



DDA OFFICERS

Mayor Lori M. Stone

Richard Fox, City Controller, Treasurer

DDA MEMBERS

Joseph Vicari, Vice Chair

Gregory Jackson

Nicholas Lavdas

Hank Riberas

Michael Wiegand

Oscar Zamora

Tom Petzold

**A REGULAR IN PERSON MEETING
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
Wednesday, May 1, 2024, 3:00 p.m.**

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
 - Motion to excuse absent members
- 3. ADOPTION OF AGENDA**
 - Motion to adopt agenda
- 4. AUDIENCE PARTICIPATION**
- 5. APPROVAL OF MINUTES (pg. 1)**
 - Motion to approve the April 10, 2024 DDA meeting minutes
- 6. OLD BUSINESS**
- 7. NEW BUSINESS (pg. 10)**
 - A. ADA Braille Signs – Signarama (Jeff Reeves [pg. 10])**
 - Motion to hire Signarama to produce and install braille signs at City Hall and the Police Department in the amount of \$4,882.50 and to release the security deposit in the amount of \$1,467.25 (part of the total, not additional) upon approval of this item.
 - B. ADA Transition Plan – HRC (Tina Gapshes [pg. 15])**
 - Motion to hire HRC for City Buildings ADA Transition Plan Proposal in the amount of \$22,161.04

8. APPROVAL OF THE LIST OF BILLS (pg. 18)

- Motion to Approve the May 1, 2024 List of Bills

9. GOOD OF THE ORDER

10. Next DDA Regular Meeting is scheduled for Wednesday, June 5, 2024, at 3:00 PM.

11. ADJOURNMENT

- Motion to Adjourn
DDA, TIFA, CED, CDBG and Brownfield

CITY OF WARREN
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD

Meeting held on April 10, 2024

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, April , 2024.

Present:

Mayor Lori M. Stone
Oscar Zamora
Michael Wiegand
Hank Riberas
Nicholas Lavdas
Gregory Jackson
Joseph Vicari

Absent:

Tom Petzold

1. Call to Order

Mayor Lori Stone called the meeting to order at 3:05 pm.

2. Roll Call

Mayor Lori Stone took roll call of present members.

3. Adoption of Agenda

MOTION:

A motion was made by Mr. Jackson, supported by Mr. Zamora, to adopt the April 10, 2024 agenda.

No opposition, the motion passed

4. Approval of Minutes (January 10, 2024)

MOTION:

A motion was made by Mr. Lavdas, supported by Mr. Riberas, to approve the minutes for the January 10, 2024 DDA meeting.

No opposition, the motion passed

5. Old Business

None

6. New Business

- A. Survey for Best Use/Layout at 5295 Chicago Rd – Nowak & Fraus Engineers (Tom Bommarito/Tina Gapshes [pg. 6])

Mr. Zamora stated that he recently heard of a shared spaces grant that MDOT is offering. He recommended we research the grant to see if we qualify.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Wiegand, to hire Nowak & Fraus Engineers for professional engineering and surveying services pertaining to 5295 Chicago Road (Parcel 13-05-252-010) & 5275 Chicago Road (Parcel 13-05-252-009) in the amount of \$8,500.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mayor Stone	Yes

No opposition, the motion passed

- B. 2024 Flowers - Eckert's Greenhouse Inc. (Dino Turcato [pg. 10])

Councilman Newnan inquired about if these flowers were native plants or annuals. Mr. Bommarito informed Councilman Newnan that this specific bid is for the hanging plants that go round City Hall, the Warren Community Center, and Van Dyke and they are annuals. Mayor Stone stated that we can look into requesting more native plants for this project in the future.

Mr. Zamora stated that he would like to see some hanging flowers at Beebe Park.

Mr. Wiegand recommended that we make sure we have someone that can water these flowers. To that statement, Mr. Bommarito informed the board that Parks and Recreation have an upgraded water truck and a trained employee ready to complete the task.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Zamora, to award bid #RFQ-W-PR-FLOWERS2024 to Eckert's Greenhouse Inc. with the amount not to exceed \$18,000.00.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Vicari	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

C. APX Consolettes & MCD5000 Desk Sets – Motorola Solutions (Commissioner McAdams/Tom Bommarito [pg. 14])

Commissioner McAdams informed the board that the construction of this product entails a lead time of one year. These consolettes and desk sets are for the two new fire stations that are being built. The two existing consolettes/sets will be used as backup parts.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Lavdas, to approve funding for APX Consolettes & MCD5000 Desk Sets from Motorola Solutions in the amount of \$44,265.92

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Wiegand	Yes
Mr. Vicari	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

D. Proposal for Traffic Signal Design – HRC (Tina Gapshes/Tom Bommarito [pg. 27])

Mr. Bommarito informed the board that this item is for the new fire station on Schoenherr Rd. Commissioner McAdams stated that the default setting for this light will be a blinking yellow. When they receive a call and have to make a run, they can then switch the light to red to get out, the light will then time out and go back to the default blinking yellow.

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Jackson, to hire HRC for engineering services in the amount of \$20,276.98

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Jackson	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

E. Towne Center - Gibbs Planning Group (Tom Bommarito [pg. 31])

Mr. Bommarito conveyed to the board our intention to seek approval for the proposal to re-engage Gibbs Planning Group. This would involve coordinating listening sessions, informational presentations, and various stakeholder meetings, in addition to developing an updated plan for the Towne Center. Councilman Newnan recommended that we look into geothermal energy while planning while updating the plan for the Towne Center.

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Lavdas, to approve proposal to re-engage Gibbs Planning Group, to coordinate listening sessions, informational presentation and various stakeholder meetings, along with an updated plan for the Towne Center in the amount of \$25,000.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

F. Towne Center - Plante Moran Real Estate Advisors (Tom Bommarito [pg. 38])

Mr. Bommarito informed the board that he would like to re-engage Plante Moran to assist with the RFQ procedures and reviews, along with financial reviews of potential developers' information.

MOTION:

A motion was made by Mr. Vicari, supported by Mr. Wiegand, to re-engage Plante Moran Real Estate Advisors to assist with RFQ procedures and reviews, along with

financial reviews of potential developers' information with the amount not to exceed \$20,000.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mayor Stone	Yes

No opposition, the motion passed

G. Membership Dues - Macomb County Chamber (Tom Bommarito [pg. 40])

Mr. Bommarito informed the board he would like to continue our membership with the Macomb County Chamber.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Jackson, to approve funding for membership dues to Macomb County Chamber in the amount of \$1,285.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Jackson	Yes
Mr. Vicari	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

H. Membership Dues – MDA (Tom Bommarito [pg. 41])

Mr. Bommarito informed the board that in addition to the \$600.00 Municipal or Public Agency Membership Dues the extra \$100 will be a contribution to the Advocacy Fund.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Jackson, to approve funding for membership dues to Michigan Downtown Association in the amount of \$700.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Jackson	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

I. 29901 S. Civic Center Blvd (Tom Bommarito [pg. 42])

Mr. Bommarito informed board that we are looking to purchase the Warren Racquetball & Fitness Club. We have been in negotiations for quite some time and this still needs to go to appropriations. After this vote to purchase, we will go through final appropriations. They had the building approved at \$700,000.00; and we had it approved at \$600,000.00. Despite efforts, the seller remains firm on the price. The necessity for this property arises from the need for additional parking for the courthouse and police department during the construction of the new courthouse. Mr. Bommarito stated that this is a temporary use for that property. Downstream we can discuss a more permanent use for 29901 S. Civic Center Blvd.

Acting City Attorney, Mary Michaels, intervened to highlight the intricacies of the partnership related to the property. Following the passing of the original partners, the property is now under the purview of two trustees, making it a covenant deed rather than a warranty deed. Ms. Michaels stressed the importance of securing good title insurance, necessitating a comprehensive survey for a policy without exceptions. Challenges persist, including difficulty in communication with the seller and unresolved environmental language in the draft agreement. The draft that the board was given does not include pervasive as is clause. They want us to buy as is and hold the promise for any contamination. She is going to try to get the sellers agreement to remove that portion. Ms. Michaels proposed involving Mr. Riberas to review and protect our interests during negotiations. We would need a baseline and if there is any contamination, they agreed that we would get the full deposit back. Ms. Michaels warned the board against accepting this agreement with the as is clause still existing.

Additionally, Ms. Michaels stated how the originally plan was to demolish the building and use the site as a temporary parking lot. Now the police department has their eye on it. So we have in the language that the personal property will be removed if we so choose. However, they will give us a chance to walk through and see if the police want to keep anything. Whatever they don't want, will be removed from the property.

Mr. Riberas expressed concern regarding potential contingencies post-closing, emphasizing the need for thorough due diligence to avoid future liabilities. Ms. Michaels assured the board that clauses safeguarding our interests in the post-closing period are being negotiated, with a current due diligence period of 90 days. The board supported the idea of extending this to 120 days.

Mr. Jackson raised a question regarding the long-term plan for the property post-temporary use. Mayor Stone clarified that while the immediate need is for parking, decisions regarding the building's future will involve input from the board as part of the Towne Center Plan. Councilman Newnan suggested considering refurbishing the parking lot to enhance the city's appeal to neighboring property owners.

MOTION:

A motion was made by Mr. Vicari, supported by Mr. Lavdas, to authorize the funds for the purchase of

ROLL CALL:

The motion carried as follows:

Mr. Vicari	Yes
Mr. Lavdas	Yes
Mr. Jackson	Abstained
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

Six members voted in favor ("yes"), one member abstained, and the motion was passed

- J. Upgrade to the City's Communication Infrastructure – Presidio (IT/Tom Bommarito [pg. 48])

During this portions of the meeting (3:47 pm), Mr. Vicari had to excuse himself due to a prior medical appointment. The meeting proceeded without his presence.

Mr. Hakim, Information Systems Manager, explained to the board the imminent end-of-life status of our current phone system. Our systems will cease to support the phone system effective May 2024. The most recent upgrade for the phone system occurred in 2017.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Zamora, to approve funding for upgrade to City's communication infrastructure by Presidio in the amount of \$181,293.68.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

- K. ½ Page Ad in The 2024 Selfridge Open House and Air Show official program - Selfridge Base Community Council (Tom Bommarito [pg. 77])

Mr. Bommarito proposed to the board the allocation of funds for an advertisement in the official program of the 2024 Selfridge Open House and Air Show. The purpose of this advertisement is to attract attendees to explore Warren, MI.

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Lavdas, to approve of funding to Selfridge Base Community Council for a ½ page ad in the 2024 Selfridge Open House and Air Show official program in the amount of \$800.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Jackson	Yes
Mr. Wiegand	Yes
Mayor Stone	Yes

No opposition, the motion passed

- L. Furnish & Install Carpet at City Hall: Phase 2 – Villa Carpets, Inc. (Jeff Reeves/Tom Bommarito [pg. 80])

Mr. Bommarito briefed the board on the upcoming phase two of the carpet furnish and installation project at Warren City Hall. This phase specifically involves installing carpeting in each department on the 1st, 2nd, and 3rd floor of City Hall.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Jackson, to hire Villa Carpets, Inc. for phase 2 of furnishing and installing carpet at Warren City Hall in the amount of \$251,797.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Jackson	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

8. List of Bills

MOTION:

A motion was made by Mr. Lavdas, supported by Mr. Zamora to approve the April 10, 2024 list of bills.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed


9. Next DDA Regular Meeting is scheduled for Wednesday, May 1, 2024, at 3:00 PM, in the City Hall 1st Floor Conference Room.

10. ADJOURMENT


MOTION:

A motion was made by Mr. Riberas, supported by Mr. Wiegand, to adjourn.

The April 10, 2024 DDA meeting adjourned at 3:53 pm.


X

Thomas Bommarito
DDA Director


X

Lori M. Stone
Mayor

DEPARTMENTAL REQUEST FOR DDA FUNDING

PROJECT NAME AND DESCRIPTION - ADA Braille Signs for City Hall and the Police Department.

ADA Sign Design Details

- ADA Tactile Text Minimum .625"+
- ADA Braille .25"
- .375" Space in between Tactile and Braille, .375" min clearance on all edges of sign
- If doing an Tactile Images for a 6" panel graphic would need to be 4", .375" min clearance on all edges and other tactile copy
- Non-Glare
- Contrasting Colors: i.e. white/black
- Any common or meeting room should have braille

ADA Installation details

- Minimum 48" sign height from floor to middle of sign
- Maximum 60" height from floor to middle of sign
- General rule or thumb for height is splitting the difference so 54" from floor to center of sign
- For wall signs where there is a single-door sign should be mounted on latch or handle sign of door, if no room can be put on nearest adjacent wall
- For wall signs where there is a double-door sign should be located on right hand side of door
- For wall signs where you have an inactive window to right of door, sign should be located on the inactive window

AMOUNT REQUESTED AND PERCENTAGE OF TOTAL PROJECT – Estimates (attached)

Estimate for Police Department with all signs be installed will be - \$3,853.50

Estimate for City Hall with all signs to be installed will be - \$ 1,029.00

TOTAL COST: \$ 4,882.50

(A deposit in the amount of \$1,467.25 is required before service can begin)

TIMELINE OF PROJECT – Once the deposit is received by Signarama, they can begin the project. They will take 2 days to work up proof and once proofs approved 10-14 business days in production. Once all signs are ready typically can get job added to install schedule within week of signs being done

WHO WILL MANAGE PROJECT – Project will be managed by the Building Maintenance Superintendent, Jeff Reeves.

CONTROLLER'S OFFICE APPROVAL AND ACCOUNT TO BE USED

494-9494-97400 Capital Improvements



5875 New King Ct
Troy, MI 48098
(248) 585-6880

ESTIMATE

ESTS-52756

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www.MichiganSignShops.com

Payment Terms: Net 30

Created Date: 4/17/2024

DESCRIPTION: Interior Signs

Bill To: Warren Police Department
29900 Civic Center Blvd.
Warren, MI 48093
US

Installed: Warren Police Department
Scott Spencer
29900 S Civic Center Blvd.
Warren, MI 48093
US

Requested By: Scott Spencer
Email: sspencer@WARRENPD.ORG
Work Phone: (586) 574-4804
Tax ID: 38-6006931

Salesperson: Michael Stephens
Email: mike@michigansignshops.com
Entered By: Michael Stephens

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Room Signs Custom 1/16" Engraving Stock Signs - overall size 8"(h) x 8"(w) - 3d printed text & braille, white text - dk brown background <u>Layouts:</u> Men (x2), Women (x2), Supervisors Locker Room, Men's Locker Room, Women's Locker Room Off Duty Report Room, Men & Women with Handi (x4)	12	\$82.50	\$0.00	\$990.00
2	Room Signs Custom 1/16" Engraving Stock Signs - overall size 4.5"(h) x 10"(w) - 3d printed text & braille, white text - dk brown background <u>Layouts:</u> Traffic Division, Squad Room, Training Room #1, Training Room #2 (x2), Chaplain Corp Breakroom (x2), Gym, Gun Range	10	\$56.50	\$0.00	\$565.00
3	Room Signs Custom 1/16" Engraving Stock Signs - overall size 4.5"(h) x 8"(w) - 3d printed text & braille, white text - dk brown background <u>Layouts:</u> Elevator (x6)	6	\$49.50	\$0.00	\$297.00

4	Installation Installation of room signs to door or drywall surface - qty 29 need to be installed, qty 11 signs need removal* - location: Warren *Note: Upon removal, there will be damage on door and or drywall from where existing sign was located. Signarama not responsible for patch or paint	1	\$1,082.50	\$0.00	\$1,082.50
5	OPTIONAL Signs Custom 1/16" Engraving Stock Signs, 4.5" x10" - Layout: Equipment Room Custom 1/16" Engraving Stock Signs, 6" x 6" - Layouts: Sergeant Room, Field Training Unit, Authorized Personnel (x4) Custom 1/16" Engraving Stock Signs, 8.5" x 11" - Please ensure door closes.....(x2) Installation of room signs to door or drywall surface - qty 9 need to be installed, qty 7 signs need removal* - location: Warren *Note: Upon removal, there will be damage on door and or drywall from where existing sign was located. Signarama not responsible for patch or paint TOTAL ADDITIONAL COST = \$919	1	\$0.00	\$0.00	\$0.00

Orders less than \$200 must be paid in full at the time the order is placed.
 Orders over \$200 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Production will not begin until Geisler has received approval of the proof from the Customer. All signs remain the property of Geisler until paid in full. Geisler reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full.
 Orders cannot be cancelled or edited without written consent from Geisler. Restocking fees apply.
 Accepting delivery and/or installation of the work is Customer affirmation that the work substantially conforms to all expectations.
 Customer shall be liable for all costs related to collection balances.

Subtotal:	\$2,934.50
Taxable Amount:	\$0.00
Taxes:	\$0.00
Grand Total:	\$2,934.50
Deposit Required:	\$1,467.25

Signature: _____ Date: _____

BIG NEWS! We just moved to 5875 New King Ct. Troy, MI 48098



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Troy, MI 48098
(248) 585-6880

ESTIMATE

ESTS-52633

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Payment Terms: Net 30

Created Date: 4/11/2024

DESCRIPTION: City Hall - Interior Signs

Bill To: City of Warren.
1 City Square
Attn: Purchasing Div. Ste. 425
Warren, MI 48093
US

Installed: City of Warren.
Wendy Maniere
1 City Square
Suite 425
Warren, MI 48093
US

Requested By: Wendy Maniere
Email: wmaniere@cityofwarren.org
Work Phone: (586) 574-4509
Tax ID: 386006931

Salesperson: Michael Stephens
Email: mike@michigansignshops.com
Entered By: Michael Stephens

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Room Signs Custom 1/16" Engraving Stock Signs - overall size 4.5"(h) x 8"(w) - 3d printed text & braille, dk brown - ash beige color background <u>Layouts:</u> Warren Conference Center x3 In Cade of Fire.....x4 Township Meeting Room Van Dyke Meeting Room Baseline Meeting Room Fitzgerald Meeting Room Maintenance	12	\$49.50	\$594.00
2	Installation Installation of room signs into existing frames - qty 12, panels slide in, no VHB tape required - location: Warren	1	\$435.00	\$435.00

Orders less than \$500 must be paid in full at the time the order is placed. Orders over \$500 require a 50% deposit (minimum) at the time the order is placed and before any work can begin, including the design. Credit cards will be securely stored on file and will be charged upon completion. Production will not begin until we have received approval of the proof from the Customer. All signs remain the property of Signarama Troy/National Branding until paid in full. Signarama Troy/National Branding reserves the right to remove signage from Customer's location at Customer's expense for failure to pay in full. Orders cannot be cancelled or edited without written consent from Signarama

Subtotal:	\$1,029.00
Taxes:	\$0.00
Grand Total:	\$1,029.00

Troy/National Branding, Restocking & Design fees apply. Accepting delivery and/or installation of the work is Customer affirmation that the work substantially conforms to all expectations. Customer shall be liable for all costs related to collection balances. Within 24 hours of completion of a project-the final invoice will be sent & the credit card on file will be run for the final invoice amount.

This estimate is valid for 30 days from created date.

Signature: _____ Date: _____

BIG NEWS! We just moved to 5875 New King Ct. Troy, MI 48098



April 22, 2024

City of Warren Engineering Division
One City Square
Suite 300
Warren, Michigan 48093

Attn: Tina Gapshes, P.E., City Engineer

Re: City Buildings ADA Transition Plan
Proposal

HRC Job No. 20210787

Dear Ms. Gapshes:

As requested, we are providing a proposal to provide an overall ADA Transition Plan for the City of Warren. The seven (7) buildings in this scope are as follows:

- Police Headquarters - 29900 Civic Center
- Sanitation - 25601 Flanders
- DPW - 12801 Stephens
- Water Division - 12821 Stevens
- City Hall - One City Square
- Warren Community Center - 5460 Arden
- Owen Jax Recreation - 8207 E. Nine Mile

HRC will provide the following services to create an ADA Transition Plan for the City:

- Update HRC Building Self Evaluation Report & Cost Estimates to Remove Work Already Completed.
- Review Right Of Way (ROW) areas directly adjacent to the aforementioned (7) buildings and identify recommendations for ADA improvements. Integrate information into Transition Plan.
- Attend up to (3) City ADA Committee meetings. Work with City officials to integrate budget planning, responsible officials, timeframe for completing work, public complaints, etc. into Transition Plan
- Attend (2) Community Meetings; Document with meeting minutes and integrate into Transition Plan.
- Attend (1) Commission on Disabilities Meeting.
- Integrate Parks & Recreation Facilities Building Self Evaluation (By Others) into Transition Plan.
- Integrate other City Administrative plan details (staff training, employment practices, website updates, etc.) into Transition Plan.

Clarifications:

HRC includes this section so as to clarify the expectations both for the Owner and HRC.

1. The Transition Plan will incorporate the U.S. Department of Justice's (DOJ's) ADA Title II regulations at 28 CFR 35.150(d) list of minimum transition plan requirements as follows:
 - a. Identification of the official responsible for implementation of the transition plan.
 - b. An inventory of barriers (i.e., identification of physical obstacles).
 - c. A prioritized schedule of when barriers will be eliminated, and deficiencies corrected.
 - d. A description of the methods that will be used to make facilities accessible.
2. The following public accommodations generally will **not** be included in the report but will be identified for future surveying (except at areas directly adjacent to the (7) City-Owned buildings as listed above):
 - a. Signalized Intersections – Curb Ramps, Crosswalks & Pedestrian Push Buttons
 - b. Sidewalk Corridors
 - c. Multi-Use Trails
 - d. Transit Stops
 - e. On-Street Accessible Parking Spaces
 - f. Pedestrian Rail Crossings
3. Should the City desire a comprehensive assessment of the excluded public accommodations listed in Item #2,

HRC can provide that service as a separate proposal. A detailed scope for this would need to be identified by the City in order for us to provide a quote.

4. A copy of the City of Canton's ADA Transition Plan was provided to HRC for reference – it is our understanding that the Warren Plan would be similar in intent to this.
5. It is our understanding that all Parks & Recreation facilities will be surveyed for ADA compliance by Others, and that HRC will incorporate that report into the overall ADA Transition plan as an appendix.
6. If transcripts of the meetings are needed, it will be the City's responsibility to arrange for these to be done.

Fee

Given the nature of the work as preliminary (and not directly tied to construction), we estimate the proposed work will take approximately **192** hours of staff time to perform the tasks as listed. Further, the estimated budgetary cost to complete this work will not exceed **\$22,161.04** without prior authorization.

Invoices for these services will be provided monthly as the work is completed.

If you have any questions or require any additional information, please contact the undersigned.

Very truly yours,
HUBBELL, ROTH & CLARK, INC.



Michael C. MacDonald, P.E.
Vice President



Adrianna M. Melchior, AIA, LEED AP
Associate

MCM/amm
Attachment: Hours Chart

pc: HRC; File
City of Warren; Caitlin Murphy

Your approval, as indicated by your signature below, will constitute an agreement between us for the above services.

Accepted By:
CITY OF WARREN

Signature: _____

Written Name: _____

Title: _____

Dated: _____

City of Warren
Task Description: ADA Transition Plan

Description	Firm Principal	Department Head / P.M. (Architectural)	Graduate Engineer/ Architect	Staff Engineer/ Architect	Senior Engineer (Mechanical)
Information Gathering					
1 Administration	1	8			
2 (3) City ADA Committee Meetings; Incl. Prep		12			
2 (2) Community Meetings; Incl. Meeting Minutes		10			
3 (1) Commission on Disabilities Meeting		4			
4 Misc. Communications		12			
Review of ROW Areas around (7) Public Buildings; Make					
5 Recommendations for ADA Improvements		16			
Transition Plan Report					
1 Report Setup, Background Information and Checklists	1	4	16		
Update Building Self-Evaluation Report to Remove Completed					
2 Work		2	12		
3 Integrate ROW ADA recommended improvements into report		2	16		
Integrate Budget Planning, Resp. Official, Timeframe, Public					
4 Comments, etc. into report		4	16		
5 Integrate Parks & Rec Data into report		4	16		
6 Integrate Other Data into report		4	20		
Review Draft Report w/ Owner; Incorporate Any Comments into					
7 Final Report		4	8		
Task Totals	2	70	120	0	0

PERSONNEL	HOURS	RATE	TOTAL
Partner - M.M.	2	\$171.52	\$ 343.04
Department Head (Architectural) - A.M.	70	\$152.00	\$ 10,640.00
Graduate Engineer/Architect	120	\$93.15	\$ 11,178.00
Staff Engineer / Architect	0	\$110.00	\$ -
Senior Engineer/ Architect	0	\$152.00	\$ -
TOTAL DIRECT HOURS	192		

Total Fee \$ 22,161.04

Assumptions

Work on this project will be completed in 2024

WARREN DDA

DDA LIST OF BILLS

5/1/2024

Required Formal Approval of the Following:

PAYEE	Vendor Number	DATE OF INVOICE	GL Account #	AMOUNT	Invoice #	PO#	DETAILS
PRESIDIO NETWORKED SOLUTIONS	004951	4/23/2024	494-9494-97400	4,480.00	6013524003078	2427164	UPGRADES TO COMMUNICATION INFRASTRUCTURE
EVERGREEN SKATEPARKS LLC	019193	4/17/2024	494-9494-97400	380,925.00	1386	2425301	PROFESSIONAL SVCS - SKATE PARK
TOTAL:				385,405.00			

PRESIDIO

Presidio Networked Solutions Group, LLC
EIN: 76-0515249, DUNS: 15-405-0959
For questions on this invoice please call:
Mohd Saleem
(p) +1.781.970.6485, (f)
msaleem@presidio.com

Please send payments
made payable to:
Presidio Networked Solutions Group, LLC
PO Box 677638
Dallas, TX 75267-7638

Wire or ACH Payments:
PNC Bank
Acct: 8616159745
ABA 031000053

INVOICE: **6013524003078**

DATE: **4/23/2024**

PAGE: 1 of 1

BILL TO: City of Warren
Laura Wilson
One City Square, Suite 425
Purchasing Division
Warren, MI 48093

SHIP TO: City of Warren
Laura Wilson
One City Square
Suite 215
Warren, MI 48093

DDA

Customer #: CITYW005
Account Manager: Cassie Damer
Payment Terms: Net 30
Title: City of Warren - Replacement UC Servers
Comments: Please make sure these emails are emailed to Michelle Patterson
mpatterson@cityofwarren.org and Laura Wilson lwilson@cityofwarren.org

Customer PO#: **2427164**
Order #: 3001222408860
Quote #: 2003523088503-03
Contract Vehicle: *Open Market

Part #	Description	Unit Price	Qty Ordered	Qty Shipped	Tax	Extended Price
VS8-STD-SK-TLSS-3Y-C	VSPH 8 STD 3-YR PP COMMIT SUB LICs /CORE	\$140.000	32.0	32.0	\$0.00	\$4,480.00

No return merchandise accepted without prior Return Authorization.
All returns subject to a 20% restocking fee.
If not billed on this invoice, all taxes are to be paid by the buyer.
Past due balances are subject to 1.5% per month finance charge.
GST/HST# 75468 2292 RT0001
Delivery of software licenses and software maintenance are agreed to be accepted in electronic form.

Sub Total:	\$4,480.00
Miscellaneous:	\$0.00
Shipping & Handling:	\$0.00
Tax:	\$0.00
Grand Total:	\$4,480.00

Discrepancies must be reported within 5 days of receipt of shipment or shipment will be considered complete.

STA - W-1193

494-9494.97400

019193



Evergreens Skateparks LLC
3604 Bridle Bit Lane
Stevensville, MT 59870 US
5038070103
evergreenskateparks@gmail.com
evergreenskateparks.com

DDA
INVOICE

BILL TO

City of Warren
One City Square
Warren, Michigan 48093

INVOICE # 1386
DATE 04/17/2024
DUE DATE 05/17/2024
TERMS Net 30

PO# 2425301

DESCRIPTION	AMOUNT
Skatepark & Pump Track Construction Documents & Specifications Completed by Mears Design Group - 100% Completion	18,000.00
Mobilization & Bonding - 100% Completion	144,100.00
Plumbing Installation - 100% Completion	115,750.00
Excavation & Dirtwork - 30% Completion	92,805.00
Steel Fabrication - 5% Completion	6,032.50
Formwork - 5% Completion	4,237.50

Evergreen Skateparks is committed to the highest quality work. Thank you for working with us.

BALANCE DUE

\$380,925.00

494-9494-97400

RFP-W-0453

Res: DDA Approval 7-8-23


Anthony Casasanta 4/18/24

Fw: Evergreen Skateparks 2nd invoice

Anthony Casasanta <acasasanta@cityofwarren.org>

Thu 4/18/2024 1:46 PM

To: Clair Hakeem <chakeem@cityofwarren.org>

 1 attachments (80 KB)

202404181341.pdf;

Clair,

Please proceed to pay Evergreen Skatepark 2nd invoice for \$380,925.00. Please contact me should you have any questions.

Thank you,

Anthony

Anthony Casasanta

City of Warren, Parks and Recreation

Phone: 586 258-2008

acasasanta@cityofwarren.org

From: DONOTRESPOND@cityofwarren.org <DONOTRESPOND@cityofwarren.org>

Sent: Thursday, April 18, 2024 1:41 PM

To: Anthony Casasanta <acasasanta@cityofwarren.org>

Subject:

This E-mail was sent from "RNP00267390C428" (Aficio MP 5002).

Scan Date: 04.18.2024 13:41:41 (-0400)

Queries to: DONOTRESPOND@cityofwarren.org