PROFESSIONAL SERVICES
AGREEMENT BETWEEN
OHM ADVISORS
AND THE CITY OF ANN ARBOR FOR
TO PROVIDE A COMPREHENSIVE CONDITION ASSESSMENT OF ALL PARK SYSTEM INFRASTRUCTURE AND AN ASSET DATA MANAGEMENT AND PLANNING SYSTEM

This agreement ("Agreement") is between the CITY OF ANN ARBOR, a Michigan municipal corporation, 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and OHM ADVISORS, a(n) Michigan corporation, 34000 Plymouth Road, Livonia, Michigan 48150 ("Contractor"). City and Contractor agree as follows:

1. DEFINITIONS

Administering Service Area/Unit means **Community Services / Parks and Recreation.**

Contract Administrator means Adam Fercho, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all documents, plans, specifications, reports, recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

Effective Date means the date this Agreement is signed by the last party to sign it.

Project means Parks and Recreation Asset Management Plan.

Services means to provide a comprehensive condition assessment of all park system infrastructure and an asset data management and planning system as further described in Exhibit A.

2. DURATION

A. The obligations of this Agreement shall apply beginning on the Effective Date and this Agreement shall remain in effect until satisfactory completion of the Services unless terminated as provided for in this Agreement.

3. SERVICES

A. Contractor shall perform all Services in compliance with this Agreement. The City retains the right to make changes to the quantities of Services within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the Services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.

B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.

C. Contractor shall perform Services in compliance with all applicable statutory, regulatory, and contractual requirements now or hereafter in effect. Contractor shall also comply with and be subject to City policies applicable to independent contractors.

D. Contractor may rely upon the accuracy of reports and surveys provided by the City, except when a defect should have been apparent to a reasonably competent professional or when Contractor has actual notice of a defect.

4. INDEPENDENT CONTRACTOR

A. The parties agree that at all times and for all purposes under the terms of this Agreement each party's relationship to any other party shall be that of an independent contractor. Each party is solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer-employee relationship, either express or implied, shall arise or accrue to any party as a result of this Agreement.

B. Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

5. COMPENSATION OF CONTRACTOR

A. The total amount of compensation paid to Contractor under this Agreement is a flat fee of $729,104.00, which includes all expenses.

B. Payment shall be made following completion of Services by Contractor and acceptance by the City, unless a different payment schedule is specified in Exhibit B.

C. Contractor shall be compensated for additional work or Services beyond those specified in this Agreement only when the scope of and compensation for the additional work or Services have received prior written approval of the Contract Administrator.

D. Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

6. INSURANCE/INDEMNIFICATION

A. Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those required by this Agreement, as will protect itself and the City from all claims for bodily injury, death, or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by Contractor, Contractor's subcontractor, or anyone employed by Contractor or Contractor's subcontractor directly or indirectly. Prior to commencement of work

under this Agreement, Contractor shall provide documentation to the City demonstrating Contractor has obtained the policies and endorsements required by this Agreement. Contractor shall provide such documentation in a form and manner satisfactory to the City. Currently, the City requires insurance to be submitted through its contractor, myCOI. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractors.

B. All insurance providers of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.

C. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold the City and its officers, employees, and agents harmless from all suits, claims, judgments, and expenses, including attorney's fees, resulting or alleged to result, from an act or omission by Contractor or Contractor's employees or agents occurring in the performance or breach of this Agreement, except to the extent that any suit, claim, judgment, or expense are finally judicially determined to have resulted from the City's negligence, willful misconduct, or failure to comply with a material obligation of this Agreement. The obligations of this paragraph shall survive the expiration or termination of this Agreement.

D. Contractor is required to have the following minimum insurance coverage:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting Contractor and its employees - $1,000,000.

2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy.

$1,000,000	Each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined
$2,000,000	Per project General Aggregate
$1,000,000	Personal and Advertising Injury

3. Worker's Compensation Insurance in accordance with all applicable state and federal statutes; also, Employers Liability Coverage for:

Bodily Injury by Accident - $500,000 each accident
Bodily Injury by Disease - $500,000 each employee
Bodily Injury by Disease - $500,000 each policy limit

4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The City of Ann Arbor shall be an additional insured. There shall be no added

exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. The limits of liability shall be $1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of $1,000,000.

E. Commercial General Liability Insurance and Motor Vehicle Liability Insurance (if required by this Agreement) shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.

F. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

7. WAGE AND NONDISCRIMINATION REQUIREMENTS

A. Nondiscrimination. Contractor shall comply, and require its subcontractors to comply, with the nondiscrimination provisions of MCL 37.2209. Contractor shall comply with the provisions of Section 9:158 of Chapter 112 of Ann Arbor City Code and assure that Contractor's applicants for employment and employees are treated in a manner which provides equal employment opportunity.

B. Living Wage. If Contractor is a "covered employer" as defined in Chapter 23 of Ann Arbor City Code, Contractor must comply with the living wage provisions of Chapter 23 of Ann Arbor City Code, which requires Contractor to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person

contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

8. REPRESENTATIONS AND WARRANTIES BY CONTRACTOR

A. Contractor warrants that the quality of Services shall conform to the level of quality performed by persons regularly rendering this type of service.

B. Contractor warrants that it has all the skills, experience, and professional and other licenses necessary to perform the Services.

C. Contractor warrants that it has available, or will engage at its own expense, sufficient trained employees to provide the Services.

D. Contractor warrants that it has no personal or financial interest in this Agreement other than the fee it is to receive under this Agreement. Contractor certifies that it will not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services. Contractor certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.

E. Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City, including real and personal property taxes. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.

F. Contractor warrants that its bid or proposal for services under this Agreement was made in good faith, that it arrived at the costs of its proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such costs with any competitor for these services; and no attempt has been made or will be made by Contractor to induce any other person or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.

G. The person signing this Agreement on behalf of Contractor represents and warrants that they have express authority to sign this Agreement for Contractor and agrees to hold the City harmless for any costs or consequences of the absence of actual authority to sign.

H. The obligations, representations, and warranties of this section 8 shall survive the expiration or termination of this Agreement.

9. OBLIGATIONS OF THE CITY

A. The City shall give Contractor access to City properties and project areas as required to perform the Services.

B. The City shall notify Contractor of any defect in the Services of which the Contract

Administrator has actual notice.

10. ASSIGNMENT

A. Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises, and performances required of Contractor under the Agreement unless specifically released from the requirement in writing by the City.

B. Contractor shall retain the right to pledge payments due and payable under this Agreement to third parties.

11. TERMINATION OF AGREEMENT

A. If either party is in breach of this Agreement for a period of 15 days following receipt of notice from the non-breaching party with respect to the breach, the non-breaching party may pursue any remedies available against the breaching party under applicable law, including the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.

B. The City may terminate this Agreement, on at least 30 days' advance notice, for any reason, including convenience, without incurring any penalty, expense, or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.

C. Contractor acknowledges that if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds through the City budget process. If funds are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within 30 days after the Contract Administrator has received notice of such non-appropriation.

D. The expiration or termination of this Agreement shall not release either party from any obligation or liability to the other party that has accrued at the time of expiration or termination, including a payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

12. REMEDIES

A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the parties.

B. All rights and remedies provided in this Agreement are cumulative and not exclusive,

and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any other agreement between the parties, or otherwise.

C. Absent a written waiver, no act, failure, or delay by a party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of that right with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either party shall subsequently affect the waiving party's right to require strict performance of this Agreement.

13. NOTICE

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to Contractor:

OHM ADVISORS
ATTN: George Tsakoff
34000 Plymouth Road
Livonia, Michigan 48150

If Notice is sent to the City:

City of Ann Arbor
ATTN: Adam Fercho
301 E. Huron St.
Ann Arbor, Michigan 48104

With a copy to: The City of Ann Arbor
ATTN: Office of the City Attorney
301 East Huron Street, 3rd Floor
Ann Arbor, Michigan 48104

14. CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this

Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

15. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this Agreement, all Deliverables prepared by or obtained by Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of Contractor as instruments of service unless specifically incorporated in a Deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Services. Prior to completion of the Services the City shall have a recognized proprietary interest in the work product of Contractor.

16. CONFLICTS OF INTEREST OR REPRESENTATION

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City and to obtain the City's consent therefor. The City's prospective consent to Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, Contractor has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known to another client of Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

17. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance is prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

18. EXTENT OF AGREEMENT

This Agreement, together with all Exhibits constitutes the entire understanding between the City and Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements, or understandings, whether written or oral. Neither party has relied on any prior representations in entering into this Agreement. No terms or conditions of either party's invoice, purchase order, or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such terms or conditions. This Agreement shall

be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

19. ELECTRONIC TRANSACTION

The parties agree that signatures on this Agreement may be delivered electronically or by facsimile in lieu of a physical signature and agree to treat electronic or facsimile signatures as binding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

OHM ADVISORS

By: _____

Name: George Tsakoff

Title: Principal

Date: _____

CITY OF ANN ARBOR

By: _____

Name: Milton Dohoney Jr.

Title: City Administrator

Date: _____

Approved as to substance:

By: _____

Name: Derek Delacourt

Title: Community Services Area Administrator

Date: _____

Approved as to form:

By: _____

Name: Atleen Kaur

Title: City Attorney

Date: _____

(Signatures continue on following page)

CITY OF ANN ARBOR

By: _____

Name: _____

Title: Mayor

Date: _____

By: _____

Name: _____

Title: City Clerk

Date: _____

EXHIBIT 'A ' SCOPE OF SERVICES

Task 1: Asset Inventory

Under this task, OHM will complete a detailed data analysis of the City's park asset data provided by the City.

Task 1.1 - Review existing Parks Asset Inventory

This inventory analysis will provide the OHM Team with a better understanding of the;

- Asset database structure,
- Asset types,
- Attribution,
- Location accuracy and
- Overall completeness of the data associated with both its physical attributes and condition information.

Task 1.2 - Inventory Data Gap Analysis

Additionally, areas where the City is lacking data within the 164 park properties will be identified with the assistance of key city staff. OHM will look at the number and distribution of assets and completeness of attribution data within the dataset. It is important to note that the type and quantity of asset types will range depending on the park type. OHM will then develop a presentation on a park-by-park basis summarizing our findings. This presentation will be provided to the City for review and feedback.

The inventory presentation will be comprised of

- Maps,
- Data tables, and
- Summaries of park assets (amenities and components by park type – please refer to the asset hierarchy in the next section of this proposal).

The presentation is aimed at allowing for open communication and knowledge transfer between the city and our team to help identify strategies to obtaining missing information as shown on the following page.

Task 1.3 - Recommend a strategy to obtain missing information

After a pre-determined review period completed by key City staff, OHM will schedule a meeting to present a plan for filling in those gaps in the data. This plan could include site visits to parks where data is known to be missing or a "clean up" of data in case there are duplicate entries. Completing inventory in the process on collecting condition information is yet another strategy that can be employed and discussed further with key city staff.

Task 1.4 - Work with City GIS personnel to determine optimal method(s) to add any missing asset subcategories

OHM will provide recommendations on how the database should be structured in the future to account for missing information as well as maintenance, replacement, and removal of assets. It will also be imperative to complete a thorough review of the database schema and any sub-types. Our team, in collaboration with key City staff will review each feature layer attribute fields and present the city team with recommendations.

Task 1.5 - Recommend how asset inventory be reported out

A key question to answer prior to exploring reporting options of inventory is whether the reports are to be static or dynamic in nature. Static reports are identified as reports capturing asset inventory information in a snapshot in time and will need to be reworked / edited as data is updated. A dynamic reporting option, on the other hand, would have established an active link between the reports and the underlying data so that changes in data are readily reflected in the reports without any additional work.

Options for static reporting may include infographics or different report templates. Dynamic reports may include asset management software / GIS / or business intelligence template outputs. Our team has extensive experience with dashboard development and software implementation.

Many different approaches exist for structuring the inventory reports. One approach is to base the reporting on the asset infrastructure hierarchy presented in the next section of this report. This allows for clarity about location as well as inter-dependence / linkage between asset type, amenity, and component.

Another approach to reporting out asset inventory is based on an aggregated amenity and component levels as was done in the City PROS plan.

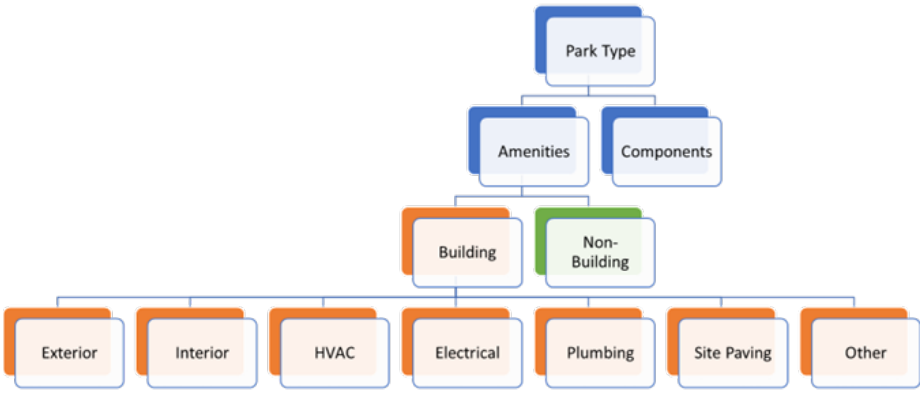
The advantages and disadvantages of each of these approaches, based on the t.ype of report the city chooses (static or dynamic) will be discussed and finalized with City staff input

Task 2: Condition Assessment

OHM understands that the City operates and maintains an extensive list of park assets, including the amenities/facilities.

Task 2.1 - Review existing City-collected condition assessment data

Initially, OHM proposes to identify an asset hierarchy based on which we plan to categorize the existing city asset inventory such that a more detailed condition data evaluation can be performed. One such asset hierarchy is shown on the below:



Task 2.2 - Determine asset assessment methodology for each System

A condition assessment methodology is generally comprised of two components:

- **Condition Assessment Process / Technique**

  Unless requested specifically or necessitated by initial field observations, OHMs proposed condition assessment would entail a visual inspection. OHM can perform non- destructive or destructive testing should the need and request arise.

- **Condition Grading System**

  The Institute of Public Works Engineering Australasia (IPWEA) recommends a five-step condition rating system at a minimum. Depending on asset criticality and sampling frequency, more sophisticated grading systems maybe deployed. A sample five-step rating system is demonstrated below.

Rank	Description of Condition
1	**Very Good Condition** Only normal maintenance required
2	**Minor Defects Only** Minor maintenance required (5%)
3	**Maintenance Required to Return to Accepted Level of Service** Significant maintenance required (10-20%)
4	**Requires Renewal** Significant renewal/upgrade required (20-40%)
5	**Asset Unserviceable** Over 50% of asset requires replacement

As indicated earlier, the evaluation of building assets and associated sub-components requires a specialized focus and expertise. The evaluation of facilities and related sub- components is detailed next.

Building Amenities (Facilities) Specific Asset Condition Assessment Methodology

Building facilities will be assessed by OHM assessment teams comprised of qualified architects, engineers and/or construction professionals. T eams will assess the architectural and mechanical, electrical, and plumbing components of the facilities.

Teams will evaluate the condition and estimate the remaining service life for the purposes of renewal forecasting for the building systems shown below (as indicated in the asset hierarch structure earlier):

1. **Exterior systems:** Roof systems, Wall systems, Window systems, and Exterior door systems.
2. **Interior systems:** Wall systems, Interior door systems, Floor systems, Fittings (Casework, Partitions, etc.) and Ceiling systems.
3. **Heating, ventilation and air conditioning systems:** Cooling generation, Heat generation, Terminal and package units, Distribution systems, Controls and instrumentation systems.
4. **Electrical and electrical distribution systems:** Branch wiring systems, Lighting systems and Service distribution system.
5. **Plumbing systems:** Plumbing fixture system, Sanitary sewer system and Domestic water distribution system.
6. **Fire protection systems:** Emergency lighting system, fire sprinkler and suppression system, fire alarm detection system and standpipe system.
7. **Conveyance systems:** Elevators and Wheelchair lifts.
8. **Site Paving Systems:** (Immediately adjacent to the facilities receiving services) We will perform a visual Pavement Condition Assessment of pavement surface to document the current condition of the pavement.
9. **Site Lighting Systems (Within Parks):** Includes only the visual observation of the lighting systems associated with trails, walkways, parking lots and playgrounds for the purpose of providing condition and life cycle information.
10. **Pools:** Includes the visual observation of for the purpose of documenting current conditions of the pool. Our teams will evaluate the condition of the pool decking, drainage systems, pool slides, pool plaster, coping, tile, pool mechanical systems and fencing.
11. **Ice Rinks:** Includes the visual inspection of the standard facility systems (if ice rink is indoors) as well as the bleachers, safety barriers, lighting systems, scoreboards, nets, and mechanical systems associated

with the ice. The ice subsurface will be life cycle assessed based off of client interviews unless visible at the time of inspection.

Digital photos will be captured and used for internal quality control purposes. Photos will be captured for building identification and documentation of asset and system conditions. Select photos will be used within the narrative reports; however, the project photos will be made available through a Share Point site for the client's convenience.

An asset survey will be conducted for the purpose of noting remaining useful life of major building equipment. We will provide an inventory of fixed, visible and accessible building equipment. A listing of major building inventory categories is outlined below:

- Heating, Ventilation and Air Conditioning (HVAC)
- Electrical
- Equipment
- Plumbing
- Life Safety/Security
- Conveying (e.g., elevators, escalators, etc.)
- Exterior Enclosure

OHM will collect information noted on the equipment identification label when readily accessible, legible, and safe, such as:

1. Manufacturer, Model, and Serial
2. Capacities Information
3. Location by Building, Space, and Floor
4. Date Placed in Service

Task 2.3 - Develop a plan for obtaining necessary condition assessment data for the implementation of this project Below, the OHM team has identified the outlines of an initial plan for obtaining necessary condition assessment data for the implementation of this project. OHM proposes to discuss this broad outline with key city staff before finalizing and implementing it. By following these steps, we can obtain the necessary parks condition assessment data to help the city make informed decisions about the condition state of its park amenities and components.

1. Identify Amenities/Components to be Assessed: Refer to Exhibit 'B' for list of amenities and assets to be assessed.
2. **Select Indicators and Measures:** As identified in Task 2.2, OHM will implement the finalized condition assessment procedure and related condition rating scale. Also, as discussed earlier, the building facility assets and associated sub components will be condition assessed using a different scale, referred to as FCI and further detailed in the next section of this proposal (task 2.5).
3. **Identify Critical Data Gaps:** Determine critical data gaps that exist and need to be filled to make credible evaluations of the current conditions of the existing city amenities and components.
4. **Assess Existing Data:** Prior to the actual field visit, OHM will evaluate existing condition data so that a baseline understanding of the last inspected asset condition state is established. This is also helpful in making planning level asset deterioration forecasts.
5. **Assess Current Conditions and Trends:** Coordinate fieldwork and collect condition data / information on park amenities and components. Along with current and past condition information, an assessment will be performed about deterioration trends.

6. **Translate Data into Actionable Information:** Current and past data will be translated to actionable information involving charts and infographics as needed.
7. **Management Strategies:** Once the condition has been assessed, management strategies and activities to maintain, rehabilitate, or replace desired assets would be outlined.

Task 2.4 - Document the condition of Parks & Recreation assets through visual observation

OHM has extensive experience documenting asset condition states in a variety of formats. For the building assets and associated sub-components, these may take the form of a database as well as PDF reports.

In terms of other assets, either story maps, reports, or business intelligence dashboard presentations are available options for consideration. OHM will develop an online accessible business intelligence dashboard template.

Task 2.5 - Rate the performance of the Systems' assets with industry standard scales

An industry standard scale for rating the conditions of assets is referred to as a facility condition index (FCI). This index is determined based on the relative condition of assets using a ratio of needed repairs (NR) + deferred capital investments (DCI) over the current replacement value (CRV) for the asset. This ratio will allow for sorting facilities into a list of "worst first." OHM work with the City to identify the most appropriate FCI scale gradation based on the overall city asset portfolio.

$$FCI = \left\{\frac{Needed\ Repairs + Deferred\ Capital\ Investment}{(CRV)}\right\} x\ 100$$

Task 3: Determine Remaining Life of Assets

OHM maintains average useful life reference tables we developed over the years based on industry standards as well as our experience with these assets. That information will be used in approximating the remaining life of the assets that are being evaluated.

The approach to approximating remaining useful life involves the following steps:

- **Identify base data:** this includes asset physical attributes such as asset type, installation year, existing condition rating, etc.
- **Determine modification factors:** these may include material quality, operation history etc. which may either positively or negatively impact the condition state of the asset. Field observed condition states also impact these factors.
- **Determine end of asset life:** the modification factors may impact the average asset useful life. These adjustments are made as part of this step of the evaluation.
- **Determine remaining effective life**: finally, the remaining effective life of the asset is determined.

Amenity	Average Useful Life (years)
Fences and Gates	15
Signature	10
Playing Fields and Courts (dependent)	20
Playgrounds: equipment	15
Electrical Service and Components	25

Task 4: Analysis of Life Cycle and Replacement Costs of Assets

By the time this task is ready to be executed, condition and remaining useful life approximations for assets will have been completed. This task will be focused on determining the financial impacts of maintenance and replacement of assets.

Task 4.1 - Review and analyze all available historic financial data regarding life cycle costs of Systems' assets

As part of this task, valuable, historic financial data will be collected and analyzed. Examples of such data may include:

- Historic repair, rehabilitation, and replacement cost of assets by asset class
- Costs (if available) of condition inspection of asset components

This information along with available industry unit cost values forms the baseline of infrastructure investment needs.

Task 4.2 - Analyze data gathered in the Condition Assessment as it relates to projected fiscal needs for the Systems

Below is an example needs projection the OHM team developed as part of a condition assessment and needs forecasting project. These needs projections can be aggregated on building or in the case of parks, a park type level, amenities level, and components level.

Task 4.3 - Determine the Systems' asset values

As part of the evaluation, system assets and components will include an approximated, current replacement value. This can be aggregated up to a system level. Missing replacement values can be approximated using similar asset amenity or component. With this approach, an overall value for the entire asset portfolio can be approximated.

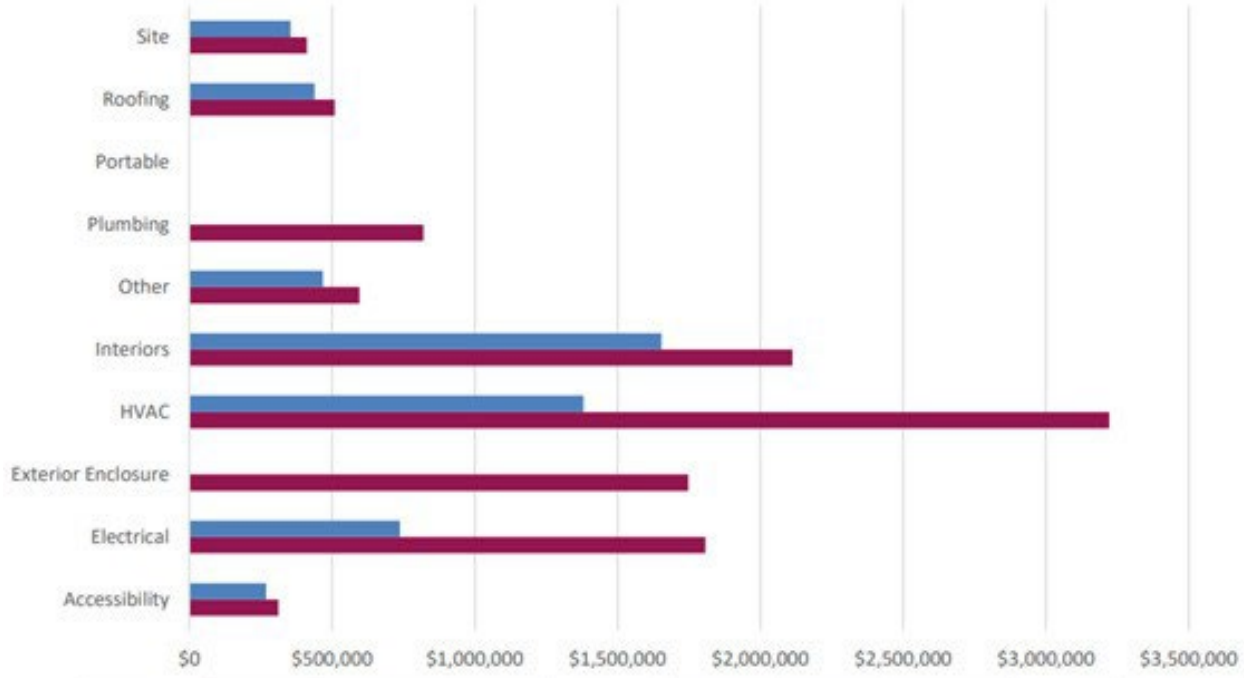
Name	Year Built	Area (SF)	Total Needs 2018	Current Replacement Value	2018 FCI %	Total Needs 2023	Forecast Replacement Value	2023 FCI %
[redacted]	1930	65,022	$4,678,008	$11,744,599	40	$10,811,889	$13,615,209	79
SUBTOTAL	**-**	***65,022***	***$4,678,008***	***$11,744,599***	***40***	***$10,811,889***	***$13,615,209***	***79***
Site and Infrastructure (excluded from FCI calculations)			$355,064			$411,617		
Abbreviated Accessibility			$268,529			$311,299		
TOTALS		**65,022**	**$5,301,601**	**$11,744,599**		**$11,384,805**	**$13,615,209**	

Task 4.4 - Determine local costs for repair, renewal, and replacement of the Systems' assets so that this data is available for later steps

Unit costs for repair, renewal, and replacement will be made available by asset category based on earlier steps, which, in summary include:

- Assessment of historic, local costs for renewal, repair, and replacement of existing assets
- Industry standard unit prices (using, for example, the RSMeans index)

These cost factors also form the basis for financial gap analyses and funding needs.



	Accessibility	Electrical	Exterior Enclosure	HVAC	Interiors	Other	Plumbing	Portable	Roofing	Site
2018	$268,529	$737,349	$0	$1,380,092	$1,653,428	$468,158	$0	$0	$438,980	$355,064
2023	$311,299	$1,807,384	$1,747,081	$3,221,292	$2,111,818	$595,489	$819,928	$0	$508,898	$411,617

Task 5: Determine Target Levels of Service for Asset Systems

The purpose of a level of service (LOS) analysis is to determine how well the existing City Park and Recreation system is meeting the needs of city residents and visitors. A level of service evaluation may be performed either on an amenity level or a component level.

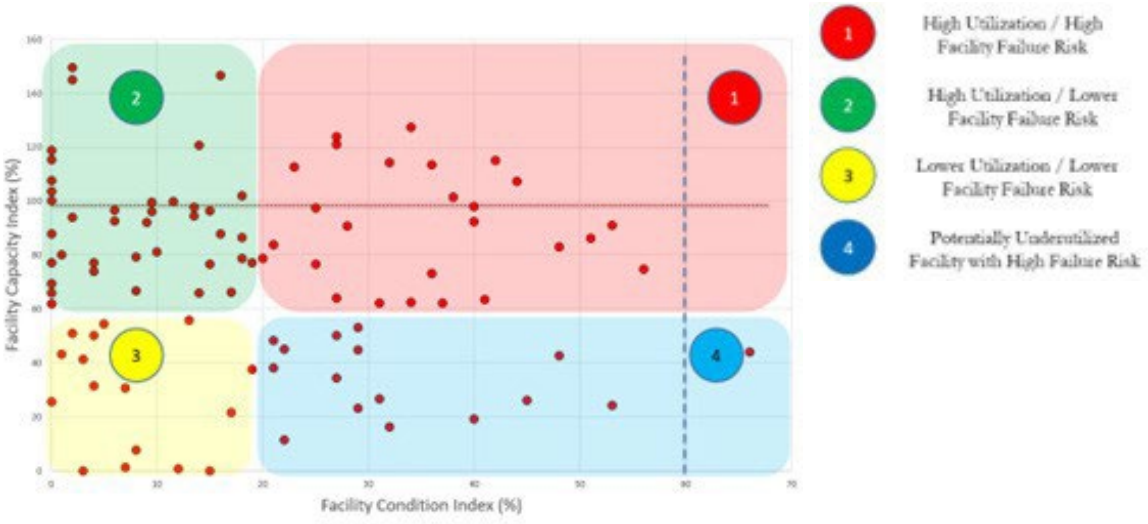
On an amenities level, the National Recreation and Park Association provides guidelines for population standard per park amenity. For example, baseball fields, on average, are expected to service a population of 5,000. The value for football fields is 20,000.

In addition, the American Planning Association, in a technical brief, outlines several alternative approaches to the development of level of service metrics. Examples of these include:

- **Facilities per capita**
  To determine if a community has enough recreation facilities such as athletic fields, playgrounds, tennis courts, swimming pools, etc. and to determine if the facilities are equitably distributed based on population and geography.
- **Operating expenditures per acre managed**
  To help determine if adequate funding is being provided for effective operations and maintenance.
- **Revenue per capita**
  To help determine if a community is recovering enough costs to meet expectations and goals.

OHM will work with City Staff to define a target Level of Service and associated key performance indicator metrics for assets systems as well as asset components as needed. Once the desired LOS is established, the next step would be to evaluate the required Levels of Service per State and Federal regulatory requirements, some

reference for which are provided earlier. Public engagement related findings may also impact the level of service and performance indicator definitions. Finally, OHM will summarize the results of a gap analysis between target Level of Service and current system performance.



Task 6: Determine Criticality of Systems' Assets (Risk of Failure)

A risk of failure can be approximated using, at a minimum, two criteria: the probability or likelihood of an asset failing and the consequence of such failure. The likelihood ties to the condition state of the asset. A facility condition index (FCI) as discussed earlier can be used as an indicator of the likelihood of an asset failing. The consequence or sometimes referred to as the criticality factor is influenced by a variety of factors. In the case of park and recreation assets, a two-level criticality assessment maybe undertaken.

- **Level one criticality assessment:**
  Here, the assessment is performed on an amenity or even park type level and the significance of this amenity to the city is measured. Significance at this first level maybe driven by factors such as
  - Park type (e.g., community center, neighborhood park, etc.)
  - Amenities offered (e.g., dog park, restroom, playground, etc.)
  - Visibility,
  - Number of neighboring parks
- **Level two criticality assessment:**
  At this level, safety is the paramount driver. In other words, any asset with direct impact on public safety would receive the highest criticality score. For example, a playground surface would receive the highest criticality rating whereas a bike rack would receive the lowest level of criticality score.

Using these principles, OHM will establish criteria for determining probability and consequence of failure. Subsequently, the probability and consequence of each asset will be determined and a criticality rating for each asset established.

Task 7: Formalize Optimal Operations and Maintenance (O&M) Program

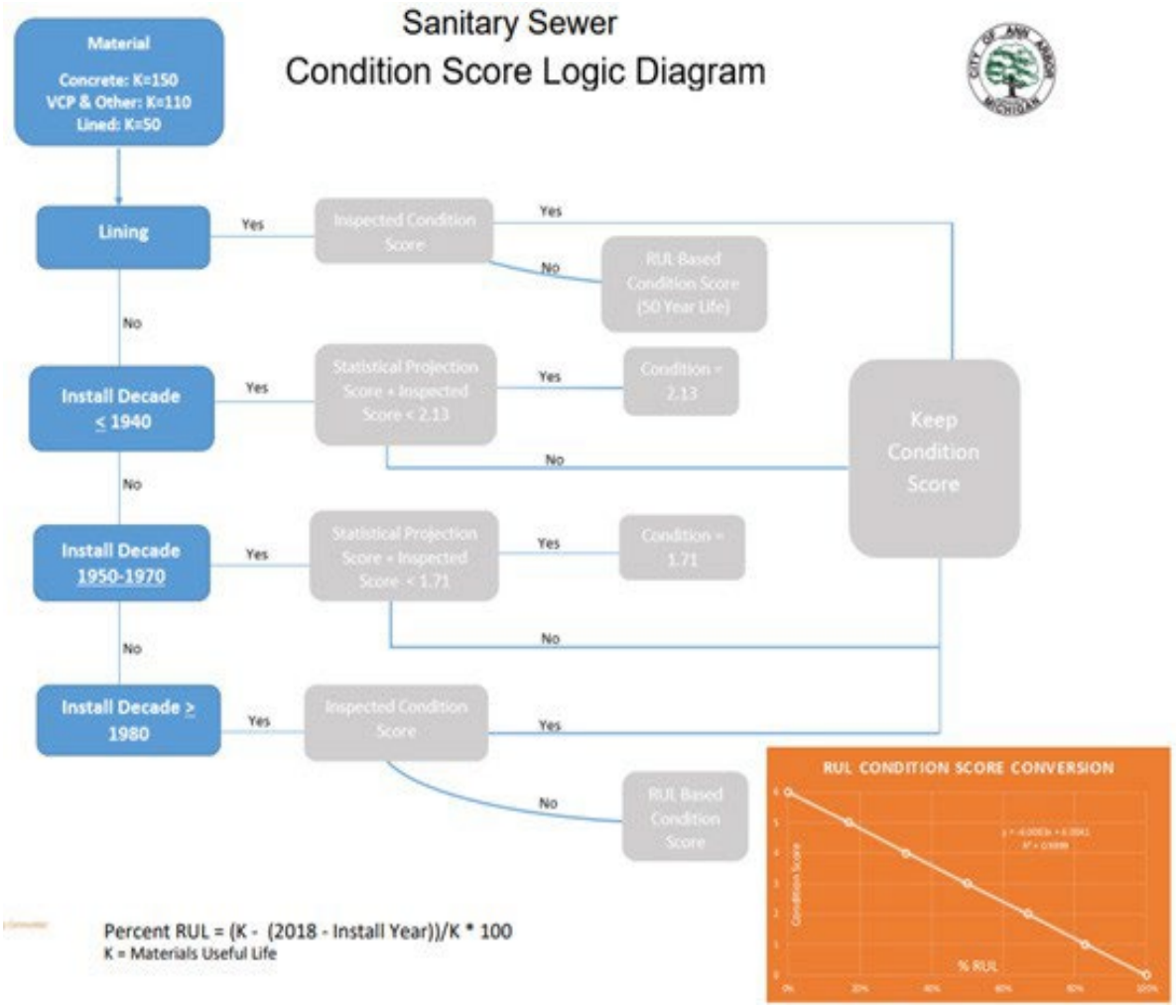
As part of this work effort, OHM will perform a comprehensive review of the City parks and recreation current preventive maintenance program. OHM will compare the City planned maintenance schedules to the industry standard recommended schedules and make appropriate updates to ensure the client has the most comprehensive schedules and recommended frequencies. The preventive maintenance schedules will be developed and delivered in an Excel spreadsheet formatted for use in the city CMMS system. It is understood that most Parks Maintenance is not currently tracked within CityWorks (the City's current CMMS system).

Services include providing basic set-up and steps are described below:

1. **Format equipment listings:** OHM will format the equipment information by classification and type.
2. **Design process:** A teleconference will take place to review the required actions needed for finalization of the planned maintenance actions and selected scheduling sequence. OHM's technical team will review the planned maintenance schedules with key city staff and give step by step instructions on how to customize the schedules to fit the city organizational needs and capabilities, including the selection of desired frequencies, start dates, schedules and technician designations. Along with the required work activities associated with the varying frequencies, the team will provide the time estimates required to complete these work activities.
3. **Excel Database:** Upon concurrence of PM schedules, the Excel file will be provided for import into the designated CMMS.

As part of this task, a decision tree (or logic diagram) will also be developed to assist the city staff in determining whether to maintain and repair, refurbish, or replace each asset.

This task will conclude with a gap analysis between existing resources and those necessary for optimizing operations and maintenance activities.



Task 8: Establish Sustainable Funding Strategy

OHM will use its knowledge gained from Tasks 1-7 to create a funding strategy. This strategy will use goals from other City strategic documents such as the A2Zero Carbon Neutrality Action Plan, the decision-making process through the CIP software, trends in funding, future development, and City Staff insight to develop a gap analysis for each for each of the identified assets. This includes:

1. Meeting with City Staff to review projected traditional revenues and discuss possible non-traditional additional revenue sources.
2. Vet each of these revenue sources to understand the opportunities and challenges each source brings.
3. Team revenue sources with approved improvements set in previous tasks.
4. Devise a gap analysis using the priorities of the City, the identified needed capital improvement projects, the level of services and facilities that the community is accustomed to, and funding opportunities.

5. Create a timeline for implementation into the gap analysis with a mix of operation/maintenance and facility projects.
6. Provide the Draft Funding Strategy to the City for review.
7. Finalize this segment and implement into the Asset Management Plan.

Task 9: Documentation

Following the completion of the asset management assessment and strategy development, OHM will compile a comprehensive Asset Management Plan that consists of a written report and a database. The written report will document the work completed as part of the Asset Management Plan process and serve as a resource for Ann Arbor City Staff, elected officials, and the public. The report will also contain an Executive Summary which will provide a brief overview of the project, a breakdown of the priority issues within the parks system, and an action plan for addressing deficiencies in the parks.

Within the full Asset Management Plan report the OHM team will include a chapter that details the Standard Operating Procedures for the parks and recreation assets in the system. These procedures will be used to guide existing and future staff in the implementation of the programs and strategies identified in the plan. Specific details related to the procedures listed in the RFP will be developed, however, additional procedures may be included by based on the specific recommendations, asset conditions, and feedback from the City.

Task 10: Public Engagement

Task 10.1 – Develop Engagement Strategy

At the onset of the project, OHM Advisors will work closely with the City of Ann Arbor to develop an Engagement Strategy that will result in the most effective and meaningful feedback for the Asset Management Plan. The Engagement Strategy will include the goals for engagement to guide facilitation, existing conditions observations, a general schedule of when feedback gathering should occur based on the overall project process, and a list of all potential stakeholders and groups.

The Engagement Strategy will also include a list of tools and input gather methods that fit the specific scope of the Asset Management Plan. As every community and every project are different, OHM Advisors believes in selecting a tailored set of tools that will be most effective for each specific project. The Engagement Strategy will include a preference for meeting format, virtual vs. in-person meetings, digital outreach tools such as surveys and maps, information distribution methods, public meeting formats, and more. OHM Advisors will look to Ann Arbor staff for guidance on which methods were most effective in prior projects.

Task 10.2 – Engagement Sessions

OHM Advisors is experienced in using a variety of engagement methods to gather feedback from various groups. Given the size and diversity of the City of Ann Arbor, various tools will be used to better understand the priorities for asset management in the parks system. The following will be completed as part of the Asset Management Plan:

Internal Working Group

OHM Advisors will meet regularly with an internal working group of Ann Arbor City Staff to ensure the project stays on track and meets the expectations of all groups involved. This groups will function as a Steering Committee and would be made up of staff that interact with the parks system on a regular basis. It is anticipated that OHM Advisors would meet with this group monthly throughout the project.

Stakeholder Interviews

OHM Advisors will work with the City of Ann Arbor to identify stakeholders with a connection to the Parks and Recreation department and invite them to small focus group interviews to gather feedback on the condition of parks assets in the City. These stakeholders could include neighborhood associations, recreation groups, park adopters, and other representatives from around Ann Arbor. The stakeholder interviews would be targeted for the early stages of the project to inform the condition assessment of the system.

Public Information and Input Gathering

Given the scope and breadth of this project, regular public meetings throughout the project are not likely to be the most effective form of input gathering from the general public. OHM Advisors has had success using press releases, newsletters, email and social media messages, and mailers to distribute information about projects to large portions of communities. These would be paired with digital surveys and/ or an interactive comment map to allow residents the ability to provide detailed feedback on their local park.

Public Meeting

OHM Advisors recommends holding one public meeting at the end of the project to report out on the findings and recommendations of the Asset Management Plan to the community. This meeting would allow interested members of the community to learn more about the project and ask questions to the project team.

Task 10.3 – Documentation of Feedback

Throughout the Asset Management Plan process, OHM Advisors will document feedback received from the various parties that are consulted about parks and recreation assets. Comments and input received will be compiled into a database to ensure that all feedback is captured and documented as part of the project. Following the completion of public engagement activities, a written summary document will be produced that outlines the major themes, requests, and ideas from the public and stakeholders. This summary will also be included as part of the final Asset Management Plan document as its own chapter.

Task 10.4 – Presentation to Park Advisory Commission and City Council

Following the completion of the Asset Management Plan, OHM Advisors will present to both the Park Advisory Commission and Ann Arbor City Council. These presentations will focus on the findings and recommendations to the Parks and Recreation Department in a concise and easy to understand manner.

Task 11: Asset Management Software Selection and Implementation

OHM's initial recommendation for assisting the city in identifying a software will be to identify broad categories of desired features. These may include the following:

- Leverage existing city data management and software platforms,
- Capable of readily creating city staff desired reports
- Decision making capabilities to assist in gap analyses,
- Balancing system recommendations with available resources, and
- Capable of assisting in long-term financial planning.

Next, OHM will craft a selection criteria matrix for city staff. This matrix is proposed to categorize the above-stated software objectives any additional needs into categories such as:

- Functionality
- Reporting and dashboarding
- Technology
- Experience with other agencies / municipalities

- Cost

These factors would be assigned weights, totaling 100%. This assessment is intended to identify critical software needs. Following this assessment, OHM will identify several software vendors, issue them what is referred to a request for information invitation. After evaluating the responses with the aid of the decision matrix, top software provider candidates will be invited for an interview with the city to demonstrate their software and provide and opportunity to answer questions.

OHM will utilize the selected software throughout the project. OHM will hold a training session for up to eight (8) city staff, including training handouts and specific examples on the usage of the software.

The City has a strong GIS team with a robust GIS digital infrastructure and a functional CMMS system, capable of linking with the existing City GIS system. As long as this database is kept up to date, any software wrapped around this data would be capable of utilizing it in an effective manner.

Several recent advances in digital technology have made it easier for powerful, functional as well as readily available business intelligence tools to connect to an increasing array of databases, including GIS. Many of these business intelligence tools are highly customizable in terms of both functionality and reporting capability.

OHM proposes that the City, as it evaluates proprietary asset management platforms, compare these tools with the cost and functionality of a business intelligence platform based dashboard that our team will set up as part of performing this project. Such an online business intelligence dashboard platform would enable the city to establish an initial look-and- feel for what functionality and report capability is expected out of a potential software as well as user friendliness.

Fee Summary Table - City of Ann Arbor Parks and Recreation Asset Management Plan

OHM Advancing Communities

	Quality Assurance	Project Management & Asset Modeling				GIS and Field Evaluation					Funding		Public Engagement			Software			
	Chris Elenbaas	George Tsakoff	Murat Ulasir	Engineer	Admin	Eric Dryer	Jake Murawski	Field	GIS	Engineer	Vanessa Warren	Parks / Rec Planner	Eric Dryer	Britney Simmons	Outreach Planner	Murat Ulasir	Software Cost (assumed per RFP)	Engineer	
Role on Project	Quality Assurance	Authorized Negotiator	Project Manager / Technical Lead	Engineer	Admin. Support	Fied Manager	GIS and Field Lead	Technician	Technician	Engineer	Funding Lead	Funding Support	Manager	Planner	Outreach	Planner and Educator	Software Purchase Cost	Education Support	
Office Location	Ann Arbor	Livonia	Ann Arbor	Ann Arbor	Livonia	Remote	Livonia	Livonia	Livonia	Livonia	Livonia	Livonia	Livonia	Detroit	Livonia	Ann Arbor	N/A	Livonia	
Hourly Rate*	$205	$235	$225	$180	$100	$176	$135	$120	$135	$180	$148	$129	$176	$129	$153	$225	$100,000	$180	OHM Fee per Task
Task 1: Asset Inventory																			
Total	**3**		**10**	**10**	**3**	**13**	**30**	**13**	**30**	**10**									**$18,713.00**
Task 2: Condition Assessment																			
Total	**20**	**1**	**72**	**214**	**3**	**37**	**242**	**1139**	**220**	**220**									**$304,517.00**
Task 3: Determine Remaining Life of Assets																			
Total	**4**	**1**	**36**	**97**	**3**														**$26,915**
Task 4: : Analysis of Life Cycle and Replacement Costs of Assets																			
Total	**4**	**1**	**44**	**167**	**3**														**$41,315**
Task 5: : Determine Target Levels of Service for Asset Systems																			
Total	**4**	**1**	**44**	**220**	**3**														**$50,855**
Task 6: Determine Criticality of Systems' Assets (Risk of Failure)																			
Total	**5**	**1**	**50**	**201**	**3**														**$48,990**
Task 7: Formalize Optimal Operations and Maintenance (O & M) Program																			
Total	**3**		**14**	**91**	**3**														**$20,445**
Task 8: Establish Sustainable Funding Strategy																			
Total	**6**	**1**	**29**	**11**	**3**						**78**	**46**							**$27,748**
Task 9: Generate Asset Management Plan																			
Total	**6**		**25**	**42**		**31**	**25**		**20**				**50**	**10**	**100**				**$51,336.00**
Task 10: Public Engagement																			
Total	**6**	**1**	**72**	**55**	**35**								**30**	**100**	**200**				**$79,845.00**
Task 11: Asset Management Software selection and implementation																			
Total	**3**		**21**		**3**											**89**		**182**	**$58,425**
Software Purchase																			
Total																	**1**		**$100,000**
	64	7	417	1108	62	81	297	1152	270	230	78	46	80	110	300	89	1	182	
	$13,120	$1,645	$93,825	$199,440	$6,200	$14,256	$40,095	$138,240	$36,450	$41,400	$11,544	$5,934	$14,080	$14,190	$45,900	$20,025	$100,000	$32,760	

Project Total Hours	**4,574**
Project Total Effort	**$729,104**
Software Cost (assumed per RFP)	**$100,000**
Project TOTAL Effort (including software cost)	**$829,104**

OHM Advancing Communities®

Proposal for

PARKS & RECREATION ASSET MANAGEMENT PLAN

City of Ann Arbor Parks & Recreation Service Unit | RFP No. 23-67

Proposal Due Date
December 12, 2023, 3:00pm

December 12, 2023

Attn: Mr. Adam Fercho, Park Planner & Landscape Architect
City of Ann Arbor
c/o Procurement Unit
301 East Huron Street
Ann Arbor, MI 48104

Re: RFP No. 23-67 – Parks & Recreation Asset Management Plan (w/Addendum No. 1 acknowledged)

Dear Mr. Fercho,

The OHM Advisors team is pleased to submit this proposal to the City of Ann Arbor (City) Parks and Recreation Services Unit for Consulting Services. OHM Advisors is well versed with the City as a community and administration. We have an office in the City, several of our key staff on this project live in the City, and we are currently supporting various as-needed engineering and construction services as well as new infrastructure efforts for the City. We look forward to this new opportunity with the Parks and Recreation Unit. Key elements of our approach include:

- **City experience –** Our team includes many staff with past City experience that understand City processes and expectations. Specifically, Chris Elenbaas will serve in a QA/QC role on the contract and has extensive experience providing engineering consulting services to the City.
- **Diverse team –** OHM Advisors brings together a team of civil, electrical, mechanical, and structural engineers, GIS and funding experts, as well as landscape and building architects to support this project. These broad resources allow us to handle the wide range of expertise needed to execute this project.
- **Collaboration** - OHM Advisors is the Community Advancement Firm, with over 10 disciplines working collaboratively to help our clients achieve their goals. For this large-scale effort, collaboration will be key as we've also joined with Alpha Facility Solutions to bolster our team from a buildings and facilities evaluation standpoint.

Murat Ulasir will serve as the Project Manager for this contract. Murat brings over 25 years of experience as an infrastructure asset planning specialist, and a wealth of experience with software implementation. We are confident the City will find our team uniquely positioned to move this project forward and we are excited for the opportunity to be part of this exciting project. Please do not hesitate to contact me with any questions at (734) 466-4439 or george.tsakoff@ohm-advisors.com.

Sincerely,
OHM Advisors

George A. Tsakoff

George A.Tsakoff, PE
Principal

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Who We Are

OHM ADVISORS

OHM Advisors is a team of over 650 people from different backgrounds working in 19 cities across Michigan, Ohio, Indiana, Kentucky, and Tennessee. We strive to use our combined expertise and talents to continually advance the communities we serve. Our work spans client communities across the public and private sectors—including municipalities, state and federal agencies, Fortune 100 companies, developers, schools, universities, and more.

As a growing firm with full-service capabilities under one roof, we are listed on ENR's list of Top 500 Design Firms and recognized for our contributions to our industry. But it's not awards or personal gain that drives us. It is a passion for making a difference through innovative, people focused problem solving, design and ideas that drive whole communities forward—today, and well into the future.

Firm Growth
OHM Advisors was established in 1962 and has been growing steadily ever since. As a multidisciplinary organization, we provide a variety of services to our clients with a passion to be Advancing Communities for many years to come.

Firm Ownership
OHM Advisors is a privately held corporation, governed by a seven-member Board of Directors and has 43 employee shareholders.

Full Legal Name	Orchard, Hiltz & McCliment, Inc.
Contract Address	34000 Plymouth Road Livonia, MI 48150
Phone	734.522.6711
Web	ohm-advisors.com
Authorized Negotiator	George Tsakoff, PE
Project Manager	Murat Ulasir, PE
Addenda Received	December 1, 2023

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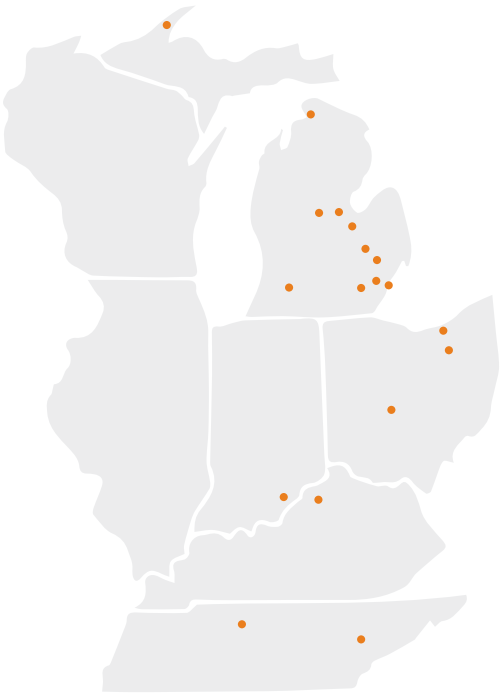
Administrative & IT Professionals	70



19 LOCATIONS THROUGHOUT MI, OH, IN, KY & TN

650+ EXPERTS OF DIVERSE BACKGROUNDS & TALENTS

10 COLLABORATIVE DISCIPLINES

Our Services

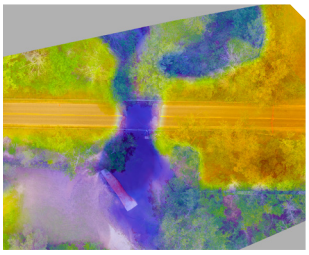
AREAS OF EXPERTISE

Architecture

- Complete Architectural Design Services
- Site & Facility Evaluation
- Facility Master Planning
- Space Planning & Programming
- Interior Design
- Sustainable Design

Construction Engineering

- Construction Design
- Construction Engineering & Inspection
- Project Administration & Closeout



GIS & Innovative Technologies

- Mobile GIS
- Software Solutions
- System Analysis
- System Design & Implementation
- Innovative Technologies

Landscape Architecture & Urban Design

- Public Park Space & Master Plans
- Streetscapes
- Trails & Greenways
- Green Infrastructure
- Branding, Wayfinding & Signage
- Visualization & Graphics
- Site Design

Mechanical, Electrical & Plumbing Engineering

- Heating, Ventilation & Air Conditioning
- Plumbing
- Lighting & Controls
- Power Distribution
- Safety & Security

Municipal Engineering

- Community Engineering
- Infrastructure Assessment & Planning
- Funding Assistance
- Design & Implementation

Planning

- Public Engagement & Facilitation
- Economic Development Planning
- City & Regional Planning
- Land Development, Zoning & Entitlements
- Transportation Planning
- Codes & Standards

Surveying

- Road Design Surveys
- ALTA/NSPS Land Title Surveys
- Boundary Surveys
- Topographical Surveys
- Hydrographical Surveys
- Right-of-way Surveys
- As-built Surveys
- Stock Pile Volumetric Surveys
- Construction Layout

Transportation

- Traffic Engineering
- Transportation Planning
- Roadway & Highway Design
- Bridge Engineering & Diverse Structures
- Multi-modal Transportation Engineering

Water

- Stormwater Management
- Drinking Water
- Wastewater
- Asset Management
- Ecological Services

Our Partner

ALPHA FACILITIES SOLUTIONS, LLC

ALPHA Facilities Solutions, LLC (ALPHA), was founded in 2007 and encompasses a growing 100+ person team of leading experts in the profession of Facility Asset Management. ALPHA headquarters are located in San Antonio, Texas with offices in College Station, Texas, and Pittsburgh, Pennsylvania. Our team has worked together for many years and have dedicated their careers to helping clients accomplish their Facility Asset Management goals.

ALPHA is a worldwide provider of Facility Asset Management services including capital planning, facility condition assessment, data analytics, maintenance management (including equipment inventory and PM program support), investment strategy, environmental services, environmental expertise, and space planning services to federal, state/municipal, education, and healthcare clients. With extensive worldwide expertise, ALPHA has a successful track record of helping clients achieve their goals. As a direct result of ALPHA's work product, clients have realized coordinated benefits of millions of dollars in additional sustainment funding and over $9 Billion in additional capital resources.

Capability to Perform

ALPHA Facilities Solutions is recognized as a thought leader in the industry and a respected firm specializing in facility asset management. Our resources, past project resume, and robust experience enable us to manage and staff multiple projects concurrently. Additionally, we have strategic relationships in place with a variety of large and small businesses; these relationships provide supplemental bench strength if the need arises for additional resources or specialized experience.

Since 2007:

- ALPHA has successfully managed over 240 contracts
- ALPHA has delivered services totaling nearly $200M
- ALPHA (as a result of our services) helped clients receive over $9B in additional sustainment and capital funding
- ALPHA has conducted facility condition assessments (BUILDER and parametric-based assessments) for over 500M SF of facilities

SERVICES

- Facility Condition Assessments
- Equipment Inventory
- Park and Recreational Facility Condition Assessments
- PM Schedule Development
- Energy Management
- Workforce Skills Management
- Project Planning
- Environmental Services
- Computer-Aided Design (CAD)
- Information Technology Assessments
- Financial Management
- Pavement Condition Assessments
- Facility Use Studies
- Infrastructure Assessments
- Emergency Cleaning and Disinfecting Services
- Water Resource and Asset Management
- Real Property Inventory

CERTIFICATIONS

- A CVE Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Texas HUB
- Licensed Texas Professional Engineering Firm
- SCTRCA Certifications: DIBE, HABE, MBE, SBE, VBE

LOCATIONS

- San Antonio, TX (HQ)
- Jacksonville, FL
- Pittsburgh, PA
- Poulsbo, WA

CONTACT

Keith Jones, Principal
4085 Cibolo Canyons Street, Ste 200
San Antonio, TX 78261
210.492.5742 ext 215
keith.jones@alphafacilities.com

Your Project Team

ORGANIZATION CHART WITH KEY STAFF LOCATION

CITY OF ANN ARBOR, PARKS & RECREATION SERVICE UNIT

George Tsakoff, PE (Livonia)
Authorized Negotiator

Chris Elenbaas, PE (Ann Arbor)
QA/QC

Murat Ulasir, PhD, PE (Ann Arbor)
Project Manager

FUNDING

Vanessa Warren, ASLA (Midland)

PUBLIC ENGAGEMENT

Britney Simmons (Detroit)

GIS

Jake Murawski (Livonia)

SOFTWARE

Murat Ulasir, PhD, PE (Ann Arbor)

FIELD ASSESSMENT

Eric Dryer, AICP (Livonia)

BUILDING ASSESSMENT

ALPA Facility Solutions, LLC

Keith Jones (San Antonio, TX)
Ron Kramps, PE, CEM (San Antonio, TX)
Stephen Veale, PE, LEED AP (San Antonio, TX)

Murat Ulasir, PhD, PE

PROJECT MANAGER

Education
- Post-Doctoral research in Environmental and Water Resources Engineering, University of Michigan, 2002
- Doctoral Degree in Environmental and Water Resources Engineering, University of Michigan, 2001
- Master of Science in Environmental and Water Resources Engineering, University of Michigan, 1996
- Bachelor of Science in Environmental Engineering, Technical University of Istanbul, 1992

Professional Registration(s)
Professional Engineer
MI, 2003, #51291

Experience
With OHM since 2001
9 years prior experience

Professional Affiliation(s)
- Michigan Water Environment Association, 2001
- American Water Works Association, 2005

Background

As an Infrastructure Asset Planning Specialist, Murat provides assistance to communities for developing long range infrastructure planning and investment strategies, which support a well-planned and maintained infrastructure network that is sustainable and enhances local community character and identity. He has experience with a wide variety of Infrastructure Asset Planning services including infrastructure modeling, master planning, and capital improvement planning, as well as developing asset management programs.

His infrastructure modeling expertise includes water resources modeling expertise (hydraulic and hydrologic models) and infrastructure condition and deterioration forecasting modeling, as well as modeling of impact of climatological factors related to a variety of infrastructure asset performance measures, including water main breaks, inflow and infiltration rates, water demand variations etc.

Murat has experience in advanced data analytics procedures (e.g. statistical modeling, artificial intelligence, neural networking, etc.) for identifying trends in the data. He has developed several business management dashboards for clients in order to summarize institutional information content as well as help clients use these platforms for effective management of their infrastructure assets. He has extensive experience with presenting technically complex concepts in public presentations utilizing a variety of media (GIS, 3-D visualization modeling, etc.) in order to facilitate understanding and meaningful collaboration.

Select Relevant Experience

Ann Arbor Sanitary Sewer Wet Weather Evaluation Project, Ann Arbor, Michigan
Asset Management Specialist; The City embarked on an innovative solution to address basement flooding and sewer overflows through a footing drain disconnection (FDD) program, and now desired to evaluate the program. OHM formulated a detailed plan of action to achieve the objectives. Key concepts in our approach included the following: a public engagement strategy based on building trust and emotional as well as intellectual engagement of stakeholders, multiple approaches to evaluate the FDD effectiveness including the use of the continuous Antecedent Moisture Model that has proven to be very effective. A risk-based approach to assessing potential for basement backup using statistical frequency analysis. A comprehensive evaluation of alternatives that includes green and grey infrastructure and evaluation of new approaches to reducing wet weather basement backup risks. Use of national resources, such as a national expert and the Water Environment Research Foundation, to identify the complete range of alternatives for consideration.

West Park Storm Sewer Modeling & Forensic Review, Ann Arbor, Michigan
Asset Management Specialist; The focus of this project was to re-design existing swirl concentrator units in an effort to provide treatment to the first flush flow rate from the upstream watershed. The project included development of hydraulics and hydrology to serve as the basis for the design for reconfiguration of the existing in-line swirl concentrator devices within the storm sewer system. The basis of design for this project included some innovative approaches to evaluating the first flush flow rate from the tributary areas.

Select Relevant Experience Continued

OCWRC Farmington Hills Water System Modeling and Analysis, Farmington Hills, Michigan
Asset Management Specialist; OHM was retained to provide a Water System Sustainability Plan for the City of Farmington Hills. The primary purpose for the requested plan is for DWSD rate reduction. There is recognition that rates can be reduced by implementation of effective storage. Preliminary calculations have shown a relatively short pay-back period for the investment. Secondary concerns include a new model of the system, water quality issues, potential revisions to pressure districts and other typical master plan updates. The resultant update is expected to generate a new capital improvement plan. The plan is envisioned to consist of four main components, which are: hydraulic modeling software evaluation, water master plan, water storage evaluation, and a capital improvement plan based on asset management principles and prioritization processes

Evergreen-Farmington Sewage Disposal System As-Needed Services and Long Term Corrective Action Plan, Oakland County, Michigan
Project Engineer; Responsible for development of a longterm plan to address sewer overflows from the County's EFSDS system, which collects sewage from 15 communities comprising over 300,000 people. The project scope included detailed field investigations, modeling, analysis, development of alternatives, and development of a long-term corrective action plan. The project is being conducted in a phased approach and additional work is ongoing.

Clinton-Oakland SDS As-Needed Services, Oakland County, Michigan
Project Manager; Upgrades to the management and reporting system for this sewer disposal system serving nine communities and over 250,000 people. The new system provides methodologies and tools for billing the local communities based on actual meters flows from nearly 60 flow meters in the system. Antecedent moisture models were developed to review meter flows for accuracy during wet weather periods.

Novi Sanitary Sewer Capacity Study, Novi, Michigan
Project Engineer; Development of the City of Novi sanitary collection system study and Capacity, Operation, Management and Maintenance (CMOM) program. Project included performing flow monitoring at seven local sites and collecting flow data from six regional flow meters to assess rainfall / flow relationships in the system. Data collected was used to perform an inflow and infiltration analysis and capacity assessment for the system. An antecedent moisture model was prepared to develop a frequency analysis for peak flows. Several tools were developed to simplify and automate the process of issuing sewer permits and reporting of information to the MDEQ, including a Part 41 sewer permit tracking system.

Livonia Sanitary Sewer Asset Management Plan, Livonia, Michigan
Modeler; Worked with the City to submit a Department of Environmental Quality (MDEQ) Stormwater, Asset Management and Wastewater (SAW) grant application. The end product resulting from the grant program was an asset management plan complete with a rate study, assessing the anticipated future system needs of the City compared to the current revenue. Approximately 20 meters as well as three rain gauges were used to collect flow information, which subsequently was converted into a representative hydraulic and hydrologic model of the collection system; capacity evaluation was performed as well based on MDEQ overflow threshold mandate. In the calibration process, was able to pinpoint an area of unusual hydraulic blockage, which turned out to be a twelve-foot light pole stuck in a manhole, causing significant backups.

Detroit Schools Facilities Assessment & Facility Planning Services, Detroit, Michigan
Project Manager; Overseeing assessments, capacity evaluation and space planning components for 12 million+ SF of indoor and outdoor learning facilities resulting in a comprehensive, prioritized capital improvement plan. Components such as facility condition and school capacity were used in the development of the rating system.

Chris Elenbaas, PE

QA/QC

Education
Bachelor of Science in Civil & Environmental Engineering, University of Michigan, 2005

Professional Registration
Professional Engineer
- MI, 2009, #56730

Experience
With OHM since 2022
18 years prior experience

Professional Affiliations
- American Water Works Association (AWWA), 2009
- American Public Works Association (APWA), 2022

Background

Chris Elenbaas serves as a Senior Project Manager and has over 18 years of broad experience within municipal engineering, including master planning, engineering analysis, asset management, condition assessment, detailed design, and construction administration. His primary focus has been within municipal water supply including storage tanks, pump stations, distribution mains, and large diameter transmission mains. Beyond water infrastructure, he has served as a design engineer for wastewater gravity mains, force mains, lift stations, pedestrian pathways, roadways, streetscapes, and recreational facilities. Beyond his consulting experience, he has over four years working within a public works environment and is accustomed to field and emergency response efforts. Successfully managing municipal assets is his primary goal and his work has involved numerous examples of making data driven design decisions to help communities meet their service goals for residents.

Select Relevant Experience

Argo Cascades, Ann Arbor, Michigan*
Considered one of the premier man-made river recreation facilities in the State of Michigan, Chris assisted the City of Ann Arbor with the planning and third-party construction administration and inspection of the design-build Argo Cascades Project. Following completion of the Cascades under the design build team, he provided additional design and permitting for modifications to the Cascades to increase boater safety. In subsequent years after completion, he also provided annual condition reviews of the Cascades to monitor performance and make maintenance recommendations.

Pool & Ice Rink Facility Improvements, Ann Arbor, Michigan*
Chris served as the City of Ann Arbor's Project Manager both as a consultant and City employee for several major improvements to the City's Pool and Ice Rink Facilities. Work included the successful transformation of the Veteran's Park Pool Mechanical Systems to modern regenerative filtration with efficient pumping and heating systems. At Mack Pool, Chris oversaw the painting of the pool facilities and led the design of new filter and pumping systems. At the two other facilities, Buhr Park and Fuller Park, his work included significant maintenance projects and the installation of UV disinfection to maintain a high level of service to the City's Park users.

Skatepark Lighting, Ann Arbor, Michigan*
Served as the Project Manager for the design to add lighting to the City's existing 20,000 square foot skateboarding facility at Veterans Memorial Park. The design included an evaluation of both a full sports lighting system and an alternative lower cost area lighting system. The construction was completed with an area lighting system in 2022.

Buhr Park Improvements, Ann Arbor, Michigan*
Served as the Project Engineer for a design that included grading, drainage, bioswales, ADA pedestrian walks/pathways, lighting, improved traffic circulation, landscaping, and parking lot resurfacing. The design took advantage of the park's existing resources while enhancing those areas in need of replacement. It included reconfiguring existing stormwater flow to incorporate bioswales, rain gardens, and runnels to effectively hold and convey water during rain events.

Completed prior to joining OHM Advisors.

Eric Dryer, AICP

FIELD ASSESSMENT

Education
- Master of City and Regional Planning, University of Oklahoma, 2013
- Bachelor of Science in Biology, University of Michigan, 2010

Experience
With OHM since 2018
7 years prior experience

Professional Certification(s)
- American Institute of Certified Planners, #029160

Professional Affiliation(s)
- American Planning Association, member

Background

Eric is a Detroit-based planner with a passion for improving communities through targeted and coordinated investments, specifically by enhancing the sustainability of transportation systems through improved options for multi-modal travel. He brings a data and design-driven approach to helping communities determine the best way for multi-modal, non-motorized, and transit system improvements to be implemented.

Eric has led the development of M2D2 Guidebook, which will help MDOT add multi-modal facilities to state roadways, along with the planning and evaluation of potential congestion solutions on crosstown corridors in Grand Traverse County. In both Westland and Livonia, Michigan, Eric led the development of non-motorized safety education campaigns to educate residents on proper cycling safety. He has also been responsible for delivering public transit planning studies in Grand Rapids, Detroit, and Ann Arbor.

Recently, Eric led the City of Detroit's E. Warren/Cadieux Neighborhood Framework Plan and is leading the SMART Park and Ride Design Study. He has also led transportation, non-motorized, and transit planning studies in Westland, Grayling, Lansing, and for the Huron Clinton Metroparks.

Select Relevant Experience

Roosevelt Park Improvements, Detroit, Michigan
Transportation Planner; Responsible for providing non-motorized transportation options that connect to and travel within Roosevelt Park. OHM led a full redesign of the park and included three meetings with the community. The engagement helped to provide the design team with valuable input on what improvements and amenities the community desired for the park; both for the short term and long term.

E. Warren/Cadieux Neighborhood Framework Plan, Detroit, Michigan
Planner; for plan that focused on developing strategies within four specific issue areas of the neighborhood: Neighborhood Stabilization, Commercial and Mixed-Use Development, E. Warren Streetscape, and Parks and Open Space. Concepts were developed for each of the focus areas to guide investments in the neighborhood.

Michigan Avenue Planning & Environmental Linkages Study, Wayne County, Michigan
Transportation Planner responsible for identifying and evaluating roadway design concepts for Michigan Avenue in Downtown Detroit, from Woodward Avenue to I-96. The Study will determine the future design of Michigan Avenue and improve conditions for pedestrians, bicyclists, and transit riders, while right-sizing space for private vehicles. Accommodations for future mobility, such as autonomous vehicles, are also included.

Keith Jones

BUILDING ASSESSMENT

Firm
ALPHA Facilities Solutions

Education
- Bachelor of Science, Agronomy, Texas A&M University

Experience
25+ years

Professional Certification(s)
- International Society of Arborist

Background

Keith Jones is recognized as a Capital Planning and Facility Condition Assessments subject matter expert for both vertical and horizontal infrastructure, as well as a leader in strategic asset management. Keith has more than 25-years of experience in the industries of architecture, construction, water resource management, and he actively manages projects ranging in size from 25,000 GSF to over 40,000,000 GSF. In the last several years he has led project-programs, which have encompassed over 150,000,000 GSF combining assessment and planning processes which assisted clients in their facility management decisions.

Keith has his BS in Agronomy from Texas A&M University and owned and operated a Design / Build Landscape firm for 16 years. Keith is responsible for directing and managing resources for facility assessments, site and utility infrastructure assessments, irrigation audits, parks and recreation assessments, tree assessments, playground assessments, abbreviated accessibility assessments, and water management planning.

Select Relevant Experience

Chatham County, NC

Program Manager. Project involved facility condition assessments and preventive maintenance development for their municipal facilities. Facility types included administrative buildings, libraries, police and fire stations, parks and recreation centers, lifeguard stations, general service buildings, and museums, totaling more than 500,000 GSF in support of the county's asset management and capital improvement planning initiatives.

Horry County, SC

Program Manager. Comprehensive facility condition assessment and inventory of equipment for use in preventative maintenance schedules for facilities totaling approximately 1.2 million GSF. The data gathered during the assessment was entered into a database and the data used to report the relative condition of the buildings through the Facility Condition Index (FCI). Additionally, ALPHA developed forecasts for the renewal of building systems throughout the life-cycle analysis based on the information obtained in the equipment inventory and the assessment. A durable barcode tag was affixed to equipment included in the inventory.

City of San Leandro – Leandro, CA

Program Manager - 3793640 and 22 Parks - Facility Condition Assessment, Park Condition Assessment, Asset Tagging, Geolocation Services. Comprehensive facility condition assessment and inventory of assets for both municipal buildings and city parks. Facility and parks system and asset data was collected and entered in the City's asset management and GIS databases. ALPHA developed forecasts for the renewal of both facility / park systems and assets for use long range capital improvement planning. The data gathered during the assessment was entered into a database and the data used to report the relative condition of the buildings through the Facility Condition Index (FCI).

Ron Kramps, PE, CEM

BUILDING ASSESSMENT

Firm
ALPHA Facilities Solutions

Education
- Bachelor of Science, Ocean Engineering
- Masters in Civil Engineering

Experience
25+ years

Professional Registration(s) & Certification(s)
- Professional Engineer, SC #22801
- Certified Energy Manager, Formerly DAWIA Acquisition Level III & Facilities Engineering Level II

Background

Ron serves as a Senior Program Manager with over 28 years of experience in program and project management for Department of Defense and large school district facilities. Most recently he has supported Charleston County School District's Asset Management program.

Ron is a professional engineer and skilled communicator experienced in construction, facilities, and contingency management. He has a strong reputation for leading large teams delivering facility management strategies and solutions.

Select Relevant Experience

Charleston County School District – Charleston, South Carolina
Program Management. Led program for capital maintenance for all school district facilities; justified, planned, developed, gained approval and started six-year, $270M, 630-project program. Projects included providing planned recapitalization of over 20 facility systems for 10 million square-feet of facilities. Implemented energy management plan for district which resulted in 16% reduction in energy use intensity over the life of the project. Developed a Strategic Asset Management Plan which included a six-year, $150M capital renewal program with over 300 projects to help reduce district's deferred maintenance backlog.

Naval Facilities Engineering Command (NAVFAC) – Jacksonville, Florida
Program Management. Managed staff to deliver $250M per year in facilities support for multiple military installations across the southeast. Led $250M in procurement actions for hangars, simulators, and other facilities for Joint Strike Fighter aircraft home basing at Beaufort Marine Corps Air Station. Design leader for $110M in nuclear submarine training facilities for Nuclear Power Training Unit in Charleston, SC.

Marine Corps Base Camp Lejeune - Jacksonville, NC
Program Management. Led 500 people and managed $200M annually for facilities plant account valued at $8.1B on a 200 square-mile military complex with 21M SF of facilities. Guided team through historic workload of over 200 maintenance and construction projects worth $155M in one year, serving diverse clients throughout 200 square-mile Camp Lejeune.

Deputy Officer in Charge, Hurricane Ivan Recovery - Pensacola, FL
Program Management. Led 70 people through contingency contract startup; commissioned a Navy command and executed $450M on 930 projects in one year for repairs to Navy facilities devastated by Hurricane Ivan.

Project Management Branch Head, NAVFAC (Naval Facilities Command), Southern Division - Charleston, SC
Project Management. Led three licensed engineers who developed $53M in construction projects for Texas bases. Resident Officer in Charge for completion of 8th Air Force design/build renovation.

Stephen Veale, PE, LEED AP

BUILDING ASSESSMENT

Firm
ALPHA Facilities Solutions

Education
- Master of Science, Civil Engineering, University of Texas - San Antonio
- Bachelor of Science, Civil Engineering, Texas A&M University

Experience
30+ years

Professional Registration(s) & Certification(s)
- Professional Engineer, Texas #116122
- LEED Accredited Professional
- Asbestos Building Inspector / Management Planner

Background

Steve Veale is a Program/Project Manager for ALPHA Facilities Solutions. He has over 30 years in program and project management in the construction, environmental, and engineering industries. His previous work with large, multi-dimensional projects has been a perfect fit with ALPHA and he has helped improve processes with each project he oversees.

Select Relevant Experience

Department of Defense Education Activity, Arlington, Virginia Public Schools on Military Installations (PSMI)

Project Manager: Supported DoDEA as well as the Office of Economic Adjustment (OEA) in conducting the necessary Facility Condition Assessments (FCA) and Functional Adequacy (FA) evaluations at all public schools located on military installations in the continental US, as well as Alaska and Hawaii. Executed an evaluation methodology to rank 11.0 million square feet of school facilities according to facility condition and learning environment suitability. Developed ranking of 166 schools (worst-to-first) and submitted the rankings to Congress to assign grant funding to substandard schools under the FY2019 NDAA. The scope of work included an evaluation of facility conditions, functional adequacy, and life safety.

Department of Defense Education Activity – Arlington, Virginia

Project Management Support. Supported facility condition assessments of more than 200 schools and support sites totaling 19 million square feet for the Department of Defense Education Activity (DoDEA) since 2018. Sites were in various locations including CONUS, Guam, Puerto Rico, Cuba, Europe, and the Pacific. The project included performing Asbestos Hazard Emergency Response Act (AHERA)/ facility condition assessments, life-safety studies, facility utilization studies, CAD drawing updates, real property asset inventories, and real property reconciliation meetings with Real Property Accountable Officers (RPAO). Survey data such as deficiencies, deficiency correction cost estimates, and photographic documentation were entered into a facility asset management database.

Comprehensive Educational Facility Planning Program – West Virginia Department of Education

Project Manager: Supported the West Virginia School Building Authority (SBA) and WVDE by standardizing and overseeing the Facility Condition Assessment portion of the State's Comprehensive Educational Facility Planning (CEFP) program. The CEFP program evaluates the state's inventory of approximately 700 K-12 schools (47 million square feet) every 10 years for conformance with state policy and future educational needs. Developed a standardized data-collection and training program to be used in the field by Architect/Engineering firms (A/E) independently hired by each of the 55 WV counties to collect FCA data. Prepared school-specific and county summary FCA Reports which were distributed to key stakeholders for use in the CEFP evaluation process.

Vanessa Warren, ASLA

FUNDING EXPERT

Education
- Bachelor of Landscape Architecture, Michigan State University, Landscape Architecture, 2000
- Bachelor of Science in Horticulture Science, Purdue University 1989

Experience
With OHM since 2013
13 years prior experience

Professional Certification(s)
- Playground Equipment Installation and Safety Certification
- Leadership in Energy and Environmental Design

Professional Affiliation(s)
- American Society of Landscape Architects (Past National Executive Committee Member as Vice President of Membership and Trustee)
- Landscape Architecture Foundation (Member)
- Yearly Planting Plan for the State of Michigan Grounds including annual and perennial beds
- Adjunct Instructor for Michigan State University's School of Planning, Design and Construction, 2006 - present

Background

Vanessa creates sustainable, functional, and artistic designs and plans for the outdoor environment. In her 20+ years of experience within the landscape architecture field, Vanessa has been a team leader of project planning, conceptual and schematic design, contract and grant administration, and quality systems oversight. She strives to have plans and designs that are sustainable, fundable, and maintainable. Vanessa has had numerous successful projects with parks and recreation master planning, park development, trail design, placemaking, streetscape improvements, site restoration, site development, illustrative master planning, grant writing, and urban design.

Select Relevant Experience

Communities of Successful Grant Acquisition Projects
- Genesee County Parks
- City of Fenton
- City of Davison
- City of Flint
- City of Zilwaukee
- City of Swartz Creek
- City of Sault Ste. Marie

Five-Year Parks and Recreation Plans
- Genesee County Parks
- City of Fenton
- City of Davison
- City of Flint
- City of Zilwaukee
- City of Swartz Creek
- Chesaning Village, Township, and Public School Joint
- City of Southfield
- Caledonia Township
- City of Royal Oak
- City of Novi
- City of Farmington Hills
- City of Stanton

Brittany Simmons

PUBLIC ENGAGEMENT

Education
- Master of City and Regional Planning, University of Michigan, 2020
- Bachelor of Arts, University of Michigan, 2018

Experience
With OHM since 2023
3 years prior experience

Professional Affiliation(s)
- American Planning Association, member

Background

Brittany is a Detroit-based planner whose place-based, community-driven research and analysis guide strategies that make cities more livable, equitable, and economically vibrant. Brittany draws from diverse experiences in New York, NY, and Detroit, MI that have informed her creative approach to crafting thoughtful economic and community development initiatives and strategies.

Select Relevant Experience

Kalamazoo Parks and Recreation Master Plan; Kalamazoo, Michigan
Responsible for developing an equitable and community input-focused framework to guide investment in the parks system over the next five years. OHM has conducted an extensive community engagement process that relies on both in-person and digital tools to gather input from residents. This input is paired with a technical planning analysis that identifies the deficiencies in the parks system. Recommendations will attempt to address these deficiencies and set up the department to attract more users to the parks.

New Rochelle Transit Center Redesign; New Rochelle, New York*
Facilitated stakeholder engagement to inform the redesign of the historic train station and the surrounding transit center. The project will bring aesthetic upgrades and help improve walkability, pedestrian flow, and non-motorized access.

Strategic Plan for the 5th Avenue Park Slope Business Improvement District; New York, New York*
Conducted a stakeholder engagement effort to gather and analyze feedback on the BID's flagship services and programs from business owners along the BID's commercial corridor. Analyzed the feedback to provide the 5th Avenue Park Slope BID with strategic recommendations for improvements and efficient growth of its services and programming.

Exclusionary Zoning Research for The Century Foundation; New York, New York*
Focused on four geographies across New York state, led survey production and distribution, as well as stakeholder interviews to understand what New Yorkers think about zoning and its impact on K-12 educational outcomes.

New Rochelle Downtown Revitalization Initiative; New York, New York*
To redevelop a local highway into a linear park and reestablish connections between the local community and the City's Downtown; managed concept development and implementation of virtual reality engagement, led stakeholder engagement strategy design, as well as planned and executed public design workshops.

New York Building Congress Strategic Visioning; New York, New York*
Led stakeholder interviews, workshops, and report development to establish a new strategic vision for the one-hundred-year-old organization. The strategic plan outlines focus areas for the Building Congress to expand its research and advocacy efforts, grow and serve its membership, and lead the building industry in New York City and beyond over the next century.

Completed prior to joining OHM Advisors.

Jake Murawski

GIS LEAD

Education
- Master of Science in Geographic Information Systems, Central Michigan University, 2019
- Bachelor of Science in Geographic Information Systems, Central Michigan University, 2012

Experience
With OHM since 2015
3 years prior experience

Professional Certification(s)
- OSHA, Confined Space Entry
- AHA, First Aid, CPR, AED

Professional Affiliation(s)
- Michigan Communities Association of Mapping Professionals (MiCAMP), member 2015-Present
- Ohio-Michigan GIS User Group (OH-MI), member
- Michigan GIS User Group, member
- Southeast Michigan Council of Governments (SEMCOG), member
- Geographic Information Systems Certification Institute

Background

Jake serves as a GIS Project Manager at OHM Advisors, based out of our Livonia office. Performing as a technical GIS professional and department Project Manager, Jake has a strong work ethic coupled with the ability to address complex problems and design technical solutions. For the past 11 years, Jake has specialized in the areas of GIS, asset management, environmental planning and assessment, spatial analysis, database management, Global Navigation Satellite Systems (GNSS), and field data collection. With his experiences in GIS and environmental planning, his development concentrations range from data model design to asset management to field data collection and data management.

Jake manages all GIS field data collection projects and GIS specific contracts as well as providing and executing all GIS tasks within each discipline. This includes the deployment and integration of ArcGIS Online's suite of applications and mapping products, database QA/QC, and field data collection. He is also responsible for mentoring and supervising GIS staff members in each of our regional offices. He is experienced in using a variety of software and related tools, including ESRI ArcGIS and ArcPRO, 3D Analyst Extension, Spatial Analyst Extension, ArcGIS Online, Statistical Analyst Extension, Eos Positions Systems, Eos Tools Pro, and Eos Locate.

Select Relevant Experience

Asset Management Programs, Various Clients/Locations, MI – 2015-2020

Asset management programs vary depending on the community's needs and budgets. As a GIS Analyst, Jake worked with various communities to create or update their GIS for each desired utility system. The GIS team updated the GIS both via spatial location and attribution to create a complete system. Systems analyzed have included some of the largest utility systems in the State of Michigan, including:

- City of Novi
- Charter Township of Orion
- City of Hancock
- City of Livonia
- City of Marquette
- City of Milan
- City of Owosso
- City of Rochester Hills
- City of Westland
- Superior Township
- Traverse City
- Village of Baraga
- Village of Ontonagon
- Ypsilanti Communities Utilities Authority (YCUA)

Stormwater and Wastewater Asset Management Plans (SAW Grant) (Various Clients/Locations, MI) – 2015-2020

GIS Analyst / Field Technician for multiple townships' SAW Grants to develop Asset Management Plans for stormwater and wastewater infrastructure. Projects included field data collection, stream bank survey and analysis, city-wide creation of GIS databases, record drawing research, GIS analysis/reporting, and cartography.

Ann Arbor Stormwater & Wastewater Asset Management Plan

ANN ARBOR, MICHIGAN

Ann Arbor faces all-too-familiar challenges, increased cost of services, aging existing infrastructure, and the need to optimize investments in maintaining their assets. Like many utilities throughout North America, Ann Arbor has identified a need for an asset management (AM) process to prioritize capital projects for their CIP as well as to optimize their operations and maintenance (O&M) of their systems to minimize the life cycle costs.

The specific project goals included:

- Establish a strategic and proactive plan for management of the Systems that shall:
- Enable strategic and proactive assess existing conditions of assets in each system
- Optimize existing operations and maintenance procedures
- Optimize use of available capital investment dollars
- Identify resource needs (e.g., equipment, staffing, funding, technology)

The project team identified the following key success factors for addressing the City needs:

One – Produce Early Wins

The team understands that this is a very important project for the City of Ann Arbor and may last up to three years. However, three years is too long for the City to wait to receive recommendations and begin implementing the asset management plan final deliverable.

A sustainable asset management program needs to build on the success that Ann Arbor has already achieved and enhance their processes to achieve their ultimate goals. Within the first six months, our team kicked off the program with a focused, initial effort to understand the City's systems, processes, data, IT Systems as well as key stakeholder expectations. We performed an initial gap assessment to better understand their utility and provided initial recommendations that the City could implement immediately.

Two – Optimize the O&M Program

A sustainable Asset Management program must include optimization of a utilities O&M program to efficiently and effectively maintain their system and achieve the most life out of their assets. The team included experienced operators that can quickly assess your O&M practices, staffing and equipment. Our team leveraged our experience and carefully accounted for key personnel operations and maintenance considerations, who evaluated condition assessment procedures.

COMPLETION

Design
2016 - 2019

COST

Design
$1,170,000

CLIENT INFORMATION

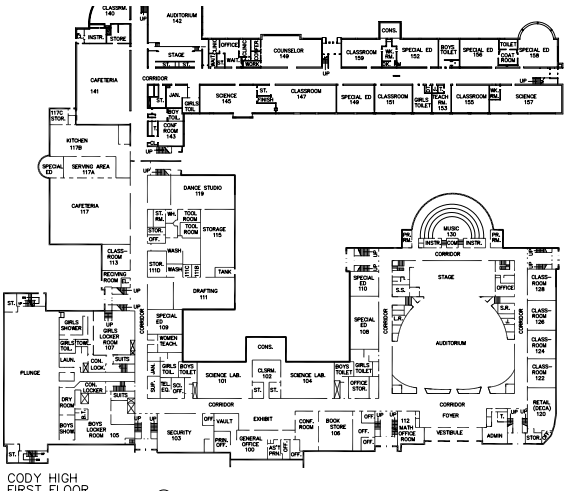
City of Ann Arbor
Jennifer Lawson, CSM,
Water Quality Manager
301 E. Huron Street
Ann Arbor, MI 48107
734.794.6430

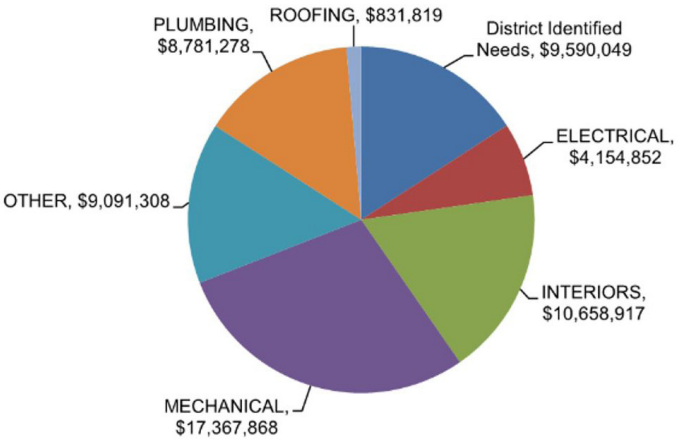
SERVICES PROVIDED

Asset Management
Stormwater Engineering
Wastewater Engineering

Detroit Schools Facilities Assessment & Facility Planning Services

DETROIT, MICHIGAN





The Detroit Public Schools Community District needed a detailed assessment performed on their nearly 12-million SF of school facilities as well as outdoor learning environments and a high-level space planning component, resulting in a comprehensive, prioritized capital improvement plan. OHM Advisors brought together experts from the architecture, engineering, and planning spheres to complete this multi-disciplinary project within the city of Detroit.

Our team partner, ALPHA, utilized asset performance planning software to collect and manage the data associated with the district's facility condition assessment program. Data on over 12-million SF, spread over approximately 100 buildings, was collected and analyzed. Further data sets such as building maintenance records, staff interviews, and renovation information were reviewed and compiled.

Our evaluation included structures, mechanical systems, parking lots, playgrounds and operational system capacity. This detailed information on the district's assets allowed us to then create, on a facility level, a Facility Condition Index (FCI). This rating allows the district to easily prioritize infrastructure improvement needs. In addition to the FCI, the prioritization process also included school capacity index rating, driven by student enrollment, school gross space, and industry standards.

COMPLETION
Design
2.2018 - 7.2018

COST
Design
$945,000

CLIENT INFORMATION
Detroit Public Schools
Community District
Felicia Venable,
Sr. Executive Director Facilities
Fisher Building, 11th Floor
3011 W Grand Boulevard
Detroit, MI 48202
313.873.6532

SERVICES PROVIDED
Architecture
Asset Management
Electrical Engineering
Mechanical Engineering

Kalamazoo Parks and Recreation Plan

KALAMAZOO, MICHIGAN

The Kalamazoo Parks and Recreation Department brought on OHM Advisors to assist with the five-year update of its Parks Master Plan building on the ten strategic goals identified in the City's Master Plan. The Parks and Recreation Plan is developing recommendations for the next five years using input from the community, a city-wide equity analysis, and a focus on feasibility.

The Plan's recommendations are broken into two categories: department wide projects and park specific projects. OHM has developed recommendations for the overall Parks and Recreation department that will help guide the priorities of the department for capital improvements, accessibility, marketing, staffing, and growth. Additionally, the Plan identifies specific improvements to parks that are needed to meet the needs of the community. These improvements are based on the desires of neighbors and the changing recreation preferences of the community.

COMPLETION
Design
05.2023 - 01.2024

COST
Design
$105,000

CLIENT INFORMATION
City of Kalamazoo Parks and Recreation
Ashton Anthony, Deputy Director
269.337.8295
anthonya@kalamazoocity.org

SERVICES PROVIDED
Community Engagement
Planning

Southfield 5-Year Parks and Recreation Master Plan

SOUTHFIELD, MI

The Parks and Recreation Department hired OHM Advisors to assist with the development of City's Parks and Recreation 5-Year Master Plan. This document provided the strategic plan for investment into parks and recreation for the following 5-year period. Recommendations were developed through close coordination with the Parks and Recreation Department, internal and external stakeholders, and open comment from the general public.

The plan achieved high engagement metrics for a defined engagement period and positions the City for granting opportunities from the Michigan Department of Natural Resouces (MDNR) and other sources.

COMPLETION

Design
10/2021 - 01/2022

CLIENT INFORMATION
City of Southfield
Terry Fields,
Director
26000 Evergreen Rd,
Southfield, MI 48076
248.309.1154

COST

Design
$39,000

SERVICES PROVIDED
Community Engagement
Funding
Planning

Upper Arlington Parks and Recreation Comprehensive Plan

UPPER ARLINGTON, OHIO

The City of Upper Arlington's Parks & Recreation Department underwent a comprehensive planning process from the summer of 2017 through the close of 2018, with the goal of developing a document that would inform and guide decision-making relative to the department's oversight of parks, facilities and programming into the next decade and beyond. PROS Consulting and OHM Advisors performed the study on the City's behalf. The process was multi-pronged, including detailed assessments of the parks and existing facilities, department programming and procedures, bench-marking comparisons with other communities, analysis of Upper Arlington's demographics, consideration of national trends, and extensive community engagement to gather feedback directly from residents and community stakeholders relative to needs and opportunities for improvement.

As an older, fully developed community, Upper Arlington's park system—and the facilities within it—has long been established. By national standards, the system is deficient in its acreage per 1,000 population; however, the parks are considered a community treasure and are filled with a range of passive and active outdoor recreational facilities. With a total coverage of 182 acres, the system is comprised of seven larger community parks (totaling 156 acres) that serve multiple functions, 14 neighborhood parks (totaling 26 acres) that typically feature one or two facilities such as play-grounds and benches, and pocket parks—smaller green spaces that enhance the community's aesthetic appeal with landscaping and unique features.

A summary of the project objectives included:

- Engage the community through innovative public input means to build a shared vision for parks, recreation programs, and facilities in the City of Upper Arlington for the next five to ten years.
- Utilize a wide variety of data sources and best practices to predict trends and patterns of use and how to address unmet needs for the City of Upper Arlington.
- Determine unique Level of Service Standards to develop appropriate actions regarding parks, recreation programs, and facilities that reflect the Department's strong commitment in providing high quality recreational activities for the community.
- Shape financial and operational preparedness through innovative and "next" practices to achieve the strategic objectives and recommended actions.
- Develop a dynamic and realistic strategic action plan that creates a road map to ensure long-term success and financial sustainability for the City's parks, recreation programs, and facilities, as well as action steps to support the family-oriented community and businesses that call Upper Arlington home.

CLIENT INFORMATION
City of Upper Arlington Parks and Recreation Department
Debbie McLaughlin, Director
3600 Tremont Road
Upper Arlington, OH 43221
614.583.5047

COMPLETION
Design
04.2018

SERVICES PROVIDED
Community Engagement
Planning

Avon Lake Comprehensive Plan

AVON LAKE, OHIO

OHM Advisors led a process with the City of Avon Lake to update their Comprehensive Plan in celebration of the city's bicentennial. The City of Avon Lake is a community of 23,000 residents located off the shores of Lake Erie in Lorain County. Meant to serve as a guide for the next 30 years, but with strategic action steps, the intent of the plan was to take the near and long-term hopes for the city and tie those into implementation strategies which meet the overall goals of the community. Outreach to the community was facilitated through traditional approaches, such as community surveys, but also through less traditional methods by going out to community events, such as the city's Bicentennial Festival, to meet and discuss the future of Avon Lake with residents and visitors of the lake shore. The process also included collaboration with local businesses, and regional stakeholders.

Located only 15 miles west of Cleveland, Avon Lake has over 220 acres of parklands, recreation, and playgrounds, and 20 miles of bike lanes. Unfortunately, direct access public beaches and other lake amenities is limited to two places, inspiring increased lakefront access as a primary goal of the plan strategies. The commercial and retail areas of the city were developed in earlier eras and now feels the effects of new retail expansion in neighboring cities. Our team was tasked to work with the community to develop a land use plan that reflected the current assets of the community, while focusing on targeted areas for change.

Three of these targeted areas were identified for infill and redevelopment. Specific concept plans and design guidelines were developed for each focus area to address community images in creation of a walkable, “downtown” for the city, as well as housing options to support aging-in-place. In addition to the focus areas, a lakefront policy was created to guide the city in developing and creating additional public access to Lake Erie.

By employing a dynamic and innovative planning process, the City of Avon Lake sought to develop a truly comprehensive plan that fully integrates land use, transportation, parks and open spaces and other public amenities, while also outlining implementation strategies.

COMPLETION
Design
2019

COST
Design
$100,000

CLIENT INFORMATION
City of Avon Lake
Greg Zilka,
Mayor
150 Avon Belden Road
Avon Lake, OH 44012
440.930.4100

SERVICES PROVIDED
Community Engagement
Planning
Site Design

Alpha Facilities Solutions
Building perspective.

City of San Leandro

SAN LEANDRO, CALIFORNIA

In January of 2020 ALPHA Facilities Solutions performed comprehensive facility condition assessments, parks and recreational assessments and created Preventative Maintenance Schedules for all of the City's assets. The project Scope included project set up, mobilization, field data collection, data management and facility condition assessment reports.

The project captured data on building systems, building assets, park systems and park assets for the purpose of obtaining current condition and future replacement information. In addition, building /park assets were tagged using standard barcode tags and park assets were geo-located so they could be included as layer options within the City's GIS database.

Data obtained from the condition assessments was used by the City for strategic asset management and capital replacement needs. The data was entered into a industry leading CMMS and Capital Planning software solution so that the City could maintain future data and leverage the robust reporting capabilities. Preventative maintenance schedules were created for the City's assets which included all industry recommended frequencies as well as labor loads reported by asset classifications which will assist the City's operations and maintenance departments move towards a less reactive state of business.

SERVICES

- Facility Condition Assessment
- Parks and Recreational Assessment
- Equipment/Park Inventory
- Geo-Location Services
- Asset Tagging
- Preventive Maintenance Schedule Development Services

PROJECT TIMELINE

1.2020 - 4.2020

GROSS SQUARE FOOTAGE ASSESSED

500,000

PARKS ASSESSED

22

CLIENT INFORMATION

City of San Leandro
Jennifer Auletta, Deputy Public Works Director
510.577.6022
jauletta@sanleandro.org

Highlands Ranch Metro District

HIGHLAND RANCH METRO DISTRICT, COLORADO

SERVICES

- Facility Condition Assessment
- Parks and Recreational Assessment
- Equipment/Park Inventory
- Geo-Location Services
- Asset Tagging

PROJECT TIMELINE

5.2022 - 8.2022

GROSS SQUARE FOOTAGE ASSESSED

200,000

PARKS ASSESSED

30

CLIENT INFORMATION

Highlands Ranch
Lance Larios, Director of Parks & Recreation
720.240.5923
llarios@highlandranch.org

In May of 2022 ALPHA Facilities Solutions performed comprehensive facility condition assessments and parks and recreational assessments for all of the City's assets. The project Scope included project set up, mobilization, field data collection, data management and facility condition assessment reports.

The project captured data on building systems, building assets, park systems and park assets for the purpose of obtaining current condition and future replacement information. In addition, building /park assets were tagged using barcode / QR code tags. Park assets were geo-located and the open spaces trail systems were mapped out using point and line features so that they could be included as layer options within the City's GIS database.

Data obtained from the condition assessments was used by the City for strategic asset management and capital replacement needs. The data was entered into a industry leading CMMS and Capital Planning software solution so that the City could maintain future data and leverage the robust reporting capabilities.

2021 Streetlight Replacement and Painting

COMPLETION
Design
2021
Construction
2022-2023

COST
Design
$135,000
Construction
$1,179,000

CLIENT INFORMATION
City of Ann Arbor

Cyrus Naheedy
Transportation Engineer

301 E. Huron Street
Ann Arbor, MI 48104

SERVICES PROVIDED
Engineering Design
Electrical Engineering
Contract Administration
Construction Engineering

Arbor Hills Booster Station Demolition

COMPLETION
Design
05.2020 – 09.2020
Construction
12.2020 – 09.2021

COST
Design
$18,200
Construction
$13,500

CLIENT INFORMATION
City of Ann Arbor

Troy Baughman
Systems Planning Unit

301 E. Huron Street
Ann Arbor, MI 48104

SERVICES PROVIDED
Site Design
Contract Administration
Construction Engineering

Veteran's Park Ice Arena Cooling Tower / Condenser Replacement

COMPLETION
Design
02.2015 - 04.2015
Construction
06.2015 - 07.2015

COST
Design
$12,500
Construction
$105,000

CLIENT INFORMATION
City of Ann Arbor

Bill Meeks/Scott Spooner

301 E. Huron Street
Ann Arbor, MI 48104

734.794.6230 ext 43319

SERVICES PROVIDED
Condition Assessment
Structural Assessment
Recommendations
Equipment Selection
Permitting Assistance
Bid Documents
Construction Observation

Veteran's Park Pool Boilers / Equipment Replacement

COMPLETION

Study
06.2016 – 08.2016

Design
09.2016 - 11.2016

COST

Study
$10,000

Construction
$13,500

CLIENT INFORMATION
City of Ann Arbor

Bill Meeks/Scott Spooner

301 E. Huron Street
Ann Arbor, MI 48104

734.794.6230 ext 43319

SERVICES PROVIDED
Site Design
Contract Administration
Construction Engineering

Nixon / Green / DhuVarren Roundabout & Nixon Road Corridor Study

COMPLETION

Design
02.2016 - 01.2017

Construction
06.2017 - 10.2017

COST

Design
$836,726

Construction
$2,426,797

CLIENT INFORMATION
City of Ann Arbor

Igor Kotlyar,
Project Manager

301 E. Huron Street
Ann Arbor, MI 48104

734.794.6410

SERVICES PROVIDED
Traffic Engineering
Community Engagement
Survey
Construction Engineering

2023 Miscellaneous Utility Design Projects

COMPLETION

Design
07.2022 - 04.2023

COST

Design
$169,405

Construction
$4,100,000

CLIENT INFORMATION
City of Ann Arbor

Tracy Anderson, PE
Project Manager

301 E. Huron Street
Ann Arbor, MI 48104

734.794.6410

SERVICES PROVIDED
Municipal Engineering
Survey

INTRODUCTION

As summarized in the City of Ann Arbor Parks and Recreation Open Space Plan (PROS), the City boasts a very diverse range of park and recreation facilities, including:

164 Park Properties

2,210 Total Acres of Parkland

1,400 Acres of Natural Area

17.96 Acres of Parkland per 1,000 residents

Considering that the city parks and open spaces comprise approximately 11.6 percent of the city available land space[1], this indicates a significant commitment by the city to green spaces. These extensive park system and recreational opportunities are likely contributing to the City's appeal, with Livability ranking it as the No. 2 city to live in the United States for 2022[2].

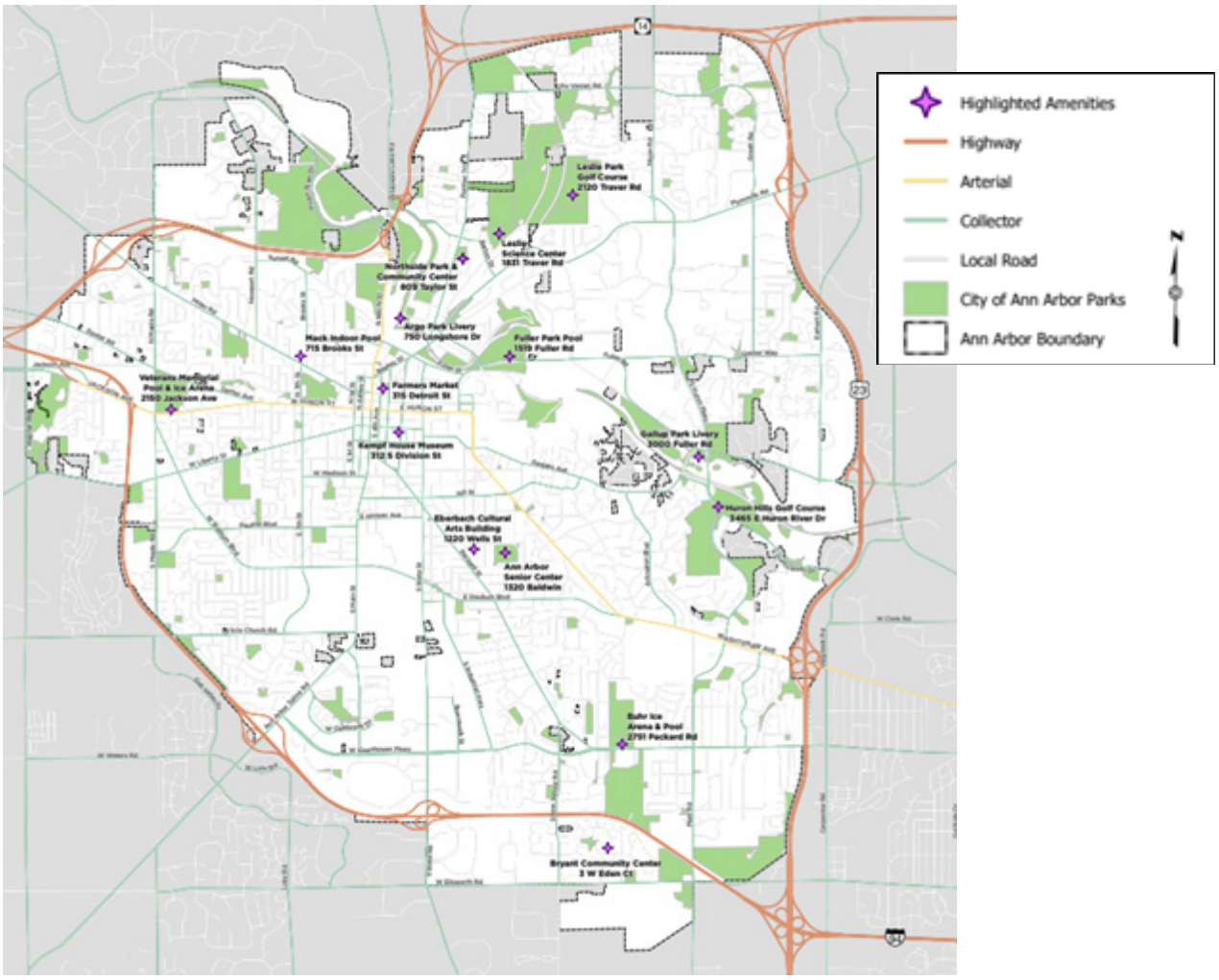
For the purposes of continuing to sustainably provide these rich and wide-ranging amenities to visitors of all ages, abilities, interests, and schedules, the city seeks to establish a strategic and proactive asset management plan for the management of its Park system assets that shall:

- **Enable staff to**
  - Quickly assess existing conditions of assets,
  - Plan for and prioritize short-, medium-, and long-term capital improvements,
- **Optimize**
  - Existing operations and maintenance procedures,
  - The use of available capital investment dollars
- **Identify resource needs** (e.g., equipment, staffing, funding, technology)

The scope outlined in the subsequent sections of this proposal details the tasks our team is proposing in an effort to help the city accomplish these stated objectives.

[1] Community Facts and Figures - UofM Government Relations UofM Government Relations (umich.edu)

[2] Ann Arbor named No. 2 city to live in U.S. (clickondetroit.com)



Task 1: Asset Inventory

Under this task, OHM will complete a detailed data analysis of the City's park asset data provided by the City.

Task 1.1 - Review existing Parks Asset Inventory

This inventory analysis will provide our team with a better understanding of the;

- Asset database structure,
- Asset types,
- Attribution,
- Location accuracy and
- Overall completeness of the data associated with both its physical attributes and condition information.

Task 1.2 - Inventory Data Gap Analysis

Additionally, areas where the City is lacking data within the 164 park properties will be identified with the assistance of key city staff. We will look at the number and distribution of assets and completeness of attribution data within the dataset. It is important to note that the type and quantity of asset types will range depending on the park type. Our team will then develop a presentation on a park-by-park basis summarizing our findings. This presentation will be provided to the City for review and feedback.

The inventory presentation will be comprised of

- Maps,
- Data tables, and
- Summaries of park assets (amenities and components by park type – please refer to the asset hierarchy in the next section of this proposal).

This presentation is aimed at allowing for open communication and knowledge transfer between the city and our team to help identify strategies to obtaining missing information as shown on the following page.

Task 1.3 - Recommend a strategy to obtain missing information

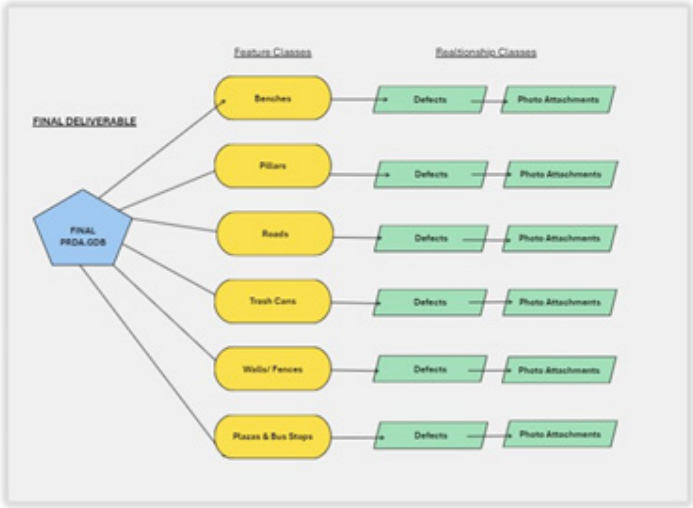
After a pre-determined review period completed by key City staff, our team will schedule a meeting to present a plan for filling in those gaps in the data. This plan could include site visits to parks where data is known to be missing or a "clean up" of data in case there are duplicate entries. Completing inventory in the process on collecting condition information is yet another strategy that can be employed and discussed further with key city staff.

Task 1.4 - Work with City GIS personnel to determine optimal method(s) to add any missing asset subcategories

OHM will provide recommendations on how the database should be structured in the future to account for missing information as well as maintenance, replacement, and removal of assets. It will also be imperative to complete a thorough review of the database schema and any sub-types. Our team, in collaboration with key City staff will review each feature layer attribute fields and present the city team with recommendations.

Task 1.5 - Recommend how asset inventory be reported out

A key question to answer prior to exploring reporting options of inventory is whether the reports are to be static or dynamic in nature. Static reports are identified as reports capturing asset inventory information in a snapshot in time and will need to be reworked / edited as data is updated. A dynamic reporting option, on the other hand, would have established an active link between the reports and the underlying data so that changes in data are readily reflected in the reports without any additional work.

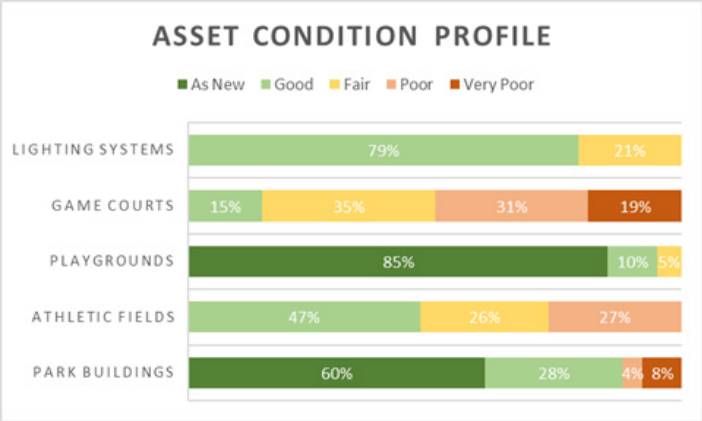


Options for static reporting may include infographics or different report templates. Dynamic reports may include asset management software / GIS / or business intelligence template outputs. Our team has extensive experience with dashboard development and software implementation.

Many different approaches exist for structuring the inventory reports. One approach is to base the reporting on the asset infrastructure hierarchy presented in the next section of this report. This allows for clarity about location as well as inter-dependence / linkage between asset type, amenity, and component.

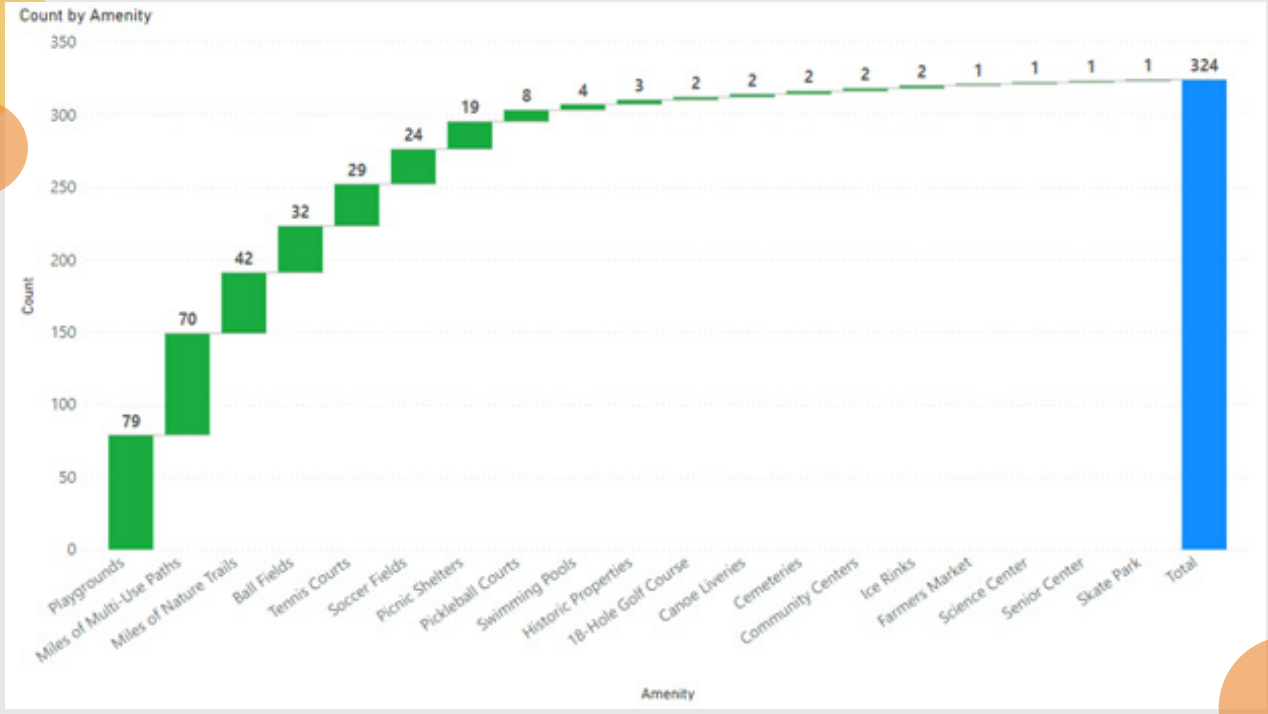
Another approach to reporting out asset inventory is based on an aggregated amenity and component levels as was done in the City PROS plan.

The advantages and disadvantages of each of these approaches, based on the type of report the city chooses (static or dynamic) will be discussed and finalized with City staff input.



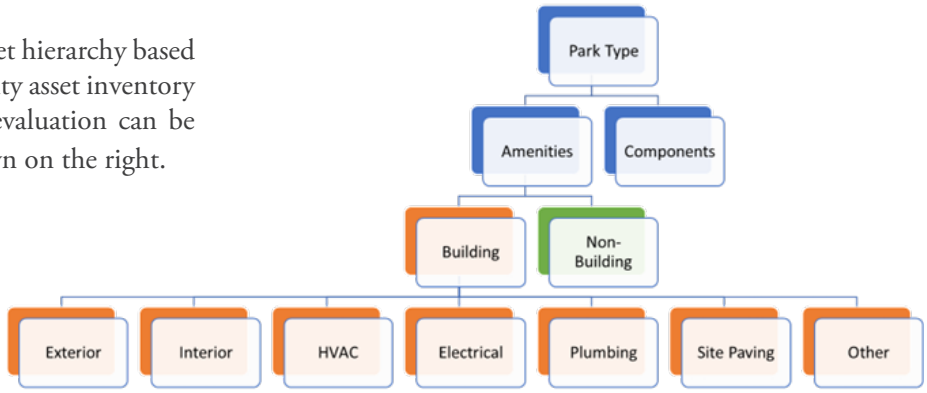
② Task 2: Condition Assessment

It is our understanding that the City operates and maintains an extensive list of park assets, including the amenities/facilities as shown in the chart below.



Task 2.1 - Review existing City-collected condition assessment data

Initially, our team proposes to identify an asset hierarchy based on which we plan to categorize the existing city asset inventory such that a more detailed condition data evaluation can be performed. One such asset hierarchy is shown on the right.



Task 2.2 - Determine asset assessment methodology for each System

A condition assessment methodology is generally comprised of two components:

- **Condition Assessment Process / Technique**
  Unless requested specifically or necessitated by initial field observations, our proposed condition assessment would entail a visual inspection. Our team can perform non-destructive or destructive testing should the need and request arise.
- **Condition Grading System**
  The Institute of Public Works Engineering Australasia (IPWEA) recommends a five-step condition rating system at a minimum. Depending on asset criticality and sampling frequency, more sophisticated grading systems maybe deployed. A sample five-step rating system is demonstrated below[3].

Rank	Description of Condition
1	**Very Good Condition** Only normal maintenance required
2	**Minor Defects Only** Minor maintenance required (5%)
3	**Maintenance Required to Return to Accepted Level of Service** Significant maintenance required (10-20%)
4	**Requires Renewal** Significant renewal/upgrade required (20-40%)
5	**Asset Unserviceable** Over 50% of asset requires replacement

As indicated earlier, the evaluation of building assets and associated sub-components requires a specialized focus and expertise. The evaluation of facilities and related sub-components is detailed next.

Building Amenities (Facilities) Specific Asset Condition Assessment Methodology

Building facilities will be assessed by our assessment teams comprised of qualified architects, engineers and/or construction professionals. Our teams will assess the architectural and mechanical, electrical, and plumbing components of the facilities.

Our teams will evaluate the condition and estimate the remaining service life for the purposes of renewal forecasting for the building systems shown below (as indicated in the asset hierarch structure earlier):

1. **Exterior systems:** Roof systems, Wall systems, Window systems, and Exterior door systems.
2. **Interior systems:** Wall systems, Interior door systems, Floor systems, Fittings (Casework, Partitions, etc.) and Ceiling systems.
3. **Heating, ventilation and air conditioning systems:** Cooling generation, Heat generation, Terminal and package units, Distribution systems, Controls and instrumentation systems.
4. **Electrical and electrical distribution systems:** Branch wiring systems, Lighting systems and Service distribution system.
5. **Plumbing systems:** Plumbing fixture system, Sanitary sewer system and Domestic water distribution system.
6. **Fire protection systems:** Emergency lighting system, fire sprinkler and suppression system, fire alarm detection system and standpipe system.
7. **Conveyance systems:** Elevators and Wheelchair lifts.
8. **Site Paving Systems:** (Immediately adjacent to the facilities receiving services) We will perform a visual Pavement Condition Assessment of pavement surface to document the current condition of the pavement.
9. **Site Lighting Systems (Within Parks):** Includes only the visual observation of the lighting systems associated with trails, walkways, parking lots and playgrounds for the purpose of providing condition and life cycle information.
10. **Pools:** Includes the visual observation of for the purpose of documenting current conditions of the pool. Our teams will evaluate the condition of the pool decking, drainage systems, pool slides, pool plaster, coping, tile, pool mechanical systems and fencing.
11. **Ice Rinks:** Includes the visual inspection of the standard facility systems (if ice rink is indoors) as well as the bleachers, safety barriers, lighting systems, scoreboards, nets, and mechanical systems associated with the ice. The ice subsurface will be life cycle assessed based off of client interviews unless visible at the time of inspection.

[3] CONDITION ASSESSMENT AND ASSET PERFORMANCE GUIDELINES – PRACTICE NOTES (higherlogicdownload.s3.amazonaws.com)

Digital photos will be captured and used for internal quality control purposes. Photos will be captured for building identification and documentation of asset and system conditions. Select photos will be used within the narrative reports; however, the project photos will be made available through a Share Point site for the client's convenience.

An asset survey will be conducted for the purpose of noting remaining useful life of major building equipment. We will provide an inventory of fixed, visible and accessible building equipment. A listing of major building inventory categories is outlined below:

- Heating, Ventilation and Air Conditioning (HVAC)
- Electrical
- Equipment
- Plumbing
- Life Safety/Security
- Conveying (e.g., elevators, escalators, etc.)
- Exterior Enclosure

We will collect information noted on the equipment identification label when readily accessible, legible, and safe, such as:

1. Manufacturer, Model, and Serial
2. Capacities Information
3. Location by Building, Space, and Floor
4. Date Placed in Service

Task 2.3 - Develop a plan for obtaining necessary condition assessment data for the implementation of this project

Below, our team has identified the outlines of an initial plan for obtaining necessary condition assessment data for the implementation of this project. We propose to discuss this broad outline with key city staff before finalizing and implementing it. We believe that by following these steps, our team can obtain the necessary parks condition assessment data to help the city make informed decisions about the condition state of its park amenities and components.

1. **Identify Amenities/Components to be Assessed:** This initial step identifies specific assets to be assessed. For purposes of budgeting our proposed effort, we suggest the evaluation of the park amenities and components shown in the subsequent table. Our team is open to adjusting this inventory depending on specific city needs and request.

Facilities to be visually condition inspected inside the 164 city-owned park properties #

CATEGORY	ASSETS	ADDRESS OF FACILITIES
PARK TYPES	Ann Arbor Senior Center	1320 Baldwin Avenue
	Argo Park Livery	750 Longshore Drive
	Bryant Community Center	3 W. Eden Court
	Buhr Ice Arena and Pool	2751 Packard Road
	Cobbleston Farm	2781 Packard Road
	Eberbach Cultural Arts Building	1220 Wells Street
	Farmers Market	315 Detroit Street
	Fuller Park Pool	1519 Fuller Road
	Gallup Park Livery	3000 Fuller Road
	Huron Hills Golf Course	3465 E. Huron River Drive
	Kempf House Museum	312 S. Division Street
	Leslie Park Golf Course	2120 Traver Road
	Leslie Science Center	1831 Traver Road
	Mack Indoor Pool	715 Brooks Street
	Northside Park and Community Center	809 Taylor Street
	Veterans Memorial Pool and Ice Arena	2150 Jackson Avenue

Amenities and components to be visually condition inspected inside the 164 city-owned park properties

CATEGORY	ASSETS	COUNT
AMENITIES	Athletic Fields	56
	Ball Fields	32
	Soccer Fields	24
	Bridges*	12
	Dog Parks**	3
	Park Structures	54
	Picnic Shelters	15
	Restrooms	15
	Pit Toilets	24
	Game Courts	74
	Basketball	33
	Tennis	29
	Pickleball	8
	Volleyball	4
	Major Irrigation Systems	4
	Fuller Park	1
	Olson Park	1
	Southeast Area Park	1
	Veterans Memorial Park	1
	Lighting Systems (visual inspection of pole and base only)	18
	Major Sports Lighting Locations	3
	Minor Area Lighting Locations	15
	Pavement (parking lots adjacent to buildings are separate)***	Varied
	Parking Lots	58
	Multi-Use Paths	70 miles
	Nature Trails	42 miles
COMPONENTS	Barbecue Grills	72
	Benches	569
	Bike Racks	60
	Drinking Fountains	48
	Monuments/Memorials/Sculptures +	43
	Park Signage and Wayfinding ++	190
	Picnic Tables	199
	Fishing or Boat Docks	9

\# Park buildings including pools, ice rinks, and the historic properties will be assessed in detail by Alpha Facilities

* Inspection information already available for the OHM Advisors team

** Includes visual inspection of general condition of dog areas including drainage, amenities and fencing

*** Parking lots adjacent to buildings will be evaluated as part of the building visual condition inspection

\+ Does not include memorials attached to other asset categories such as benches, picnic tables, or drinking fountains

++ Major signage only (what constitutes major to be agreed upon prior to inspection, not to exceed number in table)

2. **Select Indicators and Measures:** As identified in Task 2.2, we propose to implement our finalized condition assessment procedure and related condition rating scale. Also, as discussed earlier, the building facility assets and associated sub components will be condition assessed using a different scale, referred to as FCI and further detailed in the next section of this proposal (task 2.5).
3. **Identify Critical Data Gaps:** Determine critical data gaps that exist and need to be filled to make credible evaluations of the current conditions of the existing city amenities and components.
4. **Assess Existing Data:** Prior to the actual field visit, our team would evaluate existing condition data so that a baseline understanding of the last inspected asset condition state is established. This is also helpful in making planning level asset deterioration forecasts.
5. **Assess Current Conditions and Trends:** Coordinate field work and collect condition data / information on park amenities and components. Along with current and past condition information, an assessment will be performed about deterioration trends.
6. **Translate Data into Actionable Information:** Current and past data will be translated to actionable information involving charts and infographics as needed.
7. **Management Strategies:** Once the condition has been assessed, management strategies and activities to maintain, rehabilitate, or replace desired assets would be outlined.

Task 2.4 - Document the condition of Parks & Recreation assets through visual observation

Our team has extensive experience documenting asset condition states in a variety of formats. For the building assets and associated sub-components, these may take the form of a database as well as PDF reports.

Summary of Findings

Construction Type	Two-story structure with Brick Veneer
Roof Type	Modified Bitumen
Ceiling Type	Acoustical Tile and Painted Surfaces
Lighting	Fluorescent and High-Intensity Discharge (HID) Lamps
HVAC	Boilers with Steam Hydronics
Elevator	No
Fire Sprinkler	No
Fire Alarm	Yes

ELECTRICAL

Electrical switch boards and panels were found to be in poor condition, they are covered in condensation and rust due to moisture coming from boilers.

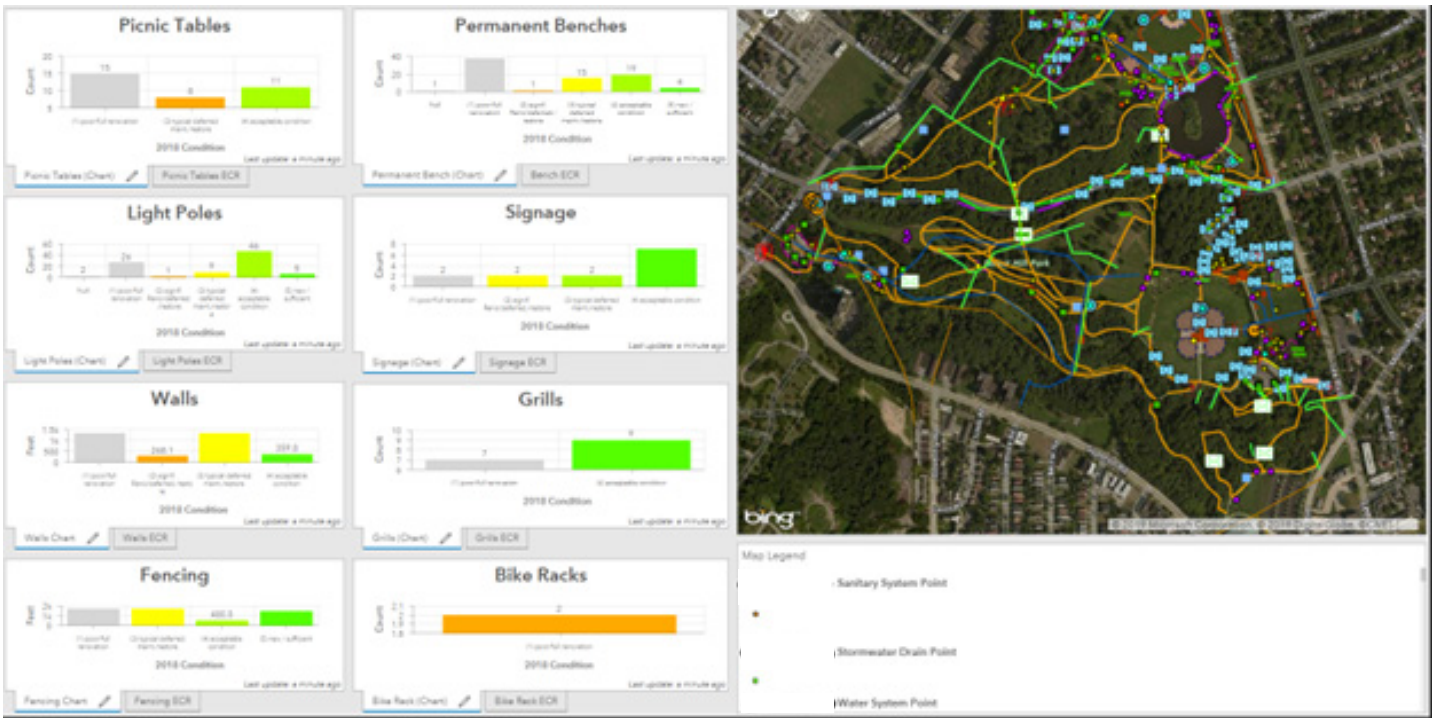
HVAC

Heat generating system is composed of boilers with steam hydronics for heating that are in poor condition. They exhibit excessive amounts of moisture and condensation that also covers and infiltrated electrical equipment within the boiler room.

INTERIOR FINISHES

Corridor ceiling finish is acoustical tile and ceiling finishes in the classrooms appear to be composed of steel hat channel with lathe and plaster. Both of these finishes are in poor condition and roof leaks have caused rust stains on ceiling finishes.

Name	Year Built	Area (SF)	Total Needs 2018	Current Replacement Value	2018 FCI %	Total Needs 2023	Forecast Replacement Value	2023 FCI %
[redacted]	1930	65,022	$4,678,008	$11,744,599	40	$10,811,889	$13,615,209	79
Abbreviated Accessibility			$268,529			$311,299		
TOTAL			$4,946,537			$11,123,188		



In terms of other assets, either story maps, reports, or business intelligence dashboard presentations are available options for consideration. We propose to develop an online accessible business intelligence dashboard template, as shown above.

Task 2.5 - Rate the performance of the Systems' assets with industry standard scales

An industry standard scale for rating the conditions of assets is referred to as a facility condition index (FCI). This index is determined based on the relative condition of assets using a ratio of needed repairs (NR) + deferred capital investments (DCI) over the current replacement value (CRV) for the asset. This ratio will allow for sorting facilities into a list of "worst first." We will work with the City to identify the most appropriate FCI scale gradation based on the overall city asset portfolio.

$$FCI = \left\{\frac{Needed\ Repairs + Deferred\ Capital\ Investment}{(CRV)}\right\} x\ 100$$

3 Task 3: Determine Remaining Life of Assets

Our team maintains average useful life reference tables we developed over the years based on industry standards as well as our experience with these assets. That information will be used in approximating the remaining life of the assets that are being evaluated.

Our approach to approximating remaining useful life involves the following steps:

- **Identify base data:** this includes asset physical attributes such as asset type, installation year, existing condition rating, etc.
- **Determine modification factors:** these may include material quality, operation history etc. which may either positively or negatively impact the condition state of the asset. Field observed condition states also impact these factors.
- **Determine end of asset life:** the modification factors may impact the average asset useful life. These adjustments are made as part of this step of the evaluation.
- **Determine remaining effective life**: finally, the remaining effective life of the asset is determined.

Amenity	Average Useful Life (years)
Fences and Gates	15
Signature	10
Playing Fields and Courts (dependent)	20
Playgrounds: equipment	15
Electrical Service and Components	25

4 Task 4: Analysis of Life Cycle and Replacement Costs of Assets

By the time this task is ready to be executed, condition and remaining useful life approximations for assets will have been completed. This task will be focused on determining the financial impacts of maintenance and replacement of assets.

Task 4.1 - Review and analyze all available historic financial data regarding life cycle costs of Systems' assets

As part of this task, valuable, historic financial data will be collected and analyzed. Examples of such data may include:

- Historic repair, rehabilitation, and replacement cost of assets by asset class
- Costs (if available) of condition inspection of asset components

This information along with available industry unit cost values forms the baseline of infrastructure investment needs.

Task 4.2 - Analyze data gathered in the Condition Assessment as it relates to projected fiscal needs for the Systems

Below is an example needs projection our team developed as part of a condition assessment and needs forecasting project. These needs projections can be aggregated on building or in the case of parks, a park type level, amenities level, and components level.

Task 4.3 - Determine the Systems' asset values

As part of our evaluation, system assets and components will include an approximated, current replacement value. This can be aggregated up to a system level. Missing replacement values can be approximated using similar asset amenity or component. With this approach, an overall value for the entire asset portfolio can be approximated.

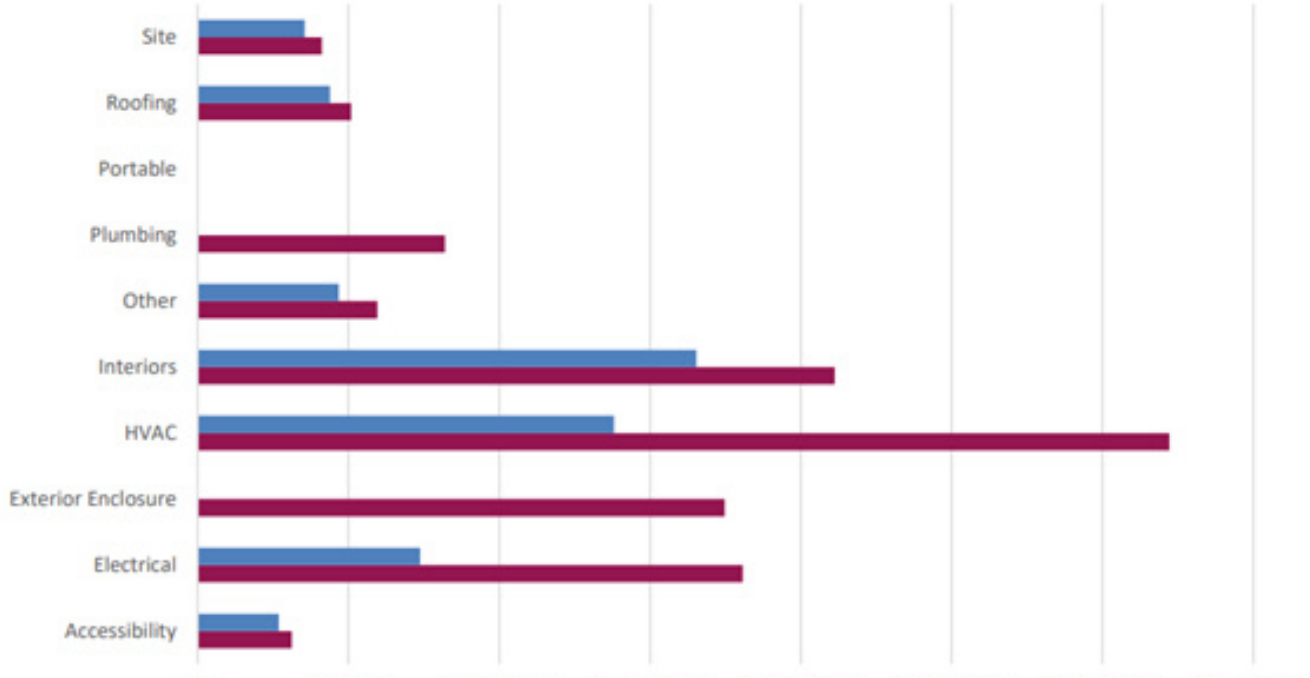
Name	Year Built	Area (SF)	Total Needs 2018	Current Replacement Value	2018 FCI %	Total Needs 2023	Forecast Replacement Value	2023 FCI %
[redacted]	1930	65,022	$4,678,008	$11,744,599	40	$10,811,889	$13,615,209	79
SUBTOTAL	**-**	***65,022***	***$4,678,008***	***$11,744,599***	***40***	***$10,811,889***	***$13,615,209***	***79***
Site and Infrastructure (excluded from FCI calculations)			$355,064			$411,617		
Abbreviated Accessibility			$268,529			$311,299		
TOTALS		**65,022**	**$5,301,601**	**$11,744,599**		**$11,384,805**	**$13,615,209**	

Task 4.4 - Determine local costs for repair, renewal, and replacement of the Systems' assets so that this data is available for later steps

Unit costs for repair, renewal, and replacement will be made available by asset category based on earlier steps, which, in summary include:

- Assessment of historic, local costs for renewal, repair, and replacement of existing assets
- Industry standard unit prices (using, for example, the RSMeans index)

These cost factors also form the basis for financial gap analyses and funding needs.



	Accessibility	Electrical	Exterior Enclosure	HVAC	Interiors	Other	Plumbing	Portable	Roofing	Site
2018	$268,529	$737,349	$0	$1,380,092	$1,653,428	$468,158	$0	$0	$438,980	$355,064
2023	$311,299	$1,807,384	$1,747,081	$3,221,292	$2,111,818	$595,489	$819,928	$0	$508,898	$411,617

⑤ Task 5: Determine Target Levels of Service for Asset Systems

The purpose of a level of service (LOS) analysis is to determine how well the existing City Park and Recreation system is meeting the needs of city residents and visitors. A level of service evaluation may be performed either on an amenity level or a component level.

On an amenities level, the National Recreation and Park Association provides guidelines for population standard per park amenity. For example, baseball fields, on average, are expected to service a population of 5,000. The value for football fields is 20,000.

In addition, the American Planning Association, in a technical brief, outlines several alternative approaches to the development of level of service metrics. Examples of these include:

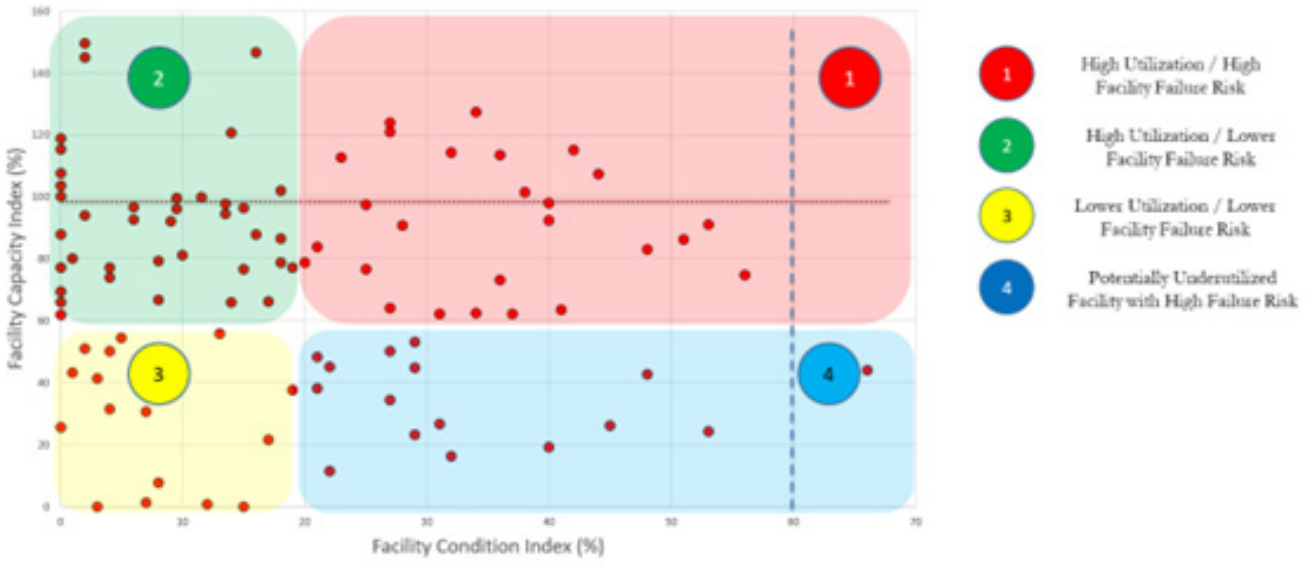
- **Facilities per capita**
  To determine if a community has enough recreation facilities such as athletic fields, playgrounds, tennis courts, swimming pools, etc. and to determine if the facilities are equitably distributed based on population and geography.
- **Operating expenditures per acre managed**
  To help determine if adequate funding is being provided for effective operations and maintenance.
- **Revenue per capita**
  To help determine if a community is recovering enough costs to meet expectations and goals.

We propose to work with City Staff to define a target Level of Service and associated key performance indicator metrics for assets systems as well as asset components as needed. Once the desired LOS is established, the next step would be to evaluate the required Levels of Service per State and Federal regulatory requirements, some reference for which are provided earlier. Public engagement related findings may also impact the level of service and performance indicator definitions. Finally, our team proposes to summarize the results of a gap analysis between target Level of Service and current system performance.

⑥ Task 6: Determine Criticality of Systems' Assets (Risk of Failure)

A risk of failure can be approximated using, at a minimum, two criteria: the probability or likelihood of an asset failing and the consequence of such failure. The likelihood ties to the condition state of the asset. A facility condition index (FCI) as discussed earlier can be used as an indicator of the likelihood of an asset failing. The consequence or sometimes referred to as the criticality factor is influenced by a variety of factors. In the case of park and recreation assets, a two-level criticality assessment maybe undertaken.

- **Level one criticality assessment:**
  Here, the assessment is performed on an amenity or even park type level and the significance of this amenity to the city is measured. Significance at this first level maybe driven by factors such as
  - o Park type (e.g., community center, neighborhood park, etc.)
  - o Amenities offered (e.g., dog park, restroom, playground, etc.)
  - o Visibility,
  - o Number of neighboring parks



- **Level two criticality assessment:**
  At this level, safety is the paramount driver. In other words, any asset with direct impact on public safety would receive the highest criticality score. For example, a playground surface would receive the highest criticality rating whereas a bike rack would receive the lowest level of criticality score.

Using these principles, our team will establish criteria for determining probability and consequence of failure. Subsequently, the probability and consequence of each asset will be determined and a criticality rating for each asset established.

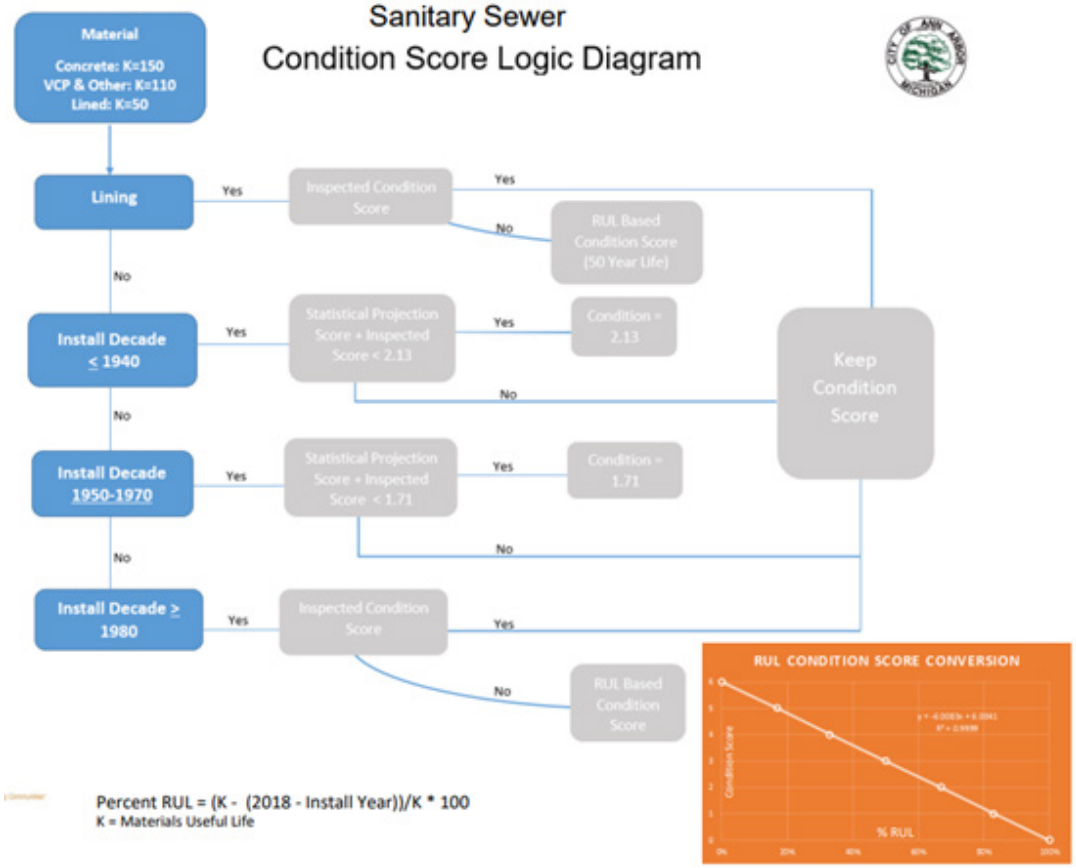
Task 7: Formalize Optimal Operations and Maintenance (O & M) Program

As part of this work effort, our team will perform a comprehensive review of the City parks and recreation current preventive maintenance program. We will compare the City planned maintenance schedules to the industry standard recommended schedules and make appropriate updates to ensure the client has the most comprehensive schedules and recommended frequencies. The preventive maintenance schedules will be developed and delivered in an Excel spreadsheet formatted for use in the city CMMS system. It is understood that most Parks Maintenance is not currently tracked within CityWorks (the City's current CMMS system).

Services include providing basic set-up and steps are described below:

1. **Format equipment listings:** We will format the equipment information by classification and type.
2. **Design process:** A teleconference will take place to review the required actions needed for finalization of the planned maintenance actions and selected scheduling sequence. Our technical team will review the planned maintenance schedules with key city staff and give step by step instructions on how to customize the schedules to fit the city organizational needs and capabilities, including the selection of desired frequencies, start dates, schedules and technician designations. Along with the required work activities associated with the varying frequencies, our team will provide the time estimates required to complete these work activities.
3. **Excel Database:** Upon concurrence of PM schedules, the Excel file will be provided for import into the designated CMMS.

As part of this task, a decision tree (or logic diagram) will also be developed to assist the city staff in determining whether to maintain and repair, refurbish, or replace each asset.



This task will conclude with a gap analysis between existing resources and those necessary for optimizing operations and maintenance activities.

8 Task 8: Establish Sustainable Funding Strategy

Our team will use its knowledge gained from Tasks 1-7 to create a funding strategy. This strategy will use goals from other City strategic documents such as the A2Zero Carbon Neutrality Action Plan, the decision-making process through the CIP software, trends in funding, future development, and City Staff insight to develop a gap analysis for each for each of the identified assets. This includes:

1. Meeting with City Staff to review projected traditional revenues and discuss possible non-traditional additional revenue sources.
2. Vet each of these revenue sources to understand the opportunities and challenges each source brings.
3. Team revenue sources with approved improvements set in previous tasks.
4. Devise a gap analysis using the priorities of the City, the identified needed capital improvement projects, the level of services and facilities that the community is accustomed to, and funding opportunities.
5. Create a timeline for implementation into the gap analysis with a mix of operation/maintenance and facility projects.
6. Provide the Draft Funding Strategy to the City for review.
7. Finalize this segment and implement into the Asset Management Plan.

9 Task 9: Documentation

Following the completion of the asset management assessment and strategy development, our team will compile a comprehensive Asset Management Plan that consists of a written report and a database. The written report will document the work completed as part of the Asset Management Plan process and serve as a resource for Ann Arbor City Staff, elected officials, and the public. The report will also contain an Executive Summary which will provide a brief overview of the project, a breakdown of the priority issues within the parks system, and an action plan for addressing deficiencies in the parks.

Within the full Asset Management Plan report, our team will include a chapter that details the Standard Operating Procedures for the parks and recreation assets in the system. These procedures will be used to guide existing and future staff in the implementation of the programs and strategies identified in the plan. Specific details related to the procedures listed in the RFP will be developed, however, additional procedures may be included by our team based on the specific recommendations, asset conditions, and feedback from the City.

10 Task 10: Public Engagement

Task 10.1 – Develop Engagement Strategy

At the onset of the project, OHM Advisors will work closely with the City of Ann Arbor to develop an Engagement Strategy that will result in the most effective and meaningful feedback for the Asset Management Plan. The Engagement Strategy will include the goals for engagement to guide facilitation, existing conditions observations, a general schedule of when feedback gathering should occur based on the overall project process, and a list of all potential stakeholders and groups.

The Engagement Strategy will also include a list of tools and input gather methods that fit the specific scope of the Asset Management Plan. As every community and every project are different, OHM Advisors believes in selecting a tailored set of tools that will be most effective for each specific project. The Engagement Strategy will include a preference for meeting format, virtual vs. in-person meetings, digital outreach tools such as surveys and maps, information distribution methods, public meeting formats, and more. OHM Advisors will look to Ann Arbor staff for guidance on which methods were most effective in prior projects.

Task 10.2 – Engagement Sessions

OHM Advisors is experienced in using a variety of engagement methods to gather feedback from various groups. Given the size and diversity of the City of Ann Arbor, various tools will be used to better understand the priorities for asset management in the parks system. The following will be completed as part of the Asset Management Plan:

Internal Working Group

OHM Advisors will meet regularly with an internal working group of Ann Arbor City Staff to ensure the project stays on track and meets the expectations of all groups involved. This groups will function as a Steering Committee and would be made up of staff that interact with the parks system on a regular basis. It is anticipated that OHM Advisors would meet with this group monthly throughout the project.

Stakeholder Interviews

OHM Advisors will work with the City of Ann Arbor to identify stakeholders with a connection to the Parks and Recreation department and invite them to small focus group interviews to gather feedback on the condition of parks assets in the City. These stakeholders could include neighborhood

associations, recreation groups, park adopters, and other representatives from around Ann Arbor. The stakeholder interviews would be targeted for the early stages of the project to inform the condition assessment of the system.

Public Information and Input Gathering
Given the scope and breadth of this project, regular public meetings throughout the project are not likely to be the most effective form of input gathering from the general public. OHM Advisors has had success using press releases, newsletters, email and social media messages, and mailers to distribute information about projects to large portions of communities. These would be paired with digital surveys and/or an interactive comment map to allow residents the ability to provide detailed feedback on their local park.

Public Meeting
OHM Advisors recommends holding one public meeting at the end of the project to report out on the findings and recommendations of the Asset Management Plan to the community. This meeting would allow interested members of the community to learn more about the project and ask questions to the project team.

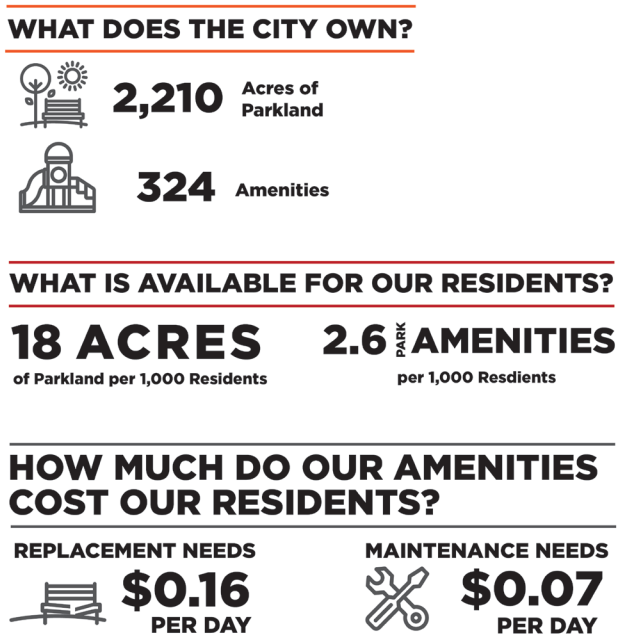
Task 10.3 – Documentation of Feedback
Throughout the Asset Management Plan process, OHM Advisors will document feedback received from the various parties that are consulted about parks and recreation assets. Comments and input received will be compiled into a database to ensure that all feedback is captured and documented as part of the project. Following the completion of public engagement activities, a written summary document will be produced that outlines the major themes, requests, and ideas from the public and stakeholders. This summary will also be included as part of the final Asset Management Plan document as its own chapter.

Task 10.4 – Presentation to Park Advisory Commission and City Council
Following the completion of the Asset Management Plan, OHM Advisors will present to both the Park Advisory Commission and Ann Arbor City Council. These presentations will focus on the findings and recommendations to the Parks and Recreation Department in a concise and easy to understand manner.

11 Task 11: Asset Management Software Selection and Implementation

Our initial recommendation for assisting the city in identifying a software will be to identify broad categories of desired features. These may include the following:

- Leverage existing city data management and software platforms,



- Capable of readily creating city staff desired reports
- Decision making capabilities to assist in gap analyses,
- Balancing system recommendations with available resources, and
- Capable of assisting in long-term financial planning.

Next, we propose to craft a selection criteria matrix for city staff. This matrix is proposed to categorize the above-stated software objectives any additional needs into categories such as:

- Functionality
- Reporting and dashboarding
- Technology
- Experience with other agencies / municipalities
- Cost

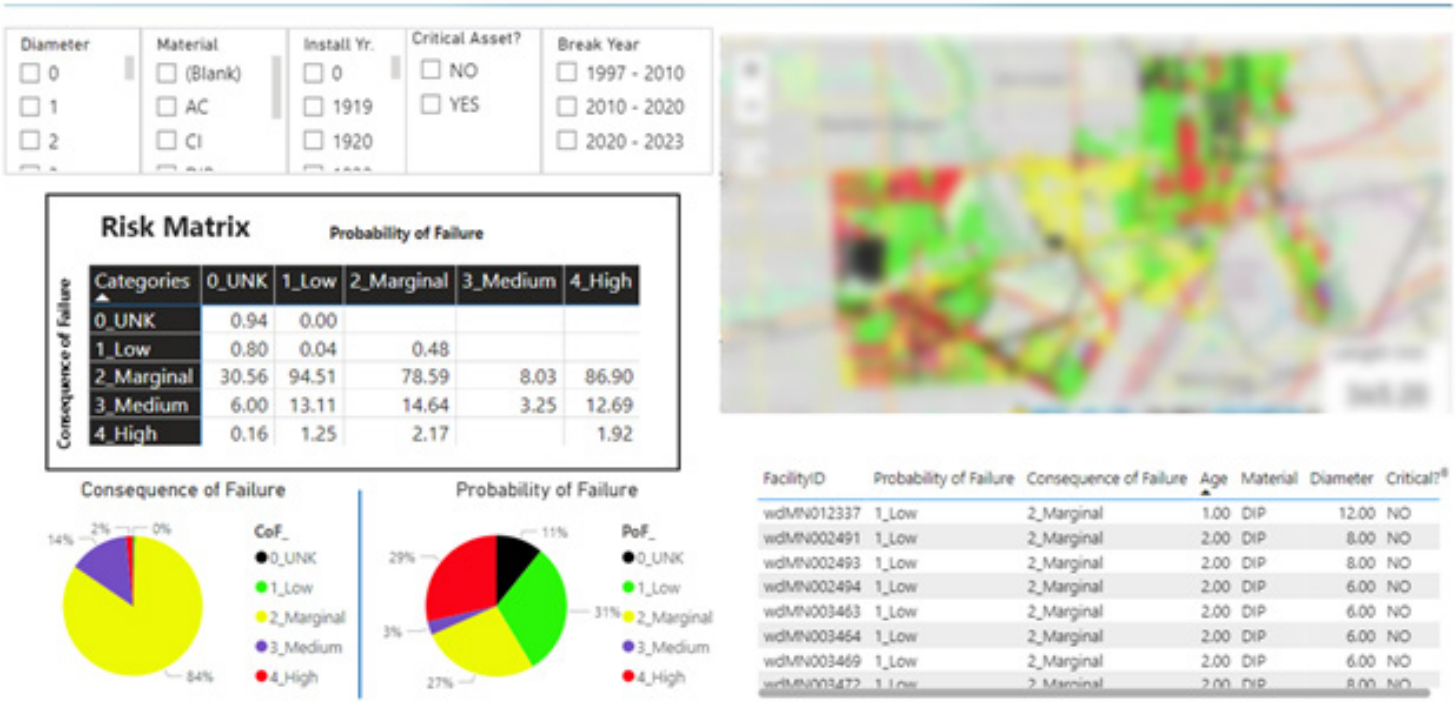
These factors would be assigned weights, totaling 100%. This assessment is intended to identify critical software needs. Following this assessment, we propose to identify several software vendors, issue them what is referred to a request for information invitation. After evaluating the responses with the aid of the decision matrix, top software provider candidates will be invited for an interview with the city to demonstrate their software and provide and opportunity to answer questions.

We propose to utilize the selected software throughout the project. We also propose to hold a training session for up to eight (8) city staff, including training handouts and specific examples on the usage of the software.

It is our understanding that the City has a strong GIS team with a robust GIS digital infrastructure and a functional CMMS system, capable of linking with the existing City GIS system. As long as this database is kept up to date, any software wrapped around this data would be capable of utilizing it in an effective manner.

Several recent advances in digital technology have made it easier for powerful, functional as well as readily available business intelligence tools to connect to an increasing array of databases, including GIS. Many of these business intelligence tools are highly customizable in terms of both functionality and reporting capability.

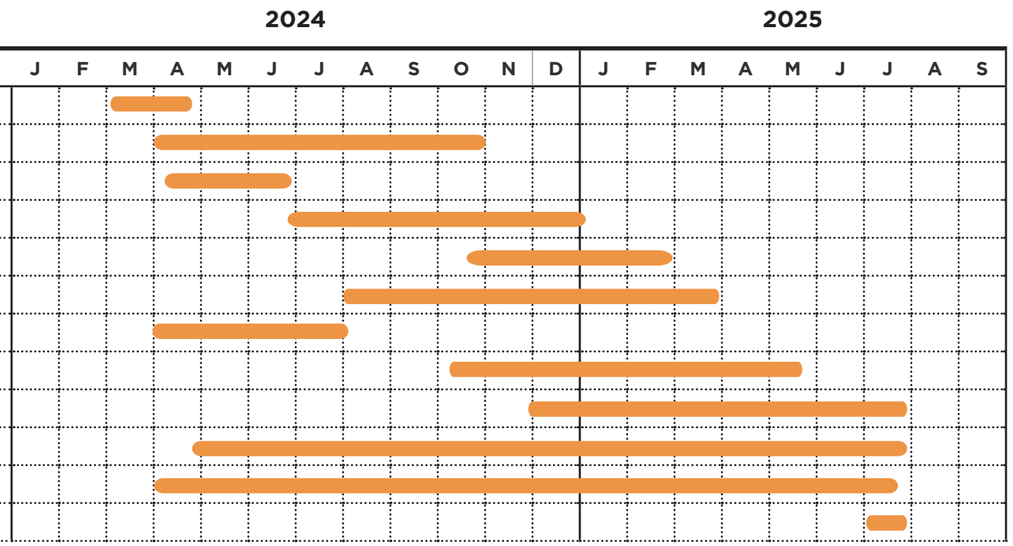
We propose that the City, as it evaluates proprietary asset management platforms, compare these tools with the cost and functionality of a business intelligence platform based dashboard that our team will set up as part of performing this project. Such an online business intelligence dashboard platform would enable the city to establish an initial look-and-feel for what functionality and report capability is expected out of a potential software as well as user friendliness.



Project Timeline

FROM START TO FINISH

TASK NAME	START	FINISH
1. Asset Inventory	03/04/2024	04/26/2024
2. Condition Assessment	04/01/2024	10/31/2024*
3. Remaining Life	04/08/2024	06/28/2024
4. Analysis of Life Cycle Costs	06/28/2024	01/03/2025
5. Target LOS	10/20/2024	02/28/2024
6. Risk of Failure	08/01/2024	03/29/2025
7. O&M Program	04/01/2024	08/02/2024
8. Funding Strategy	10/07/2024	05/21/2025
9. Asset Management Plan	10/31/2024	07/31/2025
10. Public Engagement	04/26/2024	07/31/2025
11. Software Selection	04/01/2024	07/26/2024
12. Software Training	07/01/2025	07/31/2025



**Condition Assessment completion is dependent on weather*

FEE PROPOSAL

(*Under Separate Cover*)

E. AUTHORIZED NEGOTIATOR

With 25 years' experience, George provides leadership for many of OHM Advisors municipal partners in southeast Michigan while overseeing a talented group of technical project managers across our southeast Michigan offices (including Ann Arbor and Livonia). In the Authorized Negotiator role, George's main role is to ensure that the City of Ann Arbor, Parks & Recreation Service Unit is provided with the highest degree of professional service throughout the course of this project. George will contact the City occasionally throughout the duration of a project to ensure the City's expectations are being met. He is ultimately responsible for client satisfaction and project execution at the highest level.

George A. Tsakoff, PE
Authorized Negotiator
34000 Plymouth Road
Livonia, MI 48150

e george.tsakoff@ohm-advisors.com
c (734) 495-9568
o (734) 466-4439

ATTACHMENT B
LEGAL STATUS OF OFFEROR

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom George Tsakoff bearing the office title of Principal, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

  *If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)

- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

George A. Tsakoff
Signature Date: 12/12/2023

(Print) Name George Tsakoff Title Principal

Firm: Orchard, Hiltz & McCliment, Inc. (dba OHM Advisors)

Address: 34000 Plymouth Road, Livonia, MI 48150

c (734) 495-9568
Contact Phone o (734) 466-4439 Fax (734) 522-6427

Email george.tsakoff@ohm-advisors.com

ATTACHMENT C
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

(a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.

(b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.

(c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.

(d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

Orchard, Hiltz & McCliment, Inc. (dba OHM Advisors)
Company Name

George A. Tsakoff 12/12/2023
Signature of Authorized Representative Date

George Tsakoff, Principal
Print Name and Title

34000 Plymouth Road, Livonia, MI 48150
Address, City, State, Zip

c (734) 495-9568
o (734) 466-4439 george.tsakoff@ohm-advisors.com
Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500

Revised 3/31/15 Rev. 0 NDO-2

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ATTACHMENT D
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than $10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than $10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than $10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here [___] *No. of employees__*

The Contractor or Grantee agrees:

(a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as $15.90/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than $17.73/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

[___] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

[X] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

(b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.

(c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.

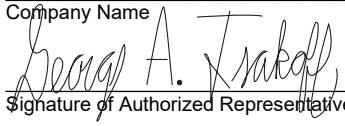
(d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

(e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Orchard, Hiltz & McCliment, Inc.
(dba OHM Advisors)
Company Name

34000 Plymouth Road
Street Address



12/12/2023
Signature of Authorized Representative — Date

Livonia, MI 48150
City, State, Zip

George Tsakoff, Principal
Print Name and Title

c (734) 495-9568
o (734) 466-4439 george.tsakoff@ohm-advisors.com
Phone/Email address

City of Ann Arbor Procurement Office, 734/794-6500, procurement@a2gov.org Rev. 3/7/23

ATTACHMENT E

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	( ) Relationship to employee _____ ( ) Interest in vendor's company ( ) Other (please describe in box below)
OHM Advisors has no conflicts of interest.	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Orchard, Hiltz & McCliment, Inc. (dba OHM Advisors)		c (734) 495-9568 o (734) 466-4439
Vendor Name		**Vendor Phone Number**
George A. Tsakoff	12/12/2023	George Tsakoff, Principal
Signature of Vendor Authorized Representative	**Date**	**Printed Name of Vendor Authorized Representative**

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org