

# AGENDA

## DOWNTOWN DEVELOPMENT AUTHORITY



### Board Members:

Mayor Rosalynn Bliss • Kayem Dunn • Jermale Eddie • Dr. Wendy Falb  
Jane Gietzen • Brian Harris • Diana Sieger • Jim Talen • Rick Winn

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Wednesday, June 14, 2017  
8:00 a.m. Meeting  
29 Pearl Street, NW Suite #1

- |   |               |                   |
|---|---------------|-------------------|
| 1. Call to order  |               |                   |
| 2. Approve Meeting Minutes from May 10, 2017 (8:01)<br>(enclosure)            |               | Harris            |
| 3. Accept May 31, 2017 Financial Statements (8:04)<br>(enclosure)             | <i>Motion</i> | Wallace           |
| 4. Adopt FY18 DDA Budgets and Priority Plans (8:09)<br>(enclosure)            | <i>Motion</i> | Wallace / Larson  |
| 5. Authorize Funding for Lyon Square Design Development (8:16)<br>(enclosure) | <i>Motion</i> | DeClercq / Larson |
| 6. Consent to OPRE for 840 Ottawa Ave. (8:31)<br>(enclosure)                  | <i>Motion</i> | Kelly             |
| 7. Consent to Liquor License for 118 Fulton (8:41)<br>(enclosure)             | <i>Motion</i> | Kelly             |
| 8. President & CEO Report (8:46)  | Info Item     | Larson            |
| 9. Public Comment (8:51)  |               |                   |
| 10. Board Member Discussion (8:54)  |               |                   |
| 11. Adjournment   |               |                   |

## UNAPPROVED MINUTES

### MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

May 10, 2017

1. Call to Order – The meeting was called to order at 8:04am

2. Attendance

Present: Mayor Rosalynn Bliss, Kayem Dunn, Jermale Eddie, Dr. Wendy Falb, Jane Gietzen, Diana Sieger, Jim Talen, Rick Winn

Absent: Brian Harris

Others Present: Kristopher Larson (Executive Director), Murphy Ackerman (DDA Executive Assistant), Jana Wallace (DDA Treasurer), Jennie Schumacher, Tim Kelly, Andy Guy, Kim Van Driel, Annamarie Buller (DDA Staff), Melvin Eledge, Christian Gaines, Breese Stam

3. Approve Meeting Minutes from April 12, 2017

*Motion: Diana Sieger, supported by Mayor Rosalynn Bliss moved approval of the minutes from the April 12, 2017 meeting as presented. Motion carried unanimously.*

4. Accept April 30, 2017 Financial Statements

Ms. Wallace introduced the financials for April 30 and warrants for both March and April. Ms. Wallace noted that there was a high level of activity for two months of statements with the bond proceeds being the largest item on the warrant. Ms. Wallace noted that while a few items are under or slightly over budget, they are still within the appropriation authority as the end of fiscal year approaches.

*Jane Gietzen, supported by Diana Sieger, moved to approve Statement D: Schedule of April 30, 2017 Expenditures as recommended. Motion carried unanimously.*

5. Authorize Funding for Intersection Improvements

Mr. Kelly explained that the intersection improvements at Fulton and Sheldon are a precursor to larger project, and subsequent funding request, that will be back before the Board in FY18. Mr. Kelly said in recognition of the new development in this area, this project would provide pedestrian improvements to the intersection. The funding would be primarily for undergrounding utility work. Mr. Kelly said this is an opportune time to complete this work as the street is currently torn up. Mr. Talen asked if this would eliminate the on-street parking. Mr. Kelly said a few spaces would be lost, but the biggest change would be Sheldon being converted to a two-way. Mr. Stam clarified that only the parking on the edges of the island would be lost as the street is narrowed to accommodate wider sidewalks. Mayor Bliss asked if street trees would be added. Mr. Stam said yes. Mr. Kelly said this plan is a recommendation from GR Forward, and the engineering department has worked with the neighbors to ensure that this is a plan that would be amenable to all. Mr. Kelly noted that the current ask before the Board is only the intersection improvements and the removal of any parking spaces or additional improvements will require approval from this Board in the future.

*Motion: Dr. Falb, supported by Jane Gietzen, moved to approve the funding in an amount not to exceed \$48,000 for pedestrian safety enhancements at the intersection of Fulton Street and Sheldon Avenue. Motion carried unanimously.*

6. Recommend FY18 DDA Budgets and Priority Plans

Mr. Larson gave an overview of the FY18 budget and priority plans. Mr. Larson reminded the Board of the budget process year to year. Mr. Larson said the Alliances began narrowing their lists of projects and priorities in February and each have given their approval of their budgets. Mr. Larson noted that should the Board approve the budget, it will go before City Commission for adoption prior to the June DDA meeting. At that time, the Board will then be asked to adopt the budget. Mr. Larson said citizens participated in identifying and prioritizing 99.2% in discretionary investments and 95% of discretionary funds are directly related to GR Forward projects. Ms. Gietzen asked how the fund balance is tracked. Ms. Wallace said it was derived from FY17 estimates. Mr. Larson said for an organization of our size, we are very lean in administration costs. Mr. Larson said with the proposed realignment of the citizen engagement groups, the next year will be a bridge year moving from the Alliance model to the GR Forward model. Mr. Larson gave an overview of the Alliance for Livability projects, including: support for affordable housing, expansion of the tree canopy, bush shelters for the DASH system, outdoor fitness equipment, murals, and a pilot bike lane on Ionia. Mr. Kelly gave an overview of the Alliance of Investment projects, including: the continuation of various incentive programs, planning for Switchback Park, the design phase and possible construction documents for Lyon Square, river trail guidelines, festoon lighting on Ionia, additional amenities on Division Ave, additional pedestrian counters, possible Area 4 and 5 land disposition and piazza design, as well as many others. Ms. Sieger asked for an update on Areas 4 and 5. Mr. Larson said there is a draft development agreement and there will be more clarity either way in the next few months or the DDA can choose to terminate the agreement. Mr. Talen asked if there is any progress on the removing of the Post Office. Mayor Bliss said there are conversations to assess the opportunity for it to be moved. Ms. Van Driel gave an overview of projects identified by the Alliance for Vibrancy, including: the continuation of the Event Management Program, creation of winter time activities and events, continued support of Rosa Parks Circle ice skating, support for cultural heritage events, growing the Relax at Rosa events, more support of food truck events, downtown fitness programs, and additional urban recreation programs. Mayor Bliss asked who DGRI partners with on urban recreation programming. Ms. Van Driel said primarily the City, but has worked with other organizations as well. Mayor Bliss said the downtown YMCA is eager to work in this space and thinks it could be a good partnership. Mayor Bliss said she would also like to see more seating at Calder Plaza in the interim for those partaking in 'Truckin' Tuesdays'. Mr. Larson said staff will work to provide immediate interventions. Mr. Winn said that while Mr. Harris could not be present for today's meeting, he has expressed his support for the budget. Ms. Gietzen asked what the barriers on the bus shelters are. Mr. Larson said there is concern that this is not only a Downtown/DASH system issue, and the City is sensitive to addressing the citywide issue. Mr. Talen said he is happy to see the public restroom for Heartside included in the budget. Mr. Larson said it remains an organizational priority as we work towards a solution for the management of the facility.

*Motion: Kayem Dunn, supported by Jane Gietzen, moved to recommend the FY18 Budget Summary to the Grand Rapids City commission and request fund appropriation. Motion carried unanimously.*

7. Approve 3-Year Support Agreement with ArtPrize

Mr. Larson said over the years DGRI has amended its relationship with ArtPrize to reflect the evolution of the event and the changes in community priorities. Mr. Larson said this proposal will allow DGRI to help fund a stipend for minority owned artists looking to participate, fund four (4) large public art projects, and help to activate empty store fronts with welcoming messages to visitors. Mr.

Larson said this is a departure from how we normally support events, but commends ArtPrize on their ability and desire to evolve. Ms. Gietzen asked if ArtPrize has received any feedback about the lack of diversity and inclusion for the event. Mr. Gaines said it has been a response that ArtPrize has heard from the community, and they are committed to working with organizations such as DGRI to address these issues. Mr. Gaines noted one of the largest participation blocks for minorities has been the cost, and with this support, ArtPrize can offer stipends to overcome that hurdle. Ms. Dunn asked how success will be measured with this program. Mr. Gaines said the responses will be tracked year over year from artists of color as well as the number of applications for these grants. Mr. Winn asked if there is a benchmark that the organization is starting from. Mr. Gaines said there is a baseline for the demographics and will be looking to grow these numbers. Mr. Eddie said he is excited to see SiteLab using the building on Franklin, and asked if there is a possibility of having the bus stop, located across the street, used as a park and ride. Mr. Eddie noted having a park and ride in a neighborhood of color could help to encourage visiting downtown. Mr. Gaines said he is excited to bring that idea to the organization. Mr. Larson said he will also follow up with the Rapid to see the possibility.

*Motion: Mayor Bliss, supported by Kayem Dunn, moved to approve Major Event Sponsorship to ArtPrize 9-11 in the amount of \$50,000 per year over 3 years, and authorize the Executive Director to enter into an agreement consistent with the attached proposal and approved in form by legal counsel. Motion carried unanimously.*

#### 8. President & CEO Report

##### DDA 4/12/17

- Approved \$180,000 for pedestrian improvements and lighting enhancements for Michigan St.
- Approved \$20,000 to support mural project

##### DID 5/15/17

- Will consider FY18 Budget
- Will receive update on spring plantings

##### MNTIFA (5/10/17)

- Will receive audit presentation
- Will consider FY18 Budget

##### DGRI (4/18/17)

- Approved updated inter-organizational term sheet with City
- Receive presentation from VoiceGR Survey
- Reviewed DGRI Performance Indicator Methodology
- Approved Alliance 2.1 model

##### Alliances:

##### INVESTMENT (5/9)

- Chair: Nikos Monoyios, Long Range Planner @ The Rapid
- Will consider pedestrian crossing improvement at Wealthy / Cass Sts.



#### *VIBRANCY (3/14)*

- Chair – Brandy Moeller, City of Grand Rapids
- Planning for Food Truck Rally event in May, 2017
- 2<sup>nd</sup> look at Alliance 2.0 engagement model

#### *LIVABILITY (3/27)*

- Chair: Lynee Wells, Principal @ Williams & Works – Working Group Discussions
- Reviewed FY18 budget recommendations
- Approved proposed Alliance 2.0 engagement model

### **DGRI Staff Highlights**

#### Events / Marketing / Communications / Engagement

- Held Women in City Building Event – Mar 30<sup>th</sup> – packed room - ~600 online streams of video
- Completed first GR Forward update video – 25,886 views March 8 – April 18
- Downtown Residents Network – Mix, Mingle, and Share – April 26<sup>th</sup> @ EVE at the BOB
- Held first Relax at Rosa May 4, 2017 – 19 to go!

- DGRI Hosting Latino Community Coalition May 11, 2017 @ LINC
- MITP 2017 series launch – Week of May 15, 2017
- Planning for Rollin'Out Food Truck event May 21, 2017
- SAVE THE DATE: State of the Downtown – July 13<sup>th</sup> at 5:30 PM!

#### Planning / Development

- Partnered with GR Chamber and Mobile GR on Parking-Cash out training program for employers – held 4/19 @ 11 AM at Start Garden. 30 RSVPs received.
- Participating with City of Grand Rapids in 201 Market RFQ reviews
- Daniel Rose Fellowship:
  - Hosted Grand Rapids Study Visit Mar 20-23 for Daniel Rose Fellowship.
  - Project page available on the website. Follow-up engagement opportunity currently underway.
  - KL attended Anchorage Study Visit Apr 3-7
  - Fellowship Team presented a mid-year fellowship in Seattle Tuesday, May 2nd
- IDA Value of Downtowns – Planning to incorporate findings in State of Downtown program
- Transformational Brownfield (MIThrive) approved in House – to the Senate this week for concurrence – then to the Governor's office.

9. Public Comment  
None

10. Board Member Discussion  
None

11. Adjournment  
The meeting adjourned at 9:42am

# MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.  
June 14, 2017  
DDA Meeting**

DATE: June 8, 2017

TO: Brian Harris  
Chairman

FROM: Jana M. Wallace  
Downtown Development Authority Treasurer

**SUBJECT: FY2017 Interim Financial Statements as of May 31, 2017**

Attached are the DDA's interim financial statements for the first eleven months of the fiscal year ending June 30, 2017. The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2017 Budget vs Actual Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of May, 2017 Expenditures
- Statement E: DDA Series 2017 Bond "New Money" Proceeds Statements

On Statement A, the "Pooled Cash and Investments," ("Cash") in the Debt Increment Fund column has a negative balance. From FY1997 through FY2007, the DDA annually experienced negative Cash balances at year-end after the May 1 and June 1 principal and interest payments were issued. The negative Cash and "Reserve for Eligible Obligations," balances as of May 31, 2017 are offset by funds in the "Debt Service Reserve - Series 1994" line items.

Currently the DDA is not expected to exceed its FY2017 appropriation authority and has sufficient cash to support budgeted expenditures.

Please contact me at 616-456-4514 or [jwallace@grcity.us](mailto:jwallace@grcity.us) if you have any questions.

Attachments

# STATEMENT A

## DOWNTOWN DEVELOPMENT AUTHORITY

### Balance Sheet As of May 31, 2017

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
<b>ASSETS</b>				
Pooled Cash and Investments	\$ 4,415,153	\$ (434,577)	\$ 5,031,071	\$ 9,011,647
Petty Cash	-	-	500	500
Debt Service Reserve - Series 1994 Bonds	-	4,845,005	-	4,845,005
Loan Receivable - Project Developer	563,848	-	-	563,848
Loan Receivable - Special Assessments	7,368	-	-	7,368
General Fixed Assets	-	-	90,051,736	90,051,736
Accumulated Depreciation on Fixed Assets	-	-	(50,672,717)	(50,672,717)
Future Tax Increment Revenues Anticipated	-	31,133,727	139,500	31,273,227
<b>TOTAL ASSETS</b>	<b>\$ 4,986,369</b>	<b>\$ 35,544,155</b>	<b>\$ 44,550,090</b>	<b>\$ 85,080,614</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities</b>				
Current Liabilities	\$ -	\$ -	\$ 11,014	\$ 11,014
Parking Revenue Payable	25,793	-	-	25,793
Project Increment Due to Developers	-	-	7,373	7,373
Current Year Excess Capture	-	84,100	-	84,100
Deposit - Area 1 and Area 5 Options to Buy	107,578	-	-	107,578
Net Retiree Health Care Obligation <sup>1</sup>	-	-	(5,720)	(5,720)
Prior Year Property Tax Appeals	-	139,214	77,008	216,222
Deferred Revenue - Developer Loan	563,848	-	-	563,848
Contract Payable	-	-	139,500	139,500
Bonds Payable	-	31,133,727	-	31,133,727
<b>TOTAL LIABILITIES</b>	<b>697,219</b>	<b>31,357,041</b>	<b>229,175</b>	<b>32,283,435</b>
<b>Fund Balance / Equity:</b>				
Investments in General Fixed Assets, net of Accumulated Depreciation	-	-	39,379,019	39,379,019
Debt Service Reserve - Series 1994 Bonds	-	4,845,005	-	4,845,005
Non-Tax Increment Reserve	3,720,351	-	-	3,720,351
Reserve for Authorized Projects	-	-	4,566,862	4,566,862
Reserve for Brownfield Series 2012A Bonds	531,071	-	-	531,071
Reserve for Compensated Absences	-	-	7,881	7,881
Reserve for Eligible Obligations	-	(657,891)	-	(657,891)
Reserve for Encumbrances	37,728	-	367,153	404,881
<b>TOTAL FUND EQUITY</b>	<b>4,289,150</b>	<b>4,187,114</b>	<b>44,320,915</b>	<b>52,797,179</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$ 4,986,369</b>	<b>\$ 35,544,155</b>	<b>\$ 44,550,090</b>	<b>\$ 85,080,614</b>

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 FY2017 Budget vs Actual Results July 1, 2016 - May 31, 2017

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>REVENUES</b>						
Property Tax Increment - General	\$ -	\$ -	\$ 9,630,568	\$ 9,598,547	\$ 5,107,623	\$ 5,207,454
Property Tax Increment - Transit Millage	-	-	-	-	454,848	454,848
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(29,127)	(75,000)	(5,282)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(327,571)	(330,520)
Special Assessments - Areaway	15,000	774	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	26,180	26,563
Brownfield Authority - Veterans Park	-	-	-	-	606,979	-
Interest on Investments - General	22,171	37,107	5,000	49,094	54,307	69,484
Interest on Investments - Multi-Year Accrual Reversal	-	(50,440) <sup>1</sup>	-	(29,645) <sup>1</sup>	-	(96,254) <sup>1</sup>
Interest on Investments - The Gallery Note	27,623	27,623	-	-	-	-
Property Rental - DASH Parking Lots	321,332	350,111	-	-	-	-
Property Rentals - YMCA Customer Parking	51,510	38,025	-	-	-	-
Event Sponsorships and Fees	60,000	65,478	-	-	-	-
Principal Repayments - The Gallery on Fulton Note	50,000	50,000	-	-	-	-
Restricted Contributions - Lyon Square Partners	-	-	-	-	560,000	-
Sale of Parking Area 5	6,550,000	-	-	-	-	-
Sale of Scrap Metal Tree Grates	-	-	-	-	-	8,863
Series 1994 Debt Service Reserve Fund	-	-	564,160	-	-	-
Proceeds from Sale of Bonds	-	-	24,029,192	24,029,192	-	-
Premium on Bonds Issued	-	-	2,776,194	2,776,194	-	-
Reimbursements and Fees - Miscellaneous	600	577	-	-	10,000	-
From / (To) Fund Balance	(3,812,588)	-	(5,000)	-	1,129,984	-
<b>TOTAL REVENUES</b>	<b>\$ 3,285,648</b>	<b>\$ 519,255</b>	<b>\$ 36,925,114</b>	<b>\$ 36,394,255</b>	<b>\$ 7,547,350</b>	<b>\$ 5,335,156</b>
<b>EXPENDITURES</b>						
<b>Investment - Planning and Infrastructure</b>						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,225,000	\$ 1,311,101
Transit Projects - Transit Millage Funded	-	-	-	-	580,000	40,002
Planning	26,000	11,042	-	-	10,000	3,460
Public Infrastructure	2,051,451	-	-	-	3,089,000	1,208,165
Investment Total	\$ 2,077,451	\$ 11,042	\$ -	\$ -	\$ 4,904,000	\$ 2,562,728
<b>Livability - Residents / Workers / Neighborhood</b>	<b>362,000</b>	<b>226,517</b>	<b>-</b>	<b>-</b>	<b>870,000</b>	<b>430,690</b>
<b>Vibrancy - Attracting Visitors</b>	<b>589,000</b>	<b>489,306</b>	<b>-</b>	<b>-</b>	<b>295,000</b>	<b>227,015</b>
<b>Miscellaneous</b>	<b>40,000</b>	<b>34,941</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Alliance Projects</b>	<b>\$ 3,068,451</b>	<b>\$ 761,806</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,069,000</b>	<b>\$ 3,220,433</b>
Administration	3,200	3,310	-	-	1,022,863	989,175
Debt Service for Bond Issues	213,997	-	5,809,525	5,771,199	455,487	126,187
Payment to Partially Refund Series 2009 Bonds	-	-	26,805,386	26,805,386	-	-
Estimated Capture to be Returned	-	-	4,310,203	3,675,795	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,285,648</b>	<b>\$ 765,116</b>	<b>\$ 36,925,114</b>	<b>\$ 36,252,380</b>	<b>\$ 7,547,350</b>	<b>\$ 4,335,795</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ (245,861)</b>	<b>\$ -</b>	<b>\$ 141,875</b>	<b>\$ -</b>	<b>\$ 999,361</b>

Note 1: Each year-end the City Treasurer accrues large amounts of interest revenues resulting from multiple year investments. These large accruals are then reversed in the next fiscal year, which results in negative interest revenues each month for much the following fiscal year. To indicate actual current year interest revenues, this negative revenue line item is the FY2016 accrual reversal.

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**STATEMENT C**

**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Statement of Current Project Expenditures**  
**As of May 31, 2017**

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Amount	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 70,000 <sup>1,2</sup>	\$ -	\$ 35,000		\$ 35,000
Building Re-use Incentive Program (BRIP)		250,000 <sup>1,2</sup>	-	355,899		(105,899)
Development Project Guidance		80,000 <sup>1,2</sup>	13,345	73,567		6,433
Development Project Reimbursements		775,000 <sup>1,2</sup>	-	722,135		52,865
Streetscape Improvement Incentive Program		50,000 <sup>1,2</sup>	-	124,500		(74,500)
<b>Investment - Development Incentives Sub-Total</b>	<b>9.42%</b>	<b>\$ 1,225,000</b>	<b>\$ 13,345</b>	<b>\$ 1,311,101</b>		<b>\$ (86,101)</b>
DASH North Shuttle Services		80,000 <sup>1,2</sup>	-	40,002		39,998
New Downtown Circulator Infrastructure		500,000 <sup>2</sup>	-	-	-	500,000
<b>Investment - Transit Millage Funded Sub-Total</b>	<b>4.46%</b>	<b>\$ 580,000</b>	<b>\$ -</b>	<b>\$ 40,002</b>		<b>\$ 539,998</b>
Downtown Plan - Community Relations		10,000 <sup>1,2</sup>	-	3,460		6,540
<b>Investment - Planning Sub-Total</b>	<b>0.08%</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 3,460</b>		<b>\$ 6,540</b>
Arena South Implementation		636,596 <sup>2</sup>	29,338	32,072	118,668	517,928
Bridge Street Streetscape Improvs		216,237 <sup>2</sup>	53,927	56,747	172,984	43,253
Grand River Activation		200,000 <sup>2</sup>	-	100,000	100,000	100,000
Grandville Ave Area Improvements		850,000 <sup>2</sup>	-	144	842,136	7,864
Ionia Avenue Cycletrack		286,000 <sup>2</sup>	-	-	-	286,000
Library Area Improvements		250,000 <sup>2</sup>	-	-	-	250,000
Lyon Square Improvements		916,882 <sup>2</sup>	-	255,677	422,559	494,323
Michigan / Ottawa Gateway		75,000 <sup>2</sup>	-	-	-	75,000
Pearl Street Gateway Enhancements		643,000 <sup>2</sup>	41,673	355,481	657,207	(14,207)
Rowe Hotel Public Improvements		120,000 <sup>1,2</sup>	-	120,000	-	-
Sheldon Blvd - Weston to Cherry Street		250,000 <sup>2</sup>	-	-	-	250,000
State Street & Bostwick Ave Reconstruction		1,575,000 <sup>2</sup>	-	242,378	841,380	733,620
Streetscape Improvements - various		600,000 <sup>1,2</sup>	3,236	41,866	-	600,000
Veterans Park Improvements		894,890 <sup>2</sup>	-	3,800	148,690	746,200
Weston Street - Sheldon to LaGrave Ave		100,000 <sup>2</sup>	-	-	-	100,000
<b>Investment - Public Infrastructure Sub-Total</b>	<b>58.52%</b>	<b>\$ 7,613,605</b>	<b>\$ 128,174</b>	<b>\$ 1,208,165</b>	<b>\$ 3,303,624</b>	<b>\$ 4,189,981</b>
African-American Museum/Archives		16,000 <sup>1,3</sup>	-	-	-	16,000
Downtown Speakers Series		10,000 <sup>1,3</sup>	-	11,042	-	(1,042)
<b>Investment - Non-Tax Supported Sub-Total</b>	<b>0.20%</b>	<b>\$ 26,000</b>	<b>\$ -</b>	<b>\$ 11,042</b>		<b>\$ 14,958</b>
Accessibility and Mobility Repairs		100,000 <sup>1,2</sup>	5,000	5,000	-	95,000
Bicycle Friendly Improvements		712,044 <sup>2</sup>	-	-	137,044	575,000
Downtown Census		53,000 <sup>2</sup>	-	-	23,000	30,000
Heartside Public Restroom Facility		100,000 <sup>2</sup>	-	-	-	100,000
Public Realm Improvements		513,536 <sup>2</sup>	2,895	262,451	375,987	137,549
Snowmelt System Repairs / Investigation		50,000 <sup>1,2</sup>	2,392	12,390	-	37,610
Tree Well Fill		150,000 <sup>2</sup>	-	100,000	100,000	50,000
Urban Recreation Plan		264,084 <sup>2</sup>	-	6,250	60,334	203,750
Wayfinding System Improvements		326,904 <sup>2</sup>	-	44,599	116,503	210,401
<b>Livability - Local Tax Supported Sub-Total</b>	<b>17.44%</b>	<b>\$ 2,269,568</b>	<b>\$ 10,287</b>	<b>\$ 430,690</b>	<b>\$ 812,868</b>	<b>\$ 1,439,310</b>
Downtown Ambassadors		225,000 <sup>1,3</sup>	5,737	161,935	-	63,065
Project and Fixed Asset Maintenance		15,000 <sup>1,3</sup>	-	558	-	14,442
Riverwalk Maintenance		20,000 <sup>1,3</sup>	-	336	-	19,664
Stakeholder Engagement Programs		15,000 <sup>1,3</sup>	877	8,168	-	6,832
Street Trees Maintenance Program		5,000 <sup>1,3</sup>	-	-	-	5,000
Transportation Demand Mnmt Prog		80,000 <sup>1,3</sup>	-	55,520	-	24,480
Winter Avenue Building Lease		2,000 <sup>1,3</sup>	-	-	-	2,000
<b>Livability - Non-Tax Supported Sub-Total</b>	<b>2.78%</b>	<b>\$ 362,000</b>	<b>\$ 6,614</b>	<b>\$ 226,517</b>		<b>\$ 135,483</b>
Downtown Marketing & Inclusion		275,000 <sup>1,2</sup>	30,068	220,355	-	54,645
State of Dntn Event & Annual Reports		20,000 <sup>1,2</sup>	-	1,992	-	18,008
Ticketed Events - Police Services		- <sup>1,2</sup>	4,668	4,668	-	(4,668)
<b>Vibrancy Local Tax Supported Sub-Total</b>	<b>2.27%</b>	<b>\$ 295,000</b>	<b>\$ 34,736</b>	<b>\$ 227,015</b>		<b>\$ 67,985</b>
Bridge Lighting Operations		5,000 <sup>1,3</sup>	-	-	-	5,000
DGRI Event Production		125,000 <sup>1,3</sup>	37,904	132,890	-	(7,890)
Diversity / Inclusion Programming		22,500 <sup>1,3</sup>	4,712	18,997	-	3,503
Downtown Workforce Program		32,000 <sup>1,3</sup>	-	17,464	-	14,536
Holiday Décor Program		61,500 <sup>1,3</sup>	-	61,631	-	(131)
Major Event Sponsorship		65,000 <sup>1,3</sup>	-	65,000	-	-
Public Space Activation		30,000 <sup>1,3</sup>	488	8,281	-	21,719
Rosa Parks Circle Skating Operations		40,000 <sup>1,3</sup>	-	1,650	-	38,350
Special Events - Grants		40,000 <sup>1,3</sup>	800	32,300	-	7,700
Special Events - Office of		75,000 <sup>1,3</sup>	25,000	75,000	-	-
Special Events - Training Program		13,000 <sup>1,3</sup>	-	11,379	-	1,621
Ticketed Events - Police Services		80,000 <sup>1,3</sup>	25,953	64,714	-	15,286
<b>Vibrancy Non-Tax Supported Sub-Total</b>	<b>4.53%</b>	<b>\$ 589,000</b>	<b>\$ 94,857</b>	<b>\$ 489,306</b>		<b>\$ 99,694</b>
<b>Experience - Miscellaneous</b>		<b>40,000<sup>1,3</sup></b>	<b>4,056</b>	<b>34,941</b>		<b>5,059</b>
<b>TOTAL</b>	<b>99.69%</b>	<b>\$ 13,010,173</b>	<b>\$ 292,069</b>	<b>\$ 3,982,239</b>		<b>\$ 6,412,907</b>

Note 1: Current year (FY2017) budget only.

Note 2: Paid from local tax increment. Note 3: Paid from non-tax funds.

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**STATEMENT D**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**May, 2017**

Source	Date Posted	Vendor	Purpose / Project	Description	Amount
Debt	5/17/2017	U.S. Bank N.A.	1994 DDA Tax Increment Rev Bonds	Interest due 06/01/17	\$ 3,205,428.20
Debt	5/17/2017	U.S. Bank N.A.	1994 DDA Tax Increment Rev Bonds	Principal due 06/01/17	789,571.80
Local	5/30/2017	Brownfield Redevelopment Authority	Brownfield Series 2012A Bonds	Correct annual debt svc entry - Ionia S of Wealthy	75,000.00
Local	5/31/2017	Paychex	Administration	DGRI payroll, taxes, 401(k) - May, 2017	59,747.99
Bonds	5/24/2017	Dickinson Wright PLLC	DDA Series 2017 LTGO Bonds	Bond counsel services	46,027.76
Local	5/30/2017	City Treasurer - Engineering Dept	Pearl Street Gateway Enhancements	Engineering services through 06/30/2016	41,672.99
Non-Tax	5/16/2017	Ice sculptures, Ltd.	DGRI Event Production	Valentice: Live Sculpting 2/2017	28,450.00
Non-Tax	5/30/2017	City Treasurer - Office of Special Events	Special Events - Office of	Office of Special Events Support - payment 2 of 3	25,000.00
Local	5/25/2017	Nagel Construction Inc	Bridge Street Streetscape Improvs	Reconstruction services - 01/30/2016-01/31/2017	20,531.38
Local	5/10/2017	State of Michigan	Arena South Implementation	Progress billing through 02/15/2017	11,266.63
Local	5/10/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing through 02/15/2017	11,266.63
Non-Tax	5/22/2017	City Treasurer - Police Dept	Ticketed Events - Police Services	Ticketed event police services	10,873.88
Local	5/24/2017	Dickinson Wright PLLC	Development Project Guidance	Legal: Area 4/5 Development	10,722.50
Local	5/10/2017	State of Michigan	Arena South Implementation	Progress billing through 01/12/2017	10,630.61
Local	5/10/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing through 01/12/2017	10,630.61
Local	5/11/2017	City Treasurer - Budget Office	Administration	Support services allocation - May 2017	8,391.00
Non-Tax	5/22/2017	City Treasurer - Police Dept	Ticketed Events - Police Services	Ticketed event police services	8,054.65
Non-Tax	5/9/2017	West Bend Mutual Insurance Company	DGRI Event Production	Insurance: MITP, Rolln Out, Relax @ Rosa 2017	7,132.00
Local	5/2/2017	Cassidy Bisher	Downtown Marketing & Inclusion	Video Production services 2017	7,083.00
Non-Tax	5/22/2017	City Treasurer - Police Dept	Ticketed Events - Police Services	Ticketed event police services	7,024.94
Local	5/24/2017	GRCAC	Downtown Marketing & Inclusion	Sponsorship: Rapidian Place Matters 2017	6,000.00
Local	5/2/2017	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 4/2017	5,506.10
Local	5/24/2017	Federal Square Building Co. #1, LLC	Administration	Office Lease: 29 Pearl Street 5/2017	5,506.10
Local	5/23/2017	Mighty Co.	Downtown Marketing & Inclusion	Website design and development services 2017	5,305.00
Local	5/10/2017	State of Michigan	Arena South Implementation	Progress billing through 03/16/2017	5,151.64
Local	5/10/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing through 03/16/2017	5,151.64
Local	5/23/2017	DisArt	Accessibility and Mobility Repairs	Sponsorship for symposium	5,000.00
Local	5/22/2017	City Treasurer - Police Dept	Ticketed Events - Police Services	Ticketed event police services	4,667.79
Local	5/24/2017	GRCAC	Downtown Marketing & Inclusion	Advertising: GR Live (sponsorship) 01-04/2017	4,500.00
Local	5/15/2017	Fishbeck, Thompson, Carr, & Huber Inc	Bridge Street Streetscape Improvs	Construction engineering - 03/12-05/06/2016	4,057.86
Non-Tax	5/12/2017	Milwaukee River Hotel LLC	Experience - Miscellaneous	Hotel: Milwaukee all staff retreat 08/2017	4,056.00
Local	5/2/2017	Nederveld, Inc	Streetscape Improvements - various	Design Services: Arena Greening project	3,236.00
Local	5/2/2017	McAlvey Merchant & Associates	Administration	Governmental Consulting 3/2017	3,000.00
Local	5/24/2017	McAlvey Merchant & Associates	Administration	Governmental Consulting 4/2017	3,000.00
Local	5/2/2017	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 3/2017	3,000.00
Local	4/2/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 03/25/2017	2,968.89
Local	5/2/2017	HR Collaborative LLC	Administration	HR Consultant 3/2017	2,826.42
Local	4/27/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 04/22/2017	2,740.52
Local	5/2/2017	Design Workshop, Inc.	Public Realm Improvements	Planning/Design Services: Calder Plaza 3/2017	2,730.00
Local	5/24/2017	HR Collaborative LLC	Administration	HR Consultant 4/2017	2,652.21
Local	5/11/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 05/06/2017	2,523.11
Non-Tax	5/2/2017	GR Student Advancement Foundation	Diversity / Inclusion Programming	Event Sponsorship: Mindshare Event 04/2017	2,500.00
Local	5/24/2017	Dickinson Wright PLLC	Administration	Legal: IRS review Series 2009 Bonds 2/2017-3/2017	2,322.00
Local	5/23/2017	The KR Group, Inc.	Administration	Office Supplies: K.Larson & project mgr laptops	2,190.49
Local	5/24/2017	International Downtown Assn	Administration	Membership: IDA Nonprofit 01/2017-12/2017	2,027.26
Local	4/13/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 04/08/2017	1,967.52
Local	5/24/2017	Geotech Inc	Snowmelt System Repairs / Investigation	Asset Mgmt Coord: Monroe Ctr Snowmelt 4/2017	1,956.97
Local	5/19/2017	City Treasurer - Risk Management	Administration	General insurance - May 2017	1,727.00
Local	5/2/2017	Dickinson Wright PLLC	Development Project Guidance	Legal Services: Areas 4/5 2/2017	1,698.50
Local	5/15/2017	Fishbeck, Thompson, Carr, & Huber Inc	Arena South Implementation	Construction engineering - 11/18-12/30/2016	1,453.85
Local	5/15/2017	Fishbeck, Thompson, Carr, & Huber Inc	Bridge Street Streetscape Improvs	Construction engineering - 11/18-12/30/2016	1,453.85
Local	5/24/2017	Grand Rapids Public Schools	Downtown Marketing & Inclusion	Advertisement: We are GR 5/09/2017	1,425.00
Local	5/24/2017	Dickinson Wright PLLC	Administration	Legal: Misc DDA matters	1,290.00
Non-Tax	5/1/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2016 CITY VALIDATION BILLING	1,141.50
Non-Tax	5/9/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2016 CITY VALIDATION BILLING	1,080.50
Non-Tax	5/17/2017	Lorien Wallace	Diversity / Inclusion Programming	Event Supplies: Women & City Bldg Catering 3/2017	1,049.68
Non-Tax	5/18/2017	Fifth Third Bank - Pcard 04/2017	Diversity / Inclusion Programming	Sponsorships *Endless Opps *Us is Them exhibit	1,000.00
Local	5/17/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	DECEMBER 2016 CITY VALIDATION BILLING	926.50
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	K. Larson travel & training	816.39
Non-Tax	5/24/2017	Vault of Midnight Inc	Special Events - Grants	Special Event Grant: Free Comic Book Day 05/2017	800.00
Non-Tax	5/23/2017	Swift Printing & Communications	DGRI Event Production	Event Supplies: Roll'n Out Event buttons 4/2017	795.00
Non-Tax	5/10/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	NOVEMBER 2016 CITY VALIDATION BILLING	788.50
Local	5/26/2017	City of Grand Rapids	Administration	Staff services - payroll period ended 05/20/2017	787.22
Local	5/25/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	JANUARY 2017 CITY VALIDATION BILLING	782.00
Non-Tax	5/24/2017	Creative Studio Promotions	Downtown Ambassadors	Marketing supplies: Junior Ambassador Stickers	774.70

*continued on the next page*

**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**May, 2017**

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	5/2/2017	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: Misc. Events 2017	\$ 772.00
Local	5/24/2017	Revue Holding 1	Downtown Marketing & Inclusion	Advertising: Misc. Events 2017	772.00
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	Travel & Training for Staff	765.60
Non-Tax	5/24/2017	Swift Printing & Communications	DGRI Event Production	Event Supplies: Roll'n Out Banner 4/2017	745.00
Local	5/24/2017	The KR Group, Inc.	Administration	IT services 5/17	732.51
Local	5/2/2017	Dickinson Wright PLLC	Administration	Legal Services: Legislative Amendments 2/2017	709.50
Non-Tax	5/2/2017	Swift Printing & Communications	Downtown Ambassadors	Marketing Supplies: Ambassador Palm Card 4/2017	647.27
Non-Tax	5/24/2017	Dickinson Wright PLLC	Downtown Ambassadors	Legal: Mydatt ambassador agreement	602.00
Local	5/24/2017	The KR Group, Inc.	Administration	IT Services: New laptop setup	569.18
Local	5/18/2017	Dickinson Wright PLLC	Development Project Guidance	Legal Services: 50 Monroe Devel Support 2/2017	559.00
Local	5/10/2017	State of Michigan	Arena South Implementation	Progress billing through 04/13/2017	546.59
Local	5/10/2017	State of Michigan	Bridge Street Streetscape Improvs	Progress billing through 04/13/2017	546.59
Local	5/2/2017	Dickinson Wright PLLC	Administration	Legal Services: Library TIF Legislation 2/2017	537.50
Local	5/24/2017	The KR Group, Inc.	Administration	IT Services: Access point installation	518.35
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	Sponsorship *Nana's Run	500.00
Local	5/24/2017	Dickinson Wright PLLC	Administration	Legal: Public Library TIF Legislation	494.50
Non-Tax	5/18/2017	Fifth Third Bank - Pcard 04/2017	Stakeholder Engagement Programs	Mix Mingle & Share event catering	489.00
Non-Tax	5/18/2017	Fifth Third Bank - Pcard 04/2017	DGRI Event Production	Event Supplies *General event *Roll'n Out fest	434.81
Local	5/2/2017	Geotech Inc	Snowmelt System Repairs / Investigation	Asset Mgmt Coord: Monroe Ctr Snowmelt 3/2017	434.59
Local	5/24/2017	Professional Maintenance of Michigan Inc.	Administration	Cleaning Services 4/17	415.75
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Downtown Marketing & Inclusion	Website, CRM subs, Facebook ads, Snapchat, iTunes movies	406.45
Local	5/2/2017	Dickinson Wright PLLC	Administration	Legal Services: TIF Legislation 2/2017	365.50
Local	5/2/2017	Dickinson Wright PLLC	Administration	Legal Services: TIF Capture 2/2017	344.00
Local	5/23/2017	The KR Group, Inc.	Administration	Office Supplies: Microsoft office licenses	330.92
Local	5/2/2017	MVP Sportsplex - GR, LLC	Administration	Paid via Payroll Deductions 4/2017	323.89
Non-Tax	5/30/2017	Eugene Wilborn	Stakeholder Engagement Programs	Photographer: Mix, Mingle, Share event 04/17	300.00
Non-Tax	5/24/2017	Rachel Gleason	DGRI Event Production	Movies in the Park release performance video 2017	300.00
Local	5/2/2017	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 4/2017	250.00
Local	5/24/2017	Mighty Co.	Downtown Marketing & Inclusion	Website care and maintenance 5/2017	250.00
Local	5/2/2017	Cellco Partnership	Administration	Cell Phone Service 3/2017	235.72
Local	5/24/2017	Cellco Partnership	Administration	Cell Phone Service 4/2017	235.72
Local	5/10/2017	Fishbeck, Thompson, Carr, & Huber Inc	Arena South Implementation	Construction engineering - 12/31-01/27/2017	235.18
Local	5/10/2017	Fishbeck, Thompson, Carr, & Huber Inc	Bridge Street Streetscape Improvs	Construction engineering - 12/31-01/27/2017	235.18
Local	5/2/2017	TDS Metrocom	Administration	Phone Service 3/2017	234.28
Local	5/24/2017	TDS Metrocom	Administration	Phone Service 4/2017	234.24
Local	5/9/2017	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 3/2017	233.53
Non-Tax	5/24/2017	Aaron Roelofs	Public Space Activation	Pop up Performer: Guitar on Monroe Ctr 05/2017	225.25
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	*Office Supplies (DDA Portion)	220.05
Local	5/24/2017	Federal Square Building Co. #1, LLC	Administration	Utility Service: Electricity 4/2017	209.08
Local	5/9/2017	Mighty Co.	Downtown Marketing & Inclusion	Website improvements 4/2017	200.00
Local	5/24/2017	The KR Group, Inc.	Administration	IT Services: Wireless AP installation	197.98
Non-Tax	5/9/2017	Godwin Plumbing Inc	Downtown Ambassadors	Plumbing: Repairs at 351 Winter building	197.91
Local	5/15/2017	Dickinson Wright PLLC	Development Project Guidance	Legal: 150 Ottawa 01/2017	193.50
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	191.78
Local	5/31/2017	Paychex	Administration	DGRI payroll processing fees - May, 2017	189.97
Non-Tax	5/24/2017	Aaron Roelofs	Public Space Activation	Pop up Performer: Guitar on Monroe Center 5/2017	187.50
Local	5/24/2017	Tim Kelly	Administration	Travel Reimbursement: 05/2017	185.94
Local	5/9/2017	GreatAmerica Financial Services Corp	Administration	Copier Lease 3/2017	183.32
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	176.93
Local	5/2/2017	Dickinson Wright PLLC	Development Project Guidance	Legal Services: Venue Towers Devel Support 2/2017	172.00
Local	5/31/2017	Paychex	Administration	DGRI payroll processing fees - May, 2017	168.75
Local	5/24/2017	Applied Imaging	Administration	Copier Lease 4/15-7/14/17; Overage 11/15-4/14/17	167.33
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Public Realm Improvements	Parklet Storage	165.00
Local	5/2/2017	The KR Group, Inc.	Administration	IT security services 4/17	161.83
Local	5/24/2017	The KR Group, Inc.	Administration	IT security services 5/17	161.83
Local	5/1/2017	PCS Gophers Ltd	Administration	Interoffice mail services - March, 2017	161.05
Local	5/14/2017	PCS Gophers Ltd	Administration	Interoffice mail services - April, 2017	161.05
Local	5/9/2017	MKR Services, Inc	Administration	Office Supplies: Board member farewell plaque 4/17	144.51
Local	5/24/2017	Kristopher M. Larson	Administration	Travel & Training Reimbursement: 5/2017	141.50
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	140.42
Local	5/2/2017	Dickinson Wright PLLC	Administration	Legal Services: Kent County Gainsharing 2/2017	129.00
Local	5/23/2017	Professional Maintenance of Michigan Inc.	Administration	Janitorial Services: Window Cleaning 3/2017	118.79
Local	5/24/2017	Comcast	Administration	Internet at 29 Pearl St NW 5/07/2017-6/06/2017	118.53
Local	5/2/2017	Comcast	Administration	Internet at 29 Pearl St NW 4/07/2017-5/06/2017	118.27
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	116.02
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	Office Internet (DDA Portion)	110.75
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	110.04
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	107.37
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	106.55

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**STATEMENT D - continued**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Schedule of Expenditures**  
**May, 2017**

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Source	Date Posted	Vendor	Activity # Purpose / Project	Description	Amount
<i>continued from previous page</i>					
Local	5/2/2017	Mighty Co.	Downtown Marketing & Inclusion	Website hosting 4-6/2017	\$ 105.00
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	Membership *Hispanic Chamber of Commerce	100.00
Local	5/9/2017	Madcap Coffee Company	Administration	Meeting Supplies 4/2017	90.25
Non-Tax	5/2/2017	Swift Printing & Communications	Diversity / Inclusion Programming	Supplies: Women & City Bldg Welcome Board 3/2017	88.00
Non-Tax	5/23/2017	Swift Printing & Communications	Stakeholder Engagement Programs	Supplies: Mix/Mingle/Share Welcome Board 4/2017	88.00
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	81.82
Non-Tax	5/9/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2016 CITY VALIDATION BILLING	75.00
Non-Tax	5/24/2017	Reaiah Ellsworth	Public Space Activation	Performance: Acoustic Guitar at DeVos 05/2017	75.00
Non-Tax	5/23/2017	Staples Contract and Commercial Inc.	Diversity / Inclusion Programming	Women and City Building Supplies 3/2017	74.68
Local	5/2/2017	Engineered Protection Syst Inc	Administration	Office Security System 5/2017-7/2017	71.27
Local	5/2/2017	Dickinson Wright PLLC	Administration	Legal Services: GRCC Gainsharing 2/2017	64.50
Local	5/24/2017	Dickinson Wright PLLC	Administration	Legal: Misc DDA Matters	64.50
Non-Tax	5/24/2017	Andy Guy	Administration	Meeting Reimbursement: 07/2016	53.50
Local	5/31/2017	JPMorganChase	Administration	DGRI payroll bank fees - May, 2017	51.37
Local	5/17/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	DECEMBER 2016 CITY VALIDATION BILLING	50.00
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	49.92
Non-Tax	5/11/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	MAY 2017 MONTHLY BILLING	48.00
Local	5/2/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	46.29
Non-Tax	5/10/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	NOVEMBER 2016 CITY VALIDATION BILLING	46.25
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office/Meeting Supplies 3/2017	44.93
Local	5/23/2017	Gordon Water Systems	Administration	Water Cooler Lease 3/2117-4/10/2017	42.17
Non-Tax	5/1/2017	Consumers Energy 1	Downtown Ambassadors	Share of electricity - 331 Winter Ave NW	41.00
Local	5/24/2017	Gordon Water Systems	Administration	Water Cooler Lease 4/18/17-5/10/2017	40.39
Non-Tax	5/9/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2016 CITY VALIDATION BILLING	40.00
Non-Tax	5/9/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2016 CITY VALIDATION BILLING	39.00
Local	5/2/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	34.04
Local	5/23/2017	Model Coverall Service Inc	Administration	Floor Mat Rental 4/2017	32.59
Local	5/2/2017	Model Coverall Service Inc	Administration	Office Lease: 29 Pearl Street 4/2017	32.56
Non-Tax	5/26/2017	DTE Energy	Downtown Ambassadors	Share of natural gas - 331 Winter Ave	31.25
Non-Tax	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	Local Business Expenses	30.71
Local	5/15/2017	Fishbeck, Thompson, Carr, & Huber Inc	Arena South Implementation	Construction engineering - 01/28-02/24/2017	30.12
Local	5/15/2017	Fishbeck, Thompson, Carr, & Huber Inc	Bridge Street Streetscape Improvs	Construction engineering - 01/28-02/24/2017	30.12
Non-Tax	5/10/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	NOVEMBER 2016 CITY VALIDATION BILLING	28.75
Non-Tax	5/10/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	NOVEMBER 2016 CITY VALIDATION BILLING	28.75
Non-Tax	5/9/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2016 CITY VALIDATION BILLING	27.75
Local	5/25/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	JANUARY 2017 CITY VALIDATION BILLING	26.25
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	24.97
Non-Tax	5/24/2017	Perrigo Printing Inc	DGRI Event Production	Event Supplies: Roll'n Out vendor logos 5/17	24.00
Local	5/24/2017	Fishbeck, Thompson, Carr, & Huber Inc	Arena South Implementation	Construction engineering - 02/25-04/25/2017	23.21
Local	5/24/2017	Fishbeck, Thompson, Carr, & Huber Inc	Bridge Street Streetscape Improvs	Construction engineering - 02/25-04/25/2017	23.21
Non-Tax	5/24/2017	Curtis Laundry and Dry Cleaners, Inc.	DGRI Event Production	Event Supplies Maintenance 03/2017	23.00
Non-Tax	5/1/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2016 CITY VALIDATION BILLING	22.50
Non-Tax	5/1/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2016 CITY VALIDATION BILLING	22.00
Local	5/17/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	DECEMBER 2016 CITY VALIDATION BILLING	20.00
Non-Tax	5/10/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	NOVEMBER 2016 CITY VALIDATION BILLING	17.50
Local	5/25/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	JANUARY 2017 CITY VALIDATION BILLING	16.75
Non-Tax	5/1/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2016 CITY VALIDATION BILLING	13.25
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	12.19
Local	5/25/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	JANUARY 2017 CITY VALIDATION BILLING	12.00
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	11.47
Local	5/18/2017	Fifth Third Bank - Pcard 04/2017	Administration	DDA postage	11.05
Local	5/17/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	DECEMBER 2016 CITY VALIDATION BILLING	10.00
Local	5/17/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	DECEMBER 2016 CITY VALIDATION BILLING	10.00
Non-Tax	5/9/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	OCTOBER 2016 CITY VALIDATION BILLING	10.00
Local	5/2/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	9.97
Local	5/23/2017	Fusion IT LLC	Administration	Network Management 5/2017	9.50
Local	5/25/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	JANUARY 2017 CITY VALIDATION BILLING	7.50
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	6.72
Local	5/25/2017	City Treasurer - MobilityGR / Parking Svcs	Administration	JANUARY 2017 CITY VALIDATION BILLING	6.25
Non-Tax	5/10/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	NOVEMBER 2016 CITY VALIDATION BILLING	6.25
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	5.54
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	5.53
Non-Tax	5/1/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2016 CITY VALIDATION BILLING	5.00
Local	5/23/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 3/2017	4.35
Local	5/24/2017	Staples Contract and Commercial Inc.	Administration	Office Supplies 4/2017	2.76
Non-Tax	5/1/2017	City Treasurer - MobilityGR / Parking Svcs	Downtown Ambassadors	SEPTEMBER 2016 CITY VALIDATION BILLING	2.00
Local	5/30/2017	Brownfield Redevelopment Authority	Brownfield Series 2012A Bonds	Correct annual debt svc entry - Ionia S of Wealthy	(75,000.00)
<b>TOTAL MAY, 2017 EXPENDITURES</b>					<b>\$4,459,768.63</b>

**STATEMENT E**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Series 2017 Improvement & Refunding Bonds**

**Balance Sheet**  
**As of May 31, 2017**

<b>Assets - Pooled Cash and Investments</b>	<b><u>\$ 1,081,513</u></b>
<b>Liabilities and Fund Balance</b>	
Current Liabilities	\$ -
Reserved for Projects	<u>1,081,513</u>
<b>Liabilities and Fund Balance</b>	<b><u>\$ 1,081,513</u></b>

**Statement of Revenues and Expenditures**  
**March 1, 2017 through May 31, 2017**

	<b>Budget</b> <sup>1</sup>	<b>Actual</b>
<b>REVENUES</b>		
Bond Proceeds	\$ 1,250,808 <sup>2</sup>	\$ 1,250,808
Interest Earned	<u>-</u>	<u>1,723</u>
<b>Total Revenues</b>	<b><u>\$ 1,250,808</u></b>	<b><u>\$ 1,252,531</u></b>
<b>EXPENDITURES</b>		
<b>Capital Projects</b>		
River Trail Improvements	228,000 <sup>3</sup>	-
Michigan Street Streetscape Improvements	180,000 <sup>4</sup>	-
To Be Determined	616,228	-
Costs of Issuance	<u>226,580</u>	<u>171,018</u>
<b>Total Expenditures</b>	<b><u>\$ 1,250,808</u></b>	<b><u>\$ 171,018</u></b>
<b>Excess / (Deficit)</b>	<b><u>\$ -</u></b>	<b><u>\$ 1,081,513</u></b>

Note 1: Budget was approved by City Commission on March 7, 2017 and by the DDA Board on March 8, 2017.

Note 2: Bond proceeds were deposited on March 8, 2017.

Note 3: Approved by DDA Board on March 8, 2017.

Note 4: Approved by DDA Board on April 12, 2017.

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# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



**DDA**

DATE: June 8, 2017

TO: Downtown Development Authority

FROM: Kristopher Larson   
President & CEO

SUBJECT: FY18 Budget and Priority Plan

**Agenda Item #4**  
**June 14, 2017**  
**DDA Meeting**

## *6/8 Update:*

*At its meeting on May 27, 2017, the Grand Rapids City Commission unanimously approved the FY18 DDA budgets as recommended by the DDA Board on May 10, 2017. Included with this document is a combined budget summary which provides the DDA with bottom-line authorization to proceed with its priorities planned for fiscal year beginning July 1, 2017.*

Each year, the DDA recommends and adopts a one-year budget and 5-year priority plan to reflect the emergent priorities of the Downtown community for which the DDA can invest. Some of the line items are highly specific as they include exact estimates or previous not-to-exceed budgeted amounts for programs or projects. Examples of these include debt service payments, event budgets, and street enhancement programs completed in partnership with the City of Grand Rapids. Others are less certain and / or require further definition – such as accessibility improvements – which effectively creates an allocated amount from which staff will work with partners to define the investments to be undertaken in the fiscal year.

With GR Forward now an approved amendment to the City's Master Plan, DGRI has continued to work diligently in aligning its budgets with the plan's recommendations. Of the 89 programs, projects, and initiatives proposed in the attached FY18 local tax increment fund (LTI), non-tax increment fund (NTI), and Bond Proceeds Fund (BPF), 95% of the proposed DDA program and project expenditures are directly related to GR Forward (the remainder are indirectly related). There are some carry-forward priorities from previous years, such as pedestrian improvement projects, improved bus shelters for the DASH system, and overpass lighting projects which were not completed or completely billed in FY17.



**DOWNTOWN**  
GRAND RAPIDS INC.

The budgets also include new projects from GR Forward, including design work for Switchback Park, river trail retrofits, continuing to expand the Downtown tree canopy, advance more winter programming, and integrating more public art. In total, the budgets include 11 projects related to implementing Goal 1 totaling \$1,314,537, 12 projects for Goal 2 (\$4,178,048); 16 projects for Goal 3 (\$2,155,000); 2 programs for Goal 4 (\$125,000); 33 projects for Goal 5 (\$2,778,000); 1 project for Goal 6 (\$250,000), and 14 projects and initiatives that cut across multiple or all goals and include items such as diversity and inclusion programming, GR Forward implementation communications, speaker series events, and administration.

Similar to previous years, in February of 2017, Downtown Grand Rapids Inc. staff began soliciting input from the three Alliances charged with advising DGRI staff on projects and priorities. This 3-month, iterative process culminated in each of the three Alliances tendering recommendations to the three fiduciary Boards of DGRI (DDA, DID, and MNTIFA) regarding their ambitions for the coming fiscal year. This year, the process was also augmented by recommendations that emerged from the DDA TIF and Development Plan update, which identified two new areas for the use of tax increment revenue investment; affordable housing and support for growing the number of minority and women-owned businesses in Downtown Grand Rapids. *Citizens participated in identifying and prioritizing 99% of the program and project investments proposed in the FY18 DDA Budget.*

Relative to the Alliance model for sorting budget priorities, there are 27 Vibrancy-related projects and programs which total \$1,387,500. Highlights include popular DGRI-produced events such as Snow Days, Movies in the Park, and Relax at Rosa; marketing and inclusion efforts, parks programming, and stakeholder engagement efforts. For the Alliance for Livability, there are 21 projects which total \$2,350,000 with highlights that include the aforementioned affordable housing support, dignified bus shelter improvements, and Switchback Park design. For the Alliance for Investment, there are 38 projects that total \$7,609,585 with highlights that include Veteran's Park improvements, real estate development tools, and transactional commitments associated with the sale of parking areas 4&5 should the theater project break ground in the upcoming fiscal year. There is an additional \$1,192,063 in administrative investments which include office rent and supplies, City costs, staff services, insurance, legal, IT, professional development, and other indirect costs.

The documentation included herein is a reflection of the many voices that participated in the budgeting process, and GR Forward. In addition to the line-item budgets for the LTI, the NTI, the BPF and the debt tax fund, DGRI staff has also provided a budget narrative that provides additional detail on the various priorities that emerged during the process.

Following a recommendation from the DDA Board, DGRI staff will present each of the fiduciary Boards' recommended budgets to the City Commission on June 13, 2017, requesting bottom-line appropriation. After receiving City Commission appropriation, the fiduciary Boards will each adopt their final annual budgets and priority plans, respectively, during their next scheduled meeting(s).

**Recommendation: Recommend the FY18 DDA Budget Summary to the Grand Rapids City Commission and request fund appropriation.**

**CITY OF GRAND RAPIDS, MICHIGAN**  
**Downtown Development Authority**  
**FY2018 Appropriation Request**

Recommended by the Downtown Development Authority Board on May 10, 2017

Approved by City Commission on May 23, 2017

Submitting for Adoption by the Downtown Development Authority Board on June 14, 2017

**FY2018 BUDGET REQUESTS BY FUND**

<b>RESOURCES</b>	<b>Non-Tax Fund</b>	<b>Series 2017 Bonds</b>	<b>Debt Tax Increment</b>	<b>Local Tax Increment</b>	<b>TOTAL</b>
Property Tax Increment - General	\$ -	\$ -	\$ 5,460,463	\$ 5,667,979	\$ 11,128,442
Property Tax Increment - Public Transit Millage	-	-	-	508,483	508,483
Property Tax Increment - Rebates to City / ITP	-	-	-	(617,646)	(617,646)
Property Tax Increment - Prior Year Appeals	-	-	(75,000)	(75,000)	(150,000)
Special Assessments	15,000	-	-	-	15,000
Brownfield Redevelopment Authority - Grandville Avenue	-	-	-	26,696	26,696
Brownfield Redevelopment Authority - Veterans Park	-	-	-	736,548	736,548
Fees / Reimbursements - Miscellaneous	600	-	-	10,000	10,600
Interest - General	28,821	5,161	20,000	73,650	127,632
Interest - "The Gallery" Promissory Note	25,373	-	-	-	25,373
Principal - "The Gallery" Promissory Note	75,000	-	-	-	75,000
Property Rental - Buildings and Facilities	52,025	-	-	-	52,025
Property Rental - DASH Parking Lots	442,200	-	-	-	442,200
Event Sponsorships, Fees, and Reimbursements	95,000	-	-	-	95,000
Property Sale	4,074,108	-	-	-	4,074,108
From Series 1994 Debt Service Reserve Fund	-	-	3,995,000	-	3,995,000
From / (To) Fund Balance	(1,468,979)	1,019,067	(20,000)	2,211,790	1,741,878
<b>TOTAL RESOURCES</b>	<b>\$ 3,339,148</b>	<b>\$ 1,024,228</b>	<b>\$ 9,380,463</b>	<b>\$ 8,542,500</b>	<b>\$ 22,286,339</b>
<b>APPROPRIATIONS</b>					
<b><u>Program Area Alliances</u></b>					
Investment - infrastructure & real property projects	\$ 2,281,948	\$ 1,024,228	\$ -	\$ 5,340,000	\$ 8,646,176
Livability - projects for downtown residents & workers	307,000	-	-	1,140,000	1,447,000
Vibrancy - projects for downtown visitor attraction	696,000	-	-	420,000	1,116,000
<b>Total Program Area Expenditures</b>	<b>3,284,948</b>	<b>1,024,228</b>	<b>-</b>	<b>6,900,000</b>	<b>11,209,176</b>
<b>Administration and Experience-Miscellaneous</b>	54,200	-	-	1,187,863	1,242,063
<b>Debt Service</b>	-	-	9,380,463	454,637	9,835,100
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 3,339,148</b>	<b>\$ 1,024,228</b>	<b>\$ 9,380,463</b>	<b>\$ 8,542,500</b>	<b>\$ 22,286,339</b>
<b>EXCESS / (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# MEMORANDUM

CITY OF GRAND RAPIDS

DATE: June 9, 2017

TO: Kristopher Larson, President and CEO  
Downtown Grand Rapids, Inc.

FROM Mark A. De Clercq, P.E.  
City Engineer

**SUBJECT: Improvements at Lyons Edge**

Improvements at Lyons Edge consist of replacement of the existing circular stepped amphitheater configuration and reconstructing the area with a landscaped public park, north-south river trail connection, a tiered pathway system with connectivity to the Grand River, an integral earthen berm for enhanced flood protection recessed within the park site, lawn and irrigation, tree canopy, a variety of landscaping, and supporting infrastructure. Connectivity to the river will be achieved by lowering the height of the existing concrete floodwall and integrating a network of tiered pathways. Furthermore, an in-river docking system will be constructed for river recreation and temporary watercraft mooring. The site will also feature architectural treatments to the face of the concrete floodwall at and immediately adjacent to the cut in the existing wall for the project improvements. The total estimated project cost is approximately \$4,000,000.

The Improvements at Lyons Edge is supported by several predecessor plans and studies including but not limited to the GRForward Plan, the City of Grand Rapids Parks & Recreation's newly drafted Master Plan, the recently issued Destination Asset Study, other City master plans and philanthropic investment from local partners.

Under previous action, the Downtown Development Authority has retained Bishop Land Design, LLC. (BLD) to complete schematic design renderings and drawings of a much larger project that includes reconstruction of the entire Lyons Street right-of-way from Monroe Avenue to the Grand River. At this time, the City and DGRI are recommending the scope of this project be limited to park, river trail, pathway/river connectivity, and in-river docking/mooring elements from the proposed flood embankment berm into the Grand River.

The design development for Lyons Edge in-river docking elements will be closely coordinated with Grand Rapids Whitewater (GRWW) and the Grand River Revitalization project. Design development of these elements will occur now, which will allow final design and construction efficiencies in a future phase during river diversion for river construction. GRWW's consultant River Restoration Org. (RRO) will perform river hydraulic analysis and tandem design development of in-river features with BLD to necessitate GRWW's permit application to the

Michigan Department of Environmental Quality (MDEQ) through the Office of the City Engineer.

At this time, it is necessary to begin the design development phase in order to refine a more approximate size and scope of the project including site features, materials, products, coordination of in-river work, flood protection, integration with existing conditions, pertinent technical plans and outline specifications, and regulatory permit documentation. There will be a significant emphasis on the human interface and ecology with the river and natural surroundings. BLD will work with project stakeholders and GRWW in order to deliver project outcomes. Deliverables include design development technical plans and outline specifications and an opinion of probable construction cost. The design development phase will enable stakeholders to discern investment participation.

The City Engineer's Office has issued to BLD a request for a proposal in which BLD has responded with a proposal arriving at a reasonable scope and fee. In addition, it is necessary to authorize \$31,140.00 for GRWW's consultant (RRO) to perform design development coordination and inclusion of the Lyons Edge in-river proposed work in their permit to the MDEQ for the Grand River Revitalization project. The total design development phase cost is for a not-to-exceed amount of \$430,000.00 (See attached Summary of Estimated Costs). The DDA share of expenditures is \$370,000.00 and the City of Grand Rapids' share is \$60,000, which is commensurate to the flood protection portion of the design development effort by BLD.

Upon DDA authorization in its share of cost for design development phase services, the City Commission will consider authorizing the City's share and entering into a professional services agreement with BLD at its July 11, 2017 regularly scheduled meeting. At any time there is a reasonable request for an increase in scope and ensuing fee, a request will be presented for consideration at a future DDA meeting.

It is anticipated that the project delivery would utilize a construction manager; therefore, BLD will enter into a professional services agreement customized to that approach.

## SUMMARY OF ESTIMATED COSTS

for

### Improvements at Lyons Edge

#### Project Funding Source(s)

	<u>Currently Approved</u>	<u>Budget Request(s)</u>	<u>Revised Project Estimate</u>
Downtown Development Authority	\$370,000.00	0	\$370,000.00
KCDC Floodwalls & Embankment Bonds, Series 2016	60,000.00	0	60,000.00
Total Project Sources	<u>\$430,000.00</u>	<u>\$0</u>	<u>\$430,000.00</u>

#### Breakdown of Project Uses

Design Development Phase Services by Bishop Land Design, LLC	\$359,946.00
Design Development Coordination Services by River Restoration, Org	31,140.00
Sub-Total	<u>\$391,086</u>
Contingencies	<u>38,914</u>
Total Project Uses	<u>\$430,000.00</u>



# **IMPROVEMENT AT LYON SQUARE EDGE PROPOSAL**

**BLD** BISHOP LAND DESIGN, LLC

FENNESSY CONSULTING SERVICES  
FISHBECK, THOMPSON, CARR & HUBER, INC.  
ILLUMINART  
IRRIGATION CONSULTING  
MATERIALS TESTING CONSULTANTS  
PINE AND SWALLOW ENVIRONMENTAL  
SKO DESIGN GROUP

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May 30, 2017

Mark DeClercq  
**City Engineer**  
**City of Grand Rapids**  
300 Monroe Ave NW-5th Floor  
Grand Rapids, MI 49503

Dear Mark:

We are pleased to submit this response to your request for our proposal for Improvements at Lyon Edge. It has been a pleasure working with you and the other stakeholders, and we are excited to continue the work that we accomplished in the preparation of schematic design last year.

Lyon Square has the potential to become a grand civic space for the City of Grand Rapids that serves a diverse constituency and reinvigorates the river and its relationship to the city. We are eager to continue our efforts to assist the City of Grand Rapids and stakeholders in realizing the vision of Lyon Square as a celebrated riverfront space, a cultural and recreational destination, and a prized urban amenity.

Included in this package are the requested materials, including fee proposal and terms, team resumes and project management plan. If you have any questions, I can be reached by email at [sb@bld.partners](mailto:sb@bld.partners) or by phone at 339.205.5618. Thank you for your consideration.

Sincerely,



**Scott F. Bishop**  
President and Principal  
Bishop Land Design, LLC

September, 30, 2016  
Revised 02/02/2017  
Revised 04/03/2017  
Revised 05/30/2017

**Mark DeClercq**  
**City Engineer**  
**City of Grand Rapids**  
300 Monroe Ave NW-5th Floor  
Grand Rapids, MI 49503

Cc: Wileen Kao

**Project:** **Lyon Square**  
**BLD Project #:** **BLD\_GRR\_02**

Dear Mark:

We are pleased to submit this proposal for Professional Services in connection with the further development of the landscape at the Lyon Square Edge. This space is poised to be a critical example of how public and private interests can create a signature open space along the Grand River's edge. This diversity of uses as well as the integration of river access, habitat, program, and improved flood infrastructure will make this place a world-class urban waterfront edge for the people of Grand Rapids.

This agreement is by and between Bishop Land Design, LLC referred to hereafter as BLD, and the City of Grand Rapids, referred to hereafter as the Client.

#### **SCOPE OF SERVICES**

- A. BLD shall provide professional services on the Project referenced above, the extents of which are indicated on the attached drawings in Appendix B entitled "Improvement at Lyon Edge Limit-of-Work". This scope of work has been altered since the RFP was released. BLD's understanding of the project has been revise as follows:
1. The construction budget for this project has been reduced from 6.6 million dollars to 4.0 million dollars.
  2. Reductions will come the following change in Scope:
    - a. The elimination of the hydronic heating system from sidewalks and benches
    - b. The elimination of interim ADA access gangway and associated expansion of the cantilever
    - c. The elimination of all scope associated with the Amway Stone Wall
    - d. The asset management plan shall be the responsibility of the Client.
  3. Reductions will also come from deferred construction and the removal of such construction cost from the budget of the following elements, until the In-Water phase associated with the Grand Rapids White Water River Revitalization project, although, these elements shall be designed through the Preliminary Design Phase so that permitting can occur concurrently. BLD shall not be responsible for the structural design of this portion work. This work includes:
    - a. All work associated with the on-structure ADA path
    - b. All work associated with the floating dock system that provides access to the new lower walk.
    - c. All work associated with the reconfigured lower walk

- d. The cladding of E-concrete on the existing flood wall
- e. The planters attached to the existing flood wall

The scope of these services shall include:

- 1. Finish grading and surface drainage of pedestrian and vehicular pavements and planting areas.
- 2. Pedestrian and vehicular pavements.
- 3. Handrails, guardrails, floodwalls, landscape walls, steps, railings, related site structural elements not a part of the buildings.
- 4. Fences, decks, terraces and seating devices.
- 5. Site furniture including planters, trash and recycling receptacles, bicycle racks, cigarette urns, and drinking fountains.
- 6. Selection and location of fixtures for site lighting. Site lighting circuitry not included for existing systems or city owned systems outside the limit of work.
- 7. Planting and soil preparation.
- 8. Irrigation.
- 9. Electrical engineering.
- 10. Site graphics to include donor recognition items.
- 11. Sculptural elements and participation in selection of site sculpture.
- 12. Human Ecology.

B. BLD will retain and direct the services of registered professional consulting engineers for:

- 1. Structural engineering. Fishbeck, Thompson, Carr & Huber, Inc
- 2. Lighting design. Illuminart
- 3. Electrical Engineering. Fishbeck, Thompson, Carr & Huber, Inc.
- 4. Civil engineering. Fishbeck, Thompson, Carr & Huber, Inc.
- 5. Geotechnical engineering. Materials Testing Consultants, Inc.
- 6. Soil science, including lightweight and structural soils specifications. Pine & Swallow Environmental
- 7. Irrigation design and engineering. Irrigation Consulting, Incorporated
- 8. Cost estimating. Fennessy Consulting Services
- 9. Architecture. SKO Design Group

C. BLD will utilize and direct the services of registered professional consultants under separate contract to the Client for:

- 1. Site surveying
- 2. Bathometric surveying
- 3. Endangered species sampling, reconnaissance, monitoring and replacement
- 4. Traffic and transportation engineering
- 5. Environmental engineering
- 6. Hydrologic engineering
- 7. Waterfront engineering.
- 8. Aquatic habitat design
- 9. Riverine recreational design
- 10. River revitalization

D. The Design Team, referred to hereafter as The Team shall consist of the following members:

Fennessy Consulting Services, referred to hereafter as FCS  
Fishbeck, Thompson, Carr & Huber, Inc., referred to hereafter as FTCH

Illuminart, referred to hereafter as ILA  
Irrigation Consulting, Incorporated, referred to hereafter as IC  
Materials Testing Consultants, Inc. referred to hereafter as MTC  
Pine & Swallow Environmental, referred to hereafter PS  
SKO Design Group, referred to hereafter as SKO

- E. The Stakeholder Members, referred to hereafter as The Stakeholders consist of the following members:  
Amway Hotel Corporation referred to hereafter as AHC  
The Windquest Group, referred to hereafter WG  
The City of Grand Rapids, Including, but not limited to City Park and Recreation Department, City Engineering and other city staff involved in the delivery process, referred to hereafter GR  
Grand Rapids Downtown Inc., referred to hereafter DGRI  
Peter Secchia, referred to hereafter PFS  
SMG and The Grand Rapids-Kent County Convention/Arena Authority, referred to hereafter as CAA

## PROCEDURE

### Preliminary Design | 14 weeks

Upon Client's authorization to commence Preliminary Design, BLD and the Team shall prepare Preliminary Design drawings and a preliminary cost estimate for BLD and the Teams Portion of work. These Preliminary Design plans will define the character and essentials of the project including selection of materials. BLD shall direct and manage The Team. BLD and The Team shall coordinate with the Client to coordinate work included in the scope.

BLD and The Team shall hold a kick off meeting with the Stakeholders to discuss the project and the process, BLD and The Team will also work with City Staff to obtain available information and review existing conditions. In addition, BLD will hold a utility coordination meetings with all public and private utilities in the project scope area to discuss any possible utility work that may be necessary or desired by each utility as a result of the project. BLD shall also guide discussions between The Stakeholders, GR and DGRI to establish program, ownership and maintenance responsibilities.

BLD and all members of The Team shall provide cost input where necessary during cost review and provide comments and clarification to the FCS to clarify items within their specific scope of work. FCS shall also submit cost for review and comment by the Construction Manager (CM) prior to the phases final report.

MTC's scope of service in Preliminary Design will include ongoing geotechnical consultation, meeting attendance as requested, review of applicable concept and design plans, and preparation of a geotechnical report for the project. Modifications to the existing flood protection system are proposed and, as such, MTC will consider up to two stability analysis sections and one will be selected within the area of improvement to evaluate for conformance with respect to the Federal Regulation (44CFR65.10) for flood protection systems.

FTCH will build on the current Schematic design drawings and continue to refine the design. As a core team member, responsible for Civil, Electrical, and Structural (excluding marine engineering) FTCH will attend weekly team meetings and deliverables as outlined herein and supply review costs. They shall also analyze and design, particularly for the different proposed conditions of partial removal of existing floodwall, adequacy of existing conditions adjacent to the cut-out, and any dead and live loads on existing or proposed floodwalls.

ILA shall coordinate aspect of their work with the electrical engineer and shall design lightning plan revisions and refinement and consequent changes to specifications, additional photometric studies of pedestrian paths, budget establishment and review and lighting control design intent.

PS will review the Schematic Design documents and assist with Preliminary Design including preparation of Specifications. PS will mark up soil profiles and details prepared by BLD for use in the Preliminary Design Sets.

IC's work assumes the irrigation system will utilize harvested rain water as the primary source of irrigation water, river water as a secondary source and the local domestic water supply as the last available option. IC will coordinate, but not design, the domestic water mechanical point of connection. IC will also coordinate the electrical points of connections of our system with your office, as well as with other sub-consultants involved in the project.

The design of all interior plumbing, backflow prevention and water meters, if necessary, will be part of the mechanical/electrical/plumbing drawings to be produced by FTCH and will not be included in IC's drawings or in our specifications.

SKO shall be responsible for the coordination and design of interior spaces that will accommodate the mechanical controls for the landscape system. This currently includes: Lighting controllers, Electrical Meters, Electrical boxes and other electrical controls, and irrigation controls.

This work may require the addition of a control room or room in the DeVos Place Building or the Amway Hotel Facilities. SKO shall be responsible for coordination and code compliance of such rooms as well as the proper layout and ancillary code compliance of each system as they relate to their own systems and each other. In addition, SKO shall be responsible for the design of the penetrations into the building envelope of the systems and the subsequent water proofing of those penetrations.

FCS shall prepare opinions of probable construction cost at the end of the Preliminary Design stage. Cost opinions are to be presented in standard building component format (Unifomat) with an accompanying Masterformat (CSI) summary page. BLD shall assist the City Engineer's Office in the development of a Source(s) and Use(s) Budget for the project identifying all known project uses and to balance these with the available source(s) of funding that define a holistic preliminary budget.

It is BLD's understanding based on the City's RFP that the Client has selected to utilize a Construction Manager at risk (CM) for project delivery. BLD shall work with the Client to select the CM from a pool of qualified candidates. BLD shall meet twice with the Client and the CM in the design development phase. BLD shall prepare preliminary drawings and layouts for review and comment, including, plans, section, and typical details and preliminary material and equipment selections. BLD shall also assist the City and the Construction Manager, by attending and providing other necessary support regarding the Project at all meetings with governmental and/or regulatory agencies. At the end of the phase, the BLD and The Team shall perform a code review in consultation with one of the City's building officials and thereafter produce and submit a code review report and shall respond in writing to comments.

Services will include the following meetings:

- 2 coordination phone conferences per month with the Client
- 4 meetings and 4 presentations, to the Stakeholders
- 2 meetings with the DEQ
- 2 meetings with the CM and the Client
- 1 meeting with the City of Grand Rapids Design Team
- 1 coordinating meeting including each major City Department where applicable, including but not limited to Fire, Police, Environmental Services, the Downtown Development Authority, Parks, Planning and Engineering.

Deliverables shall include:

1 submittal of the 60% Documents for review at the end of the Preliminary Design phase that will include technical drawings, outline specifications that call out the Summary of Work for the section, products and materials, and any other relevant specialty items or conditions and a code review report. The Stakeholders and the City shall have two weeks to review the Drawings and Specifications and provide Comments for inclusion in the permit set. BLD and The Team shall submit the Preliminary design set for review to DEQ for first Pre-Permitting meeting. City Engineer's Office and DGRI will be in attendance and City Engineer's Office will coordinate the most appropriate City staff to accompany the MDEQ meetings.

60% Design Opinion of Probable Cost  
PDFs of Presentations to Stakeholders, Design Team and City Departments  
Meeting Minutes

### **Preliminary Design and Coordination for In-River Work | 12 weeks (Concurrent with Preliminary Design)**

BLD shall coordinate with the Client's Consultant for the River Revitalization Project (RR) in the analysis of the schematic design developed by BLD and shall provide Preliminary Design Services for Landscape Architectural related scope only this includes the drawing of layout, materials and grading (finished elevations) plans and sections and will include basic details for finishes for the pile supported walkway, the reconfiguration of the lower walkway and the floating docks and or the vehicular docking mechanisms. The structural and mechanical engineering of these elements shall be the responsibility of RR.

FTCH will supply electrical plans that will be coordinated with lighting plans and details produced by ILA. BLD will supply the landscape architectural design including the layout, material aspects of the wood planters on the west facing wall and the E-concrete cladding., FTCH shall provide the structural design and connection details for the wood planters on the west facing wall, the E-concrete cladding and the interface of the pile supported work to the proposed cantilever BLD shall coordinate with RR to develop preliminary concepts for the river/park interface based on BLDs Schematic Design. After final selections are made BLD shall produce preliminary design documentation for the landscape architectural services. This includes compliance with ADA accessibility.

The following disciplines shall not be provided by RR for this portion of work. Civil Engineering, Marine Engineering, Structural Engineering of pile supported structures and floating docks, Hydrodynamic Engineering, Habitat Engineering, Biologists responsible for the relocation of and or monitoring of endangered species, Cost Estimators, Asset Management Planners, Recreations Planners, Aquatic Vehicle Docking Designers or any other required consultant to complete the work outside of BLD's landscape architectural services outlined above. BLD shall not be responsible for the coordination of consultants for this portion of work. BLD shall coordinate with RR in the production of permit documents for the landscape architectural services only.

Meetings:  
3 coordination meetings with RR  
1 Meeting with the DEQ

Deliverables:  
1 Submittal of 60% Landscape Architecture documents for use in Permitting  
Meeting Minutes

### **Permitting 10 weeks**

BLD and The Team shall assist Client in filing the appropriate plans, technical drawings, models and documents which are required to secure the necessary permit approvals from the various governmental agencies having jurisdiction over



the project, but Client shall be solely responsible for securing all such approvals. The BLD team shall meet with the City Engineer's Office in advance to discuss all necessary permits required for this project. BLD shall direct and manage The Team. BLD and The Team shall coordinate with the Client to coordinate work included in the scope. BLD and The Team shall prepare working drawings, technical analysis, and technical sections of specifications to conform to applicable codes and regulations of governmental bodies having jurisdiction over the work.

MTC shall provide up to two stability analysis sections within the area of improvement to evaluate for conformance with respect to the Federal Regulation (44CFR65.10) for flood protection systems.

FTCH will provide the necessary drawings and calculations for the permit application for the items for which we have design responsibility, and attend up to two meetings with the MDEQ and City of Grand Rapids to determine the requirements necessary to obtain the permits. FTCH will also prepare the MDEQ/USACE Joint Permit Application (Part 301) for the work in the floodplain, but not the work in the river. We assume the City will pay the permit applications fees.

IC will provide permitting assistance during the project permitting phase. This will include assistance in preparing applications, forms, calculations, drawings, etc., as required by the regulating agencies. IC will not serve as the principal permitting engineer. IC's permitting efforts will be provided in support of other professionals.

Services will include the following meetings:

- 2 meetings with the DEQ

- 2 meeting with the Client and the Stakeholders to Update Progress

Deliverables shall include:

- Technical support documents outlined above to support necessary permits

- Meeting Minutes

It is assumed that documents submissions for all phases will be handled electronically, and that all printing costs associated with interim, coordination, and final documents sets are not included in this agreement and will be the responsibility of others. BLD shall be responsible for setting up and maintaining an FTP site or equivalent file hosting system for the duration of the project to facilitate the transfer and delivery of documents.

## **FEES AND TERMS**

Services described above shall be provided for the fixed sum, not including direct expenses, of US\$337,446 on an hourly basis in accordance with the terms and conditions outlined in the Professional Service Agreement. Additional information requested in the Client's RFP is listed in Appendix B "Prime and Subconsultant Hourly Rates", Appendix C "Project Team Resumes", and Appendix D "Insurance Coverage" are provided in support of the request for documentation support for this proposal. A breakdown of fees follows and is provided for reference purposes only:

<b>Phase</b>	<b>Fee</b>
Preliminary Design	\$212,195
Preliminary Design for In-Water Work	\$104,860
Permitting	\$20,391
In addition, we anticipate direct expenses to be	\$22,500

The following costs shall be reimbursed at cost plus and are not included in the Fee for Professional Services:

- Costs of copies of drawings, specifications, prints of production work for in office review and mark-up, reports and cost estimates; xerography and photographic reproduction of drawings and other documents

furnished or prepared in connection with the work of this Contract. No receipts for reimbursables under \$25.00 will be submitted.

- B. Costs of commercial carrier and public transportation, lodging, car rental and parking, subsistence and out-of-pocket expenses. Private automobile travel at the current Privately Owned Vehicle Mileage Reimbursement Rate as set by the US General Services Administration.
- C. Long distance telephone charges, fax charges.
- D. Photographic services, film processing.
- E. Costs of models, special renderings, promotional photography, special process printing, special equipment, special printed reports or publications, maps and documents.
- F. Fees for additional special consultants retained with approval of Client.

We would be pleased to answer questions you may have or to clarify various points above. If this proposal meets with your approval, please sign below (on the following page) and return one copy for our files. Work will commence with a written authorization to proceed. We look forward to working with you.

Sincerely,



**Scott F. Bishop**  
President and Principal  
Bishop Land Design

**Appendix A: Limit-of-Work**  
Improvement at Lyon Edge Limit-of-Work



**Appendix B**

## Prime and Subconsultant Hourly Rates

**Bishop Land Design, LLC**

Bishop/Principal	US \$270/hour
Associate Principal/Director	US \$195/hour
Project Manager/Senior Associate	US \$125-150/hour
Associate	US \$120/hour
Designer	US \$95-110/hour
Intern	US \$75/hour

**Fennessy Consulting**

Director/Owner	US \$160/hour
Cost Consultant	US \$90/hour
Administration	US \$50/hour
MEP Support	US \$120/hour
Percentage Multiplier on MEP Support	10%
Deposition and Trial	Additional 50%

**Fishbeck, Thompson, Carr, and Huber, Inc. | FTCH**

Anthony Mourand	US \$186/hour
Dan Vos	US \$186/hour
Tom Marcuse	US \$164/hour
Rich Sageman	US \$169/hour
Senior CAD Tech	US \$129/hour
Senior Engineer	US \$120/hour

**Illuminart**

Principal Designer	US \$186/hour
Senior Designer	US \$150/hour
Designer	US \$125/hour
Design Assistant	US \$75/hour

**Irrigation Consulting**

Brian Vinchesi / Principal	US \$135/hour
Jeff Bowman / Senior Project Manager	US \$120/hour
Guy Boulahdou / Project Engineer	US \$110/hour
Stacy Gardner / Senior Project Designer	US \$100/hour
Greg DeBruhl / Irrigation Designer	US \$85/hour
Jessica Watters / Irrigation Designer	US \$85/hour
Philip DeMarco / Field Technician	US \$75/hour

**Appendix B, Continued**

Prime and Subconsultant Hourly Rates

**Materials Testing Consultants | MTC**

Steve Elliot / Principal	US \$270/hour
Senior Project Manager	US \$135/hour
Project Manager	US \$120/hour
Todd Munger / Senior Project Eng/Geol/Env Professional	US \$115/hour
Project Eng/Geol/Env Professional	US \$105/hour
Asst Proj Eng/Geol/Env Professional	US \$100/hour
Senior Staff Eng/Geol/Env Professional	US \$95/hour
Field/Lab/SST Manager	US \$85/hour
SST Technician III	US \$95/hour
SST Technician II	US \$85/hour
SST Technician I	US \$75/hour
Technician III	US \$65/hour
Technician II	US \$53/hour
Technician I	US \$48/hour
Project Assistant	US \$45/hour

**Pine and Swallow Environmental**

John C. Swallow, PhD LSP, Principal	US \$200/hour
Robert N. Pine, FASLA PE, Principal	US \$200/hour
Senior Project Manager	US \$125/hour
Project Coordinator	US \$80/hour
Technician	US \$65/hour
Draftsperson	US \$60/hour
Office Support	US \$45/hour

**SKO Design Group**

Clients Principal/Principal	US \$150/hour
Principal Architect	US \$125/hour
Lead Architect	US \$105/hour
Mechanical Engineer	US \$95/hour
Structural Engineer	US \$95/hour
Electrical Engineer	US \$95/hour
Civil Engineer	US \$95/hour
Project Manager/Designers	US \$85/hour
Interior Designer	US \$85/hour
Senior Architectural Technician	US \$77/hour
Architect Technician II	US \$60/hour
Specs. Writer	US \$60/hour
Office Support/Administration	US \$45/hour

**Appendix C**

Project Team Resumes

**PROJECT TEAM**

**Bishop Land Design | BLD**

Landscape Architecture

**Fennessy Consulting Services**

Cost Estimating

**Fishbeck, Thompson, Carr & Huber, Inc. | FTCH**

Structural Engineering

Civil Engineering

Electrical Engineering

**Illuminart**

Lighting Design

**Irrigation Consulting**

Irrigation

**Materials Testing Consultants | MTC**

Geotechnical

**Pine and Swallow Environmental**

Soils

**SKO Design Group**

Mechanical Room Architect

## EDUCATION

University of Pennsylvania  
Master of Landscape Architecture .  
2005

College of the Atlantic  
B.A. in Human Ecology . 1997

## REGISTRATION

Licensed Landscape Architect  
Connecticut . Michigan .  
Massachusetts . Pennsylvania

## PROFESSIONAL EXPERIENCE

Bishop Land Design . Principal  
Quincy . MA . 2015- Present

Stoss Landscape Urbanism .  
Principal . Boston . MA . 2005-  
2015

Utile . Staff Designer . Boston . MA  
. 2005

National Park Service . Intern  
Landscape Architect . Philadelphia  
. PA . 2004

Foglia Design Associates .  
Landscape Designer . Somerville .  
MA . 1999-2002

## AFFILIATIONS

American Society of Landscape  
Architects - Member

## SELECT AWARDS

ASLA Michigan Chapter. Honor  
Award. Landscape Planning and  
Analysis. Detroit Future City. 2013

Smithsonian Cooper-Hewitt  
National Design Award .  
Landscape Architecture category  
. 2012

Top Honor Award . CityDeck .  
Excellence on the Waterfront  
Awards . Waterfront Center . 2011

Topos Landscape Award . Topos  
International Review of Landscape  
Architecture and Urban Design .  
2010

## ACADEMIC EXPERIENCE

Northeastern University . Professor  
of the Practice in Urban Landscape  
. College of Arts, Media and  
Design . School of Architecture .  
2014-present

Harvard Center for Green Buildings  
and Cities . Resident Expert .  
2014-present

University of Puerto Rico . Guest  
Critic . 2013-present

Florida International University .  
Cejas Eminent Scholar . 2013

Boston Architectural College  
Studio Director . Sasaki  
Distinguished Visiting Critic . 2010

## SELECT PROJECT EXPERIENCE

Lyon Square Edge and Shared Use  
Corridor . Grand Rapids . MI

Lower Eastwick Public Land  
Strategy . Philadelphia . PA

Fargo Downtown InFOCUS . Fargo  
. ND

GR Forward . Grand Rapids . MI

The Grove at University of  
Michigan . Ann Arbor . MI

The Plaza at Harvard . Cambridge  
. MA

Erie Street Plaza. Milwaukee. WI

Fox River and The CityDeck .  
Green Bay . WI

## PUBLISHED WRITINGS

"Zone Pusher" BSLA Fieldbook  
Fall 2014 . Boston Society of  
Landscape Architects . 2014

"Retooling the Mill River"  
Connecticut Society of Landscape  
Architects Journal . 2012

"Disappearing Mangroves" . The Al  
Qattara Oasis in Al Ain . ed. Jorge  
Silvetti and Felipe Correa . Harvard  
Graduate School of Design . 2010

"Dynamic Fields: Toronto's  
Lower Don Lands" Landscape  
Architecture China . Chris Reed  
and Scott Bishop . 2009

## RECENT PRESENTATIONS

Massachusetts Water Forum .  
Panel . 2017

United Nations World Energy  
Forum . Panel . 2017

Boston Society of Architects  
Boston Futures 2024 . Boston's  
Sustainable Coastal Development .  
Panel . 2015

Regime Change . Syracuse School  
of Architecture . Lecture . 2015

Green City Spaces: Design +  
History + Literature Colloquium .  
Panel . Northeastern University .  
2015

A FEW (Food, Energy, Water) Ideas  
for the New Millennium . Keynote  
Speaker . University of Puerto Rico  
. College of Natural Sciences . Rio  
Piedras . Puerto Rico . 2013



## SCOTT BISHOP, PRINCIPAL

Scott Bishop is the Founding Principal of Bishop Land Design BLD, a registered landscape architect and a human ecologist. He works around the world and designs within a variety of environments and ecologies including Eastern Africa, the Middle East, North America, the Caribbean, Asia and Europe.

Scott is currently the Professor of the Practice in the Urban Landscape and Sustainable Urban Environments programs in the School of Architecture at Northeastern University. He was recently Visiting Critic at Syracuse University, the Cejas Eminent Scholar at Florida International University and a visiting critic at the University of Puerto Rico. He has also taught at the University of Pennsylvania School of Design as a studio critic for the Department of Landscape Architecture, and he directed the Stoss Studio for the Sasaki Distinguished Visiting Critic Award at the Boston Architectural College.

During his decade of leadership at Stoss, the firm earned the Cooper Hewitt National Design Award for Landscape Architecture. Scott holds a Master of Landscape Architecture from the University of Pennsylvania and a BA in Human Ecology from the College of the Atlantic.



## EDUCATION

Harvard University  
Master of Landscape Architecture.  
2007

Wellesley College  
B.A. in Media Arts and Sciences &  
Economics . 2003

## REGISTRATION

Licensed Landscape Architect  
Massachusetts

## PROFESSIONAL EXPERIENCE

Bishop Land Design . Associate  
Principal . Quincy . MA . 2016 -  
Present

Halvorson Design Partnership .  
Landscape Architect . Boston . MA  
. 2013-2015

Landworks Studio . Lead Designer  
. Boston . MA . 2011-2013

Sasaki Associates . Landscape  
Architect . Watertown . MA . 2010-  
2011

Mikyong Kim Design . Design  
Associate . Boston . MA . 2007-  
2010

## AFFILIATIONS

American Society of Landscape  
Architects - Member

Association for Computer Aided  
Design in Architecture - Member

New England Foundation for the  
Arts Creative City Grant Program -  
Advisor and Juror

## SELECT AWARDS

American Society of Landscape  
Architects . Honor Award . Crown  
Sky Garden . Mikyoung Kim  
Design . 2013

ASLA Boston Chapter . Merit  
Award . Parc Nouvelle . Martha  
Schwartz Partners . 2012

ASLA Boston Chapter . Barcode  
Ocean County Public Library .  
Mikyong Kim Design . 2009

## ACADEMIC EXPERIENCE

Northeastern University . Adjunct  
Lecturer in Urban Landscape  
. College of Arts, Media and  
Design . School of Architecture .  
2015-present

Harvard University Graduate  
School of Design . Invited Juror.  
2011, 2012, 2013, 2016

Boston Architectural College .  
Invited Juror . 2009, 2013, 2014,  
2015

## SELECT PROJECT EXPERIENCE

Lyon Square Edge and Shared Use  
Corridor . Grand Rapids . MI

Lower Eastwick Public Land  
Strategy . Philadelphia . PA

The Fargo Project . Fargo . ND

Grenham Playground . Quincy . MA

Grand Junction Shared Use Path .  
Cambridge . MA

Neptune Road Airport Edge Buffer  
. East Boston . MA

Levinson Plaza and Mission Park  
Streetscape . Boston . MA

Chapel Hill Streetscape Master  
Plan . Chapel Hill . NC

Port Everglades Public Art Master  
Plan . Broward County . FL

## WRITINGS & PRESENTATIONS

"Public Art in Landscape  
Architecture: Collaboration"  
Lecture at New England  
Foundation for the Arts . 2016

"Art in Landscape" Published  
Article in the BSLA Fieldbook .  
Boston Society of Landscape  
Architects . 2015

"Resolutions: Women in Design at  
BuildBoston" Juried Exhibition .  
Boston Society of Architects . 2008

"VERTical: Green Wall Prototype  
Fabrication" Installation and  
Research Publication . Harvard  
Graduate School of Design . 2007

"Reconnecting City & River" Studio  
Publication . Harvard Graduate  
School of Design . 2007

"A Path Towards Change:  
Connective Open Spaces Along  
Taiwan's Rivers" Presentation of  
Penny White Fellowship Research  
. Harvard Graduate School of  
Design . 2006



## WILEEN KAO, ASSOCIATE PRINCIPAL

Wileen Kao is the Associate Principal at Bishop Land Design BLD. She is a registered landscape architect who has led the design of transformative open spaces, landscapes and urban infrastructure in the United States, Middle East and Asia.

Wileen is committed to engaging the landscape from a creative perspective that engages thoughtful analysis, planning and articulation of the built environment. Engaging the intersections between landscape architecture and art, Wileen serves as an Advisor and Juror for the Creative City program led by the New England Foundation for the Arts. She teaches at the graduate level in the Urban Landscape program at Northeastern University, leading studio and visualization courses.

Wileen holds a BA in Economics, Media, Arts and Sciences from Wellesley College and an MLA from the Harvard University Graduate School of Design.



## EDUCATION

Boston Architectural College  
Master of Landscape Architecture.  
2015

Elon University  
B.A. in Anthropology . 2010

## PROFESSIONAL EXPERIENCE

Bishop Land Design . Designer .  
Quincy . MA . 2017 - Present

Cotter Studio . Lead Designer .  
Cambridge . MA . 2014-2017

Recover Green Roofs . Designer .  
Somerville . MA . 2014-2015

Site Creative . Design Intern .  
Boston . MA . 2014

## SELECT AWARDS

LA Thesis Excellence . Boston  
Architectural College . 2015

Olmsted Scholar . Landscape  
Architectural Foundation . 2015

## ACADEMIC EXPERIENCE

Boston Architectural College .  
Invited Juror . 2015, 2016, 2017

Boston Architectural College  
Instructor . School of Architecture  
. 2014

## SELECT PROJECT EXPERIENCE

Kendall Square EcoDistricts  
Campaign . Cambridge . MA

Fenway Farms . Boston . MA

Pope Island Marina . New Bedford  
. MA

Washington Street Corridor  
Analysis . Boston . MA

MacDonald Park . Medford . MA

Winterer Residence . Winchester  
. MA

Fireplace House . Paul Smiths . NY

## WRITINGS & PRESENTATIONS

Landscape Architects Guide to  
Boston . American Society of  
Landscape Architects . 2013

"Prospectors to Collaborators:  
Rethinking Ethnography,  
Undergraduate Research and the  
South." Southern Anthropology  
Society . 2009



## MICHAEL SADLER, DESIGNER

Michael Sadler is a Designer at BLD. He is a recent graduate from Boston Architectural College in Boston, Massachusetts for Master of Landscape Architecture. Michael also graduated from Elon University in Elon, North Carolina with a Bachelor of Arts in Anthropology.

Michael is adamant about the connection between rigorous research methods and successful spatial design. His underpinning in the social sciences and extensive experience in construction mix with his emerging career in landscape architecture to shape the way he integrates user groups, open space design, and final fabrication of built forms.

Michael is an emerging professional in the field of landscape architecture and aims to explore the link between productive landscapes, diverse populations, and the methods needed to track the performance of public space over time.

## EDUCATION

Northeastern University  
Bachelors of Landscape  
Architecture . 2016

## PROFESSIONAL EXPERIENCE

Bishop Land Design . Designer  
Quincy . MA . 2016 - Present

Stoss. Intern . Boston . MA . 2015

Phytolab. Intern . Nantes . France  
. 2014

Pm Mt Architects. Intern .  
Barcelona . Spain . 2008

## SELECT PROJECT EXPERIENCE

Lyon Square Edge and Shared Use  
Corridor . Grand Rapids . MI

The Fargo Project . Fargo . ND

Grenham Playground . Quincy . MA

West Louisville Food Port .  
Louisville . KY

GR Forward . Grand Rapids . MI

Gerstacker Grove . Ann Arbor . MI

Harbour Square Park . Toronto .  
Canada

Eau et Paysages . Nantes . France

# BLD

BISHOP LAND DESIGN, LLC



## MAYA LIBISZOWSKI, DESIGNER

Maya Libiszowski is a designer at Bishop Land Design (BLD). She is a recent graduate from Northeastern University in Boston, Massachusetts with a Bachelors of Landscape Architecture with a minor in Sociology.

Her generative designs explore innovative ways of integrating social and ecological systems such as restoring hindered fire ecologies in urban settings and rethinking snow management. Maya comes from an international background, living and working abroad across multiple continents. Her approach is grounded in a commitment to sustainability and enhanced human experience.

**EDUCATION**

Northeastern University  
Master of Design in Sustainable  
Urban Environments . 2015

Azad University of South Tehran  
Bachelor of Architectural  
Engineering . 2007

**PROFESSIONAL EXPERIENCE**

Bishop Land Design . Designer  
Quincy . MA . 2016 - Present

Machine Age Boston . Design  
Consultant . Boston . MA .  
2015–2016

Boston Redevelopment Authority  
. Archive & Records Management  
Intern . Boston . MA . 2015

Law Offices of J. Bokharai &  
Associates . Office Associate  
Tehran . Iran . 2013-2014

Khashayar Ashoori & Associates  
[KHAA] . Senior Architect . Tehran .  
Iran . 2008 - 2013

PENSIVE Design & Construction  
Group . Designer/Architect . Tehran  
. Iran . 2007 - 2008

N. Roozrokh Architectural Office  
. Design & Research Assistant .  
Tehran . Iran . 2007

**SELECT PROJECT EXPERIENCE**

yon Square Edge and Shared Use  
Corridor . Grand Rapids . MI

The Fargo Project . Fargo . ND

Grenham Playground . Quincy . MA

Kashani Villa . Lavassan . Iran

Mahdi Commercial Center . Tehran  
. Iran

Parastoo Residence . Tehran . Iran

Parjak Villa . Salmanshahr . Iran



**MASSOUD BAGHERI,  
DESIGNER**

Massoud Bagheri is a designer at Bishop Land Design (BLD). He is a graduate from Northeastern University in Boston, Massachusetts for Master of Design in Sustainable Urban Environments. Massoud also holds a BSc in Architectural Engineering from the Azad University of South Tehran (IAU).

Through his career, Massoud has worked on different projects from residential renovations to commercial developments. Being interested in the interdisciplinary field of urban design and planning, he moved to the States to expand his educational and professional horizons while studying and practicing resilience and sustainability through design for urban landscapes.

Massoud joined the team at BLD after finishing school at NEU and is currently working on multiple projects from research to design.

## **Resume**

**Seamus Fennessy, BSc MRICS**  
*Principal/Owner*

*Mr. Fennessy is a qualified and professionally trained Quantity Surveyor, having achieved his Bachelor Degree in 1991 and his professional qualification to the Royal Institution of Chartered Surveyors in 1992*

*Seamus is the founder of the firm and remains an active account manager. He has over 28 years of experience in the construction industry working as a cost planner, cost consultant and quantity surveyor in the United States and Overseas.*

*Seamus has gained the necessary experience and skills to effectively manage the construction costs of projects through his role as cost consultant and quantity surveyor on hundreds of projects in the USA, England, and Ireland and throughout the world.*

*Since arriving in the United States in 1993, Seamus has established construction budgets, prepared cost plans, compiled design stage estimates, assisted in contract price negotiations, provided both formal and informal value engineering, prepared life cycle cost analyses, prepared bid analyses, reviewed change orders and participated in litigation and arbitration cases on many facility types.*

*While working in the UK, Seamus performed all aspects of the role of a quantity surveyor, which in addition to cost consulting services included quantity surveys/measurements, fire insurance evaluations and project cost reporting activities on all building systems, including mechanical, electrical and plumbing systems.*

*Throughout Seamus's twenty eight years of experience he has provided estimating services on projects ranging in construction cost from \$30,000 to over \$1 billion.*

### **Education:**

*Bachelors of Science – Quantity Surveying, Greenwich University, London, England  
Professional Associate of the Royal Institution of Chartered Surveyors, London, England*

### **Membership:**

*Royal Institution of Chartered Surveyors*

### **Experience:**

*Dozens of outdoor space projects  
Multiple projects with Bishop Land Design  
Multiple Michigan projects  
Current experience working in Grand Rapids  
Billions of dollars of construction work estimated.*

## **Fennessy Consulting Services**

27 Glen Street, Suite 8, Stoughton, MA 02072, T: 781.344.4464 F: 781.344.4452

[www.fennessyconsulting.com](http://www.fennessyconsulting.com)



Anthony Mourand, PE  
Vice President | Senior Civil Engineer

Tony is a senior civil engineer, and senior designer in the land development group.

Acting as a client services manager for a number of ongoing clients such as Steelcase, Franklin Partners, Bradford White, and Michigan Technological University. Tony has been project manager on a large variety of land development projects with industrial, commercial, and private development clients.

Tony has worked on many different projects along the Grand River as well as other riverfront projects for the City of Grand Rapids, State of Michigan and other local municipalities.

## RELEVANT EXPERIENCE

### J.W. Marriott Hotel

*Grand Rapids, Michigan*

Project manager for civil and site design including adjacent roadways, all utility work, and Riverfront work for the J.W. Marriott Hotel and adjacent parking structure.

### Cascade Charter Township, Michigan

#### Tassell Park

Project manager for development of a 5-acre urban park along the Thornapple River including public rest room, pavilion, picnic shelters, water jet water park, river boardwalk, dock, and parking lot.

#### Old 28th Street Streetscape

Project manager for Phase II of the DDA streetscape project involving narrowing a 5-lane road to a 2-lane boulevard section, new sidewalks, street lighting, and landscaping.

### State of Michigan Department of Natural Resources, Department of Technology Management and Budget

#### Grand Haven State Park

#### Newaygo State Park

#### Lincoln Lake

#### Camp Lake

Project manager for many state park improvement projects

including new parking lots, parking lot revisions, and boat launches.

### City of Grand Rapids, Michigan Floodwall Improvements

Project manager for a \$14 million, 5-year project, spread out over 11 construction contracts, involving repairs to existing concrete walls, construction of new walls and embankments, rework of embankments in 6<sup>th</sup> Street Park, Canal Park, Ah Nab Awen Park, and Riverside Park, new large diameter storm sewers, and storm water pumping stations serving 120 acres of City property currently below the Grand River flood stage.

### City of Grand Rapids, Michigan Canal Avenue Park

Project manager for rework of sidewalks and retaining walls in Canal Park after previous construction had prematurely failed. Also designed replacement rubber safety floor for Children's Play area after previous system failed.

### Michigan Technological University

*Houghton, Michigan*

Site designer for the Great Lakes Research Center, a new 50,000-sf, 4½-level research laboratory facility, which also includes a boat storage and docking facility and marina along the Portage Canal and Lake Superior.

## Registrations and Certifications

Professional Engineer – Iowa,  
Michigan, Virginia, and Missouri

## Education

BS in Civil Engineering, Michigan  
Technological University

## Years of Experience

25 with FTCH  
7 with other firms  
32 years total

## AFFILIATIONS

- American Society of Civil Engineers
- Michigan Society of Professional Engineers
- National Society of Professional Engineers





Richard Sageman, PE  
Associate | Senior Structural Engineer

Rich's work has been primarily in planning, project management, design, and construction administration for structural, architectural, water, and wastewater projects. Structural experience includes steel, concrete, and masonry buildings; water and wastewater treatment facilities; steel and concrete tank design; and foundation and retaining wall design. Architectural building experience includes primarily theatres, office buildings, libraries, and educational structures.

## THEATRES

### AMC Theatres

#### North Point 12

Alpharetta, Georgia

#### Village on the Parkway

Addison, Texas

#### New Park 12

Newark, California

#### St. Charles 8

St. Charles, Missouri

#### Pembroke Lakes 9

Pembroke Pines, Florida

### Star Theatres

#### Loeks Star Partners

#### Fairlane Town Center

Dearborn, Michigan

Structural engineering services for a theatre addition.

### Loews Theatres

Structural design engineer for theatre prototype development, and theatre design projects located throughout the US.

- Rockaway, New York
- West Homestead, Pennsylvania
- Elizabeth, New Jersey
- Plainville, Connecticut
- Fairlane Mall, Dearborn, Michigan
- Jersey Gardens, Newark, New Jersey
- Type C Prototype
- South Holland, Illinois
- Alderwood Mall, Lynnwood, Washington
- Structural engineering services for the standard, Type C, and 18-screen prototype theatres

## LIBRARIES

### Bay County Library System

Bay City, Michigan

- Central Public Library.
- Auburn Branch Library.

### Delta Township District Library

Lansing, Michigan

### Caledonia Township Library

Caledonia, Michigan

## A/E BUILDINGS

### Educational

#### Grand Valley State University

Allendale, Michigan

#### Holton-Hooker

#### Learning & Living Center

Programming, site analysis, and design of a new campus housing facility.

#### Michigan Technological University

#### Great Lakes Research Center

Houghton, Michigan

Design of the new 50,000-sf, 4½-level research laboratory facility, which also includes a boat storage and docking facility and marina.

#### Michigan State University

East Lansing, Michigan

#### Broad College of Business

95,000-sf Graduate Pavilion with classrooms, teaching labs, program offices, career management offices, and interaction, event, and amenity spaces.

## Registrations and Certifications

Professional Engineer – Kansas, Kentucky, Louisiana, Michigan, New Jersey, Tennessee, Wisconsin

## Education

MS in Structural Engineering, Michigan Technological University

BS in Structural Engineering, Michigan Technological University

## Years of Experience

18 with FTCH  
14 with other firms  
32 years total

### Chemistry Building

Lead structural engineer for this 30,000-sf, 5-story expansion project. The primary structure consisted of cast-in-place concrete slab, beams, columns, and shear walls.

### Clarksville Horticulture Experiment Station

Lead structural engineer for a 1,900-sf office expansion and renovation project.

### University of Notre Dame

Notre Dame, Indiana

Cooling tower and revisions to condenser water system. Performed structural engineering design of three exterior pipe bridges supporting cooling water piping from the University's power plant. The pipe bridges provided clear heights enabling truck traffic below them.







Thomas Marcusse, LEED AP  
Senior Engineering Specialist

Tom has served as project manager and lead engineer on numerous power and signal, fire alarm systems, and lighting projects.

## THEATRES/ARENAS

### Red Bull Arena

*Harrison, New Jersey*

Lead electrical engineer for the new 20,000-seat multipurpose outdoor stadium. The stadium hosts the Red Bull MLS team, is used for several amateur sporting events, and an entertainment venue. Field lighting was designed to MLS, ESPN broadcast standards. The facility includes restaurants, club spaces, training facilities, broadcast facilities, and administrative areas.

### Van Andel Arena

*Grand Rapids, Michigan*

Electrical engineer for this 12,000-seat, multipurpose, indoor venue. Facility highlights include Olympic-sized ice rink and full electrical facilities for extensive in-house and traveling productions. The facility includes ice making capability, a smoke management system, and extensive sound, video, and security systems. It also features extensive, flexible power and lighting systems to support various uses.

## A/E BUILDINGS

### Educational

#### Purdue University

*Krannert Hall*

*West Lafayette, Indiana*

Electrical design for remodel of seventh floor agricultural economics department.

#### The Ohio State University

*OARDC Greenhouse Renovation*

*Wooster, Ohio*

Electrical design for renovation of a 4-wing academic greenhouse facility.

#### Hope College

*VanderWerf Hall*

*Engineering School*

*Holland, Michigan*

Electrical design of 3-story building addition for an expanded engineering program.

#### Michigan State University

*East Lansing, Michigan*

#### Broad College of Business

95,000-sf Graduate Pavilion with classrooms, teaching labs, program offices, career management offices, and interaction, event, and amenity spaces.

#### West Circle Steam Tunnel

Electrical tunnel, site, and utility associated with extensive tunnel system replacement and upgrade.

#### Old College Field

Electrical design for campus softball, baseball, soccer, and concessions and ticket building. Designed electrical services and underground communications cabling network from each venue to broadcast van uplink cabinet for satellite uplink for television and radio broadcast.

#### National Superconducting

*Cyclotron Laboratory*

*Phase 2 Office Addition*

Electrical designer for a new office building to support upcoming expansions to become the Facility

## Registrations and Certifications

LEED Accredited Professional

## Education

AS in Electrical  
Power Technology, Ferris  
State University

AS in Electrical Technology,  
Lansing Community College

## Years of Experience

4 with FTCH  
39 with other firms  
43 years total

for Rare Isotope Beams. Electrical engineering included consolidation and replacement of the existing Cyclotron and office 13.2kV services to the new switchgear line-up provided in the new office construction. Responsibilities included design of all electrical systems including power, lighting, fire alarm, and other support systems.

#### Old College Field

*Phase VII Renovations*

Electrical designer for extensive underground network of power and data distribution to the various venues in the Old College Field area of campus.

#### Secchia Center

*College of Human Medicine*

*East Lansing, Michigan*

Lead electrical designer for a new, LEED Gold, 7-story, high-rise facility.

#### Central Michigan University

*New Medical School*

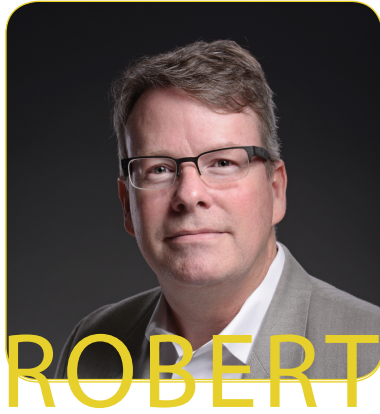
*Mt. Pleasant, Michigan*

Electrical engineer for a new 60,000-sf Health Professions Building. Achieved LEED Silver.



# Robert M. White, IALD, LC, IESNA

## Principal



Robert has been creating innovative lighting design solutions for over 25 years. His extraordinary range of experience is built upon creative design flare, technical expertise and a collaborative spirit.

Robert has received the Edwin F. Guth Memorial Awards for Excellence for the Qatar National Convention Centre interior lighting and the Detroit McNamara airport Terminal. He also received the Control Innovation Award for the Qatar National Convention Centre. He has received over 40 other individual awards of recognition and his work has been featured in a variety of industry publications including; *Lighting Dimensions*, *Mondo*, *LD&A*, *Architectural Lighting*, *Metropolis*, *Illuminator* (Russia), and *Interior Design*, and has recently been featured in *Illumni* online magazine.

Robert also serves as guest lecturer for Lawrence Technological University.

### Project Role Education

### Professional Accreditations Professional Memberships

### Lighting Designer

**Bachelor of Fine Arts (BFA) in Industrial Design**, College for Creative Studies

Certified in Lighting Design (**LC**)

International Association of Lighting Designers (**IALD**), Lighting Certified through the National Committee for the Qualification of Lighting Professionals (**NCQLP**), Illuminating Engineering Society (**IES**)

### Relevant Project Experience

- **Compuware, Detroit, MI**  
Shepard Ferry Mural Lighting
- **Vinsetta Garage, Berkley, MI**  
Restaurant Exterior Lighting
- **General Motors Corporation, Global**  
Global Lighting Specifications
- **Altius Labs, Seattle, WA**  
Biomedical Research Facility
- **Trinity Lutheran Church, Worchester, MA**  
Interior Lighting
- **Art Van Furniture, Canton, MI**  
Interior Special Areas and Exterior Parking Lot Lighting  
Retail Entrance Lighting
- **Green Bay Packers, Green Bay, WI**  
Titletown ASR#1 Sled Hill
- **Ford Motor Company, Dearborn, MI**  
Lincoln Global Prototype Lighting
- **Church of the Holy Family, Novi, MI**  
Interior Lighting
- **City Club Apartments, Detroit, MI**  
Exterior Lighting
- **Lowe's Home Improvement Center, Mooresville, NC**  
Indoor Lighting



# Brienne E. Willcock, Hon. AIA, MIES, LC Designer

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Brienne's background in Fine Art and Interior Design lends a unique combination of technical skill in both 2d and 3d design to projects. She is an integral part of each phase of the design process from initial client interaction to final site focus.

In addition to lighting design, Brienne excels in computer aided design, graphic design, photo editing, BIM modeling, 3D rendering, and photometric calculations.

Brienne often serves as project manager for in-depth investigation of LED product research, comparative analysis of products, and evaluation of performance data. Her efforts have led her to participate in the US Department of Energy's CALiPER (Commercially Available LED Product Evaluation and Reporting) Program. She has been invited to speak about specification integrity and economics of LED at multiple events including LightFair.

## Project Role Education

## Professional Accreditations Professional Memberships

## Lighting Designer

**Bachelor of Science in Art and Interior Design** Eastern Michigan University  
Certified in Lighting Design (**LC**)  
Illuminating Engineering Society (**IES**) -  
Past President, 2016 National IES Annual  
Conference Chair, Honorary Affiliate of the  
American Institute of Architects (**AIA**)

## Relevant Project Experience

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- **Blue Cross Blue Shield of Michigan, Detroit, MI**  
Campus Lighting
- **DTE Energy, Detroit, MI**  
Grand River Park Building  
HUB Interior and Exterior Lighting  
Park Exterior Landscape Lighting  
Grand River Public Space Lumen Restaurant Fit-out
- **Hyundai Exhibit Lighting 2012, National**  
2012 Auto Show Lighting
- **General Motors Corporation, Global**  
Lighting Design Guide for Facilities
- **IHM Motherhouse, Monroe, MI**  
Chapel Lighting Renovation
- **Greektown Casino, Detroit, MI**  
Brizola Restaurant Lighting
- **Detroit Developmental Authority, Detroit, MI**  
Facade Lighting Design
- **Detroit Institute of Arts, Detroit, MI**  
Kresge Court Renovation
- **Ford Motor Company, Dearborn, MI**  
Lincoln Global Prototype
- **Lowe's Home Improvement Center, Mooresville, NC**  
Indoor Lighting

# Tara M. Parks, LC Designer



Tara is a lighting designer with a wide breadth of expertise; covering interior and exterior lighting design for retail, hospitality, commercial, residential, and specialty installations. Her 22 year career as a lighting designer, along with her creative instincts and drive to design spaces that enhance the visual environment for all users brings a unique perspective to each project she works on.

Tara holds an Honors Bachelor of Arts in Interior Design from Michigan State University and received her Lighting Certification from the National Council for the Qualification of Lighting Professionals in 2000. She was a member of the NCQLP Test Committee for 7 years, serving as Vice Chair from 2003-2007. She has taught lighting design at a variety of Detroit area colleges and universities and is a past member of the Plymouth, MI Planning Commission.

## Project Role Education

### Professional Accreditations Professional Memberships

## Lighting Designer

### Bachelor of Arts in Interior Design

Michigan State University

Certified in Lighting Design (LC)

Illuminating Engineering Society (IES)

International Association of Lighting Designers (IALD)

## Relevant Project Experience

- **Lowe's Home Improvement Center, Mooresville, NC**  
Indoor Lighting
- **New Holland Brewery, Holland, MI**  
Interior and Exterior Lighting
- **Lyon Square Plaza & Riverfront, Grand Rapids, MI**  
Exterior Lighting Lighting

### Project Experience with Previous Firms:

*Ave Maria University* | Ave Maria, FL

*Oakhurst Golf Club* | Clarkston, MI

*Volkswagen Dealership Prototype Design and Roll-out* | National

*International Paper Corporate Offices* | Memphis, TN

*World of Disney Retail Stores Roll-outs* | National

*Audi Showroom* | New York, NY

*Webers Inn* | Ann Arbor, MI

# Elizabeth Williams

## Designer

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### Project Role Education

### Professional Memberships

### Lighting Designer

**Bachelor of Arts in Theatrical Design and Production** University of Michigan  
Emerging Professional, Illuminating Engineering Society (IES)

Liz has a background in Theatrical and Video Lighting Design which enriches her visualization, communication and documentation skills as a lighting designer. She assists the designers of Illuminart in a variety of tasks from start to finish for virtually every project at Illuminart. In addition to lighting design she excels in computer drafting, stage technician work, theatrical lighting controls, live camera work and photometric calculations. At Illuminart, Elizabeth facilitates scheduling, communication, document handling, and research for the principal designers. Two of her strongest skills are visualization and luminaire focusing. She also provides insider knowledge and hands-on experience for projects that have theatrical lighting components.

### Relevant Project Experience

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- **Green Bay Packers, Green Bay, WI**  
Titletown Sled Hill  
Phase 1 Plaza Lighting
- **Art Van Furniture, Canton, MI**  
Interior Special Areas and Exterior Parking Lot Lighting
- **Ford Motor Company, Dearborn, MI**  
Lincoln Global Prototype Lighting  
DCT Ring Road Lighting
- **University of Michigan, Ann Arbor, MI**  
Glick & Oosterban Fieldhouse Lighting Upgrade
- **Altius Institute, Seattle, WA**  
Biomedical Research Facility
- **Church of the Holy Family, Novi, MI**  
Interior Lighting
- **Lowe's Home Improvement Center, Mooresville, NC**  
Indoor Lighting
- **Oakland University, Rochester, MI**  
New South Student Housing  
Elliott Tower Floodlighting
- **Nixon Road Clubhouse, Ann Arbor, MI**  
Interior and Exterior Lighting
- **Meijer Stores, Various Locations, MI**  
Michigan Decor Enhancements



## **Jeffrey R. Bowman, LEED AP, EIT, CID, CLIA – Senior Project Manager**

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### **APPLICABLE CREDENTIALS:**

- LEED® Accredited Professional, LEED AP
- Irrigation Association Certified Irrigation Designer - Commercial, Golf Course (ID #33053)
- Irrigation Association Certified Landscape Irrigation Auditor (ID #33053)
- EPA WaterSense Partner
- Engineer Intern (State of Maine #4672)

### **EXPERIENCE:**

- Senior Project Manager  
Irrigation Consulting, Inc.  
Pepperell, Massachusetts  
February 1997 - Present  
*Assigned to project management, engineering, design, construction management and business development*
- Research Associate  
University of Maine Cooperative Extension, Department of Water Quality  
Orono, Maine  
April 1994 – December 1996

### **EDUCATION:**

- Bachelor of Science, Bio-Resource Engineering (1996)  
University of Maine, Orono, Maine

### **PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION:**

- Seminar and conference attendance on current irrigation technology, pump station and water treatment design, sustainable development, water distribution modeling, hydrogeology and LEED® for New Construction.

### **SOFTWARE PROFICIENCY:**

- AutoCAD 2015
- Certified Modeler, Haestad Methods WaterCAD (water distribution modeling)

### **PROFESSIONAL AFFILIATIONS/ACTIVITIES:**

- Member, American Society of Agricultural and Biological Engineers
  - Member, Irrigation Association
  - Speaker, American Society of Landscape Architects (ASLA) Annual Conference 2014 – Topic: Sustainable Design for Trees Installed in Pavement
  - Speaker, Golf Course Superintendents Association of America (GCSAA) Annual Conference – Topic: Irrigation Water Quality Considerations and Management
  - Speaker, University of Massachusetts Cooperative Extension Sports Turf Managers Conference – Topic: Rainwater Harvesting for Use in Irrigation.
  - Guest Lecturer, University of Massachusetts International Winter School for Turf Managers - Topic: Irrigation System Hydraulics
  - Speaker, Ecological Landscaping Association Conference – Topic: Drip Irrigation
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## **APPLICABLE CREDENTIALS:**

Engineer in Training –E.I.T. (State of Michigan)

## **EXPERIENCE:**

### **Design Engineer**

Irrigation Consulting, Inc.  
Pepperell, Massachusetts  
August 2014 - Present

### **Research Assistant**

Department of Agricultural & Biological Engineering, Purdue University  
West Lafayette, Indiana  
January 2013 - June 2014

### **Research Assistant**

Qatar Energy & Environment Research Institute, Qatar Foundation  
Doha, Qatar  
October 2011 – October 2012

## **EDUCATION:**

Master of Science in Engineering, Environmental & Water Resources Engineering (2014)  
Purdue University

Bachelor of Engineering, Civil & Environmental Engineering (2007-2011)  
American University of Beirut

## **COMPUTER SKILLS:**

AutoCAD 2015, MS Office Applications, Latex  
Programming Languages: MATLAB, Python, C++  
ArcGIS, ERDAS  
HEC-RAS, HEC-HMS, HEC-GeoHMS, EPANET

## **PROFESSIONAL ACTIVITIES:**

Member, Environmental & Water Resources Institute, American Society of Civil Engineers  
Member, Water Environment Federation  
Member, American Society of Soil Science

## **SELECTED PUBLICATIONS:**

Braudeau EF and Mohtar RH (2014) A framework for soil-water modeling using the pedostructure and Structural Representative Elementary Volume (SREV) concepts. Front. Environ. Sci. 2:24. doi: 10.3389/fenvs.2014.00024 (Acknowledgement)

Bou Lahdou, G. (2014). Systematic Analysis of Drainage Events in Free Draining and Managed Subsurface Drainage Systems (Purdue Masters thesis).

“Drainage water management effect on soil moisture, drain flow, and overland flow”. Poster presented at the Resilient Agriculture: Adapting to a Changing Climate Conference, August 5-7 2014, Iowa State University, Ames, IA

4 Hotel Place  
Pepperell, Ma 01463  
(978) 433-8972

**Brian E. Vinchesi**  
**LEED AP, EIT, CID, CIC, CLIA, CGIA, CWM-L**  
**Principal**

**APPLICABLE CREDENTIALS:**

EPA WaterSense Partner  
Engineer-In-Training, State of Montana  
Irrigation Association Certified Designer - Commercial  
Irrigation Association Certified Designer - Golf Course  
Irrigation Association Certified Designer - Residential  
Irrigation Association Certified Irrigation Contractor  
Irrigation Association Certified Water Manager  
Irrigation Association Certified Landscape Irrigation Auditor  
Irrigation Association Certified Golf Course Irrigation Auditor  
Past-Instructor, Rutgers University - New Brunswick  
2-Year Turf Management Program  
3-Week Turf Winter School

**EXPERIENCE:**

April 1992 - Present  
President - Irrigation Consulting, Inc.  
Pepperell, Massachusetts

**EDUCATION:**

Bachelor of Science, Agricultural Engineering (1980)  
Montana State University

Graduate Work, Agricultural Engineering (1980-1982)  
Oregon State University

**PROFESSIONAL ACTIVITIES:**

Fellow, Past President, American Society of Irrigation Consultants  
Past President, Irrigation Association  
Past Chair, Irrigation Association Certification Board of Governor's  
Past Chair, Irrigation Association Educational Foundation, Board of Trustees  
Chairman, Standards and Codes Committee  
Chairman, SWAT Committee

**AWARDS AND HONORS:**

1996 Recipient, Edward J. Hunter Industry Achievement Award  
May 2005 Recipient, Ewing Achievement Award  
Special Recognition for Public Outreach, New England Water Works Association,  
2009 EPA WaterSense Irrigation Partner of the Year  
2012 Hunter Industries Trailblazer Award

4 Hotel Place  
Pepperell, Ma 01463  
(978) 433-8972



**EXPERIENCE:**

<i>Senior Project Engineer</i>	<i>2014 - Present</i>
<i>Project Engineer</i>	<i>2012 - 2014</i>
<i>Assistant Project Engineer</i>	<i>2010 - 2012</i>
<i>Senior Staff Engineer</i>	<i>2009 - 2010</i>
<i>Staff Engineer</i>	<i>2007 - 2009</i>

Responsibilities include the field direction of soil sampling programs and site characterization studies, preparation of geotechnical reports with bearing capacity, settlement and deep foundation calculations, and pavement evaluation and design. Responsible for design of earth retention systems, monitoring temporary earth retention systems, slope inclinometer field measurements and performing construction/demolition vibration monitoring. Responsible for geophysical surveys utilizing Ground Penetrating Radar (GPR) equipment to locate underground objects such as utilities, USTs, reinforcement and voids as well as managing geophysical projects and preparing reports.

*Years with Other Companies: 1*

**PROJECT PARTICIPATION:**

**Geotechnical**

M-231, I-96 over US-23, Cascade Rd. over I-96, M-222 over US-131, 36<sup>th</sup> St. over US-131 and US-23/I-96 Interchange, M-25 over Mill Creek, US-131 and 3-Mile Road

*Project Engineer responsible for AASHTO LRFD analysis and design of proposed earth retention and foundation systems including MSE pile supported integral abutments, pile supported concrete retaining wall abutments and shallow foundation and pile supported bridge piers. Analysis included strength limit state considerations (sliding, bearing, eccentricity) as well as service limit state considerations (settlement and global stability) in addition to extreme limit states associated with vehicle collisions. Pile design included an evaluation of skin friction and end bearing resistance using static pile capacity methods, computation of downdrag loads upon piles and the required nominal pile driving resistance associated with the factored loads and the preferred field pile capacity verification method.*

Sault Ste. Marie Meijer

*Project engineer responsible for geotechnical study oversight, assignment of laboratory testing, slope stability analyses, consolidation settlement analyses as well as foundation, utility and pavement support recommendations. Wick drains and electronic monitoring were utilized to accelerate and monitor consolidation settlement of the site prior to building construction. Stone column support of building foundations was recommended to limit settlement to below total and differential criteria.*





**EXPERIENCE:**

***President 1993 - Present***

Management of key geotechnical and materials engineering projects and responsible for various operating Divisions of MTC, including Engineering and Construction Technology. Review of quality assurance programs, staffing and client and public relations. Participate on MTC's Board of Directors in establishment of corporate goals, direction and policies. Participation in leadership in various technical and professional associations and committees.

***Geotechnical Department Manager, General Manager, Vice President, Manager of Construction Technology Division. 1985 – 1993***

Project management, technical review of geotechnical and materials engineering projects, review of Department quality assurance programs, staffing and client and public relations. Participate on MTC's Board of Directors in establishment of corporate goals, direction and policies.

***Sr. Staff Engineer. 1983-1985***

Geotechnical engineering evaluations for various projects in the New York City Metropolitan area for Woodward Clyde Consultants, Wayne, NJ.

***Southeast Michigan Branch Manager. 1980 – 1981***

Management of geotechnical and construction testing projects, development of staff and clients in southeast Michigan.

***Engineering Technician. 1972-1980***

Performance of laboratory and field tests on projects related to subgrade, engineered fill, aggregates, concrete, HMA mixtures, fireproofing and roofing. Certifications in radiation safety, concrete field technician, bituminous plant and street technician and aggregate technician.

**PROJECT PARTICIPATION:**

Convention Center, a \$225 million project in west Michigan, including void-filling compaction grouting, mini-piles, end-bearing and deep skin-friction drilled shafts, riverwall stability analyses, environmental issues and groundwater evaluation.

Combined Sewer Separation project, including over 80 contracts in mostly urban areas, river crossing with subaqueous pump station connection and two pump stations.

Nuclear dry fuel storage casks, pads and grouting projects, including QC for important to safety conditions.





**Robert N. Pine, FASLA, PE**  
**Director of Environmental Planning and Engineering**

- Principal and founder of the firm Pine & Swallow Environmental
- Professional practice since 1972 in the areas of environmental and soil engineering, land reclamation, drainage and horticulture
- MLA, Harvard Graduate School of Design
- M.S., Geotechnical Engineering, Cornell University
- B.S., Civil Engineering, Cornell University

**Professional Experience in Soil Science and Engineering**

Mr. Pine has utilized his combined background in geotechnical engineering, civil engineering and landscape architecture for land reclamation, site engineering and landscape development projects throughout the northeast and worldwide. His work ranges from initial site investigations to detailed design of hydro-geologic systems, including design and restoration of wetlands and water features, soil design, construction specifications and construction observation. His ability to evaluate and interpret soils and soil data allow him to design sustainable ways to make soils more productive.

Mr. Pine developed new standards for soils in the built environment ranging from high production soils, typical turf areas and planting beds to biotreatment, high use turf, over-structure plantings, wetlands and stream systems. He developed precise specifications that allow horticulturally appropriate, structurally stable soils to be placed under and support pavements, economically and reliably. Mr. Pine also developed strategies to modify in-place soils that have inappropriate characteristics or that are excessively compact to improve planting environments. His knowledge of hydrogeology allowed him to develop improved analysis and reduced-cost strategies for subsurface drainage: for high use areas such as sports fields; for general planting conditions; and for isolated plantings. He also developed quality control procedures to ensure compliance in blending, installing and maintaining landscape soils, drainage and plantings.

Mr. Pine's understanding of both the physical behavior and the horticultural properties of soils has allowed him to advance the profession's knowledge of soil science, with particular emphasis on manufactured soils and structural soil. He has been an education session presenter at several ASLA Annual Meetings since 2009.

**Professional Registrations and Affiliations**

Commonwealth of Massachusetts – Professional Engineer #29009

State of New Hampshire – Professional Engineer #05092

State of Maine – Professional Engineer #3431

Fellow in the Council of Fellows 2012, American Society of Landscape Architecture

**Projects**

Hudson Yards, NYC

The John G. and Phyllis W. Smale Riverfront Park, Cincinnati, OH

The Carolyn & Maurice LeBauer Park, Greensboro, NC

Constitution Gardens, Washington, DC



**John C. Swallow, Ph.D., LSP, PG**  
**Director of Environmental Science**

- Principal and founder of the firm Pine & Swallow Environmental
- Professional practice since 1974 in the areas of environmental science, soil science, land reclamation and horticulture
- SITES Technical Core and Soils Committee since 2009
- Licensed Site Professional (LSP)
- Owned and operated a commercial nursery for 19 years
- Ph.D., Massachusetts Institute of Technology, Organic Chemistry
- A.B., Colgate University, Chemistry

### **Professional Experience in Soils and Horticulture**

Dr. Swallow's professional soils and horticulture practice spans four decades and has emphasized service in the areas of soil chemistry, analysis of environmental conditions for plant growth, urban tree planting techniques, and site rehabilitation at worldwide locations. Dr. Swallow was a presenter on soils in the built-landscape at the 2009, 2011, 2012 and 2013 ASLA National Conferences and lectures at the Harvard Graduate School of Design. He has served on the Sustainable Sites Initiative (SITES) Technical Core and Soils Committees for many years and now serves on the GBCI SITES AP Task Force.

Specializing in assessment of soil and water resources, Dr. Swallow has developed unique sampling and analytical methods to maximize the reuse of project soil and water assets. Manufactured soil blends incorporating onsite earth materials are designed to meet project requirements. He designs storm water management systems incorporating bio-swales, water harvesting and infiltration surfaces. Dr. Swallow has had extensive experience with urban and rooftop planting environments and has been involved with P&S's development of a structural soil for sustainable horticultural developments.

Dr. Swallow's horticultural projects range from initial site investigations to detailed design of soil-water-horticultural systems, construction specifications and construction observation. He also directs P&S's soil, air and water analytical laboratories, which are available for project site assessment and construction monitoring.

Additionally, Dr. Swallow is a Licensed Site Professional and has managed many soil and groundwater investigations and remedial design implementations.

### **Professional Registrations and Affiliations**

American Society of Landscape Architects  
Commonwealth of Massachusetts – Licensed Site Professional (LSP) #6331  
State of New Hampshire – Licensed Professional Geologist #00489  
Soil Science Society of America  
International Society of Soil Scientists  
Agronomy Society of America

### **Projects**

Corktown Common, Toronto, Ontario  
Governors Island, Four Freedoms Park, and Brooklyn Bridge Park, all in New York  
Transbay Transit Center, San Francisco, CA  
Boston Children's Museum, Boston, MA



**Michael A. Agonis**  
**Project Manager**  
**Environmental Scientist**

- Project manager and environmental/soil scientist at Pine & Swallow Environmental since 1993
- Skilled in soil analyses and turf management
- Specialized experience in field data collection and construction monitoring
- Extensive experience in soils and planting materials testing
- B.S., Fitchburg State College

### **Professional Experience in Site Investigations**

Mr. Agonis has experience in soils classification, infiltration testing, and field screening of soil samples in test pit and horticultural excavations. He is normally a project manager for P&S's site investigations. Mr. Agonis has familiarity with state building codes and has significant experience in strength of materials and materials testing. Mr. Agonis also has experience in waste regeneration and composting operations to improve soil texture, organic content, and moisture holding capabilities. His leadership, technical, and problem solving skills are an integral part of P&S's site assessment services.

Mr. Agonis' projects as project manager include renovation to an 18-acre athletic field facility where differing fill soils and groundwater posed unique challenges. He has also been a project manager for a public school project where settlement had caused a schoolyard to become unsafe for children. Mr. Agonis coordinated the investigation and recommended solutions to the problems, including drainage, and tree plantings. Mr. Agonis directs field soil investigations where test pits are excavated, percolation tests performed, and soil samples collected to determine the characteristics of existing soil conditions. Responsibilities include laboratory data interpretation and reporting, as well as Specification writing and problem solving.

Mr. Agonis has also ensured the success of P&S's projects by monitoring the adherence to construction specifications, and educating contractors to the unique construction requirements of high use turf areas. Mr. Agonis' understanding of the environmental relationship of soil, drainage, groundwater and land use has contributed to P&S's success on numerous projects.

### **Special Qualifications**

40 Hour OSHA Health and Safety Training  
8 Hour Safety Supervisor Training  
Member National Groundwater Association

### **Projects**

World Trade Center - Liberty Park, New York  
The High Line, New York  
Stoneman Centennial Park at Brigham and Women's Hospital, Boston, MA  
Adams Green, Quincy, MA

## Team Resumes



### **Samuel K. Ojo: Principal Point of Contact/Client Engagement Leader**

Samuel is the Managing Principal and Founder of SKO Design Group. Samuel, is responsible for the short and long term success of SKO. He manages all major phases of various project types, serving as Principal-In-Charge. Sam has worked on many national & international projects. Sam serves on many corporate, non-profit and municipal board of directors. Over the years he had served on numerous City of Grand Rapids Boards and Commissions. He currently serves on the board of Spectrum Health Hospitals and the Grand Rapids Public Museum Foundation Board of Trustees. Sam has 35 years of professional experience.

#### **Education**

- Master of Architecture and Urban Design Degree, Iowa State University Ames, Iowa.
- Harvard University Graduate School of Design with emphasis on New Urbanism.
- Masters degree, University of California Berkeley, with emphasis in Construction Management.
- Bachelor's Degree in Architecture, University of Illinois.

#### **Professional Affiliations**

- Certification: NCARB.
- Past Chairman professional development committee for the Illinois Chapter of the National Organization of Minority Architects.
- Former member of the Illinois/California Chapters of the American Institute of Architects.

**Relevant Experience:** **Western Michigan University**, Waldo Library Addition and Renovation, Kalamazoo, MI • **Dispatch Printing Company**, Columbus, OH • **Toronto Sun Publishing Company**, 175,000 sf Expansion, Toronto, Canada • **Peerless Building**, 94,600sf, 8 Story Mixed Use, Chicago, IL • **Grand Rapids Community College**, The Leslie E. Tassell Michigan Educational Center, Grand Rapids, MI • **City of Grand Rapids Housing Commission**, Mt. Mercy Phase1 & II; Phase 1 was the Complete Historic Renovation of the Mt. Mercy Chapel, Auditorium. Phase II was the addition of 55 New Apartment Style Independent Living Housing Units, Grand Rapids, MI • **City of Grand Rapids**, Lake Michigan Cottage, Headworks Renovation Work, Market Avenue Pump Station Renovation, Parks & Recreation: Pools Water Playground and Bathhouses for Campau, Lincoln and Highland Parks, and Veterans Memorial Park, Grand Rapids, MI



### **Ade A. Adewoye: Project Management Lead**

Ade brings over 25 years of Project Management experience to the project. He will lead all the necessary project management aspects. He will be responsible for the coordination of the team and the documentation for the duration of the project. He has successfully managed several projects including those for the City of Grand Rapids. Ade's commitment to West Michigan include serving on the House Committee for the Krael Art Center and Museum in St. Joseph, Michigan

**Education:** Andrews University, Bachelor's degree in Architecture, Berrien Springs, Michigan.

**Registered Architect:** State of Michigan.

**Relevant Experience:** **Grand Rapids Community College**, The Leslie E. Tassell Michigan Educational Center, Grand Rapids, MI • **City of Grand Rapids Housing Commission**, Mt. Mercy Phase1 & II; Phase 1 was the Complete Historic Renovation of the Mt. Mercy Chapel, Auditorium. Phase II was the addition of 55 New Apartment Style Independent Living Housing Units, Grand Rapids, MI • **City of Grand Rapids**, Lake Michigan Cottage, Headworks Renovation Work, Market Avenue Pump Station Renovation, Parks & Recreation: Pools Water Playground and Bathhouses for Campau, Lincoln and Highland Parks, and Veterans Memorial Park, Grand Rapids, MI



## Appendix D

### Insurance Coverage



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/3/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>W.T. Phelan &amp; Company</b> <b>645R Massachusetts Avenue</b>  <b>Arlington MA 02476</b>		<b>CONTACT NAME:</b> Collette Creedon <b>PHONE (A/C, No, Ext):</b> (781) 641-7200 <b>FAX (A/C, No):</b> (781) 646-2410 <b>E-MAIL ADDRESS:</b> collette.creedon@wtphelelan.com	
<b>INSURED</b> <b>BISHOP LAND DESIGN, LLC</b> <b>1354 HANCOCK ST, SUITE 309</b> <b>Suite 309</b> <b>QUINCY MA 02169</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Mass Bay <b>NAIC #</b> 22306 <b>INSURER B:</b> Hanover <b>INSURER C:</b> Hiscox Underwriters at Lloyds <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

### COVERAGES

CERTIFICATE NUMBER: CL1711011460

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ODNA815347	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 4,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			WZNA815370	1/1/2017	1/1/2018	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<b>Professional Liability</b>			ANE167716616	1/1/2017	1/1/2018	Each Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Downtown Grand Rapids, Inc. is additional insured with respect to General Liability per Form 391-1448 12/09. Subject to policy terms, conditions and exclusions with written contract required.

### CERTIFICATE HOLDER

### CANCELLATION

<b>Grand Rapids Downtown Development Authori</b> <b>29 Pearl NW, Suite 1</b> <b>Grand Rapids</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b> R Ramsey, Jr./CREEL <i>Richard R. Ramsey</i>

ACORD 25 (2014/01)

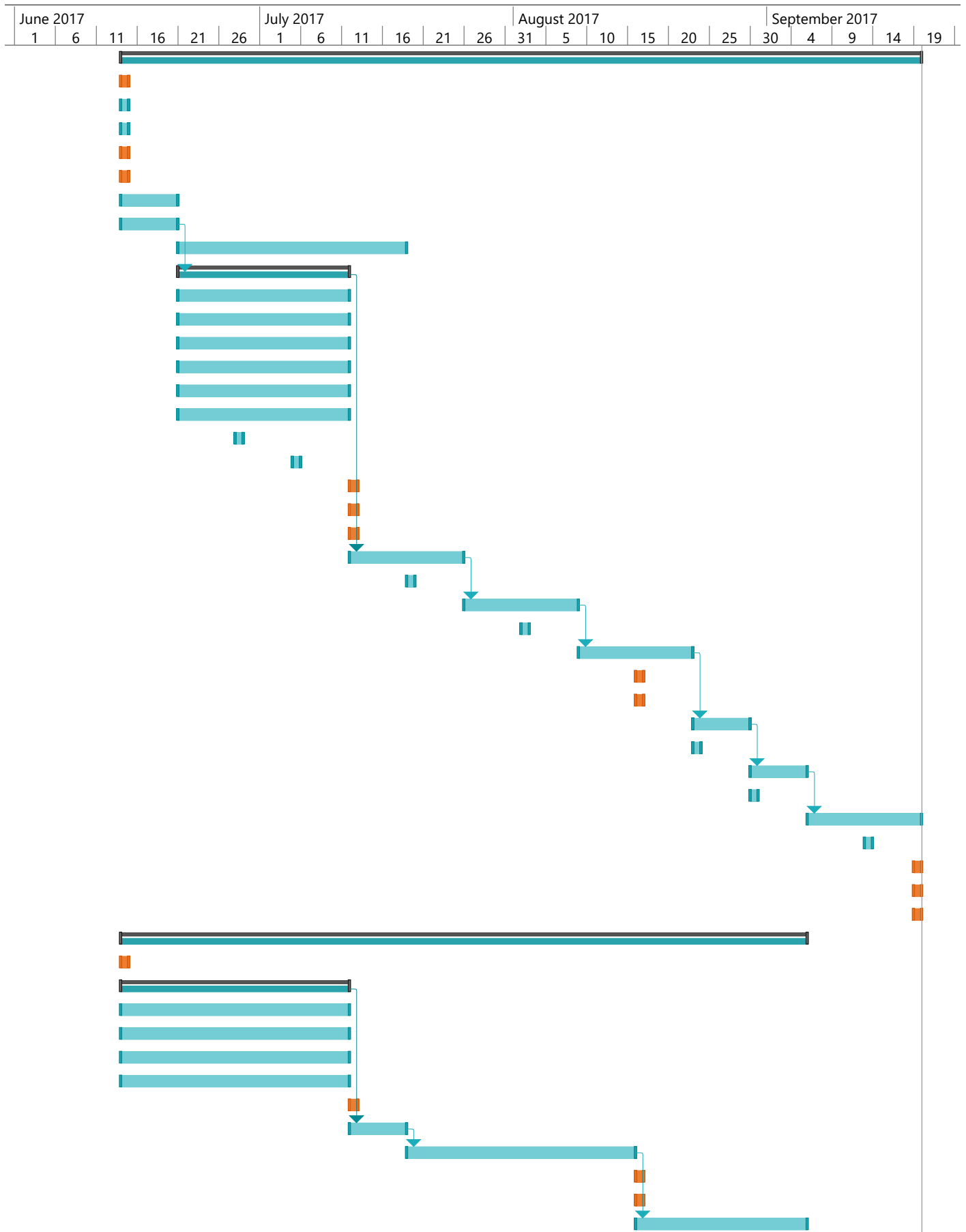
INS025 (2014/01)

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# PROJECT SCHEDULE

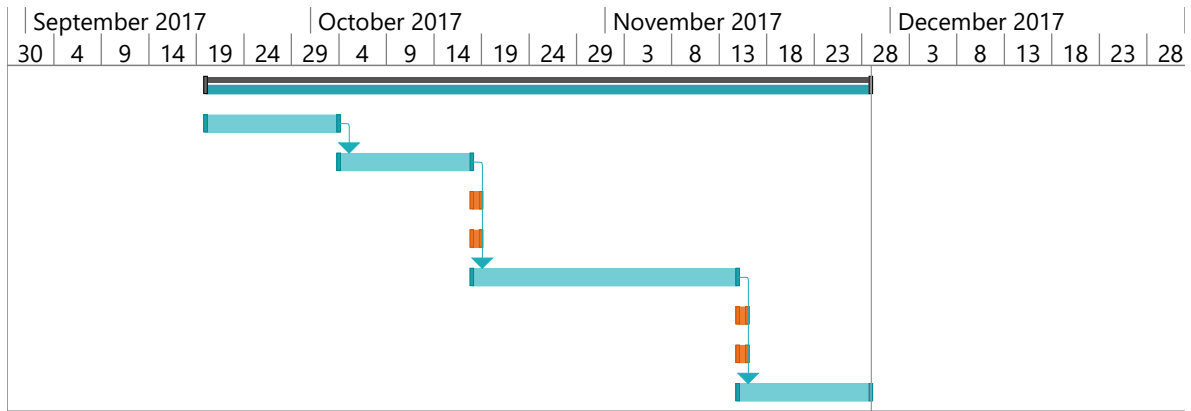
ID	Task Name	Duration	Start	Finish	Predecessors
1	<b>60% Preliminary Design (Design Development)</b>	<b>14 wks</b>	<b>W 6/14/17</b>	<b>T 9/19/17</b>	
2	<b>Client + Stakeholder Meeting #1: Design Kick-Off</b>	<b>1 day</b>	<b>W 6/14/17</b>	<b>W 6/14/17</b>	
3	Prepare Project Management Plan / WBS / Integrated Schedule & Budget Model	1 day	W 6/14/17	W 6/14/17	
4	Sources(s) and Use(s) Budget	1 day	W 6/14/17	W 6/14/17	
5	<b>City Department Coordination Meeting</b>	1 day	W 6/14/17	W 6/14/17	
6	<b>MDEQ Meeting #1</b>	1 day	W 6/14/17	W 6/14/17	
7	Basis of Design (BOD Report	1 wk	W 6/14/17	T 6/20/17	
8	Review Design for Code Compliance	1 wk	W 6/14/17	T 6/20/17	
9	Selection of CM	4 wks	W 6/21/17	T 7/18/17	
10	<b>60% Preliminary Design Coordination</b>	<b>3 wks</b>	<b>W 6/21/17</b>	<b>T 7/11/17</b>	<b>8</b>
11	Terraces, Foundations, Walls, Soils and Structural Coordination	3 wks	W 6/21/17	T 7/11/17	
12	Hydronic System, Site Furnishing, and Pavement Coordination	3 wks	W 6/21/17	T 7/11/17	
13	Boardwalks and Floating Dockage Coordination	3 wks	W 6/21/17	T 7/11/17	
14	Lighting Design and Electrical Coordination	3 wks	W 6/21/17	T 7/11/17	
15	Grading, Stormwater and Civil Coordination	3 wks	W 6/21/17	T 7/11/17	
16	Planting Design and Irrigation Coordination	3 wks	W 6/21/17	T 7/11/17	
17	Client Coordination Call #1	1 day	W 6/28/17	W 6/28/17	
18	Client Coordination Call #2	1 day	W 7/5/17	W 7/5/17	
19	<b>Client + Stakeholder Meeting #2: 60% Preliminary Design</b>	<b>1 day</b>	<b>W 7/12/17</b>	<b>W 7/12/17</b>	
20	<b>CM + Client Meeting #1</b>	1 day	W 7/12/17	W 7/12/17	
21	<b>MDEQ Meeting #2</b>	1 day	W 7/12/17	W 7/12/17	
22	60% Preliminary Design Base Drawings Issued to Subconsultants	2 wks	W 7/12/17	T 7/25/17	10
23	Client Coordination Call #3	1 day	W 7/19/17	W 7/19/17	
24	60% Preliminary Design Drawings Submitted by Subconsultants	2 wks	W 7/26/17	T 8/8/17	22
25	Client Coordination Call #4	1 day	W 8/2/17	W 8/2/17	
26	60% Preliminary Design Drawing Submission	2 wks	W 8/9/17	T 8/22/17	24
27	<b>Client + Stakeholder Meeting #3: 60% Preliminary Design</b>	<b>1 day</b>	<b>W 8/16/17</b>	<b>W 8/16/17</b>	
28	<b>MDEQ Meeting #3</b>	1 day	W 8/16/17	W 8/16/17	
29	60% Preliminary Design Opinion of Probable Cost	1 wk	W 8/23/17	T 8/29/17	26
30	Client Coordination Call #5	1 day	W 8/23/17	W 8/23/17	
31	Code Review Report	1 wk	W 8/30/17	T 9/5/17	29
32	Client Coordination Call #6	1 day	W 8/30/17	W 8/30/17	
33	Client Review of 60% Preliminary Design Submission	2 wks	W 9/6/17	T 9/19/17	31
34	Client Coordination Call #7	1 day	W 9/13/17	W 9/13/17	
35	<b>Client + Stakeholder Meeting #4: 60% Preliminary Design</b>	<b>1 day</b>	<b>T 9/19/17</b>	<b>T 9/19/17</b>	
36	<b>City Design Team Review Meeting</b>	1 day	T 9/19/17	T 9/19/17	
37	<b>CM + Client Meeting #2</b>	1 day	T 9/19/17	T 9/19/17	
38	<b>Preliminary Design &amp; Coordination for In-River Work</b>	<b>12 wks</b>	<b>W 6/14/17</b>	<b>T 9/5/17</b>	
39	<b>River Revitalization Coordination Meeting #1</b>	1 day	W 6/14/17	W 6/14/17	
40	<b>Coordination of Drawings for In-River Work</b>	<b>4 wks</b>	<b>W 6/14/17</b>	<b>T 7/11/17</b>	
41	Grading Coordination	4 wks	W 6/14/17	T 7/11/17	
42	Materials Coordination	4 wks	W 6/14/17	T 7/11/17	
43	Preparation of Preliminary Materials, Details, and Finishes	4 wks	W 6/14/17	T 7/11/17	
44	Layout Coordination	4 wks	W 6/14/17	T 7/11/17	
45	<b>River Revitalization Coordination Meeting #2</b>	1 day	W 7/12/17	W 7/12/17	
46	Submission of Drawings for River Revitalization Coordination	1 wk	W 7/12/17	T 7/18/17	40
47	Revision of Drawings for In-River Work	4 wks	W 7/19/17	T 8/15/17	46
48	<b>River Revitalization Coordination Meeting #3</b>	1 day	W 8/16/17	W 8/16/17	
49	<b>MDEQ Meeting #3</b>	1 day	W 8/16/17	W 8/16/17	
50	Final Updates to Drawings for In-River Work	3 wks	W 8/16/17	T 9/5/17	47



## PROJECT SCHEDULE, CONTINUED

ID	Task Name	Duration	Start	Finish	Pred
1	<b>Permitting</b>	<b>10 wks</b>	<b>W 9/20/17</b>	<b>T 11/28/17</b>	
2	Geotechnical Report	2 wks	W 9/20/17	T 10/3/17	
3	Coordination with CM	2 wks	W 10/4/17	T 10/17/17	2
4	<b>Client + Stakeholder Meeting #5: Permitting</b>	<b>1 day</b>	<b>W 10/18/17</b>	<b>W 10/18/17</b>	
5	<b>MDEQ Meeting #4</b>	1 day	W 10/18/17	W 10/18/17	
6	Production of Permitting Drawings and Documents	4 wks	W 10/18/17	T 11/14/17	3
7	<b>Client + Stakeholder Meeting #6: Permitting</b>	<b>1 day</b>	<b>W 11/15/17</b>	<b>W 11/15/17</b>	
8	<b>MDEQ Meeting #5</b>	1 day	W 11/15/17	W 11/15/17	
9	Submission of Permitting Documents	2 wks	W 11/15/17	T 11/28/17	6





# WORK BREAKDOWN STRUCTURE

	BLD					MTC			FTCH														
	Lead Consultant - Landscape Architect					Geotechnical			Structural			Civil / PM			Electrical								
	SB	WK	MS	ML	MB		Pr.	Sr. PE		Sr. Stru. ct.	Sr. CAD Tech	Sr. Eng.		Pr./ Sr. Civil Eng.	Sr. CAD Tech	Sr. Eng.		Sr. Eng. Specialist	Sr. CAD Tech	Sr. Eng.			
Hourly Rate	270	195	110	95	95			150	115			169	129	120		186	129	120		164	129	120	
60% Preliminary Design (Design Development)																							
	Hours	Hours	Hours	Hours	Hours	Cost	Hours	Hours	Cost	Hours	Hours	Hours	Cost	Hours	Hours	Hours	Cost	Hours	Hours	Hours	Cost		
Client + Stakeholder Meeting #1: Design Kick-Off	2	2	8	8	8	\$ 3,330	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
Prepare Project Management Plan / WBS / Integrated Schedule and Budget Model	5	5	10	-	-	\$ 3,425	-	-		-	-	-											
Source(s) and Use(s) Budget	4	4	8	-	-	\$ 2,740	-	-		-	-	-											
City Department Coordination Meeting #1	8	8	8	12	12	\$ 6,880	-	-	\$ -	3	8	4	\$ 2,019	2	2	1	\$ 750				\$ -		
MDEQ Meeting #1	2	2	4	14	14	\$ 4,030	-	-	\$ -	3	2	2	\$ 1,005	1	2	1	\$ 602				\$ -		
Basis of Design (BOD Report)	4	8	4	4	4	\$ 3,840	-	-	\$ -	3	2	2	\$ 1,005	1	-	1	\$ 306				\$ -		
Review Design for Code Compliance	5	4	15	8	8	\$ 5,300	8	8	\$ 2,120	4	4	-	\$ 1,192	1	-	1	\$ 306				\$ -		
Selection of CM	5	5	10	-	-	\$ 3,425	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
Client + Stakeholder Meeting #2: 60% Preliminary Design	4	4	8	-	-	\$ 2,740	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
CM + Client Meeting #1	4	4	4	-	-	\$ 2,300	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
60% Preliminary Design Coordination	-	-	-	-	-	\$ -	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
Terraces, Foundations, Walls, Soils and Structural Coordination	10	10	30	15	15	\$ 10,800	6	20	\$ 3,200	8	40	60	\$ 13,712				\$ -				\$ -		
Site Furnishing, Pavement	3	6	18	15	15	\$ 6,810	-	-	\$ -	2	12	12	\$ 3,326	3	8	14	\$ 3,270				\$ -		
Lighting Design and Electrical Coordination	3	6	18	15	15	\$ 6,810	-	-	\$ -	-	-	-	\$ -				\$ -	1	2	16	\$ 2,334		
Grading, Stormwater and Civil Coordination	5	7	17	15	15	\$ 7,435	-	-	\$ -	-	-	-	\$ -	3	8	14	\$ 3,270				\$ -		
Planting Design and Irrigation Coordination	5	10	14	16	15	\$ 7,785	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
Client + Stakeholder Meeting #3: 60% Preliminary Design	5	8	8	-	-	\$ 3,790	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
60% Preliminary Design Base Drawings Issued to Subconsultants	4	4	8	10	10	\$ 4,640	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
60% Preliminary Design Drawings Submitted by Subconsultants	-	-	2	-	-	\$ 220	-	-	\$ -	8	69	90	\$ 21,053	1	2	14	\$ 2,124	1	6	20	\$ 3,338		
60% Preliminary Design Drawing Submission	4	4	10	12	12	\$ 5,240	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
Code Review Report	6	4	16	6	6	\$ 5,300	10	19	\$ 3,650	-	-	-	\$ -				\$ -				\$ -		
60% Preliminary Design Opinion of Probable Cost	4	2	8	-	-	\$ 2,350	-	-	\$ -	8	2	2	\$ 1,850	2			\$ 372	2			\$ 328		
Client Review of 60% Preliminary Design Submission / Designer Response	4	4	8			\$ 2,740	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
Client + Stakeholder Meeting #4A: 60% Preliminary Design	4	4	6	-	-	\$ 2,520	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
City Design Team Review Meeting #1	4	4	4	4	4	\$ 3,070	2	2	\$ 530	2	-	-	\$ 338				\$ -				\$ -		
Total Hours	104	119	246	154	153		26	49		41	139	172		14	22	46		4	8	36			
Fee Subtotal						\$ 107,520			\$ 9,500				\$ 45,500				\$ 11,000				\$ 6,000		
BLD Person Trips 6 Direct Expenses						\$ 8,400			\$ 200				\$ 200				\$ 200				\$ 300		
Cost Estimate						\$ 115,920			\$ 9,700				\$ 45,700				\$ 11,200				\$ 6,300		
Preliminary Design & Coordination for In-River Work																							
	Hours	Hours	Hours	Hours	Hours	Cost	Hours	Hours	Cost	Hours	Hours	Hours	Cost	Hours	Hours	Hours	Cost	Hours	Hours	Hours	Cost		
River Revitalization Coordination Meeting #1	8	16	16	-	-	\$ 7,040	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -		
Coordination of Drawings for In-River Work	-	-	-	-	-	\$ -	-	-	\$ -	1	1	1	\$ 418	-	-	-	\$ -	-	-	-	\$ -		
Layout Coordination	5	9	9	40	40	\$ 11,695	-	-	\$ -	2	2	6	\$ 1,316	-	-	-	\$ -	2	-	4	\$ 808		
Grading Coordination	5	9	9	40	40	\$ 11,695	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -		
Materials Coordination	5	9	9	40	40	\$ 11,695	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -		
Preparation of Preliminary Material Details and Finishes	5	9	9	40	40	\$ 11,695	-	-	\$ -	1	1	4	\$ 766	-	-	-	\$ -	-	-	-	\$ -		
Submission of Drawings to RR for Coordination	8	9	20	41	43	\$ 14,095	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	1	-	4	\$ 644		
River Revitalization Coordination Meeting #2	4	4	8			\$ 2,720	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -		
Revision of Drawings for In-River Work	8	15	10	20	20	\$ 9,985	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	1	-	3	\$ 548		
River Revitalization Coordination Meeting #3	8	8	8			\$ 4,600	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -		
Final Updates to Drawings for In-River Work for Permitting	8	30	16	23	23	\$ 14,140	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -	-	-	-	\$ -		
Total Hours	64	118	114	244	246		-	-		4	4	11		-	-	-		4	-	11			
Fee Subtotal						\$ 99,360			\$ -				\$ 2,500				\$ -				\$ 2,000		
(BLD 2 Person Trips ) Direct Expenses						\$ 3,600																	
Cost Estimate						\$ 102,960			\$ -				\$ 2,500				\$ -				\$ 2,000		
Permitting																							
	Hours	Hours	Hours	Hours	Hours	Cost	Hours	Hours	Cost	Hours	Hours	Hours	Cost	Hours	Hours	Hours	Cost	Hours	Hours	Hours	Cost		
Geotechnical Report	1	1	1			\$ 571	1	7	\$ 1,000	-	-	-	\$ -				\$ -				\$ -		
Coordinate with CM	1	1	1			\$ 575	-	-	\$ -	-	-	-	\$ -	1			\$ 186				\$ -		
Client + Stakeholder Meeting #5B: Permitting	2	2	-			\$ 930	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
MDEQ Meeting #2	2	2	2			\$ 1,150	-	-	\$ -	1	-	-	\$ 169	1	1		\$ 317				\$ -		
Production of Permitting Drawings and Documents	-	1	7	5	5	\$ 1,915	-	-	\$ -	-	-	-	\$ -				\$ -	1		3	\$ 500		
Client + Stakeholder Meeting #6A: Permitting	2	2	2			\$ 1,150	-	-	\$ -	-	-	-	\$ -				\$ -				\$ -		
MDEQ Meeting #3	2	2	2			\$ 1,150	-	-	\$ -	1	-	-	\$ 169	2			\$ 302				\$ -		
Submission of Permitting Documents	1	1	1			\$ 575	-	-	\$ -	1	-	-	\$ 162	17	8		\$ 4,194				\$ -		
Total Hours	11	12	16	5	5		1	7		3	-	-		21	9	-		1	-	3			
Fee Subtotal						\$ 8,016			\$ 1,000				\$ 500				\$ 5,000				\$ 500		
(BLD 4 Person Trips ) Direct Expenses						\$ 3,000			\$ 300				\$ 300				\$ 300				\$ 200		
Cost Estimate						\$ 11,016			\$ 1,300				\$ 800				\$ 5,300				\$ 700		
TOTAL Estimated Fees						\$ 214,896			\$ 10,500				\$ 48,500				\$ 16,000				\$ 8,500		
TOTAL Estimated Direct Expenses						\$ 15,000			\$ 500				\$ 500				\$ 500				\$ 500		
TOTAL Estimated Fees + Direct Expenses						\$ 229,896			\$ 11,000				\$ 49,000				\$ 16,500				\$ 9,000		

Illuminart				Pine and Swallow				Irrigation Consulting				SKO Design				Fennessey Consulting Services																
Lighting Design				Soils				Irrigation				Mechanical Room Architecture				Cost Estimating & Asset Management				Fee per Phase												
Pr.	Sr. Designer	Designer	Staff		Pr.	Sr. PM	PCoord	Tech.	Draft.	Staff		Pr.	Sr. PM	PE	Sr. PD	Staff	Tech.		Pr.	PA	LD	PM	Design	Arch tech		Pr	Cost Const.	Admin.	MEP Support			
186	150	125	75		200	125	80	65	60	45		135	120	110	100	85	75		150	125	105	85	85	60		160	90	50	120			
Hours Hours Hours Hours				Cost	Hours Hours Hours Hours Hours				Cost	Hours Hours Hours Hours Hours				Cost	Hours Hours Hours Hours Hours				Cost	Hours Hours Hours Hours				Cost								
-	-	-	-	\$ -	-	-	-	-	-	-	\$ -	-	-	-	-	-	-	\$ -	-	-	-	-	-	\$ -					\$ -	\$	3,330	
-	-	-	-		-	-	-	-	-	-		-	-	-	-	-	-		-	-	-	-	-	\$ -						\$	3,425	
-	-	-	-		-	-	-	-	-	-		-	-	-	-	-	-		-	-	-	-	-	\$ -						\$	2,740	
1	-	-	-	\$ 186	-	-	-	-	-	-	\$ -	-	-	-	-	-	-	\$ -	-	2	-	-	-	10	\$ 900				\$ -	\$	10,735	
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**BLD\_GR\_02\_LyonSQ\_Edge - Fee Summary through Permitting**

5/26/17		BASE SERVICES									BASIC SERVICES TOTAL	Percentage	
		BLD	FTCH-C	FTCH-S	FTCH-E	Illuminart	Irrigation Consulting	MTC	Pine and Swallow	SKO Design Group			FCS
		Landscape/ Lead	Civi	Structural	Electrical	Lightng	Irrigation	Geotech	Soils	Architecture			Cost/AMP
		\$	\$	\$	\$	\$	\$	\$	\$	\$			\$
A	PD Fee	\$107,520	\$11,000	\$45,500	\$6,000	\$6,625	\$5,250	\$9,500	\$3,900	\$10,000	\$6,900	\$212,195	63%
B	PD-In Water Fee	\$99,360	\$0	\$2,500	\$2,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$104,860	31%
C	Permitting Fee	\$8,016	\$5,000	\$500	\$500	\$1,875	\$1,000	\$1,000	\$1,000	\$1,500	\$0	\$20,391	6%
F	FEE TOTALS												
	Fee	\$214,896	\$16,000	\$48,500	\$8,500	\$9,500	\$6,250	\$10,500	\$4,900	\$11,500	\$6,900	\$337,446	\$0
G													
	Reimbursable (A-G)	\$15,000	\$500	\$500	\$500	\$1,000	\$2,000	\$500	\$2,000	\$0	\$500	\$22,500	
H	Total	\$229,896	\$16,500	\$49,000	\$9,000	\$10,500	\$8,250	\$11,000	\$6,900	\$11,500	\$7,400	\$359,946	

[illegible]



970.947.9568 P.O. Box 248, Carbondale, CO 81623

October 4, 2016

Grand Rapids Whitewater  
Attn: Chris Muller  
Chip Richards  
502 Second Street NW, Suite 300  
Grand Rapids, MI 49504  
(616) 881-2888  
Fax – 202-747-7714  
[chris@mretail.com](mailto:chris@mretail.com)  
[chip@grandrapidswhitewater.org](mailto:chip@grandrapidswhitewater.org)

**RE: Proposal for Lyons Square River Access design**

Dear Chip and Chris,

Our team (GRWW and RRO) has developed the vision of this transformation starting from the river. The interface between land and water is a critical one. Proposed in-stream modifications will completely change the current nature of the Grand River as it runs through the heart Grand Rapids. With an increase in habitat connectivity, fish holding areas, and diverse currents and bed materials, we foresee the Grand River being a destination drift fishing location. The economic impact study of the Grand River Revitalization Project, conducted by Anderson Economic Group, shows an estimated and conservative increase of 13,000 fishing user days in Grand Rapids. With this in mind, we propose to design access to the river at Lyons Square for both passive and active river users. It is important for this location to readily accommodate drift and wade fishing access, both private and guided. The location is also critical access point due to the expanse of floodwall on the east bank.

The following scope of services details the effort involved to design access to the river from Lyons Square below the ordinary high water mark (OHWM). The Grand River Revitalization project is currently on track to submit a DEQ permit by the end of 2016. This tight schedule will require swift work on this scope of services. We would develop illustrative renderings to express the vision of the team more clearly. We would retain W.F. Baird & associates Ltd. (Baird) for dock and gangway design, and consult with FTCH on flood protection improvements and structural soundness of the design. The end result of this proposal is to have river access at Lyons Square included in the DEQ permit submittal. Following the detailed explanation of each task is an hourly cost breakdown in Table 1.

Kind Regards,

Jason Carey, P.E.  
Principal, RiverRestoration.org  
[Jason.Carey@RiverRestoration.org](mailto:Jason.Carey@RiverRestoration.org)



970.947.9568 P.O. Box 248, Carbondale, CO 81623

### **Task 1 River Revitalization Vision Communication**

RiverRestoration designs river access points from the river out, so they will function with the dynamic nature of the river environment. We will provide illustrative renderings of proposed access at Lyons Square working from the proposed river work to the OHWM. The renderings will communicate the envisioned river circulation at this site. We will explore 3 alternatives for access at the Lyons Square location.

Deliverables: Illustrative schematic designs of the 3 alternatives.

Assumptions: RiverRestoration will not provide existing conditions, detailed designs such as materials, construction details, or specifications in Task 1.

### **Task 2 Hydraulic Evaluation and Design**

We propose to slightly rework the in-channel grading to ensure consistent velocities and an appropriate slackwater eddy for dock/gangways and boat/river access. We would hydraulically evaluate the site using 2 and 3-D modeling. We will base hydraulic analysis on surveyed water surface elevations and observed high water marks. Hydraulics are a key part of design and it is imperative to project success. Floodplain analyses will also be performed to compare 100 year water surface elevations calculated from existing and proposed conditions and to provide needed flood protection improvements. We will provide the dock designer with water velocities (existing and proposed), water surface elevations, sediment transport, scour potential, bathymetric and topographic survey, ice thickness and debris size data, habitat information, as-built drawings of existing site, and size and types of vessels using the dock. Geotechnical data may be required by the dock designer and a separate scope of work will be requested from Materials Testing Consultants, Inc.

Deliverables: In-channel grading adjusted to create proposed river conditions conducive to floating docks/gangways and boat access.

Assumptions: FTCH will provide detailed survey and as-built drawings of the existing condition of the floodwall and overbank at Lyons square.

### **Task 3 Dock Design**

See attached scope of services from Baird.

### **Task 4 Bishop Land Design Coordination**

Task 4 assumes two design coordination meetings with Bishop Land Design to ensure the proposed structures above the OHWM. The goal of these meetings is to maintain consistency in accessibility, materials, and overall aesthetic quality. Meetings will be held at 30% and 90% design. This task includes two hours of preparation time for each meeting.



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**Deliverables:** Meeting minutes including directives and action items as a result of the first meeting. Meeting minutes including agreement from all designers on designs for river access at Lyons Square.

**Assumptions:** If all consultants are not in agreement at the end of the second meeting another coordination meeting will be planned. Costs for additional coordination meetings are not included in this proposal. Meetings can be held via video conference. Travel costs are not included in this proposal.

### **Task 5 Permit Coordination**

We will incorporate the quantities associated with river/boat access at Lyons Square into the river restoration DEQ permit.

**Deliverables:** Inclusion of Lyons Square design into the Habitat Conservation Plan and DEQ permit application for entire river revitalization project.

**Assumptions:** None



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**Table 1. Lyons Square River Access design**  
RiverRestoration.org

26-Oct-16	2016						
POSITION	RATE	Task 1	Task 2	Task 3	Task 4	Task 5	Total Cost
Principal Engineer	\$165.50						\$0.00
Engineer P.E./ P.M.	\$138.00	2	24		12	40	\$10,764.00
Engineer Field/ EIT	\$101.50						\$0.00
Drafting Designer	\$101.50						\$0.00
Hydraulic Scientist/PhD	\$124.00		60				\$7,440.00
Watershed Scientist/ Hydrologist	\$109.00						\$0.00
Landscape Designer	\$109.00	40	24		40		\$11,336.00
Landscape Artist	\$101.50						\$0.00
Technical Staff	\$80.00						\$0.00
Administration Staff	\$80.00					20	\$1,600.00
Hydrographic Survey + Instrument	\$194.50						\$0.00
Grant Planner	\$109.00						\$0.00
Project Coordinator	\$109.00						\$0.00
+Travel Time (after 8 hrs per day)	\$46.00						\$0.00
Vehicle Mileage	\$0.55						\$0.00
Dock Designer	\$1.00						\$0.00
<b>TOTAL</b>		<b>\$4,636.00</b>	<b>\$13,368.00</b>	<b>\$0.00</b>	<b>\$6,016.00</b>	<b>\$7,120.00</b>	<b>\$31,140.00</b>



# MEMORANDUM

CITY OF GRAND RAPIDS

**DATE:** June 5, 2017

**TO:** Kristopher Larson, President and CEO  
Downtown Grand Rapids, Inc.

**FROM:** Kara L. Wood, Executive Director

**SUBJECT:** **Obsolete Property Rehabilitation Exemption Request for  
IA840, LLC at 840 Ottawa Avenue NW**

An application for the establishment of an Obsolete Property Rehabilitation District and a 10-year Obsolete Property Rehabilitation Exemption Certificate for the property located at 840 Ottawa Avenue NW (the "Property") has been filed by IA840, LLC, which is an entity affiliated with Integrated Architecture (the "Developer"). The Developer has an option to purchase the Property, which is located in both the Downtown Development Authority and the Monroe North Tax Increment Finance Authority's development areas. According to City Commission policy, staff is seeking the recommendation of both tax increment finance authorities' boards prior to City Commission consideration of the application.

The Developer is a full service architecture firm offering services in sustainable architecture, planning, engineering, and interior and landscape design with offices currently located in the City of Kentwood. The Property currently includes a 13,600 square foot building which was constructed in 1920, as well as approximately 10,000 square feet of parking area. The building was most recently used as a printing facility, but has been largely vacant for the past 10 years.

The plan for redevelopment includes the rehabilitation of the 13,600 square foot building to create office, research, conference and open work spaces. A small addition will be added to the southwest corner of the existing building largely to accommodate accessibility for the building. The parking area will be improved and will include the necessary green space and storm water infrastructure required by City Codes.

The City Assessor has inspected the building and has determined that it meets the definition of "functionally obsolete" as defined by Public Act 146 of 2000 due to inadequate and obsolete heating, plumbing, electrical and mechanical systems, design deficiencies, and windows, doors, roof and interior finishes at the end of the useful economic life. The Assessor's determination qualifies the Property for the establishment of an Obsolete Property Rehabilitation District.

The rehabilitation of the building will facilitate the relocation of Integrated Architecture to the Property, along with 50 full time and two part-time employees. Current wages range from \$15/hr for part-time employees to the equivalent of \$58/hr for management

employees. The average wage for all 52 employees is \$42.39 and benefits are provided for full-time employees. In addition to the existing employees, Integrated Architecture intends to hire 8 new employees over the next two years including architects, designers and administrative roles. Wages for the new positions are estimated to range from \$23/hr to \$46/hr. The estimated investment in the project is slightly over \$2 million, with hard construction costs of approximately \$1.5 million.

The Property is located in the Monroe North Business Association area, the Neighbors of Belknap Lookout Neighborhood, as well as the tax capture districts of the SmartZone<sup>sm</sup> Local Development Finance Authority (LDFA), the Monroe North Tax Increment Finance Authority (Monroe North TIFA) and the Downtown Development Authority (DDA). The Developer has plans to review the project with each of these organizations prior to the request being considered by the City Commission, and recommendations from each of the individual tax capture authority boards is required prior to City Commission consideration of the application.

According to their respective enabling legislation, neither TIFAs nor DDAs may capture taxes levied on the Obsolete Property Rehabilitation Act Tax roll; however, LDFAs may capture such taxes. Consequently, the Monroe North TIFA may experience a slight decline in captured assessed value, the Smartzone<sup>sm</sup> would likely experience a slight increase in total captured assessed value. The DDA expanded to the North Monroe area in 2016, and would therefore experience very little impact on captured assessed values.

The project is permitted in the zone district and is in accordance with the City's Master Plan. There are no environmental concerns at the Property and the applicant is current on all of its tax liabilities to the City. The project is currently being presented to the stakeholder groups listed above, and, if met with approval, would proceed to the City Commission in July.

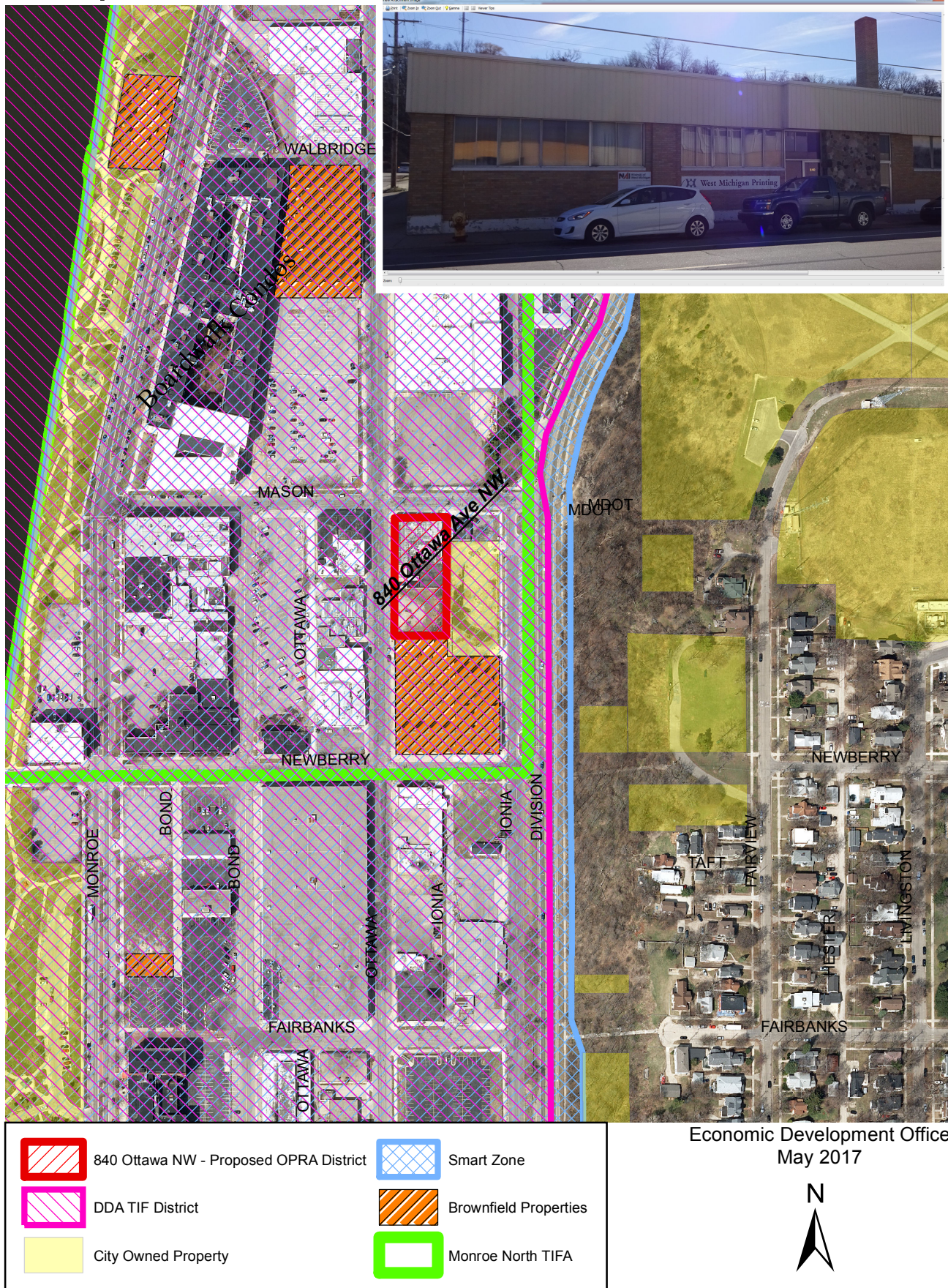
<b>PROJECT PROJECTIONS</b>		
	<b>Total Amount</b>	<b>City of Grand Rapids Portion</b>
Investment – Real Property	\$1,475,258	-
Investment – Personal Property	\$0	-
Retained Jobs	0	-
New Jobs (FTE)	59	-
Average Hourly Wage	42.39	-
Total New Taxes Generated (1 year)	\$29,358	\$6,561
Taxes Paid (1 year)	\$6,883	\$0
Taxes Abated (1 year)	\$22,475	\$6,561
New City Income Taxes	-	\$48,544

KLW/jk



# IA840, LLC

## Proposed Obsolete Property Rehab District







June 5, 2017

Jono Klooster  
City of Grand Rapids  
Economic Development  
300 Monroe Ave NW  
Grand Rapids, MI 49503

Dear Mr. Klooster,

This letter is sent in support of Integrated Architecture's project to relocate their offices to 840 Ottawa, NW.

The project was introduced to Monroe North Business Association on May 12, 2017 when Scott Vyn, Director of Design with Integrated Architecture, attended our meeting, reviewed project details and renderings, and answered questions from those in attendance. A motion was made, supported, and unanimously approved by a quorum of members.

Monroe North Business Association is pleased to support this project and the anticipated revitalization it will bring to the property and neighborhood.

Sincerely,

A handwritten signature in blue ink that reads "Diedre L. Deering". The signature is fluid and cursive, with the first name "Diedre" being more prominent.

**Diedre L. Deering**

President, Monroe North Business Association



## Neighbors Of Belknap Lookout

May 10, 2017

Dear Ms. Wood and Members of the Economic Development Corporation,

This letter is written in support of the financial incentives requested by Integrated Architecture to renovate and expand the building at 840 Ottawa for their company's offices. The NOBL board and some members of the Development Committee viewed the company's internally developed site plans (dated May 4, 2017) on May 9, 2017. The design featured a restored façade and new two-story entry for barrier free access. We particularly look forward to seeing the curb bump out with street trees and/or other greenery along Ottawa which will be made possible financially by the incentives facilitated by the EDC. In addition, we are hopeful that they will bury the external electrical wires as part of the project, but understand the most likely changes to the project would be to reduce the number of optional features should costs prove higher than expected.

We are excited to welcome Integrated Architecture's employees to the neighborhood.

Sincerely,

Neighbors of Belknap Lookout

# MEMORANDUM

DOWNTOWN  
DEVELOPMENT  
AUTHORITY



**DDA**

DATE: June 9, 2017

TO: Downtown Development Authority

FROM: Tim Kelly, AICP  
Vice President 

**Agenda Item #7**  
**June 14, 2017**  
**DDA Meeting**

**SUBJECT: Development Area Liquor License Request – 118 Fulton Street**

The City Commission policy establishing procedures for the review and approval of development area liquor licenses requires the City Clerk to forward any such requests in the DDA district to the DDA Board for review and recommendation. In evaluating a proposal, the DDA Board may consider how the issuance of a license would promote economic growth in a manner consistent with adopted goals, plans or policies of the district.

118 Fulton Operating, LLC is requesting DDA Board consent to the issuance of a new Class C development area liquor license for a proposed restaurant in the former Brian's Books location at 118 East Fulton Street. The restaurant and bar will feature fine dining Mexican cuisine with fresh ingredients and creative dishes. Upon completion, it is anticipated the restaurant will employ multiple full and part-time employees.

Staff has reviewed the applicant's request and is recommending approval of the application. If approved by the DDA Board, the request will proceed to the City Commission for consideration.

**Recommendation:**

Approve the resolution for the issuance of a development area liquor license for 118 Fulton Operating, LLC for the proposed restaurant at 118 Fulton Street.









*Budget Pricing*  
for  
**Restaurant Concept - 118/122 Fulton**  
as of 4/11/17

<b>Building Improvement Items</b>		8,001
General Conditions - Permit, dumpsters, toilet, supervision, plans, cleaning	\$ 31,280	\$ 3.91
Demolition	\$ 6,420	\$ 0.80
Concrete Cutting and Replacement	\$ 3,840	\$ 0.48
Misc. Steel - Handrails and Half wall supports	\$ 990	\$ 0.12
Misc. Steel - Angle support for added joist in basement	\$ 3,470	\$ 0.43
Lumber, Plywood, Fasteners	\$ 6,531	\$ 0.82
Carpentry - Rough	\$ 7,898	\$ 0.99
Carpentry - Finish	\$ 4,050	\$ 0.51
Roofing - Flashing and penetrations	\$ 2,360	\$ 0.29
Caulking	\$ 1,490	\$ 0.19
Glass and Glazing - Entry door, glass rails, glass to kitchen	\$ 5,175	\$ 0.65
Fire Stopping	\$ 840	\$ 0.10
Doors/Frames/Hardware/Access Panels	\$ 13,450	\$ 1.68
Metal Studs (or wood) Insulation, Drywall and Finishing, Stair Walls	\$ 26,890	\$ 3.36
Wall Finish on existing perimeter walls - TBD	\$ 5,076	\$ 0.63
FRP - Kitchen and Dish room	\$ 7,416	\$ 0.93
ACT - Kitchen and Dish	\$ 3,008	\$ 0.38
Painting & Finishing	\$ 18,480	\$ 2.31
Flooring - Carpet/Tile	\$ 25,200	\$ 3.15
Wood Floor Refinishing	\$ 10,800	\$ 1.35
Millwork - Trims, Caps, Base	\$ 3,670	\$ 0.46
Coat Rack	\$ 635	\$ 0.08
Toilet Accessories	\$ 2,457	\$ 0.31
Toilet Partitions & Install	\$ 1,940	\$ 0.24
Corner Guards and Transitions	\$ 580	\$ 0.07
Water Feature - incld Install	\$ 12,755	\$ 1.59
Fire Extinguishers and Signage	\$ 602	\$ 0.08
Fire Protection Drops	\$ 9,800	\$ 1.22
Plumbing - Existing water heater	\$ 40,580	\$ 5.07
HVAC - Excluding Kitchen Exhaust and MAU	\$ 26,000	\$ 3.25
Electrical and Lighting Fixtures	\$ 74,000	\$ 9.25
Fire Alarm System	\$ 4,380	\$ 0.55
<b>SUB-TOTAL</b>	<b>\$ 362,062</b>	<b>\$ 45.25</b>
<b>OVERHEAD &amp; PROFIT</b> 5%	<b>\$ 18,103</b>	<b>\$ 2.26</b>
<b>GRAND TOTAL</b>	<b>\$ 380,165</b>	<b>\$ 47.51</b>

Budget proposal is based on floor plans provided by the Design forum Inc. review set dated 3-26-17, and site walk through with owners rep.

*Clarifications to Proposal*

1. Kitchen equipment, including hood and ansul system, and cooler/freezers by owner
2. All Furniture including table, chairs, booths, stools by owner
3. All décor by owner
4. No data, IT, security, AV, or Music systems included
5. Assumes HVAC work is venting and duct modification only



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

### Retail License & Permit Application

For information on retail licenses and permits, including a checklist of required documents for a completed application, please visit the Liquor Control Commission's frequently asked questions website [by clicking this link](#).

#### Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): 118 Fulton Operating, LLC

Address to be licensed: 124 E. Fulton Street, Suite 300

City: Grand Rapids

Zip Code: 49503

City/township/village where license will be issued: Grand Rapids

County: Kent

Federal Employer Identification Number (FEIN): 81-2974872

1. Are you requesting a new license? ☒ Yes ☐ No
2. Are you applying ONLY for a new permit or permission? ☐ Yes ☒ No
3. Are you buying an existing license? ☐ Yes ☒ No
4. Are you modifying the size of the licensed premises? ☒ Yes ☐ No  
If Yes, specify: ☒ Adding Space ☐ Dropping Space ☒ Redefining Licensed Premises
5. Are you transferring the location of an existing license? ☐ Yes ☒ No
6. Is this license being transferred as the result of a default or court action? ☐ Yes ☒ No
7. Do you intend to use this license actively? ☒ Yes ☐ No

Leave Blank - MLCC Use Only

#### Part 2 - License Transfer Information (If Applicable)

If transferring ownership of a license ONLY and not transferring the location of a license, fill out only the name of the current licensee(s)

Current licensee(s): Grand Rapids DDA

Current licensed address: n/a

City:

Zip Code:

City/township/village where license is issued:

County:

#### Part 3 - Licenses, Permits, and Permissions

**Off Premises Licenses** - Applicants for off premises licenses, permits, and permissions (e.g. convenience, grocery, specialty food stores, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

**On Premises Licenses** - Applicants for on premises licenses, permits, and permissions (e.g. restaurants, hotels, bars, etc.) must complete the attached Schedule A and return it with this application. Transfer the fee calculations from the Schedule A to Part 4 below.

#### Part 4 - Inspection, License, and Permit Fees - Make checks payable to State of Michigan

**Inspection Fees** - Pursuant to MCL 436.1529(4) a nonrefundable inspection fee of \$70.00 shall be paid to the Commission by an applicant or licensee at the time of filing of a request for a new license or permit, a request to transfer ownership or location of a license, a request to increase or decrease the size of the licensed premises, or a request to add a bar. Requests for a new permit in conjunction with a request for a new license or transfer of an existing license do not require an additional inspection fee.

**License and Permit Fees** - Pursuant to MCL 436.1525(1), license and permit fees shall be paid to the Commission for a request for a new license or permit or to transfer ownership or location of an existing license.

Inspection Fees:

License & Permit Fees:

**TOTAL FEES:**

# Schedule A - Licenses, Permits, & Permissions

Applicant name: \_\_\_\_\_

Off Premises License Type:	Base Fee:	Fee Code MLCC Use Only
New Transfer		
<input checked="" type="checkbox"/> <input type="checkbox"/> SDM License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> SDD License	\$150.00	
<input type="checkbox"/> <input type="checkbox"/> Resort SDD License	Upon Licensure/\$150.00	

Off Premises Permits:	Base Fee:
<input type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00
<input type="checkbox"/> Sunday Sales Permit (PM)** (Held with SDD License)	\$22.50
<input type="checkbox"/> Catering Permit	\$100.00
<input type="checkbox"/> Secondary Location Permit - Complete Form LCC-201	
<input type="checkbox"/> Beer and Wine Tasting Permit	No charge
<input type="checkbox"/> Living Quarters Permit	No charge

On/Off Premises Permission Type:	Base Fee:
<input type="checkbox"/> Off-Premises Storage	No charge
<input type="checkbox"/> Direct Connection(s)	No charge
<input type="checkbox"/> Motor Vehicle Fuel Pumps	No charge

\*Sunday Sales Permit (AM) allows the sale of liquor, beer, and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

\*\*Sunday Sales Permit (PM) allows the sale of liquor on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of beer and wine on Sunday after 12:00 noon. The Sunday Sales Permit (PM) fee is 15% of the fee for the license that allows the sale of liquor. Additional bar fees and B-Hotel room fees are also calculated as part of the permit fee.

Licenses, permits, and permissions selected on this form will be investigated as part of your request. Please verify your information prior to submitting your application, as some licenses, permits, or permissions cannot be added to your request once the application has been sent out for investigation by the Enforcement Division.

## Inspection, License, Permit, & Permission Fee Calculation

Number of Licenses: \_\_\_\_\_ x \$70.00 Inspection Fee

Total Inspection Fee(s): \_\_\_\_\_

Total License Fee(s): \_\_\_\_\_

Total Permit Fee(s): \_\_\_\_\_

**TOTAL FEES DUE:** \_\_\_\_\_

Please note that requests to transfer SDD licenses will require the payment of additional fees based on the seller's previous calendar year's sales. These fees will be determined prior to issuance of the license to the applicant.

Make checks payable to **State of Michigan**

On Premises License Type:	Base Fee:	Fee Code MLCC Use Only
New Transfer		
<input type="checkbox"/> <input type="checkbox"/> B-Hotel License	\$600.00	
Number of guest rooms: _____		
<input type="checkbox"/> <input type="checkbox"/> A-Hotel License	\$250.00	
Number of guest rooms: _____		
<input checked="" type="checkbox"/> <input type="checkbox"/> Class C License	\$600.00	
<input type="checkbox"/> <input type="checkbox"/> Tavern License	\$250.00	
<input type="checkbox"/> <input type="checkbox"/> Resort License	Upon Licensure	
<input type="checkbox"/> <input type="checkbox"/> Redevelopment License	Upon Licensure	
<input type="checkbox"/> <input type="checkbox"/> Brewpub License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> G-1 License	\$1,000.00	
<input type="checkbox"/> <input type="checkbox"/> G-2 License	\$500.00	
<input type="checkbox"/> <input type="checkbox"/> Aircraft License	\$600.00	
<input type="checkbox"/> <input type="checkbox"/> Watercraft License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> Train License	\$100.00	
<input type="checkbox"/> <input type="checkbox"/> Continuing Care Retirement Center License	\$600.00	

B-Hotel or Class C Licenses Only:

☒ ☐ Additional Bar(s)

Number of Additional Bars: 2

B-Hotel or Class C licenses allow licensees to have one (1) bar within the licensed premises. A \$350.00 licensing fee is required for each additional bar over the one (1) bar that comes with the license.

On Premises Permits:	Base Fee:
<input checked="" type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00
<input checked="" type="checkbox"/> Sunday Sales Permit (PM)**	
<input checked="" type="checkbox"/> Catering Permit	\$100.00
<input type="checkbox"/> Banquet Facility Permit - Complete Form LCC-200	

A Banquet Facility Permit is an extension of the license at a different location. It may have its own permits and permissions. It is not a banquet room on the licensed premises.

☒ Outdoor Service No charge

☒ Dance Permit No charge

☒ Entertainment Permit No charge

☐ Extended Hours Permit: No charge

☐ Dance ☐ Entertainment Days/Hours: \_\_\_\_\_

☐ Specific Purpose Permit: No charge

Activity requested: \_\_\_\_\_

Days/Hours requested: \_\_\_\_\_

☐ Living Quarters Permit No charge

☐ Topless Activity Permit No charge

**Part 5a - Information on Individual Applicant, Stockholder, Member, or Limited Partner**

Each individual, stockholder, member, or partner must complete Part 5a, 5b, and 5c. If a stockholder or member of an applicant company is a corporation or limited liability company, complete Part 5a and 5c and submit a completed Form LCC-301.

For applications with multiple individuals, stockholders, members, or partners - each person or entity must complete a separate copy of this page.

Name: <b>Peter C. Krupp</b>		
Home address: <b>6012 Sedgley Court</b>		
City: <b>Burr Ridge</b>	State: <b>IL</b>	Zip Code: <b>60527</b>
Business Phone:	Cell Phone: <b>312-961-8057</b>	Email: <b>pkrupp@spbhmi.com</b>
Have you ever been licensed by the Michigan Liquor Control Commission (MLCC) or do you currently hold an interest in any other licenses issued by the MLCC? If <b>Yes</b> , please list business ID numbers below. If you hold interest in 2 or more locations under the same name, please also write chain "below": <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Do you hold more than 10% interest in the applicant entity? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<small>If you answered "no" to the first question and "yes" to the second question, pursuant to administrative rule R 436.1115 you must submit fingerprints and undergo an investigation by the MLCC. An applicant that has been fingerprinted previously for a license issued by the MLCC does not need to submit a new set of fingerprints. Please see the attached instructions for submitting fingerprints to the MLCC. You must submit a copy of the completed and endorsed "LiveScan Fingerprint Background Request" with your application.</small>		

**Part 5b - Personal Information (Individuals)**

Date of Birth: <b>11/23/61</b>	Social Security Number: <b>367-64-8253</b>	Driver's License Number: <b>K61066361333</b>
Are you a citizen of the United States of America?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever legally changed your name?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If you answered "yes", please list your prior name(s) (including maiden):		
Spouse's full name (if currently married): <b>Susan Jean Krupp</b>		
Spouse's date of birth: <b>8/14/61</b>	Is your spouse a citizen of the United States of America? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you or your spouse hold any position, either by appointment or election, which involves the duty to enforce any penal law of the United States of America, or the penal laws of the State of Michigan, or any penal ordinance or resolution of any municipal subdivisions of the State of Michigan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Does your spouse hold a retail, manufacturer, or wholesaler license issued by the MLCC? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If <b>Yes</b> , list below (attach additional pages if necessary): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Date	City/State	Charge Disposition
Has your spouse ever been found guilty, pled guilty, or pled no contest to a criminal charge or any local ordinance violations? If <b>Yes</b> , list below (attach additional pages if necessary): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Date	City/State	Charge Disposition

**Part 5c - Signature**

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false or fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003. (This form must be signed by the person whose information it contains).

**Peter C. Krupp**

Print Name

  
Signature**7-14-16**

Date

**Part 6 - Contact Information**

Provide information on the contact person for this application. Please note that corporations and limited liability companies must provide documentation (e.g. meeting minutes, corporate resolution) authorizing anyone other than the applicant or an attorney of record to be the contact person. If an authorization is not provided, your contact person will not be acknowledged if they are anyone other than the applicant or attorney.

What is your preferred method of contact?		<input type="radio"/> Phone	<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax
What is your preferred method for receiving a Commission Order?		<input type="radio"/> Mail	<input checked="" type="radio"/> Email	<input type="radio"/> Fax	
Contact name:	Lisa Gavranovic		Relationship:	employee - business manager	
Mailing address: 124 E. Fulton Street, Suite 300, Grand Rapids, MI 49503					
Phone:	616-389-7438	Fax number:		Email:	lisag@spbhmi.com

**Part 7 - Attorney Information (If You Have An Attorney Representing You For This Application)**

Attorney name:	John J. Doyle		Member Number: P-	46865	
Attorney address: 45 Blue Star Highway, Douglas, MI 49406					
Phone:	269-857-3111	Fax number:	269-857-3114	Email:	john.doyle924@gmail.com
Would you prefer that we contact your attorney for all licensing matters related to this application?				<input checked="" type="radio"/> Yes	<input type="radio"/> No
Would you prefer any notices or closing packages be sent directly to your attorney?				<input type="radio"/> Yes	<input checked="" type="radio"/> No

**Part 8 - Signature of Applicant**

Be advised that the information contained in this application will only be used for this request. This section will need to be completed for each subsequent request you make with this office.

**Notice:** When purchasing a license, a buyer can be held liable for tax debts incurred by the previous owner. Prior to committing to the purchase of any license or establishment, the buyer should request a tax clearance certificate from the seller that indicates that all taxes have been paid up to the date of issuance. Obtaining sound professional assistance from an attorney or accountant can be helpful to identify and avoid any pitfalls and hidden liabilities when buying even a portion of a business. Sellers can make a request for the tax clearance certificate through the Michigan Department of Treasury.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Peter C. Krupp, Managing Member

Print Name of Applicant & Title

Signature of Applicant

7-14-16

Date

Please return this completed form along with corresponding documents and fees to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-373-4202



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

**Report of Stockholders, Members, or Partners**

(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

**Part 1 - Licensee Information**

Please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): 118 Fulton Operating, LLC	
Address: 124 E. Fulton Street, Suite 300	
City: Grand Rapids	Zip Code: 49503

**Part 2a - Corporations** - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all stockholders:	No. of Shares Issued:	Date Issued/Acquired:

Name and address of Corporate Officers and Directors, pursuant to administrative rule R 436.1109:


**Part 2b - Limited Liability Companies** - Please complete this section and attach more copies of this page if more room is needed.

Name and address of all members:	Percent % Issued:	Date Issued/Acquired:
CDKI Holdings, LLC, 124 E. Fulton, Suite 300, Grand Rapids, MI	100	
(Members - Peter C. Krupp, 6012 Sedgley Ct., Burr Ridge, IL 60527	10%	
Susan J. Krupp, 6012 Sedgley Ct., Burr Ridge, IL 60527	90%	

Name and address of Managers and Assignees, pursuant to administrative rule R 436.1110:

Peter C. Krupp, 6012 Sedgley Ct., Burr Ridge, IL 60527



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

### Report of Stockholders, Members, or Partners

(Authorized by MCL 436.1529(1), R 436.1051, and R 436.1110)

Part 2c - Limited Partnerships - Please complete this section and attach more copies of this page if more room is needed.		
Name and address of all partners:	Percent % Issued:	Date Issued/Acquired:
Name and address of Managers, pursuant to administrative rule R 436.1111:		

Part 3 - Authorized Signers (Authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company)	
Name & Title:	<u>Peter C. Krupp, Managing Member</u>
Name & Title:	
Name & Title:	
Name & Title:	
Name & Title:	

#### Part 4 - Signature of Applicant or Licensee

I certify that the authorized signers under Part 3 of this form have been authorized in compliance with R 436.1109(1)(c) for a corporation or R 436.1110(1)(g) for a limited liability company.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

The person signing this form has demonstrated that they have authorization to do so and have attached appropriate documentation as proof.

Peter C. Krupp, Managing Member  
Print Name of Applicant or Licensee & Title

  
Signature of Applicant or Licensee

7-14-16  
Date

Please return this completed form to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-763-0059

***MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS***  
***FILING ENDORSEMENT***

***This is to Certify that the ARTICLES OF ORGANIZATION (DOMESTIC L.L.C.)***

***for***

***118 FULTON OPERATING, LLC***

***ID NUMBER: E8718J***

***received by facsimile transmission on June 17, 2016 is hereby endorsed.***

***Filed on June 17, 2016 by the Administrator.***

***This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.***



***Sent by Facsimile Transmission***

***In testimony whereof, I have hereunto set my  
hand and affixed the Seal of the Department,  
in the City of Lansing, this 17th day  
of June, 2016.***

*Julia Dale*

***Julia Dale, Director  
Corporations, Securities & Commercial Licensing Bureau***



**ARTICLES OF ORGANIZATION**  
**OF**  
**118 FULTON OPERATING, LLC**

In order to form a Michigan limited liability company pursuant to the provisions of Act 23, Public Acts of 1993, the undersigned executes the following Articles:

ARTICLE I

The name of the limited liability company is 118 Fulton Operating, LLC

ARTICLE II

The purpose or purposes for which the limited liability company is formed is to engage in any activity within the purposes for which a limited liability company may be formed under the Limited Liability Company Act of Michigan.

ARTICLE III

The business of the limited liability company shall be managed by and under the authority of one or more managers.

ARTICLE IV

The address of the initial registered office, which is the same as the mailing address, is 124 E. Fulton Street, Suite 300, Grand Rapids, Michigan 49503. The name of the initial resident agent at the registered office is Lisa Gavranovic.

Signed this 16<sup>th</sup> day of June, 2016.



David T. Caldon  
Organizer

## OPERATING AGREEMENT

FOR

118 FULTON OPERATING, LLC

A Michigan Limited Liability Company

THIS OPERATING AGREEMENT (the "**Agreement**") is made and entered into effective as of June 16, 2016, by and between CDKI HOLDINGS, LLC, a Michigan limited liability company (the "**Sole Member**"), and 118 FULTON OPERATING, LLC, a Michigan limited liability company (the "**Company**"), who agree as follows:

1. Formation; Name; Purpose. The Company has been formed pursuant to the provisions of the Michigan Limited Liability Company Act, as amended ("**Act**") by the execution and filing of its Articles of Organization (as the same may be amended, the "**Articles**") with the Michigan Department of Licensing and Regulatory Affairs ("**Department**"). The Company shall be permitted to carry out all activities permitted under the Act.

2. Offices. The principal office and any additional office of the Company will be at such place or places inside or outside the State of Michigan as the Sole Member may designate from time to time. The initial registered office of the Company and its resident agent are as set forth in the Articles and as may be changed from time to time in accordance with the provisions of the Act.

3. Member. The Company was formed as a limited liability company with one member. If the Company adds any additional members, the rights of the additional members will be governed by the Act until such time as an amendment is made to this Agreement.

4. General Management of Company.

(a) Except for those matters which pursuant to this Agreement are to be decided by the Members, the business and affairs of the Company shall be managed by one or more Managers. Until increased or decreased by consent of the Members, the Company shall have one Manager, who is Susan J. Krupp. A Manager is not required to be a Member, but must be affiliated, by employment or ownership, with a Member. The compensation and benefits, if any, for a Manager shall be approved by the Members. Except as otherwise provided by this Agreement, the Manager has the authority to make all decisions and to take all actions concerning the Company's business and affairs.

(b) Removal and Replacement of Managers. A Manager may be removed as a Manager only upon her resignation or for cause. A Manager shall be deemed to resign as a Manager upon her death, disability, or resignation. The removal of a Manager for cause requires the consent of the Members. The removal of a Manager for cause shall be at a meeting called expressly for that purpose. A Manager to be removed for cause shall have reasonable advance notice of the allegations against her and an opportunity to be heard at such meeting. Upon the resignation of the Manager for any reason, the Members shall appoint a successor Manager. The

resignation of a Manager who is also a Member or affiliated with a Member shall not affect such Member's continued ownership of the Member's Units except as otherwise provided by this Agreement.

(c) General Powers of Manager. Except as otherwise provided by this Agreement, the Articles, or the Act, the Manager has the authority to make all decisions and to take all necessary or appropriate actions with respect to the Company's business and affairs. If there is more than one Manager, the consent of a majority of the Managers is necessary to approve any particular action with respect to the Company's business and affairs over which the Managers have authority to act.

(d) Limitations on Powers of Manager. Notwithstanding anything to the contrary contained in this Agreement, a Manager, except with the prior consent of the Members as provided herein, shall not, in her capacity as a Manager, take any act, expend any sum, make any decision, incur any obligation, or exercise any power on behalf of the Company with respect to any of the specific actions set forth in Section 7, nor shall the Manager commit any act that would contravene any provision of this Agreement, the Articles, or the Act.

(e) Standard of Care; Liability. A Manager shall discharge her duties in the management of the Company's business and affairs in good faith, with the care an ordinarily prudent person in a similar position would exercise under similar circumstances, and in a manner she reasonably believes to be in the best interests of the Company. A Manager shall not be liable for any monetary damages to the Company or to any Member for any breach of any such management duties except for receiving a financial benefit to which the Manager is not entitled; voting for or assenting to a distribution to Members in violation of this Agreement or the Act; or committing a knowing violation of law.

(f) Meetings and Consent in the Event of more than One Manager. The Managers may conduct their business at meetings held at the time and place as determined by the Managers. A quorum is necessary to conduct business at a meeting of the Managers. The presence of a majority of the Managers constitutes a quorum. Any action required or permitted to be taken by the Managers may be taken without a meeting, without prior notice, and without a vote if written consents, setting forth the action so taken, are signed by the Managers having not less than the minimum number of votes that would be necessary to authorize or take such action at a meeting at which all Managers entitled to vote on the action were present and voted. Every written consent shall bear the date and signature of each Manager who so consents. Prompt notice of the taking of action without a meeting by less than unanimous written consent shall be given to all Managers who have not consented in writing to such action.

(g) Reimbursement. The Company shall reimburse a Manager for all legitimate expenses of the Company incurred or paid for by a Manager on behalf of the Company.

(h) Employment by the Company. The Company may employ one or more persons as the Manager deems necessary to perform the operations of the Company, and such persons may also be Members of the Company.

5. Capital Contributions; Accounting.

(a) Capital Contributions. The Sole Member has agreed to contribute to the Company those assets as may be acceptable to both the Sole Member and the Company for the startup of its business as the initial capital contribution to the Company. The Sole Member may contribute additional capital to the Company as the Sole Member and the Company may agree, but the Sole Member is not required to contribute any additional capital to the Company. Any funds contributed or advanced to the Company by the Sole Member that are not designated as capital contributions will be loans to the Company payable by the Company to the Sole Member on demand together with interest at the annual prime rate of interest of the financial institution where the Company maintains its primary depository account (or at such other rate as the Company and Sole Member may agree) from the date of the contribution or advance until repaid in full. The Sole Member will not be paid interest on any capital contribution. The Company will reimburse the Sole Member for all expenses of the activities of the Company reasonably incurred and paid for by the Sole Member on behalf of the Company.

(b) Federal Tax Election. Until otherwise specified by the Sole Member, the operations of the Company will be treated for federal tax purposes as the operations of the Sole Member. In the event the Sole Member makes any other tax election on behalf of the Company, any action of the Sole Member or any officer of the Company that adversely affects such election will be null and void and shall have no effect.

(c) Fiscal Year. The fiscal year of the Company will be the calendar year, unless otherwise specified by the Sole Member.

6. Assignments of Interest in the Company. The Sole Member may voluntarily sell, assign, pledge, or otherwise transfer or encumber (collectively "transfer") all or part of the Sole Member's interest in the Company by written instrument signed by the transferring member and the transferee. A member's interest shall not be subject to any involuntary transfer of any kind, including, but not limited to, transfers resulting from bankruptcy, creditor attachment or insolvency.

7. Dissolution. If the Company is dissolved as provided in this Agreement, upon the winding up of the Company, the assets will be distributed as provided in the Act and this Agreement.

8. Additional Members. The Company may admit one or more additional members upon such terms and conditions, and for such capital contributions, as may be determined by the Company and the Sole Member.

9. Distributions. Distributions of cash or other assets of the Company will be made at such times and in such amounts as the Sole Member may determine; provided, however, that a distribution will not be made if such a distribution would violate the Act.

10. Limitation on Liability. The debts, obligations and liabilities of the Company, whether arising in contract, tort or otherwise, shall be solely the debts, obligations and liabilities

of the Company, and no member of the Company shall be obligated personally for any such debt, obligation or liability of the Company solely by reason of being a member.

11. Indemnification. The monetary liability of any current or former member or officer of the Company for breach of any duty established under the Act is limited to the fullest extent permitted by the Act. The Company will indemnify and hold harmless each current or former member or officer of the Company from and against any and all losses, expenses, claims, and demands sustained by reason of any acts or omissions or alleged acts or omissions of any member or officer, including judgments, settlements, penalties, fines, or expenses incurred in a proceeding to which the current or former member or officer of the Company is a party or threatened to be made a party because the person is or was a member or officer of the Company, to the fullest extent permitted by law or contract and not subject to any restriction by this Agreement.

12. Amendment. This Agreement may be amended only in writing signed by the Sole Member and the Company specifically stating that this Agreement is amended.

**SOLE MEMBER:**

CDKI HOLDINGS, LLC, a Michigan limited liability company

By: \_\_\_\_\_

Susan J. Krupp, Its Manager

**COMPANY:**

118 FULTON OPERATING, LLC, a Michigan limited liability company

By: CDKI Holdings, LLC, a Michigan limited liability company, Its Sole Member

By: \_\_\_\_\_

Susan J. Krupp, Its Manager

10661927\_1.DOC

## LICENSEE LISTINGS

Run By: BSADLAK

Run On: August 27, 2016 10:27 AM

Business Type R&B  
License Status Escrow and Not Renewed Only  
Transferable B  
MCL Code Number %  
Major Only? Y  
License Type 01,02,03,04,05,06,07,08,16,17,18,19  
Permit Type(s) %  
Select a Renewal Year  
Omit a Renewal Year  
Specific LGUs G210  
Specific Counties %  
Include Business Phone? N  
Sort Sequence Co.,LGU,St. Name,Direction,No.  
Report or File REPORT

# LICENSEE LISTINGS

## BY Co., LGU, St. Name, Direction, No.

**Bus Type :** R Retail Major : 01 **Mw Major :** County ID : 41 County : KENT **Bus ID :** 148172  
**Address :** 2030 28th St SE, Grand Rapids, MI, 49508 **Tax ID :** 81-0581096  
**Current LGU Name :** GRAND RAPIDS CITY **LGU :** G210  
**Original LGU Name :** GRAND RAPIDS CITY **Bars :** 2  
**Licensee :** ROYAL BUFFET CORP. (MLCC Transfer Pending) **Phone :** **File No :** G-18536  
**DBA :** CHINA SEAFOOD BUFFET  
**Contact:** CHENG, SHUI FONG **Purpose:** ESCROW LICENSES **Adr-Ph:** 6712 CASCADE RD# 12  
 KENTWOOD, MI 49546  
 (607) 624-5886  
**License :** CLASSC-126902-2016 **Transferable :** Yes **Permits :** SUNDAY SALES (PM), DANC-ENT, ADDBAR,  
 SPECIFIC PURPOSE PERMIT (FOOD)

**Bus Type :** R Retail Major : 05 **Mw Major :** County ID : 41 County : KENT **Bus ID :** 233452  
**Address :** 2183 E Beltline Ave NE, Grand Rapids, MI, 49525 **Tax ID :** 46-3110520  
**Current LGU Name :** GRAND RAPIDS CITY **LGU :** G210  
**Original LGU Name :** GRAND RAPIDS CITY **Bars :** 1  
**Licensee :** FAJITA REPUBLIC ONE LLC **Phone :** **File No :** G-20914  
**DBA :** FAJITA REPUBLIC CANTINA  
**License :** CC RES-234757-2016 **Transferable :** No **Permits :** SUNDAY SALES (AM), SUNDAY SALES (PM),  
 MCL Code Number: MCL 436.1531(4) OD-SERV, DANC-ENT

**Bus Type :** R Retail Major : 01 **Mw Major :** County ID : 41 County : KENT **Bus ID :** 148833  
**Address :** 438 Bridge St NW, Grand Rapids, MI, 495045322 **Tax ID :** 20-0200305  
**Current LGU Name :** GRAND RAPIDS CITY **LGU :** G210  
**Original LGU Name :** GRAND RAPIDS CITY **Bars :** 2  
**Licensee :** DENTURES ONE, INC. **Phone :** **File No :** G-18454  
**DBA :** MONTE'S  
**License :** CLASSC-124842-2016 **Transferable :** Yes **Permits :** SUNDAY SALES (PM), DANC-ENT, ADDBAR  
**License :** SDM-124843-2016 **Transferable :** Yes **Permits :**

**Bus Type :** R Retail Major : 01 **Mw Major :** County ID : 41 County : KENT **Bus ID :** 242284  
**Address :** 500 Coit Ave NE, Grand Rapids, MI, 495031540 **Tax ID :**  
**Current LGU Name :** GRAND RAPIDS CITY **LGU :** G210  
**Original LGU Name :** GRAND RAPIDS CITY **Bars :** 1  
**Licensee :** OCM DEVELOPMENT, LLC **Phone :** **File No :** G-21445  
**DBA :**  
**License :** CLASSC-263126-2016 **Transferable :** Yes **Permits :** PARTICIPATION PERMIT (THE GATEWAY AT  
 THE BELKNAP, LLC)  
**License :** SDM-263127-2016 **Transferable :** Yes **Permits :**

# **LICENSEE LISTINGS** **BY Co., LGU, St. Name, Direction, No.**

3

Bus Type : R Retail Major : 01 Mw Major : County ID : 41 County : KENT Bus ID : 238895  
 Address : 59 Commerce Ave SW, Grand Rapids, MI, 495034124 Tax ID :  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : KENTWOOD CITY Bars : 1  
 Licensee : SHRUNKEN HEAD, LLC Phone : File No : G-21329  
 DBA :  
 License : CLASSC-256692-2016 Transferable : Yes Permits :

Bus Type : R Retail Major : 01 Mw Major : County ID : 41 County : KENT Bus ID : 237761  
 Address : 111 Division Ave S, Grand Rapids, MI, 495034215 Tax ID :  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : GRAND RAPIDS CITY Bars : 1  
 Licensee : EPIC PASTA, LLC (MLCC Transfer Pending) Phone : File No : G-21168  
 DBA : THE LOCAL EPICUREAN  
 Contact: RAREDON, RYAN J Purpose: ESCROW CONTACT Adr-Ph: 201 NE HONEY CREEK RD  
 ADA, MI 49301  
 (616)206-5175  
 License : CLASSC-247745-2016 Transferable : Yes Permits : SUNDAY SALES (PM), SUNDAY SALES (AM),  
 CATERING, DIR-CON - 2, DANC-ENT  
 License : SDM-247746-2016 Transferable : Yes Permits :

Bus Type : R Retail Major : 01 Mw Major : County ID : 41 County : KENT Bus ID : 232186  
 Address : 725 Division Ave S, Grand Rapids, MI, 495035110 Tax ID : 38-3571894  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : GRAND RAPIDS CITY Bars : 0  
 Licensee : EL AMOR HOLDINGS LLC (MLCC Transfer Pending) Phone : File No : G-20812  
 DBA : CLUB TEQUILA  
 Contact: TILLMAN, ROOSEVELT Purpose: ESCROW LICENSES Adr-Ph: 1611 BEARD  
 GRAND RAPIDS, MI 49546  
 (616)258-8086  
 License : CLASSC-229302-2016 Transferable : Yes Permits : SUNDAY SALES (PM), DANC-ENT, DIR-CON -  
 2  
 License : SDM-229303-2016 Transferable : Yes Permits :

4

Bus Type : R Retail Major : 01 Mw Major : County ID : 41 County : KENT Bus ID : 238061  
 Address : 2300 Division Ave S, Grand Rapids, MI, 495073035 Tax ID :  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : GRAND RAPIDS CITY Bars : 1  
 Licensee : EL SOMBRERO DE MI TIERRA, LLC Phone : File No : G-21220  
 DBA : EL SOMBRERO DE MI TIERRA, LLC  
 License : CLASSC-250179-2016 Transferable : Yes Permits : SUNDAY SALES (AM), SUNDAY SALES (PM),  
 ENT, SPECIFIC PURPOSE PERMIT (FOOD)  
 License : SDM-250180-2016 Transferable : Yes Permits :



# LICENSEE LISTINGS

## BY Co., LGU, St. Name, Direction, No.

Bus Type : R Retail Major : 01 Mw Major : County ID : 41 County : KENT Bus ID : 223759  
 Address : 1044 Godfrey Ave SW, Grand Rapids, MI, 49503 Tax ID : 27-2122688  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : GRAND RAPIDS CITY Bars : 1  
 Licensee : D.P. ENTERTAINMENT LLC (MLCC Transfer Pending) Phone : File No : G-20130  
 DBA : WHISKEY LOUNGE  
 License : CLASSC-196598-2016 Transferable : Yes Permits : SUNDAY SALES (PM), DANC-ENT  
 License : SDM-196599-2016 Transferable : Yes Permits :

5 Bus Type : R Retail Major : 05 Mw Major : County ID : 41 County : KENT Bus ID : 240349  
 Address : 250 Ionia Ave SW, Grand Rapids, MI, 495034131 Tax ID : 47-3852585  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : MACKINAW CITY VILLAGE Bars : 1  
 Licensee : 250 IONIAGR, INC. Phone : File No : G-21331  
 DBA :  
 License : CC RES-256725-2016 Transferable : Yes Permits : SUNDAY SALES (PM), DANCE, SPECIFIC  
 MCL Code Number : MCL 436.1531(2) PURPOSE PERMIT (FOOD), OD-SERV  
 License : SDM-256726-2016 Transferable : Yes Permits :

6 Bus Type : R Retail Major : 01 Mw Major : County ID : 41 County : KENT Bus ID : 241655  
 Address : 816 Monroe Ave NW, Grand Rapids, MI, 495031422 Tax ID :  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : GRAND RAPIDS CITY Bars : 1  
 Licensee : ESSENCE IV, LLC Phone : File No : G-21466  
 DBA : EMBER & ROOT  
 License : CLASSC-264212-2016 Transferable : Yes Permits : SUNDAY SALES (PM), SUNDAY SALES (AM),  
 License : SDM-264213-2016 Transferable : Yes Permits : OD-SERV

7 Bus Type : R Retail Major : 05 Mw Major : County ID : 41 County : KENT Bus ID : 240229  
 Address : 77 Monroe Center St NW, Grand Rapids, MI, 495032904 Tax ID :  
 Current LGU Name : GRAND RAPIDS CITY LGU : G210  
 Original LGU Name : GRAND RAPIDS CITY Bars : 1  
 Licensee : HCCRL, LLC Phone : File No : G-21413  
 DBA :  
 License : CC RES-260645-2016 Transferable : Yes Permits : SUNDAY SALES (AM)  
 MCL Code Number : MCL 436.1531(2)  
 License : SDM-260646-2016 Transferable : Yes Permits :

# **LICENSEE LISTINGS** **BY Co., LGU, St. Name, Direction, No.**

8

<b>Bus Type :</b> R Retail Major :	05	<b>Mw Major :</b>		<b>County ID :</b> 41	<b>County :</b> KENT	<b>Bus ID :</b> 192100
<b>Address :</b>	1431 Plainfield Ave NE, Grand Rapids, MI, 495054943					<b>Tax ID :</b> 26-0233502
<b>Current LGU Name :</b>	GRAND RAPIDS CITY		<b>LGU :</b>	G210		
<b>Original LGU Name :</b>	GRAND RAPIDS CITY		<b>Bars :</b>	1		
<b>Licensee :</b>	CRESTON MANAGEMENT CO., LLC			<b>Phone :</b>		
<b>DEA :</b>	RED JET CAFE			<b>File No :</b>	G-19752	
<b>Contact:</b> THOMAS, RICHARD			<b>Purpose:</b> ESCROW CONTACT		<b>Adr-Ph:</b> (616)356-2627 EXT-115	
<b>License :</b>	CC RES-179832-2016		<b>Transferable :</b>	Yes	<b>Permits :</b>	SUNDAY SALES (PM), ENT, OD-SERV,
<b>MCL Code Number:</b>	MCL 436.1531(2)					SPECIFIC PURPOSE PERMIT(FOOD)
<b>License :</b>	SDM-179833-2016		<b>Transferable :</b>	Yes	<b>Permits :</b>	

Total Number of Businesses for	G210	13
Total Number of Businesses for	KENT	13
Grand Total of All:	13	

## LICENSEE LISTINGS

END OF REPORT

T. Michael Doyle \*  
Edward Malinzak  
John J. Doyle \*\*  
\* Admitted in Florida and District of Columbia  
\*\* Admitted in Wisconsin and Florida

Offices of...  
**Doyle Group Attorneys, P.C.**  
A Professional Corporation

**Grand Rapids Office:**  
The Steepleview Building  
429 Turner Avenue NW  
Grand Rapids, Michigan 49504  
616-454-5443 / Telecopier: 616-454-2232

45 Blue Star Highway  
Douglas, Michigan 49406

Telephone: 269-857-3111  
Telecopier: 269-857-3114

**Lansing Office:**  
2800 Tammany Avenue  
Lansing, Michigan 48910  
269-857-3111 / Telecopier: 269-857-3114

October 12, 2016

*Via certified mail – return receipt requested*  
OCM Development, LLC  
500 Coit Avenue NE  
Grand Rapids, Michigan 49503-1540

COPY

Re: Purchase of your Class C liquor license

Dear Sir/Madame:

This firm represents an entity that is interested in purchasing your escrowed Class C liquor license.

If at all possible, could you please contact the undersigned and let us know if you are interested in selling it.

Thank you for your attention to this matter.

Very truly yours,

*John J. Doyle/mlc*

John J. Doyle

mlc

T. Michael Doyle \*  
Edward Malinzak  
John J. Doyle \*\*

\* Admitted in Florida and District of Columbia  
\*\* Admitted in Wisconsin and Florida

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October 12, 2016

*Via certified mail – return receipt requested*

Shrunken Head, LLC  
59 Commerce Avenue SW  
Grand Rapids, Michigan 49503-4124

COPY

Re: Purchase of your Class C liquor license

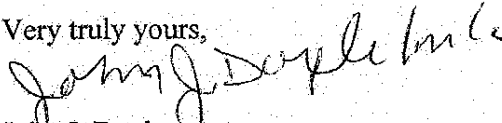
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mlc

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October 12, 2016

*Via certified mail -- return receipt requested*  
HCCRL, LLC  
77 Monroe Center Street NW  
Grand Rapids, Michigan 49503-2904

COPY

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2800 Tannian Avenue  
Lansing, Michigan 48910  
269-857-3111 / Telecopier: 269-857-3114

October 12, 2016

*Via certified mail – return receipt requested*

Creston Management Co., LLC  
d/b/a Red Jet Café  
1431 Plainfield Avenue NE  
Grand Rapids, Michigan 49505-4943

COPY

Re: Purchase of your Class C liquor license

Dear Sir/Madame:

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Lansing, Michigan 48910  
269-857-3111 / Telecopier: 269-857-3114

October 12, 2016

*Via certified mail – return receipt requested*

250 Ionia, Inc.  
250 Ionia Avenue SW  
Grand Rapids, Michigan 49503-4131

COPY

Re: Purchase of your Class C liquor license

Dear Sir/Madame:

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mlc



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Edward Malinzak

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Lansing, Michigan 48910  
269-857-3111 / Telecopier: 269-857-3114

October 12, 2016

*Via certified mail – return receipt requested*

El Sombrero De Mi Tierra, LLC  
d/b/a El Sombrero De Mi Tierra, LLC  
2300 Division Avenue S.  
Grand Rapids, Michigan 49507-3035

COPY

Re: Purchase of your Class C liquor license

Dear Sir/Madame:

This firm represents an entity that is interested in purchasing your escrowed Class C liquor license.

If at all possible, could you please contact the undersigned and let us know if you are interested in selling it.

Thank you for your attention to this matter.

Very truly yours,

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269-857-3111 / Telecopier: 269-857-3114

October 12, 2016

*Via certified mail – return receipt requested*

Essence IV, LLC  
d/b/a Ember & Root  
816 Monroe Avenue NW  
Grand Rapids, Michigan 49503-1422

COPY

Re: Purchase of your Class C liquor license

Dear Sir/Madame:

This firm represents an entity that is interested in purchasing your escrowed Class C liquor license.

If at all possible, could you please contact the undersigned and let us know if you are interested in selling it.

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2800 Tanamany Avenue  
Lansing, Michigan 48910  
269-857-3111 / Telecopier: 269-857-3114

---

October 12, 2016

*Via certified mail – return receipt requested*

Dentures One, Inc.  
438 Bridge Street NW  
Grand Rapids, Michigan 49504-5322

COPY

Re: Purchase of your Class C liquor license

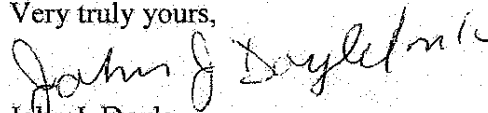
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If at all possible, could you please contact the undersigned and let us know if you are interested in selling it.

Thank you for your attention to this matter.

Very truly yours,

  
John J. Doyle

mlc



124 Fulton Street Suite 300  
Grand Rapids MI 49503

10.17.2016

Capital Improvements:

CDKI Restaurant Group will invest \$75,000 in 118 Fulton Street, Grand Rapids, MI 49503 through the addition of a new kitchen build out and the equipment for the kitchen.

Sincerely,

A handwritten signature in black ink that reads "Lisa Gavranovic". The script is cursive and fluid.

Lisa Gavranovic  
Director of Business Development



124 Fulton Street Suite 300  
Grand Rapids MI 49503

10.17.2016

Business Statement:

CDKI Restaurant Group is excited to introduce a new restaurant and bar featuring casual fine dining Mexican cuisine. The menu will feature fresh ingredients and creative dishes. The restaurant will offer full and part time jobs to the community. We feel that remodeling the current building into a restaurant is a great addition to the neighborhood. We are excited to join the activity and growth in downtown Grand Rapids.

Sincerely,

A handwritten signature in black ink that reads "Lisa Gavranovic". The script is cursive and fluid.

Lisa Gavranovic  
Director of Business Development

**DOWNTOWN DEVELOPMENT AUTHORITY  
OF THE CITY OF GRAND RAPIDS**

**RESOLUTION SUPPORTING ISSUANCE OF A LIQUOR LICENSE  
FOR A BUSINESS LOCATED IN A DOWNTOWN DEVELOPMENT DISTRICT**

Board member\_\_\_\_, supported by Board member \_\_\_\_\_, moved the adoption of the following resolution:

WHEREAS, the Downtown Development Authority of the City of Grand Rapids (the “DDA”) was created by the City Commission on October 16, 1979, and operates pursuant to the authority of Act 197 of 1975, and

WHEREAS, the State of Michigan has provided for the issuance of additional licenses within the DDA district, as authorized by Public Act 501 of 2006, being MCL 436.1521a, (the “Act”), and

WHEREAS, 118 Fulton Operating, LLC, a Michigan Limited Liability Corporation, located at 124 E. Fulton Street, Suite 300 Grand Rapids, Michigan, 49503; has applied to the City for approval of a license under the Act, and is located within the DDA district, and

WHEREAS, 118 Fulton Operating, LLC, in its application, has indicated its intention to operate fine dining Mexican cuisine with fresh ingredients and creative dishes, and

WHEREAS, the application has been forwarded to the DDA for review and consideration.

WHEREAS, that the DDA finds that the issuance of a liquor license to 118 Fulton Operating, LLC as proposed would promote economic growth by:

1. operating in a manner that would be consistent with adopted goals, policies and plans of the district, particularly by promoting the competitiveness and vitality of downtown Grand Rapids as a destination for dining, arts and tourism.
2. facilitate private investment and promote economic growth in the purchased space at 118 Fulton Street.
3. supporting the creation of several full and part-time jobs in the district.

NOW, THEREFORE, BE IT RESOLVED, that the Downtown Development Authority of the City of Grand Rapids recommends issuance of a Class C Liquor License to 118 Fulton Operating, LLC at 118 Fulton Street above all others.

YEAS: Board members \_\_\_\_\_

NAYS: Board members \_\_\_\_\_

ABSTAIN: Board members \_\_\_\_\_

ABSENT: Board members \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: June 14, 2017

\_\_\_\_\_  
Kristopher Larson  
Executive Director

**CERTIFICATION**

I, the undersigned duly qualified and Secretary of the Downtown Development Authority of the City of Grand Rapids (the "DDA"), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the DDA at a regular meeting held on June 14, 2017, and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

\_\_\_\_\_  
Murphy Ackerman  
DDA Secretary