

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, March 27, 2018

7:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Comments from the Public

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN FOUR (4) MINUTES.

Set/Adjust Agenda

Approval of Minutes: Regular Meeting of February 20, 2018

Business

1. HRC Realize Cedar Corridor Redesign Phase II Engineering Proposal – Amendment 1
2. HRC Realize Cedar Construction Engineering Services Proposal

Late Agenda Item

3.

Reports

4. Deputy Director
5. Farmers Market
6. Marketing Committee
7. Planning Commission
8. Supervisor
9. Treasurer
10. Members

Limited Comments

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2018**

The Downtown Development Authority met Tuesday, February 20, 2018 in a regular meeting at the DDA Office, 2045 Cedar Street, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Kim Cosgrove, Tim Fauser, David Leighton, Steven L. Marvin, Nanette Miller, Tonia Olson

MEMBERS ABSENT: Harry Ammon, John Hayhoe, Brian Houser

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Lori Underhill, Deputy Director

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

APPROVAL OF MINUTES

Olson moved, Fauser supported, to approve the regular meeting minutes of January 30, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Hayhoe, Houser, Miller

MOTION CARRIED

Olson moved, Leighton supported, to approve the regular Brownfield meeting minutes of January 30, 2018.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Ammon, Hayhoe, Houser, Miller

MOTION CARRIED

Nanette Miller entered the meeting at 7:03 p.m.

BUSINESS

SALE OF PARK LANE PROPERTY

Cosgrove moved, Fauser supported, to adopt Resolution No. 2018-001, a resolution for the sale of property located on Park Lane within the Township of Delhi, Ingham County, Michigan to Doug Byers and Stacy Byers.

Executive Director Haas reviewed his memorandum dated February 13, 2018. This property was initially purchased to construct a parking lot that would serve Hope Middle School and area businesses. Costs for construction were significant. An offer to purchase the two lots for the

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 20, 2018**

construction of two single family homes was received from Doug and Stacy Byers. Mrs. Byers explained the type of homes she hopes to build on the property and that they would be owner occupied homes, not rentals. Ms. Olson inquired as to price of the homes. Mrs. Byers replied they would be offered in the \$180,000 to \$190,000 range.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Hayhoe, Houser

MOTION CARRIED

4410 HOLT ROAD ELECTRICAL PROPOSAL

Fauser moved, Leighton supported, to approve the proposal from Holden Electric, Inc. for the electrical work for 4410 Holt Road in the amount of \$39,445.00, plus a 5% contingency of \$1,972.25.

Mr. Haas reviewed his memorandum dated February 14, 2018.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Hayhoe, Houser

MOTION CARRIED

AMENDMENT TO TRANSFER/DEVELOPMENT AGREEMENT – ESKER SQUARE

Cosgrove moved, Fauser supported, to approve the First Amendment to Transfer/Development Agreement between Delhi Township Downtown Development Authority and 2000 Cedar, LLC.

Mr. Haas reviewed his memorandum dated February 14, 2018. As part of the larger Realize Cedar project, the sewer located on the Esker Square property will be replaced. While the sewer replacement will be paid by the Township Sewer Fund, since the initial agreement is between the DDA and 2000 Cedar, LLC, the amendment must also be between the two original parties. The DDA has received written confirmation from Township Manager Elsinga of the Sewer Fund covering these costs.

A Roll Call Vote was recorded as:

Ayes: Cosgrove, Fauser, Leighton, Marvin, Miller, Olson

Absent: Ammon, Hayhoe, Houser

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he met with property owners along Cedar Street regarding the changes to driveway configurations for the Realize Cedar project. He reported that he will be out of town until early April.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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Farmers Market

Lori Underhill reported that the Farmers Market has experienced its usual winter slow down, but as the weather improves, so does traffic to the Market.

Advertising & Marketing Committee

Mr. Leighton reported the Committee did not meet in February, but the marketing plans for the Realize Cedar project are in full swing.

Planning Commission

Ms. Olson reported that she was ill for the last Planning Commission meeting.

Supervisor

In the absence of the Supervisor, there was no report.

Treasurer

There was no report.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:42 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

March 22, 2018

To: DDA Board Members

From: Lori Underhill, Deputy Director

Re: Realize Cedar Phase II: Proposal for Professional Engineering Services, Amendment 1

Back in August, the DDA Board approved a proposal for Phase II of the Realize Cedar – Corridor Redesign project in the amount of \$313,200. That work is nearing completion as we move toward construction. However, further coordination at the request of the Ingham County Road Department has resulted in additional time and expenses, some of which have already been absorbed by HRC. HRC has listed the items leading to this requested increase in their attached proposal. I therefore offer the following motion:

I move to approve Amendment 1 to the Proposal for Professional Engineering Services for the Realize Cedar Street Corridor Redesign Phase II from Hubbell, Roth & Clark, Inc. in the amount of \$52,000.

PRINCIPALS

Daniel W. Mitchell
Nancy M. D. Faught
Keith D. McCormack
Jesse B. VanDeCreek
Roland N. Alix
Michael C. MacDonald
James F. Burton
Charles E. Hart

SENIOR ASSOCIATES

Gary J. Tressel
Randal L. Ford
William R. Davis
Dennis J. Benoit
Robert F. DeFrain
Thomas D. LaCross
Albert P. Mickalich
Timothy H. Sullivan
Thomas G. Maxwell

ASSOCIATES

Marvin A. Olane
Marshall J. Grazioli
Donna M. Martin
Colleen L. Hill-Stramsak
Bradley W. Shepler
Karyn M. Stickel
Jane M. Graham
Todd J. Sneathen
Aaron A. Uranga
Salvatore Conigliaro

HUBBELL, ROTH & CLARK, INC.

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Bloomfield Hills, MI 48302-0360
MAILING: PO Box 824
Bloomfield Hills, MI 48303-0824
PHONE: 248.454.6300
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WEBSITE: hrcenr.com
EMAIL: info@hrcenr.com

March 21, 2018

Delhi Charter Township Downtown Development Authority
2045 Cedar St.
Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Professional Engineering Services HRC Job No. 20161043
Realize Cedar Street - Corridor Redesign Amendment

Dear Mr Haas:

We appreciate the opportunity to continue to provide professional engineering services for the re-design of the Cedar Street corridor in accordance with the Realize Cedar Street master plan. The limits of work focus on Cedar Street just north of Aurelius to south of Holt Road.

Statement of Understanding

HRC has almost completed Phase II of this assignment under the DDA's approval, HRC letter dated August 8, 2017. This has involved extensive utility coordination, submitting preliminary design, permit submittals, maintenance of traffic plans, electrical design, landscaping plans, preparation of temporary and grading easement documents, preparation of final plans and specifications, and an updated estimate of project costs.

HRC is moving forward with final design for bidding in early March 2018 and construction starting in the Spring of 2018. HRC has submitted plans to Ingham County Road Department (ICRD) this week and upon approval will be ready to finalize bid documents.

Due to coordination with ICRD and the various tasks needed to fulfill their requirements, HRC has completed the following work, not included in the initial scope and costs:

- ≡ Collected updated traffic counts in 2018
- ≡ Prepared revised traffic study with updated counts
- ≡ Prepared a design exception for lane widths
- ≡ Reviewed AASHTO site distance triangles and prepared exhibits for various design speeds
- ≡ Reviewed NACTO guidance of on-street parking
- ≡ Prepared a design exception for on-street parking
- ≡ Discussed FHWA/MDOT review of project
- ≡ Discussed FHWA & MDOT Stewardship and Oversight Agreement
- ≡ Revised vertical curves to eliminate grade breaks
- ≡ Revised pavement cross-section
- ≡ Revised cover sheet to remove signature and call-out appropriate design standards
- ≡ Prepared Keller Road ROW legal descriptions

In addition to coordination with ICRD, the following items have taken more time than initially budgeted:

- ≡ Multiple exhibits and meetings with ICDC to obtain their support of the proposed improvements
- ≡ Change from Rectangular Rapid Flashing Beacons to Blinker Signs for mid-block crossings per FHWA

Fee

At this time, we are approaching our budget limits as previously approved with bidding and public engagement still necessary. We have been able to absorb some of these extra tasks within our budget. However, due to the above we are requesting additional compensation as follows:

1. Finalize HRC's scope of services through bidding -- \$27,000
2. Communication and Public Engagement -- \$25,000

Based on the added costs to complete this project as noted above, HRC and our project team is requesting an amendment for an additional estimated time and materials fee of **\$52,000.**

Work Not Presently Included in our Scope

This proposal is for an amendment to Phase II of the Preliminary Engineering Realize Cedar Project. This will take us through final design and bidding. An additional proposal for construction engineering will be provided once final design is completed and prior to the start of construction work. Some additional tasks that are not included in this proposal:

1. Hydraulic modeling of any major storm sewer improvements
2. Condemnation of easements
3. Design of sanitary sewer in the rear yards
4. Appraisals and title commitments for easements
5. Construction Engineering*

* An additional proposal for construction engineering will be provided once final design is completed and prior to the start of work

Schedule

HRC is prepared to continue working on finalizing the bid documents upon Township approval to meet the Township's desire to start construction in Spring of 2018.

We look forward to the opportunity to be of continued service. We look forward to the opportunity to assist you with this vital redevelopment project for Delhi Township. Please feel free to contact the undersigned at (248) 454-6363 should you have any comments or questions on this proposal.

Mr. Howard Haas
March 21, 2018
HRC Job Number 20161043
Page 3 of 3

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Vice President

LFM/tjs

pc: Delhi; Ms. Tracy Miller
HRC; T. Sneathen, L. Michaels, File



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
2045 NORTH CEDAR STREET, SUITE 2
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www.delhidda.com

March 22, 2018

To: DDA Board Members

From: Lori Underhill, Deputy Director

Re: Realize Cedar: Proposal for Construction Engineering Services

As we move closer to awarding the bid for the Realize Cedar construction project, Hubbell, Roth & Clark Inc. has prepared a proposal for providing construction engineering services. This includes staking the layout, materials testing, observation and field engineering and construction engineering and administration. HRC's proposal is based on 14% of an estimated \$5,465,000 construction contract. I therefore offer the following motion:

I move to approve the Proposal for Construction Engineering Services for the Realize Cedar Project from Hubbell, Roth & Clark, Inc. in the amount of \$738,000.



PRINCIPALS
 Daniel W. Mitchell
 Nancy M. D. Faught
 Keith D. McCormack
 Jesse B. VanDeCreek
 Roland N. Alix
 Michael C. MacDonald
 James F. Burton
 Charles E. Hart

CONTROLLER
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 Jane M. Graham
 Todd J. Sneathen
 Aaron A. Uranga
 Salvatore Conigliaro
 Melissa A. Coatta
 Michael P. Darga
 Brian K. Davies
 James E. Scholl
 Matthew G. Slicker
 James J. Surhigh
 Trevor S. Wagenmaker

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OTHER OFFICE LOCATIONS
 Delhi Township
 Detroit
 Grand Rapids
 Howell
 Jackson
 Kalamazoo
 Lansing

March 20, 2018

Delhi Charter Township Downtown Development Authority
 2045 Cedar Street
 Holt, Michigan 48842

Attn: Mr. Howard Haas, Executive Director

Re: Proposal for Construction Engineering Services
 Realize Cedar Street Project

HRC Job No. 20161043

Dear Mr. Haas:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to submit this proposal for providing construction engineering services for the Cedar Street project.

The project will be bid on March 23, 2018. The current estimate of construction costs on the Cedar Street project is \$5,465,000. Contingencies are not included. A recommendation for the award of the construction contract will be covered in a separate correspondence.

Construction engineering costs are highly dependent on the contractor. Their efficiency, staffing, and scheduling are dependent on the weather, unforeseen conditions, subcontractor availability, etc. We have incorporated all available information into this proposal. But it is subject to change. Once bids are received and a contract executed, we will review the proposed schedule from the Contractor and inform the Township and DDA of any foreseeable issues. We will also provide frequent updates to your office and will update the Township and DDA Boards monthly, or as requested.

CONSTRUCTION ENGINEERING SERVICES

| <u>Tasks</u> | <u>Proposal</u> |
|---|------------------|
| Layout | \$57,000 |
| Materials Testing (SME) | \$52,000 |
| Observation and Field Engineering | \$402,000 |
| Construction Engineering and Administration | \$227,000 |
| Total | \$738,000 |

Construction Engineering Services - \$738,000 or <14% of construction costs.

Layout: HRC will stake elements of work one time. Should the contractor damage the staking or require additional staking due to his sequencing or operations, we will seek compensation from the contractor to pay for these costs. However, the Township would compensate HRC for this work then deduct or negotiate these costs from the contractor. HRC will also stake the Hydrant relocations for LBWL, siren pole relocation, and easement areas per all easement conditions.

Materials Testing: SME will provide testing services for all materials on the project. This includes: trench compaction, subbase and base compaction, asphalt compaction and extraction, and concrete density.

Observation and Field Engineering: HRC will provide on-site field engineer(s) to monitor the Contractors work and function as a liaison to the adjacent property owners. Our observer will be handle all the necessary project documentation for the DDA, Township, and Ingham County Department of Roads.

Construction Engineering and Administration: The remainder of the budget is allocated towards a resident information meeting to be held soon to share the final plans, shop drawing and material certification review, pay application processing, punch lists, project oversight, and routine updates to the DDA, Township, and residents. As needed, HRC may engage staff from McKenna to assist with the landscaping items.

Summary: HRC is proposing a Construction Engineering Services budget of \$738,000. As this is highly dependent on the contractor, we will provide updates periodically throughout the construction process.

We sincerely appreciate our long standing relationship and your consideration of this proposal. If you have any questions or require any additional information, please contact the undersigned at (248) 454-6363.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



James F. Burton, P.E.
Vice President

LFM/tjs

pc: Delhi; Ms. Tracy Miller
HRC; T. Sneathen, R. Crouse, L. Michaels, File