

August 11, 2017

TO: LEGAL NOTICES  
TRAVERSE CITY RECORD EAGLE  
P.O. BOX 632  
TRAVERSE CITY, MI 49685

*Please publish the following Request for Qualifications in the Traverse City Record Eagle Legal Notices Section as soon as possible for two days only. After this notice has been published, please furnish us with proof of publication.*

Preserve Hickory, a 501(c)3 not-for-profit organization dedicated to preserving the past, present, and future of Hickory Hills Recreation Area, is seeking an area architect to design the new lodge at Hickory Hills as part of the Hickory Hills Master Plan implementation. The design process and design decisions will be directed by a small Project Team made up of members of Preserve Hickory and representatives of the City of Traverse City.

Preserve Hickory has raised private funds to match a \$1.5 million allocation by the City of Traverse City from the Brown Bridge Parks Improvement Trust Fund for extensive improvement to Hickory Hills, including a new lodge.

The process for selecting the architect to design the new lodge will be in four steps:

1. Request for Qualifications: Architects are requested to submit their qualifications.
2. Interviews: Interviews will be conducted by a Project Team with selected firms;
3. Proposals: Proposal for architectural services will be requested from selected firms; and
4. Contract Negotiations and Award: Negotiation for contract award will be conducted for the selected firm.

The design contract will be between Preserve Hickory and the selected architect. Once the design process is complete, the contract will be transferred to the City of Traverse City, wherein the architect will serve as the design professional on behalf of the City. While the City and Preserve Hickory intend to engage a CM as the project constructor, the final delivery system for the lodge and site improvements has yet to be determined.

Qualifications will be received by Preserve Hickory at 233 N. Madison Street, Traverse City, Michigan until Thursday, August 31, 2017 for **HICKORY HILLS RECREATION AREA NEW LODGE DESIGN**.

Preserve Hickory reserves the right to accept or reject any or all Statements of Qualifications or subsequent proposals, waive irregularities, and to accept the Statements of Qualification and Proposals either on an entire or individual basis that is in the best interest of the Preserve Hickory.

Preserve Hickory accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of an RFQ. Such expenses shall be borne exclusively by the Bidder. A **mandatory pre-submittal meeting** will be held on **Monday, August 21, 2017, at 10:00 a.m. (EDT)** at the Hickory Hills Lodge, 2000 Randolph Street, Traverse City MI. 49684. All interested parties must attend and sign in to be qualified to submit a Statement of Qualifications.

## REQUEST FOR QUALIFICATIONS

### Hickory Hills Recreation Area New Lodge Design

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During the meeting, a presentation will be made to describe the overall scope of services and the intended schedule. Interested firms may ask questions and request clarification about the project and the procurement process.

Submit **SIX (6) COPIES AND ONE (1) ELECTRONIC COPY** of your Statement of Qualification to Preserve Hickory prior to the above-indicated time and date or the SOQ will not be accepted. Telefaxed or E-Mail SOQs will not be accepted. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Mac McClelland, Preserve Hickory Board Member, 231.633.6303, [mac@otwellmawby.com](mailto:mac@otwellmawby.com), before the Statement of Qualifications is submitted.

PLEASE SUBMIT SOQ TO: Laura Ness, Preserve Hickory, 233 N. Madison Street, Traverse City, Michigan 49684

The City and Preserve Hickory reserve the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City and Preserve Hickory. The Proposal will be evaluated and awarded on the basis of best value to the City and Preserve Hickory. Criteria for award will include, but not be limited to, price, accessories, options and overall capability to meet the needs of the City and Preserve Hickory.

Timothy J. Lodge, P.E.  
City Engineer