



**Special Joint City Council & DDA Meeting**  
**6:30 p.m., Monday, October 20, 2020**  
**Virtual - Zoom**  
**Meeting ID: 868 4500 1298**  
**Meeting Password: 512522**

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## **JOINT MEETING AGENDA**

- 1. Roll Call**
  - a. City Council**
  - b. Downtown Development Authority**
- 2. Approval of Agenda**
- 3. Farmington Road Streetscape - Proposal for Final Design Engineering Services**
- 4. Farmington Road Streetscape DDA Contribution**
- 5. Other Business**
- 6. Public Comment**
- 7. Board & Council Comment**
- 8. Adjournment**

*The City will follow its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk (248) 474-5500, ext. 2218 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.*

**Farmington City Council  
Staff Report**

**Council Meeting  
Date: October 20, 2020**

**Item  
Number  
3**

**Submitted by:** DDA Executive Director Kate Knight and City Manager David Murphy

**Agenda Topic:** Proposal for Final Design and Engineering Services for the Farmington Road Streetscape

**Proposed Motion:**

Authorize the City Manager and DDA Director to engage OHM and Grissim Metz Associates (GMA) for the proposed final design and engineering services as proposed.

**Background:**

At the August 24, 2020 joint meeting, Council and the DDA Board authorized the execution of title work and summarization of scope from OHM and GMA. Both of these tasks have begun, and the scope is ready for approval, consistent with calendar projection for the project.

Per OHM, we were approximately 80% complete when the design was terminated the last time and due to changes within the corridor (MDOT Road diet, RFB, CVS), potential modifications (Chase Bank, CVS, Fresh Thyme entrance) and unknown (Village Mall, RCOC, status of signal at Alta Loma, etc), we are closer to 50-60% now. This assumes we have minimal changes from the original design. We will need to update some topography, and start the conversation with RCOC and MDOT all over again. The less we change from the original design the better.

Below is the 2021 MDOT schedule that TAP (Transportation Alternatives Program) follows. Targeting a January 2022 letting date is recommended. Since we are now looking at 2022, we would need to submit a program application by July 2021 and a GI (grade inspection) set of plans (80%) by August 2021.

**Looking forward to 2022 construction here is an estimated schedule:**

- August – October 2020 - Obtain as many easements as possible and decide how to handle those properties who are not cooperative. Get SHPO approval and green light from SEMCOG to proceed locking in grant.
- October 2020 – Finalize design proposal (agree to scope) and authorize design (Council and DDA for OHM and GMA).
- Nov/Dec 2020 – Obtain supplemental topo and kickoff design
- Jan 2021 - May 2021 – Design plans, permits, meet with Design Committee, coordination with Village Mall (meeting 1 of 3), present estimate.
- May – Finalize contribution amount from RCOC. Finalize Maint of Traffic plans. Obtain permits. Engage DTE and consumers on light removal and gas main work.
- June / July – Submit program application, design committee meeting 2 of 3 (pre-GI)
- August – MDOT / TAP GI Meeting.
- Sept – Revisions from GI meeting and hold Final Design Committee Meeting (3 of 3).
- October – All easements final and signed and final plans and estimate complete.
- Nov 2021 – Cut down trees.
- Jan 2022 – MDOT letting date
- April 2022 – Construction starts. Assumed this will take 5 -6 mos.

**SEE PAGE 2**

	FOR BRIDGE PROJECTS, SUBMIT TYPE, SIZE, AND LOCATION (TS&L) DOCUMENTS TO LAP	SUBMIT PROGRAM APPLICATION AND NEPA DOCUMENTATION (MDOT FORM 5323) TO LAP		SUBMIT ACCEPTABLE GRADE INSPECTION PACKAGE TO LAP	APPROXIMATE GRADE INSPECTION MEETING DATE		SUBMIT FINAL ROW CERTIFICATION (ATTACHMENT B) TO LAP	SUBMIT FINAL DOCUMENTS TO LAP	LAP FORWARDS FINAL SUBMITTAL TO SPECS & ESTIMATES	LETTING DATE					
<b>LA begins Project Design, Coordination with railroads if applicable, coordination with MDOT for traffic and pedestrian signal work, Utility notification and coordination, permit application and NEPA certification process, property acquisition, etc.</b>	03/30/20	M	04/20/20	M	05/04/20	M	06/03/20	W	07/03/20	F	07/17/20	F	08/07/20	F	10/02/20
	05/04/20	M	05/25/20	M	06/10/19	M	07/08/20	W	08/07/20	F	08/21/20	F	09/11/20	F	11/06/20
	06/01/20	M	06/22/20	M	07/06/20	M	08/05/20	W	09/04/20	F	09/18/20	F	10/09/20	F	12/04/20
	07/06/20	M	07/27/20	M	08/10/20	M	09/09/20	W	10/09/20	F	10/23/20	F	11/13/20	F	01/08/21
	08/03/20	M	08/24/20	M	09/08/20	T	10/07/20	W	11/06/20	F	11/20/20	F	12/11/20	F	02/05/21
	08/31/20	M	09/21/20	M	10/05/20	M	11/04/20	W	12/04/20	F	12/18/20	F	01/08/21	F	03/05/21
	09/28/20	M	10/19/20	M	11/02/20	M	12/02/20	W	01/04/21	M	01/15/21	F	02/05/21	F	04/02/21
	11/02/20	M	11/23/20	M	12/07/20	M	01/06/21	W	02/05/21	F	02/19/21	F	03/12/21	F	05/07/21
	11/30/20	M	12/21/20	M	01/04/21	M	02/03/21	W	03/05/21	F	03/19/21	F	04/09/21	F	06/04/21
	01/04/21	M	01/25/21	M	02/08/21	M	03/10/21	W	04/09/21	F	04/23/21	F	05/14/21	F	07/09/21
	02/01/21	M	02/22/21	M	03/08/21	M	04/07/21	W	05/07/21	F	05/21/21	F	06/11/21	F	08/06/21
	03/01/21	M	03/22/21	M	04/05/21	M	05/05/21	W	06/04/21	F	06/18/21	F	07/09/21	F	09/03/21
	03/29/21	M	04/19/21	M	05/03/21	M	06/02/21	W	07/02/21	F	07/16/21	F	08/06/21	F	10/01/21
	05/03/21	M	05/24/21	M	06/07/21	M	07/07/21	W	08/06/21	F	08/20/21	F	09/10/21	F	11/05/21



September 21, 2020

Kate Knight  
DDA Director  
City of Farmington  
23600 Liberty Street  
Farmington, MI 48335

RE: Farmington Streetscape – Proposal for Final Design Engineering Services

Dear Mrs. Knight:

Thank you for the opportunity to submit this proposal for professional services for the Farmington Road Streetscape project. This letter presents our proposed scope of services, schedule, and fee.

### **PROJECT DESCRIPTION**

As you know, OHM Advisors (OHM) assisted the City with the Transportation Alternative Program (TAP) grant for the Farmington Road Streetscape project in 2011 and funding was secured; however, during the design process, the project was put on hold due to costs growing beyond the initial funds approved in the TAP grant. Since then, OHM has assisted the City with reapplying for the TAP grant in 2019 and the City has recently secured SHPO approval, the last step to receive funding from MDOT. The City continued efforts to obtain easements and has nearly secured all necessary easements. The City is now ready to move forward with completing the design and preparing to bid this project.

It is understood the City would like to proceed with the original design, assuming all easements are secured. The project consists of a complete reconstruction of Farmington Road from Grand River Avenue to Orchard Street, as well as striping and signing improvements on Farmington Road from Orchard Street to Freedom Road. The original design included the following:

- Traffic calming measures including the reduction of the number of traffic lanes, as supported by a previous completed traffic analysis; new on-street parallel parking, which shall enhance and preserve access to the historic buildings and businesses within the project area; and the reconfiguration/reduction of driveways and curb cuts within the project area.
- Pedestrian safety will be enhanced by reducing the number of curb cuts that penetrate the sidewalk, improving the mid-block crosswalk by adding a safety island, widening the sidewalks, and improving the lighting, upgrading the traffic signal at Orchard Street/Alto Loma, as well as promoting walkability and handicapped accessibility.
- Aesthetic improvements include installing brick-pavers, ornamental fencing, new lighting, improving landscaping, adding site furnishings such as bike racks and benches, and installing pedestrian-oriented navigational aids.

The project will comply with the applicable sections of the Americans with Disabilities Act (ADA), TAP requirements, the Road Commission for Oakland County (RCOC) requirements and any local ordinances.



## ASSUMPTIONS/CLARIFICATIONS

### OHM's role:

- Compile the construction drawings and take the lead on the overall plan set development.
- Complete the electrical design necessary for street lighting and other desired electrical features, similar to the past streetscape projects.
- Update specifications (special provisions) needed for the streetscape as well as the road design and submit them in MDOT format for LAP projects.
- Conduct utility coordination meetings and complete the needed supplemental survey and supply elevations to GMA.
- Incorporate GMA plans into the overall project plan set, specifications and cost estimates.
- Make revisions as needed to elevations for top of curb, sidewalk ramps and level landings, and roadway.
- Coordinate all permits and complete the “maintenance of traffic plan” for the project.
- Coordinate necessary meetings as needed.
- Make all needed submittals and prepare all needed permit applications as outlined in the scope section of the proposal.
- OHM can provide TAP grant/SHPO revisions on an hourly basis (not included in this proposal).

### GMA's role:

- Complete the drawings and specifications for the streetscape behind the back of curb within the project limits including landscape and pedestrian hardscape design, irrigation, lighting layout and fixture/duplex outlet recommendations.
- Update all needed special provisions for streetscape items located behind the curb and provide to OHM.
- Update quantities for the streetscape design and provide to OHM who will enter them all into MERL format required for the LAP submittal.
- Be responsible for setting all elevations behind the curb (streetscape portion).

### Overall Project:

- The City will be responsible for all review and permit fees applicable to the project.
- Construction services are not included in the proposal.
- Bidding will be completed by MDOT, and the time associated with RFP's during the bidding period is not included in this proposal.
- Traffic Impact Studies or traffic counts are not assumed to be needed and are not included in the scope of services.
- Any meetings above and beyond those outlined in the scope of services are not included in the design fee.

## SCOPE OF SERVICES

### Task 1 – As-needed Easement Assistance

In addition, OHM can assist with easements, updating easement descriptions and sketches as needed to secure the remaining easements. As we understand, the following is a list of easements and status based on City efforts:

Tax Parcel ID	Location	Business	Easement Type	Status
23-28-278-006	33401 Grand River	Tyjormac LLC (Kitchen Master)	Temporary	Secured
23-28-278-012	23629 Farmington	Drago	Temporary	Secured
23-28-280-012	23391 Farmington	CVS	Temporary	<i>Pending</i>
23-28-280-013	23333 Farmington	Castle Dental Laboratory, Inc.	Temporary	Secured
23-28-280-014	23309 Farmington	Chase Bank	Temporary	<i>Pending</i>



23-27-301-001	23290 Farmington	Herzog Law	Permanent & Temporary	Secured
23-27-155-024	23366 Farmington	RhinoJoe LLC (Williams Family & Sports Medical Center)	Temporary	Secured
23-27-155-044	23534 Farmington	Firestone	Temporary	<i>Pending</i>
23-27-155-004 23-2-155-001	33335 Grand River	Farmington Holding Co. (Village Mall)	Temporary	Secured

### Task 2 – Supplemental Design Survey

Supplemental topographic survey will be performed based on conversations the City has had with owners of the Village Mall and Williams Family & Sports Medical Center and the improvements they are proposing that will impact the Farmington Road Streetscape design. In addition, CVS made site revisions in 2019 that will need to be incorporated. Other smaller areas will also be collected to update the topographic data to reflect current conditions, such as the curb radii at Grand River to reflect the recent roadwork completed along that corridor.

### Task 3 – Update Existing Plans, Re-apply for Permits, & Update Specifications

Based on where plans were left off in December 2015, the plans were approximately 80% complete when the design was terminated. Due to changes within the corridor (MDOT Road diet on Grand River Avenue, RFB, CVS), potential modifications (Chase Bank, CVS, Fresh Thyme entrance) and unknowns (Village Mall, RCOC, status of signal at Alta Loma, etc.), the project is now approximately 50%-60% complete. This assumes there will be minimal changes from the original design. Revisions/Updates include the following:

- Updates to ramps and landings based on current ADA guidelines
- Incorporate GMA landscape revisions as shown on March 19, 2020 rendered plan (attached) based on feedback from MDOT’s review team
- Update plans at CVS, Village Mall, Williams Family & Sports Medical Center, Chase Bank, and RFB
- Farmington/Alta Loma signal improvements
- Update specifications and engineer’s opinion of probable cost estimate
- Engage DTE and Consumers Energy on light removals and gas main work
- Update sidewalk paving and Chase Bank screen wall detail
- Update lighting and duplex outlet layout

Meet with Design committee to confirm necessary revisions and coordination with business owners.

### Task 4 – QA/QC

OHM and GMA will perform internal QA/QC prior to all submittals with emphasis on grade inspection and final plan delivery. A QA/QC review meeting will be conducted by the design team, so the streetscape and road design do not conflict. Once our internal review is complete OHM and GMA will meet with the Design Committee.

### Task 5 – Public Meetings

OHM and GMA will prepare exhibits for one (1) public meeting that will be coordinated by City of Farmington and Farmington DDA staff, as well as attend the public meeting. OHM and GMA will provide two complete sets of plans as well as renderings for purposes of presenting to the public.

### Task 6 – Final Plans & Bidding

OHM and GMA will finalize the plans and special provisions based on comments received at GI meeting, as well as prepare any applications for necessary permits or reviews. The permits/reviews that are assumed to be necessary include SHPO, WRC SESC permit, MDOT Permit and RCOC approval.

The final submittal will be sent to MDOT in electronic format and will include the following:

1. Final Plans



2. Specifications (8 1/2" x 11" Special Provisions)
3. Engineer's Opinion of Probable Construction Cost in MERL format
4. Programming Application and other supporting documents
5. Approved permits for the project
6. Field Notes and Copies of Quantity Calculations, if required

OHM and GMA will review the final bidding package prior to advertising, answer questions during the bidding process as requested by MDOT. MDOT will bid the project through the MDOT LAP Process.

### SCHEDULE

August/October 2020	Obtain as many easements as possible. City to decide how to handle any easements not able to be obtained. Obtain SHPO approval and secure TAP grant
November/December 2020	Complete supplemental topographic survey and kickoff design
Jan - July 2021	Update design plans, meet with Design Committee, coordination with applicable business owners, provide updated estimate. Submit program application to MDOT.
August 2021	MDOT/TAP GI Meeting
September 2021	Revisions from GI Meeting; Final Design Committee Meeting
October 2021	All easements secured. Final Plans and Estimate Complete
December, 2021	Project Advertisement
January 7, 2022	MDOT Bid Letting
April – Nov., 2022	Construction

### FEE

Upon acceptance of this agreement, services will be rendered as requested.

OHM Advisors	\$90,000.00
Grissim Metz Andriese	\$29,000.00

We have established an hourly not-to-exceed fee of \$119,000.00 for the proposed work noted above. We have established this cost based on our experience preparing similar documents for similar projects. However, items such as property owner negotiation can take more or less time than anticipated depending on the specific issues at each location and the disposition of the other party. Our team will work diligently to pursue each of the tasks outlined above for the not-to-exceed fee, however we cannot guarantee that all tasks outlined above will be completed under the established fee.



**ACCEPTANCE**

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

**Orchard, Hiltz, & McCliment, Inc.**

CONSULTANT

**City of Farmington DDA**

CLIENT

\_\_\_\_\_ (Signature)

\_\_\_\_\_

Matthew D. Parks, P.E. (Name)

Kate Knight

Principal in Charge (Title)

DDA Director

\_\_\_\_\_ (Date)

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<b>Farmington City Council Staff Report</b>	<b>Council Meeting Date: Oct. 14, 2020</b>	<b>Item Number 4</b>
<b>Submitted by: Chris Weber</b>		
<b><u>Agenda Topic:</u> Farmington Road Streetscape DDA Contribution</b>		
<b><u>Proposed Motion:</u> Discussion Only</b>		
<p><b><u>Background:</u></b></p> <p>The City of Farmington and the Downtown Development Authority have discussed funding the construction of the Farmington Road Streetscape 50/50. With a total net cost estimated at around \$2,700,000 (after grants and contributions), each entity would pay for approximately \$1,350,000. Both the City and the DDA would issue bonds to finance the construction, and the DDA would repay those bonds through TIF capture. Financial projections done pre-pandemic showed adequate capture to pay for the anticipated bond issue. How the TIF capture will be affected by the pandemic is yet to be determined.</p> <p>We can guess what might happen by looking at the TIF and how it was affected after the Great Recession. Attached are 2 documents for review. The first is a high-level overview of what the TIF pays for. The second is an illustration of how the TIF was affected by the Great Recession.</p> <p>The High Level Overview shows that for the current year, the TIF will generate revenue of \$392,000 and have recurring expenditures of \$270,000, leaving \$125,000 available to be spent on DDA priorities. This amount is budgeted to be spent on Streetscape Engineering and Design, as well as other one-time professional services, façade incentives, public art, and other.</p> <p>If the DDA issues bonds to fund its portion of Farmington Road Streetscape, it would have to allocate \$100,000 of the \$125,000 available for DDA priorities to pay for debt service. Although this leaves little additional money for DDA priorities in the near term, the TIF typically grows over time.</p> <p>Due to the pandemic, however, the TIF may drop, and it may drop quickly. As the Potential DDA TIF Capture Reduction shows, in one year, the TIF could drop \$60,000 per year and in 5 years it could drop \$200,000 per year. If the TIF changes as a result of the pandemic similar to how it changed with the Great Recession, the DDA would not be able to afford both its debt payments, and its staffing, with no discretionary funding available for other projects.</p>		
<b><u>Materials:</u> DDA TIF High Level Overview, Potential DDA TIF Capture Reduction</b>		

City of Farmington  
DDA TIF Overview  
October 14, 2020

Fiscal Year Ending June 30, 2021

TIF Revenue		\$	392,000
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Recurring TIF Expenditures

Debt Service	\$	97,000	
Salaries and Benefits		129,000	
Contractual Services with City		20,000	
Other		21,000	
		<u>          </u>	
		\$	<u>267,000</u>

Amount Available for DDA Priorities		\$	<u>125,000</u>
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DDA Priorities for 2020/21

Professional Services		65,000
Capital Outlay		45,000

New Streetscape Debt Service		\$	100,000
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City of Farmington  
 Potential DDA TIF Capture Reduction

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Taxable Value</b>	28,060,990	27,930,500	25,408,630	22,295,960	20,751,740	19,555,040	19,006,650	19,276,520	18,844,080	20,914,350	21,891,450	23,173,520	25,606,680
<b>Base Value</b>	8,970,250	8,970,250	8,970,250	8,970,250	8,970,250	8,970,250	8,970,250	8,970,250	8,970,250	8,958,550	8,958,550	8,958,550	8,958,550
<b>Capture Value</b>	19,090,740	18,960,250	16,438,380	13,325,710	11,781,490	10,584,790	10,036,400	10,306,270	9,873,830	11,955,800	12,932,900	14,214,970	16,648,130
<b>% Decrease in Capture Value from 2009</b>			-13%	-30%	-38%	-44%	-47%	-46%	-48%	-37%	-32%	-25%	-12%
<b>\$ Decrease in Capture Value from 2009</b>			(2,521,870)	(5,634,540)	(7,178,760)	(8,375,460)	(8,923,850)	(8,653,980)	(9,086,420)	(7,004,450)	(6,027,350)	(4,745,280)	(2,312,120)
<b>Yearly TIF Capture Decrease at 24 Mills</b>			\$ (60,524.88)	\$ (135,228.96)	\$ (172,290.24)	\$ (201,011.04)	\$ (214,172.40)	\$ (207,695.52)	\$ (218,074.08)	\$ (168,106.80)	\$ (144,656.40)	\$ (113,886.72)	\$ (55,490.88)
<b>Year After High Value (Considering 2009 same as 2008)</b>			1	2	3	4	5	6	7	8	9	10	11