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May 22, 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 Division Street Bikeway and Resurfacing Project

Dear Amber Miller:

We would like to thank you for the opportunity to submit this proposal for Division Street Bikeway and Resurfacing project. Our scope of work, proposed schedule, and budget effort estimate are detailed below. We anticipate these services will mirror the rates, 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. SmithGroup will be our sub-consultant on the project.

## PROJECT UNDERSTANDING/SUMMARY

Wade Trim and SmithGroup have had the honor of working with the Ann Arbor DDA, in coordination with other City of Ann Arbor (City) departments, in designing and managing projects which seek to connect and improve the safety and accessibility of downtown streets for all users.

As part of the City's Capital Improvement Plan (CIP) for 2027, the City has planned for utility improvements to the watermain between East Kingsley Street and Detroit Street (UT-WS-26-11, \$500k) and for roadway resurfacing improvements on Division Street between Catherine Street and Detroit Street (TR-SB-26-17, \$610k). As part of the DDA's Ann Arbor Downtown Area Circulation Study, the DDA has planned for the installation of a two-way bikeway on Division Street from the existing bikeway that ends at Catherine Street to the shared use path on the Broadway Bridge, estimated at \$1.22M total project cost. The implementation of these projects has been planned for the 2027 construction season. As part of this project, Wade Trim will incorporate the planned resurfacing details and bikeway improvement design into a single package for the City to bid out with their annual resurfacing program. The planned watermain improvements, which include upsizing the existing 4-inch water main to a 12-inch water main to improve customer demands, will remain as a separate project designed and bid by the City through a separate contract, though closely coordinated with and constructed prior to this project's improvements.

Division Street is located in a dense urban environment with residential, institutional, and near-campus land uses that support a wide range of transportation modes including pedestrians, bicyclists, transit, and motorists. Maintaining access, coordinating with concurrent projects, and addressing safety and operational concerns are key components of this project.

Wade Trim has been requested to provide professional engineering services to lead the design and coordination efforts for the Division Street Bikeway and associated roadway improvements to be included in the City's resurfacing program in 2027. SmithGroup will lead the public engagement process and inform the bikeway design based on concepts previously developed through the Downtown Circulation Study process. We propose a streamlined design progression from 30% plans to final plans, in accordance with the City's bidding process and schedule. Our proposed scope of work, schedule, and budget effort are outlined in the detailed tasks described below.

## PROJECT SCOPE OF WORK

Wade Trim and SmithGroup 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. Carmelle Tremblay will serve as Wade Trim Project Manager, and Breanna Anderson will be the team's Design Manager. Carmelle and Breanna will be the points-of-contact for the project and will share duties in attending team and stakeholder meetings. Carmelle and Breanna will complete invoicing, prepare agendas and minutes, organize the production team, and track schedule and deliverables. Oliver Kiley will be the SmithGroup Project Manager supported by a team of experienced planners, landscape architects, and engineering staff.

#### Phase 1.1 – Client Meetings

Wade Trim and SmithGroup will hold a kickoff meeting with DDA staff and City staff. to review the project scope, project schedule, and initial tasks. 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. We will also plan for a 2-week review of the 30%, 90%, and final submittals. This will provide the DDA and City review staff 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 10 meetings (including the kickoff meeting and final review meeting) for this project.

**Deliverables:** Meeting Agendas and Minutes.

### PHASE 2.0 – 30% PLAN PHASE

Wade Trim will work with the City and DDA to gather existing information, confirm current conditions, evaluate concepts for the desired improvements, and provide opinion of costs. We will perform the following activities to develop the requested deliverables.

#### Phase 2.1 – Topographic Survey, GIS, and Utility Records

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. Wade Trim will perform a thorough review of the City's GIS and provided historical documents for underground utilities and objects that may be important to survey in the field.
- B. Wade Trim will provide a topographical survey along Division Street from the Catherine Street intersection to Broadway Bridge, including portions of Detroit Street and Carey Street. Additional utility information will be picked up between East Kingsley Street and Detroit Street and shared with the City for the proposed water main design. Detailed elevations will also be picked up at all potential curb ramps where it may be possible to upgrade for APS and RRFB functionality and will include sufficient information to confirm drainage conditions with the proposed features.
- C. It is our understanding that the City resurfacing project team will mark sections of curb to be replaced as part of this project, and therefore the Wade Trim surveyors will also pick up these marked limits for inclusion in the project plans.
- D. 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 when necessary to support the City's utility design work.

The survey will extend beyond the corridor boundaries as outlined by the City of Ann Arbor Topographic Survey Requirements. Data processing of all features obtained during the topographical survey is included.

- E. 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.
- F. Our surveyor will review recorded plats, surveys, and legal descriptions for the parcels along the corridor. Using this information along with any property irons and monuments found by our field crew, we will depict the right-of-way in our base file. It is not anticipated that any title work for private properties will be required for this project. We will obtain and utilize existing right-of-way information and property ownership records provided by the City. This information will be depicted on the project plans as appropriate and necessary.
- G. Our team will schedule a utility coordination meeting with private utility owners prior to beginning design activities to confirm their location and information relevant to the proposed design, review the proposed design concept, and to coordinate for future construction.

***Deliverables:*** Topographic survey basemap with 3D surface in AutoCAD format following City of Ann Arbor's survey styles and requirements, site photographs, MISS DIG ticket, utility records received, and other supporting information for survey development.

## Phase 2.2 – 30% Bikeway and Resurfacing Design

Wade Trim will develop a 30% plan set for review by the DDA and City departments depicting the proposed two-way bikeway, roadway resurfacing, and other improvements. The 30% design task will include the following activities:

- A. Develop Design Criteria
  - 1. It is expected that the general existing curblines of the roadway will be maintained in the design of the bikeway, including at the Detroit/Carey/Broadway intersections. However, subtle refinements to the curbs may be necessary to fit the proposed bikeway or to improve roadway drainage and ADA accessibility. Major changes to the curb line and configuration of these area would require additional fee and schedule consideration.
  - 2. Establish road cross-sectional and lane configuration requirements based upon the concept design and bikeway requirements. SmithGroup will support this effort and ensure cross-sections aligns with the concept plan and DAC Study.
  - 3. Incorporate pavement cross section design as provided through the City's resurfacing program
  - 4. Review existing road profile for potential drainage issues and revise as necessary and to correct as needed.
  - 5. Design for two-way bikeway to be added along the east side of Division St., connecting to the existing bikeway south of Catherine and to the shared-use path on the Broadway Bridge, as well as revisions as needed at intersections for crossing bikeways and paths.
- B. Layout Roadway Horizontal Alignment and Conceptual Plan Graphics
  - 1. Develop conceptual plan layouts:
    - a. SmithGroup will lead development of this conceptual layout accounting for bikeway geometries, curblines adjustments, interchange area reconfigurations, and planting design/restoration. Planted landscapes are anticipated to be concentrated primarily in the Broadway Interchange area, but other landscape needs will be identified in the 30% layout.
    - b. Anticipate creating one plan layout that addresses road, bikeway, and sidewalk elements to determine impacts to surrounding features and properties. This conceptual design layout will be based on the concept plan proposed in the Downtown Area Circulation

Study, and adjusted as needed to fit within the design criteria and site conditions based on the topographic survey.

- c. Review with stakeholders (See Phase 5.0 - Public Engagement).
2. Develop revised graphic / illustrative plan drawings.
  - a. SmithGroup will develop revised 3D cross-sections and/or illustrative plan view graphics based on the proposed layout plan to assist with engagement and communication efforts.
- C. Develop Preliminary Traffic Control Concepts (note that traffic control concepts will be coordinated with the City's water main improvements project and may be utilized for both periods of construction).
- D. Design for curb ramps meeting APS requirements at the Kingsley intersection and up to three locations for RRFB installation. Final locations and quantities will be determined during the 30% phase.
- E. Prepare permit applications as required.
- F. Coordinate with the City related to geotechnical needs, activities, and recommended criteria.

**Deliverables:** *conceptual alignment plan, typical sections, and other plan sheets as necessary in .pdf format*

### Phase 2.3 – Cost Estimating and Project Specifications

Wade Trim will prepare an opinion of costs for the 30% concepts, divided into the associated funding categories. Costs will be based on current and local bidding information available. A list of unique work items that require detailed specifications not covered under the City's standard specifications will be provided at this stage.

**Deliverables:** *Conceptual costs and funding breakdown, list of specifications in .pdf format*

### Phase 2.4 – 30% Review Meetings and Coordination with City Departments

Wade Trim will host a 30% plan review meeting with the DDA and applicable City departments to gather comments on the plan set submittal. 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 or City office, depending on preference.

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

## PHASE 3.0 – 90% PLAN PHASE

Wade Trim will incorporate the feedback provided in the 30% plan phase and update the deliverables and provide 90% plans, specifications, and estimates. We will perform the following activities as part of the 90% phase.

### Phase 3.1 – 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 3.2 – 90% Bikeway and Resurfacing Design

Wade Trim will complete the following activities to develop the project to the 90% stage:

- A. Develop resurfacing plan sheets. It is our understanding the plan sheets will be incorporated into the City resurfacing plan set, and therefore we assume that a Title Sheet, Note Sheet, Legend and Standard detail sheets will not be required. However, we will coordinate these items with the resurfacing project to ensure relevant additions for this work are added.

- B. Develop preliminary roadway typical sections, incorporating the pavement cross section as provided by the City resurfacing team
- C. Prepare and develop 90% design:
  - 1. Prepare demolition, construction, and profile sheets.
  - 2. Finalize horizontal and vertical roadway alignments.
  - 3. Develop detailed ADA ramp details with detailed grades for RRFB locations.
  - 4. Develop finalized traffic control, construction signing and marking plans.
  - 5. RRFB, APS, and other communications details.
  - 6. Landscape Plans, Plant Schedules, and Landscape Details (SmithGroup)

**Deliverables:** 90% Plan Set (pdf).

### Phase 3.3 – Construction Cost Estimating and Specifications

Wade Trim will update the opinion of costs for the 90% plans and prepare finalized specifications.

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

### Phase 3.4 – 90% Review Meetings

Wade Trim will host 90% plan review meeting(s) with the DDA and applicable City departments to gather comments on the plan set submittal. 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 or City office, depending on preference.

**Deliverables:** Agenda and Meeting Minutes.

## 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 – Final Bikeway and Resurfacing Design

We will finalize the project plans based on comments from the DDA and City received in the 90% review meeting and deliver the plans and specifications to the City for incorporation into the planned resurfacing program.

**Deliverables:** Final Plan Set (pdf).

### Phase 4.2 – Final Review

Wade Trim will submit a final version of the plans and specifications for a final review by stakeholders. We anticipate that comments at this stage will be minimal in nature. This will provide the City and DDA with the opportunity to preview the documents prior to the bidding phase and correct anything necessary for administration of the contract for construction.

**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 to help answer questions, issue addenda, and other related paperwork as requested, or in support of the City's needs in order to select and secure a contractor for the project.

**Deliverables:** Applicable Bid Submittals and Contract Documents.

## PHASE 5.0 – PUBLIC ENGAGEMENT PROCESS

The Downtown Area Circulation (DAC) Study, completed in 2025, conducted significant public engagement to understand desired connections and needs to address throughout the downtown, with the

Division Bikeway Extension project emerging as a clear community priority. While the conceptual design created during the DAC was reviewed at a high level with the community, more refined design information and coordination with area stakeholders, residents, and businesses will be important to maintain transparency throughout the process. The public engagement process, led by SmithGroup, will include the following activities:

### Phase 5.1 – Public Engagement Plan

SmithGroup will collaborate with DDA and City staff to develop a concise public engagement plan utilizing the City's Public Engagement Toolkit. This engagement plan will include the following elements:

- A. Identification of stakeholders and interest groups to engage during the process, which may include but is not limited to Old Fourth Ward neighborhood association, Community High School, Kerrytown District representatives, Depot Street businesses, AAATA/TheRide, bicycling advocates, and the public at large.
- B. Engagement Methods – the plan will identify the appropriate methods for engaging different groups (e.g. small group meetings, 1-on-1s, open houses, pop-ups) and a cadence of meetings. It is anticipated that engagement activities will be organized around two rounds of activities (described in Phase 5.2 and 5.3 below).
- C. Communications & Messaging – The engagement plan will describe key project messaging points and information to be posted on a project webpage (i.e. the City's Engage page or other location to be determined) and through communication materials. The engagement plan will describe specific communication channels and approaches to be used during the process, such as press releases, postcard mailers, social media posts, e-mails, and website updates.

**Deliverables:** *Public Engagement Plan*

### Phase 5.2 – Stakeholder Engagement Round #1

The first round of engagement is anticipated to focus on sharing a refined concept plan of proposed changes building on the established topographic survey. Illustrative cross-section or plan view graphics will be used to support design conversations. The intent of the engagement effort will be to help key stakeholders understand the proposed changes, hear concerns, issues, and opportunities, and gather feedback for design refinements.

The following activities are anticipated:

- A. Up to five stakeholder, small group meetings to be held in the area. These meetings will typically be up to two hours in length, with specific formats to be determined based on the engagement plan. This may include meeting at area businesses, holding meetings at the DDA office or City Hall, conducting pop-up meetings at Kerrytown or other locations, and/or facilitating walking meetings on site.
- B. SmithGroup will provide all meetings materials and graphics (presentations, poster boards, etc.) as well as meeting summaries.

It is anticipated that Engagement Round #1 would take place during summer months (July to mid-September).

**Deliverables:** *Engagement Materials, Engagement Summaries*

### Phase 5.3 – Stakeholder Engagement Round #2

SmithGroup will facilitate a second round of engagement in coordination with development of the 90% plan set. The materials to be shared with identified stakeholders will reflect a final design direction and allow stakeholders to review the final direction.

The following activities are anticipated as part of this phase:

- A. Up to five stakeholder, small group meetings to be held in the area. These meetings will typically be up to two hours in length, with specific formats to be determined based on the engagement plan. This may include meeting at area businesses, holding meetings at the DDA office or City Hall, conducting pop-up meetings at Kerrytown or other locations, and/or facilitating walking meetings on site.

- B. SmithGroup will provide all meetings materials and graphics (presentations, poster boards, etc.) as well as meeting summaries.

**Deliverables:** *Engagement Materials, Engagement Summaries*

**Phase 5.4 – Public Information & Feedback Session**

SmithGroup anticipates holding one (1) public information and feedback session, to be conducted virtually, to allow members of the community to learn about the project and provide any feedback. SmithGroup will provide presentation materials and meeting summaries.

**Deliverables:** *Engagement Materials, Engagement Summaries*

**Phase 5.5 – Transportation Commission & DDA Board Meetings**

To support community awareness and coordination, SmithGroup will prepare up to two presentations to be given at Transportation Commission and/or DDA Board meetings during the process.

**Deliverables:** *Engagement Materials*

**SCHEDULE**

We propose the following schedule for this scope:

<u>Phases/Milestone</u>	<u>Month/Year</u>
Proposal Review/Authorization	June 2026
Public Engagement Process	June – September 2026
30% Plan Phase	June – August 2026
90% Plan Phase	August – November 2026
Final Plans and Bidding Assistance	November – January 2027

Wade Trim’s fees are based on the schedule. Changes in the schedule may impact the presented fees. The below fees and schedule have been provided with the assumption that the original concept will be used, and therefore any additional review/changes due to comments and review (ex. Transportation Commission, Council objection to parking removal, etc.) would require additional fee and schedule consideration. 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	\$82,104
2.0	30% Plan Phase	\$108,365
3.0	90% Plan Phase	\$136,538
4.0	Final Plans and Bidding Assistance	\$28,527
5.0	Public Engagement Process	\$43,877
6.0	Contingency**	\$39,941
	Expenses	\$2,956
	Escalation (CPI rate 4%)	\$17,692
<b>Total Fee</b>		<b>\$460,000</b>

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

\*\* 6.0 Contingency will only be used after advanced authorization from the Contract Manager.

### 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.
- Provide proposed pavement cross section and areas of curb repair for resurfacing scope as developed by City per CIP **TR-SB-26-17**.
- Provide proposed limits and plans of water main upgrades as developed by City per CIP **UT-WS-26-11**, **TR-SB-26-17**, **TR-SB-26-17**.

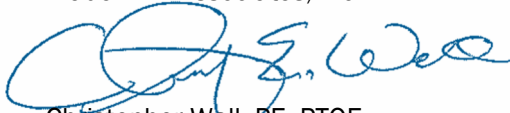
### EXCLUSIONS/ADDITIONAL SERVICES

- 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.
  - Underground utility engineering and design services such as water main, sanitary, and storm sewer design except in limited scope areas as noted above.
  - Landscaping, lighting, MEP, or design by other disciplines.
  - Construction and field activities, such as construction inspection, administration, observation, testing, etc.
  - Real estate negotiations, funding applications, or coordination with outside agencies.

All fees are on a Time and Materials Basis mirroring the rates, 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

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