

**ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS SPECIAL MEETING
TUESDAY, MARCH 7, 2017 – 8:30 A.M.**

BOARD MEMBERS PRESENT: Marsha Bruhn
Monique Claiborne
Kimberly Clayson
Linda Forte
Chris Jackson
Jonathan Quarles
Matthew Roling

BOARD MEMBERS ABSENT: Maurice Cox (Ex-Officio)
John Naglick (Ex-Officio)
William Ritsema
Thomas Stallworth

**SPECIAL DIRECTORS
PRESENT:** None

**SPECIAL DIRECTORS
ABSENT:** None

OTHERS PRESENT: Gay Hilger (DEGC/EDC)
Marcel Hurt (City of Detroit)
Jennifer Kanalos (DEGC/EDC)
Glen Long (DEGC/EDC)
Rebecca Navin (DEGC/EDC)
Orza Robertson (DEGC/EDC)



Economic Development Corporation of the City of Detroit

**MINUTES OF THE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS SPECIAL MEETING
TUESDAY, MARCH 7, 2017
DETROIT ECONOMIC GROWTH CORPORATION
500 GRISWOLD, SUITE 2200 - 8:30 A.M.**

CALL TO ORDER

Noting that a quorum was present Chairwoman Forte called the Special meeting of the Economic Development Corporation Board of Directors to order at 8:00 a.m.

GENERAL

Approval of Minutes

Ms. Forte asked if there were any additions, deletions or corrections to the minutes of the February 14, 2017 Regular Board meeting. Hearing none, the Board took the following action:

On a motion by Ms. Bruhn, seconded by Mr. Roling, Resolution Code EDC 17-03-02-277 was unanimously approved.

Receipt of Treasurer's Report

Ms. Forte advised that Mr. Long had not arrived yet and she would come back to this item.

PROJECTS

Ms. Forte advised that Project Item I. was being withdrawn from the agenda.

Motor City Match Program: Request to Approve Professional Architectural and Engineering Services Contract between Economic Development Corporation (EDC) and PSI, Inc. for Motor City Match Building Assessments Project

Mr. Robertson reported that, as the Board is aware, the Economic Development Corporation of the City of Detroit (the, "EDC") has been administering the City's Motor City Match program (the "Program"), which consists, in part, of identifying and matching eligible properties with eligible businesses who want a commercial presence in the City of Detroit.

The EDC staff issued a Request for Proposals for Professional Architectural and Engineering services on February 2, 2017. The RFP sought Professional Architectural and Engineering experience in performing Building Assessments and related activities as summarized below; the Consultant will perform an anticipated total of 150 inspections for the duration of the project. Bids were received February 16, 2017.

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The building assessment includes: conducting a site visit and meeting with building owner to validate the submitted application information, a property walk-through, a preliminary conditions assessment, identification of defects or deficiencies and any significant issues that may impact the redevelopment of the subject property, an estimated remaining service life of existing mechanical, electrical, and plumbing components, photo documentation, a preliminary feasibility assessment for one or more proposed uses and the upload all findings and data into a website specified by the EDC.

The EDC received two (2) responses to the RFP (PSI, Inc., 985 E. Jefferson, Suite 200, Detroit, MI 48226 and Hamilton Anderson Associates, 1435 Randolph Street, Suite 200, Detroit, MI 48226). EDC staff determined that the submittal by PSI, Inc., which was the firm that was engaged to provide the same services last year, to be the most responsive. PSI Inc. is a Detroit based contractor with experience in performing building assessment services. EDC staff proposed to establish the contract amount for a not-to-exceed amount of Six Hundred Fifty Thousand and 00/100 (\$650,000.00) Dollars, in accordance with the budget which was attached to the memorandum as Exhibit A

EDC staff requested Board approval of the selection of PSI, Inc. and authorization to negotiate the terms and enter into an Agreement (the "Agreement") with PSI, Inc. for the requested services for the not to exceed price of \$650,000.00, in accordance with the budget.

EDC staff also recommended that an owner's contingency of approximately ten percent (10%) of the contract value, or \$65,000.00, be established to be dispersed upon the authorization of any two Officers or Authorized Agents to execute any and all documents to implement the provisions and intent of this resolution on behalf of the EDC. A resolution was included with the Board materials for consideration.

Subsequent to a discussion, the Board took the following action:

On a motion by Mr. Quarles, seconded by Mr. Roling, Resolution Code EDC 17-03-91-41 was unanimously approved.

GENERAL

Receipt of Treasurer's Report

Mr. Long reviewed the Treasurer's Reports of Receipts and Disbursements for the month of January, 2017 for the benefit of the Board and responded to questions.

Subsequent to a discussion, the Board took the following action:

On a motion by Mr. Roling, seconded by Mr. Jackson, Resolution Code EDC 17-03-03 211 was unanimously approved.

Mr. Jackson requested a report on the outstanding balances of the loans. Mr. Long stated that they do a monthly report and would provide it to the Board.

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ADMINISTRATION

OTHER MATTERS

PUBLIC COMMENT

ADJOURNMENT

With there being no other business to come before the Board, Ms. Forte adjourned the Special meeting at 8:40 a.m.



APPROVAL OF MINUTES OF FEBRUARY 14, 2017 MEETING

RESOLVED, that the minutes of the Regular meeting of February 14, 2017 are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Economic Development Corporation.

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ACCEPTANCE OF TREASURER'S REPORT FOR JANUARY 2017

RESOLVED, that the Treasurer's Report of Receipts and Disbursements for the period ending January 31, 2017, as presented at this meeting, is hereby in all respects accepted as action of the Economic Development Corporation.

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MOTOR CITY MATCH PROGRAM: REQUEST TO APPROVE PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT BETWEEN ECONOMIC DEVELOPMENT CORPORATION (EDC) AND PSI, INC. FOR MOTOR CITY MATCH BUILDING ASSESSEMENTS PROJECT

WHEREAS, the Economic Development Corporation of the City of Detroit (the, "EDC") has been administering the City's Motor City Match program (the "Program")

WHEREAS, the EDC wants to provide Building Assessment services to the Program; and

WHEREAS, EDC staff determined that it is necessary to obtain Professional Architectural and Engineering services to perform the scope of work, including the performance of an anticipated total of 150 inspections; and

WHEREAS, on February 2, 2017 the EDC staff issued a Request for Proposals (RFP) for Architectural and Engineering services; and

WHEREAS, EDC staff received bids February 16, 2017, reviewed the bid results, and has recommended PSI, Inc. for the project; and

WHEREAS, the EDC Board determined that the staff recommendation is reasonable and consistent with the purposes of the Program; and

NOW, THEREFORE BE IT RESOLVED that the EDC Board of Directors hereby authorizes the negotiation and execution of an Agreement with PSI, Inc. to perform the services of Architectural and Engineering for the Motor City Match Building Assessments project in a manner consistent with the RFP for a contract not to exceed amount of Six Hundred Fifty Thousand and 00/100 (\$650,000.00) Dollars, in accordance with the budget attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that the EDC Board of Directors hereby approves establishment of an owner's contingency of \$65,000.00 to address requirements for unforeseen conditions, to be expended at the direction of any two Officers or any of the Authorized Agents of the EDC.

BE IT FURTHER RESOLVED that the EDC Board of Directors authorizes any two Officers, any two Authorized Agents, or any combination thereof, to execute any and all documents, and take any actions, necessary or appropriate to implement the provisions and intent of this resolution, including but not limited to change orders for use of owner's contingency funds

BE IT FINALLY RESOVLED that all of the acts and transactions of any officer or authorized agent of the EDC, in the name of the EDC and on behalf of the EDC, relating to matters contemplated by the foregoing resolutions, which acts would have been

approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

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