



**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING
WEDNESDAY, JULY 10, 2024 – 3:00 P.M.**

BOARD MEMBERS PRESENT: Marvin Beatty
Charles Beckham
Hassan Beydoun
Austin Black
David Blaszkiewicz
Ehrlich Crain
James Jenkins
John Naglick
Steve Ogden

BOARD MEMBERS ABSENT: Melvin Hollowell
Richard Hosey

OTHERS PRESENT: Jennifer Kanalos (DEGC/DDA)
Glen Long (DEGC/DDA)
Nasri Sobh (DEGC/DDA)
Sierra Spencer (DEGC/DDA)
Kevin Johnson (DEGC/DDA)
Medvis Jackson (DEGC/DDA)



**MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING
DETROIT ECONOMIC GROWTH CORPORATION
500 GRISWOLD, SUITE 2200, DETROIT, MI 48226
WEDNESDAY, JULY 10, 2024 – 3:00 P.M.**

GENERAL

Call to Order

Chairperson Beydoun called the regular meeting of the Downtown Development Authority Board of Directors to order at 3:00 p.m. Roll call was conducted, and a quorum was established.

GENERAL

Approval of Minutes

Mr. Beydoun asked if there were any additions, deletions, or corrections to the minutes of the June 12, 2024, Regular Board meeting.

Hearing none, the Board took the following action:

Mr. Beckham made a motion approving the June 12, 2024 minutes, as written.
Mr. Crain seconded the motion. All were in favor with none opposed. Mr. Beatty was not present for the vote.

DDA Resolution Code 24-07-02-666 was unanimously approved.

Receipt of Treasurer's Reports

Mr. Long reviewed the Treasurer's Report of Receipts and Disbursements for May 2024.

Mr. Beydoun called for questions. Hearing none, Mr. Beydoun called for a motion.

Mr. Jenkins made a motion to approve the Treasurer's Report of Receipts and Disbursements for the month of May 2024, as presented. Mr. Beckham seconded the motion. All were in favor with none opposed. Mr. Beatty was not present for the vote.

DDA Resolution Code 24-07-03-558 was unanimously approved.

PROJECTS

Paradise Valley Traffic Impact and Parking Analysis Study: Authorization to Enter into Contract with Kimley-Horn of Michigan, Inc.



Mr. Dailey stated that in anticipation of new development and new businesses opening in the Paradise Valley District. City of Detroit officials, along with community partners, are concerned with traffic and parking conditions in the District.

The Music Hall is planning to construct a new facility adjacent to its current location. The expansion will occupy the surface parking lot west of its current location. Additionally, an 8-story mixed use facility is under consideration for the surface parking lot mid-block on Randolph. Finally, two restaurants are reviewing occupancy agreements in the immediate area. In summary, the new developments will eliminate two predominant surface parking lots. The new developments and restaurant openings will also bring additional vehicle traffic into the district.

DDA staff believes it is advisable to commission an analysis of the traffic impacts of the new development for the area, as well as an analysis of existing on and off-street parking demands in the area (the “Project”).

To solicit proposals for the Project, DDA staff issued a request for proposals on May 16, 2024, that was sent to (6) selective bidders (the “RFP”).

This RFP was issued to qualified professional engineers / planners for development of Traffic Impact and Parking planning study. All bidders were asked to provide a bid to perform the following work (collectively, the “Work”):

- Existing Conditions Analysis
- Future Parking Demand Forecast
- Existing Traffic Volumes
- ALT #1 – Construction Impact Study (Music Hall)

Following DDA’s solicitation for bids, DDA received bids from two (2) consultants and conducted post-bid interviews with selected bidders. Prior to evaluating the bids received, DDA staff applied an equalization credit to Detroit-headquartered and Detroit-based businesses. The two (2) bids received, adjusted for the equalization credit, and the score given to each bid are as follows:

Bidder	Location	Base Bid Price w/ Alternative Pricing	Equalization Credit	Adjusted Base Bid Price	Score
Kimley-Horn	Southfield, MI	\$78,963.00	0%	\$78,963.00	1.0
FISHBECK	Detroit, MI	\$103,713.00	5%	\$98,527.35	1.65

DDA staff evaluated and scored the bids to determine that Kimley-Horn of Michigan, Inc. (the “Consultant”) was the most responsive bidder for the following reasons:

- The Consultant’s proposal was the lowest- cost proposal upon application of the equalization credit and scoring;
- The Consultant has a history of completing projects of similar scope and scale;



- The Consultant has completed previous work with the DDA and other DEGC-related entities to the satisfaction of DDA staff;
- The Consultant has the ability to perform the Work on the schedule presented to it by DDA staff.

DDA Staff is requesting the DDA board authorize the execution of a contract with the Consultant to perform the Work at the not to exceed amount of Seventy-Eight Thousand Nine Hundred Sixty-Three and 00/100 (\$78,963.00) Dollars.

DDA staff is also recommending that a contingency representing fifteen (15%) percent of the total value of the Work, or Eleven Thousand Eight Hundred Forty-Four and 45/100 (\$11,844.45) Dollars be established to be disbursed upon the authorization of authorized DDA staff.

A resolution approving and authorizing the DDA to enter into a contract with the Consultant for the performance of the Work and the establishment of a contingency fund was attached for the Board's review and consideration.

Mr. Jenkins asked if this was a lump sum or not-to-exceed contract. Mr. Dailey responded that it is a lump-sum contract. Mr. Jenkins wondered whether the language could be changed to reflect this fact.

Mr. Beydoun stated that it was the resolution that utilized this language and not the contract itself, therefore the resolution could be updated for future reference.

Mr. Ogden asked what the timeline for the study would be. Mr. Dailey responded that the timeline would be broken into two phases. Mr. Dailey explained that the first phase is to review the traffic plan for the construction of the Music Hall. Mr. Dailey continued that the second phase will review special events allowing for the review of traffic. Mr. Dailey concluded that the deadline for receiving this information is the end of August 2024.

Mr. Ogden asked if the Music Hall had submitted a parking plan to the City and if Kimley-Horn would impact the plan. Mr. Dailey stated that a traffic plan has been submitted but a parking plan has not. Mr. Ogden stated that eliminating a parking lot, which is being discussed, should be approved by the City as reduced parking will impact the area's traffic flow.

Mr. Crain stated that typically for any structured startup a Right of Way plan would be submitted for any potential street or sidewalk closures that would impact traffic flow. Mr. Crain asked if this plan had been submitted. Mr. Dailey stated that the Right of Way plan has been submitted and is a part of the thirty-day review to be completed.

Mr. Ogden asked if Kimley-Horn was engaging with stakeholders besides the Music Hall. Mr. Dailey stated that they planned to get engaged with stakeholders.

Mr. Crain asked how the study would incorporate the existing construction being done in the area. Mr. Dailey answered that the study would be shared information and the City would make decisions on how best to use the data gathered.



Mr. Ogden stated that this contract may be better suited on the City level considering that parking issues have not been solved for other properties in the area. Mr. Ogden added that it may be difficult for Kimley-Horn to solve the issue when the City has yet to address it.

Mr. Beydoun asked for clarification on what the City has approved of thus far. Mr. Long stated that the City has approved the Music Hall project plan.

Mr. Beatty stated that he sits on the Music Hall Board and could confirm that some approvals have happened.

Mr. Beydoun called for further questions. Hearing none, Mr. Beydoun called for a motion.

Mr. Jenkins made a motion to approve the Paradise Valley Traffic Impact and Parking Analysis Study: Authorization to Enter into Contract with Kimley-Horn of Michigan, Inc., as presented. Mr. Beckham seconded the motion. All were in favor with none opposed.

DDA Resolution Code 24-07-110-71 was unanimously approved.

ADMINISTRATIVE

None.

OTHER BUSINESS

Mr. Jenkins asked Mr. Johnson if employees being hired had professional agreements and clear descriptions of their responsibilities. Mr. Johnson stated that all new employees will have a clear scope of work and of the new employees joining the DEGC one has an employment contract.

Mr. Long noted that the contract approved was not a DDA contract and all work being completed would be done by DEGC staff.

Mr. Johnson stated that with Kenyetta Bridges parting with the DEGC two new employees have been hired as well as two internal promotions.

Mr. Naglick stated that Mr. Long, Ms. Kanalos, and Ms. Navin should be recognized for their work on the bonds. Mr. Naglick explained that the impact of the work done is monumental and has cleaned up the DDA balance sheet.

Mr. Beydoun echoed Mr. Naglick's sentiments.

PUBLIC COMMENT

None.

ADJOURNMENT



With there being no further business to be brought before the Board, Mr. Beckham made a motion to adjourn, which was seconded by Mr. Blaszkiewicz, Mr. Beydoun adjourned the meeting at 3:21 p.m.



CODE DDA 24-07-02-666

APPROVAL OF MINUTES OF JUNE 12, 2024

RESOLVED that the minutes of the Regular meeting of June 12, 2024, 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 Downtown Development Authority.

July 10, 2024



CODE DDA 24-07-03-558

RECEIPT OF TREASURER'S REPORT FOR MAY 2024

RESOLVED, that the Treasurer's Report of Receipts and Disbursements for the period ending May 31, 2024, as presented at this meeting, is hereby in all respects received by the Downtown Development Authority.

July 10, 2024



CODE DDA 24-07-110-71

**PARADISE VALLEY TRAFFIC IMPACT AND PARKING ANALYSIS STUDY:
AUTHORIZATION TO ENTER INTO CONTRACT WITH KIMLEY-HORN OF MICHIGAN, INC**

WHEREAS, in anticipation of new development and new businesses opening in the Paradise Valley District, City of Detroit officials, along with community partners, are concerned with traffic and parking conditions in the District; and

WHEREAS, DDA staff believes it is advisable to commission an analysis of the traffic impacts of the new development for the area, as well as an analysis of existing on and off-street parking demands in the area (the "Project"); and

WHEREAS, DDA staff received proposals from two (2) consultants to perform the following work (collectively, the "Work"):

- Existing Conditions Analysis
- Future Parking Demand Forecast
- Existing Traffic Volumes
- ALT #1 – Construction Impact Study (Music Hall)

WHEREAS, DDA staff have reviewed the quotes and determined that Kimley-Horn of Michigan, INC. (the "Consultant") is the lowest, most responsive bidder; and

WHEREAS, DDA staff is requesting the authorization to enter into an agreement with the Consultant for the not to exceed amount of Seventy Eight Thousand Nine Hundred Sixty Three and 00/100 (\$78,963.00) Dollars for the performance of the Work; and

WHEREAS, DDA staff is also recommending that a contingency representing fifteen (15%) percent of the total value of the Work, or Eleven Thousand Eight Hundred Forty Four and 45/100 (\$11,844.45) Dollars be established; and

WHEREAS, pursuant to its statutorily authorized powers, the DDA has the power to expend DDA funds, engage professionals, and take the other steps contemplated by this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the DDA Board of Directors hereby authorizes the engagement of the Consultant to perform the Work at the not to exceed amount of Seventy-Eight Thousand Nine Hundred Sixty Three and 00/100 (\$78,963.00) Dollars.

BE IT FURTHER RESOLVED, that the DDA Board of Directors hereby authorizes the establishment of a contingency representing fifteen (15%) percent of the total value of the Work,



or Eleven Thousand Eight Hundred Forty Four and 45/100 (\$11,844.45) Dollars, to be disbursed upon the authorization of any two Officers, or any one of the Officers and any of the Authorized Agents of the DDA, or any two Authorized Agents of the DDA.

BE IT FURTHER RESOLVED, that any one of the officers and any one of the Authorized Agents of the DDA or any two of the Authorized Agents of the DDA shall hereafter have the authority to negotiate and execute all documents, contracts, or other papers, and take such other actions, necessary or appropriate to implement the provisions and intent of this Resolution on behalf of the DDA.

BE IT FINALLY RESOLVED, that all of the acts and transactions of any officer or authorized agent of the DDA, in the name and on behalf of the DDA, 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.

July 10, 2024