



# Skatepark Lighting Design Proposal RFP #19-39

Prepared for  
The City of Ann Arbor

December 17, 2019



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December 17, 2019

City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

**RE: RFP # 19-39 Skatepark Lighting Design**

Dear Selection Committee:

Stantec is pleased to present this proposal to the City of Ann Arbor for Skatepark Lighting Design. We believe our team has the knowledge to develop sustainable solutions to this project with our local knowledge and national skatepark design resources. This proposal will detail why Stantec is an excellent choice for this project and we have highlighted several key reasons below.

**Team Qualifications** – The Stantec team presented within has an unmatched knowledge of both skatepark lighting design and Veterans Memorial Park. Chris Fote, the lead Stantec lighting engineer, has prepared lighting designs for numerous skateparks and is recognized as one of the foremost experts in the design of electrical and illumination systems for parks and athletic facilities. To complement this detailed lighting design knowledge is a long history of work within Veterans Memorial Park including baseball and softball field improvements, roof replacement, pool modifications and the replacement of a County storm sewer through the park.

**Project Management** – Stantec will be led by Project Manager Chris Elenbaas, who brings an in-depth understanding of how to implement projects within the City. Since 2006, Chris has worked on numerous successful City projects both as a Stantec employee and as a former City employee. He has led lighting efforts across the City including streetlight inspection, streetlight replacement and pedestrian safety lighting improvements. He will ensure that the project follows the City's requirements and work to minimize the efforts required by City staff.

**Commitment to Delivery** – At Stantec we bring an experienced team that will deliver a complete project, not just provide a drawing of the skatepark identifying light levels. We will ensure that sustainability efforts are properly reviewed, inspect the existing electrical system with qualified staff, and make recommendations that may extend beyond the skatepark for future consideration by Parks. We recognize the project complexities and believe that identifying and conveying those challenges is essential to a smooth project on the City's end.

Our proposal was prepared following the City's Request for Proposals #19-39 and we acknowledge the receipt of **Addenda No. 1 and 2**. It includes one (1) original and three (3) copies of our proposal, as well as an electronic version. Two (2) copies of the fee proposal are in a separate, sealed envelope.

Both the Project Manager, Chris Elenbaas, and designated authorized negotiator, Mark Pascoe are available to answer any questions or provide additional information if needed. Thank you for your consideration of this proposal.

Regards,

**STANTEC CONSULTING MICHIGAN INC.**



**Chris Elenbaas PE**  
Project Manager  
(734) 214-2552; Christopher.Elenbaas@stantec.com



**Mark Pascoe PE**  
Principal-in-Charge  
(734) 214-1865; Mark.Pascoe@stantec.com

# A. Professional Qualifications

The Stantec community unites approximately 22,000 employees working in over 400 locations across six continents. We collaborate across disciplines and industries to make buildings, infrastructure, and energy and resource projects happen. Since 1954, our work has focused on—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics.

Our offices in Michigan are structured so that multiple disciplines can be offered as components to one project team working directly for the client, or as singular services. Stantec Consulting Michigan Inc. is incorporated in the State of Michigan. We are licensed to operate in the State of Michigan and all work will be led out of our Ann Arbor, Michigan office. In Michigan, Stantec employs more than 150 staff with offices in Farmington Hills, Berkley, Ann Arbor, and Lansing.

With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe. Stantec trades on the TSX and the NYSE under the symbol STN.

## The Stantec Advantage

Stantec brings together a diverse and talented team of professionals from a wide array of professions. After carefully reviewing your scope of work, we are confident that we are the best team to provide design services on this project. Here are a few reasons why:

### Our Team's Knowledge

The knowledge we have of the site, the City's project implementation process, and most importantly, skatepark lighting design cannot be beat. Staff assigned to this project have been working extensively with the City of Ann Arbor Parks and Recreation Unit since 2006, including multiple projects within Veterans Memorial Park. We will minimize the effort of City staff by addressing all project details. From development of concepts, to construction, we have the staff to implement this project. Lead Lighting Engineer, Christopher Fote, specializes in recreation lighting and has lighting projects at several other skateparks. This real experience is critical in a unique project such as this and we have the successful design history to deliver a successful project.

### Added Value and Team Strength

We will manage this project with an unmatched blend of design skill and local expertise by pairing dedicated skatepark design expertise with local staff familiar with recreational design and regulations. Our local team's strong familiarity with City standards, coupled with Stantec's skatepark lighting design expertise will bring added value and cost savings to your project. With this knowledge and experience, we can spend less time addressing minor comments and more time moving your project forward.

### Sports Lighting Design

We use light to define recreational and professional athletic spaces, to create balance between the necessary working light to give spirit to a park, sports complex or outdoor field. As such, our designs encompass a wide range of projects from recreational municipal and high school fields to televised collegiate and professional venues.



#### **Years in Business**

65

#### **Structure:**

Corporation

#### **Number of Employees**

22,000

#### **Primary Office**

Stantec Consulting Michigan, Inc.  
3754 Rancho Drive  
Ann Arbor, MI 48108

#### **Branch Offices Where Work Will Be Completed**

Lynnwood, WA

Our capabilities include planning, design, permitting and construction administration for athletic lighting, electrical systems, controls, public address systems, access/security systems and site lighting. High quality athletic field lighting reduces energy consumption and minimizes impacts to the environment and surrounding communities.

## Planning and Landscape Architecture

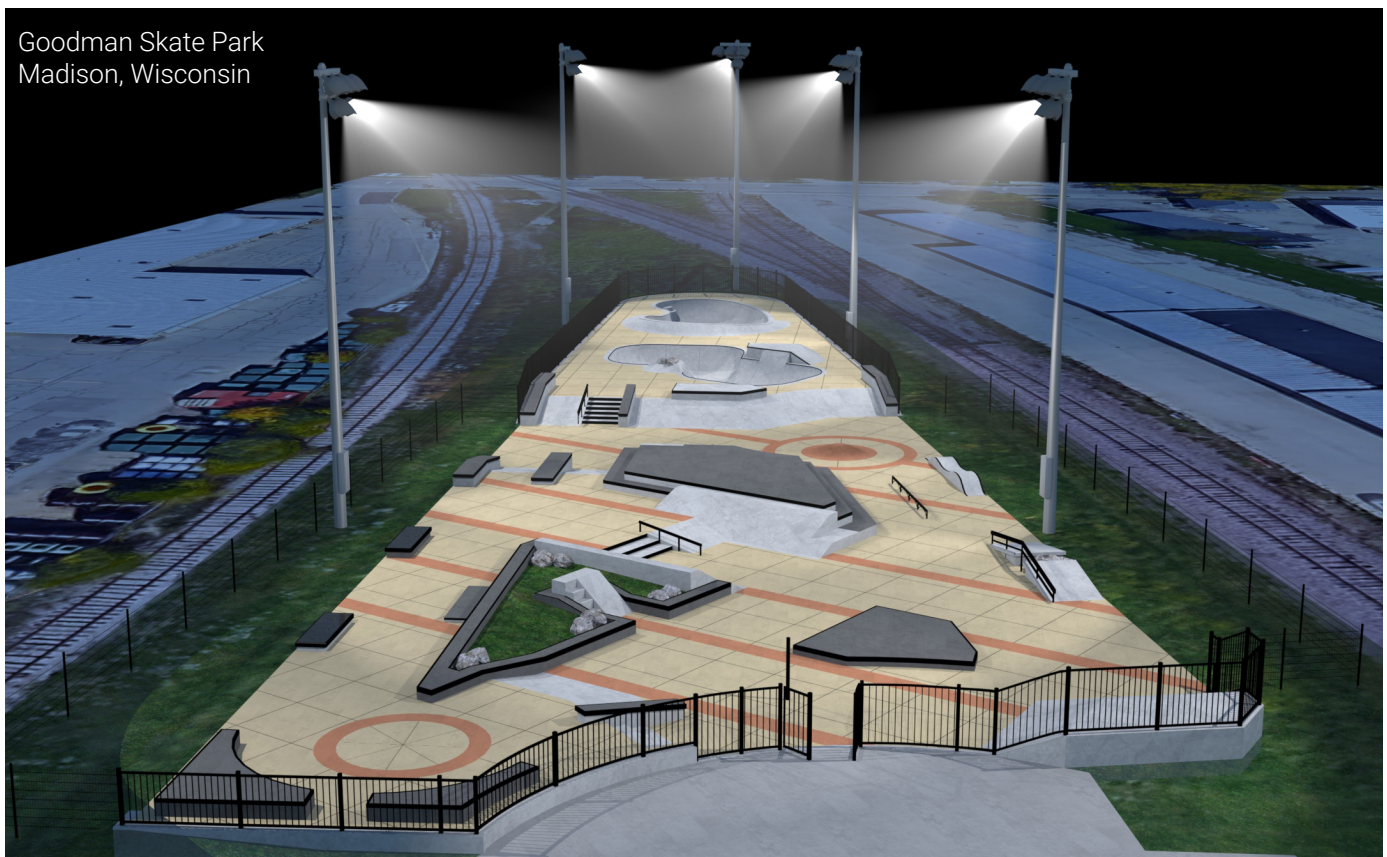
We provide sustainable and ecological planning and design services. Our services include process and implementation; urban design and codes; visioning; design individualization; master planning; heritage design; park and recreational design; play areas; bicycle, pedestrian, and multi-use trails; sidewalks and pathways; outdoor sports and athletic facilities; traditional neighborhood development; brownfield development; public engagement and communications; and landscape assessment and rehabilitation.

## Engineering

We offer the complete range of engineering services required of this project including electrical, civil, transportation, and structural. We have the technology, design approaches, codes and standards you expect. Whether you're creating a new asset or optimizing your existing operations, our team will work with you from conceptual engineering through to front-end and detailed design.

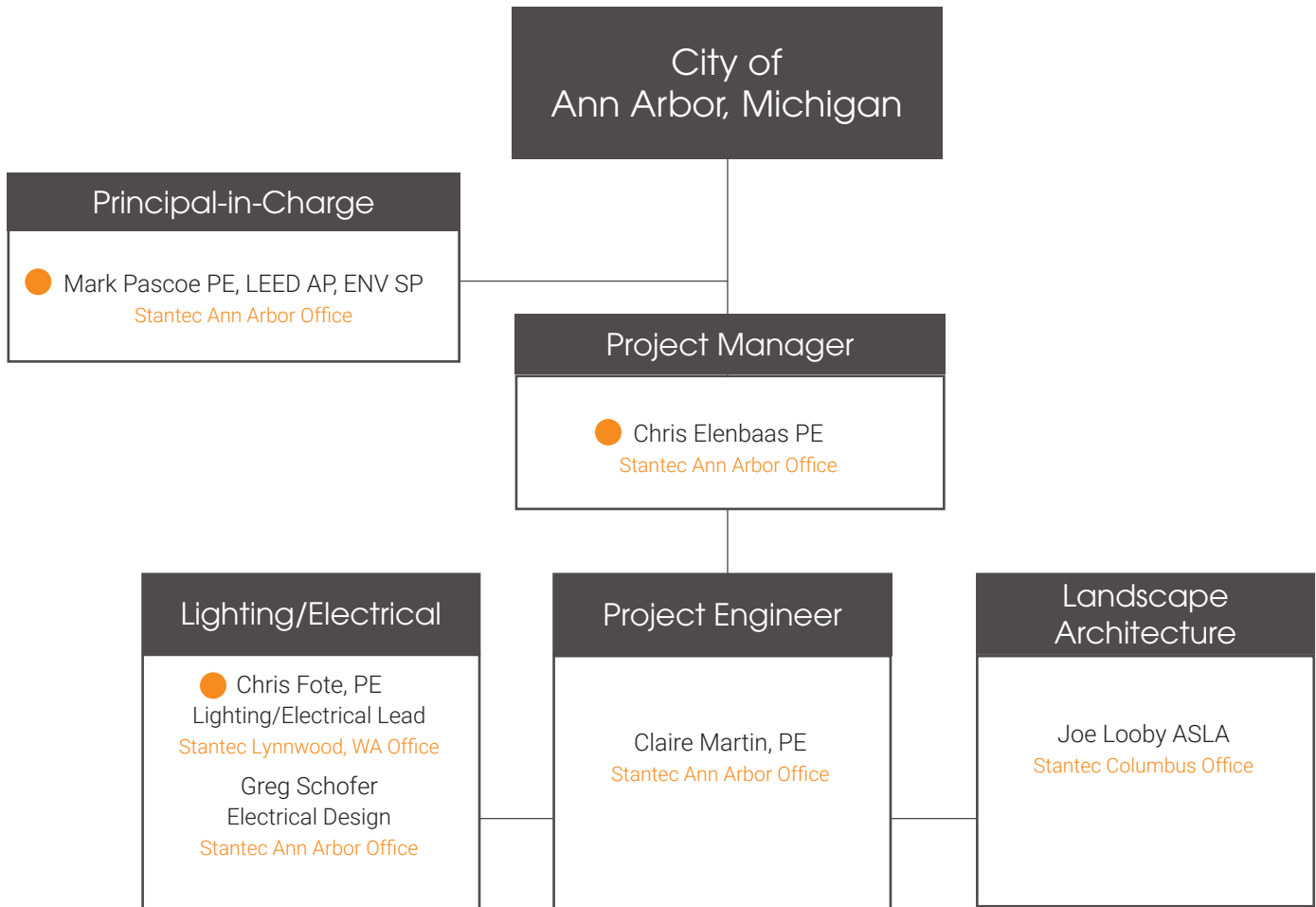
## Sustainable Design

Our commitment and attention to sustainability does not begin and end during one phase of our project delivery. It's not a checklist that earns points and gets filed away. It is a sustained commitment that begins with project planning, is threaded through all phases of design, and lives in the long-term operations and maintenance of the finished product. Our presence on a project is relatively short-lived, but our influence through our and your informed design decisions have a much greater life span that greatly influence labor and material costs, public health and safety, access, emissions, microclimatic conditions, water quality, property protection, noise, crime, economic vibrancy, community investment and enrichment, and recurring cost. Performance results in these categories are the ultimate metric in our post-occupancy assessment of sustainability, resiliency, and success.



# Project Team

We have assembled a multi-disciplined team of professionals primarily based in Stantec's Ann Arbor, Michigan and Lynnwood, Washington offices. Below is an organization chart depicting our team structure and the office locations from which each team member will be working.



● Key Project Team Members

# Project Team Qualifications and Capabilities

On the following pages, we have provided brief biographies of the project team. Full resumes have been included in the appendix.



BS, Civil Engineering,  
University of  
Michigan

### Principal-in-Charge - Mark Pascoe PE, LEED AP, ENV SP

Mr. Pascoe is a Principal and Client Manager with 35 years of experience and is responsible for site planning, design and construction for a variety of projects throughout the United States. These include brownfield sites, commercial and business developments, industrial and business parks, site condominiums, multi-family and single family residential developments, municipal facilities including water and wastewater, transportation systems, and educational and recreational facilities. Design elements include roads, streets and parking areas; non-motorized trails, sanitary and storm sewers; water mains; site drainage, grading, stormwater facilities and soil erosion control measures; site utilities, pump stations; subdivision and site condominium documents; and construction layout and observation. Mark is especially passionate in accessible and sustainable design solutions, and has successfully prepared and administered numerous grant opportunities.

#### Key Projects

- Project Manager; Lakelands Trail, Unadilla Township, MI
- Project Manager; Washtenaw County Greenway Trail (Border to Border), Ann Arbor, MI
- Project Manager, Platt Road Greenway, Pittsfield Township, MI
- Project Manager; Lohr-Textile Greenway Phase 2, Pittsfield Township, MI



BS, Civil and  
Environmental  
Engineering,  
University of  
Michigan

### Project Manager - Chris Elenbaas PE

Chris has over 15 years of broad experience within municipal engineering including master planning, engineering analysis, asset management, design and construction. While focused on traditional utility infrastructure, he's worked on numerous projects that lend themselves perfectly to the design of pedestrian pathways, streetscapes, and recreation facilities.

Having recently spent over four years as an engineer within the Public Works Unit at the City of Ann Arbor, he gained a strong understanding for what it takes to implement projects within the City. His broad knowledge allowed him to assist with projects across numerous City departments including Public Works, Engineering, Systems Planning, Parks and Recreation and the Water Treatment Plant. This included managing projects for the City's Parks and Recreation Department including the Riverside Park Boardwalk Replacement, and major upgrades to the City Pool and Ice Rink Facilities. Prior to his time with the City, his work as a consultant at Stantec involved several additional high-profile City projects including the Argo Cascades and the West High Service Pump Station.

With his extensive knowledge of the City's infrastructure, Chris will be able to quickly understand the constraints and opportunities involved in a City project like the Skatepark Lighting Design. He has also spent considerable time on issues that will be central to goals of the Project, including pedestrian safety, sustainable infrastructure and streetlighting.

#### Key Projects

- Project Manager; Citywide Streetlight Inspection and Replacement Program, Ann Arbor, MI\*
- Project Engineer; Argo Cascades Construction and Modifications, Ann Arbor, MI
- Project Engineer; Lakelands Trail, Putnam Township, MI
- Project Manager; Pool and Ice Rink Facility Improvements, Ann Arbor, MI\*
- Project Engineer; West High Service Pump Station, Ann Arbor, MI

\* Denotes projects completed with another company



BS, Electrical Engineering, Northeastern University, Boston, MA

## Lead Electrical Engineer - Chris Fote, PE

Chris Fote has more than 24 years of experience in sports lighting and electrical design for major parks and sports complexes in the Puget Sound area. He is recognized as one of the foremost experts in the design of electrical and illumination systems for athletic facilities. His work has involved the rehabilitation of existing lighting systems, new facilities, maintenance analysis, performance analysis, environmental review and public education. Chris has worked on over 200 sports lighting projects including high profile projects such as the Green Bay Packers Practice Facility, Seattle Sounders FC Training Facility, Seattle's former King Dome, Seattle Center Key Arena and several college stadium projects..

### Key Projects

- Jamail Skatepark LED Lighting Rehabilitation, Houston, TX
- Jefferson Park Skatepark Lighting, Seattle Parks and Recreation, Seattle, WA
- Rochester Urban Skatepark Lighting, City of Rochester, NY



AS, Electrical Engineering, Schoolcraft College, Livonia, MI

## Electrical Design - Greg Schofer, LEED AP

Mr. Schofer is a multi-disciplined professional serving as a project manager specializing in industrial instrumentation and controls with electrical design capabilities. With 27 years of versatile experience in computers, programmable logic controllers, SCADA systems and water and wastewater electrical systems, Greg has worked closely with numerous municipalities to update and support advanced computer technology and the latest electrical systems.

### Key Projects

- Lead Electrical Engineer - West High Pump Station, Ann Arbor, MI
- Lead Electrical Engineer - Industrial Pump Station, Ann Arbor, MI
- Planning and Design - University of Michigan Betsey Barbour House and Helen Newberry Residence Hall Facilities, Ann Arbor, MI
- Planning and Design - University of Michigan Medical Center, Ann Arbor, MI





## Project Engineer - Claire Martin PE

Claire is a licensed civil engineer with a structural engineering concentration and over five years of experience. Her primary focus is on the design and permitting of non-motorized shared use pathways, including the design of pedestrian bridge abutments and boardwalks, incorporating ADA and AASHTO standards, grant writing, and incorporating sustainable design practices.

Claire is experienced in structural design including structural load analysis, foundation design, concrete inspection and design, and writing structural specifications.

### Key Projects

- Project Engineer; Lakelands Trail State Park Trailhead Improvements, Unadilla Township, MI
- Project Engineer; Huron Waterloo Loop Phase I, Legacy Land Conservancy, Chelsea, MI
- Project Engineer; Huron Waterloo Loop Phase II, Legacy Land Conservancy, Chelsea, MI
- Project Engineer; Platt Textile Greenway, Pittsfield Township, MI

MS, Civil Engineering, University of Michigan

BS, Civil Engineering, University of Michigan



## Landscape Architecture - Joe Looby ASLA

Joe has been applying his talents to projects for over 25 years, serving as a registered landscape architect, and the last 15 years as a project manager. During this time, he has played many roles on a variety of projects however he is most effective when he manages multi-disciplined design teams.

His experience in combining the creativity of landscape architecture with the technical knowledge of civil, traffic and transportation engineering makes him ideally suited to lead a team of professionals in a variety of planning efforts. This combination has been very effective in designing trails and bike paths, community parks, urban spaces, streetscapes, residential and commercial sites as well as large-site master planning.

### Key Projects

- Landscape Architect; Lakelands Trail, Unadilla Township, MI
- Landscape Architect; Lakelands Trails, Putnam Township, MI
- Landscape Architect; Huron Waterloo Loop Trail, Phase I, Washtenaw County, MI
- Landscape Architect; Lohr Road Greenway, Pittsfield Township, MI

BS, Landscape Architecture The Ohio State University

## B. Past Involvement with Similar Projects



### Skatepark Lighting Design

Houston, TX and Seattle, WA



**Project Team:** Chris Fote

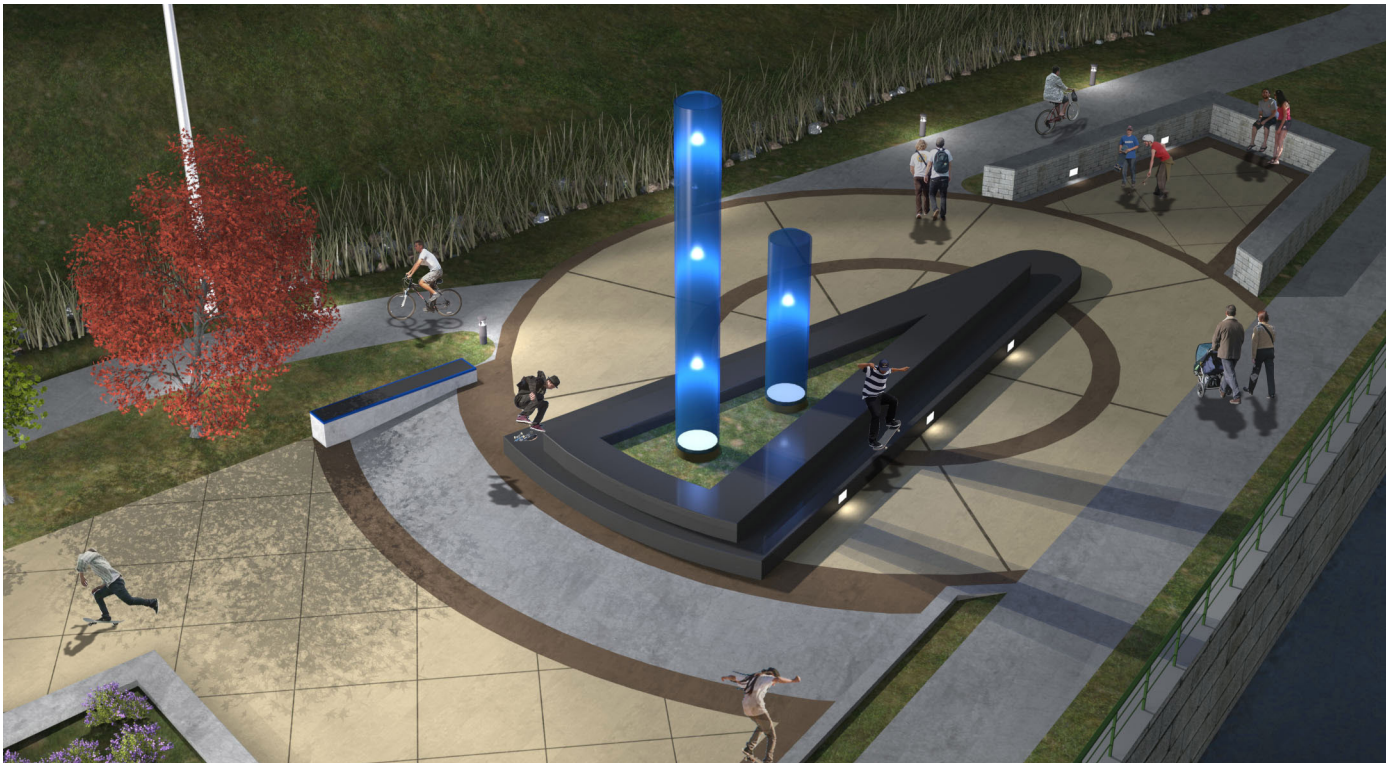
Stantec, together with ACTION Sports Design, has been responsible for some of the most regarded skateparks, plazas and wheel friendly environments worldwide. Together we've successfully completed over 250 municipal skatepark projects. We design in the best interest of the client's budget and for the public's health, safety, and welfare. We understand that the objective of this project is to successfully facilitate a design process, working with the community, to develop a park that brings a unique signature.

For those skateparks that have incorporated sports lighting, Stantec has lead the way with developing designs that provide high quality lighting that reduces energy consumption and minimizes impacts to the surrounding environment.

Chris Fote, a sports lighting engineer within Stantec, has lead the lighting design on several high profile skate park projects including the following:

- Lee and Joe Jamail Skatepark, Houston, TX
- Jefferson Park Skatepark, Seattle, WA
- Mill Creek Skatepark, Mill Creek, WA





## ROC City Skate Park

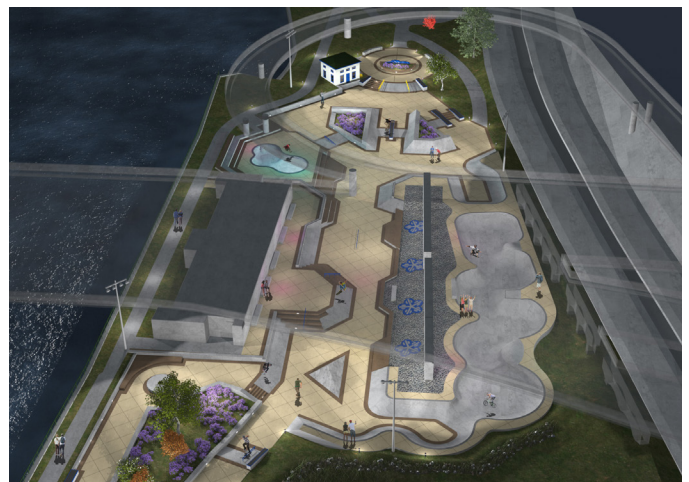
Rochester, New York

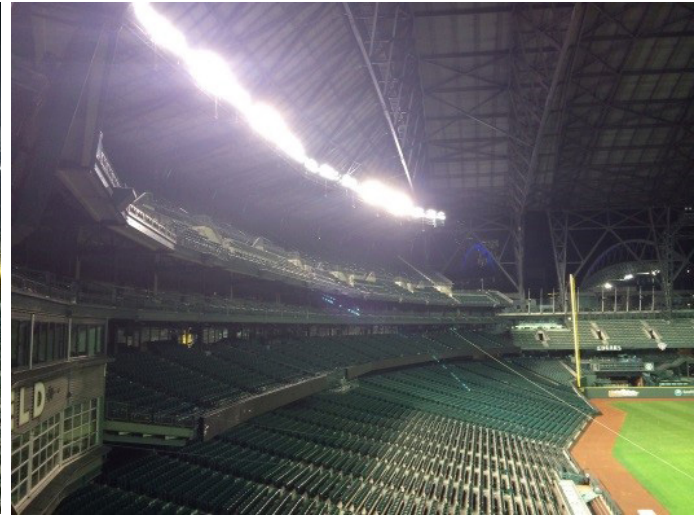
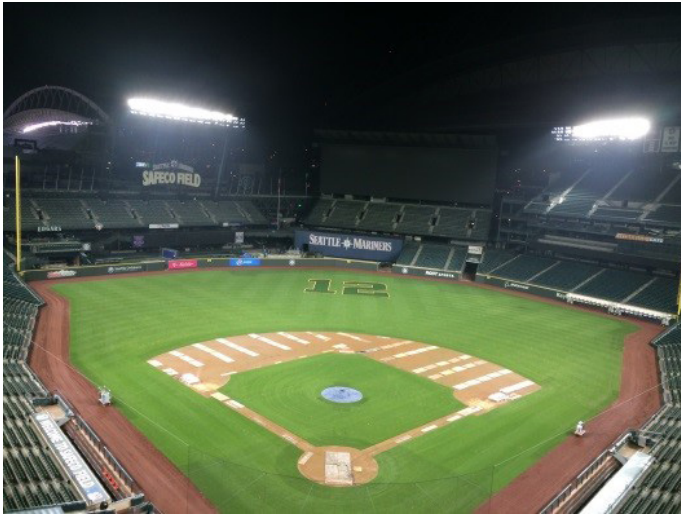
**Project Team:** Chris Fote

Since February 2008, the Friends of the ROC City Skate Park have been working in collaboration with the City of Rochester to build the largest skate park in America, exceeding 78,000 square feet. The City contracted Stantec to prepare a feasibility study and concept site plan for the development of an urban skate park. The goal was to review the proposed park location, identify and evaluate design issues, create a design program that meets the project goals and establish an estimate of probable cost. An overall vision for the urban skate park and a detailed concept plan have resulted based upon input provided by stakeholders and the public. To obtain this input, meetings with stakeholders were held, including three public meetings in which concept designs were reviewed and revised to meet the desired functionality and aesthetics of the proposed park.

The site being considered is comprised of two lots, one owned by NYSDOT and one owned by the City of Rochester. Based upon the site configuration and topography, an 85,000-square-foot park can be constructed. Our planning support identified challenges that will be encountered with the design and construction of the park.

These include providing vehicular access to the bridge, structure for NYSDOT maintenance, addressing the significant site grade changes, providing accessible parking, determination of private/public roles and responsibilities.





## Safeco Field Lighting

Seattle, Washington

**Project Team:** Chris Fote

The Seattle Mariners are leading the way in sustainable stadium design by way of the replacement of Safeco Field's metal halide field lighting system with LED floodlights. Our lighting team helped them do this through innovative and thoughtful design tactics and client support.

Safeco Field's original lighting scheme consisted of 544 - 2,000-watt metal halide floodlights requiring complete lamp replacement every three seasons to maintain MLB minimum lighting requirements. The Mariners wanted to increase energy efficiency, lower maintenance, and, just as importantly, improve the quality of lighting for their players, fans and television broadcast partners.

Our actions were to review and make recommendations for the replacement lighting system's performance requirements and specifications. We prepared permit documents for review by the City of Seattle and construction documents for bidding by select contractors. We also assisted the Mariners with the review of their lighting partner's photometry, aiming and lighting simulations and final testing\adjustment to ensure the system met all of the critical requirements for broadcast and play of Major League Baseball.

By the start of the 2015 season, 578 new 800-watt LED floodlights had been installed. Since this was the first baseball stadium to switch to LEDs, additional review and testing of the new lighting system was implemented. To conduct a full-scale side-by-side testing to compare all aspects of the lighting systems, during construction the metal halide floodlights were left in place along the third base side of the stadium with the LED floodlights installed along the first base side. Improvements in lighting levels, uniformity, lighting color, color rendering, flicker reduction, glare reduction and visibility were clearly demonstrated for fans, players and television broadcast.

The new LED lighting system delivered major league results to the Mariners. It reduced the lighting load by over 60% which qualified the project for an energy rebate from Seattle City Light. It allows for instant on\off capabilities giving the Mariners the ability to implement special theatrical effects during games and during special events at the stadium. It will save the Mariners time and money all while doing the right thing for the environment in the long run.



## Baseball and Softball Field Improvements

Ann Arbor, Michigan

**Project Team:** Chris Elenbaas

Stantec provided design and construction administration for renovations to eight existing baseball and softball fields located at three City of Ann Arbor Parks.

The City needed cost effective renovations to three of their aging baseball and softball complexes. Stantec reviewed existing conditions at each field and provided recommendations to upgrade safety, playability and reduce maintenance requirements.

At Veteran's Memorial Park, Southeast Area Park and West Park a total of eight fields were renovated, including two dedicated baseball fields and six mixed use softball and baseball fields. Improvements included new dugouts, fencing replacement, improved warning track and infield materials, grading and drainage improvements, new irrigation systems and turf restoration.

The project design involved a public meeting presentation to gather feedback from users, topographic survey, site plan preparation, and irrigation design. Stantec also provided administration and observation throughout construction.





## Ann Arbor West High Service Pump Station

Ann Arbor, Michigan

**Project Team:** Chris Elenbaas, Greg Schofer

The City of Ann Arbor Water Treatment Plant (WTP) had inefficient pumping capability while faced with increasing water demands. The City turned to Stantec to perform a comprehensive study, followed by complete design, and construction administration services for a \$9 million project to design a new pump station. Stantec designed the project in accordance with the City's private development standards and it was submitted for review by the Planning Commission and Building Department.

The 12,000 gpm West High Service Pump Station provides water to the western half of the City, which uses about 40% of the City's total demand. It was designed with dry pit vertical turbine pumps to ensure the overall footprint was minimized on the constrained WTP site. The vertical turbine pumps are driven by 200 hp VFDs, a new motor control center and 3000KVA substation. The building addition included architectural features to match the existing water treatment plant buildings. A detailed sequence of construction was also developed to ensure uninterrupted water service to City customers.

The pump station design required major civil site modifications including relocating extensive sections of 24-inch to 36-inch water main from under the proposed pump station location. Final connections included modification of the City's largest water main, a 42-inch prestressed concrete cylinder pipe, that conveys raw water to the WTP. Multiple line stops had to be installed and restrained on water mains up to 30-inch in the diameter to ensure that the water supply was maintained.

During construction Stantec identified a highly corroded pipe underneath an existing portion of the WTP. Stantec led the installation of a one of a kind solution. A 24-inch cured-in-place fiberglass liner through the corroded pipeline, which involved installing the liner through a 45-degree bend and tee along the route.



## Huron Waterloo Pathways Initiative (HWPI) M-52 Tunnel

Lyndon Township, Michigan

**Project Team:** Mark Pascoe, Claire Martin

Stantec aided in the development of the M-52 Pedestrian Tunnel, a 16-foot wide pedestrian tunnel underneath M-52. This tunnel provides a safe crossing of a highway for the Chelsea-Stockbridge section of the Huron Waterloo Loop, a part of the Border-to-Border Trail and Iron Belle Trail network in Washtenaw County. The trail is an asphalt paved non-motorized recreational pathway linking with Michigan's growing network of trails. The goal of the trail project is to complete gaps in what will become an approximately 44-mile interconnected loop of non-motorized greenways, linking Chelsea, Stockbridge, Pinckney, and Dexter, Michigan.

Stantec provided engineering and design support services for the tunnel, concurrently with the design of the trail that the tunnel connects. The 78-foot prefabricated Contech 12'x16' four-sided tunnel includes elements such as prefabricated wingwalls, interpretive displays, programmable lighting, stormwater management through road culverts and tunnel trench drains, decorative brick pavers, form liners stone veneers, corten paneling, and landscaping.

Tasks Include:

M-52 Road crossing: design and permitting of pedestrian tunnel and two road culverts under M-52.

Multi-agency responsibilities: coordination between HWPI (non-profit project sponsor), the Washtenaw County Road Commission (M-52 road closure detour plan), Jackson County Road Commission (M-52 road closure detour plan), and the Washtenaw County Parks and Recreation

Commission that will be responsible for the tunnel once complete.

Architectural features: design of tunnel architectural features (interpretive displays, decorative brick pavers, form liners, corten panels, stone veneers, and landscaping).

Water quality improvements: tunnel side trench drain, two road culverts.

Lighting: Design and specifications of programmable LED tunnel lighting. Lighting is programmed for different levels of dimness in the middle of the tunnel versus at the two entrances, and will change as natural light into the tunnel changes. Coordination with MDNR and Consumers Energy to purchase and install a meter for lighting electrical connection.

The project is currently being construction with an estimated completion date of August 2020.



# References

Our clients say it best—their insight is a testament to the planning, guidance, and support we offer each of the communities we serve.

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# C. Proposed Work Plan

The scope of work described herein summarizes our proposed project development process based upon our preliminary understanding of the project requirements garnered from the RFP's stated Scope of Work and the pre-proposal meeting held on December 5, 2019. We have structured the project scope of services to create process efficiencies and provide the best value to the City for all project phases. As we work together, we are flexible regarding any changes that enhance the design process. It is our intention to collaborate and work closely with the City, the Skatepark Advisory Commission, and the Park Advisory Commission throughout the entire project.

## Task 1: Project Kick-Off/ Conceptual Design

The goal of this phase will be to investigate the project site and develop concept designs that meet the intent of the project goals and objectives. We will evaluate the existing site conditions (i.e. topography, access, electrical connections, etc.), identify and evaluate existing design issues, and develop initial conceptual designs for submission with a grant application. When complete, this phase will result in an approved overall vision lighting of the City of Ann Arbor Skatepark and detailed conceptual designs for the project.

### Task 1.1 Project Kick-off Meeting

A kick-off meeting will be held with City and applicable groups as determined by the City. We suggest that representatives of the Skatepark Advisory Commission attend to inform their organization of the project process that will be followed.

We use light to define recreational and professional athletic spaces, to create balance between the necessary working light and light that gives spirit to a park, sports complex, or outdoor field.

### Meeting Objectives:

- Verify work program, schedule, and channels of communication;
- Review project budget;
- Obtain existing data/information regarding project site, if not previously provided;
- Discuss any operational or maintenance concerns pertaining to the existing or proposed lighting at Veterans Memorial Park;
- Review opportunities and constraints of the site;
- Determine if funding sources have specific requirements and if so, what impacts may occur to design budget and schedule;
- Identifying opportunities to incorporate sustainable design practices;
- Perform site visit so all parties have a clear understanding of anticipated project limits and existing site conditions;
- Identify stakeholders, both internal and external, along with their role on the project;
- Develop a communications plan and a schedule of meetings with the City;
- Provide a risk analysis to identify and describe the impact, mitigation, and attenuation measures of various items that present risk to the project;
- Review the impact of the project on the general public in the area;
- Outline Quality Assurance and Quality Control procedures that will be used on the project;



Safeco Field, Seattle, Washington

The scope of work deliverables will be formatted into a Work Breakdown Structure (WBS) for use by the City's Project Manager.

## Task 1.2 Data Collection and Existing Conditions Analysis

Data/information will be collected as it relates to the existing site and adjacent area to ensure an understanding of the site and possible impacts of surrounding uses. An existing conditions analysis will be performed to identify opportunities and challenges for the skate park lighting design. Data to be evaluated includes topographic survey to supplement existing available base plans from the original skatepark construction drawings, existing electrical service information, pedestrian traffic flow patterns, etc..

## Task 1.3 Conceptual Layout Plans

Based upon specific design criteria gathered from the City Team and the agreed to design program, Stantec will prepare two (2) conceptual site plans. Plans to depict:

- Layout of park features.
- Proposed electrical distribution layout
- Proposed lighting layout around the skatepark
- Proposed lighting layout for adjacent pedestrian access routes
- Proposed photometric lighting plan
- Existing utility locations
- A Rough Order of Magnitude Opinion of Cost will be prepared for each concept.



Stantec designs skateparks in the best interest of the client's budget and for the public's health, safety, and welfare.

## Task 1.4 Final Schematic Design

Stantec will Develop final Schematic Site Plan based on comments received during the conceptual layout review. Based upon the Final Schematic Site Plan, an estimate of probable cost will be prepared.

## Task 1 Deliverables

- Kick-off meeting notes.
- Existing base plans
- Conceptual site plans (max 2).
- Final Schematic Site Plan.
- Rough order of magnitude opinion of cost.
- Meeting notes.
- Client shall receive all information in digital format unless otherwise requested.

## Task 2: 50% Design Documents

Following the City's Community Engagement Toolkit, the Stantec Team will lead a robust Public Engagement Process.

### Task 2.1 Design Development Plans and Specifications

Various plans will be prepared to convey design intent and further refine quantities for cost estimation. A preliminary list of plans is described below. Plan information to be provided at 20 scale or greater and may be combined where possible, depending on graphic clarity.

- Existing Conditions
- Electrical plan
- Lighting Plan
- Landscaping Plan
- Outline of Technical Specifications

### Task 2.2 Opinion of Probable Construction Cost

A detailed unit cost estimate will be prepared to include all elements of proposed development, demolition or upgrades. Soft costs such as design fees, permitting fees and contingency will also be included in the estimates.



Stantec has lead the way with developing skatepark lighting designs that provide high quality lighting that reduces energy consumption and minimizes impacts to the surrounding environment.

## Task 2.3 50% Design Submittal and Review Meeting

At the completion of the design development phase, the design team will submit drawings for City Advisory Team review and comment.

The design team will meet with the City Advisory Team to review comments prior to commencing with the construction documentation phase. Additional communication and phone conferences will occur as needed to resolve specific design and technical requirements.

## Task 2 Deliverables

- Design Development (50% design) Package(s) for City Advisory Team review
- Design Development Phase Meeting Notes

Deliverables in the 50% Design Phase and subsequent phases will be completed in AutoCAD and provided in electronic pdf format.

## TASK 3: Constuction Documents

### Task 3.1 90% Design Documents

Appropriate plan drawings and technical specifications will be prepared to convey the design, materials and construction methods for all elements of the skatepark lighting. The drawing index may include, but not be limited to the following drawings:

- Cover sheet and general notes
- Existing conditions
- Electrical plan

- Lighting plan
- Electrical plan
- Landscape Plan (If necessary)
- Typical construction details

Stantec will utilize the City's ITB template and develop the required technical specifications for bidding.

### Task 3.2 Bid Form/Quality Table

A bid form, final quantities and work descriptions will be prepared. The format will be coordinated with the City and may be a combination lump sum with supplemental unit pricing.

### Task 3.3 Updated Opinion of Construction Cost

A detailed unit cost estimate will be prepared based on the 90% documents. The estimate will include appropriate soft costs and contingencies. The design team will review our designs with fabricators, vendors, and contractors for increased accuracy. Bid Alternates or options for material finishes to provide the best value for the project will be identified during this task.

### Task 3.4 90% Design Submittal and Review Meeting

At the completion of the 90% design phase, the design team will submit drawings for City Advisory Team review and comment.

The design team will meet with the City Advisory Team to review comments prior to commencing with the construction documentation phase. Additional communication and phone conferences will occur as needed to resolve specific design and technical requirements.

### Task 3.5 Quality Assurance Review

An internal third party independent reviewer will evaluate the drawings for technical accuracy, constructability and ensure coordination with the specifications. This review is completed by a licensed senior staff member who has not been involved with the project.

### Task 3.6 PAC Presentation

Following receipt of review comments on the 90% design documents, Stantec shall assist the City in presenting the final design to the Parks Advisory Commission. This may occur now or when the final bid information is approved by PAC.

### Task 3.7 100% Bid Documents

Stantec will prepare final 100% bid documents in accordance with City standards. We will coordinate directly with the City's Purchasing Unit to ensure that the latest approved contract documents are utilized. A final detailed unit cost estimate will also be prepared based on the bid documents. All final documents will be provided in PDF format ready to be posted on the City's website for bidding.

### Task 3 Deliverables

A bid form, final quantities and work descriptions will be prepared. The format will be coordinated with the City and may be a combination lump sum with supplemental unit pricing.

The Client shall receive all copies of each task item in digital format. As necessary, hard copies can be submitted for client review.

- 90%, and 100% Drawings
- 90%, and 100% Cost Estimate
- 90%, and 100% Contract Documents & Technical Specifications

The Stantec Team has extensive experience in both skatepark lighting design and Ann Arbor's Veterans Memorial Park.



## Task 4: Bid Assistance

Our team will provide support to the City during the bidding process. We will respond to questions and prepare addenda required for corrections, clarifications, or additions during the bidding process. The team will also attend a pre-bid meeting with contractors, attend the public bid opening, analyze bids, and prepare a letter to the City recommending bid award.

### Task 4: Deliverables

- Bid Set Plans and Contract Documents in pdf format
- Digital project base files in AutoCAD, Civil 3D format along with support files
- Lead a pre-bid meeting, providing agenda and minutes.
- Preparation of Addenda
- Bid tabulation
- Bid Award Review Letter

## TASK 5: Construction Services

The design team will assist the City during the construction process including the provision of on-site services. We assume that the City will require part time construction observation while the design team provides weekly and/or milestone reviews. Design team members from various disciplines may have variable involvement during construction depending on what activities are occurring at a specific time. We have assessed our on-site involvement based on our past experience with lighting projects. We are happy to adjust our scope of services during this phase to best meet City needs and provide more frequent design oversight as needed.

### Task 5.1 Pre-Construction Meeting

Stantec will lead a project Pre-Construction Meeting to address any questions or concerns related to the plans and specifications. We shall address any questions and provide written responses to the client and contractor for clarification.

### Task 5.2 Shop Drawing and Submittal Reviews

Stantec will review shop drawing and product submittals for conformance with Contract Documents and design intent.

### Task 5.3 Progress and Milestone Site Visits

Periodic site visits will be conducted by appropriate design team personnel to address contractor questions in the field.

The Client shall have the final decision and approval on all matters related to design and construction. Stantec shall make recommendations in matters relating to artistic effect which will be final if consistent with the intent of the contract documents. Stantec will make recommendations to the Client to reject work that does not conform to the contract documents and require special inspection or testing when deemed necessary.

A design team member will address contractor Requests for Information (RFI) and prepare change order documentation, if needed, for issuance by City staff.

### Task 5.4 Substantial Completion Review/Final Walk-Through

Stantec will conduct a final walk-through for substantial completion and provide a final punch list.

### Task 5.5 As-Built Record Drawings

Stantec will provide as-built record mapping in AutoCad and pdf format based upon contractor red-line drawings or contractor provided electronic files. No field survey will be performed by Stantec to verify the contractor information. Warranty documentation will be gathered from the Contractor and provided to the City.

## Construction Assumptions

When developing our Scope of Work, Hours Estimate and Schedule, we made several assumptions. Those assumptions are as follows:

Lighting construction will require observation for four weeks. During construction, Stantec will provide onsite observation on a daily basis for two hours each day. Engineering team members will visit the site once each week of construction for a total of ten hours of engineer involvement. Status reports to City staff on construction will be made weekly, or at the completion of a major milestone.

# Schedule

The proposed schedule for the completion of the work is attached below. Assuming that City Council approval occurs on February 18, Stantec will complete the proposed Scope of Work within approximately 8 months to allow the project to be constructed in the fall of 2020. A final detailed design schedule will be developed with the City following award of the project.

Project Kickoff Meeting:	February 26, 2020
Site Visit & Supplemental Survey	Week of March 2, 2020
Conceptual Design Submittals	March 16, 2020
Final Schematic Design for Grant Application	March 23, 2020
50% Design Documents	April 24, 2020
90% Design Documents	May 22, 2020
Bid Documents	June 19, 2020
Bids Due	July 23, 2020
City Council Approval	September 8, 2020
Construction Begins	September 28, 2020
Construction Complete	October 23, 2020



It is Stantec's intention to collaborate and work closely with the City, the Skatepark Advisory Commission, and the Park Advisory Commission throughout the entire project.

# Appendix A: Resumes

# Mark Pascoe

PE, LEED AP, ENV SP

## **Principal in Charge**

### **Education:**

BS, Civil Engineering, University of Michigan, Ann Arbor, MA

### **Registrations:**

Professional Engineer (MI, KS, WI, AL, AZ, KY, MS, WA, AK, TN, IL, LA, IN, MO, FL)

### **Office Location:**

Ann Arbor, MI

### **Memberships:**

Member, Construction Institute, American Society of Civil Engineers

Member, American Society of Civil Engineers

Mr. Pascoe is a Principal and Client Manager with 35 years of experience and is responsible for site planning, design and construction for a variety of projects throughout the United States. These include brownfield sites, commercial and business developments, industrial and business parks, site condominiums, multi-family and single family residential developments, municipal facilities including water and wastewater, transportation systems, and educational and recreational facilities. Design elements include roads, streets and parking areas; non-motorized trails, sanitary and storm sewers; water mains; site drainage, grading, stormwater facilities and soil erosion control measures; site utilities, pump stations; subdivision and site condominium documents; and construction layout and observation. Mark is especially passionate in accessible and sustainable design solutions, and has successfully prepared and administered numerous grant opportunities.

Mark is responsible for managing the basic design and daily activities of a project including the coordination of Stantec's support staff, maintaining work within project budgets and milestones, working with permitting agencies and coordinating permitting, client management, and following Stantec's QA/QC and ISO 9001 guidelines

### **Relevant Experience**

- Ann Arbor Maintenance Facility, Ann Arbor, Michigan, Project Manager and Principal-in-Charge
- Ann Arbor Municipal Services Center, Ann Arbor, Michigan, Senior Project Manager
- Michigan Department of Natural Resources (MDNR) Recreation Passport Grant, Unadilla Park, Unadilla Township, Michigan, Project Manager
- Washtenaw County Greenway Trail, Ann Arbor, Michigan, Senior Project Manager
- Washtenaw Community College\*, Ann Arbor, Michigan, Project Manager
- Eastern Michigan University Site Improvements\*, Ann Arbor, Michigan, Project Manager
- University of Michigan Site Improvements, Ann Arbor, Michigan, Project Manager and Principal-In-Charge
- South Lyon Schools Upgrades\*, South Lyon, Michigan, Project Manager and Principal-In-Charge
- Michigan Department of Natural Resources (MDNR) Recreation Passport Grant, Gregory Trailhead, Unadilla Township, Michigan, Project Manager
- Michigan Department of Transportation Alternatives Program (MDOT TAP) Grant, Lohr-Textile Greenway Phase II | Pittsfield Township, Michigan, Project Manager
- Seven Mile Road Site Master Plan, Northville Township, Michigan
- Pittsfield Preserve, Pittsfield Township, Michigan, Project Manager
- Lakelands Trail, Unadilla Township, Michigan, Project Manager
- Lakelands Trail, Putnam Township, Michigan, Project Manager
- Lohr Road Greenway, Pittsfield Township, Michigan, Project Manager



# Christopher Elenbaas

PE

## **Project Manager**

Chris has over 15 years of broad experience within municipal engineering, including master planning, engineering analysis, asset management, design, and construction. He has inspected, designed, and managed numerous municipal engineering projects including storage tanks, water transmission and distribution lines, wastewater collection lines, pump stations, roads, pedestrian pathways, streetscapes, and recreation facilities. Combining his spent time within the Public Works Unit at the City of Ann Arbor and his extensive consulting experience, he can strategically guide the goals of an asset management-based organization.

### **Education:**

BS, Civil and Environmental Engineering,  
University of Michigan, Ann Arbor, MA

### **Registrations:**

Professional Engineer (MI)

### **Office Location:**

Ann Arbor, MI

### **Memberships:**

Member, North American Society for  
Trenchless Technology

Member, American Water Works  
Association

### **Certifications & Training**

Certified Inspector, Cured-In-Place Pipe  
Installation, National Association of Sewer  
Service Companies (NASSCO), St. Paul,  
Minnesota

### **Relevant Experience**

- Riverside Park Boardwalk Replacement, Ann Arbor, MI, Project Manager\*
- Argo Cascades Construction and Modifications, Ann Arbor, MI, Project Engineer
- Lakelands Trail, Putnam Township, MI, Project Engineer;
- Pool and Ice Rink Facility Improvements, Ann Arbor, MI, Project Manager\*
- West High Service Pump Station, Ann Arbor, MI, Project Engineer
- Streetlight Replacement and Asset Management\*, Ann Arbor, Michigan, Project Manager
- Buhr Park Improvements, Ann Arbor, Michigan, Project Engineer
- Riverside Park Boardwalk Replacement\*, Ann Arbor, Michigan, Project Manager
- Capital Improvement Planning (CIP)\*, Ann Arbor, Michigan, Public Works Engineer
- 8th Street Sanitary Manhole Replacement, Ann Arbor, Michigan, Project Manager
- Traver Street Storm Sewer, Ann Arbor, Michigan, Project Engineer
- Orchard Hills Water Main Extension, Ann Arbor, Michigan, Project Engineer
- Ann Arbor West High Service Pump Station, Ann Arbor, Michigan, Project Engineer
- Sanitary and Storm Sewer Asset Management Plan \*, Ann Arbor, Michigan, Public Works Engineer
- Public Works CMMS System\*, Ann Arbor, Michigan, Public Works Engineer
- West Park Fairgrounds Storm Sewer Rehabilitation, Ann Arbor, Michigan, Project Engineer
- Parks Commissioner, City of Saline, Saline, Michigan, United States 2016-Present

*\*denotes projects completed with other firms*

# Christopher Fote

PE

## **Lighting/Electrical Lead**

### **Education:**

BS, Electrical Engineering, Northeastern University, Boston, MA

### **Registrations:**

Professional Engineer Washington #31353

### **Office Location:**

Lynnwood, WA

### **Memberships:**

Sports Lighting Committee, Member 2002 to Present; Chair 2009-2012

Illuminating Engineering Society of North America

Chris Fote has more than 27 years of experience in sports lighting and electrical design for major schools, parks, and sports complexes. He is recognized as one of the foremost experts in the design of electrical and illumination systems for parks, high schools and other athletic facilities. His work has involved the rehabilitation of existing lighting systems, new facilities, maintenance analysis, performance analysis, environmental review and public education. He works to design site lighting that facilitates orientation and circulation, and provide a safe nighttime environment. He has close relationships with public agencies and an in-depth understanding of permitting regulations, city codes and ordinances, as well as the complex SEPA and EIS preparation process. Included with athletic facility lighting and electrical projects is light spill\glare analysis, large area lighting, public address, AV and security camera and access systems.

### **Relevant Experience**

- Jamail Skatepark LED Lighting Rehabilitation, Houston, TX, 2018
- Jefferson Park Skatepark Lighting, Seattle Parks and Recreation, Seattle, WA, 2014
- Rochester Urban Skatepark Lighting, City of Rochester, NY, 2019
- Roosevelt High School Athletic Field LED Lighting, 2017-2019, Project Manager
- Ballard High School Athletic Field LED Lighting, 2017-2019, Project Manager
- Cleveland High School Electrical and Athletic Field LED Lighting, 2017-2019, Project Manager
- Mercer Island High School Stadium LED Lighting Replacement, 2018, Project Manager
- Vashon Island High School Stadium Electrical and LED Lighting Replacement, 2018, Project Manager
- Edmonds Woodway High School Stadium Electrical and LED Field Lighting Replacement, 2016, Project Manager
- Franklin High School Lighting Peer Review, 2018, Project Manager
- Garfield High School Field Lighting Peer Review, 2018, Project Manager
- Newport High School Stadium LED Field Lighting Replacement, 2018, Project Manager
- Bellevue High School Stadium LED Field Lighting Replacement, 2018, Project Manager
- Interlake High School Stadium LED Field Lighting Replacement, 2017, Project Manager
- Black Hills High School LED Field Lighting and Electrical, 2018, Project Manager
- Art Crate Stadium LED Field Lighting Replacement, 2016, Project Manager
- Capital High School LED Field Lighting and Electrical, 2016, Project Manager
- CWU Tomlinson Stadium LED Field Lighting and Electrical, 2019, Project Manager
- University of Portland Soccer Fields LED Lighting, 2019, Project Manager
- Squalium High School Football Field LED Lighting and Electrical, 2016, Project Manager

# Greg Schofer

LEED AP

## **Electrical Design**

### **Education:**

AS, Electrical/Electronics Engineering,  
Schoolcraft College, Livonia, MI

Technical Degree in Electrical/  
Electronics/Industrial Technologies,  
National Institute of Technology, Detroit,  
MI

### **Registrations:**

LEED Accredited Professional, USGBC

### **Office Location:**

Ann Arbor, MI

### **Memberships:**

Member, Institute of Electrical and  
Electronics Engineers

Mr. Schofer is a multi-disciplined professional serving as a project manager specializing in industrial instrumentation and controls with electrical design capabilities. With 27 years of versatile experience in computers, programmable logic controllers, SCADA systems and water and wastewater electrical systems, Greg has worked closely with numerous municipalities to update and support advanced computer technology and the latest electrical systems.

Experience includes the design and integration of plant controls, integration of communication schemes and plans, electrical power quality studies and electrical systems. Systems that Greg has engineering include Human Machine Interface screens with fault tolerant communication schemes using the latest Programmable Logic Controllers from Allen-Bradley, General Electric, Opto-22 and Bristol Babcock. Greg also has been involved with the latest security practices and policies of Homeland Security Act of the Environmental Protection Agency as it related to water and wastewater treatment plants.

Greg also has been involved in the design, installation and testing of Information Technologies projects. These projects have included fiber optics, infrastructure and facilities design, on-site system reviews and "Turn Key" Graphical Information System solutions.

### **Relevant Experience**

- West High Pump Station, Ann Arbor, MI, Lead Electrical Engineer
- Industrial Pump Station, Ann Arbor, MI, Lead Electrical Engineer
- University of Michigan - Betsey Barbour House and Helen Newberry Residence Hall Facilities, Ann Arbor, Michigan, Planning and Design
- City of Ann Arbor - Barton Pump Station, Lead Electrical Engineer
- Warren / Lotz Lift Station Improvements, Canton, Michigan, Lead Engineer
- Haggerty Road / Beacon Woods Lift Station, Northville, Michigan, Electrical Engineer
- City of Ann Arbor - Industrial Pump Station, Lead Electrical Engineer
- City of Ann Arbor West High Pump Station, Lead Electrical Engineer
- University of Michigan Medical Center - Electrical Riser Diagrams, Ann Arbor, Michigan
- University of Michigan Canton Health Center - Saltz Center, Canton, Michigan
- Lexington-Worth Authority Water Filtration Plant, Lexington, Michigan
- Pfizer Kalamazoo Site 10-Year Master Plan, Kalamazoo, Michigan, Electrical Engineer
- Western Townships Utilities Authority - 650 HP VFD Replacement, Canton, Michigan, Electrical Design
- Beck Road Water Booster Station, Northville Township, Michigan, Electrical Controls Engineer

*\*denotes projects completed with other firms*

# Claire Martin

PE

## **Project Engineer**

Ms. Martin is a licensed Civil Engineer with a Structural Engineering concentration and over five years of experience. Claire's primary focus is currently on the design and permitting of non-motorized shared use pathways, including the design of pedestrian bridge abutments and boardwalks, incorporating ADA and AASHTO standards, grant writing, and incorporating sustainable design practices. Claire is experienced in structural design including structural load analysis, foundation design, concrete inspection and design, and writing structural specifications. She also has experience in site design for commercial development projects. Claire's software experience includes PLS-CADD, PLS-POLE, Civil 3D, AutoCAD, STAAD.Pro, and RISA.

### **Education:**

MSE, Civil Engineering, University of Michigan, Ann Arbor, MI

BSE, Summa Cum Laude, Civil Engineering, University of Michigan, Ann Arbor, MI

### **Registrations:**

Professional Engineer (MI)

### **Office Location:**

Ann Arbor, MI

### **Certifications & Training:**

Confined Space Training Certification, Ann Arbor, MI

### **Relevant Experience**

- Lakelands Trail State Park Trailhead Improvements, Unadilla Township, MI, Project Engineer
- Huron Waterloo Loop Phase I, Legacy Land Conservancy, Chelsea, MI, Project Engineer
- Huron Waterloo Loop Phase II, Legacy Land Conservancy, Chelsea, MI, Project Engineer
- Platt Textile Greenway, Pittsfield Township, MI, Project Engineer
- Wheeler PUD Ellsworth Road Sidewalk Improvements, Ann Arbor, Michigan, Field Inspector
- B2B Segment D2 Phase 1, Washtenaw County, Michigan, Project Engineer
- Gallup Park B2B Trail Improvements, Ann Arbor, Michigan, Design Engineer
- Wheeler Center PUD Boardwalk Design, City of Ann Arbor, Michigan, Design Engineer
- Wheeler Center PUD Boardwalk Design, City of Ann Arbor, Michigan, Design Engineer
- Letts Creek Linear Trail Connector, Chelsea, Michigan, Design Engineer
- Lakelands Trail Improvements, Putnam Township, Michigan, Design Engineer
- B2B - Dexter to Ann Arbor Master Plan Update, City of Ann Arbor, Michigan, Design Engineer
- Fire and Police Memorial Park, City of Burton, Michigan, Design Engineer
- Woolley Park Parking Lot and Park Improvements, Pittsfield Charter Township, Michigan, Construction Observation
- Border-to-Border/Lakelands Trail Interconnect, Livingston and Washtenaw County, Michigan, Engineer

# Joseph Looby

RLA, LEED GA

## **Landscape Architect**

Joe has been applying his talents to projects for nearly 30 years, serving as a registered landscape architect, and the last 15 years as a project manager. During this time he has played many roles on a variety of projects however he is most effective when he manages multi-disciplined design teams. His experience in combining the creativity of landscape architecture with the technical knowledge of civil, traffic and transportation engineering makes him ideally suited to lead a team of professionals in a variety of planning efforts. This combination has been very effective in designing community parks, urban spaces, streetscapes, residential and commercial sites as well as large-site master planning. Additionally, Joe has completed over 100 hours of Continuing Education over the past five years.

### **Education:**

BS, Landscape Architecture, The Ohio State University, Columbus, OH

### **Registrations:**

Registered Landscape Architect (MI, WV, KY, IN, OH)

### **Office Location:**

Columbus, OH

### **Certifications & Training:**

LEED Green Associate, USGBC

### **Memberships**

American Society of Landscape Architects

### **Relevant Experience**

- Lakelands Trail State Park, Putnam Township, MI, Landscape Architect
- Huron Waterloo Loop Phase I, Chelsea, MI, Landscape Architect
- Lohr Road Greenway, Pittsfield Township, MI, Landscape Architect
- Huron Waterloo Loop Phase 1B, Washtenaw County, Michigan, Landscape Architect
- Border to Border Phase 2, Scio Township, Washtenaw County, Michigan, Landscape Architect
- Seven Mile Road Site Master Plan, Northville Township, MI, Landscape Architect
- Unadilla Township - Lakelands Trail, Unadilla Township, Michigan, Landscape Architect
- Fuller and Olson Park Renovations, Ann Arbor, MI, Landscape Architect
- Pittsfield Preserve, Pittsfield Township, MI, Landscape Architect
- Veterans Park, Ann Arbor, MI, Landscape Architect
- Riverview Park, Miami Township, Clermont County, Ohio, Landscape Architect
- Sycamore Creek Park, Pickerington, OH, Landscape Architect

## Appendix B: Required Forms

**ATTACHMENT B  
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

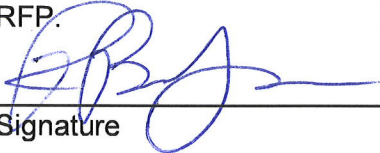
The Respondent is:

- A corporation organized and doing business under the laws of the state of Michigan, for whom R. Brian Simons bearing the office title of Senior Principal, 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.

  
Signature

Date: 12/12/19

(Print) Name R. Brian Simons Title Senior Principal

Firm: Stantec Consulting Michigan Inc.

Address: 3754 Ranchero Drive, Ann Arbor, Michigan 48108

Contact Phone (734) 761-1010

Fax (734) 761-1200

Email brian.simons@stantec.com

**ATTACHMENT C  
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

**Non-Discrimination Ordinance**


The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

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 in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor 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.

Stantec Consulting Michigan Inc.  
Company Name  
  
Signature of Authorized Representative  
12/12/19  
Date

R. Brian Simons, Senior Principal  
Print Name and Title

3754 Rancho Drive, Ann Arbor, Michigan 48108  
Address, City, State, Zip

(734) 761-1010 / brian.simons@stantec.com  
Phone/Email address

**Questions about the Notice or the City Administrative Policy, Please contact:**  
Procurement Office of the City of Ann Arbor  
(734) 794-6500



**ATTACHMENT D  
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


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.

Stantec Consulting Michigan Inc. \_\_\_\_\_

Company Name

 \_\_\_\_\_  
Signature of Authorized Representative

12/12/19 \_\_\_\_\_  
Date

R. Brian Simons, Senior Principal \_\_\_\_\_

Print Name and Title

3754 Ranchero Drive \_\_\_\_\_

Street Address

Ann Arbor, Michigan 48108 \_\_\_\_\_

City, State, Zip

(734) 761-1010 / brian.simons@stantec.com \_\_\_\_\_

Phone/Email address

**ATTACHMENT E**



<b>VENDOR CONFLICT OF INTEREST DISCLOSURE FORM</b>
--

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:

<b>Conflict of Interest Disclosure*</b>	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input checked="" type="checkbox"/> Relationship to employee <div style="text-align: center;">Sister</div> <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)
Anne Warrow's brother, Theodore U. Warrow III, works for Stantec. Chris Elenbaas, a former City of Ann Arbor employee, is currently employed by Stantec.	

\*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.

<b>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:</b>		
Stantec Consulting Michigan Inc.	(734) 761-1010	
<b>Vendor Name</b>	<b>Vendor Phone Number</b>	
	12/12/18	R. Brian Simons
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>

**ATTACHMENT F  
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE**

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below.  
You can review the entire ordinance at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights).

**Intent:** It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

**Discriminatory Employment Practices:** No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

**Discriminatory Effects:** No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

**Nondiscrimination by City Contractors:** All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

**Complaint Procedure:** If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at [www.a2gov.org/humanrights](http://www.a2gov.org/humanrights). Then submit it to the Human Rights Commission by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at [hrc@a2gov.org](mailto:hrc@a2gov.org).

**Private Actions For Damages or Injunctive Relief:** To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

**THIS IS AN OFFICIAL GOVERNMENT NOTICE AND  
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.**

ATTACHMENT G

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

**RATE EFFECTIVE APRIL 30, 2019 - ENDING APRIL 29, 2020**

**\$13.61 per hour**

If the employer provides health care benefits\*

**\$15.18 per hour**

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

**ENFORCEMENT**

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**



Design with Community in Mind