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May 5, 2026

Ann Arbor Downtown Development Authority
407 North 5th Avenue
Ann Arbor, MI 48104

Attention: Amber Miller, AICP
Capital Projects & Planning Manager

Re: Proposal for Downtown Bollard Deployment Project

Dear Amber Miller:

We would like to thank you for the opportunity to submit this proposal for the installation of retractable bollards in strategic locations within downtown Ann Arbor. Our scope of work, proposed schedule, and budget effort estimate are detailed below. These services will be performed in accordance with the terms and conditions described within the executed contract entitled, "2026 Professional Services Agreement" between Wade Trim Associates and the Ann Arbor Downtown Development Authority (DDA) for civil engineering and as-needed services.

PROJECT UNDERSTANDING/SUMMARY

Wade Trim has had the honor of working with the Ann Arbor DDA, in coordination with other City of Ann Arbor departments, in rigorously investigating temporary and permanent barricade and bollard deployment alternatives to protect outdoor street and sidewalk-type events. Retractable bollards have been found to be viable options, and the DDA is planning to program the installation of such bollards in this current calendar year and in the coming years. This proposal reflects engineering services for approximately 35 total road approaches deployed with an average 20 bollards resulting in 700 potential bollards. Some of the project locations will be incorporated into active construction projects occurring in 2026, with the remainder being evaluated and designed as individual installations for 2027 and 2028. Wade Trim has performed some initial bollard design services as part of the DDA's as-needed contract, which ongoing design services will now continue under this proposal. We anticipate the deployment timeframe of the bollards extending through the 2028 construction season (three years in total).

Wade Trim has been requested to provide professional engineering services to progress this bollard project from concept to construction phases. We propose to prepare a streamlined design progression from 30% plans to final plans (may include an 80% review on a case-by-case basis), followed by bidding and construction phases. Our proposed scope of work, schedule, and budget effort are outlined in the detailed tasks described below.

PROJECT SCOPE OF WORK

Wade Trim will perform the proposed scope by following the tasks outlined below.

PHASE 1.0 – PROJECT MANAGEMENT AND MEETINGS

Wade Trim will provide project management services for the project in a similar manner to other City infrastructure projects we have completed. Chris Wall will act as DDA client service manager. Breanna Anderson will serve as Wade Trim project manager, and Carmelle Tremblay will be our QA/QC lead.

Chris will be the point-of-contact for the project and will share duties with Breanna in attending team and stakeholder meetings. Breanna will complete invoicing, prepare agendas and minutes, and track schedule and deliverables. Carmelle can step into these duties, if needed, to support the project, team, and DDA.

Phase 1.1 – Client Meetings

Wade Trim held a kickoff meeting with DDA staff and Wade Trim team members to review the project scope, project schedule, and initial tasks to continue the project from previously completed tasks under the DDA's as-needed contract. For all meetings, we will prepare meeting minutes and distribute to the team for reference. Throughout the project, our team will schedule monthly check-in meetings with the DDA team to provide progress updates, discuss questions, and review upcoming tasks. Meeting minutes will be provided after each meeting to all attendees. We will also plan for a two-week review of the 30%, 80% (if needed), and final submittals. This will provide the DDA with an opportunity to offer comments, questions, or request revisions for inclusion in final drafts, and for our team to confirm understanding of comments received. In total, we expect to hold approximately 20 meetings over the course of 2026 through 2028 (including the kickoff meeting and final review meeting) for this project.

***Deliverables:** Meeting Agendas and Minutes.*

PHASE 2.0 – THIRTY PERCENT PLAN PHASE

Wade Trim will work with the City and DDA to gather existing information, confirm current conditions, evaluate install locations, develop concepts for potential solutions, and provide opinion of costs for capital planning purposes. We will perform the following activities to develop the requested deliverables.

Phase 2.1 – Mapping, GIS, and Supplemental Survey

Our team will review existing data in the following ways to gain an understanding of existing conditions, utilities, and limitations of the project. These tasks will be performed on a case-by-case basis depending on the level of detail needed and recorded information available for review.

- A. GIS/Mapping Review – Our team will review GIS data and other CAD files and reports from the City regarding the existing roadway, utilities, property boundaries, and repair history to understand the current conditions of existing water main, storm sewer, sewer main, and pavement. We will prepare sketches of intersections for desired bollard deployments.
- B. Field Site Visit – Our team will visit the site to gather visual data and confirm surface elements that may require additional investigation or consideration of costs to maintain/adjust as part of the project, such as storm sewer connections or other utilities. While on-site, we will take photographs and measurements to confirm and supplement as much information as possible from existing records.
- C. Supplemental Survey – Wade Trim will provide limited supplemental topographical survey at specific intersections if no accurate data exists for preparation of sketches and bollard layouts. Survey fieldwork will establish horizontal and vertical control, based upon Michigan State Plane Coordinates and City of Ann Arbor vertical datum (NAVD88). We will set control for this project utilizing the City's established primary control points located in the project area. Where applicable, we will collect topographical data along the streets to establish elevations and contours and collect structures, streetlights, utility poles and visible utility lines, catch basins, manholes, hydrants, water valves, meter pits, driveways, parking areas, fences, street trees, shrubs, mailboxes, sidewalks and railings, curbs, building outlines and entrances, and any utility markings that are in place as a result of Miss Dig efforts (ahead of the agreed-upon survey dates). Utility rims and inverts of structures will be gathered as well.

***Deliverables:** Site Photographs, Field Sketches, and Base Drawings of Locations.*

Phase 2.2 – Utility Records and Agency Coordination

- A. Existing Utility Records Review and Miss Dig – Our team will request existing record drawings as necessary based on the project location and other available records. A Miss Dig ticket will be submitted to confirm existing utilities within the project area and to obtain record maps. We will also talk with staff about known issues and prior experience with the project area to provide additional context to the evaluation of existing infrastructure.
- B. Utility Coordination Meeting – Wade Trim will host a utility coordination meeting and invite public and private franchise utilities to review the plans for any potential conflicts, as well as coordinate on future construction.

Deliverables: Agenda and Meeting Minutes.

Phase 2.3 – Bollard Design

Based on the identified goals and objectives for the project, our team will develop concept-level options that illustrate potential bollards layouts for each identified intersection. The project locations will be designed in advance of their planned construction year. This effort will include the following conceptual aspects for both rounds of design:

- A. Proposed Bollard Layout – Wade Trim will prepare concept sketches for potential bollard placement at each crossing identified by the DDA. Aboveground and underground conflicts will be identified. A review meeting will then be conducted with the DDA and applicable City departments to review placements for approval and/or adjustments. We will also provide suggested materials and discuss construction methods for consideration, and 30% plans will then be assembled for the bollard placements.
- B. Detail Sheets – Wade Trim will assemble the necessary detail sheets for bollards, sidewalk, road, and all other applicable removals, repairs, and construction items. Maintenance of Traffic (MOT) and sequencing plans – we will provide a concept-level plan for MOT during construction for residents and businesses adjacent to the project area including suggested phasing, detours, work zone signage, and considerations for both vehicular and pedestrian access. There may be opportunities to combine project areas per year using a more detailed sequencing and overall MOT plan which considers multiple closures together. This will be an iterative process and will likely carry into construction, as bidders start to provide information on planned project schedule and sequencing.

Deliverables: Concepts will be created using aerial, existing topographic information where available, and photographic backgrounds with information sketched/presented in a clear format (.pdf) and 30% plan sheets for each intersection showing proposed project elements (.pdf). Where bollards are not feasible or desired, Wade Trim will provide an alternative barricade layout and estimated purchase cost for Meridian Portable Vehicle Barriers.

Phase 2.4 – Permitting

Wade Trim will prepare a list of applicable permits necessary to perform the construction work in 2027 and 2028 and complete drafts of the permit applications for client review.

Deliverables: Permit List and Draft Permit Applications.

Phase 2.5 – Thirty Percent Review Meetings

Wade Trim will host a 30% plan review meeting with the DDA and applicable City departments to gather comments on the plan set submittal. There may be multiple rounds of the 30% review needed as concepts for various locations evolve. We will prepare the agenda and issue meeting minutes. The meeting can be virtual, but we are also happy to attend in-person at the DDA office, depending on preference.

Deliverables: Agenda and Meeting Minutes.

Phase 2.6 – Construction Cost Estimating and Specifications

Wade Trim will prepare concept-level opinion of costs for the 30% plans. Costs will be based on current and local bidding information available and will include contingency or inflation as needed for future budgeting. Estimated costs will be itemized for general scope items such as roadway, traffic, and other miscellaneous categories to illustrate potential funding needs. Costs will be developed for the purpose of future project scoping and budgeting and will be high-level in nature. Specifications will be prepared for most of the components of work. Some unique work items may require new specifications that may require extra time to prepare.

***Deliverables:** Cost Estimate and Specifications in .pdf format.*

PHASE 3.0 – EIGHTY PERCENT PLAN PHASE

Wade Trim will incorporate the feedback provided in the 30% plan phase and update the deliverables and provide 80% plans, specifications, and estimates. This will be done on a case-by-case basis in order to streamline the process for the project locations planned each year. We will perform the following activities.

Phase 3.1 – Bollard Design

Update bollard layout plans, details, and maintenance of traffic plans given feedback and utility coordination.

***Deliverables:** Eighty Percent Plan Set (.pdf).*

Phase 3.2 – Utility Coordination Meeting

Wade Trim will host a utility coordination meeting and invite public and private franchise utilities to review the plans for any potential conflicts, as well as coordinate on future construction.

***Deliverables:** Agenda and Meeting Minutes.*

Phase 3.3 – Permitting

Given feedback from the stakeholders, Wade Trim will submit the permit applications.

***Deliverables:** Permit Application Notices.*

Phase 3.4 – Eighty Percent Review Meetings

Wade Trim will host 80% plan review meeting(s) with the DDA and applicable City departments to gather comments on the plan set submittal for each year's group of project locations. We will prepare the agendas and issue meeting minutes. The meetings can be virtual, but we are also happy to attend in-person at the DDA office, depending on preference. We expect up to three 80% plan review meetings to take place between 2026 and 2028.

***Deliverables:** Agenda and Meeting Minutes.*

Phase 3.5 – Construction Cost Estimating and Specifications

Wade Trim will update the opinion of costs for the 80% plans. Costs will be based on current and local bidding information available and will include contingency or inflation as needed for future budgeting. Estimated costs will be itemized for general scope items such as roadway, traffic, and other miscellaneous categories to illustrate potential funding needs. Costs will be developed for the purpose of future project scoping and budgeting and will be high-level in nature. Specifications will be prepared for most of the components of work. Some unique work items may require new specifications that may require extra time to prepare.

***Deliverables:** Cost Estimate and Specifications (.pdf).*

PHASE 4.0 – FINAL PLANS AND BIDDING ASSISTANCE

Wade Trim will incorporate the feedback provided in the previous phases and update the deliverables and provide final plans, specifications, and estimates and support in bidding the project. We will perform the following activities.

Phase 4.1 – Bollard Design

Update bollard layout plans, details, and maintenance of traffic plans given feedback and utility coordination.

Deliverables: Final Plan Set (.pdf).

Phase 4.2 – Final Review Meetings

Wade Trim will host a final plan review meeting with the DDA and applicable City departments to gather comments on the plan set submittal for each year's group of project locations. We will prepare the agendas and issue meeting minutes. The meetings can be virtual, but we are also happy to attend in-person at the DDA office, depending on preference. Upon final plan review, the plans, specifications, and estimate will be updated and ready for bidding. There will be three final review meetings (for 2026, 2027, and 2028) at a minimum.

Deliverables: Agenda, Meeting Minutes, and Bidding Package.

Phase 4.3 – Bidding Assistance

Wade Trim will assist the DDA and applicable City departments during the bidding of the project for each year's construction season. We will help answer questions, issue addenda, run a pre-proposal meeting, complete the bid evaluation process, support preparation of Council resolution, prepare contractor contract, and other related paperwork necessary to select and secure a contractor for the project.

Deliverables: Applicable Bid Submittals and Contract Documents.

PHASE 5.0 – PUBLIC ENGAGEMENT PROCESS

Wade Trim has allocated time to support a public engagement phase in this project. We will perform the following activities to develop the requested deliverables on a case-by-case basis.

Phase 5.1 – Thirty Percent Phase Toolkit and Plan Development

Wade Trim will meet with the DDA to plan the public engagement process for the project, focused on involving frequent event organizers, including the downtown area associations and Art Fairs. We have been involved in numerous types of public engagement processes with the City, yet view this project as unique because the bollard deployment encompasses a large area in the downtown and will be deployed across at multiple years. Therefore, careful and thoughtful consideration on messaging is important. We anticipate developing a list of stakeholders, City resources, public meeting schedule, and desired meeting/presentation formats. We look to support the DDA in building a positive process that will resonate with the community.

Deliverables: Agenda and Meeting Minutes.

Phase 5.2 – Meeting Preparation, Meetings, and Coordination

Wade Trim will assist the DDA with the following items:

- Generate graphics, photographs, and presentation-quality prints of project bollard layout.
- Provide graphics and narratives for use on the project website and public engagement presentations.
- Engage with adjacent property owners and stakeholders by preparing for and attending district meetings as requested.
- Conduct public engagement meetings and presentation of the project and answer questions from the public.

- Document and summarize all feedback provided at the public engagement meetings for future project use and posting to project website.

Deliverables: *Graphics, Display Boards, Presentation Material, Meeting Minutes, etc.*

PHASE 6.0 – CONSTRUCTION PHASE SERVICES

Wade Trim will provide construction phase support services, including construction inspection, staking, construction engineering, and administration. The scope of this work is outlined below.

Phase 6.1 – Pre-Construction Services

These services will be performed by Wade Trim following the selection and award to a contractor, but before construction begins. The duration for this phase is anticipated to vary by project location. Services include, but are not limited to, the following:

- Coordination meetings with selected contractor to review work scope, phasing and traffic management, schedule, and utility coordination.
- DDA and City coordination meetings.
- Construction inspection coordination and project initiation.
- Survey coordination and staking preparation.
- Supporting DDA responsiveness to the neighborhood and residents.

Phase 6.2 – Construction Services

Construction for each project location is expected to take approximately two weeks per intersection, depending on the ability to install full- or partial-width and could be stretched over a longer duration if part of an existing infrastructure project. We expect there may be some overlap between multiple installation locations at one time, which could help reduce the total length of construction. Overall, 35 weeks in total for all projects installed during 2027 through 2028. We have included limited support tasks for the 2026 construction season due to the coordination currently in-place with the Fourth Avenue, North University, and Ann Street projects.

Construction phase services for Wade Trim will consist of supporting the DDA with part-time project management and engineering support, as well as full-time construction engineering and inspection, coordination of materials testing, and construction staking and layout, as detailed below:

Project Management Support (part-time)

- We have included time for Breanna Anderson to perform construction phase project management tasks, provide project oversight assistance, project accounting, and coordination with the DDA and City and for general communication during the project.
- We have anticipated our project manager will be involved an average of four hours per week.

Engineering Support (part-time)

- We have included time to provide engineering support during construction and to support our construction engineer (Felipe Uribe). Engineering support will answer design questions and assist plan updates given changes due to field conditions.
- One member of our design team will regularly attend the progress meetings and be prepared to help address any design questions that come up during the construction phase. We anticipate that Wade Trim's project engineer, JD Danner, will fulfill this role, supported by other Wade Trim staff. We assume six hours per week for JD Danner.

Construction Engineering (full-time)

- Our construction engineer (Felipe Uribe) will lead this effort. Our construction engineer will support the DDA on contract administration, construction engineering, and project oversight. We assume approximately eight hours per week to perform the tasks assigned by the DDA.

- Felipe will be supported by a senior field engineer (Brian Scherdt) who is anticipated to spend approximately eight hours per week.
- Construction management includes oversight of inspectors, contractors, testing, record retention, change order review, material review and approval, field engineering, preparation of monthly estimates, schedule and run progress meetings, as-builts, etc.
- We will conduct weekly progress meetings (and prepare meeting agenda and provide summary for the DDA representative) with the contractor (and City) throughout the project. Meeting minutes will be distributed to all attendees via email by Wade Trim.
- Our construction engineer will communicate and coordinate construction with City, AAATA, businesses, Ann Arbor Public Schools, University of Michigan (UofM), etc., supported by the engineering team.
- The construction engineer will act as an Ombudsman on the project:
 - Acts as primary construction contact for neighborhood.
 - Available to receive and address citizen questions/complaints and communicates with neighbors.
 - Meets and coordinates with property owners related to construction, coordinate weekly email updates with Amber, provide detailed emails to applicable property owners, and support on-site neighbor meetings.
 - Supported by Wade Trim project manager and engineering team.
- Prepare City-required traffic control notices, supported by engineering team.
- Identify needs and applicable approvals to verify timely construction. Follows up to verify timely implementation.
- Construction engineer shall be available regularly and responsive to emails and calls.
- Attend DDA Board meetings as necessary, supported by the project manager.
- Shop drawing review (if necessary) will be provided.
- Organize critical information for recently-constructed projects:
 - Products and materials
 - Warranties
 - Maintenance plans/needs
- Our construction engineer, in cooperation with our project inspectors, will coordinate and oversee the necessary materials testing and quality assurance program during the project. Materials testing will likely be provided by MTC unless another City-/DDA-approved firm is requested. This will be especially important for any early opening of concrete to traffic.
- Our construction engineer will review all project inspection reports, keep track of project quantities, prepare and/or review monthly pay estimates, and work with the DDA on any necessary project change orders. The construction engineer will apply the agreed-upon cost-share split to the pay estimates. FieldManager will be used for this project.
- Our inspection team will oversee the maintenance of traffic signs as needed for each stage.

Construction Inspection

- We will provide one primary inspector for the project. We expect that multiple project locations may be under construction at the same time, and the inspector will be moving between multiple locations. A primary project inspector (Construction Tech IV) has been allocated for this work. We have based our fee estimate on an average of 40 hours per week for the estimated total 35 weeks of construction with time reducing nearing the end of the project.
- Our project inspector will keep a written “red line” copy of all field changes and completed work per DDA/City standard checklists. Typically, this is done using a .pdf form and attached to the inspector’s daily reports. Wade Trim can provide paper copies if desired. As standard practice, pictures will be taken daily and attached to the daily reports in .pdf format.

- We will review the DDA's/City's IDR Guidelines prior to this phase and make sure that we are meeting them during the project inspection.
- A Wade Trim ProjectWise Extranet site will be set up for this project. All construction documentation will be stored in this location and maintained. The DDA will be provided direct access to these files for review at any time.
- Following the anticipated construction completion in both 2027 and 2028, Wade Trim will provide post-construction project closeout effort as follows (estimated duration of four weeks each year).
 - We will review the final inspection reports and final quantities of work. Our goal will be to agree upon quantities of work daily with the contractor, however, final balancing may be required.
 - We will perform a preliminary walkthrough of the project with the DDA (and City if desired) and establish a punchlist of items.
 - We will review/approve/deny all change order requests and prepare necessary change orders consistent with prior work directives.
 - We will prepare pay estimates, as required, following the completion of the work each year.
- We will prepare written progress or status reports for the DDA as required to describe the status of the project.
- We have excluded any need for survey of as-built conditions.

PHASE 7.0 – EXPENSES (GEOTECHNICAL ALLOWANCE)

Although the City has many historical soil borings for roads in the downtown, we have provided an allowance for geotechnical effort to gather soil borings at locations where conditions are unknown. We will work with a geotechnical consultant, if needed, to gather geotechnical data for use in preliminary pavement recommendations and confirmation of existing pavement materials.

- A. The geotechnical staff will schedule and perform a pavement core and soil boring at the engineered-specified location and notify Miss Dig to clear the zone prior to performing work.
- B. Soil borings will be a minimum of five feet deep, and all results will be provided in a formal report that includes findings of existing pavement and subgrade materials, along with recommendations for pavement repairs, rehabilitation, and full reconstruction.

Deliverables: *Geotechnical Boring and Pavement Core Logs and Report (.pdf).*

SCHEDULE

We propose the following schedule for this scope:

<u>Phases/Milestone</u>	<u>Month/Year</u>
Proposal Review/Authorization	May 2026
Project Management	Continuous through 2028
Construction Support	May 2026 – October 2028 (Construction Seasons)
Public Engagement Process	Ongoing through 2028
30% Plan Phase	August – October 2027
80% Plan Phase	November – December 2027
Final Plans and Bidding Assistance 2027	January – April 2027
Updated Final Plans and Bidding Assistance 2028	January – April 2027
Final Closeout	November – December 2028

Wade Trim's fees are based on the schedule. Changes in the schedule may impact the presented fees. Depending on the actual notice to proceed date and desired completion date, Wade Trim reserves the right to renegotiate professional fees to account for additional effort required to accommodate the project schedule. The Wade Trim project manager will notify the owner immediately if there is an expected change in schedule that would impact the presented fee.

FEES AND COMPENSATION METHOD

Tasks	Description	Time and Materials, Not to Exceed
1.0	Project Management and Meetings	\$46,490
2.0	Thirty Percent Plan Phase	\$234,644
3.0	Eighty Percent Plan Phase	\$74,382
4.0	Final Plans and Bidding Assistance (with Rate Escalation)	\$67,456
5.0	Public Engagement Process	\$18,868
6.0	Construction Phase Services	\$363,300
	Wade Trim Expenses	\$5,062
7.0	Geotechnical Allowance	\$25,000
	Rate Escalation for Construction Phase (3%/year)	\$21,798
Total Fee		\$857,000

* Scope sections detail assumptions and specific quantities assumed in fee development. Changes to assumptions, scope, or schedule may impact task fee.

OWNER RESPONSIBILITIES

- Provide access to the project site for Wade Trim and its subconsultants.
- Provide existing GIS, survey, record, or other such data pertinent to the subject area.
- Review documents prepared by Wade Trim and provide comments in a timely fashion.

EXCLUSIONS/ADDITIONAL SERVICES

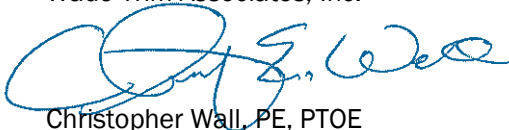
Wade Trim will provide additional services on a Time and Materials Basis in accordance with our current Rate Schedule (or negotiated fee). Services not identified in this proposal will be discussed as they arise. Services excluded from this scope include the following:

- Infiltration testing/environmental services.
- Utility engineering and design services.
- Landscaping, lighting, MEP, or design by other disciplines.
- Survey staking is included only as-needed.
- Real estate negotiations, funding applications, or coordination with outside agencies.

All fees are on a Time and Materials Basis based on the terms and conditions described within the executed contract for 2026 Professional Services Agreement between Wade Trim Associates and the Ann Arbor Downtown Development Authority for Civil Engineering and As-Needed Services. We look forward to working with you. If you have any questions, please do not hesitate to call.

Very truly yours,

Wade Trim Associates, Inc.



Christopher Wall, PE, PTOE
Vice President



Carmelle Tremblay, PE
Project Manager

