

**PARKS, RECREATION,
& NATURAL
RESOURCES
COMMITTEE**

Thursday, May 16, 2019

7:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held on April 25, 2019.
4. BUSINESS.
 - a. Discussion and action to authorize rebidding for the 2019 Disc Golf Course and Grading Project at Orchard Hill Park.
 - b. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for master planning services at McFarland Park.
 - c. Presentation of the Public Works Department monthly report by the Director.
5. SCHEDULE NEXT MEETING DATE.
 - a. Thursday, June 20, 2019 at 7:00 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Joint Parks, Recreation, & Natural Resources Commission
Minutes

Thursday, April 25, 2019 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Members present: John Feldner, Chuck Rolfsmeyer, Darrel Waldera, Dan Kolk, Katherine Pease, Clair Utter, Rick Ruecking

Members not present: Jacob Tissue, Jacob Schkirkie

Staff Present: Pauline Boness, Matt Schuenke

2. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the March 14, 2019 PRNR meeting.

Motion by Rolfsmeyer, second by Feldner, to approve the minutes of the March 14, 2019 PRNR meeting. Motion carries 6 - 0 - 1 by acclamation with Utter abstaining.

3. PUBLIC APPEARANCES.

None

4. PUBLIC HEARING.

a. On the proposed 2019-2023 Outdoor Recreation and Open Space Plan.

There were no public comments on the proposed plan.

5. BUSINESS.

a. Discussion and action to make a recommendation to the Village Board regarding the proposed 2019-2023 Outdoor Recreation and Open Space Plan.

Motion by Kolk, second by Rolfsmeyer, to make a recommendation to the Village Board to approve the proposed 2019-2023 Outdoor Recreation and Open Space Plan. Motion carries 7 - 0 - 0 by acclamation.

b. Discuss and action to make a recommendation to the Village Board regarding the implementation of a QR Code Project at Indian Mound Park in conjunction with the School Forest by McFarland Girl Scout Troop 2683

The committee heard from representatives of the girl scout troop on a proposed project to build bird feeder stations, bird habitat boxes, and QR Code stations in both the school forest and Indian Mound Park.

Motion by Rolfsmeyer, second by Feldner, to accept the project proposal from McFarland Girl Scout Troop 2683 and to recommend

sending it to the Village Board for consideration. Approved 7-0-0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding internal trail paving at McDaniel Park.

Motion by Kolk, second by Ruecking, to issue a accept the bid pricing from Raymond Cattell Company, as an extension of the Farwell Street project, for trail paving as outlined in the committee packet. Motion carries 7 - 0 - 0 by acclamation.

- d. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the Orchard Hill Frisbee Golf Course project.

The committee discussed bids for the project; there was only one bid for the project, and the bid for the project was \$485,000, compared to a project budget of \$205,000. The committee discussed with administrator Schuenke about splitting the project into separate parcels and seeking bids on those. Schuenke said he would review the project's scope and cost with the village's engineers and possibly return to the committee with a recommendation.

- e. Discussion and recommendation on fee structure for Village Park usage.

The committee discussed the need for different fee structures for village parks for individuals or groups who want to rent park space, but not necessarily shelter space from the village. Schuenke said he would research fee structures in other comparable communities and report back to the committee.

- f. Presentation of the Public Works Monthly Report from the Director.

Schuenke provided an overview of public works activities for the past month, including tree trimming and controlled burns in the village.

6. SCHEDULE NEXT MEETING DATE.

- a. Thursday, May 16, 2019 at 7:00 pm.

7. ADJOURNMENT.

Motion by Rolfsmeyer, second by Feldner, to adjourn the meeting at 8:14 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Phil McDade
Public Works Clerk



PARKS, RECREATION, & NATURAL RESOURCES COMMITTEE SUMMARY SHEET

MEETING DATE: Thursday, May 16, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to authorize rebidding for the 2019 Disc Golf Course and Grading Project at Orchard Hill Park.

PREVIOUS ACTION:

The Committee met on March 14th to authorize the original design for bid, and then met on April 25th to review the results of that bid. There was only one bidder unfortunately that was significantly over budget which resulted in the action being a recommendation for rejection. The Village Board is set to confirm that rejection at its meeting on May 13th.

The Disc Golf Course is an element of the Urso/Schuetz Master Plan regarding the future development of this park and its ongoing utilization. This helps to provide more active use of the park, better management, and improved access. Following the first bidding process, feedback was received from contractors as to why they did not put in for the work. Our intention trying this a second time is that the changes put forth in this revised design are meaningful in light of that feedback that generates more responses that are more cost friendly.

ISSUE SUMMARY:

Included within your packet is a revised plan set in order to construct a Disc Golf Course in Orchard Hill Park. A short description is also provided from the Engineer on how this has been changed since the last submittal. The objective is to authorize the project to be rebid according to this design and see what sort of responses are received based on these changes. The objective being to still construct the project this year, but also this time give ourselves an alternate to do the work next year if those prices appear more favorable.

FINANCIAL/BUDGET IMPACT:

The 2019 Budget provides \$500,000 in borrowed money for this project within the Capital Projects Fund. However, only a portion of this is allocated to this project as it was also intended to create a connection through the park to the Lower Yahara Trail (grant dependent), dog park expansion, future facility planning, and additional woodland restoration. The Engineer's estimate for this project is approximately \$185,000 which is in line with the budget parameters allowing for additional work for the other items listed if desired.

VILLAGE PLAN REFERENCE:

Urso/Schuetz Park Master Plan Update - October 2017

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended to authorize the Village Engineer to rebid the project according to the revised plans.

ATTACHMENTS:

1. McFarland Disc Golf Plans
2. Engineering Background

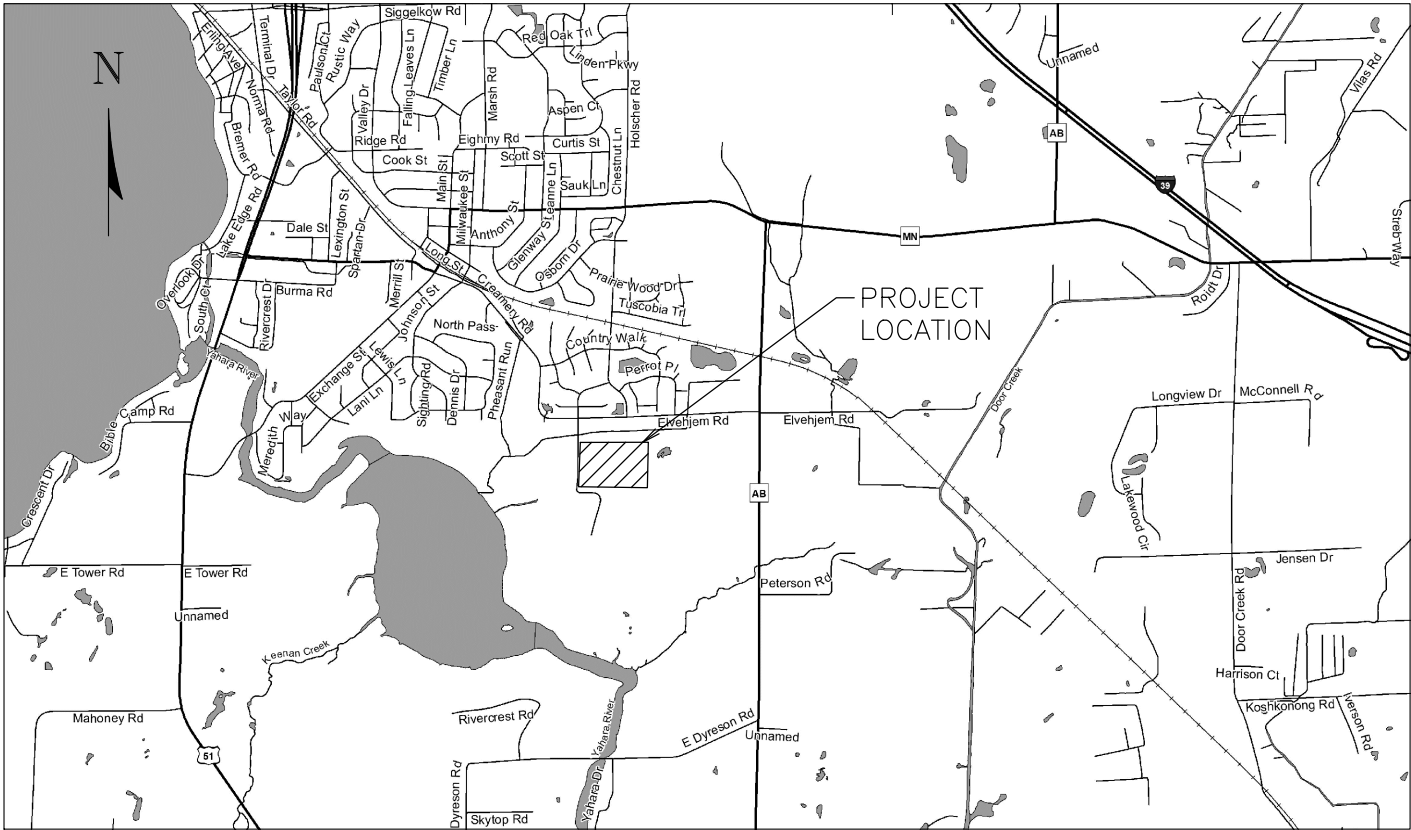
2019 SITE IMPROVEMENTS

ORCHARD HILL PARK

DISC GOLF COURSE

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL AND STANDARD CONSTRUCTION DETAILS
3	SITE PLAN HOLES 1-3 AND 7-9
4	SITE PLAN HOLES 4-6



NO SCALE

MEMBER

ONE CALL SYSTEMS INTERNATIONAL

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

LEGEND

UNDERGROUND TELE. — UT — UT — UT — UT —

UNDERGROUND CATV. — CBL — CBL — CBL — CBL —

UNDERGROUND ELEC. — UE — UE — UE — UE — UE —

OVERHEAD — OH — OH — OH — OH —

EXISTING GAS — G — G — G — G — G —

PROPERTY LINE — — — — —

EXISTING WATER MAIN — — — — —

EXISTING SANITARY SEWER — — — — —

EXISTING STORM SEWER — — — — —

EXISTING FENCE LINE — — — — —

SAWCUT — — — — —

NEW STORM SEWER — — — — —

NEW WATER MAIN — — — — —

NEW SANITARY SEWER — — — — —

NEW ITEMS:

WATER VALVE

CURB STOP

HYDRANT

MANHOLE

CURB INLET

ENDWALL

GAS WARNING

EXISTING ITEMS:

FLAG POLE

MAILBOX

POWER POLE

LIGHT POLE

LAMP POST

PULL BOX

WATER VALVE

CURB STOP

HYDRANT

WELL

MONITORING WELL

TRACER WIRE

SANITARY MANHOLE

SANITARY VALVE

CLEANOUT

STORM MANHOLE

CURB INLET

CIRCULAR INLET

SQUARE INLET

ENDWALL

STUMP

DECID. TREE (RELATIVE SIZE SHOWN)

EVERGREEN

SHRUB OR HEDGE

SIGN

CATV. PED.

TELE. PED.

ELEC. PED.

GAS VALVE

STREET SIGN

IRON PIPE

IRON ROD

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

tc

TOWN & COUNTRY
ENGINEERING, INC.

BY

DATE

REVISIONS

SHEET

PROJECT NO.: MC 142

DRAWING FILE: GOLF.DWG

DATE: 5-7-19

DRAWN BY: J.R.K.

CHECKED BY: T.J.S.

REV. DATE:

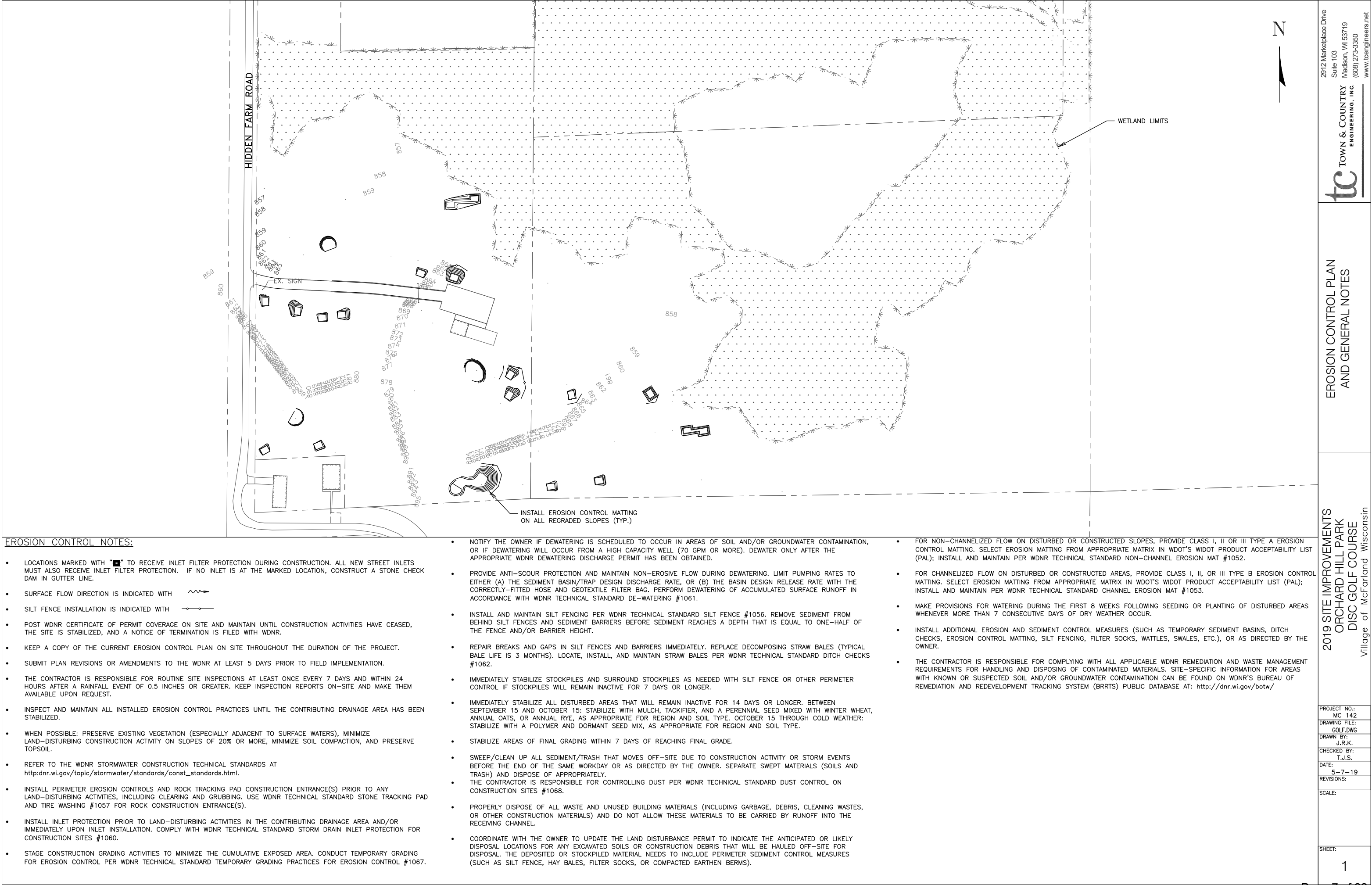
2019 SITE IMPROVEMENTS

ORCHARD HILL PARK

DISC GOLF COURSE

Village of McFarland, Wisconsin

Page 6 of 22



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "IF" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION. IF NO INLET IS AT THE MARKED LOCATION, CONSTRUCT A STONE CHECK DAM IN GUTTER LINE.
- SURFACE FLOW DIRECTION IS INDICATED WITH 
- SILT FENCE INSTALLATION IS INDICATED WITH 
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.

- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEPED MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).

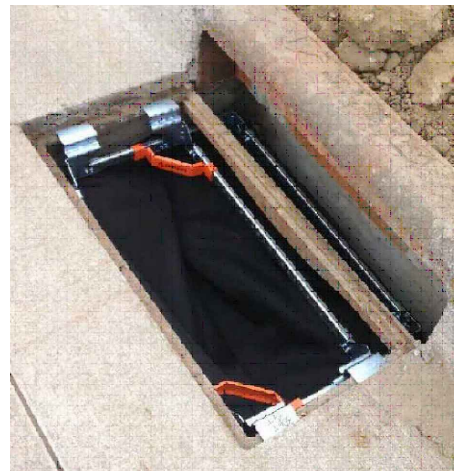
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>



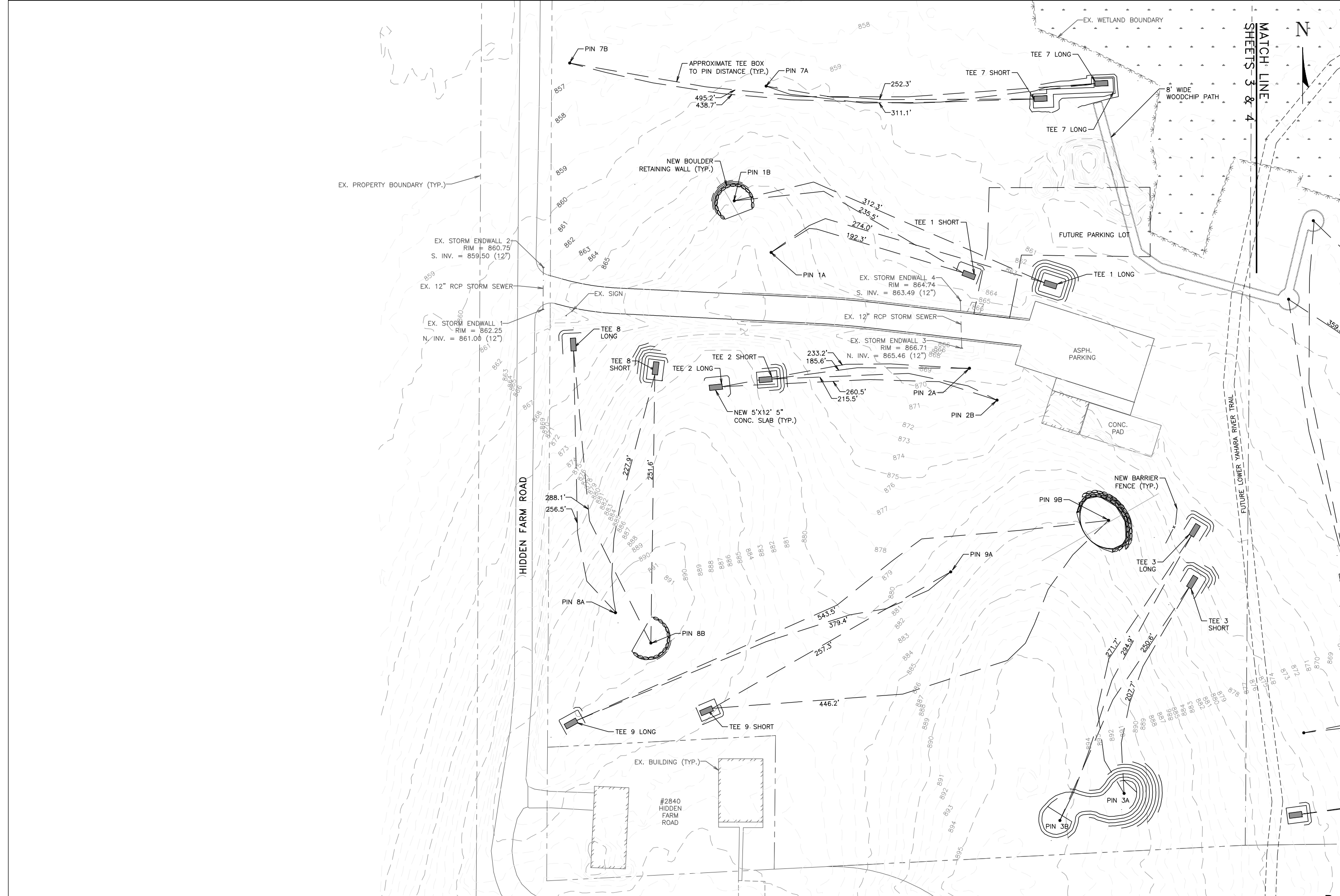
DETAIL NO. 02270-A



- DETAIL 02270-H



FRAMED INLET PROTECTION (WITH CURB BOX)



PROJECT NO.:
MC 142

DRAWING FILE:
GOLF.DWG

DRAWN BY:
J.R.K.

CHECKED BY:
T.J.S.

DATE:
5-7-19

REVISIONS:

SCALE:
0 10 20 40

SHEET:
3

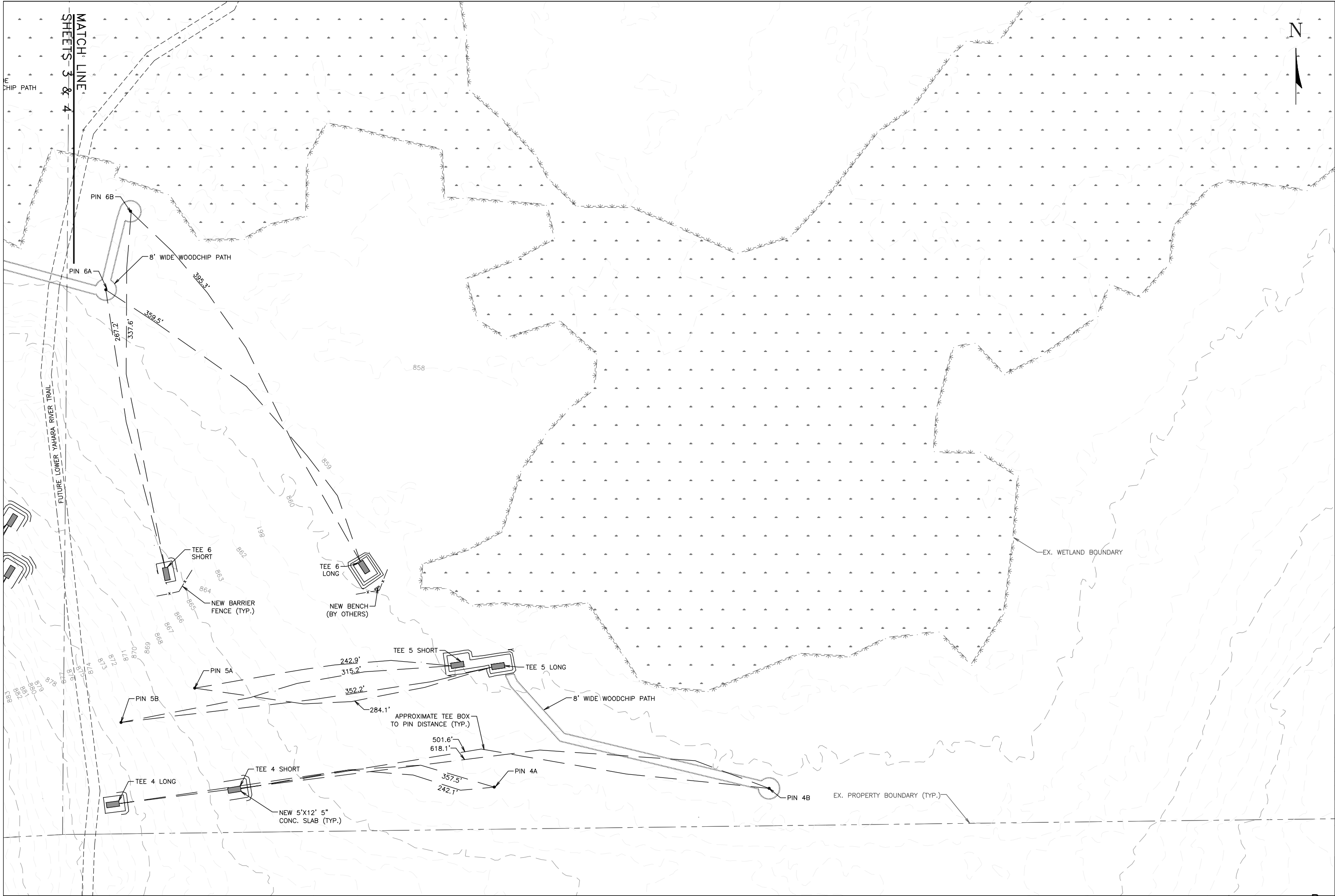
2019 SITE IMPROVEMENTS
ORCHARD HILL PARK
DISC GOLF COURSE
Village of McFarland Wisconsin

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc

TOWN & COUNTRY
ENGINEERING, INC.

SITE PLAN
HOLES 1-3 AND 7-9



2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc

TOWN & COUNTRY
ENGINEERING, INC.

SITE PLAN
HOLES 4-6

2019 SITE IMPROVEMENTS
ORCHARD HILL PARK
DISC GOLF COURSE
Village of McFarland Wisconsin

PROJECT NO.:
MC 142

DRAWING FILE:
GOLF.DWG

DRAWN BY:
J.R.K.

CHECKED BY:
T.J.S.

DATE:
5-7-19

REVISIONS:

SCALE:
0 10 20 40

SHEET:
4

Page 10 of 22

Matt Schuenke

From: Tim Stieve <tstieve@tcengineers.net>
Sent: Friday, May 10, 2019 7:03 AM
To: Matt Schuenke; Brian Berquist
Cc: Jim Hessling
Subject: RE: Parks Agenda
Attachments: GOLF.PDF

Matt and Jim,

See attached for a draft set of plans for a possible Orchard Hill Park re-bid. The following changes from the original bid are proposed:

1. Eliminate platform tees and replaced with a graded area, elevated approximately 1-2' off of existing ground. The graded area is shown in the footprint of the originally proposed platforms and each tee has a 5'x12' concrete slab.
2. Eliminate the wetland boardwalk and rerouted the woodchip path between the pins for hole 6 and the tees for hole 7.
3. Include an alternate bid item for a completion date in June 2020.
4. Clarify amount of available on-site fill for the excavation/fill to subgrade item.

Our construction cost pre-bid estimate with this set of plans is approximately \$185,000.

I also spoke with Maddrell Excavating (contractor for 2019 watermain job) a bit about using their excess trench material for fill on the site and it sounds like they would be open to dropping the material off since it is likely cheaper than their trucking otherwise. Additionally, Maddrell expressed interest themselves in bidding the project with this scope.

Best,

Tim

Tim Stieve, P.E., ENV-SP
tstieve@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350 Cell: (920) 723-7789



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, May 16, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for master planning services at McFarland Park.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is a draft RFP to solicit proposals for master planning services related to McFarland Park. This park is one of our largest parks and serves many different uses, all of which have expressed some desire to expand at some point in the future. The Park is landlocked; however, and proper planning is needed now to help chart the course on its future as potential projects advance. The RFP ultimately needs to be approved by the Village Board and if accepted would be advertised for about a month beginning June 1st. We would select a consultant in July and they would begin their work in August likely to be complete some time around the end of the year.

FINANCIAL/BUDGET IMPACT:

The Parks Budget within the Capital Projects fund includes \$25,000 for this purpose. The final cost will be determined based upon the results of the RFP.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval to the Village Board.

ATTACHMENTS:

1. McFarland Park Master Plan RFP 05142019 mgs



Request For Proposals

William McFarland Park Master Planning Services

RFP Issuance Date: June 1, 2019

RFP Due Date: July 1, 2019

Please Submit to:

McFarland Department of Public Works
Attn: McFarland Park Master Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning consultants who are interested in completing a new Master Plan for William McFarland Park. The Master Plan is meant to create a vision for the future utilization of the park in order to help guide the Village regarding the implementation of desired improvements in the future. The plan will need to be comprehensive in its ability to partner with multiple existing plans both for the Village and our Parks System as well continue to meet the needs of its many users. The successful consultant will need to be dynamic and engaging in order to creatively address the unique challenges faced within this park both now and into the future.

SECTION 2

History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated over 8,500 residents. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. Services related to Community Recreation are provided by the McFarland School District (separate entity). More information about the Village is available at www.mcfarland.wi.us.

William McFarland Park is titled after the Village's namesake when he founded the Village in 1856. The parkland came under ownership of the Village in the mid-1980's and since has seen significant growth and utilization as one of our largest parks around 20 acres in size. Located on the northern side of the Village adjacent the City of Madison, this park provides amenities for skateboarding, bocce ball, soccer, baseball, and special events. The park is also home to the Madison Curling Club, which constructed their facility in the park in 1997 and has been in existence since 1921. Associated with the park and its use but located on private property is the McFarland Community Ice Rink that utilizes roughly 5 acres with their facility and associated parking. The Village provides the land and conducts some maintenance to the property, but all programming is privately coordinated through various groups associated with the different uses.

SECTION 3

Goal

The Village continues to experience above average growth in all sectors of the Community. As the Community grows so does the demand for the activities that are conducted within this park. This has led to many discussions on the future of what is the most well traveled park in the Community and how the space available is efficiently utilized to accommodate growth. A new Master Plan is desired to be able to provide a realistic and rational model for the development of the park as well as help to prioritize various uses based on the availability of those amenities within the Community. It is also desired that this planning exercise take into account not only the voice of the Community through its residents, committee members, and Staff but also the users of the park, which has a much broader base beyond Village borders.

SECTION 4

Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create a Master Plan for this Park including, but not limited to the following:

- Meet with Village Staff at site to review current conditions and existing amenities or site constraints, and receive direction regarding site-specific requirements.
- Meet with the leadership for all current user groups of McFarland Park to review current facilities, site constraints, and discuss future planning for their facility needs. This would include but not limited to the Madison Curling Club, McFarland Community Ice Rink, McFarland Soccer Club, McFarland Area Recreation Program (Baseball), and Four Lakes Bocce Association.
- Inventory site, review pertinent surveys, review architectural and existing/future landscape plans or general plans including Parks and Open Space Plan, Comprehensive Plan, Strategic Plan, and Annual Budget as applicable.
- Conduct an analysis of the current park utilization and make recommendations on future park data according to current and future trends.
- Work with the Village's Parks, Recreation, and Natural Resources Committee to prepare surveys, host public meetings and conduct focus groups with applicable stakeholders. Key emphasis will be placed on those proposals that can be effective generating input internally from within the Community and externally within current user groups of the Park.

- Prepare conceptual plans as needed for discussion, review, and presentation.
- Generate phasing plan for implementation of the master plan.
- Prepare final report including renderings and cost estimates as needed.

These are the general requirements for the Master Plan and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar park master planning projects.

SECTION 5 Deliverables

The selected Consultant shall complete a final Master Plan document that contains a phased implementation schedule, detailed conceptual drawings/renderings, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of the plan will be required once the document is complete. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan, Comprehensive Plan, and Village Strategic Plan.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to statement of understanding and approach to this project.
- b. Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.
- c. References – Provide a minimum of three municipal client references for which the applicant has provided similar planning services within the last three to five years. Include the name and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
- b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables.
- c. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.
- d. Key Personnel – List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include organizational chart of personnel involved in the project. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.
- e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
- f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a. Cost – Lump Sum price to complete the Master Plan as proposed in the Scope of Work.
- b. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

4) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by the end of day on Monday, July 1, 2019. Proposals received late, for any reason, shall not be accepted.
- b. Location – RFP submittals shall be provided to McFarland Department of Public Works, Attn: McFarland Park Master Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- c. Format – Prospective consultants shall provide five (5) printed copies of the proposal and one (1) electronic copy.
- d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.
- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- Quality, clarity and completeness of submittal package.

SECTION 7

Method of Selection

The Village Administrator, Public Works Director, Chairperson of the Parks Committee, and a general member of the Parks Committee will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks, Recreation, and Natural Resources Committee whom will make the final recommendation to the Village Board for decision. The following method and timeline will be utilized in order to select the desired proposal:

- **June 1st – RFP Issuance Date**
- **July 1st – RFP Due Date**
- **July 1st – Evaluation:** During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in person interview.
- **July 8th – Interviews:** During this week, the Evaluation Team will host in person interviews of perspective consultants in order to make a selection.
- **July 12th – Make Recommendation:** The Evaluation Team will make its recommendation to the Committee for further consideration following completion of their work to evaluate the proposals.
- **July 18th – Parks, Recreation, and Natural Resources Committee:** The Committee will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **July 22nd – Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8

Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, May 16, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Presentation of the Public Works Department monthly report by the Director.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. April 2019 directors report

PUBLIC WORKS COMMITTEE

May 14, 2019

PUBLIC UTILITIES COMMITTEE

May 21, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

May 16, 2019

**Public Works Directors Report
for
April 2019**

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

Annual Burning

Planned burning has finished for this year. Several areas around the Village have been burned off.

Water is on at the Parks

Water service is on at the parks and they are now open.

Water repairs for Street Sealing Projects

The department has been repairing water boxes and various street apparatuses in preparation for the upcoming street maintenance work.

Pier Installation

The sailing club has installed the pier at McDaniel Park. It is now open to the public.

Summer Help

The summer help crew has come back. This crew is responsible for all of the mowing and aesthetics of our parks.

License Upgrade

Warrenburg has recently earned his Commercial Driver's License. This helps increase efficiency within the department.

Public Works Week

The department has been prepping for the upcoming open house on May 18 celebrating National Public Works Week. The event runs from 8a-noon.

Meetings/Training/Seminars

Venturino attended a Basic General Wastewater and Collection Systems class.

B. Brandt and Weber attend a waterworks seminar entitled Water System Operations Basics – Regulations & Groundwater Resources.

Hessling participated in the following meetings:

Attended the McFarland Boy Scout Troop 53 Eagle Scout Ceremonies