

**City RFP # 743 Pre-Bid Meeting, Friday, September 25, 2009**  
**Guy C. Larcom Building, City Council Chambers 10am-12noon**  
**Meeting Minutes**

City Administrator Roger Fraser opened the meeting by thanking everyone for attending. All audience members interested in potentially bidding on the project were urged to sign an attendance sheet to document their presence.

Community Services Area Administrator Jayne Miller outlined the project schedule, stating that RFP responses were due before 2 pm on November 13, 2009; the RFP evaluation process would begin November 16<sup>th</sup>; interviews were anticipated to take place the week of December 7<sup>th</sup>; a recommendation is anticipated to be presented to City Council no later than the week of December 14<sup>th</sup>; and anticipated selection by City Council on January 18<sup>th</sup>. She said that several questions had been received by the City and a hard copy of these questions and City responses were being provided to all present. Copies of future questions/answers would be supplied to everyone on the meeting attendance list.

Questions asked during the Pre-Bid Meeting:

Q: Who will serve on the City's selection committee and technical review committee?

A: This has not been determined yet.

Q: Do we know what the City would like to see at the street level of any proposal?

A: This is open-ended as City Council has not pre-determined this.

Q: Does the City want to see the property purchased or leased?

A: There are many ways this can come together. The City purposely did not dictate an answer to this because those who will be making the investment would know more about the market and how the economics of this project should work. There are many ways a project can demonstrate economic value to the City.

Q: How fixed is Library Lane's design/use? Is the City locked in to the present concept?

A: As the underground parking structure design took shape the concept of bisecting this block from Division/Fifth in a straight line east/west was thought to be beneficial, both to make this large block more pedestrian friendly and to provide safe drop off/pickup in front of the Library. However, the City is interested to hear alternate design visions, assuming that some connection between Division/Fifth is maintained.

Q: Given the City's approval schedule, how does this fit in with the DDA's construction schedule?

A: Excavation for the parking structure will begin in late October and will continue until late winter 2010. The design of the underground structure was designed to be as flexible as possible. However changes may still be possible if the decision is made

in winter well before plans for concrete forming is confirmed for important project elements such as stairwells, elevators, and footings. When City Council reviews proposals in November, the DDA will seek guidance regarding any prospective design changes.

Q: Should proposals aim to match the current proposed A2D2 zoning & design guidelines?

A: Both A2D2 zoning and guidelines will affect this project as they are anticipated to be in effect by the time project proposals will be considered by City Council. A2D2 zoning is slated to be presented to City Council for Second Reading on October 19 and would go into effect immediately thereafter. A public hearing on design guidelines will be held on October 5 with the intention that City Council will be asked to approve these guidelines at its October 19<sup>th</sup> meeting.

Q: Under current A2D2 zoning the plaza as originally suggested by the DDA would be too large. How flexible would the City be regarding these sorts of design elements?

A: Prospective RFP respondents should meet with City planning staff to discuss specific design concepts. If questions are asked at these meetings which generates content that pertains to other prospective bidders, the question and answers will be forwarded to the attendee list.

Q: How do the proposed design guidelines relate to Library Lane?

A: Design guideline information is on the City website.

Q: Once a developer has been selected, what is the process to get to a legally binding agreement so this project can integrate with the garage – what is the time frame?

A: Difficult to respond to this question until actual proposals are in hand.

Q: Is there a building height limit on this site?

A: The recommended A2D2 zoning amendments provide this information.

Q: How will the City be reimbursed for the costs of the project infrastructure improvements? Will this be borne by the City or the developer?

A: This has not been established.

Q: Does the City's footing drain disconnect requirement apply to this project?

A: Yes.

Q: Will a developer be required to provide storm water detention?

A: The underground parking structure will detain storm water in excess of what is required on this site.

Q: The City's selection criteria weights cost proposals at 10% and economic benefit in another part of the weighting – should this be duplicated or does it stand at 10%?

A: It is 10% of the project weighting.

Q: Will there be a future physical connection to the Library?

A: Yes, a future underground connection to the Library is being planned for when the Library will construct a new building adjacent to the parking structure.

Q: Is it possible to see the 75% schematic drawings developed by the Library before the AADL board resolved to set aside its rebuilding for some period of time?

A: Yes. These documents are available by contacting Josie Parker at the Ann Arbor District Library.

Q: Is there an interest in the DDA providing geothermal wells as part of its substructure?

A: Yes. This would be welcome.

Q: Is it possible to see the most current design drawings for the parking structure?

A: Yes. These documents will be available on the City's website. Until that time, if you need assistance, you may contact Susan Pollay at the DDA for this information.

At the conclusion of the question/answer period, City and DDA staff led a tour of the S. Fifth Avenue parking lot to address site specific questions.