

# Progress Meeting Notes

**Thursday June 18, 2009**

Old Town Parking Structure

Traverse City, Michigan

**In Attendance:**

Tim Lodge, City of Traverse City, Engineering Department  
Bryan Crough, Traverse City DDA  
Rob Bacigalupi, Traverse City DDA  
Gil Rupp, City of Traverse City, Auto Parking System Administrator  
Ray Kendra, CWS Architects

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## Meeting Minutes –Resolved Items

- Structure to be Pre-Cast Concrete.
- 24x36 Concept Plans “A”, “B” and “C” generated through interactive process provided to Tim; 6-18-09. PDF’s provided 6-22-09.
- No Office or Commercial space to be included in project boundary.
- Rich Assoc. modified main level plan to include the following: 1. Crosswalk to River’s Edge Property; 2.Linkage between north tower and future Hagerty Development parcel; and 3. Two Handicap Restroom Facilities. Provided to Bryan C. to be included on City website.
- PDF of 3-dimensional sketch provided to Bryan to be included on city website.
- Physical connection to be coordinated to north development parcel but not required for south development parcel.
- Parking and/or paving improvements as related to adjoining properties not included in scope of work.

- Reviewed snowmelt locations proposed at this time: 1. Driveway and entry of Express Ramp off 8<sup>th</sup> Street; 2. Ramp to Roof; Sidewalk areas immediately adjacent to Tower Entries at North/South Towers. **Snow melt is to be included in base bid. Electric in-floor heat to be included in slab at main floor lobby areas of stair towers.**
- Schematic Design Package provided to the City, May 29, 2009. Design Development of building is proceeding. **Tim to provided letter to Rich Associates indicating that the Schematic Design submittal is approved and consistent with requirements of the RFP.**
- Cost Estimates shall be provided at major milestones of all phases.
- Construction Documents shall be completed based upon approved Design Development drawings.
- Bidding and Construction Administration Services related to the Team of Design Professionals shall be provided by Rich Associates Team.
- **Concrete “T” floor structure to be specified and bid as “pre-topped” product.**

### Meeting Minutes – Action Items

1. Update regarding Hazardous Materials on Site. Otwell Mawby Phase II. Impact on Demolition of 120 Lake St. and 127 8<sup>th</sup> Street. Will this be included in general contract? **Rob B. reviewing and no new information as of 6-18-09.**
2. Update on Land Purchase/Easements, Etc. **Required documents are in DDA hands as related to maintaining ownership of City parcel located at the southeast corner of project boundary. City attorney and Hagerty’s attorney reviewing north parcel; special meeting scheduled for 6-29-09. River’s Edge covenant for northeast corner of project site should have no implications related to the design of the deck.**

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3. Add alternate for improvements necessary to accommodate tie into future Hagerty Development on North Parcel. Coordinate with floor elevations and elevator. **CWS coordinating with Cornerstone Architects for design loads as of 6-22-09.**
4. Review attached schedule. Modified Schedule dates to reflect regular Thursday progress meetings. **Refer to attached revised schedule also provided to Brian Crough electronically, 6-18-09.**
5. Final site plan approval requirements and/or presentation to City Planning Commission. **Informational presentation scheduled for City Planning Commission, July 1, 2009 @ 7p.m. Packets due July 25th.**
6. CWS Architects preparing LEED summary and project registration. **Include green roof integration if approved.**
7. CWS Architects preparing summary of renewable energy systems.
8. Review attached summary of roof and green roof costs projections provided by Rich Associates **revised and to be provided by 6-25-09. Based on revised estimate project team requires authorization to proceed with design development based on eliminating snow-melt in ramp to roof and add new roof structure covering ramp to roof, green roof system over roof structure covering ramp to roof and green roof structure over stair/elevator tower roof locations.**
9. Utility Relocation: Landtech will coordinate meeting with Tim after contact has been made with all utilities. Schedule for week of 6-22-09. **Meeting date to be determined.**
10. LandTech to provide price to include topo survey in alley to Cass Street. **To be provided by 6-25-09.**

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11. LandTech contacting Consumers Powers regarding possible solutions for guyed power pole located at north end of building site. Possible solutions to be presented to Tim for consideration and coordination with adjacent property owners. **No contact as of 6-22-09.**
12. AT&T proposing underground conduits at south and east side of building. Conduits included in project scope, wires by utility. Utility easement will be required.
13. TCLP and Charter; LandTech waiting for return calls. No contact from **Charter as of 6-22-09. TCLP has made contact and we expect to hear back from them week of 6-22-09.**
14. Gas: 6" dead line running east/west though site. Can be removed. 3" live plastic line running east/west through site can be capped and removed.
15. Sanitary: Review with Tim on whether we would need to place concrete around the sanitary sewer if we leave it in place since we will not be adding any additional load on the pipe since the piles will be well past the pipe for bearing. This would save the excavation and concrete costs. Or relocate to Lake Street which will be costly. **Tim requested a narrative and recommendation be provided by Landtech/Rich Team for review.**
16. Storm: Assume no on-site retention but quality control structure such as an Aquaswirl.
17. Water: Bring in Line from Lake Street.
18. The traffic counts were completed on Tuesday June 9th. She should have a **Draft report out by the end of week of 6-22-09.**
19. LED vs. Fluorescent lighting. **Narrative and recommendation to be provided by Rich team for consideration.**
20. **Restroom location in north-east core of building approved. May be rough-in only.**

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21. Dave Weston from Zoning to review Design Development package to confirm all of the zoning requirements are met. Ray to coordinate meeting. Maximum of 80% impervious surface allowed by zoning ordinance. Review building heights.
22. Discussed using “Uni Eco-Stone” Pavers to at west alley, to delineate alley location and provide additional pervious surface area.
23. Proposed Directional Island off 8<sup>th</sup> Street to be designed in such a way to clearly indicate traffic pattern/direction.
24. Reviewed landscape locations: A. North side. From tower along walk to Lake Street. B. South side. From South east entry along walk to 8<sup>th</sup> street. C. Development parcels on north and south side to be restored and seeded. D. West side of structure at green areas. E. Streetscape not required on Lake Street or 8<sup>th</sup> Street. Note: All other areas to receive seeding only. Verify extent of irrigation.
25. Move island defining parking on west side of parcel/adjacent parcel into alley so it may be included in scope of project. Landscape island as applicable.
26. Identify pedestrian routes on west side of structure crossing alley. Use color and/or material change to articulate locations.
27. Reviewed color palette: Black acid washed concrete, buff tone brick, and galvanized and clear anodized aluminum windows and details. Conceptually approved.