

PLAN COMMISSION

Monday, October 18, 2021

7:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/81649261891>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 816 4926 1891

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Review and possible approval of the September 13, 2021 Plan Commission meeting draft minutes.
4. BUSINESS.
 - a. Discussion and possible action to make a recommendation to the Village Board regarding a Request for Proposals for an East Side Neighborhood Economic Development & Land Use Plan.
5. STAFF REPORTS
 - a. Property maintenance report
 - b. Directors report
6. SCHEDULE NEXT MEETING DATE.
 - a. Monday November 15, 2021 at 7:00 p.m.
7. 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.

**Working Draft -Minutes
Plan Commission
Meeting
September 13, 2021**

Members Present: Carolyn Clow, Chris St. Clair, Peter Bloechl-Anderson, Eric Green
Tammy Olson, Christopher Reynolds

Members Absent: Scott Peters

Staff Present: Andrew Bremer, Stephanie Miller, Kong Thao

1. CALL TO ORDER

Clow called the meeting to order at 6:00 P.M.

2. PUBLIC APPEARANCES.

None.

3. APPROVAL OF MINUTES.

- a. Review and possible approval of the August 16, 2021 Plan Commission meeting minutes.

Clow motioned to approve the August 16, 2021, Plan Commission minutes. Green seconded the motion. Motion carried 6-0.

4. BUSINESS.

- a. Discussion and possible action to make a recommendation to the Village Board regarding Ordinance No. 2021-08, An Ordinance Rezoning 5411 Bashford Street, McFarland, WI from Central Commercial (C-C) to Planned Development Infill – General & Detailed Plan Approved. Rezoning requested by 5411 Bashford LLC, Dan and Meg Chin.

Bremer gave a summary for the project. Previously approved for a CUP in March 2021. Developers Dan and Meg Chin returned with a revised version to update to a PUD, Planned Development Infill.

No questions or follow up from the Commission members for Dan and Meg Chin who were present at the meeting.

Clow motioned to recommend to the Village Board approval of Ordinance No. 2021-08, An Ordinance Rezoning 5411 Bashford Street, McFarland, WI from Central Commercial (C-C) to Planned Development Infill – General & Detailed Plan Approved, conditioned on the following:

1. Addressing recommended conditions of approval as identified in the McFarland Fire & Rescue Department staff review letter dated 08.02.21.
2. Addressing recommended conditions of approval as identified in the Village Engineer's staff review letter dated 08.09.21.
3. Approval by the Village Board of Resolution 2021-10, a Resolution Discontinuing a Portion of Johnson Street Abutting Lots 8 & 9, Block 1, Johnson 's Addition to the Village of McFarland as a Public Way.
4. Approval by the Village Board of Resolution 2021-12, a Resolution Dedicating Land Adjacent to 5411 Bashford Street for Public Highway Purposes.
5. Approval by the Village Board of Resolution 2021-14, a Resolution Authorizing a Real Estate Acquisition and Development Agreement with 5411 Bashford LLC.
6. Approval by the Village Board of Resolution 2021-16, a Resolution Approving a Declaration of Easements on Property Located at 5411 Bashford Street.

Seconded by St. Clair. Motion passes 6-0.

- b. Discussion and possible action to make a recommendation to the Village Board regarding Resolution 2021-12: A Resolution to Dedicate Right-of-Way for Highway Purposes Abutting Lots 8 and 9, Block 1, Johnson's Addition to Village of McFarland.

Clow motioned to recommend to the Village Board approval of Resolution 2021-12 as presented. Seconded by St. Clair. Motion passes 6-0

- c. Discussion and possible action to make a recommendation to the Village Board regarding Resolution 2021-16: A Resolution Approving A Declaration of Easements On Property Located At 5411 Bashford Street.

Clow motioned to recommend to the Village Board approval of Resolution 2021-16 as presented. Seconded by Bloechl-Anderson. Motion passes 6-0

Clow gave thanks for dedication by committee members for the Special Planning Commission.

5. STAFF REPORTS

- a. Property Maintenance Report
- b. Director's Report

Bremer noted that we will be developing a draft RFP for the update to the East Side Neighborhood Plan for review at the October 18th Plan Commission meeting. Bremer will send the draft RFP to Commissioners and requested comments back before the meeting.

Olson asked if the Draft RFP would contain drawing sheets, if so, Olson would like to request a hard copy. Clow responded to send email to Bremer or Knoll regarding these agenda documents.

6. SCHEDULE NEXT MEETING DATE.

- a. Monday October 18, 2021 @ 7:00 p.m.

7. ADJOURNMENT.

Clow motioned to adjourn, St. Clair seconded the motion. Motion carried 6-0. Meeting adjourned at 6:13 PM.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 18, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and possible action to make a recommendation to the Village Board regarding a Request for Proposals for an East Side Neighborhood Economic Development & Land Use Plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is a track changes copy of the draft Request for Proposals to update the 2008 East Side Neighborhood Growth Plan. Staff will review the revised RFP with the Plan Commission and discuss remaining desired revisions. At the conclusion of the discussion, the Plan Commission may make a recommendation to the Village Board to proceed with publication of the RFP.

FINANCIAL/BUDGET IMPACT:

Funding for this project was included in the 2020 capital borrowing.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland East Side Neighborhood Plan Draft RFP 10.18.2021



Request For Proposals

East Side Neighborhood Economic Development & Land Use Plan

DRAFT (10-18-2021)

RFP Issuance Date: November 1, 2021 (Draft)

RFP Due Date: December 3, 2021 (Draft)

Please Submit to:

McFarland Department of Community & Economic Development
Attn: East Side Neighborhood Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a new East Side Neighborhood Economic Development & Land Use Plan for the Village of McFarland. The creation of this document is meant to provide detailed recommendations regarding the development character of the Village's East Side Neighborhood including the specific location, types, density, and intensity of a variety of land uses. The plan should provide a comprehensive economic development analysis of the Village for the purpose of planning the creation of a new east side business park and other retail, service, and mixed-use areas. The inclusion of affordable housing, sustainable land use and transportation planning strategies will be vital to the final deliverable. Upon adoption the plan will replace the Village's existing 2008 East Side Neighborhood Growth Area Plan and will be incorporated into the Village's 2017 Comprehensive Plan. The plan will require input on its development from the Plan Commission, Village staff, public, ~~staff~~, businesses, property owners, other stakeholders, and other Village boards, commissions, and committees. The selected Consultant will need to demonstrate experience in the development of neighborhood plans of similar size, experience with economic development and ~~housing-retail~~ market analysis, business park development, housing studies, and sustainable land use planning. A preferred Consultant likely consists of a multidisciplinary team of urban planners, economic development professionals, real estate professionals, landscape architects, and civil engineers.

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 9,331 residents. The Village is serviced by ~~WI State~~USH 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 & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

On March 10, 2008, the Village Board adopted the [East Side Neighborhood Growth Area Plan](#). This plan includes land use recommendations for an area of approximately 850 acres lying on the east side of the Village. Refer to Exhibit A of the RFP. The boundaries of the 2008 Plan are based, in part, on an [Intergovernmental Boundary Agreement](#) with the Town of Dunn approved in 2005, which expires December 31, 2025. At the time of adoption, only a small portion of the 2008 plan was included within the Village's municipal limits. Due to the timing of adoption of this plan prior to the Great Recession, and the availability of other adjacent single-family subdivisions within the Village, very little land development has occurred in the east side neighborhood since adoption of the plan in 2008.

In 2017 the Village updated its [Comprehensive Plan](#). As part of that planning process the 2008 East Side Neighborhood Plan was incorporated into the updated Comprehensive Plan; however, no substantial reanalysis of the 2008 East Side Neighborhood Plan's recommendations or conceptual development plan occurred at that time.

Since 2017, the Village has approved several annexations that include a substantial portion of the East Side Neighborhood and beyond. Refer to Exhibit B of the RFP. Some of these areas include existing residential homes on private well and septic systems. The Village anticipates it may receive additional requests in the future for similar developments.

The Village's Comprehensive Plan Future Land Use Map 6 is in need of updating to include all lands which are now included in the Village's Extraterritorial Plat Review Jurisdiction. Other recent activities include:

- 2017, completion of Phase 1 of the Lower Yahara River Trail connecting the City of Madison and the Village of McFarland. The Dane County Parks Department continues to work on additional trail phasing to connect the trail from the Village's southeast boundary (Urso Park) to Lake Kegonsa State Park.
- 2018, completion of the East Basin Utility Service Study.
- 2019, adoption of a new Outdoor Recreation & Open Space Plan.
- 2020, expansion of the Village's Urban Service Area Boundary. Refer to Exhibit C of the RFP.
- 2020, approval of a new 117 lot residential subdivision by Veridian Homes called Rosewood Fields. Refer to Exhibit D of the RFP.
- 2021, creation of a master plan for a new community park on land purchased by the Village in 2019. Refer to Exhibit E of the RFP.
- 2021, completion of a [Village Sustainability Plan](#).
- The [WisDOT](#) is planning a new diamond interchange at CTH AB and US 12 & 18 that will improve access from the Village's east to I-39/90 and the Beltline. Construction is currently scheduled for Fall of 2022 through Fall of 2023. Refer to Exhibit F of the RFP.

Commercial development within the Village is primarily located along USH 51, Farwell Street and the Village's Downtown. Office and light industrial development primarily occur along Terminal Drive and Triangle Street from Siggelkow Road to ~~Vogus-Voges~~ Road, within the Village's Tax Increment District #3. Most of the lots within these areas are ~~buildout~~built out. The Village continues to actively pursue redevelopment projects in these areas, guided by the Village's 2005 Terminal & Triangle District Plan and Redevelopment District #1 Plan. However, given these areas are ~~buildout~~built out the Village lacks areas to grow the overall amount of office and light industrial businesses in the community. Retail and service uses primarily occur along USH 51 from Larson Beach Road to the Babcock County Park, Farwell Street from USH 51 to Exchange Street, and in the Downtown. These areas are located within the Village's Tax Increment District #4 and #5. The Village continues to actively pursue mixed-use redevelopment projects in these areas, guided by the Village's 2017 Comprehensive Plan, Tax Increment District #5 Project Plan,

Tax Increment District #4 Project Plan, Redevelopment District #2 Plan, and the Village Center Master Plan. Copies of these plans are available on the [Community & Economic Development website](#).

Due to natural limitations and jurisdictional boundaries, new housing development is primarily limited to infill development and eastward expansion of the Village. From 2016 through 2020, the Village has added 290 single family dwelling units, 60 two-family units, and 205 multi-family dwelling units. The majority of the single-family development has occurred in the Village's Juniper Ridge, Ridgeview, Prairie Place, and Parkview Estates subdivisions. Refer to Exhibit G [of the RFP](#). New multi-family development has primarily occurred through infill development projects adjacent to the Village's commercial corridors. In 2020 and 2021, the Village approved two affordable housing multi-family development projects consisting of a total of 100 dwelling units. These developments are currently under construction. The Village has a desire to continue to expand the [full](#) range of housing options within the Village, including various forms of affordable housing.

These activities, coupled with changes in land ownership since 2008, and general changes in local and regional market demand, have prompted the Village to consider taking a fresh look at the strategies and recommendations of the 2008 East Side Neighborhood [Growth Area Plan](#). [The planning area for the updated neighborhood plan will be finalized with the selected consultant but is anticipated to include those areas within the 2008 plan, along with those lands annexed to the Village since 2017 not already included in the 2008 planning area. In addition, the Scope of Work includes some Comprehensive Plan Future Land Use map updates within the Village's extraterritorial plat review jurisdiction.](#)

This planning process will be guided under the Direction of the Community & Economic Development Director and the Village's Plan Commission. The Plan Commission holds its regular meeting on the Third Monday of the month at 7:00pm. For this project, the Plan Commission may consider holding a separate meeting on the First Monday of the month at 7:00pm. [Consultants should anticipate project meetings with the Plan Commission on either of these dates throughout the project as needed.](#) Additional input from other Village committees and boards is ~~expected-anticipated~~ through the process including the Community Development Authority, Public Works Utilities Committee, Parks & Recreation Committee, Natural Resources & Sustainability Committee, and the Village Board. [Refer to the Village website for additional information on the dates and times these other committees and boards meet. The Village is currently utilizing Zoom for remote meeting participation by commission members and the public. The Consultant should anticipate a combination of in-person, remote, or hybrid meetings throughout the planning process.](#)

SECTION 3 Plan Objectives

This planning process will look to address several short and long ranging planning objectives and questions, including but not limited to the following:

1. The appropriate location, type, mix, and intensity of land uses (residential, commercial, industrial, parks, opens space, utilities, roadways, trails, etc.) within the expanded east side neighborhood boundary.?
2. Identify locations that are most desirable for the development of a new east side business park. What specific types of commercial and light industrial businesses are desired and likely to succeed within the local and regional marketplace?
3. Identify locations that are most desirable for the development of ~~a new~~ retail and service businesses. What type of retail and service businesses are currently underserved within the Village? How much additional retail and service demand will be created through future residential growth in the east side neighborhood? How much of this demand will be met through development in existing commercial corridors and districts within the Village as opposed to within the east side neighborhood? What specific types of retail and service businesses are desired and likely to succeed with in the neighborhood ~~the local~~ and regional marketplace?
4. Identify specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, etc.) to ensure a range of housing styles, ~~and~~ densities, unit mix, and price points, including strategies for addressing affordable (workforce and low-income) housing that are applicable to a community of McFarland's size. Under what circumstances and conditions, if any, should the Village consider the location of low-density residential subdivisions on private well and septic systems? If these types of residential subdivisions are going to be allowed, w~~h~~at specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, etc.) can the Village employ to efficiently connect existing and any future residential properties on private well and septic systems to public sewer and water once they become available?
5. Identify specific strategies (e.g. plan policies, zoning and subdivision ordinance revisions, etc.) to ensure land use development occurs in a sustainable manner.
6. Identify the location of future transportation infrastructure. This includes the location and design characteristics of future local, collector, and arterials roadways, as well as the specific location of future on- and off-road recreational trails and opportunities to serve the area with future Madison Metro transit services.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create a new East Side Neighborhood Plan as listed. While it is anticipated that the new plan will build off the prior 2008 plan policies and strategies, neither the planning process nor the final deliverable need to follow those used in the creation of the 2008 plan. The desired services include, but are not limited to the following:

1. Background Analysis. A brief description of the planning area, including a summary of prior planning activities, relevant planning documents and agreements, and existing natural resources and infrastructure, issues & opportunities within the neighborhood, etc. This includes both Village plans, and those plans adopted by regional entities such as the Capital Area Regional Planning Commission (e.g. Regional Development Framework), Dane County Housing Initiative (e.g. Dane County Regional Housing Strategy), Dane County Comprehensive Land Use Plan, surrounding local government comprehensive plans, Greater Madison Metropolitan Planning Organization (e.g. Connect Greater Madison 2050), Madison Region Economic Partnership (e.g. Advance Now 2.0 Strategy).
2. Market Analysis. A ~~demographic~~ Demographic analysis (e.g. age, sex, race, marital status, etc.) of past and projected Village population; a Housing Analysis of the Village's existing housing stock and projected housing needs and housing units; an Economic Development Analysis of the Village's labor force, household incomes, occupational categories and commuting status; a retail market analysis of the Village and surrounding trade area to identify gaps in the supply and demand of retail and service businesses; i- ~~identification of specific locations within the Village best suited for specific commercial uses~~ identified in the retail analysis, including areas within or outside of the east side neighborhood; an analysis of the impacts of future population, housing and business expansion within the east side neighborhood on other commercial corridors and districts within the Village; a ~~An~~ analysis of the existing commercial and light industrial businesses within the Village and surrounding trade area to identify specific types of business and industry needs for McFarland.
3. Business Park Development Plan. The feasibility and design of developing a new east-side business park is a critical component of the planning project. This portion of the project should identify the specific types of commercial, office and light industrial businesses (by NAICS codes or other means) that are desired and likely to succeed with in the local and regional marketplace. Identify the specific location, conceptual layout design, lot size, transportation, and utility needs necessary to service these uses. Identify the estimated costs to develop the business park, how the development of the business park could be phased, and the economic impact of the new business park including estimated property tax revenue and new job creation. Identify specific funding programs or partners, including public or private, that would be applicable to McFarland.

4. Neighborhood Plan & Design. The Neighborhood Plan & Design shall include a description of planning principles and policies to guide development within the neighborhood; a—A detailed description of the intent of each future land use category planned with the neighborhood area. ~~This shall include, including~~ recommendations regarding various design standards such as density, lot sizes, setbacks, minimum open space per dwelling unit, floor area ratios, parking requirements, street design, trail design, signage, general site and building design guidelines, etc. Affordable housing and sustainability shall be integral to the design of the neighborhood building off and strengthening those prior recommendations in the 2008 plan. The use of representative images, roadway conceptual cross-sections, and more detailed conceptual site plans for specific strategic properties or land use categories is anticipated, similar to the 2008 plan. It is anticipated that the Consultant will likely need to produce several alternative development scenarios, future land use maps, and conceptual site plans for review and consideration by the Plan Commission as part of an iterative planning process.
5. Implementation Strategies. Describe implementation strategies including amendments to the Village's existing zoning, subdivision, capital improvement plan, outdoor recreation plan which will be necessary in order to implement the recommendations of the plan. Identify strategies for addressing affordable housing.
6. Mapping. The planning project is anticipated to result in several planning maps including, but not limited to, the following:
 - a. Planning Area
 - b. Existing Land Use
 - c. Natural Resources, including WDNR wetlands, FEMA Floodplains, steep slopes, hydric soils, surface water, woodlands, existing Capital Area Regional Planning Commission (CARPC) mapped Environmental Corridors and Future Potential Environmental Corridors, etc.
 - d. Infrastructure. Locations of existing and future public utilities (e.g. sewer inceptors, municipal wells, drainage basins, etc.) and stormwater management areas, CARPC Urban Service Area Boundaries, etc.
 - e. Neighborhood Future Land Use. A map illustrating the locations of those future land uses described within the Neighborhood Plan & Design, including specific collector, arterial, and local streets, bike and pedestrian facilities, future drainage areas and stormwater management facilities, etc.
 - f. Comprehensive Plan Future Land Use Map 6A. The consultant will provide the Village with an updated Comprehensive Plan Future Land Use Map that incorporates the final Neighborhood Future Land Use Map. Map 6A will be scaled to the existing Village municipal boundary. Map 6B will be scaled to the Village's extraterritorial boundary.
- ~~7.—~~Community Input. Selected Consultant shall be responsible for developing a planning engagement plan to gather input from the Plan Commission, Village staff, public,

businesses, property owners, other stakeholders, and other Village boards, commissions, and committees following:

~~8.—~~

~~9. General Public.~~

~~10.—~~

~~11. Village Boards, Commissions, and Committees.~~

~~12.—~~

~~13. Local Businesses.~~

~~14.—~~

~~15. School District.~~

~~16.—~~

~~17. Village Departments through their Department Heads.~~

~~18.—~~

~~19. Other Key Stakeholders & Property Owners within the planning area, including but not limited to Cemetery Association, Ho Chunk Nation, Hope Rod & Gun Club, Wisconsin Power & Light, ANR Pipeline Company, etc.~~

~~20.—~~

~~21. Planning staff or local officials from surrounding municipalities including City of Madison, Town of Cottage Grove, Town of Pleasant Springs, Town of Dunn, Town of Blooming Grove, and Dane County.~~

~~a. Consultant will work with the Village on best practices for engaging these audiences whether through surveys, focus groups, open houses, virtual meetings, or other means to be suggested and determined.~~

~~b.7.~~ A final presentation of the plan will be required once the document is complete to both the Plan Commission and Village Board. The Consultant should also budget for an appropriate ~~amount~~number of meetings with the Plan Commission, and other various Village committees and stakeholders, to build the plan.

These are the general requirements for the creation of a new East Side Neighborhood 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 projects.

SECTION 5 Deliverables

The selected Consultant shall complete a final East Side Neighborhood Economic Development & Land Use Plan document that contains a summary of the planning process and those items described in the final Scope of Services. The final plan document(s) shall be user friendly, incorporating graphics and minimizing text to present a clear and concise planning document.

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. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including all maps, GIS data and GIS map packages, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan. Draft deliverables may be provided in pdf format.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
- b. Experience – Specific project experience detailing up to seven completed, similar or relevant projects that the applicant has executed within the last 10 years. Links to full copies of similar or relevant ~~plans-projects~~ are encouraged. Hard copies of similar or relevant plans are not required—desired and can be provided electronically.
- c. References – Provide ~~a minimum of three~~ three to five municipal client references for which the applicant has provided similar planning services within the last ~~three to~~ three to five years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. ~~Project Approach~~ Scope of Work – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any projects or deliverables. An 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 or from past project experiences.

3) Project Management Plan Proposal consisting of:

- ~~b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables as aligned with this RFP.~~
- ~~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.~~

a. 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. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with Village staff. –The firm’s Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Plan Commission, 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.

b. Quality Control – Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.

c. Village Staff Commitments – Identification of those items within the Scope of Work for which the Consultant anticipates assistance by Village Staff. Village Staff will serve as the point of contact for public inquires during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets and community newsletters.

d. —

e.d. Project Schedule – A proposed schedule that indicates project milestones and overall timeline for completion of the Plan.

f.e. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3.4) Cost and Labor Hours Proposal consisting of:

a. Cost – Lump Sum price to complete the plan as proposed in the Consultant’s base Scope of Work.

a.b. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task.

b.c. Additional Fees – Total fee, hours per employee, and h~~Hourly price-rates~~by employees, for any additional services to complete any additional items not identified as included in the Consultant’s base Scope of Work.

4.5) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by ~~the end of day~~ 4:30 PM CST on Friday, December 10, 2021. Proposals received late, for any reason, shall not be accepted.
- ~~b. Location – RFP submittals shall be provided to McFarland Department of Community & Economic Development, Attn: East Side Neighborhood Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.~~
- e-b. Format & Location – Prospective consultants shall provide one (1) electronic PDF copy. ~~Hard copies of similar or relevant plans are not required and can be provided electronically.~~ RFP submittals shall be emailed to the Community & Economic Development Director at andrew.bremer@mcfarland.wi.us, subject: East Side Neighborhood Plan RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the McFarland Department of Community & Economic Development, Attn: East Side Neighborhood Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- d-c. 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:

- Key Personnel (15%). Experience and qualifications relevant to key personnel.
- Project Experience (15%). Project understanding and knowledge of area depth or relevant technical experience. Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- Scope of Work (25%). Level of ~~r~~Project understanding and knowledge of area depth or relevant technical experience responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired scope of work.
- ~~Proven ability to appeal to a wide audience and incorporate public comment into plan.~~
- Project Schedule (5%). Ability to be responsive in meeting schedule required to complete the plan and deliverables.

- Cost Proposal (25%). Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.
- ~~Level of experience with local government entities of similar size, structure and complexity.~~
- ~~Demonstration of innovative approaches particular to technical solutions.~~
- Quality of Submittal (15%). Quality, clarity and completeness of submittal package. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8 Method of Selection

The Village Administrator; Community and Economic Development Director; and Chairperson and Vice-Chairperson for the Planning Commission will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Planning Commission ~~whom~~who will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **November 1st – RFP Issuance Date**
- **December 10th – RFP Due Date**
- **December 13th – 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 or virtual interview.
- **January 3rd10th, 2022 – Interviews:** During this week, the Evaluation Team ~~will~~may host interviews of perspective consultants in order to make a selection.
- **January 10th – Evaluation Team Recommendation:** The Evaluation Team will make its recommendation to the Committee for further consideration following completion of their work to evaluate the proposals.
- **January 17th – Plan Commission Recommendation:** The Plan Commission will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **January 24th – Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **February 1st – Estimated project commencement date.**
- **December 12, 2022 – Estimated project completion date.**

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SECTION 9 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.

SECTION 910

RFP Exhibits~~XHIBITS~~

Exhibit A: 2008 East Side Neighborhood Growth Area Concept Development Plan

Exhibit B: Village Annexations Since 2017

Exhibit C: 2020 Urban Service Area Amendment

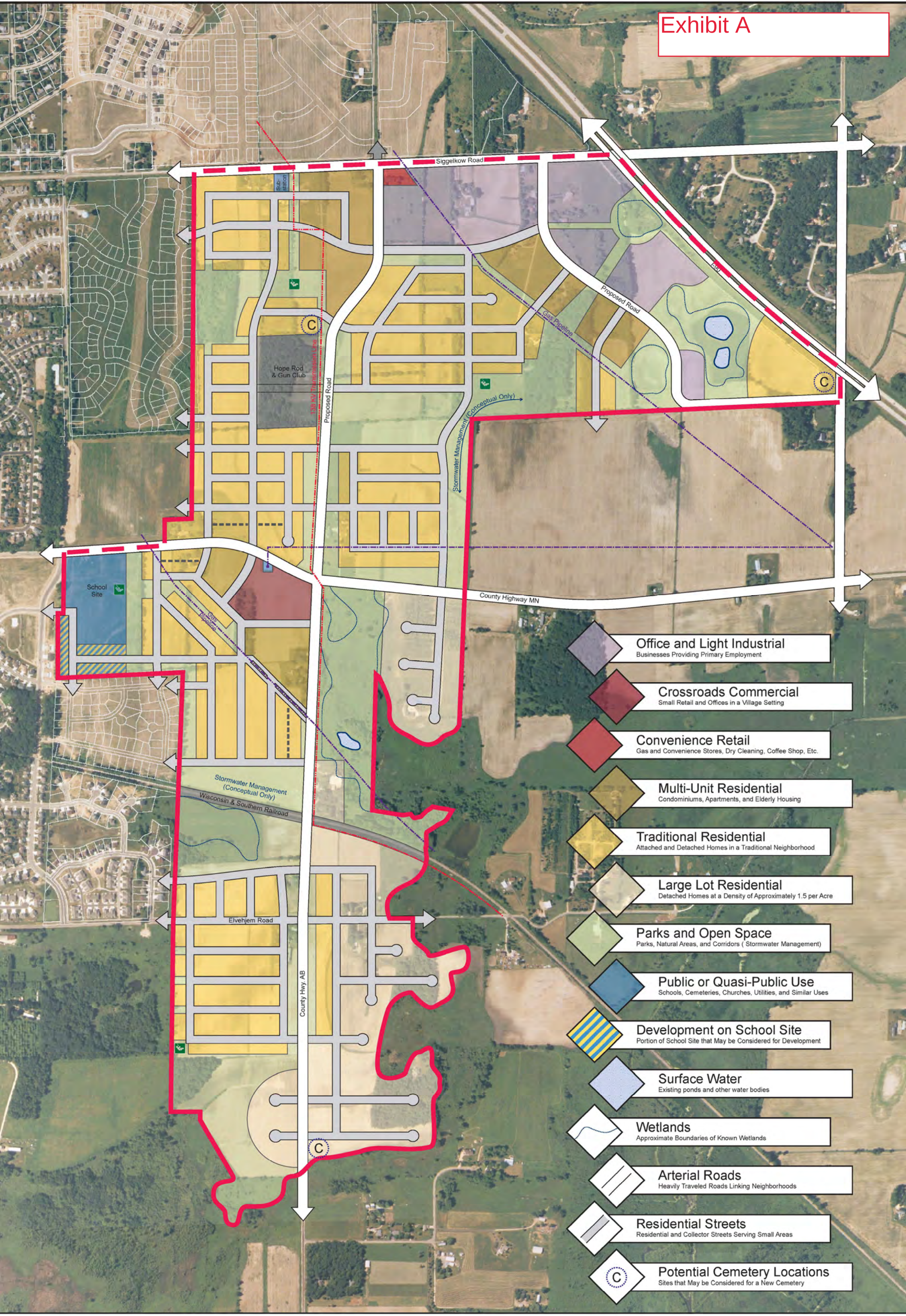
Exhibit D: Rosewood Fields Subdivision

Exhibit E: Community Park Draft Concept Plan

Exhibit F: WisDOT CTH AB & US 12/18 Concept Plan

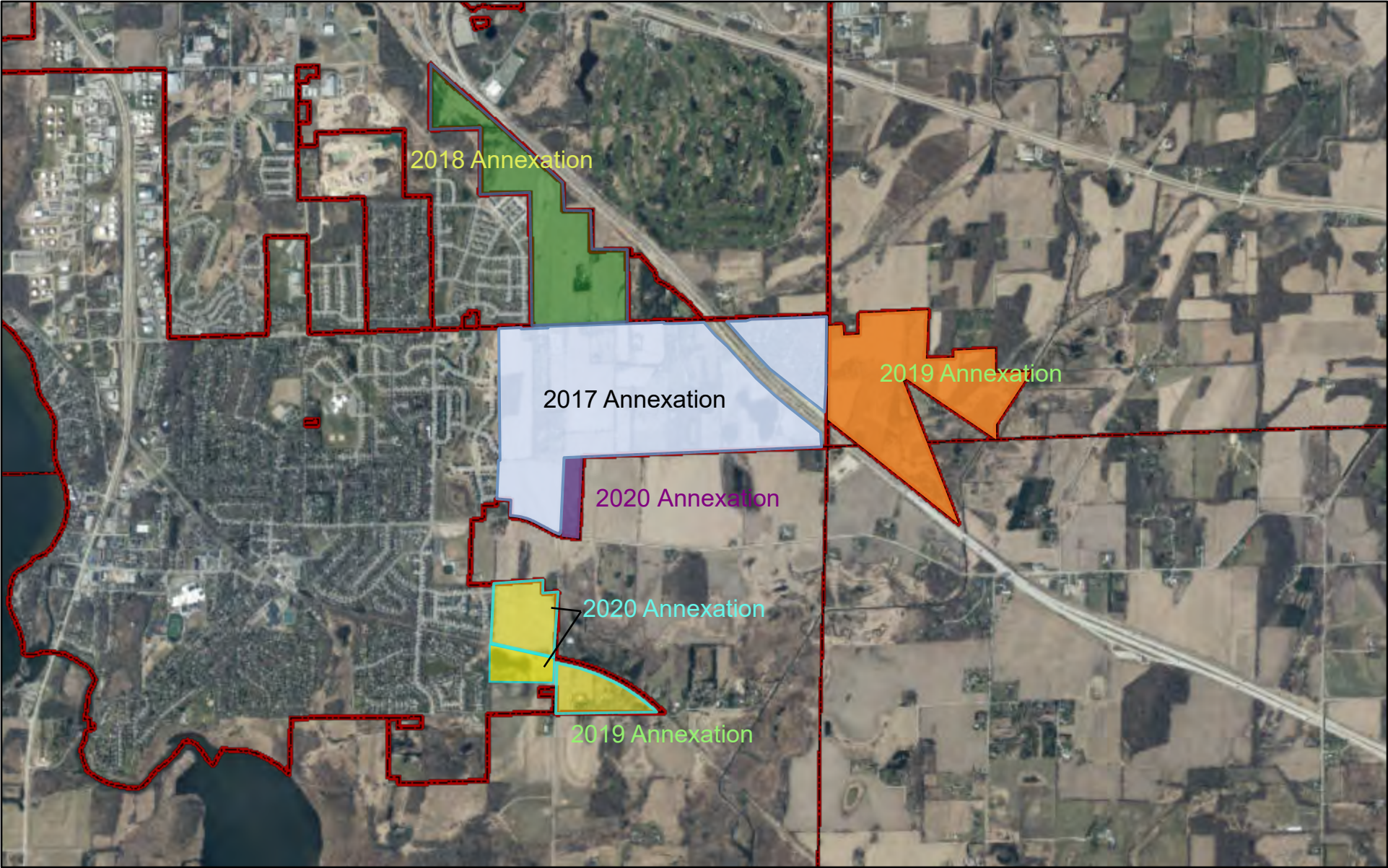
Exhibit G: East Side Subdivisions

Exhibit H: Standard Contract Template



Village of McFarland - East Side Neighborhood Growth Area - Concept Development Plan

Village of McFarland - Annexation (2017-2020)



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Areas

Override 1

Override 2

Override 3

Override 4

Override 5

Municipalities

City

Town

Village

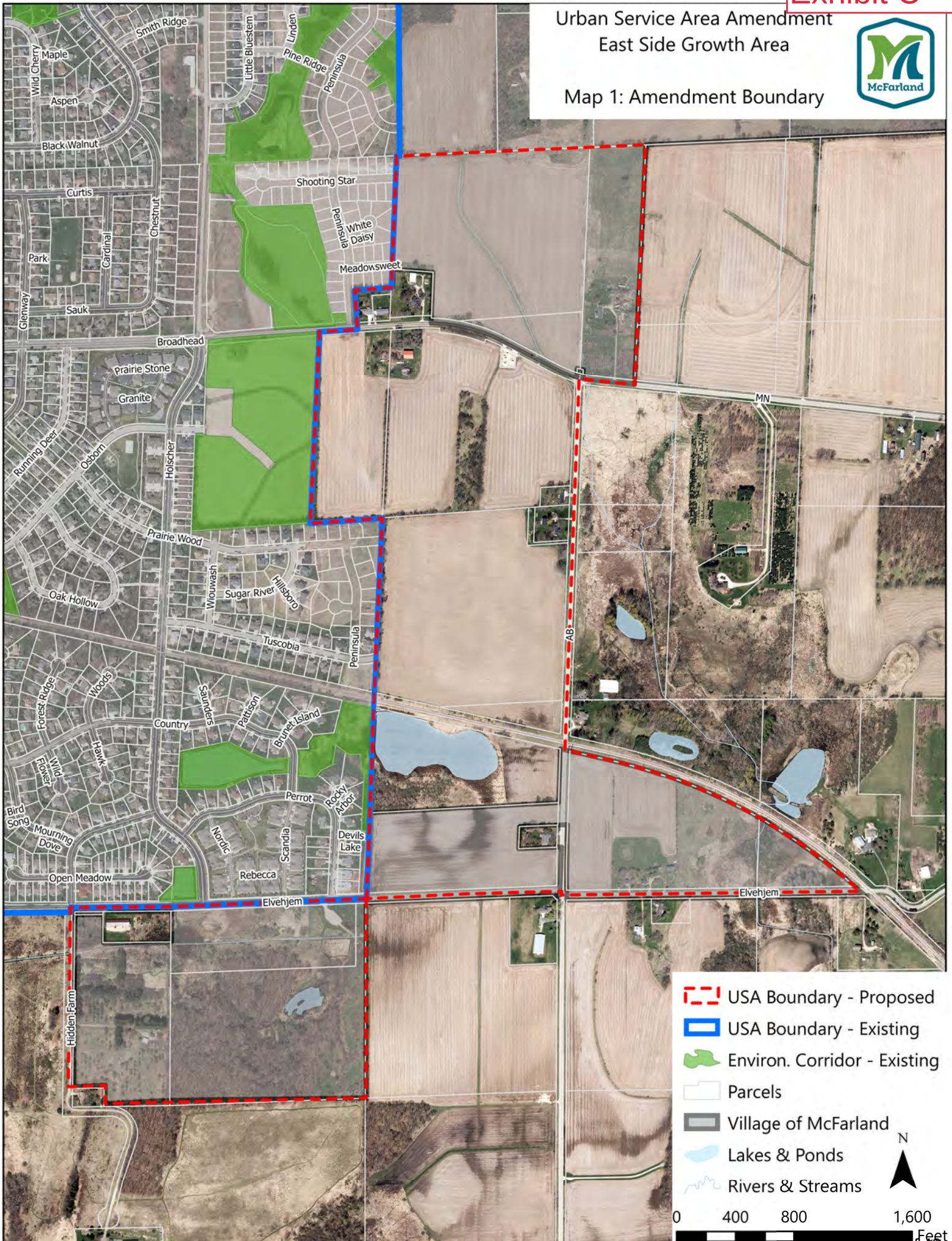
A scale bar with two units: miles and kilometers. The top scale is in miles, with markings at 0, 0.28, 0.55, and 1.1. The bottom scale is in kilometers, with markings at 0, 0.45, 0.9, and 1.8. The text 'na' is located below the scale bar.

Village Staff
na LMSD
Page 25 of 42

Urban Service Area Amendment East Side Growth Area

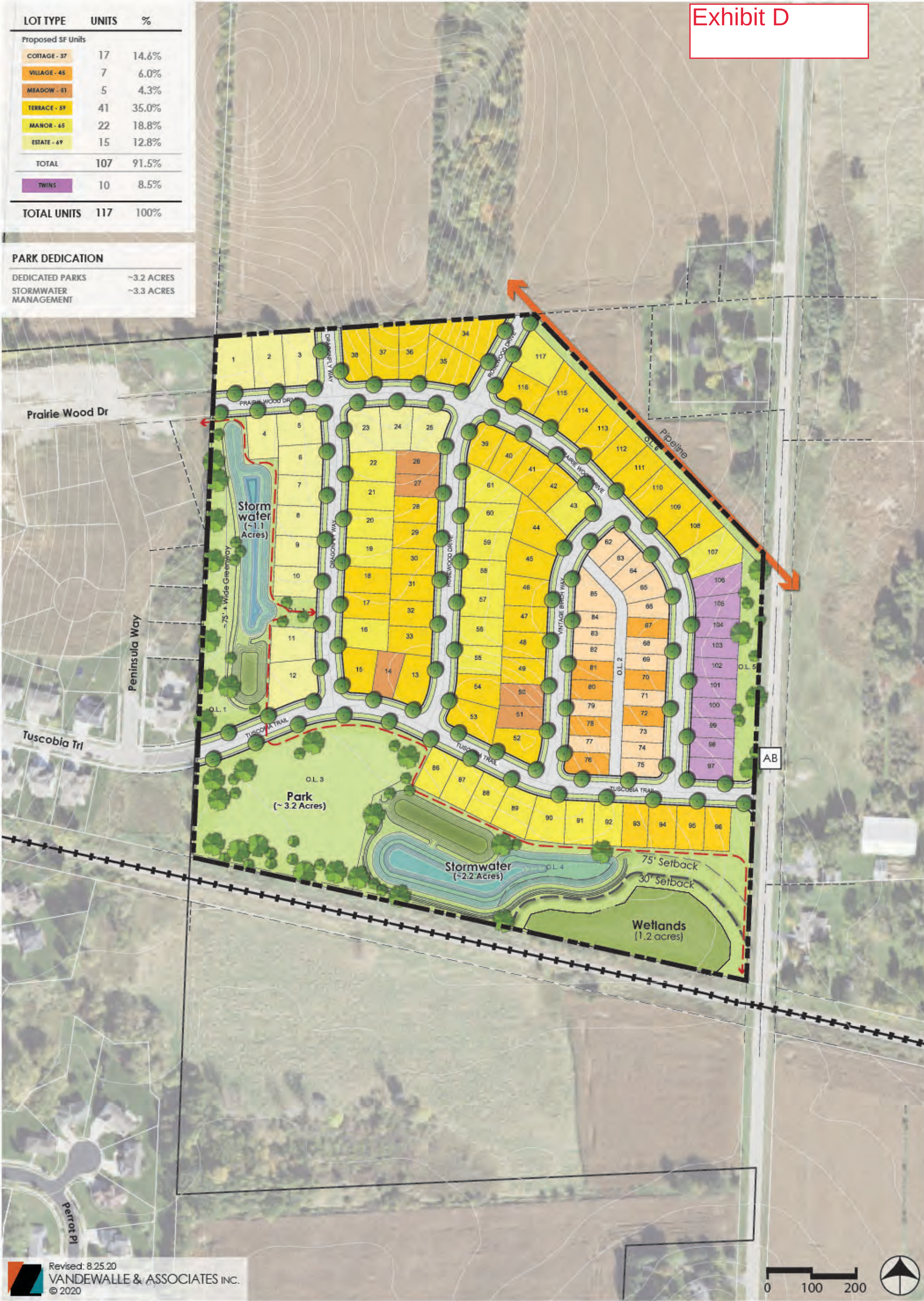


Map 1: Amendment Boundary



LOT TYPE	UNITS	%
Proposed SF Units		
COTTAGE - 37	17	14.6%
VILLAGE - 45	7	6.0%
MEADOW - 61	5	4.3%
TERRACE - 59	41	35.0%
MANOR - 65	22	18.8%
ESTATE - 69	15	12.8%
TOTAL	107	91.5%
TWINS	10	8.5%
TOTAL UNITS	117	100%

PARK DEDICATION		
DEDICATED PARKS	~3.2 ACRES	
STORMWATER MANAGEMENT	~3.3 ACRES	



Revised: 8.25.20
VANDEWALLE & ASSOCIATES INC.
© 2020

LEGEND

- 1 4 Season Dome Rec. Complex
- 2 Day Use Picnic Area
- 3 Trail Network
- 4 Stormwater Management Area
- 5 New Village Street/Public ROW
- 6 Community Shelter Building
- 7 Playground
- 8 Parking Area
- 9 Prairie Restoration
- 10 Soccer Field Area
- 11 Bike Pump Track
- 12 Sledding Hill
- 13 Flexible Recreation Space



COMMUNITY PARK
MASTER PLAN
MCFARLAND, WI

CONCEPT PLAN - PREFERRED SITE PLAN

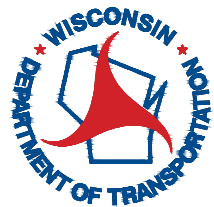
Project Name:

Revisions:

Project #: 20.022
Issued For: Review
Date: 09/19/2021

Sheet Number

CP MP



PROJECT OVERVIEW

PROJECT ID 3080-01-75,76
US 12/18 AND COUNTY AB INTERCHANGE
MADISON, DANE COUNTY
FEBRUARY 2, 2021



CITY OF MADISON

**TOWN OF
COTTAGE GROVE**

BEGIN LONG DRIVE
CONSTRUCTION

END PROJECT
COUNTY AB CONSTRUCTION
3080-01-75

BEGIN MILLPOND ROAD
CONSTRUCTION

BEGIN PROJECT
US 12/18 CONSTRUCTION
3080-01-76

LONG DR

MILLPOND RD

LUDS LN

CITY OF MADISON

BEGIN PROJECT
COUNTY AB CONSTRUCTION
3080-01-75

END PROJECT
US 12/18 CONSTRUCTION
3080-01-76

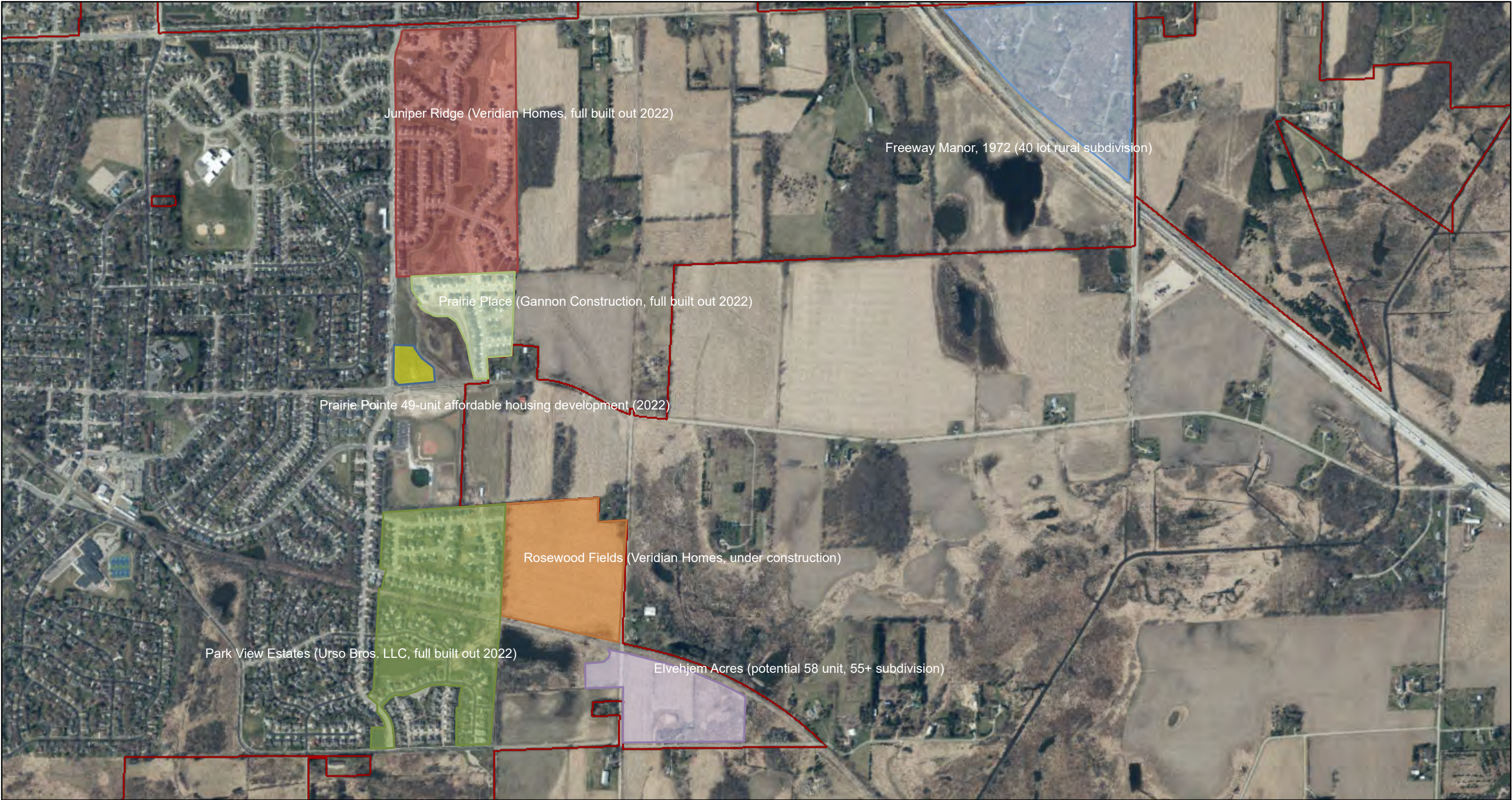


HOPE HOLLOW TR



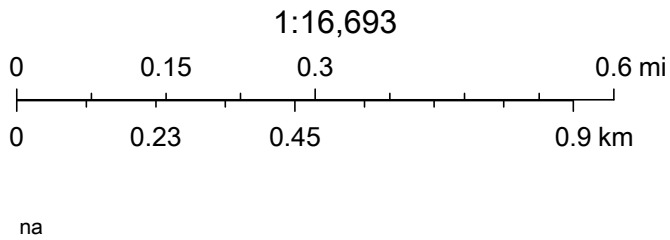
**TOWN OF
COTTAGE GROVE**

Subdivision Map - PC 10.18.2021



10/14/2021, 3:53:05 PM

- Areas
- | | | |
|------------|------------|------------|
| Override 1 | Override 3 | Override 6 |
| Override 2 | Override 4 | Override 7 |
| Override 5 | | Village |



VILLAGE OF MCFARLAND CONTRACT

Expiration Date: _____

Maximum Cost: _____

Registered Agent: _____

Address: _____

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and _____ (hereafter, "PROVIDER"),

WHEREAS VILLAGE, whose address is 5915 Milwaukee St., P.O. Box 110, McFarland, WI 53558, desires to purchase services from PROVIDER for the purpose of _____
 _____; and

WHEREAS PROVIDER, whose address is _____, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which are acknowledged by each party, VILLAGE and PROVIDER agree as follows:

- I. TERM. The term of this Contract shall commence as of the date on which all parties have executed this Contract and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties or as provided in Section IV. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE.
- II. SERVICES.
 - A. PROVIDER agrees to provide the services detailed in the attached Schedule A.
 - B. PROVIDER shall commence, carry on and complete its obligations under this Contract with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Contract and all applicable laws. In providing services under this Contract, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of VILLAGE. Time is of the essence with regard to all dates for completion of any services under this Contract unless expressly provided otherwise.
 - C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Contract. Such personnel shall not be deemed to be employees of VILLAGE nor shall they or any of them have or be deemed to have any direct contractual relationship with VILLAGE.

- D. All services by PROVIDER shall be performed in a good and workmanlike manner and consistent with all standards of performance customary in the State of Wisconsin as well as any standards of quality advertised by PROVIDER.
- III. ASSIGNMENT/TRANSFER: PROVIDER shall neither assign nor transfer any interest or obligation in this Contract, without the prior written consent of VILLAGE unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from VILLAGE under this Contract may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Contract. PROVIDER shall promptly provide notice of any such assignment or transfer to VILLAGE.
- IV. TERMINATION.
- A. The Village may terminate this Contract for any reason upon thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
 2. failure by PROVIDER to carry applicable licenses or certifications as required by law in order to complete the services to be provided under this Contract.
 3. failure of PROVIDER to comply with reporting requirements contained herein.
 4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Village Board or the State or Federal Governments to appropriate sufficient funds to carry out VILLAGE's obligations hereunder, shall result in automatic termination of this Contract as of the date funds are no longer available, without notice.
- D. Upon the expiration or any termination of this Contract, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Contract shall at the option of VILLAGE become the property of VILLAGE, and PROVIDER shall be entitled to receive just and equitable compensation, for any satisfactory work completed on such documents, services, papers, data, products. Notwithstanding the above, PROVIDER shall not be relieved of liability to VILLAGE for damages sustained by VILLAGE by virtue of any breach of this Contract by PROVIDER, and VILLAGE may withhold any payments to PROVIDER for the purpose of offset.
- V. PAYMENT. VILLAGE agrees to make such payments for services rendered under this Contract as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Contract or its attachments, VILLAGE shall never be required to pay more than the sum set forth on page 1 of this Contract under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Contract.
- VI. REPORTS. PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence.

VII. DELIVERY OF NOTICE. Notices, bills, invoices and reports required by this Contract shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. Either party may change the address to which notices should be sent by written notice to the other party.

VIII. INSURANCE.

A. PROVIDER shall indemnify, hold harmless and defend VILLAGE, its boards, committees, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which VILLAGE, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's acts or omissions in the course of furnishing the services or goods required to be provided under this Contract, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses to the extent caused by or resulting from the acts or omissions of VILLAGE, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Contract.

B. In order to protect itself and VILLAGE, its officers, boards, committees, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Contract keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Contract and otherwise, PROVIDER agrees to preserve VILLAGE's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the VILLAGE's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Contract.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage unless the VILLAGE waives such requirement in writing. The policy shall list the VILLAGE as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden, unless the VILLAGE waives this requirement in writing. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance to the extent required by law.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability through an Umbrella or Excess Liability policy provided that the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list the VILLAGE as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Contract, PROVIDER shall furnish VILLAGE with a Certificate of Insurance listing VILLAGE as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Contract. The Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services is Claims-Made and indicate the Retroactive Date, and PROVIDER shall maintain coverage for the duration of this Contract and for six (6) years following the completion of this Contract. PROVIDER shall furnish VILLAGE, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the VILLAGE with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or VILLAGE may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against VILLAGE upon any matter herein indemnified against, VILLAGE shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance, if required. In case of any sublet of work under this Contract, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The VILLAGE, acting at its sole option and through its Village Board, may waive any and all requirements contained in this Contract, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by Village Board taking into account the nature of the work and other factors relevant to VILLAGE's exposure, if any, under this Contract.
- IX. NO WAIVER BY PAYMENT OR ACCEPTANCE. In no event shall the making of any payment or acceptance of any service or product required by this Contract constitute or be construed as a waiver by VILLAGE of any breach of the covenants of this Contract or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by VILLAGE while any such default or breach shall exist shall in no way impair or prejudice the right of VILLAGE with respect to recovery of damages or other remedy as a result of such breach or default.
- X. NON-DISCRIMINATION. During the term of this Contract, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment, except to the extent that such factors are substantially related to the qualifications of such person to perform the work or receive the services. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph.

XI. MISCELLANEOUS.

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Contract on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Contract. PROVIDER shall notify VILLAGE immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner. The person(s) executing this Contract on behalf of PROVIDER individually warrants and represents that he, she or they are duly authorized to enter into this Contract and bind the PROVIDER hereto, and that no signatures other than those shown in the signature blocks below are necessary to make this Contract binding on PROVIDER.
- B. Controlling Law and Venue. It is expressly agreed that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall lie solely in the Dane County Circuit Court.
- C. Limitation of Contract. This Contract is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Contract shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Contract. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Contract shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to this contract upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- F. Severability. In the event any provision, term or clause contained in this Contract shall be determined unlawful or unenforceable, such determination shall not affect the remaining provisions of this Contract which shall remain in full force and effect. In the event any such provision, term or clause shall be determined unlawful or unenforceable as to any particular person or circumstances, such determination shall not affect the applicability of such provision to any other person or under any other circumstances.

IN WITNESS WHEREOF, VILLAGE and PROVIDER, by their respective authorized agents, have caused this Contract and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____

Date Signed: _____

* [print name and title, below signature line of any person signing this document]

* * *

FOR VILLAGE:

Date Signed: _____
Brad Czebotar, Village President

Date Signed: _____
Cassandra Suettinger, Clerk/Treasurer

Approved as to form:

Allen D. Reuter
Village Attorney

GENERAL INSTRUCTIONS FOR COMPLETING SCHEDULES “A”, “B”, “C”

Schedule A

1. Describe services to be performed **in detail**.
2. Add in any time limits on when the services are to begin, when to end, and any other definite or referable time limits.
3. Put in any cancellation provision you want or reference cancellation to a proposal or bid. If you don't do anything, there will be no cancellation provision.
4. Add in any assignment provisions, if necessary, or reference proposal or bid provision. Again, if you do nothing, there will be no assignment provisions allowable. That is the normal course of events.
5. Include any standards to be used by the Provider when doing the work; these can be referenced to a proposal or can be written out here and subject to your on-going approval.
6. Add in anything you are supposed to do to aid or facilitate the work of the Provider.

Schedule B

1. Indicate the maximum amount the Provider will be paid.
2. Include how Provider will be paid, that is, whether in one lump sum at the beginning or end, a percentage now and installments later on, how payments are referenced if installments (whether by percent and dates, by amount of work done, flat dollar amount by units of service billed to you, etc.). If you are using unit cost basis, make sure that a unit is identifiable and measurable and is described in Schedule “A”.
3. Describe how the Provider is to bill the VILLAGE. If a Provider is to bill you, indicate when they will be paid (30 days, 60 days, etc.) after receipt of the bill.

Schedule C

1. Describe the nature and dates of any reports required. Be specific.
2. If audits are to be performed or permitted at your option, indicate that here. Remember: audits after the term of the contract are useless unless you have withheld a part of the payments until the audit is complete and satisfactory to you.

Example

SCHEDULE "A"

- I. Pursuant paragraph #1 of the attached CONTRACT, the PROVIDER shall provide the following services:
 - a. Examine in detail the operations of the Sanitary department with a view toward recommending improvements in the manner in which in-coming work is assigned to the various field personnel. It is contemplated that this work shall be accomplished by the PROVIDER assigning one of its staff full-time to this phase until accomplished. Date of completion: not later than 7-15-16.
 - b. Make detailed written recommendations for the improvement of the in-take functions of the Sanitary department described in a. above. The goal of this phase is to increase the efficiency of the department and to expedite requests for inspections by members of the public. Date of completion: 7-15-16.
 - c. Evaluate the recommendations in b. above by auditing the intake functions of the department after the recommendations have been instituted and make any necessary adjustments. This is contemplated to be an on-going process over a period of 5 months, with a completion date of January 15, 2016.
- II. In accomplishing the objectives of I. above, the PROVIDER is to adhere to the concepts and provisions of its proposal dated July 1, 2015, and attached hereto and incorporated herein by reference.
- III. VILLAGE personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER'S obligations hereunder.

Example

SCHEDULE "B"

- I. PROVIDER shall be paid on the basis of work completed, when completed at the following rates:
 - a. For the completion of Schedule "A", para I.a., the sum of \$2,000.00 if completed timely, with a reduction of 1% of said amount for each calendar day uncompleted beyond the schedule completion date.
 - b. For the completion of Schedule "A", para I.b., the sum of \$5,000.00 if completed timely, a reduction of 2% for each day late.
 - c. For completion of Schedule "A", para I.c., the sum of \$25.00 for each hour of service actually spent evaluating and auditing the performance of the department under the recommendations of the PROVIDER, the PROVIDER to submit monthly, by the 10th of the succeeding month, a bill itemizing hours spend in performance of said duties.
- II. If PROVIDER is timely with respect to all its obligations under this CONTRACT, the VILLAGE shall make payments due within 30 days of the dates of completion of PROVIDER'S obligations or of billing, as appropriate. If PROVIDER fails to meet time limits, VILLAGE'S payments will be delayed an additional 30 days.
- III. In no event shall the PROVIDER be paid more than the sum of \$2,000.00 for its obligations under para. I.c. above.

SCHEDULE "C"

- I. In addition to other reports required herein, the PROVIDER shall provide a written summary of its audit results under Schedule "A", para. I.c., no later than March 15, 2001. The VILLAGE shall withhold the sum of \$500.00 due as payment hereunder until such written summary is received.

Memorandum

To: McFarland Plan Commission
From: Karen Knoll, Property Maintenance Officer
Date: October 12, 2021

Re: September Property Maintenance Report

Date	Address	Owner	Complaint Type	Complaint Comments	Status
9.3.21	Holscher Road	Frank Development	Junk/Debris	Concrete in street	Resolved
9.3.21	5008 Card Avenue	Baumann Rev. Trust	Junk/Debris	Concrete in street	Resolved
9.8.21	6002 Running Deer Trail	Freedman	Lawn/Weeds	grass & weeds over 8"	Resolved
9.22.21	6020 Shooting Star court	Gannon	Other Property Maintenance	Insulation blowing over neighborhood	Resolved

Memorandum

To: McFarland Plan Commission

From: Andrew Bremer, AICP
Community & Economic Development Director

Date: October 15, 2021

Re: **September 2021, Community & Economic Development Department Highlights**

The following is a summary of new construction activity for the month and YTD, including permit numbers and associated revenues.

YTD New Construction Building Permits

	2020	6-Year	4-Year	2-Year	2021
Building Permits (new construction)	Actual	Average	Average	Average	Actual YTD
SF (Total Units)	50	52	62	58	13
Duplex (Total Units)	2	10	14	8	0
MF (Total Units)	100	34	42	64	55
Total Res. Units	152	96	117	130	68
Commercial	2	3	3	2	0

* As of 9/30, 75% through calendar year

75 total building permits issued in the month with no new home construction permits. The year started with 17 vacant SF lots in the active east-side subdivisions (excluding Rosewood Fields), there are 7 remaining.

YTD Department Revenues

Account	2020	6-Year	4-Year	2-Year	2021	2021	YTD % of
	Actual	Average	Average	Average	Budget	Actual YTD	Budget
44300-101 Building Permit	\$ 107,880	\$ 86,912	\$ 108,271	\$ 107,597	\$ 100,000	\$ 55,146	55%
44300-102 HVAC Permit	\$ 35,771	\$ 31,876	\$ 39,038	\$ 33,402	\$ 42,500	\$ 14,847	35%
44300-103 Plumbing Permit	\$ 34,745	\$ 33,641	\$ 40,767	\$ 36,058	\$ 42,500	\$ 17,774	42%
44300-104 Electrical Permit	\$ 50,335	\$ 42,755	\$ 52,062	\$ 48,718	\$ 48,000	\$ 24,157	50%
44300-105 Sprinkler Fee	\$ 6,210	\$ 3,197	\$ 4,776	\$ 4,466	\$ 7,750	\$ 6,920	89%
44300-106 Fire Alarm Inspection Fee	\$ 2,465	\$ 2,485	\$ 3,728	\$ 3,490	\$ 5,000	\$ 1,870	37%
44300-108 CD Occupancy Inspection Fee	\$ 9,535	\$ 8,148	\$ 9,496	\$ 8,993	\$ 9,000	\$ 3,855	43%
44900-000 Misc. CD Permit Fees (fence, sig	\$ 136,217	\$ 125,238	\$ 156,972	\$ 120,464	\$ 75,000	\$ 59,318	79%
46800-000 Community Development Fees (	\$ 22,556	\$ 11,887	\$ 12,530	\$ 16,166	\$ 12,500	\$ 6,677	53%
47210-000 City - Building Inspection	\$ -	\$ 18,696	\$ 10,159	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 405,713	\$ 364,834	\$ 437,798	\$ 379,353	\$ 342,250	\$ 190,565	55.7%

* As of 9/30, 75% through calendar year

Total C&ED deposits for the month were \$14,221.64.

Summary of Department Activities:

- Preparation of the 2022 Department Budget.
- Continued refinement of McFarland Park and Community Park Master Plans.
- Economic development planning and development meetings for various properties in TID #3, 4, & 5.
- Development of Ordinance 2021-11 regarding updates to vision triangle regulations.
- Coordination with Dane County regarding Village updates to the Dane County Hazard Mitigation Plan.
- Village Board action on prior month C&ED related applications/projects:
 - 5411 Bashford Street (Dan Chin Homes). Approval of the rezone, right-of-way vacations/dedications, easements and Development Agreement.
 - 4313 Triangle Street (CTW). Approval of a Development Agreement.
- Status update of larger development projects previously approved:
 - 4900 Larson Beach Road (Taylor Pointe Apt). Exterior framing/roofing completed, working on exterior siding, interior finishes and site landscaping.
 - Prairie Pointe (Northpointe Development at Holscher & Brodhead). Received partial waiver of park impact fees. Closed on property acquisition. Anticipated to start construction end of October.
 - Rosewood Fields (Veridian, CTH AB). Construction of roadways nearing completion. Anticipate construction of homes may begin in November.
 - Public Safety Center. Building permits obtained and construction commenced.
- Public Meetings, Webinars & Conferences attended by Department Director:
 - September 1st, CDA meeting
 - September 8th, Chamber Tourism Committee meeting
 - September 8th, MadREP EDA meeting
 - September 13th, Plan Commission meeting
 - September 13th, Village Board meeting
 - September 27th, Village Board meeting
 - September 28th, Chamber Board meeting
 - September 29th: Webinar: [UW-Extension, Role of the Zoning Board of Appeals](#)

Look ahead to potential November 3rd CDA Agenda Items:

- Discussion on potential revisions to the TIF Development Incentives Policy Manual

Look ahead to potential November 18th, PC Agenda Items:

- 4015 Terminal Drive. Public hearing on a Conditional Use Permit from Kwik Trip to develop a new gas station and convenience store.
- Public hearing on Ordinance 2021-11. Amending the Zoning and Municipal Code regarding the requirements for a vision triangle at corner lots and driveways.
- Presentation by Olivia Parry, Senior Planner Dane County Planning & Development Department, on Dane County Housing Initiative and Regional Housing Strategy.