

# TRAVERSE CITY PIER STUDY GROUP

April 29, 2014

## Meeting Summary

### **Pier Study Group Members Present:**

- Michael Estes, City of Traverse City Mayor
- Ryan Matuzak, Grand Traverse Sport Fishing Association
- Erik Olsen, Grand Traverse Band of Ottawa and Chippewa Indians and Member, Scientific Advisory Team to the Great Lakes Fisheries Trust Board of Trustees
- Cathie Ballard, City Resident
- Jack Knol, Architect
- Ross Richardson, City Commissioner

### **Pier Study Group Members Absent:**

- Todd Kalish, Michigan DNR Fisheries Division
- Steve Largent, Grand Traverse Co. Conservation District

### **City Staff Present:**

- Russ Soyring, Planning Director
- Missy Luick, Planning and Engineering Assistant
- Rob Bacigalupi, DDA Executive Director
- Jim Tuller, TC Fire Department Chief

### **Facilitator Present:**

- Tim Ervin, Consultant, Northsky Nonprofit Network

### **Guests Present:**

- Deni Scudato, resident
- John Scudato, resident
- Rick Buckhalter, resident
- Mary Lajko, Michigan Department of Transportation

### **Meeting Summary**

On April 29, 2014, the meeting of the Traverse City Pier Study Group was held in the Commission Chambers in the Governmental Center, 2<sup>nd</sup> Floor, 400 Boardman Ave, Traverse City MI 49684. Following is a summary of that meeting. If there are any corrections or omissions in

the meeting summary, Study Group members are asked to contact Missy Luick immediately with the corrections or omissions.

### **Review of April 10, 2014 Meeting Summary**

Mrs. Luick briefly summarized the April 10, 2014 meeting and the project website.

### **Draft RFQ review**

Mr. Ervin presented the draft RFQ. The Committee offered suggested revisions. Staff will modify the RFQ and send it to the group after the meeting.

### **RFQ dissemination**

Mr. Ervin discussed drafting a press release to distribute regarding the RFQ release to garner additional attention about the high-profile project with the goal of reaching qualified consultants/consultant teams. Mr. Ervin and Staff will distribute the press release. In addition, the City will distribute the RFQ thorough it's usual channels (i.e. legal notice ad in the local newspaper, posting on our city website, posting on our Bids/RFP page, and email to our bid list). Mr. Ervin will distribute the press release to the PR Newswire and to consultant firms that have built piers in the Great Lakes. The Committee will receive the press release and RFQ package and will be asked to distribute freely as well.

### **Next Steps**

1. Tim Ervin and Missy Luick will edit the draft RFQ and distribute it by May 15. Staff will promote the RFQ through the processes described above.
2. Tim Ervin will draft an Evaluation Form with Staff and the intent is to distribute it to the Committee two weeks prior to the review of proposals.
3. Missy Luick will send updates to the Committee as proposals are received.
4. Missy Luick will poll group members and set a date and time for the next meeting with a target date of the week of June 23. The agenda item will be to review and evaluate the received RFQ's.

### **General comments**

- John Scudato commented regarding the committee makeup and questioned the location at the river mouth. He suggested alternative locations for consideration and named the coal docks in Elmwood Township and the Clinch Marina.
- Rick Buckhalter disagrees that the pier is a concept that is supported by the public.

### **Meeting evaluation and adjournment**

The meeting concluded at 2:05 p.m.