
Forest Avenue	July 2025 through September 2025

Professional Services Fees

We propose to provide the above-outlined scope of services on an hourly fee plus reimbursable expense basis. Reimbursable expenses include travel expenses.

Fourth & Washington Parking Structure Natural Gas Service

We propose to provide our services to plan and coordinate the natural gas service connection on an hourly fee plus reimbursable expense basis. We recommend budgeting \$7,500 for this task (Task 1).

Lighting, Generator and Electrical Distribution Modifications

The following table summarizes our proposed fees and anticipated expenses:

Task	Description	Fishbeck Fees	Estimated Expenses
2	Scope and Criteria Bidding Documents	\$48,000	\$150
3	Bidding	\$5,000	\$150
4	Construction Administration		
	1. Fourth & Washington (FY25)	\$22,000	\$1,600
	2. Forest Avenue (FY26)	\$20,000	\$1,600
TOTAL		\$95,000	\$3,500

Authorization

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

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

Sincerely,


Justin Thomson, P.Eng.

Project Manager – Parking and Restoration

By email
Attachments
Copy: Roger Maddox, Josh Rozeboom – Fishbeck

Professional Services Agreement

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

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Engineering and Parking Consulting Services for the Natural Gas Service Coordination, Scope and Criteria Documents (Design), Bidding, and Construction Administration Tasks. Fourth & Washington and Forest Avenue Parking Structures Lighting Upgrade.

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

- ☒ PSA for Professional Engineering and Parking Consulting Services for Parking Facilities for the Ann Arbor DDA dated December 14, 2021.
☒ Proposal dated April 30, 2024, attached.
☐ Other:

METHOD OF COMPENSATION:

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

Budget for Above Scope of Services: One Hundred Six Thousand Dollars (\$106,000).

Natural Gas Service Coordination (recommended budget)	\$ 7,500
Scope and Criteria Documents (Design)	\$ 48,150
Bidding	\$ 5,150
Construction Administration	\$ 45,200
Total	\$ 106,000

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

APPROVED FOR:

Ann Arbor Downtown Development Authority

BY: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

BY: _____

TITLE: _____

DATE: _____


Vice President

April 30, 2024