



500 West Big Beaver
Troy, MI 48084
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CITY COUNCIL AGENDA ITEM

Date: January 19, 2021



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Robert C. Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Kurt Bovensiepe, Public Works Director
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Town Center Parking Lot Replacement (Introduced by: Kurt Bovensiepe)

History

The Troy Community Center officially opened in 2002 after purchasing the property where the former Troy High School was located from Troy School District. The abutting property around the old school was redesigned and replaced with what is now the Community Center parking lot. The northern lot, which is adjacent to Town Center Drive, did not require redesign as it did not impact the new Community Center. Therefore, the northern lot remained in its original condition and functioned as an overflow lot for large events. Over the last several years, the lot has fallen in disrepair and has been closed off to the general public to reduce any liability risk. The lot was only used for city staff purposes and a staging area for the carnival rides at Troy Daze.

As part of the Civic Center Redevelopment discussion starting in 2015, it was discovered that because the property was purchased with Parks and Recreation bond funds the property needed to be maintained for civic use purposes. The discussion process also provided citizen engagement that suggested the Civic Center property should be maintained for civic use as well. The Green Space Subcommittee reaffirmed these findings by stating-

“As with all of our parks, the development of the Troy Civic Center must be considered as an area for community interaction that embraces the natural landscape that is vital to preserving the ecosystem. The community must move forward from thinking that managing our parks is just cutting the grass or picking up the garbage. All of our parks should be considered as regional community centers with the development of the Troy Civic Center being the central legacy showpiece and evidence of our planning for tomorrow.” (Troy Parks and Recreation Advisory Board, Green Space Sub-Committee Final Report, P.25)

For several years the city has attempted to seek partnerships in redeveloping the Community Center’s northern lot. Efforts included working with Community Development Block Grant coordinators and the Michigan Department of Transportation. All of the partnerships had considerable restrictions on the use of the property. Therefore, it was proposed, and then approved, to budget \$500,000 in the current Capital Budget to renovate the existing asphalt parking lot into a sustainable grass type paver parking lot. However, through the design process city staff quickly recognized the potential the area could



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provide to the community especially with the recent passing of the Library Millage and open on Fridays, which will cause the Troy Farmers Market to seek a new location.

OHM Advisors assisted City Staff in the development of the conceptual design as presented. The design was presented to the Parks and Recreation Advisory Board on January 14, 2021, and received unanimous support to move forward with the project. The board commented on how it liked the versatility of the design that could accommodate so many different types of events throughout the years.

The City has engaged OHM Advisors of Livonia, MI, which is one of the City's professional service engineering firms, to complete the necessary engineering documents based on the conceptual design. Current funds are budgeted for the project in the 2021 FY budget. The project estimate is \$875,000 and would be bid and constructed in spring/summer of 2021.

Purchasing

The current contract with OHM Advisors was adopted by City Council in 2017 for engineering and design services (Resolution #2017-06-105-J-4a). Under the current contract pricing, OHM proposes a design fee of \$43,000.

Financial

Funds are available in Capital Fund – Park – Civic Center Skate Park/Parking Demo with an associated project number of 2021C0051 and a budgeted amount of \$500,000. It is anticipated that City Staff will request a budget amendment for the construction cost as the project has evolved from its original intent.

Recommendation

City Management recommends granting the authority to expend budgeted capital funds to *OHM Advisors, of Livonia, MI*, for the design of the parking lot renovation located on the north side of the Community Center property adjacent to Town Center Drive as presented for a total estimated cost of \$43,000 but not to exceed budgetary limitations.



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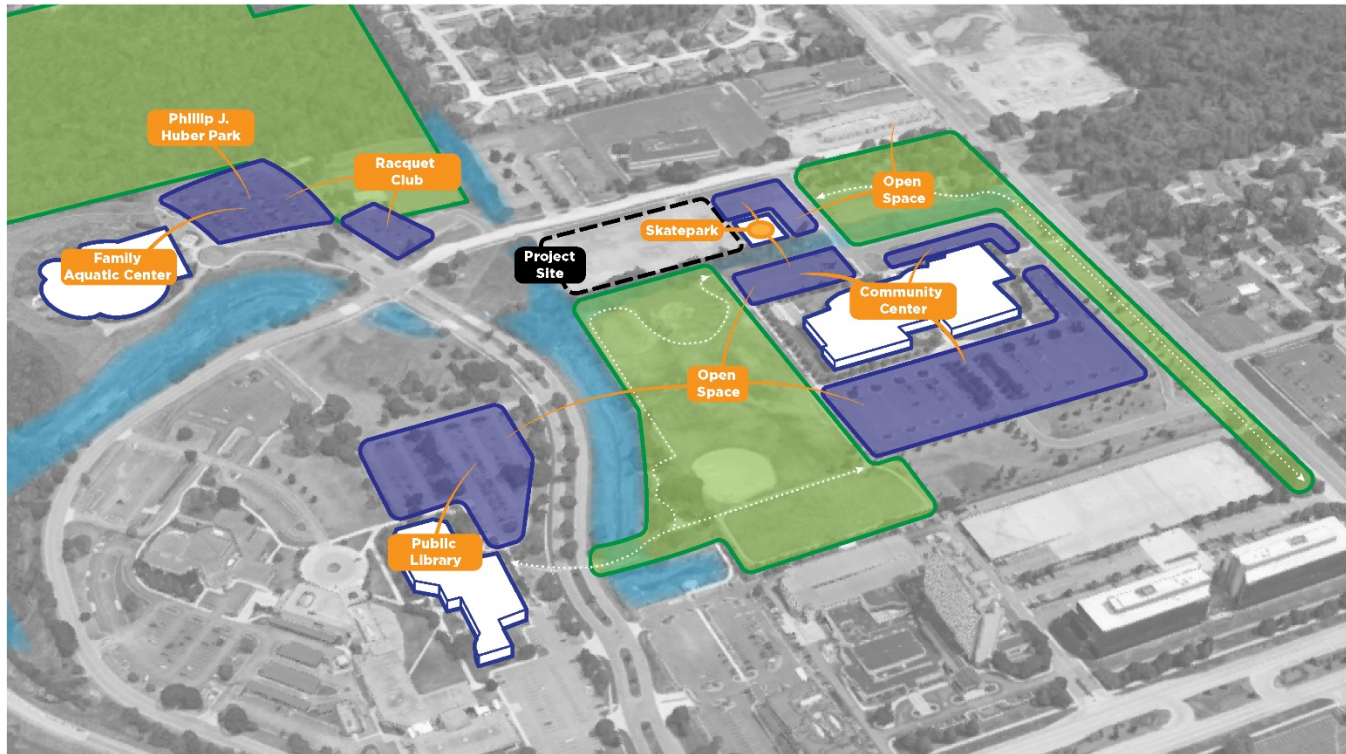
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City of Troy **Town Center Parking Lot**



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► District Framework

City of Troy Town Center Parking Lot

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► Project Limits

City of Troy Town Center Parking Lot

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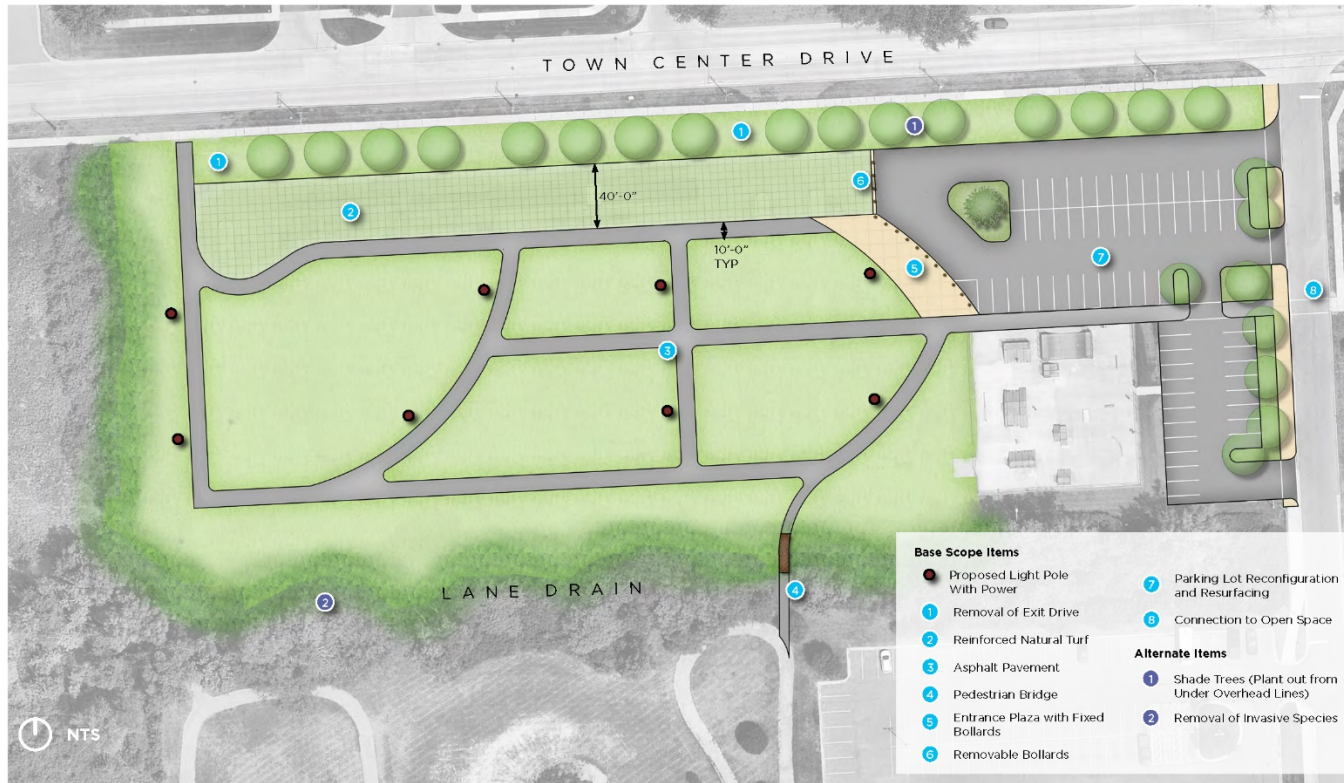


► Topography and Utilities

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► Concept Improvement Plan

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► Use and Activation Schemes

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Item	Estimated Cost
Site Demolition	By Others
Landscape Improvements	\$ 525,000
Turf Lawn Reinforced Turf Asphalt Walks Entrance Plaza Site Lighting and Power	
Pedestrian Bridge	\$ 75,000
Parking Lot Improvements	\$ 275,000
Lot Reconfiguration Asphalt Reconstruction Parking Lot Islands and Landscaping Striping Stormwater Management	
Project Total	\$ 875,000
Alternates	
Shade Trees	\$ 15,000
In Parking Lot Along Town Center Drive	
Removal of Invasive Species	\$ 12,500

Notes:

- Assumes demolition by others (City)
- Construction costs include 10% contingency
- Assumes full reconstruction of parking lots north and east of skate park

► Opinions of Probable Cost

City of Troy Town Center Parking Lot

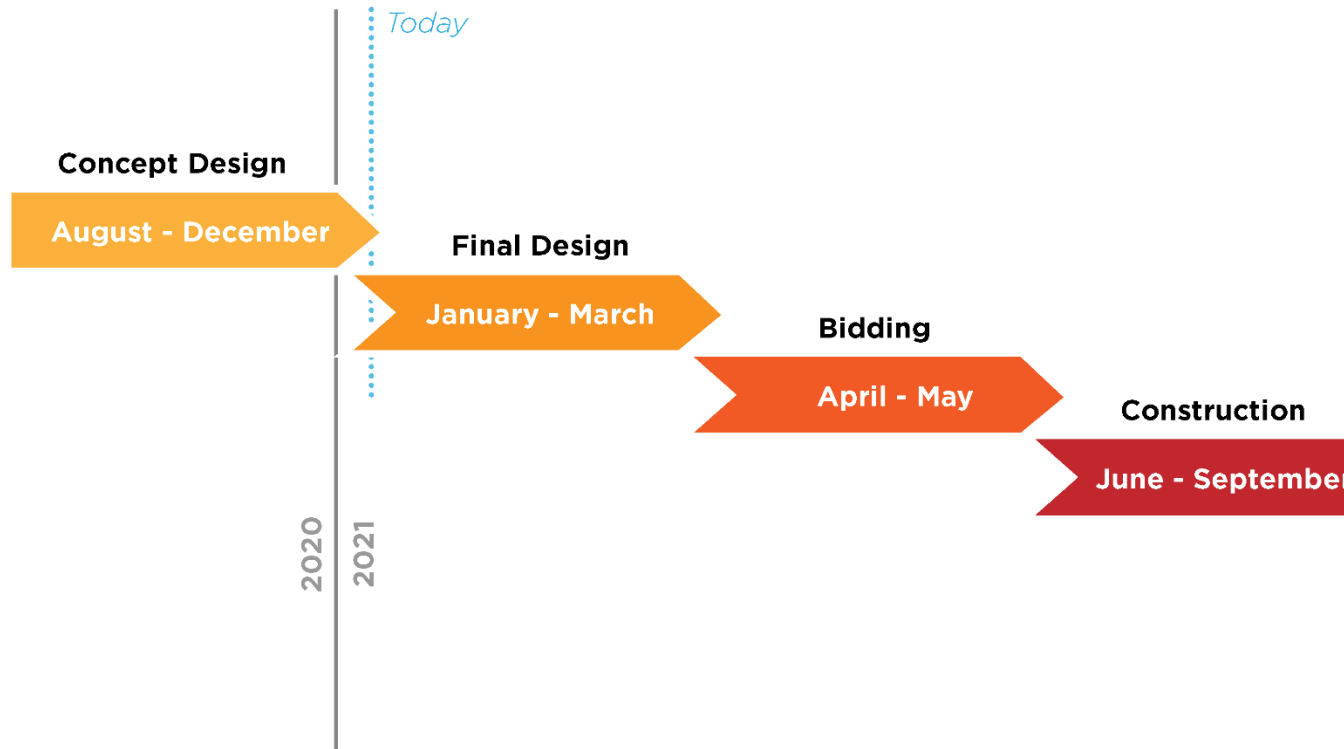
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► Timeline

City of Troy Town Center Parking Lot

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ARCHITECTS. ENGINEERS. PLANNERS.



December 22, 2020

Mr. Kurt Bovensiepe
City of Troy
Public Works Director
4693 Rochester Rd.
Troy, MI 48085

RE: Proposal for Professional Design Services
Town Center Parking Lot Replacement

Dear Mr. Bovensiepe:

Thank you for the opportunity to submit this proposal for the professional design services for Town Center Parking Lot replacement project. This letter presents our understanding of the project and proposed scope of services, time schedule, fee, and Standard Terms and Conditions.

PROJECT UNDERSTANDING

Through our email correspondence and conversations with the City of Troy, we have developed the following understanding of the project:

Project Overview

The City of Troy desires to construct improvements to an existing parking lot located along Civic Drive. This lot is in poor condition and requires rehabilitation. Working with the City of Troy, OHM Advisors has developed a concept which allows for light vehicular use of the site and introduces pedestrian accommodations and programming into the space. The site can be programmed for multiple uses, such as markets and large events. Proposed improvements include the removal of existing site paving, installation of concrete and asphalt walks, new site lighting, and entry plaza and bridge connection to an existing open space south of the project site.

The project budget for this project is around \$500,000, however the most recent iterations of this design exceed this budget by ±\$100,000. The City desires to construct this project during the 2021 construction season. This makes late winter 2021 the most advantageous time for competitively bidding the project.

Wetland Delineation

The project site is in close proximity to Lane Drain and it is assumed the project site drains into this waterway. The ALTA survey provided by the City was completed in 2016 and references a wetland delineation. Since wetland delineations are viable for 5 years, it is assumed that previously completed delineation is no longer valid. As a result, a new wetland delineation and field report will be required to ensure the project is not negatively impacting any surrounding wetland sites. OHM has included this scope within the proposal.

Bridge Design Considerations

Lane Drain is a county drain with permitting controlled by EGLE. OHM Advisors intends to design the bridge and its footings to avoid any construction in the floodplain. We project this will result in a bridge span of 45-50' and will avoid the necessity for an EGLE permit.



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Required Permitting

This proposal includes coordination with permitting agencies as required, but assumes permitting is not required or, if required, will not negatively impact the project schedule. We will work with the Owner to determine the appropriate actions as it pertains to permitting.

SCOPE OF SERVICES

With this understanding, our proposed scope of services for this project are as follows:

Task 1: Design Development and Documentation

During this task, OHM will work closely with the Owner to develop and finalize the design for bidding and construction.

Progress Meeting 5 | Task Kick-off

OHM will meet with the Owner to review the project understanding and schedule. We will review previous design efforts and highlight conflicts or outstanding items. We will document feedback to utilize during design development.

Design Development

Using feedback from Progress Meeting 5, our team will complete design documentation to a 50% completion level. This will include technical drawings depicting the character and construction of design improvements. Construction scope will include the following:

- ▼ Site/Civil Design
 - Existing Conditions Plan
 - Coordination of Owner completed demolition, Preliminary documentation of demolition by others
 - Site Layout and Materials
 - Site Grading
 - Site Utilities
- ▼ Landscape Design
 - Plant Palette and Planting Layout
- ▼ Electrical Design
 - Site Lighting Layout
 - Site Power Layout
 - Photometrics
- ▼ Structural Design
 - Development of bridge basis of design
- ▼ Opinion of Cost
 - Develop a revised opinion of cost

Progress Meeting 6 | 50% Design

OHM Advisors will meet with the Owner to review design development progress. We will share progress drawings and review schematic bridge design. We will document feedback and use for finalizing construction drawings.

Construction Documentation

Using feedback from the Owner, our team will finalize construction documents. We will refine drawings as required and develop a final drawing set. This will include the following scope:

- ▼ Site/Civil Design
 - Existing Conditions Plan
 - Soil Erosion and Sedimentation Plan



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- Demolition Plan
- Site Layout and Materials
- Site Grading
- Site Utilities
- Site Details
- ▼ Landscape Design
 - Planting Plan
 - Planting Details
- ▼ Electrical Design
 - Site Electrical Plan
 - Electric Details and Schedules
- ▼ Structural Design
 - Design bridge footings and required specifications
 - Coordinate with bridge manufacturer to specify pre-fabricated bridge design
- ▼ Final Opinion of Cost

Additionally, we will develop the Project Manual which includes the front-end specifications and technical specifications required for bidding and construction.

Progress Meeting 7 | 90% Design Page Turn

We will provide 90% drawings to the Owner for review and schedule a page turn to review Owner comments and drawing completion. We will document feedback for drawing finalization

100% Construction Documents

We will finalize the drawing set and project manual in accordance with the Owner's comments, conduct a final internal quality assurance/quality control review and digitally submit a final package to the owner.

Permit Submission (If required)

OHM will prepare and submit permit applications to WRC and EGLE on the Owners behalf when the drawings reach the proper level of completion.

Task 1 Deliverables and Meetings

- ▼ Kick-off, 50% and 90% completion progress meetings
- ▼ Drawing submissions at 50%, 90% and 100% completion levels
- ▼ Project Manual, including front end documents and technical specifications

Task 2: Bidding Assistance

OHM will provide assistance during the bidding phase by developing a bid package for distribution. We will attend a pre-bid meeting and answer Contractor RFIs, issuing addenda for items requiring clarification.

Task 2 Deliverables and Meetings

- ▼ Attendance of Pre-bid meeting
- ▼ Response to Contractor RFIs
- ▼ Issuance of Addendum for items requiring clarification

COMPENSATION & SCHEDULE

OHM Advisors will perform the outlined services above based on hourly basis, in accordance with our current contract with the City. The following are the estimated costs for the project:



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TASK	FEE	SCHEDULE
Task 1: Design Development and Documentation	\$39,500	12 Weeks
Task 2: Bidding Assistance	\$3,500	5 Weeks
TOTAL	\$43,000	17 Weeks

OHM understands the City desires to complete construction during 2021. We have developed a work plan which will deliver documents with appropriate time for bidding and construction the project in 2021 and overall schedule is attached.

ASSUMPTIONS, EXCLUSIONS & OWNER RESPONSIBILITIES

OHM Advisors is prepared to complete the work as outlined above per our understanding of the project, which includes the following assumptions, exclusions and identified Owner responsibilities.

- Attendance of public meetings will be provided as services under a separate proposal.
- Electrical service is available and coordination with DTE for new service is not required.
- Coordination with permitting agencies above and beyond a pre-submission meeting, permit application and permit revisions will be provided as an additional service.
- Scope assumes hydrologic study of drain will not be required.
- The City will reimburse OHM for or directly pay any permit fees.
- Wetland delineation will be completed during early 2021 to support project progress, however will require final confirmation on or after April 16th to observe plant growth. It is not anticipated that findings will negatively impact project design but cannot be excluded.
- Construction phase professional services are not included in this proposal.

ACCEPTANCE

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 60 days from the date of this letter.

Orchard, Hiltz, & McCliment, Inc.
CONSULTANT

(Signature)

Christopher Ozog, AIA
(Name)

Project Manager
(Title)

December 21, 2020
(Date)

City of Troy
OWNER

(Signature)

(Name)

(Title)

(Date)

Cc: Rhett Gronevelt, Principal, OHM Advisors
Attachments: Proposed Project Schedule