



Lake Michigan Beach Park Enhancement Design

PROJECT BACKGROUND

Lake Michigan Beach Park was donated to the City and efforts to improve the park began in 1976 as a Bicentennial Project, however ongoing work has been limited. The City commissioned a Forestry Management Plan in 2016 and has begun initial efforts to remove dead trees and invasive species. This project will produce technical construction drawings and project renderings for the City to use in hiring firms to improve the park while maintaining its environmental integrity.

Over the past 18 months, Professor Ken Polakowski and the Charlevoix Shade Tree Commission have developed a conceptual design for the park based on community and neighborhood meetings as well as feedback from City leaders. This design has been presented publicly and should guide development in this project.

Professor Polakowski, emeritus faculty from the University of Michigan's School of Landscape Architecture, envisions a park featuring a non-motorized pathway connecting other pedestrian points of interest in the neighborhood and community, site vistas to the water of Lake Michigan, meadows and glades, woodland plantings, and parking areas.

ABOUT THE CITY OF CHARLEVOIX

Charlevoix is a small municipality located in northwest Michigan and is situated on an isthmus between Lake Michigan, Lake Charlevoix, and Round Lake. It is bordered by Charlevoix Township to the north and south, Lake Michigan to the west, and Lake Charlevoix to the east. The Pine River Channel bisects the City and extends from Lake Charlevoix to Lake Michigan through Round Lake. The total area of the City is roughly 1,352 acres, excluding Round Lake and the Pine River Channel. Also located in the City, are the historic Belvedere and Chicago Clubs. The City operates under the council-manager form of government.

Charlevoix Municipal Airport is the region's third largest airport and is the base for two commercial airlines serving Beaver Island. Charlevoix's harbor is one of the busiest in the region and is home to a 69-slip municipal marina. The harbor also serves as a port for the Beaver Island Boat Company ferries and the United States Coast Guard.

The City contains 2,270 residential, 218 commercial, and 17 industrial classified properties with a total assessed value (50% of estimated market value) of \$310,676,700, and a taxable value of \$621,353,400. Its population by the 2010 Census was 2,513, and there are 2,221 registered voters in the City. The City employs 43 full time and 25 part time employees, in addition to approximately 83 seasonal employees.

Charlevoix EMS has approximately 900 runs a year. The Charlevoix City Police Department responds 24/7 to requests for accident, medical assistance or general assistance. It averages 4,600 patrol miles a month and successfully closes over 90% of its cases each year.

The City Electric Department provides over 58,000 MWh of electricity to our 4,400 city and rural electric customers, which are made up of more than 3,500 residential, 800 commercial customers, and 7 industrial customers. Electricity is distributed to our customers via 39 miles of overhead and 41 miles of underground lines. Our electric power is obtained from coal, gas and renewable energy sources. The City has approximately 30 miles of water mains and can produce 1,500,000 gallons of drinking water a day. The City also maintains approximately 38 miles of sanitary sewer lines, 17 sewer pump stations and treats 134,500,000 gallons of wastewater a year.

KEY DELIVERABLES

Currently, we are contemplating the design phase of the project. Key to this are the following steps:

- ❖ Schematic Design
- ❖ Preliminary Design
- ❖ Final Development Design

These designs should encompass the park, its natural and human-constructed features, and Park Avenue along the park. Crucial to these phases and the project overall are the following:

- ❖ Cost estimates: Provide final cost estimates and phasing for the project; during the process provide cost estimates so that the final proposed design is of reasonable and attainable cost for the City.
- ❖ Funding mechanisms: Research and provide technical assistance in the application of grant programs that might fund the implementation of this project.
- ❖ Public input: Obtain further public input to properly design the park to be useful and enjoyable for the entire community (1-3 public meetings plus a final presentation to City Council). As part of the public input process, schematics, models, and other appropriate display tools should be used to demonstrate to the public how the final park design may look.

The overall, final product should represent the design that can be given to a landscaping contractor and other relevant firms for clean-up, enhancement, and beautification of the park. The concepts, designs, renderings and any other intellectual property associated with this project shall become the property of the City of Charlevoix and presented to us in both hard-copy and digital format as the City may request.

The City may, at its sole discretion, negotiate with the chosen firm or select a different firm or firms to complete the construction drawings, permitting, and actual construction/enhancement of the park.

BACKGROUND DATA

The following data and materials will be provided at bidder's request:

- ❖ Previously obtained surveys and topos of the Park
- ❖ Professor Polakowski's drawings and other materials
- ❖ 2016 Forestry Management Plan

PROJECT MANAGEMENT

The City Manager will oversee the work of the selected firm(s) and may direct the involvement of other staff. Should firms wish to work collaboratively, said firms shall have a single lead point of contact for the City; it shall not be the City's responsibility to coordinate among firms.

Questions about this request for proposal may be directed to City Manager Mark L. Heydlauff by emailing markh@charlevoixmi.gov or calling (231) 547-3270.

PROPOSAL

Firms will submit proposals to the City of Charlevoix that contain the following sections:

1. Qualifications
The firm or firms will provide an overview of their services, the professional and educational background of staff, and relevant experience of the firm in a project similar to this one.
2. Schedule
The proposal will outline a draft schedule of the deliverables and the project as a whole.
3. Cost
The proposal will provide a clear statement of costs and will be presented as a "cost not to exceed."

12 copies of the proposal shall be submitted by **10am on Tuesday, September 26, 2017** when they will be opened and publicly read aloud. Proposals must be mailed or hand-delivered in a sealed package. The exterior of the package must clearly be labeled "Lake Michigan Beach Park Design." Emailed, faxed, or late proposals will not be accepted for any reason.

Proposals should be delivered to: Joyce M. Golding, CMMC
Charlevoix City Clerk
210 State Street
Charlevoix, MI 49720

The City of Charlevoix reserves the right to accept or reject any and all proposals, to waive irregularities, and to accept the proposal deemed to be in the best interest of the City of Charlevoix. The City Council may award this project in October 2017. Bids shall be guaranteed for up to six months since the City may award the contract to be completed in FY 2018/2019 which begins April 1, 2018.