

April 4, 2025

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

Proposal for Professional Engineering and Parking Consulting Services Parking Structure Restoration 2025

Fishbeck is pleased to provide this proposal for professional engineering and parking consulting services to implement the fiscal year (FY) 2026 parking structure restoration project.

Statement of Understanding

The DDA has requested a proposal to provide professional services to implement the FY 2026 parking structure restoration scope of work based on the 20-year maintenance and repair plan. The restoration budget allocated in the 20-year plan for FY 2026 is \$3,202,000, while the preliminary construction budget for the Parking Structure Restoration 2025 project is \$2,500,000 and includes recommended repairs at the Maynard, Forest Avenue, and Ann Ashley parking structures.

The scope of this proposal includes construction documents, bidding, construction administration, and construction observation tasks.

Scope of Services

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

Task 1 – Construction Documents

1. Conduct an introductory meeting (project kick-off) with the DDA to review the project objectives, including scope, deliverables, and schedule.
2. Prioritize repairs identified in the 20-year repair and maintenance plan to align with the project budget.
3. Perform a site visit to locate deterioration and confirm the scope of repair work with field conditions. This visit will be coordinated with the DDA and/or PCI personnel.
4. Finalize project items with the DDA, including project schedule, scope, and budget.
5. Conduct owner review meetings and design progress meetings with DDA, as necessary.
6. Review specific project requirements for construction control, phasing, and safety with the DDA and PCI. We will review requirements or concerns that affect construction, such as noise restrictions, dust/fume controls, required construction signage, barricades, construction safety, etc.
7. Provide plan drawings and repair details. Plans will show locations of all repair items for every level being repaired. The documents will include construction phasing, schedule requirements, and parking space impacts related to this project.

8. Provide front end and technical specifications required to complete this work. The specifications will incorporate the DDA's most current agreement forms, bond forms, general conditions, and supplementary conditions. Bid Form will itemize work items and quantities for each structure.
9. Review the bid package with the DDA and PCI before issuing to contractors.

Task 2 – Bidding

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

Task 3 – Construction Administration (Office)

1. Conduct a pre-construction meeting with representatives of the contractor, DDA, and PCI to review the construction phase, including staging, phasing, schedules, closures, parking space impacts, etc.
2. Conduct biweekly progress meetings with representatives of the contractor, DDA, and PCI to coordinate work schedule and maintain project communication by providing meeting minutes.
3. Review contractor submittals, procedural submittals, shop drawings, etc.
4. Review contractor's pay applications. Verify repair quantities for each work item.
5. Answer contractor's questions and resolve unforeseen field conditions that arise. Prepare additional details, supplemental instructions, bulletins, and construction change directives, as necessary. Prepare change orders, as necessary, to document changes in the work based on field conditions.
6. Track construction costs and provide updated final cost projections to the DDA.
7. Prepare, distribute, and update a punch list for construction contract.
8. Collect warranties, review the final pay application, and perform related project closeout activity.
9. Provide record set drawings upon project completion. Record set drawings will be based on the as-built drawings submitted by the Contractor at the end of the project.
10. General construction administrative services.

Task 4 – Construction Observation (Field)

1. Schedule and attend any site meetings that are required.
2. Provide weekly site visits to review construction with respect to general conformance to the contract documents. We will assist in observing and recording the restoration work progress and verify that, in general, the work complies with the intent of the plans and specifications. For each site visit, a report will be prepared and submitted.
3. Perform final inspection with the DDA or PCI representatives and the contractor.

Schedule

Our proposal is based on the anticipated project schedule shown below.

Task/Event	Anticipated Start Date	Anticipated End Date
Construction Documents	February 24, 2025	May 1, 2025
Owner Review	April 24, 2025	May 1, 2025
Bidding	May 2, 2025	May 22, 2025
Bid Evaluation	May 23, 2025	May 30, 2025
Board Meeting	June 4, 2025	
Contract Award	June 5, 2025	June 20, 2025
Construction	July 1, 2025	October 31, 2025
	April 20, 2026	June 12, 2026

We anticipate a construction schedule of 26 weeks based on limited phasing areas and workable hours; work will be phased over two construction seasons (summer/fall 2025 and spring 2026).

Professional Services Fees

We propose to provide the outlined scope of services on an hourly fee basis, plus reimbursable expenses. The following table summarizes our proposed not-to-exceed fees and anticipated expenses:

Task	Description	Fishbeck Fees	Estimated Expenses
1	Construction Documents	\$44,500	\$1,000
2	Bidding	\$4,500	\$150
3	Construction Administration (Office)	\$42,000	\$0
4	Construction Observation (Field)	\$40,000	\$3,850
TOTAL		\$131,000	\$5,000

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

Copy: Josh Rozeboom – Fishbeck

APPROVED FOR:

Ann Arbor Downtown Development Authority

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

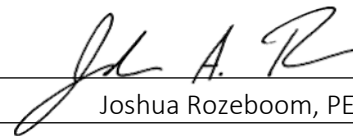
Fishbeck

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____


Joshua Rozeboom, PE

Vice President – Parking and Restoration

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