

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

Wednesday, January 14, 2015

8:30 a.m. Meeting

Downtown Grand Rapids Inc, 29 Pearl St. NW

AGENDA

1. Call to order
2. Approve Meeting Minutes from December 10, 2014 (8:31).....*Motion* *Harris*
(enclosure)
3. Accept December 31, 2014 Financial Statements (8:33).....*Motion* *Wallace*
(enclosure)
4. Approve 2015 Meeting Schedule (8:38).....*Motion* *Harris*
(enclosure)
5. Election of 2015 DDA Chair and Vice-Chair (8:40).....*Motion* *Harris*
(enclosure)
6. Authorize Contract Execution for Veteran's Park Construction Documents (8:45).....*Motion* *Kelly*
(enclosure)
7. Approve Development Incentives for Rowe Hotel (8:55).....*Motion* *Pratt*
(enclosure)
8. GR Forward Update (9:15).....*Info Item* *Kelly*
9. DGRI President & CEO Report (9:30).....*Info Item* *Larson*
10. Public Comment (9:35)
11. Board Member Discussion (9:38)
12. Adjournment

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

December 10, 2014

1. Call to Order – The meeting was called to order at 8:35 a.m. by Chair Brian Harris.

2. Attendance

Present: Kayem Dunn, Dr. Wendy Falb, Jane Gietzen, Brian Harris, Elissa Hillary, Jim Talen, Rick Winn

Absent: Mayor George Heartwell, Diana Sieger

Others Present: Kristopher Larson (Executive Director), Mary Sierawski (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Eric Pratt, Tim Kelly, Bill Kirk, Kim Van Driel, Brian Hedrick, Mandy Cech (staff), Jake Norton, Ryan Cappelletti (Cult Pizza), Daniel Weiskopf (Fat Johnny's), Jarrett DeWyse, Erin Banchoff, Melvin Eledge, Jim Harger (MLive), and others.

3. Approval of Minutes of November 12, 2014

Motion: Dr. Wendy Falb, supported by Kayem Dunn, moved approval of the minutes of the November 12, 2014 DDA meeting as presented. Motion carried unanimously.

4. Accept November 30, 2014 Financial Statements

Ms. Wallace presented the financial statements for the first five months of the fiscal year ending June 30, 2015. Ms. Wallace said the Authority received an early \$175,000 partial principal repayment for the Gallery on Fulton loan receivable. Ms. Dunn asked for clarification on how Statement D is organized. Ms. Wallace explained how the entries are organized by each field.

Motion: Rick Winn, supported by Kayem Dunn, moved to approve Statement D: Schedule of November 2014 Expenditures as recommended. Motion carried unanimously.

5. Approve MOU for DASH North Service Renewal

Mr. Kirk said that in December of 2012, the DASH service was expanded to the Monroe North area on a pilot basis. The estimated annual pilot service cost that was approved ranged from \$175,000 - \$225,000. Mr. Kirk said the proposed financing model sought funding support from the DDA, Parking Services, and the MNTIFA. Mr. Kirk said the actual cost of the program was \$222,798 in 2013 and \$177,722 through October 2014. The MNTIFA and DDA each pay \$6,250 monthly for the service, with the City of Grand Rapids paying the

remainder. Mr. Kirk said there have been discussions between staff from the City, DDA, The Rapid, and MNTIFA to extend the DASH North agreements through December 2016 and that no major changes were contemplated, except for the consideration of advertising on the inside of the DASH busses with net revenue offsetting the monthly costs of providing the service. Mr. Kirk said the current agreements expire on December 9, 2014 and that a motion today would extend it for another 24 months. Mr. Kirk shared ridership data, including average daily ridership, and monthly ridership. Mr. Harris asked if there have been posters or promotions within the Monroe North area. Mr. Kirk said yes, the nearby businesses have posters and information. Mr. Harris said the DASH North should be considered in the GR Forward plan as part of a larger mobility conversation. Mr. Talen asked if there has been an attempt to get feedback about the actual routes. Mr. Kirk said that DGRI has been working with The Rapid to develop a written survey to give to riders, and a possible addition to the route might be Belknap Hill.

Motion: Dr. Wendy Falb, supported by Jim Talen, moved to approve the request to renew the partnership agreement for DASH North service. Motion carried unanimously.

6. Approve Development Area Liquor Licenses

- 10 Jefferson Ave SE
- 95 Monroe Center NW

Mr. Pratt shared that there are two requests for liquor licenses for the Board's consideration. The first request was submitted by Cult Pizza, LLC which is located at 10 Jefferson Ave SE. Mr. Pratt introduced Jake Norton and Ryan Cappelletti from Cult Pizza to talk about the project and answer any questions. They shared that Cult Pizza is proposing to open a new business, Live Food Bar, within one of the vacant storefronts, which will be a fresh juice and smoothie bar, but will also serve package beer and wine for on premise consumption. Mr. Norton said Live Food Bar will seat up to 75 people and the total project cost is estimated to be \$234,000. Mr. Norton and Mr. Cappelletti talked about their businesses, employees, and history of Cult Pizza and Bartertown. Dr. Falb asked when the re-opening of Bartertown will be. Mr. Norton said tomorrow. Ms. Dunn congratulated them on their progress and success.

Motion: Kayem Dunn, supported by Jim Talen, moved to approve the resolution supporting issuance of a liquor license for Cult Pizza LLC located at 10 Jefferson Ave SE. Motion carried unanimously.

Mr. Pratt said the second request is from Fat Johnny's located at 95 Monroe Center NW. Mr. Pratt introduced Daniel Weiskopf to answer any questions. Mr. Weiskopf said he would like to sell package beer, wine and spirits for on premise consumption to be able to be more competitive with the surrounding bars and restaurants. He said he is committed to remaining Downtown and obtaining a liquor license will help to grow his business.

Motion: Jim Talen, supported by Rick Winn, moved to approve the resolution supporting issuance of a liquor license for Fat Johnny's located at 95 Monroe Center Ave NW. Motion carried unanimously.

7. Approve Contract Addendum for Downtown Ambassador Program

Mr. Larson shared in September of 2013, DGRI launched its Safety Ambassador Program. Since that time, the program has made measureable impacts in Downtown Grand Rapids through the provision of hospitality, informational, environmental, social, and safety oriented services. The DDA Board authorized entering into a contract with Mydatt Services Inc, dba Block by Block, the company responsible for performing the program's host of services. The Agreement included a one-year term ending on September 24, 2014, plus two one-year renewals. Mr. Larson said at this time, it is requested that the DDA Board authorize its Executive Director and Legal Counsel to prepare an amendment to the Agreement that would include a retroactive three-month extension and authorize the Executive Director to negotiate an 18-month extension for the period beginning January 1, 2015 through June 30, 2016. Mr. Larson said Melvin Eledge, Operations Manager of the Program, was present to answer any questions. Ms. Dunn asked if all the Ambassadors have been through the CTA Program. Mr. Larson said yes, the Ambassadors are all CTA's as well as DGRI staff. Mr. Winn asked if there has been any feedback or recommendations on the program. Mr. Larson said one recommendation is to become more of a conduit and connector between organizations within the Downtown and for DGRI to better communicate and educate the community about what the Ambassador Program does, but in a simpler manner. One way to describe the Ambassadors are just uniformed good Samaritans. Mr. Winn asked if there's a desire to expand the program. Mr. Larson said not at this time. Mr. Larson said the DID may decide to help support the program in the future, but that this would be discussed throughout the DID Reauthorization process. Mr. Larson said the DDA contributes through the NonTax fund. Ms. Dunn asked how many Ambassadors are on the team and how much turnover there has been. Mr. Eledge said there are nine team members, and that six of them have been employed since the inception of the program. Mr. Larson commended Mr. Eledge on his excellent hiring skills and also shared that Veronica Aho was awarded the Wave Award from Experience Grand Rapids. Mr. Larson congratulated Mr. Eledge for his good work and leadership of the program. Mr. Talen said the term Downtown Ambassador might be more appropriate than Safety Ambassador.

Motion: Kayem Dunn, supported by Rick Winn, moved to authorize the DDA Executive Director and Legal Counsel to negotiate terms of a contract amendment with Block by Block consistent with the intent of the program and the approved budgetary allocations. Motion carried unanimously.

8. Authorize Utility Relocation Expenses for Arena Place

Mr. Larson said that in January of 2014, the DDA board approved entering into a development agreement with Arena Place Development, LLC. Their development is a mixed-use infill building that includes 60,000 square feet of commercial office space, 101 market-rate residential units, 15,200 square feet of ground-floor active-use space, and 250 parking spaces on the parcel known as “Parking Area One” or 158 Weston St. SW. Mr. Larson said the DDA is responsible for costs associated with site preparation work that includes various utility relocations from the site and into the public right-of-way. DGRI staff has received and inspected invoices from subcontractors of Arena Place Development, LLC totaling approximately \$187,000 and that the invoice for stormwater and sanitary sewer relocation is included within the agenda.

Motion: Kayem Dunn, supported by Rick Winn, moved to authorize payments of \$172,029.26 to Dykema Construction, and up to \$15,000 to Geotech, Inc. for work associated with utility relocation for the Arena Place Development. Motion carried unanimously.

9. Consent to PILOT for Weston Apartments

Ms. Banchoff from the City of Grand Rapids Community Development Department, presented information about tax exemption and payment in lieu of taxes request (PILOT) for the Weston Apartments. Ms. Banchoff said a PILOT has been in place for Weston Apartments since it was initially developed in the early 1980’s as allowed under the MSHDA Act. The project has made payments in lieu of taxes equal to 4% of its annual rent receipts. In early 2015, the owner plans to refinance the HUD mortgage to take advantage of lower interest rates and provide more cash for operating and maintenance costs. Approval by this Board is necessary due to the refinancing of the HUD mortgage. Mr. Harris asked for clarification on why the Board needs to approve this PILOT. Mr. Talen explained that he spoke to Mr. Sturtevant and it’s only because of the re-financing of these properties and that the PILOT payments go to the City of GR, not the DDA.

Motion: Dr. Wendy Falb, supported by Rick Winn, moved to approve a PILOT (Payment in Lieu of Taxes) for Weston Apartments located at 44 Ionia Ave. SW and 21 Weston St. SW as recommended. Motion carried unanimously.

10. Alliance for Investment FY15 Strategies Report

Mr. Kelly presented the Alliance for Investment FY15 Strategies Report to the Board. Mr. Harris asked if the Board can expect similar reports from the other Alliances. Mr. Larson said the Alliance for Livability would be producing a similar report, but that the Alliance for Vibrancy is more project based, so would not be producing one. Mr. Harris asked how we will take this information and lay it over the GR Forward efforts. Mr. Kelly said in the form of projects is how we would see it crossover. Mr. Talen asked if there are plans to see the goals, objectives, and measures in a report form. Mr. Kelly said yes, a document can be produced per project.

12. DGRI President and CEO Report

MNTIFA (11/12)

- Authorized funding for Canal Street Park Riverwalk Extension

DID (11/20)

- Appointed a Steering Committee for DID renewal
- Approved funding for DGRI digital communications platforms
- Approved funding for snowmelt repairs

DDA (11/12)

- Approved funding for DGRI digital communications platforms
- Approved funding for snowmelt repairs
- Approved funding to support inclusion efforts for LaughFest
- Approved MOU with City to fill tree wells in Downtown

Alliances:

INVESTMENT (11/18)

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Advising on the Downtown Plan process
- Divided into Implementation-based Working groups:
 - Real Estate Incentives
 - River Activation
 - Public Space Activation
 - Infrastructure
- Approved their 2015 goals, policies, and implementation measures synthesis
- Discussing application costs to cover administrative overhead on development incentive programs

VIBRANCY (11/17)

- Chair – Brandy Moeller, City of Grand Rapids
- Has recommended allocation of all Event support funds for FY15
- Planning a summit on Downtown diversity initiatives
- Divided into Implementation-based Working groups:
 - Holiday Décor
 - Special Events Optimization
 - Workforce Appreciation

- Diversity & Inclusion
- Public Space Activation

LIVABILITY (11/24)

- Chair: Lynee Wells, Principal @ Williams & Works
- Hosting a Community Conversation about the Ambassador program
- Selecting bike repair station equipment and locations
- Divided into Implementation-based Working groups:
 - Bicycles & Mobility
 - Asset Management
 - Clean, Safe, and Beautiful
 - Engagement
 - Urban Recreation

DGRI Staff Highlights

- DGRI ArtPrize Venue Stats: 12,009 visitors (high – 1,898; low – 130; mean – 667)
- Hosted a 1-year community conversation about Ambassador Program – 11/12 @ 6:30 PM
- Dear D.C., Love GR Event – 11/13 @ 1:00 PM at Ford Museum
- First GR Forward Thinking Speaker Series Event: 11/20 @ 6:30 PM – Jen Keesmaat
- Next GR Forward Thinking Speaker Series Event: 12/4 @ 6:00 PM – Don Edwards
- DGRI Holiday Party – December 11th!!!

13. Public Comment

None.

14. Board Member Discussion

None.

15. Adjournment

The meeting adjourned at 9:39 a.m.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
January 14, 2015
DDA Meeting**

DATE: January 9, 2015

TO: Brian Harris
Chairman

FROM: Jana M. Wallace
Downtown Development Authority Treasurer

SUBJECT: FY2015 Financial Statements Through December 31, 2014

Attached are the financial statements for the first half of the fiscal year ending June 30, 2015. The December 31, 2014 statements include:

Statement A: Balance Sheet
Statement B: Comparison of FY2015 Budget vs Actual Results
Statement C: Statement of Project Expenditures
Statement D: Schedule of December, 2014 Expenditures

Local property tax increment revenues increased by \$342,431.27 in December when the City Treasurer distributed captured revenues for property taxes levied on December 1. These so-called, “winter taxes” affect only the Local Tax Increment Fund since all school-related property taxes are levied on July 1 each year. In December, the City Engineer’s Office billed Consumer’s Energy for its share of the Monroe Center Phase 3 / Monument Park improvements project. The Authority, which advanced the funds, will receive the \$81,679 reimbursement which is recorded as a receivable on Statement A and as a revenue on Statement B. The Authority continues to have sufficient cash to support budgeted expenditures.

Please contact me at 616-456-4514 or jwallace@grcity.us if you have any questions.

Attachments

STATEMENT A

DOWNTOWN DEVELOPMENT AUTHORITY

Balance Sheet December 31, 2014

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 5,481,467	\$ 9,031,217	\$ 5,750,320	\$ 20,263,004
Petty Cash	-	-	500	500
Debt Service Reserve Fund	-	5,400,767	-	5,400,767
Accounts Receivable	8,875	-	81,679	90,554
Loan Receivable - Project Developer	723,848	-	-	723,848
Loan Receivable - Special Assessments	14,736	-	-	14,736
General Fixed Assets	-	-	89,511,579	89,511,579
Future Tax Increment Revenues Anticipated	-	31,877,460	183,750	32,061,210
TOTAL ASSETS	\$ 6,228,926	\$ 46,309,444	\$ 95,527,828	\$ 148,066,198
LIABILITIES AND FUND EQUITY				
Liabilities				
Parking Revenue Payable	\$ 10,825	\$ -	\$ -	\$ 10,825
Project Increment Due to Developers	-	-	40,277	40,277
Due to Other Governmental Units	-	3,774,319	-	3,774,319
Debt Increment Reimbursement Payable	-	2,055,166	-	2,055,166
Deposit - Area 1 and Area 5 Options to Buy	122,903	-	-	122,903
Deposit - Movies in the Park Vendors	300	-	-	300
Net Retiree Health Care Obligation ¹	-	-	(5,667)	(5,667)
Prior Year Property Tax Appeals	-	42,528	22,139	64,667
Deferred Revenue - Developer Loan	723,848	-	-	723,848
Contract Payable	-	-	183,750	183,750
Bonds Payable	-	31,877,460	-	31,877,460
TOTAL LIABILITIES	857,876	37,749,473	240,499	38,847,848
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	89,511,579	89,511,579
Non-Tax Increment Reserve	4,807,193	-	-	4,807,193
Reserve for Authorized Projects	-	-	5,097,731	5,097,731
Reserve for Brownfield Series 2012A Bonds	514,748	-	-	514,748
Reserve for Compensated Absences	-	-	6,897	6,897
Reserve for Eligible Obligations	-	8,559,971	-	8,559,971
Reserve for Encumbrances	49,109	-	671,122	720,231
TOTAL FUND EQUITY	5,371,050	8,559,971	95,287,329	109,218,350
TOTAL LIABILITIES & FUND EQUITY	\$ 6,228,926	\$ 46,309,444	\$ 95,527,828	\$ 148,066,198

Note 1: This line is the accumulated amounts of the actuarially determined Annual Required Contributions (ARC) for pre-65 year old retiree health insurance in excess of the "pay as you go" charges disbursed from the Retiree Health Insurance Fund plus interest on the unpaid portion of the prior year liability. The trust fund is currently over-funded which is why the account has a negative balance.

STATEMENT B

DOWNTOWN DEVELOPMENT AUTHORITY Comparison of FY2015 Budget vs Actual Results July 1, 2014 - December 31, 2014

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 7,529,127	\$ 7,542,368	\$ 4,237,009	\$ 4,338,852
Property Tax Increment - Transit Millage	-	-	-	-	385,681	385,681
Property Tax Increment - Prior Year Appeals	-	-	(200,000)	(7,677)	(100,000)	(3,060)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(278,682)	-
Special Assessments - Areaway	15,000	1,289	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	21,973	23,200
Interest on Investments - General	18,747	35,363	10,000	-	50,644	90,151
Interest on Investments - Multi-Year Accrual Reversal ¹	-	(28,853)	-	-	-	(95,793)
Interest on Investments - The Gallery Note	40,167	-	-	-	-	-
Property Rental - DASH Parking Lots	336,925	123,596	-	-	-	-
Property Rentals - Movies in the Park Vendors	-	1,250	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	-	-	-	-	-
Property Rentals - YMCA Customer Parking	52,000	25,350	-	-	-	-
Early Principal Repayment - The Gallery Note	-	175,000	-	-	-	-
Reimbursement - GR Public Schools for GR Forward	-	-	-	-	-	3,816
Reimbursement - Monroe Ctr Ph 3 / Monument Park	-	-	-	-	-	81,679
Reimbursement - Miscellaneous	500	-	-	-	10,000	625
From / (To) Fund Balance	3,127,112	-	(10,000)	-	145,089	-
TOTAL REVENUES	\$ 3,599,451	\$ 332,995	\$ 7,329,127	\$ 7,534,691	\$ 4,471,714	\$ 4,825,151
EXPENDITURES						
Investment - Planning and Infrastructure						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000	\$ 732,950
Transit Projects - Transit Millage Funded	-	-	-	-	125,000	18,750
Planning	35,000	2,128	-	-	350,000	200,707
Public Infrastructure	2,051,451	-	-	-	890,000	115,324
Investment Total	\$ 2,086,451	\$ 2,128	\$ -	\$ -	\$ 2,450,000	\$ 1,067,731
Livability - Residents / Workers / Neighborhood	605,000	139,923	-	-	700,000	103,028
Vibrancy - Attracting Visitors	808,000	253,484	-	-	-	-
Miscellaneous	100,000	5,256	-	-	-	-
Total Alliance Projects	\$ 3,599,451	\$ 400,791	\$ -	\$ -	\$ 3,150,000	\$ 1,170,759
Administration	-	743	-	-	862,863	532,227
Debt Service for Bond Issues	-	-	5,479,525	742,262	458,851	339,668
Estimated Capture to be Returned	-	-	1,849,602	-	-	-
TOTAL EXPENDITURES	\$ 3,599,451	\$ 401,534	\$ 7,329,127	\$ 742,262	\$ 4,471,714	\$ 2,042,654
EXCESS / (DEFICIT)	\$ -	\$ (68,539)	\$ -	\$ 6,792,429	\$ -	\$ 2,782,497

Note 1: For efficiency reasons, the City Treasurer does not record interest revenue when earned from multiple year investments. Instead, revenues associated with multiple year investments are accumulated annually, accrued, and then reversed in the following fiscal year. ddastmts-dec14.xls jmw 01082015

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY Statement of Current Project Expenditures As of December 31, 2014

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 35,000 ^{1,2}	\$ -	\$ -		\$ 35,000
Building Re-use Incentive Program (BRIP)		250,000 ^{1,2}	131,283	245,441		4,559
Development Project Guidance		- ^{1,2}	346	20,081		(20,081)
Development Project Reimbursements		750,000 ^{1,2}	-	467,428		282,572
Streetscape Improvement Incentive Program		50,000 ^{1,2}	-	-		50,000
Investment - Development Incentives Sub-Total	9.86%	\$ 1,085,000	\$ 131,629	\$ 732,950		\$ 352,050
Amtrak Station Relocation		800,000 ²	-	-	746,164	53,836
DASH North Shuttle Services		150,000 ²	-	18,750	81,250	68,750
Investment - Transit Millage Funded Sub-Total	8.63%	\$ 950,000	\$ -	\$ 18,750	\$ 827,414	\$ 122,586
Downtown Plan		487,500 ²	54,498	200,707	359,682	127,818
Investment - Planning Sub-Total	4.43%	\$ 487,500	\$ 54,498	\$ 200,707	\$ 359,682	\$ 127,818
Arena South Implementation		230,809 ²	-	672	34,696	196,113
Bostwick Avenue - Lyon St to Crescent St		225,000 ²	-	-	-	225,000
Bridge Street Streetscape Improvs		125,000 ²	-	-	-	125,000
Grand River Activation		232,435 ²	-	-	132,435	100,000
Ionia Ave 9 - Buckley St to Wealthy St		886,673 ²	-	3,837	686,526	200,147
Michigan / Ottawa Gateway		300,000 ²	-	-	-	300,000
Monroe Ave Resurfacing - Louis to I-196		165,000 ²	16,203	24,187	24,187	140,813
Monroe Center-Phase 3 / Monument Park		725,000 ²	-	86,628	1,254,873	(529,873)
Ottawa Avenue Public Improvements		330,000 ²	-	-	-	330,000
State Street - Jefferson to Lafayette		450,000 ²	-	-	-	450,000
Veterans Park Improvements		100,000 ²	-	-	-	100,000
Wealthy Street - US 131 to Division Ave		885,000 ²	-	-	-	885,000
Weston Street - Sheldon to LaGrave Ave		400,000 ²	-	-	-	400,000
Investment - Public Infrastructure Sub-Total	45.93%	\$ 5,054,917	\$ 16,203	\$ 115,324	\$ 2,132,717	\$ 2,922,200
Downtown Speakers Series		35,000 ^{1,3}	2,128	2,128		32,872
Investment - Non-Tax Supported Sub-Total	0.32%	\$ 35,000	\$ 2,128	\$ 2,128		\$ 32,872
Accessibility and Mobility Repairs		10,000 ^{1,2}	-	10,000		-
Bicycle Friendly Improvements		401,000 ²	-	-	121,556	279,444
Downtown Census		30,000 ^{1,2}	-	-		30,000
Monroe Ave Phase 3 Services		- ^{1,2}	-	23		(23)
Public Realm Improvements		200,000 ²	-	45,298	45,298	154,702
Seward Ave Non-Motorized Facility		56,730 ²	2,127	14,385	29,679	27,051
Snowmelt System Repairs / Investigation		532,574 ²	3,162	19,599	402,173	130,401
Urban Recreation Plan		326,496 ²	-	981	52,477	274,019
Wayfinding System Improvements		310,000 ²	7,904	12,742	12,742	297,258
Livability - Local Tax Supported Sub-Total	16.96%	\$ 1,866,800	\$ 13,193	\$ 103,028	\$ 663,925	\$ 1,192,852
Division Ave Task Force Implemntn		5,000 ^{1,3}	-	-		5,000
Downtown Ambassadors		300,000 ^{1,3}	548	92,958		207,042
Educational Partnerships Initiatives		10,000 ^{1,3}	-	-		10,000
Project and Fixed Asset Maintenance		100,000 ^{1,3}	-	2,215		97,785
Recreational Walk / Tour Signage		40,000 ³	-	9,715	9,715	30,285
Riverwalk Maintenance		60,000 ^{1,3}	-	-		60,000
Stakeholder Engagement Program		5,000 ^{1,3}	3,442	3,667		1,333
Street Trees Maintenance Program		5,000 ^{1,3}	-	5,000		-
Transportation Demand Mnmt Prog		92,500 ^{1,3}	293	26,368		66,132
Winter Avenue Building Lease		2,500 ^{1,3}	-	-		2,500
Livability - Non-Tax Supported Sub-Total	5.63%	\$ 620,000	\$ 4,283	\$ 139,923		\$ 480,077
Bridge Lighting Operations		10,000 ^{1,3}	-	-		10,000
DGRI Event Production		45,000 ^{1,3}	33	37,430		7,570
Diversity/Inclusion Programming		10,000 ^{1,3}	-	2,500		7,500
Downtown Marketing		225,000 ^{1,3}	133	24,254		200,746
Downtown Workforce Program		15,000 ^{1,3}	-	-		15,000
Go-Site Visitor Center at GRAM		30,000 ^{1,3}	-	-		30,000
Holiday Décor Program		60,000 ^{1,3}	2,480	32,480		27,520
Major Event Sponsorship		82,000 ^{1,3}	35,000	65,000		17,000
Public Space Activation		30,000 ^{1,3}	-	1,174		28,826
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	322	322		41,678
Special Events - Grants		50,000 ^{1,3}	4,958	45,587		4,413
Special Events - Office of		100,000 ^{1,3}	18,750	18,750		81,250
Special Events - Training Program		5,000 ^{1,3}	-	-		5,000
State of Dntn Event & Annual Reports		22,500 ^{1,3}	-	150		22,350
Ticketed Events - Police Services		80,000 ^{1,3}	-	21,846		58,154
Wayfinding Sign Maintenance		- ^{1,3}	-	3,991		(3,991)
Vibrancy Support Sub-Total	7.33%	\$ 806,500	\$ 61,676	\$ 253,484		\$ 553,016
Experience - Miscellaneous		100,000 ^{1,3}	-	2,125		97,875
Monroe Ave Phase 3 Services		- ^{1,3}	3,063	3,131		(3,131)
Misc - Non-Tax Supported Sub-Total	0.91%	\$ 100,000	\$ 3,063	\$ 5,256		\$ 94,744
TOTAL	100.00%	\$11,005,717	\$ 286,673	\$ 1,571,550		\$ 5,878,215

Note 1: Current year (FY2015) budget only.

Note 2: Paid from local tax increment.

Note 3: Paid from non-tax funds.

STATEMENT D

DOWNTOWN DEVELOPMENT AUTHORITY

Schedule of Expenditures

December, 2014

Source	Vendor	Purpose / Project	Description	Amount
Local	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Annual principal payment	\$ 250,000.00
Local	Paychex	Administration	DGRI payroll, taxes, 401(k) - December, 2014	73,590.20
Local	Interface Studio, LLC	Downtown Plan	Share of services - October 2014	54,196.22
Local	Urban Fund dba CWD 50 Louis LLC	Building Re-use Incentive Program (BRIP)	Partial support - 50 Louis Street, NW	50,000.00
Local	Ionia Ventures LLC	Building Re-use Incentive Program (BRIP)	Partial support - 1 Ionia Avenue, SW improvements	50,000.00 *
Local	Sheba Chana, LLC	Building Re-use Incentive Program (BRIP)	Partial support - 24 S. Division Avenue	47,250.00
Local	Seven Ionia Ventures LLC	Building Re-use Incentive Program (BRIP)	Partial support - 7 Ionia Avenue, SW improvements	47,164.74 *
Local	City / County Joint Building Authority	CCJBA Series 2013B - DeVos Place Bonds	Semi-annual interest payment	43,100.00
Local	Patricia Warner dba LVD. Stolpe, LLC	Building Re-use Incentive Program (BRIP)	Partial support - 333 Grandville Avenue, SW	32,033.50
Non Tax	Experience Grd Rapids / GRKCCVB	Major Event Sponsorship	2014 Restaurant Week sponsor	20,000.00
Non Tax	City Treasurer - Special Events Dept	Special Events - Office of	First quarter 2015 support	18,750.00
Non Tax	Gilda's Club of Grand Rapids	Major Event Sponsorship	2015 LaughFest sponsorship	15,000.00
Local	Michigan Dept of Transportation	Monroe Ave Resurfacing - Louis to I-196	Reconstruction services through September 2014	13,141.28
Local	City Treasurer - Budget Office	Administration	Support services allocation - December 2014	6,265.08
Local	Federal Square Building Co #1 LLC	Administration	Share of 29 Pearl offices lease - December 2014	4,959.49
Non Tax	Grand Rapids Original Swing Society	Special Events - Grants	Grant for 2014 event security expenses	4,958.00
Local	Williams & Works	Wayfinding System Improvements	Share of repairs/maintenance for many signs	4,200.72
Local	City of Grand Rapids	Administration	Staff services - December 2014	3,891.24
Local	City Treasurer - City Engineer	Wayfinding System Improvements	Engineering services through 09/30/2014	3,702.92
Non Tax	Consumers Energy	Monroe Ave Phase 3 Services	Monroe Center Phase 3 electricity - 10/24-11/21/2014	3,062.82
Non Tax	Michigan Landscp Svcs dba DeVries	Holiday Décor Program	Division Avenue mini-lites	2,479.75
Local	Michigan Dept of Transportation	Seward Ave Non-Motorized Facility	Reconstruction services September 2014	2,126.91
Non Tax	Grand Rapids Downtown Market	Stakeholder Engagement Program	Event sponsorship	2,000.00
Local	Julia A Calderone dba Tiju Ventures	Building Re-use Incentive Program (BRIP)	Partial support - 40 Ionia Avenue SW	2,000.00
Local	BDO USA LLP	Administration	Fiscal year ended June 30, 2014 audit - final report	2,000.00
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Share of leak repair near MoDiv	1,660.00
Local	Materials Testing Consultants	Monroe Ave Resurfacing - Louis to I-196	Share of construction materials testing - Oct 2014	1,520.81
Local	Materials Testing Consultants	Monroe Ave Resurfacing - Louis to I-196	Construction materials testing - 09/01-09/30/2014	1,177.59
Non Tax	Renis II dba Slow's Barbeque	Stakeholder Engagement Program	Catering for DGRI holiday party - December 2014	1,155.16
Local	City Treasurer - Risk Management	Administration	General insurance - December 2014	1,068.00
Local	City Treasurer - Parking Services	Administration	Parking - DGRI staff- December 2014	1,055.00
Local	Priority Health	Administration	Share of health insurance - December 2014 bal due	995.01
Local	Wundergem Consulting Inc	Administration	Share of public relations - 10/31-11/15/2014	935.04
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Share of snowmelt operations/maint - Oct 2014	923.00
Non Tax	Swift Printing & Communications	Downtown Speakers Series	Speaker Series small posters	798.00
Local	Wundergem Consulting Inc	Administration	Share of public relations - 11/01-11/30/2014	691.75
Non Tax	Fifth Third Bank - Procurement Card	Downtown Speakers Series	Speaker Series refreshments	587.65
Local	Geotech, Inc.	Snowmelt System Repairs / Investigation	Share of snowmelt Phase I repairs - Sept 2014	579.00
Local	City Treasurer - Parking Services	Administration	Parking validations - December 2014	461.00
Non Tax	Thomas Powell dba Grand Central Mkt	Downtown Speakers Series	Leadership Luncheon - December 4, 2014	453.39
Local	Staples Contract & Commercial Inc	Administration	Share of office supplies	426.79
Local	Dickinson Wright PLLC	Administration	Legal services - Downtown Market October 2014	425.52
Local	Professional Maint of Michigan Inc.	Administration	Share of janitorial services November 2014	389.60
Local	State of Michigan	Administration	Unemployment insurance fees - 2013	370.00
Local	Fishbeck, Thompson, Carr & Huber	Monroe Ave Resurfacing - Louis to I-196	Share of survey work - September 2014	363.42
Local	Blue Cross Blue Shield Of Michigan	Administration	Share of dental insurance - January-March 2015	355.80
Local	Dickinson Wright PLLC	Development Project Guidance	Legal services - Riverhouse Condos October 2014	345.80
Non Tax	Swift Printing & Communications	Rosa Parks Circle Skating Operations	Ice skating poster printing	321.88
Non Tax	Creative Studio Promotions	Downtown Ambassadors	Segway cover wrap - October 2014	320.90
Local	GR Area Chamber of Commerce	Administration	Share of 2015 membership renewal	296.84
Local	Fifth Third Bank - Procurement Card	Administration	Share of 29 Pearl St. carpet cleaning	292.39
Non Tax	Fifth Third Bank - Procurement Card	Stakeholder Engagement Program	MNBA picnic support and DGRI holiday party supplies	287.50
Local	Federal Square Building Co #1 LLC	Administration	Share of electricity - 29 Pearl Street, NW	273.46
Local	TDS Metrocom LLC	Administration	Share of 29 Pearl NW telephone service - Dec 2014	215.83
Local	Fifth Third Bank - Procurement Card	Administration	Share of 29 Pearl NW office supplies	209.19
Local	Fusion IT	Administration	Share of tech services - December 2014	196.66
Local	Fusion IT	Administration	Share of misc tech services - November 2014	188.31
Local	Fifth Third Bank - Procurement Card	Downtown Plan	Supplies for GR Forward meetings	184.44
Local	Fifth Third Bank - Procurement Card	Administration	Ellis parking validation tickets	175.00

continued on the next page

STATEMENT D - continued
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
December, 2014

Page 2

Source	Vendor	Purpose / Project	Description	Amount
<i>continued from previous page</i>				
Local	Cellco Partnership dba Verizon	Administration	Share of staff cellphone svc/equip 11/02-12/01/2014	\$ 174.87
Local	PCS Gophers	Administration	Interoffice courier and mail service	156.81
Local	Great America Financial Services	Administration	Share of Ricoh copier system - December 2014	152.50
Local	Paychex	Administration	Payroll processing fees - December, 2014	152.28
Non Tax	Priority Health	Transportation Demand Mnmt Prog	Health insurance - December 2014 balance	148.98
Non Tax	Baker Tent Rental	Downtown Speakers Series	Linens for speaker series	147.00
Non Tax	Staples Contract & Commercial Inc	Downtown Speakers Series	Supplies for speaker series	141.94
Local	Paychex	Administration	HRS processing fees - December, 2014	135.00
Non Tax	Fifth Third Bank - Procurement Card	Downtown Marketing	NationBuilder subscription/text messaging services	133.00
Local	Professional Maint of Michigan, Inc.	Administration	Share of 29 Pearl St NW window washing	129.86
Non Tax	City Treasurer - Parking Services	Downtown Ambassadors	Parking - Melvin Eledge December 2014	127.00
Local	Tim Kelly	Downtown Plan	T. Kelly mileage - GR Forward presentations Oct 2014	117.04
Local	Comcast	Administration	Share of high speed internet November 2014	105.64
Non Tax	Fifth Third Bank - Procurement Card	Downtown Ambassadors	Candy canes for the Santa Parade	100.20
Local	Fifth Third Bank - Procurement Card	Administration	Share of high speed internet December 2014	98.59
Local	Fusion IT	Administration	Share of LiveSecurity renewal December 2014	74.21
Non Tax	Cellco Partnership dba Verizon	Transportation Demand Mnmt Prog	B. Kirk cellphone svc/equip 11/02-12/01/2014	64.77
Local	Swift Printing & Communications	Administration	Share of photos for 29 Pearl St. NW hallway	58.55
Non Tax	Blue Cross Blue Shield Of Michigan	Transportation Demand Mnmt Prog	B. Kirk - dental insurance - January-March 2015	58.44
Local	Ferris Coffee & Nut Co.	Administration	Share of coffee for staff and meetings	58.03
Local	Dickinson Wright PLLC	Administration	Legal services - share of DGRI misc matters Oct 2014	55.36
Non Tax	Fifth Third Bank - Procurement Card	Administration	K. Larson - lunch and coffee meetings	55.34
Local	Fifth Third Bank - Procurement Card	Administration	DDA Board packets - postage	42.07
Local	JPMorganChase	Administration	Payroll account bank fees - December, 2014	35.57
Local	Fusion IT	Administration	Share of B. Hedrick email issues November 2014	35.25
Local	Fifth Third Bank - Procurement Card	Administration	Webinar - Attracting Suburbanites to Downtown	35.00
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Dear DC Love GR - trash boxes	33.00
Local	Model Coverall Service, Inc.	Administration	Share of - floor mats - DGRI offices 11/12/2014	27.09
Local	Model Coverall Service, Inc.	Administration	Share of - floor mats - DGRI offices 11/26/2014	27.09
Non Tax	Fifth Third Bank - Procurement Card	Transportation Demand Mnmt Prog	Dell adapter for laptop	20.98
DECEMBER, 2014 EXPENDITURES				<u>\$ 778,274.06</u>

* - These expenditures were paid in November, 2014.

Local - local tax increment funds

Non-tax - non-tax funds

MEETING NOTICE CITY OF GRAND RAPIDS

Downtown Development Authority

Second Wednesday of each month

8:30 a.m.

Room 601 A

City Hall, 300 Monroe NW

2015 Meeting Schedule

*January 14 *Location –DGRI, 29 Pearl St. NW, Suite 1*

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 18

December 9


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

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: January 9, 2015

TO: Downtown Development Authority

FROM: Tim Kelly, AICP
Planning Manager 

Agenda Item #6
January 14, 2015
DDA Meeting

SUBJECT: Request of Funding Authorization for Veteran's Memorial Park Construction Drawings

In September 2012, the DDA Board approved an agreement to complete the historic evaluation of and master planning for Monument and Veteran's Memorial Parks. The resulting Master Plan (Plan), approved in April 2013 (attached), identified an approach to enhance public use of the spaces, while continuing to celebrate the heritage of the parks and honor the service and sacrifice of local military veterans. The Plan was developed in close partnership with the Monument and Veteran Park Steering Committee (Steering Committee).

Given the cost associated with the completing the improvements, it was determined a phased development approach was preferred. Improvements to Monument Park were identified as Phase I, while Phase II and III are development of construction drawings and completion of construction, respectively, of Veteran's Park. Phase I was signaled as completed with a ceremonial ribbon cutting for Monument Park in October 2014.

Anticipating completion of Phase I, the FY2015 DDA Priority Plan allocated \$100,000 to complete Phase II. To that end, a Request for Proposals was released on November 24, 2014, with all interested parties invited to attend a pre-proposal meeting on December 2, 2014. Following the meeting, four proposals were received. DDA Staff was joined by the City of Grand Rapids Engineering Department to manage the RFP and selection processes.

Based on the evaluation by staff and the Steering Committee, the team of SKO Design Group was identified as the preferred consultant for the project. SKO is a Minority-Owned business based in Grand Rapids, with decades of experience in engineering and architecture. They will be teaming with RJM Design, a Grand Rapids based landscape architecture firm on the project.

The fee for professional services related to the project is \$59,500 and will be paid in accordance with the terms of SKO's contract for As-Needed Professional Services with the City of Grand Rapids. The contract was approved by the City Commission on March 19, 2013. While the anticipated fee is only \$59,500 for Phase II, staff is requesting authorization to expend up to the full FY 2015 allocation in the event a contingency is required to complete Phase II.

Based on the approved schedule in SKO's proposal, construction documents will be prepared by May 2015, which will allow bids to be advertised and a contract awarded before the end of FY 2015. It is expected construction will begin July 2015, with the improvements complete by summer 2016. Funding for construction is anticipated to come primarily from Brownfield tax increment generated from the Fitzgerald condominium redevelopment project. Given their involvement to date and their expertise and passion for seeing the project complete, the Steering Committee will remain engaged through completion of Phase III.

Recommendation: Authorize up to \$100,000 for the City of Grand Rapids to contract with SKO for a scope of work needed to complete construction drawings for Veteran's Memorial Park.

MONUMENT PARK AND VETERANS MEMORIAL PARK FINAL MASTER PLAN

MARCH 25, 2013

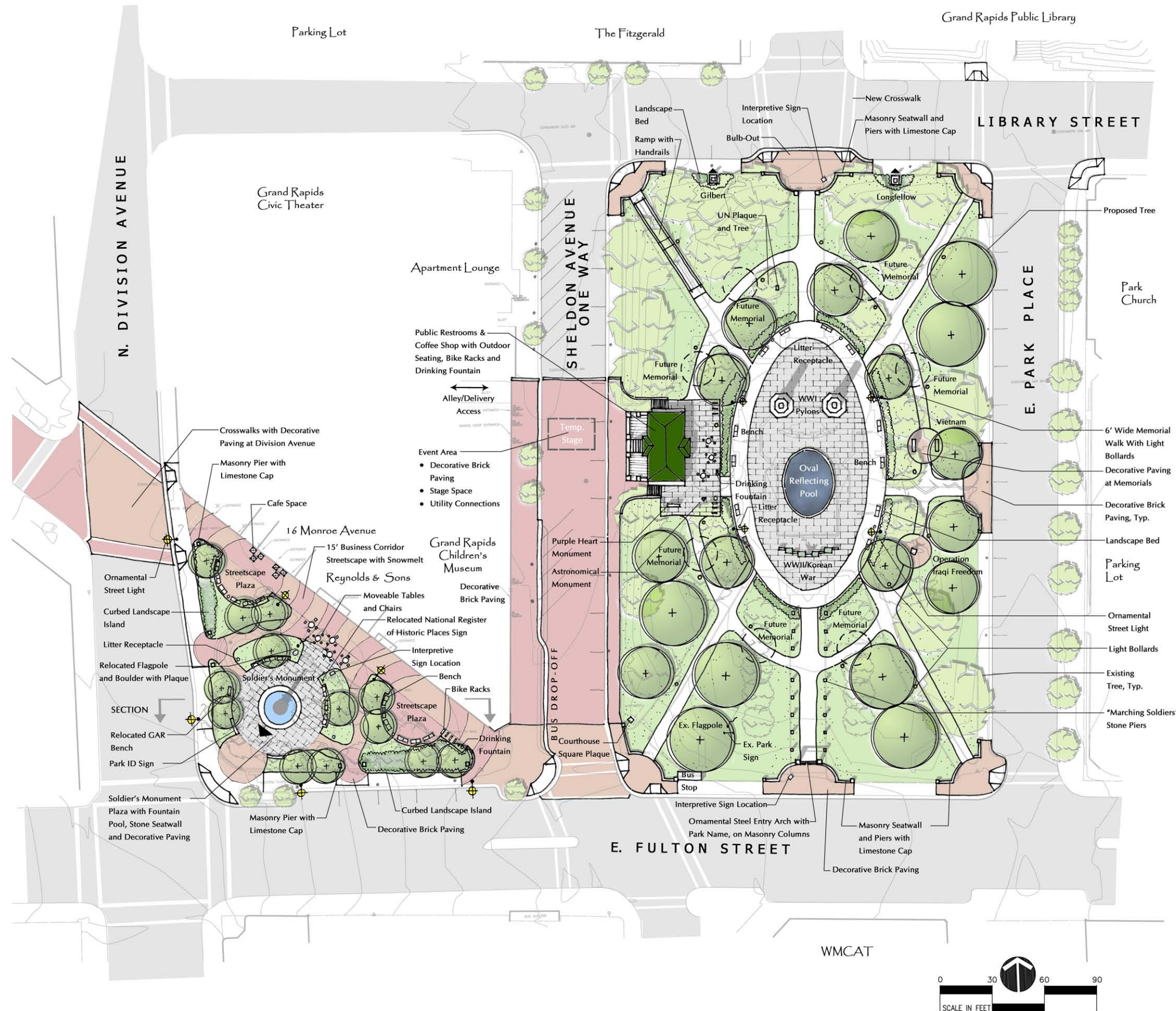
Key Characteristics

Veterans Memorial Park

- Bilateral Symmetry preserved with diagonal walks and a series of ovals depicted in paving, planting and seating.
- Solemn core defined by series of concentric ovals. Outer ring memorial walk has decorative paving at memorials. Center oval has reflecting pool with raised curb.
- Location of WWI pylons unchanged. WWII / Korean War Memorial relocated in central oval.
- Sense of arrival and entry created by decorative paving, seat walls and ornamental steel arch with park name at south entrance.
- Gilbert and Longfellow busts moved to Library St. sidewalk.
- Fulton St. entrance walk, flanked by double row of stone piers, directs views to center oval. Stone piers stand solder-like in rigid formation.
- Tree planting to increase park canopy.
- Building repurposed for public restrooms and coffee shop.
- Outdoor seating area on east side of building
- Interpretive Sign Locations at main north and south entrances.

Monument Park

- Elevated Soldier's Monument with stone seat wall surrounding fountain pool.
- Special paving along storefronts denotes 15' wide business corridor streetscape.
- Three streetscape plazas along business corridor streetscape.
- Seating options; moveable tables and chairs, benches, and seat wall around Soldier's Monument fountain.
- Barrier-free access at all park entrances.
- Direct access to park/businesses from parking on Fulton St.
- Masonry piers and ornamental street lights repeat along Fulton St. and in Veterans Memorial Park.
- Cafe space available along storefronts.
- Lawn areas enclose and separate Soldier's Monument plaza and streetscape plazas.
- Site amenities; drinking fountain, bike racks and litter receptacles.
- Flagpole, boulder with plaque, and National Historic Register Sign relocated in Soldier's Monument plaza.
- Event Area on Sheldon Avenue and crosswalks with decorative paving at Division Avenue.



PROFESSIONAL AND ARCHITECTURAL/TECHNICAL ENGINEERING SERVICES

PROJECT TITLE: RECONSTRUCTION OF VETERAN'S MEMORIAL PARK

CONTACT: TIM KELLY, DOWNTOWN GRAND RAPIDS, INC., 719-4610 tkelly@downtowngr.org
KARIE M ENRIQUEZ, P.E., CITY OF GRAND RAPIDS, 456-4281 kenriquez@grcity.us

GROUP: Downtown Grand Rapids, Inc.

ADDRESS: 300 Monroe Ave. NW, Grand Rapid, MI 49503

OBJECTIVE:

DOWNTOWN GRAND RAPIDS INC (DGRI) in collaboration with the City of Grand Rapids, is seeking proposals to prepare final construction documents including an "Engineer's Estimate" ready for bidding to complete the development of Veteran's Memorial Park (Park) in Downtown Grand Rapids consistent with the recently completed Park Master Plan (see attached). The selected consultant will work in partnership with the previously constituted Veteran's Memorial and Monument Park Steering Committee (Park Steering Committee), DGRI, and City staff. The goal is to have bidding documents prepared in time to begin construction on the Park by July 1, 2015 anticipating a construction completion date by June 30, 2016

DESCRIPTION:

The City of Grand Rapids is soliciting architectural/engineering services to conduct Final Design and Bidding Phase Services per the Architectural or Engineering services Agreement dated March 19, 2013, in order to achieve the objectives, scope of work and the description in this RFP.

Veteran's Memorial Park is an existing 1.6 acre park located at East Fulton and Sheldon Avenue in Downtown Grand Rapids. The Park includes several monuments, memorials, and sculptures, and is a Locally Designated Historic Landmark.

In 2012, a Master Plan was developed for both Veterans Parks and the nearby Monument Park in order to identify an approach to enhance public use and enjoyment of the spaces. The selected Master Plan was chosen because of its approach to celebrate the heritage of the parks and honor the service and sacrifice of local military veterans. Furthermore, the Master Plan supports the ongoing movement to make downtown Grand Rapids more attractive, green, walkable, and distinct.

Given the integral role they played in developing and selecting a preferred design alternative, and helping ensure the reconstruction of Monument Park reflected the approved design, the Park Steering Committee will continue to play a vital role in the reconstruction of Veteran's Park. The selected consultant will work closely with the DGRI and City staff to coordinate with the Park Steering Committee, whose primary role will be to assure the design and construction meets the intent of the Master Plan developed for the Park.

FUNDING:

DGRI is the primary funding source for the project. DGRI will approve the award of the construction contract to a contractor for this project. The City of Grand Rapids will have a representative from the Park and Recreation Department on the Committee to represent the City's best interests. The City Engineer's Office will manage the consultant and construction contracts, and bid the project.

SCOPE OF WORK:

The Respondent's scope of work shall include the following:

- Conduct a design kick-off meeting to discuss the project with City Staff, obtain available information, and review existing conditions,

- Conduct a Project Costing Phase by completing an Opinion of Probable Construction Cost for construction of the Park based on the completed Master Plan. The Opinion of Probable Construction Cost shall be based on the current market for construction materials and labor in the region, and shall provide DGRI with an up to date understanding of the cost to complete construction. This will be the opportunity to recommend adjustments and refinements to the construction scope in order to remain within the available project budget. Base bid items versus alternate based priority and available funding shall be considered.
- Assist the City Engineer's Office in the development of a Source(s) and Use(s) budget for the project identifying all know project uses and to balance these with the available source(s) of funding that define a holistic preliminary budget.
- Present at the City's Design Team for overall project coordination with City infrastructure, planning, storm water, traffic safety, fire and police departments for various inputs that may impact the Opinion of Probable Construction Cost. Presentations to the Planning Commission and Historical Preservation Commission for project approvals are also required. The consultant shall incorporate the various inputs and produce a 30% deliverable in the form of a site drawing with supportive plans as required. This will formulate 30% completion of the project and achieve Owner approval to proceed with the next segment of the project.
- Conduct 30%, 60%, 90%, and 100% review meetings with DGRI, City, and Park Steering Committee for concurrence of the intent of the proposed construction plans and specifications. Deliverables for each meeting are stated below in this RFP.
- Refine the Opinion of Probable Construction Cost at the completion of each design review milestone and compare with the project Source(s) and Use(s) budget. Prepare recommendations for value engineering and/or alternate bid ideas in order to remain within project budget prior to bidding. Assist with the City Engineer's Office in updating the Source(s) and Use(s) budget as required.
- Conduct a Final Design Phase and prepare complete and accurate construction documents ready for advertising and bidding.
 - a. Assist with obtaining the necessary permits and City approvals, where applicable.
 - b. Perform final design and bidding services to include final "bid quality" construction documents.
 - c. Assist the City in finalizing the "front end" sections of the Project Manual that includes but is not limited to the City's Micro-Local Business Enterprise policy for various appropriate trades, identification of appropriate category of pre-qualified contractors to bid, and a list of subcontractors and suppliers for diversity and inclusion. The City Engineer's Office will bid the project and DGRI shall hold the construction contracts for the project.
 - d. Assure that Division One and Two sections of the specifications are complete per the City's project specific requirements. "Boiler-Plate" specification sections will not be permitted. The specifications shall be project specific meaning they shall not confuse the contractor with specifications that clearly do not apply to the project.
 - e. Conduct an internal "peer" review of 100% drawings and specifications prior to submitting for signature by City Engineer. Provide a letter to the City Engineer acknowledging the completion of a "peer" review including the engineer responsible for the review, their position in the firm and registration.
 - f. Provide assistance to the City through the bid phase, coordinate the Pre-bid meeting and prepare addenda as necessary.
 - g. Review the submitted bids and interview the three (3) lowest bidders prior to making a recommendation for award; furnish letter of recommendation of award.

SUPPLEMENTAL REQUIREMENTS:

1. Furnish listing of the team members assigned to this project including resumes of each if not already on file at the Engineering Department.
2. Provide a Work Breakdown Structure (WBS) in the proposal of the scope of work, number of hours for each item, associated cost and total cost.
3. Provide assistance with Contractor prequalification, where deemed as required by City Engineer.
4. Provide construction plans, specifications and bidding documents upon the selected project delivery method to include generation of (25) sets of drawings and specifications and Engineers' Estimate for final dollar amount of project in Excel format and substantial and final completion dates.

5. Limit proposal submittal to six (6) pages, including double sided (meaning 6, not 12).

DELIVERABLES:

1. Minutes from all meetings in electronic format.
2. Design Review
 - a. 30% – Opinion of Probable Construction Cost, a site plan with supportive drawings produced from the Master Plan and various stakeholder inputs. A demolition plan, site topography plan, existing utilities and any other information to render park layout and location of features.
 - b. 60% – Design Development drawings plans including sections, typical details and development of specific plan details; outline specifications with proposed recommendations of materials and equipment for City selection; refined Opinion of Probable Construction Cost.
 - c. 90% – Completion of plans including all sections, elevations, typical details and project specific details; incorporation of all City Planning and HPC conditions of approval; incorporation of DGRI, Steering Committee, and City inputs, conditions and comments; ready for consultant’s “peer” review; Project specific technical specifications including draft sections for Divisions One and Two of specifications; Refined Opinion of Probable Construction Cost in the form of the “Engineer’s Estimate”; and completed list of outstanding issues, information, and questions.
 - d. 100% Completion – Signed and sealed complete set of plans and technical specifications in “bid” quality form ready for City’s “front-end” documents, Consultant “Peer” review letter, Approved building code review, final Opinion of Probable Construction Cost in Microsoft Excel format as the Engineer’s Estimate. Mylar of title sheet shall be included ready for City Engineer’s signature.

ESTIMATED TOTAL PROJECT COST: \$1,500,000

AVAILABLE INFORMATION:

Record plans and specification of the existing site will be provided to the successful respondent, including an electronic version of the attached Master Plan.

PRE-PROPOSAL MEETING:

There will be a pre-proposal meeting on Tuesday December 2, 2014 at 4:00p at the office of DGRI, 29 Pearl Street NW, Suite 1. Please RSVP to Karie Enriquez via phone or email to ensure we have space.

RFP SUBMITTAL:

Submit one (1) proposal that includes your firm’s complete scope of services necessary to perform and fulfill the objectives, scope of work, schedule and budget.

Selection criteria will include but not be limited to:

Project Development, Scope of Work and Approach	30%
Ability to meet Objectives and Project Schedule	40%
Personnel assigned to project and their respective Level of Effort	10%
Best value for lowest possible cost	20%

Letter proposals are to be submitted electronically in PDF format to:

Tim Kelly at tkelly@downtowngr.org
Karie Enriquez at kenriquez@grcity.us

TIMELINE AND RFP DUE DATE:

Below is a proposed project schedule, which was developed to allow construction to commence in summer 2015. All dates are subject to change at the discretion of DGRI and the City.

- November 24, 2014 - RFP issued

- December 2, 2014 - Pre-Proposal Meeting
- **December 16, 2014 – Proposals due to Downtown Grand Rapids Inc.**
- Week of January 5, 2015 – Review proposals with Park Steering Committee
- January 7, 2015 – Update to the Parks & Recreation Advisory Committee
- January 14, 2015 – Seek approval on consultant proposal from Downtown Development Authority
- Week of January 20, 2015 – Project kick-off with Consultants and Project Team

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: January 9, 2015

TO: Downtown Development Authority

FROM: Eric Pratt
Project Manager

Agenda Item #7
January 14, 2015
DDA Meeting

SUBJECT: Request for Support for the Redevelopment of the Former Rowe Hotel at 201 Michigan Street NW

The Rowe Hotel, later known as Olds Manor, was built in 1922 by Fred N. and William Rowe to meet the demand for additional hotel space. It was the last of the large historic hotels built in Downtown Grand Rapids. The announcement of the hotel was met with great applause by the Furniture Manufacturer's Association, and Berkey & Gay vowed to do whatever was necessary to make the hotel a reality. The Rowe Hotel formally opened to guests on January 1, 1923, just in time for the January Furniture Market. In the late 1940's, a New York-based Hotel Management chain purchased the Rowe and it became known as the Manager-Rowe Hotel. In 1963, The American Baptist Home and Development Corporation purchased the building and converted it into senior living facility and renamed it Olds Manor. In 2001, Olds Manor closed. Since the closing of the Old Manor, the building has sat vacant – for 14 years.

Recently, CWD Real Estate, working on behalf of the property owner OMH, LLC, announced plans to redevelop the former Rowe Hotel and convert the building into a mixed-use development with 9,500 square-feet of ground floor retail and restaurant space; 77 market-rate one-and two-bedroom apartments which would include a limited number of for-sale condominiums on a newly constructed 11th floor. In addition to providing commercial and residential space, CWD will also be providing rooftop amenities, including an outdoor terrace, indoor community room, fitness facilities and 48 on-site, underground parking spaces. As a part of the renovation, the developer is proposing to restore the building's two historic facades. The total project cost is estimated to be \$22 M to \$26 M and will create the equivalent 15 new full-time positions.

To help offset some of the costs associated with the vacation of an existing areaway located along the building's Michigan Street frontage, the installation of a new snowmelt system as a part of the streetscape improvements associated with the project and with the historic restoration of the building's two facades; the developer has applied for DDA assistance through its Building Reuse Incentive Program (B.R.I.P.), Streetscape Improvement Program and Areaway Fill Program. In summary, the developer requests the following:

- A \$35,000 Areaway Fill Program Grant for the vacation of an existing areaway located along the building's Michigan Street NW frontage;
- \$35,000 Streetscape Improvement Grant for new sidewalk and streetscape treatments, including a new snowmelt system, along Michigan Street NW.

- \$50,000 Building Reuse Incentive Program (BRIP) Grant reimbursement for eligible expenses related to the historic restoration of the building's two historic façades.

It should be noted that because the building has been determined to be "functionally obsolete," as defined by the State of Michigan's Brownfield Act and sits immediately outside of the DDA's tax increment finance district; any improvements made to the building will be captured by the City of Grand Rapids Brownfield Authority, and not the DDA.

Since opening as a hotel in 1923, the Rowe has occupied one of the more prominent corners in all of Grand Rapids and has served host to numerous guests, including former U.S. President John F. Kennedy. The redevelopment of the Rowe would not only preserve a historically significant structure, but also promote continued economic growth in downtown. Further, a fully utilized building, with residential and active ground-floor uses will assist Downtown Grand Rapids Inc. (DGRI) in its efforts to achieve some of the goals which have identified as a part of the GR Forward Community Planning Process; including increased residential development, improved connectivity / mobility, re-investment in the public realm and effecting greater access to the Grand River.

Recommendation:

Staff recommends that the DDA Board approve a \$35,000 Areaway Fill Program Grant for the vacation of an existing areaway located along the Michigan Street frontage; a \$35,000 Streetscape Improvement Grant for streetscape improvements, including a new snowmelt system, along Michigan Street NW and a \$50,000 BRIP Grant towards the historic restoration of the building's two façades.

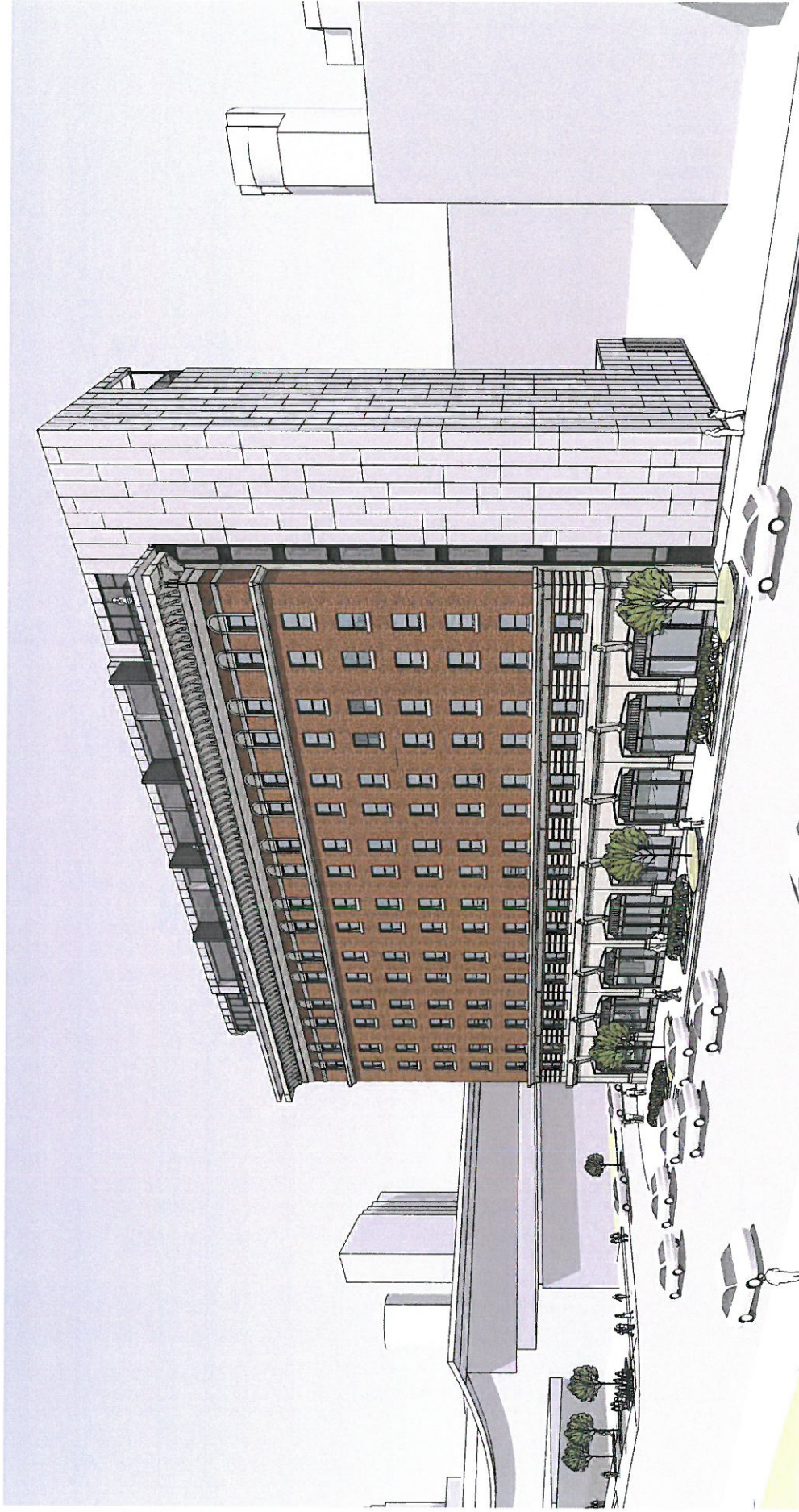
See Attachment.

ATTACHMENT B

Project Scope

OMH, L.L.C. ("OMH") is proposing to completely rehabilitate the existing eight story former Rowe Hotel (Olds Manor) building located at 201 Michigan Street NW at the corner of Michigan Street and Monroe Avenue in downtown Grand Rapids (the "Property"). The redevelopment project will include a complete repurposing of the long-vacant structure (vacant since 2001) into a mixed use building that will contain a mix of residential and ground floor retail space (the "Project"). The Project will include approximately 9,000 sf of first floor retail space with approximately 87 residential market rate apartments (studio, 1 and 2 bedroom units) on the upper floors with a potential for some of the upper units being completed as condo units. The Project will also include conversion of existing basement levels into subgrade parking for tenants (approximately 6 single and 42 double). The Project will consist of total approximate square footage of 70,500 and may include a rooftop amenity for tenants. The Project will also include streetscape improvements that will provide outdoor seating for the retail tenants and address the existing areaways and sidewalks during completion of the proposed scope of work.













PRELIMINARY NOT FOR CONSTRUCTION

[illegible]