

**BIRMINGHAM CITY COMMISSION
MUNICIPAL BUILDING, 151 MARTIN
MONDAY, March 4, 2024
6:30 P.M.
SPECIAL MEETING
(WORKSHOP)**

This will be considered a workshop session of the City Commission. No formal actions will be taken. The purpose of this workshop is to engage in a presentation and discussion regarding Public Project Review Process.

I. CALL TO ORDER

Elaine McLain, Mayor

II. ROLL CALL

Alexandria Bingham, City Clerk

III. PRESENTATION & DISCUSSION

A. Introduction

B. Presentation

C. City Commission Discussion and Comment

IV. PUBLIC COMMENT

V. ADJOURN

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760

You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al [\(248\) 530-1880](tel:2485301880) por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).

Public Project Review Process

		Action Items	Tools & Techniques	Decision Making Milestones
Needs Analysis	Use of Consultants	<ul style="list-style-type: none"> • Consider need/desire for use of consultants throughout the process: <ul style="list-style-type: none"> ○ Needs assessment ○ Feasibility study ○ Public engagement • Draft RFP • Hire consultants 	<ul style="list-style-type: none"> • Public bidding process • Proposal evaluation • Public interviews 	<ul style="list-style-type: none"> • Evaluation Committee • Interview and select consultant(s) • City Commission to approve contracts for consulting services • Notice to Proceed
	Data Collection – NORR LLC	<ul style="list-style-type: none"> • Review prior studies and plans (2040 Plan, Parks & Rec Plan, MMTP etc.) • Evaluate site, existing building(s) (structural, mechanical, ADA etc.) • Conduct research and studies (parking study, site analysis, current trends, etc.) • Review program needs for all potential users 	<ul style="list-style-type: none"> • Inspections • Interviews with partners and stakeholders • Public survey 	<ul style="list-style-type: none"> • City Commission review and comment on final needs analysis report
Oversight/Ownership Team	Select Ownership Team	<ul style="list-style-type: none"> • Consider establishing oversight/ownership team: <ul style="list-style-type: none"> ○ Executive Management Team ○ Ad Hoc Steering Committee ○ Owner’s Representative • Define scope of work for team • Establish oversight/ownership team 	<ul style="list-style-type: none"> • Executive Management Team - 3 – 5 people representing: <ul style="list-style-type: none"> ○ City management ○ City Commission ○ Public Finance ○ NEXT, YMCA, others • Ad Hoc Steering Committee may include: <ul style="list-style-type: none"> ○ City Commissioner(s) ○ Planning Board ○ Parks & Rec Board ○ Aging in Place ○ Resident(s) 	<ul style="list-style-type: none"> • City Commission to determine type of oversight/ownership team • City Commission to consider membership qualifications, size of team, and scope of work • City Commission to select and appoint oversight/ownership team

Public Project Review Process

			<ul style="list-style-type: none"> • Consider Owner’s Rep at: <ul style="list-style-type: none"> ○ Conceptual planning stage ○ Final design review ○ Preparation of construction plans ○ To oversee construction 	
Conceptual Planning	Identify Concept Plan Options – NORR LLC	<ul style="list-style-type: none"> • Prepare concept plan options consistent with project vision, goals and objectives • Prepare cost estimates for each option 	<ul style="list-style-type: none"> • Public open houses/workshops • Public engagement survey 	<ul style="list-style-type: none"> • Oversight/ownership team to review conceptual plan options and provide input, rank order etc.
	Select Preferred Conceptual Plan	<ul style="list-style-type: none"> • Conduct comparative analysis of all options • Recommend conceptual plan to move forward to final design 	<ul style="list-style-type: none"> • Cost/Benefit analysis • Comparative financial analysis • Visual preference survey • Community input on options 	<ul style="list-style-type: none"> • Oversight/ownership team to recommend preferred conceptual plan to City Commission • City Commission to approve preferred concept plan to move to final design • City Commission to discuss potential funding options
Final Design Plan Approval	Site Plan & Design Review	<ul style="list-style-type: none"> • Hire consultants to take preferred concept plan through site plan and design review 	<ul style="list-style-type: none"> • Public bidding process • Public hearings • Community Impact Study • Site Plan Review 	<ul style="list-style-type: none"> • Oversight/ownership team to conduct site plan review and conduct site plan review and recommend final design plan to City Commission • City Commission to approve final site design plan to move forward to final construction plans
	Final Construction Plans	<ul style="list-style-type: none"> • Hire consultants to prepare final design and construction plans 	<ul style="list-style-type: none"> • Public bidding process 	<ul style="list-style-type: none"> • City Commission to approve final construction plans to go out to bid
Construction / Construction Oversight	Select Construction Partner(s)	<ul style="list-style-type: none"> • Bid out construction • Hire consultants for construction oversight (if not previously hired as design/build consultants) • Complete construction 	<ul style="list-style-type: none"> • Public bidding process 	<ul style="list-style-type: none"> • City Commission to approve construction firm • City Commission to approve consultant for construction oversight (if not already done)