



**Special Joint City Council & DDA Meeting
7 p.m., Monday, July 29, 2024**

JOINT MEETING AGENDA

- 1. Roll Call**
 - a. City Council**
 - b. Downtown Development Authority**
- 2. Approval of Agenda**
- 3. Consideration to approve contract with Warren Construction for Masonic Plaza**
- 4. Appointments to the City and DDA's various master plan committees**
- 5. Other Business**
- 6. Public Comment**
- 7. Board & Council Comment**
- 8. Adjournment**

The City will follow its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the City Clerk (248) 474-5500, ext. 2218 at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Farmington City Council Staff Report	Council Meeting Date: July 29, 2024	Item Number 3
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Submitted by: Kate Knight, DDA Director

Agenda Topic:
Consideration to Approve Contract with Warren Construction for Masonic Plaza

Proposed Motion:
DDA Motion: Move to approve a construction contract to Warren Construction for \$523,875, which includes a 5% contingency, for construction of the Masonic Plaza and authorizes DDA staff to administer contracts in partial process, with costs pre-bid based on current best unit pricing from adjacent, but separate streetscape general and sub-contractors, to maximize timing and cost efficiencies for the project because the standard bidding process would be impractical under the circumstances because it would likely escalate the costs of the overall project and further delay the project and impact surrounding businesses, with funding consisting of an MEDC MIPlace grant of \$150,000, an additional \$13,324 crowdfunded match, the DDA's \$150,000 grant from the Main Street Oakland County, \$192,000 in Budget FY 2024-2025, from the City, with the remaining, \$18,551 to be paid by the DDA.

City Council Motion: Move to authorize payment of \$192,000 from Budget FY 2024-2025 to the DDA for the contract to Warren Construction for \$523,875 for the reconstruction of Masonic Plaza finding that no advantage to the City would result from competitive bidding with respect to this project to maximize timing and cost efficiencies for the project because the standard bidding process would be impractical under the circumstances because it would likely escalate the costs of the overall project and further delay the project and impact surrounding businesses.

Background:
With approval from the DDA Board at their April 10, 2024 regular meeting, the DDA procured competitive pricing through streetscape general contractor, Warren Construction, for Masons Corner. Reiterating the strategy from recent project Dinan Park, extending some pricing and other efficiencies through streetscape with Warren Contracting for concrete and other materials, and optimizing schedule for Bicentennial alignment.

The DDA Design Committee has reviewed the project design from schematic phase through construction documents and quote reviews an initial quote from Warren Construction at their June 27, 2024 meeting, and recommended changes for cost reduction. Grissim Metz amended construction documents in correlation with Design Committee recommendations and Warren re-costed the project. Material substitutions were provided to the Design Committee to inform regarding process of response to recommended changes. The DDA Design committee reviewed proposed project amendments at their July 25, 2024 meeting, and recommends that the DDA Board and Council consider approval of the contract with Warren Construction for Masonic Plaza,

The DDA has funded the development of the Masonic Plaza entirely thus far, including demolition of former structures, schematic designs and renderings, construction documents, and fundraising via crowdfunding campaign more than \$75,000 in matching funds with more than 400 individual donors for a MEDC MIPlace grant of \$150,000. The DDA has also been awarded \$150,000 from the Main Street Oakland County The City has allocated \$192,000 in Budget FY 2024-2025. The DDA has budgeted to cover the balance of the project.

In accordance with the City's Purchasing Ordinance, the City Manager has determined and recommends that that no advantage to the City would result from competitive bidding with respect to this project due to the extensions of some pricing by Warren Contracting from the City's original Streetscape bid, and the timing of the Project to coincide with the Bicentennial.

Materials:
Quote from Warren Construction, Draft July 15, 2024 DDA Design Committee Minutes

Line #	Item Description	Contract Qty	Unit	Unit Price	Amount
27	Grading work	1.00	LSUM	\$ 24,000.00	\$ 24,000.00
28	Clay Brick Pavers	2,630.00	sft	\$ 38.00	\$ 99,940.00
29	4" Concrete Sidewalk	555.00	sft	\$ 18.00	\$ 9,990.00
30	4" Decomposed Granite Walk	150.00	sft	\$ 7.00	\$ 1,050.00
31	6" Aggregate Base fo Brick Pavers	2,840.00	sft	\$ 3.00	\$ 8,520.00
32	4" Base for Concrete Sidewalk	670.00	sft	\$ 2.50	\$ 1,675.00
33	Ornamental Fencing	93.00	ft	\$ 120.00	\$ 11,160.00
34	New End Posts	2.00	ea	\$ 3,500.00	\$ 7,000.00
35	Reinstall Flagpole	1.00	LSUM	\$ 3,500.00	\$ 3,500.00
36	Slatescape Decorative Stone Mulch	86.00	sft	\$ 16.00	\$ 1,376.00
37	Landscaping	1.00	LSUM	\$ 35,000.00	\$ 35,000.00
38	Mulch	1.00	LSUM	\$ 2,400.00	\$ 2,400.00
39	Sod	1.00	LSUM	\$ 1,200.00	\$ 1,200.00
40	Irrigation (includes design/build, sleeving, pedestal for controller and fake rock enclosure)	1.00	LSUM	\$ 13,000.00	\$ 13,000.00
41	Burner for Fire Pit (Iconic Flame per CJ)	1.00	LSUM	\$ 12,900.00	\$ 12,900.00
42	Footings for Swing 12" X 42" deep	2.00	ea	\$ 900.00	\$ 1,800.00
43	Landscape Forms Bench	9.00	ea	\$ 3,600.00	\$ 32,400.00
44	Victor Stanley Trash Receptacle	2.00	ea	\$ 3,300.00	\$ 6,600.00
45	Fermob Bistro 30" Round Table	10.00	ea	\$ 500.00	\$ 5,000.00
46	Luxemburg Chair	25.00	ea	\$ 485.00	\$ 12,125.00
47	Survey/Layout	1.00	LSUM	\$ 7,800.00	\$ 7,800.00
48	Footing for Sculpture 48" dia X 4'	1.00	ea	\$ 2,500.00	\$ 2,500.00
49	Techo Bloc Wall (budget until final material is selected)	1.00	LSUM	\$ 24,000.00	\$ 24,000.00

TOTAL: \$ 498,928.00

THIS PROPOSAL IS BASED ON THE FOLLOWING CONDITIONS:

- Quote Proposal is based on GMA design and subsequent Value Engineering conversations and emails with CJ Thompson
- Before construction commences we still need to determine the location for the gas meter, emergency shut off for the fire pit, water meter and backflow prevention for the irrigation system.
- Quote is valid for 30 days, please call beyond 30 days to confirm pricing
- **Assumptions:** Permits and utility fees will be a pass through item. Techo Block wall (item #49) is a budget price. City to relocate fire hydrant and tap water main and bring service for irrigation system.
- **Exclusions:** Density QC, Concrete QC, PLM Bonding and any wage requirements (prevailing wage or davis bacon)

Warren Contractors, Inc. looks forward to working with your organization. Please contact the undersigned if you have any questions.

Sincerely,



Nick Cerullo, Vice President

586-549-0293

nick@warrencondev.com

Accepted by: _____

Name and Title: _____

Date: _____



DDA Design Committee Meeting
7:30AM, Thursday, June 27, 2024
City Hall Conference Room
Farmington, MI 48335

MINUTES

Attendance

Present: Claire Perko, Brian Golden, Griffin Angeliu, Steve Schneemann, Kate Knight, Jess Westendorf, CJ Thompson (Grissim Metz Andriese)

Approve April 11, 2024 Design Committee Minutes

Approved

Masonic Park Corner Update with Grissim Metz Andriese

Committee reviewed the quote for Masonic Plaza. Total price for park is coming in at \$613, 000. Grissim Metz is reviewing the quote and looking at cost saving measures. Committee discussed the central sculptural flame and other elements. Discussion ensued with CJ Thompson engaging on potential solutions toward reducing cost. Thompson will explore recommendations from the committee and return with options. Example recommendations ranged from reduction in lighting system complexity and plan square footage for highest cost materials, and secondary options to replace finishes and substitute some plant specifications without compromising the integrity of park design.

Sign Advisory Review The Road Less Traveled 33300 Thomas Street

DDA Design Committee reviewed and approved blade sign Option 2 with the modern/minimal bracket. Committee also reviewed and approved the painted sign.

Other Business

Discussion of longevity of Landscape Forms furnishings at Dinan Park and Masons Corner. Observing scuffed surfaces on brand new furniture and fading surfaces. Committee reviewed solutions provided by manufacturer for a replacement surface for red Harvest Tables and recommends the Charcoal top option as presented. Committee discussed the new location of the Harvest Tables to be moved. Destination to be determined.

DDA staff met with DIA regarding PIPA (Partners in Public Art) Mural Program. Murals to be installed on the West and East gables of the Riley Park pavilion. Public engagement survey will be published the second week of July to inform the design.

Adjourn

**Farmington City Council
Staff Report**

**Council Meeting
Date:** July 29, 2024

**Item
Number
4**

Submitted by: Kate Knight & David Murphy

Agenda Topic: Appoint city officials and volunteers to the following steering committees:
City of Farmington Master Plan
Farmington Parks and Recreation Master Plan
Downtown Farmington Master Plan
Selection Committee

Proposed Motion: Move to

Appoint _____ to the Selection Committee,
Appoint _____ to the Master Plan and Parks and Recreation Master Plan
Steering Committees
Appoint _____ to the downtown Master Plan Committee

Background: The City and the DDA are putting out an RFP/Q for the Master Plan, Park and Recreation Master Plan and the Downtown Master Plan updates. We would like to appoint a Selection Committee to review the RFP/Q's and to make a recommendation to the Council and DDA for the best fit to update the plans. We also need people for the various master plan steering committees and would like the council and DDA Board to appoint people to these committees.

Materials: Proposed RFP/Q



CITY OF FARMINGTON

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

PLANNING CONSULTANT TO UPDATE CITY MASTER PLAN, PARKS AND RECREATION PLAN, AND DOWNTOWN MASTER PLAN

INTRODUCTION

The City of Farmington and the Farmington Downtown Development Authority (DDA) are requesting qualifications and proposals from land use planning consultants to update the City's Master Plan, the City's Parks and Recreation Plan, and the Downtown Master Plan. Interested consultants shall submit one hardcopy of the RFQ/P response along with a flash-drive with proposal content in a PDF format to Farmington City Clerk Meaghan Bachman or submit one electronic file (preferred) by 4:00 p.m. on Thursday, September 19, 2024.

BACKGROUND

The intent of the City of Farmington is to have a comprehensive and integrated update of its City Master Plan, Downtown Master Plan, and Parks and Recreation Master Plan. The City Master Plan was adopted in 2019, the Downtown Master Plan and Parks and Recreation Master Plan were adopted in 2016. Incorporated into the Parks and Recreation Master Plan will be a Bicycle and Pedestrian Plan. The Farmington City Council has historically designated the Planning Commission with the responsibility of adopting the Master Plan and its elements pursuant to the Michigan Planning Act.

Much has changed since the plans were adopted related to community demographics, technology, general housing trends, national and regional employment patterns, retail trends, place making/social interaction, and the City's and DDA's implementation of goals and objectives contained in their prior plans. Significant recommendations contained in the Downtown Master Plan have been implemented with new developments anticipated within the next two years that will impact parking infrastructure demand in Downtown Farmington. Related to City parks, some modest park improvements have taken place since the plan was adopted. The City received over \$2 Million for a trail connecting Downtown Farmington with Shiawassee Park to the north crossing the Rouge River and looking for additional funding for the project.

The focus of the City Master and the Downtown Master Plan will be redevelopment of commercial areas that are dated, limited in their functional economic vitality, and not historically significant. Much of Farmington's development took place in the 1960's and early 1970's. The City Master Plan will focus on five area plans which will likely be east



of the Downtown area. The City has a Grand River Corridor Authority which extends from the eastern end of Downtown, east to the City limit. Additionally, the City of Farmington has a Brownfield Redevelopment Authority which covers the entire City. A link of recent studies are listed below.

As part of the planning process, the City Council and DDA desire to survey the community regarding current likes and future expectations related to quality of life and redevelopment. Community engagement will be a critical element of this process, particularly as it pertains to the Downtown Master Plan and the Parks and Recreation Master Plan. The consultant will review past residential and retail market analysis and determine whether it is necessary for an update. This will be a topic of discussion at the September 5 Teams Meeting. Based on discussion, there will likely be an addendum to the RFP/Q related to a market analysis and its specificity. Farmington has a rich history recently celebrating its bi-centennial; there is a strong historic preservation ethic in the community to be considered when evaluating redevelopment alternatives. Farmington also places value in timeless architectural and landscape design.

A selection committee will review proposals, schedule and conduct interviews, and submit a recommendation to the City Council and Downtown Development Board to award the project. City Administration envisions the City Master Plan, and the Parks and Recreation Master Plan, review taking place primarily with the steering committee and Planning Commission. The Downtown Master Plan will be primarily coordinated by the DDA Executive Director along with a DDA Steering Committee.

Selection Committee

- David Murphy, City Manager
- Kate Knight, Farmington DDA Executive Director
- Chris Weber, Assistant City Manager
- Todd Craft, DDA Board President
- Joe LaRussa, Mayor
- Planning Commission Representative
- Corridor Improvement Authority Representative

Master Plan and Parks and Recreation Master Plan Steering Committee

- Chris Weber, Assistant City Manager
- City Council Member
- David Murphy - City Manager
- Planning Commission Chair
- Other Planning Commissioner
- Pathways Committee Representative



Downtown Master Plan Steering Committee

- Kate Knight – DDA Executive Director will serve as the project lead;
- David Murphy – City Manager, City of Farmington;
- City Council Representative;
- Todd Craft*, DDA Board President
- Other DDA Member
- Planning Commission Member
- Public Representative

QUALIFICATIONS/PROPOSAL SUBMITTAL REQUIREMENTS

Interested consultants shall provide the following information listed below with their submittal. The submittal shall be limited to twenty (20) pages.

1. Complete Project Cover Sheet and Proposal Cost which includes the name of the firm, address, contact information, cost proposal, name of individual authorized to sign the proposal on behalf of the firm, signature and date.
2. Description of firm's experience with similar types of projects.
3. Project lead along with other associates and/or other collaborating consultants on the project: public engagement, market analysis, landscape architect, and historic preservation. Please indicate their roles in the project.
4. Public engagement plan for each of the planning elements.
5. Timeline for completion that shall include a presentation to the City Council in a work session and presentations to the Farmington Planning Commission prior to the scheduling of a public hearing, and attendance at the public hearing.

The City of Farmington reserves the right to accept or reject any and all bids or parts of bids and to waive any and all irregularities, informalities, inconsistencies, and to negotiate contract terms with the successful bidder, and to disregard all non-conforming, non-responsive or conditional proposals. The city reserves the right to accept any bid and price shall not be the sole determining factor. The city reserves the right to accept part of a bid and reject other parts. Acceptance of any bids will be based on the level of experience, qualifications, costs, ability to complete the work in a timely manner, and other factors. The City of Farmington reserves the right to accept a bid, which it determines, at its sole discretion, to be in its best interest.

Submit RFQ/P by 4:00 P.M. EDT on Thursday, September 19, 2024 to:

Meaghan Bachman, City Clerk
ATTN: City Planning Projects
28600 Liberty Street
Farmington, MI 48335
Or by email: mbachman@farmgov.com



SELECTION PROCESS AND SCHEDULE

Release Request for Qualifications/Proposals	August 16, 2024
Teams Meeting for Consultants Questions/Clarifications	September 5 at 10:00 a.m.
Submittals Due	September 19 by 4:00 pm
Selection Committee Reviews Proposals and Selects Consultants for Interviews	Week of September 23
Selected Consultant Interviews – One (1) hour	Week of September 30
Selection Committee forwards award to City Council	October 7, 2024
Selected Consultant Begins Work	After October 22, 2024

PRE-PROPOSAL TEAMS MEETING - To participate in the September 5, 2024 Zoom Pre-Proposal Meeting, please contact Melissa Andrade by email at mandrade@farmgov.com or by phone at (248) 699-5121

ADDITIONAL INFORMATION OR QUESTIONS - For additional information or questions, please feel free to contact Assistant City Manager Chris Weber by email at cweber@farmgov.com or by phone at (248) 699-5147.



LINKS TO PAST PLANNING DOCUMENTS, STUDIES, AND REPORTS

2019 City Master Plan

https://www.ci.farmington.mi.us/getattachment/City-Services/Economic-Community-Development/Planning-and-Redevelopment/Farmington-Master-Plan_FINAL_2-10-20-REDUCED.pdf.aspx?lang=en-US

Downtown Planning, link directs to the following studies and reports

<https://www.downtownfarmington.org/about-us/about-dda/studies-and-reports.php>

- 2016 Downtown Master Plan
- Parking Study
- 2016 Parking Study Update
- 2014 Retail Market Analysis
- 2020 Retail Market Analysis
- 2020 Amended and Restated DDA Plan
- 2022 Schematic Vision for Masonic Plaza
- 2023 Market Study

2015 Area Plan - Includes area north of the Downtown

<https://www.ci.farmington.mi.us/getattachment/City-Services/Economic-Community-Development/Planning-and-Redevelopment/Final-Farmington-Downtown-Area-Plan.pdf.aspx>

Grand River Corridor Plans, link directs to the following studies and reports

<https://www.ci.farmington.mi.us/City-Services/Economic-Community-Development/Grand-River-Corridor.aspx>

- 2023 Annual Report on Status of Tax Increment Financing Plan
- Grand River Corridor Improvement Authority Development and TIF Plan
- Grand River Corridor Planning and TIF Plan Summary
- Grand River Corridor Vision Plan Update

2019 Parks and Recreation Plan

<https://www.ci.farmington.mi.us/getattachment/Community/Parks-and-Recreation/2019-Recreation-Master-Plan.pdf.aspx?lang=en-US>

2013 Farmington Vision Plan

<https://www.ci.farmington.mi.us/getattachment/City-Services/Economic-Community-Development/Farmington-Vision-Plan/2013VisionPlan.pdf.aspx>

1998 Farmington Vision Plan

<https://www.ci.farmington.mi.us/getattachment/City-Services/Economic-Community-Development/Farmington-Vision-Plan/1998CityOfFarmingtonVisionPlan.pdf.aspx>



PROPOSAL COVER SHEET AND PROJECT COSTS

PLANNING CONSULTANT TO UPDATE CITY MASTER PLAN, PARKS AND RECREATION PLAN, AND DOWNTOWN MASTER PLAN

Name of Firm: _____

Address: _____

City/State/Zip Code _____

Phone: _____

Fax: _____

E-Mail Address: _____

Proposal Cost

1.	City Master Plan	\$ _____
2.	Parks and Recreation Master Plan	\$ _____
3.	Downtown Master Plan	\$ _____
4.	Focus Area Plans East of Downtown	\$ _____
5.	Total	\$ _____

Name of Authorized Representative _____

Signature/Date _____