

**Parks, Recreation, &
Natural Resources
Committee**

Thursday, January 27, 2022

6:30 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/87915807100>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 879 1580 7100

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Parks, Recreation, and Natural Resources Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to aimee.irwin@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the Parks, Recreation and Natural Resources Committee meeting held on Thursday, December 16, 2021.
4. BUSINESS.
 - a. Discussion and action regarding an Eagle Scout project titled Mesic Meadow McDaniel Park.
 - b. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for Skate Park planning and design services at William McFarland Park.
 - c. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for Lewis Park Lake Access planning and design services.
 - d. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposal (RFP) for a management plan for conservancy areas within the park system.

- e. Discussion regarding Indian Mound management plans.
- f. Presentation of the Parks Superintendent's monthly report.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, February 24, 2022 at 6:30 p.m.

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

Parks, Recreation, & Natural Resources Committee Minutes

Thursday, December 16, 2021 - 6:30 PM

1. CALL TO ORDER, ROLL CALL.

Village trustee Carrie Nelson called the regular meeting of the Parks, Recreation, and Natural Resources Committee to order at 6:30 PM in the Municipal Center Community Room. This meeting was held via Zoom webinar.

Members present: John Feldner, Dan Kolk, Katherine Pease, Sarah Kuba, David Wilson, Carrie Nelson, Kitty Brussock (arrived at 6:37 pm-agenda item 4a), Darrel Waldera (arrived at 6:56 pm-agenda item 4b)

Members not present: Justin Rupert, TJ Jerke, Tanya Lancaster

Staff Present: Village Administrator Matt Schuenke, Parks Superintendent Sayer Larson, Public Works Director Jim Hessling, Assistant to the Public Works Director Aimee Irwin, Blake Theisen with Parkitecture & Consultants

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to aimee.irwin@mcfarland.wi.us to be included as part of the meeting.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes from the Parks, Recreation and Natural Resources Committee held on November, 18, 2021.*

Motion by Village Trustee Carrie Nelson, seconded by John Feldner, to approve the minutes from the Parks, Recreation and Natural Resources Committee held on November, 18, 2021. Motion carries 6 - 0 - 0.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding Pickleball Design at William McFarland Park and authorize project for bid.*
Matt Schuenke provided an introduction regarding pickleball design at William McFarland Park. Schuenke stated that the 2022 budget includes funds to construct

pickleball courts. The next steps in the process include approval to the Village Board by the Committee for the draft plans and authorizing the project for bid. Blake Theisen presented the draft plans to the committee. Theisen asked committee members for feedback regarding color choices for the perimeter, the court and the "kitchen".

- Kitty Brussock recommended that the perimeter be a color that contrasts with ball color.
- Dan Kolk asked if the blue color would reflect more heat than the green color. Theisen responded that he did not believe so.
- Carrie Nelson, on behalf of TJ Jerke, asked if the pickleball club or group had been consulted. Theisen stated that the association has been in contact with staff including Parkitecture and provided comments; however, they have not reviewed the plans provided.
- Sarah Kuba recommended going with the higher contrast colors.
- Committee members discussed using colors similar to village branding colors, such as blue and green or the current village colors. Theisen stated he would investigate the use of using actual village colors.

Theisen continued his review of the plans, including the lighting plan and entrance and exit points.

- Dan Kolk asked if the four lights identified would be sufficient. Theisen responded that, based on the illumination study completed, the four lights would be sufficient. Kolk also asked what would be disturbed within the demolition area. Theisen stated that two U8 soccer fields will be displaced by the courts and conversations have occurred with appropriate parties regarding this displacement.

Theisen stated that stormwater plans will need to be developed as the impervious surface area will be more than 20,000 square feet.

Motion by Village Trustee Carrie Nelson, seconded by Katherine Pease, to recommend approval to the Village Board regarding Pickleball Design at William McFarland Park draft plans and authorize the project for bid subject to final design review by the Village Board. Motion carries 7 - 0 - 0.

b. Discussion and recommendation regarding a plan for goose abatement.

Sayer Larson provided background related to possible plans for goose abatement. Larson stated that during the last discussion of this topic, committee members reviewed options including grape seed application, oiling of eggs and other mechanical devices. The expense for the grape seed application would be \$6,500.00

- David Wilson asked for clarification on the grape seed application. Larson stated that the application isn't a repellent, but when the geese consume the product it aggravates the animal's system but does not cause them to regurgitate. Wilson asked where the application would occur. Larson responded that the application

would be placed on the turf.

- John Feldner asked where the geese would go if not at McDaniel Park. Larson stated he was unsure but likely another area park.
- Dan Kolk asked if these geese would lay eggs within McDaniel Park. Larson responded that there is nesting that occurs near the area but located on county property.
- Kitty Brussock asked if we were aware of the process that the County had taken at Babcock Park. Larson stated he was not aware of any actions or plans completed by the county.
- Carrie Nelson asked if it would be appropriate to alert the county of our plans. Larson responded that he could send a letter to the county to alert them.
- Kitty Brussock asked if the application would impact the water. Larson stated the application could go into the water but he has not found comments that would negatively affect the water.

Motion by Village Trustee Carrie Nelson, seconded by Dan Kolk, to recommend the approach as presented by Sayer Larson including the grape seed application and mechanical devices. Motion carries 8 - 0 - 0 by acclamation.

c. Discussion regarding notification from the Wisconsin Historical Society of protective burial mound areas at Siggelkow Road Park.

Sayer Larson sought feedback from committee members regarding the letter received from the Wisconsin Historical Society. Committee members discussed the letter and provided additional feedback for response to the Historical Society.

- Dan Kolk asked if the entire area would be removed or would the area be slimmed down. Larson responded that the protective area would be slimmed down.
- Carrie Nelson asked if the Historical Society is attempting to correct the identified area. Larson stated he had not seen the catalog that was referenced within the letter.
- Dan Kolk asked what the impact would be for the Historical Society of removing the area. Larson responded that he is unsure of the exact impact but imagines the village would have more fluidity with any action taken in the area.

Committee members reviewed documents and provided feedback for inclusion in a response letter to the Wisconsin Historical Society. Sayer Larson will send a follow-up letter based on committee comments.

d. Discussion and action to make a recommendation to the Village Board regarding an amendment to Village Ordinance 44-20 sound devices.

Aimee Irwin provided a brief summary of the proposed amendment to Village Ordinance 44-20 for sound devices.

- Carrie Nelson asked if the amendment would not require approval. Irwin responded that the use of amplified sound would follow Chapter 20 and therefore, as long as the park users adhere to the ordinance, they would not

require additional approval.

- Dan Kolk asked who would enforce Chapter 20. Irwin stated that police would enforce the ordinance and the department does have tools to measure sound levels. Kolk also asked if the police were okay with the proposed amendment. Schuenke responded that the police already enforce Chapter 20 and would do so for park users as well.
- Darrel Waldera asked if the denied park reservation requesters were denied because they did not want to follow the process within the ordinance. Irwin responded that the requestors were denied the use of amplified sound at their event due to the timing for approval of the committee, so they chose not to make a reservation.
- Carrie Nelson asked if it would be cumbersome to have staff review requests. Irwin stated that this was discussed with staff prior and would result in guidance needing to be developed for the approver but it would be possible for staff review.
- Dan Kolk recommended that staff review continue for the use of amplified sound.

Committee members discussed optional changes, developing guidance for an approver and recommended continued discussion.

No action was taken on this item. The topic will be brought back to committee for further review and discussion.

e. Presentation of the Parks Superintendent's monthly report.

Larson presented the Parks Superintendent's report for the month. Committee members had no questions regarding the presented report.

5. SCHEDULE NEXT MEETING DATE.

a. Thursday, January 27, 2022 at 6:30 p.m.

6. ADJOURNMENT.

Motion by Dan Kolk, seconded by John Feldner, to adjourn at 8:03 p.m.

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,
Aimee Irwin
Assistant to the Public Works Director


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 27, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding an Eagle Scout project titled Mesic Meadow McDaniel Park.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Max Marty, Eagle Scout, will present his Eagle Scout project plan for McDaniel Park, titled Mesic Meadow. The project will be creating a mesic meadow planting to the north of the path leading to the pier. The PowerPoint can be viewed by clicking this [link](#).

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of the Eagle Scout project titled Mesic Meadow McDaniel Park.

ATTACHMENTS:

None


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Sayer Larson, Parks Superintendent, Aimee Irwin, Assistant to the 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 Skate Park planning and design services at William McFarland Park.

PREVIOUS ACTION:

The Committee recommended accepting the Master Plan for McFarland Park at its meeting on October 28, 2021 which included reconstructing the skate park within its present location.

The Village Board accepted the Master Plan for McFarland Park at its meeting on November 8, 2021.

The Village Board adopted the 2022 Budget on November 22, 2021 which included funds for planning and design services for the reconstruction of the skate park within McFarland Park.

ISSUE SUMMARY:

Enclosed is a Request for Proposal to seek proposals from qualified consultants to upgrade the village's current skate park into a "state of the art" skate park. The project scope would include engineering design, community outreach, gathering public input, providing complete plans with specifications and oversight during the bidding process and during construction. Improvements to the skate park were recommended in the recent [McFarland Parks Master Plan](#) that was approved by the Committee last year. The Master Plan called for the skate park to remain in the same general area. This work now will examine the specifics providing more comprehensive details as to what the improvements would be, their cost, plan for construction, etc. The RFP is meant to find a qualified consultant to assist us in this process to bring this plan to fruition.

FINANCIAL/BUDGET IMPACT:

The budget for this item is \$15,000 and funded through the Parks Budget in the Capital Projects Fund.

VILLAGE PLAN REFERENCE:

[William McFarland Park and New Community Park Master Plan - 2021](#)

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval to the Village Board regarding the issuance of a Request for Proposal for Skate Park planning and design services.

ATTACHMENTS:

1. Skate Park Planning & Design Services RFP



Request For Proposals

*Skate Park Planning & Design
at William McFarland Park*

RFP Issuance Date: February 15, 2022

RFP Due Date: March 18, 2022

Please Submit to:

Village of McFarland - Skate Park Planning & Design at
William McFarland Park
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

TABLE OF CONTENTS

Contents

SECTION 1 Purpose2
SECTION 2 History and Background.....2
SECTION 3 Scope of Work.....3
SECTION 4 Deliverables.....4
SECTION 5 RFP Submittal Requirements5
SECTION 6 Evaluation Criteria.....8
SECTION 7 Method & Timeline of Selection.....9
SECTION 8 Terms and Conditions.....10
SECTION 9 RFP Appendices11

SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in providing professional services including design development, construction documents and turn-key construction for upgrades to the current skate park located in the Village of McFarland, Wisconsin. The Village of McFarland proposes to upgrade its current skate park into a "state of the art" skate park utilizing the latest skate park design principles and construction with high quality materials to ensure durability and longevity. The intent of the project is for the consultant to provide complete design services (including community outreach, conceptual design, site plan and specifications, cost estimate, timeline, pictures, etc.). The project must meet the safety standards for the latest skate park design principles for skateboarders, scooters, and BMX riders to develop their skills. This project can be a combination of repurposing the current skate park or reconstruction of the current location which is approximately 5,000 square feet.

SECTION 2 History and Background

The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village 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.

The McFarland Park System includes many parks, bike paths, and open spaces that serve as recreation areas, provide a connection to nature, and improve the local quality of life. The park system currently hosts a 20+ year old skate park located at William McFarland park. This park has a newly adopted master plan along, an approved Pickleball court, and many current amenities including a 4000 square feet shelter constructed in 2018.

SECTION 3

Scope of Work

- A. A concept that is focused on skateboarding, but allows the potential impact of a mixed-use public skate park, a sense of community, a quality street-skating environment, an engaging and aesthetically pleasing design, environmentally sustainable design, and cohesive sense of place.
- B. Providing preliminary engineering design
- C. Providing community outreach
- D. Gathering public input and encompassing into skate park plan and design
- E. Identifying features to mimic natural street-skating and skate park environments, (including ledges, pads, rails, stair-sets, and other natural transitions) as guided by the Village and the community.
- F. Providing complete plans, specifications and engineering, engineering surveying and design services for the construction of a skate park for the project, including community outreach, preliminary design, environmental documentation, engineering cost estimates, final design, plans and specifications, complete contract documents for bidding and other work as necessary to provide a complete project.
- G. Providing potential phasing of the project based on available funding for the project.
- H. Providing bidding oversight
- I. Providing engineering services during construction.

These are the general requirements and are not intended to be an all-inclusive 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. Innovative approaches that meet the intent of the Scope of Work are welcomed; these could be presented as additional services or additional approaches in the consultant response.

SECTION 4 Deliverables

The selected Consultant shall completed a final plan document that contains an implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, 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 to both the Parks Committee and Village Board.

At a minimum, the following deliverables will be provided:

- i. Executive Summary.
- ii. Community involvement in development of plan
- iii. Complete site development plan with maps
- iv. Up to three renderings depicting the proposed plan/design
- v. Itemized costs and project timeline
- vi. Design and implementation approach

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 attachments, drawings, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 5

RFP Submittal Requirements

- A. Qualification Details consisting of:
- i. **Cover Letter** - Including, but not limited to a statement of understanding and approach to this project.
 - ii. **Experience** - A summary of 3-5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
 - iii. **References** - Provide three municipal client references for which the applicant has provided similar services within the last ten years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.
- B. Technical Proposal consisting of:
- i. **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 draft and final deliverables. 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.
- C. Project Management Plan Proposal consisting of:
- i. **Key Personnel** - A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Village, must be identified and committed to the project. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during the course of the project.

- ii. **Quality Control** - Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.
 - iii. **Village Commitments** - Identification of those items within the Scope of Work for which the Consultant anticipates assistance by the Village. 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, electronic and community newsletters.
 - iv. **Project Schedule** - A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
 - v. **Supplemental Information** - Any other information deemed necessary to address the requests of this RFP.
- D. Cost and Labor Hours Proposal consisting of:
- i. **Cost** - Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.
 - ii. **Estimated Labor Hours** - A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
 - iii. **Additional Scope/Fees** - Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.
- E. General requirements consisting of:
- i. **Due Date** - Responses to the RFP must be received by the end of the day on Friday, March 18, 2022. Proposals received late, for any reason, shall not be accepted.

- ii. **Format & Location** - Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Public Works Director at public.works@mcfarland.wi.us, subject: Skate Park Planning and Design RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Skate Park Planning and Design RFP, Attn: McFarland Department of Public Works, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

- iii. **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 6

Evaluation Criteria

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

- i. **Key Personnel (15 points)** - Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- ii. **Project Experience (15 points)** - Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- iii. **Scope of Work (25 points)** - Level of 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 and Plan Objectives.
- iv. **Cost Effectiveness (25 points)** - Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.
- v. **Project Schedule (10 points)** - Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.
- vi. **Quality of Submittal (10 points)** - Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 7

Method & Timeline of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom 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:

- i. **February 15, 2022** - RFP Issuance Date.
- ii. **March 18, 2022** - RFP Due Date.
- iii. **March 21st** - 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.
- iv. **April 4th** - During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection. Please identify in your proposal if there are any dates to avoid scheduling an interview should your proposal be selected for further consideration.
- v. **April 22nd** - The Evaluation Team will make its recommendation to the Parks Committee for further consideration.
- vi. **April 28th - Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their recommendation to the Village Board.
- vii. **May 9th - 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 will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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 9 RFP Appendices

Appendix A: [2019 to 2023 Outdoor Recreation and Open Space Plan](#)

Appendix B: [McFarland Parks Master Plans](#) & [Appendices](#)


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 27, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for Lewis Park Lake Access planning and design services.

PREVIOUS ACTION:

The Village Board adopted the 2022 Budget on November 22, 2021 which included funds for planning and design services in order to develop lake access within Lewis Park.

ISSUE SUMMARY:

Enclosed is a Request for Proposal in order to seek proposals from consultants to provide planning and design services related to improving lake access at Lewis Park. The goal would be to create a plan, provide specifications for the project, receive recommendations and cost estimates. A master plan was previously developed for Lewis Park in 2015 in which the recommendation to improve lake access was included. Currently people are making their own access to the water and this project would create options on how best we can more formalize this approach.

FINANCIAL/BUDGET IMPACT:

The budget for this is \$15,000 and is included within the Parks Budget in the Capital Projects Fund.

VILLAGE PLAN REFERENCE:

[Lewis Park Master Plan 2015](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval to the Village Board regarding the issuance of a Request for Proposal for Lewis Park Lake Access planning and design services.

ATTACHMENTS:

1. Lewis Park Lake Access RFP



Request For Proposals

Lewis Park Lake Access

RFP Issuance Date: February 15, 2022

RFP Due Date: March 18, 2022

Please Submit to:

Village of McFarland - Lewis Park Lake Access
Attn: McFarland Public Works Department
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

TABLE OF CONTENTS

Contents

SECTION 1 Purpose2
SECTION 2 History and Background.....2
SECTION 3 Scope of Work.....3
SECTION 4 Deliverables.....4
SECTION 5 RFP Submittal Requirements5
SECTION 6 Evaluation Criteria.....8
SECTION 7 Method & Timeline of Selection.....9
SECTION 8 Terms and Conditions.....10
SECTION 9 RFP Appendices11

SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants to provide planning and design services for the improvement of lake access at Lewis Park in McFarland, along Lower Mud Lake. It is anticipated that the hired consultant will create a plan, prepare the specifications for the project, provide recommendations, and cost estimates. The selected consultant will evaluate the existing conditions and make recommendations to improve lake access, and provide additional recreational amenities.

SECTION 2 History and Background

A. **General** - The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village 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.

The McFarland Park System includes an array of parks and natural areas that abut lakes and watersheds. The Village currently boasts two lake access points at McDaniel and Jaeger parks. These sites offer canoe/kayak launching and storage. In 2015, the Village completed a master plan for Lewis park. Within the plans the shore land improvements list includes a kayak launch and discovery dock.

B. **Prior Studies** - The Village of McFarland developed a master plan for Lewis park in 2015. The plan provided a project overview, recommended improvements, site inventory and analysis, conceptual design, and final master plan.

SECTION 3

Scope of Work

- A. Conduct an analysis of the project area and identify key issues, opportunities, and improvements in order to provide lake access.
- B. Research and report regarding regulatory players and permitting required relevant to water access improvements.
- C. Providing preliminary engineering design including recommendations illustrating solutions and alternatives
- D. Providing engineering cost estimates for recommended solutions and alternatives

These are the general requirements and are not intended to be an all-inclusive 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. Innovative approaches that meet the intent of the Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response.

SECTION 4 Deliverables

A. The selected Consultant shall complete a final plan document that contains an implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, 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 to both the Parks Committee and Village Board.

At a minimum, the following deliverables will be provided:

- i. Executive Summary.
- ii. Community involvement in development of plan
- iii. Complete site development plan with maps
- iv. Itemized costs and project timeline
- v. Design and implementation approach
- vi. Wisconsin Department of Natural Resources (DNR) requirements, if any

B. 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 attachments, drawings, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 5

RFP Submittal Requirements

- A. Qualification Details consisting of:
- i. **Cover Letter** - Including, but not limited to a statement of understanding and approach to this project.
 - ii. **Experience** - A summary of 3-5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
 - iii. **References** - Provide three municipal client references for which the applicant has provided similar services within the last ten years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.
- B. Technical Proposal consisting of:
- i. **Scope of Work** - A description of the approach to be taken toward completion of each item listed under Section 3 of this RFP, including any draft and final deliverables. 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.
- C. Project Management Plan Proposal consisting of:
- i. **Key Personnel** - A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Village, must be identified and committed to the project. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during the course of the project.

- ii. **Quality Control** - Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.
 - iii. **Village Commitments** - Identification of those items within the Scope of Work for which the Consultant anticipates assistance by the Village. 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, electronic and community newsletters.
 - iv. **Project Schedule** - A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
 - v. **Supplemental Information** - Any other information deemed necessary to address the requests of this RFP.
- D. Cost and Labor Hours Proposal consisting of:
- i. **Cost** - Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.
 - ii. **Estimated Labor Hours** - A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
 - iii. **Additional Scope/Fees** - Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.
- E. General requirements consisting of:
- i. **Due Date** - Responses to the RFP must be received by the end of the day on Friday, March 18, 2022. Proposals received late, for any reason, shall not be accepted.

- ii. **Format & Location** - Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Public Works Director at public.works@mcfarland.wi.us, subject: Lewis Park Lake Access RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Lewis Park Lake Access RFP, Attn: McFarland Department of Public Works, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

- iii. **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 6

Evaluation Criteria

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

- i. **Key Personnel (15 points)** - Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- ii. **Project Experience (15 points)** - Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- iii. **Scope of Work (25 points)** - Level of 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 and Plan Objectives.
- iv. **Cost Effectiveness (25 points)** - Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.
- v. **Project Schedule (10 points)** - Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.
- vi. **Quality of Submittal (10 points)** - Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 7

Method & Timeline of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom 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:

- i. **February 15, 2022** - RFP Issuance Date.
- ii. **March 18, 2022** - RFP Due Date.
- iii. **March 21st** - 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.
- iv. **April 4th** - During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection. Please identify in your proposal if there are any dates to avoid scheduling an interview should your proposal be selected for further consideration.
- v. **April 22nd** - The Evaluation Team will make its recommendation to the Parks Committee for further consideration.
- vi. **April 28th - Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their recommendation to the Village Board.
- vii. **May 9th - 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 will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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 9 RFP Appendices

Appendix A: [2019 to 2023 Outdoor Recreation and Open Space Plan](#)

Appendix B: [Lewis Park Master Plan 2015](#)


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 27, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposal (RFP) for a management plan for conservancy areas within the park system.

PREVIOUS ACTION:

The Village Board adopted the 2022 Budget on November 22, 2021 which included funds to update the 2007 plan.

ISSUE SUMMARY:

The enclosed Request for Proposal is to receive proposals for professional ecological consulting services to update the Village's management plan for conservancy areas. The plan would guide the restoration process for the identified areas, which encompass nine areas, totaling 110 acres. A prior study was completed in 2007 by JFNew. The scope of this project would gather the history of parcels, evaluate current conditions, provide a plant survey and action guide for restoration activities.

FINANCIAL/BUDGET IMPACT:

Funds are included within the Capital Projects Fund for 2022, up to \$75,000.

VILLAGE PLAN REFERENCE:

[Management Plans for Conservancy Parks.](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval to the Village Board regarding the issuance of a Request for Proposal for a management plan for conservancy areas within the park system.

ATTACHMENTS:

1. McFarland RFP Conservancy



Request For Proposals

Conservancy Management Plan

RFP Issuance Date: February 15, 2022

RFP Due Date: March 18, 2022

Please Submit to:

Village of McFarland - Conservancy Management Plan
Attn: McFarland Public Works Department
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

TABLE OF CONTENTS

Contents

SECTION 1 Purpose2
SECTION 2 History and Background.....2
SECTION 3 Plan Objectives3
SECTION 4 Scope of Work.....4
SECTION 5 Deliverables.....5
SECTION 6 RFP Submittal Requirements6
SECTION 7 Evaluation Criteria.....9
SECTION 8 Method & Timeline of Selection.....10
SECTION 9 Terms and Conditions.....11
SECTION 10 RFP Appendices12

SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in providing professional ecological consulting services. The Village of McFarland proposes to invest in an updated full scope management plan for its conservancy areas. This management plan will guide the restoration process on conservancy areas as these areas are treasured by our residents and bring a higher quality of life to the community.

SECTION 2 History and Background

A. **General** - The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village 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.

The purpose and intent of the Request for Proposals (RFP) is to secure an ecological restoration plan to implement on the Villages conservancy areas. The Village has nine (9) conservancy areas, totaling 110 acres. These areas represent a variety of plant communities from upland woods to lowland marshes.

B. **Prior Studies** - In 2007, the Village of McFarland contracted JFNew to create a management plan for the conservancy areas .

SECTION 3

Plan Objectives

The Plan will meet the following objectives in order to serve as a guide for the improvements desired within:

- i. Provide site history
- ii. Evaluate current conditions
- iii. Identify existing resources
- iv. Address long term vision of the conservancies
- v. Identify environmental limitations
- vi. Protect and enhance current resources
- vii. Profile adjacent lands
- viii. Identify and prepare a management strategy

SECTION 4 Scope of Work

The selected Consultant will provide a full restoration management plan for all conservancy areas within the Village of McFarland. The desired services include, but are not limited to the following:

- Meet with Village Staff at site to review current conditions and existing site constraints and receive direction regarding site-specific requirements.
- Inventory site, review pertinent surveys, review archeological records.
- Prepare and conduct public input efforts to solicit viewpoints from the Community and adjacent property owners on the management plan. This may be conducted through surveys, open houses, and any other means that would generate input.
- Work with Village Staff and appropriate Village Committees throughout the process.
- Prepare draft plans as needed for discussion, review, and presentation.
- Prepare final management plan and generate guidelines for implementation.
- Present final management plan to appropriate Village Committee and Village Board.

These are the general requirements and are not intended to be an all-inclusive 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. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response.

SECTION 5 Deliverables

The selected Consultant shall complete a final plan that details each properties natural and recent history, evaluates current conditions, provides a plant survey, identifies a target restoration, and a stepped process of restoration actions.

At a minimum, the following deliverables will be provided:

- i. Executive Summary.
- ii. History of parcels with maps
- iii. Evaluate current condition
- iv. Provide a plant survey
- v. Identify a target plant community for restoration
- vi. Provide a stepped action guide for restoration activities

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 attachments, drawings, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 6

RFP Submittal Requirements

- A. Qualification Details consisting of:
- i. **Cover Letter** - Including, but not limited to a statement of understanding and approach to this project.
 - ii. **Experience** - A summary of 3-5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
 - iii. **References** - Provide three municipal client references for which the applicant has provided similar services within the last ten years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.
- B. Technical Proposal consisting of:
- i. **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 draft and final deliverables. 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.
- C. Project Management Plan Proposal consisting of:
- i. **Key Personnel** - A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Village, must be identified and committed to the project. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during the course of the project.

- ii. **Quality Control** - Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.
 - iii. **Village Commitments** - Identification of those items within the Scope of Work for which the Consultant anticipates assistance by the Village. 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, electronic and community newsletters.
 - iv. **Project Schedule** - A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
 - v. **Supplemental Information** - Any other information deemed necessary to address the requests of this RFP.
- D. Cost and Labor Hours Proposal consisting of:
- i. **Cost** - Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.
 - ii. **Estimated Labor Hours** - A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
 - iii. **Additional Scope/Fees** - Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.
- E. General requirements consisting of:
- i. **Due Date** - Responses to the RFP must be received by the end of the day on Friday, March 25, 2022. Proposals received late, for any reason, shall not be accepted.

- ii. **Format & Location** - Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Public Works Director at public.works@mcfarland.wi.us, subject: Conservancy Management Plan RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Conservancy Management Plan RFP, Attn: McFarland Department of Public Works, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

- iii. **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

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

- i. **Key Personnel (15 points)** - Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- ii. **Project Experience (15 points)** - Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- iii. **Scope of Work (25 points)** - Level of 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 and Plan Objectives.
- iv. **Cost Effectiveness (25 points)** - Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.
- v. **Project Schedule (10 points)** - Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.
- vi. **Quality of Submittal (10 points)** - Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8

Method & Timeline of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom 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:

- i. **February 15, 2022** - RFP Issuance Date.
- ii. **March 18, 2022** - RFP Due Date.
- iii. **March 21st** - 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.
- iv. **April 4th** - During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection. Please identify in your proposal if there are any dates to avoid scheduling an interview should your proposal be selected for further consideration.
- v. **April 22nd** - The Evaluation Team will make its recommendation to the Parks Committee for further consideration.
- vi. **April 28th - Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their recommendation to the Village Board.
- vii. **May 9th - Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

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 will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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 10 RFP Appendices

Appendix A: [Management Plans for Conservancy Parks](#) by JFNew

Appendix B: [Outdoor Recreation and Open Space Plan](#)


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 27, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion regarding Indian Mound management plans.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included within your packet is a link to the current Indian Mounds Preservation Plan. This plan has helped guide and restore efforts to better maintain the areas around the known Indian Mounds within Village conservancy areas. Staff reviewed this plan as to whether or not it should also be updated, as we consider updates to our Conservancy Plans. Staff feels like a lot of the principles developed in this assessment are still applicable and we may not need to conduct as an expansive of an update of this document. We would like to discuss its contents and get feedback from the Committee on what is recommended in this plan. We can still pursue updates to the plan, but may want to take a different approach than starting over.

FINANCIAL/BUDGET IMPACT:

Funds allocated for Conservancy Management within the 2022 Budget can be applied to this project. That allocation was set at \$75,000.

VILLAGE PLAN REFERENCE:

[Indian Mounds Vegetation Assessment - 2010](#)

[Indian Mound Policy for Preservation - 2010](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item, presented for discussion.

ATTACHMENTS:

1. Indian mound conservation park mound tree inventory

INDIAN MOUND CONSERVATION PARK TREE INVENTORY JUNE 2009

Mound #	Species	Size DBH	Condition	On Mound	5' Zone	15' Zone	Hazard	Comments
1	Hackberry	16"	4.5		X			Straight
1	Hackberry	4"	1.0		X			
1	Walnut	16"	4.0	X				Straight
1	White Oak	21"	2.5			X	X	Strong south lean
1	White Oak	18"	4.5	X				Straight
1	White Oak	21"	2.0					Hazard outside 15'
1	Hickory	16"	3.0	X			X	Strong south lean
1	Bur Oak	30"	2.5	X				Split crotch
1	White Oak	24"	2.5	X			X	Strong south lean
1	White Oak	18"	2.5			X	X	Strong lean south east
1	Fur	10"	1.0			X	X	Lower branch dye back, shaded
1	White Oak	21"	4.5	X				Straight
1	Bur Oak	21"	4.5		X			Straight
1	Green Ash	5"	2.5			X		
1	Elm	4"	2.5			X		
1	Hickory	15"	4.5		X			Straight
1	Red Oak	10"	4.5	X				Straight
1	Red Oak	5"	4.0		X			
1	Red Oak	5"	4.0			X		Slight lean
1	White Oak	24"	4.0		X			
1	Green Ash	6"	4.0	X				
1	Hickory	15"	4.5	X				Straight
1	Hickory	14"	4.5			X		Slight lean
1	Red Oak	8"	3.5			X		
1	Green Ash	6"	2.5			X		
1	N. Maple	4"	2.5			X		
1	N. Maple	12"	4.5			X		
1	Green Ash	8"	3.0	X				
1	White Ash	14"	2.5	X			X	Strong lean to south
1	B. Cherry	6"	1.0			X	X	Remove
1	Elm	10"	3.5		X			
1	Hickory	16"	4.0		X			
1	White Oak	20"	4.5	X				
1	Hackberry	5"	4.5		X			1

INDIAN MOUNDS PARK TREE INVENTORY

Mound #	Species	Size DBH	Condition	On Mound	5' Zone	15' Zone	Hazard	Comments
1	B. Cherry	7"	1.0		X		X	
1	B. Cherry	12"	3.0	X				
1	Green Ash	7"	3.0			X		
1	Hackberry	10"	4.0		X			
1	B. Cherry	8"	1.0		X		X	
1	Hackberry	10"	3.5		X			
1	Green Ash	14"	2.0			X	X	Split trunk
1	B. Cherry	6"	2.5			X		
1	Hickory	16"	4.0			X		Slight lean north
1	Box Elder	8"	0.0			X		
1	Hackberry	4"	2.5	X				
1	B. Cherry	6"	2.0			X		
2	Basswood	6"	2.0	X				
2	Basswood	12"	2.5	X			X	
2	B.Cherry	10"	1.0		X		X	Split crotch
2	B.Cherry	8"	2.5			X	X	Leaning east
2	B.Cherry	8"	2.5	X				
2	Basswood	12"	3.5	X				
2	Red Oak	7"	3.0			X		
2	B.Cherry	6"	2.0			X	X	
2	B.Cherry	6"	2.0			X	X	
2	B.Cherry	4"	0.0			X		
2	Basswood	12"	2.5			X	X	Split leader
2	Red Oak	6"	2.0			X		
2	Red Oak	7"	2.5	X				
2	Green Ash	4"	1.0			X	X	
2	Hackberry	7"	2.5		X			
2	Hackberry	10"	2.5		X			
2	White Oak	18"	4.0		X			
2	Basswood	4"	1.5			X	X	
2	White Oak	26"	3.5		X			
2	Hickory	16"	4.0	X				
2	Box Elder	4"	0.0	X			X	
2	B.Cherry	6"	1.0	X			X	2

INDIAN MOUNDS PARK TREE INVENTORY

Mound #	Species	Size DBH	Condition	On Mound	5' Zone	15' Zone	Hazard	Comments
2	Green Ash	4"	1.0		X		X	Leaning east
3	Hickory	16"	3.0		X		X	Strong lean south
3	White Oak	16"/12"	1.0	X			X	Split trunk
3	Hickory	16"	3.5		X			
3	Red Oak	4"	2.0		X			
3	White Oak	12"	0.0				X	Dead/lean
3	Hickory	15"	4.0			X		Straight
3	Hackberry	8"	3.5		X			
3	Hackberry	8"	3.0			X		
3	Hackberry	5"	2.0	X				
3	White Oak	14"	3.0	X			X	Strong west lean
3	White Oak	14"	0.0	X			X	Dead/strong south lean
3	Basswood	16"	2.5	X				
3	Hackberry	16"	4.0			X		Straight
4	Bur Oak	24"	4.0	X				Slight west lean
4	B. Walnut	16"	3.5			X		
4	Basswood	Clump	0.0				X	Outside of zone leaning in
4	Basswood	12"	2.0			X		
4	Red Oak	16"	4.0	X				
4	B. Walnut	16"	4.0	X				
4	Hackberry	8"	4.0			X		
4	Red Oak	12"	3.5			X		
5	B. Walnut	18"	2.0			X		
5	Green Ash	12"	2.5			X		
5	Walnut	10"	2.5			X		
5	B. Walnut	16"	3.5			X		
6	Bur Oak	30"	1.0	X			X	Remove
6	Hickory	10"	4.0	X				
6	Hackberry	14"	3.0		X			
6	Basswood	14"	4.0			X		Slight south lean
6	B. Cherry	4"	1.0			X	X	Lean over mound
6	Black Oak	5"	2.5	X				Slight lean east
6	White Oak	24"	4.0	X				
6	Bur Oak	24"	3.5		X			3


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Thursday, January 27, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Presentation of the Parks Superintendent's monthly report.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

None.

ATTACHMENTS:

1. PARKS REPORT JAN2022

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

January 27, 2022

Parks Superintendent Report - January 2022

The following is information concerning events and activities of the Parks Department for the previous month. This information is provided in brief to provide an overview of the highlights.

Maintenance Operations

Facility and rink maintenance, Disc Golf course prep, street tree trimming, and mounds maintenance is primary work.

Lewis Hockey Rink

Rink is up and running, ice is thick enough for Zamboni.

WI Historical Society

Received letter about Skare Mound on Dane County Parks land.

Land and Water Conservation Fund Signage

Received new signage materials to post at parkland acquired from LWCF.

Goose Abatement

Proceeding with recommended plan beginning in late April/early May.

Volunteering Parks

Working with local boy scout in developing an eagle scout project at McDaniel park.

Disc Golf Update

Disc Golf update – Holes 1 and 6 graded, continue to work through issues of failing white oak trees, acquired materials for kiosk build out and posts for hole signage.

Tree City and Bird City

Application submitted for Tree City, Bird City due 01/31/2022.

Facility Update

Facilities closed: McDaniel, Brandt, Curling Club (restrooms).

Year-round facilities: Lewis, William McFarland, Dog Park.

Meetings/Trainings/Seminars

Attending virtual WPRA and other local parks meetings as time permits. Attended WPRA fall workshop training and have signed up for WDNR's CMTI program (postponed).