



February 6, 2026

The City of Traverse City and Charter Township of Garfield Recreational Authority (the Rec Authority) will receive **sealed proposals** in the City Clerk's Office, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, February 26, 2026, at 2 p.m.** Eastern Time for the following:

**EVENT FACILITY MANAGEMENT AT HISTORIC BARNES PARK**

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

The Rec 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 are in the best interest of the Rec Authority. The Rec 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.

Bidders must indicate on the outside of the sealed envelope that the package is for a "Rec Authority Event Facility Management Proposal." Please submit one (1) original unbound copy of your proposal along with an electronic copy (PDF preferred).

Proposals must be submitted to the City Clerk's office prior to the above-indicated time and date or they will not be accepted. Telefaxed or emailed 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 a formal proposal on file with the Rec Authority and wish to be considered under the proposal on file (without modification), you will still need to submit a sealed letter indicating that interest, sealed along with a completed Bid Summary form, prior to the date and time specified above in order to be considered.

If you have any questions, please contact Matt Cowall, Rec Authority Executive Director, at (231) 715-1380 or [mcowall@recauthority.org](mailto:mcowall@recauthority.org) before the proposal is submitted. Email communication is preferred.



Please Submit Proposals to:

Rec Authority Event Facility Management Proposal  
c/o City Clerk's Office  
400 Boardman Ave  
Traverse City, MI 49684



**RECAUTHORITY**  
TRAVERSE CITY / GARFIELD TOWNSHIP

February 6, 2026

**REQUEST FOR PROPOSALS:  
EVENT FACILITY MANAGEMENT AT HISTORIC BARNES PARK**

Issued by

The City of Traverse City and Charter Township of Garfield Recreational Authority  
c/o Matt Cowall, Executive Director  
1500 Red Dr  
Traverse City, Michigan 49684  
Phone: 231-715-1380  
Email: mcowall@recauthority.org

**EXECUTIVE SUMMARY**

In partnership with the Botanic Garden at Historic Barnes Park ("Botanic Garden"), the City of Traverse City and Charter Township of Garfield Recreational Authority ("Recreational Authority") is thrilled to invite sealed proposals (referred to herein as bid(s) or proposal(s)) from visionary, passionate, 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 meetings and conferences, weddings and wedding receptions, staged and theatrical performances, and community events. The selected individual or firm ("Contractor") will serve as the event facility manager of Historic Barnes Park, a one-of-a-kind public event space, collaborating with both the Recreational Authority and the Botanic Garden as a valued partner in this special site.

**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 at the Grand Traverse Commons. A sea of green located in the heart of northern Michigan's most populated urban center, the site was the heart of 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 Debra J. Edson Family Education Center (built in 1900) and the Cathedral Barn (built in 1934).

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.

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 TC 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. 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. Since 2015, the Rec Authority has operated the Cathedral Barn as an event space, and the Botanic Garden has separately operated event rentals within its allocated management area on the site. This RFP represents another exciting milestone for the park and Garden by placing the entire site under one unified events manager to better serve rental clients, the general public and the park itself.

## I-B. FACILITIES

### Cathedral Barn

State Hospital Building #204, a former dairy barn built in 1934. The Cathedral Barn and an adjoining natural "amphitheater" space form the centerpiece of the Recreational Authority rental enterprise. Main use of the Cathedral Barn is focused on the majestic upper loft level, with posted capacity for 499 people (or approximately 200 seated at tables) under a soaring gambrel roof. The space includes utility services, electricity and lighting, restrooms, a catering space, and geothermal HVAC.



#### Debra J. Edson Family Education Center

State Hospital Building #206, a former dairy barn built in two phases beginning in 1900, and just renovated for public use in 2025-26. The new Contractor selected to conduct rental operations in the park will have the privilege of helping to initiate public use in this incredible new space. The Botanic Garden has outfitted it with a main meeting room (seats up to 120), classroom (seats 25) a teaching/demonstration kitchen (seats 10 and is televised in the kitchen and the main meeting room), and a conference room (seats 6). The building includes utility services, electricity and lighting, restrooms, geothermal HVAC and extensive AV systems. As part of the new renovations in 2025-26, the two barns are now connected by a universally accessible shared elevator tower with common lobbies on both the first and second floors.

#### Visitor Center

State Hospital Building #211, a former granary with the Botanic Garden gift shop on its lower level. An all-purpose hall on its upper level has a kitchenette and seating for 50 around tables. The building includes utility services, electricity and lighting, restrooms, HVAC and AV systems.

#### Pavilion

State Hospital Building #226, another former crop-storage building with an open-air pavilion on its upper level and a stone cellar below, managed by the Botanic Garden. The Pavilion seats 125 around tables or 88 around picnic tables and has electricity and lighting. The stone cellar is connected to the Visitor Center's lower level by a tunnel.

#### Outdoor Garden Venues

Beautiful outdoor spaces managed by the Botanic Garden include a tent lawn (seats up to 400); the Walled Garden (Building #222), reclaimed from the foundation of a former horse barn and seating up to 120; and a large labyrinth with a capacity of 300, among several other curated garden spaces.

### I-C. SITE CONTEXT AND CAPACITY

Historic Barns Park is a beloved public park available for general public use from dawn to dusk year-round. Facilities engaged in rental operations are reserved from general public use for the duration of the event, but other users elsewhere on the site are to be expected and are welcomed.

Facilities have been operating as rentals since 2015, when both the Cathedral Barn and the Botanic Garden Visitor Center were opened to public use. Up to now, the Cathedral Barn rental enterprise has been operated independently by the Recreational Authority using a contracted event facility manager, while the Botanic Garden has independently operated its event venues using predominantly volunteer staffing. With the addition of the Debra J. Edson Family Education Center in Barn 206, separate rental operations are no longer desirable, and this RFP marks a long-anticipated creation of a unified event operation for Historic Barns Park.

Event facility rental income is a means by which the park and its facilities are maintained,

operated and preserved. This virtuous cycle is balanced against other operational goals, such as free activities, educational classes and general public enjoyment of this special site. As such, an initial general target capacity of 60-80 rental events per year (or around 65% of full rental capacity of 120-130 events, including a mix of individual facility rentals up to full-site rentals for larger events) is the present goal for the park, which is projected to provide necessary preservation income while balancing with other needs and programming on the site. The Contractor will be both an ally and an advisor in helping to strike this balance and to achieve rental success with that balance in mind.

Annual gross sales over the past 10 years of operations have averaged about \$96,000 for the Cathedral Barn and about \$80,000 for the Botanic Garden venues (or \$176,000 total), absent the addition of the new Education Center which is just coming online in April of 2026. Three-year revenue models for the new combined operation (and including the new barn) project annual revenues of \$360,538 in year 1 (about 43 events), \$559,848 in year 2 (about 64 events) and \$771,072 in year 3 (about 83 events).

Day parking is a physical constraint on this hilly site, with approximately 80 designated parking spaces available to all users. The 2007 public vision for the park was decidedly against “turning the park into a parking lot,” so park partners were instead instructed to explore alternative transportation methods. Overflow parking is accommodated outside of normal business hours with neighboring lots; presently, third-party operators are hired as needed to provide shuttle services for large events that utilize offsite parking. As has been current practice, the Contractor will be in charge of coordinating third-party shuttle services and providing in-person instruction for event attendees, i.e., welcoming attendees and providing direction to nearby available parking and shuttling. Repeat users of the park are very acclimated to the process, while new users always benefit from some friendly guidance.

#### I-D. SCOPE OF SERVICES TO BE PROVIDED

In the selected Contractor, the Recreational Authority and Botanic Garden seek another committed partner in the park that shares the vision, excitement and passion of the community in seeing this unique project succeed and thrive. The Contractor will provide professional guidance and expertise to the Recreational Authority and the Botanic Garden in sales and operations for the use of Historic Barns Park 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 and the Botanic Garden 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 and event spaces. Furniture is available for rent and is included in the gross sales figures for the facilities. Users of the facilities are generally responsible for providing kitchen supplies, serving utensils, linen, cutlery, and plate service for their own use.

The Contractor must have the resources and abilities to dynamically market, advertise,

schedule, manage, operate and staff event rental facilities in Historic Barns Park as needed, including night and weekend events. Booking, sales and marketing, facility operations and management, and event coordination are 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.

### Key Objectives

The selected partner should deliver:

- Centralized inquiry and booking system with fast response times
- Increased event revenue and booking conversion rates
- High client satisfaction scores
- Improved venue utilization
- Real-time financial reporting for both organizations

### Operational Requirements

- Embedded Team: Deploy dedicated on-site staff including event sales, coordination, marketing, and administrative support.
- Client Management: Manage the complete client journey from inquiry through post-event follow-up, including tours, proposals, planning, execution, and satisfaction tracking.
- Tri-Party Structure: Participate in a three-way partnership with transparent revenue distribution, clear governance, and effective communication protocols.
- Technology Platform: Implement integrated systems for CRM, booking, payments, financial reporting, and marketing analytics with real-time dashboard access for both organizations.
- Marketing: Execute comprehensive marketing including website, social media, paid advertising, SEO, email campaigns, and professional content creation.

### Scope of Services

- Provide centralized operations and a single point of contact for events, serving as another enthusiastic community relations representative for the park.
- Conduct event sales, CRM management, and lead conversion.
- Manage event planning and day-of coordination.
- Develop and execute marketing and brand strategies.
- Nurture and manage a reliable vendor network.
- Implement and manage appropriate technology.
- Provide data analytics and reporting.

- Manage finances and revenue distribution related to event rentals.
- Oversee outstanding guest experiences and quality control.
- Lead staff integration and training.
- Coordinate parking/shuttling needs and provide guidance to guests at each event.

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-E. DESIRED QUALIFICATIONS

##### Experience

- 5+ years managing event venue operations.
- Track record with embedded teams and multi-stakeholder partnerships.
- Experience managing 100+ events annually.

##### Capabilities

- Proven systems with strong conversion and satisfaction rates.
- Digital marketing expertise with documented results.
- Complex revenue distribution experience.
- Enterprise-grade technology platforms.

##### Cultural Fit

- Experience with mission-driven nonprofits.
- Collaborative approach; the Contractor is an important and valued member of the team and equally values the team as a whole.
- Commitment to venues as public resources that are to be preserved and celebrated.

#### I-F. CONTRACT TERM

The Recreational Authority and Botanic Garden envision an initial contract term of three years.

#### I-G. COMPENSATION

Compensation is expected to include an annual flat fee for the Contractor along with a commission on sales. These fees will cover all manpower and support services needed to market, sell and operate events at Historic Barns Park. Recommended targets for respondents to this RFP include up to a \$75,000 annual flat fee and up to a 15% revenue share on all event income generated. Bidders are welcome to suggest an alternative compensation structure based on their own professional assessment of needs, provided the approach is explained by the bidder in the response. We seek an approach by which all parties can succeed and thrive.

The Contractor is welcome to propose/include/execute vertical integrations or ancillary services as part of event sales and operations at the park, though in no case would these services be exclusive for the Contractor. It is the desire of the Recreational Authority and the Botanic Garden that renters continue to be able to select their own ancillary services (e.g., catering, décor, etc.), but bidders that can provide some or all of these services would be welcome to offer those as part of the client's considerations. Special consideration will be given to integrations for transportation/shuttling and/or cleaning services.

## 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 and email).

The Contractor must demonstrate skill and experience in the performance of event facility management, with a flair for serving the community and a collection of treasured venues. 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, simply state that in the Proposal.

### II-B. KEY PERSONNEL/QUALIFICATIONS

Provide a professional biography 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 and the Botanic Garden.

#### 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, including:

- Partnership Approach: How you'll collaborate within the tri-party structure.
- Team Model: Structure, roles, and on-site commitment.
- Technology: Platforms, dashboards, and implementation.
- Marketing Strategy: Approach, tactics, and expected results.
- Financial Model: Fee structure, projections.
- Implementation Plan: Timeline and milestones.

Please also 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, overflow parking, 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.

The Recreational Authority and the Botanic Garden reserve 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 they deem it in the best interest of the parties 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 one (1) original, unbound hard copy to the Issuing Office, 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:

Rec Authority Event Facility Management Proposal  
c/o City Clerk's Office  
400 Boardman Ave  
Traverse City, MI 49684

Any questions, technical or otherwise, pertaining to this Request for Proposals must be submitted IN WRITING (email preferred) 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  
1500 Red Drive  
Traverse City, MI 49684  
mcowall@recauthority.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 respective Boards 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 and the Botanic Garden may, at their 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 and Botanic Garden in their 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 and the Botanic Garden throughout the duration of the contract. A firm will be selected based upon the following factors and weightings:

- Firm Information/Background: 20%. Information on the history of the firm, selected firm background, and any negative history;
- Key Personnel/Staff Qualifications: 20%. Qualifications of the staff assigned to manage and provide services related to the project;
- Experience/References: 10%. 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; and
- Fees Proposed: 25%.

The selected Contractor will be expected to enter into a tri-party contract with the Recreational Authority and the Botanic Garden. 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.

#### Anticipated Selection Timeline

1. RFP Issued to Vendors: Friday, February 6, 2026
2. Deadline for Written Vendor Questions: Thursday, February 19, 12 p.m. Eastern Time
3. Written Answers Provided to Vendors: By Monday, February 23, 12 p.m. Eastern Time
4. Proposal Submission Deadline/Bid Opening: Thursday, February 26, 2 p.m. Eastern Time
5. Expected Proposal Evaluation Period: First week of March
6. Finalist Presentations/Interviews: Second week of March
7. Vendor Selection and Notification: Mid-March
8. Contract Signing: By March 31, 2026
9. Contractor Starts: April 1, 2026

#### 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, 1500 Red Dr, Traverse City, MI 49684, mcowall@recauthority.org, (231) 715-1380.



## V-B. CONTRACT AWARD

Contract negotiations will be undertaken with those bidders whose proposals show them to be qualified, responsible, capable of performing the work and excited to be a part of the park. The contract that may be entered into will be that which is most advantageous to the Recreational Authority and the Botanic Garden. The Recreational Authority and the Botanic Garden reserve 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 and the Botanic Garden. The Recreational Authority and the Botanic Garden 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 and the Botanic Garden reserve 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 and the Botanic Garden. The Recreational Authority and the Botanic Garden do 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 and the Botanic Garden are 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.recauthority.org>, 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 one (1) original, unbound hard copy to the Issuing Office, 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 and the Botanic Garden 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 and the Botanic Garden 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 and Botanic Garden 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 and the Botanic Garden. 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 and the Botanic Garden 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 AND BOTANIC GARDEN LIABILITY

The selected bidder agrees to indemnify, defend, and save harmless the City of Traverse City and Charter Township of Garfield Recreational Authority, the Botanic Garden at Historic Barns Park, and their 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 and the Botanic Garden at Historic Barns Park 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; the partners on the site are happy to schedule tours of the facilities;
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.

#### V-Q. INVESTIGATIONS

The Recreational Authority and the Botanic Garden reserve the right to make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to these parties all such information and data for this purpose as these parties may request. The Recreational Authority and the Botanic Garden reserve the right to reject any Proposal at any time if the evidence submitted by or investigation of such bidder fails to satisfy the parties 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 and the Botanic Garden related to their selection of the successful Contractor.

**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE: Event Facility Management at Historic Barns Park**

**DUE DATE: Thursday, February 26, 2:00 p.m. Eastern Time**

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 (dollar amount): \$ \_\_\_\_\_

Proposed Revenue Share (percentage of sales): \_\_\_\_\_%

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Email

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

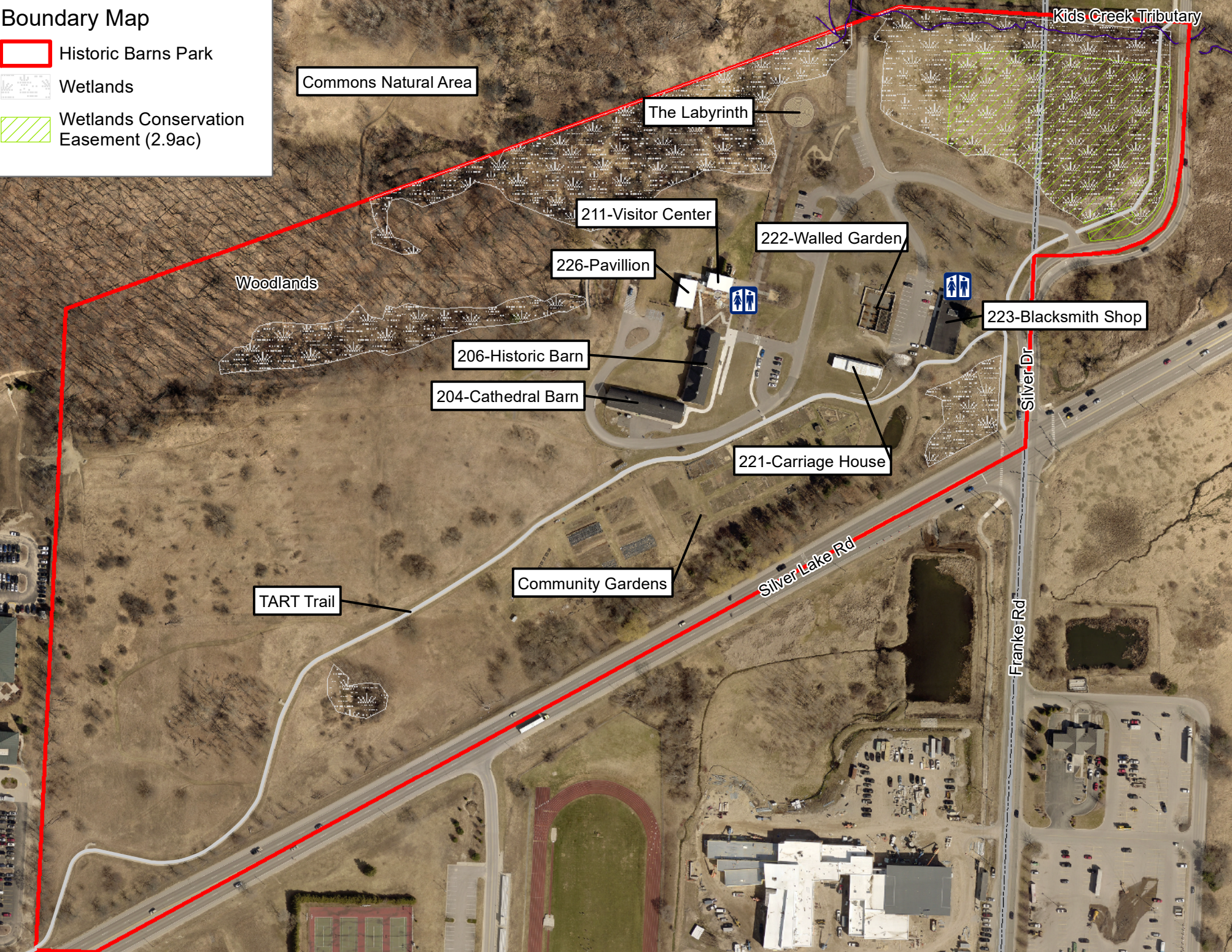
Circle 1: Sole proprietorship / partnership / corporation

\_\_\_\_\_  
If corporation, state of corporation

## EXHIBITS

### Map of Park and Facilities





Boundary Map

- Historic Barns Park
- Wetlands
- Wetlands Conservation Easement (2.9ac)

Commons Natural Area

The Labyrinth

211-Visitor Center

222-Walled Garden

226-Pavillion

206-Historic Barn

204-Cathedral Barn

221-Carriage House

223-Blacksmith Shop

Woodlands

Community Gardens

TART Trail

Silver Lake Rd

Silver Dr

Franke Rd

Kids Creek Tributary



The newly renovated Education Center  
(Barn 206, left) and the Cathedral Barn  
(204, right)







The Cathedral Barn



Visitor Center  
(Photo by Steve Tavener)





Concert on the Pavilion  
(Photo by Steve Tavener)

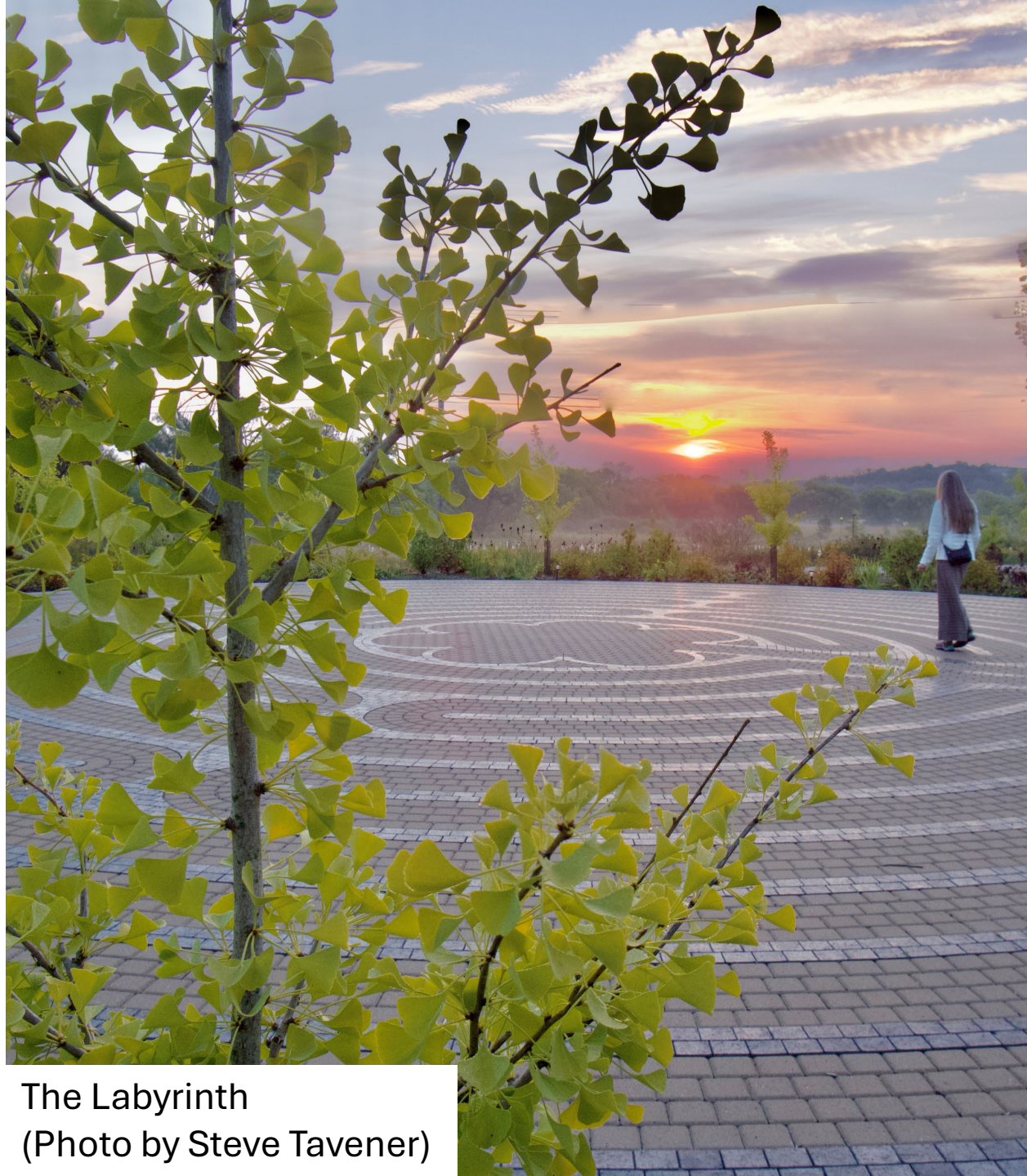




The Walled Garden  
(Photo by Steve Tavener)







The Labyrinth  
(Photo by Steve Tavener)