

MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Library Lot Task Force  
Jerry Schleicher, Chair

**SUBJECT:** Resolution to Authorize Conceptual Design and  
Feasibility Study for a Mixed-Use Development  
on the Library Block (\$25,000)

**DATE:** June 12, 1989

Attached you will find the Library Lot Task Force report to the Mayor and City Council and a draft request for proposal to retain consultants to complete a conceptual design and feasibility study for mixed-use development on the Library Block. The Task Force, on June 7, 1989, endorsed the draft request for proposal. The DDA and its Citizens Council have both endorsed this study with the DDA agreeing to fund up to \$25,000 from a future bond issue.

Prepared by Martin Overhiser  
MWO/lgh/m

MWO

Attachments: 6/9/89 Memorandum with Draft RFP  
Library Lot Task Force Report  
Proposed Resolution

JUN 19 1989

198  
G-2

MEMORANDUM

TO: Library Lot Task Force

June 9, 1989

FROM: Martin Overhiser, Planning Director *MWO*

SUBJECT: Request for Proposals (RFP) for Conceptual Design and Feasibility Study for the Library Block

The Downtown Development Authority (DDA) Citizens Council met on June 7, 1989 and unanimously endorsed the Task Force's recommendation. The full DDA, at its regular meeting on June 8, 1989, also unanimously recommended to the City Council that the study be undertaken and that the DDA finance the study.

This item will be on the City Council agenda for its meeting of June 19, 1989. Please plan to attend a meeting at 3:30 p.m. on Wednesday, June 28, 1989 in the Fourth Floor Conference Room, City Hall to finalize the RFP prior to it being send out. This meeting assumes that the City Council will authorize the study.

MWO/jsj/m

Attachment: Revised Draft Request for Proposals

cc: City Administrator  
DDA Coordinator  
City Planning Commission

199  
G-2

REQUEST FOR PROPOSAL (RFP)  
CONCEPTUAL DESIGN AND FEASIBILITY STUDY  
FOR A MIXED-USE DEVELOPMENT ON THE LIBRARY BLOCK  
IN THE CITY OF ANN ARBOR, MICHIGAN

SECTION I - GENERAL INFORMATION

Objective

The City of Ann Arbor, Michigan wants to develop a design and feasibility study for a mixed-use development on the Library Block in coordination with the other property owners on this block. The resultant product is intended to provide the framework for the coordinated implementation of the agreed-upon plan. The total budget for this study is not to exceed \$25,000, with a projected completion of six months.

Background

City Council adopted a charge to the Library Lot Task Force on May 2, 1988. On June 20, 1988, the Mayor and City Council appointed the members to the Task Force. The Task Force held its first meeting on July 11, 1988. Over a six-month period, the Task Force met ten times. A public input meeting was held on November 10, 1988 at which several comments and suggestions were received.

During the review process, the Task Force learned of the plans of several major land owners in and around the City-owned surface parking lot. The Library addition should begin construction in the fall of 1989 with the Ann Arbor Y housing addition project also starting in the fall of 1989. The University of Michigan Credit Union located on William Street needs more office space and is willing to cooperate with the City if an underground parking facility were to need some of the Credit Union property. First Martin Corporation, who owns the property west of the Kempf House, is working with the Committee on Senior University Housing for a 60 to 100-unit condominium project and would also like to coordinate that development with the construction of public underground parking. Other public uses discussed as possibilities for this block include a public park or plaza, a senior citizens center, and Ann Arbor Board of Education administrative offices. The retention and strengthening of the commercial along the south side of Liberty Street is also considered an important element of the overall development of the Library Block.

The City Downtown Development Authority (DDA) operates under its 1982 Development and Financing Plan. The overall goal of the Plan is to undertake public improvements that have the greatest impact in strengthening the downtown area and attracting new private investments. If the City builds a major parking facility in this block, it will most likely be financed by the DDA.

200

G-2

Issuing Office

The Request for Proposal is issued by the Ann Arbor City Planning Department. All correspondence regarding this RFP must be addressed to:

Martin Overhiser, Planning Director  
Post Office Box 8647  
100 North Fifth Avenue  
Ann Arbor, Michigan 48107  
(313) 994-2800

The Planning Director will coordinate the Task Force interaction with the consultant and will arrange meetings with the consultant and the committee for the purpose of regular progress reports.

Contract Administrator

Following the signing of the contract, all communications concerning the contract will be coordinated by the Ann Arbor City Planning Department.

Budget

A maximum of \$25,000 will be available to the consultant for this study effort. Available data will be provided at no cost to the consultant.

Informational Meeting

An informational meeting will be scheduled for \_\_\_\_\_ to discuss the RFP and answer questions for those firms requested to submit a proposal. It is requested that representation be limited to two persons per firm. At this meeting, existing plans and available data will be explained.

Project Schedule

- Request for Qualifications Mailing -
- Response Deadline -
- Qualification Review and Consultant Selection -
- Request for Proposal Mailing -
- Informational Meeting -
- Proposal Deadline -
- Interview Period -
- Consultant Selection -
- Contract Negotiation -
- Completion of Study -

Acceptance of Proposal Content

The contents of this RFP and the submitted proposal will become contractual obligations, if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.

201  
G-2

Changes in the RFP

Any changes made to the RFP as the result of response made to questions raised at the pre-proposal submittal meetings or through correspondence will be put in writing to each prospective consultant one week prior to the deadline.

Sealed Proposal Receipt

Proposals must arrive at the City Planning Department office and be time-stamped on or before \_\_\_\_\_ . Prospective submitters are responsible for the timely receipt in the City Planning Department of their proposal. Late proposals will not be considered or accepted.

Disclosure

All information in a submitter's proposal except fee analysis is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

Cost Liability

The City of Ann Arbor assumes no responsibility of liability for cost incurred by the consultant prior to the signing of a contract for services. Total liability of the City is limited to the terms and conditions of the contract.

Affirmative Action

All contractors proposing to do business with the City of Ann Arbor shall take affirmative action to insure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality in accordance with Chapter 112 of the Ann Arbor City Code.

SECTION II - SCOPE OF WORK

Givens

The following givens should be assumed in undertaking this study:

1. The present use of the Library Lot as a surface parking facility is not the best use to which the parcel can be put.
2. For various reasons, at least the following structures will be assumed to remain in any plans for the Library parking lot and Library Block:

Ann Arbor Public Library  
U of M Credit Union Building  
Michigan Square Building

202  
G-2



Liberty Plaza

Kempf House

344 South Division (apartment building at corner of William)

320 South Division (Queen Anne House south of Kempf House)

3. Pedestrian access should be provided from East Liberty to the City parking facility. Pedestrian access and movement should be accommodated and facilitated in the development of the block.
4. There cannot be any net loss of short-term parking for public use (when compared to the present number of cars accommodated by the Library parking lot) as a result of changes on the Library Block.
5. The Liberty Street frontage of the Library Block should remain of a commercial character.
6. A park or public plaza space can be included on the Library Block in addition to Liberty Plaza.
7. New construction on the Library Block may be of a mixed-use nature.
8. Additional housing can be included as part of the overall mix of uses on the Library Block.
9. The area for development consideration can be expanded beyond the City-owned Library parking lot property to include additional parcels in the block.
10. Parking developed on the Library Block should be placed underground and cover at least the area now covered by the Library parking lot.
11. The underground parking developed on the Library Block should be two or three levels below grade and strongly pedestrian-friendly. It may have direct linkage to the Library and/or Ann Arbor Y.
12. The parking developed on the Library Block should be of sufficient numbers to accommodate the needs of existing and new developments in the block.
13. The Library Block should not be used for an events center.

Open Issues

There is no consensus at the present time concerning the following issues:

1. Should all structures on the Library Block that are in the proposed East Liberty and East William historic districts be preserved?
2. Should the commercial frontage on Liberty Street be redeveloped through new construction or substantial renovation of existing structures?

G-2

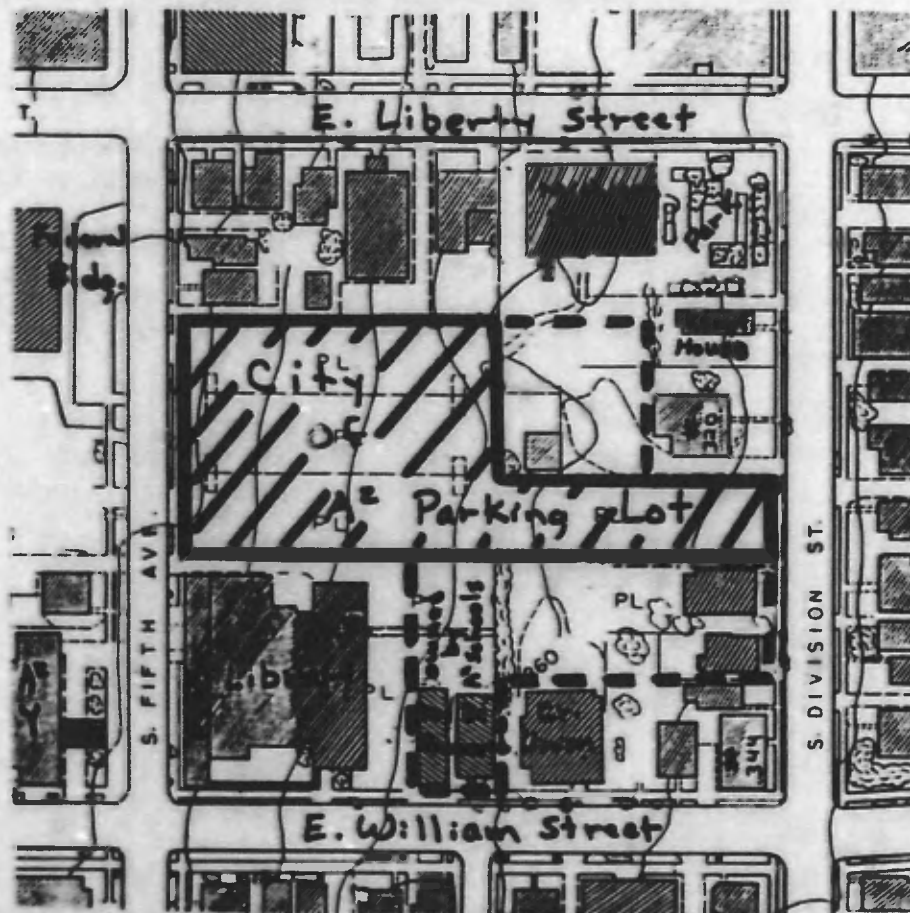
203

3. Should commercial frontage be developed along the rear of the East Liberty parcels to front on the Library lot?
4. Should a local public administration center be developed on the Library Block?

City Role

The City, as the major landowner in the Library Block, can play a major leadership role in the development of the block and be the general developer and facilitator for accomplishing a mixed-use development in this block bounded by Liberty, Division, William, and Fifth. In this role, the City will do the following:

1. Fund the preliminary conceptual design and feasibility study for a mixed-use development on the City-owned property in coordination with the development and redevelopment of other sites on the block.
2. Consider development of the City-owned site with two or three levels of underground public parking, a public park or plaza space, housing, public governmental office use, and/or very limited support retail or office uses.
3. Develop the City-owned site in cooperation with other property owners and developers in the block.



204  
G-2

Planning Phase

The following items are to be completed by the consultant:

1. Background Review

a. Review Existing Materials

- Zoning
- Plans and policies
- Historic review
- Redevelopment
- Environmental

b. Traffic/Parking

- Review existing data and plans
- Obtain new volume and movement counts as may be necessary
- Determine the origin/destination of existing parkers and turnover
- Project demand for short-term and long-term parking, based on projected downtown activity
- Analyze use of existing public on and off-street parking
- Determine existing effect on public transit

c. Physical

- Legal, utility, site feature, and topographic surveys
- Bearing capacity of soils, ground water, etc.
- Existing infrastructure on and off-site

2. Program Development

a. Economic

- Types and amounts of economic activity in immediate and general area
- Rate of absorption of housing and retail space in the general area
- Sale and lease values at this location
- Existing demand for retail, office, and housing near the site
- Applicable affordable housing programs
- Operating revenue projects for the public parking facility

b. Urban Design

- Visual character of the area
- Past, present, and projected land use in the area
- Pedestrian and vehicular circulation in the area
- Open space and landscaping
- Gateway, landmarks, etc.
- Coordination with other plans in the block
- Pedestrian use of the area

c. Study Model

- Showing the block bounded by Liberty, Division, William, and Fifth, including the face of buildings on the opposite side of those four streets

205

G-2



- d. **Alternative Development Concepts**
  - Prepare at least three alternative development plans for the block with conceptual cost estimates for each alternative, using plan areas and square foot costs
  - Prepare final report and recommendations regarding the preferred development program for this block

3. **Recommendations and Implementation**

- Identify the specific steps needed to be undertaken by the City to proceed with implementing the preferred development program for this block.

4. **Meetings**

- The consultant shall meet with each property owner and business owner in the block
- At least monthly meetings will be held with the Task Force
- At least two public meetings will be held by the consultant

Architectural Phase (Not Part of Contract)

- Schematic Design
- Design Development
- Contract Documents
- Public Bidding
- Construction

Subject to acceptance by the City of the plan developed under this agreement, the City may proceed directly to negotiate an agreement with this consultant for the architectural phase services, at additional cost.

SECTION III - CONSULTANT SELECTION CRITERIA AND PROCESS

Selection Criteria

The consultant will be selected on the basis of professional qualifications to execute the desired work. Criteria used in making this determination will include, but not be limited to, the following:

1. Understanding of and workable approach to the problem.
2. Experience in completing similar work.
3. Ability and willingness to incorporate property owners and citizens into the study.
4. Ability to convey technical information in a non-technical way, both in public presentations and in report form.
5. History of timely, on-budget completion of projects.

206  
G-2

### Selection Process

The Library Lot Task Force will review the proposals submitted and select the firms to be interviewed. Interviews will be conducted by the Task Force. The Task Force will select the best proposal and make a recommendation to the Downtown Development Authority and the Ann Arbor City Council. The City reserves the right to reject any and all respondents.

### SECTION IV - SUBMITTAL REQUIREMENTS

The complete submittal shall include the following information:

1. **Business Organization:** State the full name and address of the organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work. Indicate whether each operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If available, provide the most recent copy of the organization's Federal Standard Form 254.

If a teaming of organizations is proposed for this project, provide the above information for each organization, in addition to a description of the areas of responsibility for each organization.

2. **Prior Experience:** Provide descriptions of similar projects your organization has undertaken and successfully completed. If possible, provide a sample of a similar plan developed by the organization.
3. **Statement of Qualifications:** Describe the types of services your organization is qualified to provide. Indicate how this organization is able to meet the consultant selection criteria.
4. **Staffing:** Include the number of executive and professional personnel by skill and qualification that will be employed in the work and identify the project manager. Indicate which of these individuals will be assigned to the completion of the project. Resumes of qualifications are required for proposed project personnel. Indicate the location of the office in which the key personnel will operate.
5. **References:** Provide the names and addresses of three past or present clients who are able to comment on your organization.
6. **Statement of the Problem:** State in precise terms your understanding of the problem presented by the RFP.
7. **Work Plan:** Describe in narrative form your technical plan for accomplishing the work.
8. **Authorized Negotiations:** Include the names and telephone numbers of personnel of your organization authorized to negotiate the proposed contract.

207  
G-2

To be considered, each firm or group must submit 15 copies of a complete response to this RFP, using the format outlined above. The proposal must be signed by an official authorized to bind the submitter to its provisions. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least sixty (60) days from the due date for proposals.

Submittals shall be comprised of two sections, submitted in separate envelopes. The first envelope shall contain the above-described consultant qualifications and selection criteria (15 copies). A second envelope shall contain a fee proposal. Each major work element shall be itemized by cost. The fee proposal envelope will be opened after all consultants have been interviewed and used during contract negotiations.

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208  
G-2