



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: January 10, 2022

To: Mark F. Miller, City Manager

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

Subject: Budget Amendment – Troy Downtown Development Authority



History

Michigan law (PA 197 of 1975) provides local governments with a unique tool to encourage the revitalization of downtowns and business districts. A Downtown Development Authority or DDA may be established by a city, village, or township to capture a portion of taxes generated within the identified business district and use those funds to construct or improve streets, plazas, pedestrian malls, bridges, parks, parking facilities, recreational facilities, and utilities.

The Troy Downtown Development Authority (DDA) was established in the City of Troy in 1993 to engage in long-range planning for the downtown area. Several improvements to the 3.5-mile-long corridor has been successfully accomplished since its creation, which include the construction of the Somerset North Parking Deck and Troy Community Center, widening of Big Beaver and other infrastructure improvements, and upgraded street lighting and landscaping.

The current landscaping in the DDA is reaching its end of life. The landscaping had several current deficiencies that require consideration in a redesign effort.

- Lacks consistency because it was developed in two phases and bisected by I-75.
- Used methodology to create a corridor feel in the median so travelers could not see opposing traffic, which has created visual obstructions for business along each side.
- Designed to have high maintenance annual flowers that need regular irrigation.
- Spruce trees have pitch borer mass and needle cast.
- Vegetation and trees are beginning to encroach on themselves and the road.
- Landscaping in the Diverging Diamond Intersection (DDI) was not contemplated by MDOT during the I-75 modernization.
- Hardscape, specifically the brick paver sidewalk approaches, is at the end of its useful life.

In August of 2021, the City of Troy released an opportunity for interested consultant firms to submit a Statement of Qualifications to redesign the landscaping in the DDA. Proposals were evaluated by City Management and the DDA Chair. Consultants meeting all the necessary qualifications were then evaluated through an interview/presentation process and finally evaluated based on rates to perform the various services. OHM Advisors, of Livonia, MI, will be recommended to the DDA Board on



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January 19, 2022 at the regularly scheduled meeting to establish a contract to begin the redesign of the landscaping and hardscape in the DDA corridor.

Financial

Currently funds are not budgeted for this service and requires a budget amendment for an estimated total of \$125,000 to the Parks Maintenance Street Island Maintenance- DDA Contractual Services General account.

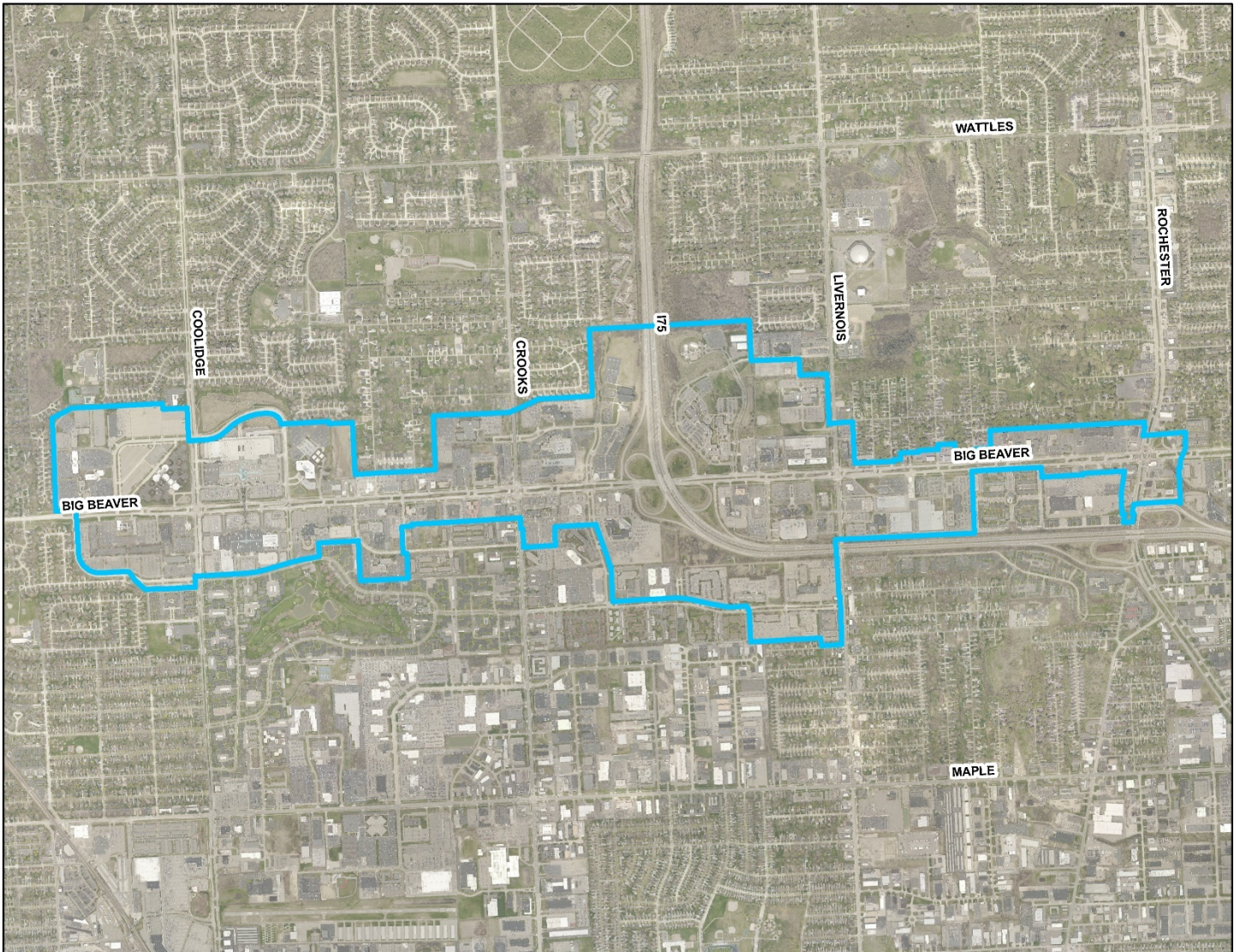
Recommendation

City Management recommends approving a budget amendment of \$125,000 to the Parks Maintenance Street Island Maintenance- DDA Contractual Services General account to move forward with a contract with OHM Advisors, of Livonia, MI, and the Troy Downtown Development Authority to redesign the landscaping and associated improvements to the publicly owned property within the district.



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December 28, 2021

Mark Miller, City Manager
Troy Downtown Development Authority
500 West Big Beaver
Troy, MI 48084

RE: Troy Downtown Development Authority
Proposal for Landscape Architecture Consulting Services

Dear Mr. Miller:

OHM Advisors is pleased to submit this proposal for professional services. We are excited for the opportunity to further work with the City of Troy and in this new opportunity with the DDA.

UNDERSTANDING

OHM Advisors understands that the Troy Downtown Development Authority (TDDA) desires to conduct improvements to the Big Beaver Corridor as well as other properties within the TDDA limits. The extent of these improvements will be focused on placemaking, beautification and enhanced pedestrian walkability/connectivity. Study, design and implementation of these improvements may happen through multiple phases. This proposal includes tasks for an initial phase which will include study of the corridor and identification and prioritization of potential site improvements. Future work will be determined by the outcomes of this first phase.

Meetings and Stakeholders

OHM Advisors understands that the City of Troy and the TDDA will assemble a core team of members (Troy Project Team) that will provide feedback and guide project development. This group will meet on a bi-weekly basis, and City staff will invite additional attendees as it sees pertinent for the given meeting agenda. The larger Troy DDA will be engaged in preliminary data gathering and will be consulted on draft final recommendations.

Schedule

OHM Advisors understands that the TDDA desires to have recommendations for potential projects and associated costs completed in time for the end of the City's fiscal year (June 30). This proposal and schedule is constructed to respect and maintain this timeframe.

SCOPE OF SERVICES

With the understanding above, OHM proposes the following scope of services:

Task 1 – Project Launch (1 Month) and Project Management (Ongoing)

This task will formally begin the project and set the groundwork for successful project delivery. Additionally, OHM Advisors will employ a rigorous approach to project management to maintain project schedule and budget.

- **Kick-off Meeting**
 - Finalize project schedule.



- Establish core working group and meeting dates.
 - Conduct Corridor Tour with Troy Project Team
- **Troy DDA Meeting**
 - Prepare material and attend meeting with Troy DDA to introduce the project and provide opportunity for members to provide input on project opportunities and challenges.
- **Goals Setting**
 - Develop goals and objectives as well as critical outcomes for the scope of work. Review and refine these items with the Troy Project Team.
 - Identify project opportunities and challenges; review hot button items.
- **Bi-Weekly City Progress Meetings**
 - Meetings with the core City team to provide project updates and coordinate progress.
- **Monthly Progress Reports**
 - OHM Advisors will prepare updates monthly. These updates can be used to share progress with the DDA and City of Troy.

Deliverables:

- *Kick-off Meeting*
- *Project Goals Document*
- *Bi-weekly Meetings (Up to Ten)*
- *Monthly Progress Reports (Up to Three)*

Task 2 – Inventory and Analysis (1-2 Months)

OHM Advisors will study the Big Beaver Road corridor and subject DDA properties through a variety of perspectives, which will lead to the identification of project opportunities.

- **Previous Document Review**
- **Aerial Imagery of Corridor**
 - Conduct drone aerial imagery of corridor. This can be made available to the City in a variety of formats.
- **Inventory and Analysis**
 - Conditions Assessment of Landscape and Hardscape
 - Access and Circulation
 - Non-motorized & Transit Connectivity
 - Zoning and Land Use / Economic Development Trends and Opportunities
 - Regulatory Restrictions (RCOC, MDOT)
- **Stakeholder Interviews**
 - Conduct up to 5 stakeholder interviews with individuals as identified by the Troy Project team.
- **Documentation of Findings**

Deliverables:

- *Aerial Drone Imagery*
- *Stakeholder Interviews (Up to Five)*
- *Inventory and Analysis Findings*

Task 3 – Opportunities Mapping (1-2 Months)

During this task, OHM Advisors will synthesize findings from the previous task to generate a map of potential projects and improvements, and opportunities for further study.



- **Preliminary Opportunities Map**
 - Identification of potential project opportunities and next steps for detailed design.
- **Stakeholder Review of Opportunities Map**
- **Finalization of Opportunities Map**
- **Action Plan**
 - Prioritization of Improvement Projects
 - Action required
 - Party responsible
 - Timeline
 - Order of Magnitude Cost and Resources

Deliverables

- *Preliminary and Final Opportunities Map*
- *Stakeholder Review*
- *Action Plan*

FEE AND SCHEDULE

A summary of cost and schedule per task is as follows:

Phase	Fee	Contract Type
Task 1: Project Launch and Project Management	\$25,000	Hourly Not to Exceed
Task 2: Inventory and Analysis	\$50,000	Hourly Not to Exceed
Task 3: Opportunities Mapping	\$50,000	Hourly Not to Exceed
TOTAL	\$125,000	

CLARIFICATIONS AND ASSUMPTIONS

1. Fees were determined based on the noted assumptions. OHM Advisors proposes to confirm these assumptions with the Client prior to commencing services.
2. The cost associated with each task assumes authorization and execution of all tasks.
3. See attached for preliminary project schedule.
4. "Hourly (Estimated Fee)" represents the budget estimate for the. Budget estimate shall serve as a maximum. Any requested work beyond this fee must be approved by the TDDA prior to proceeding
5. OHM will provide documents in PDF format. Live drawings, such as GIS, will be provided in raw data format. OHM can provide live files in an online portal or other format, however this time is not accounted for within this scope of work.
6. Project fee includes printing for 24" x 36" full color printouts and smaller. Larger format prints must be completed out of house and will be charged to the project.



We hope that the above information is helpful in communicating our understanding of the project. If there are any areas that you have questions, please do not hesitate to contact us.

We greatly appreciate the opportunity to assist you and look forward to working together on this project.

Sincerely,
OHM Advisors

A handwritten signature in black ink, reading "Rhett Gronevelt".

Rhett Gronevelt, PE | Principal

cc: Kurt Bovensiep, Public Works Director
Mark Loch, PE | Project Manager
Chris Riggert PLA | Landscape Architect