

AGENDA

DOWNTOWN
DEVELOPMENT
AUTHORITY



DDA

Board Members:

Luis Avila • Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Greg McNeilly • Jen Schottke • Diana Sieger • Jim Talen
Rick Winn

Wednesday, December 8, 2021

8:00 a.m. Meeting

29 Pearl Street NW

- | | | |
|---|--------|-----------|
| 1. Call to Order | | |
| 2. Approve Meeting Minutes from November 10, 2021 (8:01)
(enclosure) | Motion | Winn |
| 3. Accept November 30, 2021 Financials (8:05)
(enclosure) | Motion | Chapman |
| 4. 2022 Meeting Schedule (8:10)
(enclosure) | Info | Kelly |
| 5. Wayfinding Bidding and Installation Services (8:15)
(enclosure) | Motion | Eledge |
| 6. Downtown Tree Canopy Report (8:25)
(enclosure) | Motion | Eledge |
| 7. Retail Grant Request (8:35)
(enclosure) | Motion | App |
| 8. Downtown Holiday Ice Skating Support (8:45)
(enclosure) | Motion | Kelly |
| 9. World of Winter Presentation (8:55) | Info | Van Driel |
| 10. Art Prize 2021 Report (9:10)
(enclosure) | Info | Searer |
| 11. Executive Director Report (9:25) | Info | Kelly |
| 12. Public Comment (9:30) | | |
| 13. Board Member Discussion (9:35) | | |
| 14. Adjournment (9:40) | | |



DOWNTOWN
GRAND RAPIDS INC.



MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

November 10, 2021

1. Call to Order – This meeting was called to order at 8:00 a.m. by Chair Rick Winn.

Attendance

Members Present: Mayor Rosalynn Bliss, Kayem Dunn, Jermale Eddie, Greg McNeilly, Jen Schottke, Jim Talen, and Rick Winn

Members Absent: Luis Avila and Diana Sieger

Others Present: Tim Kelly (Executive Director), Amanda Sloan, (Recording Secretary), Tricia Chapman (Treasurer), Jessica Wood, Dick Wendt (Legal Counsel), Mark Miller, Marion Bonneau, Andy Guy, Melvin Eledge, Kendsie Channing (DGRI Staff), Jenessa Carter, Jennifer Kasper, Andrea Anderson, and Rich App.

2. Approve Meeting Minutes from October 31, 2021
Motion: Mr. McNeilly, supported by Ms. Dunn, moved approval of the October 13, 2021 Meeting Minutes as presented. Motion carried unanimously.

3. Accept October 31, 2021 Financials
Ms. Chapman presented financial statements through October 31, 2021. Ms. Dunn shared her appreciation for the new format broken out by expenditure categories.

Motion: Ms. Dunn, supported by Mr. McNeilly, motioned to accept Statement D: October 31, 2021 Expenditures. Motion carried unanimously.

4. GRCC Pass Through Funding
Mr. Guy stated you are likely aware of the conversations we are advancing to reconnect people to the Grand River (providing access, events and programming). We are also thinking about the economic opportunities presented by the significant investment that will be required to transform this riverfront (design and construction work, maintenance and operations, and entrepreneurship). Grand Rapids Community College has received funding to start training folks specifically for river related construction jobs. At the same time, we have been awarded a grant from Building Bridges Across the River as part of a five-city pilot project to create a replicable workforce development model for training

and employing people in the work of constructing new parks and recreational assets within their neighborhoods.

Ms. Sieger joined the meeting.

Mr. Talen inquired as to the source of the grant. Mr. Guy shared funding is from a private foundation out of Washington D.C. Mr. McNeilly requested tracking metrics to which Mr. Guy stated that GRCC will provide metrics, follow training and employment progression, and share that data.

Motion: Mr. McNeilly, supported by Mayor Bliss, moved to authorize the allocation of pass-through funding not to exceed \$48,500 to Grand Rapids Community College. Motion carries unanimously.

5. Downtown Retail Partnership

Mr. Kelly shared the Retail Attraction and Retention Program is a partnership with the City and the GR Chamber that the DDA has been engaged in since 2019. This was established to create a more proactive strategy to support, retain, and attract retail businesses both downtown and citywide. In January of 2020 Rich App was hired and with the arrival of COVID shortly after, the scope of work was quickly shifted to recovery. In October of 2020 however, specific metrics were established to guide this work: an outreach strategy, advocacy requirements, and the development of a communications strategy. Mr. Kelly shared Mr. App met and/or exceeded all targets including participating in business associations, coordinating events, and actively engaging in ongoing discussions with businesses relocating downtown. Mr. Kelly added our Downtown Retail Strategy will be completed this year which will require additional work and recommends extending this initiative which has been budgeted for in FY22. Mayor Bliss shared city commission recently voiced its appreciation that this work is not solely focused on downtown but inclusive of other business districts.

Motion: Ms. Sieger, supported by Mayor Bliss, moved to authorize funding for the Retail Retention and Attraction Initiative in an amount not to exceed \$50,000. Motion carries unanimously.

6. Just Air Update

Mr. Darren Riley, Co-founder and CEO of JustAir Grand Rapids, provided an update on the air quality monitoring project downtown. Mr. Riley stated the purpose of Just Air is to provide transparency into the air that we breathe, with a goal to protect the 20,000 breaths a person takes each day. Where these breaths are taken is a large determinant on the health outcomes of a person's life and can often impact that quality of life. He shared that researchers have determined air pollution costs the US \$600 billion annually, so economic impact of poor air quality is enormous. 5 sensors have been placed throughout downtown Grand Rapids, which encouraged the sponsorship of others in near neighborhoods. Mr. Riley stated the data collected from these sensors confirmed the disparities in air quality which can also be corroborated with healthcare data. This is why JustAir would like to go beyond a dashboard and partner with health systems to inform at risk populations of air quality dangers. This data can also be used to influence City policies around trucking and land use to ensure commerce is not suffocating our most vulnerable populations. A community facing dashboard with an interactive interface for real time data (hourly averages) will launch next month. This will provide an option for community members to opt-in for updates and also allow citizens to notify the dashboard of non-optimal conditions (fog, smells). If board members would like access to the dashboard data, please contact DGRI staff.

Mr. Eddie asked where the sensors are exactly located. Mr. Riley demonstrated on the map and shared there are also 2 ozone sensors now in GR. Mr. McNeilly asked if there are plans for further expansion. Mr. Riley stated we are currently looking to expand in both Creston and Madison areas with a goal to eventually have city-wide mapping of this data. Mayor Bliss added we are working with staff to expand sensors throughout the City and evaluating options to address air quality. Mr. Eddie asked what the cost is; the cost is \$6,000 per sensor which includes the management, maintenance, and data sharing applications of each.

7. Downtown Wayfinding Update

Mr. Eledge provided an update on the Wayfinding project- the intent to provide a more walkable wayfinding system, reduce clutter in the right of way, connect to the skyway, and introduce a digital wayfinding component. He presented renderings of vehicle and gateway signage with a new medium sized directional for areas the larger signs are too big. These will be three dimensional with the ability to replace just the front plate (when updates are necessary). Pedestrian signage will house touch screens at a lower level for pedestrian friendly access at all mobility levels and will include (to/from) walk times in minutes. Skywalk signage will include a flag sign, wall mounted map directional, and door or window mounted vinyl in the skyway. Parking signage will also eventually be updated and include LED. Mr. Eledge shared next steps include meeting with Disability Advocates to confirm these renderings are acceptable and hosting an open house with Downtown stakeholders. Supply chain issues will delay our prototype, so we are looking for other options to test the durability of these. Mr. Winn shared his excitement to have these installed. Mr. Eddie suggested a Wayfinding app with QR codes for digital wayfinding. Mr. Eledge stated that will be a future project to engage with another firm. He also stated we won't be able to deploy the entire wayfinding system at once but will slate installation as projects progress with the idea to add the digital component later. The Skywalk could be deployed soon as we do not have prototype delays but expect deployment in the spring of 2022.

8. Executive Director Report

Mr. Kelly shared next month we will have a report from ArtPrize and details of our WOW Festival. The Spectrum public hearing is set for December 7. City commission social zone discussions continue as we start winterizing businesses for colder months. Our local business associations are busy marketing for Small Biz Saturday, the tree lighting, and the SoDIV Holiday Shop Hop. Also, the Downtown Neighbor Network newsletter will be published next week for downtown neighbors.

Mr. Kelly recognized Dick Wendt for his many years of service with the DDA and congratulated him on his well-deserved retirement. Mr. Wendt shared he participated in 3 transformational projects with the DDA: Pantlind Hotel, East Bank (Plaza Towers) and, of course, the Van Andel Arena in 1996. Members shared appreciation and congratulations.

9. Public Comment

None

10. Board Member Discussion

None

11. Adjournment

The meeting adjourned at 8:52 am.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: December 1, 2021

TO: Rick Winn
Chairman

**Agenda Item 3
December 8, 2021
DDA Meeting**

FROM: Tricia Chapman
Administrative Services Officer II

SUBJECT: FY2022 Interim Financial Statements as of November 2021

Attached are the Authority's interim financial statements for the first five months of the Authority's fiscal year ending June 30, 2022. The attached statements include:

Statement A: Balance Sheet

Statement B: Comparison of FY2022 Budget vs Actual Results

Statement C: Statement of FY2022 Project Expenditures

Statement D: Schedule of Expenditures

The Authority's balance sheet on Statement A indicates the Authority is in a strong position financially with sufficient Pooled Cash to support development plan expenditures for FY2022 and beyond.

The Authority has spent approximately 31.8% and 19.6% of its budgeted appropriations in the Non-Tax and Local Tax funds respectively. The largest expenditures paid in November were invoices for Public Space Activation.

Please contact me at 616-456-3848 or at tchapman@grcity.us if you have any questions.

Attachments

STATEMENT A
DOWNTOWN DEVELOPMENT AUTHORITY
Balance Sheet
November 30, 2021

	Non-Tax Funds	Debt Tax Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,117,642	\$ 10,773,496	\$ 10,722,187	\$ 26,613,325
Petty Cash	-	-	500	500
Loan Receivable - Project Developer	357,342	-	-	357,342
General Fixed Assets	-	-	87,017,456	87,017,456
Accumulated Depreciation on Fixed Assets	-	-	(62,439,401)	(62,439,401)
Future Tax Increment Revenues Anticipated	-	6,490,000	-	6,490,000
TOTAL ASSETS	\$ 5,474,984	\$ 17,263,496	\$ 35,300,742	\$ 58,039,222
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 31,925	\$ -	\$ 52,232	\$ 84,157
Other Accrued Liabilities	-	4,061	2,026	6,087
Deposit - Area 4 Developer Damage	1,000	-	-	1,000
Deferred Revenue - Developer Loan	357,342	-	-	357,342
Bonds Payable	-	6,490,000	-	6,490,000
TOTAL LIABILITIES	390,267	6,494,061	54,258	6,938,586
Fund Balance / Equity:				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	24,578,055	24,578,055
Non-Tax Increment Reserve	5,013,031	-	-	5,013,031
Reserve for Authorized Projects	-	-	10,386,534	10,386,534
Reserve for Compensated Absences	-	-	7,886	7,886
Reserve for Eligible Obligations	-	10,769,435	-	10,769,435
Reserve for Encumbrances	71,686	-	274,009	345,695
TOTAL FUND EQUITY	5,084,717	10,769,435	35,246,484	51,100,636
TOTAL LIABILITIES & FUND EQUITY	\$ 5,474,984	\$ 17,263,496	\$ 35,300,742	\$ 58,039,222

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2022 Budget vs Actual Results July 1, 2021 - November 30, 2021

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 11,623,216	\$ 11,603,302	\$ 7,732,770	\$ 7,740,294
Property Tax Increment - Prior Year Appeals	-	-	(35,000)	-	(15,000)	(64)
Property Tax Increment - Gainsharing Rebates	-	-	(4,363,113)	-	(771,777)	-
Interest - General	63,630	(111,154)	84,901	(167,384)	104,867	(168,761)
Interest - "The Gallery" Promissory Note	15,406	6,599	-	-	-	-
Principal - "The Gallery" Promissory Note	32,953	13,551	-	-	-	-
Property Rental - Buildings and Facilities	72,000	30,000	-	-	-	-
Property Rental - DASH Parking Lots	250,000	136,587	-	-	-	-
Contributions - Lyon Square Reconstruction	-	-	-	-	1,750,000	-
Reimbursements and Miscellaneous Revenues	2,000	65,950	-	-	5,000	19,000
Ottawa Ave - Cherry to Oakes - 1/3rd payment	197,670	-	-	-	-	-
TOTAL REVENUES	\$ 633,659	\$ 141,533	\$ 7,310,004	\$ 11,435,918	\$ 8,805,860	\$ 7,590,469
EXPENDITURES						
<i>GR Forward Projects:</i>						
Goal #1: Restore the River as the Draw and Create a Connected and Equitable River Corridor	\$ 15,000	\$ 390	\$ -	\$ -	\$ 4,580,000	\$ 38,408
Goal #2: Create a True Downtown Neighborhood Which is Home to a Diverse Population	80,000	6,125	-	-	1,585,000	1,237,490
Goal #3: Implement a 21st Century Mobility Strategy	-	-	-	-	2,270,000	377,453
Goal #4: Expand Job Opportunities and Ensure Continued Vitality of the Local Economy	35,000	-	-	-	500,000	124,829
Goal #5: Reinvest in Public Space, Culture, and Inclusive Programming	1,770,000	597,011	-	-	2,025,000	171,514
Total GR Forward Projects	\$ 1,900,000	\$ 603,526	\$ -	\$ -	\$ 10,960,000	\$ 1,949,694
Administration	-	-	-	-	1,300,000	605,063
Debt Service for Bond Issues	-	-	6,814,500	162,250	750,400	-
TOTAL EXPENDITURES	\$ 1,900,000	\$ 603,526	\$ 6,814,500	\$ 162,250	\$ 13,010,400	\$ 2,554,757
EXCESS / (DEFICIT)	\$(1,266,341)	\$ (461,993)	\$ 495,504	\$ 11,273,668	\$ (4,204,540)	\$ 5,035,712
BEGINNING FUND BALANCE		5,546,710		(504,233)		30,210,772
ENDING FUND BALANCE		\$ 5,084,717		\$ 10,769,435		\$ 35,246,484

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY Statement of FY2022 Project Expenditures As of November 30, 2021

Project Name	FY2022 Project Budgets	Expenditures		Remaining FY2022 Budgets
		Month	Fiscal Year	
River Governance	580,000	7,000	34,458	545,542
Downtown Plan	100,000	-	-	100,000
Lyon Square Improvements	2,600,000	1,122	1,122	2,598,878
River Edge Improvements	1,300,000	2,828	2,828	1,297,172
GRForward Goal # 1 - Local Tax Increment	\$ 4,580,000	\$ 10,950	\$ 38,408	\$ 4,541,592
Downtown Speakers Series	10,000	-	-	10,000
Riverwalk Assessment	5,000	-	390	4,610
GRForward Goal # 1 - Non-Tax Increment	\$ 15,000	\$ -	\$ 390	\$ 14,610
Development Project Guidance	35,000	-	-	35,000
Development Project Reimbursements	1,500,000	-	1,207,023	292,977
Downtown Enhancement Grants	50,000	-	30,467	19,533
GRForward Goal # 2 - Local Tax Increment	\$ 1,585,000	\$ -	\$ 1,237,490	\$ 347,510
Heartside Quality of Life Implementation	50,000	-	4,250	45,750
Neighborhood Engagement Programs	30,000	460	1,875	28,125
GRForward Goal # 2 - Non-Tax Increment	\$ 80,000	\$ 460	\$ 6,125	\$ 73,875
Accessibility and Mobility Repairs	110,000	7,550	32,750	77,250
Bicycle Friendly Improvements	245,000	-	14,904	230,096
DASH North Shuttle Services	375,000	45,000	112,500	262,500
New Downtown Circulator Infrastructure	40,000	-	-	40,000
Streetscape Improvements	1,200,000	17,774	197,957	1,002,043
Wayfinding System Improvements	300,000	10,288	19,342	280,658
GRForward Goal # 3 - Local Tax Increment	\$ 2,270,000	\$ 80,612	\$ 377,453	\$ 1,892,547
Economic Development and Innovation	400,000	28,401	119,989	280,011
COVID Economic Relief Program	100,000	640	4,840	95,160
GRForward Goal # 4 - Local Tax Increment	\$ 500,000	\$ 29,041	\$ 124,829	\$ 375,171
Downtown Workforce Programs	35,000	-	-	35,000
GRForward Goal # 4 - Non-Tax Increment	\$ 35,000	\$ -	\$ -	\$ 35,000
Downtown Marketing and Inclusion Efforts	420,000	15,427	125,568	294,432
Downtown Tree Plantings	130,000	-	-	130,000
Parks Design	50,000	303	3,066	46,934
Public Realm Improvements	1,350,000	27,259	34,429	1,315,571
State of Downtown Event & Annual Report	25,000	-	-	25,000
Urban Recreation Improvements	50,000	354	8,451	41,549
GRForward Goal # 5 - Local Tax Increment	\$ 2,025,000	\$ 43,343	\$ 171,514	\$ 1,853,486
Arena Plaza Improvements: Non-Tax Increment	-	-	300	(300)
Bridge Lighting Operations	15,000	-	-	15,000
DGRI Event Production	401,000	8,871	37,372	363,628
Diversity / Inclusion Programming	50,000	1,500	1,500	48,500
Downtown Ambassador Program	222,000	57,286	117,178	104,822
Experience - Miscellaneous	30,000	-	12,500	17,500
Major Event Sponsorship	135,000	-	105,000	30,000
Project and Fixed Asset Maintenance	5,000	-	1,462	3,538
Public Space Activation	789,000	125,768	296,239	492,761
Rosa Parks Circle Skating Operations	40,000	-	-	40,000
Special Events - Office of	75,000	-	25,000	50,000
Special Events - Training Program	6,000	-	-	6,000
Winter Avenue Building	2,000	92	460	1,540
GRForward Goal # 5 - Non-Tax Increment	\$ 1,770,000	\$ 193,517	\$ 597,011	\$ 1,172,989
TOTAL	\$ 12,860,000	\$ 357,923	\$ 2,553,220	\$ 10,306,780

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of FY2022 Expenditures
November 1 - 30, 2021

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Local	11/21/2021	Disability Adv of Kent Co	Accessibility & Mobility Repairs	Inclusive Design research and reporting 10/21	7,550.00
					<u>7,550.00</u>
Local	11/16/2021	City Treasurer - Budget Office	Administration	IET - Operating Transfer A-87	11,006.00
Local	11/30/2021	Priority Health	Administration	Health Insurance DEC 2021	8,575.38
Local	11/30/2021	Plante & Moran, PLLC	Administration	2021 Financial Statement Audit	6,580.00
Local	11/30/2021	Dickinson Wright PLLC	Administration	Legal services: Admin 11/21	5,522.00
Local	11/8/2021	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 11/21	4,945.32
Local	11/9/2021	McAlvey Merchant & Associates	Administration	Governmental Consulting Oct 2021	4,500.00
Local	11/15/2021	Fifth Third Bank	Administration	Admin: Other Travel & Training	3,454.14
Local	11/21/2021	HR Collaborative LLC	Administration	HR Consultant services 11/21	2,177.73
Local	11/16/2021	TGG, Inc.	Administration	Life & S/T & L/T disability insurance - 12/21	2,048.08
Local	11/16/2021	The KR Group, Inc.	Administration	laptop replacement M. Catcho	1,662.75
Local	11/15/2021	Fifth Third Bank	Administration	Admin: subscriptions	1,366.03
Local	11/13/2021	City of Grand Rapids	Administration	Staff services - payroll period ended 11/13/2021	1,357.10
Local	10/30/2021	City of Grand Rapids	Administration	Staff services - payroll period ended 10/30/2021	1,197.41
Local	11/3/2021	The KR Group, Inc.	Administration	IT Managed Agreement 10/21	970.08
Local	11/30/2021	The KR Group, Inc.	Administration	IT Managed Agreement 12/21	970.08
Local	11/16/2021	City Treasurer - Risk Management	Administration	Monthly General Insurance Allocation	821.17
Local	11/8/2021	Lisa M Cooper	Administration	HR Consultant services 10/21	759.23
Local	11/22/2021	Blue Cross Blue Shield of Mich	Administration	Dental Insurance Premium 12/21	620.75
Local	11/8/2021	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street Mezzanine Office 11/21	484.64
Local	11/15/2021	Fifth Third Bank	Administration	Admin: Prof Development	430.42
Local	11/9/2021	GreatAmerica Financial Services Corp	Administration	Copier Lease 11/21	390.39
Local	11/30/2021	Metro FiberNet, LLC	Administration	Internet/Phone at 29 Pearl St NW 11/21	371.24
Local	11/3/2021	Metro FiberNet, LLC	Administration	Internet/Phone at 29 Pearl St NW 10/21	368.23
Local	11/3/2021	The KR Group, Inc.	Administration	IT services computer repair OCT 10/21	294.00
Local	11/30/2021	GreatAmerica Financial Services Corp	Administration	Copier Lease 11/21	283.11
Local	11/3/2021	Professional Maintenance of Michigan In	Administration	Janitorial services 10/21	273.21
Local	11/16/2021	The KR Group, Inc.	Administration	O365 subscription 8/17/21-9/16/21	259.74
Local	11/15/2021	Fifth Third Bank	Administration	Admin: Local Biz Expense	178.18
Local	11/9/2021	HR Collaborative LLC	Administration	HR Consultant services 10/21	173.23
Local	11/22/2021	Kimberly Van Driel	Administration	reimb for expenses 11/21	145.32
Local	11/21/2021	The KR Group, Inc.	Administration	Nov 21 Managed Agreement	143.22
Local	11/16/2021	The KR Group, Inc.	Administration	Oct 21 Managed Agreement	143.22
Local	11/15/2021	Fifth Third Bank	Administration	Admin: supplies	126.55
Local	11/8/2021	PeopleG2	Administration	Criminal Background Check services 10/21	107.70
Local	11/21/2021	Cellco Partnership	Administration	Cell Phone Service 10/02-11/01 2021	86.45
Local	11/30/2021	The KR Group, Inc.	Administration	M. Catcho device upgrade 11/21	83.10
Local	11/10/2021	Kendsie Channing	Administration	Admin meal reimbursement 11/21	42.61
Local	11/21/2021	The KR Group, Inc.	Administration	IT services backupify Agreement Nov 21	34.21
Local	11/9/2021	Model Coverall Service Inc	Administration	Floor Mat Rental 10/21	28.07
Local	10/31/2021	City Treasurer - MobileGR/Parking Svcs	Administration	Oct 2021 Parking Validation Billing	25.50
Local	10/31/2021	City Treasurer - MobileGR/Parking Svcs	Administration	Oct 2021 Parking Validation Billing	6.95
					<u>63,012.54</u>
Local	11/16/2021	Bush Concrete Products Inc	COVID Economic Relief Program	Social Zones: Reset Barriers 11/21	640.00
					<u>640.00</u>
Local	11/22/2021	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	Nov 2021 DDA Share of DASH North Service	22,500.00
Local	11/4/2021	City Treasurer - MobileGR/Parking Svcs	DASH North Shuttle Services	Oct 2021 DDA Share of DASH North Service	22,500.00
					<u>45,000.00</u>
Local	11/21/2021	Endless Opportunities	Dntn Marketing & Inclusion Efforts	Entrepreneur Expo Sponsorship 10/21	5,000.00
Local	11/8/2021	Erika Townsley	Dntn Marketing & Inclusion Efforts	Photography Nov 2021	3,000.00
Local	11/30/2021	James Forrest Hughes	Dntn Marketing & Inclusion Efforts	Livestream contract DEPOSIT 9/21	2,750.00
Local	11/3/2021	Elizabeth Usadel	Dntn Marketing & Inclusion Efforts	Downtown Window Activation 04/21	2,500.00
Local	11/3/2021	GR Public School Foundation	Dntn Marketing & Inclusion Efforts	Sponsorship: 2021 GR Turkey Trot	2,500.00
Local	11/21/2021	Jamiel Robinson	Dntn Marketing & Inclusion Efforts	GRAB Awards Sponsorship 2021 11/21	2,000.00
Local	11/16/2021	Bryan Esler Photo, Inc.	Dntn Marketing & Inclusion Efforts	Photographer: MISC Oct 2021	980.00
Local	11/21/2021	Icon Sign Company, LLC	Dntn Marketing & Inclusion Efforts	Refreshment zone signage 11/21	919.51
Local	11/15/2021	Fifth Third Bank	Dntn Marketing & Inclusion Efforts	Marketing: Advertising	777.50
Local	11/3/2021	Axios Media, Inc	Dntn Marketing & Inclusion Efforts	Voiding check #1416203	(5,000.00)
					<u>15,427.01</u>

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2022

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Local	11/21/2021	Start Garden Inc.	Economic Development & Innovation	100 Ideas Program sponsorship 2021	10,000.00
Local	11/3/2021	GR Area Chamber of Commerce	Economic Development & Innovation	Retail Retention & Attraction Contract 10/21	3,958.33
Local	11/30/2021	Dwelling Place of Grand Rapids NPHC	Economic Development & Innovation	SoDiv Holiday Shop Hop event 2021 11/21	3,150.00
Local	11/21/2021	Arena Social Partners LLC	Economic Development & Innovation	Downtown Window Activation 11/21	2,500.00
Local	11/21/2021	Erika Townsley	Economic Development & Innovation	Downtown Window Activation 11/21	2,500.00
Local	11/21/2021	Tiffany Young	Economic Development & Innovation	Window Activation Grant 2021 1/2	2,500.00
Local	11/21/2021	Elizabeth Usadel	Economic Development & Innovation	Downtown Window Activation 11/21	1,937.54
Local	11/16/2021	Dwelling Place of Grand Rapids NPHC	Economic Development & Innovation	347 S. Division Window Activation Grant (Deposit) 11/21	1,855.30
Local	11/3/2021	Renise Warners	Economic Development & Innovation	Downtown Window Activation: Basic Bee LLC 10/21	500.00
Local	11/3/2021	Monroe North Business Association	Economic Development & Innovation	Voiding check #1420325	(500.00)
					28,401.17
Local	11/30/2021	Dickinson Wright PLLC	Lyon Square Improvements	Legal services: Lyon Square MOU 11/21	1,122.00
					1,122.00
Local	11/16/2021	Progressive Architecture	Parks Design	Lyon Square Reconstruction 10/2021	302.50
					302.50
Local	11/21/2021	SmithGroup, Inc.	Public Realm Improvements	Switchback Park & River Connections Planning 11/21	25,149.00
Local	11/3/2021	MKSK INC	Public Realm Improvements	Van Andel Plaza Construction Phase 2 10/21	2,110.00
					27,259.00
Local	11/3/2021	Fishbeck, Thompson, Carr & Huber Inc	River Edge Improvements	19078-Riverwalk Impr (FTCH-404524)-DDA	1,680.50
Local	11/4/2021	Fishbeck, Thompson, Carr & Huber Inc	River Edge Improvements	19078-Riverwalk Impr (FTCH-405383)-DDA	1,147.50
					2,828.00
Local	11/21/2021	West MI Center for Arts & Technology	River Governance	WMCAT/Public Agency river engagement 11/21	7,000.00
					7,000.00
Local	11/30/2021	Stout Creek Landscapes, Inc.	Streetscape Improvements	Fall Plantings 11/21	10,725.00
Local	11/30/2021	Stout Creek Landscapes, Inc.	Streetscape Improvements	Arena Stump Removal 11/21	1,785.00
Local	11/22/2021	City Treasurer - MobileGR/Traffic Safety	Streetscape Improvements	HRC Design Engineering Invoice 191340 & 192062	1,573.47
Local	11/18/2021	City Treasurer - Refuse	Streetscape Improvements	DGRI Weekly Trash Disposal September 2021	1,139.50
Local	11/16/2021	Bazen Electric	Streetscape Improvements	Electrical services 10/21	1,047.50
Local	11/3/2021	Source One Imaging	Streetscape Improvements	Monroe North Banners 10/21	988.00
Local	11/9/2021	Katerberg Co, Inc	Streetscape Improvements	Irrigation Winterization 11/21	172.50
Local	11/3/2021	ACO Inc	Streetscape Improvements	Supplies 10/21	114.98
Local	11/22/2021	ACO Inc	Streetscape Improvements	Streetscape Supplies 11/21	114.75
Local	11/21/2021	HSL Acquisitions Ilc	Streetscape Improvements	Locksmith services 11/21	113.00
					17,773.70
Local	11/24/2021	City Treasurer - Water System	Urban Recreation Improvements	WS2179082 21/10 36 S Division	209.15
Local	11/21/2021	Kerkstra Portable Restroom Svc Inc	Urban Recreation Improvements	Portable restroom for Skate Park 11/21	145.00
					354.15
Local	11/30/2021	Progressive Architecture	Wayfinding System Improvements	Wayfinding Consulting 11/21	10,287.50
					10,287.50
Non-Tax	11/30/2021	Lions & Rabbits Center for the Arts	DGRI Event Production	WOW '22 "Modelo Meltdown" Event 11/21	5,000.00
Non-Tax	11/30/2021	Grand Rapids Event Management LLC	DGRI Event Production	Event management training 11/21	1,508.90
Non-Tax	11/3/2021	607 Dewey, LLC	DGRI Event Production	DGRI Events: NOV Storage facility rent 10/21	950.00
Non-Tax	11/16/2021	Evan Roy	DGRI Event Production	Silent Disco performer 8/21	600.00
Non-Tax	11/15/2021	Fifth Third Bank	DGRI Event Production	DGRI Event Production supplies	468.35
Non-Tax	11/30/2021	Creative Studio Promotions	DGRI Event Production	Events Supplies 11/21	189.96
Non-Tax	11/17/2021	City Treasurer - Refuse	DGRI Event Production	DGRI Silent Disco 2021 Refuse/Recycle carts and lal	154.00
					8,871.21
Non-Tax	11/16/2021	City of Grand Rapids	Diversity & Inclusion Programming	Sponsorship of Mayor's State of the City address	1,500.00
					1,500.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures - FY2022

Page 3

Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>Continued from previous page</i>					
Non-Tax	11/21/2021	Mydatt Service Inc	Downtown Ambassador Program	Ambassador Program 08/21	28,618.98
Non-Tax	11/16/2021	Mydatt Service Inc	Downtown Ambassador Program	Ambassador Program 11/21	28,618.98
Non-Tax	11/30/2021	City Treasurer - MobileGR/Parking Svcs	Downtown Ambassador Program	Monthly Parking Billing Nov 2021	48.00
					57,285.96
Non-Tax	11/30/2021	Swift Printing & Communications	Neighborhood Engagement Programs	DNN Palm Cards 11/21	298.24
Non-Tax	11/10/2021	Kendsie Channing	Neighborhood Engagement Programs	Stakeholder meal reimbursement 10/21-11/21	161.93
					460.17
Non-Tax	11/3/2021	Amigo and Amigo Design	Public Space Activation	WOW Art Installations 2nd Payment (25%) 10/21	25,227.50
Non-Tax	11/16/2021	Squidsoup Productions Inc.	Public Space Activation	World of Winter art installation 2022	23,920.00
Non-Tax	11/16/2021	Creos Experts-Conseils Inc	Public Space Activation	WOW Art Installation - LOOP 10/21	21,556.38
Non-Tax	11/16/2021	Studio Iregular Inc.	Public Space Activation	World of Winter art installation: Control No Control 20	10,850.00
Non-Tax	11/16/2021	Candor Media, LLC	Public Space Activation	Women's Way Alley project FINAL Payment 10/21	10,714.50
Non-Tax	11/21/2021	Jason Scroggin	Public Space Activation	World of Winter 22 art install - Massimals	5,000.00
Non-Tax	11/30/2021	Valerie Wahna	Public Space Activation	PSA: You, Me, Butterfly WOW 11/21	5,000.00
Non-Tax	11/30/2021	Valerie Wahna	Public Space Activation	PSA: Window Grant 11/21	4,900.00
Non-Tax	11/30/2021	Kerry Elizabeth Rolewicz	Public Space Activation	WOW '22 Placemaking Grant 11/21	4,500.00
Non-Tax	11/30/2021	Lions & Rabbits Center for the Arts	Public Space Activation	WOW '22 Placemaking Grant: Guided Pathways 11/21	3,000.00
Non-Tax	11/30/2021	Craig Merchant	Public Space Activation	WOW '22 Placemaking Grant 11/21	2,500.00
Non-Tax	11/30/2021	Erica Alexander	Public Space Activation	WOW 22 Placemaking Grant - Mother Nature Project	2,500.00
Non-Tax	11/23/2021	City Treasurer - Parks & Rec	Public Space Activation	Outdoor Fitness Class Sponsor - Summer 2021	2,000.00
Non-Tax	11/30/2021	Kevin Forest Wolfrom	Public Space Activation	PSA: Mural Completion 11/21	2,000.00
Non-Tax	11/15/2021	Fifth Third Bank	Public Space Activation	Public Space Activation: services	825.69
Non-Tax	11/30/2021	Dickinson Wright PLLC	Public Space Activation	Legal services: WOW contract review 11/21	528.00
Non-Tax	11/21/2021	Asia Home	Public Space Activation	Harriet Woods Hill mural Ribbon Cutting 11/21	400.00
Non-Tax	11/8/2021	Cassie L Truskowski	Public Space Activation	pop up performance 06/2021	300.00
Non-Tax	11/21/2021	Icon Sign Company, LLC	Public Space Activation	PSA: Signage 11/21	45.99
					125,768.06
Non-Tax	11/24/2021	Consumers Energy	Winter Ave NW Building	1030 2027 1245 21/11 Winter DDA share	51.52
Non-Tax	11/18/2021	DTE Energy	Winter Ave NW Building	9100 258 89908 21/11 Winter DDA share	39.84
					91.36

TOTAL OCTOBER 2021 EXPENDITURES \$ 420,934.33



Downtown Development Authority

Second Wednesday of each month

8:00 a.m. – 10:00 a.m.

Downtown Grand Rapids Inc.

29 Pearl St. NW, Suite 1

2022 Meeting Schedule

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 12

November 9

December 14

Please contact Downtown Grand Rapids Inc. at 616-719-4610 if you have any questions prior to the meeting.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: December 8, 2021

TO: Downtown Development Authority

FROM: Melvin Eledge Jr.
Operations Manager

Agenda Item #5
December 8, 2021
DDA Meeting

SUBJECT: Wayfinding Implementation Scope

In 2015 the GR Forward plan laid out, among other priorities, the improvement of the navigation and wayfinding system throughout Downtown Grand Rapids. In June 2020 DGRI took its first steps towards realizing this goal with the hiring of Progressive AE and RLR to design a wayfinding system that would meet the following needs:

- Create a wayfinding system that is less auto centric and more pedestrian focused.
- Enhance the pedestrian experience for a broader range of users by including elements such as bi-lingual signage and incorporating more inclusive design principals.
- Create flexibility for DGRI to adopt 21st century wayfinding strategies such as interactive kiosks and mobile applications.
- Allow for easy maintenance and updating of the wayfinding system.
- Align and integrate the on-street and skywalk wayfinding systems.

The scope of work outlined for our consultant team consisted of four tasks. The first three tasks – analysis of the current system, design of a new system and documentation (location mapping, content verification and deployment prioritization plan) have been completed and will culminate in a community open house in December.

The last task, implementation, is set to begin now that the deployment strategy and prioritization plan has been fully developed. Progressive has outlined a scope of work for implementation which spreads deployment of the new system across six prioritized phases. Each phase will include gathering field data, determining installation types, drafting design plans for each location, coordinating on-site evaluations, and delivering specifications to installers. Progressive has determined the scope of work in phase two will cost \$92,300 to fully execute, however the previous approval granted by the DDA



included a contingency that has allowed us to reduce the additional amount required to complete this work to \$84,300.

Recommendation:

Authorize the Executive Director to approve an addendum to the existing agreement with Progressive AE for the scope of work outlined to begin implementation of the new wayfinding system for an amount not to exceed \$84,300.



WAYFINDING PROPOSAL

City of Grand Rapids

Completion of Task 4 in the Downtown Wayfinding Project | November 24, 2021

Project Understanding

Project Understanding :

The aim of this project is to implement the wayfinding program developed by RLR Associates for Downtown Grand Rapids, Inc. This proposal is an addendum to the originally approved Scope of Work for Tasks 1-3. Task 4 Implementation Program to execute the Downtown Wayfinding Signage Plan has been evaluated given that the universe of possible number of signs, sign types, and locations is now generally known. There is a large increase in the number and types of wayfinding signs proposed in Downtown. The two main drivers for this increase are related to the expanded boundaries of the Downtown Development Authority, and an emphasis on pedestrian-oriented signage that was very limited in its implementation in the prior wayfinding effort.

Utilizing the completed wayfinding program developed in Task 3 and a detailed survey to determine locations, Progressive AE will compile drawings and specifications into a Design Intent Document suitable for bidding, fabrication, and installation in compliance with the City of Grand Rapids standards. The Team will assist with the bid process by preparing bid documents, identifying qualified sign contractors, tabulating and evaluating bids, and making recommendations to DGRI. We will work with the selected contractor to clarify design intent and review shop drawings to ensure consistency between the approved Program and its execution. A final inspection and completed punchlist will be supplied to DGRI and the City of Grand Rapids to document implementation. A Wayfinding and Signage Reference Manual will be created to provide criteria for the long-term viability of the Program, including sign standards and measures of success.

Outline of Steps

1. **Holiday Open House** – We will kick-off the project with a community open house, including DGRI, DAKC, G.R.A.N.D. and the City. We have prepared an anticipated schedule for delivery of the design documents for bidding, and will include timeline and process as part of our engagement. Our project team will document and share relevant findings from this engagement session, including and adjusting the project designs as needed.
2. **List for Implementation** – The refined list of signs and their locations determined in Task 3 will determine the wayfinding signage designed and documented in this scope of work.
3. **Field Data Gathering** – Our team will investigate all locations of the existing signs and the proposed locations. Site photographs and location conditions information will be collected.
4. **Existing Utilities** – We will review all applicable GIS data for underground utilities from the City of Grand Rapids and existing private utility data for the proposed sites, as needed* The MissDIG system will also be utilized for utility locations.
5. **Installation Types** – Using the field data and data received, each site will be categorized as one of the following difficulty classes:
 - *Installation Type 1 : New installation with re-utilization of existing foundations. We anticipate minimal potential conflicts with existing conditions.*
 - *Installation Type 2 : New installations in a new location, where wayfinding doesn't currently exist, with a moderate amount of potential conflict requiring additional coordination.*

Project Approach

- *Installation Type 3 : New installations in locations with a high amount of existing utility systems, the highest risk for potential conflict, and additional permitting requirements. A sizeable amount of verification and detailing is expected. We anticipate the majority of the Downtown locations to be in this category.*
 - *Installation Type 4 : New installations that are non foundation installations. This could include, but is not limited to, bracket arms, ceiling mounts, wall graphics, and pole mounted signs. We anticipate the majority of the Skywalk locations to be in this category.*
6. **Design Plans** – Our team will create a set of plans** (approved by the City) for each location where a sign will be installed. This sheet can have up to 4 signs, shown in plan view, utilizing existing aerials as the base plan. The field photos will be shown on the page as well as the sign face details for each sign. Each plan will show the known utilities (as available from GIS) as well as alternate zones for installation if the selected zone does not work. Along with the plans, there will be a specification drafted for the project. The specifications will be prepared in adherence to the most recent CSI MasterFormat and the City of Grand Rapids formatting requirement. All plans will be sent for final approval to the City and DGRI. See Figure 1 for example of anticipated deliverable.
 7. **Miss-Dig Tickets** – We will submit Miss Dig Tickets for each location in the Sign Package. Coordination with Miss Dig will be conducted to group proposed locations into single tickets for field marking, simplifying the process for utility owners.
 8. **Field Locating and Coordinating** – After Miss Dig has marked utility locations, the Progressive AE team, DGRI, and applicable City departments will meet onsite to identify the exact location of each new sign. A stake will be placed in the location selected by the team, so that the sign can be installed in the future even if the Miss-Dig markings fade or are removed. Alternate installation locations will be identified and marked on the plans to simplify install if a conflict is detected in the field.
 9. **Plan Delivery** – Plans and corresponding specifications will be delivered to the sign installer for installation to begin. Additional deliverables are listed below:
 - Implementation and Prioritization Schedule: A matrix and map showing the allocation of resources over the duration of time. (17" x 11" PDF version)
 - Wayfinding and Signage Reference Manual: A guidance document for the ongoing management of the signage system. (8 ½" x 11" PDF version)



* This data has already been collected from the City of Grand Rapids to inform sign placement and installation.

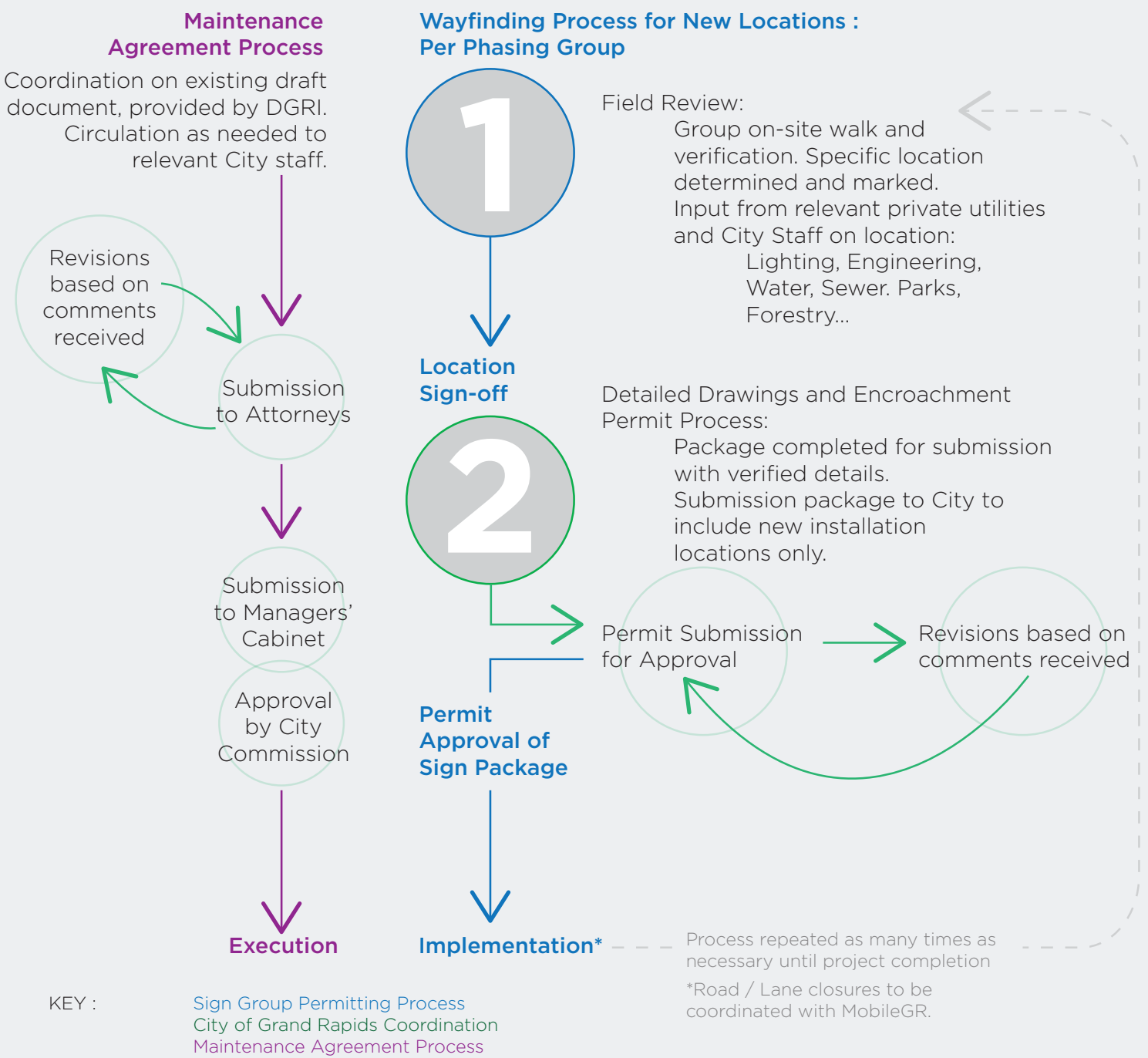
** An example of the anticipated level of documentation is included in this proposal as reference

FIGURE 1 : Anticipated deliverable for detailed design and permitting

Anticipated Permitting Process

Process for “batch” submittal of implementation phasing (or priority groups) instead of single sign permit approval process.

- Prior work completed to include:
- Content verified by Steering Committee
 - Preliminary location verified by Steering Committee
 - Document provided by DGRI to be used as basis for agreement



Project Schedule + Fees

Schedule

We require approximately 12 weeks to complete final deliverables, upon final acceptance of the wayfinding program.

Fees

As a result of the work already completed by RLR, and the refined list of signs for implementation at the completion of Task 3, we've identified the following categories and associated fees for signage installation :

Installation Type 1: Replacement of existing sign and re-utilization of foundations. We anticipate minimal potential conflicts with existing conditions. _____ **\$250 / ea**

Installation Type 2: New installations in a new location, where wayfinding doesn't currently exist, and there is a moderate amount of potential conflict, requiring additional coordination. _____ **\$475 / ea**

Installation Type 3: New installations in locations with a high amount of existing utility systems, the highest risk for potential conflict, and additional permitting requirements. A sizeable amount of verification and detailing is expected. We anticipate the majority of the Downtown locations to be in this category. _____ **\$675 / ea**

Installation Type 4: New installations that are non foundation installations. This could include, but is not limited to, bracket arms, ceiling mounts, wall graphics, and pole mounted signs. We anticipate the majority of the Sky Walk locations to be in this category. _____ **\$250 / ea**

Clarifications :

Construction Assistance is not provided in this scope of work, but can be provided at an additional hourly rate as desired.

Sign base design by others.

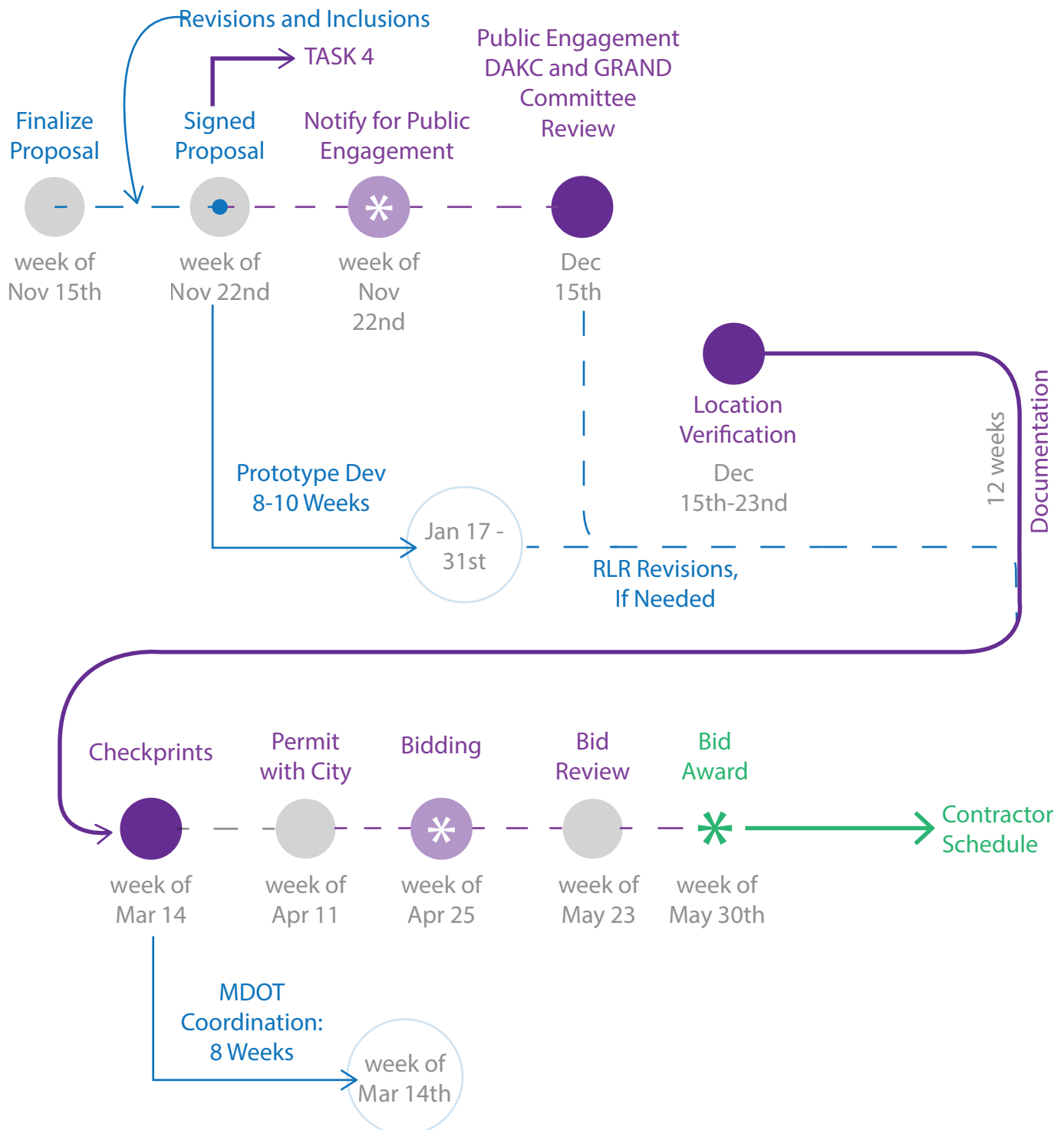
Attachment to building or existing structure by others.

Fee based upon large quantity of signs in a single phase. If multiple phases desired and / or initial sign implementation minimal, fee assessment is required.

Any locations requiring MDOT review will increase timeline for review by minimum 60 days.

RLR fee inclusion to be hourly, as needed (\$250) per hour for any value engineering of final package, bidder vetting and assisting with final implementation.

Expected Process + Timeline



TASK 3 : *Previously completed work performed, not yet paid as of 11/24/2021.*

Community Open House engagement planning and feedback incorporation _____	\$4,000	Sign Qty
PHASE A : Skywalk Signage Phase Cost _____ 16 (x \$250) =	\$4,000	16
<i>Installation Type 4</i>		
Additional Contingency Fee _____	\$4,998	
<i>Work already in progress in Task 3, not reflected in proposal total</i>		
	\$12,998	16

Anticipated Fee for Task 4

As a result of the work already completed by Steering Committee, we anticipate effort for the following phases as outlined below:

Installation Type:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	Phase Cost	
PHASE B : Visually Impactful at core of City Center <i>Areas directly adjacent to Rosa Parks Circle, Monroe Center, Convention Center, Van Andel and in close proximity along Ionia</i>	14 (x \$250)	3 (x \$475)	21 (x \$675)	-	\$19,100	38
PHASE C : Active Implementation <i>Adjacent to GRCC campus, Wealthy Street and Monroe Intersection</i>	10 (x \$250)	7 (x \$475)	5 (x \$675)	-	\$9,200	22
PHASE D : Existing Locations	15 (x \$250)	1 (x \$475)	-	-	\$4,225	16
PHASE E : New Locations	-	20 (x \$475)	4 (x \$675)	-	\$12,200	24
PHASE F : Parking and Welcome <i>Includes signage at future developments along Ottawa + Ionia, Monument signage, any additional locations</i>	28 (x \$250)	10 (x \$475)	9 (x \$675)	-	\$29,575	47
Subtotal :					\$74,300	147

Wayfinding and Signage Reference Manual - A guidance document for the ongoing management of the signage system (8.5" x 11" PDF version) **\$ 10,000**

Coordination of Maintenance Agreement, hourly as needed

RLR hourly fee, as needed for shop drawing review, value engineering of proposed final sign implementations, and any bid / contractor verification.

Sign Total :

TOTAL FEE :	\$84,300	163
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Please Note : Final sign quantity to adjust as needed for desired scope. Sliding scale of fee and implementation / installation type to be reassessed if locations change or if sign type is altered.

We would very much enjoy this opportunity to continue our valued partnership with the City of Grand Rapids and look forward to discussing our proposal details with you. Should you have any questions or need any additional information, please do not hesitate to contact our office.

Sincerely,
Progressive AE



Suzanne M. Schulz, AICP
Urban Planning Practice Leader



Joy Sportel, AIA NCARB
Architect + Planner

ACCEPTED BY : _____

PRINTED NAME : _____ DATE : _____

Progressive AE has prepared this proposal for DGRI and we request that it be treated as confidential and not copied or distributed for any reason other than evaluation for hire.

The terms of this proposal defining project understanding, scope, schedule, clarifications and professional compensation are incorporated into the Standard Agreement Provisions for Professional Services which are attached. The terms and conditions as identified in the Standard Agreement Provisions will be valid unless superseded by an AIA Standard Form of Agreement. If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule. If you do not sign and return this proposal, and after receipt of this proposal you request or accept services from Progressive AE in connection with this or any other engagement, your request or acceptance of such services will be deemed to be an acquiescence or agreement with the terms provided in this proposal.

CONTACT :

Joy Sportel
269.720.6563
sportelj@progressiveae.com

Schedule of Invoice Rates - 2021

Hourly Staff Charges

Class 9 Personnel:	Principals	\$225/hour
Class 8 Personnel:	Principals and Senior Project Managers	\$190/hour
Class 7 Personnel:	Senior Project Managers, Architects, Engineers, Landscape Architects, Senior Interior Designers, Environmental Analysts and Construction Administrators	\$165/hour
Class 6 Personnel:	Senior Project Managers, Architects, Engineers, Landscape Architects, Senior Interior Designers, Environmental Analysts and Construction Administrators	\$145/hour
Class 5 Personnel:	Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts, Construction Administrators, Designers, Interior Designers and Surveyors	\$130/hour
Class 4 Personnel:	Project Managers, Intermediate Architects, Engineers, Designers, Interior Designers, Landscape Architects, Environmental Analysts, Construction Administrators and Surveyors	\$115/hour
Class 3 Personnel:	Graduate Architects, Engineers, Designers, Interior Designers, Environmental Analysts, Construction Administrators, Technicians, Project Assistants and Surveyors	\$100/hour
Class 2 Personnel:	Technicians, Interior Designers, Project Assistants, Graduate Architects and Surveyors	\$85/hour
Class 1 Personnel:	Project Assistants and Technicians	\$70/hour

Reimbursable Expenses

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Building permit fees and plan review fees as required by the authorities having jurisdiction over projects at cost plus 10%.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 56¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.

STD RATE

January 19, 2021

Standard Agreement Provisions
Architectural Services

The parties to this agreement, Progressive AE, Grand Rapids, Michigan, USA, hereinafter called the ARCHITECT and _____, _____, _____, USA, hereinafter called the OWNER, hereby agree to the following conditions:

1. Limit of Scope: The services provided by the ARCHITECT shall be limited to those described in the proposal dated _____. The parties agree that the terms of the proposal are incorporated herein by reference, and are part of this agreement as if fully set forth herein. If any terms set forth in the proposal are expressly in conflict with the terms hereof, the terms of the proposal shall govern.
2. Changed Conditions: If, during the term of this Agreement, the ARCHITECT becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ARCHITECT, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ARCHITECT may call for re-negotiation of appropriate portions of the Agreement. The ARCHITECT shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ARCHITECT and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
3. Delays: The OWNER agrees that the ARCHITECT is not responsible for any damages arising directly or indirectly from any delays for causes beyond the ARCHITECT's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions, epidemics, pandemics or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in timely manner; failure of performance by OWNER or the OWNER's contractors or consultants; or discovery of any hazardous substance or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by the ARCHITECT to perform its services in an orderly and efficient manner, the ARCHITECT shall be entitled to a reasonable adjustment in schedule and compensation.

4. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt. If services covered by this agreement have not been completed within ____ months of the date of this agreement, through no fault of the ARCHITECT, extension of the ARCHITECT'S services beyond that time shall be compensated as additional services.
5. Standard of Care: Professional Services provided by the ARCHITECT will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed architects and engineers practicing in the State of Michigan. The OWNER and ARCHITECT agree that a contingency in the amount of three percent (3%) of the cost of the work be established, as required, for changes that may be required because of possible omissions, ambiguities, or inconsistencies in plans and specifications.
6. Hazardous Materials: The ARCHITECT shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
7. Condominium Conversion: If the ARCHITECT's services and Construction Documents are intended for the design and construction of residential rental units, they shall be under the ownership and control of a single, integrated OWNER. In the event the Project is changed to

any other purpose or use, including, but not limited to, subdivision into individual units for sale, the ARCHITECT shall have no responsibility, and shall be released from all obligations and liabilities for the Project, and each and every right, license and/or ownership interest of the OWNER of the Construction Documents shall be void. The OWNER shall be expressly prohibited from making any further use of the Construction Documents for any purpose, including, but not limited to, the conversion of the Project to another purpose. Further, the OWNER agrees, to the fullest extent permitted by law, to indemnify, immediately defend, and hold harmless the ARCHITECT, its officers, directors, employees and subconsultants (collectively, ARCHITECT) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the services performed under this Agreement.

8. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ARCHITECT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the ARCHITECT's opinions of probable construction costs are made on the basis of the ARCHITECT's professional judgment and experience. The ARCHITECT makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ARCHITECT's opinion of probable construction cost.
9. Schedule for Rendering Services: The ARCHITECT shall prepare and submit for OWNER approval a schedule for the performance of the ARCHITECT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the ARCHITECT's reasonable control.
10. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the ARCHITECT in the course of and for the purpose of meeting this contract are the property of the ARCHITECT, shall remain in the possession of the ARCHITECT and the ARCHITECT has and retains all copyrights in such material. Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instrument of Service solely for the purposes of constructing, using and maintaining the Project provided that the Owner shall comply with all obligations including the prompt payment of all sums when due, under this Agreement.
11. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the ARCHITECT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ARCHITECT in CAD form. Release of electronic media will be by execution of the Architect's Release of Electronic Media Request Form. Copies shall be for information and used by the OWNER for the specific purpose for which the ARCHITECT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ARCHITECT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ARCHITECT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or modification of all Project documentation.

12. Payment Terms: Invoices will be submitted by the ARCHITECT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the original invoice date. If past due invoices cause the ARCHITECT to proceed with legal action or collection services, the OWNER agrees to pay all of the ARCHITECT's collection expenses including reasonable attorney fees.
13. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ARCHITECT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ARCHITECT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
14. Abandonment of Work: If any work is abandoned or suspended, the ARCHITECT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
15. Professional Liability Insurance and Limitation of Liability: The ARCHITECT maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the ARCHITECT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the ARCHITECT's negligent acts, errors, or omissions, such that the total aggregate liability of the ARCHITECT to all those named shall not exceed the amount of the ARCHITECT's compensation for the Project.
16. Indemnification: Subject to the limitation in paragraph 15 above, the ARCHITECT agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the ARCHITECT in the performance of professional services under this Agreement, to the extent that the ARCHITECT is responsible for such damages, liabilities and costs. The ARCHITECT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
17. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ARCHITECT, their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the ARCHITECT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
18. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully

cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgement may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

19. Hiring of Personnel: OWNER may not directly hire any employee of the ARCHITECT. OWNER agrees that it shall not, directly or indirectly solicit any employee of the ARCHITECT from accepting employment with OWNER, affiliate companies, or competitors of ARCHITECT.
20. Site Signage: The ARCHITECT shall be permitted to install on the project premises an exterior sign of not more than 60 square feet for promotional purposes. The location of the sign shall be mutually agreed upon by OWNER and ARCHITECT, not to be unreasonably withheld by either.
21. Means and Methods: The ARCHITECT shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor shall the ARCHITECT be responsible for the constructors failure to perform work in accordance with the contract documents.
22. Evaluation of Work: The ARCHITECT shall have authority to reject work that does not conform to the contract documents, however, the ARCHITECT does not have authority to stop work at any time.
23. Buried Utilities: The OWNER will be responsible for furnishing the ARCHITECT information identifying the type of all underground utilities and verifying their specific locations. The ARCHITECT (or their subconsultant) will rely on this information and prepare a plan that shows the locations intended for connections with respect to assumed locations of underground utilities provided by the OWNER. The OWNER will approve of all locations of subsurface penetrations prior to them being made. The OWNER agrees to waive all claims and causes of action against the ARCHITECT for damages to underground improvements. The OWNER further agrees to indemnify and hold the ARCHITECT harmless from any damage, liability or

cost, including reasonable attorney's fees and defense costs for any property damage, injury or economic loss arising or allegedly arising from subsurface penetrations.

24. ADA Requirements: The ARCHITECT shall make a reasonable professional effort to interpret applicable ADA requirements as they apply to this project but cannot warrant or guaranty compliance due to the fact it is civil rights legislation and open to many different interpretations.



DOWNTOWN
GRAND RAPIDS INC.

progressive|ae

OH WHAT FUN

• • ● GRAND RAPIDS WAYFINDING ● • • HOLIDAY OPEN HOUSE & PROJECT CELEBRATION

WHEN: December 15, 2021

TIME: 4pm-6pm

WHERE: 29 Pearl St. NW #1
The Lyon Room
Grand Rapids, MI 49503

Come celebrate and engage with the new wayfinding proposed for Downtown Grand Rapids!

We will be showcasing the new designs for signage and we'd love to have your input!

**Light refreshments and holiday cheer will be provided.*

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: December 8, 2021

TO: Downtown Development Authority

FROM: Melvin Eledge Jr.
Operations Manager

SUBJECT: Downtown Tree Planting Reauthorization

Agenda Item #6
December 8, 2021
DDA Meeting

Urban forests and the canopies they produce have been shown to offset carbon, help cities manage stormwater runoff and reduce the urban “heat island” island effect by reducing rising temperatures. Dense urban canopies have also been shown to reduce stress, increase physical activity in their residents and make neighborhoods safer.

In 2015, recognizing the immense benefits to increasing its urban canopy, GR Forward established a goal to increase the Downtown tree canopy from 5% to 10%. DGRI began its current partnership with Friends of Grand Rapids Parks (FGRP) in 2018; since that time FGRP has planted over 530 trees and developed a comprehensive GIS map indicating current tree and planting site inventories.

For 2022 FGRP will plant 200 new trees, 100 in Spring of 2022 and 100 in the Fall of 2022. Additionally, FGRP will maintain the approximately 450 trees that they have planted since 2019.

It is recommended that the DDA renew their partnership with FGRP to continue to work toward this important community goal. Authorization is requested for an amount not to exceed \$87,000 which would be provided out of the Downtown Tree Planting Line item in the DDA’s FY 2022/23 budget.

Recommendation: Authorize an amount not to exceed \$87,000 for Friends of Grand Rapids Parks to complete Spring and Fall 2022 tree plantings as well as watering and maintaining 450 trees planted since 2019 throughout Downtown.



2022 DGRI TREE PLANTING AND MAINTENANCE PROPOSAL

Prepared for:
Downtown Grand Rapids Inc.
Prepared by:
Friends of Grand Rapids Parks

Introduction

This document is intended to serve as a proposal from Friends of Grand Rapids Parks (Friends) to increase the urban tree canopy for Downtown Grand Rapids Inc (DGRI). In this document you will find background information on Friends and a proposal for planting more urban forest canopy by Friends for DGRI for spring and Fall 2022.

The document also contains a detailed project timeline as well as a cost breakdown per project milestone.

Friends of Grand Rapids Parks Overview

Friends of Grand Rapids Parks is an independent, citizen led, nonprofit enterprise founded in 2008, working closely with but separate from the City, with the mission to empower people to cultivate vibrant parks, trees, and green spaces in Grand Rapids. We believe that vibrant parks and public spaces are essential to support the community's economic health, competitiveness, and cultural well-being. We understand that a healthy urban canopy is a long-term commitment, and are committed to help achieve the city's goal of a 40% urban tree canopy in Grand Rapids through the work of the Urban Forest Project. The need for these efforts is especially apparent in the Uptown corridor where existing infrastructure is limiting to a flourishing canopy.

Our project lead, Lauren Davis is a Certified Arborist as recognized by the International Society of Arboriculture (ISA) and an active member of the Michigan and Midwest chapters. Davis is sworn to uphold the high standards and best practices set by these entities for urban forest project planning, management, and project execution.



Past Projects

FGRP has recent past experience planting trees in the downtown area. Since 2018, FGRP in partnership with DGRI have planted over 530 trees.

Current Proposal

FGRP proposes to plant and maintain 200 trees in the Downtown district as identified in the most recent GIS mapping completed for the area in 2019. FGRP will work in collaboration with the DGRI to identify the most impactful opportunity sites to plant 100 trees in the spring of 2022 and 100 trees in the Fall of 2022. These trees will be planted with volunteers managed by FGRP and maintained for the following season.



Project	Description	Cost	Timeline
Spring & Fall Tree Planting & Community Engagement	(1) Plant 200 trees during spring and fall of 2022 (2) Notification and engagement of residents, private property owners, and other stakeholders in tree planting events as well as continued care of FGRP planted trees.	\$60,000	April/May/June 2022 September/October/November 2022 Plant 200 trees in viable public planting sites
Tree Watering and Maintenance <i>*Watering dates and cost estimates are approximate and may vary based on tree planting dates, weather conditions and the need to water early in spring (May) and late in fall (November)</i>	Watering of all trees planted in the Downtown District by FGRP in the last 2 years, and maintenance of water bags, tree stakes, and other miscellaneous needs. <i>*Watering dates and cost estimates are approximate and may vary based on tree planting dates, weather conditions and the need to water early in spring (April) and late in fall (November)</i>	\$27,000 (maintenance materials including stakes, water bags, etc., and 4 months of water for 450 trees) Cost not to exceed \$65 per tree per season	May through September 2022: watering of 250 trees from spring/fall 2020 and spring 2021, 200 trees from spring 2022 and fall 2022 planting (until average air temp. falls below 40 degrees)

COVID Volunteer & Safety Policy

Due to current conditions regarding Covid-19, the safety of the community, volunteers, and the team of Friends of Grand Rapids Parks is of primary importance. In order to best limit the spread of COVID-19, volunteers and employees of Friends of Grand Rapids Parks will follow all safety protocols as recommended by the CDC.



1. Do not volunteer if sick or registering a temperature.
2. Only households may volunteer together.
3. Maintain 6 feet of social distancing at all times.
4. Volunteers and Friends team members will carry their own tools and not share equipment with others.

To ensure the safest work environment as possible FGRP will provide & ensure:

- Gloves to wear while working
- Hand sanitizer
- Personally assigned tools
- Create 6ft apart space from other volunteers
- 3 hour shifts to accommodate bathroom breaks
- All equipment will be cleaned with bleach mix at the end of every work day
- Information to hand home owners about their tree and tree care if they are interested

Locations:

To be determined with Friends & DGRI staff based on tree inventory data.

Project Cost

Total Project Cost: **\$87,000**

Payment Terms:

2 equal installments starting in January 2022 and June 2022



MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: December 3, 2021

TO: Downtown Development Authority

FROM: Richard App, Retail Retention & Attraction Specialist

SUBJECT: Retail Grant Request – Gazelle Sports

Agenda Item #7
December 8, 2021
DDA Meeting

Among the established retail attraction goals has been to secure a regionally established tenant, that will be a draw in and of itself, to bolster the downtown retail environment. It is important to bring in a business that will contribute and strengthen Downtown programming as well as looking to the future with the revitalization of our River.

One of the companies that was targeted for meeting the above criteria is Gazelle Sports, a regionally based company with a trusted name as an industry leader in their field as a run specialty and active lifestyle store. This West Michigan based business was established in 1985 in Kalamazoo and has since grown to five Michigan retail locations including Holland, Northville, Birmingham and Southeast Grand Rapids.

While Gazelle has long been identified as an ideal retailer for Downtown, barriers prevented them from making an investment, including pricing. To combat that, staff has worked collaboratively with the Gazelle team and the proposed landlord, Monroe Center, LLC, to identify the appropriate space and price point to give them the best chance for success.

As proposed, Gazelle would occupy the soon to be vacant retail space at 52 Monroe Center beginning in March 2022 with a goal to open in May 2022. They will sign a 3-year lease with an option to extend for an additional two years at their discretion. The landlord is working with Gazelle to allow them to occupy the space before opening and is negotiating a lease below the current list price. In addition, to bridge the remaining gap Gazelle is requesting support through the DDA's Retail Innovation Grant Program in an amount not to exceed \$67,000. Expenditure of these funds must and will occur in accordance with sections 7(1)(r) and 7(2) the DDA's enabling statute PA 197 of 1975.

This proposal, affirmed by a working group of the GR Forward Goal 4 Alliance, advances on numerous Downtown goals, including:

- Diversifying the mix of Downtown retail offerings.



- Supporting entrepreneurship and local business growth.
- Supporting activation vacant retail space

In addition, addressing vacancy on Monroe Center is in an area of focus for the retail strategy that is currently under development. It is expected that having an anchor tenant with a trusted reputation in the middle of the block between Ionia and Division Avenue will be a huge asset in attracting other businesses to get a true cluster in soft goods retail on Monroe Center.

Recommendation: Authorize the DDA Executive Director to execute a contract for an amount not to exceed \$67,000 for a retail grant to support Gazelle Sports location in Downtown Grand Rapids.

MEMORANDUM

DOWNTOWN
DEVELOPMENT
AUTHORITY



DATE: December 3, 2021

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Executive Director

Agenda Item #8
December 8, 2021
DDA Meeting

SUBJECT: Downtown Holiday Ice Skating Support

In April 2021 the Downtown Development Authority, in partnership with the City of Grand Rapids and the Ecliptic at Rosa Parks Circle Conservancy, approved funding to begin the restoration of the Ecliptic at Rosa Parks Circle. Initially that work was scheduled to be complete in September 2021, however delays in materials have pushed the project completion to February 2022.

As a result of the schedule change, the outdoor winter ice rink that has been a draw Downtown since the park opened will very likely not be operational this winter. To continue to provide opportunities for community members to enjoy skating, the City and DGRI convened to discuss alternative options. After exploring a range of scenarios – including purchasing a synthetic rink, deploying a temporary rink, or forgoing skating for the season – and conversations with community partners, it was identified that Van Andel Arena was the ideal venue to host a revised skating season. Not only is it equipped with an existing rink, but it can allow maximum spacing for skaters.

As proposed, the CAA will allow the Arena to be used free of charge and has asked only that the City and DGRI cover the costs to have the facility open and maintained. Those costs include staff time, operations, custodial, EMTs and security and utilities, and are currently estimated at \$4,000 - \$5,000 for a 3-hour open skate. Capacity will be limited to no more than 300 persons at a time, and the City will manage access through a reservation system similar to what was used for skating at Rosa Parks last year.

To help cover those costs, it is recommended the DDA approve repurposing the \$40,000 line item in the FY22 NTI budget for Rosa Parks Skating Operations. Funds will only be expended based on actual cost and will be shared with the City of Grand Rapids. The City Commission will consider a similar request for their share of funding at their meeting on December 14.

Staff is currently working with both City and CAA staff to coordinate a schedule and logistics and finalize the details of a Rental Agreement. The intent is to hold multiple dates through the end of the year as well as into 2022. A final schedule will be announced as soon as details are finalized, with the expectation that multiple dates will be available over the upcoming holiday season.



Recommendation: Authorize the DDA to enter into a Rental Agreement – approved as to form by DDA legal counsel and content by the Executive Director - and approve a budget amendment for an amount not to exceed \$40,000 to support holiday ice skating at Van Andel Arena.

ArtPrize 2021 Wrap Report





Mission

The ArtPrize organization produces open citywide contemporary art experiences that encourage critical discourse, celebrate artists, transform urban space and promote cultural understanding.

Thank you!

Thanks to the support of sponsors and partners like you, ArtPrize's return to the competition series was a smashing success.

On behalf of our Board of Directors and the entire ArtPrize Team, thank you for supporting our mission.



The background features a large teal shape on the left side, a yellow shape in the top-left corner, and a purple rectangular area on the right. The text "Over 18 days..." is positioned within the purple area.

Over 18 days...

ArtPrize Engaged

500,000+ visitors

2,500 students

171 volunteers, giving **1,169** total hours

955 artists / **877** entries

144 venues





ArtPrize Awarded

94,000 total prizes through the new app
199 artists received prize money

\$150,000 in total monetary prizes

\$50,000 grand prize decided by the public

\$50,000 in juried prizes

\$200K+ in grants

ArtPrize Connected

1.6M+ impressions across all social channels

41,000 auction page views

91 pieces sold through the ArtPrize auction

\$51,619 worth of art revenue for artists



2021 Revenue Snapshot

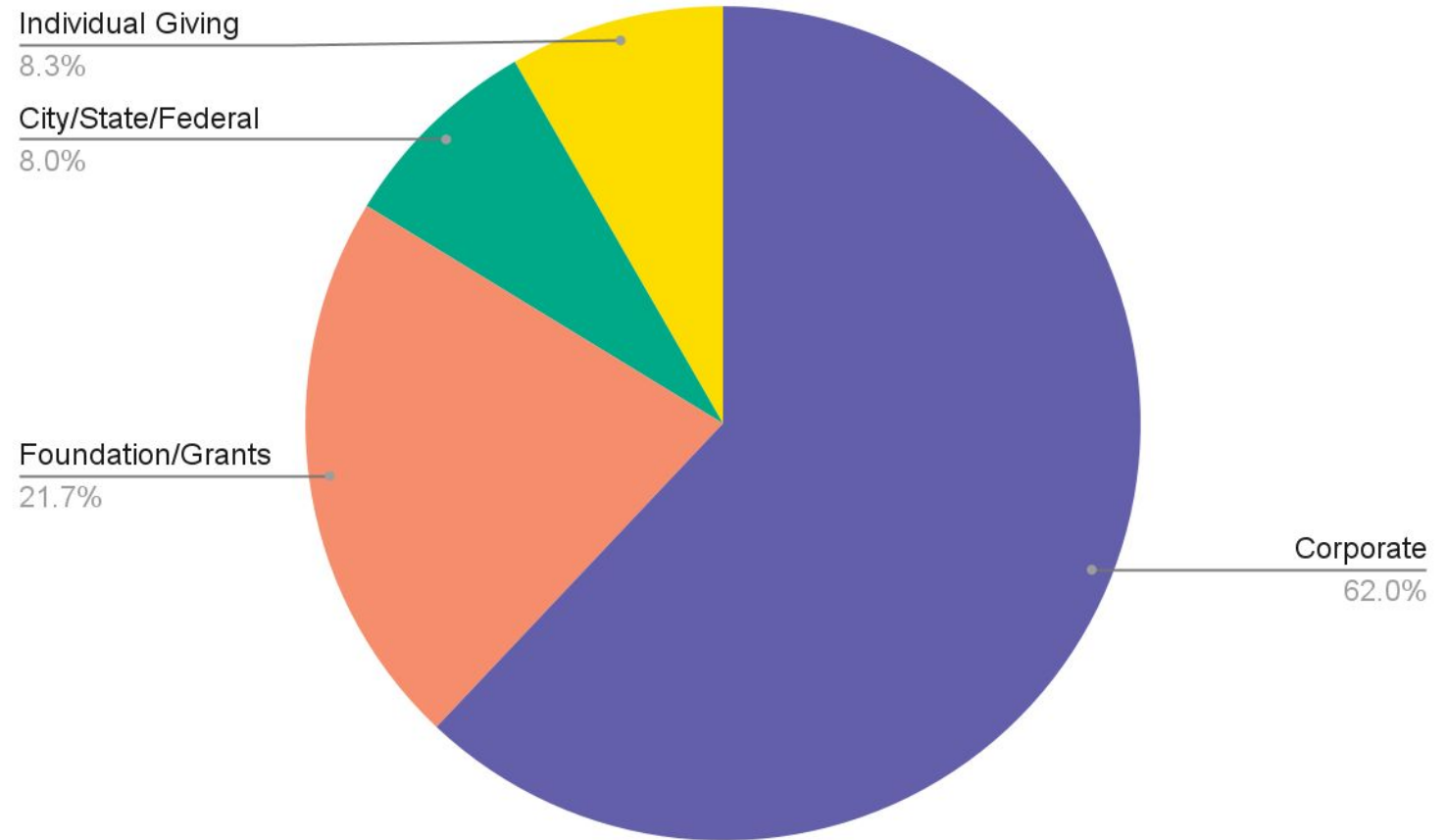
2021 Sponsorship Revenue

\$2.1m total revenue raised,
including:

62% in corporate sponsorship
(1.3m of total revenue)

21.7% in foundational support
(\$465,000 of total revenue)

83 total sponsors in 2021



Grant Programs

\$200K+ in Grants Awarded

\$205,000 to artists:

- **\$100,000** in Curatorial Grants / **12** curators
- **\$50,000** in Project Grants / **21** artists
- **\$50,000** in Equity Grants / **22** artists
- **\$5,000** in Mural Grants / **2** artists

\$4600 to Educators

- **46** Transportation Grants worth \$100 each awarded to schools



Media & Public Relations

Media Reach

65+ media interviews

150+ earned media stories

5 produced videos created for web and social

123,949 website views

598,000 app views

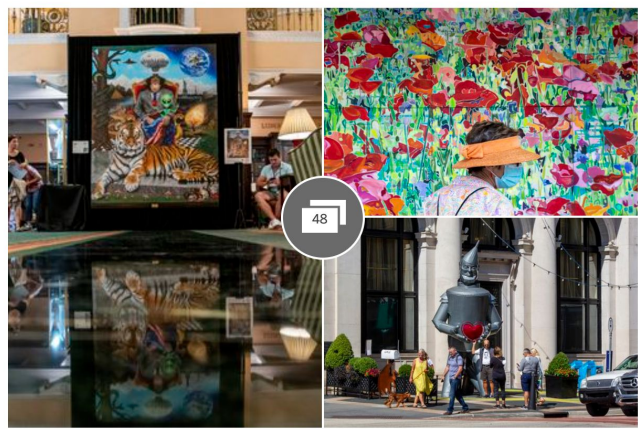
1.6M+ impressions across all social channels



Earned Media Features

ArtPrize kicks off in Grand Rapids after two-year absence

Updated: Sep. 16, 2021, 7:51 p.m. | Published: Sep. 16, 2021, 5:31 p.m.



ArtPrize 2021 Day 1



997 shares

By [Brian McVicar](#) | [bmcvicar@mlive.com](#)

GRAND RAPIDS, MI — ArtPrize kicked off Thursday in Grand Rapids, drawing visitors downtown to check out 881 entries, ranging from sculptures and paintings to murals and more, scattered throughout the city.

By mid-afternoon, visitors, college students, and office workers could be seen examining entries on Monroe Center, in front of the Amway Grand Hotel, and elsewhere throughout downtown.

Art Galleries

ArtPrize names 2021 winners

By [Danielle Nelson](#) - October 4, 2021



Virginia Lee Montgomery's *Sword in the Sphinx*. Courtesy [Frederik Meijer Gardens & Sculpture Park](#)

ArtPrize crowned the audio installation of *Before You Go* by Christian Reichle and Monica Pritchard the grand prize winner of the two-week event.



SKYMINT To Become First-Ever Cannabis Sponsor Of ArtPrize, The Most Attended Public Art Event In The World

SKYMINT artist-in-residence and acclaimed Detroit muralist SheeFly McFly, just named "Artist of the Year" by Rapper Big Sean's Sean Anderson Foundation, to kick-off ArtPrize with two-day immersive SKYMINT x SheeFly McFly open air installation

NEWS PROVIDED BY
[SKYMINT](#)
Sep 14, 2021, 15:32 ET

GRAND RAPIDS, Mich., Sept. 14, 2021 /F premium cannabis brands and lifestyle [ArtPrize](#), Michigan's internationally renowned course of 18 days (**Sept 16 - Oct 3**) at the ArtPrize District of Grand Rapids.



SKYMINT artist-in-residence and acclaimed Rapper Big Sean's Sean Anderson Foundation McFly open air installation

ARTPRIZE

Downtown GR businesses see boost from ArtPrize 2021



by: [Kyle Mitchell](#)
Posted: Oct 6, 2021 / 09:07 PM EDT / Updated: Oct 6, 2021 / 11:13 PM EDT

GRAND RAPIDS, Mich. (WOOD) — Many downtown area businesses are reporting a boost in sales through the end of ArtPrize.

The Grand Rapids Area Chamber of Commerce is working to compile data from a survey regarding the event.

Richard App, the retail retention and attraction specialist with the city of Grand Rapids, says initial results are overall very positive.



E-Newsletters

14 public e-newsletters

194K+ recipients

49.2% open rate / **4.5%** click through rate

12 artist e-newsletters

914 recipients

72.8% open rate / **26.7%** click through rate

9 venue e-newsletters

144 recipients

54.2% open rate / **39%** click through rate

Social Media Channels

Facebook

- **122K** followers
- **4.5** star rating (3,294 reviews)
- **953K** impressions / **55** posts
- **830K** total reach

Instagram

- **34.5K** followers
- **561K** impressions / **40** posts + **210** stories
- **277K** total reach

Twitter

- **55K** followers
- **50K** impressions / **24** tweets
- **661** @ mentions

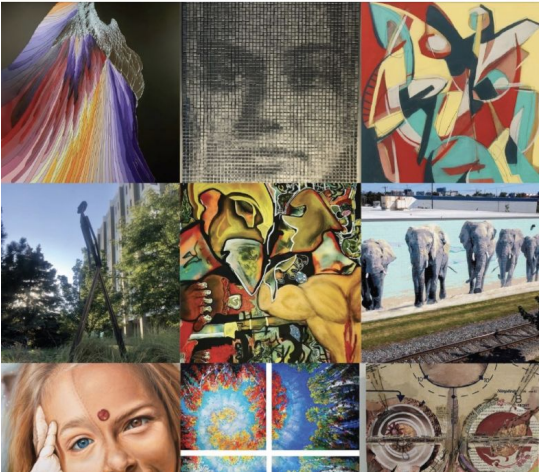
LinkedIn

- **3,856** followers
- **9,555** impressions / **29** posts
- **4,898** reach

Social Media Highlights:



Now that ArtPrize is in full-swing, you may be asking yourself (or others) "What am I missing?" We're here to help you answer that question. Here's our list of this year's hidden gems, in no particular order: <https://www.artprize.org/blog/hidden-gems-of-artprize-2021>



ArtPrize @ArtPrize · Sep 17
Check out this guide to help you plan your family friendly first weekend of ArtPrize!

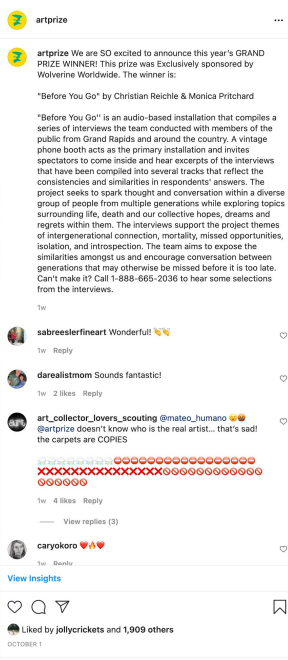
36,818
People Reached

Kelli Mowry, Holly Fiser and 1 other

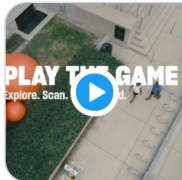


woodtv.com
Maranda's Weekend Fun Guide September 17th – 19th
GRAND RAPIDS, Mich. (WOOD) – It's the weekend and that means its time for some great family fun! Enjoy all kinds of great activities around...

6 7



ArtPrize @ArtPrize · Sep 10
There's no app to download and no voting. This year, we invite visitors to engage with an interactive web-app (the game) where YOU will award prizes to the artists. Watch the video to learn more:



youtube.com
ArtPrize 2021 Web App - Let's Play
There's no app to download and no voting. This year, we invite visitors to engage with an interactiv...

10 9



ArtPrize
September 16 · 🌐

The sun is shining, the art is here, and ARTPRIZE IS BACK!
It is our absolute JOY to welcome everyone back to one of the world's largest (and coolest) art competitions. Whether we are welcoming you back or welcoming for the first time, we are thrilled to see all the artwork and people in downtown Grand Rapids.
Make sure you visit our website to find out about the new components to this year's competition, including our new prize format.

Speaking of our new prize format: starting RIGHT NOW (10 a.m.) today, you'll be able to start awarding prizes directly to artists! Our web-app will be open everyday of ArtPrize from 10 a.m. – 8 p.m. (subject to change) and can be accessed on your smartphone at app.artprize.org.

#artprize2021 #artprizeisback #artprize #grandrapids #grmi #westmi #art #publicart #artcompetition #experiencegr #outdoorart #downtowngr



33,397
People Reached

1,120
Engagements

Boost Post

150

7 Comments 109 Shares

Like

Comment

Share



Downtown Grand Rapids Inc. Sponsorship Outcomes

Sponsorship Objectives

- Increase visibility and awareness of the relationship between DGRI, ArtPrize, and Mobile GR
- Build upon relationship with ArtPrize to provide traditionally underrepresented populations with grant opportunities to fund their art
- Invest in the ArtPrize organization and its mission to produce open citywide contemporary art experiences that encourage critical discourse, celebrate artists, transform urban space and promote cultural understanding

Key Sponsorship Components

- Curatorial Grants Co-Underwriter
- Equity Grants Co-Underwriter
- Public Transportation & Mobility Partner





Curatorial Grants Co-Underwriter

The ArtPrize Curatorial Grants aims to allow individual curators, cultural institutions, and arts organizations funding to activate prominent outdoor locations in downtown Grand Rapids. Applicants should seek to explore themes relevant to the community by hosting a diverse set of artists and artworks, and through events and performances.

In total...

- **\$100,000** in Curatorial Grants
- **24** applicants
- **12** curators/artists received funding ranging from \$2,000-\$9,000

Equity Grants Co-Underwriter

A new program in 2021, ArtPrize Equity Grants supported individuals from underrepresented backgrounds to participate in this year's event, seeking works that were intentional and focused on diverse, innovative, challenging, and engaging themes. Selected artists received grants to help with fabrication, shipping, travel, and other considerations that might be a barrier in their ability to participate in ArtPrize.

In total...

- **\$50,000** total was awarded through Equity Grants
- **163** applicants
- **22** artists received funding ranging from \$1,000-\$4,500



Getting To & Around ArtPrize

Downtown Grand Rapids can get very busy during ArtPrize, especially on weekends. We've compiled below some helpful tips and community resources so you can plan ahead and find your way to and around the event with ease.

GETTING HERE:

By Car:

- **Carpooling:** When you can, please consider carpooling with others. It'll help relieve traffic congestion and make finding parking that much easier for you and your friends and family.
- **Parking:** Check out this [interactive parking map](#) from our friends at Mobile GR. Ellis Parking also offers information on their [ramps and surface lots](#). Be sure to download the [MOTU parking app](#) for more convenient meter payments.

By Bus:

- **The Rapid:** Grand Rapids' bus system, [The Rapid](#), offers routes throughout greater Grand Rapids, including from the airport to downtown.
- **Meijer Park & Ride:** If you're traveling from the outskirts of Grand Rapids and want to avoid parking downtown, we highly recommend the Meijer Park & Ride service. You can leave your car at one of the many Meijer Park & Ride locations and ride The Rapid to ArtPrize.

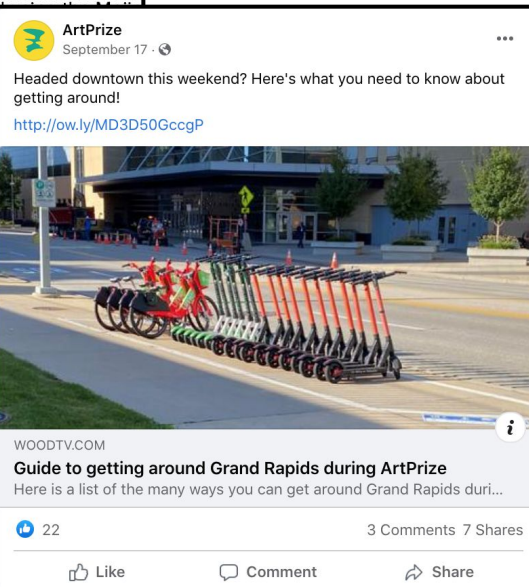
GETTING AROUND:

- **By Bike:** Take your bike to explore ArtPrize. [Learn about the Grand Rapids.](#)
- **Scooter & Bike Share:** Our friends at Mobile GR launch a bike share pilot program in 2020. You can find electric scooter and bike share locations throughout downtown Grand Rapids to rent and use during ArtPrize.
- **On Foot:** Explore our ArtPrize Pantone Pathways, which connect one block of most ArtPrize Venues. (New map coming soon!)
- **DASH:** Look for the pink [Downtown Area Shuttle \(DASH\)](#) during ArtPrize. They link the City's downtown neighborhoods—providing a convenient ride. ArtPrize.
- **Transit App:** Use the [Transit App](#) to plan trips and locate bus stops. It's available for iOS and Android, and includes the City's first-ever

ARTPRIZE

Navigating ArtPrize: The best ways to get around a busy Grand Rapids

The city worked hand in hand with ArtPrize organizers to ensure people have several options to get around.



Public Transportation & Mobility Partner

To actively promote public transportation options in downtown, including the DASH and micro-mobility programs, ArtPrize created a customized visitor communication strategy that included messaging on the ArtPrize visitor page of the website, filter options within the ArtPrize mobile app, and exclusive media posts on ArtPrize channels and through media partners.

- **1137** visitor page views
- **598,000** app views

e-Newsletter Headline Sponsor

As part of this year's partnership, DGRI received headline logo placement with click-through link in the August 26th edition of the official ArtPrize e-Newsletter, as well as a thank you call out in the October 3rd edition.

August 26th

- **41,660** recipients
- **54.1%** open rate
- **17** clicks on headline logo

October 3rd

- **45,416** recipients
- **47.6** open rate

ARTPRIZE NEWS

ArtPrize Goes Beyond Downtown



PRESENTED BY:   

First, a quick note: Thank you for spending time here with us today. The energy and excitement of this fall's ArtPrize would not be possible without the support of our wonderful donors, who in turn help us support artists and very special opportunities for kids of all ages, and create a truly unique experience through Grand Rapids, MI.

[DONATE TO ARTPRIZE](#)



Mural in progress by grant winner, Edwin Anderson
Located at Campus Park, ArtPrize 2021

Beyond Downtown: New ArtPrize Venues

In the ever-evolving landscape of ArtPrize, we are thrilled to take our toes into the communities OUTSIDE of downtown Grand Rapids. These satellite locations are just a short drive, scoot, bike, or skate away. 3 square miles of ArtPrize. Not only will there be artwork to see, there are also various events being held at each of these locations.

You even have the chance to get involved before the event! This Saturday, our venue at Campus Park is hosting a festival to celebrate the newly completed ArtPrize mural and the community in which it is located. [Check out our blog](#) to learn more.

[VIEW FULL ARTICLE](#)



Thank You, Thank You, and Thank You Again

Today, ArtPrize 2021 comes to a close and we want to thank you and everyone else that makes the event possible, and one of the most-attended art events in the world.

Bringing an event back that hasn't happened in three years is no small feat - and we couldn't have done it on our own. Without the artists and venues who constantly evolve downtown Grand Rapids into ever-changing artistic experiment; the volunteers who sacrifice countless hours to help during the 18-day event; the City of Grand Rapids; Downtown Grand Rapids, Inc. and the knowledgeable and helpful Downtown Ambassadors; or the gracious sponsors who help keep ArtPrize free and open to the public, ArtPrize simply would not be possible. [Thank you to all of our sponsors and donors!](#)



ArtPrize

Published by Hootsuite · October 3 ·

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<https://www.artprize.org/sponsors>

Public Partner



Mobile GR and Parking Services
CITY OF GRAND RAPIDS

ArtPrize is Back, Awarding \$200,000 in Grants to Artists for 2021

By [Kati Molhoek](#) on August 02, 2021



GRAND RAPIDS (Michigan) 2 AUGUST, 2021—ArtPrize, the independently organized international art competition recognized as one of the world's largest public art events, today announced \$200,000 in total grants to 47 artists around the world. This funding will assist the winning artists in realizing their ambitious projects, and competing for a combination of prizes and juried awards totaling \$250,000, at ArtPrize 2021 this fall. The event is slated to return to Grand Rapids, Michigan from September 16 - October 3, 2021.

"With the much-anticipated return of ArtPrize, we are thrilled by the opportunity to facilitate the return of incredible public art works," said Craig Searer, ArtPrize Executive Director. "We are embracing the risks and opportunities of ever-evolving, and we are overjoyed to fall."

Sponsored By

FREY FOUNDATION



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[Instagram](#)

[Visit the ArtPrize Press Room](#)

[Contact us](#)

\$200,000 IN ARTIST GRANTS

With the return of ArtPrize, we were excited to bring back a new suite of grant programs where \$200,000 is being awarded directly to artists. Curatorial, Equity, Project, and Mural Grants, each target a specific realm of artwork for visitors to experience and invoke conversation about the work. The grants are intended to underwrite work that is intentional and focuses on diverse, innovative, challenging, and engaging themes.

Each of our grant programs were made possible through the following sponsors:

Grant Programming: Frey Foundation, ITC

Curatorial Grant Specific: DGRI, Mobile GR and Parking Services

Equity Grant Specific: LIFEWTR, DGRI, Steelcase

Social Media Highlights

To promote this year's partnership, DGRI received logo recognition on print and digital materials, social media posts, and mentions in the ArtPrize blog.

Facebook

- **16,469** total reach
- **608** total engagement

Instagram

- **4,645** total reach
- **6,239** total impressions

LinkedIn

- **785** total impressions
- **15.67%** engagement rate
-

Blog Features

- **2** total blog features
- **553** total views

Public Partner Level Visibility + Benefits

- Logo recognition on the Sponsor page of the ArtPrize website
- Recognition in the boilerplate of all media alerts
- Invitations throughout the year for receptions and special events as opportunities become available
- Exclusive ArtPrize sponsor package to say “thank you” for your support



The background features a large purple rectangle on the left side. To its right is a yellow shape with a curved right edge. The bottom right corner of the image is a teal color.

What's in store for ArtPrize 2022...

ArtPrize 2022

With the overwhelming success of this year's event, ArtPrize will continue with the traditional format. For 2022, our vision is to enhance the overall experience for artists, venues, and visitors alike through:

- Exciting updates and expansion of the ArtPrize mobile app - discovery & feedback
- Redesign of the ArtPrize website and artist/venue registration
- Deeper investment in experiential art including large-scale, outdoor installations
- Increased focus on inclusivity, diversity, equity and accessibility (IDEA)
- More robust education and volunteer programming



That's a wrap!