



November 22, 2024

CITY OF NORTHVILLE
DOWNTOWN DEVELOPMENT AUTHORITY
215 West Main
Northville, MI 48167

Attn: Lori Ward
DDA Director

Re: Revitalization and Placemaking (RAP) Place-Based Infrastructure Funding Application
Proposal for Professional Services

Dear Ms. Ward:

Thank you for the opportunity to submit this proposal for professional services assisting the Northville Downtown Development Authority (DDA) on the Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) Program Place-Based Infrastructure Funding Application.

PROJECT UNDERSTANDING

The Northville DDA is considering seeking grant funding through the RAP 3.0 Program Place-Based Infrastructure Funding Application administered by the MEDC. The application would be for construction costs related to the streetscape improvements on Main Street between Center Street and Hutton Street. The proposed work is to formalize the flexible use of Main Street as an extension of Northville Town Square by removing the curbs to create a flush and walkable surface that can be enjoyed fully by pedestrians when the street is closed to vehicles. Additionally, streetscape features such as street trees, landscaping, brick pavers, and a snowmelt system are included in the project. Green stormwater infrastructure in the form of rain gardens is also proposed.

A preliminary engineering review of the curbless Main Street was completed in October 2024 including an engineered plan view, cross section, and opinion of probable construction cost. These documents and findings will be used as the basis for the grant application.

SCOPE OF SERVICES

OHM Advisors will assist the DDA with completing the following tasks, listed below.

Task 1 – DDA & OHM Kickoff Meeting

Under this task, OHM will hold a kick-off meeting to discuss project scope and schedule. Specific work efforts for additional meetings are as follows:

- ▶ Prepare and distribute meeting agenda.
- ▶ Meet to discuss scope and schedule. It is assumed that this will be a virtual meeting.
- ▶ Prepare and distribute meeting minutes with action items, if any.



Task 2 – Grant Application & Materials

Under this task OHM will assist the DDA in the grant application. OHM will also provide as-needed coordination support between the grant administrator, the DDA, and the City. Specific work efforts are as follows:

- ▶ Complete and submit application on behalf of the DDA and City of Northville. This includes writing narratives required for grant efforts, with the exception of those provided by the City as indicated below.
- ▶ Draft supplemental documents for City and DDA review and finalize after any comments. Expected documents are as follows:
 - Construction Cost Estimate
 - Photos of the Site
 - Site Plans & Other Design Documents
- ▶ Coordinate with the City and DDA on decisions and documents furnished by the City or DDA. Expected documents to be furnished by DDA or City are as follows:
 - Letter(s) of Support
 - Prior Planning Documents with Community Engagement
 - Evidence of Funding Commitments
 - Proof of Review by Organization Representing People with Disabilities
 - Narratives regarding programming, cultural/social engagement, and use of the space by small business owners.

SCHEDULE

OHM is prepared to commence work on this project immediately upon receipt of your written authorization to proceed. Applications are due on January 30, 2025.

FEE & AUTHORIZATION

OHM Advisors will provide the above-outlined professional services in accordance with the following fee schedule. Our professional services will be performed on a Lump Sum basis in accordance with our General Engineering Services Contract with the City. If the DDA accepts our proposal, please sign and date the proposal on the next page and return to our office at your convenience.

<u>Task & Description</u>	<u>Fee</u>
Design (Tasks 1 and 2)	\$2,500(Lump Sum)

We look forward to collaborating with the Northville DDA on this project, and we appreciate this opportunity. Please do not hesitate to contact me with any questions.

Sincerely,
OHM Advisors

Alex Blehm, PE
Project Manager

cc: George Tsakoff, OHM
Claire Martin, OHM



Professional Services for RAP Place-Based Infrastructure Funding Application

Accepted By: _____

Lori M. Ward

Title: _____

Executive Director, Northville DDA

Date: _____

11-26-24