

Progress Meeting Notes

Thursday July 30, 2009

Old Town Parking Structure

Traverse City, Michigan

In Attendance:

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

Meeting Minutes –Resolved Items

- Rob was going to check for potential available “Stimulus” funding sources. Determined stimulus funding unlikely as Davis-Bacon would be requirement and this project will not require Davis-Bacon.
- Review meeting minutes from July 16, 2009 for summary of Parking Controls programming.
- Drawings to include staging diagrams. Bryan has talked to representatives of both development parcels adjacent to the deck and they are willing to grant us permission to use their property during construction. Tim/City Attorney to provide standard City form for usage agreement.

Meeting Minutes – Action Items

1. Update regarding Hazardous Materials on Site. Otwell Mawby found contamination at 120 Lake Street. OM is preparing a quote to complete a BEA and Due Care Plan in advance of the City's purchase of that property. As part of the Due Care Plan, OM will prepare a spec sheet to be included in the construction specifications. The time frame to complete the BEA/Due Care Plan is about three weeks. We will have a better handle on the cost impact once the BEA/Due Care Plan is completed.

2. Update on Land Purchase/Easements, Etc. . **It was noted that the alley to the east will need to be declared a “public Alley”, Tim to review procedure.**
3. CWS Architects will be detailing Photovoltaic panel options to be included as base bid as well as alternates. **Discuss if pursuing additional PV as alternate to Green Roof is something to be considered.**
4. Identify pedestrian routes on west side of structure crossing alley. Use color and/or material change to articulate locations. **Coordinate with Landscape Architect.**
5. Verify extent of irrigation. Coordinate requirements with Green Roof and LEED considerations. **Coordinate with Landscape Architect.**
6. Considerations for interior signage. **Coordinated by design team, perhaps use allowance for bid.**
7. Request for unit prices to be included in specification. Coordinate items. **Discuss. Minimums include: utilities, streetscape, paving, telecommunications associated with controls.**
8. Upper level needs to be secured from pedestrian traffic after hours. Review this item as there was discussion on level of securing as Haggerty will require 24 hour access. Rob/Bryan was going to contact Haggerty to discuss their requirements. **Review proposed solution with Matt, Gil had provided comments to Matt for consideration.**
9. Presented options for directional islands. **Sidewalk to continue through island as concrete walk 6’ wide, proposed “C” type curb at leading edges tapering to flush at sidewalk. Coordinate feasibility with plowing. Island field material to be matching pervious pavers.**
10. Lake Street streetscape to be included in design. Break out cost on bid form.

11. East alley paving will be included in plans in descriptive format for bidding. Break out cost on bid form.
12. Utilize LED lighting on architectural building lighting and rooftop architectural pole mounts.
13. Rich Associates provided Prequalification AIA Document A305. Review contractors and distribution process.
14. Review Alternates to be included on bid form:
 - a. Roof over ramp
 - b. Roof over ramp with Green Roof.
 - c. Roof over Ramp with PV.?
 - d. Break out “Sustainable” and “Preferred”
 - e. Others...
15. Refer to DD Cost Estimate and Subsequent revisions by Bryan.
 - a. Assume base bid through line 47 and lines 50-53, and 59, Line 57 reduced by 50%. Note line 46 in base bid but funded by alternate source.
 - b. Alternates line 54 and 60
 - c. Line 58 removed.
16. Tim working directly with Laura of URS regarding traffic study, he had noted required revisions still necessary.
17. Verify desired contract format for owner contractor agreement to be included in Bid documents. AIA or City format. Review.
18. Table of contents of specifications to be included in 50% CD Submittal.

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19. Waiting for pricing and alternate Consumers guy options from LandTech. Tim suggested other alternatives be reviewed such as relocating guy pole on north side of property however concerns regarding trouble for future development.
20. Tim requested if Rich Associates had recommendations for operation of unmanned deck it would be beneficial. Discussed, RFP and ongoing design meetings were the basis of design and Gil was providing anticipated operation protocol. Review.

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