

**BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS MEETING  
Wednesday, October 11, 2023 8:15 AM  
Berkley Public Safety - 2nd Floor Conference Room**

*MISSION: The Berkley Downtown Development Authority exists to spur economic vitality, improve the streetscape, enhance visitors' diverse experiences, and create connections to the community on Coolidge and Twelve Mile Road in downtown Berkley, Michigan.*



**AGENDA**

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
  - A. Regular Meeting Minutes of September 13, 2023
- V. **Treasurer's Report**
- VI. **Action Items**
  - A. Awarding of Contract for the Coolidge Crosswalk Improvement Project to the lowest qualified bidder, Rauhorn Electric, Inc. in the amount of \$126,905.14 and allocate an additional 10% construction contingency of \$12,690.51 and a not-to-exceed Construction Engineering amount of \$14,862.27 for a total not-to-exceed project cost of \$154,457.92. The costs of this project will be split with the City of Berkley, with the Downtown Development Authority covering up to \$103,486.32 of the cost and the City of Berkley covering up to \$50,971.60.
  - B. Law Office of Rachel Pinch Façade Grant Application
- VII. **Discussion Items**
  - A. Coolidge Complete Streets Implementation Next Steps
  - B. Downtown Landscaping and Tree Replacement Developments
  - C. BOOkley Season Roster of Activities
    - i. Downtown Skeletons Engagement, Decorating, Installations
    - ii. DIY Skeleton Decorating Party at Ullman's Health and Beauty (Oct. 1)
    - iii. Restaurant Weekend with Berkley Chamber (Oct. 6-7)
    - iv. Witches Night Out (Oct. 12)
    - v. Ghost Chase (Oct. 20)
    - vi. Trick or Treat Stroll (Oct. 28)
    - vii. Monster Mash Block Party (Oct. 28)
- VIII. **Liaison Reports**
  - A. City Council – Steve Baker
  - B. Community Development – Kristen Kapelanski
  - C. Planning Commission – Lisa Kempner
  - D. Public Works – Shawn Young and Ric Chalmers
  - E. Chamber of Commerce – Tim Murad
- IX. **Student Board Member Updates**
- X. **Board Committee Updates**
  - A. Art & Design
  - B. Business Development
  - C. Downtown Events
  - D. Marketing Strategies
  - E. Organization
  - F. West Twelve Mile
- XI. **Executive Director Updates**
  - A. Past Executive Director Vivian Carmody's Passing
  - B. Michigan Municipal League Conference Participation (Oct. 18-20)
  - C. Michigan Downtown Association Conference Downtown Berkley Tour (Nov. 1)
  - D. Michigan Downtown Association Annual Conference (Nov. 2-3)
- XII. **Board of Directors' Comments**
- XIII. **Public Comments**
- XIV. **Adjournment**

**MEETING MINUTES  
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING OF THE BOARD OF TRUSTEES  
Wednesday, September 13, 2023, 8:15 AM  
Berkley Public Safety, 2<sup>nd</sup> Floor, Conference Room**



I. **CALL TO ORDER:** The meeting was called to order at 8:17 AM with Chair Andy Gilbert presiding.

II. **ROLL CALL:**

**A. Attendance Taken and Quorum Determined**

*Present:* Matthew Baumgarten  
Donna Dirkse  
Desiree Dutcher  
Katie Forte  
Scott Francis  
Andy Gilbert  
Chris Gross  
Uli Laczkovich  
Ashley Poirier  
Brian Zifkin

*Absent:* Tim Barnes – *excused*  
Matteo Passalacqua – *excused*  
Justin Findling – *excused*  
Talia Wittenberg – *excused*

*Also present:* Steve Baker, City Council Liaison  
Kristen Kapelanski, Community Development Director  
Lisa Kempner, Planning Commission Liaison  
Mike McGuinness, DDA Executive Director  
Tim Murad, Chamber of Commerce Liaison  
Adam Wozniak, Berkley DPW

III. **APPROVAL OF AGENDA:**

On motion by Gross and second by Dirkse, the agenda was unanimously approved by the Board.

IV. **APPROVAL OF MINUTES**

**A. Regular Meeting of July 12, 2023**

On motion by Zifkin and second by Gross, the minutes of the regular meeting of July 12, 2023 were unanimously approved by the Board.

V. **TREASURER'S REPORT:**

**A. Financial Reports for July and August, 2023**

Gross reported that for this period, revenues were \$75,000 and there were some expenses she was unsure about allocating, but believed they were budget adjustments. She noted that the Streetscape Improvement budget line item had been increased from \$60,000 to \$160,000 but didn't remember why that was done. McGuinness noted that was for the anticipated cost of the crosswalk enhancements. Gross noted the budget for flower baskets was increased from \$28,000 to \$78,000. Internal services increased from \$10,000 to \$20,000 for direct City departments increased utilization. Finally, the Health Care expenditure increased to \$25,000 to cover McGuinness' changed enrollment status.

Gross reported revenues were budgeted at \$463,000 and expenditures at \$657,000, the difference to be covered by the large fund balance. The period included a credit for \$33,000, probably caused by payments to Franks being returned to the City. Their payment address had changed, but payments were sent to their old address and returned to the City, according to McGuinness. Gross then reported revenues available at \$72,000.00.

She was not able to report the actual ending fund balance, and Baumgarten noted reconciliation will be made when the audit is complete.

Dirkse moved to receive and approve the Financial Reports for July and August 2023, Dutcher seconded, and the motion was unanimously approved by the Board.

## VI. ACTION ITEMS:

### A. Acceptance of Berkley Parking Study and Strategic Plan

Kapelanski summarized the recommendations of the completed Parking Study, with the goals and challenges identified. Some of the stated goals are neighborhood livability, development of downtown and commercial areas, plan for use and management of downtown parking, and recommendations for updating zoning ordinances.

Among parking challenges is the fact that many “public” parking spots are privately owned by the adjacent businesses and limited to parking by their customers.

Eighty to 90% occupancy for downtown parking is one of the goals. The parking study’s recommendations include continuing to prohibit overnight on-street parking, but overnight parking in municipal lots is under consideration, keeping free public parking, reducing the number of parking spaces required for businesses based on usable floor area of the business and its proximity to municipal lots, and establishing a permanent parking group to monitor future needs/problems. The study also recommends, among other things, that public-private partnerships and shared parking arrangements be created. Zoning ordinance changes to address the recommendations are ongoing.

The cost of the parking study was split 50/50 between the City and DDA.

Laczovich moved to accept the recommendations presented in the Parking Study and Strategic Plan, Dutcher seconded, and the motion was unanimously approved by the Board.

### B. Bombshell Treat Bar Mural Program Application (initial reading)

McGuinness presented renderings of the proposed mural, which had also been shared with Board members at the unofficial August Board meeting. The proposed mural would be painted on the north wall of the building at Dorothea and Coolidge, adjacent to what is envisioned in the future as a public space. The mural will read “It’s Sweeter in Berkley,” painted on a black background.

Prior to their official opening currently planned for December 2023, Bombshell expects to hold some pop-ups outside their building. Bombshell is applying for a grant up to \$5,000.00.

Zifkin moved to approve a grant of up to \$5,000.00 for the Bombshell Treat Bar’s mural, Forte seconded, and the motion was unanimously approved by the Board.

### C. Law Office of Rachel Pinch Façade Grant Application (initial reading)

McGuinness presented initial sketches of the proposed façade changes to the building at 2790 Coolidge, where attorney Rachel Pinch is planning to make extensive repairs/changes to the building’s interior and exterior. The applicant may be asking for a grant of \$10,000.00. No vote is required at this time until more specific details on renovations are available.

Gross will check on the total amount of façade funds available in the current fiscal year’s budget.

**D. Perch Façade Grant Determination Appeal (initial reading)**

McGuinness noted that approximately two years ago when Perch was initially making improvements to their building prior to moving in, they met with him about applying for a \$5,000.00 façade grant. Due to their need to move forward before a grant could be presented to and approved by the DDA Board, they felt they couldn't wait on DDA approval and proceeded to make the building improvements. Now they have asked him if the Board could make an after-the-fact determination to approve an amount of \$5,000.00 for their façade improvements, which under the application guidelines would normally be declined.

McGuinness asked for Board consensus on whether or not to adhere to those guidelines that require Board approval before façade improvements are started. Some Board members expressed that they had no problem making exceptions to the guidelines, but doing so even once could set an unwelcome precedent. Others expressed the opinion that no exceptions should be made.

McGuinness then decided that he would talk to the owners and find out if they were anticipating making building improvements in the future that could qualify for a façade grant and advise the Board of the result of those discussions. A vote on their current appeal was tabled.

**VII. DISCUSSION ITEMS**

**A. City Update on Additional Approval Required for Murals Within the Downtown**

Kapelanski reminded the Board that downtown murals now require additional approval from the Zoning Board, and applications can/should be made concurrently to the ZBA and DDA.

**B. Coolidge Complete Streets Implementation Next Steps**

McGuinness reported that responses to the most recent RFP which separated out the concrete work and crosswalk work from restriping have been sent to an engineering firm for review. These were @\$80,000.00 lower than the original bid. There should be a bid for the Board to vote on in October. Gilbert questioned who has the authority to reopen the crosswalks now, who can make the decision. It is the consensus that Public Safety has to be on board with reopening them, as-is.

**C. Downtown Landscaping and Tree Replacement Developments**

McGuinness noted this will be a continuing item on the agenda until further notice.

**D. BOOkley Season Roster of Activities**

1. Downtown Skeletons Engagement, Decorating, Installations
2. DIY Skeleton Decorating Party at Ullman's Health and Beauty (Oct. 1)
3. Restaurant Weekend with Berkley Chamber (Oct. 6-7)
4. Witches Night Out (Oct. 12)
5. Ghost Chase (Oct. 20)
6. Trick or Treat Stroll (Oct. 28)
7. Monster Mash Block Party (Oct. 28)

McGuinness reported the trolley will run for Witches Night Out. In addition to the above events, there will also be a skeleton "petting zoo." Kempner is chair of the BOO!kley season events. City Hall is the pick-up/drop off location for skeletons, about 80 delivered so far, with a skeleton decorating party planned. A flyer and event map is being created and drone shots taken.

**VIII. LIAISON REPORTS**

**A. City Council – Steve Baker**

Baker reported the Council is having ongoing discussions regarding the pet store(s) in Berkley. The "Mayor's Academy" about the City budget is helping educate the public about monetary issues facing the City.

**B. Community Development – Kristen Kapelanski**

Kapelanski reported there will be a public hearing about the proposed PUD.



**C. Planning Commission – Lisa Kempner**

Kempner reported there was no meeting of the Commission.

**D. Public Works – Ric Chalmers**

Wozniak had nothing additional to report.

**E. Chamber of Commerce – Tim Murad**

Murad reported the next Chamber Chat will be at Galloway & Collens Friday, Sept. 15. A joint network lunch for area Chambers, Berkley, Royal Oak, Clawson, Hazel Park, and Madison Heights, is upcoming the same day at the Royal Oak Brewery. Five Berkley homes will be taking part in the Chamber's Kit Home Tour, and the booklet will identify all kit homes in Berkley. Volunteers are still needed for the 3-hour shifts. Upcoming for the Chamber is Restaurant Weekend, the State of the City, and ads are on sale for their City Guide. The 2024 Berkley Perks discount card is good for 15 months, expiring at the end of December 2024.

**IX. STUDENT BOARD MEMBER UPDATES**

In the students' absence, Francis reported that the High School Choir has been invited to sing at Carnegie Hall. The turf and track at Hurley Field is being torn out and replaced. The boys' soccer team is #2 in the state. The District was chosen as one of the top 100 in the state.

**X. BOARD COMMITTEE UPDATES:**

**A. Art & Design Committee – Matteo Passalacqua (absent)**

- 1. ArtSpace Plaza Dedicated with School District and City**
- 2. Downtown Murals and Public Art Mapping, Marketing**

Forte reported that the committee is creating a map of downtown murals and public art.

**B. Business Development Committee**

No report.

**C. Downtown Events Committee**

- Downtown Berkley Farmers Market Series (Thursdays through October)
- Berkley CruiseFest (August 18)
- Irish Fest (September 9)

**D. Marketing Strategies Committee – Ashley Poirier**

**1. B.O.S.S. Social District Launching**

The social district will launch September 15 on 12 Mile. Boundaries can be changed, and areas of Coolidge could be included.

**E. Organization Committee – Scott Francis**

McGuinness reported that a 12 Mile Board seat is vacant. Francis will verify participation for the 2023/24 year by the student board members of the prior year.

**F. West 12-Mile Committee – Brian Zifkin**

**1. Bear Planters Concept**

McGuinness reported some of the bears have been ordered to test. Zifkin has talked to an artist about the Armadillo wall mural.

**XI. EXECUTIVE DIRECTOR UPDATES**

**A. Michigan Municipal League Conference Participation (Oct. 18-20)**

**B. Michigan Downtown Association Conference Downtown Berkley Tour (Nov. 1) (Birmingham)**

The walking tour will start around June and December on Coolidge and finish at Berkley Common on 12 Mile.

**C. Michigan Downtown Association Annual Conference (Nov. 2-3)**

McGuinness reported that an event commemorating and celebrating the life of former DDA Director Vivian Carmody will take place November 18. Details will be forthcoming.

**XII. BOARD OF DIRECTORS' COMMENTS:**

The Be Well café would have its opening the week of Sept. 11. The B.O.S.S. boundaries will be well marked throughout the district.

**XIII. PUBLIC COMMENTS:** The opportunity for public comment was offered. Gilbert asked that anyone with comments or questions e-mail them to the DDA to be answered within five business days.

**XIV. Adjournment:**

The meeting was adjourned at 10:03 AM on motion by Zifkin and second by Poirier.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 09/30/2022	PERIOD ENDED 09/30/2023
*** Assets ***			
248-000-001-000	CASH IN BANK	598,100.37	416,566.46
248-000-004-000	CASH - IMPREST PAYROLL	0.00	(25,244.62)
248-000-005-000	PETTY CASH	300.00	300.00
248-000-026-000	DELINQUENT PPT RECEIVABLE	5,134.69	(7,820.15)
248-000-123-000	PREPAID EXPENSES	0.00	336.00
Total Assets		603,535.06	384,137.69
*** Liabilities ***			
248-000-202-000	ACCOUNTS PAYABLE	0.00	9,609.17
248-000-202-001	ACCOUNTS PAYABLE - MANUAL	8,244.53	8,244.53
248-000-232-000	EMPLOYEE PENSION DEDUCTIONS-DB	2,668.87	2,668.87
248-000-241-000	FICA TAXES	171.64	366.48
248-000-257-000	ACCRUED PAYROLL	2,266.47	4,839.18
248-000-259-000	ACCRUED HEALTH CARE	1,585.52	164.08
248-000-285-000	UNEARNED REVENUE	1,264.16	(7,835.49)
Total Liabilities		16,201.19	18,056.82
*** Fund Balance ***			
248-000-390-000	FUND BALANCE	314,861.00	314,861.00
Total Fund Balance		314,861.00	314,861.00
Beginning Fund Balance		314,861.13	314,861.00
Net of Revenues VS Expenditures - 22-23			(59,411.36)
Fund Balance Adjustments - 22-23		(0.13)	
*22-23 End FB/23-24 Beg FB		255,449.64	
Net of Revenues VS Expenditures - Current Year		272,472.87	110,631.23
Fund Balance Adjustments		(0.13)	0.00
Ending Fund Balance		587,333.87	366,080.87
Total Liabilities And Fund Balance		603,535.06	384,137.69

\* Year Not Closed

Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY  
 Dept 001 - REVENUES  
 Dept 001-402-000 PROPERTY TAXES  
 Dept 001-402-001 PROPERTY TAX CAPTURE - DDA  
 Dept 001-539-010 STATE GRANTS  
 Dept 001-573-000 LOCAL COMMUNITY STABILIZATION SHARE-PPT  
 Dept 001-665-000 INVESTMENT EARNINGS (LOSSES)  
 Dept 001-674-005 MERCHANDISE REVENUE  
 Dept 001-675-005 CORPORATE DONATIONS  
 Dept 001-675-814 EVENT SPONSORSHIPS

Net - Dept 001 - REVENUES  
 463,000.00 135,438.69 60,938.35 327,561.31

Dept 252 - ACTIVE EMPLOYEE BENEFITS  
 Dept 252-716-000 DENTAL/VISION/LIFE-LTD/RHCS  
 Dept 252-716-500 HEALTH CARE COSTS - BC/BS  
 Dept 252-718-000 RETIREMENT-DB MERS

Net - Dept 252 - ACTIVE EMPLOYEE BENEFITS  
 (55,143.00) (1,045.39) (268.69) (54,097.61)

Dept 265 - CITY HALL  
 Dept 265-921-100 TRIBUNAL/BOARD OF REVIEW TAX EXPENSE

Net - Dept 265 - CITY HALL  
 (2,000.00) 0.00 0.00 (2,000.00)

Dept 722 - DDA OPERATIONS  
 Dept 722-726-200 INTERNAL SRVC - LABOR & ADMIN  
 Dept 722-730-000 POSTAGE-PRINTING-MAILING  
 Dept 722-758-000 PROGRAM SUPPLIES  
 Dept 722-803-000 MEMBERSHIPS AND DUES  
 Dept 722-807-000 AUDIT SERVICES  
 Dept 722-818-205 SECRETARIAL SERVICES  
 Dept 722-824-000 LEGAL SERVICES  
 Dept 722-853-000 TELEPHONE  
 Dept 722-865-000 DOWNTOWN BERKLEY PARTNERS NON PROFIT  
 Dept 722-866-000 SUBSCRIPTION SERVICES  
 Dept 722-904-000 PRINTING

Net - Dept 722 - DDA OPERATIONS  
 (29,000.00) (571.59) (340.42) (28,428.41)

Dept 724 - SPECIAL EVENTS  
 Dept 724-706-000 DPW WORKERS  
 Dept 724-709-000 OVERTIME  
 Dept 724-715-000 FICA  
 Dept 724-758-001 BOOKLEY SKELETONS  
 Dept 724-817-004 DDA - EVENTS  
 Dept 724-817-015 HOLIDAY LIGHTS

Net - Dept 724 - SPECIAL EVENTS  
 (115,000.00) (8,849.08) (4,435.71) (106,150.92)

Dept 726 - MARKETING AND ADVERTISING  
 Dept 726-814-000 WEBSITE  
 Dept 726-817-002 DOWNTOWN MERCHANDISE EXPENDITURES

500.00 19.99 19.99 480.01 4.00  
 3,000.00 0.00 0.00 3,000.00 0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF BERKLEY

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
248-726-818-000	CONTRACTUAL SERVICES	48,000.00		0.00	0.00	48,000.00	0.00
248-726-901-000	ADVERTISING/MARKETING	17,800.00		10,519.00	6,119.00	7,281.00	59.10
248-726-901-001	MAP UPDATE & REPRINT	1,500.00		0.00	0.00	1,500.00	0.00
Net - Dept 726 - MARKETING AND ADVERTISING		(70,800.00)		(10,538.99)	(6,138.99)	(60,261.01)	
Dept 729 - STREETScape & DESIGN							
248-729-818-200	FLOWER BASKET PROGRAM	78,000.00		(30,100.00)	2,584.17	108,100.00	(38.59)
248-729-818-201	PUBLIC ART/PLACEMAKING	40,000.00		1,164.30	1,164.30	38,835.70	2.91
248-729-818-207	PEST CONTROL	500.00		120.00	40.00	380.00	24.00
248-729-972-100	FACADE GRANT INCENTIVE PROGRAM	15,000.00		0.00	0.00	15,000.00	0.00
Net - Dept 729 - STREETScape & DESIGN		(133,500.00)		28,815.70	(3,788.47)	(162,315.70)	
Dept 740 - DDA ADMINISTRATION							
248-740-704-000	FULL TIME EMPLOYEES	79,567.00		21,332.59	6,120.48	58,234.41	26.81
248-740-715-000	FICA	6,600.00		1,615.62	463.54	4,984.38	24.48
248-740-728-000	OFFICE SUPPLIES	500.00		94.52	0.00	405.48	18.90
248-740-817-008	BOARD TRAININGS	2,000.00		0.00	0.00	2,000.00	0.00
248-740-960-000	PROFESSIONAL DEVELOPMENT	3,000.00		248.77	0.00	2,751.23	8.29
Net - Dept 740 - DDA ADMINISTRATION		(91,667.00)		(23,291.50)	(6,584.02)	(68,375.50)	
Dept 902 - PUBLIC IMPROVEMENT							
248-902-972-200	STREETScape IMPROVEMENTS	160,000.00		9,326.61	1,600.00	150,673.39	5.83
Net - Dept 902 - PUBLIC IMPROVEMENT		(160,000.00)		(9,326.61)	(1,600.00)	(150,673.39)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		463,000.00		135,438.69	60,938.35	327,561.31	29.25
TOTAL EXPENDITURES		657,110.00		24,807.46	23,156.30	632,302.54	3.78
NET OF REVENUES & EXPENDITURES		(194,110.00)		110,631.23	37,782.05	(304,741.23)	56.99



September 20, 2023

City of Berkley  
3338 Coolidge Highway  
Berkley, Michigan 48072

Attn: Mr. Matthew Baumgarten, City Manager  
Mr. Shawn Young, Public Works Director

Re: Recommendation for Award and Bid Tabulation  
Coolidge Highway Crosswalk Improvements

HRC Job No. 20220780

Gentlemen:

We have reviewed the bids received on Wednesday, September 6, 2023 for the Coolidge Highway Crosswalk Improvements project and have found them to be in order. There were two (2) bids received, and the low bidder was Rauhorn Electric, Inc. of Bruce Township, Michigan, with a total bid of **\$126,905.14**. This is above the engineer's estimate of \$110,632.00 provided early in the spring.

The project was originally included as Division I in a combined bid in May of 2023 with Division II being the Coolidge Highway Pavement Marking Improvements project. The combined project received only one bid which significantly exceeded the City's budget. The City decided not to award the combined bid and instead requested our office to rebid the projects separately. As noted above, the Crosswalk Improvements project received two (2) bids while we should also note that the Pavement Marking Improvements project did not receive any bids. Our office will discuss options with the City about rebidding that project or potentially adding it to an existing contract.

The scope of work for the subject project includes the construction of sidewalk bump-outs onto Coolidge Highway to increase pedestrian safety. The existing pavement and ADA ramp will be removed to construct a raised sidewalk extension and ADA ramp, with crash-rated bollards and relocation of the existing rectangular rapid flashing beacon (RRFB).

The low bidder has submitted satisfactory references for similar projects completed for MDOT, RCOC, and Macomb County, and HRC has had satisfactory experiences with Rauhorn on past projects.

Based on the above, this office recommends award of the Contract to Rauhorn Electric, Inc. of Bruce Township, Michigan, with a total base bid of **\$126,905.14** subject to the submission of the necessary bonds and insurance, which comply with the contract specifications. We also recommend that an additional 10% construction contingency (**\$12,690.51**) be added to the low bid amount. In addition, HRC proposes a not-to-exceed Construction Engineering budget of **\$14,862.27** also be adopted. A breakdown of the construction engineering costs is included in an attachment with this letter.

Based on the above, HRC recommends the City approve the total project construction budget for the Coolidge Highway Crosswalk Improvements project of **\$154,457.92** (not-to-exceed maximum, including costs for contingencies and construction engineering).

Enclosed, please find a copy of the Bid Tabulation for your records. If you have any questions or require any additional information, please contact the undersigned.



Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Roland N. Alix, P.E.  
Vice President



Edward Zmich  
Project Manager

EDZ/mas

Attachment: Bid Tabulation; Construction Engineering Cost sheet  
pc: City of Berkley; Ric Chalmers  
HRC; M. Stark, R. Defrain, W. Pennycook, S. Jacobi, W. West, File

2023 DESIGN-PROJECT BUDGET AND FEE ESTIMATING FORM

JOB NUMBER: 20220780  
 PROJECT NAME: Coolidge Highway Crosswalk Improvements  
 CONSTRUCTION ENGINEERING SERVICES  
 PRINCIPAL: R. ALIX  
 PROJECT MANAGER: E. ZMICH  
 DATE: September 20, 2023

TASK NO.	TASK	HRC Staff														TOTAL					
		Partner In Charge	Project Manager	Graduate Engineer	Field Department Manager / Supervisor	Supplemental Field Observer	Survey Crew Chief	Field Department Office Tech	GIS Technical Specialist	Testing Technician	HRS	FEE	HRS	FEE	HRS	FEE					
Division I - Coolidge Highway Sidewalk Replacement																					
1A	Contract Administration & Pay Applications	2	\$319.00	6	\$899.58	12	\$1,210.34	2	\$321.90							22	\$2,750.82				
1B	Meetings			2	\$299.86	4	\$403.45	6	\$965.70							12	\$1,669.01				
2A	Construction Engineering & Field Services			4	\$599.72	8	\$806.90	6	\$965.70	24	\$1,600.80					18	\$2,372.32				
2B	Supplemental Construction Observation															24	\$1,600.80				
3	Construction Layout / Staking					4	\$403.45	2	\$321.90							26	\$2,952.55				
4	Material Testing					2	\$201.72	2	\$321.90					20	\$1,450.00	24	\$1,973.62				
5	As-Builts and Incorporation into GIS Data Base					4	\$403.45			8	\$916.40					14	\$1,543.15				
	<b>TOTAL CONSTRUCTION ENGINEERING SERV</b>	2	\$319.00	12	\$1,799.16	34	\$3,429.31	18	\$2,897.10	24	\$1,600.80	24	\$2,749.20	4	\$394.40	2	\$223.30	20	\$1,450.00	140	\$14,862.27

BID TABULATION  
 COOLIDGE HIGHWAY CROSSWALK IMPROVEMENTS  
 CITY OF BERKLEY  
 OAKLAND COUNTY, MICHIGAN

Bids Due: 9/6/2023  
 HRC Job # 20220780


Rauhorn Electric, Inc.  
 14140 33 Mile Rd  
 Bruce Twp, MI 48065

J. Ranck Electric, Inc.  
 1993 Gover Parkway  
 Mt. Pleasant, MI 48858

Item	Quantity		Unit Price	Total Cost	Unit Price	Total Cost		
1 Mobilization Division 1 (Max. 5%)	1	LS	\$ 6,200.00	\$ 6,200.00	\$ 10,100.00	\$ 10,100.00		
2 Erosion Control, Inlet Protection, Fabric Drop	4	Ea	\$ 300.00	\$ 1,200.00	\$ 175.00	\$ 700.00		
3 Curb, Rem	120	Lft	\$ 25.00	\$ 3,000.00	\$ 45.00	\$ 5,400.00		
4 Sidewalk, Rem	125	Syd	\$ 20.00	\$ 2,500.00	\$ 35.00	\$ 4,375.00		
5 Pavt, Rem	100	Syd	\$ 30.00	\$ 3,000.00	\$ 35.00	\$ 3,500.00		
6 Aggregate Base, MDOT 21AA	50	Ton	\$ 45.00	\$ 2,250.00	\$ 90.00	\$ 4,500.00		
7 Sidewalk, Conc, Mix 3500, 4 inch (incl. CI II Sand Subbase where	860	Sft	\$ 8.50	\$ 7,310.00	\$ 20.00	\$ 17,200.00		
8 Sidewalk, Conc, Mix 3500, 6 inch (incl. CI II Sand Subbase where	860	Sft	\$ 9.50	\$ 8,170.00	\$ 22.00	\$ 18,920.00		
9 Curb, Conc, MDOT Det E2	165	Lft	\$ 30.00	\$ 4,950.00	\$ 75.00	\$ 12,375.00		
10 Detectable Warning Surface	6	Ea	\$ 500.00	\$ 3,000.00	\$ 1,150.00	\$ 6,900.00		
11 Sidewalk Trench Drain, Complete	45	Lft	\$ 344.00	\$ 15,480.00	\$ 350.00	\$ 15,750.00		
12 Conc Pavt, Nonreinf, 8 inch	40	Syd	\$ 60.00	\$ 2,400.00	\$ 250.00	\$ 10,000.00		
13 Band, Sign	32	Ea	\$ 50.00	\$ 1,600.00	\$ 250.00	\$ 8,000.00		
14 Post Hole Through Conc for Steel Post	8	Ea	\$ 100.00	\$ 800.00	\$ 300.00	\$ 2,400.00		
15 Sign, Type III, Rem	16	Ea	\$ 5.00	\$ 80.00	\$ 100.00	\$ 1,600.00		
16 Sign, Type IIIB	154	Sft	\$ 18.00	\$ 2,772.00	\$ 40.00	\$ 6,160.00		
17 Reflective Panel for Permanent Sign Support, 3 foot	8	Ea	\$ 25.00	\$ 200.00	\$ 125.00	\$ 1,000.00		
18 Crash Rated Bollard	4	Ea	\$ 3,765.00	\$ 15,060.00	\$ 3,000.00	\$ 12,000.00		
19 In Street Pedestrian Crossing Sign and Support	4	Ea	\$ 850.00	\$ 3,400.00	\$ 950.00	\$ 3,800.00		
20 Channelizing Device, 42 inch, Fluorescent, Furn	40	Ea	\$ 15.00	\$ 600.00	\$ 50.00	\$ 2,000.00		
21 Channelizing Device, 42 inch, Fluorescent, Oper	40	Ea	\$ 0.01	\$ 0.40	\$ 0.01	\$ 0.40		
22 Lighted Arrow, Type C, Furn	2	Ea	\$ 400.00	\$ 800.00	\$ 250.00	\$ 500.00		
23 Lighted Arrow, Type C, Oper	2	Ea	\$ 0.01	\$ 0.02	\$ 0.01	\$ 0.02		
24 Sign, Type B, Temp, Prismatic, Furn	72	Sft	\$ 5.00	\$ 360.00	\$ 10.00	\$ 720.00		
25 Sign, Type B, Temp, Prismatic, Oper	72	Sft	\$ 0.01	\$ 0.72	\$ 0.01	\$ 0.72		
26 Flsh Beacon, Solar Power, Rem	4	Ea	\$ 2,325.00	\$ 9,300.00	\$ 1,000.00	\$ 4,000.00		
27 Pedestal, Alum, Salv	4	Ea	\$ 888.00	\$ 3,552.00	\$ 1,000.00	\$ 4,000.00		
28 Pedestal, Fdn	4	Ea	\$ 1,912.00	\$ 7,648.00	\$ 2,500.00	\$ 10,000.00		
29 Pedestal, Fdn, Rem	4	Ea	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00		
30 Pedestal, Rem	4	Ea	\$ 445.00	\$ 1,780.00	\$ 500.00	\$ 2,000.00		
31 Pushbutton and Sign, Salv	4	Ea	\$ 366.00	\$ 1,464.00	\$ 1,000.00	\$ 4,000.00		
32 Flsh Beacon, Solar Power, Salv	4	Ea	\$ 1,777.00	\$ 7,108.00	\$ 2,700.00	\$ 10,800.00		
33 Restoration (incl. 3: Topsoil, Sod, 14-Day Watering, Repair of all irrigation systems) (as needed)	10	Syd	\$ 92.00	\$ 920.00	\$ 300.00	\$ 3,000.00		
34 Observation Crew Days		Days	10	\$ 800.00	\$ 8,000.00	18	\$ 800.00	\$ 14,400.00
<b>TOTAL AMOUNT OF BID</b>				<b>\$ 126,905.14</b>	<b>\$ 202,101.14</b>			

ENGINEER:  
 Hubbell, Roth & Clark, Inc.  
 555 Hulet Drive  
 P.O. Box 824  
 Bloomfield Hills, MI 48083-0824

# Transmittal Memo

To: Matthew Baumgarten, City Manager (via email)  
From: Shawn Young, Director of Public Works   
Cc: Laurie Fielder, Interim Finance Director (via email)  
Ric Chalmers, Assistant Director of Public Works  
Date: September 27th, 2023  
Subject: Coolidge Crosswalk Improvements  
Recommendation for Award & Construction Engineering Services

---

During the past year there has been a renewed interest in the Crosswalks along the Coolidge Corridor. A joint effort between City Staff, DDA, and HRC developed a plan to improve the current configurations of the two existing mid-block crosswalks on Coolidge. The overall goal of these improvements is to enhance pedestrian and driver safety while still allowing access for Emergency Vehicles and Maintenance Operations.

As a result of the above, Hubbell, Roth & Clark (HRC) has completed the plans and specifications and the project was publicly bid Sept of 2023.

Sealed hard-copy bids were received via BidNet Direct on September 6th from a total of two contractors (see attached bid tab). HRC has reviewed the bids and verified references. We concur with the recommendation of HRC and propose awarding the bid to the lowest-qualified bidder, Rauhorn Electric, Inc of Bruce Township, Mi in an amount of \$126,905.14

At this time, we also recommend \$14,862.27 be approved for construction engineering services in accordance with the attached detailed proposal from HRC. Construction engineering covers many components including preconstruction/progress meetings, resident assistance and field coordination, shop drawing review and approval, contract alterations, material testing and certification, construction layout/staking, supplemental observation/inspection, pay estimates review and approval, record/as-built drawings and project closeout. HRC has also recommended a 10% construction contingency of \$12,690.51 be added to the low bid amount for any unforeseen construction modifications.

Please note that this projected costs for this project will be split with the Downtown Development Authority covering up to \$103,486.32 of the total cost and City of Berkley covering the remaining \$50,971.60. We have targeted a late fall 2023 completion date for this project.

Feel free to contact our office with any questions or concerns.

Law Office of  
**RACHEL M. PINCH**

Professional Corporation  
3150 Livernois Road  
Suite 135  
Troy, Michigan 48083

Telephone: (248) 244-3900  
Facsimile: (248) 244-8050  
Toll Free: (888) 772-5246

Rachel M. Pinch  
David S. Hankus

July 19, 2023

Berkley Downtown Development Authority  
3338 Coolidge Hwy.  
Berkley, MI 48072

Re: DDA Façade Grant Program

Dear Berkley DDA Members:

I am writing to submit a grant proposal on behalf of the Law Office of Rachel M. Pinch to seek financial assistance for the improvement and renovation of our office façade. I recently purchased the building located at 2790 Coolidge and am very much looking forward to being part of the Berkley business community.

To introduce myself briefly, I am an attorney specializing in Social Security Disability law, which means I help individuals who cannot work (because of physical and/or mental health) with their claims for disability benefits. This includes filing initial applications, appealing denials, and representing clients at the hearing level in front of an Administrative Law Judge.

I currently lease office space in Troy MI, alongside my father, who will be retiring in April 2024. I live in Huntington Woods and when I came across this potential office space in Berkley, I jumped at the opportunity to relocate to this vibrant downtown area (tacos, tea, and Toadvine Books all within walking distance - amazing!).

In addition to working full time as an attorney, I'm also a mom to Clare (heading into first grade at Burton Elementary) and Jack (3 years old), who will both eventually attend Berkley High School – just a stone's throw from this new office! My husband, Andrew, and kids and I have really enjoyed exploring Berkley and spending time at the wonderful community events, including the Boo!kley Monster Mash Block Party, the Berkley Art Bash, and the Street Art Fair.

My current law practice is built on the foundation of providing excellent, compassionate, and personalized service to each of our clients. My office represents clients throughout Michigan, and while we have been in Troy for nearly 30 years, I look forward to putting down new roots in Berkley and welcoming community members into my office who may be looking for help with obtaining disability benefits.

**Project Overview:** The proposed project aims to enhance the visual appeal, functionality, and safety of our law office's façade. The building at 2790 Coolidge has been vacant for at least one year, and seemingly has not had any façade improvements in the years leading up to the vacancy. By revitalizing the exterior, I seek to create a more welcoming and professional environment for our clients and the public community.

**Project Goals:**

1. **Improve Aesthetics:** The exterior renovation will include a new brick façade, new doors and windows (with enlarged windows along Coolidge), new shingles, new lighting, and new signage to give our office a fresh and professional look that aligns with our commitment to excellence and client satisfaction and will more closely align with Berkley's Downtown Design Guidelines.
2. **Increase Accessibility:** The renovation will ensure compliance with ADA standards. Currently, an individual in a wheelchair is not able to enter the building and access the bathroom. Specifically, by updating the entrance doors as well as adding an interior ramp, we will ensure that all members of the community can easily access our services.
3. **Foster Community:** By renovating both the exterior and interior of 2790 Coolidge, I am investing in Berkley and looking forward to connecting with community members as well as local business owners. I also just joined the Berkley Chamber of Commerce and am excited to participate in and contribute to the numerous and exciting community events that make Berkley a thriving community with small-town charm.

**Budget Breakdown:**

The proposed cost for the project provided by my contractor Renaissance Building totals \$70,104 and includes demolition, carpentry, lumber, roofing, doors/windows, gutters, vapor barrier, thin brick, electrical /soffit and sconce lighting, and paint. Please see the included Façade Improvement Proposal from Renaissance Building as part of this application.

**Funding Request:**

I kindly request a grant of \$10,000 to support the realization of this project. This funding will play a significant role in helping our small law office enhance its appearance and maintain its commitment to serving the community effectively.

**Conclusion:**

I believe that enhancing our law office's façade will not only benefit our clients, but also contribute positively to the Berkley community. With your generous support, I look forward to creating a more inclusive, safe, and visually appealing office location that aligns with my commitment to providing excellent, compassionate, and personalized legal service to each of my clients. I would be honored to have the opportunity to discuss this grant proposal further or provide any additional information that may be required.

Thank you for considering this application.

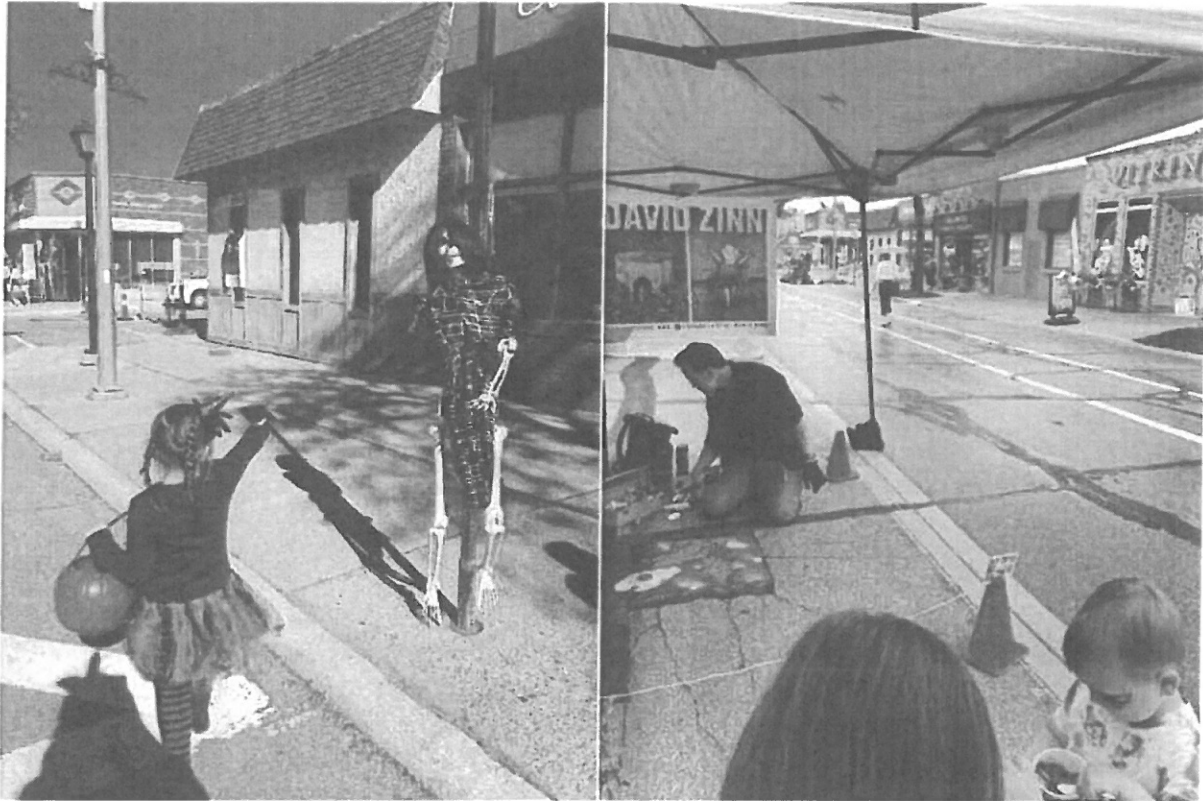
Sincerely,



Rachel Pinch



2790 Coolidge Hwy., Berkley MI 48072

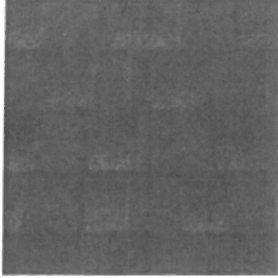


**\*October 2022:** Clare was checking out the skeletons during last year's Boo!kley Monster Mash, when 2790 Coolidge was still for sale and I had just started thinking about what a great opportunity it would be to have an office located in downtown Berkley: closer to home, close to our excellent Berkley schools, close to so many great local and small businesses!

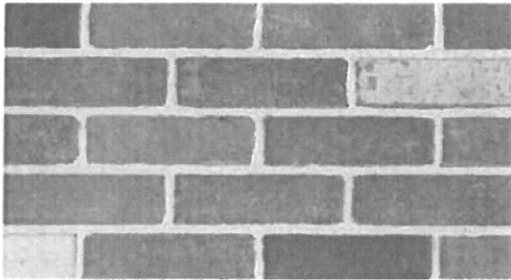
**\*\*Fast forward to July 2023:** Clare and Jack enjoying Italian ice while watching David Zinn at this year's Street Art Fest, with my new office in the background – still a lot of work to be done on the exterior and interior before I can move in, but closing on the building was one big step closer in moving my business to Berkley!

**Façade Selections:**

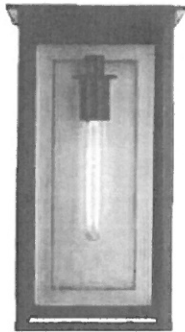
**GAF Timberline HDZ – Charcoal**



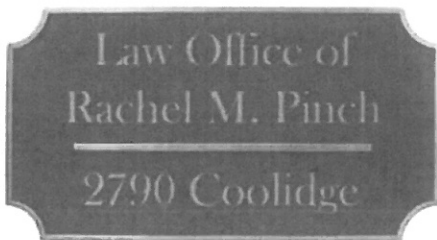
**Belden Brick Company – Provincial Blend  
Thin Brick Veneer**



**Visual Comfort Freeport 16” Outdoor Wall  
Sconce – Heritage Copper**



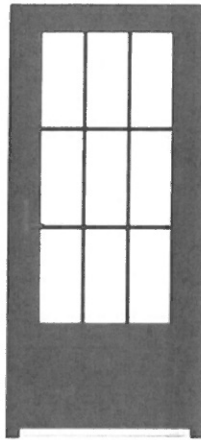
**Atlas Signs and Plaques – Notched Corner  
Sign 21 x 10.5” Cast Bronze**



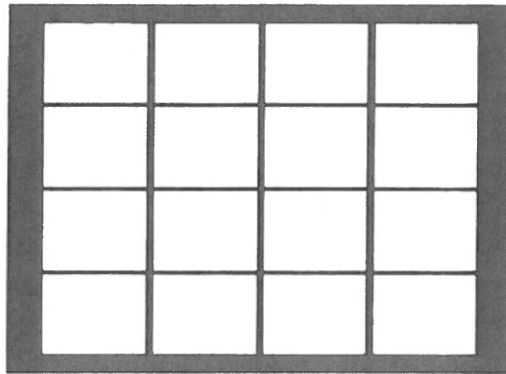
**Montague Metal House Number**

2790

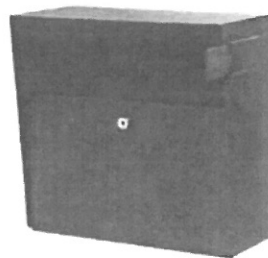
**Anderson Door Panel Style #181 Straightline –  
Dark Bronze**



**Anderson 100 Series Window – Dark Bronze**



**Metro Mail Boss Locking Mail Box - Black**





[www.renaissancebuilding.com](http://www.renaissancebuilding.com)

Builders License #: 2102155051

7/19/21  
Law Office of Rachel Pinch  
2790 Coolidge  
Berkley, MI

## Façade Improvement Proposal

Renaissance Building, Inc. appreciated the opportunity to review your project goals to make exterior improvements to your building facade. See our below recommend work scope.

### **WORK SCOPE**

Demo and Construction per drawings titled Special Land Use and Site Plan Application Drawings dated 6/13/23 drawn by Slowtide Studio Architects.

Including the below items as shown in drawings mentioned above:

- Demo
- Wall Cutting
- Carpentry
- Lumber
- Roofing
- Doors/Windows
- Gutters
- Vapor Barrier
- Thin Brick
- Electrical / Soffit & Sconce Lighting
- Paint doors and trim

### **INVESTMENT**

**\$70,104.00**

*Project Timeline (starts when proposal is approved and we have the deposit and permit)*

- *4-8 weeks – Construction to Completion of Façade Improvements*
- *If weather becomes a factor additional time may be needed.*





SLOW TIDE ARCHITECTS  
 1185 W LONG BEACH BLVD, SUITE 118  
 LONG BEACH, CA 90801  
 (562) 433-2727

2025 ARCHITECT - PROJECT - ARCHITECT - 0000

PINCH LAW

SPECIAL LAMB USE & SITE PLAN REVIEW APPLICATIONS

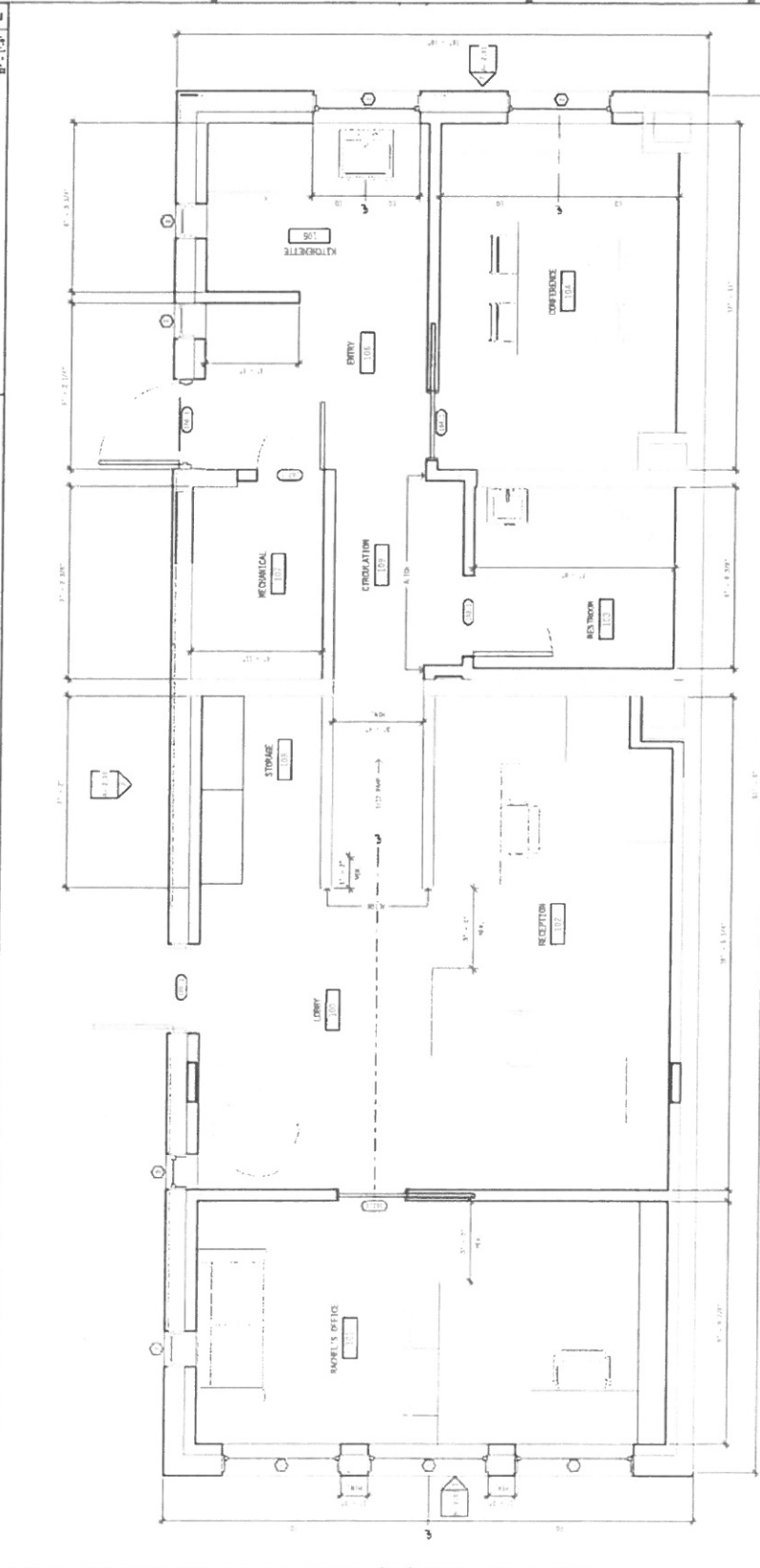


PROFESSIONAL ENGINEER  
 No. 13 - 007

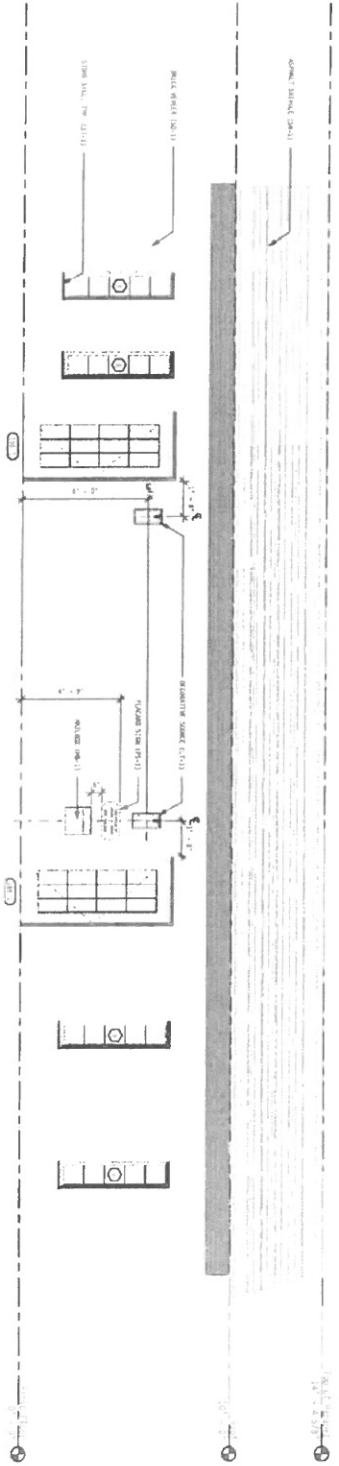
A-1.01

**GENERAL NOTES - FLOOR PLAN 2**

1. ALL DIMENSIONS TO BE SHOWN IN FEET & INCHES UNLESS OTHERWISE NOTED.
2. ALL DIMENSIONS AND SPACES TO BE SHOWN IN FEET & INCHES UNLESS OTHERWISE NOTED.
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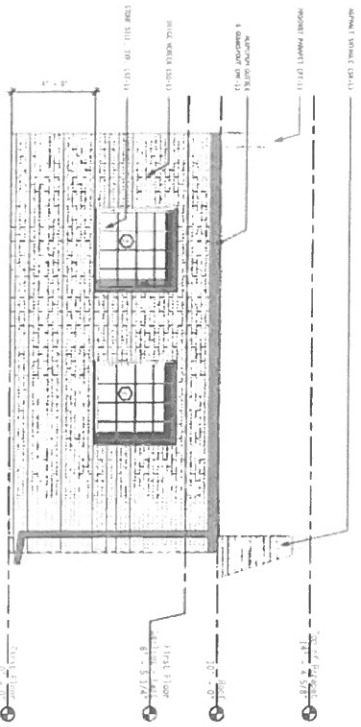
FLOOR PLAN - FIRST FLOOR 1



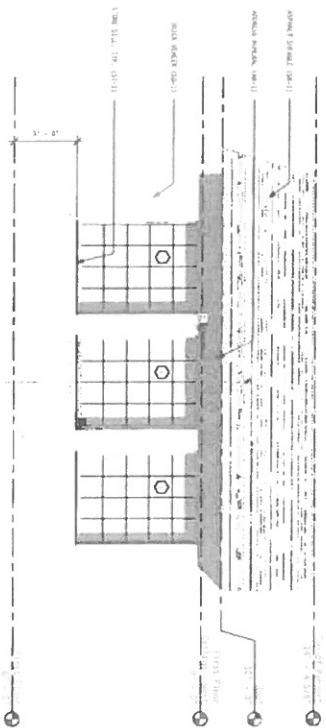
EXTERIOR ELEVATION N 2

PINCH LAW

3750 DANFORD - BRACKETT - MIDLAND - 4802



EXTERIOR ELEVATION E 7



EXTERIOR ELEVATION W 1

ELEVATIONS - EXTERIOR

SPECIAL AND USE - 1-5131 - PLAN VIEW FOR APPLICATION DRAWING

SLOWTIDE STUDIO, ARCHITECTS

3241 W. 103RD. AVENUE, SUITE 112  
BOULEVARD, MIDLAND, TEXAS 79701  
TEL: 409.709.0010 | FAX: 409.709.0011



DATE: 05/11/2022

A-2.01