

**MEETING OF THE
DOWNTOWN DEVELOPMENT AUTHORITY**

Wednesday, October 9, 2013

8:30 a.m. Meeting

Room 601, City Hall

AGENDA

1. Call to order
2. Approval of meeting minutes of September 11, 2013 (8:31).....*Motion Harris*
(enclosure)
3. Presentation of September 30, 2013 Financials (8:33).....*Motion Wallace*
(enclosure)
4. Authorize Underground Parking Feasibility Contract (8:40).....*Motion Kelly*
(enclosure)
5. Approve BRIP for 25 Sheldon SE – YWCA (8:50).....*Motion Kelly*
(enclosure)
6. Approve Downtown Plan Consultant Selection Committee (9:00)..... *Motion Larson*
(enclosure)
7. Executive Director’s Report (9:15).....*Info Item Larson*
8. Public Comment (9:25)
9. Board Member Discussion (9:30)
10. Adjournment
11. ***Board Member Photos***

UNAPPROVED MINUTES

MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY

September 11, 2013

1. Call to Order – The meeting was called to order at 8:32 a.m. by Chair Brian Harris. Mr. Harris shared that there is one amendment to the agenda and item #7 is a walk on item- Development Area Liquor License Request – 16 Monroe Center NE.

2. Attendance

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

Absent: None

Others Present: Kristopher Larson (Executive Director), Mary Sierawski (DDA Executive Asst/Office Manager), Jana Wallace (DDA Treasurer), Eric Pratt, Tim Kelly, Kimberly VanDriel, Renata Horvath (staff), Mark DeClercq, Rick DeVries, Wes Steer, Jim Harger (Mlive Media Group), David Czurak (GRBJ), Paul Mayhue, and others.

3. Approval of Minutes of August 14, 2013

Motion: Mayor George Heartwell, supported by Kayem Dunn, moved approval of the minutes of the August 14, 2013 DDA meeting as presented. Motion carried unanimously.

4. Presentation of Preliminary August 31, 2013 Financials

Ms. Wallace provided preliminary financial statements for the one month period ending August 31, 2013, including: Statement A: Balance Sheet; Statement B: Comparison of FY2014 Budget vs Results; Statement C: Statement of Project Expenditures; and Statement D: Schedule of July and August, 2013 Expenditures.

Ms. Wallace shared that the statements have been reorganized to reflect the new Alliance structure of Downtown Grand Rapids Inc. The FY2014 statements have been reformatted to match the formatting of the Authority's FY2014 through FY2018 Priority Plans.

Motion: Jane Gietzen, supported by Jim Talen, moved to approve Statement D: Schedule of July and August, 2013 Expenditures as recommended. Motion carried unanimously.

5. Authorize Snowmelt Contractor

Mark DeClercq presented a recommendation to authorize the snowmelt contractor. Mr. DeClercq gave the history of this project and updated the Board on where it currently

stands. Mr. DeClercq shared that the recommendation is to move forward with the repairs on the system which would include improving ventilation to reduce corrosion and replacing all valves. Bids were received for this project on September 4th by the City Engineer's office on behalf of the DDA. The Consultant's (GeoTech) estimate is \$111,300 and VanDyken Mechanical submitted a bid of \$99,790. The estimated total expenditures of \$148,700 is required for this project, which includes the costs of the construction contract, construction phase services by GeoTech including subconsultant services by JDH Structural Engineering, GeoTech's previously authorized design phase services, administration, and an approximate twelve percent allowance for contingencies. The construction work will not impact ArtPrize or the holiday season and the goal is to get as much done this year in advance of winter and then complete the work in the spring. Mayor Heartwell asked if the team has learned any techniques for sustainability from the snowmelt system that was recently installed in Monument Park. Mr. DeClercq commented that the system continues to advance as time goes on and that pex tubing has helped a lot with the problems. Mr. Talen commented that there have been difficulties installing bicycle racks because of the snowmelt system on Monroe Center and suggested that moving forward the construction team should work in advance of these issues to try and accommodate bicycle rack installation. Mr. Harris asked about the vault and if a plan can be created to ventilate the vault in a different way. Mr. DeClercq replied that the issue was humidity and lack of air flow and circulation. The new unit will provide sufficient air ventilation. Mr. Harris asked about the maintenance of the system and if there will be a change in protocol. Mr. DeClercq replied no, that the shut down and start up procedures are sufficient and that these repairs are necessary to minimize ongoing maintenance issues. Several leaks have been addressed and repaired and with a good asset management plan in place any future issues can be resolved quickly. Mr. Winn asked if the DDA should be the responsible party for the snowmelt system as opposed to the Downtown Improvement District (DID). Mr. Larson responded that the DDA paid to install the system and by virtue of that fact and that the DDA is a more resource rich body, most of the maintenance up until now has been paid for by the DDA, but that the DID Board did agree to contribute fifty percent of the cost for this project. Mr. Larson added that the DID legislation provides for maintenance of the snowmelt system but that the monies levied don't cover the entire cost of the repairs and that adjustments may be made in advance of the next assessment. Mayor Heartwell added that by Charter, the responsibility to take care of the sidewalk remains with the property owner, but the DDA has decided to assist in taking care of the snowmelt system. Dr. Falb asked what the arrangement is in the City of Holland for their snowmelt system. Mr. Larson said he does not know the protocol in Holland, but that there are other privately owned snowmelt system in Downtown Grand Rapids which are paid for independently. Mr. Harris said in the years to come, discussion should be had as to who should be the long-term custodian of the snowmelt system. Ms. Dunn asked if the Board is seeing the entire cost or half of the cost in this motion. Mr. Larson replied that this motion covers half the cost as the DID is covering the other half. Mr. Larson reminded the Board of the discussions that were had this past Spring about the costs of the snowmelt system repairs and that the number that actually came in was much lower than anticipated. Later in this fiscal year, budget amendments may have to be made if needed.

Motion: Kayem Dunn, supported by Jim Talen, moved to approve a construction contract to Van Dyken Mechanical Inc. in the amount of \$99,790 which represents fifty-percent of the total cost of the project with the other fifty-percent being provided for by the Downtown Improvement District (DID) Board. Motion carried unanimously.

6. Award 2nd Monument Park Construction Package

Rick DeVries and Wes Steer presented information about the Monument Park Construction Package. Bids were received for Bid Package 2 on August 27th, by the City Engineer's office on behalf of the DDA. This bid package basically puts the area back together and covers snowmelt, brick pavers, landscaping, the rest of the electrical, plumbing, and bike racks. Consumers Energy has agreed to power the snowmelt system. The Consultant's (OCBA) estimate is \$460,454.00 and Katerberg-Verhage Inc. submitted a bid of \$424,253.50. Mr. DeVries shared that there will be a third bid package presented later this fall. Mr. Steer added that during this project three types of snowmelt systems were considered: steam, gas fire boilers, and electric. Electric was chosen due to the operating costs being less than the other options as the electric system does not idle. Mr. Harris asked where the utility bill from Consumers Energy goes for the electric costs for the snowmelt system. Mr. Larson replied that all adjacent property owners have been contacted to fund the operating costs and have agreed to contribute. The property owners will have contractual agreements and the DDA will pay for the electric costs upfront and the property owners will be invoiced by the DDA. In the future, this cost will be included in the DID Assessment. Mr. Dunn asked about the businesses located along Monument Park and when the project will be completed. Mr. DeVries replied that the Engineering office has been working very closely with the business owners and the plan is to have a temporary walkway for ArtPrize and the goal is to maintain as much access to the businesses as possible. Mr. DeVries also added that there are opportunities to place bicycle racks within this design. Mr. Hillary asked what the estimated completion date is. Mr. Steer replied December 15th. Mr. Larson added that the Engineering team has done a very good job reaching out to the businesses and have been in regular communication with them, specifically the new tenants. Mr. Larson also added that this project will be somewhat over budget and in six months we will re-visit our priority plan and allocations.

Motion: Mayor Heartwell, supported by Jim Talen, moved to approve a construction contract to Katerberg-Verhage in an amount not to exceed \$468,000 for Monroe Center Phase III, Bid Package two. Motion carried unanimously.

7. Approval of Operating Agreement between DDA & DGRI

Mr. Larson presented the operating agreement that outlines the relationship between the DDA and DGRI. This document is a result of the DGRI Task Force that has spent the last twelve months defining these relationships and the structure has been approved by the DGRI Task Force. Mayor Heartwell asked about the section in the cover memo that

refers to inclusion of the Office of Special Events and also asked about the funding of services in section four. Mr. Larson explained the methodology of operations that will be implemented to split up the costs between the DDA, DID, City, and MNTIFA that will pay for services that DGRI provides. Mr. Larson also clarified that the Office of Special Events will be co-locating but that Todd Tofferi will remain a City of Grand Rapids employee. Mayor Heartwell asked about the differing documents and Mr. Larson explained that the original agreement that was sent out was actually the operating agreement between DGRI and the DID, not DGRI and the DDA as intended. The document the DDA Board is to approve today is the correct version that was distributed on Monday, 9/9, for the Board's review. The document names were mixed up and Mr. Larson apologized for this inconvenience. Mr. Winn referred to the cover memo and asked about the new organization combining their resources. Mr. Larson explained that we are not combining financial resources, but that for the community's benefit we are aligning the resources for more efficiency. Mr. Winn asked about the renewal terms in the document and asked if an entity doesn't request renewal would the agreement automatically renew or not. Mr. Larson replied that the document was created so that each entity is voluntarily choosing to contract with DGRI for services. Mr. Harris added that the differences between each agreement are between each body and DGRI specifically and that the DGRI Task Force has gone through several iterations and each agreement has been reviewed at great length. Mr. Harris added that each entity is a little different in how they operate, but he is confident in the skills of Counsel Wendt in creating these agreements and feels confident to refer them for approval to the Board. Mr. Winn asked how the DDA Board will change. Mr. Larson replied that the DDA Board reserves the ability to make all decisions on financial and contractual issues. What Downtown Grand Rapids Inc. Board of Advisors is meant to do is convene various parties within the community to create the future oriented vision for the Downtown. Mr. Larson reiterated that the fiduciary nature of the DDA Board does not change. Ms. Gietzen asked if this Board continues to have the future vision as well and Mr. Larson responded yes, absolutely. Ms. Dunn added that in the past the DDA Board has wanted more participation and what we are seeing is more participation happening through the organizational changes. Mr. Winn asked who the Chairperson is of the DGRI Board of Advisors and Mr. Larson replied that on September 23rd it will be decided at the first DGRI Board meeting.

Motion: Mayor Heartwell, supported by Jane Gietzen, moved to approve the services agreement between the DDA and DGRI and authorize DDA Board Chair Brian Harris to execute the services agreement on behalf of the DDA. Motion carried unanimously.

8. Development Area Liquor License Request – 16 Monroe Center NE

Mr. Pratt presented a request for a development area liquor license for 16 Monroe Center NE, Osteria Rossa. Mr. Pratt shared that staff has evaluated the applications and finds that it meets or exceeds the requirements of the act. Concurrent review by other departments and the Planning Commission is underway.

Motion: Kayem Dunn, supported by Jane Gietzen, moved to approve Osteria Rossa's liquor license resolution. Motion carried unanimously.

9. Executive Director's Report

In advance of the Executive Director's report, Mr. Harris added that throughout the next few meetings, the Board should discuss how materials are distributed and if receiving paper packets is the most efficient way to receive the Board materials.

Mr. Larson shared an update with the Board.

- Employment offers were extended for both the Mobility Manager and Marketing and Communications Manager positions. The Mobility Manager will begin on September 16th and the Marketing Manager will begin on September 23rd.
- The Safety Ambassador program is in the process of hiring twelve individuals and job offers went out yesterday. Mr. Larson added that these are a diverse set of individuals and training will occur in the next two weeks. Block by Block received a total of eighty-nine applications. The Safety Ambassadors will deploy on September 25th. Mr. Larson commended Joe Elliott, Robert Dean, and Jenn Schaub for their assistance and good work as the Steering Committee for this program.
- The first Downtown Grand Rapids Inc. Board Meeting will occur on September 23rd. A packet of information will be distributed on September 19th. The new office space at 29 Pearl St. NW remains on schedule and DGRI staff is anticipating a mid-October move-in date.
- The Downtown Plan RFP has been distributed and twenty "intents to submit" have been received. At the next DDA Board meeting, a recommendation for a steering committee will be on the agenda. Mr. Harris added that this plan becomes a synthesis of several strategic plans and represents several interests in the downtown community.
- The Blue Bridge project is almost complete and the construction team is finishing the last portions of lighting installation. Following ArtPrize, there will be a large public display to show the power of the new bridge lighting. DDA staff will be submitting a lighting policy to the City Commission as the Blue Bridge is regarded as a public asset.
- The DDA is going to serve as a partner organization to WMCAT for their teen program that works directly with GRPS.
- For ArtPrize, there has been a re-alignment of the DASH system for North and South directions to serve the needs of the public coming Downtown for ArtPrize.

Mr. Larson thanked Parking Services and The Rapid for their involvement in this service.

- DGRI's next Downtown Speaker Series is on September 26th. Chris Leinberger will be our guest.
- Movies in the Park comes back for two October dates: the 18th and 25th. The Goonies will be shown on the 18th and a double-feature of Hocus Pocus and The Rocky Horror Picture Show will show on the 25th.
- Mr. Larson commended Mr. Pratt on his work with the bicycle rack installations throughout Downtown.
- Mr. Harris added that the DDA received a Planning Excellence Award for the Arena South Project from Michigan Association of Planning.

14. Public Comment

Paul Mayhue shared a commercial and distributed a motion/complaint to the Board concerning Baker Lofts. The motion/complaint is attached.

15. Board Member Discussion

Mayor Heartwell disclosed that his daughter Veronica has been hired by Block by Block as one of the Safety Ambassadors. In the spirit of full transparency, Mayor Heartwell wanted to share this news with the Board and the public. Mayor Heartwell will abstain from voting on any future funding requests for the Safety Ambassador program.

17. Adjournment

The meeting adjourned at 10:04 a.m.

To: 61st District Landlord/Tenant Unit.

Motion/Complaint

My name is Dannea Mayhue and I'm currently a resident at Baker Lofts, and I am writing this letter in regards to how unpleasant my occupancy has been. Poor maintenance, safety and noise have been issues since I moved in. May 25th I moved into Baker Lofts at 40 Logan SW apt 4M with my rent priced at \$537.00 a month. This apartment building was under a lot of construction when I moved in, and still is under construction. I noticed some flaws in my apartment once I was completely moved in such as a crack in my kitchen cabinet that was fixed right way by Rockford Constructions; and there was also a fine crack in my floor by my bedroom. My rent is supposed to include utilities, trash removal and that a laundry room on each floor. When I moved in none of the laundry rooms had neither washer nor dryer. I asked the leasing office when the washing equipment will be available for the residents and I was told within 2 weeks from May 25th, which would have been June 9th. As of today August 29, 2013 there is no washer or dryer at a service to any residents, except for the 1 washer in dryer located on the 5th floor. One set of washer and dryer is not suitable for an apartment building with 85 units.

There is also the issue of trash removal, when I first moved in there was a big blue dumpster that sat in front of the building, this dumpster would get filled up with trash quickly, which made some resident just throw their trash on the ground/sidewalk. The smell was horrible, once the dumpster was dumped the surrounding trash on the ground was left behind this happened several times; this looked and smelled bad. I expressed my complaint with the leasing office, and within a couple weeks the dumpster was replaced with a smaller brown dumpster. This new dumpster sits in the 1st level of the parking garage, and it seems as if the issue of trash spreading and being left behind has gotten worse. The dumpster is too small which is causing a lot of overflow onto the sidewalk and in the parking spaces. Sometimes the trash sits in the dumpster so long, when you walk past it, you have to plug your nose and swat through a gang of flies. I'm pretty sure there are creatures prowling through the trash also.

There seem to be no maintenance workers for this property because the scattered trash in the parking lot and side walk is never cleaned up along with inside maintenance. The only time this apartment building is clean is when management is hosting an event, such as the grand opening and a welcoming party for the Chamber of Commerce. The maintenance inside the building itself is also very poor, there has been times where my own disabled mother has cleaned up the elevator floor because some residents has spilled things and did not clean up after themselves or their animals after they have urinated on the elevator. The hallways are very dusty and dirty to the point that the dust blows under my apartment door. It also has been dirty to the extent of residents leaving smelly trash bags in the hallway, food boxes, cups, fliers from restaurants and etc.

Another major issue that I have been enduring since I moved in is the amount of noise that comes from the residents that stay above me in apartment 5M and sometimes noise from the apartment next door. The walls and ceilings are so thin I can hear when the other residents, cough, sneeze, talk, I can hear their alarm clock go off, I can hear when their cell phone is dying, fighting, arguing, crying and so much more. I understand that I will hear some noise living in an apartment, but this amount of noise is excessive and intrusive and frightening to my daughter.

- June 6th; 5M was playing their music very loud during the day to the point that I couldn't complete my homework. I called the leasing office twice and never got a call back. I eventually went down to the office the next day and spoke with a staff member and they told me they would address the issue.
- June 14th -- 16th the resident in 5M had their music very loud again I believe they were having a party. I heard loud talking cursing, items being slammed on the floor and stomping on the floor that was making my apartment shake. The noise level had gotten so loud it sounded as if they were sitting in my bedroom. I and my daughter went upstairs to 5M and as I made my way to the door a young man name Luis came out the door, I asked him was he having a party in his apartment and he said no. After briefly speaking with him I went back to my apartment. I called Lisa from the leasing office and she called the residents, the noise continued and I was able to record this noise and present it to the leasing office; this all occurred at 2am. This disturbance kept me awake and frightened my 5 year old daughter to the extent that we left our apartment and stayed with my parents. The loud noise and disturbances continued during the whole weekend, which resulted in me and my daughter staying with my parents all weekend. After this issue in June the excessive noise continued along with normal living noises that I shouldn't have been able to hear, because of the large investment of money Rockford Construction and Baker Lofts claimed to spend on their ceilings and walls to eliminate noise. I and my daughter has spent several nights at my parents because of this noise issue, they had to invest in a bed so we can have somewhere to sleep.
- August 23: I contacted my City Commissioner Walter Gutowski about the major issues I was enduring with Baker Lofts and the residents above me. After expressing these issues to my commissioner he expressed to me that he will contact Rockford Construction about my concerns and will have someone to call me.
- August 24th: At 2:34am apt 5M was playing their music very loud to the point it woke me up. I called Lisa from Baker Lofts leasing office and informed her about the disturbance, she placed a call to the residents and they turned their music off.

- 4:45am: I was woken up again by the arguing and fighting of the residents in 5M. I could hear cruising, crying, yelling and screaming. I called Lisa back and she suggest for me to call the GRPD and I did so.
- 4:50am I called GRPD (Report Number- 13-71689) after hour line, I informed them about the noise and domestic dispute that was going on above me in apartment 5M. When the officers arrived to Baker Lofts I had to buzz them into the building, and they went up to 5M, once they arrived there I could hear them knocking on the door from my 4th floor apartment. The residents of 5M did not answer the door but I could hear them walking around and saying to quiet down. Eventually they quieted down for a little bit. The two officers came down to my apartment after leaving 5M, I expressed to them the issues I was facing while leaving her. After expressing myself one officer suggest that I file a tenant's motion against Baker Lofts. The officers left and told me if this issue continues to call them back.
- 5:58am: The domestic dispute got worse! I called GRPD again, they came out and I had to buzz them in again. They arrived at 5M again and once again nobody did not answer the door but I clearly knew and heard that they were home. At this time I have been awake since 2:34am from loud music, crying, yelling, cursing and so much more. I became so stressed out, I called my father Paul Mayhue and informed him about what I was dealing with.
- 6:34am: My father, Paul Mayhue, called GRPD dispatch again on the residents of 5M.
- 6:47 I called Jennifer Stallworth from Associated Property Management the owners of Baker Lofts, I told her what was going on at her property and she informed that she will take care of it.
- 7:02am: GRPD arrived again and I had to buzz them in once again, when they arrived to 5M they still did not answer the door.

August 25th: Sunday I decided not to stay at my apartment, because I had no idea what I was going to have deal with from 5M.

August 26th: I never received a follow up call from Jennifer and I don't believe she did anything to handle my complaint.

August 26th: I received a call from Mr. Gutowski and he informed he spoke with Rockford construction about my concerns. I also updated him on the excessive noise issue I faced during the weekend and how GRPD had no access to entering Baker Lofts.

August 27th: I received a phone call from Jason of Rockford Construction, I explained my concerns to him and noise issues I been dealing with. Jason told me he would get on top of these issues and also contact Baker Lofts about the problems that's not associated with Rockford Construction.

August 28th: At 4:15am I was awoken out of sleep, by loud noise, talking and laughter. It was so loud that I was able to hear them through my ear plugs. This loud laughter, talking and noise continued till 5am and I had to be awake for work at 6am.

The lack of sleep I and my daughter is facing is not healthy. I feel as if my noise, maintenance and safety concerns are being belittled by Baker Lofts and Associated Management Property. These consistent occurrences of excessive noise from apartment 5M seems as if it's not being addressed to those residents; because it's happening too much. I am tired of having my daughter scared at night because of noise and I'm tired of only receiving 2 hours of sleep sometimes. Also the delayed promises of sources, maintenance and communication with Baker Lofts and Associated Property Management is not acceptable.

I am requesting to withhold my rent in escrow until Associated Management Property and Baker Lofts fulfill these maintenance, safety and noise issue as a landlord or move me up to the 5th floor where no one is above me or to let me out of my lease.

Dannea Mayhue

40 Logan SW Apt 4m

Grand Rapids, Mi. 49503

616-214-5639

danneamayhue@email.grcc.edu

Received by
Comm. W. Paul Mayhew
on
9-1-13

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

**Agenda Item 3.
October 9, 2013
DDA Meeting**

DATE: October 4, 2013

TO: Brian Harris
Chairman

FROM: Jana M. Wallace 
Downtown Development Authority Treasurer

SUBJECT: FY2014 Financial Statements through September 30, 2013

Attached are the interim FY2014 financial statements for the three month period ended September 30, 2013.

The attached statements include:

- Statement A: Balance Sheet
- Statement B: Comparison of FY2014 Budget vs Results
- Statement C: Statement of Project Expenditures
- Statement D: Schedule of September, 2013 Expenditures

In September, the City Treasurer distributed the summer ad valorem personal property tax increment revenues. The Authority has sufficient cash to support budgeted expenditures.

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

Attachments

STATEMENT A
DOWNTOWN DEVELOPMENT AUTHORITY
Balance Sheet
September 30, 2013

	Non-Tax Funds	Debt Increment	Local Tax Increment	TOTAL
ASSETS				
Pooled Cash and Investments	\$ 3,971,012	\$ 10,175,165	\$ 7,141,430	\$ 21,287,607
Petty Cash	-	-	200	200
Debt Service Reserve Fund	-	5,398,923	-	5,398,923
Accounts Receivable	9,395	-	-	9,395
Loan Receivable - Project Developer	898,848	-	-	898,848
Loan Receivable - Special Assessments	22,104	-	-	22,104
General Fixed Assets	-	-	90,386,880	90,386,880
Future Tax Increment Revenues Anticipated	-	32,806,507	266,250	33,072,757
TOTAL ASSETS	\$ 4,901,359	\$ 48,380,595	\$ 97,794,760	\$ 151,076,714
LIABILITIES AND FUND EQUITY				
Liabilities				
Current Liabilities	\$ 7,111	\$ -	\$ 263,651	\$ 270,762
Parking Revenue Payable	19,552	-	-	19,552
Project Increment Due to Developers	-	-	47,216	47,216
Due to Other Governmental Units	-	4,438,390	-	4,438,390
Debt Increment Reimbursement Payable	-	2,097,280	-	2,097,280
Deposit - Area 1 and Area 5 Options to Buy	100,000	-	-	100,000
Net Retiree Health Care Obligation ¹	-	-	(5,891)	(5,891)
Prior Year Property Tax Appeals	-	208,740	114,560	323,300
Deferred Revenue - Developer Loan	898,848	-	-	898,848
Contract Payable	-	-	266,250	266,250
Bonds Payable	-	32,806,507	-	32,806,507
TOTAL LIABILITIES	1,025,511	39,550,917	685,786	41,262,214
Fund Balance / Equity:				
Investments in General Fixed Assets	-	-	90,386,880	90,386,880
Non-Tax Increment Reserve	3,217,692	-	-	3,217,692
Reserve for Authorized Projects	-	-	5,404,403	5,404,403
Reserve for Brownfield Series 2012 Bonds	500,144	-	-	500,144
Reserve for Compensated Absences	-	-	6,869	6,869
Reserve for Eligible Obligations	-	8,564,678	-	8,564,678
Reserve for Encumbrances	158,012	-	1,310,822	1,468,834
Reserve for Long-Term Lease	-	265,000	-	265,000
TOTAL FUND EQUITY	3,875,848	8,829,678	97,108,974	109,814,500
TOTAL LIABILITIES & FUND EQUITY	\$ 4,901,359	\$ 48,380,595	\$ 97,794,760	\$ 151,076,714

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 FY2014 Budget vs Actual Results Year to Date for July 1, 2013 - September 30, 2013

	Non-Tax Funds		Debt Tax Increment		Local Tax Increment	
	Budget	Actual	Budget	Actual	Budget	Actual
REVENUES						
Property Tax Increment - General	\$ -	\$ -	\$ 7,514,281	\$ 7,568,880	\$ 3,962,583	\$ 3,691,831
Property Tax Increment - Transit Millage	-	-	-	-	384,350	384,350
Property Tax Increment - Prior Year Appeals	-	-	(200,000)	(5,714)	(50,000)	(2,965)
Property Tax Increment - Rebates to City / ITP	-	-	-	-	(126,050)	-
Special Assessments	15,000	-	-	-	-	-
Brownfield Authority - Grandville Avenue	-	-	-	-	21,542	-
Interest on Investments - General	29,665	(9,550)	15,000	-	40,687	(31,447)
Interest on Investments - The Gallery Note	40,448	-	-	-	-	-
Miscellaneous Fees / Reimbursements	-	-	-	-	10,000	675
Property Rental - DASH Parking Lots	355,000	78,467	-	-	-	-
Property Rentals - Winter Avenue Building	9,000	-	-	-	-	-
Property Rentals - YMCA Customer Parking	52,000	12,675	-	-	-	-
From / (To) Fund Balance	1,002,387	-	(15,000)	-	2,324,920	-
TOTAL REVENUES	\$ 1,503,500	\$ 81,592	\$ 7,314,281	\$ 7,563,166	\$ 6,568,032	\$ 4,042,444
EXPENDITURES						
Investment - Planning and Infrastructure						
Development Incentive Programs	\$ -	\$ -	\$ -	\$ -	\$ 1,395,000	\$ 275,772
Transit Projects - Transit Millage Funded	-	-	-	-	1,228,000	231,719
Planning	70,000	5,387	-	-	225,000	100
Public Infrastructure	-	-	-	-	2,361,952	276,612
Investment Total	\$ 70,000	\$ 5,387	\$ -	\$ -	\$ 5,209,952	\$ 784,203
Livability - Residents / Workers / Neighborhood	527,500	693	-	-	346,730	2,945
Vibrancy - Attracting Visitors	754,500	58,331	-	-	-	-
Miscellaneous	150,000	36,354	-	-	2,500	863
Total Alliance Projects	\$ 1,502,000	\$ 100,765	\$ -	\$ -	\$ 5,559,182	\$ 788,011
Administration	1,500	709	-	-	800,000	162,997
Debt Service for Bond Issues	-	-	5,471,600	-	208,850	-
Estimated Capture to be Returned	-	-	1,842,681	-	-	-
TOTAL EXPENDITURES	\$ 1,503,500	\$ 101,474	\$ 7,314,281	\$ -	\$ 6,568,032	\$ 951,008
EXCESS / (DEFICIT)	\$ -	\$ (19,882)	\$ -	\$ 7,563,166	\$ -	\$ 3,091,436

STATEMENT C

DOWNTOWN DEVELOPMENT AUTHORITY

Statement of Current Project Expenditures

As of September 30, 2013

Project Title	Project Budgets		EXPENDITURES			Available Budget
	%	Cost	Month	Fiscal Year	All Years	
Areaway Fill Program (ARIP)		\$ 35,000 ^{1,2}	\$ -	\$ -		\$ 35,000
Building Re-use Incentive Program (BRIP)		500,000 ^{1,2}	-	12,800		487,200
Development Project Reimbursements		810,000 ^{1,2}	262,972	262,972		547,028
Streetscape Improvement Incentive Program		50,000 ^{1,2}	-	-		50,000
Investment - Development Incentives Sub-Total	13.70%	\$ 1,395,000	\$ 262,972	\$ 275,772		\$ 1,119,228
Amtrak Station Relocation		800,000	-	-	-	800,000
DASH North Shuttle Purchases		112,500	-	-	-	112,500
Jefferson Ave - Cherry/Fulton ITP Millage		353,000	214,308	231,719	231,719	121,281
Investment - Transit Millage Funded Sub-Total	12.43%	\$ 1,265,500	\$ 214,308	\$ 231,719	\$ 231,719	\$ 1,033,781
Downtown Plan		325,000	100	100	100	324,900
Investment - Planning Sub-Total	3.19%	\$ 325,000	\$ 100	\$ 100	\$ 100	\$ 324,900
Arena South Implementation		550,000	-	-	-	550,000
Bridge Street Streetscape Improvs		375,000	-	-	-	375,000
GR/Indiana Railroad Bridge Capital Repairs		791,952	195,823	195,823	293,193	498,759
Grand River Activation		332,435	-	-	132,435	200,000
Ionia Ave 9 - Buckley St to Wealthy St		886,673	-	-	561,673	325,000
Jefferson Avenue - Cherry St to Fulton St		440,588	-	157	45,745	394,843
Monroe Center-Phase 3 / Monument Park		725,000	80,523	80,632	209,504	515,496
State Street - Jefferson to Lafayette		450,000	-	-	-	450,000
Investment - Public Infrastructure Sub-Total	44.69%	\$ 4,551,648	\$ 276,346	\$ 276,612	\$ 1,242,550	\$ 3,309,098
Arena South Parking Mnmt Study		40,000 ^{1,3}	-	-	-	40,000
Downtown Speakers Series		30,000 ^{1,3}	4,304	5,387		24,613
Investment - Non-Tax Supported Sub-Total	0.69%	\$ 70,000	\$ 4,304	\$ 5,387		\$ 64,613
Accessibility and Mobility Repairs		10,000 ^{1,2}	-	-	-	10,000
Bicycle Friendly Improvements		105,000 ^{1,2}	220	220	10,652	94,348
Gateway Signage		20,000 ^{1,2}	-	-	-	20,000
Riverwalk Wayfinding Sign System		80,915	-	-	25,915	55,000
Seward Ave Non-Motorized Facility		56,730	-	-	-	56,730
Skywalk Wayfinding Sign Improvements		69,842	-	-	19,842	50,000
Snowmelt System Repairs / Investigation		510,075	2,725	2,725	262,800	247,275
Urban Recreation Plan		290,000	-	-	-	290,000
Livability - Local Tax Supported Sub-Total	11.22%	\$ 1,142,562	\$ 2,945	\$ 2,945	\$ 319,209	\$ 823,353
Division Ave Task Force Implemntn		15,000 ^{1,3}	-	-	-	15,000
Downtown Safety Ambassadors		300,000 ^{1,3}	-	-	-	300,000
Project and Fixed Asset Maintenance		50,000 ^{1,3}	-	693	-	49,307
Riverwalk Maintenance		60,000 ^{1,3}	-	-	-	60,000
Stakeholder Engagement Program		5,000 ^{1,3}	-	-	-	5,000
Street Trees Maintenance Program		10,000 ^{1,3}	-	-	-	10,000
Transportation Demand Mnmt Prog		85,000 ^{1,3}	-	-	-	85,000
Winter Avenue Building Lease		2,500 ^{1,3}	-	-	-	2,500
Livability - Non-Tax Supported Sub-Total	5.18%	\$ 527,500	\$ -	\$ 693		\$ 526,807
Bridge Lighting Operations		10,000 ^{1,3}	-	-	-	10,000
DGRI Event Production		25,000 ^{1,3}	7,436	10,000	-	15,000
Diversity/Inclusion Programming		10,000 ^{1,3}	-	-	-	10,000
Downtown Marketing		200,000 ^{1,3}	965	965	-	199,035
Downtown Workforce Program		15,000 ^{1,3}	-	-	-	15,000
Holiday Décor Program		50,000 ^{1,3}	-	-	-	50,000
Major Event Sponsorship		80,000 ^{1,3}	-	25,000	-	55,000
Rosa Parks Circle Skating Operations		42,000 ^{1,3}	-	-	-	42,000
Special Events - Grants		50,000 ^{1,3}	-	-	-	50,000
Special Events - Office of		100,000 ^{1,3}	-	-	-	100,000
State of Dntn Event & Annual Reports		17,500 ^{1,3}	-	-	-	17,500
Ticketed Events - Police Services		80,000 ^{1,3}	-	8,841	-	71,159
Wayfinding Sign Maintenance		75,000 ^{1,3}	13,525	13,525	-	61,475
Vibrancy Support Sub-Total	7.41%	\$ 754,500	\$ 21,926	\$ 58,331		\$ 696,169
Downtown Market Administrative Costs		2,500 ^{1,2}	572	863	-	1,637
Misc - Local Tax Supported Sub-Total	0.02%	\$ 2,500	\$ 572	\$ 863		\$ 1,637
DDA Offices Re-Location		50,000 ^{1,3}	14,832	26,354	-	23,646
Experience - Miscellaneous		100,000 ^{1,3}	-	10,000	-	90,000
Misc - Non-Tax Supported Sub-Total	1.47%	\$ 150,000	\$ 14,832	\$ 36,354		\$ 113,646
TOTAL	100.00%	\$10,184,210	\$ 798,305	\$ 888,776	\$ 1,793,578	\$ 8,013,232

Note 1: Current year (FY2014) budget only.

Note 2: Paid from local tax increment.

Note 3: Paid from non-tax funds.

STATEMENT D
DOWNTOWN DEVELOPMENT AUTHORITY
Schedule of Expenditures
September, 2013

Source	Vendor	Purpose / Project	Description	Amount
Local	J. W. Marriott / HP3	Development Project Reimbursements	Summer 2013 tax increment reimbursement	\$ 262,971.62
Local	Michigan Dept of Transportation	GR/Indiana Railroad Bridge Capl Repairs	Construction engineering thru 08/07/2013	147,441.69
Local	Nagel Construction, Inc.	Jefferson Avenue - Cherry St to Fulton St	Reconstruction services - 07/01-07/13 2013	95,432.50
Local	Lodestar Construction, Inc.	Monroe Center-Phase 3 / Monument Park	Reconstruction services thru 09/20/2013	78,528.74
Local	Nagel Construction, Inc.	Jefferson Avenue - Cherry St to Fulton St	Reconstruction services - 07/14-07/31/2013	71,444.50
Local	Nagel Construction, Inc.	Jefferson Avenue - Cherry St to Fulton St	Reconstruction services - 08/01-08/09 2013	45,002.25
Local	Fishbeck, Thompson, Carr & Huber	GR/Indiana Railroad Bridge Capl Repairs	Construction engineering - 06/08-08/02/2013	36,351.25
Local	Paychex	Administration	DGRI payroll, taxes, 401(k) - September, 2013	34,353.28
Non Tax	City Sign Erectors of West Michigan	Wayfinding Sign Maintenance	Sign maintenance - 06/30/11-03/31/13	13,525.00
Non Tax	Audio Space dba LiveSpace	DDA Offices Re-Location	Audio visual hardware & services September 2013	6,145.65
Non Tax	Fusion ICS, LLC	DDA Offices Re-Location	Avaya phone system - 50% deposit	4,850.09
Local	Fishbeck, Thompson, Carr & Huber	GR/Indiana Railroad Bridge Capl Repairs	Construction assistance 08/03-08/30/2013	4,638.50
Local	Fishbeck, Thompson, Carr & Huber	GR/Indiana Railroad Bridge Capl Repairs	Construction engineering 08/03-08/30/2013	3,891.80
Non Tax	LiveSpace	DDA Offices Re-Location	Audio visual hardware & services - 30% deposit	3,687.39
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies - extra pair speakers for larger crowds	3,052.78
Non Tax	NBBJ LLC	Downtown Speakers Series	Alex Krieger - speaker fee & travel/lodging	2,878.41
Local	City Treasurer - City Engineer	Snowmelt System Repairs / Investigation	Engineering services 08/4-08/31/2013	2,725.00
Local	Fishbeck, Thompson, Carr & Huber	GR/Indiana Railroad Bridge Capl Repairs	Construction assistance 06/08-08/02/2013	2,637.50
Local	Wondergem Consulting	Administration	Public relations - 07/15-07/31/2013	2,508.00
Local	Materials Testing Consultants	Jefferson Ave - Cherry/Fulton ITP Millage	Construction material testing - July, 2013	2,428.33
Local	City Treasurer - Risk Management	Administration	General insurance - September 2013	2,348.00
Local	City Treasurer - Budget Office	Administration	Support services allocation - September 2013	2,265.83
Local	City of Grand Rapids	Administration	Staff services - September 2013	2,131.24
Non Tax	Fastbooth	DGRI Event Production	Photo booth - Movies in the Park August 2013	1,900.00
Local	City Treasurer - Facilities Mnmt	Administration	Office space & maintenance - August 2013	1,563.52
Local	O'Boyle Cowell Blalock & Associates	Monroe Center-Phase 3 / Monument Park	Design engineering through 07/31/2013	1,158.48
Non Tax	Fifth Third Bank - Procurement Card	Downtown Speakers Series	Space rental and refreshments	1,129.22
Non Tax	Swift Printing & Communications	Downtown Marketing	ArtPrize DASH Service brochures/flyers Sept 2013	965.00
Non Tax	Kerkstra Portable Restroom Svc, Inc.	DGRI Event Production	Restrooms for Movies in the Park 08/23/2013	840.00
Local	Materials Testing Consultants	GR/Indiana Railroad Bridge Capl Repairs	Construction material testing - July, 2013	812.20
Local	Dickinson Wright PLLC	Administration	Legal services - misc matters July 2013	748.20
Local	Dickinson Wright PLLC	Monroe Center-Phase 3 / Monument Park	Legal services - Monument/Veteran parks July 2013	679.80
Local	Dickinson Wright PLLC	Downtown Market Administrative Costs	Legal services - Downtown Market July 2013	572.20
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park expenses August 2013	540.58
Non Tax	Kerkstra Portable Restroom Svc, Inc.	DGRI Event Production	Restrooms for Movies in the Park 8/16/2013	540.00
Local	Michigan Association of Planning	Administration	Event for Arena South Visioning award	410.00
Non Tax	Elite Security	DGRI Event Production	Security - Movies in the Park August 2013	300.00
Non Tax	Amway Grand Plaza Hotel	Downtown Speakers Series	Mitchell Silver - hotel August 2013	296.70
Local	Plenty Creative	Bicycle Friendly Improvements	Revisions to bike map August 2013	220.00
Non Tax	Fifth Third Bank - Procurement Card	DGRI Event Production	Movies in the Park supplies	198.75
Non Tax	Fifth Third Bank - Procurement Card	Administration	Coffee / lunch meetings	177.00
Local	JPMorganChase	Administration	Payroll account bank fees - September, 2013	163.80
Local	Kelly's Sign and Print Shop	Monroe Center-Phase 3 / Monument Park	Signs for construction site August 2013	156.00
Non Tax	Fusion ICS, LLC	DDA Offices Re-Location	Software installation on laptop	127.50
Local	Paychex	Administration	Payroll processing fees - September, 2013	118.89
Local	Fifth Third Bank - Procurement Card	Administration	Survey / invitations services	99.95
Non Tax	City Treasurer - Traffic Safety	DGRI Event Production	Movies in the Park signs - August 2013	64.05
Local	Fifth Third Bank - Procurement Card	GR/Indiana Railroad Bridge Capl Repairs	MDEQ permit	50.00
Local	AT & T Mobility	Administration	Exec Director cell phone - 07/26-08/25 2013	36.05
Local	Adams Remco	Administration	Copier - labor billed for networking	33.97
Local	Fifth Third Bank - Procurement Card	Administration	Mailing services	33.65
Non Tax	Fusion ICS, LLC	DDA Offices Re-Location	Software installation & verification - August 2013	21.25
Local	Adams Remco	Administration	Black and white copies - 07/27-08/27/2013	17.22
SEPTEMBER, 2013 EXPENDITURES				\$ 845,213.33

Local - local tax increment funds

Non-tax - non-tax funds

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: October 4, 2013

TO: DDA Board

FROM: Tim Kelly, AICP
Project Manager

TK

Agenda Item #4
October 9, 2013
DDA Meeting

SUBJECT: Approve Contract for the Arena South Underground Parking Feasibility Study

On May 8, 2013, the Downtown Development Authority (DDA) Board approved the Arena South Visioning Plan (Plan). The Plan was undertaken to establish priorities for the disposition of four DDA owned surface parking lots south of Van Andel Arena, and outlines a vision for the area's role in the future growth of Downtown. The vision was established based on feedback from a series of community engagement events and defines priorities for the DDA and other community partners to consider to maximize the development potential of Arena South.

Among the priorities in the Plan was a recommendation to complete a study to determine if underground parking is feasible in Arena South Area. Underground parking is extremely important from both an urban design and economic development perspective. Not only does it preserve prime real estate for more intensive and beneficial land uses, but it also removes parking from street frontages for an improved pedestrian environment. Both of these elements improve the marketability of development sites, and the additional square footage gained by moving parking underground offers the potential for increased tax revenue for the City.

In recognition of the benefits of underground parking, and to further the objectives of the Plan, on August 29, 2013 a Request for Proposals (RFP) was issued to solicit bids to perform a Feasibility Study (Study) to understand the potential for underground parking in Arena South. The RFP was distributed to firms pre-qualified by the City of Grand Rapids Engineering Department as having expertise in the area of parking ramp design and construction. Two (2) qualified firms responded. Based on the selection criteria outlined in the RFP, which weighed project experience, project approach, project team, and cost equally, staff is requesting authorization for the DDA Executive Director to enter into a contract with Carl Walker, Inc. for an amount not to exceed \$50,000.

Carl Walker, Inc. has extensive experience working both in Grand Rapids, and in constructing underground parking ramps. They have designed and constructed 11 underground parking ramps throughout the United States, including the ramp on Michigan Street for Michigan State's Secchia Center. Their proposed scope of work for the Study includes an assessment of traffic, geotechnical, and utility data; development of preliminary underground parking concepts for those areas with suitable conditions; and an analysis of preliminary construction costs for potential projects. Following the issuance of a Notice to Proceed, it is anticipated the Study will take approximately two (2) months to complete.

Attached for your review is the proposed scope of work, project costs, and timeline. Funding for the Study would be provided from the Arena South Implementation line item of the FY2014 Priority Plan. Additionally, at its meeting on October 10, 2013, the Parking Services Commission will receive a request to fund 50% of the Study cost. If approved, the Parking Services contribution would be a reimbursement to the DDA and reduce the DDA's contribution by as much as \$25,000.

Recommendation: Following a review by DDA legal counsel, authorize the Executive Director to enter into a contract with Carl Walker, Inc. to complete an underground parking feasibility study and further the goals of the Arena South Visioning Plan.

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: October 4, 2013

TO: DDA Board

FROM: Tim Kelly, AICP
Project Manager



**Agenda Item #5
October 9, 2013
DDA Meeting**

SUBJECT: YWCA Request for Support for the Redevelopment of 25 Sheldon Boulevard

Since 1922, the YWCA has been serving those in need via its location at 25 Sheldon Boulevard. In 2012 alone over 5,000 people, mainly women and children, received a variety of services at the Downtown location. Services include support for victims of domestic and sexual violence, to educational and empowerment programs designed to prevent violence.

While the existing facilities at 25 Sheldon Boulevard have allowed the YWCA to be functional in Downtown for over 90 years, the building was not designed to accommodate the services they currently provide. The building offers limited barrier free access, and major infrastructure elements periodically fail. Further, as the services offered by the YWCA have evolved, certain areas of the building have become obsolete and remain heavily underutilized.

To address the issues of obsolescence and to provide much needed facility upgrades, the YWCA is proposing to complete a \$4.3 million renovation project. The project will involve façade restoration, complete redesign of the former pool and locker room on the lower level, as well as a renovation of the upper floors to accommodate meeting rooms, administrative offices, and provide additional programming opportunities. Once complete, the improvements will allow for more efficient operations, and enable the YWCA to expand its crisis services.

Funding for the renovations is being provided via private donations and a multi-year fundraising campaign. To help augment their fundraising efforts, the YWCA is requesting \$94,500 in grants through the Downtown Development Authority's (DDA) Building Reuse Incentive Program (BRIP) and Streetscape Improvement Incentive Program (SIIP). Their grant requests are as follows:

- A \$75,000 BRIP grant to partially fund barrier free and sustainable building improvements. This request makes use of the provision in the BRIP guidelines that makes an additional \$25,000 available to projects that aim to achieve the equivalent of Leadership in Energy and Environmental Design (LEED) Silver Certification.
- A \$19,500 SIIP grant to partially fund installation of a new sidewalk, decorative pavers, street trees, and lighting in the public right-of-way on Weston Street and Sheldon Avenue.

Both the BRIP and SIIP requests meet their respective program guidelines and further the program objectives. Additionally, the YWCA is located near several recently completed renovation projects, including the home of the West Michigan Center for Arts and Technology, the ArtPrize Hub, Tower Pinkster, Veterans Park, and Monument Park. It is also adjacent to the proposed project at 20 East Fulton. The improvements being proposed at the YWCA will further catalyze the neighborhood and will also provide an additional 5 full-time jobs for the community.

In light of these elements, and in recognition of the benefits of the project to the community and surrounding neighborhood, staff recommends the DDA Board approve the BRIP and SIIP requests. Due to the YWCA's status as a non-profit, if the BRIP request is approved funds would be provided out of the DDA's non-tax fund.

Recommendation: Approve the YWCA's requests for a \$75,000 Building Reuse Incentive Program Grant and a \$19,500 Streetscape Improvement Incentive Program Grant for the redevelopment of 25 Sheldon Boulevard.





1. **FAÇADE CLEANING:** After exterior luck pointing and repairs are complete, clean facade using low-pressure chemical wash. See specifications for details.
2. **CAP DETAILS**
 - a. Existing Pre-finished Aluminum: Verify existing condition for weather-tightness. Check all joints, seams, connections, drip edges, reglets, fasteners and slope.
 - b. Membrane: Verify existing condition for weather-tightness. Check all joints, seams, connections, drip edges, termination strips, attachments, and slope.
 - c. Stone: Verify existing condition for weather-tightness. Check all joints, seams, connections, drip edge, stability of fastening, and condition of added grouting.
 - d. Limestone: Verify existing condition for weather-tightness. Check all joints, seams, connections, stability of fastening, and repair with approved material to match color and texture.
3. **BRICK-HORIZONTAL LEDGE DETAILS:** Review existing condition for weather-tightness. Provide for sloped mortar at horizontal joints to permit water run-off. Provide new sealant at horizontal joints and at corners over re-pointed mortar joints, or over joints in good condition.
4. **DEEPLY RECESSED EXISTING MORTAR JOINTS:** For mortar joints deeper than 1/4 to 3/8", gently remove existing mortar and place new, historical mortar mix to match typical building joint details (very slight concave). **DO NOT DAMAGE FACADE BRICK. DO NOT TUCK-POINT OR SEAL ANY KNOWN WEEP HOLES OR JOINTS**
5. **NOTED AREAS OF TUCKPOINTING:** Field verify each facade for re-tuck pointing and repairs as necessary to return the appearance and weather-tight condition. This may include removal of damaged brick and replacement with matching units in color, size and properties.
6. **STEEL LINTELS:** At all openings with exposed steel lintels, sand, prepare and prime, and repaint with acceptable exterior grade commercial paint for steel applications. Colors (full range of offerings including standard AND custom) as selected by the architect. Cap at dissimilar materials as required.
7. **SEALANT:** Provide complete NEW perimeter sealant at all windows, doors, sills, dissimilar materials, etc. as required. Follow manufacturer's instruction for preparation, removal, and placement of new commercial grade exterior sealant in colors (full range of offerings including standard AND custom) as selected by the architect. Sealant to be protected if applied prior to cleaning of the facade, or use of a cleaning agent that does not compromise the warranty and properties of the sealant.
7. **FAÇADE CLEANING:** Refer to the specifications for the procedural steps for cleaning the facade, and protection of work in place (windows, doors, ornamentation, etc.), landscaping, and surrounding areas.
8. **STORM WATER RUN-OFF:** Assure that storm water run-off from adjacent roof areas is not running onto existing brick, stone or other facade materials. Provide a diverter or collection system to avoid this.
9. **REPAINT METAL:** At all exposed metal, sand, prepare and prime, and repaint with acceptable exterior grade commercial paint for steel applications. Colors (full range of offerings including standard AND custom) as selected by the architect. Cap at dissimilar materials as required.
10. **LIMESTONE:** Patch cracks in limestone to match adjacent, repair typical limestone joint color and detail as required.
11. **Areas of non-matching "cuck" joints:** Remove non-matching cuck, replace with color match mortar to match adjacent mortar.

25 Sheldon
Grand Rapids, MI

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Cornerstone Architects
Grand Rapids Detroit Traverse City
Architecture Interior Design Historic Preservation

440 Bridge Street Grand Rapids, MI 49504
316.774.0100 p www.comerstone-arch.com 616.774.2956 f

DATE	ISSUED FOR
9-03-13	DDA SUBMITTAL
PIC:	Tom Nantz
FIR:	Tom Nantz
DRAWN BY:	Drawn By _____
PROJECT NO: 13.110	
SHEET TITLE: Exterior Elevations	
SHEET NO: A201	





EAST ELEVATION
 SCALE: 1/8" = 1'-0"

RESTORATION NOTES:

- FACADE CLEANING:** After exterior tuck pointing and repairs are complete, clean facade using low-pressure chemical wash. See specifications for details.
- CAP DETAILS**
 - Existing Pre-finished Aluminum: Verify existing condition for weather-tightness. Check all joints, seams, connections, drip edges, reglets, fasteners and slope.
 - Membrane: Verify existing condition for weather-tightness. Check all joints, seams, connections, drip edges, termination strips, attachments, and slope.
 - Stone: Verify existing condition for weather-tightness. Check all joints, seams, connections, drip edges, stability of fastening, and condition of added pargeing.
 - Limestone: Verify existing condition for weather-tightness. Check all joints, seams, connections, stability of fastening, and repair with approved material to match color and texture.
- BRICK-HORIZONTAL LEDGE DETAILS:** Review existing condition for weather-tightness. Provide for sloped mortar at horizontal joints to permit water run-off. Provide new sealant at horizontal joints and at corners over re-pointed mortar joints, or over joints in good condition.
- DEEPLY RECESSED EXISTING MORTAR JOINTS:** For mortar joints deeper than 1/4 to 3/8", gently remove existing mortar and place new, historical mortar mix to match typical building joint details (very slight concave). DO NOT DAMAGE ADJACENT BRICK. DO NOT TUCK-POINT OR SEAL ANY KNOWN WEEP HOLES OR JOINTS.
- NOTED AREAS OF TUCKPOINTING:** Field verify each facade for re-tuck pointing and repairs as necessary to return the appearance and weather-tight condition. This may include removal of damaged brick and replacement with matching units in color, size and properties.
- STEEL LINTELS:** At all openings with exposed steel lintels, sand, prepare and prime, and repaint with acceptable exterior grade commercial paint for steel applications. Colors (full range of offerings including standard AND custom) as selected by the architect. Caulk at dissimilar materials as required.
- SEALANT:** Provide complete NEW perimeter sealant at all windows, doors, sills, dissimilar materials, etc. as required. Follow manufacturer's instruction for preparation, removal, and placement of new commercial grade exterior sealant. In colors (full range of offerings including standard AND custom) as selected by the architect. Sealant to be protected if applied prior to clearing of the facade, or use of a cleaning agent that does not compromise the warranty and properties of the sealant.
- FACADE CLEANING:** Refer to the specifications for the procedural steps for cleaning the facade, and protection of work in place (windows, doors, ornamentation, etc.), landscaping, and surrounding areas.
- STORM WATER RUN-OFF:** Assume that storm water run-off from adjacent roof areas is not running onto existing brick, stone or other facade materials. Provide a diverter or collection system to avoid this.
- REPAINT METAL:** At all exposed metal, sand, prepare and prime, and repaint with acceptable exterior grade commercial paint for steel applications. Colors (full range of offerings including standard AND custom) as selected by the architect. Caulk at dissimilar materials as required.
- LIMESTONE:** Patch cracks in limestone to match adjacent, repair typical limestone joint color and detail as required.
- Areas of non-matching "caulk" joints:** Remove non-matching caulk, replace with color match mortar to match adjacent mortar.

YWCA RENOVATION

25 Sheldon
Grand Rapids, MI

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 Grand Rapids, Detroit, Traverse City
 Architecture Interior Design Historic Preservation
 440 Bridge Street Grand Rapids, MI 49504
 616.774.0100 P www.cornerstone-arch.com

DATE	ISSUED FOR
8-21-13	Progress
8-28-13	DDA REVIEW

PRG	Tom Nantz
PAE	Tom Nantz
DRAFTS	Drawn By

PROJECT NO:
13.110

SHEET T.I.E.
Exterior Elevations

SHEET NO:
A202

MEMORANDUM

CITY OF GRAND RAPIDS · DOWNTOWN DEVELOPMENT AUTHORITY

DATE: October 1, 2013

TO: Downtown Development Authority

FROM: Kristopher Larson, AICP
DDA Executive Director

SUBJECT: Downtown Plan Consultant Selection Committee

**Agenda Item 6.
October 9, 2013
DDA Meeting**

After review by appropriate City departments, leadership, and partner organizations, the Downtown Development Authority (DDA) issued a public Request for Proposals (RFP) on August 28, 2013, for consulting services for the upcoming Downtown Plan. The RFP posted nationally on three urban planning websites that aggregate such opportunities to serve as clearinghouses for planning professionals. The sites included the American Planning Association, the International Downtown Association, and *Planetizen*. Additionally, the RFP was sent directly to more than twenty (20) firms and practitioners whom specialize in the professional services required to fulfill the scope outlined in the RFP.

Since its posting, DDA staff has received more than thirty (30) notifications of intent to submit a proposal. These notifications have come from local, national, and even international planning consultancies. Full proposals are due by the close of business on October 4, 2013.

By way of summary, the following list provides a synopsis of the ambitions for the Downtown planning process. The full RFP is again included in your Board packet to provide complete knowledge of the nascent planning process ahead.

Summary of Downtown Plan Goals

1. An inventory of benchmarks, trends, and policies influencing Downtown;
2. A set of achievable goals and visions for Downtown that will inform public investment over the next 15 years;
3. A prioritization of short, medium, and long-term public investments over the next 15 years;
4. Recommendations for changes to Downtown land use in response to the forthcoming Grand River restoration;
5. An evaluation of potential and preferred long-term build out scenarios for Downtown;
6. Establishment of mode-shift and circulation goals to improve mobility options into and within Downtown;
7. Recommendations for parking management improvements and policies that will help the parking system play an active role in advancing economic development and improving overall mobility into and within Downtown;
8. A disposition plan for DDA owned assets;
9. A methodology and framework to track and report to the community on a series of indicators which represent the goals established in the Downtown Plan; and
10. A Downtown Plan that is reflective of the community's vision and informed by an extensive and innovative public engagement strategy.

At this point, it is appropriate to assemble a volunteer consultant selection committee to review the proposals and determine which team delivers the greatest blend of professional expertise, experience, creativity, and value. This selection committee will be tasked with individually reviewing and rating the proposals and participating in committee discussions to select finalists and then conduct interviews as needed. It is anticipated that this selection process will require about one month of high intensity

stakeholder engagement, with a consultant recommendation being tendered to the DDA at its meeting on November 13. Given the intensity of the work involved and the rapidity of meetings, DDA staff is recommending a more nimble, representative selection committee to perform the work of recommending a consulting team. Following the completion of the selection activity, a larger, more comprehensive project steering committee will be assembled for review and approval by the DDA Board of Directors.

DDA staff has assembled a potential consultant selection committee organized by stakeholder typology rather than individuals. Because this memo will be public information both before and during the selection process, it is prudent to protect the names of the individuals in an effort to prevent unsolicited contact or tampering with the integrity of the review process.

It is important to note that all members of the community will be invited to participate in the public participation elements of the project, and to reiterate that a larger steering committee will provide additional opportunities for more intense involvement in shaping the Downtown Plan. Additionally, the project steering committee will be assisted with technical guidance from key partners and City staff.

Following approval of the proposed consultant selection committee, DDA staff will fill the slots identified with stakeholders that represent the sectors, organizations, or categories appropriately.

Proposed Downtown Plan Selection Committee
Downtown Residential
Grand Rapids Whitewater
Friends of Grand Rapids Parks
Commercial Real Estate - Retail
Commercial Real Estate - Developer
DDA / DGRI Board
Downtown Office Tenant
Downtown Retail Tenant
The Rapid
Parking Commission

Recommendation:

Approve the proposed Downtown Plan Consultant Selection Committee as presented and authorize staff to assemble the committee and initiate the proposal review process.

Request For Proposals



Downtown Plan Grand Rapids, Michigan



I. Introduction

Downtown Grand Rapids, Inc. (DGRI), in partnership with the City of Grand Rapids and Grand Rapids Whitewater, invites multi-disciplinary teams to submit proposals to provide professional services to develop a Downtown Plan for Downtown Grand Rapids, MI (Downtown). Downtown is emerging as a regional destination for residents and tourists, and is in need of a Downtown Plan that provides a clear vision and achievable action items to further catalyze investment.

Proposals should demonstrate a clear understanding of the project and provide a summary of the team's qualifications, structure, as well as proposed deliverables. Proposals should also be responsive to the items presented in this RFP, but can be enhanced where doing so benefits the project.

Six (6) hard copies and one digital copy of the proposal are due by **5pm on Friday, October 4, 2013**, and should be mailed to the following address:

Downtown Development Authority
Attn: Tim Kelly
300 Monroe Avenue, NW
Grand Rapids, MI 49503

II. Background

DGRI is the organization in charge of providing vision, leadership, and advocacy for the continued growth of Downtown. It is the outcome of combining the staff, resources, and energies of the Downtown Development Authority (DDA), the Downtown Alliance, the Downtown Improvement District, and the Office of Special Events. The current goals for DGRI are as follows:

- To make Downtown safe, attractive, and livable;
- To market Downtown to West Michigan and the world;
- To foster a prosperous Downtown through direct and supported investments;
- To ensure Downtown is regarded as an economic engine that is valued and supported by the region; and,
- To assure long-term organizational capacity and capability.

DGRI was formed to provide a more efficient, collaborative, and accessible organization for Downtown. This new organizational model reflects a progressive approach to downtown management and it is expected the new Downtown Plan will continue this forward thinking trend.

The existing Downtown Plan, titled *Voices and Visions*, was completed in 1993 and has shepherded in over \$2 billion of investment in Downtown. Among the projects that have been completed or are near completion include the Van Andel Arena, DeVos Place, the JW Marriott Hotel, the Medical Mile, Michigan State University College of Human Medicine, Michigan's first Bus Rapid Transit system, and the Downtown Market. These investments have transformed Downtown, and were due in part to the priorities identified in *Voices and Vision*. Those priorities included:

- Downtown is the physical and spiritual heart of the metropolitan area;
- Downtown is for everyone;
- Downtown of the future should include the best of our past;
- Downtown is a place for pedestrians;
- Development in Downtown must protect and enhance the natural environment;
- Downtown reflects and celebrates our community's diversity;
- Downtown decision-making must remain open and inclusive;
- Downtown must be economically strong; and,
- Downtown must be "user-friendly".

While several of these initiatives and attributes remain true today, it is clear Downtown has evolved significantly since 1993. In 2013, *Forbes Magazine* listed Grand Rapids as one of the top 15 emerging downtowns in the United States. Along with this, in both 2012 and 2013 Grand Rapids was voted Beer City USA, a designation earned in part by the concentration of world class breweries and bars Downtown. The new Downtown Plan is being undertaken in recognition of this evolution, and with the intent of establishing a new set of priorities to oversee and incentivize the next wave of investment Downtown.

Since *Voices and Visions*, several other planning efforts have been completed and have helped shape Downtown. A list of these plans, undertaken by the City of Grand Rapids, the DDA, Grand Rapids Whitewater, and the Interurban Transit Authority (The Rapid) is provided below.

- Grand River Edges Plan (1980)
- City of Grand Rapids Master Plan (2002)
- Downtown Streetscape Guidelines (2006)
- Monroe North Area Specific Plan (2007)
- The Rapid Transit Master Plan (2010)*
- Downtown Development Authority Framework Plan (2011)
- Green Grand Rapids (2012)
- City of Grand Rapids Zoning Ordinance (Amended 2012)
- Grand Rapids White Water Opportunities and Constraints Report (2012)**
- Arena South Vision Plan (2013)
- Grand River Restoration Economic Impact Analysis (2013)**
- Michigan Street Corridor Plan (TBD)

*Available at: <http://www.ridetherapid.org/futureplanning>.

**Available at: <http://grandrapidswhitewater.org/>

All other plans may be downloaded from the City of Grand Rapids at: <http://grcity.us>

III. Scope of Work

The objective for the Downtown Plan is to identify and prioritize short, middle, and long-term public investment for the next 15 years. These investments will become DGRI's work plan by helping inform budget priorities, and should help to effect further transformational investments.

The selected consultant team will work closely with DGRI and City of Grand Rapids staff during the planning process and development of deliverables. Additionally, the team will need to work collaboratively with a Downtown Plan Steering Committee that will include individuals from a variety of Downtown stakeholder groups, including residents, business and property owners, non-profit representatives, university officials, and students, amongst others.

In order to accomplish the stated objectives it is anticipated the Downtown Plan will seek to address the items described below. This proposed scope of work is intended to be a general outline of the work and not an all-inclusive description of the elements to be included in the Downtown Plan or accompanying planning process.

- A summary of emerging trends, key issues, and opportunities facing Downtown, and recommendations for investments and planning mechanisms to maximize those opportunities. Particular attention shall be focused on opportunities for Downtown land use resulting from the forthcoming Grand River restoration, and the City's goals for improving mobility options to and within Downtown;
- An analysis of the City's parking enterprise, with recommendations for system management improvements, investment criteria, and related policies that will position the system to play an active role advancing community goals such as economic development and improving overall mobility into and within Downtown;
- An inventory and analysis of the existing conditions, plans, policies, demographics, resources, and other applicable categories currently influencing the form and growth of Downtown (developed in partnership with DGRI and City of Grand Rapids staff);
- An extensive and innovative public engagement plan and strategy utilizing traditional and non-traditional meeting and outreach methods to encourage participation from a diverse population;
- A series of goals and a vision for Downtown based on the public involvement strategy and based on input from the Downtown Plan Steering Committee;
- A build-out analysis identifying potential development scenarios for Downtown in general, and for DDA owned lots in particular;
- A set of recommendations and implementation steps that are prioritized into short, medium, and long-term actionable goals that enable Downtown to achieve the proposed vision and that is based in best practices from domestic and international downtowns; and,
- A methodology and framework that will enable DGRI to track and report its progress to the community on a series of indicators which represent the goals established in the Downtown Plan.

Further, in recognition of the magnitude of this undertaking and the expertise required to complete this project successfully, priority will be given to consultant teams that have experience in the following areas:

- Downtown Planning
- River's Edge Land Use Planning
- Urban Design

- Landscape Architecture
- Transportation and Mobility Planning
- Parking Management
- Civil Engineering
- Housing
- Economic and Market Analysis
- Innovative Community Engagement
- Rendering, Illustrating, and Digital Modeling
- Cost Estimation
- Indicator and Measurement Tool Development

IV. Grand River Restoration

Among potential impacts to Downtown land use, none are more significant than the proposed project to restore the Grand River. Since 2010, the non-profit organization Grand Rapids Whitewater (GRWW) has been engaged in an analysis of the opportunities and constraints to restore the Grand River to a more natural state. The benefits to doing so could be immense for the community in terms of recreational opportunities, aesthetics, and as an economic development tool.

Given the nexus between Grand River restoration and land use, the outcomes need to be addressed holistically through a planning process. As such, consultant teams will need to complete community outreach and develop river restoration planning recommendations as part of the Downtown Plan. These efforts may be led in partnership with GRWW and will require the consultant team to coordinate closely with GRWW, their consultants, and the Grand River Restoration Steering Committee. As portions of this work will occur outside the DDA boundary (see Project Boundary below), and thus outside of where DDA tax increment revenue may be spent, proposals must identify on a line item basis the cost to complete the community outreach and recommendations for the Grand River restoration as part of the Downtown Plan.

V. Project Boundary

The boundary for the Downtown Plan is shown in the map below. The project area includes the entirety of the DDA boundary, and given the potential impacts of the Grand River Restoration, extends south to Millennium Park and north to the North Park Street Bridge. Neighborhoods adjacent to the Grand River outside of Downtown may also be considered in the Plan.



VI. Concurrent Planning Efforts

In addition to managing the scope of work required to complete the Plan, it will also be necessary for the project team to liaison with representatives from organizations conducting concurrent planning efforts that impact Downtown. Those efforts and organizations are highlighted below. As the Plan progresses, more efforts may be added to the list.

- The Rapid – Downtown Street Car Plan
- Michigan Department of Transportation – US-131 Long Range Plan; Wealthy Street Overpass Analysis
- City of Grand Rapids – Downtown Parking Management Plan
- The West Leonard Business Association – West Side Area Specific Plan
- Gerald R. Ford Presidential Museum Expansion Project
- Grand Rapids Public Museum Expansion Project

VII. Anticipated Project Timeline

DGRI anticipates a 9 – 14 month timeline to complete the Downtown Plan. Final presentations to the DGRI Board, Planning Commission, or City Commission may occur outside this timeframe.

VIII. Selection Criteria and Process

All submitted proposals will be reviewed by a selection committee, and the top three teams will be contacted to schedule an interview and follow-up presentation. Final decisions on awarding a contract will be based on the following criteria:

1. Specialized experience of the team and related experience on projects of similar scope;
2. Past performance by the lead consulting firm, sub-consultants, and their employees on similar projects;
3. Proposed project approach, including team organization and structure, proposed schedule, and understanding of the Project objectives;
4. Quality and completeness of the proposal;
5. Qualifications, references, and capability of key staff;
6. Demonstrated experience and creativity conducting a public engagement strategy to produce positive outcomes;
7. Recent experience maintaining schedules and budgets on projects;
8. Reasonableness of project costs; and,
9. Understanding of the area and context where the project is located.

Following the interviews and presentations, the selection committee will identify a first and second choice consultant team to undertake the Project. At this point, negotiations will begin

between DGRI and first choice consultant to finalize the scope of work and budget, and execute a contract. In the event a contract is not executed, DGRI will begin negotiations with the second choice consultant.

All proposals submitted shall become the property of DGRI. DGRI also reserves the right to reject any or all proposals, to advertise for new proposals, or to accept any RFP responses deemed to be in the best interest of the community.

IX. Submittal Format

- Registration

All interested consultants are encouraged to send an email to DGRI Project Manager Tim Kelly (tkelly@grcity.us) registering their intent to respond to this RFP. All firms expressing interest will be added to an email distribution list and will be notified if additional information related to the RFP becomes available. Firms failing to register in this manner may not receive all information relevant to the preparation of their proposals.

- Question Period

Any questions regarding the proposal may be submitted by email to DGRI Project Manager Tim Kelly (tkelly@grcity.us). Questions must be submitted by Friday, September 20, 2013. Responses will be sent to all registered participants no later than Wednesday, September 25, 2013.

- Submittal Requirements

Six (6) hard copies and one digital copy of the proposal are due by close of business on **Friday, October 4, 2013** and shall be mailed the following address:

Downtown Development Authority
Attn: Tim Kelly
300 Monroe Avenue, NW
Grand Rapids, MI 49503

Proposals must include the following items:

- Cover letter, including a project understanding;
- Proposed scope of work;
- One to three examples of and references from similar projects;
- Itemized budget, including consultant fees and direct expenses;
- Proposed staffing, including resumes for all project staff; and
- Proposed timeline.

X. Submission Schedule and Key Dates

The following is the proposed schedule and key dates for finalizing a consultant contract. All dates are subject to change.

- Registration of intent to submit a proposal: Not required, but highly recommended
- Deadline for questions: September 20, 2013
- Questions answered and available: September 25, 2013
- **Proposals due: 5:00pm on October 4, 2013**
- Staff and selection committee review: October 7, 2013 –October 25, 2013
- Consultant interviews: October 21, 2013 – November 1, 2013
- Top two consultant teams notified: November 4, 2013
- Contract negotiations: November 4, 2013 – November 12, 2013
- Contract executed: November 13, 2013