



AGENDA - Downtown Development Authority

DATE: December 13, 2022 7:00 PM City Council
Chambers

- I. Call to Order - Informational Meeting
- II. Roll Call
- III. Informational Meeting of the D.D.A.
 - I. Public Comment
 - II. Overview of Annual Activities
 - III. Adjournment of Informational Meeting
- IV. Call to Order - Regular Meeting of the D.D.A.
- V. Approval of Meeting Minutes
 - I. Approval of October 25, 2022 Minutes
- VI. Public Comment (Agenda Items)
- VII. Unfinished Business
- VIII. New Business
 - I. Civic Campus Design Recommendations
 - II. Set 2023 Meeting Dates
- IX. Public Comment (Non-Agenda Items)
- X. 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

DATE: December 13, 2022

SUBJECT: Overview of Annual Activities

SUMMARY: Pursuant to PA 57 of 2018, the DDA is required to hold two informational meetings per year. This is the 2nd informational meeting of 2022, and this report summarizes DDA activities and accomplishments since the June 7th, informational meeting.

DDA Parking Lot- The DDA at its August meeting 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.

Civic Campus RFP- As part of an overall review of the City Hall, Public Safety, Library and Future Parking Lot, the DDA wished to explore an opportunity through a Request for Proposal for services on a conceptual design of the area. The information to be included in the concept and building of the design with our new city master plan, parking study, input from business and residential stakeholders, beautification and the DDA Board. The Board agreed to a not to Exceed of \$5,000 which at first bidding on Bidnet did not produce any results. The DDA at its October 25th Meeting increased the not to exceed to \$15,000 which produced five proposals. A selection of a firm to work with the DDA will take place at the December 13th DDA meeting.

Board Appointment- Vice Chair Richner resigned from the board and the City Council appointed James Kretschmar to fill his term until 2025.

City Master Plan- The City Council adopted the Master Plan on June 13th

New DDA Attorney Selected – A RFP for legal services was issued jointly for TIFA/DDA and several responses were received. Kevin Kilby of McGraw Morris was appointed as legal counsel for the TIFA at its September 29th, 2022 meeting and the DDA Board selected McGraw Morris as legal counsel to the DDA on October 25th.

FINANCIAL IMPACT: No Financial Impact

RECOMMENDATION: Review Annual Activity Summary

PREPARED BY: Nick Sizeland, City Manager



Downtown Development Authority Meeting - October 25, 2022
7:00 PM

CALL TO ORDER

The meeting was called to order by Chair Wixson.

ROLL CALL

The following were present: Boardmembers Corbin, Farhat, Horne, Kilgus, Kretzschmar, Ochab, Turnbull, Chair Wixson, and Mayor Hodges.

Absent: Boardmember Assaf.

Also present: Nick Sizeland, City Manager, and Erica Shell, City Attorney.

APPROVAL OF MEETING MINUTES

Motion by Boardmember Turnbull, seconded by Boardmember Corbin to approve August 16, 2022 minutes.

AYES: Boardmembers Corbin, Farhat, Horne, Kilgus, Kretzschmar, Ochab, Turnbull, Chair Wixson, and Mayor Hodges.

NAYS: None

ABSENT: Boardmember Assaf

PUBLIC COMMENT (AGENDA ITEMS)

One public comment was made.

UNFINISHED BUSINESS:

REQUEST FOR ADDITIONAL FUNDS CIVIC CAMPUS RFP

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. While reviewing the closed bid on MITN, which is a website for municipalities across Michigan to solicit quotes and services, there was interest in requesting review of the document but no direct proposals were submitted, likely due to the proposal of \$5,000 for service.

Motion by Boardmember Corbin, seconded by Boardmember Ochab to approve an increase not to exceed a total of \$15,000 for the Civic Campus RFP.

AYES: Boardmembers Corbin, Farhat, Horne, Kilgus, Kretzschmar, Ochab, Turnbull, Chair Wixson, and Mayor Hodges.

NAYS: None

ABSENT: Boardmember Assaf

NEW BUSINESS:
DDA ATTORNEY SELECTION

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.

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.

Motion by Boardmember Kretzschmar, seconded by Boardmember Farhat to approve Kevin Kilby of McGraw Morris to act as DDA Attorney.

AYES: Boardmembers Corbin, Farhat, Horne, Kilgus, Kretzschmar, Ochab, Turnbull, Chair Wixson, and Mayor Hodges.

NAYS: None

ABSENT: Boardmember Assaf

PUBLIC COMMENT (NON-AGENDA ITEMS)

There were no public comments.

ADJOURNMENT

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

AYES: Boardmembers Corbin, Farhat, Horne, Kilgus, Kretzschmar, Ochab, Turnbull, Chair Wixson, and Mayor Hodges.

NAYS: None

ABSENT: Boardmember Assaf

With no further business, the meeting adjourned at 7:11 pm.



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: December 13, 2022

SUBJECT: Civic Campus Design Recommendations

SUMMARY: A Request for Proposals (RFP) was issued to seek services to help the DDA conduct a Civic Campus Rendering for the Library, City Hall and Public Safety site. Five firms responded: JIMA Studio, Johnson Hill Land Ethics Studio, PEA Group, Spicer Group and Viridis Design Group. All firms are local to Michigan with 3 of the 5 proposals moving forward to the DDA Board aligning with the scope and deliverables of the RFP. The Administration is recommending the DDA to consider JIMA Studio, Spicer Group or PEA Group.

The Scope of Services in the RFP included

- 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

Brief highlights of the three proposed firms for the DDA board's consideration.

JIMA Studio - Local Firm out of Detroit, most recent projects completed include the Grand River/Livernois Neighborhood Plan and Canfield Connect. Proposed two community engagement sessions, and final deliverables in a 4 month timeframe.

Spicer Group - Lead Architect and Construction for City Hall Renovations last three years. 1 Community engagement session with a online community survey for additional feedback with a 3 month timeframe. Site review of drainage, maintenance, pedestrian and vehicular flow.

PEA Group - Local firm with several offices in Michigan. PEA proposes 1 Community Engagement session and prepared the site renderings for the proposed TIFA Lot behind Maryland. PEA when design is completed with prepare a preliminary cost opinion.

FINANCIAL IMPACT:

PEA Group - \$15,000

Spicer Group - \$15,000

JIMA Studio - \$175/hour. Based on 80 hours of work for a lump sum is \$14,000

RECOMMENDATION: Administration would like the DDA to evaluate the proposals, and recommend one firm, PEA Group, Spicer Group or JIMA Studio to complete the Civic Campus Design Project for a not to exceed \$15,000

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

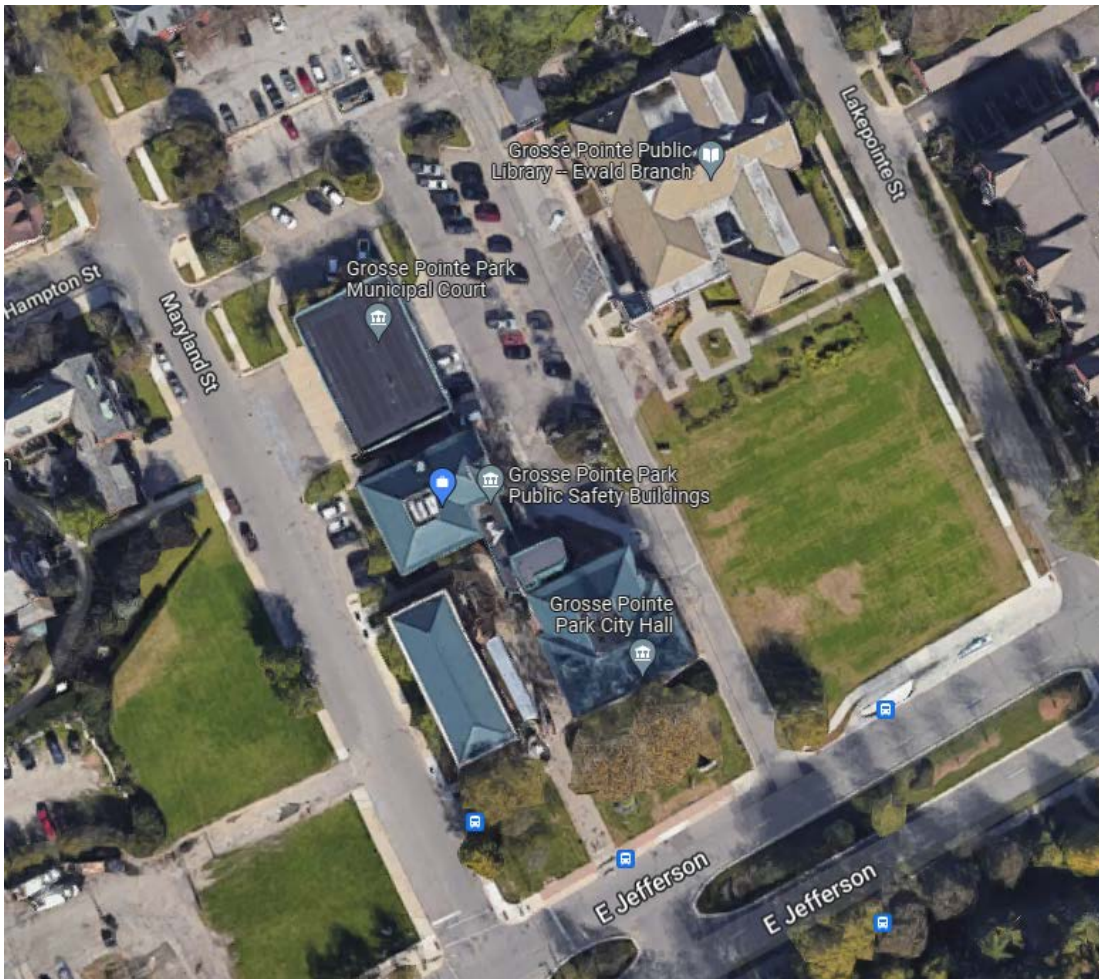
Request for Proposals

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 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 December 2, 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)

An architectural rendering of a park design. The scene is viewed from an elevated perspective. In the center, there is a large chess board with white and black pieces. To the right, there is a colorful playground with a yellow and red structure. In the background, there is a basketball court with people playing. The park is surrounded by trees and residential houses. The overall color palette is muted, with a blue tint.

Response to Request for Qualifications

Civic Campus Design Enhancement Project

Prepared for the City of Grosse Pointe Park, MI
Attention: Nick Sizeland
sizelandn@grossepointepark.org

Prepared for December 2, 2022

JIM 
STUDIO
Detroit, Michigan

Primary Contact:
Ujiji Davis Williams, Principal
ujiji@jimastudio.com

December 2, 2022

Attention: 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

**Re: Request for Qualifications for
Civic Campus Design Enhancement
Project**

Dear Mr. Sizeland,

JIMA Studio is pleased to submit this proposal in response to the City of Grosse Pointe Park's **Request for Qualifications for the Civic Campus Design Enhancement Project**. Our team provides creative, innovative and technical skills needed to execute the visioning work that will serve Grosse Pointe Park's vibrant community.

JIMA Studio is a landscape architecture and urban planning practice that puts culturally relevant placemaking at the forefront of our work. We are proud to serve agencies and organizations that are committed to placemaking, open space investment and actualization with residents. We are a certified MBE, serving the State of Michigan and the nation at-large.

With design, engagement and research as core tenets, JIMA succeeds in designing beautiful sites and developing impactful strategies to realize them. Our background in park planning and design, public engagement, and strategic implementation makes JIMA best suited to respond to the charge. We welcome the opportunity to support the City of Grosse Pointe Park and their community partners in the conception of an engaging greenspace at the City Hall and Library.

Our team will be supported by BOLD Studio, an architectural design practice based in Detroit, driven by the belief that great design requires a combination of inspiration, intentionality, and inclusion. BOLD Studio will lead the final graphic visualizations to help stakeholders see their visions of change clearly, and support further efforts to bring the civic campus to life.

The Civic Campus Design Enhancement Project can be a great example of design excellence in the establishment of a "people's park." We believe we are the right team for the task. Should the selection committee have questions regarding this submission, please contact Ujijji Davis Williams at the information provided. Your consideration is greatly appreciated.

JIMA Studio

**Ujijji Davis Williams
Founder + Principal**

607 Shelby Street, Suite 701
Detroit MI 48226
ujijji@jimastudio.com
646-217-8786
@jimastudio

Sincerely,



Ujijji Davis Williams, PLA
Founder + Principal Landscape Architect
ujijji@jimastudio.com

ABOUT THE TEAM

JIMA (jee-mah) Studio is a landscape architectural design and urban planning studio that collaborates with community groups, organizations, and builders committed to culturally relevant placemaking and strategic implementation. We centralize participatory design methods to provide full site design and planning services, from conception to completion.

JIMA stems from the Kwanzaa principle Ujima (ooh-jee-mah), which means “collective work and responsibility.” It is the ethos of this studio to work collaboratively with other change makers and use design as a vehicle toward accountability in placemaking, placekeeping, and land stewardship.

Our work moves across three focuses: design, engagement and research. We provide high-quality design and implementable solutions that empower

our partners, collaborators, and clients to enhance or transform their communities in a collective and forward-thinking way. We offer design services that elevate the needs of those who will be impacted the most, while leveraging both a cultural and environmental sensitivity that is required for longevity, relevance, and resilience.

We integrate community engagement and participation in all our design and planning processes as a foundational source for co-creation and development. Ranging from one-on-one interviews to large-scale public engagement forums, we sustain a “Listen first - Listen often” culture that keeps our projects grounded and reflected within the values of the communities we serve.

We also contribute to the design profession through critical thought essays, assessments, and toolkit development that reflect on lessons learned from our projects as well as trends in the field. Our

goal is to contribute to design literature and the menu of best practices in a way that helps other change makers approach similar projects and challenges with tact.

Joining the team is BOLD Studio, an architectural design practice based in Detroit. By examining the unique intersection of communities, architecture, and experiences, BOLD identifies and creates synergies between the design of the space and the people who engage in it. BOLD Studio specializes in hospitality, residential, mixed-use, urban design, and community-based projects.

This team is small and mighty. With over 15 years of combined experience in the profession, this team is capable, seasoned, and ready to facilitate a dynamic vision for the Grosse Pointe Park Civic Campus.

To best serve this project and its partners, JIMA Studio has developed an organizational chart that illustrates a proposed collaboration structure to ensure the best quality and performance of all groups involved and invested.



Ujiji Davis Williams, PLA
Founder + Landscape Architect
Project Lead + Point of Contact



Shandra Bernath-Plaisted
Architectural Designer
Project Manager



Carl Bolofer
Architectural Designer
Visualization Specialist

RESUMES



Ujiji Davis Williams, PLA Landscape Architect

Ujiji Davis Williams is a practicing landscape architect, urban planner and researcher based in Detroit. She is the recipient of the 2022 Crain's Detroit Notable Woman in Architecture Design and Construction Award and the 2020 Michigan ASLA Emerging Professional of the Year Award. She is the Founding Principal of JIMA Studio. Prior to JIMA, Ujiji was a design leader at SmithGroup for over six years, leading critical landscape and urban design work, including neighborhood planning, greenways and streetscapes in Detroit and other post-industrial cities across the country.

Professional Experience

JIMA Studio
Founder, Landscape Architect
2021 - Present

SmithGroup
Associate, 2019-2021
Site Designer, 2015-2019

Education

Master of Urban Planning | Rackham
Merit Fellow | Graduate Service to the
Community Award
University of Michigan, 2017

Bachelor of Science of Landscape
Architecture | Cornell Tradition Fellow
Cornell University, 2012

Licenses/Registrations

Landscape Architect – Michigan
#3901001710

Affiliations

American Society of Landscape
Architects (Member)

Cornell University Department Advisory
Committee (Member)

Notable Awards

2022 Crain's Detroit Notable Woman in Architecture Design and Construction
2021 SEG D Vanguard Fellow
2020 Michigan ASLA Emerging Professional Award
2019 National ASLA Bradford Williams Medal
2018 ULI Larson Leadership Fellow
2018 Next City Vanguard Fellow

Key Projects

Milliken State Park & Harbor, Detroit MI 2018-2019*
Project manager and project lead for the Milliken State Park & Harbor master plan update to support Detroit riverfront parks system

Joe Louis Greenway, Detroit MI 2020-2021*
Design and engagement support for 27.5 mile long greenway system in Detroit

Canfield Connect, Detroit MI 2022-Present
Working with a neighborhood serving organization to activate a vacant lot into a community greenway connector

Englewood Line & Agrihood Development, Chicago, MI 2022-Present
Design lead for Englewood Line conceptual design and on-call designer for adjacent public space and urban agricultural systems

Eastern Market Streetscape Art, Detroit MI 2019-Present
Working with local architect to design and build a canopy system to support vendors and businesses on the perimeter of the market

Renaissance of Hope Strategic Development Plan, Detroit MI, 2021-2022
Worked with a faith-based organization to establish a strategic plan for vacant lot activation in the Russell Woods area. Supported the existing conditions, engagement and open space strategies.

NYCHA Red Hook Initiative Farms, Brooklyn NY, 2021
Worked with urban agricultural organization partnered with NYC public housing to redesign the main growing area and provide food security to residents.

*Work completed before JIMA Studio



Shandra Bernath-Plaisted Architectural Designer

Shandra's experience in architecture and design is coupled with her robust background in social movements and organizing. Shandra spent a decade working as a labor and community organizer in both volunteer and professional capacities in Philadelphia, Atlanta and Oakland.

As an organizer, Shandra worked to engage and support diverse communities including Philadelphia high school students, security officers in Silicon Valley, hotel workers across the country, and Manufactured Home Community residents in dozens of locations. As an Architectural Designer, she hopes to build on her organizing experience by bringing a design skill set to continue supporting community driven and public interest initiatives.

Professional Experience

JIMA Studio
Designer
2022 - Present

Taubman College Design Corps
Participant, Summer 2020

MHAction
Organizing Director, 2015 - 2019

Education

Masters of Architecture
University of Michigan, 2022

Bachelors of Arts in Social Movements |
Honors Major
Swarthmore College, 2009

Key Projects

Braden Street Pocket Park Design Build, Detroit MI, 2021-2022
Worked with a neighborhood serving organization to activate a vacant lot into a community garden space, from concept design to implementation.

Eliza Howell Park Trails and Trailhead, Detroit MI, 2022-Present
Working with a local community development organization to design and implement trails system for a city park that is locally stewarded and programmed.

Canfield Connect, Detroit MI 2022-Present
Working with a neighborhood serving organization to activate a vacant lot into a community greenway connector

Oakland Avenue Farm Master Plan, Detroit MI, 2022-Present
Site design and planning for an urban agricultural neighborhood paired with programming and retail to support micro food shed for Detroit's North End.

Taubman College Design Corps, Detroit, MI, 2020*
Worked as member of a team of graduate students to offer design options to Detroit based arts organization.

Manufacture Homeowner Trainings and Meetings, National, 2016-2019*
Planned, coordinated and ran several national trainings that brought together 25-50 residents of manufactured home communities and supporters from around the country.

Ballot Initiative Campaign, Humboldt County, CA, 2016*
Supported grassroots organizers in the planning and successful implementation of a manufactured housing rent stabilization ballot initiative.

MHAction Launch, National, 2015 - 2016*
Supported the successful launch of MHAction as project independent from its' parent organization.

* Work completed before JIMA Studio



Carl Bolofer Visualization Specialist

With over 13 years of architectural design experience and a Master's Degree in Architecture from the University of Detroit-Mercy, BOLD Studio founder and designer Carl Bolofer strives to challenge himself and the design profession to seek out diversity of thought, collaborate across disciplines, and remain open to new perspectives. As a Detroit resident of over 30 years, Carl carries a deep appreciation and love for the city of Detroit that inspires his thoughtful, informed approach to designing the urban landscape.

Professional Experience

Bold Studio
Founder
2019 - Present

Hamilton Anderson Associates
Creative Lead, Senior Designer
2007 - 2019

Education

Master of Architecture | University of Detroit-Mercy, 2007

Bachelor of Architecture | University of Detroit-Mercy, 2005

Key Projects

Grand River / Livernois Neighborhood Plan, Detroit MI, 2021-2022

Worked with a faith-based organization to establish a strategic plan for vacant lot activation in the Russell Woods area. Supported the existing conditions, engagement and open space strategies.

Elementa Brush Park, Detroit MI, 2021

Elementa is proposed as a 16-unit new construction condominium project in the heart of historic Brush Park. As a project, Elementa's overall emphasis is on homeownership, specifically integrating market rate and affordable for-sale units in a single development. Because ownership is critical to the long-term stability and growth of the city as a whole, one of the key objectives of this project is to promote equity and inclusivity through homeownership.

C.A.N. Arts Handworks Master plan, Detroit MI, 2020

C.A.N. Art Handworks has called Wilkins Street in Eastern Market home for over 34 years. The organization has been operating inside a 10,000 sf warehouse. Carlos Neilbock is the founder of the organization and holds the title Master Metal artist. He envisions C.A.N Arts Handworks as a space to educate and foster the metal working arts ecosystem in the community. This Master plan study looks at the future of CAN Arts Handworks by building on the organization's existing assets and its connection with the community.

162 S 12th, 3-Family Housing Concept, Newark NJ, 2020

This 3-family housing design concept is located in the Fairmount community in Newark, New Jersey. With the dominate housing typology in the neighborhood the bayonne box style, the new design attempts to modernize the typology. The exterior materials are a durable ribbed fiber cement panel with accents of wood. Large windows with juliet balconies help provide natural light to The deep layouts. The three-story, 4,140 SF development features three units between 900-1400sf with the first floor unit having 2 bedrooms and the 2 upper floors each having 3 bedrooms. The backyard provides parking and a shared green space for residents.



Grand River / Livernois Neighborhood Plan

a framework for transformation



JIMA Studio, in partnership with RVSN Studios, Interboro Partners, BOLD Studio, worked with Renaissance of Hope CDC on a neighborhood framework plan to reimagine the vacant land they own in the Russell Woods neighborhood. The Neighborhood Framework Plan considers existing leadership and development around education, recreation and activating vacant buildings, while proposing new uses that diversifies the existing neighborhood fabric, supports local enterprise and manages vacant parcels for short-term and long-term use. The project utilized a robust engagement approach to convene key partners in the neighborhood, as well as invested residents and church members.

Year
2021

Client
Renaissance of Hope Community Development Corporation

Location
Detroit, MI

Team
Ujiji Davis Williams, Carl Bolofer

Services Provided
Concept Design, Community Engagement, Graphic Representation

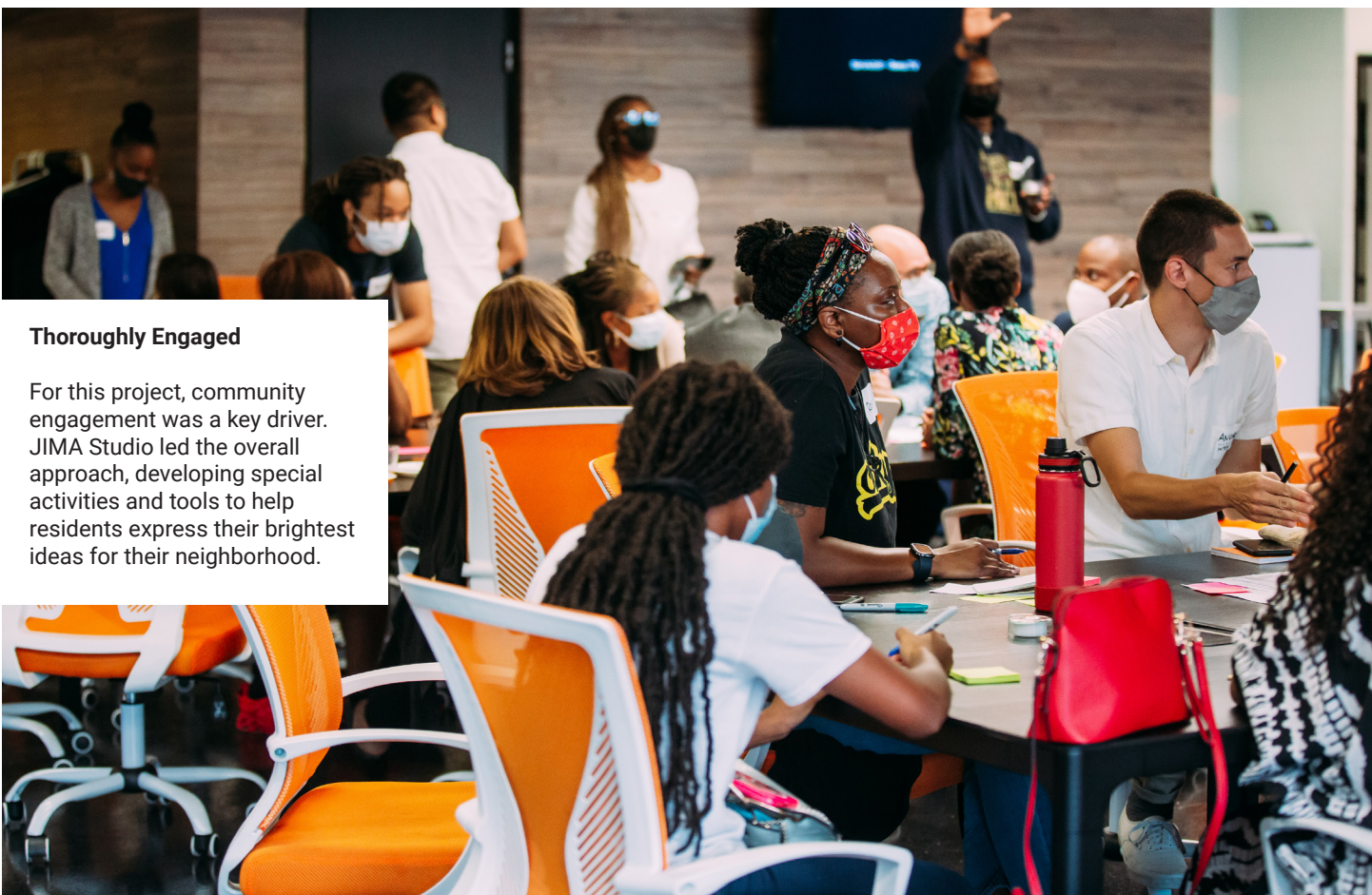
Client Reference
David Merritt
Give Merit, Inc.
10100 Grand River
Detroit, MI 48204
dmerritt@meritgoodness.com
248-910-9120





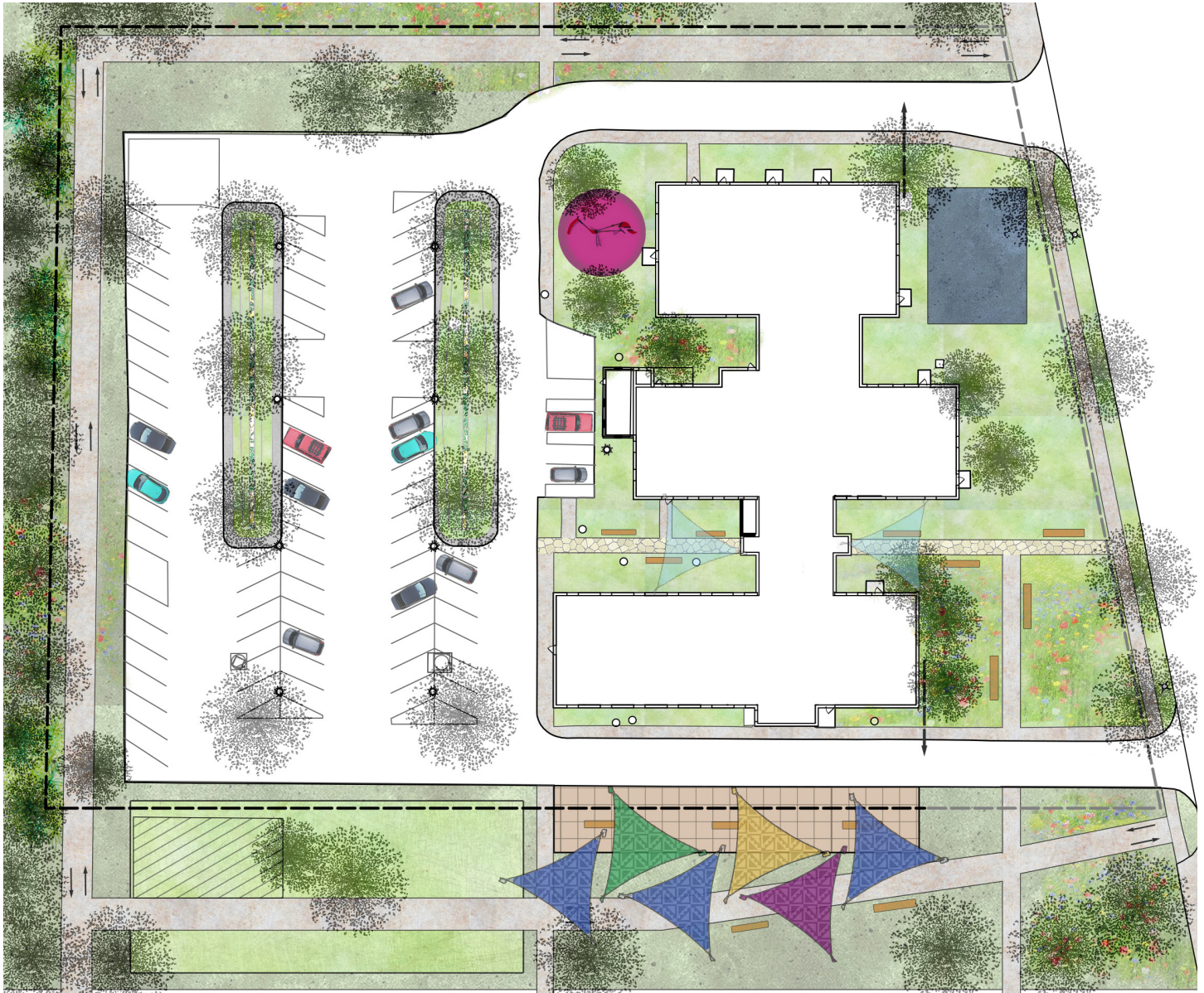
Thoroughly Engaged

For this project, community engagement was a key driver. JIMA Studio led the overall approach, developing special activities and tools to help residents express their brightest ideas for their neighborhood.



The Stoudamire Center

a campus reborn



In collaboration with Dokes Design Architecture, JIMA Studio supported the rebranding of the Stoudamire Center on the Detroit's east side as a hub for community health and wellness. JIMA led the concept site plan development that considers the desired synergies of indoor and outdoor activities, including fitness, food business incubation and other gathering opportunities.

Client Reference

Donna Givens Davidson
President & CEO
4401 Conner St
Detroit, MI 48215
(313) 571-2800
dgivens@ecn-detroit.org

Year

2022

Client

Eastside Community Network

Location

Detroit, MI

Team

Ujjiji Davis Williams

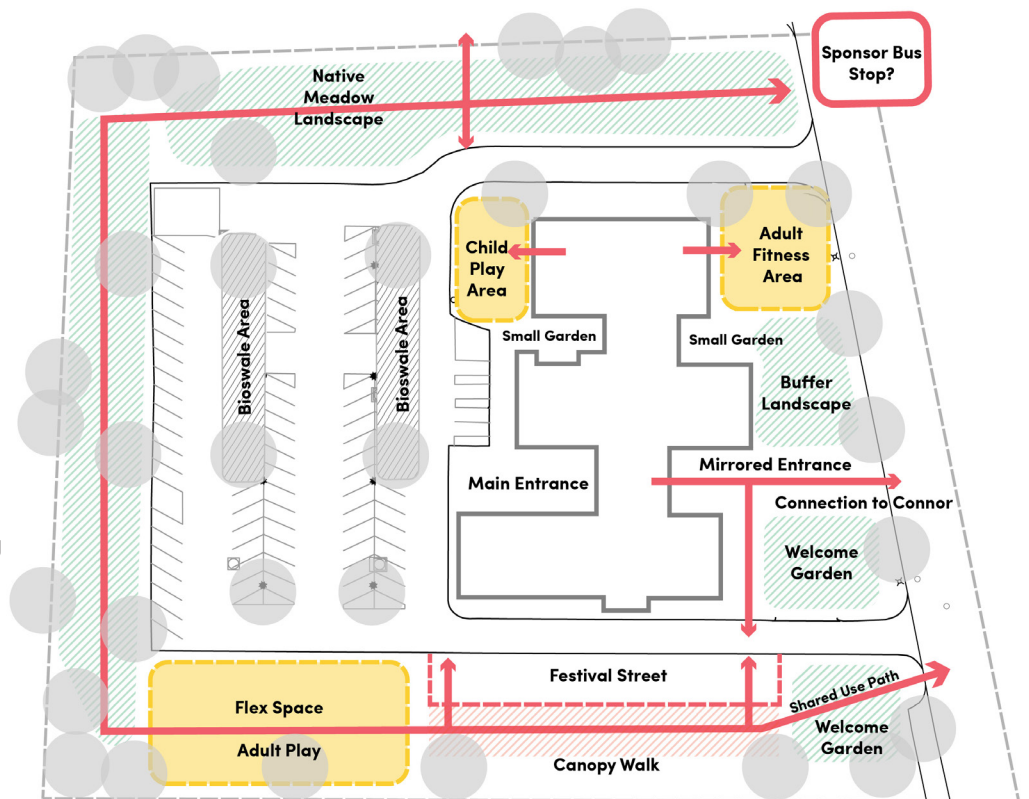
Services Provided

Concept Design, Graphic Representation



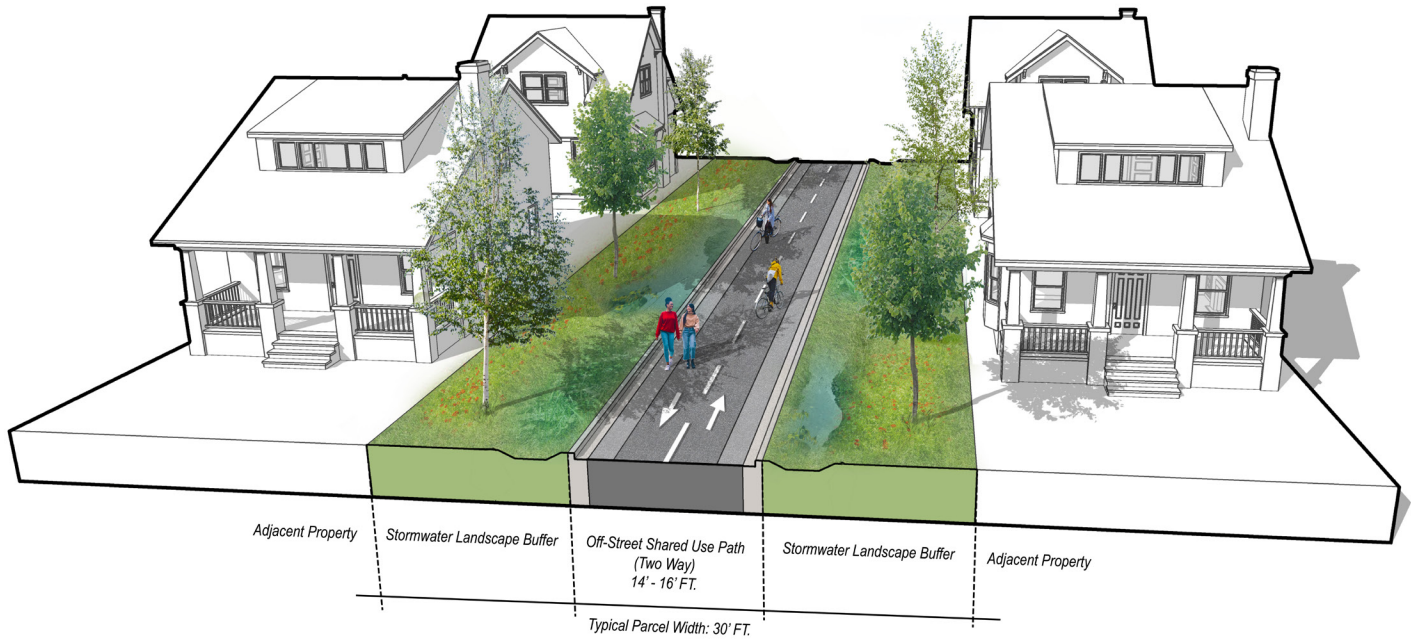
Analysis and Design

For this project, JIMA responded to a series of site studies that were previously performed to understand the circulation, programming and other challenges of the site. The outcome was a renewed campus vision with stronger connections to nearby residents, and a direct continuation of the previous planning efforts



Canfield Connect

a neighborhood greenway for Detroit's East Side



The Canfield Connect is envisioned as a 1.25 mile neighborhood greenway that will connect the residents of East Canfield Village from Brewer Park to Pingree Park through a network of on-road and off-road bicycle facilities. With many vacant and publicly owned properties in the area, the Canfield Connect will link underutilized spaces with a premier recreational facility that gets neighbors outside, moving and engaging in their neighborhood. As a shared use path, the Canfield Connect will accommodate walkers and bikers of all ages and capabilities to enjoy the beauty of a naturalized Detroit landscape.

Year
2022

Client
Canfield Consortium

Location
Detroit MI

Team
Ujiji Davis Williams, Shandra Bernath-Plaisted

Services Provided
Concept Design, Design Documentation,
Graphic Representation

Reference
Kim Theus
Director
Canfield Consortium
917-721-5655
kim@canfieldst.org



Bailey Park Revisioning

a neighborhood park for Detroit's East Side



Bailey Park Neighborhood Development Corporation focuses on several land-based strategies to reduce blight and stabilize the residential area of McDougal-Hunt. Bailey Park is the organization's premier project that establishes a neighborhood park in the heart of the McDougal-Hunt to provide a local destination for recreation, safe play and gathering. The park is intended to serve the needs of immediate neighbors living with a half mile. JIMA supported the concept development and visualization of the Bailey Park's expansion onto publicly-owned land and public alleys to create a multi-faceted and programmed outdoor space.

Year

2017

Client

Bailey Park Neighborhood Development Corporation

Location

Detroit MI

Team

Ujiji Davis Williams

Services Provided

Concept Design

Reference

Katrina Watkins

Director

313-492-1352

kwatkins@baileyparknbc.org



PROJECT UNDERSTANDING AND APPROACH

The Grosse Pointe Park Downtown Development Authority (DDA) is looking to develop a conceptual site plan for the civic campus, inclusive of City Hall and the Library, to add beauty and accessibility to these institutions. JIMA is prepared to deliver the requested services that establish the site area into a public commons for all residents of Grosse Pointe Park - and their visitors - to enjoy. The following scope of services outlines our inclusive process in achieving the DDA's goals through engagement, quality design and strong graphic storytelling. Our approach will be applied across three key tasks:

Task One: Inventory and Analysis

JIMA will review current and previous planning efforts that have led the DDA to this civic project. This includes the review and consideration of the MKSK Parking Study and the City Master Plan to inform site needs, connectivity, and overall desired character. JIMA will also evaluate the site conditions and relationships with an existing conditions study that considers other physical conditions that may drive the civic design. This may include sun/shade studies, confirmation of cultural or historic contributors, preservation of beloved community components, natural pedestrian movement, desired programming and overall client vision. With this, and the review of previous plans and studies, JIMA will define what goals can be achieved through site design to provide a flexible civic space to meet the needs of the DDA.

Key Deliverables:

- (1) Site Study Package with analysis on the existing site conditions that incorporates the findings from the MKSK Parking Study and City Master Plan, submitted in PDF format
- (1) Visioning Session with the DDA and other key City stakeholders to understand the vision of the civic campus, considerate of budget, maintenance and other factors that may impact park quality; findings submitted in PDF format.

Task Two: Engagement and Visioning

JIMA proposes two public engagement sessions to leverage the public opinion. Each session will serve as a soundboard to confirm the campus goals and define the design direction. The first session will present the DDA's goals for the site, alongside a series of mood boards that use images, words, and project precedents to help express the desired look, feel and experience of the civic campus. From there, JIMA will develop two concept alternatives that will be presented at a second session where parts of each alternative will be reviewed, confirmed or reconsidered. These comments will drive the preferred direction of the civic campus design, keeping the final product aligned with the DDA's goals and within community expectation.

Key Deliverables:

- (1) Public Visioning Session that features mood boards to collect information around resident vision
- (1) Public Review Session that features conceptual options to build resident consensus
- Up to (2) conceptual sketch plan designs of the civic commons
- Summary of all engagement and visioning findings, in PDF format.

Task Three: Final Design and Presentation

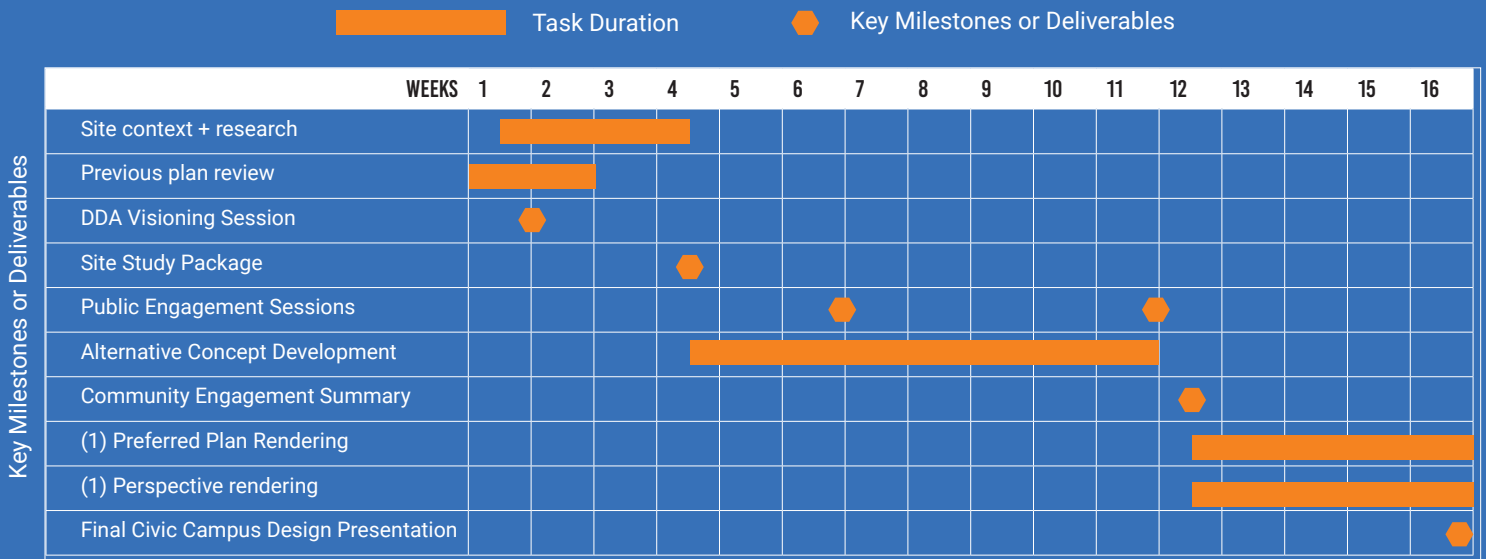
After the confirmation of the design direction from both the community and the DDA, JIMA and BOLD will refine the preferred plan into high-quality images that best illustrate the character of the proposed campus. The final image will feature a connected landscape design that includes furnishing, materials, circulation, public art and program.

Key Deliverables:

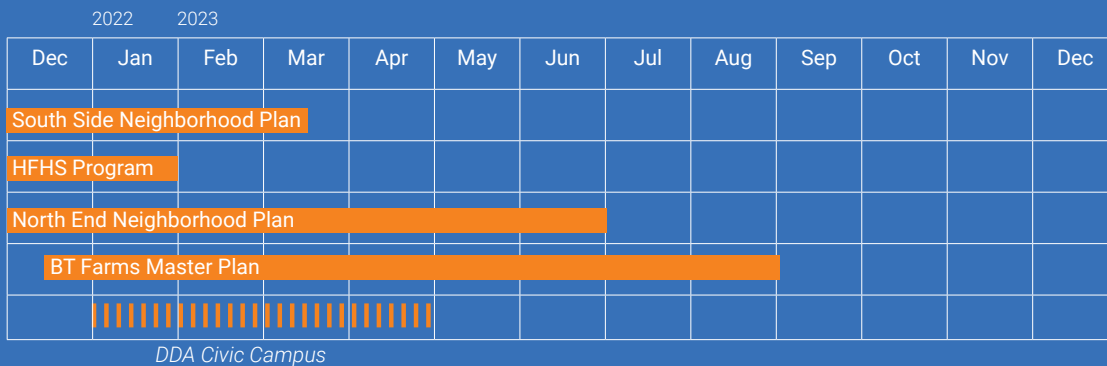
- (1) Rendered Plan Image depicting the preferred design of the civic campus
- (1) Perspective rendering to highlight the pedestrian experience for further fundraising/ marketing efforts
- (1) Presentation to the DDA highlighting the full design process and final design direction, in PDF format

WORK SCHEDULE

We foresee completing this **project in 4 months or by April 30, 2023**. The schedule below highlights the general months of activity related to the scope items and proposed work plan. There may be challenges and delays to the project schedule considering holidays, vacation times and overall project coordination with the DDA, additional stakeholders and public participants looking to inform the planning process. As part of our project management approach, we expect to share monthly updates to the schedule to notify the DDA and others on the overall progress.



JIMA presently has the capacity to take on the DDA Civic Campus Design and will be able to complete this project by April 2023. Considering our current work load, this planning initiative will be a priority project for JIMA. Please see below the remaining timelines of our active projects.



For this scope of work, we expect to offer a **lump sum fee proposal**, inclusive of all the deliverables identified. We are also open to alternative methods of establishing a fair and budget-friendly contract. For any additional services, please see the following rates for our services:

- Principal: \$175/hr
- Visualization Specialist: \$150/hr
- Project Manager: \$135/hr
- Rendering Price Per View: \$2000-\$3000

**Collective
work and
responsibility.**

J I M 
S T U D I O

jimastudio.com
Detroit, Michigan
ujijji@jimastudio.com



**Grosse Pointe Park Downtown Development Authority Civic
Campus Design Enhancement Project Proposal**



December 2, 2022



PEA GROUP



45 W Grand River Avenue, Suite 501
Detroit, MI 48226

313.769.5770
peagroup.com

Grosse Pointe Park Downtown Development Authority Civic Campus Design Enhancement Project

Dear Mr. Nick Sizeland,

On behalf of PEA Group, thank you for the opportunity to respond to your Request for Proposal. We are excited for the chance to continue building our relationship with the City of Grosse Pointe Park Downtown Development Authority (DDA) and contribute to the enhancements of the civic campus.

Based on the project timeline, the expertise of individuals, and the needs of this project, we have assembled a team of professionals committed to seeing this project advance. Our team has an extensive background in community projects and park design. We have designed numerous parks in urban areas, whether in areas of decline or existing open spaces. Our previous experience gives us a unique perspective, helping us see the big picture of what elements are vital to a civic campus's success and how they can unify the community. Design elements, programming, and connectivity create successful public and civic spaces.

PEA Group has completed several projects with a significant community engagement component. We recognize the existence of an existing parking study and city master plan, which will be used in lieu of the standard engagement process. This valuable data, plus insight from the City and DDA representatives, will assist the final design in a way that will beautify the space, provide accessibility, and be both functional and sustainable.

Our team looks forward to working with you and the DDA on this exciting project. Should you have any questions or need any additional information, please contact me directly at 248.631.7588 or email: mfranklin@peagroup.com.

Thank you again for this opportunity,

Michael Franklin, PLA
Senior Project Manager
248.631.7588
mfranklin@peagroup.com

Burke Jenkins, PLA
Detroit Office Director
313.769.5655
bjenkins@peagroup.com

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PEA Group

45 W Grand River Avenue,
Suite 501
Detroit, MI 48226
t. 313.769.5770
peagroup.com

Additional Locations

Auburn Hills, MI
Brighton, MI
Lansing, MI
Washington, MI
Houston, TX

Business Status

Privately Owned Corporation
Established 1947
Fed ID: 38-1813731
Detroit Based Business

Services

Civil Engineering
Ecological Consulting
Geotechnical Engineering
Landscape Architecture
Land Surveying
Facility Consulting

Firm Overview

PEA Group is an award-winning, multidisciplinary site design firm offering a full roster of services to assist our partners and clients through the site design process. Since 1947, our engineers, landscape architects, land surveyors, and consultants have been providing creative site design solutions for various projects, from education and senior living to residential and industrial.

Our integrated, multidisciplinary service structure allows the PEA Group staff to collaborate on all aspects of your project seamlessly.

We design for real-world scenarios — bringing creativity and discipline to every project, partnering with clients to produce dynamic spaces that work beyond the moment, standing the test of time. We harness our team's shared knowledge and experience, creating solutions with the utmost attention to the fine details while always having the bigger picture in mind. We believe the best solutions are those that go beyond expectations.

Others see spaces. We see possibilities for *something better*.



RESUME OF KEY TEAM MEMBERS

Burke Jenkins, PLA, ASLA, LEED AP

Detroit Office Director



Burke Jenkins manages PEA Group's Detroit office and has over 20 years of experience designing and managing projects from concept through construction. His project experience includes urban design, parks and recreation, green infrastructure, greenways, higher education, mixed-use, and public and private landscape developments in Michigan, Louisiana, Maryland, and Nevada. With a diverse project portfolio, all of his projects share the same goal of meeting and exceeding his clients' expectations, while also benefiting the communities that surround them. Burke's experience has given him an acute understanding of the design process, technical applications, construction, and permitting. This understanding benefits the teams he leads, resulting in exceptional projects.

Education

Michigan State University,
BLA in Landscape
Architecture, 1999

Licensure

Professional Landscape
Architect:
MI 3901001359,
OH 1601395,
MD 3823

Years of Practice

1999-Present

Certifications

Leadership in Energy &
Environmental Design LEED
Accredited Professional
(LEED AP), 2004

Professional Affiliations

American Society of
Landscape Architects, MI
Chapter, 2002

Select Project Experience

Milliken State Park Habitat Restoration, Detroit, MI

Upper Riverfront Parks Environmental Design, Detroit, MI

Chandler Park Outdoor Environmental Classroom, Detroit, MI

Riverside Park Phase 3 and 4, Detroit, MI

AB Ford Park/Lenox Center, Detroit, MI

Southwest Detroit Business Association Forest Service Tree Planting,
Detroit, MI

Fort Street Bridge Park, Detroit, MI

Ralph C. Wilson, Jr. Centennial Park, Detroit, MI

Lakeshore Park, Novi, MI

Rouge Park Renovations, Detroit, MI

Patton Park Master Plan, Detroit, MI

Euclid Park, Detroit, MI

Jayne Park, Detroit, MI

Chandler Park Path, Detroit, MI

Alternatives for Girls, Detroit, MI

Great Lakes Way, Southeast Michigan

Venoy-Dorsey Boat Launches, Wayne County, MI

Southwest Detroit Iron Belle Trail, Detroit, MI

Southwest Detroit Iron Belle Connector, Detroit, MI

Mariners Inn, Detroit, MI

Alternatives for Girls, Detroit, MI

Michael Franklin, PLA, LEED AP



Senior Project Manager



Michael Franklin serves as a senior project manager for the landscape architecture group and is an expert in project management and architectural detailing. He has been in the landscape architectural field for 27 years and brings to PEA Group a wealth of experience in site analysis, conceptual design, construction documentation, construction administration, and facility management. His work history is quite extensive and includes health care, retail, parks and recreation, cultural, municipal, educational, corporate, high-end residential, multi-family residential, roof garden, artificial plant, interior, and signage design.

Education

Purdue University,
BS in Landscape
Architecture, 1995

Licensure

Professional Landscape
Architect:
MI 1511, TX 3654

Years of Practice

1995-Present

Certifications

Certified LEED Accredited
Professional (LEED AP)

Professional Affiliations

American Society of
Landscape Architects

Select Project Experience

City of Berkley DDA Streetscape and Seating Plaza, Berkley, MI

Grosse Pointe Park Kercheval Avenue Streetscape Master Plan,
Grosse Pointe Park, MI

Fort Street Bridge Park Phase 1 and 2, Detroit, MI

Downriver Linked Greenway Gateways, Flat Rock and Detroit, MI

Downriver Linked Greenway and Iron Belle Trail Interpretive Signage,
Downriver Communities, MI

Madison Heights Civic Center Plaza, Madison Heights, MI*

Livonia Community Recreation Center, Livonia, MI*

City of Northville Town Square, Northville, MI*

City of Farmington Downtown Farmer's Market and Riley Park,
Farmington, MI*

City of Farmington DDA Streetscape Re-Development, Farmington, MI*

Downtown Main Street Motley Memorial, Village of Milford, MI*

City of Fenton Welcome Signage, Fenton, MI*

City of Howell Retail Parking Lot No. 1, Howell, MI*

Holocaust Memorial Center, Farmington Hills, MI*

Holocaust Memorial Center Box Car Exhibit, Farmington Hills, MI*

* Project with previous employer

Kim Dietzel, PLA



Landscape Architect



Kim Dietzel is a landscape architect with over five years of experience. Kim prepares designs, working drawings, specifications, and cost estimates pertaining to the development of state parks, campus and recreation projects, and highway roadside landscaping.

Her responsibilities include master plan drafts and detailed development plans/specifications for building sites and landscape plantings. She also reviews plans for conformance to codes and authorized approval for construction. Kim performs special studies, planning, field investigations, and reviews permit applications.

Education

Michigan State University,
BLA in Landscape
Architecture, 2015
Masters of
Environmental Design,
2016

Licensure

Professional Landscape
Architect:
MI 3901001741

Years of Practice

2014-Present

Professional Affiliations

MSU Olmsted Scholar,
Landscape Architecture
Foundation
MI American Society of
Landscape Architects,
Associate Member

Select Project Experience

Chandler Park Outdoor Environmental Classroom, Detroit, MI
Solanus Casey Center Meditation Garden, Detroit, MI
Loyola High School Chapel, Detroit, MI
Upper Riverfront Park Habitat Restoration, Detroit, MI
Milliken State Park Habitat Restoration, Detroit, MI
Marathon Gardens Park, Detroit, MI
Riverside Park Phase 3 and 4, Detroit, MI
Fort Street Bridge Park, Detroit, MI
Calhoun County Trail, Calhoun County, MI
Albion College Loop Trail, Calhoun County, MI
Henry Ford Estate Donor Wall, Dearborn, MI
Ideal Master Plan, Detroit, MI
CSX Berm Enhancements, Detroit, MI
Kalamazoo Kayak Course Plan, Battle Creek, MI
Montwell Park Master Plan, Lewisburg, WV
Ruth Ellis Clairmount Center, Detroit, MI
Stellantis Mack Assembly Plant, Detroit, MI

Anne Hayner



Landscape Designer



Anne Hayner is a recently graduated landscape designer. She is responsible for assisting with concept plans, site plans, master plan drafts, detailed development plans and specifications for building sites, landscape plantings, construction drawings, field investigation, and site analysis. Anne is proficient in ArcGIS, AutoCAD, Adobe Suite, Rhino. Additionally, she has experience with grading, stormwater management, and plant identification.

Education

Harvard University Graduate School of Design, MLA, 2021
Williams College, BA in Environmental Science, 2015

Years of Practice

2021-Present

Professional Affiliations

ASLA Student Member
MiASLA, Diversity, Equity & Inclusion Committee Member

Select Project Experience

- Fort Street Bridge Park, Detroit, MI
- Venoy-Dorsey Boat Launches, Wayne County, MI
- Calhoun North Branch Park, Bedford, MI
- Iron Belle Trail Down River Linked Greenways Gap and Intersection, Wayne County, MI
- Sterling State Park Fishing Pier, Monroe, MI
- Indian Mounds Regional Park Cultural Landscape Report, St. Paul, MN*
- Paradise Farms, Spring, TX
- Sakura, Novi, MI
- Champion Forest Church, Houston, TX
- Innova Apartments, Novi, MI
- Pine Lake Country Club, West Bloomfield, MI
- Detroit City Club Apartments, Detroit, MI
- Upper Straits Boulevard, West Bloomfield, MI
- King's Cove Condominiums, White Lake Township, MI

RELEVANT EXPERIENCE

City of Northville Town Square



The City of Northville Downtown Development Authority had a new vision for the historic revitalization of the downtown area and required construction documentation for Phase 1 of the Town Square implementation.

The Town Square is located in the heart of Northville and occupies less than half of an acre. The project addressed many existing challenges, such as pedestrian and vehicular integration, the repurposing of existing focal elements, creating a multi-use year-round space, and site constraints such as historic buildings, utilities, and existing road requirements. The goal was to recreate a historic Victorian feel throughout the design, as well as the introduction of uniquely designed elements. Those elements included a signature steel and glass winged pavilion; the incorporation of a uniquely designed hardscape patterning that included a snowmelt system, sculptural art, moveable site furniture, low maintenance plant material, and canopy trees. Additionally it included the re-use of an existing high-profile clock tower, the addition of custom planters, water features, and uniquely designed overhead accent lighting.

This project re-established Northville as a destination location and created a distinct sense of place for this notable community. The Town Square hosts multiple art fairs, concerts, and outdoor activities for the community throughout the year.

Project completed by Senior Project Manager, Michael Franklin, at previous employer



Location

Northville, Michigan

Client

City of Northville Downtown Development Authority

Services Provided

Site inventory and analysis, conceptual planning, cost estimating, site plan approval, construction documents, and construction administration



City of Farmington Downtown Farmer's Market and Riley Park



The primary goal of this DDA project was to redesign and transform a parking lot in the downtown area into a highly visible destination and gathering location for the community. This was achieved by introducing an iconic pavilion structure, pedestrian terrace, and open green park space, which now hosts numerous events, including the farmers market, concerts, and festivals.

This project included site inventory and analysis, stakeholder coordination, and the generation of construction documents. The project was successfully executed and is an excellent example of downtown redevelopment.

Project completed by Senior Project Manager, Michael Franklin, at previous employer



Location

Farmington, Michigan

Client

City of Farmington and the DDA

Services Provided

Site inventory and analysis, conceptual design, and construction drawings



Fort Street Bridge Park



The Fort-Rouge Gateway Partnership began a discussion between local and state-level stakeholders to discuss the potential for a transformative place-making park in the vicinity of the Fort Street Bridge over the Rouge River in southwest Detroit.

PEA Group assisted Fort-Rouge Gateway stakeholders in finalizing conceptual plans for a pocket park, on MDOT owned property, at the foot of the new bridge. Amenities include a gathering plaza with seating and porous pavement, an interpretation of the 1932 Hunger March, an interactive stormwater management demonstration, habitat enhancements, and a kayak launch. The sculptural and interpretive focal points within the plaza were constructed with salvaged materials from the former bridge. Marathon Petroleum Company and MotorCities National Heritage Areas engaged PEA Group to develop construction documents, design the interpretive signage, and provide construction administration and oversight for the first phase of the park's development.



Concept Plan

Plan Features:

- A entry wall
- B bike loops
- C gathering plaza
- D interpretive signage
- E sculptural element
- F stormwater feature
- G entry drive
- H entry arch or gate
- I parking/ loading
- J paddleboat launch
- K boardwalk
- L rain garden
- M habitat enhancement
- N curb cut
- O bio-swale

Location

Detroit, Michigan

Client

Fort-Rouge Gateway in partnership with Marathon Petroleum Corporation and MotorCities National Heritage Areas

Services Provided

Site inventory and analysis, conceptual planning, cost estimating, site plan approval, construction documents, construction administration, and fundraising assistance



Riverside Park Phases 3 and 4



The City of Detroit engaged PEA Group to develop updated concept plans through preliminary construction documents for phases 3 and 4 of Riverside Park. The park is located at the base of West Grand Boulevard on the Detroit River, directly south of the Ambassador Bridge. The City developed due care plans for both phases of the project. The new design incorporates the environmental cleanup per EGLE requirements.

Now complete, Riverside Park provides new and exciting recreational amenities to nearby residents and the community. Phases 3 and 4 expanded the existing southwest boundary of the park, added close to five acres of public park space, and increased the river frontage and access for shore fishing. Additionally, the park has a new interactive spray park with rolling topography and safety surfacing that will be utilized as a play space in colder months.

Grand Boulevard now extends into the park, providing better vehicular access for anglers and cyclists while doubling as a hardscape surface for festivals and weekend events. The new sledding hill provides winter recreation opportunities and unique river and downtown views. Upland and lowland habitat improvements were incorporated into the design, spanning from the existing seawall to the top of the proposed hillside. The new picnic shelter near the base of the sledding hill provides a location for concerts and movies in the park while also serving as an outdoor performance space. The new picnic shelters and an outdoor fitness area are adjacent to a ¼-mile walking loop. The existing Riverwalk remained intact and has new site furnishings.

Location
Detroit, Michigan

Client
City of Detroit,
General Services Department

Services Provided
Concept planning,
landscape architecture, civil
engineering, and preliminary
construction documentation



Lakeshore Park



Located in Novi, Michigan, Lakeshore Park is the largest of the City's parks. The park features beach access to Walled Lake and various recreational opportunities such as mountain biking, walking trails, and play spaces. Before this project, the park was in poor condition. It lacked amenities to serve community needs, such as safe access for bicyclists, restrooms, and food facilities to accommodate beach visitors. In 2016, PEA Group prepared plans for a major renovation. The design included numerous site plan alternatives and community input to determine the best use of the available space. The overall design improves circulation and makes the park more accessible to those with disabilities.

Other significant changes included converting an existing lawn and gravel parking area into a community building with an outdoor patio. The new community center provides space for recreation programs, senior programs, and children's camps. New parking facilities, a playground, picnic pavilion, and walking paths were also added. PEA Group provided an improved set of ADA-compliant walking paths around the new picnic pavilions and leading down to the beach area. Our team designed new bike pathways through the park to provide connectivity from the public road to bike trails, minimizing conflicts between cyclists and motor vehicles.

PEA Group created a palette of native Michigan plants, choosing perennials and shrubs that attract pollinators and provide color year-round. Rain gardens and bioswales were included in the parking area and along the site's east side. They were designed to have a naturalized look using native wetland grasses, sedges, and perennials.

Location
Novi, Michigan

Client/Reference
Ghafari

Services Provided
Civil engineering, landscape architecture, surveying, ecological, stormwater management, and geotechnical engineering

UNDERSTANDING OF SCOPE

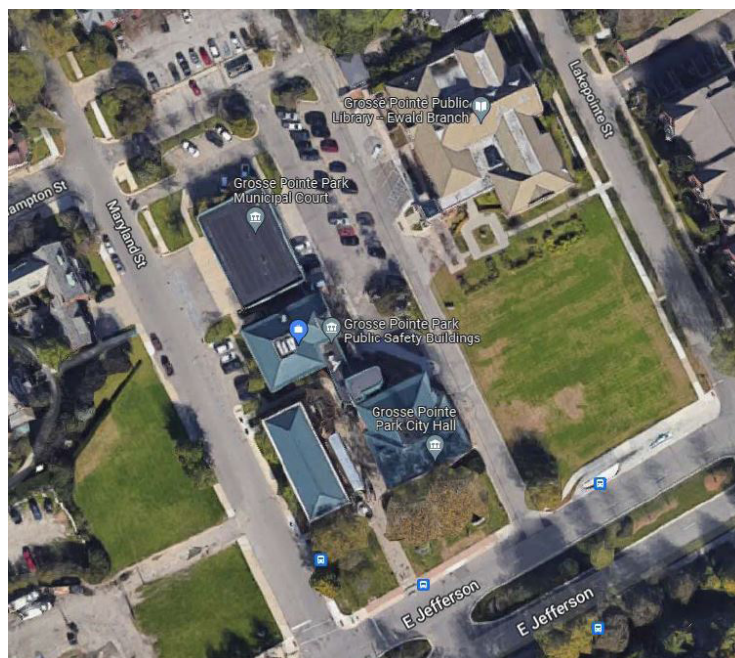
Understanding of Scope



PEA Group understands that the City of Grosse Pointe Park and the Downtown Development Authority (DDA) needs a design team to provide a conceptual design for the Civic Campus. The campus begins at Jefferson Avenue, between Maryland and Lakepointe Streets, and ends at the north parking lot of City Hall and the library. The design should address the beautification, walkability, and accessibility of this proposed area. The City will require the services of qualified experts in landscape architecture and design who have the experience and capability to create a unified design that embodies the character and nature of the community and Civic Campus. The design will incorporate the Parking Study recommendations and the City Master Plan elements to create a comprehensive design solution for this redeveloped space. PEA Group will incorporate low maintenance, sustainable landscaping practices, appropriate lighting, site amenities and public art solutions, connectivity opportunities to the adjacent streets, and adhere to fundamental ADA compliance standards.

We understand that our design team will coordinate with the City staff, adhere to the City standards and objectives, and present a Conceptual Design to the DDA for community engagement. PEA Group employees have a long history of community involvement in Grosse Pointe Park. Our team is currently working on parking lot and streetscape enhancements along the Kercheval corridor. We have worked with many municipalities, DDAs, and community groups and understand the collaborative effort required for a project of this nature.

We look forward to the opportunity to work with the City and DDA in the enhancement of this civic campus space.



PROJECT APPROACH AND DELIVERABLES

Project Approach



TASK DESCRIPTION
Task 1: Pre-Design Coordination
1. Conduct a thorough analysis of the existing Parking Study and City Master Plan.
2. Attend kick-off meeting with City and DDA representatives (Project Team) to review the project scope and schedule. Walk the site with the Project Team and review existing conditions, gather input, and establish design program elements.
3. Compile research and meeting comments and present Concept Plan Survey to the Project Team.
Task 1 Deliverable(s): Concept plan survey
Task 2: Conceptual Site Plan
1. The Design Team will take the finalized design program and prepare a concept that incorporates all the desired project features into a well conceived park site plan.
2. One Conceptual Site Plan will be developed and will evolve throughout the process. After review by the Project Team, modifications may be made to the design. However, multiple concepts changes or revisions that require a complete redesign are not anticipated or proposed.
3. Prepare a Preliminary Cost Opinion based on the projected 2023 construction. The Comprehensive Cost Opinion will be based on the anticipated pay items and unit prices. Since the cost opinion will be based on concept plan and not engineering plans, assumptions will be made regarding the magnitude of scope items such as utility work, earthwork, and drainage work.
Task 2 Deliverable(s): Hard and digital conceptual site plan, including a 2D colored plan and rendered perspective views with notes regarding the proposed program elements and precedent images of the proposed amenities, and Itemized Preliminary Cost Opinion
Task 3: Project Meetings
1. The design team will attend a series of meetings throughout the project duration. Meetings will be held virtually when possible. There will be input meetings with the Project Team at key milestones of the project and progress update meetings as needed.
2. Meetings not covered under other tasks outlined in this proposal will include One in-person DDA Community Engagement meeting to present the Final Conceptual Plan, Cost Estimate, and Project Details.
Task 3 Deliverable(s): Meeting Notes and Concept Revisions

RATE SCHEDULE

Rate Schedule



Burke Jenkins, PLA Senior Project Manager	\$175
Mike Franklin, PLA Senior Project Manager	\$175
Kim Dietzel, PLA Landscape Architect.....	\$125
Anne Hayner Landscape Designer.....	\$95

SCHEDULE AND AVAILABILITY

Schedule



		2022		2023		
		Dec	Jan	Feb	Mar	Apr
Task 1 Pre-Design Coordination	Task					
	Review Parking Study and City Master Plan		■			
	Kickoff Meeting and Site Walk with Project Team		■			
	Develop Concept Plan Survey		■			
Task 2 Conceptual Site Plan	Task					
	Conceptual Site Plan			■		
	Concept Modifications according to City and DDA Input Comments				■	
	Final Conceptual Site Plan				■	
	Preliminary Cost Opinion				■	
Task 3 Project Meetings	Task					
	Project Team Milestone and Progress Meetings		■	■	■	
	One DDA Community Engagement Meeting					■

Availability



One of our core values is to be “responsive” to our clients. We monitor our backlog on a weekly basis and only bid on new projects when our data indicates staffing capacity throughout the project. For this project, we have assigned a team that can complete the proposed scope of work and meet the project schedule.



Parking Lot E alley from Maryland Street

REFERENCES

Professional References



Oakland County Parks and Recreation

Contact: Zachary N. Crane, Project Manager Engineer

Address: 2800 Watkins Lake Road, Building #97W, Waterford Township, MI 48328

Phone: 248.240.1079

Oakland Township Parks and Recreation

Contact: Mindy Milos-Dale, Parks and Trails Planner

Address: 4893 Collins Road, Rochester, MI 48306

Phone: 248.651.780 Ext. 402

Wayne County Parks

Contact: Elizabeth W. Iszler, ASLA, Chief of Planning and Design

Address: 33175 Ann Arbor Trail, Westland, MI 48185

Phone: 734.261.4312

Friends of The Rouge

Contact: Marie McCormick, Executive Director

Address: 650 Church Street, Suite 209, Plymouth, MI 48170

Phone: 734.927.4901

Downriver Linked Greenways

Contact: Mary Bohling, Co-Chair

Address: 20600 Eureka Road, Suite 250, Taylor, MI 48180

Phone: 734.288.3889

COMPENSATION

Compensation



Task 1: Pre-Design Coordination	\$3,500
Task 2: Conceptual Site Plan	\$8,000
Task 3: Project Meetings	\$3,500
Lump Sum	\$15,000

In addition to the referenced tasks, we charge at cost for reimbursable expenses such as postage, overnight mailings, reproductions, mileage, and other similar items.

Proposal to Provide Professional Services for the Grosse Pointe Park Downtown Development Authority's Civic Campus Design Enhancement Project

Prepared by:



December 2, 2022



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FIRM DESCRIPTION

Spicer Group is a full-service consulting firm providing landscape architecture, engineering, surveying, architecture, and community planning services to clients throughout Michigan. Since 1944, Spicer Group has grown from a one-man operation to a firm with more than 280 employees. We have several offices around the state and our headquarters is located in downtown Saginaw. Our qualified staff provides assistance to municipal, county, state, federal, private, industrial, commercial, and institutional clients.



Spicer Group is incorporated in the State of Michigan and provides a wide range of services to meet our clients' needs, which include:



- Streetscape Design
- Landscape Architectural Services
- Grant Writing/Fund Development
- Pathway and Trail Design
- Community Planning
- DDA Assistance
- Recreation Planning
- Architectural Services
- Urban Design
- Web Site Development
- GIS/Data Management
- Mapping Services
- Construction Engineering
- Electrical Engineering
- Environmental Engineering
- Structural Engineering
- Survey Services
- Transportation Engineering
- Utility Services
- Water/Wastewater Engineering
- Watershed Management



Why Spicer Group?

Spicer Group has worked on a variety of projects involving downtown streetscape improvements and recreation/park enhancements. Spicer Group has many different professionals in-house who specialize in unique areas that will benefit Grosse Pointe Park. This includes waterfront design, streetscape design, roadway design, traffic engineering, electrical engineering, parking lot designs, recreation design, and grant fund administration. Just as important is the fact that we make every effort to guide our clients through the processes, so it is a collaborative effort to plan, design and build a project. Our Planning Group includes two licensed landscape architects, three AIA-certified architects, three AICP-certified planners, and additional technical staff. Spicer Group planners are proficient in graphical presentations. Our knowledge in Photoshop, Illustrator, InDesign, ArcGIS, and Google Earth Pro and access to in-house architects and designers that use SketchUp for 3-D renderings allow us to focus on producing graphics for reports and presentations that make them user-friendly and easy to understand.

PROJECT TEAM

David S. Boersma, AIA, NCARB – Architect/Project Manager

Mr. Boersma will be responsible for the day-to-day operations of the project and will provide an open and consistent stream of communication with the Grosse Pointe Park Downtown Development Authority. Mr. Boersma is a registered State of Michigan Architect and State of Michigan Code Official. His 29 years of serving as a project manager and architect on a wide variety of building projects have given him expertise in multiple building types including public safety, commercial, municipal, and educational archetypes. Most recently he has designed the new Rogers City Fire Authority's new Fire Station No.1, overseeing the design of the new Saginaw County Jail and Sheriff Headquarters, and is currently designing the new Commerce Township Oakland County Sheriff Substation. He is currently working with the city of Grosse Pointe Park on upgrades and renovations to their city hall and public safety complex. He has proven success in project leadership, AIA contract preparation, team building, project development, code interpretation, problem-solving, construction administration, Capital Needs Assessments, as well as trade relations.

Cynthia Todd, PLA – Landscape Architect

Ms. Todd has 29 years of experience in project management, design, and planning for both the public and private sectors. She has extensive experience and a proven track record communicating project needs to staff, lawmakers, citizen groups, contractors, permitting agencies, and other professionals. She was the Capital Program Administrator for the State of Delaware, Division of Parks and Recreation, which received the 2015 NRPA Gold Medal Award, and monitored the use of 17 park facilities that included 25,000 acres with over 800 structures. At DNREC, she managed over \$12 million annually in park construction projects including campgrounds, piers, bathhouses, trails, and developed a master plan for Auburn Valley/National Vulcanized Fiber (NVF), a multi-million-dollar public-private partnership, which was a recipient of EPA's 2017 Pisces Award. Ms. Todd has a successful history of working with Michigan counties, cities, townships, and villages to develop passive and active recreational opportunities. This includes working closely with community groups, advisory committees, elected officials, and municipal staff to bring recreational plans to fruition while ensuring they are operationally feasible. She has extensive experience in analyzing and evaluating the usage of structures, facilities, and equipment to determine the short-and long-term capital needs of a jurisdiction.

DAVID S. BOERSMA, AIA, NCARB



ROLE ON THIS PROJECT: Project Architect

YEARS OF EXPERIENCE: Spicer Group – 12 | Other Firms - 16

GENERAL EXPERIENCE AND QUALIFICATIONS

Mr. Boersma is a licensed architect in the State of Michigan. In his 28 years of experience, he has served as a project manager and project architect on a wide variety of building projects. He has great expertise in multiple building types, including municipal facilities, parks, education, hospitality, healthcare, hospice, senior care, single-family residential, and multifamily residential. He has proven success in project leadership, business development, AIA contract preparation, team building, project development, code interpretation, problem-solving, construction administration, Capital Needs Assessments, as well as client and trade relations. He is NCARB certificated and a State of Michigan Registered Plan Reviewer as well as a registered architect in the State of Pennsylvania. Mr. Boersma has met the Secretary of the Interior's requirements for Historic Architecture as published in the Code of Federal Regulations 36 CFR Part 61. In addition, Mr. Boersma is involved with his community and dedicates his time volunteering as a Scout Leader, a member of the Clarkston Rotary, an Architect for Habitat for Humanity of Oakland County, as well as volunteering services for historic preservation in the Village of Clarkston.

EDUCATION

M. Architecture, Lawrence Technological University, Southfield, MI, 2000
 BS. Architecture, Lawrence Technological University, Southfield, MI, 1993

LICENSES/REGISTRATION

Registered Architect: Michigan (1301056188), Wisconsin, Illinois, Pennsylvania, New York, Connecticut, North Carolina, Georgia, Florida, and Montana
 Code Official: Michigan (005656)

ADDITIONAL TRAINING

- MSU Extension Citizen Planner
- Clarkston Rotary Club Past President
- Secretary of the Interior 36 CFR Part 61 Historical Architect
- National Eagle Scout Association

SIMILAR EXPERIENCE

<p><i>Bay City Kantzler Memorial Arboretum Planning</i></p> <p>Year: 2021 Location: City of Bay City Vendor Role: Prime</p>	<p>Architect / Project Manager responsible for providing master planning, conceptual design, and cost opinions for improvements at Kantzler Memorial Arboretum in Bay City. Some of the proposed improvements were walk replacement, walk expansion, boardwalk upgrades, shade structures, restrooms, storage facilities, drainage updates, and an entertainment venue for small gatherings. The improvements are proposed over the next few years in phases, with all improvements estimated at \$2 million.</p> <p>Client Contact: Tim Botzau, Parks & Environmental Affairs Manager (517)768-2918</p>
<p><i>Gerber Scout Reservation Bath House</i></p> <p>Year: 2021 Location: Twin Lake Vendor Role: Prime</p>	<p>Architect / Project Manager provided professional architectural, engineering, and survey services for the design of a new restroom and shower facility at Gerber Scout Reservation. The facility has (4) single-use restrooms, (6) combination restroom/showers, a laundry room, and utility room. The project was completed by spring 2021 on budget. We are also working on facility designs for Camp Rotary and D-A Scout Ranch.</p> <p>Client Contact: Andrew Tata, Michigan Crossroads Council (734)693-3020</p>

SIMILAR EXPERIENCE	
<p><i>Branch County Memorial Park Restroom</i></p> <p>Year: 2019 Location: Branch County Vendor Role: Prime</p>	<p>Architect / Project Manager for the design and construction of a new barrier-free beach house and restroom building. The project also included the construction of a new septic system, path improvements, and water nitrate treatment systems for the park. This project was funded through a MNRTF Grant that was written and administered by Spicer Group as well. The project began construction summer of 2020 and was complete by spring 2021 for the summer season of use.</p> <p>Client Contact: Jay Miller, Branch County (517) 278-2022</p>
<p><i>Bay County Pinconning Park</i></p> <p>Year: 2010- Present Location: Pinconning Vendor Role: Prime</p>	<p>Architect / Project Manager responsible for providing design and administration services to Bay County's Pinconning Park and Campground for over ten years. We have aided the county in applying for grants as well as planning improvements over the years. Some of the projects completed to date are a new trail and boardwalk system through the Saginaw Bay wetlands and woodlands in the park, new ADA fishing decks on the Pinconning River and Saginaw Bay, campsite improvements, new rustic cabins, new playgrounds, and ADA birding observation towers. We are currently working with the parks department to design a new restroom and bathhouse facility.</p> <p>Client Contact: Cristen Gignac, Bay County Director of Recreation and Facilities (989) 895-4132</p>
<p><i>Jackson County Fairgrounds Grandstand Renovations</i></p> <p>Year: 2017 Location: Jackson County Vendor Role: Prime</p>	<p>Architect / Project Manager responsible for providing an ADA study, schematic design, design development and construction documents and specifications for an ADA ramp and stair renovation to the Jackson County Fairgrounds grandstand facility.</p> <p>Client Contact: Mark Vysoky, Parks Planning & Operations Manager (517)768-2918</p>
<p><i>Finn Road Park Improvements</i></p> <p>Year: 2015-2020 Location: Hampton TWP Vendor Role: Prime</p>	<p>Architect / Project Manager for the Finn Road Park improvements that included a 300' boardwalk allowing observation of coastal marshland wildlife, a 20' observation tower to observe migratory birds, a 1,800' crushed stone ADA trail along Saginaw Bay, multiple path surface improvements, boat launch improvements and new skid pier at the lagoon launch site. This project was funded through MNRTF Grant that was written and administered by Spicer Group. The project was completed summer 2020 on time and on budget.</p> <p>Client Contact: Terri Close, Hampton Township (989)460-1908</p>
<p><i>Village of Sebewaing Restroom and Concessions Building</i></p> <p>Year: 2016-2018 Location: Village of Sebewaing Vendor Role: Prime</p>	<p>Architect / Project Manager for the design and construction of a new barrier-free restroom and concessions building. The project also included the construction of a new septic system, path improvements, and water nitrate treatment systems for the park. This project was funded through a MNRTF Grant that was written and administered by Spicer Group as well. The project was completed summer 2018 on time and on budget.</p> <p>Client Contact: Matt Bumhoffer, Sebewaing DPW Superintendent 989-883-2150</p>

CYNTHIA A. TODD, PLA



ROLE ON THIS PROJECT: Director of Planning

YEARS OF EXPERIENCE: Spicer Group – 1 year | Other Firms – 29 years

GENERAL EXPERIENCE AND QUALIFICATIONS

Ms. Todd has 29 years of experience in project management, design, and planning for the public and private sectors. She has extensive experience and a proven track record communicating project needs to staff, lawmakers, citizen groups, contractors, permitting agencies, and other professionals. She was the Capital Program Administrator for the State of Delaware, Division of Parks and Recreation, which received the 2015 NRPA Gold Medal Award and monitored the use of 17 park facilities that included 25,000 acres with over 800 structures. Ms. Todd was also able to manage over \$12 million annually in park construction projects including campgrounds, piers, bathhouses, and trails and develop a master plan for Auburn Valley/National Vulcanized Fiber (NVF), a multi-million-dollar public-private partnership, which was a recipient of EPA's 2017 Pisces Award.

EDUCATION

Master of Urban Planning, University of Michigan, Ann Arbor, Michigan
 Bachelor of Landscape Architecture, University of Illinois, Urbana-Champaign, Illinois
 Golf Course Design, Harvard Graduate School of Professional Development, Cambridge, Massachusetts
 Project Management, University of Delaware Professional Development, Dover, Delaware
 Leadership John Kennedy Leadership Academy, Dover, Delaware

LICENSES/REGISTRATION

State of Maryland, Licensed Landscape Architect #3025
 State of Delaware, Licensed Landscape Architect #0460
 State of Michigan, Licensed Landscape Architect #1207

SIMILAR EXPERIENCE	
<p><i>Fort Gratiot Baseball and Campground</i></p> <p>Year: 2021- Present Location: Fort Gratiot Vendor Role: Prime</p>	<p>Project Manager responsible for managing the creation of a recreational centerpiece by developing the master plan park design for the 101-acre vacant parcel on Parker Road. A significant task included overseeing the Public Input process which consisted of a design charette at the Township. This gathering was composed of different community members and stakeholders coming together and designing/planning different park concepts that the community needed and desired. Spicer Group then gathered all the information and concepts planned by the community members and created the overall park concept plan. Also responsible for grant funding investigation including performing pre-scores with all three Michigan Department of Natural Resources (MDNR) funding options.</p> <p>Client Contact: Robert Crawford, Supervisor, (810) 385-4489</p>
<p><i>Ingham County Parks and Trails Comprehensive Plan and Recreation Plan Updates</i></p> <p>Year: 2021- Ongoing Location: Ingham County Vendor Role: Prime</p>	<p>Project Manager responsible for managing the development of the Recreation Plan and Comprehensive Trails and Pathway Report. Tasks included the management and development of the project from organizing stakeholder meetings and county meetings and assisting with the MDNR grant applications, along with aiding the development of their wayfinding sign project. Due to our outstanding Trail Wayfinding System, Ingham County Parks and Spicer Group were awarded the <i>2021 Trails & Corridors Class I Award</i> by the National Association of County Park and Recreation Officials (NACPRO).</p> <p>Client Contact: Tim Morgan, Parks Director (517) 244-7191</p>

SIMILAR EXPERIENCE	
<p><i>City of Saginaw Recreation Plan</i></p> <p>Year: 2020 - present Location: City of Saginaw, Saginaw County Vendor Role: Prime</p>	<p>Project Manager responsible for updating the 2016 City of Saginaw Recreation Plan. The update was the required 5-year recreation plan update to remain eligible for certain state and federal grant programs. The recreation plan was started shortly after the Master Plans drafts had been finalized to further connect the parks in recreation into the development that the Master plan outlines for the City of Saginaw. Responsible for the creation of a city and county-wide survey and organization of public meetings in order to gather data to create the necessary elements to qualify for the state and federal grant programs.</p> <p>Client Contact: Bob Gollin, Urban Planner (989)759-1400</p>
<p><i>Mason County Recreation Plan</i></p> <p>Year: 2017 - present Location: Mason County Vendor Role: Prime</p>	<p>Project Manager responsible for coordinating the survey and plan updates for the 2023 Mason County Recreation Plan update. The update was the required 5-year update and focused on gathering public input about parks and recreation in the City, updating the GIS maps within the plan, updating the goals and objectives, and updating the 5-year action program to reflect realistic projects for the next five years. We worked with the other local jurisdictions in Mason County to ensure the County Recreation Plan was supportive and inclusive of the local priority action items as well. Spicer Group has assisted Mason County with the update to their Recreation Plan three times.</p> <p>Client Contact: Daniel Rhode, Drain Commissioner (231) 757-9366</p>
<p><i>Hampton Township Park Grants and Master Plans</i></p> <p>Year: 2021-Ongoing Location: Hampton Township Vendor Role: Prime</p>	<p>Project Manager responsible for developing an overall park concept plan and a Michigan Department of Natural Resources (MDNR) grant application for improvements at Hampton Township Pondsides Park. Also responsible for designing improvements of the playground and a possible accessible canoe/kayak launch and a Michigan Department of Natural Resources (MDNR) grant application at Finn Road Park.</p> <p>Client Contact: Terri Close, Supervisor, (989) 460-1908</p>
<p><i>City of Vassar- Concept Park Plan</i></p> <p>Year: 2021- Ongoing Location: Vassar Vendor Role: Prime</p>	<p>Project Manager responsible for developing a park concept plan at their fairground facility. The design is to include possibilities for trails, disc golf, year-round recreational opportunities, and adequate parking for events. Tasks included using aerial images to develop the concept plan, developing a preliminary option plan, and creating a preliminary cost estimate for the proposed improvements.</p> <p>Client Contact: Andrew Niedzinski, City Manager (989) 823-8517</p>
<p><i>Haithco Recreation Area Splash Pad Development</i></p> <p>Year: 2020-Ongoing Location: Saginaw County Vendor Role: Prime</p>	<p>Project Manager responsible for all aspects of the project, including feasibility grant writing & administration, concept design, preliminary design, final design, bidding documents, construction administration, and oversight for the Haithco Recreation Area Splash Pad Development. Project includes a new splash pad, playground pathways, ADA parking, rain garden, utility shed, and park amenities such as benches and picnic tables. The Project is financed with local funds and a grant from the Michigan Department of Natural Land and Water Management Fund.</p> <p>Client Contact: Saginaw County Parks, Brian Lechel, (989) 790-5200</p>

RELEVANT EXPERIENCE

The following pages show examples from just a few of Spicer Group's projects that involved working with DDAs and developing concept plans. Many of these projects began in the planning stages with a concept plan. That conceptual plan is then utilized to secure funding, either through grants, local foundations, or other such sources of funding. Once funded, they are designed, bid, and constructed.

DDA EXPERIENCE

Almont DDA Streetscape

The Village of Almont hired Spicer Group to provide professional survey, design, bid assistance, and construction administration for the district's downtown streetscape improvement project. The streetscape had not been renovated in over 20 years and had overgrown trees and cracked and lifted sidewalks. After performing a survey of the downtown area Spicer Group designed plans for improvements which included removing street trees, replacing ramps at intersections, and lifting damaged sidewalks. The project also contained plans for switching the stamped concrete with exposed aggregate concrete and new landscaping with plantings of grasses and small trees that would not block the buildings. The Village was able to secure several forms of grant funding to help finance this project.



RELEVANT EXPERIENCE

Belleville DDA

Spicer aided the Belleville DDA on many projects, including the design of a \$6.5 million updated streetscape and infrastructure improvement program and a major parking lot improvement. The streetscape project will include the replacement of the roadway, new water main, and decorative streetscape improvements in a seven-block downtown area. A highlight of the streetscape design is the installation of a large brick paver compass in one of the main intersections in the downtown area. Spicer Group is currently completing an MDOT TE grant application for the streetscape portion of the improvements. Spicer Group has also been assisting the DDA with marketing efforts to inform the local citizens and business owners of upcoming projects and programs.



RELEVANT EXPERIENCE

Jockey Alley Improvement Concept Plan – City of Mt. Pleasant

Jockey Alley and Parking Lot #2 is a key parking area for the City of Mt. Pleasant's Downtown/County Building area. Many businesses depend on this area for their parking needs and the existing alley serves as a key delivery area. Spicer Group worked with the City's DDA to facilitate stakeholder and public input meetings to identify concerns for the area in an effort to improve accessibility, walkability, and connectivity to other areas of the City. Some highlighted concerns from attendants were in regards to the parking layout, traffic flow, obstacles for customers, parking hour limits, current parking space size and truck loading areas.

After the first input meeting, three concept improvement plans were prepared by Spicer Group. The City sorted through the potential options and selected their preferred layout. From there the selected option was modeled and input was sought at a second downtown stakeholders open house. Positive comments were heard, and support for the proposed improvements were unanimous. Spicer Group used all information and data gathered on the project to prepare a Downtown Infrastructure Grant in the amount of \$587,000 which was awarded.



RELEVANT EXPERIENCE

Bath Charter Township DDA Digital Vision Model – Bath Charter Township

Spicer Group has been working with the Bath Charter Township DDA for over a decade. An exciting project that Spicer Group assisted the DDA with was developing and expanding the DDA's digital vision modeling and establishing their Development Plan and TIF Plan. There were two phases to this effort, and the first included identifying and conceptually laying out an area for the DDA to focus on to create a community focal point which gave the Township a place to be identified as. This involved several meetings with stakeholders and coordinating the distribution of online surveys to garner public input. Several drafts of the initial rendering were fine-tuned until a final was agreed upon that represented the potential look of the DDA area. The rendering incorporated pedestrian-focused development, walkability, low driving speeds, parking on the sides of streets, and signage. The second phase included an enhancement to the original rendering to incorporate large-scale commercial development, mixed-use development, high-density multifamily development, and a walking/biking trail system within the DDA boundaries.



RELEVANT EXPERIENCE

Bridgeport Township DDA

Spicer Group has assisted the Bridgeport Township DDA with various projects, including:

- Restoration of the Historic State Street Bridge
- Community Beautification and Landscaping Maintenance
- Commercial Core Concept Design Assistance
- Bridgeport Discovery Center
- Updates to Development Plan and TIF Plan

We also recently assisted with a building assessment. The Bridgeport Township DDA had purchased a parcel of land that had two homes and a commercial structure located on it. The DDA asked Spicer Group to investigate what the best use of the buildings might be and what the best use of the parcel would be. We investigated and found the buildings to be too costly to repair. In the end, the buildings were demolished, and the land is being used for parking and a community gathering location. Spicer Group studied the project area and assisted with the demolition of buildings.



RELEVANT EXPERIENCE

PARK DESIGN AND DEVELOPMENT

Parker Road Park Concepts - Fort Gratiot Charter Township

Fort Gratiot Charter Township wished to create a park master plan for their undeveloped 101 acres with the intention of providing a pleasing and attractive park that will be a regional recreation destination. Spicer Group met with the Township Planning Committee for a clear understanding of the goals and desires of the Township, walked the site with the Township Supervisor, and then facilitated a design charette for public input. Items that are planned include, baseball fields, softball fields, pickleball/tennis courts, open play area for soccer, lacrosse, football, camping sites, shower/restroom/campground office building, utilities, water, sanitary sewer, storm sewer, and electric to service the entire 101 acres.

Spicer group is currently developing a conceptual plan including park layout, parking requirements, stormwater outlet and allowable discharge limits, water main and sanitary sewer connections, proposed road improvements, landscaping, and preliminary cost estimates. In addition to the concept plan, Spicer is performing a grant funding investigation, reviewing Michigan Department of Natural Resources (MDNR) grant funding options for the Township, and will perform a pre-score scenario for the project with all three MDNR funding options to determine the best funding option for the project.



RELEVANT EXPERIENCE

Roberts Park- Thomas Township

Thomas Township approached Spicer Group to assist them with a master plan for their Roberts Park. At that time, the Township had acquired additional acreage adjacent to the park and wanted to develop it as part of Roberts Park. Spicer Group worked with the Township to develop a master plan for the entire park with new soccer fields, a new restroom building, paths, a playground, pavilions, a pond, parking, landscaping, and other site amenities. In 2011, the park was developed with two DNR grants totaling \$482,900. Spicer worked with the Township on writing the grants, designing the proposed improvements, and construction administration. Other tasks Spicer was involved in on the project included topographical survey and bidding.



RELEVANT EXPERIENCE

Andersen Recreation Complex- Bridgeport Charter Township

The Frank N. Andersen Recreational Complex is a universally accessible facility located in Liberty Park in Bridgeport Township that exceeds Americans with Disabilities Act (ADA) standards. It boasts a universally-accessible multi-purpose field, family-style restrooms, entry tower, parking areas, and pathways linking to other park facilities, and the surrounding community.



The complex was developed with support from a \$500,000 Michigan Natural Resources Trust Fund Grant. The complex serves the entire Great Lakes Bay Region, which has more than 63,000 special-needs children over the age of five according to U.S. Census statistics. This number supports the need for such a well-rounded facility in the area, whose handicapped population is slightly higher than most communities in Michigan.

This recreational complex is the only one of its kind in Michigan. And while ADA-accessible facilities are not new to Michigan, this project is the first universally-designed facility specifically created and built for multi-sports and events. Spicer Group was responsible for the grant writing administration, design, and construction administration of this \$1.5 million facility.

Frank N. Andersen Recreational Complex

an accessible place for
all athletes of all abilities where all can play!

What's included in this project?

Phase 1

- 175' x 200' multi-sport, accessible surfaced field
- ½ mile of multi-use paths
- Restrooms - unisex accessible
- Entry tower gate/Changing rooms - unisex accessible
- Lighting of the field
- Splash Pad
- Parking for 100 cars in 2 lots
- Entrance drives
- Storage/Maintenance garage

Phase 2

- 2 batting cages for all

A Cooperative Community endeavor led by Bridgeport Charter Township with preliminary funding assistance from the Frank N. Andersen Foundation.

Can you help in this worthwhile effort? Our goal is to raise \$1.6 million by mid-2008.

Please contact Eric Rutherford, Bridgeport Township Parks and Recreation Director if you are interested in helping dreams come true for special kids in our area.

(989)777-0940 ext. 222
email: parks@bridgeportmi.org
www.btchallenger.org

Multi-Use Paths

- Total Distance approximately 1-mile with rest stops
- Width 8-feet
- Connects all aspects of the park and schools to the rest of the community
- Rest stops with benches provided at various locations along the path.

Photos courtesy of: American Reproductive Health Association, the Montgomery Athletic League

COMMITTED FUNDING TO DATE:

- \$300,000 Andersen Foundation
- \$100,000 Bridgeport Charter Township
- \$100,000 Michally Foundation
- \$ 25,000 Harvey Kendall Wickes Foundation
- \$ 25,000 Genstacker Foundation
- \$ 21,000 Wickson Link Memorial
- \$ 10,000 Welshon Foundation
- \$ 10,000 Saginaw Community Foundation

Brought to you by:

"Building a strong community, one individual at a time."

RELEVANT EXPERIENCE

Sebewaing County Park Improvements- Huron County

Spicer Group assisted Huron County by designing improvements to a 20-acre park located at the mouth of the Sebewaing River along Lake Huron. Additional improvements were also designed for an adjoining 12-acre island which was previously only accessible by boat. The original state of this popular park had made access to fishing opportunities difficult due to the steep and overgrown banks. The new design included the construction of three new universally accessible fishing platforms, bank stabilization, and recreation pathways that now help visitors easily traverse the steep grade of the banks to the river. A new universally-accessible 100-foot-long bridge was also installed to allow access to the island which provides excellent fishing, hunting, and wildlife viewing opportunities.

To increase the usefulness of the park, the County hired Spicer Group to design additional features to improve the shoreline and provide universal access down to the water and provide an interpretive sign that includes launch and landing sites for the Tip of the Thumb Heritage Water Trail. Designs included plans and specifications for landscaping, soft-shore engineering, docks, a universally accessible kayak/canoe launch, and interpretive signage. The goal is to provide access and a viewing point from whereby one can enjoy this unique coastal waterfront environment. The project design calls for the removal of the existing concrete riprap above an elevation of 582 feet. The soft-shore engineering that will be used in its place will include live fascines or wattles, which are long bundles of branch cuttings bound together to form a cylindrical structure. Live fascines help control surface erosion and they provide a more natural habitat for birds and wildlife. Roots from sprouted fascines help stabilize the bank.



RELEVANT EXPERIENCE

COMMUNITY ENGAGEMENT

Parker Road Park Concepts- Fort Gratiot Charter Township

Parker Road Park Master Plan community engagement included a kickoff meeting with various stakeholder groups interested in the park's future amenities including but not limited to the planning department, department of public services, fire department, drain commissioner, and road commission. Items discussed included preferred park uses, recreational needs of the community, maintenance, revenue opportunities, and possible partnering options. The meeting concluded with an agreed-upon list of recreational elements to be included in the park design.

The next meeting was a public charrette workshop including township staff members, elected officials, and special interest group members. During the workshop participants broke into groups of 5-7 people. Each group was provided a base plan aerial of the site and to-scale cutouts of park elements previously discussed and agreed to at the kickoff meeting that were desirable elements for the future park development. A brief presentation to the group discussed the goals of the workshop which was for each group to layout with the cut-out shapes the desired elements they would like to see in the park. The individual groups then presented their thoughts to the rest of the participants, interactive discussions occurred, and pros and cons of each layout were discussed.



In addition to the workshop, an online survey was conducted reaching all citizens within the township who wished to share their thoughts on the park and future development.

After the public input, Spicer prepared a draft layout for review by a designated stakeholder group. To date, the plan is being finalized, estimated costs are underway and the best grant opportunities are being determined for the 2023 grant cycle.

RELEVANT EXPERIENCE

Ingham County Park Planning

Spicer Group is Ingham County parks and recreation consultant and have worked together for almost 10 years. As part of the Parks and Recreation Master Plan update. Spicer Group held a series of in-park open house meetings. The three meetings were held at different parks: Lake Lansing North, Hawk Island, and Burchfield. The open houses were at varying times of the day, coinciding with parks events, and provided refreshments for participants. The open houses were only one part of the community outreach strategies for the Ingham County Parks and Recreation Master Plan update. Additional elements included an online community input survey, and meetings with stakeholder groups, such as the Red Cedar River Water Trail Group.



Bliss Park – City of Saginaw

Spicer Group worked with the City of Saginaw and multiple user groups to host a public input open house at Bliss Park. The goal of this open house was to invite community members to speak about their needs in a park environment as well as have a stake in the design and development of a historical place in their community. This was a great opportunity to learn more about the history of the park from the viewpoint of the community members. They shared insight into how the park has transformed throughout the years and how they envision the future of the park. Spicer heard from a wide variety of residents, user groups, and adjacent businesses whose proximity to the park plays a large role in the future of the park.



RELEVANT EXPERIENCE

City of DeWitt Recreation Consulting

The City of DeWitt was looking to refresh two of their parks by replacing aging playground equipment. Spicer worked closely with the parks and recreation commission to create a design that would excite the community and give them a sense of ownership. This process started with Spicer attending a commission meeting to discuss project goals, potential playground manufacturers, and general themes for each play structure.

The City of DeWitt then hosted a parks commission meeting that featured a time for public comment during a charrette. In this meeting, parks commission members sorted through many themes and play structures. Eventually landing on a dozen. Following this meeting, Spicer worked with playground manufacturers to design play structures that fit the wishes and goals of the city. The project ended with two new structures at Riverside Park and one new structure at Sports Park. Both play areas now feature universally accessible safety surfacing, a variety of play opportunities, and a fresh look the community takes pride in.



UNDERSTANDING OF SCOPE

Spicer Group understands that the City of Grosse Pointe Park Downtown Development Authority is interested in receiving proposals for a conceptual design of the Civic Area of the City Municipal Complex which includes the City Hall and Library. The project includes improving 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, and Spicer Group would include the key points of them in our design. This area encompasses Jefferson Avenue between Maryland and Lakepointe and ends at the north parking lot of City Hall and the Library. Having been working with the City on the renovations and restoration of the Municipal Complex for the past three years, we are very familiar with the site. The key scope items for this design project include the following:

- 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

Spicer Group will present the final design to the Downtown Development Authority for their purposes of Community Engagement. Spicer Group can also investigate and outline funding opportunities to assist in the financing of these improvements. Our staff works with many grant-funding agencies and local foundations that supply funding for similar projects. Spicer Group knows the staff at the grant agencies, and we understand their procedures. We have been very successful in assisting many communities to obtain funding for their projects and have been able to see many visions become reality.

SCOPE OF SERVICES AND TIMELINES

I. Project Initiation – December 2022 – January 2023

- a. Schedule and participate in a scope verification meeting with DDA staff and the Spicer Project Team.
- b. Review with the DDA all existing information related to the site and project.
- c. Visit the site with DDA staff to view existing topography and site challenges/opportunities.
- d. Develop preliminary site plans based on staff input and site visits.

II. User Group and Community Meetings – February 2023 – April 2023

- a. Develop survey materials (site plans, study points, etc.).
- b. Develop and advertise a survey for DDA to share on their social media.

III. Project Analysis – February 2023 – June 2023

- a. Provide an analysis of site conditions including:
 - i. Topography (topo survey by owner)
 - ii. Traffic flow/patterns
 - iii. Use times/patterns
 - iv. Existing conditions/reuse possibilities
- b. Final Concept Plan development
 - i. Utilize input from survey responses
 - ii. Identify possible grant funding opportunities
 - iii. Develop a concept plan for DDA review

c. Presentation of Final Plan to Downtown Development Authority – August 2023

PROJECT APPROACH & DELIVERABLES

Spicer Group has worked with numerous municipalities across Michigan, and our relationships with our clients and familiarity with the tasks and deliverables required will make the Grosse Pointe Park DDA project a success. David Boersma, AIA, NCARB, will serve as the project manager for the project and his core team will consist of him and Cynthia Todd, PLA. This team will be further complimented by Spicer staff as needed to perform the following tasks:

TASK 1 – PROJECT INITIATION

Mr. Boersma and key members of his team will meet with Grosse Pointe Park DDA staff to ensure a thorough understanding of the project. This meeting will provide valuable input to the Spicer team from the “boots on the ground” staff that know the challenges and opportunities the site provides. This will be an opportunity to take “pencil to paper” and sketch out preliminary designs to identify key element locations, traffic flow, pedestrian movement, etc.

TASK 2 – USER GROUP & COMMUNITY MEETINGS

Public outreach is essential to the success of developing community facilities. Mr. Boersma and his team have extensive experience in working with user groups, community organizations, and citizens to determine the wants and needs of a community. All of Spicer Group’s Planning processes range from grants to master plans. We can take a varied approach to public input ensuring a successful outreach campaign. We plan to help the DDA **launch an online community input survey that is specific to the Civic Area and possible improvements.** Spicer’s team has extensive experience with surveys and finds the most effective surveys are extensively advertised to maximize participation. **A combination of website, social media, and old-fashioned paper surveys are an effective means of getting the word out.** Public outreach is not just listening - it is guiding, encouraging, and inspiring the community to be involved in the process!

TASK 3 – PROJECT ANALYSIS

The project analysis phase is where Spicer’s depth is a tremendous asset to the Grosse Pointe Park DDA. Mr. Boersma and his team have a considerable amount of experience in site planning and will complement this with Spicer Group’s other professional and technical staff in the survey and engineering departments. **Together, the Spicer Group team will design a civic space that is realistic, addresses site-specific issues like drainage, site maintenance, pedestrian and vehicular traffic, safety, aesthetics, and focuses on the needs of the community.**

After the initial meeting with staff, the site visit, and community input, the Spicer Group team will begin the design process. We anticipate a preliminary design review from staff and additional iterations based on those comments. Mr. Boersma will present the final concept plans with support from his team. These plans will be developed utilizing the public input obtained from surveys, and input from the DDA, City staff, and Council members.

The final deliverables will include a rendering of a civic campus that the City and DDA can be proud of.

RATE SCHEDULE

Spicer Group understands that the Grosse Pointe Park DDA has approved a budget of \$15,000 for this project. We intend to deliver all scope items discussed within this proposal within that budget. We have also included our hourly rate sheet with this proposal for your information. Should the scope of this project change, Spicer Group will notify the DDA of any costs associated with that change prior to proceeding with the additional work.

SPICER GROUP, INC.
STANDARD HOURLY RATES
Effective January 2022

Administrative Assistant.....	\$72.00	Technician V.....	\$121.00
Project Assistant.....	\$94.00	Technician VI.....	\$128.00
Project Assistant II.....	\$115.00	Technician VII.....	\$144.00
Construction Services Technician I.....	\$108.00	Technical Advisor I.....	\$118.00
Construction Services Technician II.....	\$128.00	Technical Advisor II.....	\$133.00
Construction Services Technician III.....	\$141.00	Water Quality Analyst.....	\$108.00
Construction Manager I.....	\$154.00	Project Architect I.....	\$120.00
Construction Manager II.....	\$164.00	Project Architect II.....	\$140.00
Senior Construction Manager I.....	\$195.00	Project Architect III.....	\$207.00
Senior Construction Manager II.....	\$220.00	Landscape Architect.....	\$149.00
Survey Technician I.....	\$86.00	Landscape Architect II.....	\$169.00
Survey Technician II.....	\$98.00	Planner I.....	\$109.00
Staff Surveyor I.....	\$133.00	Planner II.....	\$125.00
Crew Chief I.....	\$133.00	Senior Project Planner I.....	\$169.00
Crew Chief II.....	\$164.00	Senior Project Planner II.....	\$246.00
Project Surveyor I.....	\$174.00	Design Engineer I.....	\$128.00
Project Surveyor II.....	\$210.00	Design Engineer II.....	\$133.00
Senior Project Surveyor.....	\$246.00	Design Engineer III.....	\$138.00
Designer I.....	\$112.00	Project Engineer I.....	\$149.00
Designer II.....	\$123.00	Project Engineer II.....	\$154.00
Designer III.....	\$144.00	Project Engineer III.....	\$159.00
Senior Designer.....	\$149.00	Project Manager I.....	\$167.00
GIS Specialist.....	\$128.00	Project Manager II.....	\$183.00
GIS Specialist II.....	\$144.00	Project Manager III.....	\$194.00
Technician I.....	\$76.00	Project Manager IV.....	\$202.00
Technician II.....	\$91.00	Senior Project Manager I.....	\$210.00
Technician III.....	\$100.00	Senior Project Manager II.....	\$220.00
Technician IV.....	\$113.00	Senior Project Manager III.....	\$246.00

Overtime rates for hourly workers will be charged at 1-1/2 times the above rates.

Standard Hourly Rates are subject to change on an annual basis.

SCHEDULE & AVAILABILITY

Spicer Group's staff size allows commitment in scheduling to meet your needs and deadlines. We anticipate regular communication between our architectural department and the Grosse Pointe Park Downtown Development Authority to ensure tasks are completed in a timely manner. David S. Boersma, AIA, NCARB will serve as the project manager and oversee Spicer personnel assigned to this project.

We anticipate all tasks required to complete the Civic Campus concept design to take a total of 85 hours of effort. We would schedule to begin the first task the first month of 2023. With timely input and feedback from the City and DDA; we would anticipate tasks 2 and 3 to be completed during the month of February and the final deliverables ready for the City and DDA the beginning of March of 2023.

REFERENCES

FORT GRATIOT CHARTER TOWNSHIP

Robert Crawford, Supervisor

3720 Keewahdin Road, Fort Gratiot MI 48059

Telephone number: (810) 385-4489

INGHAM COUNTY PARKS

Tim Morgan, Parks Director

121 E. Maple St., Suite 102, Mason, MI 48854

Telephone number: (517) 244-7191

SAGINAW COUNTY

Brian Keenan-Lechel, Director

111 S. Michigan Ave. Saginaw, MI 48602

Telephone number: (989) 790-5200

MIDLAND COUNTY PARKS AND RECREATION COMMISSION

John Schmude, Director

1415 Irish Street Sanford, MI 48657

Telephone number: (989) 832-6874

BAY COUNTY PARKS AND RECREATION

Cristen Gignac, Superintendent

515 Center Avenue, Suite G101 Bay City, MI 48708

Telephone number: (989) 895-4130

DEWITT CHARTER TOWNSHIP

Andrew Dymczyk, Township Manager

1401 W. Herbison Road DeWitt, MI 48820

Telephone number: (517) 668-0270

VILLAGE OF ELKTON

Phyllis Baranski, Clerk

57 N. Main St, Elkton, MI 48731

Telephone number: (989) 375-2270

BAY CITY PARKS & SANITATION

Tim Botzau, Parks and Sanitation Manager

57 N. Main St, Elkton, MI 48731

Telephone number: (989) 894-8314

PARKS AND RECREATION OF THOMAS TOWNSHIP

John Corriveau, Parks and Recreation Director

249 N. Miller Road Saginaw, MI 48609

Telephone number: (989) 798-2546

REFERENCES

THE CITY OF GROSSE POINTE PARK

15115 E Jefferson

Grosse Pointe Park, MI 48230

Mike Krause - Electrical & Pump Station Manager

Office: (313) 822-4289

Nick Sizeland – City Manager

Office: (313) 822-4361



DOWNTOWN DEVELOPMENT AUTHORITY MEETING

DATE: December 13, 2022

SUBJECT: Set 2023 Meeting Dates

SUMMARY: Director Sizeland is proposing the following dates be adopted for the 2023 calendar year. Board review and approval of the proposed dates is requested. The Board is welcome to make amendments to the proposed schedule. All meeting times are proposed to begin at 7:00 PM.

- Tuesday February 7, 2023
- Tuesday May 9, 2023 - informational meeting
- Tuesday August 8, 2023
- Tuesday December 12, 2023 - informational meeting

FINANCIAL IMPACT: NA

RECOMMENDATION: Adopt the meeting schedule for 2023 as presented/amended.

PREPARED BY: Nick Sizeland, City Manager