MEMO

TO: Township Board and Park Commission

FROM: Mill Pond Park Committee
Roger Bower, Mike Losey, Laura Moreau, Sarah Richmond, Denny Vallad and Jean Vallad

DATE: April 5, 2018

RE: **Report and Initial Recommendations**

The Mill Pond Park Committee was formed at a Township Board Priorities Meeting on September 11, 2017. The committee was charged with exploring options and funding opportunities to revitalize Mill Pond Park in two scenarios: 1) Maintain Mill Pond Dam and improve the pond, and 2) remove the dam and restore the river corridor.

The following report includes a summary of the committee's efforts to date, an analysis of six priorities the committee identified to help guide the Township's decision-making process, and initial recommendations for next steps in the investigation.

Summary of Actions & Investigations to Date

- Held four public meetings between October 20, 2017 and present
- Three members attended the State of the Bay Conference in Bay City on September 27, 2017 which focused on water quality issues, watershed management, dams/dam removal, and community development.
- Reviewed treatment history and expenses to manage Mill Pond and maintain beach
- Explored options and costs to improve recreation and water quality of Mill Pond
- Made contact with Oakland County Parks & Recreation (OCPR) regarding committee function and received letter of interest and support from Dan Stancil, Executive Officer. Melissa Prowse, OCPR Supervisor of Planning & Resource Development, has been an active participant in meetings and committee activities since November.
- Made initial contact with Road Commission through OCPR to inquire about ownership and participation in preliminary investigation. OCPR has on-going communication with RCOC rep.
- Consulted with Friends of the Shiawassee River regarding options for Mill Pond
- Investigated dam removal projects in Traverse City, Corunna, Marshall and other communities.
- Consulted with Huron Pines, a conservancy serving northeast Michigan, regarding their experience with dam modification/removal projects
- Contacted Julie Oakes, DNR Biologist and invited her participating role in committee meetings. Julie was able to attend most recent meeting on March 21.
- Made initial contact with CN Railroad to request easement details and make inquiry regarding replacement of their culvert immediately downstream of dam.
- Through Carlisle/Wortman, received studies and reports of the Mill Creek Dam removal project in Dexter—a project that closely resembles the conditions/circumstances of our Mill Pond Dam.
- Made initial contact with Luke Trumble, MDEQ Hydrologic Studies and Dam Safety Unit, to inform him of our committee's efforts and request his future/occasional advisory or participating role.

Preliminary Priorities & Findings

PRIORITY 1: ENHANCE & EXPAND RECREATION VALUE

Description: ***Identify current use and future trends for outdoor recreation and public gathering spaces. Consider improvements to Mill Pond Park and expanding recreation to lumberyard property and Rotary Park to better serve the community.***

Findings: <u>Maintain Dam & Improve Pond</u>

- The fishing dock gets a fair amount of use. Boating/kayaking is limited because impoundment is very shallow due to invasive plants and decades of silt build up. Use of swim beach has declined significantly—this is in line with national trend away from lake to pool swimming.
- Dredging would improve recreation and provide more habitat for game fish. This is an extremely expensive option and costs skyrocket if sediment is contaminated.
- Mechanical harvesting would also improve the pond but this treatment is not advisable given starry stonewort infestation.
- Additional chemical treatments and diffusers are required to control weeds.
- Work with DNR to remove non-native swan and nuisance geese.
- Could better take advantage of view of pond/river if windows, glass sliders and additional outdoor seating are added to HCC.

<u>Remove Dam & Restore River</u>

- A flowing stream would be a different resource but would provide a setting that promotes nature appreciation and outdoor activity.
- Would be opportunity to install pathways and expand recreation to downtown and lumberyard property for additional community gathering space.
- Boardwalks and paths connecting parks would create a “river walk” experience.
- Further, visitors with mobility issues (wheelchairs, strollers) would have direct access to the river and prairie environment which is not possible in the Township’s rustic preserves.
- Could better take advantage of view of river if windows, glass sliders and additional outdoor seating are added to HCC.

PRIORITY 2: SUPPORT A VIBRANT & ATTRACTIVE DOWNTOWN

Description: ***Promote the value of the Shiawassee River as a central feature of downtown Davisburg. Seek to improve the natural views and roadway aesthetics around the river corridor and/or pond.***

Findings: <u>Maintain Dam & Improve Pond</u>

- Mill Pond is currently a central feature of town. Image/opinion of the pond appears to be mixed.
- The pond is scenic and many appreciate the nature views and swans from the overlook deck and beach. On the other hand, the view from downtown and from roadway is not ideal and water quality is poor.
- With declining interest in swimming and water quality challenges, might be best to focus on improving the aesthetic value of the pond.
- Consider naturalizing beach area, replace chain link with decorative aluminum fence and explore options to improve look of guardrail and armoring.
- Explore options to better connect downtown with pond and parks.

Remove Dam & Restore River

- Restoring the river corridor would be an opportunity to revitalize and re-imagine downtown with a natural atmosphere.
- Would restore wetlands and prairie fen system to make that natural resource the central feature of downtown. This change would fit the image and "sense of place" of Springfield Township.
- Other towns (such as Dexter, MI) have effectively transitioned from having a mill pond to a river walk as the central feature.
- A boardwalk over the river and the addition of a pathway loop would help the town become more vibrant and active.
- Removing the dam would eliminate the fence, guardrail and armoring which detract from the water resource.

PRIORITY 3: PROMOTE PEDESTRIAN CONNECTIVITY

Description: ***Provide a safe and fully accessible crossing from downtown Davisburg to Mill Pond Park. Explore options to create a pathway loop to include Mill Pond Park, lumberyard property and Rotary Park.***

Findings: Maintain Dam & Improve Pond

- A boardwalk over Mill Pond to lumberyard property would be a great feature, but likely very challenging and expensive.
- Explore options to install a pathway between the road guardrail and pond. Would be a challenge as space is limited by fence and dam structure.
- Consider improving trail through Rotary Park.

Remove Dam & Restore River

- A river would be easier to cross with a boardwalk; other pathways and a pedestrian crossing at the road could be incorporated as part of an overall restoration project.
- Depending on size of new roadway crossing, could provide safe pedestrian passage under the roadway between Mill Pond Park and Rotary Park, connecting north and south sides of town
- Friends of the Shiawassee River advised that funding for park development or expansion is available if planned within 3 years of restoration project.

PRIORITY 4: RECOGNIZE & RESPECT HISTORICAL SIGNIFICANCE

Description: ***Encourage public participation and input from local historians. Incorporate interpretive signage into the improvement plan.***

Findings: Maintain Dam & Improve Pond

- Mill Pond has been part of the Davisburg landscape since around 1836 when the dam and sawmill were built by Cornelius Davis. The dam was repaired and a new grist mill built in 1854.
- The mill has been down since the late 1940s but some residents would still remember it.
- This history and the emotional tie for many residents will be a significant consideration for planning the future of the dam.

- Others who are newer to the Township might not be aware that a mill used to be a prominent feature of downtown or appreciate the tie to the Davis family.
- Interpretive signage with historical photos of the pond and mill should be incorporated into any improvement plan.

Remove Dam & Restore River

- Removing the dam would alter the landscape that has existed since Davisburg was founded.
- Long-time residents who are over 70 would remember the mill, however many more have memories of swim lessons and summers spent at Mill Pond beach.
- Losing the pond would be a difficult change for the community.
- Public input sessions will be critical.
- If removal is proposed, the Township should have illustrative sketches prepared of the restored river corridor and proposed park improvements and road crossing.
- Interpretive signage with historical photos should be incorporated into any removal/restoration plan to memorialize the mill and pond.

PRIORITY 5: PROTECT ECOLOGICAL & ENVIRONMENTAL HEALTH

Description: ***Explore scenarios and actions to improve water quality and enhance wildlife habitat in the stream reach between the DNR State Game Area and the Shiawassee Basin Preserve.***

Findings: Maintain Dam & Improve Pond

- Dredging needed to improve recreation at Mill Pond would further degrade the wetland/prairie fen natural resource and conflicts with ecological and environmental priorities of the Township.
- Aquatic weed control should be aimed at controlling starry stonewort.
- A monitoring program to identify/track impact of starry stonewort on the water resources of the Shiawassee Basin Preserve is recommended.
- Work with DNR to remove non-native swan and nuisance geese from beach area.
- Explore options to provide safe wildlife crossing over Broadway.

Remove Dam & Restore River

- Removing Mill Pond Dam would eliminate a significant ecological barrier at the headwaters of the Shiawassee River.
- This alternative would enhance passage of flora and fauna from the DNR State Game Area to the Shiawassee Basin Preserve, and would restore many healthy river functions that have been impeded for 180 years, including sediment transport and nutrient movement.
- With dam removal, it would be critical to test sediment and have a carefully managed draw down plan to protect water resources downstream.
- Coordination with DNR for Trout Pond Dam removal and CN Railroad for new culvert would enhance project value.
- Starry stonewort would not thrive in a river environment however has likely already moved downstream. A monitoring program to identify/track impact on the water resources of the Shiawassee Basin Preserve is recommended.

PRIORITY 6: MINIMIZE SHORT-TERM & LONG-TERM EXPENSE

Description: ***Share resources and coordinate efforts to realize efficiencies and improve project appeal for funding sources. Consider both short-term expense and long-term maintenance liability.***

Findings: Maintain Dam & Improve Pond

- Maintaining the dam involves expense of immediate repairs, on-going maintenance and eventual full replacement.
- Inspection by MDEQ is due in 2018 and may provide more information about condition of the dam and required repairs.
- Grant funding is not available for dam maintenance.
- Continue to work with OCPR on dam repairs/maintenance through existing maintenance agreement and cost split.
- There are no known funding sources to support dredging and/or removing contaminated sediment for the purpose of improving an impoundment pond.
- Continue to work with OCPR on chemical treatments to pond.
- Park development grants could be available to improve Mill Pond Park or develop the lumberyard property.

Remove Dam & Restore River

- Dam removal eliminates the long-term expense of maintenance and looming cost of full replacement.
- Grant funding is available for dam removal.
- Funding sources for river restoration and park development are available.
- Coordination with DNR on Trout Pond Dam removal could make project even more attractive to funding sources with a State, County and Township partnership.
- Pursue cost-sharing arrangement with OCPR per existing maintenance agreement to conduct feasibility study for dam removal.
- Future coordination/planning with Road Commission will be required.

Initial Recommendations

1. The Township should not dredge Mill Pond or undertake a treatment plan aimed at improving swimming, fishing and/or boating recreation.
    a. A synopsis of Mill Pond Park Beach use, treatment history and anticipated expenses to improve the pond is attached.
    b. Given the current use of the pond and the age/condition of the dam, the committee does not believe it would not be prudent to make the required initial and on-going investment.
    c. From an environmental perspective, the committee's findings suggest that the actions required to support/expand recreation would be detrimental to natural resources and inconsistent with the Township's goals and policies.

2. Any investment in Mill Pond should be aimed at improving its aesthetic value to the community.
    a. To improve the appearance from the roadway, the committee suggests replacing the chain link fence with aluminum, ornamental fence, and exploring options to improve the appearance of the guardrail and concrete armoring.

b. To improve the appearance of the beach, the committee suggests working with the DNR to control non-native swans and nuisance geese or, if consistent with the goals of the Park Commission, consider naturalizing the beach area.
c. The committee recommends that any improvements to Mill Pond should wait until after a preferred alternative is identified for the future of the dam.

3. An impact/feasibility study should be completed to predict future conditions and evaluate options related to dam modification or removal.
    a. The committee recognizes a potential long-term community benefit with dam modification or removal.
    b. There are too many unanswered questions at this time; the expertise of engineers and hydrologists is needed to determine the best course of action.
    c. The committee recommends that the Township complete a Dam Feasibility Study with Oakland County Parks & Recreation and requests that the Township tentatively approves the attached draft RFQ.

Mill Pond Park Beach

History

1. The 2005 swim season was the last season that the Parks & Recreation Department offered swim lessons after tracking a steady decline in the program. It was found that patrons seemed to prefer lessons in a pool setting.
2. In an Aquatic Supervisors report for the 2005 season, they noted that the daily users for the season had been 2,219. Since 2005 our numbers have drastically declined.
3. After the 2005 beach season, the Commission, due to funding, made the decision to no longer employ lifeguards and have the beach become "Swim at Your Own Risk".
4. While the lifeguards were employed, they were utilized to keep the beach and the swim area clean. The guards had to rake and clean the beach multiple times during the day. In addition, at least once a day (usually in the morning before the beach opened) the guards would rake the swim area. All this attention, along with having the patrons in the water, helped to keep any plant sediment stirred up and flowing.
5. For many years, approximately six acres of the pond were either chemically treated and mechanically weed harvested, or just mechanically weed harvested. These treatments along, with the employees performing their tasks, seemed to help keep the area usable since it did not have the build-up of plant material and it was clearer.

Current

1. Since 2007 the Parks and Recreation Department has spent approximately $32,000 to treat the pond. This figure does not include maintenance staff time to perform daily cleaning tasks of the beach and the water's edge. This figure is just the portion that the Parks and Recreation Department has paid. It does not take in to account the funds expended by Oakland County Parks and Recreation.
2. The Springfield Township Parks and Recreation Department has been working together with Oakland County Parks to treat the pond. The last two years it was decided that only chemical treatment would be used in the hope that it would keep the growth of starry stonewort at bay or at least at its current level. Starry stonewort has aggressively begun taking over the pond.
3. In 2005 when Professional Lake Management did a survey and report for the Department there was no starry stonewort in the pond, now there are areas that do not get treated that are so thick that a boat cannot get through it. In areas that are treated it helps to slow the growth, but it does not eliminate it. The decision was made to just chemically treat since when you mechanically harvest starry stonewort it could be potentially introducing additional seed when you cut the existing plants.
4. The fishing pier receives a steady number of visitors throughout the year. The attendance at the beach, as stated earlier, has drastically declined over the years. I do not have an exact count since there is not staff out counting everyday but from what we observe a high estimate might be 200 patrons for the season.
5. In 2017, it cost the Parks Department approximately $6,800.00 in staff time to maintain the beach area.

Expenses to Improve

Below are some of the items that would need to occur with approximate cost if the beach was to remain open.

1. Sand for the beach area $1,200 plus staff time to spread it
2. Painting the fence surrounding the beach $4,000 to $6,000
3. Diffusers with tubing, compressor and cabinet - Depending on the number that are need the price ranges from $3,000 to $5,000
4. Chemical treatment $8,725.00, which includes an additional treatment from year's past
5. New buoys and lines $2,000
6. New Rule Signs $600-$800
7. Sidewalk repair by beach $?
8. Dredging- This is a very expensive option that may not be a solution for the starry stonewort. I have been told an estimate for dredging could be as much as $50,000 an acre. You then have to find a location to deposit the spoils from the dredging. The material will also need to be tested to make sure it is not contaminated.

Attachment B

REQUEST FOR QUALIFICATIONS

FOR

Dam Feasibility Study

Issue Date: 6/13/2018

Oakland County Parks and Recreation Commission

2800 Watkins Lake Road

Waterford, MI 48328

SECTION I – GENERAL INFORMATION

1. **INTRODUCTION**
    a. Oakland County Parks and Recreation Commission (OCPRC) and Charter Township of Springfield (CTS) are exploring options for continuing maintenance/operation or removal of the Mill Pond Dam, (aka. Davisburg Dam – ID#244) which is located on Davisburg Road between Mill Pond Park on the south and Rotary Park on the north, just east of downtown Davisburg. The address is 495 Broadway, Davisburg, Michigan. Due to the age of the dam and information from a 2011 engineering study, the dam appears to have deficiencies and associated safety/liability issues. The Mill Pond Dam is owned by OCPRC and jointly operated and maintained with the CTS. Rotary Park, located on the outfall side of the dam is owned, operated and maintained by OCPRC while the Mill Pond Park located upstream from the dam is owned, operated and maintained by CTS.
    b. OCPRC and CTS are jointly exploring all options for this dam to enhance/expand recreation value, support a vibrant and attractive downtown, recognize/respect historical significance, protect and improve ecological/environmental health, promote pedestrian connectivity and minimize short-term and long-term maintenance and capital investment. Initial options include but are not limited to;
        i. Evaluation of annual costs of dam inspection and maintenance of the dam, including aquatic maintenance of the Mill Pond.
        ii. Identification/confirmation of future maintenance and improvements require for the continual operation of the dam.
        iii. The potential ecological benefits to removing the dam and restoring the natural landscape of the Shiawassee River.
        iv. The potential recreational opportunities that may be provided if the dam is removed and the riverbank restored.
        v. Identify and review potential funding sources for either the maintenance/improvement of the existing dam or removal of the dam.
    c. For the evaluation of all options, OCPRC and CTS have recommended that an impact analysis/feasibility study be completed and used as a tool in the decision-making process. As a result of the impact/feasibility study, the recommendations will require approval from both OCPRC and CTS. Issues that will be explored include, but are not limited to: natural resources, water quality, hydraulics, infrastructure, economics, historic resources, endangered species, recreation, flooding, etc. This study will supplement previous corridor and dam studies and is not meant to be the sole piece of information on which to base a final decision. At this point in the review process, neither dam modification or dam removal has been identified as the preferred alternative.

2. HISTORICAL PERSPECTIVE

a. The Mill Pond Dam was built to power a sawmill by Cornelius Davis shortly after he arrived from New York State with his family in 1836. In 1854, John C. Davis, the son of Cornelius, built a grist mill on the site of his father's dam and sawmill. The grist mill ceased operations in the late 1940's and was torn down a short time later. Oakland County acquired the dam and surrounding land in 19__ to house the Road Commission and park operations. After an emergency repair in 1972 major modifications to the dam were completed in 1984 by CTS. Afterwards the County of Oakland conveyed the property that is now known as Mill Pond Park to CTS via a 'Quit Claim Deed' with vague financial obligations. The dam and property where the mill once stood, now known as Rotary Park, was not included within this conveyance or property ownership transfer.

b. As part of the regular 5-year State of Michigan Dam Inspection Program Report, OCPRC was required to complete the armoring of the downstream embankment in 2000, since the road and embankment are considered the spillway of the dam during high water flows. The last State of Michigan Dam Inspection Report was completed in 2013, indicating a 'Low' hazard rating and OCPRC/CTS have scheduled the 2018 inspection for later this summer.

c. Recognizing a need to assess future maintenance and repair of the Mill Pond Dam, in 2011, OCPRC initiated and completed a Preliminary Evaluation Report by Soils, Materials Engineers, Plymouth, MI (SME) that was shared with CTS, prompting a review of the vague financial obligations of the previous 'Quit Claim Deed'. This report indicated that the dam was in "fair" condition, but that portions of the dam were deficient in condition and should be addressed as part of a repair program for the dam. As a result of the review, OCPRC and CTS executed an 'Affidavit of Clarification' in 2014 clarifying these obligations (OCPRC – 55%, CTS – 45%) and subsequently entered into an 'Agreement for Mill Pond Dam Maintenance and Repair in 2015, to delineate the duties and responsibilities between the two units of government with respect to the service, maintenance and repair of the dam.

d. Further evaluation in 2016 and 2017 by the township's engineering consultant Hubble Roth & Clark, Inc. (HRC), identified and confirmed that the existing sluice gate mechanism was inoperable as designed in 1984. OCPRC, CTS and HRC repaired the gate to on operable conditions, however the existing sluice gate seals require replacement, which is an estimated investment of $_____.

3. **PROBLEM STATEMENT**

a. <u>Existing data collection, review and analysis</u>

i. Collect and review available data and resource information on file with OCPR and Springfield Township. Existing information to include but not be limited to the following existing data:

1. Preliminary Evaluation Report, 2011, SME
2. Dam Safety Inspection Report, 2013, MDEQ
3. OCPRC Five Year Recreation Master Plan, 2018-2022

4. Agreement for Mill Pond Dam Maintenance and Repair between Oakland County and Charter Township of Springfield

ii. Define and clarify overall project study area

b. Topographical Survey and Base Mapping

i. Field verify, confirm and adjust existing 2000 topographical survey completed by Earthtech, Inc. as required for this study and future engineering purposes.

c. River/Impoundment Survey

i. The consultant shall complete a river/impoundment survey of the minimum estimated project area (see attached map) of sufficient detail to conduct the hydrologic analyses outlined below in Task 4 using currently available data and additional data as necessary to address pertinent tasks. Describe the rationale for the extent of survey and methods outlined and equipment availability to your respective contracting firm.

1. Existing Conditions Plan – Depict the structures, topography and impoundment bathymetry in plan view and cross section
2. Deed and Title Search on the dam site and impoundment abutting properties.
3. The consultant shall prepare a sediment sampling plan to assess sediment quantity and quality.
4. Assess sediment impacts upstream and downstream relative to sediment analysis results, mobility, and deposition; and recommend appropriate sediment management options.

d. Hydrology and Hydraulics Analysis

i. Conduct a hydrologic study on the Shiawassee River. Incorporate generated data into the dam removal analysis.

ii. Conduct a hydraulic analysis to predict water surface and velocity profiles for both existing and post-removal conditions for all potential removal options (i.e. pipe culvert, box culvert, clear span bridge, etc.).

1. Confirm adequate flow and sizing of existing culvert.
2. Recommend seasonal elevations for the Mill Pond/Sluice Gate.
3. Evaluate post-removal conditions and review available data of historical, recent, and potential storm events. Incorporate generated data into dam removal and storm events analysis.
4. Evaluate and summarize findings on the impact of dam removal on private wells and incorporate data on municipal wells.

e. Ecological and Environmental Assessment

i. Assess impact of current dam and dam removal on rare species, species of concern, threatened and endangered species, general wildlife and habitat located both upstream and downstream of the minimum estimated project area.

ii. Assess the potential for invasive species to populate exposed lands in the impoundment area post-dam removal, and recommend methods of mitigating this occurrence, if appropriate.
iii. Evaluate current water quality and potential water quality with the dam removal option as it relates to fish and other biota.

f. Dam Maintenance/Improvement Assessment
   i. Identify, confirm and assess existing/future dam maintenance and/or improvements required for the dam.
      1. Review the previous 2011 SME Preliminary Report, including existing soil borings, and project identification.
      2. Review the previous 2016 Water Resource Commissioner video recording of the existing 36" corrugated metal pipe condition.
      3. Visually inspect the dam and components for the purpose of identification further deterioration of previously identified issue or evidence of other issues.
      4. Identify any additional testing required for further consideration.
g. Dam Deconstruction Alternatives and Impact Analysis
   i. Identify and evaluate alternatives for deconstruction and removal of the dam structure. Identify and evaluate upstream and downstream areas affected and potential areas requiring reclamation for all potential alternatives.
   ii. Identify and evaluate the process for redeveloping the roadway once the dam is removed, including possible timelines for complete road closure.
   iii. Provide an estimate of how dam removal would affect the acreage, type and function of wetlands and fens within the influence of the minimum estimated project area.
   iv. Develop cost estimates for scenarios deemed feasible including permitting, engineering, design, and construction/deconstruction efforts
h. Funding/Grant Sources
   i. Identify any and all eligible grant funding sources for the continued maintenance/operation or removal of the Mill Pond Dam.
i. Other Issues of Importance
   i. Structural roadway impacts. Assess impacts of dam removal on the Davisburg Road/Broadway Road infrastructure
   ii. Recreational Usage. Assess the impact of dam removal on recreational uses of the river and impoundment.
   iii. Pedestrian access between the Village, Mill Pond Park and Rotary Park.
   iv. Evaluate current and potential water quality with respect to recreational use.
   v. Evaluate current and potential impacts to adjacent railroad easement.
j. Outreach and Coordination Meetings
   i. Coordinate and facilitate the following meetings with project partners including OCPRC, CTS, MDEQ, MDNR

1. Study Kick-off Meeting for the purpose of reviewing the study scope of work, schedule and deliverables.
2. A minimum of three (3) progress meetings with project partners
    a. Additional meetings will be charged according to the schedule of fees.

ii. Coordinate and facilitate two (2) public informational meeting/open houses for the following purposes;
1. Initial project overview including timeline, issues to be addressed, and overview of existing data and review
2. Present draft final feasibility study and summary contained therein. Preparation of visual aids for the public.

iii. Attend a minimum of three (3) Oakland County Parks & Recreation Commission meetings, usually held on the first Wednesday of each month.
1. Information to be submitted four (4) weeks in advance of the meeting.

iv. Attend a minimum of (2) Charter Township of Springfield Board Meetings, usually held on the _____ of each month.
1. Information to be submitted two (2) weeks in advance of the meeting.
2. These meeting may be jointly held with the Springfield Parks & Recreation Commission.

k. <u>Deliverables</u>

i. Record and distribute meeting agendas and minutes for 3-j,i and 3-j,ii.

ii. Based on Section 3 and any recommended clarifications, provide a draft outline of the Feasibility Study, including an executive summary and respective appendixes for committee review and comment.
1. The consultant will incorporate the results of each of the tasks outlined in this proposal into a comprehensive feasibility study report.

iii. Upon completion of the necessary research, analysis and field work, provided a preliminary Feasibility Study for committee review and comment.
1. Revise preliminary Feasibility Study in preparation for public informational meetings, Section 3-J,ii.

iv. Provide necessary 3D rendering(s)/model(s) graphics for communicating and presenting ideas, concepts and recommendations at the public, commission and board meetings.

v. Upon completion of the necessary public, commission and board meetings, provide a final draft of the Feasibility Study for committee review and comment.
1. Revise Final Draft and present recommendations to OCPRC and board CTS.

vi. Provide six (6) hard copies and (1) electronic reproducible PDF of the Feasibility Study, along with two final presentation boards of the recommendations for public display.

vii. The consultant is not being asked to provide its recommendation on whether to modify or remove the dam.

4. **COORDINATION AND SCHEDULING**
    a. Respondents may be required to coordinate work with other design professional consultants and staff to produce the desired and completed deliverables as required by OCPRC and CTS. The respondent may clarify its qualifications by supplying any additional material deemed necessary to assist in the evaluation
5. **PRELIMINARY SCHEDULE**

a.	Commission RFP Approval	June 6, 2018
b.	Release RFP	June 8, 2018
c.	Commission Award	September 5, 2018
d.	Kick-Off	October 1, 2018

6. **STATEMENT OF QUALIFICATIONS**
    a. Five copies of the statements should be submitted. Statements should be as concise as possible and in the format as described in Section II

SECTION II--INFORMATION REQUIRED

1. **BUSINESS ORGANIZATION**
    a. State the full name and address of your organization and any partnering firm and/or organization. Indicate state of incorporation or license to operate
2. **STATEMENT OF THE PROBLEM**
    a. State your understanding of the problem, as presented, including any necessary clarifications or other recommended tasks required to complete a comprehensive feasibility study
        i. Clearly list all clarifications and other recommended task separately.
3. **APPROACH**
    a. Provide narrative on your company's approach to completing a comprehensive feasibility study, including any research, stakeholder activities.
    b. Identifying the various stages as outlined in the entire Problem Statement, Section I-3, including time factors involved, team approach utilizing other appropriate planning design, engineering and/or construction professionals that may be required to complete the project.
4. **SCHEDULE**
    a. Provide a work plan/schedule indicating various tasks, recommended adjustments to the schedule outlined in Section 1-5, major benchmark and key elements that may be dependent and effect other task and timelines.
5. **PRIOR EXPERIENCE/REFERENCES**
    a. Provide a minimum of 3 references from similar projects that demonstrate the experience and track record in working with dam feasibility studies and their constituents within the last 5 years. Projects should demonstrate an inclusive public approach for completion of the studies.

b. Lead consultants may partner with other consultants, planners, designers, engineers and/or contractors to provide the necessary experience for completion of a comprehensive feasibility study.

6. **CAPABILITY AND QUALIFICATIONS**
    a. As it relates to the problem statement, please provide lead staff resumes, certifications and professional licenses that indicate the education, experience and training of the persons to be assigned to this project.
7. **BASIS OF FEES**
    a. Submit an itemized fee-based proposal for section I-3.
    b. Submit a schedule of hourly fees, meeting rates and other applicable rates that will assist review, negotiation and establishment of a contract and change orders.
    c. Submit a schedule of reimbursable costs.
8. **ADDITIONAL INFORMATION**
    a. Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

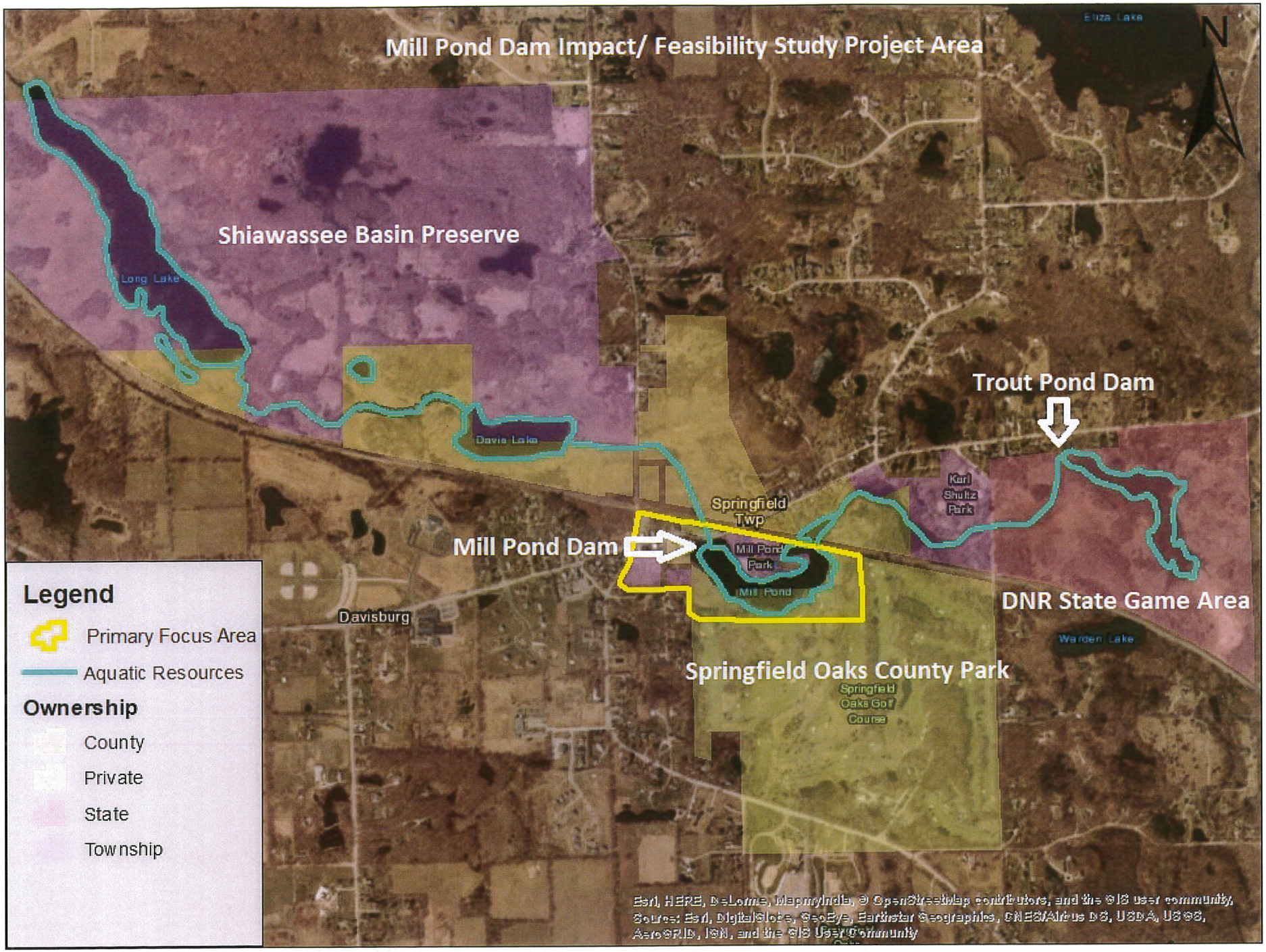
SECTION III--CRITERIA FOR SELECTION

1. **SELECTION PROCESS**
    a. The intent of this process is to determine the most qualified company to perform the necessary feasibility study for the Mill Pond Dam based on the criteria outlined in Section III-2.
    b. The following evaluation process will be used:
        i. A 5-6 person selection committee may include OCPRC/CTS Planning/Operational staff, Commissioner(s) MDNR and purchasing representative.
        ii. This selection committee will evaluate and at its sole discretion, may short list the top 2-3 submitting vendors and conduct interviews.
2. **CRITERIA**
    a. BUSINESS ORGANIZATION
    b. STATEMENT OF PROBLEM
    c. APPROACH
    d. SCHEDULE
    e. PRIOR EXPERIENCE/REFERENCES
    f. CAPABILITY AND QUALIFICATION
    g. BASIS OF FEES
    h. ADDITIONAL INFORMATION

SECTION IV—INFORMATIONAL ATTACHMENTS

1. The following information is included to provide additional insight into the physical conditions, operation and maintenance:

a. 2000 Existing Topographical Survey Plan, EarthTech
b. 2011 Preliminary Evaluation Report, SME
c. 2013 Dam Safety Inspection Report, MDNR
d. OCPRC Five Year Recreation Master Plan, 2018-2022
e. Agreement for Mill Pond Dam Maintenance and Repair between Oakland County and Charter Township of Springfield


Mill Pond Dam Impact/ Feasibility Study Project Area
N
Shiawassee Basin Preserve
Long Lake
Davis Lake
Trout Pond Dam
Karl Shultz Park
Springfield Twp
Mill Pond Dam
Mill Pond Park
Mill Pond
Davisburg
DNR State Game Area
Warden Lake
Springfield Oaks County Park
Springfield Oaks Golf Course
Legend
Primary Focus Area
Aquatic Resources
Ownership
County
Private
State
Township
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