



AGENDA - Downtown Development Authority

DATE: October 25, 2022 7:00 PM City Council Chambers

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - I. Approval of August 16, 2022 Minutes
- IV. Public Comment (Agenda Items)
- V. Unfinished Business
 - I. Request for Additional Funds Civic Campus RFP
- VI. New Business
 - I. DDA Attorney Selection
- VII. Public Comment (Non-Agenda Items)
- VIII. Adjournment

Public Comment: Public Comments are limited to three minutes.

Live Stream: The meeting will be livestreamed to the Official City of Grosse Pointe Park YouTube Channel.

Downtown Development Authority Meeting - August 16, 2022
7:00 PM

CALL TO ORDER

A regular meeting of the Grosse Pointe Park Downtown Development Authority (“DDA”) was called to order by Chairman Wixson.

ROLL CALL

Present: Board members Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

Also Present: Nick Sizeland, DDA Director/City Manager and Erica Shell, Assistant City Attorney.

Excused: Board members Assaf, Horne, and Kretzschmar.

APPROVAL OF JUNE 7, 2022 MEETING MINUTES

Motion by Boardmember Ochab, seconded by Mayor Hodges, to approve the June 7, 2022 minutes.

AYES: Boardmembers Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

EXCUSED: Boardmembers Assaf, Horne, and Kretzschmar.

PUBLIC COMMENT (AGENDA ITEMS)

There were five public comments made.

UNFINISHED BUSINESS
DDA PARKING LOT

Director Sizeland provided information on the following items regarding the proposed DDA parking lot: the agreement between the Downtown Development Authority and the Urban Renewal Initiative Foundation; dates, projects and discussions of the parking lot; current zoning of the vacant lot in front of the Ewald Library; future land use per the City master plan regarding the DDA; parking study conclusion; and the MKSK parking lot design.

NEW BUSINESS
RFP CIVIC CAMPUS DESIGN ENHANCEMENT PROJECT

At the June 7, 2022 DDA Meeting, the DDA board approved at the Directors recommendation to develop a RFP for an overall review of the City Campus area including the City Hall and Library. Firms and Consultants would look at our adopted City Master Plan, Parking Studies and incorporate the DDA's desire to understand the request and vision for the DDA District and

Community not to exceed \$5,000.

Motion by Mayor Hodges, seconded by Boardmember Farhat to approve the RFP as presented with the following edits: incorporating sustainability language; requiring a minimum of one community engagement meeting; and indicating pro-bono relationships or offers would be welcome.

AYES: Boardmembers Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

EXCUSED: Boardmembers Assaf, Horne, and Kretzschmar.

PUBLIC COMMENT (NON-AGENDA ITEMS)

There was one public comment made.

ADJOURNMENT

Motion by Boardmember Ochab, seconded by Boardmember Kilgus to adjourn the meeting.

AYES: Boardmembers Corbin, Farhat, Kilgus, Ochab, Turnbull; Chairman Wixson; and Mayor Hodges.

NAYS: None

EXCUSED: Boardmembers Assaf, Horne, and Kretzschmar.

With no further business, the meeting adjourned at 7:52 pm.



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: October 25, 2022

SUBJECT: Request for Additional Funds Civic Campus RFP

SUMMARY: At the June 7, 2022 DDA Meeting the DDA board approved at the Directors recommendation to develop a RFP for an overall review of the City Campus area including the City Hall and Library. Firms and Consultants would look at our adopted City Master Plan, Parking Studys and incorporate the DDA's desires to understand the request and vision for the DDA District and Community. While reviewing the closed bid on MITN which is a website for municipalities across Michigan to solicit quotes and services their was interest in requesting review of the document but no direct proposals were submitted, likely due to the proposal number of \$5,000 for service.

FINANCIAL IMPACT: DDA Board approved a not to exceed of \$5,000 and the recommendation will now be \$15,000.

RECOMMENDATION: Motion to approve an increase of a not to exceed total of \$15,000 for the Civic Campus RFP.

PREPARED BY: Nick Sizeland, City Manager

REQUEST FOR PROPOSALS
Downtown Development Authority
Civic Campus Design Enhancement
Project



A Request for Proposal
City of Grosse Pointe Park, Michigan

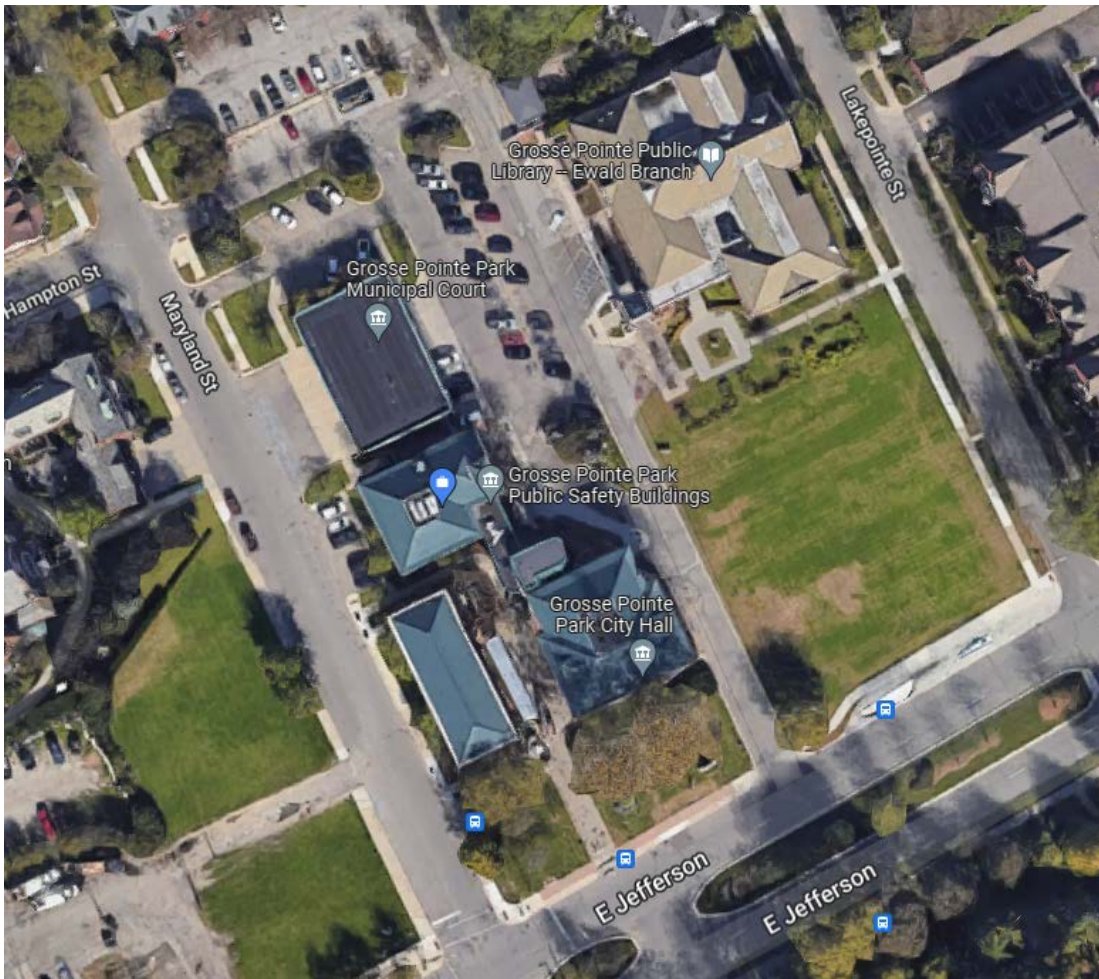
Request for Proposals

Civic Campus Design Enhancement Project

Grosse Pointe Park, MI

GENERAL INFORMATION

Purpose: The Grosse Pointe Park Downtown Development Authority (DDA) issues this Request for Proposals ("RFP") for a limited time from qualified consultants, firms and individuals to perform the work described herein. The DDA is interested in receiving statements of qualifications and proposal for a conceptual design of the Civic Area which includes the City Hall and Library in our DDA for the purposes of enhancing the beautification, walkability and accessibility to the area. The City of Grosse Pointe Park has recently completed a new city master plan and a parking study within the district as well and would elect to move forward with designing elements within those plans. This area encompasses from Jefferson Ave between Maryland and Lakepointe and ending at the north parking lot of City Hall and the Library.



SCOPE OF SERVICES

Services to be performed on behalf of the DDA include, but may not be limited to:

- Rendered design drawing of DDA Civic Site including but not limited to the following:
- Review and incorporation of a parking lot in front of the Ewald Branch Library as provided by MKSK Parking Study
- Review and incorporation of elements within the City Master Plan including but not limited to wayfinding signage, sidewalks, connectivity
- Landscape design to connect the streets in one calculated image, including trash receptacles, lamp posts, lighting, gardens and sustainable features
- Areas where Public Art could be incorporated
- 1 Presentation to the Downtown Development Authority for Community Engagement

PROPOSAL CONTENT

The DDA is pleased to invite qualified consultants, firms or individuals to submit a written proposal for the activities outlined above. The amount of information submitted is not limited to a set number of pages, but we ask that you be concise and mindful of the review team. The proposal should include the following content:

Firm Description
Resume of Key Team Members
Relevant Experience
Understanding of Scope
Project Approach and Deliverables
Rate Schedule
Schedule and Availability
References

2. **Compensation:** The DDA has approved a budget with a not to exceed of \$15,000. However the DDA may consider alternate methods of compensation for services depending on the nature and scope of the services provided. These include but are not necessarily limited to hourly rate compensation and flat fee compensation. Please provide your expected type of compensation including, as applicable, hourly rate or rates, flat fee rates. Note that any rates submitted remain subject to negotiation after submission as this is not a bid submittal since the scope of the work remains somewhat undefined.

GENERAL INFORMATION

After evaluation of the responses, the DDA will make a selection based on the response which best meets the needs of the DDA, in the sole discretion of the DDA Board

The DDA reserve the right to reject or accept any and all proposals received, to modify the scope with one or more of the respondents, and to waive any/ all requirements which the DDA deems to be in its best interest. The public entities are not liable for any costs incurred by any agent or firm prior to the negotiation, approval, and execution of an agreement. This RFP should not be construed as

creating a contractual relationship between the DDA and any agent or firm submitting a response to this RFP. The DDA shall have no obligation or liability to any agent or firm responding to this RFP.

SUBMITTAL PROCESS

Qualifications and proposals, along with inquiries, should be directed to:

Nick Sizeland
DDA Director and City Manager
City of Grosse Pointe Park
15115 East Jefferson Avenue
Grosse Pointe Park, MI 48230
(313) 822-6200
sizelandn@grossepointepark.org

Sealed statements of qualification and proposals will be accepted through the BidNet system on or before 4pm EST on November 25, 2022. Late submissions will not be considered.

Each submission shall include the following

1. One electronic copy of the qualifications and proposal
2. Cover letter signed by entity's authorized office(s)



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: October 25, 2022

SUBJECT: DDA Attorney Selection

SUMMARY: A RFP for legal services was published on Bidnet, a website where municipalities across Michigan solicit for quotes and services. Eight firms responded with proposals which were reviewed by the City Manager, TIFA Director, and TIFA Chairman Hughes. Interviews were scheduled with two firms and a consent was reached on McGraw Morris. The TIFA Board at its September 29th Meeting approved McGraw Morris Law Firm to act as TIFA Attorney. Kevin Kilby, a partner with McGraw Morris, will be the principal attorney. Kevin has extensive experience representing other DDAs, TIFAs, and other authorities. Select clients include Ypsilanti, Frankenmuth, Romeo, Vassar, and Sault Ste. Marie. A resume of Kevin is attached for your review.

Based on the unanimous consent of the interview panel, the approval by the TIFA board and to provide a cohesive legal representation for the City of Grosse Pointe Park, DDA and TIFA with the same Attorney firm it is recommended that the DDA Board select McGraw Morris as legal counsel to the DDA.

FINANCIAL IMPACT: The hourly rate for McGraw Morris is \$175 and currently the DDA has budgeted \$15,000 for legal services.

RECOMMENDATION: Motion to Approve Kevin Kilby of McGraw Morris to act as DDA Attorney

PREPARED BY: Nick Sizeland, City Manager

3. PERSONNEL

A. PROFESSIONAL RESUME OF KEVIN KILBY, THE PROPOSED DDA/TIFA ATTORNEY, AND OTHER PROPOSED MEMBERS OF LEGAL TEAM

Kevin Kilby

Mr. Kilby began his law career in 2005 and is a Partner with McGraw Morris' Troy location where he heads the firm's Municipal Law section. He brings with him an extensive knowledge of governmental operations. He focuses his practice in water, sewer and drain law, municipal litigation and municipal law, with an emphasis in government contracts, planning and zoning, tax increment financing, property law, and utility law.

He started his municipal career working for the Floyd County Ambulance Service in Iowa and as a reserve officer for the Floyd County Sheriff's Department. He later became a full-time police officer with the cities of Bowman, North Dakota, Nora Springs, Iowa, and Leon, Iowa. He also worked undercover for the North Iowa Area Narcotics Task Force and as a reserve officer and a tactical officer with the Forest City Police Department. He left his career in law enforcement and went to work in the City Manager's Office for the City of West Des Moines, Iowa before being appointed the City Administrator for the City of Clio, Michigan.

Mr. Kilby received his J.D., graduating cum laude, with a certificate in Litigation, from the Thomas M. Cooley Law School. In law school, Mr. Kilby was active in numerous organizations, including Assistant Editor – Thomas M. Cooley Law Review, Mock Trial National Team, Moot Court Board, and Mock Trial Board. Kevin received his Master's Degree in Public Administration from Drake University with honors in 1999 and received his Bachelor's degree in Public Administration from Upper Iowa University in 1997.

Areas of Practice:

Water, sewer and drain law
Municipal Law
Litigation
Employment and Labor
Downtown Development Authority

Bar Admissions:

Michigan, 2005
U.S. District Court Eastern District of Michigan, 2005
United States Supreme Court, 2009

Education:

Thomas M. Cooley Law School, Lansing, Michigan, June 2005 J.D. Honors: Cum Laude
Drake University, Des Moines, Iowa, May 1999 Masters Degree in Public Administration.
Honors: Cum Laude
Upper Iowa University, Fayette, Iowa, May 1997 Bachelor of Science in Public Administration
Upper Iowa University, Fayette, Iowa, May 1997 Associate of Arts in Business
Waldorf College, Forest City, Iowa, 1993 Associates of Arts in Liberal Arts

Iowa Law Enforcement Academy, 1992 Certified Law Enforcement Officer
University of North Dakota – LR, May 1991 Certificate in Police Training

Professional Associations and Memberships:

American Bar Association
Federal Bar Association
International City/County Management Association
Michigan Bar Association
Oakland County Bar Association
Genesee County Bar Association
Michigan Association of Municipal Attorneys

Past Employment Positions:

City of Clio, Michigan, City Administrator
West Des Moines, Iowa, Intern to City Manager
City of Leon, Iowa, Police Officer
City of Nora Springs, Iowa, Police Officer
City of Bowman, North Dakota, Police Officer
City of Forest City, Iowa, Reserve Police Officer
Floyd County Sheriff's Department, Reserve Deputy
North Iowa Area, North Iowa Area Narcotics Task Force
Floyd County Ambulance Service, Ambulance Attendant

Honors and Awards:

- 2017 Recipient of the International Municipal Lawyers Association Marvin J. Glink Private Practice Local Government Award
- 2017 One of only eleven attorneys in the State of Michigan to graduate the Michigan Association of Municipal Attorneys Academy.

Published Works:

Lead and Copper Rule, *Briefly*, the official publication of the Public Corporation Law Section of the Michigan State Bar, June 2017.

Lead and Copper Rule, *Laches*, the official publication of the Oakland County Bar Association, October 2016.