

Progress Meeting Notes

Thursday August 6, 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
Matt Jobin, Pat Hager; Rich Associates

Meeting Minutes –Resolved Items

- Continue to keep eyes open for stimulus or sustainable funding grants, focus on PV, green roof and lighting.
- Review meeting minutes from July 16, 2009 for summary of Parking Controls programming. Increased budget line item to \$350,000.00
- Tim/City Attorney to provide standard City form for usage agreement for 12 month construction period for adjacent north and south parcels.
- Verify extent of irrigation. Coordinate requirements with Green Roof and LEED considerations. Coordinate with Landscape Architect.
- CWS Architects will be detailing Photovoltaic panel options to be included as base bid as well as alternates. It was determined that expanded PV array over optional ramp roof is desired as an alternate.
- Update on Land Purchase/Easements, Etc. . LandTech to provide simple legal description to Tim.

- Directional traffic markings to be specified as “matted” style. “Flint Trading” is the manufacturer of the mat style brick being used on Grandview Pkwy. as crosswalk.
- Rich Associates has provided suggested roll down gates and fence wall to create secure and controllable upper levels off 8th Street entry.
- Concrete sidewalks to be reinforced with a minimum thickness of 6”.
- Tim to provide Streetscape specification to LandTech for integration into bid package.
- Parking controls will be bid as a separate package. All numbers to be received by 10-5-09. Card readers at doors to be tied to master controls.
- East alley paving will be included in plans in descriptive format for bidding. Break out cost on bid form.
- LED lighting will be utilized for landscape bollards. New LED pole mount and wall lights will be LED if available. New product lines will not be available until after bidding but supplier is checking with manufacturer’s to see if we might be able to cost effectively specify LED.
- Table of contents of specifications to be included in 50% CD Submittal.
- Rich Associates will make recommendations to the city if planned operational conflicts are noted.

ARCHITECTS

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. **Expectation will be Otwell Mawby will provide specification materials to be rolled into Specification Documents.**
2. Identify pedestrian routes on west side of structure crossing alley. Use color and/or material change to articulate locations. **Coordinate with Landscape Architect.**
3. Considerations for interior signage. **Coordinated by design team and design/detailing included in base drawings. Suggestion to maintain “seasons” concept with new graphics.**
4. Request for unit prices to be included in specification. Coordinate items. Discuss. Minimums include: utilities, streetscape, paving, telecommunications associated with controls. **Tim to provide list of Unit Pricing items he requires.**
5. Upper level needs to be secured from pedestrian traffic after hours. Review this item as there was discussion on level of securing as Hagerty will require 24 hour access. Rob/Bryan was going to contact Hagerty to discuss their requirements. **Review proposed solution with Matt, Gil had provided comments to Matt for consideration.**
6. 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.**

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7. Lake Street streetscape to be included in design. Break out cost on bid form.
8. Prequalification AIA Document A305 is on City website.
9. 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...
10. It will be recommended that breakout costs be required from low bidders within 48 hours of receiving bids.
11. Refer to DD Cost Estimate and Subsequent revisions by Bryan.
12. Tim working directly with Laura of URS regarding traffic study, he had noted required revisions still necessary.
13. Verify desired contract format for owner contractor agreement to be included in Bid documents. AIA or City format. Review.
14. 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. Alternates should be reviewed with Hagerty representatives. Utility meeting scheduled with Tim Thursday 8-13-09 at 2pm.