

**Meeting of the DDA Board of Directors  
City Hall – Meeting Room A  
215 West Main Street  
August 20, 2019 – 8:00**

**AGENDA**

1. Call to Order – Shawn Riley
2. Audience Comments
3. Approval of Agenda and Consent Agenda
4. Consent Agenda
  - a. July 2019 Financial Statement (Attachment 4.a)
  - b. July 2019 Invoice Report (Attachment 4.b)
  - c. July 23, 2019 Meeting Minutes (Attachment 4.c)
5. Parking Deck Repair Project Update
  - a. Bids for Cady Street Parking Deck (Attachment 5.a)
  - b. Status of Main Centre Parking Deck (Attachment 5.b)
6. Carl Walker/WGI Change Order Request (Attachment 6)
7. Committee Information and Updates
  - a. Design Committee – Robert Miller (Attachment 7.a)
  - b. Marketing Committee – Shawn Riley (Attachment 7.b)
    - i. 2019 Street Closures for Special Events (Attachment 7.b.i)
  - c. Parking Committee – John Casey
  - d. Organizational Committee – Carolann Ayers
  - e. Economic Development Committee – Aaron Cozart
8. Future Meetings / Important Dates
  - a. Economic Development Committee – August 22, 2019
  - b. Marketing Committee – September 5, 2019
  - c. Northville Wine & Food Festival – 7, 2019
  - d. Design Committee – September 9, 2019
  - e. Executive Committee – September 11, 2019
  - f. Heritage Festival – September 13, 14, 15, 2019
  - h. DDA Boards Meeting – September 17, 2019
  - i. Spectrum Fest – September 21, 2019
9. Board and Staff Communications
10. Adjournment – Next Meeting September 17, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE

PERIOD ENDING 07/31/2019

% Fiscal Year Completed: 8.47

JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 07/31/2019 NORM (ABNORM)	ACTIVITY FOR MONTH 07/31/19 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)		
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
370-000-403.000	CURRENT PROPERTY TAXES	688,553.00	688,553.00	315,370.54	315,370.54	373,182.46		45.80
370-000-403.010	DDA OPERATING LEVY	60,209.00	60,209.00	9,646.03	9,646.03	50,562.97		16.02
370-000-403.040	LOCAL COMMUNITY STABILIZATION SHARE	30,000.00	30,000.00	0.00	0.00	30,000.00		0.00
370-000-418.000	PROPERTY TAXES - OTHER	(2,500.00)	(2,500.00)	0.00	0.00	(2,500.00)		0.00
PROPERTY TAXES		776,262.00	776,262.00	325,016.57	325,016.57	451,245.43		41.87
GRANTS & OTHER LOCAL SOURCES								
370-000-586.020	SPONSORSHIPS	27,100.00	27,100.00	0.00	0.00	27,100.00		0.00
GRANTS & OTHER LOCAL SOURCES		27,100.00	27,100.00	0.00	0.00	27,100.00		0.00
MISCELLANEOUS REVENUES								
370-000-659.110	RENTS-SHORT TERM	150.00	150.00	300.00	300.00	(150.00)		200.00
370-000-666.000	MISCELLANEOUS REVENUE	200.00	200.00	0.00	0.00	200.00		0.00
MISCELLANEOUS REVENUES		350.00	350.00	300.00	300.00	50.00		85.71
INTEREST								
370-000-664.000	INTEREST - COMERICA INVESTMENT POOL	2,500.00	2,500.00	0.00	0.00	2,500.00		0.00
370-000-664.190	INTEREST - MI CLASS 1 DIST	250.00	250.00	0.00	0.00	250.00		0.00
370-000-664.200	LONG TERM INVESTMENT EARNINGS	5,000.00	5,000.00	0.00	0.00	5,000.00		0.00
370-000-664.400	INVESTMENT POOL BANK FEES	(600.00)	(600.00)	(22.70)	(22.70)	(577.30)		3.78
370-000-664.500	INVESTMENT ADVISORY FEES	(750.00)	(750.00)	0.00	0.00	(750.00)		0.00
370-000-664.600	BANK LOCKBOX FEES	(300.00)	(300.00)	0.00	0.00	(300.00)		0.00
INTEREST		6,100.00	6,100.00	(22.70)	(22.70)	6,122.70		(0.37)
FUND BALANCE RESERVE								
370-000-699.010	APPROP OF PRIOR YEAR'S SURPLUS	62,608.00	62,608.00	0.00	0.00	62,608.00		0.00
FUND BALANCE RESERVE		62,608.00	62,608.00	0.00	0.00	62,608.00		0.00
Total Dept 000		872,420.00	872,420.00	325,293.87	325,293.87	547,126.13		37.29
TOTAL REVENUES		872,420.00	872,420.00	325,293.87	325,293.87	547,126.13		37.29
Expenditures								
Dept 753 - DPW SERVICES								
370-753-706.000	WAGES - REGULAR FULL TIME	13,250.00	13,250.00	194.16	194.16	13,055.84		1.47
370-753-707.000	WAGES - REGULAR OVERTIME	1,170.00	1,170.00	244.42	244.42	925.58		20.89
370-753-939.000	AUTOMOTIVE SERVICE	500.00	500.00	0.00	0.00	500.00		0.00
370-753-943.000	EQUIPMENT RENTAL - CITY	4,800.00	4,800.00	28.17	28.17	4,771.83		0.59
370-753-967.000	FRINGE BENEFITS	14,355.00	14,355.00	417.85	417.85	13,937.15		2.91
Total Dept 753 - DPW SERVICES		34,075.00	34,075.00	884.60	884.60	33,190.40		2.60
Dept 861 - DESIGN COMMITTEE								
370-861-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	887.67	887.67	15,712.33		5.35
370-861-710.000	WAGES - PART TIME	20,620.00	20,620.00	3,603.33	3,603.33	17,016.67		17.47

PERIOD ENDING 07/31/2019  
% Fiscal Year Completed: 8.47  
JULY BENCHMARK 8%

GL NUMBER	DESCRIPTION	2019-20	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	07/31/2019 NORM (ABNORM)	MONTH 07/31/19 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY</b>							
<b>Expenditures</b>							
370-861-726.000	SUPPLIES	625.00	625.00	9.99	9.99	615.01	1.60
370-861-740.050	DOWNTOWN MATERIALS	20,900.00	20,900.00	0.00	0.00	20,900.00	0.00
370-861-751.000	FUEL & OIL	1,000.00	1,000.00	124.16	124.16	875.84	12.42
370-861-801.000	CONTRACTUAL SERVICES	25,730.00	25,730.00	2,322.00	2,322.00	23,408.00	9.02
370-861-801.160	RESTROOM PROGRAM	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
370-861-801.940	BRICK REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
370-861-803.590	SIGNAGE AND MARKERS PROJECTS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
370-861-850.000	LANDSCAPE MAINTENANCE	30,750.00	30,750.00	1,214.00	1,214.00	29,536.00	3.95
370-861-913.000	VEHICLE INSURANCE	360.00	360.00	178.00	178.00	182.00	49.44
370-861-920.010	ELECTRIC POWER	1,330.00	1,330.00	1,391.92	1,391.92	(61.92)	104.66
370-861-920.020	NATURAL GAS	4,010.00	4,010.00	(107.24)	(107.24)	4,117.24	(2.67)
370-861-920.030	WATER & SEWER SERVICE	8,040.00	8,040.00	0.00	0.00	8,040.00	0.00
370-861-967.000	FRINGE BENEFITS	8,605.00	8,605.00	660.21	660.21	7,944.79	7.67
370-861-976.010	STREET FURNISHINGS	85,395.00	85,395.00	0.00	0.00	85,395.00	0.00
<b>Total Dept 861 - DESIGN COMMITTEE</b>		<b>239,215.00</b>	<b>239,215.00</b>	<b>10,284.04</b>	<b>10,284.04</b>	<b>228,930.96</b>	<b>4.30</b>
<b>Dept 862 - MARKETING</b>							
370-862-706.000	WAGES - REGULAR FULL TIME	16,600.00	16,600.00	887.70	887.70	15,712.30	5.35
370-862-710.000	WAGES - PART TIME	15,080.00	15,080.00	665.61	665.61	14,414.39	4.41
370-862-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
370-862-784.000	DOWNTOWN PROGRAMMING & PROMO	32,300.00	32,300.00	18,477.00	18,477.00	13,823.00	57.20
370-862-785.000	BUSINESS RETENTION PROGRAM	1,910.00	1,910.00	0.00	0.00	1,910.00	0.00
370-862-801.000	CONTRACTUAL SERVICES	69,000.00	69,000.00	11,327.00	11,327.00	57,673.00	16.42
370-862-801.340	WEB SITE MAINTENANCE	840.00	840.00	30.00	30.00	810.00	3.57
370-862-967.000	FRINGE BENEFITS	7,745.00	7,745.00	432.94	432.94	7,312.06	5.59
<b>Total Dept 862 - MARKETING</b>		<b>143,625.00</b>	<b>143,625.00</b>	<b>31,820.25</b>	<b>31,820.25</b>	<b>111,804.75</b>	<b>22.16</b>
<b>Dept 863 - PARKING</b>							
370-863-706.000	WAGES - REGULAR FULL TIME	8,300.00	8,300.00	443.84	443.84	7,856.16	5.35
370-863-710.000	WAGES - PART TIME	1,510.00	1,510.00	66.55	66.55	1,443.45	4.41
370-863-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00
370-863-950.210	OPER TFR TO GENERAL FUND	50,000.00	50,000.00	12,500.00	12,500.00	37,500.00	25.00
370-863-950.260	OPER TFR TO PARKING FUND	115,620.00	115,620.00	22,605.00	22,605.00	93,015.00	19.55
370-863-967.000	FRINGE BENEFITS	3,405.00	3,405.00	195.80	195.80	3,209.20	5.75
<b>Total Dept 863 - PARKING</b>		<b>178,885.00</b>	<b>178,885.00</b>	<b>35,811.19</b>	<b>35,811.19</b>	<b>143,073.81</b>	<b>20.02</b>
<b>Dept 864 - ORGANIZATIONAL</b>							
370-864-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	1,109.65	1,109.65	19,640.35	5.35
370-864-710.000	WAGES - PART TIME	7,540.00	7,540.00	332.80	332.80	7,207.20	4.41
370-864-726.000	SUPPLIES	1,150.00	1,150.00	0.00	0.00	1,150.00	0.00
370-864-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
370-864-731.000	PUBLICATIONS	65.00	65.00	65.02	65.02	(0.02)	100.03
370-864-801.190	TECHNOLOGY SUPPORT & SERVICES	980.00	980.00	2,106.90	2,106.90	(1,126.90)	214.99
370-864-802.010	LEGAL SERVICES - GENERAL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
370-864-805.000	AUDITING SERVICES	4,870.00	4,870.00	0.00	0.00	4,870.00	0.00
370-864-900.000	PRINTING & PUBLISHING	1,635.00	1,635.00	0.00	0.00	1,635.00	0.00
370-864-910.000	LIABILITY & PROPERTY INS POOL	4,210.00	4,210.00	1,924.00	1,924.00	2,286.00	45.70
370-864-920.000	UTILITIES	1,420.00	1,420.00	118.22	118.22	1,301.78	8.33
370-864-958.000	MEMBERSHIP & DUES	1,340.00	1,340.00	0.00	0.00	1,340.00	0.00

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		ORIGINAL BUDGET	2019-20 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
370-864-960.000	EDUCATION & TRAINING	1,400.00	1,400.00	0.00	0.00	1,400.00		0.00
370-864-967.000	FRINGE BENEFITS	8,805.00	8,805.00	511.44	511.44	8,293.56		5.81
370-864-967.020	OVERHEAD - ADMIN & RECORDS	12,100.00	12,100.00	3,025.00	3,025.00	9,075.00		25.00
Total Dept 864 - ORGANIZATIONAL		69,365.00	69,365.00	9,193.03	9,193.03	60,171.97		13.25
Dept 865 - ECONOMIC DEVELOPMENT								
370-865-706.000	WAGES - REGULAR FULL TIME	20,750.00	20,750.00	1,109.61	1,109.61	19,640.39		5.35
370-865-710.000	WAGES - PART TIME	3,020.00	3,020.00	133.11	133.11	2,886.89		4.41
370-865-726.000	SUPPLIES	200.00	200.00	0.00	0.00	200.00		0.00
370-865-785.000	BUSINESS RETENTION PROGRAM	1,000.00	1,000.00	0.00	0.00	1,000.00		0.00
370-865-967.000	FRINGE BENEFITS	8,455.00	8,455.00	487.05	487.05	7,967.95		5.76
Total Dept 865 - ECONOMIC DEVELOPMENT		33,425.00	33,425.00	1,729.77	1,729.77	31,695.23		5.18
Dept 945 - DEBT SERVICE								
370-945-950.490	OPER TFR TO DEBT SERVICE FUND	173,830.00	173,830.00	0.00	0.00	173,830.00		0.00
Total Dept 945 - DEBT SERVICE		173,830.00	173,830.00	0.00	0.00	173,830.00		0.00
TOTAL EXPENDITURES		872,420.00	872,420.00	89,722.88	89,722.88	782,697.12		10.28
Fund 370 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		872,420.00	872,420.00	325,293.87	325,293.87	547,126.13		37.29
TOTAL EXPENDITURES		872,420.00	872,420.00	89,722.88	89,722.88	782,697.12		10.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	235,570.99	235,570.99	(235,570.99)		100.00
BEG. FUND BALANCE		403,977.08	403,977.08	403,977.08				
NET OF REVENUES/EXPENDITURES - 2018-19				69,365.11		69,365.11		
END FUND BALANCE		403,977.08	403,977.08	708,913.18				

INVOICE GL DISTRIBUTION REPORT FOR CITY OF NORTHVILLE  
 POST DATES 07/01/2019 - 07/31/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 861 DESIGN COMMITTEE							
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	EXPANDED WIFI	070119	07/03/19	255.75	110523
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION REPAIRS	184408	07/31/19	412.50	110756
370-861-801.000	CONTRACTUAL SERVICES	TIMOTHY BURKE	PAINT TRASH RECEPTACLES	071119	08/14/19	1,425.00	110907
370-861-801.000	CONTRACTUAL SERVICES	ALLIED BUILDING SRVC C	ELECTRICAL REPAIR	00225237	07/17/19	120.00	110664
370-861-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	071619	07/05/19	299.00	500357
370-861-801.000	CONTRACTUAL SERVICES	COMCAST CORPORATION	TOWN SQUARE INTERNET	080719	07/31/19	255.75	110745
370-861-801.000	CONTRACTUAL SERVICES	MARC DUTTON IRRIGATION	IRRIGATION REPAIRS - INSTALLED NEW	184409	07/31/19	979.00	110756
370-861-850.000	LANDSCAPE MAINTENANCE	COMMERCIAL GROUNDS SER	LANDSCAPE PLANTING & REPLACEMENT	19-14-070519	07/17/19	1,214.00	110660
370-861-913.000	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION #1 FOR 7/1/19-	M0001315	07/03/19	178.00	110529
370-861-920.010	ELECTRIC POWER	DTE ENERGY	ELECTRIC CHARGES	073019	07/31/19	59.98	110752
370-861-920.020	NATURAL GAS	CONSUMERS ENERGY	GAS USAGE 6/7/19 - 7/8/19	070819	08/14/19	107.24	500359
Total For Dept 861 DESIGN COMMITTEE						5,306.22	
Dept 862 MARKETING							
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	NORTHVILLE CHAMBER OF	SPONSORSHIP	171	07/17/19	11,550.00	110625
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	LISA L DIGS DBA THE CA	SONSORSHIP FOR "BUY MI NOW" EVENT	2019004	07/17/19	2,500.00	110645
370-862-784.000	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	NORTHVILLE UNPLUGGED CONCERT SERIES	2036	07/31/19	3,000.00	110781
370-862-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	JULY/AUGUST EVENT CARDS	59674	07/03/19	576.00	110518
370-862-801.000	CONTRACTUAL SERVICES	NORTHVILLE PARKS & REC	FALL BROCHURE ADVERTISING	070119	07/03/19	338.00	110554
370-862-801.000	CONTRACTUAL SERVICES	SIGNS BY TOMORROW	EVENT SIGN	1-30489	07/17/19	130.00	110623
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN - NEWSLETTER & EVENT	38	07/17/19	450.00	110654
370-862-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN - JULY ADS	37	07/17/19	175.00	110654
370-862-801.000	CONTRACTUAL SERVICES	BROADCAST MUSIC INC	MUSIC LICENSING FEES	35390060	07/17/19	358.00	110669
370-862-801.000	CONTRACTUAL SERVICES	RENAISSANCE MEDIA LLC	JULY AD IN SEEN MAGAZINE	263322	07/17/19	700.00	110671
370-862-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY RETAINER & NORTHVILLE UNPLU	NORTHVILLE 8-19	07/31/19	2,100.00	110731
370-862-801.340	WEB SITE MAINTENANCE	LORI WARD	REIMBURSE MONTHLY LISTSERV	MC10190149	07/31/19	30.00	110770
Total For Dept 862 MARKETING						21,907.00	
Dept 864 ORGANIZATIONAL							
370-864-731.000	PUBLICATIONS	OBSERVER & ECCENTRIC	NORTHVILLE RECORD SUBSCRIPTION	7119	07/17/19	65.02	110658
370-864-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA INTERNET	080619	07/31/19	86.90	110744
370-864-910.000	LIABILITY & PROPERTY INS	MICHIGAN MUNICIPAL RIS	PREMIUM CONTRIBUTION #1 FOR 7/1/19-	M0001315	07/03/19	1,924.00	110529
370-864-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	071619	07/05/19	43.22	500357
Total For Dept 864 ORGANIZATIONAL						2,119.14	
Total For Fund 370 DOWNTOWN DEVELOPMENT AUTHORITY						29,332.36	

**DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting of July 23, 2019  
Meeting Room A**

The regular meeting of the DDA Board was called to order at 8:02 a.m.

**ROLL CALL**

**Present:** *Mayor Ken Roth, Carolann Ayers, DJ Boyd, Margene Buckhave, John Casey, Jim Long, Ryan McKindles, Shawn Riley, Mary Starring*

**Absent:** *Aaron Cozart, Greg Presley*

**Also Present:** *Patrick Sullivan/City Manager, Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications, Marilyn Price/City Council, Jeremy Goodman, Nancy Darga, Fred Sheill, Meagan Cuneo*

**CELEBRATION OF WARD'S 20 YEAR ANNIVERSARY & INTRODUCTION OF NEW DDA BOARD MEMBER**

Riley congratulated Ward on her 20<sup>th</sup> anniversary as DDA Director. Riley thanked Ward for her commitment to the Downtown and praised her for her dedication and hard work. Ward welcomed new Board member Ryan McKindles. Given his experience, Ryan will be a great asset to the DDA.

**AUDIENCE COMMENTS**

None

**APPROVAL OF AGENDA AND CONSENT AGENDA**

Consent Agenda:

- a. June 2019 Financial Statement
- b. June 2019 Invoice Report
- c. June 18, 2019 Meeting Minutes

Long requested the July 23<sup>rd</sup> minutes be amended to correctly attribute a comment made at the DDA Board meeting. Ward agreed to make the change.

**Motion by Roth, seconded by Buckhave** to approve the Agenda and Consent Agenda as amended. **Motion carried unanimously.**

## **BANNER BRACKETS**

Last year the Northville Chamber of Commerce started a new banner program downtown to recognize and honor the brave individuals who are serving or have served in the United States Armed Forces. The Chamber's program has been very successful, with over 80 sponsored banners hung throughout the downtown. The Chamber has used all of the existing banner brackets. The Chamber would like to add an additional 30 banners to the project which would require new banner brackets to be fabricated at a cost of \$3,000. The Chamber has asked the DDA to partner with them on this project, splitting the cost of the fabrication of the 30 banner brackets equally.

The request for funding was discussed by the DDA's Design Committee and the Committee was supportive of the request.

The DDA did not budget for this project. If the DDA votes to support the project, the funds would come from the DDA's fund balance which is currently \$370,000. The funds would be earmarked during the first quarter budget amendment process.

DDA staff recommends that the DDA Board of Directors support the request from the Northville Chamber of Commerce to assist in the fabrication of 30 new banner brackets in the amount of \$1,500. The DDA would purchase the banner brackets and they could be utilized by other events in the future.

**Motion by Long, seconded by Ayers** to approve the purchase of 15 additional banner brackets. **Motion carried unanimously.**

## **COMMITTEE INFORMATION AND UPDATE**

- a. *Design Committee* – Ward said the Design Committee did not meet. Boyd has agreed to join the Committee and will be able to update the Board at future meetings.
- b. *Marketing Committee* – Riley said the Marketing Committee meeting took place at the Township offices. The group was updated on all the events coming up for the various community organizations. Ward mentioned that there was good feedback about Arts & Acts returning to downtown. The attendance was up so the Art House was pleased to be back in town.

Riley mentioned there was continued discussion about the amount of events taking place in the downtown that require street closures. Long requested a complete list of events that close streets throughout the year. Ayers inquired about attendance at these events and whether we have any numbers. Ward said they have attendance estimates on their City event application but they might not be very accurate. Ward will prepare a list for the August meeting.

Boyd suggested having a more friendly entrance to events rather than huge barricades that say street closed. He suggested some friendly informational signage welcoming people to the upcoming event. Ward also mentioned the 2 overhead street banners that the Design Committee is researching as another way to provide event information. Sullivan requested that we make a decision about what type of event signage we want and be ready for next year's event season. Ward said we will be replacing the 5 entrance signs and there will no place for event signage on the new ones.

- c. *Parking Committee* – No meeting was held. Ward updated the Board on the parking repairs needed on the 2 City decks. The bids will be issued on July 25<sup>th</sup> and the bid proposals will be due August 9<sup>th</sup>. The work on the Cady Street parking deck will begin in early September and take approximately 6 - 8 weeks. The MainCentre deck is a separate proposal because the DDA is still working with Singh on an agreement for their share of funding and maintenance. Because of the ongoing negotiations the MainCentre deck will not begin until the Spring of 2020. Ward said the City's parking fund could be utilized for these capital repairs to decks and lots. Long-term creative financing for maintenance of decks and lots is being discussed. Ward will be bringing the final bid for the Cady deck to the Board in August.
- d. *Organizational Committee* – No meeting was held. Ayers requested a meeting with Ward and Boyd before the August board meeting to discuss the budget. Ward received an end of the year budget report showing a \$488,000.00 fund balance. Ward will share the full report in August.
- e. *Economic Development Committee* – Ward said the EDC will be meeting Thursday, July 25<sup>th</sup>. Ward said the Watermark development is proceeding now as a matter of right project. A picture of the new design was provided, it has 199 apartment units (30% reduction). A special use permit will be needed for second floor dwelling. They are no longer purchasing the adjacent City owned parking lot. There are still many hurdles for the applicants to go through in order to get Planning Commission approval. Watermark has not yet requested to be on the August Planning Commissions agenda.

#### **FUTURE MEETINGS/ IMPORTANT DATES**

- a. Northville Grub Crawl – July 23, 2019
- b. Economic Development Committee – July 25, 2019
- c. Movie in the Park – July 26, 2019
- d. Marketing Committee – August 1, 2019
- e. Buy Michigan Now – August 2-4, 2019
- f. Design Committee – August 12, 2019
- g. Executive Committee – August 14, 2019
- h. DDA Boards Meeting – August 20, 2019



**BOARD AND STAFF COMMUNICATION**

The next DDA Board meeting is August 20, 2019

**Meeting adjourned at 9:35 am**

Respectfully submitted,

Jeri Johnson, Marketing and Communications Director  
Northville DDA



## DDA Communications

**To:** DDA Board of Directors

**From:** Lori Ward, DDA Director

**Subject:** Parking Deck Restoration Project

**Date:** August 20, 2019

### Background:

In 2018, the City/DDA retained Carl Walker/WGI to conduct an Engineering Condition Assessment of both the Cady Street and Main Centre parking decks. The WGI study identified major renovation costs that would need to be completed immediately and ongoing annual maintenance. The DDA/City are currently in negotiations with Singh Development to identify their share of the expenses associated with the MainCentre Parking Deck and to determine a financing strategy to collect their contribution. For this reason, the renovation project for the two parking structures was divided into two separate projects with the Cady Street Parking Deck project scheduled for this fall and the MainCentre Parking Deck project scheduled for spring 2020.

The Cady Street project was submitted for bids in late July and the bid opening was held on August 14<sup>th</sup>. Three bids were received ranging from \$246,313 - \$298,820 (Attachment A). The low bidder was RAM construction. RAM has successfully completed work for the DDA on the decks previously. WGI Project engineer Justin Thomson estimated the project at \$356,235 (Attachment B). Because of the large difference between estimated costs and the actual bid, Thomson met with RAM to review each unit price and to verify their bid numbers. On August 15<sup>th</sup>, the DDA received a letter of recommendation from WGI to accept the bid by RAM Construction, the low bidder (Attachment C). There were a few minor calculation errors in the bid and the base bid award was adjusted to \$246,294.32. In addition, WGI recommends the acceptance of Alternate A.1 for the colored concrete curb repair at the upper level entrance to the parking deck in the amount of \$6,900. The total contract award, with Alternate A.1 is \$253,194.32. In addition, DDA staff is recommending the approval of a 10% construction contingency of \$25,320 for a total not to exceed construction amount of \$278,514.32.

If approved by the DDA Board of Directors, the recommendation will be forwarded to City Council for consideration at their September 3<sup>rd</sup> meeting. Once the contract is executed, the construction will take 8 weeks, with a completion date of October 31<sup>st</sup> noted in the bid specifications.

**Budget:**

The DDA currently has a fund balance of \$437,000. It is recommended that the DDA use \$278,524 of the fund balance to pay for the construction of the Cady Street Parking Deck restoration project. This would leave the DDA with a fund balance of over \$158,476. The MainCentre Parking Deck restoration project is estimated at \$244,050. The DDA may be able to utilize the unit prices provided by RAM and address the MainCentre Parking Deck restoration through a change order. In order to fund the MainCentre Parking Deck project the project would either need to be funded, in part, through the Parking Fund's fund balance which is currently at \$800,000 or through an internal loan to the DDA. DDA and City staff have been meeting to determine the total costs of repairs on the surface lots and to develop a strategy to pay for the improvements and ongoing maintenance of the surface lots and the two decks. The DDA currently had bonds issued for the Streetscape Enhancement program that are scheduled to be retired in 2025. The annual amount of debt service budgeted is approximately \$175,000. One thought on how to finance these ongoing maintenance costs for the decks and lots is to utilize the funds currently earmarked for the debt service for the parking deck and lot maintenance.

**Recommendation:**

DDA staff recommends that the DDA award the bid for the Cady Street Parking Deck to RAM construction in the amount of \$253,194.32 and approve a 10% contingency budget of \$25,320 for a not to exceed project total of \$278,514.32.

CITY OF NORTHVILLE --- BID RESULTS

Attachment A


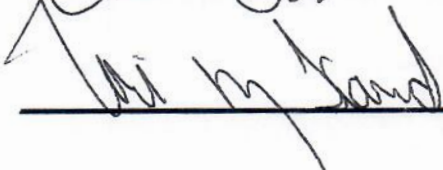
Cady Parking Deck Restoration

August 14, 2019

Downtown Development Authority

2:00 p.m.

Bidder / Vendor	Base Bid <del>Total Bid</del>	Addendum	Alternate	Bid Bond
Mark One Restoration	\$ 284,955	yes	\$ 6,750	yes
Pullman SST	\$ 298,820	yes	\$ 7,800	yes
RAM Construction	\$ 246,313	yes	\$ 6,900	yes

 8/14/19  
 8/14/19

- Original Bids to Department
- Original Bids in Folder
- Bid Bonds In Folder
- Bid Bond not required

**City of Northville DDA**  
**Cady Street Parking Structure Restoration 2019**  
**Estimated Construction Cost**  
August 6, 2019

Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Total Cost
<b>Division 0 &amp; 1 - General Conditions</b>					
1.1	Contractor Mobilization (5%)	L.S.	n/a	n/a	\$ 15,500
1.2	Contractor General Requirements (10%)	L.S.	n/a	n/a	\$ 31,000
<b>Division 2 - Demolition</b>					
2.1	Remove Flooring and Prepare Substrate for Deck Coating	S.F.	130	\$ 10.00	\$ 1,300
<b>Division 3 - Concrete</b>					
3.1	Partial Depth Slab Repair	S.F.	1,000	\$ 40.00	\$ 40,000
3.2	Full Depth Slab Repair	S.F.	100	\$ 80.00	\$ 8,000
3.3	Tee Flange (Ceiling) Repair	S.F.	80	\$ 100.00	\$ 8,000
3.4	Tee Stem Repair	S.F.	10	\$ 100.00	\$ 1,000
3.5	Beam Repair	S.F.	10	\$ 100.00	\$ 1,000
3.6	Column Repair	S.F.	10	\$ 100.00	\$ 1,000
3.7	Wall/Spandrel Repair	S.F.	20	\$ 100.00	\$ 2,000
3.8	Curb Repair	S.F.	20	\$ 100.00	\$ 2,000
3.9	Inject Retaining Wall Cracks	L.F.	10	\$ 50.00	\$ 500
3.10	Concrete-to-Asphalt Joint Repair at Upper Level Entry	L.F.	18	\$ 500.00	\$ 9,000
<b>Division 4 - Masonry</b>					
4.1	Brick Repair	EA.	60	\$ 20.00	\$ 1,200
4.2	Re-point Deteriorated Tuck Pointing	L.F.	150	\$ 20.00	\$ 3,000
<b>Division 5 - Metals</b>					
5.1	Steel Tread Pan Repair	EA.	5	\$ 500.00	\$ 2,500
5.2	Steel Landing Pan Repair	EA.	2	\$ 500.00	\$ 1,000
<b>Division 7 - Waterproofing</b>					
7.1	Rout & Seal Cracks at Topping	L.F.	100	\$ 5.00	\$ 500
7.2	Remove & Replace Tee-to-Tee Joint Sealant	L.F.	3,500	\$ 5.00	\$ 17,500
7.3	Remove & Replace Isolation Joint Sealant	L.F.	40	\$ 10.00	\$ 400
7.4	Remove & Replace Cove Joint Sealants	L.F.	250	\$ 5.00	\$ 1,250
7.5	Install Cove Joint Sealants	L.F.	50	\$ 6.00	\$ 300
7.6	Remove & Replace Wall Sealants	L.F.	280	\$ 10.00	\$ 2,800
7.7	Recoat Deck Coating	S.F.	4,000	\$ 3.25	\$ 13,000
7.8	Install Deck Coating at Entry/Exit - Full System	S.F.	600	\$ 5.60	\$ 3,360
7.9	Install Deck Coating at Ped. Bridge - Full System	S.F.	350	\$ 5.60	\$ 1,960
7.10	Install Deck Coating at Stair Towers - Full System	S.F.	380	\$ 7.00	\$ 2,660
7.11	Apply Concrete Sealer at Supported Slab	S.F.	21,300	\$ 1.10	\$ 23,430
7.12	Apply Concrete Sealer at Spandrels	S.F.	1,400	\$ 0.50	\$ 700
7.13	Roof Repair at Stair #2	Allow.	1	\$ 2,000.00	\$ 2,000
<b>Division 8 - Openings</b>					
8.1	Remove & Replace Lock Set at Stair #1	EA.	2	\$ 500.00	\$ 1,000
8.2	Door Repair at Stair #2	EA.	1	\$ 500.00	\$ 500
<b>Division 9 - Finishes</b>					
9.1a	Clean & Paint Perimeter Railing at Lower Level	L.F.	450	\$ 40.00	\$ 18,000
9.1b	Clean & Paint Perimeter Railing at Upper Level	L.F.	600	\$ 30.00	\$ 18,000
9.2	Clean & Paint Steel Entry Signage Frames	EA.	2	\$ 2,000.00	\$ 4,000
9.3	Clean & Paint Steel Stair & Railing at Stair Towers	L.S.	1	\$ 14,000.00	\$ 14,000
9.4	Clean & Paint Tube Steel at Pedestrian Bridge	L.S.	1	\$ 3,000.00	\$ 3,000
9.5	Clean & Paint Standpipe System	L.F.	380	\$ 15.00	\$ 5,700
9.6	Clean & Paint Pipe Guard	EA.	4	\$ 300.00	\$ 1,200
9.7	Clean & Paint Concrete Wall	S.F.	2,600	\$ 5.00	\$ 13,000
9.8	Clean & Paint Concrete Wall & Ceiling at Stair Towers	L.S.	1	\$ 15,000.00	\$ 15,000
<b>Division 21 - Fire Suppression</b>					
21.1	Remove & Replace Standpipe	L.F.	10	\$ 100.00	\$ 1,000
<b>Division 22 - Mechanical</b>					
22.1	Remove & Replace Storm Drainage Piping	L.F.	30	\$ 80.00	\$ 2,400
<b>Division 26 - Electrical</b>					
26.1	Misc. Electrical Repairs	Allow.	1	\$ 2,000.00	\$ 2,000
<b>Division 32 - Exterior Improvements</b>					
32.1	Asphalt Repair	S.F.	6,600	\$ 8.00	\$ 52,800
32.2	Seal Asphalt Joint/Crack	L.F.	750	\$ 2.50	\$ 1,875
32.3	Paint Pavement Markings	L.S.	1	\$ 3,500.00	\$ 3,500
32.4	Install Railing Post Cap	EA.	8	\$ 50.00	\$ 400
32.5	Misc. Railing Repairs	Allow.	1	\$ 1,000.00	\$ 1,000
<b>Total Estimated Construction Cost</b>					<b>\$ 356,235</b>
Construction Contingency (10%)					\$ 35,700
Probable Construction Cost Budget					\$ 391,935

\*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Total Cost
<b>ALTERNATES</b>					
A.1	Colored Concrete Curb Repair at Upper Level Entrance/Exit	S.F.	150	\$ 50.00	\$ 7,500



August 15, 2019

Lori M. Ward  
Director  
Northville Downtown Development Authority  
215 West Main Street  
Northville, MI 48167

Email: [lward@ci.northville.mi.us](mailto:lward@ci.northville.mi.us)

RE: City of Northville DDA – Cady Street Parking Structure Restoration 2019  
Contractor Bid Review  
WGI Project No. 24183249.01

Dear Ms. Ward:

WGI reviewed the bids that were received on August 14, 2019 for the Cady Street Parking Structure Restoration 2019 project. Bids were received from Ram Construction Services, Mark 1 Restoration, and Pullman SST. The apparent low bidder was Ram Construction Services with a total base bid of **\$246,294.32\*** and an Alternate A.1 total bid of \$6,900.00.

*\*Note that there are a few minor calculation errors on the bid form received from Ram Construction Services, and the above total base bid reflects the corrected price.*

I spoke with Peter Brady of Ram Construction Services regarding their bid to verify that they understand the project requirements and schedule, and to confirm the above total base bid. Peter stated that they are comfortable with their bid, have no problems with the schedule, and accept the above total base bid.

It is our opinion that Ram Construction Services is qualified to complete the project, and their bid is consistent with the scope and intent of the project. In addition, we recommend acceptance of Alternate A.1. Please contact us if you have any questions.

Very truly yours,  
**WGI**

A handwritten signature in black ink that reads 'Justin Thomson' in a cursive script.

Justin Thomson, P.Eng.  
Project Manager

cc: Mark Sampson, WGI

**City of Northville DDA**  
**Cady Street Parking Structure Restoration 2019**  
**Bid Tabulation**  
 August 15, 2019

BASE BID				Ram Construction Services		Mark 1 Restoration		Pullman SST	
Work Item No.	Work Item Description	Units	Total Bid Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
<b>Division 0 &amp; 1 - General Conditions</b>									
1.1	Contractor Mobilization	L.S.	1	\$ 4,227.38	\$ 4,227.38	\$ 10,000.00	\$ 10,000.00	\$ 11,500.00	\$ 11,500.00
1.2	Contractor General Requirements	L.S.	1	\$ 4,227.38	\$ 4,227.38	\$ 15,000.00	\$ 15,000.00	\$ 12,900.00	\$ 12,900.00
<b>Division 2 - Demolition</b>									
2.1	Remove Flooring and Prepare Substrate for Deck Coating	S.F.	130	\$ 10.50	\$ 1,365.00	\$ 3.00	\$ 390.00	\$ 5.00	\$ 650.00
<b>Division 3 - Concrete</b>									
3.1	Partial Depth Slab Repair	S.F.	1,000	\$ 27.00	\$ 27,000.00	\$ 30.00	\$ 30,000.00	\$ 33.00	\$ 33,000.00
3.2	Full Depth Slab Repair	S.F.	100	\$ 50.00	\$ 5,000.00	\$ 80.00	\$ 8,000.00	\$ 77.00	\$ 7,700.00
3.3	Tee Flange (Ceiling) Repair	S.F.	80	\$ 90.00	\$ 7,200.00	\$ 80.00	\$ 6,400.00	\$ 84.00	\$ 6,720.00
3.4	Tee Stem Repair	S.F.	10	\$ 105.00	\$ 1,050.00	\$ 75.00	\$ 750.00	\$ 195.00	\$ 1,950.00
3.5	Beam Repair	S.F.	10	\$ 105.00	\$ 1,050.00	\$ 70.00	\$ 700.00	\$ 110.00	\$ 1,100.00
3.6	Column Repair	S.F.	10	\$ 105.00	\$ 1,050.00	\$ 70.00	\$ 700.00	\$ 110.00	\$ 1,100.00
3.7	Wall/Spandrel Repair	S.F.	20	\$ 90.00	\$ 1,800.00	\$ 70.00	\$ 1,400.00	\$ 90.00	\$ 1,800.00
3.8	Curb Repair	S.F.	20	\$ 90.00	\$ 1,800.00	\$ 40.00	\$ 800.00	\$ 90.00	\$ 1,800.00
3.9	Inject Retaining Wall Cracks	L.F.	10	\$ 40.00	\$ 400.00	\$ 50.00	\$ 500.00	\$ 80.00	\$ 800.00
3.10	Concrete-to-Asphalt Joint Repair at Upper Level Entry	L.F.	18	\$ 180.00	\$ 3,240.00	\$ 400.00	\$ 7,200.00	\$ 420.00	\$ 7,560.00
<b>Division 4 - Masonry</b>									
4.1	Brick Repair	EA.	60	\$ 25.00	\$ 1,500.00	\$ 25.00	\$ 1,500.00	\$ 36.00	\$ 2,160.00
4.2	Re-point Deteriorated Tuck Pointing	L.F.	150	\$ 9.50	\$ 1,425.00	\$ 6.00	\$ 900.00	\$ 9.50	\$ 1,425.00
<b>Division 5 - Metals</b>									
5.1	Steel Tread Pan Repair	EA.	5	\$ 450.00	\$ 2,250.00	\$ 800.00	\$ 4,000.00	\$ 1,950.00	\$ 9,750.00
5.2	Steel Landing Pan Repair	EA.	2	\$ 550.00	\$ 1,100.00	\$ 500.00	\$ 1,000.00	\$ 3,190.00	\$ 6,380.00
<b>Division 7 - Waterproofing</b>									
7.1	Rout & Seal Cracks at Topping	L.F.	100	\$ 4.75	\$ 475.00	\$ 4.00	\$ 400.00	\$ 7.50	\$ 750.00
7.2	Remove & Replace Tee-to-Tee Joint Sealant	L.F.	3,500	\$ 4.25	\$ 14,875.00	\$ 4.00	\$ 14,000.00	\$ 3.90	\$ 13,650.00
7.3	Remove & Replace Isolation Joint Sealant	L.F.	40	\$ 8.00	\$ 320.00	\$ 5.00	\$ 200.00	\$ 19.00	\$ 760.00
7.4	Remove & Replace Cove Joint Sealants	L.F.	250	\$ 5.00	\$ 1,250.00	\$ 4.00	\$ 1,000.00	\$ 4.80	\$ 1,200.00
7.5	Install Cove Joint Sealants	L.F.	50	\$ 7.00	\$ 350.00	\$ 4.00	\$ 200.00	\$ 8.00	\$ 400.00
7.6	Remove & Replace Wall Sealants	L.F.	280	\$ 7.00	\$ 1,960.00	\$ 6.00	\$ 1,680.00	\$ 7.00	\$ 1,960.00
7.7	Recoat Deck Coating	S.F.	4,000	\$ 2.00	\$ 8,000.00	\$ 2.50	\$ 10,000.00	\$ 2.65	\$ 10,600.00
7.8	Install Deck Coating at Entry/Exit - Full System	S.F.	600	\$ 4.00	\$ 2,400.00	\$ 3.50	\$ 2,100.00	\$ 4.30	\$ 2,580.00
7.9	Install Deck Coating at Ped. Bridge - Full System	S.F.	350	\$ 5.75	\$ 2,012.50	\$ 4.00	\$ 1,400.00	\$ 8.00	\$ 2,800.00
7.10	Install Deck Coating at Stair Towers - Full System	S.F.	380	\$ 5.50	\$ 2,090.00	\$ 10.00	\$ 3,800.00	\$ 16.00	\$ 6,080.00
7.11	Apply Concrete Sealer at Supported Slab	S.F.	21,300	\$ 0.29	\$ 6,177.00	\$ 0.45	\$ 9,585.00	\$ 0.40	\$ 8,520.00
7.12	Apply Concrete Sealer at Spandrels	S.F.	1,400	\$ 1.00	\$ 1,400.00	\$ 0.50	\$ 700.00	\$ 1.30	\$ 1,820.00
7.13	Roof Repair at Stair #2	Allow.	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>Division 8 - Openings</b>									
8.1	Remove & Replace Lock Set at Stair #1	EA.	2	\$ 450.00	\$ 900.00	\$ 500.00	\$ 1,000.00	\$ 560.00	\$ 1,120.00
8.2	Door Repair at Stair #2	EA.	1	\$ 688.82	\$ 688.82	\$ 500.00	\$ 500.00	\$ 660.00	\$ 660.00
<b>Division 9 - Finishes</b>									
9.1	Clean & Paint Steel Railing at Upper & Lower Levels	L.S.	1	\$ 25,081.43	\$ 25,081.43	\$ 32,400.00	\$ 32,400.00	\$ 19,900.00	\$ 19,900.00
9.2	Clean & Paint Steel Entry Signage Frames	L.S.	1	\$ 4,181.40	\$ 4,181.40	\$ 3,000.00	\$ 3,000.00	\$ 3,100.00	\$ 3,100.00
9.3	Clean & Paint Steel Stair & Railing at Stair Towers	L.S.	1	\$ 11,556.93	\$ 11,556.93	\$ 9,500.00	\$ 9,500.00	\$ 9,600.00	\$ 9,600.00
9.4	Clean & Paint Tube Steel at Pedestrian Bridge	L.S.	1	\$ 4,762.15	\$ 4,762.15	\$ 4,150.00	\$ 4,150.00	\$ 4,900.00	\$ 4,900.00
9.5	Clean & Paint Standpipe System	L.S.	1	\$ 4,065.25	\$ 4,065.25	\$ 2,500.00	\$ 2,500.00	\$ 4,780.00	\$ 4,780.00
9.6	Clean & Paint Steel Pipe Guard	EA.	4	\$ 174.23	\$ 696.92	\$ 250.00	\$ 1,000.00	\$ 275.00	\$ 1,100.00
9.7	Clean & Paint Concrete Wall	S.F.	2,600	\$ 0.94	\$ 2,444.00	\$ 3.50	\$ 9,100.00	\$ 1.85	\$ 4,810.00
9.8	Clean & Paint Concrete Walls & Ceiling at Stair Towers	L.S.	1	\$ 6,678.63	\$ 6,678.63	\$ 10,000.00	\$ 10,000.00	\$ 13,500.00	\$ 13,500.00
<b>Division 21 - Fire Suppression</b>									
21.1	Remove & Replace Standpipe	L.F.	10	\$ 100.00	\$ 1,000.00	\$ 100.00	\$ 1,000.00	\$ 305.00	\$ 3,050.00
<b>Division 22 - Mechanical</b>									
22.1	Remove & Replace Storm Drainage Piping	L.F.	30	\$ 55.00	\$ 1,650.00	\$ 75.00	\$ 2,250.00	\$ 77.00	\$ 2,310.00
<b>Division 26 - Electrical</b>									
26.1	Misc. Electrical Repairs	Allow.	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
<b>Division 32 - Exterior Improvements</b>									
32.1	Asphalt Repair	S.F.	6,600	\$ 9.29	\$ 61,314.00	\$ 9.00	\$ 59,400.00	\$ 8.40	\$ 55,440.00
32.2	Seal Asphalt Joint/Crack	L.F.	750	\$ 3.48	\$ 2,610.00	\$ 7.00	\$ 5,250.00	\$ 2.50	\$ 1,875.00
32.3	Paint Pavement Markings	L.S.	1	\$ 5,981.73	\$ 5,981.73	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
32.4	Install Railing Post Cap	EA.	8	\$ 86.10	\$ 688.80	\$ 200.00	\$ 1,600.00	\$ 595.00	\$ 4,760.00
32.5	Misc. Railing Repairs	Allow.	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>BASE BID TOTAL</b>					<b>\$ 246,294.32</b>		<b>\$ 284,955.00</b>		<b>\$ 298,820.00</b>

\*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each

ALTERNATE BID ITEMS				Ram Construction Services		Mark 1 Restoration		Pullman SST	
Work Item No.	Work Item Description	Units	Total Bid Quantity	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
<b>ALTERNATES</b>									
A.1	Colored Concrete Curb Repair at Upper Level Entrance/Exit	S.F.	150	\$ 46.00	\$ 6,900.00	\$ 45.00	\$ 6,750.00	\$ 52.00	\$ 7,800.00

\*Corrected Calculations



## DDA Communications

**To:** DDA Board of Directors

**From:** Lori Ward, DDA Director

**Subject:** MainCentre Parking Deck

**Date:** August 20, 2019

### Update:

DDA and City staff have held several meetings with Singh representative to discuss the results of the Carl Walker reports and recommended repairs to the parking structures. It has been communicated to Singh that the City would like to divest itself of the stair tower and pedestrian bridge since only the MainCentre tenants have access to the facilities. Singh representative Josh Jacobs, indicated that Singh did not want to own the facility for tax purposes but Singh would be willing to explore the lease of the facilities which would include liability and maintenance of the structures.

The City has proposed a long-term lease (Attachment A) of the lower level to Singh to accommodate the residential tenants in the MainCentre Building. Singh would be entirely responsible for the maintenance and liability of the control mechanism and card reader on the lower level of the MainCentre deck, the elevator/stair tower and pedestrian bridge. In addition, Singh would pay an annual amount in the form of a lease sufficient to cover the cost of the initial capital repair projects and annual maintenance costs thereafter. The lease agreement would include a provision to "settle up" each year based on actual expenses. Singh's share of the initial renovation costs is estimated at \$109,725 and Singh's maintenance costs for the next 19 years are estimated at \$617,175 (Attachment B). The term of the lease would be for five years, and could be renewed for three succeeding terms of five years. The amount of the lease is estimated at \$35,000 annually for the first five years. Subsequent lease agreements will be based on the estimated cost of repairs for the next five years.

The amount charged to Singh would reduce the City/DDA's share of the initial renovation project to \$158,825 and significantly offset the future maintenance on the deck. The City and DDA are working to develop a funding strategy for the renovations and ongoing maintenance of the MainCentre parking deck.



## GROUND LEASE

This ground lease (the "Lease") is entered into on \_\_\_\_\_, 2019, ("Effective Date") between the City of Northville, a Michigan municipal corporation ("Northville"), with offices at 215 West Main Street, Northville, MI 48167, and Singh Management Company, a Michigan corporation ("Singh"), whose address is 7125 Orchard Lake Road, Suite 200, West Bloomfield, MI 48322, on the terms and conditions set forth below.

### Recitals

- A. Northville and Singh have previously entered into a Management Agreement dated December 27, 1994 (the "Management Agreement") whereby Singh was contracted by Northville for the operation, management, leasing, and maintenance of the lower level reserve parking area in a municipal parking deck (the "Lot 4 Deck") constructed on the southwest corner of Cady Street and Center Street in Northville.
- B. The Management Agreement has subsequently expired. Northville has provided Singh a notice of cancellation of the Management Agreement.
- C. Use of the Lot 4 Deck is governed in part by The Restated and Amended Parking Credit Agreement, between Northville and Singh II Limited Partnership dated June 15, 1994 ("Parking Credit Agreement")
- D. The parties wish to enter into this Lease with regard to operation, management, leasing, repair, replacement, and maintenance of the lower level parking area at the Lot 4 Deck.

NOW THEREFORE, the parties agree as follows:

1. **Premises.** Singh leases from Northville real property located in the City of Northville, Wayne County, Michigan, being the lower level parking area of the Lot 4 Deck, the stair/elevator tower, and pedestrian bridge, as legally described and shown on the attached Exhibit A (the "Premises"). The Premises include ninety-three (93) parking spots.

2. **Term.** This Lease shall be for an initial term of five (5) years commencing with the Effective Date. Provided Singh is not in default, Singh shall have the right to renew the term of this Lease for three (3) succeeding terms of five (5) years each by giving Northville notice of Singh's intent to renew the Lease at least 1 calendar year before the expiration of the then current term. Each renewal shall be on the same terms and conditions as in this Lease except that the rent will increase as set forth below.

3. **Rent.** During the first year of this Lease, Singh shall pay the sum of \$32,500 per year in monthly installments in advance for use of the Premises. On each annual anniversary of this Agreement, the rent shall be adjusted for any increases in the cost of living. On January 1 of each calendar year beginning with the second year after the date of this Agreement, the monthly rent amount shall be redetermined by multiplying the initial monthly installment by the Cost of Living Adjustment Factor. The Cost of Living Adjustment Factor shall be a fraction, the numerator

of which is the U.S. consumer price index for the prior calendar year and the denominator of which is the U.S. consumer price index for the year this Agreement was dated. For purposes of this section, "U.S. consumer price index" means the annual average of the U.S. consumer price index for all urban consumers as defined and reported by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor agency. Should this index no longer be published, Northville may select a replacement index, as reasonably determined by Northville to be substantially similar.

Notwithstanding this section, the parties shall meet annually, within 30 days after the end of the year, to review actual revenues and expenses for the Premises and may make any agreed adjustments.

4. **Use.** The Premises shall be used only for parking and pedestrian purposes, as required or allowed by, and subject to the terms of, the Parking Credit Agreement (except as same may be modified by this Ground Lease) and for no other use without the written permission of Northville, which can be denied by Northville in its absolute discretion.

5. **Fees.** Singh shall be entitled to collect parking fees for use of the Premises pursuant to a schedule, a copy of which is attached hereto as Exhibit B. This schedule may be modified in the future upon agreement of Northville.

6. **Covenant of quiet enjoyment.** As long as Singh is not in default under this Lease, Singh shall be entitled to quiet possession of the Premises during the term of, and as subject to, the provisions of this Lease.

7. **Casualty insurance.** Northville shall maintain casualty insurance on the Premises, in such types and amounts as may be determined from time to time by Northville.

8. **Indemnification.** Singh will indemnify and defend Northville against all claims for bodily injury or property damage relating to the Premises. The claims covered by this indemnification include all claims for bodily injury or property damage (including damages, court costs, and attorney's fees) relating to (a) the use or misuse of the Premises by Singh or its agents, contractors, or invitees; (b) the acts or omissions of Singh or its agents, contractors, or invitees; or (c) any other event on the Premises, whatever the cause. Singh's indemnification does not extend to liability for damages resulting from the sole or gross negligence of Northville or for Northville's intentional misconduct.

## **9. Liability Insurance**

Singh shall obtain the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Northville. The requirements below should not be interpreted to limit the liability of the Singh. All deductibles and SIR's are the responsibility of the Singh.

- a. **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
- b. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- c. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insureds:*** THE CITY OF NORTHVILLE, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Northville as additional insured, coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.
- d. **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Dianne Massa, Clerk, City of Northville, 215 West Main St., Northville, MI 48167).
- e. **Proof of Insurance Coverage:** Singh shall provide the Northville prior to the Effective Date, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.
- f. If any of the above coverages expire during the term of this contract, Singh shall deliver renewal certificates and endorsements to Northville at least ten (10) days prior to the expiration date.

10. **Utilities.** Singh shall pay when due all bills for electricity, and other utilities and services for the Premises during the term of this Lease.

11. **Maintenance and repair.** Singh shall, at its expense, keep the Premises, including the stair/elevator tower, pedestrian bridge, and gate in good condition and repair. Singh agrees to operate and keep the Premises in a clean condition, and in compliance with applicable laws and ordinances.

12. **Damage to improvements.** In the event of damage to the Premises, caused by fire or other casualty, which renders the Premises unusable for parking purposes, this Agreement shall be suspended until such time as the Premises are repaired to again allow its use for parking purposes.

13. **Signs.** On Northville's written approval, Singh may erect, maintain, and remove signage appropriate to the parking in the property. The signs shall be in compliance with all governmental regulations and be harmonious in size, style, and content with those of the MainCentre development.

14. **Default.** This Lease is granted on the condition that if an event of default (Event of Default) shall occur and then a default (Default) occurs, this Lease may be terminated. An Event of Default shall occur if there has been (a) a failure by Singh to pay, when due, any rent to be paid to Northville,; (b) a failure by Singh to obtain any policy of insurance or to pay any insurance premiums required by the terms of this Lease to be paid by Singh; or (c) a failure by Singh to comply with any other obligations or provisions of this Lease. Following an Event of Default Northville shall send to Singh notice of the Event of Default. The notice shall give Singh 30 days to cure the default. If the Event of Default is not cured during the notice period, on the expiration of that notice period of 30 days a Default shall exist.

15. **Northville's remedies.** If a Default as defined above occurs, Northville shall at its election, on or concurrent with the giving of notice to Singh, have the right to

- (a) as Singh's legal representative, without terminating this Lease, enter on and collect fees and charges for use of the Premises on conditions as Northville deems proper. Singh shall be liable to Northville for the deficiency, if any, between Singh's rent under this Lease and the fees and charges received by Northville on; or
- (b) terminate this Lease and enter into and on and take possession of the Premises, and Northville may hold and retain the Premises. If Northville takes possession of the Premises in accordance with this section, Northville shall be entitled to recover from Singh all damages incurred by Northville on account of Singh's default, whether direct or consequential, including any costs of preparing the Premises for future use.

16. **Leasehold mortgage.** Singh shall not have the right to encumber by mortgage any of Singh's interest under this Lease.

17. **Management Agreement.** The parties agree that the Management Agreement has been terminated, and is of no further force and effect.

18. **Assignment and subletting.** Singh shall not have the right to assign or transfer any or part of its rights under this Lease.

19. **Notices.** All notices under this Lease shall be in writing and be sent by certified mail addressed to the respective party at the address indicated above or at such other address as a party shall designate in writing. A change in address may be effected by a certified letter sent by either party to the other. Unless Northville gives notice to the contrary, all payments to Northville under the terms of this Lease shall be made to Northville at the address for Northville first set forth above.

20. **Modifications.** No modification, alteration, or amendment to this Lease shall be binding unless in writing and signed by both parties to the Lease.

21. **Whole agreement.** This agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated in this agreement. None of the prior and contemporaneous negotiations, preliminary drafts, or prior versions of the agreement leading up to its signing and not set forth in this agreement shall be used by any of the parties to construe or affect the validity of this agreement. Each party acknowledges that no representations, inducement, or condition not set forth in this agreement has been made or relied on by either party.

22. **Governing law.** This agreement shall be governed by and interpreted in accordance with the laws of the state of Michigan. If any provision of this agreement is in conflict with any statute or rule of any law in the state of Michigan or is otherwise unenforceable for any reason whatsoever, that provision shall be deemed severable from or enforceable to the maximum extent permitted by law, as the case may be, and that provision shall not invalidate any other provision of this agreement. Venue for any action brought under this agreement shall lie in Wayne County, Michigan.

23. **Effective date.** The parties have signed this agreement in duplicate, and it shall be effective as of the day and year first above written.

**LESSOR**

City of Northville,  
a Michigan municipal corporation

/s/ \_\_\_\_\_

By: **[Typed name of authorized signer]**  
Its: **[Title of authorized signer]**

**LESSEE**

Singh Management Company,  
a Michigan corporation

/s/ \_\_\_\_\_

By: **[Typed name of authorized signer]**  
Its: **[Title of authorized signer]**

**MainCentre Parking Structure**  
**2018 Cost Estimate**  
 August 6, 2018

  = Enter Percentage

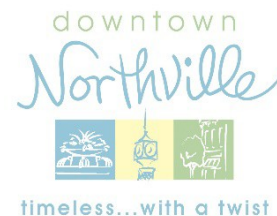
Work Item No.	Work Item Description	Units	Estimated Quantity	Unit Cost	Cost
<b>Division 0 &amp; 1 - General Conditions</b>					
1.1	Contractor Mobilization (5%)	L.S.	n/a	n/a	\$ 10,700
1.2	Contractor General Requirements (10%)	L.S.	n/a	n/a	\$ 21,300
<b>Division 3 - Concrete</b>					
3.1	Top of Slab Repair	S.F.	400	\$ 40.00	\$ 16,000
3.2	Tee Flange Repair (Ceiling)	S.F.	20	\$ 100.00	\$ 2,000
3.3	Beam Repair	S.F.	30	\$ 100.00	\$ 3,000
3.4	Column Repair	S.F.	40	\$ 100.00	\$ 4,000
3.5	Spandrel Repair	S.F.	30	\$ 100.00	\$ 3,000
3.6	Wall Repair	S.F.	20	\$ 100.00	\$ 2,000
3.7	Curb Repair	S.F.	20	\$ 100.00	\$ 2,000
<b>Division 4 - Masonry</b>					
4.1	Brick Repair	EA.	40	\$ 20.00	\$ 800
4.2	Repoint Mortar Joints	L.F.	180	\$ 20.00	\$ 3,600
<b>Division 5 - Metals</b>					
5.1	Install Stair Riser at SW Stairs	EA.	1	\$ 1,000.00	\$ 1,000
5.2	Door Repair	EA.	2	\$ 1,000.00	\$ 2,000
<b>Division 7 - Waterproofing</b>					
7.1	Rout & Seal Cracks	L.F.	100	\$ 5.00	\$ 500
7.2	Remove & Replace Control Joint Sealants	L.F.	3,800	\$ 5.00	\$ 19,000
7.3	Remove & Replace Cove Joint Sealants	L.F.	910	\$ 5.00	\$ 4,550
7.4	Remove & Replace Interior Wall Sealants	L.F.	120	\$ 10.00	\$ 1,200
7.5	Remove & Replace Exterior Wall Sealants	L.F.	220	\$ 10.00	\$ 2,200
7.6	Remove & Replace Expansion Joint Sealant	L.F.	30	\$ 120.00	\$ 3,600
7.7	Recoat Deck Coating	S.F.	3,400	\$ 3.00	\$ 10,200
7.8	Inject Wall Cracks	L.F.	80	\$ 50.00	\$ 4,000
7.9	Crack Repair at Treads/Landings	L.F.	70	\$ 30.00	\$ 2,100
7.10	Roof Repair at NE Stair Tower	L.S.	1	\$ 2,000.00	\$ 2,000
7.11	Remove & Replace Wall Sealant at NE Stair Tower	L.F.	20	\$ 15.00	\$ 300
<b>Division 9 - Finishes</b>					
9.1a	Clean & Paint Railing (Green) at Lower Level	L.F.	40	\$ 40.00	\$ 1,600
9.1b	Clean & Paint Railing (Green) at Upper Level	L.F.	690	\$ 30.00	\$ 20,700
9.1c	Clean & Paint Railing (Green) at SW Stairs	L.F.	40	\$ 30.00	\$ 1,200
9.1d	Clean & Paint Railing (Green) at Exterior Stair/Ramp	L.F.	120	\$ 20.00	\$ 2,400
9.2	Clean & Paint Security Fencing (Black)	S.F.	3,200	\$ 10.00	\$ 32,000
9.3	Clean & Paint Columns at Upper Level Interior (ASR)	S.F.	120	\$ 10.00	\$ 1,200
9.4	Clean & Paint Standpipe System	L.F.	270	\$ 15.00	\$ 4,050
9.5	Clean & Paint Pipe Guards	EA.	3	\$ 300.00	\$ 900
9.6	Touch-up Paint at NE Stair Tower	L.S.	1	\$ 4,000.00	\$ 4,000
9.7	Touch-up Paint at Ped. Bridge Ceiling	L.S.	1	\$ 2,000.00	\$ 2,000
9.8	Clean & Paint Entry Signage Frame (Green)	L.S.	1	\$ 2,000.00	\$ 2,000
<b>Division 22 - Mechanical</b>					
22.1	Install Supplemental Floor Drain	EA.	1	\$ 3,500.00	\$ 3,500
22.2	Remove & Replace Storm Drainage Piping	L.F.	30	\$ 80.00	\$ 2,400
<b>Division 26 - Electrical</b>					
26.1	Remove & Replace Junction Box	EA.	3	\$ 300.00	\$ 900
<b>Division 32 - Exterior Improvements</b>					
32.1	Asphalt Repair	S.F.	240	\$ 20.00	\$ 4,800
32.2	Seal Asphalt Cracks/Joints	L.F.	1,900	\$ 2.50	\$ 4,750
32.3	Paint Pavement Markings	L.S.	1	\$ 4,000.00	\$ 4,000
32.4	Install Railing Post Covers	EA.	20	\$ 50.00	\$ 1,000
32.5	Fence Repair	L.S.	1	\$ 1,000.00	\$ 1,000
<b>RECOMMENDED PROTECTION OPTION</b>					
O2	Concrete Sealer with Corrosion Inhibitor	S.F.	26,000	\$ 1.10	\$ 28,600
<b>Construction Cost Subtotal</b>					<b>\$ 244,050</b>
Construction Contingency (10%)					\$ 24,500
Probable Construction Cost Budget					\$ 268,550
Soft Costs (Engineering, Testing) (20%)					\$ 53,800
<b>Total Probable Construction Cost Budget</b>					<b>\$ 322,350</b>

City of Northville		Singh Apartments	
%	Cost	%	Cost
-	\$ 6,300	-	\$ 4,400
-	\$ 12,600	-	\$ 8,700
100%	\$ 16,000	0%	\$ -
50%	\$ 1,000	50%	\$ 1,000
50%	\$ 1,500	50%	\$ 1,500
50%	\$ 2,000	50%	\$ 2,000
100%	\$ 3,000	0%	\$ -
0%	\$ -	100%	\$ 2,000
100%	\$ 2,000	0%	\$ -
50%	\$ 400	50%	\$ 400
50%	\$ 1,800	50%	\$ 1,800
100%	\$ 1,000	0%	\$ -
50%	\$ 1,000	50%	\$ 1,000
100%	\$ 500	0%	\$ -
50%	\$ 9,500	50%	\$ 9,500
100%	\$ 4,550	0%	\$ -
100%	\$ 1,200	0%	\$ -
100%	\$ 2,200	0%	\$ -
50%	\$ 1,800	50%	\$ 1,800
100%	\$ 10,200	0%	\$ -
0%	\$ -	100%	\$ 4,000
0%	\$ -	100%	\$ 2,100
0%	\$ -	100%	\$ 2,000
0%	\$ -	100%	\$ 300
0%	\$ -	100%	\$ 1,600
100%	\$ 20,700	0%	\$ -
100%	\$ 1,200	0%	\$ -
50%	\$ 1,200	50%	\$ 1,200
0%	\$ -	100%	\$ 32,000
100%	\$ 1,200	0%	\$ -
50%	\$ 2,025	50%	\$ 2,025
0%	\$ -	100%	\$ 900
0%	\$ -	100%	\$ 4,000
0%	\$ -	100%	\$ 2,000
100%	\$ 2,000	0%	\$ -
100%	\$ 3,500	0%	\$ -
100%	\$ 2,400	0%	\$ -
50%	\$ 450	50%	\$ 450
0%	\$ -	100%	\$ 4,800
0%	\$ -	100%	\$ 4,750
50%	\$ 2,000	50%	\$ 2,000
50%	\$ 500	50%	\$ 500
0%	\$ -	100%	\$ 1,000
100%	\$ 28,600	0%	\$ -
59%	\$ 144,325	41%	\$ 99,725
	\$ 14,500		\$ 10,000
	\$ 158,825		\$ 109,725
	\$ 31,800		\$ 22,000
	<b>\$ 190,625</b>		<b>\$ 131,725</b>

\*Unit Key Code: L.S. - Lump Sum, S.F. - Square Foot, L.F. - Lineal Foot, EA. - Each







## DDA Communications

**To: DDA Board of Directors**

**From: Lori Ward, DDA Director**

**Subject: WGI Change Order**

**Date: August 20, 2019**

### **Background:**

In 2018, the City/DDA retained Carl Walker/WGI to conduct an Engineering Condition Assessment of both the Cady Street and Main Centre parking decks. The WGI study identified major renovation costs that would need to be completed immediately and ongoing annual maintenance. The DDA/City are currently in negotiations with Singh Development to identify their share of the expenses associated with the MainCentre Parking Deck and to determine a financing strategy to collect their contribution. For this reason, the renovation project for the two parking structures was divided into two separate projects with the Cady Street Parking Deck project scheduled for this fall and the MainCentre Parking Deck project scheduled for spring 2020.

### **Budget:**

While separating the projects into two separate bid packets has allowed the City/DDA more flexibility in negotiating the MainCentre Parking Deck costs with Singh, it has added to the consulting costs of the project. WGI is seeking an additional \$600 in fees for separating the two projects into one project, the Cady Street Parking Deck restoration project, for bid this fall (Attachment A). In addition, WGI is seeking an additional \$24,300 in fees and an additional amount of \$800 in reimbursable expenses to produce a second set of bid specifications, assist with bidding, and inspection fees for the Spring 2020 MainCentre Parking Deck restoration project.

### **Recommendation:**

DDA staff recommends that the DDA Board of Directors approve the August 9, 2019 Change Order Request for \$24,900 in labor fees and an additional \$800 in reimbursable expenses for a total Change Order amount of \$25,700.

PROJECT NAME: City of Northville DDA – Parking Structures Repairs  
 WGI PROJECT NO: 24183249.01  
 OWNER: City of Northville  
 PREPARED BY: Justin Thomson  
 WGI Michigan, Inc.  
 DATE OF ISSUE: August 9, 2019

DESCRIPTION:

Original scope of services included the restoration of the Cady Street and MainCentre parking structures as one project. Additional Engineering Services will be required to perform the work as two separate projects. Our proposed revised fees are as follows:

	PHASE 1 (2019)		PHASE 2 (2020)		TOTAL	
	Labor Fees	Reimb. Expenses	Labor Fees	Reimb. Expenses	Labor Fees	Reimb. Expenses
Construction Documents	\$19,300	\$100	\$3,500	\$100	\$22,800	\$200
Bidding	\$3,300	\$100	\$3,300	\$100	\$6,600	\$200
Construction - Office	\$8,500	\$50	\$8,500	\$50	\$17,000	\$100
Construction - Field	\$9,000	\$900	\$9,000	\$900	\$18,000	\$1,800
<b>Total</b>	<b>\$40,100</b>	<b>\$1,150</b>	<b>\$24,300</b>	<b>\$1,150</b>	<b>\$64,400</b>	<b>\$2,300</b>

The original **Not To Exceed Cost** was..... \$ 39,500.00  
 Net change by previously authorized Change Orders..... \$ 0.00  
**Not To Exceed Cost** prior to this Change Order was..... \$ 39,500.00  
**Not To Exceed Cost** will be increased by this Change Order in the amount of..... \$ 24,900.00  
 The new **Not To Exceed Cost** including this Change Order will be..... \$ 64,400.00

The original **Reimbursable Expenses** was..... \$ 1,500.00  
 Net change by previously authorized Change Orders..... \$ 0.00  
**Reimbursable Expenses** prior to this Change Order was..... \$ 1,500.00  
**Reimbursable Expenses** will be increased by this Change Order in the amount of..... \$ 800.00  
 The new **Reimbursable Expenses** including this Change Order will be..... \$ 2,300.00

Engineer: **Wantman Group Inc.**  
 Address: 2035 Vista Parkway  
 West Palm Beach, FL 33411

Owner: **City of Northville**  
 Address: 215 West Main Street  
 Northville, MI 48167

## Northville DDA Parking Structures Restoration 2019-2020

WGI Project No. 24183249.01

5-Aug-19

## Current Contract

	Labor Fees	Reimb. Expenses
Construction Documents	\$15,900	\$100
Bidding	\$3,300	\$100
Construction - Office	\$9,500	\$100
Construction - Field	\$10,800	\$1,200
<b>Total</b>	<b>\$39,500</b>	<b>\$1,500</b>

## Requested Revised Fees

	PHASE 1 (2019)		PHASE 2 (2020)		TOTAL	
	Labor Fees	Reimb. Expenses	Labor Fees	Reimb. Expenses	Labor Fees	Reimb. Expenses
Construction Documents	\$19,300	\$100	\$3,500	\$100	\$22,800	\$200
Bidding	\$3,300	\$100	\$3,300	\$100	\$6,600	\$200
Construction - Office	\$8,500	\$50	\$8,500	\$50	\$17,000	\$100
Construction - Field	\$9,000	\$900	\$9,000	\$900	\$18,000	\$1,800
<b>Total</b>	<b>\$40,100</b>	<b>\$1,150</b>	<b>\$24,300</b>	<b>\$1,150</b>	<b>\$64,400</b>	<b>\$2,300</b>

## Requested Change Order

	Labor Fees	Reimb. Expenses
Construction Documents	\$6,900	\$100
Bidding	\$3,300	\$100
Construction - Office	\$7,500	\$0
Construction - Field	\$7,200	\$600
<b>Total</b>	<b>\$24,900</b>	<b>\$800</b>



## Design Committee Updates

### Newspaper Racks



The newspaper racks have been installed on the east end of 120 W. Main Street. The old unit was removed and scrapped. The new rack holds 6 publications including Metro Times, Metro Parent, The Ville and several real estate publications. There seems to be a lot of use of the new racks. Commercial Grounds Services, the DDA landscape contractor, is currently preparing a design to landscape the area surrounding the racks.

### Bench Sponsorship Project



The DDA and City Council have approved the creation of a sponsorship program for downtown benches and authorized the purchase of the first 10 benches. The cost of the bench sponsorship is \$2,000. The project has been promoted in the DDA's recent Newsletter and on social media. Northville Today is doing a feature on the benches in their next publication. Half of the benches are already reserved. DDA staff is working with DPW to determine the



flexibility that we have in moving current metal benches around to accommodate the preferred location for the new sponsored benches. The fabrication and delivery takes about 4-6 weeks. A suggestion was made by resident Nancy Kiri regarding the message on the benches. See Attachment.

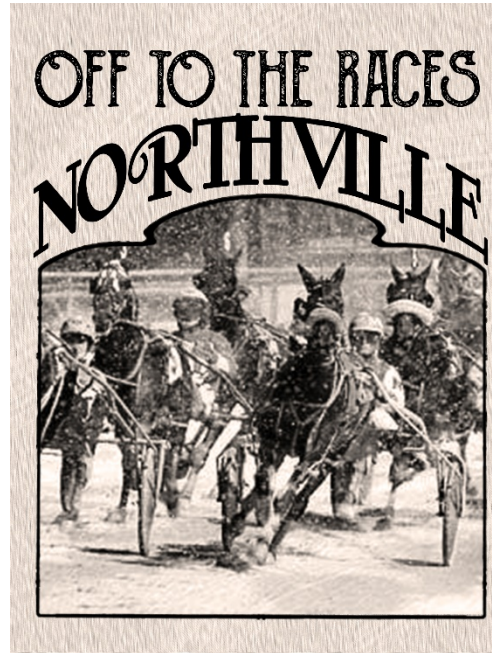
### Rebecca's Alley

A draft, perpetual easement agreement was submitted to the property owners at 134 N. Center Street (Rebecca's Restaurant). The two parties have agreed to the general terms and are awaiting corrections to the document before signing. Would the Design Committee support spending some funds at this stage of the design to prepare for future projects that could include adding foundations to accommodate an entrance arch and electrical conduit for future overhead lighting. Staff has reached out to Marc Russel to get an idea on how to proceed with this project and how much it would add to the project cost.

## Downtown Mural



At a recent DDA Board meeting, members expressed support for a horse racing themed mural at Main and Centre Streets rather than a historic photo of the downtown. Suzie Cozart has developed some graphics for the program utilizing historic photos of racing day at the Northville Downs. The DDA is beginning work with Bizzell Design on the Entranceway Signs and has asked Buzz to provide information regarding the cost of the original design. A Draft Easement between the City and the Property owner has been drafted by Plunkett and Cooney.



## Entranceway Signs

The City Council approved a contract with Bizzell Design to being the design process for the new entranceway signs. The DDA approved the branding project with Bizzell and would like to coordinate the two projects to save time, money and travel. The Design Committee has agreed to provide guidance and feedback on the project. DDA staff spoke to Bizzell and he will provide a schedule to begin the process.

## Fire Pits

The Design Committee has reviewed a design proposal from Ore. The fire pits look similar to the existing fire pits but only weigh 55 pounds so, would be easier to handle. The fire pits come in a variety of finishes, and has the glass cylinder wind-break. The units could include either remote start or timed on/off, and includes an emergency off button. This would allow the DDA to program the fire pits to turn on and off at specific times and would be used more often. The units are approximately \$10,000 for a pair of the fire pits, plus shipping, handling and



installation. The design was presented to the DDA Board who provided feedback. They would like a taller narrower design that would discourage people from walking or climbing on the pit. What direction do we go in?

## Bike Racks and Hoops



Design Committee co-Chair Suzie Cozart developed a map and flyer to get community input on the location of new bike racks in downtown Northville. The flyers ask residents and visitors to select their top choices for hoop/rack installation. The flyer will be passed out during the Tour de Ville this weekend. Information obtained through the flyer and from input from other cyclists will be used to determine how many hoops/racks should be ordered and where they should be installed. The Design Committee has already selected both the

individual hoop and the rack for purchase.

## Seasonal Employees

This year's seasonal employees are all leaving at the end of this week. Ads have been posted on Craig's list, in the DDA Newsletter, and social media. In addition, DDA staff has been in discussion regarding hiring Commercial Grounds Services to provide watering and maintenance for the remainder of the summer-fall. Typically, the DDA retains seasonal employees through mid-November. The DDA is considering hiring a landscape crew to weed and water next year rather than hiring seasonal employees.

## EV Stations

The bill for the first year of electric charging was sponsored by Up2Go, a downtown business located in 120 W. Main. The total cost of providing the electricity was \$644. It took a while to get the charging stations working at their full potential. Since we started the program, the stations are now being used 35% of the time a growing trend. This year's electricity in the first 4 months is at \$700. The DDA staff is assisting Up2Go with providing the data to analyze. Up2Go has asked the DDA if they would be interested in adding additional chargers to the downtown.

# **DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY July 2019:**

## **PUBLICITY:**

### **Upcoming press materials:**

- Los Tres Amigos opening

### **Press Coverage Received & Upcoming (Highlights/major press hits):**

- July 11 – Metro Mode – Stemville opening Feature
- July 25 – The Oakland Press – Buy Michigan Now preview Festival featuring Colors of the Wood
- Date TBD – Metro Parent Feature on Stemville opening

## **SOCIAL MEDIA:**

- Facebook ~ Continued to maintain the page, including daily posts on events and business announcements
- Twitter ~ Continued to maintain the page, including daily posts on events and business announcements
- Instagram ~ Continued to maintain the page, including daily posts on events and business announcements

## **PAID ADVERTISING:**

- Ad in July issue of The Ville
- Ad in July issue of SEEN Magazine

## **UPCOMING PAID ADVERTISING:**

### **PRINT:**

- Half-page Ads in SEEN Magazine (reaches affluent communities and is mailed)
  1. Ads in August 2019 – May 2020 issues of SEEN
- Quarter-page Ads in The Ville
  1. Ads in August 2019 – April 2020 issues of The Ville
- Ad in Fall Parks & Rec brochure
- Ad in the Art House brochure



List of events that require road closure in Downtown Northville in 2019:

- Friday night concert (13)
- Flower Sale (2)
- Orin's Block Party (already closed for Flower Sale)
- Memorial Day Parade (1)
- Party in the 'Ville (1)
- Arts and Acts (3)
- Independence Day Parade (1)
- Buy Michigan Now (3)
- OLV Victory Run (1)
- Streets of Treats (1)
- Spectrum Fest (1)
- Northville Wine & Food Festival (1)
- Heritage Festival (1)
- Skeletons are Alive! (1)
- Holiday Lighted Parade (1)
- Homecoming Parade (1)

Total : 32 days of road closures to accommodate special events  
Downtown.