



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: August 27, 2026

STATEMENT OF ISSUE: Consider approving an amended version a professional services agreement with Lane Design Group for the preparation of a Downtown Pedestrian Wayfinding Plan.

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

On July 23rd GREDA approved a professional services agreement with Lane Design Group. Their proposal dated June 18 described the scope of work and the proposed fee. We utilized our City/GREDA standard agreement and attached the proposal as an exhibit.

After forwarding this to the Consultant, we discussed the levels of insurance required in the standard agreement, which they hadn't accounted for in their proposed fee. They were quoted a cost of \$6,765.36 which they asked to add to the compensation.

They also asked to clarify in the contract that reimbursable expenses for travel were exclusive of the not to exceed base fee of 51,840, which is typical for our professional service agreements. We have added this more explicitly with a cap of \$5,200.00.

The Consultant's attorney had other additional language changes shown in the attached redlined version that all have been reviewed and approved by the City Attorney.

The total cost of the project remains well within our budgeted cost for this service, under the Blandin Foundation grant.

RECOMMENDATION:

REQUIRED ACTION: Make a motion to approve an amended version a professional services agreement with Lane Design Group for the preparation of a Downtown Pedestrian Wayfinding Plan.