



*Enhancing community and quality of life through people, parks, and programs.
Making longer lives, better lives.*

Business Development Team of the Grand Traverse County Parks and Recreation Commission

Tuesday, October 6, 2020, 5:30 p.m.

Senior Center

801 E. Front Street

Traverse City, Michigan 49684

AGENDA

Masks and social distancing required.

Members: Pete Albers (Citizen Member), Rodetta Harrand, Rod Kivell (Citizen Member and Chair), Alisa Korn, Jalen Provo (Citizen Member, Pending Commission Ratification on October 8, 2020), Whitney Waara (Vice Chair)

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Public Comment

Any person shall be permitted to address the Parks and Recreation Commission, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended (MCLA 15.261, et.seq.). Public comment shall be carried out in accordance with the following Board Rules and Procedures:

- Any person wishing to address the Board shall state his or her name and address.
- No person shall be allowed to speak more than once on the same matter, excluding Commissioners' questions. The President shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. The President may, at his or her discretion, extend the amount of time any person is allowed to speak.

- V. Approval of/Additions to Agenda
- VI. Approval of Minutes from September 1, 2020 Business Development Team Meeting
- VII. Power Island in 2021 (Discussion; Rangers Fred Tank and Scott Swan)
- VIII. Proposals for Design of Civic Center Native American Marker Tree Garden/Meadow (Discussion; Information Sheet from October 8, 2020 Parks and Recreation Commission Packet and Request for Proposals Attached)
- IX. Long-term Leases and Show Agreements (Discussion)
- X. Park Maintenance Needs (Discussion)
- XI. Park Updates (Director)
- XII. Where to Meet Next
- XIII. Second Public Comment (Please refer to rules above.)
- XIV. Notices and Team Member Comments
- XV. Adjournment



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Business Development Team of the Grand Traverse County Parks and Recreation Commission

Tuesday, September 1, 2020, 5:30 p.m.

Gilbert Lodge, Twin Lakes Park

6800 North Long Lake Road

Traverse City, Michigan 49685

MINUTES

NOTE: Masks and social distancing required.

- I. Call to Order
Meeting called to order at 5:30 p.m.
- II. Pledge of Allegiance
- III. Roll Call
Members Present: Pete Albers (Citizen Member), Rodetta Harrand, Rod Kivell (Citizen Member and Chair), Alisa Korn, Whitney Waara (Vice Chair)
Members Excused: Shirley Zerafa
Others Present: Kristine Erickson, Director, Grand Traverse County Parks and Recreation; Shaun Quinn and Charles Kakritz, Bayfront Scooters; Sean Mackey, Owner, Magic Shuttle Bus; Koffi Kpachavi, Executive Director, Grand Traverse Conservation District
- IV. Public Comment
There was no public comment.
- V. Approval of/Additions to Agenda
MOTION by Albers, second by Harrand, to approve the agenda with the removal of Item IX.
- VI. Approval of Minutes from August 4, 2020 Business Development Team Meeting
MOTION by Harrand, second by Korn, to approve minutes, as presented.
- VII. Civic Center: Skate Park Proposal (Shaun Quinn and Charles Kakritz, Bayfront Scooters; Discussion; Proposal Attached)
Team discussed pre-proposal and asked Mrs. Quinn and Kakritz to return to the Business Development Team in early 2021 with a formal proposal.
- VIII. Civic Center: Proposed Use of Parking Lot (Sean Mackey, Owner, Magic Shuttle Bus; Introduction and Discussion)
Team discussed proposal, asked Mr. Mackey questions, and encouraged him to present the proposal to the Parks and Recreation Commission.
- ~~IX. Civic Center: Concessions (Brian Welburn, Owner, King Wubbz; Introduction and Discussion)~~
- X. Meyer Property: Farm Incubator Proposal (Koffi Kpachavi, Executive Director, Grand Traverse Conservation District; Proposal Attached)
Team discussed proposal, asked Mr. Kpachavi questions, and asked him to return to the Business Development team with a formal proposal and plans for the Meyer property.
- XI. Park Updates (Director)
Director provided park updates.
- XII. Second Public Comment
There was no public comment.
- XIII. Notices and Team Member Comments
There were no notices or comments.
- XIV. Adjournment
Meeting adjourned 8 p.m.

Information Sheet

L. New Business

1. Vendor Recommendation and Funding Request: Civic Center Native American Marker Tree Garden/Meadow Project

Attachments: Request for Proposals; Proposals from Vendors Who Responded to Request

History: In June 2019, Parks and Recreation Commissioners passed a motion “to...identify and begin projects in 2019 that will improve north end of Civic Center.” One of those projects is based on a concept by Influence Design Forum to develop a garden/meadow surrounding the Native American Marker Tree at Civic Center Park.

In January 2020, Parks and Recreation was awarded a 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians to flesh out this design concept for the marker tree. The circle pattern would symbolize the sacred cycles of life and the interconnection of all living things, an appropriate addition to the area surrounding the tree and to Civic Center Park. The intent would be for every individual who visits the circle to have a personal experience and to learn more about our region’s rich Native American history.

In August 2020, a Request for Proposals (attached) for “Planning, Design, and Engineering Services for a Meadow and/or Garden to Surround the Native American Marker Tree at Civic Center Park” was issued by Parks and Recreation through the Michigan Inter-governmental Trade Network (MITN) website. Five responses were received.

The Parks and Recreation Commission President, the Business Development Team Chair, and the Parks and Recreation Director met on September 24, 2020 to review the proposals received.

Following is a proposal review summary.

Did the proposal thoroughly address each task outlined in the request for proposals?

	Task 1	Task 2	Task 3	Task 4	Task 5
The Johnson Hill Land Ethics Studio	Yes	Yes	Yes	Yes	Yes
Marlin Design	Partially	Partially	Partially	Partially	Partially
Seven Generations Architecture and Engineering	No	No	No	No	No
Influence Design Forum	Yes	Yes	Yes	Yes	Yes
Beckett and Raeder, Inc.	Yes	Yes	Yes	Yes	Yes

Other Considerations

	Cost	Local?	Includes Budget?	Bonus
The Johnson Hill Land Ethics Studio	\$1,500 for Task 1 only	No	Incomplete	Tree care
Marlin Design	\$23,275	Yes	Yes	Designed and managed NW Corner Project at Civic Center
Seven Generations Architecture and Engineering	No	No	No	Experience with tribal projects
Influence Design Forum	\$15,840	Yes	Yes	Developed original garden/meadow concept as part of Civic Center north end design project
Beckett and Raeder, Inc.	\$34,350	Yes	Yes	Developing master site plan for Civic Center Park

Recommendation: Motion to authorize Director to enter into an agreement with Influence Design to provide planning, design, and engineering services for a meadow and/or garden to surround the Native American Marker Tree located at Civic Center Park, for the amount of \$15,840.



1231 W. Civic Center Drive
Traverse City, Michigan 49686
231-922-4818

Request for Proposals (RFP)
Planning, Design, and Engineering Services for a Meadow and/or Garden to Surround the Native American Marker Tree at Civic Center Park

Deadline: August 21, 2020, at 4:30 p.m.

Addendum Created August 18, 2020 to Extend Deadline to August 28, 2020

SERVICES BEING SOUGHT

Grand Traverse County Parks and Recreation is seeking proposals from vendors to provide planning, design, and engineering services to develop a design for a meadow and/or garden to surround the Native American Marker Tree at the following location.

LOCATION

Civic Center Park, 1213 W. Civic Center Drive, Traverse City, Michigan 49686

BACKGROUND

The Marker Tree is a valuable asset to the indigenous peoples of Michigan, specifically the Woodland Indians and the Anishnabek. Marker trees were used by Native Americans to help guide them along trails and point them in the direction of streams, rivers, lakes, and food caches, in various destinations. Today, the remaining trees are culturally significant and provide an opportunity for interpretive learning for residents and visitors to learn about the history and culture of Native Americans in our region.



**Native American Marker Tree
at Civic Center Park**

PROJECT DESCRIPTION

Continue improving and beautifying the area surrounding the Native American Marker Tree at Civic Center Park to make the space even more sacred (a respite from the city and from the rest of the 44-acre park), to educate our community about the significance of the tree and the rich history of our

region's Anishinaabe or Anishinabek Indians, and to restore and respect the parkland at the north end of Civic Center Park. The Marker Tree brings the rare opportunity to join past and present through geography and homage.

PROJECT HISTORY

In 2015, Grand Traverse County Parks and Recreation received a 2% grant to "clean up" area surrounding the esteemed Native American Marker Tree at Civic Center Park. Funds made it possible to move the unsightly ballfield dirt and diamond dust cement bins further away from the tree; replace the industrial fence with a new, attractive, gated fence, making it accessible for raking and cleaning; and install an attractive commemorative "rock", featuring educational information for passersby. The project was completed in 2016.

In 2018, Parks and Recreation Commission responded to complaints and evidence of damaged parkland and dangerous situations created by increased, unauthorized vehicular traffic at the north end of Civic Center Park. Misuse of that end of the park over the years created two-rut "roads to nowhere," tore up ground cover, threatened the Marker Tree's health, and jeopardized the safety of the walking-jogging path users and Norte Youth Cycling's students.

In 2019, Parks and Recreation and Child and Family Services' YouthWork Youth Corps were awarded a 2% grant to continue making improvements around the Marker Tree to further emphasize the educational and cultural aspects of a community's treasured monument; to provide a seating area, to make the area safer for walkers, runners, and cyclists; and to beautify and reclaim green space at the north end of the Civic Center.

In 2019, the Commission entered into an agreement with a design firm, Influence Design Forum, to develop preliminary concepts to illustrate what the north end of Civic Center Park (including the Marker Tree and surrounding area) COULD look like and how it could serve our community at its highest and best use. One of the preliminary design concepts, presented in April 2019 and shown on the next page, was for the Marker Tree to be surrounded by a circle of paths and a meadow or garden of native grasses to represent the Medicine Wheel/Circle of Life.

In June that year, Parks and Recreation Commissioners authorized the County Parks and Recreation Director to seek funding to develop a Civic Center Park master site plan and include the concepts developed by Influence Design Forum. At that time, Commissioners further authorized Director to begin implementing the Marker Tree concept.

In 2020, Parks and Recreation was awarded a 2% grant to flesh out the design concept for the marker tree. The circle pattern would symbolize the sacred cycles of life and the interconnection of all living things, an appropriate addition to the area surrounding the tree and to Civic Center Park. The intent would be for every individual who visits the circle to have a personal experience and to learn more about our region's rich Native American history.

PROJECT SCOPE

Goal: Bring to life the “Marker Tree Concept” developed in 2019 by Influence Design Forum (pictured below).

Marker Tree Concept: Four Directions and the Circle of Life (Concept rendering on the right; developed by Influence Design Forum)

This concept includes trails and paths, improved access to the tree, a native plant garden, and landscaping, irrigation, interpretive signage, lighting, and seating.

Tasks

Task 1: Develop a schematic design

Task 2: Develop that design and complete preliminary layout

Task 3: Develop construction documents

Task 4: Bid construction

Task 5: Manage construction



**“Marker Tree Concept”
by Influence Design Forum**

Task 1: Develop a schematic design

Work directly with Parks and Recreation Director to develop two schematic design plans for a Marker Tree Garden, based on the concept plan provided. Develop cost estimates for each design alternative. Work with Parks and Recreation Director and Parks and Recreation Business Development Team to review designs costs and make a presentation and recommendation to the Parks and Recreation Commission.

Task 2: Develop design and complete preliminary layout

Complete the design selected by the Parks and Recreation Commission. Develop appropriate geometry and layout for the project based on surveyed conditions – the first step toward final engineering – and complete a construction manual to include plans and contract documents, such as legal bid documents and specifications. Design phase will verify final measurements, quantities, and layout, and provide an opportunity for adjustments to be made, based on surveyed conditions. Work with appropriate county staff to determine maintenance costs associated with the design and staffing requirements or specialty training necessary to maintain new improvements. Meet with appropriate county staff and Parks and Recreation Commissioners as needed to review progress and to maintain project schedule. Update cost estimate. Meet with county staff to discuss any concerns regarding cost or agency approvals, and verify final layout and project objectives

Task 3: Develop construction documents

Use preliminary design and layout plans from Task 2 to prepare final plans for bidding and construction. Work closely with county staff to review the construction documents as they are prepared (at 50%, 70%, then 90% complete).

Process:

- Prepare contract documents, including legal bidding documents and specifications
- Prepare construction manual
- Provide permitting assistance to the Parks and County staff, as necessary
- Meet with Parks and county staff and Parks Commissioners as necessary to review progress and maintain project schedule
- Update the cost estimate prior to bid

Construction Plan Set will be composed of:

- I. Title Page
- II. Demolition Plan
- III. Layout Plans
- IV. Grading and Drainage Plan
- V. Soil Erosion and Sedimentation Control Plan
- VI. Site Electrical and Lighting Plan
- VII. Conduit and Sleeving Plan
- VIII. Construction Detail Plans
- IX. Landscape Plans
- X. Landscape Detail Plan
- XI. Irrigation Plan

Task 4: Bid and recommend contractor

- Provide appropriate bid and legal documents
- Recommend qualified contractors
- Oversee bidding process
- Answer contractors' questions
- Bid addendum
- Review bids
- Make final recommendation of contractor

Task 5: Manage construction

This task will include:

- Pre-construction meeting
- Progress meetings
- Shop drawing review and approvals
- Site removals, demolition observation, and field adjustments
- Site layout observation, staking review, and field adjustments
- Rough grading observation
- Utility installation observation
- Excavation, sub-base compaction, concrete placement, installation, and observation
- Landscape installation
- Review of concrete and other testing results provided by a third-party testing company

- Contractor pay request review and recommendation for payment
- Site restoration, finishing work, and pre-punch lists
- Project walk-through and punch list
- Record drawings
- Project closeout assistance

TIMELINE

September 2020 through January 2021: Tasks 1 through 3

February 2021: Task 4

May and June 2021: Task 5

July 2021: Project Completion

ASSUMPTIONS

Tasks to be completed by others:

- geotechnical reports, studies
- foundation planning and soils evaluations
- required survey
- interpretive signage
- site electrical and lighting plans
- full-time construction on-site inspection services
- as-built drawings, record documents
- utility turnover documents

SUBMISSION OF PROPOSALS

A vendor interested in contracting with Grand Traverse County Parks and Recreation to develop a design for a garden and/or meadow surrounding the Marker Tree at Civic Center Park should submit a proposal that addresses the Project Scope presented in this request for proposals.

Contract and Award Process and Criteria

Proposals will be evaluated and reviewed by a panel of Grand Traverse County staff. Decision will be based on the criteria required in this RFP, and how well the response to the criteria meets or exceeds the services required.

Schedule

RFP posted: August 7, 2020

Deadline for submissions: August 21, 2020, at 4:30 p.m.

Review of proposals: August 24 through 28, 2020.

Recommend vendor to Parks and Recreation Commission and award contract: September 10, 2020.

Delivery Options

U.S. Mail: Submit sealed proposal (hard-copy proposal packet in a sealed envelope), according to the criteria listed above, to this address:

Civic Center Park Concession Services
c/o Grand Traverse County Parks and Recreation Department
1213 W. Civic Center Drive
Traverse City, Michigan 49686

Electronically: Register with MITN on line at: <https://www.bidnetdirect.com/mitn/solicitations/open-bids/page1>

Once registered as a vendor, develop and save your proposal, then submit it through MITN, following MITN's on-line instructions.

Any submissions received after the deadline, whether through MITN or by U.S. Mail, will be returned to the vendor, unopened.

Questions: Call 231-922-4511 or send an e-mail to kerickson@grandtraverse.org

**Grand Traverse County Parks and Recreation-Senior Center Network
List of Partnership and Long-term Rental Agreements as of July 31, 2020**

Name and Program/Service	Park	Start Date	End Date	Status	Contact Name
American Legion Baseball (Youth Baseball Program; Field Rental)	Field Use (Civic Center Park)	2020	2022	In force; did not hold or pay for 2020 season due to COVID-19	Lee Cobb; Bob Johnson
American Tower (Land Use for Cell Tower)	Twin Lakes Park	11/1/2007	10/31/2032 + 8 additional 5-year renewal terms	In force	Laura Laney (Broker)
American Tower (Land Use for Cell Tower)	Civic Center Park	4/15/2003	4/14/2033 + 8 additional 5-year renewal terms	In force	Laura Laney (Broker)
Centre I.C.E. (Hockey Programming; Arena Rental)	Howe Arena (Civic Center Park)	8/8/2019	4/14/2023	In force	Todd Spaulding
City of Traverse City (Day Camp Programming)	Howe Arena (Civic Center Park)	6/13/2019	August 2021	In force; did not hold or pay for 2020 season due to COVID-19	Derek Melville, Superintendent of City Parks and Recreation
City of Traverse City and County (Intergovernmental Agreement for Senior Center Network Programming and Use of Building in City's Senior Center Park)	Senior Center Building (Senior Center Park)	2/1/2016	12/31/2021	County negotiating new agreement with City	Marty Coburn, City Manager; Nate Alger, County Administrator; Chris Forsyth, Deputy County Administrator
Crystal Bindi Studios (Dance and Fitness Programming; Facility Rental)	Studio, Lower Level (Twin Lakes Park)	August 2020	12/31/2020	Agreement to be signed	Penny Morris, Owner, Crystal Bindi Studios
First National Payment Solutions (ATM Service; Space Rental)	Civic Center Park	6/16/2017	6/16/2020	Expired	Mike DiGiovanni, Representative
Grand Traverse Bay YMCA (Pool and Fitness Center Operations Management)	Civic Center Park (Easling Pool)	1/1/2019	12/30/2021	In force	Andrew Page, GT Bay YMCA CEO

**Grand Traverse County Parks and Recreation-Senior Center Network
List of Partnership and Long-term Rental Agreements as of July 31, 2020**

Name and Program/Service	Park	Start Date	End Date	Status	Contact Name
Grand Traverse Conservation District (Youth Nature Programming; Manages Parkland)	Natural Education Reserve and Boardman River Nature Education Center	1/1/2020	12/31/2022	In force	Koffi Kpachavi, Executive Director, GT Conservation District
Grand Traverse Regional Land Conservancy (Manages Parkland)	Maple Bay Park and Natural Area	1/1/2020	12/31/2022	In force	Angie Lucas; Vic Lane; Steve Lagerquist
Kiwanis Club of Traverse City (Naming Rights for Small Garden in Front)	Civic Center Park (Front of Building)	12/13/2018	2021	In force	President
Mahogany Foundation (Naming Rights for Campbell Community Playground)	Civic Center Park	1/20/2017	Until Playground Removed	In force	Dan and Meridith Falconer, Donors
Meyer House (Residential Rental)	Meyer Property (Keystone Corridor)	6/1/2018	12/30/2020	In force; renegotiate	Jason Bigelow
Norte (Youth Cycling Programming; Use of Wheelhouse [Former Pugsley Building])	Civic Center Park	12/1/2017	11/30/2020	In force; July 2020 motion passed for new 3-year agmt. and to combine with Clubhouse	Ty Schmidt, Executive Director, Norte
Norte (Youth Cycling Programming; Use of Clubhouse [Former Sector Building])	Civic Center Park	12/1/2017	11/30/2020	In force; July 2020 motion passed for new 3-year agmt. and to combine with Wheelhouse agmt.	Ty Schmidt, Executive Director, Norte
Parallel 45 Theatre (Summer Theater Programming; Use of Amphitheater, Former Probate Court Building, and Space for Building/Storing Sets)	Civic Center Park	9/10/2018	12/31/2021	In force	Erin Anderson Whiting, Executive Director, P45

**Grand Traverse County Parks and Recreation-Senior Center Network
List of Partnership and Long-term Rental Agreements as of July 31, 2020**

Name and Program/Service	Park	Start Date	End Date	Status	Contact Name
Parallel 45 Theatre	Office space off-season in former probate building (Civic Center Park)	3/1/2020 8/15/2020	5/31/2020 12/15/2020	In force	
Uptown Dogs LLC (Concession Services; Use of Inside Concession Space)	Civic Center Park	11/14/2019	5/15/2020	Expired	Colbye O'Neil, Owner, Uptown Dogs/Upnorth Concessions
River Outfitters (Paddling Programming; Land/Water Use for Office and Storage)	Medalie Park	5/1/2019	10/31/2020	First amendment to agmt. in force; renegotiate	Tawny Hammond, Operations Manager and Owner, River Outfitters
Send Brothers (Manages Farming According to USDA Soil Conservation Plan)	Maple Bay Park and Natural Area	5/22/2018	12/31/2020	In force	Mark Send
TART Trails (Wayfinding Signage Sponsorship Revenue Sharing)	County Portions of TART Trail	5/13/2015	Perpetual	In force	Julie Clark, Executive Director, TART Trails
TC Tritons (Rowing Programming; Land/Water Use for Dock and Storage)	Medalie Park	5/5/2018	11/20/2020	In force; renegotiate	Chris Bott, Head Coach, TC Tritons Rowing
Traverse Bay Area Youth Soccer (TBAYS) (Youth Soccer Programming; Use of Fields)	Keystone Soccer Complex	12/12/2019	1/31/2040 with auto-renewal for additional 20 yrs. unless notice	In force	Jason Smith, Technical Director, TBAYS