
January 29, 2026

Jada Hahlbrock, PTMP
Parking Manager
Ann Arbor Downtown Development Authority
415 North Fifth Avenue, 2nd Floor
Ann Arbor, MI 48104

**Proposal for Professional Engineering and Parking Consulting Services
Parking Structures Restoration 2026**

Fishbeck is pleased to provide this proposal for professional engineering and parking consulting services to implement the fiscal year (FY) 2027 parking structures restoration project.

Statement of Understanding

The DDA has requested a proposal to provide professional services to implement the FY 2027 parking structures restoration scope of work based on the 20 Year Maintenance & Repair Plan. The restoration budget allocated in the Capital Improvements Plan for FY 2027 is \$3,318,000. The preliminary construction budget for the Parking Structures Restoration 2026 project is \$2,250,000 and the preliminary scope of work includes recommended repairs at the First & Washington, Fourth & William, Ann Ashley, and Library Lane parking structures.

The scope of this proposal includes 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.
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 controls, 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. Tabulate contractor bids and assist in the evaluation/selection process.
7. Provide value engineering if required to meet budgeting constraints.
8. Provide 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 phases, including staging, phasing, schedules, closures, parking space impacts, etc.
2. Conduct biweekly progress meetings with representatives of the contractor, DDA, and PCI to coordinate the 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 shown below.

Task/Event	Anticipated Start Date	Anticipated End Date
Construction Documents	February 2, 2026	April 17, 2026
Owner Review	April 10, 2026	April 17, 2026
Bidding	April 20, 2026	May 12, 2026
Bid Evaluation	May 13, 2026	May 27, 2026
Board Meeting	June 3, 2026	
Contract Award	June 4, 2026	June 19, 2026
Construction	July 1, 2026	October 31, 2026
	April 12, 2027	June 11, 2027

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 2026 and spring 2027).

Professional Services Fees

Fishbeck proposes to provide the outlined scope of services on an hourly fee plus reimbursable expense basis. Reimbursable expenses include travel expenses. The following table summarizes our proposed not-to-exceed fees and anticipated expenses:

Task	Description	Fishbeck Fees	Estimated Expenses
1	Construction Documents	\$45,500	\$300
2	Bidding	\$7,500	\$300
3	Construction Administration (Office)	\$46,600	\$0
4	Construction Observation (Field)	\$46,300	\$4,000
TOTAL		\$145,900	\$4,600

Authorization

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, including Professional Services Agreement Amendment letter dated September 13, 2024.

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

Copy: Josh Rozeboom – Fishbeck

APPROVED FOR:

Ann Arbor Downtown Development Authority

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____


Joshua Rozeboom, PE

Vice President – Parking and Restoration

January 29, 2026

Rate Schedule

June 7, 2025

Architect | Construction Engineer/Manager/Administrator | Engineer | Estimator |
 Geologist | Hydrogeologist | Industrial Hygienist | Interior Designer | Project Manager |
 Scientist | Surveyor

Staff Level	\$95-\$155
Mid Level	\$155-\$175
Senior Level	\$175-\$260

Architectural Specialist | Engineering Specialist | Environmental Specialist |
 Health & Safety Specialist | Operations Specialist | Technical Specialist |
 Project Superintendent | Survey Specialist

Staff Level	\$100-\$125
Mid Level	\$125-\$150
Senior Level	\$150-\$250

Senior Vice President \$270

Technician

Staff Level	\$95-\$125
Mid Level	\$125-\$145
Senior Level	\$145-\$175

Production Support

Staff Level	\$95-\$120
Senior Level	\$130

Photocopies \$0.10/Copy

Mileage/Passenger Vehicles \$0.77/Mile

Field and Service Vehicles \$1.05/Mile

Equipment Schedule Separate Schedule

Expenses and Outside Services At Cost

Rates are adjusted each June.

Compensation to be at one and one-half times the hourly rate for approved overtime.

Litigation Support: In the event Fishbeck staff are requested by Client or compelled by subpoena to provide expert or witness testimony, billing rates for such time, including preparation, will be one and one-half times the standard billing rates.

Invoices are rendered monthly and payment is due upon receipt. A monthly service charge of 1% is added to accounts unpaid after 30 days from date of billing.