



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

January 22, 2024

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to accept a donation of various Improvements for Mallett Park**

NorthPoint Development, LLC has awarded a donation of three picnic tables, a new canopy, and new sidewalk connections, valued at \$113,720.00, to the City of Detroit General Services Department, for Mallett Park. There is no match requirement for this donation. The total project cost is \$113,720.00.

The objective of the donation to the department is to install three picnic tables on concrete slabs and a new canopy located closer to the playground equipment while providing new sidewalk connections to the canopy shelter from the existing sidewalk. These amenities will replace existing picnic tables and a canopy that have surpassed their useful life. NorthPoint Development, LLC will remove the existing infrastructure and replace it accordingly.

I respectfully ask your approval to accept this donation in accordance with the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*  
4D2BEEE23C8D489...

Terri Daniels  
Director of Grants, Office of Development and Grants

DocuSigned by:  
*Donald R. Johnson*  
34F9071313554A4...

Office of Budget

CC:  
Sajjiah Parker, Assistant Director, Grants



## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the General Services Department has been awarded a donation of three picnic tables, a new canopy, and new sidewalk connections, from NorthPoint Development, LLC, valued at \$113,720.00, for Mallett Park; and

**WHEREAS**, this request has been approved by the Office of Budget; now

**THEREFORE, BE IT RESOLVED**, that the General Services Department is hereby authorized to accept a donation of three picnic tables, a new canopy, and new sidewalk connections for Mallett Park.



GENERAL SERVICES DEPARTMENT  
**Parks & Recreation  
Division**

## Donation Authorization Form Applicant Section

AIM Code	DPRD Prop #	Request tracking #
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### FORM PURPOSE

This form is for individuals or organizations who wish to donate labor, artwork, or funding to physically improve or enhance a City park or recreation center. The information provided on this form will be used to evaluate the proposed donation to determine if the donation can be accepted by the City. All fields not in *italics* are required.

### REQUESTOR INFORMATION

<i>Organization Name:</i> NorthPoint Development, LLC	Contact Name: Robbie nguyen
Address: 2111 Woodward Avenue #1100 Detroit, MI 48201	Phone: 513-578-2907
Email: rnguyen@northpointkc.com	<i>Website:</i> <a href="https://www.beyondthecontract.com/">https://www.beyondthecontract.com/</a>
Preferred contact method: e-mail	Organization type: Developer

### DONATION INFORMATION

Park/Rec Facility Name: Mallett Playground	Address: 12101 Strathmoor Street
<i>Specific location at the property (if needed for clarity):</i> see site plan. Existing canopy is located in center of field.	
Estimated value (including all costs incurred): \$ 113,720	
How is this project funded? By Applicant	
<p>Improvement Type:</p> <p><b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b></p> <p><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Structure (requires BSEED permit)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Signage (may require BSEED permit)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Artwork (requires Artwork Gift Letter)</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> All others (requires Gift Letter)</p> <p><input type="checkbox"/> Maintenance Improvement</p> <p><b>Will this project host an event of more than 25 or more people in the proposed park?</b></p> <p><input type="checkbox"/> Yes (requires Events Permit)</p> <p><input checked="" type="checkbox"/> No</p>	

### PROJECT SUMMARY

Please include a brief narrative of the donation.

The proposed improvements will remove 3 picnic tables and a canopy shelter with it's foundations and structural members and replace with 3 new picnic tables on concrete slabs and a new canopy located closer to the playground equipment while providing new sidewalk connections to the canopy shelter from the existing sidewalk.



**PROJECT DOCUMENTS/SITE PLAN(S)**

Please attach your gift letter (required; see links on previous page), site plan, pictures, scope, and/or specifications here:

Gift Letter and Site Plan attached.

**RESPONSIBILITIES**

Please specify what the proposed responsibilities would be of the applicant, the City or others that are associated with this project. Your application will be reviewed by City staff from each area, starting with a Landscape Architect to review or help you with design and ensure it meets City safety standards.

Who is responsible for the Planning and Design?  CITY  APPLICANT  OTHER  N/A

Explanation:

NorthPoint Development worked with District 7 Manager and Parks Department for input on improvements with the allocated funds.

Who is responsible for Construction (labor/material/permits/insurance)?  CITY  APPLICANT  OTHER  N/A

Explanation:

NorthPoint Development will obtain labor, material, permits and insurance compliance.

What is the timeline of construction/completion for this donation project? (Project must commence within 90 days of application approval, unless extension requested.)

Explanation:

Upon approval, NorthPoint Development will commence the work. Due to procurement leadtimes, the work will take approximately 5-6 months.

Who is responsible for Cleanup, and Restoration if required?  CITY  APPLICANT  OTHER  N/A

Explanation:

The construction scope of work includes restoring grass at construction areas and removal of debris.

What are the scheduled Maintenance Requirements for the improvement, and who would be responsible for doing them?

CITY  APPLICANT  OTHER  N/A

Explanation:

The improvements are upgrading existing amenities and should bare no significant maintenance cost increase.

**\*THANK YOU FOR COMPLETING THIS FORM. AFTER CITY REVIEW THE FORM WILL ROUTE BACK TO THE APPLICANT FOR A FINAL SIGNATURE AND APPROVAL. PLEASE CLICK THE FINISH BUTTON TO SUBMIT.**



GENERAL SERVICES DEPARTMENT  
**Parks & Recreation  
Division**

# Donation Authorization Form City Section

**This section of the form is for internal City use only.**

It is used to review and analyze proposals pending a recommendation to proceed.

***Administrative Input***

Any previous experience with this applicant?    YES    NO

Park Partnership / Community Group Affiliation?    YES    NO

Describe: Mallett Playground/gift letter attached

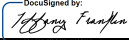
Does this project require a maintenance agreement or MOU?    YES    NO

Conditional input:    Facilities    Recreation

Has the appropriate gift letter, site plan and supplemental materials been provided?    YES    NO    N/A

Landscape Design Area / City Council District:    1    2    3    4    5N    5S    6    7    City-wide

Other comments:  
see attached

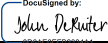
**Administrator Name:** Tiffany Franklin      **Signature:**       **Date:** 12/12/2023 | 8:52:30 AM

***Landscape Architect Input***

**Donation Decision:** Approved with Conditions

Asset Value: 113,000      Asset Life Cycle: 15 years

Conditions of Approval:  
Structural permit for shelter will be required from BSEED. Please provide that at the time of installation.

**Landscape Architect Name:** John DeRuiter      **Signature:**       **Date:** 12/12/2023 | 9:49:16 AM

**Grounds Input**

**Donation Decision:** Approved

Conditions of Approval:

Full approval

**Grounds Name:** Jerrell Harris

**Signature:** 

**Date:** 1/10/2024 | 3:26:57 PM EST


**PDU Input**

**Donation Decision:** Approved

Conditions of Approval:

Full Approval

**PDU Name:** David Sumner

**Signature:** 

**Date:** 12/15/2023 | 2:06:32 PM EST

**Facilities Input**

**Donation Decision:**

Conditions of Approval:

**Facilities Name:**

**Signature:**

**Date:**

**Recreation Input**

**Donation Decision:**

Conditions of Approval:

**Recreation Name:**

**Signature:**

**Date:**

**APPLICANT CERTIFICATION**

By submitting this request, the undersigned certify(ies) as follows:

1. I/we have the authority to execute this Authorization Form on behalf of myself and the organization named herein;
2. I/we will abide by all rules and policies of the City of Detroit and the General Services Department’s Parks and Recreation Division.
3. I/we commit to completing the proposed donation/project within a year of Authorization Form approval. If the project is not complete within a year from approval I/we will reach out to the General Services Department for an approval extension. If an extension is not requested within 30 days of the one year lapse of Authorization Form approval, a new Donation Authorization Form must be submitted, and the process for approval will start over.
4. All of the information submitted in this Authorization Form is true and accurate to the best of my/our knowledge;
5. The purpose of this Authorization Form is to provide the Parks and Recreation Division with enough information about the donation(s) described herein needed for prior approval of the donation(s);
6. I/We will defend, indemnify, save and hold harmless the City of Detroit, its officers, employees, and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by, or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the property, project, or improvements described in this Authorization Form.
7. We acknowledge that all donations are subject to the prior approval by resolution of the Detroit City Council.
8. I/We acknowledge the approved or denied terms of the review donation project as listed below:

**Project Conditions required for approval:**  
 The approval conditions will be discussed with the LA

Project Requires City Council approval prior to implementation (submission will be done by GSD/the City).

Project Condition Terms Denied by Applicant       Project Approved Conditions Accepted by Applicant

**Signature:**  \_\_\_\_\_ **Print Name:** Robbie Nguyen

**On behalf of Organization:** NorthPoint Development, LLC **Date:** 1/11/2024 | 11:03:32 AM EST

**DIRECTOR AUTHORIZATION**

Completed by the City of Detroit.

**Donation Decision:** Approved

**Director Name:** Crystal Perkins

**Signature:**  DocuSigned by:  
Crystal Perkins  
6102463402990142

**Date:** 1/16/2024 | 4:18:10 PM EST





-REPLACE (3) PICNIC TABLES  
ON CONCRETE PADS

-RELOCATING SHELTER  
  
-CONCRETE WALKS  
-SITE RESTORATION

Hubbell Ave

Strathmore

Hubbell Ave

Wadsworth Ave

Wadsworth Ave

gle





## Mallet Playground Park Improvement

### GIFT LETTER OF REQUEST (Attachment to the Asset Improvement Request)

December 5, 2023

Crystal Perkins, Director  
General Services Department  
115 Erskine St.  
Detroit, MI 48201

Dear Crystal:

On behalf of NorthPoint Development, I am writing to offer our full assistance in purchasing and installing (3) new replacement picnic tables on 10'x10' concrete pads; (1) new replacement canopy on 27'x27'x pad; and sidewalk connections to the new canopy while removing previous canopy shelter, slab, piers, and picnic tables at 12101 Strathmoor Street in Mallett Playground. The costs, approximately \$113,720 are being borne by the group mentioned above.

These improvements will take place in January 2024 or upon approval to proceed. We have worked with community representatives to ensure these improvements are desired.

The improvements involve removing and updating existing equipment that was located on the site and should not bare a significant increase in maintenance costs to this site for the next five years.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Robbie Nguyen".

Development Manager  
Robbie Nguyen