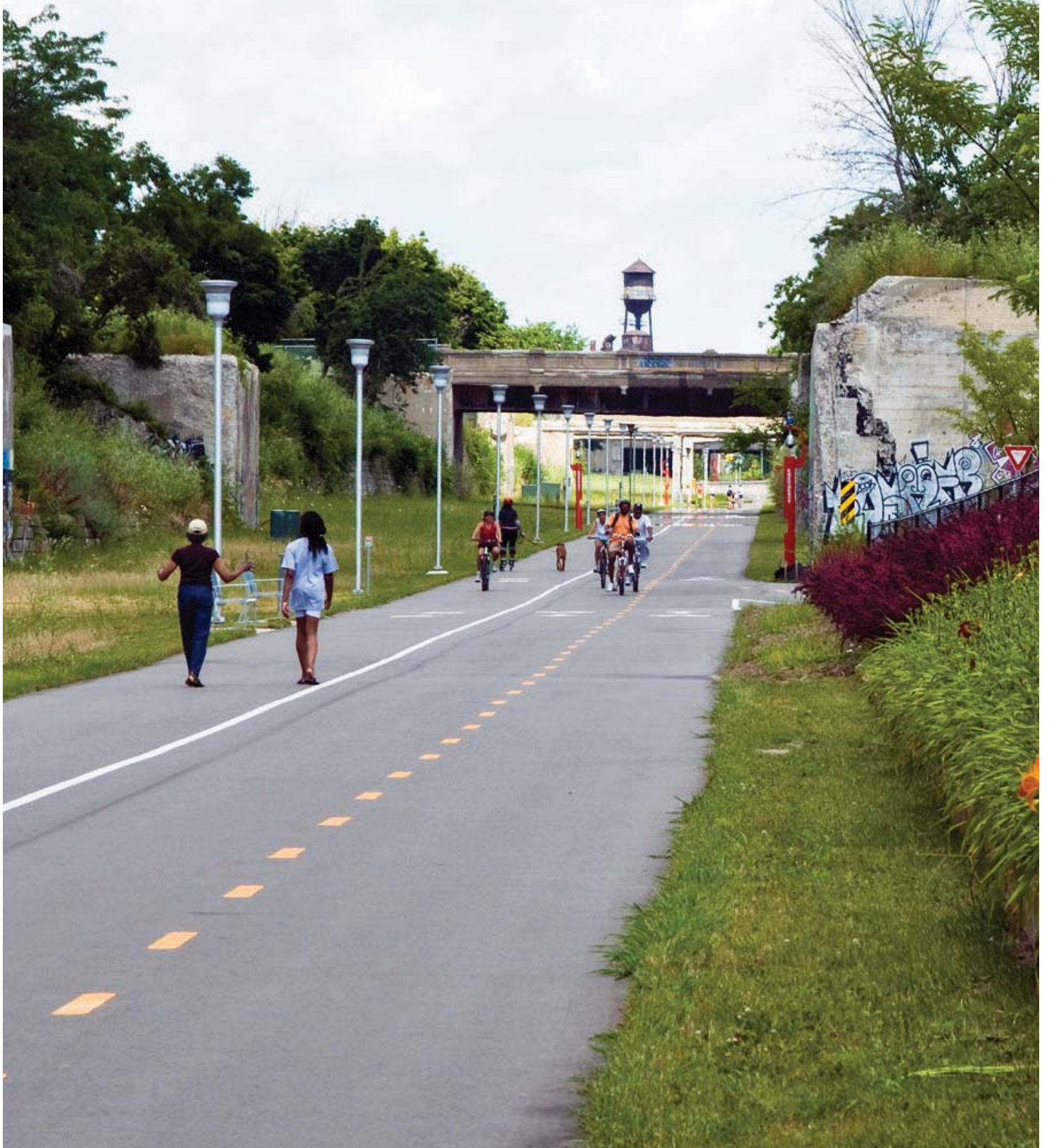


**SECTION C**

**PROPOSED WORK PLAN**



# PROJECT UNDERSTANDING



The Treeline Trail Master Plan provides a bold vision for connecting Ann Arbor residents, businesses, and visitors to the Huron River and the countywide Border-to-Border trail. Previously known as the Allen Creek Greenway, the Treeline Trail has been discussed, studied, and envisioned as a community landmark for over 20 years. SmithGroup, through involvement as professional volunteers, along with the work conducted by the firm itself, is proud to be part of the history of shaping the Treeline Trail and bringing the community together to make it a reality.

The recently completed Treeline Master Plan— assembled through collaboration between the City of Ann Arbor, The Treeline Conservancy, a citizen Steering Committee, SmithGroup, and other stakeholders— provides the goals and framework for implementing

the Treeline Trail. Critical to implementation is advancing the first built phase of the trail identified in the Treeline Master Plan, which connects from the Border-to-Border Trail to the 721 North Main property. This segment will provide a safe and signature crossing of North Main Street and the MDOT railroad corridor, which have long been barriers to accessing the riverfront and its many amenities.

Also important is recognizing that the design of this first phase of Treeline Trail will establish the character and expectations for the trail in the years to come. It is essential that not only the best practices and expertise are used to design a safe and comfortable facility that is durable and resilient, but that the style and aesthetics reflect the values and identity of the Ann Arbor community. SmithGroup is ideally poised,

with deep roots in the community and an intimate knowledge of the Treeline’s alignment and design considerations as outlined in the master plan, to help deliver signature and embraced trail infrastructure that will benefit generations to come.

The team of SmithGroup and Bergmann are highly knowledgeable about the physical landscape within and adjacent to the project area. Through the Master Plan process, we have built respectful relationships with property owners, residents, and other key stakeholders that will continue to be a part of the process of implementing the Treeline Trial.

As an alignment and feasibility study, it is vital to bring a deep knowledge of the context and physical environment together with a broad range of design

and engineering expertise. Our team understands the needs of coordinating complex trail projects with MDOT’s transportation divisions, has an established relationship with WATCO and Ann Arbor Railroad, and has previously engaged property owners in the Phase 1 study area. Our team has deep expertise in the architectural design of signature-built structures and the ability to determine the engineering needs, costs, and process for construction.

Achieving the broadest range of goals, outlined in the city’s Sustainability Framework Plan, requires a shared set of values. At SmithGroup, we value sustainability, equity, community, passion, curiosity, and integrity—cornerstones that drive how we work and that will dovetail with Ann Arbor’s aspirations and culture.



SmithGroup’s previous work in Ann Arbor—including the Treeline Trail Master Plan—in combination with Bergmann’s pedestrian bridge and rail expertise, provides a team that is highly knowledgeable about the physical landscape within and adjacent to the project area.

# PROJECT APPROACH

The SmithGroup and Bergmann team believes that close working relationships with our clients and communities are vital for successful projects. Transparency and defensibility of decision-making is a core part of our process and methods. These characteristics are essential given Ann Arbor’s highly engaged and active citizenry, which desire to be informed and welcomed participants in the process.

While public engagement during the Treeline Trail Master Plan process was extensive, it is important that this feasibility study clearly present more refined options and a detailed alignment for the Phase 1 study area (Border-to-Border Trail to 721 North Main). Presentation of a preferred direction needs to convey the range of design considerations related to safety, comfort, sustainability, and aesthetics, so that the design direction is understood and supported by the community.

## PROJECT MANAGEMENT AND TEAM COORDINATION

Over the course of the project, our leadership and project management team members will be with you through each step of the process. A “Core Team,” consisting of the consultants and key city staff assigned to the project, will meet on a bi-weekly basis, at City Hall, the nearby SmithGroup office, or other locations as needed. On a weekly basis, we will maintain close contact via e-mail or phone with the assigned project manager at the city and other key personal.

It is important that we build in direct engagement with other key project stakeholders, such as staff from other city departments (Engineering, Systems Planning, Public Works, etc.), the Treeline Conservancy Board, business/property owner groups, nearby neighborhood associations, and relevant city boards and commissions (Transportation Commission, Parks Advisory Commission, etc.). We are prepared to provide communications and presentations to these groups as part of this process, to ensure it has support across the community.



Establishing connections and engaging directly with appropriate project stakeholders will help to guide important decision-making throughout the process.

# WORK PLAN AND PROCESS

## PHASE 1: DISCOVERY - 2 MONTHS

**INTENT:** The intent of the Discovery Phase is to leverage work done during the master plan and collect additional (and more detailed) information that will be needed to more accurately assess potential alignments and engineering feasibility. This phase of work also includes an initial round of engagement with key stakeholders and the broader community. Specifics are outlined below.

TASKS	ENGAGEMENT	PRODUCTS
<p><b>Kick-Off Meeting &amp; Site Tour:</b> Discuss project process and timeline, data collection needs, refine community and stakeholder engagement strategy</p>	<p>One meeting with the core team plus other key staff and stakeholders</p> <p>Facilities site tour</p>	<p>Presentation materials</p> <p>Meeting summary</p> <p>Site tour photo inventory</p>
<p><b>Research and Data Collection:</b> Gather updated data and create detailed basemaps for the project area, including parcel, topography, infrastructure, past plan alignments, and other physical site considerations. Assemble precedent imagery and case study information to assist with subsequent decision making.</p> <p>Identify permits and approvals and provide an overview of permitting process.</p>	<p>Bi-weekly core team meetings</p>	<p>Project basemaps and site/context analysis</p> <p>Precedent images for potential infrastructure, site amenities, bridges, and trail designs</p> <p>Permit process and needs summary</p>
<p><b>Community Engagement:</b> Initial stakeholder engagement is anticipated to include a community workshop, structured potentially as a daylong open house with a midday and evening presentation. This workshop will allow participants to review draft basemaps, prior master plan materials, and discuss the process and issues/opportunities for this feasibility study.</p> <p>Additional engagement includes initial outreach/communication to property owners in the project area.</p>	<p>Day-long open house workshop with two formal presentation times</p>	<p>Workshop materials, presentation, and summary</p> <p>Communication materials for reaching out to property owners or other key stakeholders</p>

## PHASE 2: EXPLORATION – 3 MONTHS

**INTENT:** The Exploration Phase is the core phase of work where specific alignment and route options will be developed in consideration of engineering constructability, different land access scenarios, alignment and connectivity options, aesthetics, amenity-level, and cost. Evaluation criteria will be established to help guide and structure decision making and aid in assessing a preferred option. The outcome of this phase will be an evaluated set of alternatives with supporting documentation for a preferred alternative.

TASKS	ENGAGEMENT	PRODUCTS
<p><b>Evaluation Criteria:</b> The core team will work to refine evaluation criteria that align with the project goals and city-wide goals. Criteria are expected to relate to constructability, safety, connectivity, land access, usability, aesthetics, cost, permitting, sustainability, and other pertinent factors.</p>	<p>Core team meeting with other key stakeholders</p>	<p>Evaluation criteria memo</p>
<p><b>Alternatives Development:</b> The consultant team will, based on prior input and site analysis, develop alternative route alignments using combinations of bridges, elevated ramps, on-grade trails, and other amenities. These alternatives will be evaluated based on established criteria, including a cost analysis.</p> <p>In addition, the alternatives development task will consider aesthetic and design options, and frame these into clear options for consideration.</p>	<p>Bi-weekly core team meetings</p> <p>One core team review meeting, cross-department city staff, and other key stakeholders</p>	<p>Alignment Alternatives with evaluation results and cost analysis</p> <p>Aesthetic &amp; Design Alternatives</p>
<p><b>Stakeholder Engagement:</b> A round of engagement meetings will be held, in coordination with City staff and the Treeline Conservancy, with property owners within the project area and proposed route alignments.</p>	<p>Up to ten (10) meetings with individual property owners or other key stakeholders</p>	<p>Meeting support materials</p>
<p><b>Community Engagement:</b> A second day-long public open house and work session will allow the public to explore alternatives, how they were evaluated, and how a preferred direction was established. The work session will encourage public input on refining the preferred direction.</p> <p>Additionally, we will present materials at two different city commission meetings to solicit feedback and support.</p>	<p>Day-long open house workshop with two formal presentation times.</p> <p>Two (2) boards and commission meetings (e.g. Transportation Commission and PAC)</p>	<p>Workshop materials, presentation, and summary</p> <p>Commission presentation materials</p>

### PHASE 3: ACTION - 3 MONTHS

**INTENT:** In the Action Phase, the preferred alignment and established aesthetic design direction will be refined along with other technical information into a final Feasibility Report, which will include an implementation strategy. Much of the information for the report will have been developed over the course of the planning process, but additional detail will be included.

TASKS	ENGAGEMENT	PRODUCTS
<p><b>Property Owner Engagement &amp; Support:</b> While the City and Treeline Conservancy will play the primary role in engaging property owners for the preferred alignment, the consultant team can provide materials, design clarity, and facilitation for these meetings. A desired outcome from this process would be to secure memorandums of understanding from affected property owners that demonstrate their willingness to work with the city in advancing implementing, either through support for easements or other tools.</p>	<p>Up to ten (10) meetings with individual property owners or other key stakeholders</p>	<p>Meeting support materials</p>
<p><b>Refinement and Draft Feasibility Report:</b> This report will coalesce and clearly present the key elements as outlined in the RFP, including:</p> <ul style="list-style-type: none"> <li>■ Executive summary</li> <li>■ Background and project goals</li> <li>■ Inventory mapping and analysis</li> <li>■ Stakeholder engagement summaries</li> <li>■ Permit application process and evaluation</li> <li>■ Project operations and maintenance needs</li> <li>■ Site photos</li> <li>■ Refined alignment, trail, and bridge design options with cross-sections</li> <li>■ Aesthetic design direction and 2 illustrative views</li> <li>■ Preliminary Engineering cost estimate</li> <li>■ Potential funding, financing and implementation resources</li> <li>■ Land access - memos of understanding for pursuit of easement agreements</li> </ul> <p>Up to two presentations can also be given to relevant boards and commissions during the plan review and adoptions process.</p>	<p>Bi-weekly core team meetings</p> <p>Two (2) board and commission meetings (e.g. Transportation Commission and PAC)</p>	<p>Draft Feasibility Report</p>

TASKS	ENGAGEMENT	PRODUCTS
<p><b>Action &amp; Implementation Plan:</b> A final component of this project is a concise action and implementation plan that outlines next steps for all project partners. This action plan will provide additional detail on funding opportunities, potential costs for engineering, survey permitting, and easements acquisitions, and other activities that will position the project to move from this study phase into a construction documentation and bidding phase.</p>	<p>Bi-weekly core team meetings</p> <p>One core team review meeting, cross-department city staff, and other key stakeholders</p>	<p>Action plan document</p>

## TIMELINE & SCHEDULE

We understand that the exact start date for this project is subject to funding availability and timing. Regardless of the exact start date, we believe this feasibility study can be achieved within an 8-month process. This timeframe is driven largely by the time we feel it will take to meaningfully and effectively engage key stakeholders—property owners, MDOT, railroad operators, city boards and commissions, and the public at large—in an open and transparent manner.

We know that the community and stakeholders are eager to move this project forward. We are happy to discuss and modify this proposed scope of work to fit within your preferred timeline. A shorter timeframe for this scope of work can certainly be achieved if desired, and we have the capacity to deliver regardless of the timeframe.



SECTION E

# AUTHORIZED NEGOTIATOR



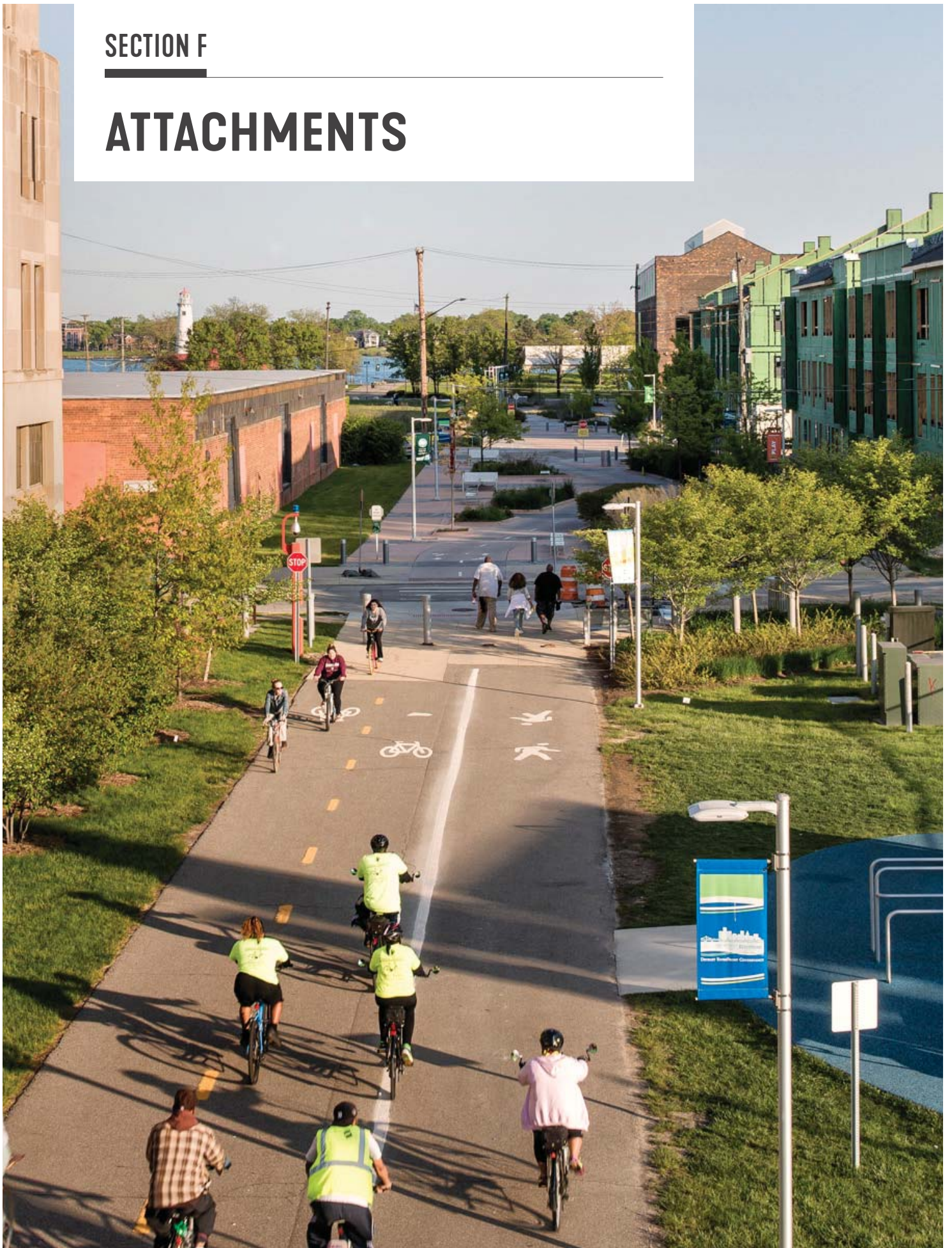
# CONTRACT NEGOTIATIONS

Thomas L. Mroz, Jr., Senior Vice President and Office Director  
is authorized to negotiate with the City of Ann Arbor.

**Thomas L. Mroz, Jr.**  
Senior Vice President  
SmithGroup  
734.669.2737  
Tom.Mroz@smithgroup.com

## SECTION F

# ATTACHMENTS



# ATTACHMENT A 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 Thomas L. Mroz, Jr. bearing the office title of Senior Vice President 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.

 \_\_\_\_\_ Date: August 2, 2019  
Signature

(Print) Name Thomas L. Mroz, Jr. Title Senior Vice President

Firm: SmithGroup

Address: 201 Depot Street, Second Floor, Ann Arbor, MI 48104

Contact Phone 734.669.2737 Fax \_\_\_\_\_

Email Tom.Mroz@smithgroup.com



# ATTACHMENT C 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 \$13.61/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 \$15.18/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.

SmithGroup  
Company Name

---



Signature of Authorized Representative

---

Date

201 Depot Street, Second Floor  
Street Address

---

Ann Arbor, MI 48104  
City, State, Zip

Thomas L. Mroz, Jr., Senior Vice President  
Print Name and Title

734.669. 2737 | Tom.Mroz@smithgroup.com  
Phone/Email address



## ATTACHMENT D

### 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.	<input type="checkbox"/> Relationship to employee <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*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:		
SmithGroup	734.669. 2737	
Vendor Name	Vendor Phone Number	
	8/2/19	Thomas L. Mroz, Jr.
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

# Design a Better Future

**SMITHGROUP**

smithgroup.com  
734.662.4457

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Second Floor  
Ann Arbor, Michigan 48104