

**CITY OF BIRMINGHAM
AD HOC PARKING DEVELOPMENT COMMITTEE
8:00 A.M., WEDNESDAY, OCTOBER 7, 2015
Conference Room 205
151 Martin Street, Birmingham, Michigan**

Minutes of the meeting of the City of Birmingham Ad Hoc Parking Development Committee held October 7, 2015.

A. ROLL CALL

Present: Ad Hoc Committee Members:

Richard Astrein (PSD)
Rackeline Hoff (City Commissioner)
Mike Kennedy (Developer Representative)
Terry Lang (Finance Representative)
Mark Nickita (City Commissioner)
Judy Paskiewicz (Advisory Parking Committee)

Absent: Scott Clein (Planning Board)

Administration: Joe Valentine, City Manager
Paul O'Meara, City Engineer
Austin Fletcher, Assistant City Engineer
Jana Ecker, Planning Director
Lauren Chapman, Assistant City Planner
Bruce Johnson, Building Official
John Heiney, PSD

Guests: Jay O'Dell, SP+
Joshua Gunn, SP+

B. INTRODUCTIONS

Members and guests introduced themselves.

C. REVIEW AGENDA

There were no proposed modifications to the meeting agenda as presented.

D. APPROVAL OF MINUTES

Motion by Mr. Astrein

Seconded by Mr. Kennedy to approve the Minutes of the Regular Meeting of August 5, 2015 as presented

Motion carried, 6-0

E. ARCHITECTURAL SERVICES – REVIEW OF PROPOSALS

Mr. O'Meara explained that Mr. Clein would be abstaining due to a conflict of interest. He has been hired by one of the firms that submitted a proposal for another project. He decided not to attend today since he would not be able to take part in the discussion.

Mr. Valentine summarized the process to this point:

- The City included conflict of interest language in the original RFP and received no responses.
- In order to allow the City to move forward with the process, the conflict of interest language was removed and a revised RFP was issued to which the City received three (3) responses.

There was some confusion in reference to the parking consultants listed in the RFP's (i.e. similar names - Carl Walker, Inc. and Walker Parking Consultants). Mr. O'Meara provided clarification.

The Committee took a short recess to allow staff to tabulate the scores from the Committee's evaluation of the submitted RFP's.

Based on the Committee's evaluations the RFP's were rated as follows:

- 1) Kahn - 90
- 2) Saroki - 83
- 3) SNP - 68

Mr. Nickita asked what the budget for this project was.

Mr. Valentine indicated that a budget was not set and that a budget amendment would be needed.

It was agreed that SNP did not provide a complete package (did not include all of the requested information, specific team members, timeline, etc.).

The Committee agreed to schedule interviews with the top two (2) rated firms.

F. SCHEDULING OF MEETING FOR INTERVIEWS

After reviewing everyone's schedule, it was agreed to conduct the interviews on October 20, 2015 between 8:00 am and 10:00 am.

G. ADJOURNMENT

No further business being evident, committee members motioned to adjourn at 9:00 a.m.

NEXT REGULARLY SCHEDULED MEETINGS

October 20, 2015
November 4, 2015
December 2, 2015

Sincerely,

Paul T. O'Meara,
City Engineer