

DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, October 10, 3:30p.m.
400 Boardman Avenue, Lower Level Cafeteria, Traverse City, MI 49684
www.downtowntc.com

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible.

1. Meeting Minutes of September 26, 2018
2. Request for Qualification – Review and Possible Approval
3. Review of Value Statements
4. Paddle Tour Schedule
5. Information / Learning Areas
6. Public Comment
7. Adjournment

Any interested person or group may address the City Commission on any agenda item when recognized by the presiding officer or upon request of any Leadership Team member. Also, any interested person or group may address the Leadership Team on any matter of concerning the Lower Boardman River not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than three minutes unless otherwise explained by the presiding officer, subject to appeal by the Leadership Team.

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM
Wednesday, September 26, 2018, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
www.downtowntc.com**

Co-Chair Burkholder called the meeting to order at 5:36 p.m.

Present: Harry Burkholder, Elise Crafts, Tim Ervin, Jennifer Jay, Rick Korndorfer, Heather Smith/Watershed Center (present for Christine Crissman) Deni Scrudato, Russ Soyring, Mike Vickery

Absent: Frank Dituri, Michele Howard

DDA Staff: Jean Derenzy, Colleen Paveglio

1. Meeting Minutes: The meeting minutes from August 30, 2018 were approved as presented upon motion by Soyring, seconded by Korndorfer. Motion carried unanimously.
2. Principle and Value Statements
 - a. Ervin reviewed the principles and values identified at previous meetings.
 - b. Burkholder reviewed the summary of principle and value statements identified as how the Boardman River should look in 25 years
 - i. Comments included addressing the hard edge and provide examples
 - ii. Preservation and protection of the river: riparian corridor
 - iii. Paddling, boating and fishing, adding the word sustainable
 - iv. Burkholder to work on revisions to the principles and values based on feedback and will include in the RFP
 - v. Derenzy suggested presenting to the DDA, City Commission, Parks and Recreation, Planning Commission
3. Review of Request for Proposals/Qualifications
 - a. Burkholder directed the Team to provide feedback in one week to Ervin and the final draft will be presented at the October 10, 2018 meeting.
 - i. RFQ to be posted for one month
 - ii. Pre-qualification meeting within 10 days
 - iii. The Team will review applicants for interview at the November 20 meeting
 - iv. Final consultant will also be approved by the DDA Board of Directors
4. Review of Lower Boardman River Maps
 - a. Property Owners: Review of private and public property owned

- i. DDA to purchase property at 215 Union along the Boardman River
 - b. Infrastructure: Review of infrastructure along the river
 - c. Tree Canopy
 - d. Suggestion to show trails and boardwalks
 - i. Include if any are universally accessible
- 5. Letter from Uptown Development
 - a. Soyring reviewed how River setbacks are addressed
- 6. Information
 - a. Information from Board Member Mike Vickery
 - i. Article, How to Transform a Waterfront, was included in the packet for review by the Team
 - ii. Include in the required reading for the the RFQ
 - b. Stormwater Tour: Intent to provide a video of the tour
 - i. Burkholder to research archives of potential video
 - c. Fisheries presentation and/or tour: Intent to provide a video of the tour
 - i. Ervin to arrange for October 24, 2018
 - d. Interest in kayak tour with Dituri
- 7. Public Comment
 - a. Herb Steed, 116 Uptown Court, commented on the Riverwalk at Uptown and addressed safety
 - b. Janet, Uptown Resident, inquired on the authority and process of the Boardman River commented on the Riverwalk at Uptown
 - c. Pat Yamaguchi, 145 Uptown Court, commented on the Riverwalk at Uptown and addressed the, "How to Transform a Waterfront" and Mike Vickery's memo.
 - d. Penelope Gordon, 127 Uptown Court, commented on the Riverwalk at Uptown and commented on tree removal
 - e. Howard Yamaguchi, 145 Uptown Court, commented on the Riverwalk at Uptown and addressed safety

- f. Scrudato made comment regarding the homeless along the river
 - g. Vickery made comment about connection
8. Other Business
- a. CZM Coastal Zone Grant for the River Trail
9. Adjournment. The meeting officially adjourned at 6:54 p.m.

Respectfully submitted,

Colleen Pavegio

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

DRAFT



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
downtowntc.com
jean@downtowntc.com
231-922-2050

Memorandum

To: Lower Boardman River Leadership Team
From: Jean Derenzy, DDA CEO
Re: Items for October 10 Meeting

Request for Qualifications: The draft RFQ was contained in your September 26th packet with board members to email or call Tim Ervin, facilitator, with any comments, changes, input to incorporate for final consideration at our October 10 meeting.

Attached is the RFQ that incorporates all comments received and ready for consideration by the Leadership Team to put out for consideration.

Review of Value Statements: The attached are the draft value statements from our September 26 meeting. These statements were presented to City Planning with positive comments received. Statements will be presented to DDA, City Parks and City Commission in October/November as applicable meetings occur.

Paddle Tour Schedule: At our previous meetings there was a discussion about a paddle tour of the lower Boardman. Prior to the cooler months approaching, a date should be secured to organize such a tour.

Information / Learning Areas: For the next two meetings, it may be beneficial to gain more information on topics of interest for the group, such as:

- Universal access
- River restoration approaches
- Lower Boardman fishery
- Fish Pass Initiative
- Approaches for stewardship education
- Others...

If there is interest in receiving information, please advise and staff and Tim will organize and get information to the group.

REQUEST FOR QUALIFICATIONS

Traverse City Downtown Development Association (TCDDA)

In Partnership With

Lower Boardman Project Leadership Team

TCDDA Strategic Plan Area of Focus: Boardman River

September 2018 (Draft 3)

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1) The TCDDA Strategic Plan

Concurrent with the appointment of Ms. Jean Derenzy to the Chief Executive Officer of the Traverse City Downtown Development Authority (TCDDA), the Board of Directors for the TCDDA developed a Strategic Plan for the period 2017 – 2020. That strategy recognizes that *“Traverse City’s downtown is unlike all others. It is at the center of the Great Lakes that hold 1/5th of the World’s fresh water.”*

The TCDDA’s Vision established by the Board also reflects the water dependency of the community:

“Traverse City is America’s most inclusive, family friendly fresh water destination – featuring world class dining and shopping, a growing economy, entrepreneurial opportunity and all-season recreation.”

The Strategy established that the Mission of the TCDDA is to:

“Collaborate with all stakeholders to provide a world class downtown that is active, thriving and inclusive. Through investments in sound, sustainable infrastructure and civic amenities, the DDA corrects and prevents deterioration in in the Downtown District to encourage historic preservation, to create and implement development plans and to promote economic growth.”

The Strategic Plan established three areas of focus: (1) Real Estate Development; (2) Parking and Transportation; and (3) Business Recruitment and Retention.

2) Relevant TCDDA Strategic Goals

Under Real Estate Development, the Strategic Plan has a goal: *“to optimize economic sustainability and growth through the development of real estate in keeping with the needs, opportunities and character of downtown.”* In keeping with this goal an objective of the Strategic Plan calls for the TCDDA to:

“Complete and begin implementation of a definitive plan involving protection and restoration of the River corridor and various forms of access and amenities for the lower Boardman River that complement the Union Street dam modifications and include but not be limited to:

- ***access to use and enjoy the River by people of all ages, needs and abilities; and***
- ***reduction/elimination of nonpoint sources of pollution within the downtown district and overall restoration and rehabilitation of the River.”***

This goal and objectives are the focus of this RFQ.

3) Plan Assumptions

There are several assumptions and values that should be reflected by and included in the Plan. The Plan should:

- Reflect the City's commitment to the River as a public resource and asset to be passed to residents and visitors in perpetuity.
- Contain public goals for the River and City, in keeping with the community's visions about what the River is and can become as a centerpiece for downtown identity and ethos.
- Use the natural and cultural values of the River as a guide for decisions about the commercial, economic or utilitarian values to be leveraged for the public good.
- Be explicit to the commitment to improve, restore and protect the health and integrity of the Riparian ecosystem of the lower River.
- Provide that the recommended initiatives contained in the Plan will account for the impact of those initiatives on residents, habitats and the ecological status of the River.
- Serve to foster and sustain partnerships with shared responsibilities among public and private stakeholders who share the value that the Boardman is a "common resource" that connects everyone.
- Identify/prioritize opportunities for multi-modal access to the River.
- Enhance ecological and aesthetic River conditions, take advantage of and integrate iconic structures and identify new sites and structures that serve as destination or centers of programming to attract year-round access.
- Integrate existing river walks and pathways with new connections between sites and destinations that link the River to the city in ways that are physical, visual, aesthetic and psychological.
- Be consistent with best riparian and aquatic science, best water and land management practices and must be harmonious with the River.
- Make nature-based stormwater BMP's a priority.
- Help ensure that new or rehabilitated developments along the River are compatible with the City's renewable energy goals.
- Establish that development sites, destinations and structures must protect the health, aesthetics, accessibility and health of the relationship between the river and residents/visitors.
- Protect and retain existing native vegetation and add native vegetation where possible.
- Prohibit further hardening of the shorelines that are inconsistent with the Plan.
- Ensure that the natural flow of the River is enhanced and not curtailed or impeded by any element of the Plan.

4) Project Phases

In keeping with the goals of this strategy, this initiative consists of two phases.

Phase 1: Through public engagement guided by a project leadership team, use existing plans and strategies and new input to identify, plan and design a system of projects to be implemented on the lower Boardman River to: 1) support the health, well-being and restoration of the River and River Corridor; and 2) support universal access, including access to the River's robust fishery, to protect the river ecosystem and to recognize and acknowledge the diverse array of perspectives involving how the river is valued.

Phase 2: Using the results of Phase 1, develop the system of projects that are identified, planned and designed during Phase 1, encompassing River protection and rehabilitation and access for a variety of purposes with ongoing public engagement and participation.

Phase 1 is the focus of this RFP.

5) Recent Initiatives – Boardman River

The Boardman River and its watershed have been the focus of restoration and planning initiatives for over a decade that have gained national and even international attention that should be consulted by respondents to this RFQ. They include:

- **Public Process – Fate of the Dams.** A public process to determine the fate of four aging dams on the River.
- **Dam Removal.** One of the largest dam removals of its kind in the nation to address safety threats and harness the full potential of the River within its carrying capacity.
- **Restoration/Reclaiming the River.** Restoration of the newly "reclaimed" river following dam removals and the elimination of aging, warm water ponds.
- **Tributary Restoration.** A major emphasis upon the restoration of Kids Creek, a critically important tributary to the Lower Boardman.
- **FishPass Project.** An innovative solution to the lower most barrier (dam) question related to fish species selection and bio-directional passage with strong ties to City Parks and public use with a significant educational component.

6) Specific Plan and Strategies – Development, Access and Protection of the River

There are six plans in particular that should be reviewed by respondents and reflected in their responses to this RFQ. They include:

- 200 Block Alley Plan
- "Your Bay, Your Say"
- Boardman River Water Trail Development Plan (Adopted by City Commission, TCDDA, City Parks & Recreation Commission, City Planning and County Parks)

- University of Michigan Boardman River Plan (Adopted by the DDA and City Planning Commission)
- Boardman River Prosperity Plan (recently approved by MDEQ and submitted to USEPA for approval.
- FishPass Project. The development of a Fish Pass initiative let by the Great Lakes Fisheries Commission in partnership with others at Union Street Dam in Traverse City which will ultimately be used to manage and control access to the Upper Boardman by a variety of fish species. FishPass has completed approximately 65% of the design, incorporating public-desired infrastructure and movement of fish through and across the site.
- Grand Traverse Band of Ottawa and Chippewa Indians Natural Resource and Environment Department Strategic Plan – Draft 2014

Links to all plans may be found at the TCDDA Web Site under the heading _____.

7) Engagement

The TCDDA is accountable for the results of this project. To support engagement and public input, the TCDDA has formed a Project Team consisting of diverse interests that includes:

Harry Burkholder, title Land Information Access Association and Board Member, TCDDDA
 Elise Crafts, Land Planning and Zoning Consultant and City Resident
 Christine Crissman, Executive Director, Watershed Center Grand Traverse Bay
 Jean Derenzy, CEO, TCDDA
 Frank Dituri, Director of Public Services, City of Traverse City, Co-Chair, Boardman River Dams Implementation Team
 Brett Fessell, River Restoration Ecologist, Grand Traverse Band of Ottawa & Chippewa Indians and Co-Chair, Boardman River Dams Implementation Team
 Michele Howard, Commissioner, City of Traverse City
 Barbara Nelson Jameson, City Resident
 Jennifer Jay, title, Grand Traverse Regional Land Conservancy
 Rick Korndorfer, City Resident
 Deni Scudato, City Resident, former City Commissioner
 Mike Vickery, City Resident

The Project Leadership Team:

- Establishes processes and participates in direct outreach to engage interests in the project.
- Recommends values for the project that are consistent with the long-term welfare of the river and the goal of the project.

- Screened and interviewed RFQ respondents and recommended a lead consultant for the project.
- Provides and supports input and outreach throughout Phase 1, including the identification of projects and the plans and designs for the system of projects.

8) Submissions

All submissions to this RFQ must be received at the TCDDA office on or before 5 p.m. on November 14 2018. The TCDDA office address is:

**Traverse City Downtown Development Authority
303 E. State Street
Traverse City, Michigan 49684**

Submissions must not exceed 12 pages in length in 12 point font, single sided, not including attachments which may be an additional 20 pages in length. Submissions must include four hard copies and one copy on disc. Submissions must include:

- Cover letter describing why the qualifications of the respondent make them the ideal candidate for the project.
- Contact information for the respondent and for individuals who would have key roles with the project.
- Website URL
- A review of the qualifications of the organization and key individuals to perform the project and attain the goals and objectives for Phase 1 of the project.
- Qualifications of the respondent and key individuals to work with project leadership teams and community stakeholders, including tribal governments and communities, general public and residents to engage them with projects and use their input to attain desired goals.
- Qualifications of the respondent to identify, plan and design systems of access and river ecosystem projects using community engagement and best practices.
- Qualifications of the respondent to develop such a system of projects that are financially and practically feasible.
- Qualifications of the respondent regarding universal access strategies, concepts and designs for special populations.
- Examples of at least three projects that demonstrate the qualifications of the respondent to successfully carry out Phase 1 of this project.

Submissions are also to include a preliminary scope of work, schedule and budget for the project and specifically address the following elements:

- Methods, processes and strategies for community engagement and ongoing community education, learning and two-way communication.

- How the respondent will integrate, use and apply core values and principles for the project which have been defined by the Leadership Team as follows:
 - Outreach and partnership with relevant local, tribal, state, federal and international groups and organizations.
- Consideration of prior plans and strategies in identifying the system of projects.
- How additional plans and strategies may be developed and, specifically, how a system of interrelated projects will be identified, planned and designed for the lower Boardman River, including:
 - River and River corridor protection and restoration which may include bioengineering to stabilize shorelines; restoration of stream habitat; building code or zoning changes; erosion control BMP's and others.
 - universal access so that people of all ages, needs and abilities can enjoy and benefit from a full range of opportunities, including but not limited to family recreation; stewardship education; recreational fishing and others.
- Methods and means for obtaining input and recommendations on scenarios or options for the system of projects.
- The content of deliverables which, among other factors, are shall be presented in sufficient detail to enable implementation and development of funding requests through such programs as the Michigan Department of Natural Resources Trust Fund and others.

9) Schedule

The schedule for this RFQ is as follows:

Milestone	Date
RFQ Dissemination	October 15, 2018
Pre-Application Meeting/Teleconference	October 25, 2018
Submissions Due	November 14, 2018
Approximate Interview Dates	December 3-4, 2018
Approximate Consultant Selection Date	December 10, 2018
Development of Definitive Scope of Work and Budget	December 11-21, 2018

10) Questions

Questions about this RFQ may be directed to:

Tim Ervin
Ph: 231-794-0089
Email: timervinassoc@gmail.com

11) Limitations

Nothing in this RFQ shall convey any responsibilities, liabilities, costs or expenses to any party. The TCDDA is under no obligations to select a project consultant as a result of this project or process. This RFQ may be withdrawn or terminated by the TCDDA at any time for any reason without notice. The TCDDA is under no obligation to inform respondents of the status or disposition of their proposal until such time as the TCDDA is able to do so.

Lower Boardman River Draft Assumptions

The following assumptions summarize the principle goals and expectations for the Lower Boardman River moving forward, and ultimately establish the future benchmark for the “successful development” of the river. These assumptions will continue to be discussed and refined by citizens, community stakeholders, public officials, and property owners throughout the comprehensive civic engagement and planning process.

1. The natural essence and environmental integrity of the Lower Boardman River is actively celebrated, recognized and respected.
2. The Lower Boardman River is an ecologically healthy and natural river throughout its entire traverse through the city.
3. The Lower Boardman River continuously balances development along the river with environmental conservation and restoration efforts,
4. The Lower Boardman River continuously balances sustainable paddling, boating, fishing and other recreational uses along the river with environmental conservation and restoration efforts.
5. The public has interesting and accessible points to access and interact with the river.
6. Downtown Traverse City embraces, connects with and has turned its face to the river and works to eliminate hard surfaces edges along the river corridor.
7. The Lower Boardman River actively connects and binds downtown Traverse City and its surrounding neighborhoods and districts.
8. Development and conservation efforts along the Lower Boardman River are driven and managed through citizen engagement and public, private and non-profit partnerships.
9. Traverse City actively celebrates the river.
10. The Lower Boardman River and the way it is used, developed and protected will continue to evolve over time.