
The City of Traverse City and Charter Township of Garfield
Recreational Authority

324 Munson Avenue
Traverse City, MI 49686
(231) 929-3696

February 25, 2015

The City of Traverse City and Charter Township of Garfield Recreational Authority (the Authority) will receive **sealed proposals** in the Office of the Executive Director, c/o LIAA, 324 Munson Avenue, Traverse City, Michigan, 49686, until **Wednesday, March 11, 2015, at 2 p.m.** for the following:

EVENT FACILITY MANAGEMENT AT HISTORIC BARNES PARK

If the specifications are obtained from the Authority's website at <http://www.traversecitymi.gov/recauthority.asp>, it is the **sole responsibility of the applicant** to check the website for updates and addendums prior to submittal.

A pre-proposal conference will be held at 10 a.m. on Tuesday, March 3, 2015, inside the Cathedral Barn at Historic Barnes Park, 1500 Red Drive, Traverse City, Michigan (just north of the intersection of Silver Lake Road and Silver Drive).

The Authority reserves the right to accept or reject any or all proposals, waive irregularities, and to accept proposals either on an entire or individual basis that is in the best interest of the Authority. The Authority accepts no responsibility for any expense incurred by the applicant in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the applicant.

You must indicate on the outside of the sealed envelope that the package is for the "Proposal – Event Facility Management Services." Please submit two (2) original copies of your proposal with one copy being unbound, along with an electronic copy (PDF preferred).

Proposals must be submitted to the Executive Director's office prior to the above-indicated time and date or they will not be accepted. Telefaxed or Email proposals will not be accepted.

Please note that if you have previously submitted an informal proposal, you will still need to submit a sealed proposal prior to the date and time specified above in order to be considered.

If you have any questions, please contact Matt Cowall, City of Traverse City and Charter Township of Garfield Recreational Authority Executive Director, at (231) 929-3696 or mcowall@liaa.org before the proposal is submitted. Email communication is preferred.

Please Submit Proposals to:

City of Traverse City and Charter Township of Garfield Recreational Authority
c/o LIAA
324 Munson Ave
Traverse City, MI 49686

February 25, 2015

REQUEST FOR PROPOSALS:
EVENT FACILITY MANAGEMENT

Issued by

The City of Traverse City and Charter Township of Garfield Recreational Authority
c/o Matt Cowall, Executive Director

324 Munson Avenue

Traverse City, Michigan 49686

Phone: 231-929-3696

Fax: 231-929-3771

Email: mcowall@liaa.org

EXECUTIVE SUMMARY

The City of Traverse City and Charter Township of Garfield Recreational Authority (“*Recreational Authority*”) invites sealed proposals (referred to herein as bid(s) or proposal(s)) from visionary, community-minded companies or individuals that have demonstrated professional expertise in the management, operation, administration, leasing, scheduling, and marketing of event facilities for events such as weddings and wedding receptions, meetings and conferences, staged and theatrical performances, and community events. The selected individual or firm (“Contractor”) will serve as the event manager of the Cathedral Barn at Historic Barns Park as a public event space.

I. BACKGROUND INFORMATION AND PROJECT REQUIREMENTS

I-A. BACKGROUND

The Grand Traverse Commons is one of the largest mixed-use historic redevelopment efforts in the nation. The Commons is the 500-acre campus of the former Traverse City State Hospital (1881-1989), a nationally significant site that has some of the most notable historic structures in northern Michigan. Through extensive and ambitious public and private partnerships, the Commons is being transformed into a unique micro-community of residences, businesses, schools and preserved open space.

Historic Barns Park includes 56 acres of rolling meadows, woodlots and wetlands in the southwest corner of the Grand Traverse Commons, a sea of green located in the heart of northern Michigan’s most populated urban center. The site was the agricultural production area for the former State Hospital, feeding patients and staff from the 1880s into the 1950s. The site is still dominated in its center by its namesakes, two majestic barns that have come to be known as the Historic Barn (built in 1900) and the Cathedral Barn (built in 1932).

In 2004, voters in Traverse City and the Charter Township of Garfield overwhelmingly approved a millage funding the purchase of the Barns site and two other properties for development into public parks, to be overseen by the newly formed Recreational Authority. The Recreational

Authority is a joint municipal body governed by a seven-member citizen Board of Directors. The millage only provided the Authority with a very modest operating budget to be spread across all three properties. As a result, the Recreational Authority has always had to seek additional partnerships and sources of funding to improve and maintain the three parks.

In 2007, an extensive public visioning process known as “Brainstorming the Barns” established that the Barns and surrounding property should remain in public use, and that use of the Barns and surrounding property should be economically self-sufficient.

To rehabilitate the park and provide the experiences desired by the public, the Recreational Authority has employed a cooperative process in which community groups collaborate on a unified, shared, and synergistic approach to the use of the buildings and surrounding property. As a result, the park is home to the Botanic Garden at Historic Barns Park (BGHBP), a nonprofit organization dedicated to redeveloping 25 of the park’s 56 acres as a Botanic Garden for northwest Lower Michigan. Another nonprofit partner, SEEDS, conducts agricultural and ecological programming on the site. A third nonprofit, the Traverse City Community Garden (TCCG), operates several acres of community vegetable gardens that are open to the public.

In 2010, the Recreational Authority completed a business plan that focuses on the sustainable use of the Barns as community facilities. As the operating millage for the Authority is insufficient to maintain large buildings, a *facility rental enterprise* was identified in the business plan as the most viable way to provide operating and maintenance income for the Barns within the parameters established by the public.

The Cathedral Barn and an adjoining natural “Amphitheater” space form the centerpiece of the Recreational Authority rental enterprise. A three-year fundraising campaign was initiated in 2010 to provide the funds necessary to renovate the Cathedral Barn for public use. That campaign has reached its Phase I target and renovation work on the Cathedral Barn has been completed. The Phase I interior renovation of the Cathedral Barn focused on the upper loft level, with posted capacity for 499 people (or approximately 200 seated at tables). The renovation includes the addition of utility services, restrooms, a catering space, and HVAC.

I-B. SCOPE OF SERVICES TO BE PROVIDED

In the selected Contractor, the Recreational Authority seeks an enthusiastic partner in the park that shares the vision, excitement and commitment of the community in seeing this unique project succeed and thrive. The Contractor will provide professional guidance and expertise to the Recreational Authority in sales and operations for the use of the Cathedral Barn as an event space.

The Contractor will be required to provide all labor and support services as necessary to satisfactorily perform the event facility management functions under this agreement. The Recreational Authority shall be responsible for properly maintaining the rental facilities and to keep same in good order and condition, properly lit, and supplied for customary use of the restrooms, kitchen, and serving spaces. Users of the facilities shall generally be responsible for providing tables, chairs, kitchen supplies, serving utensils, linen, cutlery, and plate service for

their use.

The Contractor must have the resources and abilities to schedule, manage, operate, staff, market and advertise event rental facilities in Historic Barns Park as needed, including night and weekend events. The Authority envisions facility operations and management, booking, sales and marketing, and event coordination as primary activities, including the ability to work with and coordinate other third-party providers (e.g., wedding planners, caterers, shuttle services, promoters). Experience and expertise in zero-waste events is highly desirable, as is experience in accommodating offsite and/or shared parking arrangements. The term “facilities” herein refers to any structure or space available within the Historic Barns Park available for events as approved by the Recreational Authority unless otherwise indicated.

The scope of services may include, but would not necessarily be limited to, the following:

- a. Serve as the community relations representative for the park.
- b. Manage all public relations for the park as it pertains to events.
- c. Build awareness and sales through business development practices.
- d. Manage sales of The Cathedral Barn and park-wide rentals of Historic Barns Park.
- e. Implement marketing strategy.
- f. Coordinate and manage all event operations and all booked business.
- g. Conduct site inspections and planning meetings with clients as necessary.
- h. Networking on behalf of Historic Barns Park.
- i. Coordinate cleaning services with the Authority.
- j. Invoice and track rental payments.
- k. Track rentals and provide a monthly update to the Authority and report as necessary.
- l. Work with renters and fill out a banquet event order and timeline.
- m. Develop room layout for clients.
- n. Work with vendors for each event.
- o. Create a professional work environment including proper attire, response time to inquiries and organized onsite management.
- p. Insure that the room is clean and ready for each event.
- q. Insure that the room is clean after each event.
- r. Coordinate parking needs for each renter.
- s. Create new events and manage the operations for additional revenue for Historic Barns Park.

Knowledge and skills required:

- a. Ability to set priorities and work in a fast-paced environment.
- b. Flexibility to adjust to changing conditions while maintaining positive “can do” attitude.
- c. Team player.
- d. Sense of urgency.
- e. Detail-oriented.
- f. Organized.
- g. Ability to interact with clients and vendors at all levels.
- h. Computer proficient with Microsoft Word and Excel.

Bidders are welcome to suggest additions or revisions to this scope of services in their proposal based on their own professional assessment of needs.

I-C. CONTRACT TERM

The Recreational Authority envisions a contract of one year. At nine months into the contract, the Authority will meet to review the contract period and decide to renew the contract for an additional year or to terminate the contract after one year.

I-D. COMPENSATION

The first-year contract shall be a maximum payment of \$50,000. This fee will cover all manpower and support services needed to sell and operate Historic Barns Park. After the first year, a fee plus commission structure may be explored for the second year of the contract.

II. PROPOSAL REQUIREMENTS

Responses to this Request for Proposals shall be organized into five categories as follows:

II-A. INFORMATION/BACKGROUND ON THE CONTRACTOR/INDIVIDUAL

Provide a brief introduction to include the size of the Contractor, the number of years in business, the availability of the Contractor to perform the tasks and services requested, and the history of the Contractor. Include key contact information (address, phone, fax, and email).

The Contractor must demonstrate skill and experience in the performance of event facility management. The Contractor's experience shall be set forth and submitted, as follows (when applicable):

- a. Contractor's ownership, and if incorporated, the state in which the firm is incorporated and the date of incorporation;
- b. Location of Contractor's office(s);
- c. Number of employees at location which will provide services to the Park, and total of all employees;
- d. Name, address, email address, and telephone number of the Contractor's point of contact;
- e. Contractor background/history;
- f. Contractor qualifications to provide the services described in this RFP;
- g. Length of time the Contractor has been providing services described in this RFP;
- h. A complete disclosure of any alleged significant prior or ongoing contract failure, as well as any civil or criminal litigation or investigation pending which involves the Contractor and/or Contractor employees proposed or assigned to this contract or in which the Contractor has been judged guilty or liable within the last five (5) years. If there is no negative history to disclose, please state that in the Proposal.

II-B. KEY PERSONNEL/QUALIFICATIONS

Provide a résumé for each of the key persons proposed to work on this project. Any key subconsultants proposed should be identified, and information on their respective role in the project shall be included. The prospective Contractor shall designate, by name, the project manager to be employed for this project. Substitution of the project manager by the selected Contractor will not be allowed without prior approval by the Recreational Authority.

II-C. PAST EXPERIENCE/REFERENCES

Provide at least three references from other governmental agencies, companies or private parties to include:

- a. Client name, client Project Manager, address, telephone number, and email address;
- b. Contract Term (starting date and ending date);
- c. Contract value;
- d. Staff assigned to that project; and
- e. Scope of work for contract.

II-D. UNDERSTANDING OF SCOPE OF SERVICES

The proposal should outline an organizational structure to be used to accomplish the tasks and services expected as defined in Section I above. The proposal should also describe the work that shall be necessary to satisfactorily complete the tasks and service requirements

Please speak to any event facility management experience that may directly relate to the specific characteristics of Historic Barns Park (e.g., public setting, historic buildings, expertise in “green” events and waste minimization, etc.).

II-E. BID FORMS

Each bidder shall sign the Bid Summary Sheet giving bidder’s name, address and status (that is, whether an individual, partnership or corporation). Bidders shall be well qualified in the type of work which is included in this request for bids. Bids are solicited only from those who will start work promptly after the award is made. Also include a signed Consent to Background Check form, provided below, for each individual who will provide services under this proposal.

The Recreational Authority reserves the right to accept any bid or portions thereof or to reject any or all bids or portions thereof, and also to waive defects or informalities in bids should it deem it in the best interest of the Authority to do so.

III. SUBMISSION OF PROPOSALS

To be considered, firms must submit a complete response to this RFP, using the format provided in Section II. Each proposal must be submitted in two (2) original copies to the Issuing Office with one copy being unbound, along with an electronic copy (PDF preferred). For this RFP, the proposal must remain valid for at least ninety (90) days. Facsimile (fax), email or other

electronically transmitted bids will not be accepted in lieu of printed copies.

All bids must be received by the Recreational Authority by the date and time shown in the cover letter. It is the responsibility of the bidder to see that any bid sent through the mail, or any other delivery method, shall have sufficient time to be received by the Authority prior to the bid due date and time. Bids shall be clearly marked and identified, sealed, and submitted to:

The City of Traverse City and Charter Township of Garfield Recreational Authority
c/o LIAA
324 Munson Ave
Traverse City, MI 49686

Any questions, technical or otherwise, pertaining to this Request for Proposals must be submitted IN WRITING at least seven (7) days prior to the proposal due date specified in the cover letter and directed to:

Matt Cowall
Executive Director
The City of Traverse City and Charter Township of Garfield Recreational Authority
324 Munson Ave
Traverse City, MI 49686
mcowall@liaa.org

Interpretations or clarifications considered necessary in response to such questions will be resolved by the issuance of formal Addenda to the RFP. Only questions that have been resolved by formal written Addenda via the Executive Director will be binding. Oral and other interpretations or clarifications will be without legal or contractual effect.

Note that the bid, including all fees and compensation shall remain firm for a minimum of 90 days from the proposal submission deadline.

IV. CONTRACTOR SELECTION

Each proposal will be reviewed by the Recreational Authority Board of Directors or an evaluation subcommittee to determine if it meets the bid requirements. Failure to meet the requirements for the Request for Proposals may be cause for rejection of the proposal.

The Recreational Authority may, at its sole option, ask for interviews or oral presentations by any bidder(s) participating in this process. Attendance at any such interview will be at the bidder's expense. A final selection of the best qualified Contractor as determined by the Recreational Authority in its sole discretion will be determined following review of all proposals and/or formal oral presentations.

The selected Contractor will work closely with the Recreational Authority throughout the duration of the contract. A firm will be selected based upon the following factors and weightings:

- Firm Information/Background: 25%. Information on the history of the firm, selected firm background, and any negative history;
- Key Personnel/Staff Qualifications: 25%. Qualifications of the staff assigned to manage and provide services related to the project;
- Experience/References: 25%. Past experience and client references;
- Understanding of Scope of Services and Proposal: 25%. Proposed work approach to the project, including all tasks and services defined in the document, and a demonstrated interest in and commitment toward this unique community project;

The selected Contractor will be expected to enter into a contract with the Recreational Authority. The contract may contain service performance requirements and penalties for non-compliance. Failure to enter into the contract within 10 days of award will be cause for voiding the award of the contract. The Authority may then negotiate and execute a contract with the next highest ranked Contractor.

V. GENERAL INFORMATION

V-A. ISSUING OFFICE

This RFP is issued by the City of Traverse City and Charter Township of Garfield Recreational Authority. Matt Cowall, Executive Director, is the point of contact for purposes of contract administration and oversight: Matt Cowall, LIAA, 324 Munson Avenue, Traverse City, MI 49686, (231) 929-3696, mcowall@liaa.org.

V-B. CONTRACT AWARD

Contract negotiations will be undertaken with those bidders whose proposals show them to be qualified, responsible, and capable of performing the work. The contract that may be entered into will be that which is most advantageous to the Recreational Authority. The Recreational Authority reserves the right to consider proposals or modifications received at any time before award is made, if such action is in the best interest of the Recreational Authority. The Authority may choose all or part of the content of one or more responses for further consideration and possible development.

V-C. REJECTION OF PROPOSALS

The Recreational Authority reserves the right to reject any, all, or portions of proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Recreational Authority. The Recreational Authority does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

V-D. WITHDRAWAL OF PROPOSALS

A Proposal may be withdrawn, or modified or in the manner that a Proposal must be submitted, prior to the date and time for opening the proposals.

V-E. INCURRING COSTS

All costs associated with responding to this RFP shall be the responsibility of the Contractor. The Recreational Authority is not liable for any cost incurred in responding to this RFP.

V-F. ADDENDA TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all bidders who received the basic RFP. If the specifications are obtained indirectly or from the Authority's website at <http://www.traversecitymi.gov/recauthority.asp>, it is the sole responsibility of the bidder to check the website for updates and addendums prior to the proposal being submitted.

V-G. RESPONSE DATE

To be considered, proposals must arrive at the Issuing Office on or before the date and time specified in the cover letter. Bidders mailing proposals should allow normal delivery time to insure timely receipt of their proposals.

V-H. PROPOSALS

To be considered, firms must submit a complete response to this RFP, using the format provided in Part II. Each proposal must be submitted in two (2) original copies to the Issuing Office with one copy being unbound, along with an electronic copy (PDF preferred). For this RFP, the proposal must remain valid for at least ninety (90) days.

V-I. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful bidder, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

V-J. INTERVIEW/ORAL PRESENTATION

The Recreational Authority may request an interview and/or oral presentation of any interested parties who submit a proposal. These meetings provide opportunity for the issuers to ask questions and for the bidder to clarify the proposal. The Issuing Office will schedule these presentations if needed.

V-K. PRIME CONTRACTOR RESPONSIBILITIES

The selected bidder will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the Recreational Authority will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

V-L. NEWS RELEASES

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made without prior Recreational Authority approval, and then only in coordination with the Issuing Office.

V-M. DISCLOSURE OF PROPOSAL CONTENTS

Proposals are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).

V-N. CONTRACTOR'S LIABILITY

The selected bidder will provide and maintain general and professional liability, property damage, and worker's compensation insurance insuring, as they may appear, the interests of all parties to any agreement that results from this RFP as required by the Recreational Authority. The selected bidder is responsible for insuring that all precautions are exercised at all times for the protection of all persons and property. Documentation of the above insurances will be provided by the successful bidder to the Recreational Authority prior to contract execution and will be included as a contract rider.

The successful bidder shall secure all necessary certificates and permits from municipal or other public authorities and comply with all national, State, and municipal laws, ordinances, and regulations as may be required.

V-O. RECREATIONAL AUTHORITY LIABILITY

The selected bidder agrees to indemnify, defend, and save harmless the City of Traverse City and Charter Township of Garfield Recreational Authority and its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. Further, if any recipient of a contract subcontracts for work, they will enter into a contract with such subcontractor(s) which indemnifies the City of Traverse City and Charter Township of Garfield Recreational Authority as provided herein.

V-P. EXAMINATION OF BIDDING DOCUMENTS, OTHER RELATED DATA, AND SITE

On request, owner will provide bidder access to the site to conduct examinations, investigations, explorations and studies as bidder deems necessary for submission of a proposal.

It is the responsibility of each bidder before submitting a bid to:

1. Examine and carefully study the bidding documents, including any addenda and the other related data identified in the bidding documents;

2. Visit the site and become familiar with and satisfy bidder as to the general, local, and site conditions that may affect cost, progress, and performance of the work;
3. Become familiar with and satisfy bidder as to all federal, state, and local laws and regulations that may affect cost, progress, or performance of the work;
4. Agree at the time of submitting its bid that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its bid for performance of the work within any price bid and within the times and in accordance with the other terms and conditions of the bidding documents;
5. Become aware of the general nature of the work to be performed by owner and others at the site that relates to the work as indicated in the bidding documents;
6. Correlate the information known to bidder, information and observations obtain from visits to the site, reports and drawings identified in the bidding documents, and all additional examinations, investigations, explorations, tests, studies, and data with the bidding documents;
7. Promptly give the Recreational Authority written notice of all conflicts, errors, ambiguities, or discrepancies that bidder discovers in the bidding documents and confirm that the written resolution thereof by the Executive Director is acceptable to bidder; and
8. Determine that the bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work.

Bidder has been provided with a November 5, 2010 Due Care Plan and a November 24, 2010 Environmental Studies Report prepared by Inland Seas Engineering for the Recreational Authority regarding environmental conditions at the Property:

ftp://www.liaa.org/energypark/Environmental_Studies_Historic_Barns_Park/Facility_Mgmt_RFP

The successful bidder shall be required to execute a waiver and acknowledgment form agreeing that it has received a copy of the report(s), will comply with the report(s), will assume the risk and waive any liability for the conditions identified in the report, and shall insure that any subcontractors will do the same.

V-Q. INVESTIGATIONS

The Recreational Authority reserves the right to make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Authority all such information and data for this purpose as the Authority may request. The Authority reserves the right to reject any Proposal at any time if the evidence submitted by or investigation of such bidder fails to satisfy the Authority that such bidder is properly qualified to

carry out the obligations of the Contract and to complete the work contemplated therein.

The submission of a bid will constitute an incontrovertible representation by bidder that bidder has complied with every requirement of this Part V, that without exception the bid is premised upon performing and furnishing the work required by the bidding documents and applying any specific means, methods, techniques, sequences, and procedures of construction or performing the work that may be shown or indicated or expressly required by the bidding documents, that bidder has given the Executive Director written notice of all conflicts, errors, ambiguities, and discrepancies that bidder has discovered in the bidding documents and the written resolutions thereof by Executive Director are acceptable to bidder, and that the bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work.

By submitting this Proposal, the Contractor waives any and all claims against the Recreational Authority related to the Recreational Authority's selection of the successful Contractor.

Bidder - Please complete and return

BID SUMMARY

TITLE: Event Facility Management at Historic Barns Park

DUE DATE: March 11, 2015, 2:00 p.m.

Having carefully examined the attached specifications and any other applicable information the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder understands and agrees that all necessary permits, licenses and insurances must be obtained and that all applicable federal, state and local codes, laws and regulations must be complied with.

Bidder understands and agrees, if selected as the successful bidder, to accept a Contract and to provide proof of the required insurance.

Bidder understands that the Authority reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the Authority. The bid will be evaluated and awarded on the basis of best value to the Authority. Criteria used will include but will not be limited to, price, accessories, options, and overall capability to meet the needs of the Authority.

Bidder agrees that the bid may not be withdrawn for a period of ninety (90) days from the actual date of the opening of the bid.

Proposed Annual Flat Fee (not to exceed \$50,000): \$ _____

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone

Fax

City

State

Email

Circle one: Sole proprietorship / partnership / corporation

If corporation, state of corporation

Consent to Background Check

(Must be completed by each individual who will provide services under this Proposal)

Name of Firm Submitting Bid: _____

By signing the release below, I hereby authorize the Recreational Authority to contact any and all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services to release information about my background including, but not limited to, information about employment, education, driving record, criminal record and general public records history to the Recreational Authority.

I release from all liability all persons, companies, schools supplying such information. I indemnify and hold harmless the Recreational Authority, its agents and officers from and against any claims, damages, or liability, which may result from making such requests. This release shall remain in effect for the length of the contract with myself, my corporation or the corporation with which I am employed. I understand and I may have a right to request additional disclosures regarding the nature and scope of the investigation.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name: _____

(Please print) Other names used: _____

Address: _____

City/State/Zip: _____

Date received degree (if applicable) _____

Social Security #: _____

Driver's License Number & State: _____

(Signature of Individual to Perform Services under this agreement)

(Signature of head of Firm/organization CEO)

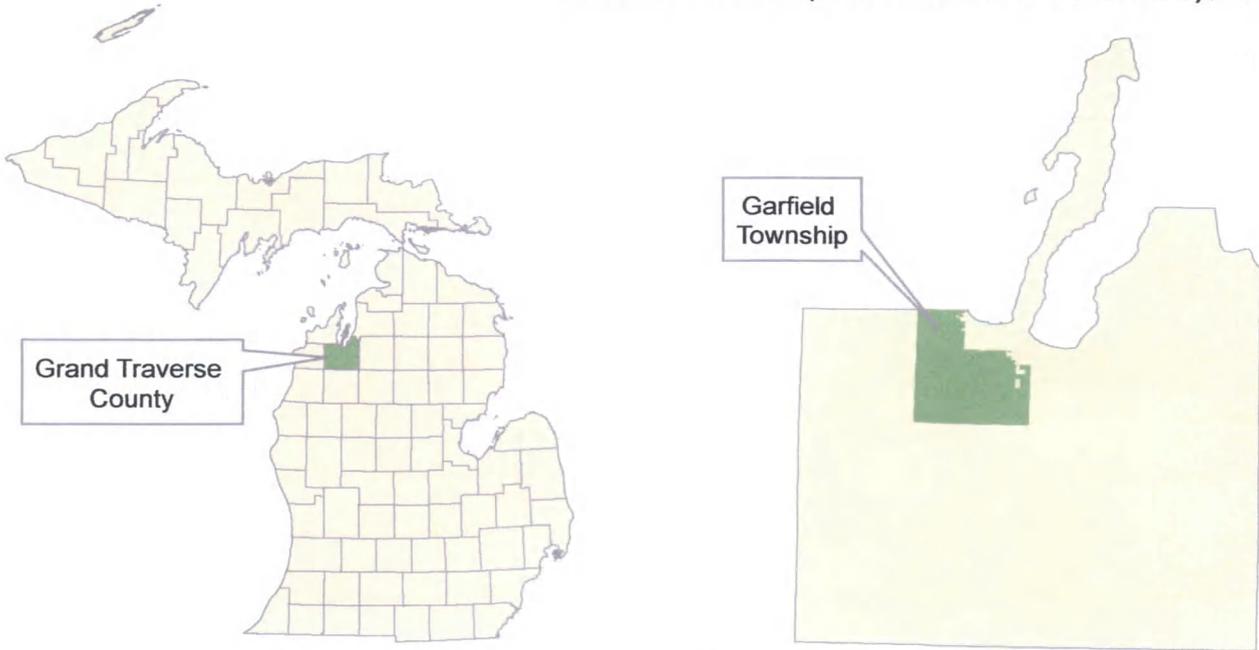
(Date)

EXHIBITS
Map of Park and Facilities

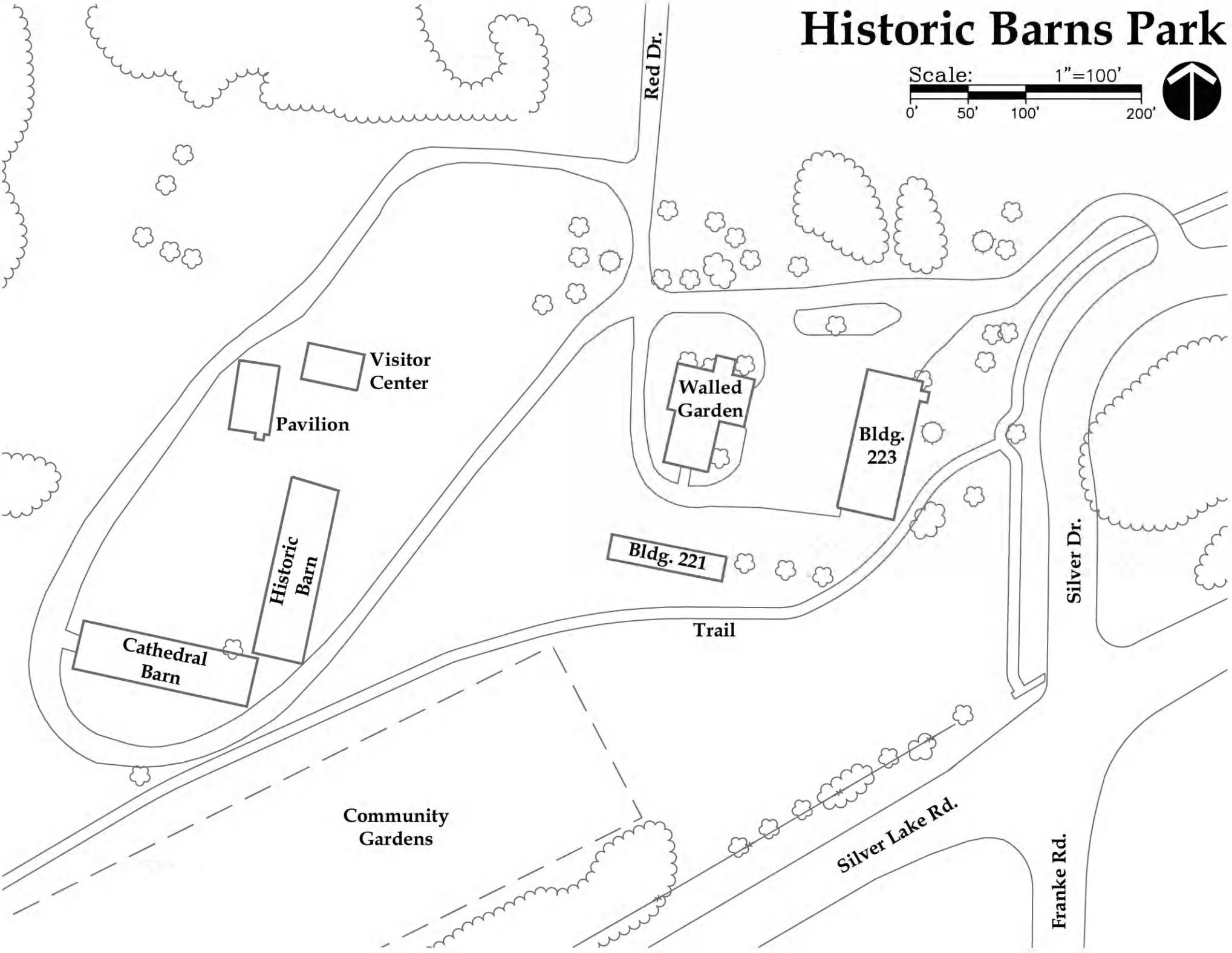
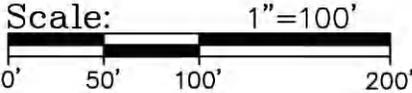
Grand Traverse Commons Historic Barns Area

Project Location Map

2011 MNRTF Parkland Development Application
Garfield Township, Grand Traverse County, Michigan



Historic Barns Park



Red Dr.

Visitor Center

Pavilion

Historic Barn

Cathedral Barn

Walled Garden

Bldg. 223

Bldg. 221

Trail

Silver Dr.

Community Gardens

Silver Lake Rd.

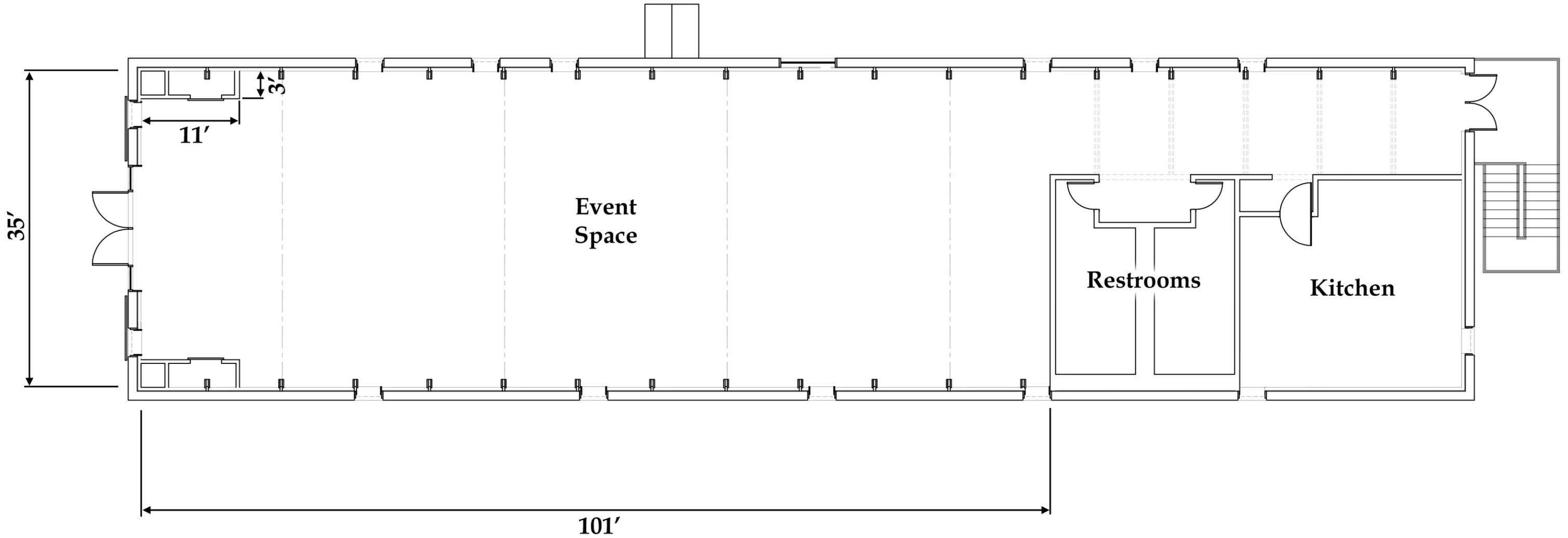
Franke Rd.

The Historic Barn (left) and the Cathedral Barn



Interior of the Cathedral Barn





Cathedral Barn Floor Plan
Historic Barns Park
Not to Scale

Master Site Plan



Rendering of an event in the Amphitheater

