

MEMORANDUM

TO: DDA Capital Improvements Committee

FROM: Amber Miller, DDA Capital Projects Manager

DATE: April 29, 2024

REGARDING: As-needed engineering and construction services contracts

Background:

The DDA operates with a small staff, which requires support for necessary services, including engineering, Right-of-Way (ROW) repairs and maintenance, and other related work. To ensure consistency with City Engineering and work within the City ROW, the DDA regularly utilizes the City's procurement process for standard DDA services.

Wade Trim Associates / Engineering and As-Needed Services Contract:

Wade Trim was selected by the City of Ann Arbor through a competitive RFP process to provide project management and civil engineering support services from July, 1 2022-December 31, 2027 ([RFP 22-17](#)). DDA staff recommend an annual contract with Wade Trim for \$200,000 for engineering and as-needed services for consistency with the City.

Contract scope: Civil Engineering and As-Needed Support Services

Total contract amount: \$200,000 annually

Contract Start: July 1, 2024

Contract End Date: December 2024, with the option of annual renewals through December 31, 2027.

Doan Construction Company / Construction Services and As-Needed Contract:

Doan Construction Company was selected by the City of Ann Arbor through a competitive RFP process to provide concrete repairs, install miscellaneous improvements, and as-needed work for their Sidewalk Repair Program for the 2024 construction season (April 15 through Nov. 15, 2024 ([RFP24-05](#))). To support DDA ROW repair work, including concrete and paver repairs, DDA staff are recommending a contract for construction and as-needed services with the Doan Construction Company.

Contract scope: Construction Services and As-Needed Repairs

Total contract amount: \$450,000 annually

Contract Start: July 1, 2024

Contract End Date: December 31, 2024, with the option for two additional one-year renewals through December 2026 (January 1st – December 31st).