

January 26, 2024

Jada Hahlbrock
Manager of Parking Services
Ann Arbor Downtown Development Authority
150 South Fifth Avenue, Suite 301
Ann Arbor, MI 48104

Proposal for Professional Engineering and Parking Consulting Services Parking Structure Restoration 2024

Fishbeck is pleased to provide this proposal for professional engineering and parking consulting services to implement the fiscal year (FY) 2025 parking structure restoration project.

Statement of Understanding

The DDA has requested a proposal to provide professional services to implement the FY 2025 parking structure restoration scope of work based on the 20-year maintenance and repair plan. The construction budget allocated to restoration work in the 20-year plan for FY 2025 is \$1,660,000 and includes recommended repairs at the Fourth & Washington and Liberty Square parking structures.

The scope of this proposal includes the construction documents, bidding, construction administration, and construction observation tasks.

Scope of Services

We propose to provide our professional services in five tasks, with the following breakdown of services.

Task 1 – Construction Documents

1. Conduct an introductory meeting (project kick-off) with the DDA to review the project objectives, including scope, deliverables, and schedule.
2. Prioritize repairs identified in the 20-year repair and maintenance plan to align with the project budget.
3. Perform a site visit to locate deterioration and confirm the scope of repair work with field conditions. This visit will be coordinated and conducted in combination with the DDA and/or PCI personnel.
4. Finalize project items with the DDA, including project schedule, scope, and budget.
5. Conduct owner review meetings and design progress meetings with DDA, as necessary.
6. Review specific project requirements for construction control, phasing, and safety with the DDA and PCI. We will review requirements or concerns that affect construction, such as noise restrictions, dust/fume controls, required construction signage, barricades, construction safety, etc.
7. Provide plan drawings and repair details. Plans will show locations of all repair items for every level being repaired. The documents will include construction phasing, schedule requirements, and parking space impacts related to this project.
8. Provide front end and technical specifications required to complete this work. The specifications will incorporate the DDA's most current agreement forms, bond forms, general conditions, and supplementary conditions. Bid Form will itemize work items and quantities for each structure.

9. Review the bid package with the DDA and PCI before issuing to contractors.

Task 2 – Bidding

1. Fishbeck will provide electronic files of bid documents to the DDA via PDF format.
2. Assist in identifying qualified contractors/bidders.
3. Distribute electronic PDF format files of bid documents to potential bidders.
4. Schedule, attend, and chair a pre-bid conference.
5. Be available to respond to contractors' questions, and if necessary, issue project addenda.
6. Evaluate and tabulate contractor bids.
7. Provide value engineering if required to meet budgeting constraints.
8. Provide our comments and recommendations for the award of the contract.

Task 3 – Construction Administration (Office)

1. Conduct a pre-construction meeting with representatives of the contractor, DDA, and PCI to review the construction phase, including staging, phasing, schedules, closures, parking space impacts, etc.
2. Conduct biweekly progress meetings with representatives of the contractor, DDA, and PCI to coordinate work schedule and maintain project communication by providing meeting minutes.
3. Review contractor submittals, procedural submittals, shop drawings, etc.
4. Review contractor's pay applications. Verify repair quantities for each work item.
5. Answer contractor's questions and resolve unforeseen field conditions that arise. Prepare additional details, supplemental instructions, bulletins, and construction change directives, as necessary. Prepare change orders, as necessary, to document changes in the work based on field conditions.
6. Track construction costs and provide updated final cost projections to the DDA.
7. Prepare, distribute, and update a punch list for construction contract.
8. Collect warranties, review the final pay application, and perform related project closeout activity.
9. Provide record set drawings upon project completion. Record set drawings will be based on the as-built drawings submitted by the Contractor at the end of the project.
10. General construction administrative services.

Task 4 – Construction Observation (Field)

1. Schedule and attend any site meetings that are required.
2. Provide weekly site visits to review construction with respect to general conformance to the contract documents. We will assist in observing and recording the restoration work progress and verify that, in general, the work complies with the intent of the plans and specifications. For each site visit, a report will be prepared and submitted.
3. Perform final inspection with the DDA or PCI representatives and the contractor.

Schedule

Our proposal is based on the anticipated project schedule as shown below.

Task / Event	Anticipated Start Date	Anticipated End Date
Construction Documents	January 29, 2024	March 29, 2024
Owner Review	April 1, 2024	April 12, 2024
Bidding	April 15, 2024	May 3, 2024
Bid Evaluation	May 6, 2024	May 17, 2024
Board Meeting	June 5, 2024	
Contract Award	June 6, 2024	June 21, 2024
Construction	July 1, 2024	November 1, 2024
	April 14, 2025	June 6, 2025

We anticipate a construction schedule of 26 weeks based on limited phasing areas and workable hours; work will be phased over two construction seasons (summer/fall 2024 and spring 2025).

Professional Services Fees

We propose to provide the outlined scope of services on an hourly fee basis, plus reimbursable expenses. The following table summarizes our proposed not-to-exceed fees and anticipated expenses:

Task	Description	Fishbeck Fees	Estimated Expenses
1	Construction Documents	\$39,500	\$450
2	Bidding	\$3,500	\$150
3	Construction Administration (Office)	\$38,000	\$0
4	Construction Observation (Field)	\$37,500	\$3,900
TOTAL		\$118,500	\$4,500

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Elyse Goudzwaard (egoudzwaard@fishbeck.com). This proposal is made subject to the Professional Services Agreement for Professional Engineering and Parking Consulting Services for Parking Facilities for the Ann Arbor Downtown Development Authority dated December 14, 2021. Invoices will be submitted every four weeks and payment is due upon receipt.

If you have any questions or require additional information, please contact me at 269.365.4770 or jthomson@fishbeck.com.

Sincerely,



Justin Thomson, P.Eng.

Project Manager – Parking and Restoration

By email

Attachments

Copy: Josh Rozeboom – Fishbeck

Professional Services Agreement

PROJECT NAME Parking Structure Restoration 2024
FISHBECK CONTACT Justin Thomson, P.Eng.
CLIENT Ann Arbor Downtown Development Authority
CLIENT CONTACT Jada Hahlbrock
ADDRESS 150 South Fifth Avenue, Suite 301, Ann Arbor, MI 48104

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Engineering and Parking Consulting Services for the Construction Documents, Bidding, and Construction Administration/Observation Tasks

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- ☒ PSA for Professional Engineering and Parking Consulting Services for Parking Facilities for the Ann Arbor DDA dated December 14, 2021.
- ☒ Proposal dated January 26, 2024, attached
- ☐ Other:

METHOD OF COMPENSATION:

- ☐ Lump Sum for Defined Scope of Services
- ☒ Hourly Billing Rates plus Reimbursable Expenses
- ☐ Other:

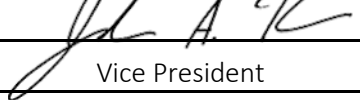
Budget for Above Scope of Services: Not-to-exceed One Hundred Twenty-Three Thousand Dollars (\$123,000)

ADDITIONAL PROVISIONS (IF ANY): The above budget includes anticipated reimbursable expenses.

APPROVED FOR:
Ann Arbor Downtown Development Authority

BY: _____
TITLE: _____
DATE: _____

ACCEPTED FOR:
Fishbeck

BY:  _____
TITLE: Vice President
DATE: December 16, 2021