

WHITEWATER TOWNSHIP
PARKS AND RECREATION ADVISORY COMMITTEE
AGENDA FOR REGULAR MEETING
November 19, 2024
7:00 PM, Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

Topic: Parks and Rec Advisory Committee Meeting

Time: November 19, 2024, 07:00 PM Eastern Time (US and Canada)

1. Roll Call of Committee Members
2. Set/Adjust Meeting Agenda
3. Declaration of Conflict of Interest
4. **Public Comment:** Any person shall be permitted to address a meeting of the committee. Public comments shall be carried out in accordance with the following rules and procedures:
 - a. Comments shall be directed to the Committee, with questions directed to the Chair.
 - b. Any person wishing to address the Committee shall speak from the lectern and state his/her name and address.
 - c. Persons may address the commission on matters that are relevant to township Parks and recreation issues.
 - d. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer Committee members' questions.
 - e. Public comment shall be limited to 3 minutes.
5. Approval of October 15, 2024 regular meeting AND, October 30, 2024 special meeting minutes
6. Correspondence: 2% Grant for Bleachers
7. Reports/Presentations/Announcements/Comments:
[PRAC PROJECT LIST / GRANTS GOOGLE SHEET](#)
[PRAC PROJECT GOALS TIMELINES GOOGLE SHEET](#)
[LRNT PROJECT TRACKING](#)
[PRAC ONGOING PROJECT SCHEDULES 2024 2025](#)
8. Unfinished Business:
 - 1) WW Park Playground; Toddler Play equipment addition; Updates/discussions
 - 2) Lossie Road Nature Trail wetland/bridge improvements: Draft Engineering RFPs
 - 3) Hi Prey Bleacher Replacement project: updates/discussions
9. New Business:
 - 1) New Board / Report summary of LRNT project
 - 2) New Board/ PRAC Requests memo
10. Next Meeting December 17, 2024
11. Public Comment
12. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141 or the TDD at 800-649-3777.

DRAFT

Whitewater Township Parks & Recreation Advisory Committee
Minutes of Regular Meeting
October 15, 2024

Call to Order

7:00 p.m. at Whitewater Township Hall, 5777 Vinton Road, Williamsburg, MI.

Roll Call of Members

Present: Melton, Hubbell, Butler, Voice, Buczkowski

Absent: Cosgrove

Others present: None

Set/Approve Agenda

No changes.

Declaration of Conflict of Interest

None

Public Comment

None

Approval of Minutes

Motion by Melton, second by Voice, to approve the September 16, 2024 special meeting minutes. On voice vote, all those present voted in favor, none opposed. Motion carried.

Motion by Buczkowski, second by Butler, to approve the September 17, 2024 regular meeting minutes. On voice vote, all those present voted in favor, none opposed. Motion carried.

Reports/Presentations/Announcements/Comments/Correspondence

PRAC PROJECT LIST / GRANTS GOOGLE SHEET

PRAC PROJECT GOALS TIMELINES GOOGLE SHEET

LRNT PROJECT TRACKING

Unfinished Business

Whitewater Township Park Playground – Toddler Play Equipment Addition

Status of project discussed.

Lossie Road Nature Trail Wetland/Bridge Improvements

Status of project discussed.

There was consensus to schedule a special meeting for October 30, 2024, at 7:00 p.m. to work on the LRNT RFP engineering package draft and report summary (if time allows).

Hi Pray Park Bleacher Replacement Project
Status of project discussed.

Project Goals/Timelines
Moved to next month.

New Business

New Board/Report Summary of PRAC Projects
Moved to next month.

Committee Comment/Discussion

None

Next Regular Meeting

November 19, 2024 at 7:00 p.m.

Public Comment

None

Adjournment

With no further business, the meeting adjourned at 9:17 p.m.

Frances Butler
Secretary, Parks & Recreation Advisory Committee

DRAFT

Whitewater Township Parks & Recreation Advisory Committee
Minutes of Special Meeting
October 30, 2024

Call to Order

7:00 p.m. at the Whitewater Township Hall, 5777 Vinton Rd, Williamsburg MI 49690.

Roll Call of Members

Present: Melton, Hubbell, Buczkowski

Absent: Butler, Cosgrove, Voice

Others present: None

Public Comment

None

Agenda Items as Listed in Special Meeting Notice

Lossie Road Nature Trail RFP Engineering Package Draft and Report Summary (if time allows)

Discussed and worked on the draft RFP for the Lossie Road trail project.

Public Comment

None

Adjournment

With no further business, the meeting adjourned at 9:35 p.m.

Frances Butler

Secretary, Parks & Recreation Advisory Committee

**Tribal Council Allocation of 2% Funds
Application Form**

PLEASE NOTE:

Under the terms of the consent decree, which settled *Tribes v. Engler* (Case No. 1:90-CV-611, U.S. Dist. Ct., West. Dist. Mich.), the Grand Traverse Band of Ottawa and Chippewa Indians, as defined in the stipulation, has agreed to pay 2% of its video gaming revenue to local units of government (i.e., local township, village, city, county board of commissioners, public school system).

***ONLY APPLICATIONS FROM LOCAL UNITS OF GOVERNMENT LOCATED WITHIN
GTB'S 6-COUNTY SERVICE AREA WILL BE CONSIDERED FOR 2% FUNDING**

1. Allocation Cycle: _____ JUNE – New submission date, Postmarked by **MAY 31st**
_____ DECEMBER – New submission date, Postmarked by **NOVEMBER 30th**

2. Name of Applicant: _____

Address: _____

Phone #: _____ Fax #: _____

Printed Name: _____

- **Authorized Signature:** _____
(Signature of local unit of government official; e.g., county/city official, township supervisor, village president, college president, school superintendent)

Title: _____

E-mail address: _____

Printed Name of contact person: _____

Telephone #: _____ Fax #: _____

E-mail address: _____

3. Type of Applicant: _____ Local Government _____ Local Court
_____ Township _____ County Commissioner _____ Road Commission
_____ Public School District _____ College _____ Charter School
_____ Public Library _____ Sheriff/Police Department _____ Fire Department
_____ 501c3 applying through local unit of government (name): _____

4. Fiscal Data: Amount Requested: \$ _____ Percent: _____ %
Local Leveraging: \$ _____ Percent: _____ %
(Match)
Total Budget: \$ _____ Percent: 100 %

5. Target Population numbers: _____ Children _____ Adults _____ Elders
(Indicate the _____ Total GTB member Community _____ Others
number of GTB
members)

6. Counties Impacted: _____ Antrim _____ Benzie _____ Charlevoix
_____ Grand Traverse _____ Leelanau _____ Manistee

7. Brief Description (purpose of funding); include statement of need:

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project: _____

(d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO
If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start _____ Completion _____

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

_____ YES _____ NO. If yes, please list the start and end dates and amount:

_____ - _____ and amounts: _____

_____ - _____ and amounts: _____

_____ - _____ and amounts: _____

11. Is the proposed project new _____ or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

12. If the previous project has been completed, did you submit your 2% report? _____ YES _____ NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

14. How will the success of the project be assessed (evaluation plan)? _____

15. If new staff is required, will preference be given to Native American applicants?
_____ YES _____ NO

16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**
 - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District.
(Name of school district)

_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date
_____ Print Name	_____ Sign Name	_____ Date

Whitewater Township Budget Attachment

QTY	<i>Item Description</i>	COST
1	Purchase three 5 row X 15ft. aluminun bleachers \$4,500 ea.	\$ 13,500
1	Purchase 1 5 row X 21 ft. aluminun bleachers \$5,100 ea.	\$ 5,300
1	Freight to deliver bleachers	\$ 4,700
1	Off load and set up bleachers	\$ 4,500
1	Excavate and pour bleacher pads 888sq. ft. and restoration	\$ 14,750
	5% contingency	\$ 2,250
	TOTAL	45,000.00
	Whitewater Township Leveraging	22,500.00
	Amount Requested	22,500.00

Draft

REQUEST FOR PROPOSALS

FOR

WALKING TRAIL IMPROVEMENTS ENGINEERING & CONSTRUCTION DOCUMENT SERVICES & CONSTRUCTION ADMINISTRATION SERVICES

LOSSIE ROAD TRAIL

Whitewater Township
December 2024

Acceptance Date:

Acceptance Location:

White Water Township Hall
5777 Vinton, Road PO Box 159 Williamsburg , MI
49690

Contact:

Email: _____

Subject Line: Lossie Road Nature Trail Engineering RFP

Request for Proposals for Engineering Services for “Lossie Road Nature Trail Walking Trail Improvement”

1.0 PURPOSE

Whitewater Township is requesting proposals from consulting Civil Engineering professional design engineering services for trail work modifications on the Lossie Road Nature Trail located East of Skegemog Pt Road, west of Cook Road and North of M-72 in Whitewater Township, Grand Traverse County, MI. One firm will be selected to provide design engineering services for the project.

PROJECT DESCRIPTION

2.0

The Lossie Road Nature Trail Project, when completed, will facilitate a better user experience by mitigating existing low wet trail areas and replacing an existing walking bridge with a new wooden walking bridge across Battle Creek. This project is funded utilizing American Rescue Plan Act funding both from Grand Traverse County and the Federal Government direct.

The existing trail is located within a sixty-six-foot-wide road right of way easement. Unimproved trail head parking is located on both Skegemog Point Road and Cook Road and is not part of the primary focus/scope/ budget of this RFP request. If additional funds become available, these parking areas may be added to the project.

Critical to this project’s success is, **All work including final sign off and expenditure must be completed no later than December 31,2026.**

The conceptual design for the Lossie Road Nature Trail improvements was completed in the summer of 2024 and is here attached (Attachment A). A not to exceed budget of \$150,000 has been approved for this project with conceptual design concepts addressing both the intended goals and the financial resources allocated. However, if a more cost-effective solution to meet the intended goal can be identified, that solution would be considered by Whitewater Township PRAC and or Board.

Note: Whitewater Township reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. Whitewater Township further reserves the right to reduce the scope of work of a consultant and re-assign projects to other selected consultants and to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. Whitewater Township reserves the right to remove any or all work described above in this RFP and issue a new RFP for any portion of the work. Whitewater Township reserves the right to use any of the firms selected for any of the above work. Assignment of projects to selected consultant shall be contingent on availability of funds.

SCOPE OF SERVICES

- 3.0** Preliminary conceptual design has been completed for the trail. Work covered under this Engineering proposal will build on the design work completed to date. Consultants should provide complete design engineering services and include all necessary work for County and State permitting. Work will include, but not be limited to: Trail design modification and engineering to mitigate ONLY WEST END (approx 2300ft) of wet trail areas, topographic survey of proposed project impact areas, wetland delineation of proposed project impact areas, Flood plan delineation (If required by regulatory agencies), refined engineering for trail improvements and ALTERNATE options for; foot bridge replacement, Two Parking area improvements locations. Include EGLE permit submission and permit processing, final engineering for project improvements, request for construction proposal, contract document and specification development as needed to satisfy Township, County and State regulators or funding agency procurement requirements, conduct bidding of the project to satisfy Township and/or Funding Agency procurement requirements, assist Township in construction management with contractor, perform pre-construction and construction meetings as determined necessary, respond to contractor requests for information, review required submittals, manage change orders or contract items, review contractor pay request, complete final walk through and project close out duties.

Deliverables:

A. 50% Construction Document plan set

Submit two (2) sets of full size and half size plan sets at 50% Contract Documents, as well as a digital copy, to the Whitewater Township PRAC Chairperson. That construction document plan sets will be reviewed and commented on by the Whitewater Township PRAC. PRAC comments along with 50% documents will be presented to the Whitewater Township Board for their review and approval. Upon approval by the Board, the PRAC Chairperson will instruct the consultant through written communications as to what if any changes are required. The Consultant will address any questions formulated by the PRAC Committee and or Board and make appropriate changes as necessary to the 50% document plan set.

B. Final (100%) and Final Construction Document plan set

Submit two (2) sets of full size and half size plan sets at 100% Contract Documents, as well as a digital copy, to the Whitewater Township PRAC Chairperson. The construction plan sets will be reviewed by the Whitewater Township PRAC committee. Upon PRAC approval, the 100% documents will be presented to the Whitewater Township Board for their final approval. With Board approval, the PRAC Chairperson will notify the consultant in writing to move on to the next phase of the project.

C. Bid-Phase

Preparation of Bid documents, Bid Advertisement, attend pre-bid meeting, review of all bids in consultation with Whitewater Township, and determination if selected bidder is properly qualified to complete the work identified in this project.

D. Construction Management

Construction Management shall assist with Township Representative in construction management with contractors, perform pre-construction and construction meetings as determined necessary, respond to contractor requests for information, review required submittals, manage change orders or contract items, review contractor pay request, complete final walk through and project close out duties.

E. Additional Design and Coordination Services

- a) Design and coordination with the Grand Traverse County Road Commission for the parking lots on Skegemog and Cook Roads (if authorized as an alternate to the project).
- b) Coordination with Whitewater Township for the placement of access bollards.
- c) Support material for ARPA funding and any other potential grant applications

4.0 SELECTION PROCESS / SCHEDULE

The selection process and schedule will be as follows:

- 4.1 **Advertisement** - An advertisement for the Request for Proposals (RFP) will be published in the Record Eagle, the local builders exchange, and directly sent to professionals, as required by the Township's Purchasing Policy, available at the Whitewater Township Hall, and posted on the Whitewater Township websites: <http://www.whitewatertownship.org/>

Also, a copy of the RFP and any addendum may be obtained by writing or sending an e-mail with the subject line "*RFP Lossie Road Nature Trail Improvements*" to [Clerk clerk@whitewatertownship.org](mailto:clerk@whitewatertownship.org)

All questions regarding this project should be directed to PRAC Chairperson, Melissa Melton mammelon@gmail.com in writing or by email with the subject line "*RFP Lossie Road Nature Trail Improvements*".

In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

4.2 **Optional Pre-Proposal Site Visit** - An on-site pre-proposal meeting and walkthrough can be requested and scheduled with PRAC Chairperson, Melissa Melton. Any Pre-Proposal site visit will begin at the Cook Road entrance to the Lossie Road walking trail.

4.3 **Notification of Interest, and Inquiries/Questions**

4.3.1 **Notification of Interest / Addenda** - Upon receipt of this RFP Consultants interested in submitting qualifications must immediately notify Township Clerk by mail or email (see 4.1) in order to place the firm's name, address and contact information (including e-mail address) on a Notification of Interest list for distribution of possible addenda to this RFP.

4.3.2 **Inquiries/Questions and Deadline** - All inquiries/questions regarding this RFP must be directed to Township Clerk, by mail or email (see 4.1) and must reach the office by **time** on **Date** in order to be considered for a response. Any changes or additions to the RFP information will be emailed to each Consultant who has submitted a "Notification of Interest". Any other contact in reference to this RFP prior to the time an award decision has been made will result in the disqualification of the firm.

4.3 **Sealed Bid Proposal Submittal** - Written proposal submittals must be received by Whitewater Township no later than **time** CST on **date**. Submittals received after this deadline will not be considered.

4.3.1 **Submittal Material** - Consultants interested in providing services as described in this RFP shall submit two (2) originals of the submittal and one thumb drive of the material in digital format, in a sealed envelope labeled on the outside "**RFP for Lossie Road Nature Trail Improvements**" along with the firm name. Send or deliver submittals to:

Whitewater Township Hall
5777 Vinton Road
PO Box 159
Williamsburg MI 49690

4.4 **Selection** – One firm will be selected with a second firm being selected as an alternate. The alternate shall be used only in the event that negotiation with the first firm is unsuccessful. Firms will be notified after selection is made.

- 4.5 **Board Approval** – The Whitewater Township Board will approve the final selection based on a review of all proposals received.
- 4.6 **Contract Agreements** - A contract agreement with the selected firm will be negotiated and executed in a timely manner to get this progress rolling A.S.A.P.

5.0 SELECTION CRITERIA

The selection of a firm will be based on the qualification information exhibited in both written and graphic form in the Consultant's submittal and reference checks. Whitewater Township may require interviews and reserves the right to interview or not interview firms as it determines to be necessary. Consultant firms will be evaluated on the following criteria:

Criteria for selection:

- 5.1 **Project Team:** The make-up/description of the firm's project team. The preferred team will have walking trail and foot bridge construction experience. Local presence is also an important consideration in the selection process. The names of the individuals involved and the roles they will perform (principal-in-charge, project manager, landscape architect, planner/designer, engineer, etc.) will be listed. Provide a description of the qualifications and experience of the specific individuals that will be involved in the work described in this RFP, including the staff of other professional firms. Identify their experience with similar type projects. Include registration numbers of landscape architects and engineers.
- 5.2 **Design Ability, Design Excellence, and Similar Project Experience:** Firms must have experience in providing full design and construction engineering services for state and/or federal funded projects and their required design specifications. Identify any projects in the last five years with government contracting procedures. Provide a brief description of the firm's role in the project and provide a client contact person for each project.
- 5.3 **Construction Cost Control and Scheduling:** Consultants shall demonstrate their ability to prepare construction documents based on the construction budget set forth by Whitewater Township at the beginning of this process. Whitewater Township seeks to utilize sustainable design concepts and principles. The trail improvements will be designed and constructed so that future maintenance costs are minimized. Consultants are required to demonstrate an understanding of design criteria and construction techniques that might address these concerns. Describe your firm's approach/method for cost control and keeping design and construction projects on schedule. Briefly explain how costs might be controlled during design and construction.

6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Proposal Submittals should be limited to 8.5 x 11 printed sheet size, copied front and back. Submittals should be bound with one staple in top left corner. No three ring notebooks, spiral bindings, plastic covers.

Prospective Consultants shall submit two (2) copies of their proposals and one copy on a thumb drive. Each submittal should follow the requested format and be organized with tabs according to the following major categories. Addenda to submittals will not be considered.

- 6.1 **Firm Information and Project Team** – Briefly provide firm information including a description of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project manager, consulting architect/engineer, etc.) Indicate how the work described in this RFP will fit into the total workload of the firm and provide hourly rates for all team members. List license and/or certification of each individual. List any sub-consultants intended to be used and the qualifications, expertise, licensing, and/or certification.
- 6.2 **Similar Project Experience (Graphics & Narrative)** – List projects completed during the last five (5) years that demonstrate experience with projects of similar character and scope. Briefly describe each project, including function, size and scope, and current status. For each project list the key individuals, such as principal-in-charge, project manager, consulting engineer, etc., who were responsible for the work.
- 6.3 **Construction Cost Control and Scheduling** – Consultants shall demonstrate their ability to prepare design documents based on the construction budget set forth by Whitewater Township at the beginning phase of this project. Describe your firm's approach/method for cost control and keeping design and construction projects on schedule. Briefly explain how costs might be controlled during design and construction.
- 6.4 **Experience with State/Federal Funding** – The selected firm must have experience in full-service design of state and/or federally funded projects. Submit a list of the most recent projects in the last five (5) years and provide a client contact for each project.
- 6.5 **Timeline** – Provide an estimated timeline for design, permitting, Bidding/award and construction phases

6.6 **Line Item Costs** – Submit an itemized breakdown of costs on the separate page provided (See Attachment B) with an authorized signature.

Topographic Surveying and Mapping Services \$ _____

Wetland Delineation \$ _____

Design Development Services \$ _____
(Includes obtaining all necessary permits)

Construction / Bid Document Preparation Services \$ _____

Bidding and Award Services \$ _____

Cost to provide basic construction compliance services,
pay out approval recommendations and all close out
Procedures. \$ _____

Total not to Exceed Design Services Costs of above \$ _____

Alternate extra cost for Bridge replacement and flood plan
delineation (should it be Necessary for permitting purposes). \$ _____

Alternate extra cost for design work, construction document
preparation, bidding associated with the construction of two
gravel parking lots. One at Skegemog Pt. Road and one at
Cook Road. (No more than 5 spaces at each location)
\$ _____

7.0 GENERAL PROVISIONS

- 7.1 **Submittal Ownership / Costs** – Upon submission, all information becomes the property of Whitewater Township which has the right to use any or all ideas presented in any submission in response to this RFP, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by Whitewater Township.
- 7.2 **Request for Clarification** – Whitewater Township reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- 7.3 **Collusion** – The Consultant, by submitting a proposal, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.
- 7.4 **Consideration of Proposals** – Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFP. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to Whitewater Township.
- 7.5 **Americans with Disabilities Act (ADA) Compliance** – It has been determined that due to excess topography and natural features that currently exist on the Lossie Road walking trail, ADA compliance will not be required as part of this project. However, if the two parking lots are included, handicap parking spaces will be designed and constructed at one or both of the two locations according to ADA standards.
- 7.6 **Acceptance/Rejection of Submittals** – Whitewater Township reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in Whitewater Township's judgment, best serve the interest of the Township.
- Whitewater Township reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services at any time during the period of contracts which result from this RFP.
- 7.7 **Insurance and Indemnity Requirements** - The Consultant shall Indemnify defend, and save harmless Whitewater Township, its officers,

appointees, volunteers, agents, employees against all claims, losses, costs, damages, expense, and liability for bodily injury, sickness, disease, or death, or injury to or destruction of property, real or personal, arising from any work including for all negligent or intentional acts, errors, or omissions of the Consultant, or any subcontractor, supplier, employee, agent, etc. in the performance of professional services provided to Whitewater Township.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with Whitewater Township the following insurance with an insurance company acceptable to Whitewater Township and authorized to do business in the State of Michigan:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract.

Whitewater Township, its officers, appointees, volunteers, employees and agents shall be listed as an "Additional Insured"

Consultant's Professional Liability: In a limit of not less than \$1,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of Michigan

Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Whitewater Township and shall contain the provision that Whitewater Township be given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

End of Request for Proposals

Attachment B: Consulting Firms Engineering Costs Summary

Submit an itemized breakdown of costs on the separate page provided with an authorized signature.

Topographic Surveying and Mapping Services \$ _____

Wetland Delineation \$ _____

Design Development Phase Services
(Includes obtaining all necessary permits). \$ _____

Construction / Bid Document Preparation Phase Services \$ _____

Bidding and Award Phase Services \$ _____

Cost to provide basic construction compliance services,
pay out approval recommendations and all close out
Procedures. \$ _____

Total not to Exceed Design Services Costs of above \$ _____

Alternate extra cost for bridge replacement and flood plan
delineation (should it be necessary for permitting purposes). \$ _____

Alternate extra cost for design work, construction document
preparation, bidding associated with the construction of two
gravel parking lots. One at Skegemog Pt. Road and one at
Cook Road. (No more than 5 spaces at each location)
\$ _____

Firms Authorized representative Signature

DATE _____

Draft

REQUEST FOR PROPOSALS

FOR

WALKING TRAIL IMPROVEMENTS ENGINEERING & CONSTRUCTION DOCUMENT SERVICES & CONSTRUCTION ADMINISTRATION SERVICES

LOSSIE ROAD TRAIL

Whitewater Township
December 2024

Acceptance Date:

Acceptance Location:

White Water Township Hall
5777 Vinton, Road PO Box 159 Williamsburg , MI
49690

Contact:

Email: _____

Subject Line: Lossie Road Nature Trail Engineering RFP

Request for Proposals for Engineering Services for “Lossie Road Nature Trail Walking Trail Improvement”

1.0 PURPOSE

Whitewater Township is requesting proposals from consulting Civil Engineering professional design engineering services for trail work modifications on the Lossie Road Nature Trail located East of Skegemog Pt Road, west of Cook Road and North of M-72 in Whitewater Township, Grand Traverse County, MI. One firm will be selected to provide design engineering services for the project.

PROJECT DESCRIPTION

2.0

The Lossie Road Nature Trail Project, when completed, will facilitate a better user experience by mitigating existing low wet trail areas and replacing an existing walking bridge with a new wooden walking bridge across Battle Creek. This project is funded utilizing American Rescue Plan Act funding both from Grand Traverse County and the Federal Government direct.

The existing trail is located within a sixty-six-foot-wide road right of way easement. Unimproved trail head parking is located on both Skegemog Point Road and Cook Road and is not part of the primary focus/scope/ budget of this RFP request. If additional funds become available, these parking areas may be added to the project.

Critical to this project’s success is, **All work including final sign off and expenditure must be completed no later than December 31,2026.**

The conceptual design for the Lossie Road Nature Trail improvements was completed in the summer of 2024 and is here attached (Attachment A). A not to exceed budget of \$150,000 has been approved for this project with conceptual design concepts addressing both the intended goals and the financial resources allocated. However, if a more cost-effective solution to meet the intended goal can be identified, that solution would be considered by Whitewater Township PRAC and or Board.

Note: Whitewater Township reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. Whitewater Township further reserves the right to reduce the scope of work of a consultant and re-assign projects to other selected consultants and to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. Whitewater Township reserves the right to remove any or all work described above in this RFP and issue a new RFP for any portion of the work. Whitewater Township reserves the right to use any of the firms selected for any of the above work. Assignment of projects to selected consultant shall be contingent on availability of funds.

SCOPE OF SERVICES

- 3.0** Preliminary conceptual design has been completed for the trail. Work covered under this Engineering proposal will build on the design work completed to date. Consultants should provide complete design engineering services and include all necessary work for County and State permitting. Work will include, but not be limited to: Trail design modification and engineering to mitigate wet areas, topographic survey of proposed project impact areas, wetland delineation of proposed project impact areas, Flood plan delineation (If required by regulatory agencies), refined engineering for trail improvements and foot bridge replacement, Two Parking area improvements locations (if added to the project scope and priced as an alternative cost), EGLE permit submission and permit processing, final engineering for project improvements, request for construction proposal, contract document and specification development as needed to satisfy Township, County and State regulators or funding agency procurement requirements, conduct bidding of the project to satisfy Township and/or Funding Agency procurement requirements, assist Township in construction management with contractor, perform pre-construction and construction meetings as determined necessary, respond to contractor requests for information, review required submittals, manage change orders or contract items, review contractor pay request, complete final walk through and project close out duties.

Deliverables:

A. 50% Construction Document plan set

Submit two (2) sets of full size and half size plan sets at 50% Contract Documents, as well as a digital copy, to the Whitewater Township PRAC Chairperson. That construction document plan sets will be reviewed and commented on by the Whitewater Township PRAC. PRAC comments along with 50% documents will be presented to the Whitewater Township Board for their review and approval. Upon approval by the Board, the PRAC Chairperson will instruct the consultant through written communications as to what if any changes are required. The Consultant will address any questions formulated by the PRAC Committee and or Board and make appropriate changes as necessary to the 50% document plan set.

B. Final (100%) and Final Construction Document plan set

Submit two (2) sets of full size and half size plan sets at 100% Contract Documents, as well as a digital copy, to the Whitewater Township PRAC Chairperson. The construction plan sets will be reviewed by the Whitewater Township PRAC committee. Upon PRAC approval, the 100% documents will be presented to the Whitewater Township Board for their final approval. With Board approval, the PRAC Chairperson will notify the consultant in writing to move on to the next phase of the project.

C. Bid-Phase

Preparation of Bid documents, Bid Advertisement, attend pre-bid meeting, review of all bids in consultation with Whitewater Township, and determination if selected bidder is properly qualified to complete the work identified in this project.

D. Construction Management

Construction Management shall assist with Township Representative in construction management with contractors, perform pre-construction and construction meetings as determined necessary, respond to contractor requests for information, review required submittals, manage change orders or contract items, review contractor pay request, complete final walk through and project close out duties.

E. Additional Design and Coordination Services

- a) Design and coordination with the Grand Traverse County Road Commission for the parking lots on Skegemog and Cook Roads (if authorized as an alternate to the project).
- b) Coordination with Whitewater Township for the placement of access bollards.
- c) Support material for potential grant applications

4.0 SELECTION PROCESS / SCHEDULE

The selection process and schedule will be as follows:

- 4.1 Advertisement** - An advertisement for the Request for Proposals (RFP) will be published in the Record Eagle, the local builders exchange, and directly sent to professionals, as required by the Township's Purchasing Policy, available at the Whitewater Township Hall, and posted on the Whitewater Township websites: <http://www.whitewatertownship.org/>

Also, a copy of the RFP and any addendum may be obtained by writing or sending an e-mail with the subject line "*RFP Lossie Road Nature Trail Improvements*" to [Clerk clerk@whitewatertownship.org](mailto:clerk@whitewatertownship.org)

All questions regarding this project should be directed to PRAC Chairperson, Melissa Melton mammelon@gmail.com in writing or by email with the subject line "*RFP Lossie Road Nature Trail Improvements*".

In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

4.2 **Optional Pre-Proposal Site Visit** - An on-site pre-proposal meeting and walkthrough can be requested and scheduled with PRAC Chairperson, Melissa Melton. Any Pre-Proposal site visit will begin at the Cook Road entrance to the Lossie Road walking trail.

4.3 **Notification of Interest, and Inquiries/Questions**

4.3.1 **Notification of Interest / Addenda** - Upon receipt of this RFP Consultants interested in submitting qualifications must immediately notify Township Clerk by mail or email (see 4.1) in order to place the firm's name, address and contact information (including e-mail address) on a Notification of Interest list for distribution of possible addenda to this RFP.

4.3.2 **Inquiries/Questions and Deadline** - All inquiries/questions regarding this RFP must be directed to Township Clerk, by mail or email (see 4.1) and must reach the office by **time** on **Date** in order to be considered for a response. Any changes or additions to the RFP information will be emailed to each Consultant who has submitted a "Notification of Interest". Any other contact in reference to this RFP prior to the time an award decision has been made will result in the disqualification of the firm.

4.3 **Sealed Bid Proposal Submittal** - Written proposal submittals must be received by Whitewater Township no later than **time** CST on **date**. Submittals received after this deadline will not be considered.

4.3.1 **Submittal Material** - Consultants interested in providing services as described in this RFP shall submit two (2) originals of the submittal and one thumb drive of the material in digital format, in a sealed envelope labeled on the outside "**RFP for Lossie Road Nature Trail Improvements**" along with the firm name. Send or deliver submittals to:

Whitewater Township Hall
5777 Vinton Road
PO Box 159
Williamsburg MI 49690

4.4 **Selection** – One firm will be selected with a second firm being selected as an alternate. The alternate shall be used only in the event that negotiation with the first firm is unsuccessful. Firms will be notified after selection is made.

- 4.5 **Board Approval** – The Whitewater Township Board will approve the final selection based on a review of all proposals received.
- 4.6 **Contract Agreements** - A contract agreement with the selected firm will be negotiated and executed in a timely manner to get this progress rolling A.S.A.P.

5.0 SELECTION CRITERIA

The selection of a firm will be based on the qualification information exhibited in both written and graphic form in the Consultant's submittal and reference checks. Whitewater Township may require interviews and reserves the right to interview or not interview firms as it determines to be necessary. Consultant firms will be evaluated on the following criteria:

Criteria for selection:

- 5.1 **Project Team:** The make-up/description of the firm's project team. The preferred team will have walking trail and **foot bridge construction** experience. Local presence is also an important consideration in the selection process. The names of the individuals involved and the roles they will perform (principal-in-charge, project manager, landscape architect, planner/designer, engineer, etc.) will be listed. Provide a description of the qualifications and experience of the specific individuals that will be involved in the work described in this RFP, including the staff of other professional firms. Identify their experience with similar type projects. Include registration numbers of landscape architects and engineers.
- 5.2 **Design Ability, Design Excellence, and Similar Project Experience:** Firms must have experience in providing full design and construction engineering services for state and/or federal funded projects and their required design specifications. Identify any projects in the last five years with government contracting procedures. Provide a brief description of the firm's role in the project and provide a client contact person for each project.
- 5.3 **Construction Cost Control and Scheduling:** Consultants shall demonstrate their ability to prepare construction documents based on the construction budget set forth by Whitewater Township at the beginning of this process. Whitewater Township seeks to utilize sustainable design concepts and principles. The trail improvements will be designed and constructed so that future maintenance costs are minimized. Consultants are required to demonstrate an understanding of design criteria and construction techniques that might address these concerns. Describe your firm's approach/method for cost control and keeping design and construction projects on schedule. Briefly explain how costs might be controlled during design and construction.

6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Proposal Submittals should be limited to 8.5 x 11 printed sheet size, copied front and back. Submittals should be bound with one staple in top left corner. No three ring notebooks, spiral bindings, plastic covers.

Prospective Consultants shall submit two (2) copies of their proposals and one copy on a thumb drive. Each submittal should follow the requested format and be organized with tabs according to the following major categories. Addenda to submittals will not be considered.

- 6.1 **Firm Information and Project Team** – Briefly provide firm information including a description of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project manager, consulting architect/engineer, etc.) Indicate how the work described in this RFP will fit into the total workload of the firm and provide hourly rates for all team members. List license and/or certification of each individual. List any sub-consultants intended to be used and the qualifications, expertise, licensing, and/or certification.
- 6.2 **Similar Project Experience (Graphics & Narrative)** – List projects completed during the last five (5) years that demonstrate experience with projects of similar character and scope. Briefly describe each project, including function, size and scope, and current status. For each project list the key individuals, such as principal-in-charge, project manager, consulting engineer, etc., who were responsible for the work.
- 6.3 **Construction Cost Control and Scheduling** – Consultants shall demonstrate their ability to prepare design documents based on the construction budget set forth by Whitewater Township at the beginning phase of this project. Describe your firm's approach/method for cost control and keeping design and construction projects on schedule. Briefly explain how costs might be controlled during design and construction.
- 6.4 **Experience with State/Federal Funding** – The selected firm must have experience in full-service design of state and/or federally funded projects. Submit a list of the most recent projects in the last five (5) years and provide a client contact for each project.
- 6.5 **Timeline** – Provide an estimated timeline for design, permitting, Bidding/award and construction phases

6.6 **Line Item Costs** – Submit an itemized breakdown of costs on the separate page provided (See Attachment B) with an authorized signature.

Topographic Surveying and Mapping Services \$ _____

Wetland Delineation \$ _____

Design Development Services \$ _____
(Includes obtaining all necessary permits)

Construction / Bid Document Preparation Services \$ _____

Bidding and Award Services \$ _____

Cost to provide basic construction compliance services,
pay out approval recommendations and all close out
Procedures. \$ _____

Total not to Exceed Design Services Costs of above \$ _____

Alternate extra cost for flood plan delineation (should it be
Necessary for permitting purposes). \$ _____

Alternate extra cost for design work, construction document
preparation, bidding associated with the construction of two
gravel parking lots. One at Skegemog Pt. Road and one at
Cook Road. (No more than 5 spaces at each location)
\$ _____

7.0 GENERAL PROVISIONS

- 7.1 **Submittal Ownership / Costs** – Upon submission, all information becomes the property of Whitewater Township which has the right to use any or all ideas presented in any submission in response to this RFP, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by Whitewater Township.
- 7.2 **Request for Clarification** – Whitewater Township reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
- 7.3 **Collusion** – The Consultant, by submitting a proposal, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.
- 7.4 **Consideration of Proposals** – Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFP. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to Whitewater Township.
- 7.5 **Americans with Disabilities Act (ADA) Compliance** – It has been determined that due to excess topography and natural features that currently exist on the Lossie Road walking trail, ADA compliance will not be required as part of this project. However, if the two parking lots are included, handicap parking spaces will be designed and constructed at one or both of the two locations according to ADA standards.
- 7.6 **Acceptance/Rejection of Submittals** – Whitewater Township reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in Whitewater Township's judgment, best serve the interest of the Township.
- Whitewater Township reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services at any time during the period of contracts which result from this RFP.
- 7.7 **Insurance and Indemnity Requirements** - The Consultant shall Indemnify defend, and save harmless Whitewater Township, its officers,

appointees, volunteers, agents, employees against all claims, losses, costs, damages, expense, and liability for bodily injury, sickness, disease, or death, or injury to or destruction of property, real or personal, arising from any work including for all negligent or intentional acts, errors, or omissions of the Consultant, or any subcontractor, supplier, employee, agent, etc. in the performance of professional services provided to Whitewater Township.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with Whitewater Township the following insurance with an insurance company acceptable to Whitewater Township and authorized to do business in the State of Michigan:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract.

Whitewater Township, its officers, appointees, volunteers, employees and agents shall be listed as an "Additional Insured"

Consultant's Professional Liability: In a limit of not less than \$1,000,000.

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's Compensation: Meeting the statutory requirements of the State of Michigan

Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to Whitewater Township and shall contain the provision that Whitewater Township be given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

End of Request for Proposals

Attachment B: Consulting Firms Engineering Costs Summary

Submit an itemized breakdown of costs on the separate page provided with an authorized signature.

Topographic Surveying and Mapping Services \$ _____

Wetland Delineation \$ _____

Design Development Phase Services
(Includes obtaining all necessary permits). \$ _____

Construction / Bid Document Preparation Phase Services \$ _____

Bidding and Award Phase Services \$ _____

Cost to provide basic construction compliance services,
pay out approval recommendations and all close out
Procedures. \$ _____

Total not to Exceed Design Services Costs of above \$ _____

Alternate extra cost for flood plan delineation (should it be
necessary for permitting purposes). \$ _____

Alternate extra cost for design work, construction document
preparation, bidding associated with the construction of two
gravel parking lots. One at Skegemog Pt. Road and one at
Cook Road. (No more than 5 spaces at each location)
\$ _____

Firms Authorized representative Signature

DATE _____

Lossie Road Nature Trail Improvement Project - DRAFT

NOVEMBER 19, 2024

WHITEWATER TOWNSHIP

Authored by: Parks & Recreation Advisory Committee



Logo
Name

Summary Report: Lossie Road Nature Trail Improvement Project

Background

The Lossie Road Nature Trail has faced persistent challenges due to wetland areas that have caused frequent flooding and trail instability for over a decade. These wet conditions have made portions of the trail difficult to use, particularly during the spring thaw and rainy seasons, leading to erosion, trail degradation, and occasional closures. Despite these challenges, the trail has remained a popular destination for outdoor enthusiasts, and the need for improvements has become increasingly evident.

Over the past 10 years, Whitewater Township has received feedback from the community highlighting the importance of the trail as a recreational asset and a vital connection to the natural environment. In response, two separate public surveys have been conducted to gather input on trail improvements, one during the 5-year Recreation Plan and the most recent by the local ARPA survey. Both surveys consistently showed strong community support for investing in the natural trail's maintenance and improvements, with residents highly rating the need for enhancements to wet areas and bridge safety. These surveys further emphasized that the trail is a beloved resource and that improvements are seen as a key priority for maintaining its accessibility and ecological value.

Project Overview

The Lossie Road Nature Trail Improvement Project is designed to enhance the natural walking trail in Whitewater Township, Michigan, by addressing critical infrastructure needs, including improvements to wet areas along the trail, the replacement of a pedestrian bridge over Battle Creek, and addressing vehicle traffic that has contributed to trail degradation. This project aims to improve the trail's functionality, increase public safety, and ensure long-term sustainability while maintaining the natural character of the area.

Project Objectives

1. **Wet Area Improvements:** The trail has sections prone to frequent flooding and wet conditions, which can make the trail difficult to navigate and contribute to erosion. The primary goal is to address these wet areas by implementing proper drainage systems and stabilizing the trail surface, ensuring a more durable and enjoyable experience for visitors throughout the year.
2. **Pedestrian Bridge Replacement:** A key component of the project is the replacement of the pedestrian walking bridge over Battle Creek. The existing bridge is aging and poses safety concerns. The new bridge will be designed to improve safety, support increased foot traffic, and enhance access to the surrounding natural areas.
3. **Vehicle Traffic Control:** Unauthorized vehicle traffic, particularly from off-road vehicles (ORVs) and other motorized vehicles, has contributed to erosion and trail degradation. To address this, barricades will be installed at critical access points to prevent further damage from

-
- non-authorized vehicle use. At the same time, emergency access for all-terrain vehicles (ATVs) will be maintained at both the west and east trail entrances, ensuring that emergency response teams can access the trail when necessary, without disrupting improvements to the trail surface.
4. **Environmental Stewardship:** Efforts will be made to preserve the surrounding ecology while upgrading the trail. This includes minimizing disruptions to local wildlife habitats and using sustainable practices and materials in all construction and rehabilitation efforts.
 5. **Safety Enhancements:** Safety measures will be incorporated into the project, such as reinforcing the trail's path in areas prone to erosion, installing proper signage, and ensuring that the new bridge meets modern safety standards.

Project Timeline

The Lossie Road Nature Trail Improvement Project has progressed through several key stages and continues to move forward toward its planned completion.

- **Spring 2024:** The **Parks and Recreation Advisory Committee (PRAC)** conducted multiple walkthroughs with representatives from the **Michigan Department of Environment, Great Lakes, and Energy (EGLE)**, **Grand Traverse Conservation District**, and landscape engineers. These walkthroughs helped assess the trail's current conditions and informed the early planning stages of the project.
- **Summer 2024:** Based on feedback from these site visits, the Township Board hired **Gosling Czubak**, a professional engineering firm, to conduct a **preliminary engineering analysis**. This analysis will help define the scope and detailed design for the project.
- **Fall 2024:** Using the findings from the preliminary design and conceptual drawings, the PRAC will draft **Request for Proposals (RFP)** for the full engineering design. These RFPs will be reviewed and approved by the **Whitewater Township Board**.
- **Early 2025:** Once approved, the **Engineering RFP** will be released for bids. The goal is to select a qualified engineering firm and finalize the project's detailed design.
- **Late Spring 2025:** Following the selection of the engineering firm, **construction bids** will be solicited for the full-scale rehabilitation and improvements to the trail.
- **Summer 2025:** The project will move into the **construction phase**, beginning the physical work of stabilizing wet areas, replacing the pedestrian bridge, and installing vehicle barricades.
- **Spring 2026: Final completion** of the project is anticipated by **Spring 2026**, with all infrastructure improvements completed and the trail fully rehabilitated.

Per ARPA requirements, all project expenditures must be completed by **December 31, 2026**. This timeline ensures the project aligns with federal funding guidelines, providing ample time for construction and final inspections.

Key Improvements

- **Wetland Area Stabilization:** Upgrading sections of the trail that are prone to flooding by installing improved drainage systems and reinforcing the trailbed with durable, erosion-resistant materials.
- **Pedestrian Bridge Replacement:** Replacing the existing pedestrian bridge over Battle Creek with a new, more robust structure designed for increased foot traffic and better environmental compatibility.

-
- **Vehicle Traffic Control:** Installing barricades at designated access points to prevent motorized vehicle use, while maintaining **emergency access for ATVs** at both the **west** and **east** trail entrances.
 - **Erosion Control:** Stabilizing areas of the trail where erosion has been problematic, including the addition of natural barriers and reinforcements where necessary.
 - **Reinforced Trail Sections:** Improving sections of the trail where soil erosion or wet conditions have made the path unstable, ensuring a safer, more reliable walking route.

Funding & Budget

The Lossie Road Nature Trail Improvement Project is funded through a combination of federal, county, and local resources:

- **Grand Traverse County ARPA Grant Funding:** \$95,917
- **Local ARPA Funding:** \$81,258
- **Additional Local Contributions:** The remaining project costs will be covered by a combination of local funds and potential community fundraising efforts.

The total estimated budget for the project is **\$150,000**, with key expenditures directed towards construction, material procurement, environmental management, and bridge installation.

Stakeholders

- **Whitewater Township Board of Trustees:** Overseeing the project and providing local support.
- **Grand Traverse County Government:** Providing significant financial support through the ARPA funding.
- **Michigan Department of Natural Resources (DNR):** Collaborating on environmental considerations and long-term stewardship.
- **Community Organizations:** Supporting with volunteer efforts and local outreach.

Community Impact

The Lossie Road Nature Trail Improvement Project is expected to have a positive and lasting impact on Whitewater Township and the surrounding region:

- **Enhanced Recreational Experience:** With the completion of the bridge replacement and the stabilization of wet areas, the trail will provide a more consistent and enjoyable experience for walkers, hikers, and nature enthusiasts.
- **Increased Public Safety:** The new bridge, trail reinforcements, and vehicle traffic controls will improve overall safety for users, reducing the risk of accidents due to unstable terrain or hazardous conditions.
- **Environmental Preservation:** The project will help reduce erosion, protect water quality in Battle Creek, and maintain the trail's natural beauty for future generations.

Action

To proceed with the allocation of the **\$81,258 in local ARPA funding**, Whitewater Township is required to **create and vote on a resolution** to formally obligate these funds to the Lossie Road Nature

Trail Improvement Project. This resolution must be approved by the Township Board **before December 31, 2024**, in order to comply with ARPA guidelines for the proper allocation of funds. This step is critical to ensure the project moves forward without delays and that all necessary funding is secured for its completion.

Conclusion

The Lossie Road Nature Trail Improvement Project represents a significant investment in the sustainability and enjoyment of Whitewater Township's outdoor resources. With focused improvements to critical areas, such as wetland stabilization, bridge replacement, and vehicle traffic control, the project will enhance the safety, accessibility, and long-term viability of the trail. The support from Grand Traverse County ARPA funding and local ARPA funds ensures that the project will be completed successfully, benefiting both the local community and visitors to the area.

WHITEWATER TOWNSHIP PARKS &
RECREATION

11/19/2024

TO: WHITEWATER TOWNSHIP BOARD

FROM: MELISSA MELTON, PRAC CHAIR

SUBJECT: PRAC REQUESTS TO NEW BOARD

CC: BRANDON HUBBELL, TOM COSGROVE, FRAN BUTLER, AMBER VOICE, GARY BUCZKOWSKI

Draft

The Parks & Recreation Advisory Committee would like to request the following help from the board:

- 1) Recently, the previous board removed Lois from being our recording secretary. We would like to request this position get re-hired as soon as possible. PRAC did not have provisions in our by-laws or planning/resources to handle this work, nor do we feel any of our positions are currently being paid for such work.
- 2) We also do not have a township door-key, so without a recording secretary or a board liaison (of which we haven't had for several months) who has a key to the township, we no longer have access to hold our meetings at the township hall. Can we get approval for a key to be made and given to the PRAC Chairperson?
- 3)

Thank you!