
January 29, 2026

Jada Hahlbrock, PTMP
Parking Manager
Ann Arbor Downtown Development Authority
415 North Fifth Avenue, 2nd Floor
Ann Arbor, MI 48104

**Proposal for Professional Engineering and Parking Consulting Services
Professional Service Agreement Task – 20 Year Maintenance & Repair Plan Update**

Fishbeck is pleased to provide this proposal for professional engineering and parking consulting services to update the 2023 20 Year Maintenance & Repair Plan for the eight DDA managed parking facilities.

Statement of Understanding

Historically, parking structure maintenance and repair recommendations primarily targeted concrete and waterproofing elements of the facilities, the most significant portion of these assets. Estimates relating to MEP equipment replacement were also provided based on our overall parking structure restoration experience.

As parking structures continue to incorporate more complicated mechanical, electrical, and plumbing elements, we have recognized the need to specifically incorporate these elements into our review, cost estimating, and budget projections for each facility. With Fishbeck's MEP experience, we can develop more complete, all-inclusive budgeting assistance to the DDA and PCI for more proactive maintenance of these systems.

To simplify MEP maintenance and budgeting, we recommend the following:

- Finalize the identification and documentation of relevant MEP elements in each facility.
- Determine the current condition of MEP elements in each facility.
- Physically review the MEP systems/elements in each facility with PCI representatives, discussing operations, condition, and recommended maintenance.
- Project recommended maintenance, repair, and replacement schedules and associated costs.
- Develop contractor maintenance programs, similar to PARCS and elevator systems, that help the DDA and PCI create competitive maintenance contracts for all relevant MEP systems.

We previously teamed with VDA (Detroit elevator consultant) in 2021 to perform a quality control maintenance evaluation of the elevators and to prepare a report for each parking structure, including an equipment evaluation, life cycle analysis, maintenance and performance evaluation, and recommendations. We recommend engaging VDA to review the elevators and update their previous evaluation reports and budgeting recommendations for each parking structure.

In 2023, Fishbeck updated the 20 Year Maintenance & Repair Plan for the eight DDA-managed parking facilities and completed an MEP evaluation of the Forest Avenue and Fourth & Washington Parking Structures.

Scope of Services

The following is our proposed scope of work to complete the condition assessment and to update the 20 Year Maintenance & Repair Plan:

1. Review existing documentation, including drawings, specifications, previous repairs, previous reports, etc.
2. Visually review structural elements (slabs, beams, columns, etc.) to identify areas of deterioration, including cracking and corrosion damage.
3. Visually review exposed non-structural elements to identify areas of deterioration, or areas requiring maintenance. This will include items such as plumbing, electrical, architectural features, waterproofing, etc.
4. Perform a chain drag in representative areas to help identify continued slab corrosion damage.
5. Document items of concern on plan drawings. We will also identify work that remains under warranty from previous projects. Documentation will also include appropriate photographs.
6. To enhance the non-structural visual review identified in Item 3, we propose to update and supplement the previously prepared MEP conditions, maintenance, and budgeting plan for the Maynard and Ann Ashley Parking Structures. The enhanced MEP scope for the remaining structures will be incorporated in subsequent updates. The 2026 Maynard and Ann Ashley Parking Structures MEP scope of work will include:
 - a. Participate in a meeting with PCI and the DDA to discuss equipment and systems including maintenance history and costs. Prepare meeting minutes.
 - b. Provide field survey and documentation of existing conditions of MEP equipment and systems at the two parking structures. The building systems evaluated will include, but not necessarily be limited to, the following:
 - 1) Power Distribution Systems
 - 2) Emergency/Standby Power Systems
 - 3) Lighting Systems
 - 4) Fire Alarm Systems
 - 5) Security/Data Communications/Traffic Control Systems
 - 6) HVAC, Plumbing, and Fire Protection Systems, including all above-grade equipment.
 - c. Identify existing MEP equipment and/or systems that require immediate attention and that will need attention within the next five years. Identify anticipated replacement of primary building systems within the 20-year window, such as lighting, emergency power, etc.
 - d. Provide an MEP conditions assessment report, including a description of building systems and existing conditions, repair and maintenance recommendations, and budgetary costs.
 - 1) Recommendations and costs will include priority repairs over the next five years and anticipated replacement of primary building systems within the 20-year window.
 - e. Review with the DDA and PCI current service (and maintenance) contracts related to building systems such as elevators, PARCS, fire protection, and mechanical ventilation. Identify and/or confirm current service contracts and determine whether additional system service contracts are beneficial.
7. Maintenance and capital replacement budgeting (provided by others) for PARCS, elevators, and other building components under separate maintenance contracts will be incorporated into the overall 20 Year Maintenance & Repair Plan.
8. Update the 20 Year Maintenance & Repair Plan for each structure; provide budgetary costs to be included in the DDA's Capital Improvements Plan and to support the anticipated rate study project.
9. Prepare a written narrative for each parking structure documenting the overall condition, any recommendations for large-scale capital projects (separate from annual restoration work), and expected service life.
10. Prepare a historical repair summary for each parking structure, including major work items in the last 10 years and remaining product warranties.

11. Attend a DDA Work Session to assist with presentation of 20 Year Maintenance & Repair Plan/Capital Improvements Plan.

To help the DDA and PCI create competitive maintenance contracts for relevant MEP systems, we recommend developing MEP contractor maintenance programs, similar to PARCS and elevator systems. We would like to review this plan in more detail with you prior to including a proposal for our related services.

Exclusion: A separate proposal for an Elevator Evaluation will be provided.

Project Schedule

Fishbeck will begin our work in conjunction with the 2026 restoration project, and we will complete the 20 Year Maintenance & Repair Plan Update by August 31, 2026.

Professional Services Fees

Fishbeck proposes to provide the outlined scope of services on an hourly fee plus reimbursable expense basis. Reimbursable expenses include travel expenses. The following table summarizes our proposed not-to-exceed fee and anticipated expenses:

Description	Fishbeck Fees	Estimated Expenses
20-Year Plan Update	\$58,500	\$2,400
MEP Evaluation (Maynard and Ann Ashley Parking Structures)	\$29,100	\$700
TOTAL	\$87,600	\$3,100

Authorization

This proposal is made subject to the Professional Services Agreement for Professional Engineering and Parking Consulting Services for Parking Facilities for the Ann Arbor Downtown Development Authority dated December 14, 2021, including Professional Services Agreement Amendment letter dated September 13, 2024.

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

Sincerely,



Justin Thomson, P.Eng.

Project Manager – Parking and Restoration

By email

Attachments

Copy: Steve Kam, Paul Koops, Josh Rozeboom – Fishbeck

APPROVED FOR:

Ann Arbor Downtown Development Authority

SIGNATURE:

NAME:

TITLE:

DATE:

ACCEPTED FOR:

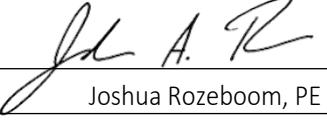
Fishbeck

SIGNATURE:

NAME:

TITLE:

DATE:


Joshua Rozeboom, PE

Vice President – Parking and Restoration

January 29, 2026

Rate Schedule

June 7, 2025

Architect | Construction Engineer/Manager/Administrator | Engineer | Estimator |
 Geologist | Hydrogeologist | Industrial Hygienist | Interior Designer | Project Manager |
 Scientist | Surveyor

Staff Level	\$95-\$155
Mid Level	\$155-\$175
Senior Level	\$175-\$260

Architectural Specialist | Engineering Specialist | Environmental Specialist |
 Health & Safety Specialist | Operations Specialist | Technical Specialist |
 Project Superintendent | Survey Specialist

Staff Level	\$100-\$125
Mid Level	\$125-\$150
Senior Level	\$150-\$250

Senior Vice President \$270

Technician

Staff Level	\$95-\$125
Mid Level	\$125-\$145
Senior Level	\$145-\$175

Production Support

Staff Level	\$95-\$120
Senior Level	\$130

Photocopies \$0.10/Copy

Mileage/Passenger Vehicles \$0.77/Mile

Field and Service Vehicles \$1.05/Mile

Equipment Schedule Separate Schedule

Expenses and Outside Services At Cost

Rates are adjusted each June.

Compensation to be at one and one-half times the hourly rate for approved overtime.

Litigation Support: In the event Fishbeck staff are requested by Client or compelled by subpoena to provide expert or witness testimony, billing rates for such time, including preparation, will be one and one-half times the standard billing rates.

Invoices are rendered monthly and payment is due upon receipt. A monthly service charge of 1% is added to accounts unpaid after 30 days from date of billing.