



Meeting of the DDA Board of Directors
Meeting Room A, City Hall
October 11, 2022 - 8:00 a.m.

AGENDA

1. Call to Order – Shawn Riley
2. DDA Board Member Update
 - a. Introduction of new Board member Steven Huprich (Attachment 2.a)
 - b. Resignation of Board member Greg Richards
 - c. One vacancy on DDA Board – Closed October 7, 2022
3. Audience Comments (3-minute limit)
4. Approval of Agenda and Consent Agenda
5. Consent Agenda
 - a. September 2022 Financial Statement (Attachment 5.a)
 - b. September 2022 Invoice Report (Attachment 5.b)
 - c. September 13, 2022 Meeting Minutes (Attachment 5.c)
 - d. First Quarter Budget Amendment (Attachment 5.d)
 - e. September EV Charging Usage (Attachment 5.e)
6. Downtown Street Furniture (Attachment 6)
7. Downtown Street Closure Update
 - a. Recommendation of Design Team for Pedestrian P (Attachment 7.a)
 - b. Project Funding
8. Committee Information and Updates
 - a. Design Committee – DJ Boyd
 - b. Marketing Committee – Shawn Riley (Attachment 8.b)
 - c. Parking Committee – Jim Long / Greg Presley
 - d. Organizational Committee – DJ Boyd
 - e. Economic Development Committee – Aaron Cozart
 - f. Sustainability Committee – Dave Gutman
9. Board and Staff Communications
 - a. Discussion of upcoming DDA Meetings for October, November, December
10. Adjournment – **Next Meeting TBD**

From: notification@civiclive.com
To: [Dianne Massa](#)
Subject: Board and Commission Application 2022-08-11 07:28 PM(EST) Submission Notification
Date: Thursday, August 11, 2022 7:29:05 PM

Board and Commission Application 2022-08-11 07:28 PM(EST) was submitted by Guest on 8/11/2022 7:28:36 PM (GMT-05:00) US/Eastern

Name	Value
Name	Steven K Huprich
Street Address	954 McDonald Drive
City	Northville
State	MI
Zip	48167
Cell Phone	248-807-2159
Home Phone	248-807-2159
Email	shuprich@gmail.com
Beautification Commission	
Board of Review	
Board of Zoning Appeals	
Brownfield Redevelopment Authority	
Downtown Citizens District Council	
Downtown Development Authority (DDA)	Yes
Historic District Commission	
Housing Commission	
Liquor License Review Committee (LLRC)	
Northville Senior Advisory Commission	
Planning Commission	
Youth Assistance Commission	
Heard about vacancy thru City News	
Heard about vacancy thru City Website	Yes
Heard about vacancy thru Social Media	Yes
Other	
Heard about vacancy thru	
Attended Meetings?	No
If yes, approximate dates	
	I am both a downtown business owner (Steven K. Huprich, PhD & Associates, aka Center for Mind and Personality) and a resident of the city of Northville. I have lived here for 10 years, and I deeply value this community and

Why do you want to serve on this board?	working downtown in my hometown. I am committed to downtown being a place that is friendly for the residents and for businesses, further increasing the value and pleasure of being in Northville.
Areas of expertise you would bring to this board	23 years of experience in clinical practice and higher education Junior and Senior Warden of Christ Church Cranbrook (2018-2020), the largest Episcopal church in Michigan. Assisted the Rector in policy making, financial management, and a capital campaign. Oversaw an annual operating budget of \$1.3M and was on the board of directors managing our approximately \$20M in investments and endowment. Board of Directors for Boys and Girls Club of Southeast Michigan (current) Former Board Member of the Society for Personality Assessment (2009-2013) Past President, International Society for the Study of Personality Disorders (2017-2019) Past Editor-in-Chief, Journal of Personality Disorders (2008-2013) Higher education leadership for 23 years, including directing both masters and doctoral programs in clinical psychology, reserach mentor and clinical supervisor of numerous doctoral student, chair of college tenure and promotion committee, vice-president of faculty senate, chair of numerous department and college committees Grant applications and awards for clinial research and professional training
Education	Highest degree obtained - PhD in clinical psychology, University of North Carolina at Greensboro (1999) Clinical internship at the SUNY Upstate Medical University, Syracuse, NY (1998-1999) Advanced training at the Michigan Psychoanalytic Institute (2007-2009) Certificate in Transference-Focused Psychotherapy, Columbia University
Occupation	Clinical psychologist (owner of group practice) Tenured Full Professor (University of Detroit Mercy)

Civic Involvement	Given my extensive involvement in both full-time academia and full-time clinical practice, I have not been able to do much within the community. Now that many of my church and university leadership activities have come to an end, I am eager to give back to the Northville community.
Registered to vote in the City of Northville	Yes
Became City resident in	June 2012
Related to any city elected official or spouse?	No
Related to the City Manager or spouse?	No
Explain relationship	
In default to the City (taxes, UB, etc.)	No
In default to any other govt unit of Michigan	No
Own Property in DDA District	No
Property address in DDA District	I rent an office at 107 East Main Street
Place of business in DDA District	Yes
Place of Business in DDA District	Yes
Name and Address of DDA Business	Steven K. Huprich & Associates
DDA resident	No
Understand and agree to application certification	Yes

To view this form submission online, please follow the link below:

<https://www.ci.northville.mi.us/form/one.aspx?objectId=18807676&contextId=14930250&returnto=submissions>

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 573 DPW SERVICES							
248-573-801.020	AUTOMOTIVE SERVICE	GRAINGER	UTILITY PUMP FOR WATER TRUCK	9370191307	09/20/22	120.71	119042
Total For Dept 573 DPW SERVICES						120.71	
Dept 741 DESIGN COMMITTEE							
248-741-726.000	SUPPLIES	OFFICE DEPOT	28571763 FOLDERS, ADDING MACHINE TA	261383269001	09/07/22	6.59	118914
248-741-726.000	SUPPLIES	HOME DEPOT CREDIT SERV	603532253839337 - DDA DOWNTOWN MAIN	09132022	09/20/22	153.84	119048
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	CHLORINE FOR FOUNTAIN	82922	09/07/22	50.88	118955
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	CORN HOLE BAGS	3387292	09/07/22	80.52	118955
248-741-775.200	DOWNTOWN MATERIALS	JESSICA HOWLIN	REIMBURSE FOR TRIMMER ATTACHMENT	3769779	09/20/22	27.55	119089
248-741-775.210	SOCIAL DISTRICT EXPENDITURE	ALAN MACIAG	SOLAR CAR BATTERY CHARGERS - REIMBU	4701809	09/20/22	87.24	119085
248-741-801.000	CONTRACTUAL SERVICES	CAMTRONICS COMMUNICATI	PD SECURITY CAMERAS	34723	10/01/22	78.16	118951
248-741-801.000	CONTRACTUAL SERVICES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	090822	09/07/22	299.00	500490
248-741-801.000	CONTRACTUAL SERVICES	AFP SOUND SYSTEMS	REPAIR CHIME SYSTEM	3228	09/20/22	1,068.00	119082
248-741-801.000	CONTRACTUAL SERVICES	COMMUNITY FINANCIAL CR	1793788-02 - SEPT ZOOM, COMCAST & M	093022	10/05/22	248.57	119154
248-741-801.160	RESTROOM PROGRAM	JOHN'S SANITATION	MONTHLY PORTA POTTY PROGRAM	17926	09/20/22	303.00	119046
248-741-920.010	8186976 - 150 E MAIN - J	DTE ENERGY	ELECTRIC SERVICE 8/16/22 - 9/15/22	8/16/22 - 9/15/22	09/28/22	308.61	119135
248-741-938.120	LANDSCAPE MAINTENANCE	WILDTYPE DESIGN, NATIV	LANDSCAPE PLANTS DOWNTOWN	FM9013	09/07/22	102.40	118953
248-741-962.500	VEHICLE INSURANCE	MICHIGAN MUNICIPAL RIS	MRRMA CONTRIBUTION 7/1/22-7/1/23 PM	M0001315-2022-2	09/20/22	113.00	119038
Total For Dept 741 DESIGN COMMITTEE						2,927.36	
Dept 742 MARKETING COMMITTEE							
248-742-801.000	CONTRACTUAL SERVICES	KIMPRINT INC	SEPT/OCT EVENT CARDS	67745	09/07/22	742.00	118916
248-742-801.000	CONTRACTUAL SERVICES	JEANNE A. MICALLEF	MONTHLY PR RETAINER - OCTOBER	NORTHVILLE 10-20	09/20/22	2,100.00	119008
248-742-801.000	CONTRACTUAL SERVICES	SARAH KENNEDY	GRAPHIC DESIGN FEES	062	09/20/22	1,505.00	119064
248-742-801.000	CONTRACTUAL SERVICES	AARONSON MANAGEMENT, I	DIRECTORY SIGNS/OCTOBER EVENT POSTE	1-35123	09/20/22	665.00	119039
248-742-801.340	WEB SITE MAINTENANCE	COMMUNITY FINANCIAL CR	1793788-02 - SEPT ZOOM, COMCAST & M	093022	10/05/22	56.99	119154
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	JAG ENTERTAINMENT	AUGUST CONCERTS	2478	09/07/22	5,600.00	118941
248-742-955.160	DOWNTOWN PROGRAMMING & PRC	DETROIT CIRCUS	ENTERTAINMENT FOR SKELETON EVENT	23-1	09/20/22	400.00	119077
Total For Dept 742 MARKETING COMMITTEE						11,068.99	
Dept 744 ORGANIZATIONAL COMMITTEE							
248-744-801.190	TECHNOLOGY SUPPORT & SERV	COMCAST CORPORATION	DDA OFFICE WIFI	09162022	09/20/22	91.90	119025
248-744-805.000	AUDITING SERVICES	PLANTE MORAN	AUDIT PROGRESS BILL	2190344	09/28/22	4,723.00	119132
248-744-920.000	UTILITIES	CLEAR RATE COMMUNICATI	PHONE & INTERNET	090822	09/07/22	32.97	500490
248-744-962.000	LIABILITY & PROPERTY INSUR	MICHIGAN MUNICIPAL RIS	MRRMA CONTRIBUTION 7/1/22-7/1/23 PM	M0001315-2022-2	09/20/22	1,072.50	119038
Total For Dept 744 ORGANIZATIONAL COMMITTEE						5,920.37	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						20,037.43	

REVENUE AND EXPENDITURE REPORT FOR CITY OF NORTHVILLE
PERIOD ENDING 09/30/2022
% Fiscal Year Completed: 25.21
SEPTEMBER BENCHMARK 25%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 09/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	AVAILABLE		% BGDG USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 000								
PROPERTY TAXES								
248-000-404.000	CURRENT PROPERTY TAXES	814,558.00	811,239.00	706,108.56	0.00	105,130.44	87.04	
248-000-418.000	PROPERTY TAXES - OTHER	(1,000.00)	(1,000.00)	(1.33)	(1.33)	(998.67)	0.13	
248-000-451.000	DDA OPERATING LEVY	67,216.00	67,126.00	64,514.81	5,256.40	2,611.19	96.11	
PROPERTY TAXES		880,774.00	877,365.00	770,622.04	5,255.07	106,742.96	87.83	
LICENSES, FEES, & PERMITS								
248-000-490.090	NEWSPAPER RACK REGISTRATION FEES	180.00	180.00	120.00	0.00	60.00	66.67	
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT FEES	15,000.00	13,846.00	1,034.00	0.00	12,812.00	7.47	
LICENSES, FEES, & PERMITS		15,180.00	14,026.00	1,154.00	0.00	12,872.00	8.23	
STATE REVENUES								
248-000-573.000	LCSA - PERS PROP TAX REIMBURSEMENT	36,000.00	24,431.00	0.00	0.00	24,431.00	0.00	
STATE REVENUES		36,000.00	24,431.00	0.00	0.00	24,431.00	0.00	
MISCELLANEOUS REVENUES								
248-000-626.000	MISCELLANEOUS REVENUE	1,610.00	200.00	301.00	0.00	(101.00)	150.50	
248-000-626.110	EV CHARGING STATION REVENUE	0.00	1,515.00	0.00	0.00	1,515.00	0.00	
MISCELLANEOUS REVENUES		1,610.00	1,715.00	301.00	0.00	1,414.00	17.55	
INTEREST								
248-000-665.000	INTEREST - INVESTMENT POOL	0.00	3,570.00	540.35	464.14	3,029.65	15.14	
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBUTED	30.00	1,000.00	248.93	0.00	751.07	24.89	
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650.00	6,650.00	884.25	0.00	5,765.75	13.30	
248-000-665.400	INVESTMENT POOL BANK FEES	(100.00)	(100.00)	(88.69)	(67.46)	(11.31)	88.69	
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750.00)	(750.00)	(88.11)	(52.96)	(661.89)	11.75	
248-000-665.600	BANK LOCKBOX FEES	(200.00)	(1,000.00)	(94.23)	(49.72)	(905.77)	9.42	
248-000-665.700	CUSTODIAL FEES	(140.00)	(140.00)	(16.26)	0.00	(123.74)	11.61	
248-000-669.000	UNREALIZED MARKET CHANGE IN INVESTMENTS	0.00	(3,740.00)	(3,805.66)	0.00	65.66	101.76	
INTEREST		5,490.00	5,490.00	(2,419.42)	294.00	7,909.42	(44.07)	
RENTAL INCOME								
248-000-667.020	RENT - SHORT TERM	700.00	700.00	210.00	35.00	490.00	30.00	
RENTAL INCOME		700.00	700.00	210.00	35.00	490.00	30.00	
GRANTS & OTHER LOCAL SOURCES								
248-000-677.000	SPONSORSHIPS	38,000.00	38,000.00	30,085.00	12,750.00	7,915.00	79.17	
GRANTS & OTHER LOCAL SOURCES		38,000.00	38,000.00	30,085.00	12,750.00	7,915.00	79.17	
Total Dept 000		977,754.00	961,727.00	799,952.62	18,334.07	161,774.38	83.18	
TOTAL REVENUES		977,754.00	961,727.00	799,952.62	18,334.07	161,774.38	83.18	
Expenditures								
Dept 573 - DPW SERVICES								
248-573-706.000	WAGES - REGULAR FULL TIME	11,500.00	11,500.00	611.42	303.22	10,888.58	6	5.32

PERIOD ENDING 09/30/2022
% Fiscal Year Completed: 25.21
SEPTEMBER BENCHMARK 25%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 09/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-573-707.000	WAGES - REGULAR OVERTIME	500.00	500.00	0.00	0.00	500.00	0.00	
248-573-725.000	FRINGE BENEFITS	11,000.00	11,000.00	579.05	281.94	10,420.95	5.26	
248-573-801.020	AUTOMOTIVE SERVICE	525.00	525.00	120.71	120.71	404.29	22.99	
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135.00	11,135.00	231.82	161.48	10,903.18	2.08	
Total Dept 573 - DPW SERVICES		34,660.00	34,660.00	1,543.00	867.35	33,117.00	4.45	
Dept 741 - DESIGN COMMITTEE								
248-741-706.000	WAGES - REGULAR FULL TIME	22,605.00	22,605.00	4,867.71	2,401.83	17,737.29	21.53	
248-741-709.000	WAGES - PART TIME	64,880.00	64,880.00	26,188.28	11,450.00	38,691.72	40.36	
248-741-725.000	FRINGE BENEFITS	13,540.00	13,540.00	4,374.77	2,041.76	9,165.23	32.31	
248-741-726.000	SUPPLIES	500.00	500.00	369.91	160.43	130.09	73.98	
248-741-775.200	DOWNTOWN MATERIALS	27,145.00	27,145.00	597.00	158.95	26,548.00	2.20	
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800.00	800.00	226.51	87.24	573.49	28.31	
248-741-775.900	FUEL & OIL	400.00	400.00	535.51	300.09	(135.51)	133.88	
248-741-801.000	CONTRACTUAL SERVICES	31,470.00	31,470.00	3,955.09	1,693.73	27,514.91	12.57	
248-741-801.160	RESTROOM PROGRAM	4,000.00	4,000.00	909.00	303.00	3,091.00	22.73	
248-741-920.010	ELECTRIC POWER	1,420.00	1,420.00	1,058.31	308.61	361.69	74.53	
248-741-920.020	NATURAL GAS	8,410.00	8,410.00	213.26	0.00	8,196.74	2.54	
248-741-920.030	WATER & SEWER SERVICE	9,300.00	9,300.00	2,297.22	0.00	7,002.78	24.70	
248-741-938.120	LANDSCAPE MAINTENANCE	35,310.00	35,310.00	300.90	102.40	35,009.10	0.85	
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	
248-741-955.210	SIGNAGE & MARKERS PROJECT	500.00	500.00	0.00	0.00	500.00	0.00	
248-741-962.500	VEHICLE INSURANCE	420.00	455.00	339.00	113.00	116.00	74.51	
248-741-976.010	STREET FURNISHINGS	37,500.00	37,500.00	25,289.08	0.00	12,210.92	67.44	
Total Dept 741 - DESIGN COMMITTEE		260,200.00	260,235.00	71,521.55	19,121.04	188,713.45	27.48	
Dept 742 - MARKETING COMMITTEE								
248-742-706.000	WAGES - REGULAR FULL TIME	18,085.00	18,085.00	3,906.92	1,921.42	14,178.08	21.60	
248-742-709.000	WAGES - PART TIME	30,865.00	30,865.00	7,762.82	3,878.23	23,102.18	25.15	
248-742-725.000	FRINGE BENEFITS	8,625.00	8,625.00	2,169.61	1,072.52	6,455.39	25.15	
248-742-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	
248-742-801.000	CONTRACTUAL SERVICES	55,865.00	55,865.00	15,312.00	5,012.00	40,553.00	27.41	
248-742-801.340	WEB SITE MAINTENANCE	1,355.00	1,355.00	717.97	56.99	637.03	52.99	
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTION	50,100.00	50,100.00	12,700.00	6,000.00	37,400.00	25.35	
248-742-955.190	BUSINESS RETENTION PROGRAM	750.00	1,365.00	1,365.00	0.00	0.00	100.00	
Total Dept 742 - MARKETING COMMITTEE		165,695.00	166,310.00	43,934.32	17,941.16	122,375.68	26.42	
Dept 743 - PARKING COMMITTEE								
248-743-706.000	WAGES - REGULAR FULL TIME	9,045.00	9,045.00	1,953.46	960.74	7,091.54	21.60	
248-743-725.000	FRINGE BENEFITS	3,445.00	3,445.00	786.84	386.77	2,658.16	22.84	
248-743-726.000	SUPPLIES	50.00	50.00	0.00	0.00	50.00	0.00	
248-743-955.200	DOWNTOWN PARKING PROGRAM	500.00	500.00	0.00	0.00	500.00	0.00	
248-743-995.101	O/T TO GENERAL FUND	50,000.00	50,000.00	12,500.00	0.00	37,500.00	25.00	
248-743-995.230	O/T TO PARKING FUND	123,660.00	123,660.00	24,665.00	0.00	98,995.00	19.95	
Total Dept 743 - PARKING COMMITTEE		186,700.00	186,700.00	39,905.30	1,347.51	146,794.70	21.37	
Dept 744 - ORGANIZATIONAL COMMITTEE								

PERIOD ENDING 09/30/2022
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SEPTEMBER BENCHMARK 25%

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 09/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/22 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2022-23 AMENDED BUDGET			BALANCE NORM	(ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
248-744-706.000	WAGES - REGULAR FULL TIME	13,565.00	13,565.00	2,962.14	1,441.04	10,602.86		21.84
248-744-709.000	WAGES - PART TIME	20,120.00	20,120.00	5,273.99	2,585.46	14,846.01		26.21
248-744-725.000	FRINGE BENEFITS	5,745.00	5,745.00	1,629.98	794.27	4,115.02		28.37
248-744-726.000	SUPPLIES	2,750.00	2,750.00	872.02	0.00	1,877.98		31.71
248-744-730.000	POSTAGE	50.00	50.00	31.80	0.00	18.20		63.60
248-744-731.000	PUBLICATIONS	65.00	65.00	0.00	0.00	65.00		0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530.00	2,715.00	2,791.70	91.90	(76.70)		102.83
248-744-802.010	LEGAL SERVICES - GENERAL	11,000.00	11,000.00	1,477.00	0.00	9,523.00		13.43
248-744-805.000	AUDITING SERVICES	5,250.00	5,250.00	4,723.00	4,723.00	527.00		89.96
248-744-900.000	PRINTING & PUBLISHING	1,215.00	1,215.00	223.57	86.42	991.43		18.40
248-744-920.000	UTILITIES	1,300.00	1,300.00	323.91	107.97	976.09		24.92
248-744-958.000	MEMBERSHIP & DUES	1,395.00	1,395.00	475.00	0.00	920.00		34.05
248-744-960.000	EDUCATION & TRAINING	850.00	850.00	0.00	0.00	850.00		0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE PREMIUM	6,450.00	4,290.00	3,217.50	1,072.50	1,072.50		75.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POLICY	0.00	2,500.00	1,406.00	0.00	1,094.00		56.24
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220.00	13,220.00	3,305.00	0.00	9,915.00		25.00
Total Dept 744 - ORGANIZATIONAL COMMITTEE		85,505.00	86,030.00	28,712.61	10,902.56	57,317.39		33.38
Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE								
248-745-706.000	WAGES - REGULAR FULL TIME	27,125.00	27,125.00	5,844.39	2,882.17	21,280.61		21.55
248-745-725.000	FRINGE BENEFITS	10,340.00	10,340.00	2,353.66	1,160.36	7,986.34		22.76
248-745-726.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00		0.00
248-745-955.190	BUSINESS RETENTION PROGRAM	500.00	500.00	0.00	0.00	500.00		0.00
Total Dept 745 - ECONOMIC DEVELOPMENT COMMITTEE		38,065.00	38,065.00	8,198.05	4,042.53	29,866.95		21.54
Dept 906 - DEBT SERVICE								
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880.00	169,880.00	7,440.00	7,440.00	162,440.00		4.38
Total Dept 906 - DEBT SERVICE		169,880.00	169,880.00	7,440.00	7,440.00	162,440.00		4.38
Dept 999 - RESERVE ACCOUNTS								
248-999-999.000	UNALLOCATED RESERVE	37,049.00	19,847.00	0.00	0.00	19,847.00		0.00
Total Dept 999 - RESERVE ACCOUNTS		37,049.00	19,847.00	0.00	0.00	19,847.00		0.00
TOTAL EXPENDITURES		977,754.00	961,727.00	201,254.83	61,662.15	760,472.17		20.93
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		977,754.00	961,727.00	799,952.62	18,334.07	161,774.38		83.18
TOTAL EXPENDITURES		977,754.00	961,727.00	201,254.83	61,662.15	760,472.17		20.93
NET OF REVENUES & EXPENDITURES		0.00	0.00	598,697.79	(43,328.08)	(598,697.79)		100.00

**DOWNTOWN DEVELOPMENT AUTHORITY
Meeting of the DDA Board of Directors
September 13, 2022**

The September meeting of the DDA Board was called to order at 8:00 am.

ROLL CALL

Present: *Mayor Brian Turnbull, DJ Boyd, Margene Buckhave, Aaron Cozart, Mike Jaafar, Jim Long, Greg Presley, Greg Richards, Shawn Riley, Mary Starring*

Absent: *Ryan McKindles*

Also Present: *Lori Ward/DDA Executive Director, Jeri Johnson/DDA Marketing & Communications Director, Jessica Howlin/DDA Marketing & Administrative Assistant, Patrick Sullivan/City Manager, Dave Gutman/Sustainability Committee, Bob Buckhave/Resident, Marilyn Price/City Council, Sam Seimer/ATK Peerless*

AUDIENCE COMMENTS

None

APPROVAL OF AGENDA AND CONSENT AGENDA

Motion by Turnbull, seconded by Richards, to approve the agenda and consent agenda.
Motion carries.

BROWNFIELD REDEVELOPMENT AUTHORITY PRESENTATION

Ward welcomed Sam Seimer from AKT Peerless, the City's environmental consultant, to present an overview of the Brownfield Redevelopment Act and how brownfield funding applies to DDA revenue and the Downs project. Seimer is the Vice President for Economic Development services at AKT. AKT is an environmental consulting firm that also does construction services, sustainability and economic development services. Seimer said a brownfield TIF works similar to the DDA TIF but it is parcel specific to developments. Instead of going to the community, a brownfield TIF goes to the developer for taking on a more difficult project that requires environmental clean-up. Brownfields are defined by property that could have on-site contamination, blighted property or transit-oriented development. The Cady Street portion is considered a "facility", which indicates there is contamination on site. Seimer said there are different criteria based on the type of development. Phases of assessment include identifying soil groundwater samples and historical review. In addition, there are different criteria depending on what type of development is going in. Seimer said that some benefits of brownfield projects include grants, loans, and is captured during the duration of the brownfield

plan. The local brownfield revolving fund is good up to 5 years after the development and the developer can continue to use it for 5 years after the development is done.

Boyd asked if brownfield activities are defined or can a board govern that. Seimer said activities under the brownfield are defined within legislation and there is the ability for some communities to use site prep for future work but is only available to core communities, which Northville is not considered to be. Riley asked if funds collected can be spent on activities outside the DDA. Seimer said they can be used outside the community, as the funds would go to the Brownfield Redevelopment Authority (BRA). The DDA could decide to halt capture after one year, then negotiate and reevaluate. Riley asked if the DDA could negotiate less than 100% of TIF capture for brownfield and could that be spent outside the DDA for a river park or something similar. Seimer said if the DDA is capturing the revenue they can negotiate less than 100% of capture and it would also be eligible to be spent outside the DDA.

Seimer added that if there is a brownfield within the DDA, because the DDA was established first, the DDA has first rights to capture the TIF. For example, on the Downs project, the DDA could retain all or just a percentage of the capture. If the DDA sends a portion to the brownfield, the steps include - first DDA, then BRA, then developer. AKT handles all invoices during development to ensure they are being done in accordance with statues and are actually being paid. The brownfield is always a reimbursement process.

Boyd asked if the developer seeks reimbursement in real time or after the project. Seimer said she has seen it done both ways, some do a monthly draw situation and they submit reimbursement to the city and show proof to the lender that there will be reimbursement for future costs. On the flip side, they currently have a developer that has a plan from 2017 and the city has been capturing it. Boyd asked if the source of funds for reimbursement is coming from the bank or does the DDA bond money. Seimer said she has never seen it set up as a bond and does not recommend it. Seimer said a hypothetical example would be a project with a 4-year phase in would be fully valued by 2026. Seimer also noted that brownfield plans can last for 30 years. Sullivan said the City plan would be limited to the plan the City adopts and what is agreed upon. Buckhave asked who is on the BRA in Northville. Sullivan said it includes Pat McGow, Michelle Anoil, Barbara Morowski-Browne, John Carter, David Haigh and Don Webb, all appointed by City Council.

Richards asked if the DDA gets first right of money does it make the DDA responsible for clean-up. Seimer said with DDA having first right, nothing happens to DDA funds with those parcels. They would be excluded from the brownfield capture and the developer would still have the redevelopment costs. TIFs within parcels that have overlap would immediately default to the DDA. Riley asked with regard to the local intergovernmental agreement, does the DDA have to agree upfront to capture that revenue or does City Council have ultimate decision on that. Seimer said each agreement is city specific, and one's she has worked on in the past were just between the DDA and BRA, without the city being part of it. Sullivan said the DDA has rights to the TIF unless an agreement is made to give it to the brownfield, and can ask legal council to confirm that. Long asked that if a large parcel of property has different tax parcels with containments in one portion but not another, is the uncontaminated property also eligible for brownfield even if it is removed from the contaminated area. Seimer said to qualify,

the uncontaminated parcel needs to touch the contaminated parcel. Ward noted that typically the development is converted to one parcel once the real estate deal closes. Ward asked of the revolving loan program, it usually follows the brownfield TIF, where there are x amount of years of capture then a loan kicks in, if the funds are not used, they can collect under the tax jurisdictions. Seimer said the DDA would then collect as a tax jurisdiction and revolving loan money would have to be used for environmental clean-up or site evaluation.

Seimer said TIF is used to redevelop eligible properties in a brownfield plan. Eligible activities include environmental assessments, due care activities, response activities, demolition, abatement, site prep, public infrastructure and some private infrastructure. Presley asked if EGLE and MEDC facilitate grants. Seimer said that EGLE has loans and MEDC has grants with specific focus on housing, green initiatives and such. The city applies for loans and AKT works with the city to make sure they don't double dip on both grant funding and TIF reimbursement. Sullivan added that the tax capture is shortened when there are grants since the grant funding helps pay for costs. Riley said that it was discussed at DPAC that the DDA would capture some revenues then utilize them for infrastructure improvements; does this impact overall capture or does the developer make up the difference. Seimer said the developer would likely make up the difference and both AKT and the developer look for grants to help.

Seimer said a Brownfield TIF works similar to a DDA – there is a base value established within the plan year, and there is incentive for the developer to complete the project because there isn't reimbursement if the project is not completed or takes too long. Within the brownfield plan, there is a set max amount based on actual costs of activity and availability of TIF. Benefits of a brownfield TIF is helping with financial gaps by taking on a challenging project and incentives to finish a project.

Riley said the DDA will have additional costs with the development but no extra tax revenue to pay the cost. Boyd said it is probably unwise to send 100% to BRA and the DDA needs to be thoughtful about how much to give. Seimer said there are models for TIF plans and what the repayment plan would be with or without DDA participation. Ward said the developer made a request to BRA with a model including and excluding DDA participation, but did not yet make a formal request to the DDA.

Boyd asked if there is ever a large gap between estimated and actual revenues. Seimer said projections are usually very close. Riley asked what future revenue would be coming in to the DDA after the project is done. Ward said the DDA currently captures about \$8,000 in revenues, and the projections with reinvestment and new value created the developer will return a site that is paying about \$800,000 in revenues, it is just several years out. Seimer added as a last note that she does not recommend amending boundaries for a specific development.

DPAC UPDATE

Turnbull said that Northville previously did not have a Brownfield Redevelopment Authority and it was created before the new developments like the Downs and Foundry Flask projects.

DPAC is the group of the various committee chairs working to keep the flow going when these projects progress. Brownfield Redevelopment Authority is looking at \$15 million to go toward parks and remediation. Boyd asked if the farmers' market project is going to be supported by a Brownfield TIF. Sullivan said that there is some level of contamination at the Ford site, but there has not been an assessment done. An assessment may show that environmental remediation on the site could be funded by the brownfield.

Boyd asked if a brownfield TIF is more efficient. Sullivan said that an advantage of the brownfield is that it captures tax for city, county, schools and more. Long said if the Ford property is a public owned farmers' market, there will be no future tax capture. Sullivan said that in this instance, it has been suggested that the revenue fund is collected at the end. In some instances, it is negotiated that some money is collected up front. The revolving fund could be spent anywhere in the City, so tax capture on this development could be used for any other clean up at any other site in the City. Sullivan added that brownfield is looking at a large sum and at the end the City has to figure out bond, tax, and income coming in. Boyd asked if the DDA could establish a new TIFA. Seimer said the DDA would get into a similar situation as expanding boundaries and would only be able to use that with parks. Presley asked if the current Ford owner is interested in selling. Turnbull said the City has a proposed agreement with the City to purchase the property.

Ward said the three outstanding items that were discussed at DPAC included interest, DDA participation and items being negotiated. Turnbull said it is encouraged for each group to be ready within weeks and be creative on percentages on how to get the project done within the next five years. Sullivan said that the group needs to decide which items they are funding and not funding, and what level is the developer and City funding those items. Sullivan will be speaking with Council members and then put together a list of funding and a proposed development agreement. Presley asked if the DDA needs a decision before the first reading. Turnbull said it will be needed for the second reading, not the first. Sullivan said the DDA should act with a sense of urgency but also move within the best interests of the City and DDA.

SOCIAL DISTRICT RECOMMENDATION

Ward said the new advisory committee, chaired by Aaron Cozart, recently met and discussed the topic of expanding the social district. Several restaurants are interested in being included in the social district, including Lava Grille, Northville Sports Den, The Garage, Great White Buffalo, Tiramisu, Eagles and American Legion. Jaafar recused himself due to his relation with owners of the Lava Grille. The group decided the DDA and areas touching the border would be included. The committee also discussed the Wagon Wheel, Little Salumi and North Center Brewing Company. Little Salumi does not have the right license to be included and the other two were too far away to be included in the area for enforcement. To be included in the social district, each restaurant has to apply with the state for a special license. Long asked if there is an expense to DDA or income to the DDA with the expansion. Johnson said the biggest expense is garbage, cleanup and signage. **Motion by Boyd, seconded by Turnbull** to recommend to City Council to expand the social district to include businesses within the DDA boundaries and contiguous to the DDA to be eligible with appropriate state licensing. **Motion carries.**

DOWNTOWN STREET CLOSURE UPDATE

Riley said the RFP was reissued on September 2, and proposals are due on Friday, September 23. The following Wednesday, September 28, the committee will meet to discuss the proposals. If interviews are needed, they will be conducted on October 3 and 4. The DDA will meet at a special board meeting on October 11, to have a recommendation for the October 17th City Council meeting. There have been a couple additional meetings, including one with Boyd, Riley, Ward, Mayor Turnbull and Councilperson Morowski-Browne to discuss expectations of a partnership between Council and DDA. Ward and Riley also met with the fire chief, police Captain Hannewald, DPW and Brent Strong to discuss how to make the closures successful. Some concerns include public safety, emergency accessibility, heating, and ADA accessibility. Structures will have to be resized and figure out electrical. Chief Samhat issued very simple guidelines for outdoor heating.

Long asked if there is anticipation for asphalt or sidewalk removal, and when Council changes seats the closures could also change. Riley said curbs will remain during phase one and should be designed to move forward with streets the way they are so if needed, the streets can reopen. Jaafar said the DDA definitely needs to plan for preparation of future changes. Buckhave said this winter things will not change with structures. Ward said businesses could consult with an electrician about heating alternatives. Ward said the DDA has also requested to be at the HDC to seek approval on structures and pods/stands that are owned by the DDA.

Long asked if outdoor dining qualifies as expanding a building and will businesses be required to ask for parking credits. Sullivan said the City has not done that before. Riley said it is up to the businesses on whether to invest in the interim while long-term plans are put in motion. The DDA needs time to do this project right and will probably take another winter to figure out.

COMMITTEE INFORMATION AND UPDATES

- a. *Design Committee*: No report.
- b. *Marketing Committee*: Riley said the Victorian Heritage Festival is this weekend, there will be live music all over town throughout the weekend. The skeleton kick-off event is October 7.
- c. *Parking Committee*: Long asked that the parking committee meets soon. Jaafar said he is interested in joining this committee. Bob Buckhave, a resident in the audience, asked to also be added to this committee.
- d. *Organizational Committee*: No report.
- e. *Economic Development Committee*: No report.
- f. *Sustainability Committee*: No report.

BOARD COMMUNICATION

Presley said he is concerned about future costs for the next 10 years and parking is a big deal. The associated costs should be front and center right now. Buckhave said there is no effective parking and the City needs enforcement. Long said the DDA needs to go to City Council to figure out the parking situation for the long-term. Ward reminded everyone that the next board meeting is on October 11.

Motion by Turnbull, seconded by Richards to adjourn the DDA Board meeting. **Motion carried unanimously.**

Meeting adjourned at 10:15 am.

Respectfully submitted,
Jessica Howlin, Marketing & Administrative Assistant
Northville DDA

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF NORTHVILLE
 Year Ended 06/30/2023

Attachment 5.d

1ST QUARTER BUDGET AMENDMENTS
 Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
DEPT: 000-									
GRANTS & OTHER LOCAL SOURCES									
248-000-677.000	SPONSORSHIPS	38,000	0	0	0	0	38,000	27,735	72.99
	GRANTS & OTHER LOCAL SOURCES	38,000	0	0	0	0	38,000	27,735	72.99
INTEREST									
248-000-665.000	INTEREST - INVESTMENT POOL	0	3,570	0	0	0	3,570	540	15.14
248-000-665.190	INTEREST - MI CLASS 1 DISTRIBU	30	970	0	0	0	1,000	249	24.89
248-000-665.200	LONG TERM INVESTMENT EARNINGS	6,650	0	0	0	0	6,650	884	13.30
248-000-665.400	INVESTMENT POOL BANK FEES	(100)	0	0	0	0	(100)	(21)	21.23
248-000-665.500	INVESTMENT MANAGEMENT FEES	(750)	0	0	0	0	(750)	(88)	11.75
248-000-665.600	BANK LOCKBOX FEES	(200)	(800)	0	0	0	(1,000)	(45)	4.45
248-000-665.700	CUSTODIAL FEES	(140)	0	0	0	0	(140)	(16)	11.61
248-000-669.000	UNREALIZED MARKET CHANGE IN IN	0	(3,740)	0	0	0	(3,740)	(3,738)	99.95
	INTEREST	5,490	0	0	0	0	5,490	(2,235)	(40.71)
LICENSES, FEES, & PERMITS									
248-000-490.090	NEWSPAPER RACK REGISTRATION FE	180	0	0	0	0	180	120	66.67
248-000-490.100	OUTDOOR DINING/RETAIL PERMIT F	15,000	(1,154)	0	0	0	13,846	1,034	7.47
	LICENSES, FEES, & PERMITS	15,180	(1,154)	0	0	0	14,026	1,154	8.23
MISCELLANEOUS REVENUES									
248-000-626.000	MISCELLANEOUS REVENUE	1,610	(1,410)	0	0	0	200	301	150.50
248-000-626.110	EV CHARGING STATION REVENUE	0	1,515	0	0	0	1,515	0	0.00
	MISCELLANEOUS REVENUES	1,610	105	0	0	0	1,715	301	17.55
PROPERTY TAXES									
248-000-404.000	CURRENT PROPERTY TAXES	814,558	(3,319)	0	0	0	811,239	706,109	87.04
248-000-418.000	PROPERTY TAXES - OTHER	(1,000)	0	0	0	0	(1,000)	(1)	0.13
248-000-451.000	DDA OPERATING LEVY	67,216	(90)	0	0	0	67,126	63,172	94.11
	PROPERTY TAXES	880,774	(3,409)	0	0	0	877,365	769,280	87.68
RENTAL INCOME									
248-000-667.020	RENT - SHORT TERM	700	0	0	0	0	700	175	25.00
	RENTAL INCOME	700	0	0	0	0	700	175	25.00
STATE REVENUES									
248-000-573.000	LCSA - PERS PROP TAX REIMBURSE	36,000	(11,569)	0	0	0	24,431	0	0.00
	STATE REVENUES	36,000	(11,569)	0	0	0	24,431	0	0.00
TOTALS FOR DEPT 000-									
		977,754	(16,027)	0	0	0	961,727	796,410	82.81
	TOTAL Revenues	977,754	(16,027)	0	0	0	961,727	796,410	82.81
DEPT: 573-DPW SERVICES									
248-573-706.000	WAGES - REGULAR FULL TIME	11,500	0	0	0	0	11,500	308	2.68
248-573-707.000	WAGES - REGULAR OVERTIME	500	0	0	0	0	500	0	0.00

Year Ended 06/30/2023

1ST QUARTER BUDGET AMENDMENTS

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-573-725.000	FRINGE BENEFITS	11,000	0	0	0	0	11,000	297	2.70
248-573-801.020	AUTOMOTIVE SERVICE	525	0	0	0	0	525	121	22.99
248-573-943.000	EQUIPMENT RENTAL - CITY	11,135	0	0	0	0	11,135	70	0.63
TOTALS FOR DEPT 573-DPW SERVICES		34,660	0	0	0	0	34,660	796	2.30
DEPT: 741-DESIGN COMMITTEE									
248-741-706.000	WAGES - REGULAR FULL TIME	22,605	0	0	0	0	22,605	4,067	17.99
248-741-709.000	WAGES - PART TIME	64,880	0	0	0	0	64,880	22,054	33.99
248-741-725.000	FRINGE BENEFITS	13,540	0	0	0	0	13,540	3,663	27.06
248-741-726.000	SUPPLIES	500	0	0	0	0	500	370	73.98
248-741-775.200	DOWNTOWN MATERIALS	27,145	0	0	0	0	27,145	546	2.01
248-741-775.210	SOCIAL DISTRICT EXPENDITURES	800	0	0	0	0	800	227	28.31
248-741-775.900	FUEL & OIL	400	0	0	0	0	400	235	58.86
248-741-801.000	CONTRACTUAL SERVICES	31,470	0	0	0	0	31,470	3,707	11.78
248-741-801.160	RESTROOM PROGRAM	4,000	0	0	0	0	4,000	909	22.73
248-741-920.010	ELECTRIC POWER	1,420	0	0	0	0	1,420	750	52.80
248-741-920.020	NATURAL GAS	8,410	0	0	0	0	8,410	107	1.27
248-741-920.030	WATER & SEWER SERVICE	9,300	0	0	0	0	9,300	2,297	24.70
248-741-938.120	LANDSCAPE MAINTENANCE	35,310	0	0	0	0	35,310	301	0.85
248-741-938.160	BRICK REPAIR & MAINTENANCE	2,000	0	0	0	0	2,000	0	0.00
248-741-955.210	SIGNAGE & MARKERS PROJECT	500	0	0	0	0	500	0	0.00
248-741-962.500	VEHICLE INSURANCE	420	35	0	0	0	455	339	74.51
248-741-976.010	STREET FURNISHINGS	37,500	0	0	0	0	37,500	25,289	67.44
TOTALS FOR DEPT 741-DESIGN COMMITTEE		260,200	35	0	0	0	260,235	64,861	24.92
DEPT: 742-MARKETING COMMITTEE									
248-742-706.000	WAGES - REGULAR FULL TIME	18,085	0	0	0	0	18,085	3,266	18.06
248-742-709.000	WAGES - PART TIME	30,865	0	0	0	0	30,865	6,425	20.82
248-742-725.000	FRINGE BENEFITS	8,625	0	0	0	0	8,625	1,808	20.96
248-742-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-742-801.000	CONTRACTUAL SERVICES	55,865	0	0	0	0	55,865	15,312	27.41
248-742-801.340	WEB SITE MAINTENANCE	1,355	0	0	0	0	1,355	661	48.78
248-742-955.160	DOWNTOWN PROGRAMMING & PROMOTI	50,100	0	0	0	0	50,100	12,700	25.35
248-742-955.190	BUSINESS RETENTION PROGRAM	750	615	0	0	0	1,365	1,365	100.00
TOTALS FOR DEPT 742-MARKETING COMMITTEE		165,695	615	0	0	0	166,310	41,537	24.98
DEPT: 743-PARKING COMMITTEE									
248-743-706.000	WAGES - REGULAR FULL TIME	9,045	0	0	0	0	9,045	1,633	18.06
248-743-725.000	FRINGE BENEFITS	3,445	0	0	0	0	3,445	657	19.08
248-743-726.000	SUPPLIES	50	0	0	0	0	50	0	0.00
248-743-955.200	DOWNTOWN PARKING PROGRAM	500	0	0	0	0	500	0	0.00
248-743-995.101	O/T TO GENERAL FUND	50,000	0	0	0	0	50,000	12,500	25.00
248-743-995.230	O/T TO PARKING FUND	123,660	0	0	0	0	123,660	24,665	19.95
TOTALS FOR DEPT 743-PARKING COMMITTEE		186,700	0	0	0	0	186,700	39,455	21.13
DEPT: 744-ORGANIZATIONAL COMMITTEE									
248-744-706.000	WAGES - REGULAR FULL TIME	13,565	0	0	0	0	13,565	2,482	18.30
248-744-709.000	WAGES - PART TIME	20,120	0	0	0	0	20,120	4,380	21.77
248-744-725.000	FRINGE BENEFITS	5,745	0	0	0	0	5,745	1,367	23.79
248-744-726.000	SUPPLIES	2,750	0	0	0	0	2,750	872	31.71
248-744-730.000	POSTAGE	50	0	0	0	0	50	32	63.60
248-744-731.000	PUBLICATIONS	65	0	0	0	0	65	0	0.00
248-744-801.190	TECHNOLOGY SUPPORT & SERVICES	2,530	185	0	0	0	2,715	2,792	102.83
248-744-802.010	LEGAL SERVICES - GENERAL	11,000	0	0	0	0	11,000	1,477	13.43
248-744-805.000	AUDITING SERVICES	5,250	0	0	0	0	5,250	0	0.00
248-744-900.000	PRINTING & PUBLISHING	1,215	0	0	0	0	1,215	137	11.29

Year Ended 06/30/2023

1ST QUARTER BUDGET AMENDMENTS

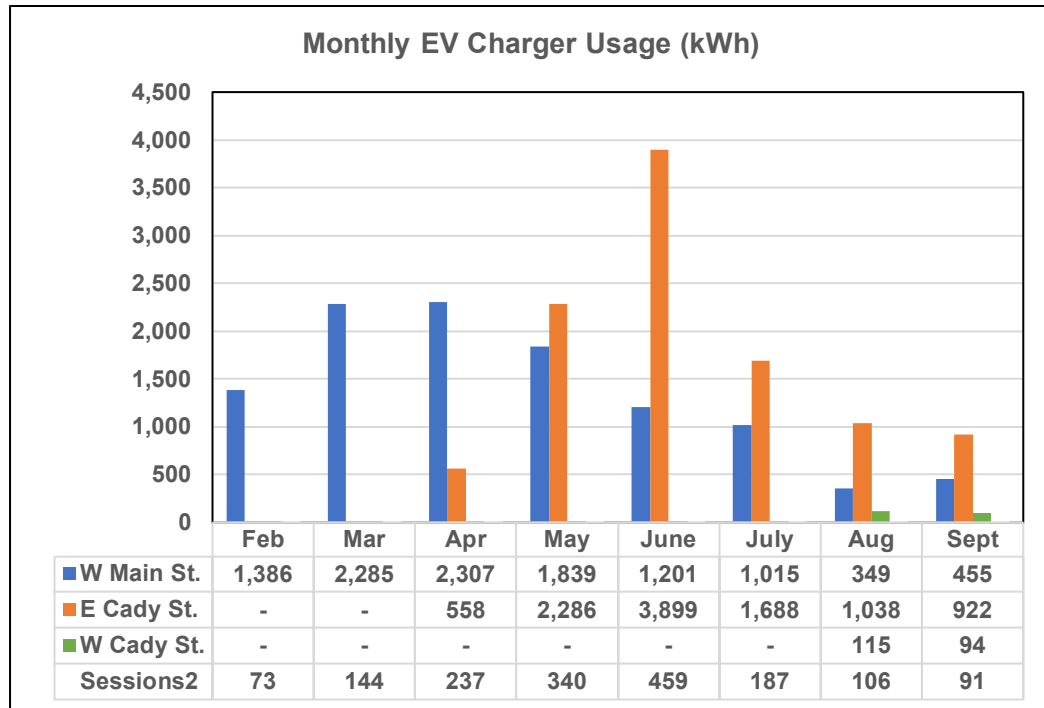
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-744-920.000	UTILITIES	1,300	0	0	0	0	1,300	324	24.92
248-744-958.000	MEMBERSHIP & DUES	1,395	0	0	0	0	1,395	475	34.05
248-744-960.000	EDUCATION & TRAINING	850	0	0	0	0	850	0	0.00
248-744-962.000	LIABILITY & PROPERTY INSURANCE	6,450	(2,160)	0	0	0	4,290	3,218	75.00
248-744-962.010	INSURANCE - SPECIAL EVENTS POI	0	2,500	0	0	0	2,500	1,406	56.24
248-744-965.000	OVERHEAD - ADMIN & RECORDS	13,220	0	0	0	0	13,220	3,305	25.00
TOTALS FOR DEPT 744-ORGANIZATIONAL COMMITTEE		85,505	525	0	0	0	86,030	22,267	25.88
DEPT: 745-ECONOMIC DEVELOPMENT COMMITTEE									
248-745-706.000	WAGES - REGULAR FULL TIME	27,125	0	0	0	0	27,125	4,884	18.00
248-745-725.000	FRINGE BENEFITS	10,340	0	0	0	0	10,340	1,965	19.01
248-745-726.000	SUPPLIES	100	0	0	0	0	100	0	0.00
248-745-955.190	BUSINESS RETENTION PROGRAM	500	0	0	0	0	500	0	0.00
TOTALS FOR DEPT 745-ECONOMIC DEVELOPMENT COMMITTEE		38,065	0	0	0	0	38,065	6,849	17.99
DEPT: 906-DEBT SERVICE									
248-906-995.303	O/T TO DEBT SERVICE FUND	169,880	0	0	0	0	169,880	7,440	4.38
TOTALS FOR DEPT 906-DEBT SERVICE		169,880	0	0	0	0	169,880	7,440	4.38
DEPT: 999-RESERVE ACCOUNTS									
248-999-999.000	UNALLOCATED RESERVE	37,049	(17,202)	0	0	0	19,847	0	0.00
TOTALS FOR DEPT 999-RESERVE ACCOUNTS		37,049	(17,202)	0	0	0	19,847	0	0.00
TOTAL Expenditures		977,754	(16,027)	0	0	0	961,727	183,205	19.05
TOTAL FOR FUND 248									
REVENUES:		977,754	(16,027)	0	0	0	961,727	796,410	82.81
EXPENDITURES		977,754	(16,027)	0	0	0	961,727	183,204	19.05
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	0	0	613,205	0.00

Northville, Michigan

W Main St. & E Cady St. Parking Deck

SITE USAGE



TRAFFIC DATA

<u>Avg. kWh per Day</u>	<u>Avg. Visits per Day</u>
49.0	2.9
<u>Gas Saved (gal)^{1 2}</u>	<u>CO2 Eliminated (lbs)³</u>
214.3	4,200.0

Assumptions:

1. 3.7 miles per kWh based on Tesla, BMW and Chevy driving data
2. 25.4 miles per gallon based on USDOT data
3. 19.6 pounds of CO2 per gallon of gas based on EPA estimates



To: Northville DDA Board of Directors

From: Lori M. Ward, DDA Director

Date: October 11, 2022

Re: Social District Expansion

Background:

In 2008 the DDA ordered 68 chairs, 6 tables for 2 and 14 tables for 4. Since that time, we have replaced several chairs and purchased 2 additional handicapped tables and accompanying chairs. The DDA purchased the tables and chairs from EMU Americas, a vendor out of California. With the streets remaining closed indefinitely, DDA staff is recommending the replacement of chairs for Town Square and Old Church Square and for areas within the commons area of the Social District. The common areas contain tables, chairs and umbrellas that provide an alternative place for people to sit and have a cup of coffee or meet a friend. DDA staff is recommending the purchase of 28 additional chairs to match the existing furnishings in Town Square and Old Church Square. This will allow the DDA to replace several chairs that have broken over the past few years and to provide full seating at each table.

The former Khali chairs have been discontinued; the replacement is the Podio style and is priced at \$250.00/chair. The current square chairs (Podio) in Town Square would be replaced with a new style (Ronda) which is priced at \$113.75. During Covid, the DDA switched from purchasing the Podio chair to the Ronda, not only because of the significant difference in pricing, but the shorter delivery time for the Ronda. The Podio takes 4-5 months to arrive from Italy and the Ronda is in stock and ready to ship. This pricing is accurate for orders placed by January 1, 2023.

Analysis:

Table and Chair Option #1s:

Name	Product #	Item	Color	Size	Quantity	Price
Ronda	116HD	Chair	Antique Iron		28	\$3,745.00
Freight						\$250.00
Total						\$3,995.00
Shipping	TBD			Based on weight		

Budget:

The purchase of the tables and chairs is not currently in the budget and would need to be funded through a budget amendment.



Ronda #116HD



Podio # 3413

Staff Recommendation:

DDA staff recommends that the DDA approve the purchase of 28 new chairs for use throughout the DDA to provide full seating at each table. The total cost of the furnishings, with shipping, is \$3,995.



DDA Board Communications

To: DDA Board of Directors

From: Lori M. Ward, Director

Subject: Selection of Placemaking Consultants – Pedestrian Plan for Downtown Northville

Date: October 11, 2022

Background:

The Northville City Council voted to close E. Main Street between Center and Hutton Streets and N. Center between Main and Dunlap Streets to vehicular traffic in June 2020 in response to the Pandemic. The street closures allowed restaurants and retailers the ability to expand their outdoor footprint and safely distance customers. Over the next 2 years, the City Council extended the duration of the street closures 3 additional times.

The street closures and the establishment of the Social District have proven to be very successful, drawing residents and visitors to the downtown to dine, shop, and gather. Many retail and restaurant owners reported record years during 2020 and 2021. In April, working in conjunction with City's Planners, Carlisle Wortman, the DDA administered a survey on whether to continue to keep the streets closed to vehicular traffic or reopen them. The survey closed on May 2nd and over 4050 surveys were completed and roughly 2000 comments were received on the issue. The DDA/City then hosted a Town Hall meeting to share the survey results and to listen to comments from the community.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. When asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action was taken by the City Council. A survey report was prepared by Carlisle Wortman and presented at the Town Hall meeting.

In August 2022, after reviewing feedback from the Town Hall meeting, reviewing results and comments from the survey, and considering crash data, expenses, financial impacts, and other factors the City Council voted to keep the two streets closed to vehicular traffic. The DDA has now been charged with developing a plan to transform

the temporary closures into a permanent pedestrian environment. The goal of the plan is to develop an environment where businesses can thrive and where community can gather safely.

Analysis:

DDA staff prepared an RFP for professional services (Attachment A) to create a pedestrian plan that will transform two temporary road closures into a unified permanent closure for pedestrian activity that is inviting, safe, clean, and vibrant. The pedestrian plan will serve as the conceptual blueprint for all improvements in the area and will assist the DDA in making decisions on how to spend the DDA's finite resources. In the RFP, staff requested that each applicant provide information on:

- Prior experience and expertise in developing design projects similar to Northville
- References
- Key leadership and personnel
- Project understanding and proposed solution
- Fees

The RFP was posted on September 2nd and the bid opening was held on September 23rd. Five proposals were received and ranged in fee from \$39,000 to \$49,940 (Attachment B). A proposal review committee was formed from members of the DDA's Economic Development Committee and included Robert Miller, Jeff Hamilton, Carol Maise, Shawn Riley, Margene Buckhave, DJ Boyd, and DDA Director Lori Ward. Input was received in writing from DPW Director Mike Domine. DDA staff prepared an evaluation matrix based on the requested information above that was utilized by the review committee. The review committee met on September 28th and selected 3 firms to interview: Wade Trim, Beckett and Raeder Inc, and Grissim Metz Andriese. Members of the review committee (minus Boyd and Hamilton) met on October 4th to interview the 3 firms and allow the firms to present their team, scope of work, and ideas for the project.

At the conclusion of the interviews, Grissim, Metz and Andriese (GMAA) was the unanimous selection (Attachment C). The review committee felt strongly that GMAA's familiarity with the community, experience with similar downtown work, reputation for quality and timeless projects, creativity, and work on the Northville Downs project put them in a unique position to tackle this project. GMAA is the firm that design Northville's Town Square, an award-winning project constructed in 2009. In addition, GMAA provided a compressed schedule that allows for implementation of the plan to occur more quickly than all of the other firms.

The City of Northville is in the process of selecting a traffic engineer to address impacts to the residential and commercial areas surrounding the downtown that have been caused by the rerouting of traffic due to the road closures. GMAA will work closely with the City's traffic engineer to share information on issues relevant to both efforts.

The DDA's existing Economic Development Committee (EDC) will be serving as the Advisory Committee for the project. Once approved, GMAA will meet with the Advisory Committee to review the scope of services and discuss the specifics of the project. Over the course of the project, the Consultant will meet a minimum of 7 times with the Advisory Committee to seek feedback for the concept designs and management and operational recommendations. GMAA will engage the community in creative strategies to solicit feedback, with the outcome to present a final plan to the DDA and City Council for approval by the end of December.

If approved by the DDA, the proposal will be presented to the City Council at their October 17th meeting. DDA staff will work with Plunkett and Cooney and MMRMA to prepare a contract for consideration by City Council. This would allow the project to begin as soon as October 24th.

The street closures, retail and restaurant expansion, live music and related activities were accomplished through the use of a Special Event application. Currently, the Special Event application is scheduled to expire on November 7, 2022, the date that the outdoor dining permits also expire. DDA staff is recommending that the Special Event application authorizing the street closures be extended until March 15, 2023 to allow for the development of the pedestrian plan that will provide solutions to not only the look and function of the pedestrian area, but will identify tools to manage and operate the downtown pedestrian area.

Budget:

The professional fee for GMAA's services is a lump sum amount of \$46,000 plus a reimbursable expense allowance of \$1,500 for a total project cost of \$47,700. There are no funds currently budgeted for this project and the fee, if approved, would need to be addressed during 2nd quarter budget amendments. DDA staff is recommending that the DDA Board of Directors request that the City of Northville share the cost of GMAA's fee equally with the DDA. The decision to have the streets remain closed was made by the City of Northville, with the DDA recommending that Center Street reopen immediately and Main Street remain closed until November 7th to allow the DDA to make a final decision on the Main Street closure.

In addition, the DDA has a limited fund balance of \$275,000 to utilize on all DDA improvements in the downtown. In order to provide GMAA with direction on the project, a construction budget and funding sources will need to be identified in cooperation with the City of Northville. DDA staff recommends that the Executive Committee, made up of the City Manager, Mayor, Mayor Pro Tem, DDA Chair, DDA Vice Chair and DDA Director meet to discuss funding issues related to the pedestrian plan and providing a recommendation on how to proceed.

Recommendation:

It is recommended that the Northville DDA Board approve the selection of Grissim, Metz, and Andriese to provide professional design services to prepare a pedestrian plan for downtown Northville for a not to exceed amount of \$46,200 and a reimbursable expense allowance of \$1,500 for a total project cost of \$47,700 and request that the City of Northville share equally in funding the project.

In addition, DDA staff recommends that the DDA Board approve the extension of the current Special Event application from November 7, 2022 to March 15, 2023.

City of Northville, Michigan

Request for Proposals Professional Consulting Services for the development of a Placemaking - Pedestrian Plan for Downtown

Overview

During the Covid 19 Pandemic, the City of Northville closed two main downtown streets to vehicular traffic in order to allow downtown restaurants to expand their outdoor dining and retailers to merchandise on the streets and sidewalks. The street closures and the introduction of a Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. The City Council, at its August 1st meeting, voted to keep both streets closed to vehicular traffic permanently.

The Northville Downtown Development Authority (DDA) requests proposals from qualified consultants to assist in developing a plan to transform 2 temporary road closures into a permanent closure for pedestrian activity only in Downtown Northville. The goal of the plan is to create an environment that:

- Is high energy, active and interesting;
- Is beautiful and compatible with Northville's historic downtown and previous efforts to date;
- Creates a space for restaurants and retailers to expand their footprint and offer unique outdoor opportunities;
- Minimizes the impact of weather on the outdoor experience and creates a year-round inviting space;
- Feels safe and inviting;
- Provides a third place to gather for friends and families, in addition to home and work, and creates a sense of community;
- Successfully addresses handicapped access, handicapped parking, and safe and convenient loading/unloading;
- Creates an equitable opportunity for all businesses who want to participate in the experience;
- Addresses the use of current and/or future structures;
- Provides adequate utilities for use by the city, merchants, and event providers;
- Provides flexibility in built improvements to be moveable/removable should placemaking plans change;
- and, is clean and well kept.

The plan will address these issues in a way that is sensitive to the history, scale, and charm of downtown Northville while ensuring that the recommendations are compatible with physical improvements that have been completed in downtown over the past few years.

The plan will address improvements to the current set up that will enhance the appearance, layout and function of the pedestrian area and that may be phased in over time as the pedestrian area becomes established and additional funding is identified. Initial focus will be on improving the entranceways to the pedestrian areas, removing vehicular references such as signs and traffic/parking markings, identifying a solution for seasonal use of the area, and improving the area's overall appearance and function.

The selected consultants will work with an established Advisory Committee to address the design, management and operational issues associated with the creation of the permanent pedestrian area.

General Instructions

1. Issuing Office. This Request for Proposals (RFP) is issued by the Northville Downtown Development Authority, Northville, Michigan.
2. Questions. All questions may be directed to the following contact person:
Lori M. Ward, Director
Northville DDA
Phone: 248-349-0345
Email: lward@ci.northville.mi.us
3. Response Date. eight (8) copies of the proposal must be submitted in a sealed envelope marked "Pedestrian Plan for Downtown" to the City Clerk's office, 215 West Main Street, Northville, Michigan 48167 by 10:00 am on Friday, September 23, 2022. All proposals will be held, unopened, until the deadline. The proposals will then be forwarded to a Selection Committee established by the DDA. The Selection Committee will review the proposals and determine if interviews will be required. A digital copy of the proposal should be included as part of the response.
4. Content. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected. Proposals must be clearly prepared and legible and must be signed by an official authorized to bind the Consultant to the provisions in the proposal.

5. Related Information. Firms wishing to submit proposals will be provided with all related studies, plans, upon request. This includes:
 - Northville Downtown Strategic Plan, prepared by Beckett and Raeder Inc., 2006 and 2017
 - Historic District Ordinance and Design Guidelines
 - Map of the DDA Boundaries
 - Carlisle Wortman 2022 Survey responses
 - Secondary Streetscape Design Guidelines
 - Northville Master Plan Update

In addition, most of these documents can be accessed online and downloaded at the City's website at www.ci.northville.mi.us

6. Right of Refusal. The Northville DDA reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal if it is in the best interest of the DDA and the City of Northville. All proposals, plans, and other documents submitted shall become the property of the Northville DDA. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
7. Liability of Costs. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the DDA, if any.

Request for Proposals

Permanent Pedestrian Plan for Downtown Northville

September 2022

Background

The City of Northville was incorporated by Charter on December 19, 1955 as a Home Rule City under Michigan Statutes. The City operates under the Council-manager form of government with an elected Mayor and 4 City Council members appointing a full-time City Manager. The City's population is approximately 6,500. The City of Northville has a well-defined urban core, which serves as a business and cultural center for a regional population of over 100,000.

The City established the DDA by ordinance in August 1978. The DDA is led by an Executive Director who serves a volunteer board of directors comprised of eleven residents, business and property owners. The DDA has an annual operating budget of \$975,000 and is supported by tax increment financing revenue and a 1.8-mill levy.

Since its formation, the DDA has undertaken several key redevelopment projects. In 1978, the DDA's first project included the construction of a comprehensive streetscape and infrastructure improvement project. Over the course of a year and a half, four blocks of the downtown area were completely rebuilt with new sidewalk, brick paving, street lights, trees, decorative furnishings and planters. In addition, several streets were resurfaced and utilities upgraded to support the increased activity in the downtown. In 1993, the DDA completed the construction of two table-top parking decks in the downtown to replace a deteriorating deck and to increase the number of available parking spaces in downtown. Both decks were recently evaluated, a series of capital improvements were completed, and a 20-year plan for maintenance was developed.

In 2007, the DDA completed the redevelopment of Northville's Town Square which doubled the size of the previous open space area in the heart of downtown. The new project includes a new pavilion, decorative heated sidewalks and plaza, a fountain/fire pit, overhead festoon lights, wireless internet connection, new landscaping. In addition to these three major efforts, the DDA has continued to enhance the downtown annually through physical improvement projects and initiatives aimed at promoting and marketing Downtown Northville.

An extensive upgrade was completed in 2013 to the original streetscape improvement project - "Mainstreet 78". After 35 years, the project was in need of an update. New sidewalks, upgraded utilities, replacement of High-Pressure

Sodium lighting with more energy efficient lighting, and new landscaping were completed.

Recent Happenings

In the Spring of 2020, the Pandemic arrived and with it, the closure of businesses both inside and outside. From March 2020 until late May 2020, the downtown businesses were closed to indoor service and relied, if possible, on carryout business. The DDA, working with the business owners, developed a Reopening Plan for Downtown that took effect on June 16, 2020. The Plan provided the downtown businesses the opportunity to reopen safely and with the maximum capacity allowed under the Governor's Executive Orders at the time. The DDA/City approved a Special Event Application that closed E. Main Street between Center and Hutton and N. Center Street between Main and Dunlap. This allowed the restaurants to expand their outdoor dining areas onto public property including the sidewalks, parking lanes, streets, and city plazas. Retail establishments were allowed to display merchandise on City sidewalks for the first time.

In August 2020 the DDA/City established the Northville Social District – The Twist - which allowed participating restaurants the ability to sell alcohol, in a designated cup, that can be carried out of the restaurant and consumed in a delineated Commons Area. The Twist was one of the first Social Districts in Michigan, now there are 91 Social Districts established in 41 counties with over 600 participating restaurants – 12 in Northville. The DDA is in the process of exploring the feasibility of expanding the Social District to include several more adjacent restaurants.

The street closures and the introduction of the Social District had a very positive impact on the community and the downtown businesses. Many retail and restaurant owners reported record years during 2020 and 2021. In December 2020 the DDA introduced outdoor structures that were used for vending when the restaurants could not serve indoors. In addition, the DDA provided pods, which are stand up heated structures that residents and visitors use to gather.

Over the past 2 years, the DDA/City extended the duration of the street closures 3 more times. This provided the DDA/City the opportunity to view the actual use of the structures through all 4 seasons and determine if there was a need for the streets to remain closed.

In addition to observing the use of the closed streets, the DDA/City also conducted two street closure surveys on the subject to gather more input. In April, working in conjunction with City's Planners, Carlisle Wortman, the DDA administered a survey on whether to continue to keep the streets closed to vehicular traffic or reopen them. The survey closed on May 2nd and over 4000

surveys were completed and roughly 2000 comments were received on the issue. The DDA/City then hosted a Town Hall meeting to share the survey results and to listen to comments from the community. In addition to the DDA Board members, City Council members, and City staff in attendance, approximately 30 people participated in the meeting in person and 40 via zoom.

The survey results provided at the Town Hall meeting showed that 74% of those surveyed felt that the street closures should continue in some form. When asked when the streets should be closed, 60% of them felt the street closures should be extended continuously, unless action was taken by the City Council. A survey report was prepared by Carlisle Wortman and presented at the Town Hall meeting and will be provided to the selected consultants.

Following the Town Hall meeting, City Council members requested additional information to assist them in preparing for a discussion and vote on whether the streets would remain closed to vehicular traffic. Crash data, traffic counts, impact on Act 51 funding, staffing, and funding sources were all researched by City/DDA staff and provided to City Council in advance of the Council's August meeting. At the August 1st meeting, City Council discussed the collected data, heard comments from business owners and residents and at the conclusion of the deliberation, voted to permanently close E. Main between Center and Hutton Streets and N. Center between Main and Dunlap Streets to vehicular traffic.

The DDA has now been charged with developing a plan to transform the temporary closures into a permanent pedestrian environment. The goal of the plan is to develop an environment where businesses can thrive and where community can gather safely.

Intent

For the past two years, the DDA/City have provided a temporary solution to support the businesses during the pandemic. We believe that it is time to develop a long term/permanent solution to the appearance and function of the area in and around the closed streets. This Pedestrian Plan will serve as the conceptual blueprint for all improvements in the area and will assist the DDA in making decisions on how to spend the DDA's finite resources. It is the intent of the DDA to negotiate with the selected design firm for any design development, construction documentation, bid award, and other future services associate with projects that are implemented from the Pedestrian Plan.

The City of Northville will be working with a traffic engineer to address impacts to the residential areas surrounding the downtown that have been caused by the rerouting of traffic due to the road closures. The selected consultant will work closely with the City's traffic engineer to share information on issues relevant to both efforts.

Project Area

East Main Street between N. Center and Hutton and N. Center between Main and Dunlap Street will be the primary focus of the study, however there may be other areas impacted if the Social District is expanded. There is a two-block core area within the downtown where most of the design work as requested in the RFP will be implemented. The entire DDA District, including this project, is within the boundaries of a local, state, and nationally registered Historic District. The City of Northville has a Historic District Commission that will play an active role in the review of any physical improvements made to the downtown.

Project Process

The DDA's existing Economic Development Committee (EDC) will be serving as the Advisory Committee for the project. The Consultant will meet with the Advisory Committee to review the scope of services and discuss the specifics of the project. Over the course of the project, the Consultant will meet a minimum of 3 - 4 times with the Advisory Committee to seek feedback for the concept designs and management and operational recommendations. Additional meetings with DDA/City staff will be required through the course of the project. The selected consultant will engage the community in creative strategies to solicit feedback, with the outcome to present a final plan to the DDA and City Council for approval.

Submissions

All proposals must be received in their entirety at or before 10:00 am on Friday, September 23, 2022. Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. At a minimum each respondent shall submit the following information:

1. Firm History. Name, address, and brief history of the firm. The proposal must be signed by an appropriate authorized official for the firm submitting the proposal. In addition, include relevant information of any firm that you intend to subcontract with for any portion of the project.
2. Personnel. Include resumes of key personnel to be assigned to this project, indicating relevant qualifications and experience. Indicate the role that they will be playing in the development of the Pedestrian Plan.
3. Related Experience. Include information on projects where the firm rendered professional services similar to those requested in this RFP. List the name of key personnel assigned to each project.

4. **Work Plan.** Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, and a description of the client/stakeholders involvement in the process.
5. **References.** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
6. **Timeline.** Provide a project schedule with key meetings and deliverables noted. Given the planning initiatives accomplished over the past year, it is anticipated that the design phase of the project will be substantially completed in order to bid out the identified projects for a Spring 2023 installation/construction season.
7. **Project Budget.** The selected consultant will be expected to establish project costs and assist in the identification of any possible funding sources.
8. **Fees.** Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses. If any additional services are proposed, they should be clearly identified. Please include a separate rate sheet for the firm, which would be used for contracting additional services or meetings.
9. **Deliverables.** Provide a detailed list of work products that will be developed as a result of the Pedestrian Plan development process. The final product should be a conceptual plan with budgets for all proposed improvements. Great care must be given to consideration of available DDA funds and funding capabilities. All items delivered as part of this project will be the sole property of the Northville DDA. The Conceptual Plan should include all the elements as requested in the scope of services section of this request for proposals. Both hard and electronic versions of the final design plans will be provided to the DDA.
10. You are invited to include one page of additional information not provided above if you feel that it would be useful and applicable to the project.
11. The Selected Consultant shall not commence work on this contract until they have obtained the insurance required outlined in Attachment A. All coverage shall be with insurance companies licensed to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to the City of Northville.

Evaluation

Proposals will be reviewed by a Selection Committee. Each proposal will be reviewed and evaluated based on the following:

- Thoroughness and clarity of proposal
- Proposed budget and timeline
- Past experience of firm with similar work
- Past experience of personnel proposed for this project
- Consultant's reputation for quality, integrity, ability to meet established budgets, meeting schedule
- Understanding of the issues impacting the community
- Demonstrated civil engineering, transportation, pedestrian safety and traffic expertise

Anticipated Schedule

September 2, 2022	Request for Proposals Issued
September 23, 2022	Proposals Due
	Selection of Proposals for Interview if necessary
Week of October 3 rd	Interviews
Special Meeting	Recommendation to DDA
October 17, 2022	Recommendation to City Council
October 24, 2022	Project Begins
Spring 2023	Construction of Identified Projects

INDEMNITY AND INSURANCE

Consultant agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Consultant work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Consultant to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Consultant shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

- (A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) Comprehensive 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 Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.
- (C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no 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 hired vehicles.

- (D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: 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 that 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.
- (E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that 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, Cit of Northville, 215 W. Main Street, Northville, Michigan 48167.
- (F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the consultant shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the consultant. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Consultant's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.

The DDA's Economic Development Committee (EDC) will be working closely with the selected consultants to develop and implement a plan to transform the area, addressing both physical improvement and management and maintenance issues. act as an Advisory Committee for the selected consultant to provide information and feedback on proposed improvements. A list of management and

maintenance issues has been developed by DDA staff and will be shared and fine-tuned by the EDC and selected consultant.

CITY OF NORTHVILLE --- UNOFFICIAL BID RESULTS Attachment B

Placemaking – Pedestrian Plan for Downtown

Sept. 23, 2022

Downtown Development Authority

10am

Bidder / Vendor	Total		
Grissim Metz Andriese	\$47,700		
DAM	39,000		
Hess + Vandenbrink	43,500		
Wade Trim	39,650		
Beckett + Paeder	49,940		

Donald Nass 9/23/2022
Wade Trim 9/23/2022

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

Landscape Architecture
15000 Edward N. Hines Drive, Suite A, Plymouth, MI 48170
248.347.7010 gma-la.com

**GRISSIM
METZ ASSOCIATES
ANDRIESE**

City of Northville Request for Proposals - Professional Consulting Services Placemaking - Pedestrian Plan for Downtown

September 23, 2022

Lori M. Ward, Director
Northville DDA
c/o City Clerk's Office
215 West Main Street
Northville, MI 48167

Dear Lori,

We are pleased to submit the following proposal for landscape architectural services. The enclosed information demonstrates our extensive experience with municipal projects, as well as our commitment to design quality, client satisfaction and relationship building.

As described in our proposal we have worked with your DDA and city on projects that have significantly influenced the use of your downtown and are appreciative that we have been offered the opportunity to continue our valued relationship.

Thank you for this opportunity.

Sincerely,



Susan L. Grissim, PLA, ASLA
Vice President | Principal

SLG/mm

Enc.

City of Northville Request for Proposals - Professional Consulting Services Placemaking - Pedestrian Plan for Downtown

1. Firm History

Grissim Metz Andriese Associates (GMAA) is proud of its 57-year history. The firm's award-winning reputation has grown through five decades of design excellence defined by artistic expression and client satisfaction.

Initially incorporated in 1965 as Eichstedt and Grissim Associates, John Grissim helped shape pioneering projects such as the award-winning Sea World in Ohio and in Florida, and work for Ford Motor Company, Parke-Davis, and Whirlpool.

Subsequent to Ed Eichstedt's passing, John re-incorporated the practice as John Grissim Associates in 1977. He continued the firm's legacy by growing the client base through relationship building and establishing the firm as a premier design firm. Some notable projects during these years included continuing work at the Ford Motor Company Headquarters, multiple General Motors plants throughout the country, The Dearborn Inn, and The Gardens Shopping Center in Palm Beach, Florida.

In 1985, Randall K. Metz, FASLA joined the firm, bringing complementary architectural and artistic strength to the practice. Randy's work on such notable projects as Ford Motor Company Regent Court, AAA Michigan Headquarters, UAW-GM Center for Human Resources, Greenfield Village Restoration and The Somerset Collection garnered the recognition of national, as well as regional and local publications and a variety of awards. The firm became Grissim | Metz Associates in 1993, marking the steady growth by contributions of Randy and other associates.

In 2002, the firm evolved into Grissim Metz Andriese Associates (GMAA), which includes Principals, Susan L. Grissim, ASLA, Paul R. Andriese, ASLA and Richard G. Houdek, ASLA, LEED-AP, enhancing its leadership team. Additional Partners were promoted in 2020, strengthening the firm's capabilities.

Creative ideas are backed by the depth of experience and the specialized knowledge of the firm's principals and partners. The diverse talents of its landscape architects enable GMAA to provide design services for projects ranging from small courtyards to large complex projects, while maintaining individualized attention and personalized service for their clients.

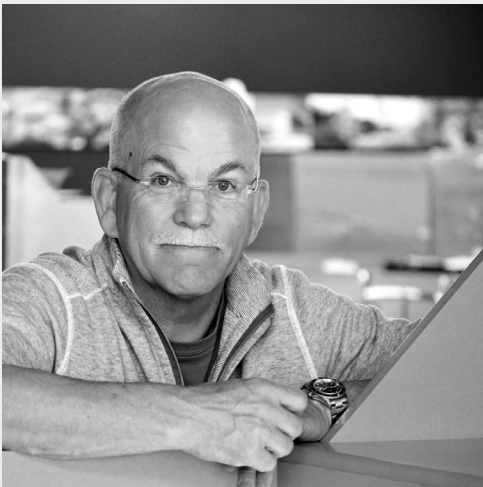
2. Personnel

Resumes for key personnel are attached.

RANDY METZ

PLA, FASLA

President | Design Principal



Randy Metz synthesizes landscape, architecture, and art into a unified vision of excellence. Drawing upon an architectural background, he has the singular ability to align design elements and disciplines into an uncompromised whole.

Randy's design leadership and day-to-day management have directed the success of the firm's international and national award-winning practice.

Cofounder of Grissim | Metz Associates, Inc., in 1993, Randy has been responsible for attracting significant clients, including nationally renowned architects and developers.

His work has received national and international recognition for enduring design, including the prestigious National Landscape Architecture Award received from Barbara Bush during her tenure as First Lady at the White House. He has been cited in numerous national design awards from the American Society of Landscape Architects and the National Arborist Association, as well as awards from the Michigan Chapter ASLA, Associated Landscape Contractors of America, Environmental Improvement Awards, International Association of Lighting Designers, Michigan Recreation and Park Association, and Michigan Society of Professional Engineers.

Randy's work has been published internationally and nationally in such books as Landscape Architecture, The New American Garden, 1000x Landscape Architecture, and Paradise Transformed; in magazines, including Landscape Architect, Landscape Architecture, Contract Interiors, CAM, and Inland Architect; and in the press, including the New York Times, Wall Street Journal, and Detroit Free Press.

"Pushing the design envelope, but within the boundaries of environmental responsibility, creates the unique, the engaging, the memorable."

RESUME

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture

Education

Bachelor of Landscape Architecture
Michigan State University, 1976

Professional Registration

Michigan

Professional Affiliations

Fellow, American Society of Landscape Architects (ASLA)
Council of Landscape Architectural Registration Boards (CLARB)
Honorary Affiliate Member, American Institute of Architects (AIA)

Involvements

University of Michigan School of Architecture Design Juror
University of Michigan School of Architecture Guest Lecturer

Selected Project Experience

Downtown Farmington Master Plan
Farmington, MI
Northville Downs (in progress)
Northville, MI
Northville Downtown Conceptual Design
Northville, MI
Northville Town Square
Northville, MI
State Street and Peanut Row Alley
Howell, MI

Team Member Role

Lead Designer

SUSAN L. GRISSIM PLA, ASLA

Vice President | Principal



The creation of unique experiences through design is at the forefront of Susan Grissim's leadership as a Principal of the firm. She promotes pedestrian-friendly and appropriately scaled design, minimal impact on the environment, and innovative use of common materials.

These social values are reflected in her work in urban planning and streetscape design, municipal projects, schools, multi-family housing, shopping centers, and urban revitalization projects. Her educational and early work experience in the western part of the country has inspired her use of design to enhance regional differences.

Sue received a Foreign Exchange Fellowship from Arizona State University and an Arizona Federation Garden Club Scholarship, and was an initiate into the Sigma Lambda Alpha Honor Society. Currently she is serving as a planning commissioner in Hartland Township.

"Design can transform simplicity into the unique and the everyday into a celebration."

RESUME

Education

Bachelor of Science
Michigan State University, 1981
Bachelor of Science in Design (*magna cum laude*)
Arizona State University, 1988

Professional Registration

Michigan, Florida, California, Texas, Virginia

Professional Affiliations

American Society of Landscape Architects (ASLA)
Council of Landscape Architectural Registration Boards (CLARB)
Michigan Downtown Association (MDA)

Involvements

Hartland Township Planning Commissioner
Highland Township DDA
Big Brothers Big Sisters

Selected Project Experience

Downtown Farmington Master Plan
Farmington, MI
Grand River/Grove Street Site Improvements
Farmington, MI
Farmington Road Streetscape (in progress)
Farmington, MI
Main Street and Center Street Renovation (in progress)
Milford, MI
Northville Downtown Conceptual Design
Northville, MI
Northville Town Square
Northville, MI
The Village of Rochester Hills
Rochester Hills, MI

Team Member Role

Project Manager

CJ THOMPSON

PLA, ASLA, CPSI

Associate



CJ joined Grissim Metz Andriese Associates in 2019, after working as a project manager at a well respected landscape architecture firm in Reston, VA. During his tenure there, CJ led projects through all phases of design for a variety of project types, including commercial, multifamily, parks & recreation and campus master planning.

At GMA, CJ's primary responsibilities include design, project management and production of construction drawings and details. His professional strengths include communication between internal project team members, clients, sub-contractors and other disciplines.

CJ also holds professional registration as a Certified Playground Safety Inspector (CPSI) through the National Recreation and Parks Association. This registration permits CJ to review and design playgrounds to ensure compliance with the latest local, state and national codes. This expertise has been applied on a wide range of projects constructed across the country, including playgrounds at the Denver Premier Outlets in Denver, CO and the Home Depot Backyard at the Mercedes-Benz Stadium in Atlanta, GA.

In 2022, CJ was commended by the firm's leadership and promoted to Associate.

**GRISSIM
METZ ASSOCIATES
ANDRIESE**
Landscape Architecture

Education

Bachelor of Landscape Architecture
Michigan State University, 2015

Professional Registration

Michigan
National Recreation and Parks Association -
Certified Playground Safety Inspector (CPSI)

Professional Affiliations

American Society of Landscape Architects (ASLA)
Council of Landscape Architectural Registration Boards (CLARB)
Society for College and University Planning

Software Proficiency

AutoCAD
Adobe Photoshop, Illustrator, InDesign
SketchUp
Lumion

Selected Project Experience

Farmington Road Streetscape (in progress)
Farmington, MI
Main Street and Center Street Renovation (in progress)
Milford, MI
Oxford Streetscape Improvements
Oxford, MI

Team Member Role

Project Landscape Architect

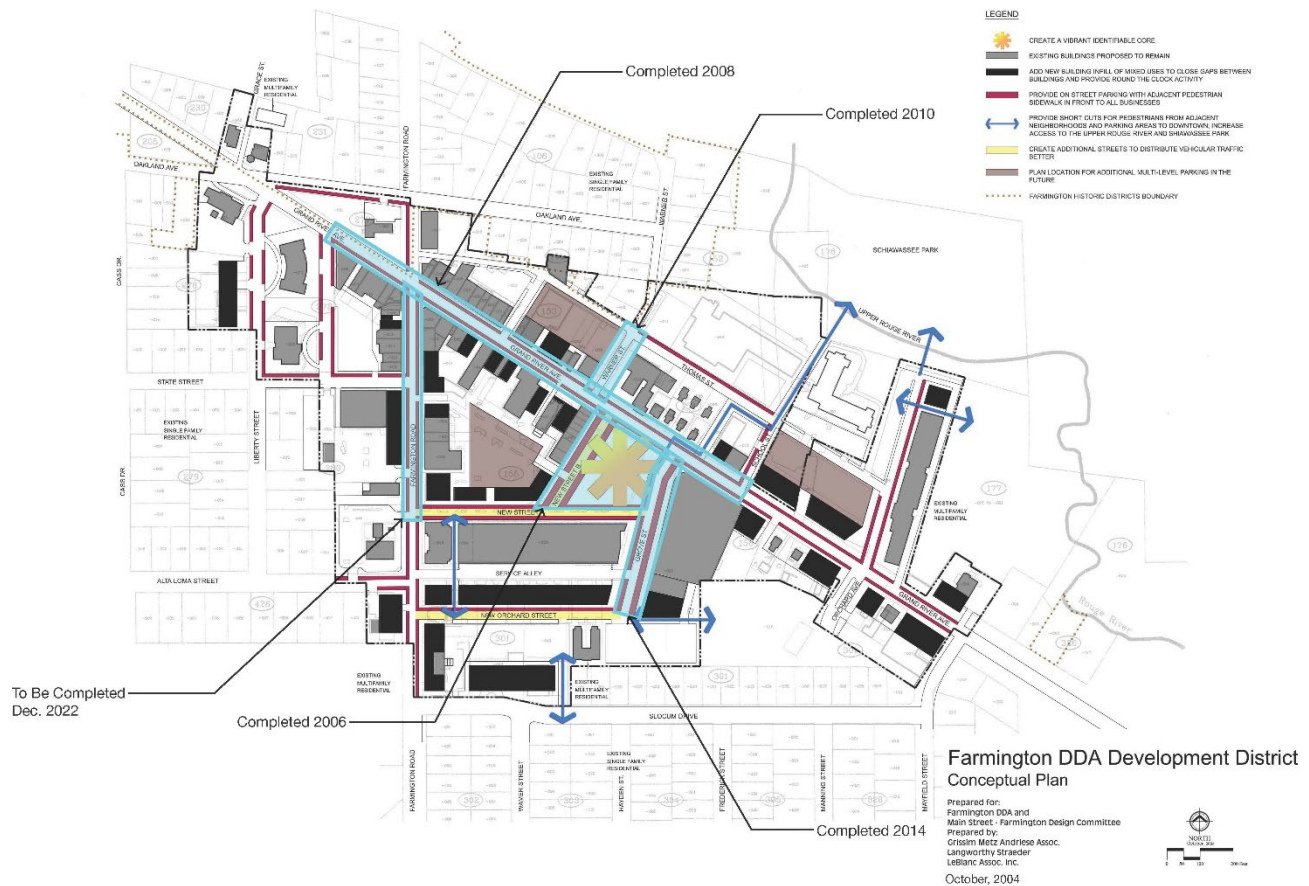
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 Placemaking - Pedestrian Plan for Downtown**

3. Related Experience

Project Name: Downtown Farmington Master Plan
 Client: Farmington DDA



In 2004 we provided a Master Plan to revitalize the Downtown and have continued since then to phase in improvements. As a result, the Downtown is thriving more than ever.

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BEFORE

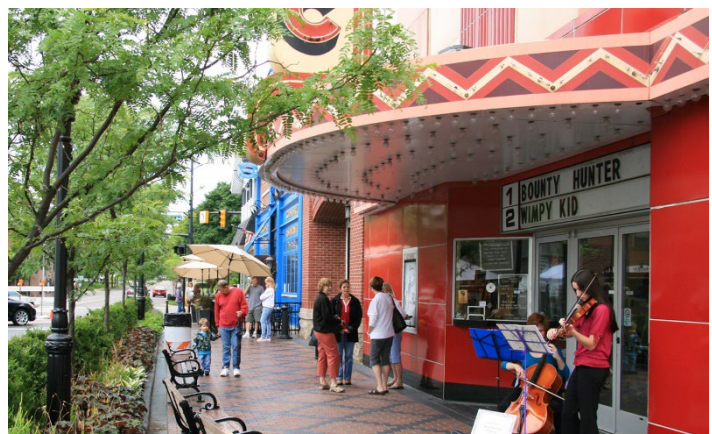


AFTER

The Downtown area did not have a “Town Square” to host events. We reorganized the parking lot to efficiently provide parking with leftover room to create Riley Park with the pavilion and restrooms to host events throughout the year. Each year the events increase in number, magnitude, and creativity.



BEFORE



AFTER

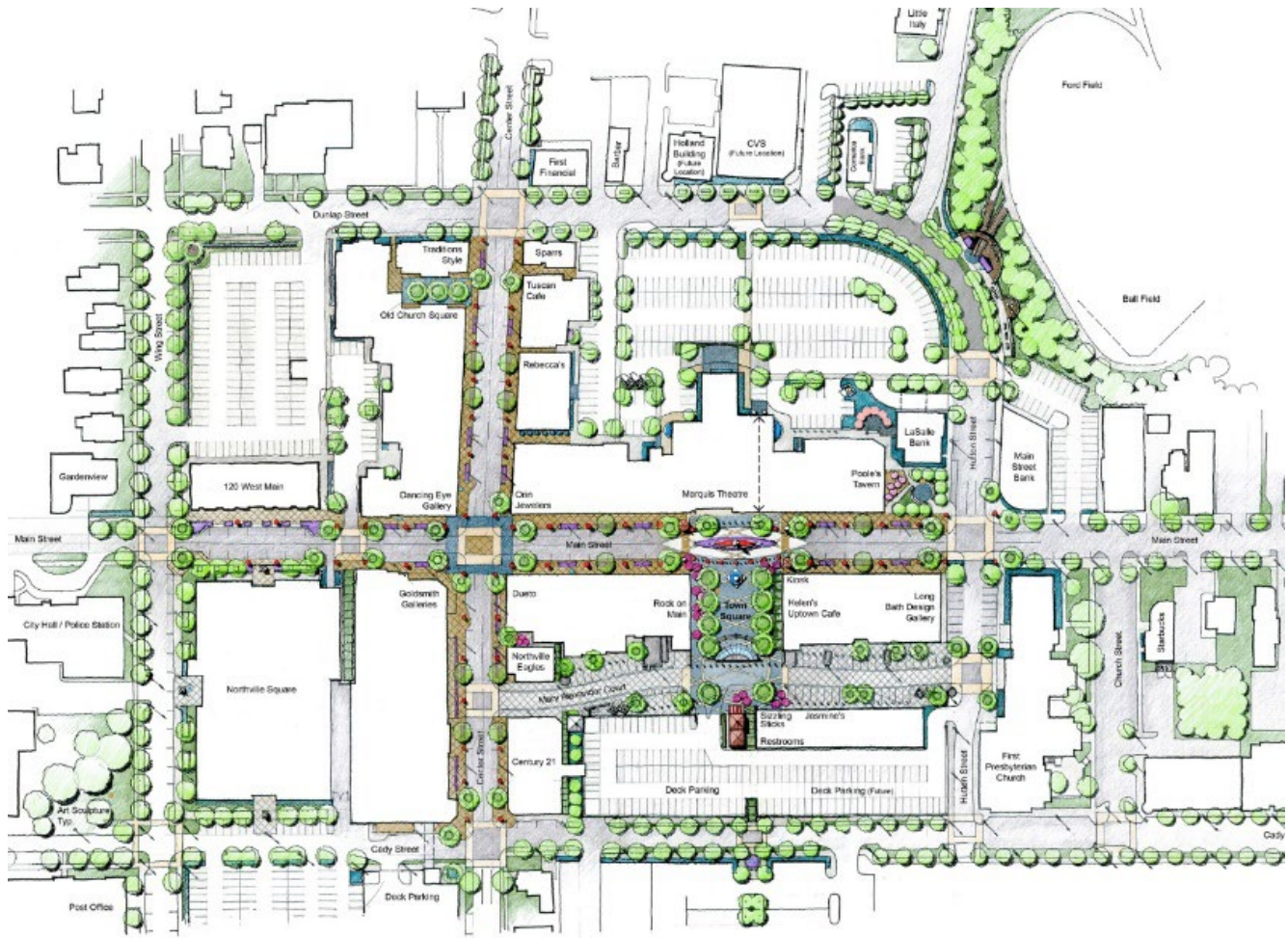
We worked with the civil engineer and MDOT to remove (1) vehicular traffic lane to add 12 feet of width to pedestrian use and designed a custom brick “rug” for the walks that tie the streetscape together as each phase is installed.

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Project Name: Northville Downtown Conceptual Plan
Client: Northville DDA



We became intimately involved with the DDA, City Staff, business owners and entire community during our design process to develop the Downtown Conceptual Plan. We not only extensively inventoried the existing physical conditions but studied all relevant planning documents, future goals for the downtown including Ford Field, and met with numerous residents, business owners, and committees including the HDC. The outcome was a detailed plan with budgeting that showcased a strong unifying design with elements unique to Northville. As a result, we followed this project with the design for the Town Square.

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Our design process for Town Square provided another opportunity and challenge due to the numerous wants of the community, including hosting over 35 annual events in the small space.

This lesson is relevant to today as our design was driven to provide a “living room” customized to Northville that invites non programmed daily use with the ability to easily transition to event use of all types and sizes.

We provided numerous diagrams to illustrate this flexibility and the number of people that would fit. Hence all elements within the Town Square perform multiple functions. The large trees provide needed shade while their planter walls function as seating. The steps down to Mary Alexander Court have held numerous children sitting to watch Tunes on Tuesdays.

We feel your Town Square is one of the most successful civic spaces in our country. We wish to further the design elements and flexibility of the Town Square within the project areas of the Downtown Pedestrian Plan.

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Project Name: The Village of Rochester Hills
Client: Robert B. Aikens & Associates, LLC



2002 OPENING



2002 OPENING

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2002 OPENING



2022

We began working with Robert B. Aikens in the 1990's to reimagine Meadowbrook Mall into the highly successful The Village of Rochester Hills.

The concept of providing a pedestrian scaled outdoor shopping center with parks for events was embraced by the city of Rochester Hills to fill their void of not having a downtown area to host community events.

We have continued our role as landscape architect to evolve the outdoor environment to keep it fresh and exciting. As a result, their loyal customers have increased.

Successfully weathering the impact of Covid, we are now actively engaged to amplify the garden like wonderland. Von Maur recently took over the closed Carson store and to welcome them we have designed a 30-foot-tall faux green wall art piece that will change seasonally to be placed as a focal point in front of their store next spring.

2022 represents The Village of Rochester Hills 20th anniversary, a true success story!

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Project Name: Main Street and Center Street Renovation
Client: Milford DDA



2001



2002



2022

In 2001, the Village of Milford DDA invited our firm to design a customized streetscape in conjunction with their road project. Since then, they have requested our help exclusively to continue enhancements throughout the Village. Like your community, Milford creatively worked with business owners to help them overcome the restrictions created by Covid. One of the outcomes is the realization of the limitless potential of the streetscape and the seasonal flexibility it can provide. In 2018, the DDA asked our firm to refresh the streetscape even though the streetscape paving and other features were holding up well. We provided an analysis and concepts that incorporated the village vintage elements while modernizing other features. Our plans not only integrate existing outdoor seating areas but planned for future expansions.

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BEFORE



AFTER

During our analysis we found that Center Street Park in the center of downtown felt dark, uninviting, and hence underutilized. We took the lessons we learned from working on your Town Square and opened it up to the Main Street Streetscape, added movable furnishings, lighting and upgrades. As a result, Milford has gained a new favorite place right in the heart of downtown to use every day as well as dress up for events.

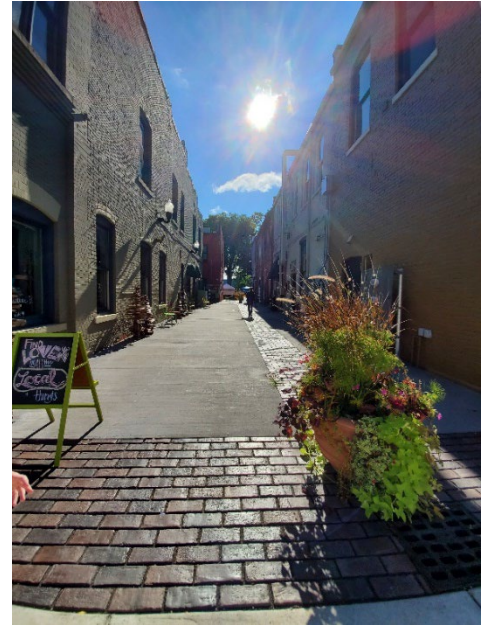
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Project Name: State Steet

Client: Howell DDA



In 2018, the City of Howell won the Great American Main Street Award and received grant funding from Howell Main Street Inc. to renovate an existing downtown street into a multi-use public space. We assisted the City, along with the civil engineer, in providing schematic design drawings as part of the grant submittal.

State Street and an adjacent public alley known locally as Peanut Row, were selected as the target projects to be funded by the awarded grant. Previously, State Street was a typical city street with parking on both sides for local businesses and the County Courthouse. In the warmer months, the weekly Farmers' Market would close the street for vendor tents and market visitors. The existing curb and gutter system along the street limited pedestrian access during events and prohibited flexibility of uses.

We worked with The City to understand the vision they had for an accessible, barrier-free street for all visitors to enjoy and allowed for maximized flexibility of events. The design renovations include a flush sidewalk and street that can be accessed from all directions without steps or steep slopes. Decorative bollards and street trees provide a safety barrier between the street and sidewalk. Historic light poles and benches line the street and tie the historic downtown together seamlessly. In addition to State Street, Peanut Row alley was also renovated into an enlivened public space with colorful, playful furniture, stormwater management upgrades, and relocated utilities.

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The City continues to use State Street for the Farmers' Market in the summer and fall. Additional events such as the Howell Melon Festival, Oktoberfest, and CornHowell Tournament are held throughout the year on State Street. The completed project was awarded the 2020 Project of the Year Award by the Michigan Chapter AWPA.

City of Northville Request for Proposals - Professional Consulting Services Placemaking - Pedestrian Plan for Downtown

4. Work Plan

Introduction & Project Approach

We are thrilled to provide our submission to your RFP for developing a Pedestrian Plan for Downtown. Based on our history of working with you, your DDA, City, and community on your conceptual downtown plan and notably designing and documenting your Town Square, we feel confident we can provide design solutions for the Downtown Pedestrian Plan that far surpass our competitors. Our proposal includes a number of activities designed to ensure decisions made regarding the future of Northville's downtown are based on solid information, active stakeholder participation, coordination with other City projects or events, and applying the very best design practices.

To clarify our meaning of the term "best design practices", we declare that we are committed to not only provide a Downtown Pedestrian Plan that contains unique and timeless design, but also provide design solutions that are practical, within budget, durable and easy to maintain.

Please note that we have selected examples of our related experience carefully to illustrate our proved success in providing quality, vibrant downtown environments unique to each community that improve and evolve over time. We also hope you will follow up and contact our references as we have been fortunate to work with them almost exclusively since we began decades ago.

Our Project Team has provided a very efficient approach to keep on schedule to begin construction in Spring 2023. Our work plan is as follows:

1. **Background Information – Review Existing Plans and Site Analysis.** Our team will review all existing related information as listed within the RFP. During this task, our team will conduct a thorough on-site investigation of existing field conditions within the DDA district and outside the project area. The investigation will include examination of the public and private infrastructure of the downtown such as:

In-Place Public Infrastructure:

- Streets
- Sidewalks and crosswalks
- Streetscape elements (landscape, lighting, furnishings, structures, etc.)
- Parking
- Storm water drainage
- Utility service
- Maintenance needs

In-Place Private Infrastructure:

- Sidewalks/building entries/patios/use of adjacent outdoor streetscape
- Building facades / signage
- Building and site lighting
- Exterior building and property maintenance

City of Northville Request for Proposals - Professional Consulting Services Placemaking - Pedestrian Plan for Downtown

The findings of our field examination and analysis will be documented in an ***Existing Conditions Analysis Report***, which will be supplied by photographs, maps, and other graphic exhibits considered necessary to adequately convey our findings. The report will identify conditions, which have influenced the downtown's success, as well as those in need of improvement.

Meetings:

Two (2) total this phase:

- Initial meeting with the Advisory Committee as a project kick-off
- Meeting with DDA/City Staff, City's Traffic Engineer, and Advisory Committee

Deliverables:

- (1) Hard Copy
- Digital download (includes files of all graphics, plans & photographs)

2. **Draft Concepts of Pedestrian Plan.** Based on input from the existing conditions analysis, we will prepare conceptual plans, photos and/or sketches, illustrating potential options for the following elements as described in the RFP:

- a) Entrance gateway design building off Northville downtown unique features
- b) Streetscape design improvements throughout the project area that are flexible to encourage active, vibrant use all year long
- c) Handicap access and parking and safe convenient loading and unloading
- d) Expansion of utilities for use by the city merchants and event providers
- e) Business expansion into the right of way

Meetings:

One (1) total in this phase:

- One meeting with the Advisory Committee, DDA/City Staff and City's Traffic Engineer

Deliverables:

- (1) Hard Copy
- Digital download (includes files of all graphics, plans & photographs)

3. **Workshop - Present the Existing Conditions Analysis and Draft Concepts of Downtown Pedestrian Plan Elements.** The Existing Conditions Analysis and draft concepts will be presented during the workshop. This workshop is proposed to be an interactive format held in the Town Square followed by a walking tour within the project areas on Main Street and Center Street. Stakeholders, City authorities, business owners/operators and the general public can attend the session to review the analysis and concepts. Displays will be placed within the project areas, with members of the project team available to explain the concepts, answer questions and record comments.

Deliverables:

- Invitation to the workshop will be prepared and distributed by the DDA

City of Northville Request for Proposals - Professional Consulting Services Placemaking - Pedestrian Plan for Downtown

- Summary of the comments

4. **Conceptual Plan Refinement.** We will refine the Draft Concepts to respond to the comments received and prepare a final draft of the Conceptual Pedestrian Plan. The plan(s) will include an overall plan of the project area which shall incorporate all areas of project scope. In addition, supplemental enlargement plans, sketches and/or photographs shall be provided to illustrate design recommendations, such as streetscape improvements, gateway features, etc. Budget information shall also be provided for all improvements shown.

Meetings:

One (1) joint meeting with Advisory Committee, DDA/City Staff and City's Traffic Engineer.

Deliverables:

- (1) Hard Copy
- Digital download (includes files of all graphics, plans & photographs)

5. **Presentation of the Pedestrian Plan.** We shall make final edits to the Pedestrian Plan and budget, and present these in a joint meeting with the DDA and City Council.

Deliverables:

- (1) Hard Copy
- Digital download (includes files of all graphics, plans & photographs)

Project Meetings

A total of (7) meetings are programmed for this assignment:

- (1) Advisory Committee
- (1) Workshop Session
- (3) Joint Meetings (Advisory Committee, DDA/City Staff and City's Traffic Engineer)
- (1) Joint meeting with DDA and City Council
- (1) Floating meeting. One additional meeting is included to address needs that may arise throughout the process, such as a special interest group or an additional meeting with the Approval Committee or DDA.

5. References

Ann Barnette, Executive Director

Milford Downtown Development Authority, Brownfield Authority
1100 Atlantic Street
Milford, MI 48381
abarnette@villageofmilford.org
(248) 684-9719

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 Placemaking - Pedestrian Plan for Downtown**

Kate Knight, MUP, Executive Director

Farmington DDA
 23600 Liberty Street
 Farmington, MI 48336
 kknight@farmgov.com
 (248) 474-5500, ext. 2214

Lori Ward, AICP, Director

Northville DDA
 215 West Main Street
 Northville, MI 48167
 lward@ci.northville.mi.us
 (248) 349-0345

6. Project Schedule

Our work schedule is in accordance with the Request for Proposal from the City. Our work would commence October 24, 2022, with construction of approved projects to begin Spring 2022:

Background Information and Site Analysis.....	October 24 thru November 4, 2022
Draft Concepts.....	November 7 thru November 23, 2022
Workshop(s)	November 29 or 30, 2022
Conceptual Plan Refinement	December 1 thru December 9, 2022
Pedestrian Plan Presentation	December 12 thru December 16, 2022

Subject anticipated schedule may vary depending on scheduling of meetings and opportunities for presentations.

7. Project Budget

Please refer to Items 4 & 5, Work Plan.

8. Fees

Schedule of fee payments is based on the completion of the following programming work plan:

Background Information and Site Analysis.....	\$7,000
Draft Concepts.....	\$16,000
Workshop	\$10,300
Conceptual Plan Refinement	\$9,400
Final Presentation Pedestrian Design Plan	\$3,500
	Subtotal.....
	\$46,200
Reimbursable Expenses Allowance	\$1,500
	Total Fee
	\$47,700

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City of Northville Request for Proposals - Professional Consulting Services Placemaking - Pedestrian Plan for Downtown

Hourly Rate Schedule

Additional services beyond those services outlined above and, in the RFP, would be billed per the following hourly rate schedule:

Design Principal	\$185.00
Principal	\$165.00
Project Manager	\$125.00
Project Landscape Architect	\$115.00
Landscape Architectural Technician	\$110.00
Landscape Architectural Technician II	\$90.00

Reimbursable Expenses

Reimbursable expenses will be billed at cost and include the following:

1. Local travel expenses: mileage (billed per IRS Standard Mileage Rate) and parking (if applicable).
2. Out of town travel: airfare, car rental, parking, tolls, food and lodging.
3. Special materials and/or equipment unique to the project (i.e. special graphic materials, mounting supplies, etc.).
4. Courier, express mail and postage.
5. Reproduction of drawings, specifications, graphics and photos.
6. A multiplier of 1.15 will be applied to sub-consultant invoices (electrical, irrigation, survey, etc.).

9. Deliverables

Please refer to Item 5, Work Plan.

11. Indemnity & Insurance

Grissim Metz Andriese Associates meets the insurance requirements as outlined within the RFP. Our insurance company is requesting the Indemnification clause be modified. As currently written, the clause is too broad, which could impose liabilities and costs beyond our insurance coverage. They are recommending the following language:

To the fullest extent permitted by law, Consultant shall indemnify Client, its officers, directors, partners, employees, and representatives from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to have been caused by a negligent act, error, or omission of Consultant or Consultant's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement.

DOWNTOWN NORTHVILLE PR / ADVERTISING SUMMARY September 2022:

PUBLICITY:

Press Releases Sent:

- Skeletons Are Alive Press Release

Upcoming Press Releases:

- Great White Buffalo Brewing Company opening

Press Received:

- September 19 – [Fox2](#) Preview article (website) on Skeletons
- September 23 – [Visit Detroit](#) Article on Things to Do in Detroit in October
- [Little Blue Detroit](#) article “6 Kid-Friendly Fall Activities in Northville

SOCIAL MEDIA:

- Continuing Business Spotlights every month to coincide.
- Facebook ~ Continued to maintain the page, including daily posts on business announcements and virtual events, etc.
- Instagram ~ Continued to maintain the page, including daily posts business announcements, etc.
- Twitter ~ Continued to maintain the page, including daily posts on business announcements, etc.

PAID ADVERTISING:

- Ad in September issue of The Ville (Skeletons)
- Ad in Q2 of Northville Today for Skeletons Event (mailed week of September 9)
- Boosted Facebook post for Skeletons Launch Party

UPCOMING PAID ADVERTISING:

PRINT:

- Quarter-page Ads in The Ville
 - 12-months of ¼-page ads.
 - Ad theme features a new shop or restaurant every month; November issue will be Holiday to Remember ad

- Quarter-page Ads in Northville Today
 - Mailed to 21,000 households
 - Q4: A Holiday to Remember (MAILED WEEK OF DECEMBER 5)

Downtown
Northville
Timeless with a twist

Attachment 8.b



11TH ANNIVERSARY
Skeletons are Alive



KICK OFF EVENT

**FRIDAY,
OCTOBER 7
6-9PM**

downtownnorthville.com

Photo credit: Rand Alive

SKELETONS • FOOD TRUCKS AND VENDORS • MUSIC • ENTERTAINMENT