

ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
October 19, 2018 8:30 a.m.

ROLL CALL:

Committee:	x	Feringa	x	Heflin	x	Heffner	x	Jenema
	x	Smith	x	Timmins	x	Wentzloff		
Advisory:	x	Kushman	x	Klingelsmith				
Staff:	x	Winter						

- A. **PUBLIC COMMENT:** none
- B. **APPROVAL OF AGENDA:** Motion to approve the agenda. Timmins, seconded by Heflin. Motion carries
- C. **INQUIRY AS TO CONFLICTS OF INTEREST:** None
- D. **CORRESPONDENCE:**
- E. **ACTION:**
1. Approve Draft Parks & Trails Minutes 09.21.18- **Motion to approve the minutes from 9/21/18. Timmins, seconded by Wentzloff. Motion carries**
- F. **OLD BUSINESS:**
1. **Bayside Park**
 - a. **Basin Planting Plans-** Ryan put in screening and rocks to stop the drains from clogging around the artesian well. Ryan is also checking on wholesale prices for plants to put in once spring comes.
Jenema bought plants for the wetland area from Grand Traverse Organics going out of business sale. Ryan will be planting these this fall.
Kristen(a friend of Karly's) gave the committee a planting plan for the artesian well area, the committee agreed with the plan.
Hefner suggested going to the supplier for the conservation district landscaping sale in the spring. Designs by nature supplies the plants for this sale, Hefner sent them the list of plants the township needs. The committee will be receiving a quote from this company also.
Heffner also talked to Suzie Snider(the past president of the friendly garden club) she recommended the Township turn in a grant application for bayside park.
 - b. **Playground Samples** (Aukerman)-Aukerman went over the 3 action items the committee asked her to get answers to at the last meeting;1) Dimensions of the EVOS equipment 2) Options to help reduce cost 3) get a hold of the children playing on the EVOS to demonstrate UA accessibility. Discussed that the township still has \$6,000 on the table to the state to get full reimbursement of the grant. Committee needs to decide which direction to move in and recommend to the board.
Aukerman and Jenema met with LSI at the park. Discussed the difference of poured in place rubber vs. wood fiber which was pointed out to be a choking hazard for small children. Jean brought up the idea of using fake turf, sighting that it has less maintenance than the poured in place rubber. It is approximately the same cost.
Original quoted cost/including wood fiber fill = \$105,445
New negotiated price \$45,164- this doesn't include the safety surface (poured surface)
Aukerman went over the other firms she reached out too.

Jean continued to work with LSI to see if there were ways to get the cost down even more after going over the budget for the park.

LSI came back with a new plan that includes cost of the poured in place rubber, Net climber(like the one at Clancy park), the wee saw or the omni spin, but the poured in place tends to wear out around the omni spin, making the wee saw a better choice.

Cost of the wee saw = \$9,350 or \$7,950, using the stock limon color.

Cost of Net climber = \$20,405

Using a base that is 28x28 instead of 40x40

Aukerman also pointed out that the township still needs to budget for surface prep and possible tree removal or trimming.

Discussion followed about the equipment and colors of the equipment, the township needs to buy and take delivery of the equipment before the end of the year or the prices go up 3%.

Motion - To pursue a grant for an eclipse net climber and a wee saw, for \$45,000

Motion Wentzloff 2nd, Smith

Motion carries

Alternative colors to look at for the playground equipment, Dune, cool silver matte. Jean is asking for color samples.

- c. **Park Swing Donation-** Linda Kaleita came in to talk about donating a swing in memory of her deceased husband, Phil Weeks. She would like to find a safe, no maintenance swing. She referenced the swings in Frankfort. She would like to spend about \$2,000 that is the cost of the one in Frankfort.

Consensus of the committee is to put the swing in North bayshore. Winter suggested that we find a place for the swing down by where the sidewalk comes out of the woods where the mobi mat comes down.

Motion- Timmins, 2nd. By Heflin - Motion to support a swing with a coordinating color pallet, for the best placement of the swing in north bayside park.

Motion carries

Winter will call the Wabash company to get the specs.

2. Trail Updates

a. Acme Connector Trail

i. **Holiday Inn Express License** - Kushman gave an update. Oct. 9th. Jeff Jocks provided the license, Kushman presented it to the Holiday Inn owners the same day. He hasn't heard back yet and will be reaching out next week.

ii. **Community Growth Grant** Winter- the township submitted and was awarded the grant for trail engineering. Township had asked for \$25k, the township received \$20K Total the township has for engineering is \$45k. The township is ready to put out an RFP for the engineering work for the Acme connector trail. Jeff has already reviewed the RFP and his changes have been incorporated. There was a question about kiosks. Winter made the appropriate changes. RFP will be an open bid. It will be put out by the end of the day.

Discussed how the park and trail committee would review the RFP. The RFP will be due December 13th. Time to be determined.

Discussed who would be overseeing the project. To be determined.

Kushman brings up that TART would like the connector trail to serve as an interim connector of the TVC 2 CHX trail because there is nothing yet along the lakeshore, this would open the possibility for different funding. The committee agreed that we all thought this would section would serve that purpose.

iii. **Review for Engineering-**

- b. **TVC 2 CHX Trail** (Kushman)- Stakeholder meeting will be Nov 1st. By invite only. Public review will be Dec. and Jan.

Motion Feringa, seconded by Timmins ; to support the RFP with the change of language Pg.3 deliverable 3.

i. Engineering Project Update

3. **Park System Signage** -No action
4. **Art In The Park**- No Action
5. **Bayside Park Dedication Ceremony**- No action

G. NEW BUSINESS:

1. **Parks Master Plan Update** (Klingelsmith)- Winter introduced Carrie Klingelsmith from Beckett and Raeder. She is helping go over the master plan and master park plan. Discussion of survey questions followed. Went over survey results. The committee will review the final finding when Carrie has finished putting them together and review them before the December meeting.

H. PUBLIC COMMENT

ADJOURN:Motion to adjourn 11:01 Timmins, second Heflin.



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6042 Acme Road, Williamsburg MI 49690
October 19, 2018 8:30 a.m.

ROLL CALL:

Committee:

	Feringa		Heflin		Heffner		Jenema
	Smith		Timmins		Wentzloff		
Advisory:	Kushman		Klingelsmith				
Staff:	Winter						

A. PUBLIC COMMENT:

B. APPROVAL OF AGENDA:

C. INQUIRY AS TO CONFLICTS OF INTEREST:

D. CORRESPONDENCE:

E. ACTION:

1. Approve Draft Parks & Trails Minutes 09.21.18

F. OLD BUSINESS:

1. Bayside Park
 - a. Basin Planting Plans
 - b. Playground Samples (Aukerman)
2. Park Swing Donation
3. Trail Updates
 - a. Acme Connector Trail
 - i. Holiday Inn Express License
 - ii. Community Growth Grant
 - iii. Review RFP for Engineering
 - b. TVC 2 CHX Trail (Kushman)
 - i. Engineering Project Update
4. Park System Signage
5. Art In The Park
6. Bayside Park Dedication Ceremony

G. NEW BUSINESS:

1. Parks Master Plan Update (Klingelsmith)

H. PUBLIC COMMENT

ADJOURN:



MEMORANDUM

Planning and Zoning

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: www.acmetownship.org

To: Parks & Trails Committee
From: Shawn Winter, Planning & Zoning Administrator
CC: Carrie Klingelsmith, Linda Kaleita, Jean Aukerman
Date: October 17, 2018
Re: October 19, 2018 Parks & Trails Committee Meeting

Below is summary of some agenda items to be covered during this week's meeting.

Bayside Park

Basin Planting Plan

Kristin Trojanowski, a landscape architect and Karly's friend, volunteered her services to create a schematic planting plan (enclosed) for the wet basin south of the great lawn. The plan incorporates stone dams around the inlet pipes to slow the water and allow sediment to settle, and a variety of species distributed throughout the basin. Ryan Lamott, the Township's maintenance employee, has been contacting local nurseries for price quotes based on the plan. We will need to discuss a date this fall for installing the plantings, especially if we intend to use student volunteers from Elk Rapids. Another option Ryan is exploring is to have the desired plants grown over the winter and then installed in the spring. He has a wholesaler he has worked with in the past that he is contacting for prices. This may provide a lower cost to the Township and avoid a potentially high mortality rate given the late point we are in the season.

Playground Samples

Trustee Jean Aukerman has been researching different playground equipment options in conjunction with her funding efforts. She asked to include the Grand Traverse County community survey used to drive the design effort for the new playground at the Civic Center. She feels the survey results will be helpful in considering our needs and design. She will be bringing playground proposals complete with photos and cost estimates for the Committee to consider.

Park Swing Dedication

Linda Kaleita, known formerly to the Committee as Linda Weeks, followed up with me about her desire to donate a swing for the park. For those that may not have been around when she first approached the Committee, Linda was impressed by the large (adult-sized) swings her and her late husband used along the shores of Lake Champlain and wanted to donate one in his memory to our parkland along the bay. She recently came across an example at the beach in Frankfort that she liked and was within her price range. That manufacturer is Wabash Valley out of Silver Lake, Indiana. You can view their products at <http://www.wabashvalley.com/Store-Accessories/Swings/P-SP300>. Linda was specifically interested in the round support bars and slated surface. The manufacturer does offer a number of colors and sizes that

can be explored. The Committee will need to discuss if it still desires to accept such a donation, where the appropriate location would be, and what design would best fit that location. It can be a balancing act sometimes between graciously accepting the kindness and generosity of those willing to make donations to our parks, and not allowing donations to drive the design and planned use of the parks. Failing to find this balance can lead to a park system that lacks a cohesive identity and instead yields a hodge podge of mismatched elements.

Trail Updates

Acme Connector Trail

Counsel reviewed the trail license agreement for the Holiday Inn Express property and approved the form and language. Chris Kushman has distributed the document to the ownership entity and is awaiting their signature.

The Township was awarded the Community Growth Grant in the amount of \$20,000 for the design and construction engineering of the Acme Connector Trail from Bunker Hill Rd to eastern boundary of Dan Kelly's property. This grant, combined with the \$10,000 committed by TART Trails and \$15,000 award by a Tribal 2% grant provides a budget of \$45,000 for the engineering project. The grant application has been included in the packet for reference to the scope of work and budget estimates.

The Township has signed a grant agreement with Networks Northwest who will be administering the funds. The following timeline was created to guide the process:

Date	Task
October 19, 2018	P & T Committee reviews RFP, recommends approval to Board
November 13, 2018	Board reviews and approves RFP
November 15, 2018	RFP goes out for bid
December 15, 2018	Bids due – open review, select engineering firm
January 1, 2019	All contracts signed, work begins
May 1, 2019	Estimated engineering completion date

The schedule is aggressive and may need to be adjusted once a firm is selected. The first step for the Committee will be to review the RFP and recommend approval to the Board. Once the Board approves sending the RFP out for bid the submittals will need to be reviewed. I feel it would be most appropriate to have that review conducted by this Committee who then makes a recommendation to the Board. TART Trails recently worked with the Elk Rapids trail team to select their current engineering firm and could help guide us through the process.

Traverse City to Charlevoix Trail

Chris Kushman will be present to provide an update on the engineering work from Prein & Newhoff on the Acme to Elk Rapids trail segment. There will be a stakeholder advisory group meeting on November 1

in Elk Rapids. This group will consist of the local agency group and identified stakeholders along the potential trail alignments.

Park System Signage

The design work for the unified park system signage has been completed. The next step will be for the Board to budget the funds for the new signage. As is practice, the item will remain on the agenda for tracking until the work is completed.

Art In The Park

The Art In The Park effort will be coordinated with Parks & Recreation Plan update.

Bayside Park Dedication Ceremony

The effort to plan the park dedication ceremony in May will begin in earnest in November.

Parks Master Plan Update

Carrie Klingelsmith of Beckett & Raeder will be in attendance to guide a discussion on the Acme Parks Plan update. Carrie works for the firm out of the Petoskey office and has a long career of recreational planning, programming and management. She will provide an overview of the survey participation, with the analyzed results forthcoming. The main focus of the discussion will be on the Committee's goals and objectives in the plan. Please review the current plan to understand where we are coming from, and be prepared to present any recommendations you may have. The plan can be reviewed online at:

https://www.acmetownship.org/uploads/2/4/3/0/24300134/acme_parksmasterplan_2014.pdf

Carrie's goal is to have the plan draft completed by the end of November so it can go out for the mandated 30-day review period. Once complete, the Board will need to adopt the plan in January so it can be posted to the state's website by February 1, 2019.

ACME TOWNSHIP PARKS & TRAILS MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
September 21, 2018 8:30 a.m.

ROLL CALL:

Committee:	x	Feringa	Excused	Heflin	x	Heffner	x	Jenema
	x	Smith	x	Timmins	x	Wentzloff		
Advisory:		Heinert		Krogulecki	x	Kushman		
Staff:	Excused	Winter						

- A. **PUBLIC COMMENT:** none
- B. **APPROVAL OF AGENDA:** Motion to approve the agenda Timmins 2nd. By Feringa, motion carries.
- C. **INQUIRY AS TO CONFLICTS OF INTEREST:** none
- D. **CORRESPONDENCE:** Read Heffner's email about the playground.
- E. **ACTION:**
1. Approve Draft Parks & Trails Minutes 08.17.18 Motion by Timmins 2nd. By Heffner to approve the park and trails minutes from 8/17/18. Motion carries
- F. **OLD BUSINESS:**
1. **Bayside Park Updates**
 - a. *Directional Signage* - according to DNR requirements the sign package went out to bid. Still working on the main park sign design.
Heffner brought up the TART trail/driveway area off Shore rd. that needs better distinction so that cars don't mistake the trail for the driveway. Discussion followed all were in agreement that a better distinction was needed.
 - b. *Bike Racks-*
 - c. *Basin Planting Plans-* Some confusion on the planting plan for where the area of the where there is standing water artesian well. A wetland garden is needed. Jenema had heard that Sharma was working on a plan but was not sure how that plan was going. Discussion followed as the planting needs to happen soon. Wentzloff offered to reach out to a friend of hers who is a landscape architect.
Heffner talked to the friendly garden club in Traverse City they are interested in helping in the park and have grant money available.
Aukerman discussed playground ideas with the committee- She brought pictures from a playground Heffner had recommended looking at for ideas. Discussed poured rubber vs. wood fiber for the playground surface.
 2. **Trail Updates**
 - a. *Acme Connector Trail* Kushman talked about the letters of commitment that TART and the township have in hand; Peace of victory church, Dan Kelly and Samaritas.
 - i. Holiday Inn Express License Holiday Inn has approved a 20 year license. The township is waiting on Jeff Jocks to review the document. Jenema will bring it up at the Oct. board meeting.
 - ii. Community Growth Grant- Winter submitted the grant, the money the township received from the 2% grant and TART will serve as the match. The grant was

written for the connector trail from the railroad tracks to the VGT property.

- b. *TVC 2 CHX Trail* - Kushman- the August open house had a big turn out. Prein and Newhof have completed the preliminary assessment and are putting together a presentation.

Jenema talked about traffic calming measures like striping crosswalks, the crosswalks in front of the Cincinnati museum were referenced.

Feringa said the township would have to talk to MDOT about options.

3. **Park System Signage** - no action

4. **Art In The Park** - Smith encouraged the committee to go online and check out the pearl street mall in Boulder, CO. to see ideas on how fountains are used as art.

5. **Bayside Park Dedication Ceremony**- Winter reached out to the ABA to discuss the “makers market” idea. He will be talking to them more after the fall festival.

G. **NEW BUSINESS:**

1. **Parks Master Plan Update** – Survey Distributed- Discussed putting it in the ticker,
2. **GTRLC Trail Building Workshops**- happening now at the wintergreen trail by Saylor park, in Oct. they will be working on the Yuba overlook trail.
3. **Park Maintenance Plan and Revenue Options**- Jenema is working with Ryan and Shawn. Discussion of a written document for daily/weekly responsibility checklist. Discussion on best future funding will also be discussed.

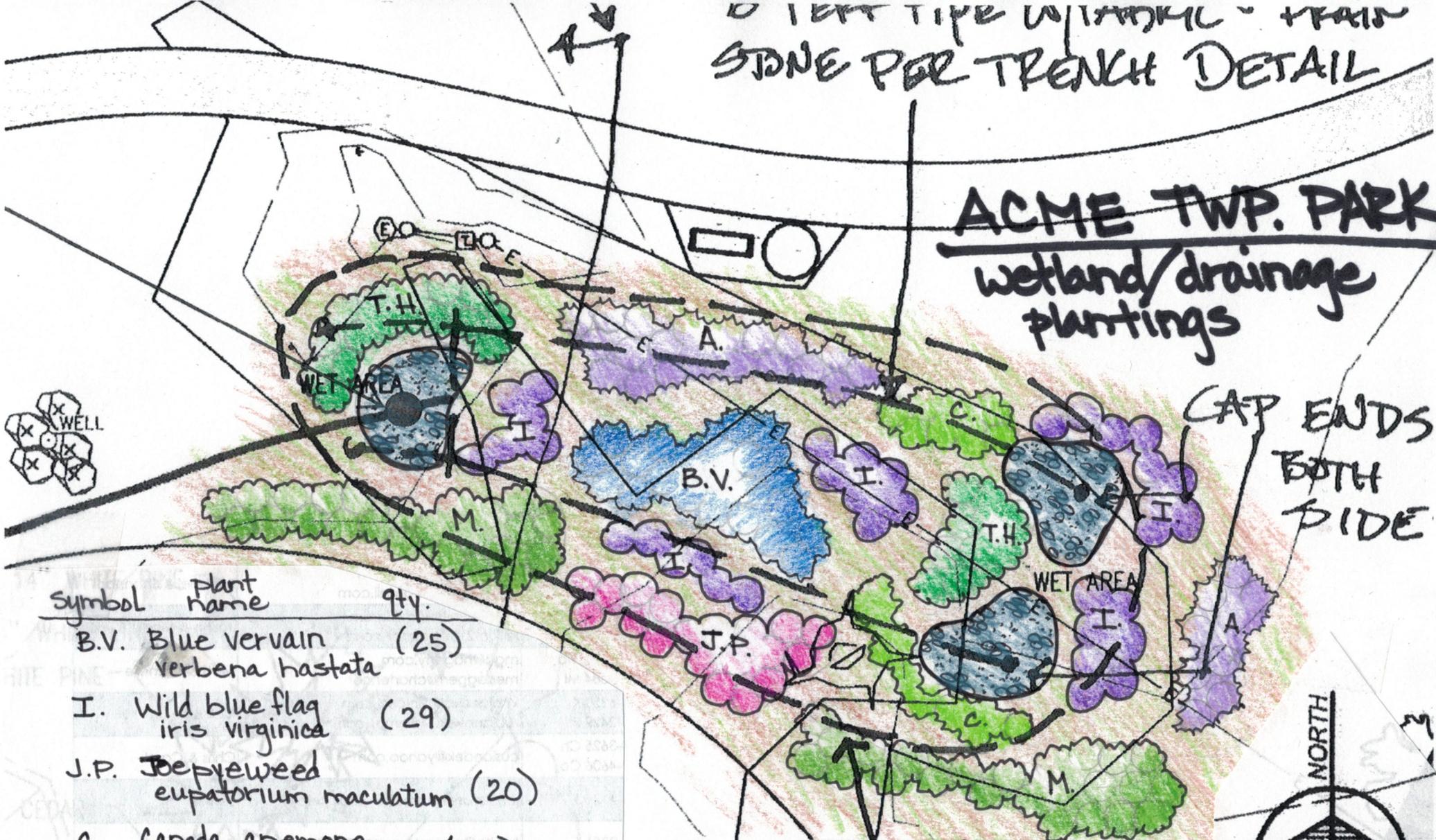
H. **PUBLIC COMMENT** Jean Aukerman introduced Claudia Fry to the committee.

ADJOURN: 10:35 Motion to adjourn Timmins 2nd. By Heffner. Motion carries

LEFT SIDE WITHINIC - TRAIN
STONE PER TRENCH DETAIL

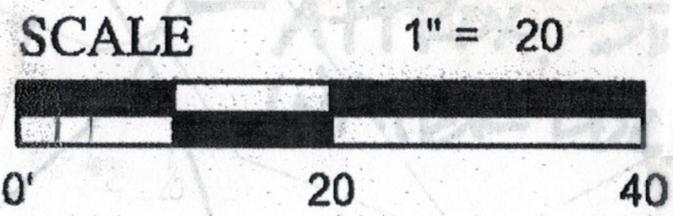
ACME TWP. PARK

wetland/drainage plantings



CAP ENDS
BOTH
SIDE

Symbol	Plant name	Qty.
B.V.	Blue Vervain <i>Verbena hastata</i>	(25)
I.	Wild blue flag <i>iris virginica</i>	(29)
J.P.	Joepyeweed <i>eupatorium maculatum</i>	(20)
C.	Canada anemone <i>anemone incarnata</i>	(20)
M.	Swamp. milkweed <i>asclepias incarnata</i>	(50)
A.	New England aster <i>aster novae-angliae</i>	(30)
T.H.	Turtlehead <i>chelone glabra</i>	(32)

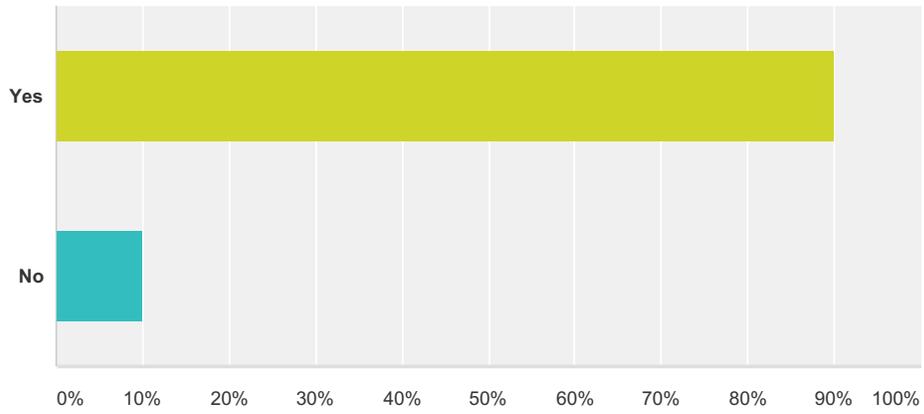


WET AREA

KTLA DESIGNS
231.883.6350

Q1 Are you a Grand Traverse County resident?

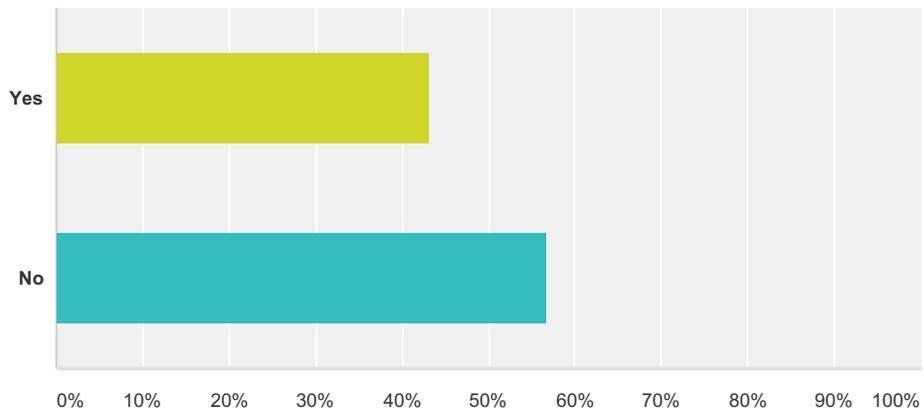
Answered: 990 Skipped: 10



Answer Choices	Responses
Yes	89.90% 890
No	10.10% 100
Total	990

Q2 Do you live within the city limits of Traverse City?

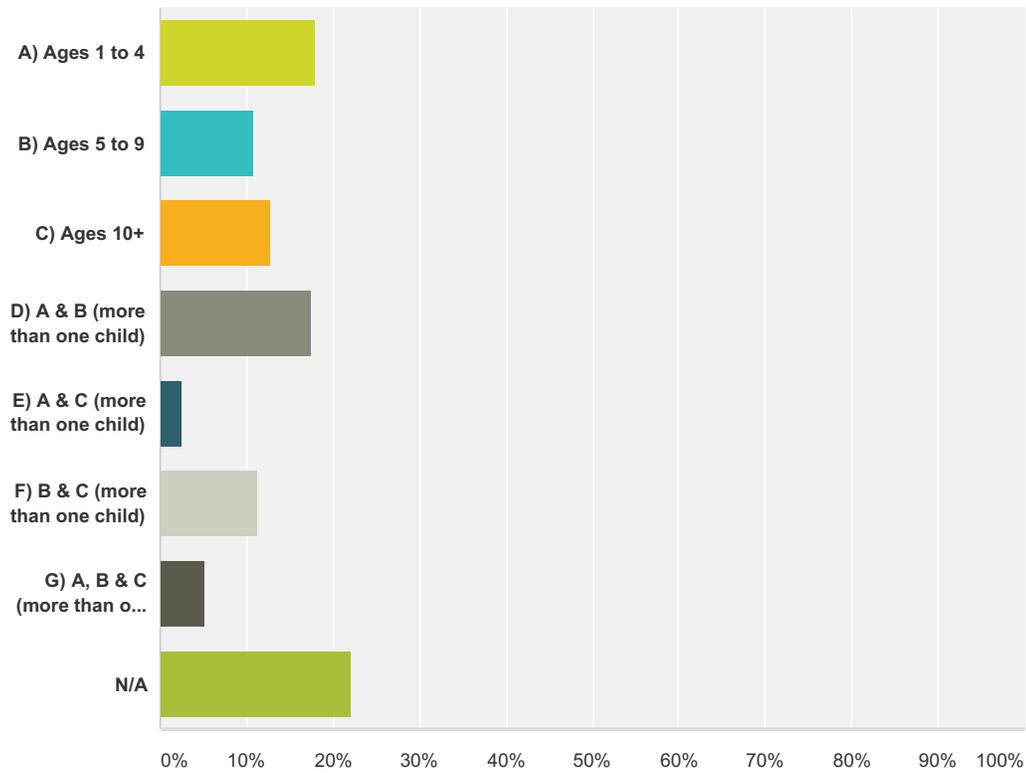
Answered: 995 Skipped: 5



Answer Choices	Responses
Yes	43.12% 429
No	56.88% 566
Total	995

Q3 What ages are the children in your household?

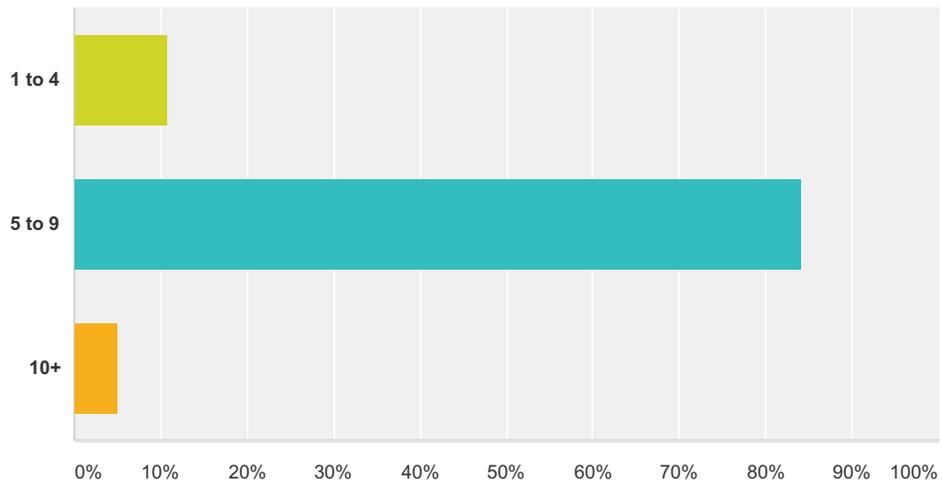
Answered: 994 Skipped: 6



Answer Choices	Responses	
A) Ages 1 to 4	17.91%	178
B) Ages 5 to 9	10.76%	107
C) Ages 10+	12.68%	126
D) A & B (more than one child)	17.51%	174
E) A & C (more than one child)	2.52%	25
F) B & C (more than one child)	11.27%	112
G) A, B & C (more than one child)	5.13%	51
N/A	22.23%	221
Total		994

Q4 For what optimal age range should the playground be designed?

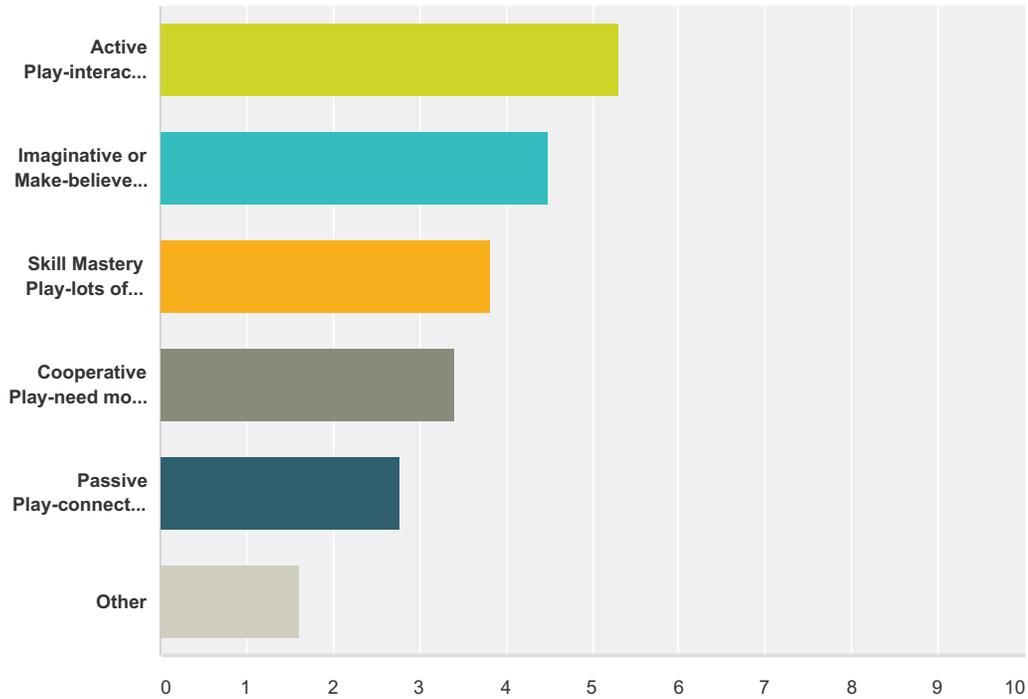
Answered: 978 Skipped: 22



Answer Choices	Responses
1 to 4	10.94% 107
5 to 9	84.05% 822
10+	5.01% 49
Total	978

Q5 Please rank the types of play listed below in order of importance to you, 1 being most important and 6 being least important.

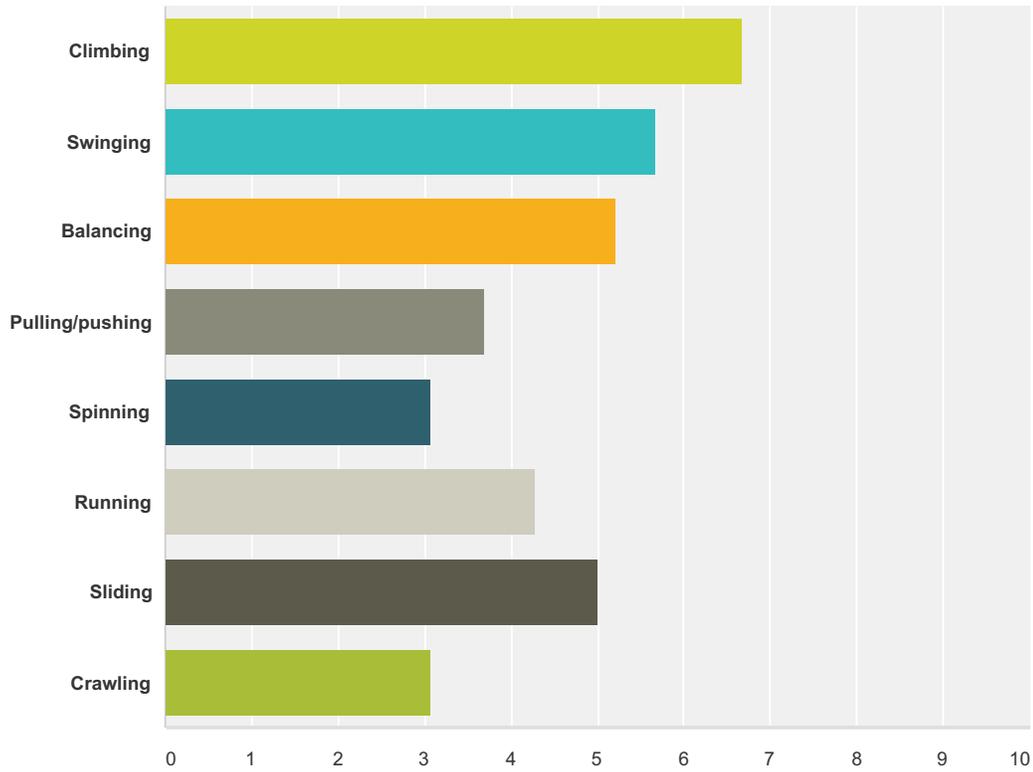
Answered: 951 Skipped: 49



	1	2	3	4	5	6	Total	Score
Active Play-interacting with objects and others	61.53% 523	22.24% 189	7.41% 63	4.71% 40	2.71% 23	1.41% 12	850	5.31
Imaginative or Make-believe Play	22.71% 196	34.88% 301	22.48% 194	12.05% 104	4.29% 37	3.59% 31	863	4.49
Skill Mastery Play-lots of repetition, sense of accomplishment	9.78% 85	19.79% 172	30.26% 263	26.01% 226	11.28% 98	2.88% 25	869	3.82
Cooperative Play-need more than one person interacting	5.29% 47	14.75% 131	25.56% 227	30.29% 269	18.02% 160	6.08% 54	888	3.41
Passive Play-connectedness	2.88% 26	8.41% 76	13.94% 126	18.36% 166	50.77% 459	5.64% 51	904	2.77
Other	5.51% 32	1.89% 11	2.75% 16	4.99% 29	6.37% 37	78.49% 456	581	1.60

Q6 Please rank the types of physical play activities listed below in order of importance to you, 1 being most important and 8 being least important.

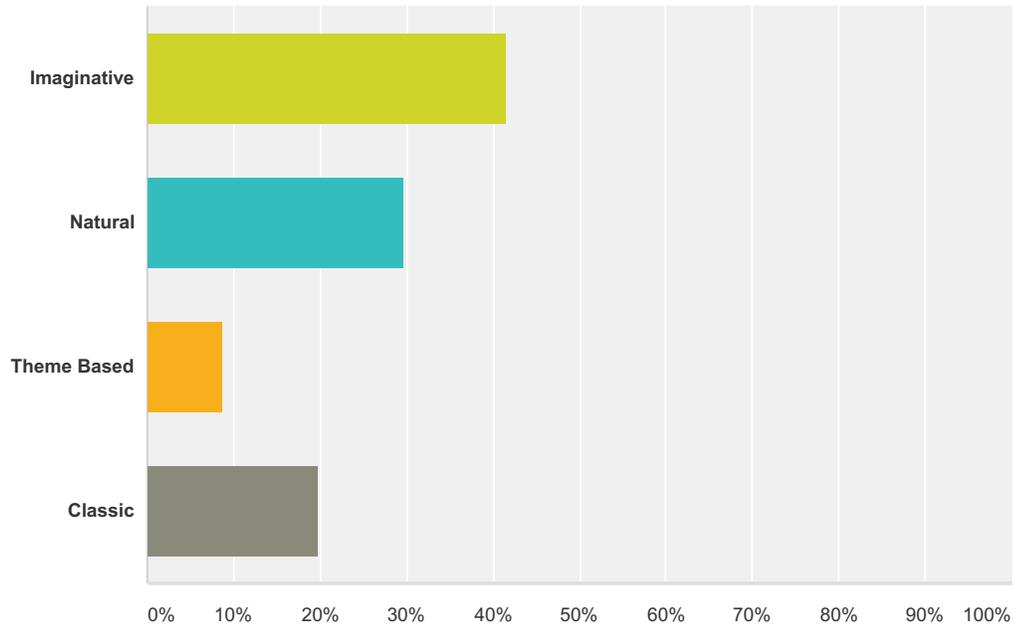
Answered: 936 Skipped: 64



	1	2	3	4	5	6	7	8	Total	Score
Climbing	46.55% 398	19.53% 167	14.85% 127	8.07% 69	3.86% 33	2.69% 23	2.34% 20	2.11% 18	855	6.69
Swinging	17.06% 145	22.24% 189	21.53% 183	13.76% 117	10.82% 92	7.88% 67	4.00% 34	2.71% 23	850	5.68
Balancing	9.43% 81	18.86% 162	20.14% 173	18.16% 156	13.27% 114	10.94% 94	6.52% 56	2.68% 23	859	5.21
Pulling/pushing	1.87% 16	5.62% 48	10.07% 86	13.70% 117	20.37% 174	19.32% 165	18.27% 156	10.77% 92	854	3.70
Spinning	2.42% 21	4.03% 35	5.76% 50	9.45% 82	13.25% 115	18.32% 159	22.81% 198	23.96% 208	868	3.07
Running	13.08% 115	9.90% 87	10.47% 92	11.60% 102	11.26% 99	15.59% 137	13.88% 122	14.22% 125	879	4.29
Sliding	11.88% 106	18.83% 168	14.13% 126	16.48% 147	12.44% 111	10.09% 90	12.00% 107	4.15% 37	892	5.02
Crawling	3.77% 34	4.87% 44	6.42% 58	9.63% 87	12.74% 115	13.18% 119	16.28% 147	33.11% 299	903	3.07

Q7 What style of playground would you like to see developed at Grand Traverse County's Civic Center Park in Traverse City?

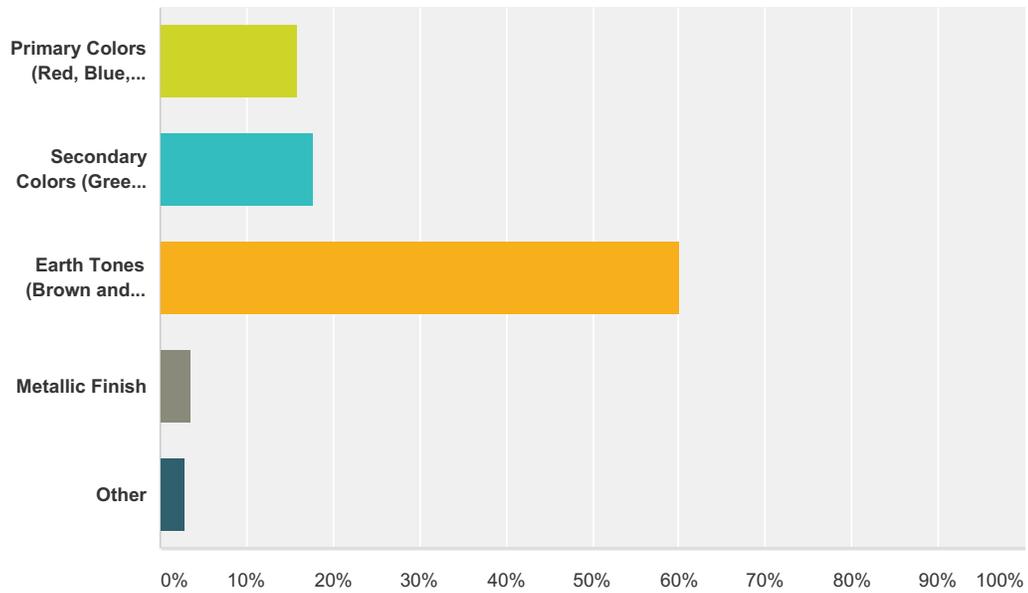
Answered: 992 Skipped: 8



Answer Choices	Responses
Imaginative	41.63% 413
Natural	29.74% 295
Theme Based	8.87% 88
Classic	19.76% 196
Total	992

Q8 What color theme should the play equipment be? Please select one from the choices below.

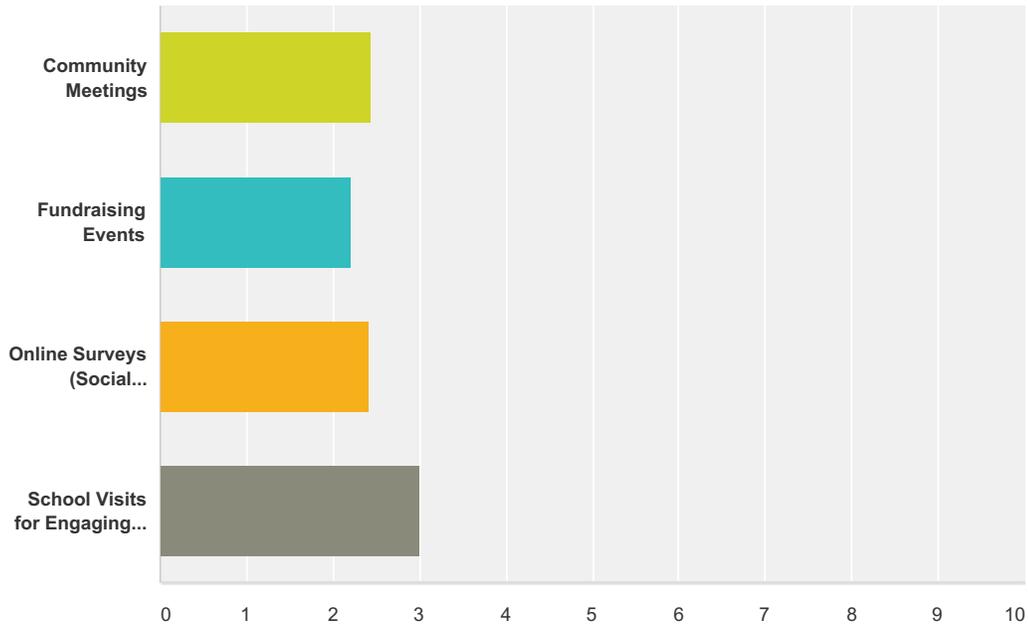
Answered: 986 Skipped: 14



Answer Choices	Responses
Primary Colors (Red, Blue, Yellow)	15.92% 157
Secondary Colors (Green, Purple, Orange)	17.65% 174
Earth Tones (Brown and Greens)	60.04% 592
Metallic Finish	3.55% 35
Other	2.84% 28
Total	986

Q9 Please rank in order of importance to you, the type of community involvement in this project that you would like to see, with 1 being most important and 4 as least important.

Answered: 930 Skipped: 70



	1	2	3	4	Total	Score
Community Meetings	20.88% 180	27.84% 240	26.80% 231	24.48% 211	862	2.45
Fundraising Events	13.31% 115	24.54% 212	32.41% 280	29.75% 257	864	2.21
Online Surveys (Social Media/Parks and Recreation Website)	23.34% 204	24.83% 217	22.08% 193	29.75% 260	874	2.42
School Visits for Engaging Youth with the Planning Process	45.55% 409	23.83% 214	16.93% 152	13.70% 123	898	3.01

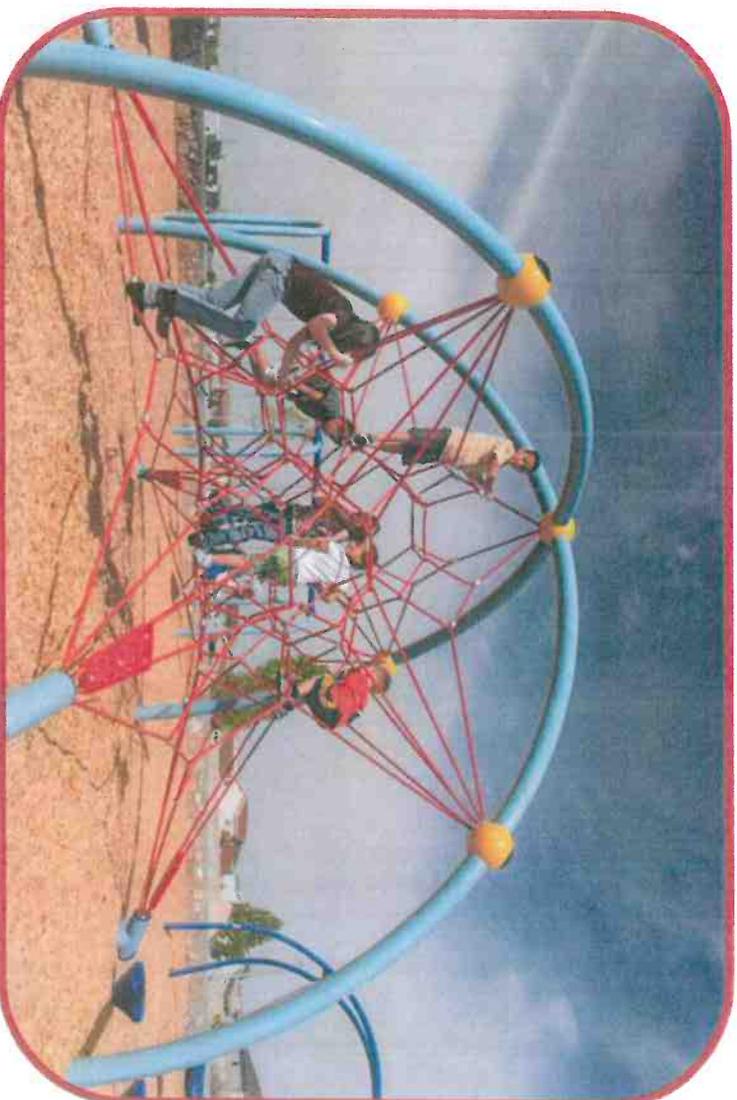
To: Parks & Trails Committee Members
 For: Meeting on Friday, October 19, 2018
 From: Jean Aukerman

Supplier: LSI (Landscape Structures, Inc.) Regional Dealer: Panchura Sales Contact: Carl Pietila; Brighton, MI

Item	Age Range	UA	Skills Engaged	Cost	Total
1. Eclipse Net Climber	5 - 12	Yes	- Sensory - Motor - Cognitive - Social	\$20,405 or \$13,870 with Limon stock arches	\$13,870
2. WeeSaw	2 - 12	Yes	Info to come	\$9,350 or \$7,950 using stock Limon pieces	7,950
3. OmniSpin	2 - 12	Yes	Info to come	\$7,210 or \$6,125 using stock Limon pieces	*
4. Poured-in-Place Rubber Safety Surface	All	Yes		\$9,408 (est: 28' x 28' = 784 sq. ft @ \$12/sq. ft.)	9,408
5. Installation				\$2,000 est for "Community Build" (vs. \$9,000 for professional install team)	2,000
6. Freight				Included in purchase price	---
					\$33,228
Additional Site Work: Surface Prep Work Tree Trimming					
				NOTE: Add 3% if delivered in 2019	

* Not included in \$33,228 total. Consider for future phase.

Eclipse® Net Climber



Sensory Systems Engaged	Motor Skills	Cognitive Skills	Social Skills
Vestibular + Tactile Proprioception Visual	Agility, Balance, Coordination, Endurance, Cardiovascular, Flexibility, Motor Planning, Core, Upper & Lower Muscle Strength	Problem Solving	Cooperation Social Skill Development Imaginative Play

The Eclipse Net Climber challenges children to constantly respond to their own movements as well as the movement of other children climbing on the net. This improves their balance, flexibility and motor coordination. Children are challenged to climb in an infinite number of ways as they move all around this unique net climber. For those who use wheelchairs and have upper body strength they can pull themselves up into the netting and rest on the different belt seats found at different levels in the structure.





Michigan Regional Prosperity Initiative:

Community Growth Grant

Applicant: Acme Township
6042 Acme Rd
Williamsburg, MI 49690

Project: Acme Connector Trail
Design and Construction Engineering

Contact: Shawn Winter, Planning and Zoning Administrator
swinter@acmetownship.org
231.938.1350

Submitted To: Kathy Egan, Community Planner
Networks Northwest

Submitted On: September 7, 2018

Applicant: Acme Township

Project: Acme Connector Trail – Design and Construction Engineering

Request: \$25,000

I. Purpose Statement

Acme Township is seeking a Community Growth Grant through the Michigan Prosperity Initiative in the amount of \$25,000 to conduct the necessary engineering work for a new non-motorized trail known as the Acme Connector Trail (“ACT”). The ACT is an Acme-driven initiative that will create an approximately 1.25 mile trail that extends from the existing Traverse Area Recreation and Transportation (“TART”) Trail to the Grand Traverse Town Center. This extension will provide meaningful connections to the heart of Acme’s business district and recreational assets by providing access for residents and visitors alike. Additionally, the ACT will serve as part of a larger regional trail network connecting communities in northwest Michigan.

II. Background and Need

Acme residents and business owners have emphasized again and again their strong desire to have meaningful non-motorized connections in the community. The concept of the ACT was created through numerous planning exercises that have prescribed its implementation in one iteration or another in the goals and objectives of the township’s adopted plans. The engineering for non-motorized trails is often not covered by grants traditionally used for their construction and represents a significant cost hurdle for rural communities such as Acme. By securing the necessary funds for the engineering work, Acme will be able to overcome this hurdle that often halts similar projects in their earliest stages and will yield a shovel-ready plan that can be used to pursue additional grant funding for the implementation of the trail.

III. Project Goals and Objectives

The goal of this project is to provide meaningful non-motorized connections to residents and visitors alike between identified points of interest in Acme Township. The current TART Trail network extends from Traverse City and terminates near Acme’s southern border at Bunker Hill Rd. The location of the trail’s current terminus prohibits meaningful, connected access to it by most residents and patrons of the community’s local businesses. By extending the trail network through the ACT, Acme aims to increase the economic vitality of existing business while attracting new investment into the community, create opportunities for improved physical and mental wellness through recreation, connect desired points of interest, and provide equitable transportation options.

IV. Participant Information

Acme Township is a general law township in Grand Traverse County governed by a Board of Trustees. The Board receives recommendations for approval on projects by the Planning Commission and Parks and Trails Committee. A member of the Board sits on the Planning Commission, and one member of the Board and three members of the Planning Commission sit on the Parks and Trails Committee to ensure continuity of projects and consistency with planning goals and objectives. Being a rural township, the full-time staff is limited to two individuals: an administrative assistant and a planning and zoning administrator. Any lack of capacity presented by a limited staff is overcome by numerous dedicated and engaged citizens.

Acme’s primary partner in this particular effort is TART Trails who sits on the Parks & Trails Committee in an advisory role. The planning and zoning administrator serves as the project liaison, coordinating between the Parks and Trails Committee, the Board, and TART Trails. Other participants include the

property owners and government agencies with land holdings where the ACT is proposed, including Holiday Inn Express, Feast of Victory Lutheran Church, Samaritas Senior Living, MDOT, and the Grand Traverse County Road Commission.

V. Project Area

The project area for the ACT extends from the current TART Trail terminus across Bunker Hill Rd along the MDOT railroad right of way. It will turn northwest once reaching the Holiday Inn Express parcel and traverse the property to their entrance along Mt. Hope Rd. This portion will be a separated non-motorized trail and the township is currently in the process of executing a license agreement for the trail alignment through the hotel’s property.

From there the ACT will follow Mt. Hope Rd to the joint entrance between Feast of Victory Lutheran Church and Samaritas Senior Living. This section will initially be a shared road identified with sharrow pavement markings and signage to communicate the presence of people walking and biking within the right of way. The goal is to separate the trail from the roadway at the time development occurs on the adjacent properties.

The ACT will become a separated non-motorized trail again as it heads east between the Feast of Victory Lutheran Church and Samaritas Senior Living. Acme has received signed letters of commitment from both property owner for this project. Once the ACT reaches the back of the Samaritas property it will cross Acme Creek and enter the approved Koti planned development (formerly the Williamsburg Dinner Theatre). This approval included a condition for the ACT’s alignment to the eastern edge of the property, which represents the extent of the scope of work for this grant request. The terminus of the trail at this location will connect with two trail easements on the Grand Traverse Town Center’s property as identified in Section IX. A map of the project area has been included as Attachment A.

VI. Project Commitment

The estimated total project cost to engineer the ACT is approximately \$50,000. Acme has secured \$25,000 in funding for the project to date. This represents 50% of total project costs committed by the township combined with the other 50% in the amount of \$25,000 requested in this grant application.

VII. Project Budget and Narrative

The conceptual alignment of the ACT was prepared by Gosling-Czubak Engineering and included estimated construction costs. Design and construction engineering costs were then derived by applying standardized percentages of the construction costs at 2.8% and 12%, respectively. The table below illustrates the project budget followed by funding sources.

Facility Type	Length / Count	Unit Cost	Construction Cost	Design Engineering (2.8%)	Preliminary Engineering (12%)
Shared-Use Separate Path	0.6 mi	\$300,000 / mi	\$ 180,000	\$ 5,040	\$21,600
Shared Roadway	0.6 mi	\$ 12,000 / mi	\$ 7,200	\$ 202	\$ 864
Boardwalk	170 lf	\$ 700 / lf	\$ 119,000	\$ 3,332	\$ 14,280
Bridge	1 bridge	\$ 30,000	\$ 30,000	\$ 840	\$ 3,600
Total	1.25 mi		\$ 336,200	\$ 9,414	\$ 40,344

Design & Construction Engineering Total:	\$ 49,758
<u>Secured Funding Total:</u>	<u>\$ 25,000</u>
- Acme Township (2% Grant):	\$ 15,000
- TART Trails:	\$ 10,000
<u>Requested Funding Total:</u>	<u>\$ 25,000</u>
- Community Growth Grant:	\$ 25,000

VIII. Innovation

Bike and pedestrian infrastructure that is safe, accessible and equitable is not a new innovation in and of itself. What is new is a better understanding of the impact of such infrastructure on communities large and small. Whereas bike and pedestrian infrastructure has been traditionally viewed as a component of denser urban development settings, it is now understood that even more rural communities can receive the same myriad of benefits. In addition to sidewalks, non-motorized trails are an excellent fit for rural communities where bike lanes are simply not justified, and land for trail alignment is often still available. The connections between residents, local businesses and other point of interest created by trails can help direct the future development patterns along their alignment in a stronger, more economically feasible manner. In doing so, the development pressures of urban sprawl that often threaten rural communities without a long-established town center can be mitigated.

IX. Inclusion in Adopted Plans

The Acme Shores Placemaking Plan (2012), the Acme Township Parks Master Plan (2014) and the Acme Township Community Master Plan all include some iteration of the Acme Connector Trail in their goals and objectives. The community survey used as part of the public input process for the Acme Township Parks Master Plan and Acme Township Community Master Plan revealed that 89% of participants reported some degree of usage of the existing trail network, with 20% indicating they use the trail at least once a week. Moreover, the survey reported that 80% of participants strongly or somewhat agreed that Acme should develop trail connections, with 47% reporting that non-motorized trails were their first choice that Acme Township should plan and develop. Since the adoption of these plans, community members have continued to advocate for the implementation of this project. As a result, the Board of Trustees unanimously approved a resolution of support for the ACT in August 2016 as the community’s top trail priority. The implementation of the ACT will also serve as the foundation to implement other planned trail developments:

Grand Traverse Town Center

The Grand Traverse Town Center is an approved 160 acre mixed-used planned development directly east of this projects scope that extends to the new Meijer grocery store. The ACT will connect with two existing trail easements in this development. One will align parallel to M-72 providing access to existing trail tunnel under the highway that connects to the Grand Traverse Resort and Spa, and the other will traverse the property eastward toward Lautner Rd where a connection can be made to the existing TART Trail segment that follows the railroad right of way towards the intersection of M-72 and S Bates Rd.

Traverse City to Charlevoix Trail

The Traverse City to Charlevoix Trail is a planned 46 mile regional trail that would traverse Acme Township as a connection between the two cities, closing the gap on what will be a 325 mile non-motorized recreation and transportation trail network in northern Michigan, extending from Suttons

Bay, around the tip of the lower peninsular, all the way to Alpena. The Acme Township Board of Trustees has issued a resolution of support for the trail's conceptual plan and is currently engaged in a project agreement with TART Trails, the Village of Elk Rapids and Networks Northwest for the preliminary design of the trail between the two municipalities being conducted by Prein and Newhof. This project will provide the recommended trail alignment, with the Acme Connector Trail serving as a potential link in the overall plan.

Bayshore Trail

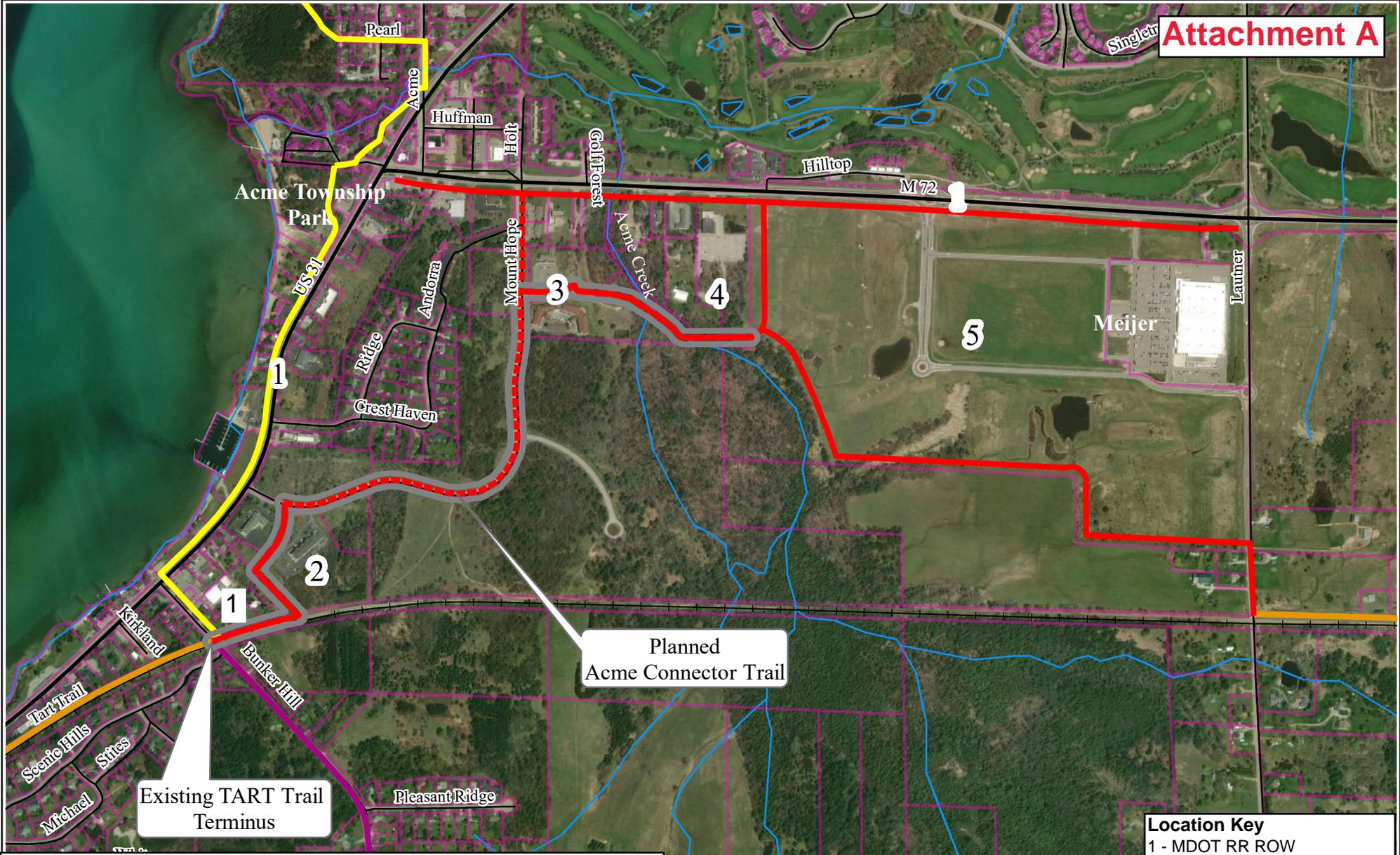
The Parks and Trails Committee has created an overall vision for a non-motorized trail network in the heart of Acme Township as indicated on Attachment A. This vision includes the Acme Connector Trail along Mt. Hope Rd to M-72, where existing sidewalks and futured planned connections will users access to the US-31 and M-72 intersection. A planned trail at this intersection will travel south along the township's bayshore park properties to the intersection of US-31 and Bunker Hill Rd. With an additional spur up Bunker Hill Rd to the current TART Trail terminus, the trail network would effectively create a loop around the hub of Acme's commercial and residential activity while providing access to the community's recreational assets.

X. Community Impact

The anticipated impact from this project on the community includes economic development in Acme's key growth and development area encompassed by US-31, M-72, Bunker Hill Rd and Lautner Rd. By creating amenities that are attractive for people of all ages and abilities, the project will create an enticing market for future investment. Equitable transportation options will be created where they are currently limited. Through new opportunities for recreation, the ACT is intended to highlight the community's natural assets while improving physical and mental health. Moreover, the slower pace of travel along the ACT will allow community members to interact with one another in a more purposeful way.

XI. Performance Measures

The most objective way to measure the impact of the ACT is through regular user counts on the trail. The township lacks the resources for an automated counter, so manual counts will need to be conducted. This method typically involves counting the types of users going past a given point or points over the same two-hour period on a sequential Tuesday, Wednesday and Thursday twice a year (spring and fall). Since the ACT is a new trail there is no previous data to compare, however, user trends over time will reveal the trail's effectiveness. By conducting trail counts on the existing TART Trail prior to its terminus, the township will be able to ascertain whether or not the implementation of the ACT increased the overall usage of the trail network. This would suggest that extending the existing trail beyond its terminus into the heart of Acme resulted in more trips generated along the existing portion. Continuing to incorporate trail usage questions into the surveys used for planning process will provide regular feedback on the community's perceptions and values related to the trail, which will better inform the township in how to make additional trail expansions in the future. For the most part new development in Acme has been occurring at a manageable, if not slow, pace over the last ten years. By monitoring the issuance of land use permits and site plan approvals in the township as a whole, and along the ACT corridor specifically, the township will be able to establish the level of new investment made in the community related to the implementation of an expanded non-motorized trail network.



Planned
Acme Connector Trail

Existing TART Trail
Terminus

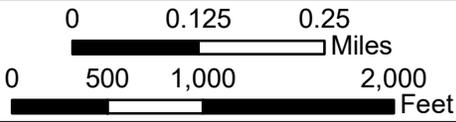
Map Legend

<ul style="list-style-type: none"> — Current Acme Connector Trail Project Scope TC Area Trails — Planned Acme Connector Trail - Separated Path — Planned Acme Connector Trail - Shared Roadway — Existing TART Trail - Separated Path — Existing TART Trail - Bicycle Lane — TART-VASA Connector - Shared Roadway — Proposed TC - CHX Trail 	<ul style="list-style-type: none"> — State Roads + Rail — Roads/Streets — Grand Traverse Parcels — Streams & Rivers
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Location Key

- 1 - MDOT RR ROW
- 2 - Holiday Inn Express
- 3 - Feast of Victory/Samaritas
- 4 - Koti PUD
- 5 - Grand Traverse Town Center

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



Map Data Sources: TART Trails, Grand Traverse County, Michigan Center for Geographic Information
Date: September, 2018

REQUEST FOR PROPOSALS

For

TRAIL DESIGN ENGINEERING & CONSTRUCTION DOCUMENT SERVICES

ACME CONNECTOR TRAIL

Acme Township

June 21, 2018

Acceptance Date:

Tuesday 12:00 PM

June XX, 2018

Acceptance Location:

Acme Township Hall

6042 Acme Rd

Williamsburg, MI 49690

Request for Proposals for Engineering Services For The “Acme Connector Trail”

1.0 PURPOSE

Acme Township is requesting the submission of proposals from consulting Civil Engineering & Landscape Architecture firms to provide professional design engineering services for the development of the Acme Connector Trail located between Bunker Hill Road and The Village at Grand Traverse property within Acme Township, Grand Traverse County, MI. One firm will be selected to provide design engineering services for the project.

2.0 PROJECT DESCRIPTION

The Acme Connector Trail is located in Acme Township, and consists of a non-motorized multi-use trail project approximately 1.2 miles in length connecting existing TART Trail at Bunker Hill Road to the Grand Traverse Band’s Village at Grand Traverse property and future multi-use development. The trail shall be a paved surface designed to AASHTO and ADA guidelines. It will have multiple connections with the roadway system, including shared-road trail, as well as a connection with existing trails. Funding for the construction of this project has yet to be determined.

Preliminary design has been completed for this project and design engineering will be based on the preliminary design. The consultant will continue to work with the stakeholder group formed at the onset of the project. Traverse Area Recreation & Transportation (TART) Trails, in partnership with Acme Township, will coordinate and facilitate all stakeholder and public meetings. The consultant will be expected to provide necessary visuals (for the meetings and website) and be present to discuss any issues or questions that arise.

The estimated construction budget for the project is \$185,000. All design and engineering fees are outside that budget.

Note: Acme Township reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. Acme 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. Acme 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. Acme 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.

3.0 SCOPE OF SERVICES

Preliminary design has been completed for the trail. Engineering will build on the design work completed to date. Consultants shall provide complete design engineering services. Work will include, but not be limited to, trail

design engineering and construction cost estimates. Consultants will work with key representatives of Acme Township and the established community stakeholder group throughout all phases of project development.

Deliverables:

A. 50% Construction Document plan set

Submit two (2) sets of full size and half size plan sets at 50% Contract Documents to Acme Township and TART Trails for review. The construction document plan sets will be presented to the stakeholder group and presented at a public hearing. Consultant will attend both meetings and incorporate public feedback as necessary into the final plan set

B. Draft Final (90%) and Final Construction Document plan set

Submit two (2) sets of full size and half size plan sets at Draft Final and 100% completion of the Contract Documents to Acme Township and TART Trails for review. The 90% construction document plan will be presented to the stakeholder group and presented at a public hearing.

C. Development of Trail Signage The project will include regulatory and directional signage and include a kiosk at the trailhead. The signage plan will be included as part of the construction document plan set.

D. Coordinate and Obtain Necessary Permits (i.e., DEQ, building permits, grading easements, etc.)

E. Opinion of Probable Construction Cost (OPCC)

F. Bid-Phase - preparation of Bid Advertisement, attend pre-bid meeting, review of all bids in consultation with Acme Township, and determination if low bidder is properly licensed to perform the Work (if consultant will be conducting construction administration).

G. Additional Services

- a) **Coordination with private property owners for work on their property**
- b) **Utility relocation and coordination**
- c) **Boardwalk and/or pedestrian bridge design**
- d) **Any necessary wetland mitigation services**
- e) **Coordination with neighboring property owners**
- f) **Meetings and workshops beyond those described above**
- g) **Landscape improvements**

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 and Ticker, and posted on the following websites:

- Acme Township: <http://www.acmetownship.org/>
- TART Trails: <http://www.traversetrails.org>

Also, a copy of the RFP and any addendum may be obtained by writing or sending an e-mail to Shawn Winter.

All questions regarding this project should be directed to **xxxxx** in writing or by email. In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

4.2 Notification of Interest, and Inquiries/Questions

4.2.1 Notification of Interest / Addenda - Upon receipt of this RFP Consultants interested in submitting qualifications must immediately notify Shawn Winter 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.

4.2.2 Inquiries/Questions and Deadline - All inquires/questions regarding this RFP must be directed to Shawn Winter, by mail or email (see 4.1) and must reach the office by **XX 12:00 PM XX XXrd** [at least seven (7) days before the Proposals submittal due 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 disqualification of the firm.

4.3 Proposal Submittal - Written submittals must be received by Acme Township no later than **XX 12:00PM XX, 2018**. 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 in a sealed envelope labeled on the outside "**RFP for Acme Connector Trail**" along with the firm name. Send or deliver submittals to:

Acme Township
6042 Acme Road
Traverse City, MI 49690
Attn: Shawn Winter

4.3 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.

4.4 Board Approval – The Acme Township Board will approve the final selection based on recommendations.

4.5 Contract Agreements - A contract agreement with the selected firm will be negotiated and executed at the time the project is started.

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. Acme 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 trail design and construction experience. A 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, project designer, 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:** While construction funding hasn't been determined, firms must have experience in providing full design and construction engineering services for state 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 the Owner at the beginning of project. Acme Township seeks to utilize sustainable design concepts and principles. The trail will be designed and constructed so that future maintenance costs are minimized. Consultants are required to demonstrate 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. Describe how the design will reflect the need to reduce future maintenance costs.
- 5.4 Fee for Services**

6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Submittals should be printed on recycled paper, copied front and back. Submittals should be limited to 8.5 x 11 sheet size and should be bound with one staple in top left corner. No three ring notebooks, spiral bindings, plastic covers. A sheet printed on both sides will count as two pages. Prospective Consultants shall submit two (2) copies of their proposals. 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 the Owner at the beginning of 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. Long-term maintenance is an issue, describe how the design will reduce future maintenance costs.

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 Line Item Costs – Provide line item amounts

Geotechnical Services	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Public Input and Coordination (Includes 2 public hearings and 2 stakeholder meetings)	\$ _____
Design Development Phase Services (Includes obtaining all necessary permits)	\$ _____
Construction Document Phase Services	\$ _____
Bidding and Award Phase Services	\$ _____
Total not to Exceed Design Services Costs	\$ _____

6.6 Timeline - Provide an estimated timeline for design and construction phases.

7.0 GENERAL PROVISIONS

7.1 Submittal Ownership / Costs. Upon submission, all information becomes the property of Acme 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 Acme Township.

7.2 Non-Warranty of Request for Qualifications – Due care and diligence has been used in preparing this RFP. However, Acme Township shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Consultants to ensure that they have all information necessary to effect their submittals.

7.3 Request for Clarification – Acme 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.

7.4 Acceptance/Rejection of Submittals – Acme 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 Acme Township’s judgment, best serve the

interest of the Township.

Acme Township reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFP.

- 7.5 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.
- 7.6 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 Acme Township. Acme Township reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.
- 7.7 Americans with Disabilities Act (ADA) Compliance** – Acme Township will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Acme Township will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. If any accommodations are necessary, participants are encouraged to notify Acme Township staff.
- 7.8 Minority/Women/Small Business Enterprise** – Acme Township does not discriminate against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran’s status.
- 7.9 Insurance and Indemnity Requirements** - The Consultant shall indemnify, defend, and save harmless Acme Township, its officers, appointees, volunteers, agents, employees and assigns and TART Trails, its board, employees and agents from and 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 Acme Township.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with Acme Township the following insurance with an insurance company acceptable to Acme 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. Acme 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 Acme Township and shall contain the provision that Acme 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