

VILLAGE OF MCFARLAND **Sustainability & Natural Resources** *NOTICE OF PUBLIC MEETING*
Committee

Monday, May 9, 2022

6:00 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/88388655417>

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

Webinar ID: 883 8865 5417

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 Sustainability & Natural Resources Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 sustainability@mcfarland.wi.us to be included as part of the meeting.
3. BUSINESS.
 - a. Committee introductions and discussion regarding the role of the Committee.
 - b. Discussion and action to make a recommendation to the Village Board regarding acceptance of the Middle "School Forest" land from the McFarland School District to expand Indian Mound Park.
 - c. Discussion and action to make a recommendation to the Village Board regarding the award of contract for Lewis Park Lake Access planning and design services.
 - d. Discussion and action to make a recommendation to the Village Board regarding the award of contract for a management plan for conservancy areas within the park system.
 - e. Update regarding Native American mounds plan
 - f. Discussion regarding the Village's Sustainability Plan
4. SCHEDULE NEXT MEETING DATE.

a. Monday, June 13, 2022 at 6:00 p.m.

5. 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
SUMMARY SHEET**

MEETING DATE: Monday, May 9, 2022

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Sayer Larson, Parks Superintendent, Kong Thao, Intern

AGENDA ITEM: Committee introductions and discussion regarding the role of the Committee.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Sustainability & Natural Resources Committee is a newly formed committee within the Village. As part of the first meeting, staff thought it would be beneficial to have some committee introductions and review the powers and duties of the committee. Included in the packet is the portion of Ordinance 2022-02 approved by the Village Board detailing the committee's duties and roles found in section 30.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is for discussion only. No action is required.

ATTACHMENTS:

1. 2022-02 Amending Various Provig Certain Clerical Corrections 12 & 13

- (b) establishing and reviewing various fee schedules for park and recreational activities and services;
- (c) developing policies affecting operations and service delivery including rules and regulations necessary for the effective management of the parks system;
- (d) reviewing of design plans and specifications for public park and recreational facility construction and making recommendations to the Village Board regarding the solicitation of bids and awarding of contracts for such projects;
- (e) reviewing and making recommendations to the Village Board on property acquisitions that may benefit the park system and making recommendations to the Plan Commission on new public parkland dedications and their proposed improvements when required within new developments;
- (f) Evaluating and making recommendations regarding the delivery of park and recreation services;
- (g) reviewing, planning, and making recommendations on community recreation programming and amenities;
- (h) working with Village staff to research and apply for alternate funding sources such as grants, donations, and bequests to finance park and recreational programs and facilities;
- (i) reviewing and facilitating the filing of yearly reports submitted to Federal, State, and other regulatory agencies as needed.
- (j) developing plans and strategies to generate volunteerism for restoring natural areas and acting as a lead volunteer during restoration workdays.

Section 30. Section 2-398 of the McFarland Municipal Code is created to read as follows:

Sec. 2-398 – Sustainability & Natural Resources Committee.

The Sustainability & Natural Resources Committee shall be responsible for the following functions:

- (a) reviewing and submitting annually to the Wisconsin Department of Natural Resources the Village's Green Tier Legacy Community Annual Report and advising on the implementation of recommended Green Tier strategies.
- (b) advising on the adoption, maintenance, and implementation of the Village's Sustainability Plan.

(c) reviewing and recommending policies, programs, and municipal purchases related to protection of ecologically sensitive areas and sustainability initiatives.

(d) advising on maintaining a healthy and diverse urban forestry program while fulfilling the requirements as a certified Tree City, USA including the following:

- (1) advising the Village Board in matters relating to trees and shrubs located within street rights-of-way, parks, cemeteries, and other public properties, and nuisance vegetation located on private properties within the Village.
- (2) preparing and maintaining an inventory of trees located on public lands within the Village.
- (3) preparing and recommending a plan for the planting, care and maintenance of public trees to the Village Board.
- (4) making recommendations to the Village Board regarding the selection of the Village Forester and the hiring and retaining of urban forestry contractors to assist with Village tree management activities.
- (5) cooperating, when possible, with neighboring communities in order to procure urban forestry supplies and services more cost-effectively.
- (6) encouraging and providing public education regarding tree care and urban forestry issues within the Village.
- (7) conducting annual Village Arbor Day observances and ceremonies.
- (8) advising the Plan Commission and Village Board on urban forestry issues related to new development.

(e) advising on acquisition, management, enhancement, and public use of natural and conservancy areas.

(f) planning and overseeing improvements related to lakes, rivers, wetland, burial mounds and conservation areas.

(g) promoting volunteerism for restoring natural areas and participating in restoration workdays.

(h) working with staff to research, seek and, when authorized by the Village Board, apply for alternate funding sources such as grants, donations, and bequests as applicable to sustainability, urban forestry and conservation matters.

(i) developing both short-term and long-term management plans to help guide the ecological restoration of natural and conservancy areas.

(j) performing those functions identified in Chapter 59 of this Code.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, May 9, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding acceptance of the Middle "School Forest" land from the McFarland School District to expand Indian Mound Park.

PREVIOUS ACTION:

The Village/School Committee met on March 1, 2022 to discuss this item and supported the land transfer moving forward.

The School Board met on March 21, 2022 to discuss this item and took action to support the land transfer moving forward.

The Parks & Recreation Committee met on May 3, 2022 and recommended approval to the Village Board in order to transfer ownership and jurisdiction of the "School Forest" from the School District to the Village.

ISSUE SUMMARY:

District and Village Staff have been discussing an opportunity to transfer ownership of the "School Forest" from the District to the Village. This would align ownership of the adjoining public spaces as well as make ongoing maintenance more consistent. Staff will be present to discuss the concept and its benefits from a land management perspective.

The concept originated in a discussion between the District and Village at its Joint School District and Village Board Committee meeting held on March 1, 2022. This group consists of two board members from each represented group, School Superintendent, and Village Administrator. This group was supportive of this action. The School Board has since approved the conceptual land transfer. The Village is moving this through this Committee, Sustainability and Natural Resources Committee, and Village Board in a similar fashion prior to moving forward with the land transfer. The action of the land transfer will require a Certified Survey Map to be approved by the Village to identify the property to be added to adjoining property owned by the Village which eventually is deeded by the School District.

FINANCIAL/BUDGET IMPACT:

The land transfer comes at no cost to the Village in order to expand the adjoining park lands. We are splitting the costs associated with the land transfer which includes the CSM, deeds, and other related items.



Ongoing maintenance as needed will be provided by the Village in association with current land management responsibilities on the existing adjoining park. We will be studying this further various recommendations through the conservancy management planning that will take place later this year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to make a recommendation of approval to the Village Board in order to transfer ownership and jurisdiction of the "School Forest" from the School District to the Village.

ATTACHMENTS:

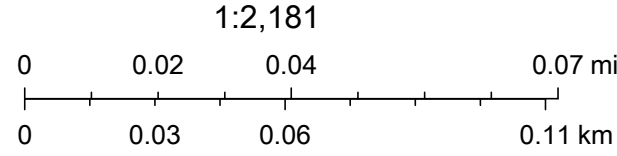
1. School Forest

Village of McFarland



1/28/2022, 1:17:13 PM

- | | |
|--------------------|--------------------|
| Override 1 | County Highway |
| Village | Local Road |
| Road Centerlines | Restricted Access |
| Interstate Highway | Ramp |
| US Highway | Named Private Road |
| State Highway | Parcels |



na

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 9, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the award of contract for Lewis Park Lake Access planning and design services.

PREVIOUS ACTION:

The Parks Recreation & Natural Resources Committee approved a recommendation to the Village Board for issuance of an RFP for Lewis Park Lake Access planning at its January 27, 2022 meeting.

The Village Board accepted the Parks Recreation & Natural Resources Committee at its meeting on February 14, 2022.

The Parks & Recreation Committee met on May 3, 2022 and recommended approval to the Village Board regarding the proposal from Parkitecture for Lewis Park Lake Access planning and design services.

ISSUE SUMMARY:

Enclosed is a proposal from a qualified consultant for design services relating to Lewis Park Lake Access. One proposal for this work was received. The project scope includes such things as:

- Conduct an analysis of the project area to identify key issues, opportunities, and improvements in order to provide lake access.
- Research and report regarding regulatory players and necessary permitting requirements.
- Provide preliminary design services.
- Providing cost estimates for the site.

Improvements to the park were recommended in the 2015 [Lewis Park Master Plan](#).

The Master Plan called for several improvements in the park area. This work will now examine the specifics of lake access, providing more comprehensive detail as to what the access improvement could be, the potential cost, along with a plan for possible construction.

The cost of the plan came in at \$10,880.



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:

2015 [Lewis Park Master Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion and second to recommend approval to the Village Board regarding the proposal from Parkitecture for Lewis Park Lake Access planning and design services.

ATTACHMENTS:

1. Lewis Park Lake Access RFP
2. Lewis Park Proposal - Parkitecture rec. 3.16.2022



Request For Proposals

Lewis Park Lake Access

RFP Issuance Date: February 25, 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

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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 25, 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](#)

LEWIS PARK LAKE ACCESS VILLAGE OF MCFARLAND

PROPOSAL

SUBMITTED BY
PARKITECTURE + PLANNING, LLC
MADISON, WI
March 18, 2022



Cover Letter

March 17, 2022

Village of McFarland
Jim Hessling
Director of Public Works
5115 Terminal Drive
McFarland, WI 53558

Dear Jim and members of the selection committee,

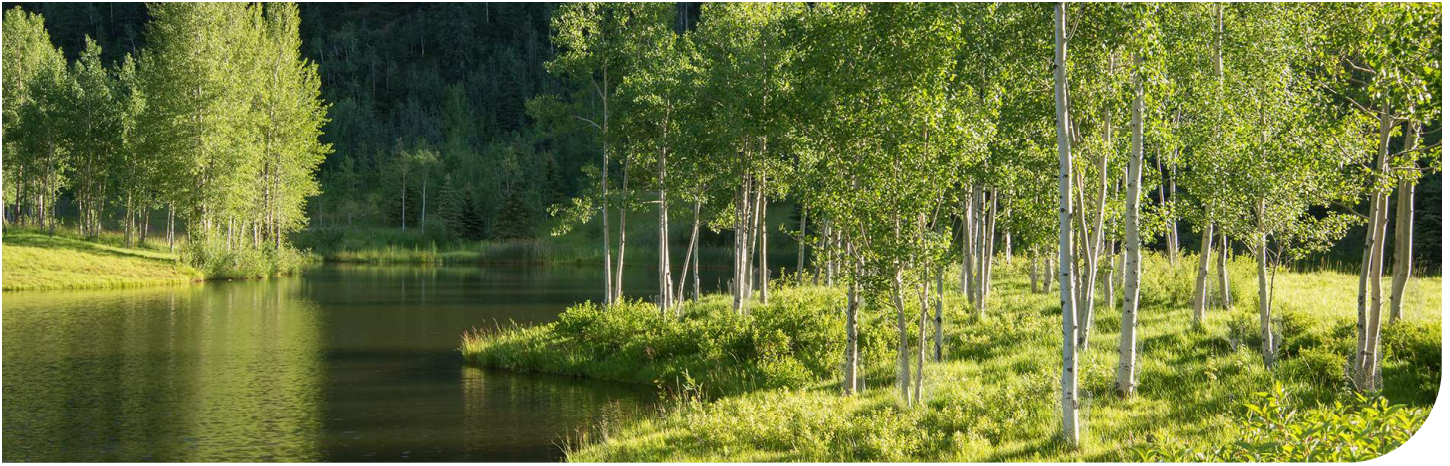
Thank you for the opportunity to provide this proposal for the planning and design of a potential improved water access portal to the Yahara River and Lower Mud Lake. Lewis Park is a well loved open space and the connectivity to Legion Memorial Park, Marshwoods Park, and the greater Village-wide trail system is not to be understated. This park offers one of the best opportunities for water access and the recreational opportunities that are created by the river. While Babcock Park is just upriver, most paddlecraft users do not like to launch from this location and it is certainly not conducive to wildlife observation opportunities due to the motorcraft launch and large parking area. Lower Mud Lake and the journey to Fish Camp are peaceful waters without residential homes and busy piers to avoid. This area is also known for the excellent birding habitat and has potential to draw more wildlife observers if proper facilities are provided.

As you know, we have been working with you and your staff on numerous park development projects for more than two years and understand the desires of the community and stakeholders. With our current working relationship with you and ongoing projects within the Village, we have a big head start on this project.

Our qualifications are unique and perfectly suited for this project, and it is unlikely you will find another team with as much similar recent experience. We offer you a known entity and project management process that you can trust.

Our team is uniquely qualified for this project for several reasons:

- We have significant past and ongoing work with the Village and your public open spaces. This includes site analysis and land use study at Lewis Park.
- Our team is a well oiled collaborative team with a deep historical portfolio and several similar ongoing design projects underway.
- We understand the intricacies of nature based recreation projects. See our project profiles section for a partial list of our recent park projects.
- These types of projects are excellent candidates for grant and outside donor funding opportunities. We routinely work with agencies such as the DNR and other non-profits to leverage available municipal budgets. It is important to stay on track in terms of budget, timeline, and scope.
- We have excellent working relationships with the major contractors in this part of the State and understand the bidding climate and pricing structures. This gives us an advantage during design by soliciting feedback on design iterations, maintaining budget expectations, and testing design and constructibility methods and materials.
- We have an excellent resume of public process facilitation and creative outreach strategies to gather public input on park improvements.
- We have been selected by Dane County Parks to assist with the redevelopment of Babcock Park and these processes will be on an overlapping timeframe. We see significant advantage of sharing knowledge between the design efforts to establish complimentary amenities given the close proximity.



We have discussed the project with you, visited the site to review the existing conditions, and I am confident that we understand the goals of the project, various site issues, and have the extensive technical expertise to implement your vision. Our resume of similar recreation facility design is long and well proven in Wisconsin.

We are believers in creating attainable goals and finding small successes with the clients and projects we engage. The lessons learned from the countless park and open space projects we have facilitated will offer you and the facility managers a proven process, excellent track record, and the confidence that the improvements will stand the test of time and serve the McFarland community for years to come.

We look forward to the opportunity to share our perspectives with you should you select Parkitecture + Planning.

Thank you very much for your consideration of our team.

Sincerely,

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SERVICES + ASSISTANCE



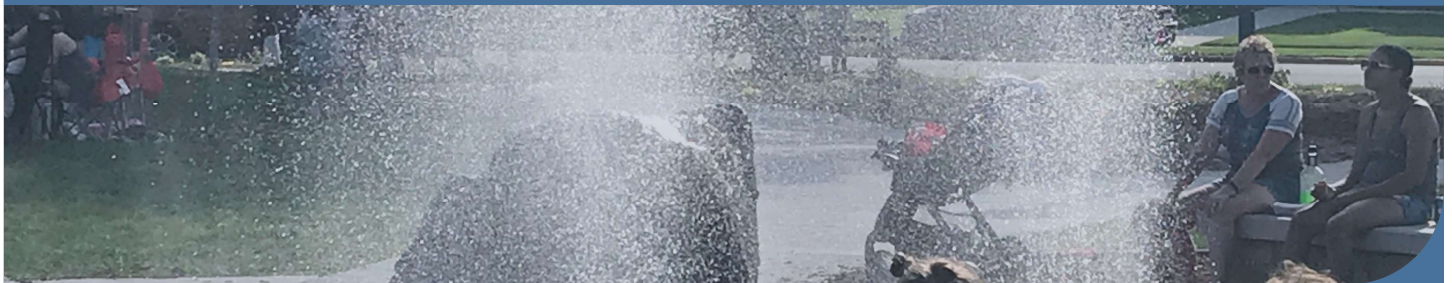
- | Landscape Architecture
- | Park and Open Space Master Planning
- | Aquatic Facility Analysis and Design
- | Athletic Facility Design
- | Recreational Waterfront Visioning
- | Public/Private Campground Design
- | Custom Theme Playscapes
- | Civil Engineering
- | Stormwater Management
- | Site Design
- | Construction Documentation
- | Construction Administration
- | Land-Use Planning
- | Public Outreach

Established in 2020, Parkitecture + Planning is a fresh start with familiar faces.

Principals Blake Theisen (Landscape Architect) and Katie MacDonald (Civil Engineer) formed the company to follow their passion, by focusing on park, open space, and aquatic based projects.

Born from the oldest Landscape Architecture firm in Wisconsin, our primary focus is on creating vibrant site design opportunities for our clients and community members.

Our approach toward park and open space design focuses on how social interaction can be stimulated through thoughtful layout and creative use of materials. We work to blend the lines of natural and built environments to enhance the user experience.



Parkitecture + Planning
901 Deming Way, #102
Madison, WI 53717
608.886.6808
www.parkitecture.org

We are Landscape Architects.
We are Engineers.
Above all, we are
Parkitects.

Pleasant Springs Park
Pleasant Prairie, WI

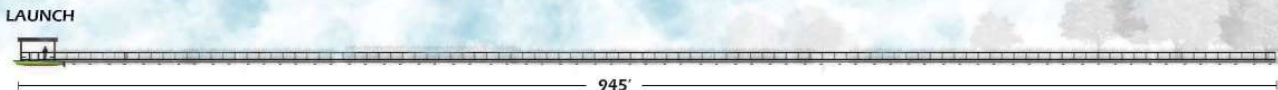
The Village of Pleasant Prairie retained Parkitecture + Planning to conduct a feasibility study and conceptual plans for establishing public access to the Des Plaines River and Jerome Creek. An extensive trail network exists within the park, but water access was non-existent. Site evaluations and a public engagement process convinced the design team that a proposed boardwalk and remote paddle craft access portal was possible. The design evolved into also creating a wildlife overlook and outdoor classroom within the wetland area. Coordination with several local businesses, Ducks Unlimited, WisDNR, and the Nature Conservancy yielded a collaborative funding approach. This project will provide watercraft (canoe/kayak) access from the Village all the way to Downtown Chicago. The project is scheduled for construction in 2023. Construction budget - \$0.7 Million.



WETLAND BOARDWALK
Located within close proximity to the Wruck Pavilion, a raised boardwalk provides the most direct route to Jerome Creek.



WILDLIFE VIEWING PLATFORM & BOAT LAUNCH
The end of the boardwalk provides opportunities not only for boat access, but also for bird watching, relaxing and resting.





Stonebridge Park Monona, WI

Parkitecture + Planning worked with the City of Monona to redevelop a small lakefront parcel that had been historically used as an overland flow path for stormwater. New underground filtration and sediment control devices (Strand Associates) were installed to clean the discharge to Lake Monona. The surface of the park was carefully designed to preserve the heritage oak trees, open sight lines, establish an ADA accessible route to the lake and new kayak/canoe launch, and create usable open space. Extensive landscaping was included to start reforestation of diverse native tree and shrub species. A bio-infiltration garden was installed to handle runoff from the onsite ephemeral spring. The project was constructed in 2021. Construction budget - \$0.8 Million.

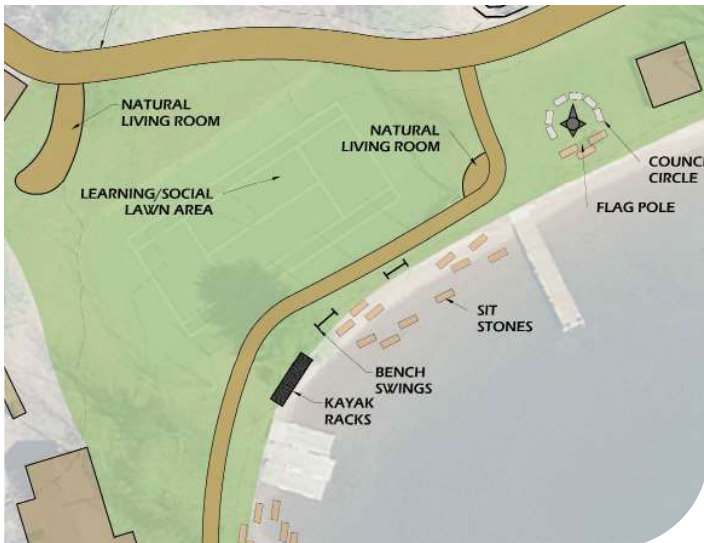


Experience + Precedent Work



Kimberly Point Park Neenah, WI

Parkitecture + Planning provided Master Planning, civil engineering, and construction administration for the waterfront improvements at Kimberly Point Park in the City of Neenah. The project consisted of new multi-modal pathway systems, bird watching and fishing platforms, and new access portals to the waterfront. The park is a site of cultural and archaeological significance and required significant on site monitoring during excavation. Parkitecture worked with the UW Milwaukee Archaeology department for artifact protection measures. The project is under construction and will be completed for fall 2022. Construction budget - \$0.8 Million.



Clearwater Camp for Girls Manitowish Waters, WI

The Clearwater Camp for Girls entrusted the visioning and construction plan development for the renovations of the summer camp on Lake Tomahawk to Parkitecture + Planning. An old tennis court was removed for the new pathways, kayak and canoe launches, piers, and natural furniture made of harvested trees from the site to establish a reclaimed natural waterfront. Parkitecture led the coordination with the County and Wisconsin DNR for shoreland protection. The project entails multiple phases over several years. Phase One is scheduled for completion in 2022. Construction budget - \$0.2 Million.



Devils Lake State Park Baraboo, WI

Parkitecture + Planning assisted the Department of Natural Resources in the planning and design for renovation of the North and South Shore day use areas at Devils Lake State Park. Addressing pedestrian flow, waterfront access, shoreline stabilization, and mitigating user conflicts (fishermen, hikers, beach goers) were top priorities. The plans solidified new waterfront access portals, communal fire ring gathering nodes, and an interpretive signage tour. The State Park is a designated Historical Landmark and Parkitecture coordinated agency review on behalf of the client. Phase One of the project is slated for fall of 2022. Construction budget (Phase One) - \$0.4 Million.

Experience + Additional Park Projects - Parkitecture

Prentice Park, Ashland, WI
Attridge Park & Splashpad, Baraboo, WI
Devils Lake North Shore Day Use Area, Baraboo, WI
Devils Lake South Shore Day Use Area, Baraboo, WI
Community Pool, Blanchardville, WI
Blue Mound SP Pool Expansion, Blue Mounds, WI
Bernard Willi Pool, Chippewa Falls, WI
Bucholtz Park Swimming Facility, Clintonville, WI
Bakken Park Skate Park, Cottage Grove, WI
Community Park, Cottage Grove, WI
DeForest Civic Park, DeForest, WI
Fireman's Park, DeForest, WI
Fox Hills Estates Park, DeForest, WI
Sunfish Pond Park, DeForest, WI
Equestrian Campground, G. Dodge State Park, WI
Anunson Park, Fox Crossing, WI
Firemans' Park, Germantown, WI
Riversbend Park, Grafton, WI
Stonewall Farms Park, Grafton, WI
Monterrey Park, Janesville
Palmer Pool, Janesville, WI
Rockport Pool, Janesville, WI
Lewis Park, Keota, IA
Horizon Park, Kenosha, WI
Lincoln Park, Kenosha, WI
Southport Park, Kenosha, WI
Wolfenbuttel Park, Kenosha, WI
Sunset Beach Park, Kimberly, WI
Sandy Beach Park, Lake Mills, WI
Van Lieshout Park Splashpad, Little Chute, WI
Door Creek Park, Madison, WI
Firemens Park, Maple Bluff, WI
Johnson Park, Maple Bluff, WI
Braem Park, Marshfield, WI
Hefko Park & Aquatic Center, Marshfield, WI
Community Park, McFarland, WI
Lewis Park, McFarland, WI
Juniper Ridge Park, McFarland, WI
Prairie Place Park, McFarland, WI
Siggelkow Park, McFarland, WI
Waubesa Int. School Athletic Fields, McFarland, WI
William McFarland Park and Pool, McFarland, WI
Aero Park, Menomonee Falls, WI
Village Park Ph 2, Menomonee Falls, WI
Library Park, Mercer, WI
Lakeview Park Splashpad Renovation, Middleton, WI
Market Street Park, Middleton, WI
Penni Klein Park, Middleton, WI
Stonebridge Park, Monona, WI
Woodland Park, Monona, WI
Doty Park, Neenah, WI

Kimberly Pointe Park, Neenah, WI
Island Park, Neenah, WI
Shattuck Park and Splashpad, Neenah, WI
Splashpad, Oregon, WI
Mustang Park, Payson, AZ
Athletic Complex Playscape, Pewaukee, WI
Des Plaines River Greenway, Pleasant Prairie, WI
Lake Andrea Plaza, Pleasant Prairie, WI
Mompers Woods, Pleasant Prairie, WI
Pleasant Prairie Park, Pleasant Prairie, WI
Camp Indian Trails, Rock County, WI
Culver Community Park, Sauk, WI
ARF Park, Shawano, WI
Downtown Plaza, Shawano, WI
Totogatic Park Campground, Spooner WI
Community Riverwalk, Stoughton, WI
Wetmore Park, Sun Prairie, WI
Village Grove Park Splashpad, Sussex, WI
Pocket Park, Thiensville, WI
Village Park, Thiensville, WI
Central Park West, Two Rivers, WI
Buchner Park Aquatic Center, Waukesha, WI
Meadowview Park, Waukesha, WI
Burnham Pointe Park, West Allis, WI
Liberty Heights Park, West Allis, WI
McKinley Park, West Allis, WI
Recreation Center Park, West Allis, WI
Cravath Lake Amphitheater, Whitewater, WI
Community Splashpad, Whitewater, WI

References

Contact: John Steinbrink Jr., Dir. of Public Works
Village of Pleasant Prairie
jsteinbrink@pleasantprairiewi.gov
262.925.6768

Contact: Mike Kading Director of Parks and Recreation
City of Neenah
mkading@ci.neenah.wi.us
920.886.6062

Contact: Jake Anderson, Director of Parks
City of Monona
janderson@ci.monona.wi.us
608.216.7469

Contact: Missy VanLanduyt, Recreation Section Chief
Wisconsin Dept. of Natural Resources
Melissa.vanlanduyt@wisconsin.gov
608.266.7617

Staff Qualifications

The **Parkitecture + Planning** core team is small and flexible. We choose to operate this way and work on the projects that are important to us and the communities in which they occur. The principal owners believe that open space reflects the soul of a community and deserves as much attention as any of the other core infrastructure in a municipal budget. We have dedicated our careers to this cause, because we are **Parkitects**.

Blake Theisen will serve as your Project Manager and primary point of contact for the design team.

We will be your team from start to finish.



Blake Theisen, PLA, ASLA

Blake is a steward of open space and draws on his background in environmental science and spatial design to influence his solutions. He is an accomplished public process facilitator, and has presented at State, Regional, and National Conferences. Blake has received numerous design awards for project work and continues to find ways to innovate new solutions to common design challenges. His passion for park and aquatic based recreational projects is unparalleled in Wisconsin.

Registered: WI, IL, IN, IA, MN, MI, AZ, TX, NE, CO

Certified: CLARB, CPO

Member: WPRA, WIASLA, ISA



Katie MacDonald, PE

Katie exhibits her expertise in park and public open spaces and focuses on contextual site grading, integration of green infrastructure, and creative material re-use in her site design approach.

With an extensive resume in water based recreation facilities, she has become one of the leading experts in Wisconsin and the upper Midwest in shoreline stabilization and structure design.

Registered: WI, IL, IA, MN, CO, WY

Certified: CPO

Member: WPRA, NASECA



TEAM ETHOS

The **mission** of Parkitecture + Planning is to engage with stakeholders and create vibrant, creative, inviting, and inclusive public open spaces in our communities. We view the public landscape as a canvas for creativity, collaboration, and opportunity for growth and learning for residents of all ages and abilities. Our team works with groups large and small to understand the community context, project goals, and work through sustainable design solutions.

DESIGN APPROACH

We base our approach to Park Planning on three pillars: **Engagement**, **Visioning**, and **Action**.

Engagement - From day one, we **listen**. Anyone can hear, but to listen ensures that all perspectives are taken into consideration. Often the emotions and reactions are as valuable as the content. Our project engagement with clients includes not only the day-to-day decision makers, but the special interest groups and stakeholders, elected officials, and facility maintenance staff. This process includes outreach through various methods, whether it be a traditional town hall meeting, online discussion forums, social media outreach, or pop up events during community-based activities. It is vital for all of these voices to have an audience and present each angle for consideration. A truly sustainable facility will satisfy the learning and recreational objectives for the end user, while streamlining maintenance requirements for those responsible for the daily and long term care. The feedback gathered during this initial phase establishes our design program and helps us understand, **What is your Why**.



Visioning - We believe in **collaboration and consensus** building. Through interactive design charrettes and precedent imagery reviews, we can develop and define the end goal or design direction. Early schematics should be loose and flexible, giving stakeholders opportunity to think big and outside of the box. Visual stimulation with prior project imagery helps to push imagination and inspire new ideas for each project we touch. We push you to embrace the iterative process and work through the design evolution with us. **Never settle for status quo**.

Action - Our plans are **designed for implementation**. From more than twenty years of experience with park and open space planning, we understand the challenges communities face with budgets, staffing, programming, and maintenance. Our team establishes realistic design solutions and sets forth attainable phasing strategies when necessary. We also know how to leverage funding. Our staff have an excellent track record in securing grants, developing fundraising tools, and forging public/private partnerships to further the budget allocations. **Let's make this happen**.



During the initial phase of this project, we will review the existing conditions and access options at Lewis Park. We are familiar with the park from our prior work on the splashpad/pool study as well as the ADA access study. With the development of any new recreational facility, parking and pedestrian access must be considered. The parking area at Lewis is already at a premium, and we do not want to over burden the availability at the shelter. Our suspicion is that some of the activity that the improved lake access will invite, will be largely during off peak hours and this should be studied further.

We understand how important projects like these are to the local residents and wildlife enthusiasts. Graphic presentation boards with precedent imagery will be assembled for aid in gathering public feedback in the final design direction, materials, and layout for the access facilities. This is an important step in the process and will help

to build consensus and support with community members and elected officials. Memory-worthy natural areas need to be thoughtfully designed based on specific site needs, and community preferences. Thought needs to be placed on future flexibility of the park spaces and the increased need for appropriate distance between other existing park use areas, seating etc.

We feel strongly that the plan should also evaluate the long term operations and maintenance costs of developing a new facility. As part of our process, we will work with your maintenance staff to assemble a projection of additional requirements placed on the Village.

As we progress through the concept design, the plans will be accompanied by an opinion of probable construction costs. We have extensive external resources from our partners in the park construction world, as well as drawing on years of internal project work and current construction activity to provide accurate drawing analysis and up to date construction cost forecasting. We will hold regular review discussions with you and your staff to help to solidify support and consensus for the project. This is paramount to project success and ensures timely decisions and forward progress. Our final recommendations will be assembled with our schematic design plans, cost projections, and a summary narrative. These drawings will provide the springboard for the next phase of engineering work and the permitting that will likely be associated with it. As part of our process, we will review the early designs with the County and WDNR for potential issues and also partnerships. This early engagement has often yielded fruitful financial partnerships.

Economic conditions are fluid and we are seeing a trend towards creative funding of projects like these. We have been the shepherd of numerous projects with grant funding and the paperwork that is associated with them. This can complicate a typical construction progress, but we understand how to navigate and embrace these scenarios. Our staff also participates and have managed several community build projects as part of our community goodwill program. These can be very rewarding endeavors for community stewardship.

We are very familiar with assisting clients through this process and understand the key steps. Our team is fully prepared to assist you with all project components from conceptual planning, design/engineering, construction document preparation, bidding, and construction oversight. We have provided these services for many municipalities in Wisconsin. A partial list is included on the prior pages.



Scope Outline

Public Engagement

- Facilitate kick-off Meeting with Village staff.
- Complete site review for Lewis Park to assess current conditions and potential water access locations.
- Assess project goals to develop program statement and vision plan direction.
- Attend public open house meeting with Village staff, select stakeholders, and members of the public for creative input.
- Work with Village staff to review feedback and establish final design recommendations.

Schematic Design

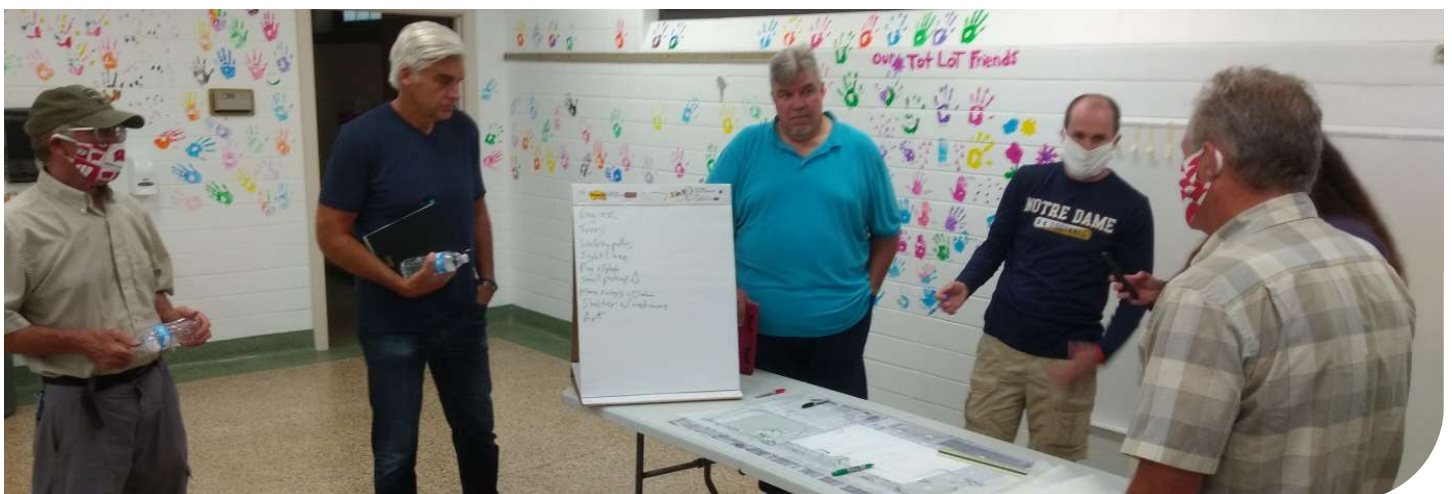
- Develop working design plans for new access facilities and produce graphic renderings.
- Compile opinion of probable construction costs.
- Present design drawings to Village staff.
- Present design package to Parks & Recreation and Natural Resources Committee.
- Assemble final narrative report.
- Discuss project with WDNR and Dane County Land and Water Conservation Department.
- Present final Plan graphics to Village Board.

Outcomes and Deliverables

- Minutes from all review and public input meetings
- Concept and SD Plans at key benchmarks
- Summary narrative report
- PDF of Final Plan Renderings
- Opinion of Probable Construction Costs

Assumptions

- Village to provide prior plans, timely feedback on submittals, and access to stakeholders within the community.



Proposed Timeline

PROJECTED SCHEDULE

We are flexible on schedule and scope deliverables and will work with the Village to accomplish the project goals.

Due to our small company structure, we can adapt to owner request and schedule changes with ease. We understand project delivery can be iterative and can have tangential paths. Our team is resilient and not easily deterred. Even through the COVID-19 pandemic, we continued to deliver on our promises for each and every project meeting, and all requested client deadlines.

We anticipate a minimum of 2-3 month process to complete the initial planning and design effort for the project. Following this process, we would be ready to complete engineering plans that will position the Village for late winter/spring 2023 bidding for construction during 2023. A tentative schedule is proposed as follows:

TASK	TIME FRAME
Kick-off Meeting	May 2022
Site Review	May 2022
Public Outreach	June 2022
Conceptual Design	June 2022
Final Plan Presentation	July 2022

QUALITY CONTROL

Our team takes pride in producing high quality projects that we and our clients will be proud of for generations. Regular internal and external peer reviews help to maintain an exceptional level of quality control for our collective design work. We have not engaged in any unethical practices, nor have had any substandard work.

SUPPLEMENTAL INFORMATION

Please do not hesitate to contact us with any further questions on our capabilities or passion for the park and recreation industry. Our team is fully licensed and insured to provide the services outlined in this RFP. Our references from past work will confirm our abilities and performance track record.

PROPOSED FEE

We propose a lump sum fee of \$ 10,880 for this outlined scope of work. Should this need to be amended, we will work with you to adapt the scope/schedule, and budget. Our projected hours are summarized by task as follows:

PHASE	BT	KM
Public Engagement	16	8
Schematic Design	33	34
TOTAL	49	42

Additional services shall be billed at \$ 120/hour.



Client Testimonials

"Parkitecture go above and beyond in their attention to detail, technical knowledge, and collaborative process to make sure client needs and questions are addressed completely and promptly. Thanks to their creative skills, design expertise, and familiarity with construction practices and State regulations, we have a project that is ready to build this spring. We would not be where we are without them."

Jean Warrior – President, Friends of Governor Dodge State Park

"Blake's practice of listening, asking thought provoking questions, and then implementing the desires of the community is second to none."

Matt Hendricks – Director of Parks, City of Shawano

"The City of Kenosha has worked with Blake Theisen over the past 12 years developing, upgrading and enhancing our extensive Park System. He is very knowledgeable in his field, is dedicated to understanding the community needs and desires, and goes above and beyond to meet our requests."

Shelly Billingsley – Director of Public Works, City of Kenosha

"Parkitecture is working on the City of Waukesha's Buchner Park Pool and Community Center. Their vision is creative, while also being practical for the City. They are very responsive to the client's needs, meeting a tight time frame to get the project Bid according to the schedule. The anticipation for the completion of the project is heightened after seeing their renderings."

Katie Jelacic – City Engineer, City of Waukesha

"Working with Parkitecture has been a great experience. Blake's approach to designing a park is like building a house...you need to have a firm foundation and then build up from there with each room in the park supporting the overall development. If you want a holistic park development, Blake and his Parkitecture Team are what you are looking for!"

"Working with the Parkitecture team has been one of the best decisions we have made for our park project. Their organization, detail, thoughtfulness, planning, and experience has helped make our planning team prepared for the road ahead."

Michael Kading – Director of Parks and Recreation, City of Neenah

John Lehan – Director of Community Recreation, Sauk Prairie Rec Commission

"Blake and Katie - Thank you for all that you did to make our park development project a success. You stood by us from the beginning to the end and even beyond, ensuring that we were completely happy with the final product. It was clear you both brought a wide range of knowledge and experience in bringing our concept plan to life. Thank you for making us feel that we were more than just another client. I look forward to working with Parkitecture + Planning again in the future!"

Amanda Geiser – Director of Parks and Recreation, Village of Fox Crossing

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 9, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Jim Hessling, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the award of contract for a management plan for conservancy areas within the park system.

PREVIOUS ACTION:

The Parks Recreation & Natural Resources Committee approved a recommendation to the Village Board for issuance of an RFP for Management Plan for Conservancy Areas at its January 27, 2022 meeting.

The Village Board accepted the Parks Recreation & Natural Resources Committee at its meeting on February 14, 2022.

ISSUE SUMMARY:

Enclosed is a proposal from a qualified consultant for management planning services relating to conservancy areas within the village. Five proposals for this work were received. The evaluation team reviewed all five plans and from that process, interviewed the top three. From those interviews, the committee selected RES Great Lakes, LLC. The project scope includes such things as:

- Conduct an analysis of the project areas to identify key issues, opportunities, and possible improvements.
- Provide site inventories along with reviewing various property records and reports.
- Providing cost estimates for each site.
- Conduct public input activities and compile that information.
- Compile a final report and present it to various committee(s) and the Village Board.

This work will now examine the specifics of conservancy management, providing more comprehensive detail as to what possible improvements could be, the potential cost, along with a plan for possible implementation.

The cost of the plan came in at \$48,180.

FINANCIAL/BUDGET IMPACT:

The budget for this item is \$75,000 and funded through the Parks Budget in the Capital Projects



Fund.

VILLAGE PLAN REFERENCE:

[Management Plans for Conservancy Parks](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion and second to recommend approval to the Village Board regarding the proposal from RES Great Lakes, LLC for conservancy management planning services.

ATTACHMENTS:

1. McFarland RFP Conservancy
2. RES McFarland Conservancy Mgmt Plan Proposal rec. 4.8.2022



Request For Proposals

Conservancy Management Plan

RFP Issuance Date: March 11, 2022

RFP Due Date: April 8, 2022

Please Submit to:

Village of McFarland – Conservancy Management Plan
Attn: McFarland Public Works Department
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 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 ten (10) 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.

C. **List of Properties** – Please note the following areas to be included within the management plan:

- i. Babcock Conservancy
- ii. Grand View Conservancy
- iii. Indian Mound Conservancy
- iv. Marsh Woods Conservancy
- v. Siggelkow Road Park
- vi. Taylor Road Conservancy
- vii. Thrun Marsh Conservancy
- viii. Urso Park
- ix. Woodland Commons Conservancy
- x. Yahara River Conservancy

SECTION 3 Plan Objectives

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

Background information:

- i. Provide site history
- ii. Evaluate current conditions
- iii. Identify existing resources to include plant surveys
- iv. Address long term vision of the conservancies
- v. Identify environmental limitations
- vi. Protect and enhance current resources
- vii. Profile adjacent lands

Management plan:

- i. Break each property into management units.
- ii. Incorporate public input into plan.
- iii. Develop measurable goals for each management unit.
- iv. Create a task list for each unit to achieve each goal.
- v. Provide a timeline and budget of the management tasks.

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.
- Management plan to include recommendations on cost estimates for various activities proposed for restoration activities within each management area.
- 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

A. 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.

B. 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

C. 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. **March 11th, 2022** - RFP Issuance Date.
- ii. **April 8th, 2022** - RFP Due Date.
- iii. **April 11th, 2022** - 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 18th** – 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 29th** – The Evaluation Team will make its recommendation to the Parks Committee for further consideration.
- vi. **May 9th - 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 24th - Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- viii. **June 1st** – On or around this date the project will commence.
- ix. **May 31, 2023** – On or around this date the project will conclude.

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](#)

Appendix C: Standard Template Contract



Village of McFarland

Conservancy Management Plan

Matt Parsons
Ecologist | Project Manager
mparsons@res.us | 630. 204. 6723



Regional Office
17921 Smith Road
Brodhead, WI 53520
(608) 897-8641

April 8, 2022

McFarland Public Works Department
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

RE: Village of McFarland – Conservancy Management Plan

ATTN: Village of McFarland Public Works Department,

Thank you for the opportunity to provide the Village of McFarland (Village) with an updated Conservancy Management Plan (CMP) proposal for the ten conservancies listed in the Request for Proposal (RFP). We propose to deliver clear and concise data on methods for restoring and maintaining the ten conservancy areas within the Village. The ecologists, planners, and landscape architects at RES Great Lakes, LLC ("RES", formerly AES) are truly excited about the opportunity to assist the Village in its ongoing efforts to become a more sustainable and livable community through careful inventory, assessment, and development of management plans for its conservancies and open spaces.

RES has a long history of working in southern Wisconsin, such as the long-term engagement with Madison County Parks and the Friends of Lakeview Woods on developing and implementing their Ecological Restoration and Management Plan (ERMP). We conducted an ecological health assessment of Lower Mud Lake for Dane County Parks with the final report made available for land use planning for the Village of McFarland. We also have developed numerous system-wide ecological management plans for municipalities throughout the Midwest, including Minnesota, Iowa, Illinois, and Indiana, in addition to Wisconsin.

We look forward to building on and updating the previous 2007 management plan and other management plans prepared for the conservancies. The plan we propose to develop will be designed to guide the ecological restoration and management processes in each of the conservancies to improve ecological health.

In all our projects we integrate our ecological work with the expectations of partners and clients who are accustomed to traditional public use planning, economic analysis, and historical/cultural conservation. The end products of this project – a geospatial database and a compiled overarching system-wide plan with individualized plans and prioritized, cost-estimated actions for each area – will provide an excellent starting point for ecological restoration and management. The project will set a firm foundation for management for the next 10 years and beyond.

Matt Parsons

Ecologist | Project Manager
mparsons@res.us | 630.204.6723



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Experience

AES was acquired by Resource Environmental Solutions, LLC in February 2021 and underwent a name change to RES Great Lakes, LLC. AES brings 40 years of vegetation planning, mapping, and implementation, as well as a robust native plant nursery that can provide valuable planning insight throughout the Midwest. All work will be conducted by familiar and trusted staff, who now have access to the support of RES. We are one company with a singular vision and proven track record of implementing the services sought by the Village.

RES is an interdisciplinary ecological consulting and restoration contracting firm with extensive nationwide experience conducting Natural Resources Inventories (NRIs) and botanical surveys used to create ecological restoration and management plans. Most germane to this project, RES has successfully completed numerous, diverse multi-site, system-wide combined NRIs and comprehensive ecological master plans for states, counties, and cities. RES has experience with numerous site-specific NRIs and Master Plans created for individual parks, campuses, and natural areas. For this work, we have assembled an interdisciplinary team of ecologists, planners, landscape architects, and GIS experts. Our ecological consultants work closely with our ecological contracting (restoration and management) professionals to ensure accurate estimation of opinions of probable cost.

In this section, we provide example Midwest projects. We provide examples of projects of a similar geographic scope that also share common restoration and management issues. A project/personnel matrix illustrates the breadth of experience of the proposed staff. The project will be led by Project Manager, Matt Parsons with Dr. John Larson serving as a QA/QC and botanical technical advisor. Landscape architect, Stacey Libra, will help lead the community and stakeholder involvement piece of the project. This team has worked together over many years on a wide variety of these types of projects, at many different scales. All project team members have experience in ecological planning and restoration projects.

Example projects range in size from thousands of acres (state, city, or county initiatives) to tens or hundreds of acres for individual parks and greenways. All of them share common issues and challenges of assembling background information, field assessment, synthesizing information, integrating client goals, identifying issues, opportunities, and constraints, prioritizing management, estimating opinions of probable cost (where desired), and providing recommended strategic directions for the next steps of restoration and management.

Example Projects

HAVENWOODS STATE FOREST REHABILITATION PROJECT

Milwaukee, WI | WDNR

RES was hired by the Wisconsin Department of Natural Resources (WDNR) to prepare a comprehensive Ecological Restoration and Management Plan (ERMP) for the 237-acre Havenwoods State Forest (HSF) in Milwaukee, Wisconsin. To support ERMP development, RES performed several subtasks including preparing a Quality Assurance Project Plan (QAPP); evaluating data gaps and preparing a Data Gap Analysis Report; collecting baseline data which included a wetland delineation, cover type and invasive species mapping, vegetation surveys, rare plant surveys; and presenting to and soliciting feedback from Milwaukee residents, volunteer groups, and technical advisory stakeholders. This EPA-funded project required strict Quality Assurance/Quality Control (QA/QC) procedures, including development of a QAPP, which outlines the rigorous QA/QC methodology that will be implemented to ensure production of reliable data and deliverables. RES maintained close communication with the WDNR by holding monthly progress meetings throughout the life of the project. RES presented the results of the ERMP at several stakeholder meetings to solicit feedback on the draft plan, inform the general public of our recommendations, and address any questions or concerns. The Final ERMP directly addresses environmental impairments within the AOC and establishes quantitative baseline ecological metrics that can be re-assessed after restoration implementation to quantify ecological lift.

Reference

Brennan Dow | Water Resources Management Specialist
 Wisconsin Department of Natural Resources
 brennan.dow@wisconsin.gov | 414. 263. 8651



EAGLE POINT PARK ECOLOGICAL RESTORATION MANAGEMENT PLAN

Dubuque, IA | City of Dubuque, IA | 2016-ongoing

The City of Dubuque wished to address environmental issues and restore natural ecosystems to one of its historically important parks. RES is developing an ERMP for the park which comprises an existing data review, field inventory and assessments, avoidance models for culturally sensitive areas, and an ecosystem-based restoration plan for the park. The project includes interactions with City staff, meetings, and presentations.

IOWA CITY NATURAL AREAS INVENTORY AND MANAGEMENT PLAN FOR CITY-OWNED NATURAL AREAS

Iowa City, IA | City of Iowa City, IA | 2016-ongoing

The City of Iowa City hired RES to conduct an inventory and prepare a management plan for a series of parks and natural areas. RES gathered pertinent available information on the parks/natural areas, conducted field surveys to develop current conditions, opportunities, and constraints. Using that information, we prepared management plans for managing the natural areas for the next ten years along with Opinions of Probable Costs (OPCs) for the implementation of the site-specific plans.

Link to plan: <https://www8.iowa-city.org/WebLink/ElectronicFile.aspx?dbid=0&docid=1781877&>

ROUTE 45 PROPERTY ECOLOGICAL RESTORATION AND MANAGEMENT PLAN

Libertyville Township, IL | Client Libertyville Township, IL | 2020 & 2021

RES was retained by Libertyville Township, Illinois to prepare an ERMP for a 70-acre closed tree nursery for the Libertyville Township. The project included a general site assessment, a limited tree survey, a wetland delineation, and a general plant survey while looking for opportunities and constraints on the 70 acres and surrounding lands. The site was divided into discrete land management units based on the dominant vegetation, old tree nursery areas, a wet prairie remnant, and upland areas where native prairie had established. RES provided an Opinion of Probable Cost for the proposed restoration activities that concentrated on the removal of old nursery trees and shrubs as well the highly invasive non-native buckthorns and honeysuckles that colonized the site with the cessation of nursery activities.

Reference

Kathleen M. O'Connor | Supervisor Libertyville Township
359 Merrill Court
Libertyville, IL 60048
Email | (847) 816-6800
KOConnor@Libertyvilletownship.us

SWARTHMORE COLLEGE – CRUM WOODS STEWARDSHIP PLAN | SWARTHMORE, PA

Swarthmore, PA | Swarthmore College | Summer – Fall 2017

The College's Crum Woods Stewardship Committee invited RES ecologists, biologists, and landscape architects to conduct a rapid field assessment to explore the entire site, noting ecological assets and impairments using ArcGIS Collector to create GIS maps and data layers. To stay well aligned with educational objectives, we held several meetings with the Crum Woods Stewardship Committee where the team shared project findings and gathered input to help prioritize the restoration initiatives identified by the process.

In all, the team identified 41 individual projects within Crum Woods, which were prioritized in one of four priority rankings. Each project or recommended action was described and mapped. Restoration specifications, maintenance plans, and costs were developed for each project. The team identified a comprehensive list of potential funding sources, and volunteer opportunities were highlighted to engage the campus community and other interested stakeholders.

Plan Link: <https://www.swarthmore.edu/crum-woods-stewardship/reports>

Reference

Jeff Jabco, Director of Grounds and
Coordinator of Horticulture
jjabco1@swarthmore.edu | 610.328.8294



Example Plans

Information about other RES system-wide natural resource management plans is found below.

JOHNSON COUNTY SYSTEMWIDE NATURAL RESOURCE PLAN

Plan Link: <https://www.jcprd.com/DocumentCenter/View/11405/Resource-Management-Plan-2019>

DAKOTA COUNTY NATURAL RESOURCE MANAGEMENT SYSTEM PLAN

Plan Link:

<https://www.co.dakota.mn.us/parks/About/ResourcePlans/Documents/NaturalResourcesManagementReport.pdf>

MENDOTA HEIGHTS NATURAL RESOURCE MANAGEMENT PLAN – PHASES 1 & 2

Plan Link: https://www.mendota-heights.com/vertical/Sites/%7BA0FB05B5-4CF8-4485-84AA-0C48D0BC98D7%7D/uploads/MH_NRMP_Phase1_draft_2020-01-25.pdf

BURNSVILLE NATURAL RESOURCES MASTER PLAN

Plan Link: https://burnsvillemn.gov/DocumentCenter/View/23839/Burnsville-NRMP-Update_draft_2022-02-01_Final?bidId=





Scope of Work

RES' scope of work will include coordinating and attending meetings, stakeholder engagement, data gathering and historical reviews, spring and summer field surveys, cover type and invasive species mapping, and management plan development covering the ten conservancies. Each of the proposed tasks are described in more detail below.

Task 1. Meetings

PROJECT KICKOFF MEETING

The RES PM will coordinate, prepare for, and attend a kick-off meeting to be conducted at a site of the Village of McFarland's (Village's) choosing **or** by a virtual meeting set up by RES and attended by appropriate Village and Consultant team members: Matt Parsons, John L. Larson, and Stacey Libra.

- The purpose of the meeting is for RES and the Client's staff to meet and discuss general topics such as project goals, procedures, issues, schedule, and information needs.
- RES can meet with Village staff at each of the 10 sites to review current conditions, discuss opportunities and constraints, and receive any site-specific requirements.

OTHER MEETINGS

RES will coordinate, prepare for, schedule, and attend progress meetings with the appropriate Village staff and committees and any other personnel to discuss the following information, but not limited to; project status, schedule, issues affecting project progress, potential issues that may arise, budget, and the following month's activities and action items. Progress meetings will be conducted virtually and hosted by the Consultant, or at a place of the Client's choosing. We anticipate at least one meeting with Village staff and project stakeholders to discuss and assist in the development of a long-term vision for the Conservancies.

RES will prepare and distribute a meeting agenda prior to all meetings and workshops. The agenda will include a list of issues that require discussion, including issues raised by the Village, and a listing of requested data and information. RES will prepare meeting minutes (draft and final) for all meetings and distribute them within two and four days, respectively.

STAKEHOLDER OUTREACH/PUBLIC PARTICIPATION

After conducting fieldwork and developing preliminary restoration concepts, we will schedule a public meeting to create a space and opportunity to gain buy-in through engaging the community. The goal of this public meeting is to inform the public about the current ecological condition of the Village's conservancy areas (and proposed improvements), gain buy-in and support from neighbors, and help to prioritize projects based on interest. In addition, the public setting brings minds together from a diverse set of perspectives, often generating ideas that enhance the overall value of the project.

This meeting could take a number of forms, from a public open house at a Village building, to a pop-up booth at a Village scheduled event. RES will work with the Village to schedule this meeting in a way that garners the most participation and valuable feedback. If it is determined by the project team and Village that the best way to gather feedback is via online communication instead, RES will develop and analyze results of a survey to be incorporated into the final management plan. All engagement opportunities can be a valuable opportunity to enlist volunteers for near-term projects identified on the plan.

Materials used to guide discussions will include:

- Map of existing features and ecological findings
- Existing site photos and inspirational character images
- Stations/breakout areas for people to express interests/concerns related to specific topics or a web-based survey to be distributed by the Village

Deliverables:

- Meeting notes with photos documenting public involvement process



Task 2. Data Gathering and Historical Review

RES will review and compile existing data and collect past data to compile site histories for each conservancy. Existing data includes the previous management reports and any other related Village or County documents the Village may have available. RES will review and comment on the Village's current site protection instruments for the conservancy areas. If available from the Village, or available in the public realm, RES will either collect and/or obtain for review the following information:

- Project Boundary/plat maps for each of the 10 conservancy sites
- Previous studies/management plans of the 10 sites
- Wisconsin Wetland Inventory maps (WWI) of McFarland
- Soil maps
- Historic aerials (1930s to present)
- Topography (e.g., LIDAR)
- Existing archaeological records
- Geology
- PLSS Land Survey Records
- Conservation Easements, deed restrictions, covenants

Task 3. Field Surveys

3.1 BASELINE VEGETATION DATA COLLECTION

To identify the existing resources and evaluate current conditions of each conservancy site, RES staff will perform a thorough ecological assessment of each of the 10 sites using a meander species search protocol and estimate native and non-native vegetative cover to determine relative population levels and prescribe recommended control/treatments where appropriate. Conservancy sites will be divided into management units. Percent cover for each species within a management unit will be estimated as a continuous variable in increments of 1%. The purpose of quantifying plant species richness and abundance is to allow for the tracking of changes in species abundance over time and in response to management actions.

The meander survey method will assign a single cover value to each species within each identified management unit. The ecological surveyors chosen for this project have been conducting similar types of plant surveys for numerous years in southern Wisconsin. All surveyors have collaborated on numerous projects visually estimating absolute percent canopy cover which has resulted in calibration among observers and within the ecological community. Comprehensive plant lists with associated abundance estimates generated from the meander surveys will be used to calculate weighted Floristic Quality Index (wFQI) and weighted Mean Coefficient of Conservatism (wMean C) values. The time of year for performing plant inventories to determine species richness and abundance estimates is proposed to occur in mid-summer 2022 and April 2023 to locate and identify the largest number of species in an identifiable form. Data forms will be populated with the following information:

- Name(s) of surveyor(s)
- Date
- MU#
- Absolute percent cover of each species by stratum (i.e., canopy, sapling/shrub, and herbaceous strata)

RES will map significant populations of invasive species, especially those listed in Wisconsin Administrative Code NR 40, and other significant resources, including rare species, and high-quality habitats dominated by native species. Rare species' locations will be collected using GPS with 95% accuracy so data can be used in Geographic Information Systems (GIS) including ArcGIS Pro version 2.7. The referencing system and datum (i.e., WGS84, WTM 83/91) will be documented for data collected. Where practical, plant community boundaries, invasive species populations, and high-quality habitat locations will be GPS-surveyed. However, larger or discontinuous populations of invasive species will be mapped by hand using air photo interpretation techniques and verified using a GPS capable of sub-meter accuracy. Species identification verification for rare species will be completed and submitted using high-resolution photograph vouchers. Georeferenced photographs will also be taken within each MU in at least one representative location.

Survey documentation will include completed data sheets, photographs, and other documentation that will be submitted in the appropriate format, with electronic format preferred. RES will prepare maps showing existing vegetative communities and MU's. All data collected during the baseline assessment will be submitted in electronic format, which includes location



information (i.e., lat/long in decimal degrees or degrees, minutes, seconds) for non-native invasive vegetative species populations and sensitive native vegetative species. Acceptable geospatial data formats include Microsoft Excel and/or ArcGIS geodatabase.

3.2 SAMPLING HANDLING AND CUSTODY

All raw data, scanned data, photographs, and digitized (Microsoft Excel/ArcGIS) data will be stored at the RES Brodhead, Wisconsin office (17921 W Smith Road, Brodhead, WI 53520) and on the RES server. The QA/QC Coordinator and Project Manager will be responsible for all data management activities.

3.3 ANALYTICAL METHODS

A variety of analytical methods will be used to produce summary data in support of existing habitats and vegetation communities. Because we will be using a combination of both hand-collected data sheets and ArcGIS/geospatial data collection tools in the field, we describe the varying analyses below.

3.3.1 Floristic Quality Assessment

The proposed meander species search method of surveying plant communities often results in a greater number of species detected and higher likelihood of encountering rare species compared to plot-based vegetation sampling. As such, the meander search method is expected to minimize bias of species richness, weighted Mean C (wMean C), and weighted FQI (wFQI) estimates when compared to plot-based sampling. It is also superior for detecting rare species. All surveyors are highly trained and experienced in plant identification of the upper Midwest and use of taxonomic keys which will minimize bias and result in precise (species level) identification of plant species. Surveyors will also take photos of representative plants for further identification if needed.

Plant species list generated from vegetation sampling will be entered into the WDNR FQA Calculator along with the respective percent cover data. The calculator automatically generates summary data such as native and non-native species richness (number of species), Mean C, wMean C, FQI, wFQI. Mean C and FQI will be generated for native species only and all species combined. Mean C and FQI data will be weighted based on species abundance (percent cover) which provides more robust plant community quality information.

3.3.2 Plant Community Mapping Analysis

Following field data collection, RES will delineate and label dominant plant communities in accordance with existing conditions and land-use history. Details for sub-communities will be provided when available and relevant. In addition to plant community mapping, RES will map the extent of invasive plants by species. A separate data layer will be produced that can be overlain on the ecological community maps. This will inform prioritization of management actions within MUs. Aerial imagery used in the mapping process will be 3-6-inch resolution. NAIP imagery, which has 1-meter resolution, may be used in conjunction with higher resolution imagery.

3.3.3 GIS/GPS Equipment

For mapping tasks and site navigation, RES will use ESRI's ArcGIS Collector application on tablets and ArcGIS Pro version 2.7. The accuracy of the tablet's GPS device will be enhanced with the use of Trimble R1 GNSS receivers (maximum accuracy +/- 20 inches). Data collected in the field will be imported into the RES' ArcGIS platform for data management, further evaluation and verification, and the generation of site maps for incorporation into the Conservancy Management Plan (CMP). All attributes developed in the field per point/polygon/polyline will be converted to Microsoft Excel spreadsheet format for QA/QC review and organized to support summary data analysis and data presentation.

Survey documentation including completed data sheets, photographs, and other documentation that will be submitted in the appropriate format, with electronic format preferred. Plant species identification verification will be completed and submitted using high-resolution photograph vouchers. Photo documentation of current site conditions will be completed to show examples of cover types. For all fieldwork, accurate location information for survey sites, boundaries of cover types, rare, native or invasive species populations, species occurrence, etc. will be collected using GPS with 95% accuracy, so data can be used in geographic information systems, including ArcGIS 10.6.1. The referencing system and datum (i.e., WGS84, WTM 83/91) will be documented for data collected.

Deliverables:

- Raw and summarized vegetation data and GIS data



Task 4. Draft and Final Conservancy Management Plan

Based on results and observations found in the field surveys and community and client input, RES will prepare a draft plan for submittal and for review by Village staff. The draft will be provided in a PDF format and if desired can also be provided in a format that is editable by the Village.

The draft will include an environmental and ecological health condition of each overall conservancy and each management unit to include site opportunities and constraints. Measurable goals will be developed based on the quantitative analysis and will be designed to achieve ecological lift/ecological health of the sites. Along with the evaluation, RES will provide a plant species list of the management units. RES will prepare a Draft CMP in accordance with Project Scope detailed in the above sections. We will review previous habitat management plans to develop a comprehensive restoration and management plan with measurable goals for the 10 sites. For instance, measurable goals might include demonstrating an increase in the management units' FQA scores over time or decrease in abundance of non-native, invasive species over time.

The draft plan will include an executive summary (1-2 pages), descriptions of parcel history and existing conditions, site constraints and opportunities, conceptual plans and recommendations for enhancements by site and by management unit, cost estimates for restoration activities (per acre or another unit of measurement), maps, photos, and historic aerials. It will incorporate baseline data and identify any projects/actions needing design specifications. The draft will identify target communities for restoration and those areas identified for management. A stepped action (e.g., restoration, management priority) guide and timeline will be included in the draft. An OPC range will be provided for the proposed restoration and management activities.

Once the draft has been submitted and input has been received from the Village and other reviewers, RES will compile comments/edits and update the draft for submittal as a Final CMP. The Final CMP will be capable of being integrated with other Village plans and initiatives. RES will provide the Village with an electronic copy of the final plan in the original and pdf format. This will include attachments, drawings, graphics, and tables used to create the plan. RES will also supply the Village with two (2) hard copies of the final plan.

Deliverables:

- Draft and Final CMP in Word and PDF formats





Key Personnel

Please see below for a summary of key personnel roles and responsibilities. Full resumes can be found in Appendix B.

Matt Parsons, M.S. | Project Manager, Ecologist

Matt has worked as a professional ecologist since 2009. At RES, Matt performs and manages natural resource inventories wetland banks, wetland delineation and permitting, alternative stormwater design, and ecological design/restoration/monitoring projects throughout the upper Midwest and beyond. His primary role is the conceptual design, implementation oversight, and long-term monitoring and reporting of ecological restoration projects with a focus on plant and soil ecology. Matt recently completed the 237-acre Havenwoods State Forest Ecological Restoration and Management Plan for the State of Wisconsin. Matt has extensive experience preparing mitigation, monitoring, and management plans. He has prepared more than a dozen restoration and monitoring plans for complex ecological restoration projects. He has conducted vegetation monitoring on over 35 mitigation projects, over a dozen of which are in the upper Midwest. He also has experience managing projects with multiple stakeholders as well as the National Heritage Inventory. Matt is a Wisconsin Department of Natural Resources (WDNR) Assured Wetland Delineator and has led numerous large- and small-scale wetland delineations throughout the upper Midwest.

- Administration (invoicing; progress reports; meeting schedules, agendas, attendance, and minutes; planning/logistics/scheduling; and client and stakeholder communications)
- Data gap evaluation
- Baseline assessment fieldwork
- Quality Assurance and Conservancy Management Plan

John Larson, Ph.D. | Senior Ecologist, QA/QC, Technical Botanical Advisor

Since the early 1990s, Dr. John Larson has worked on dozens of ecological restoration and management planning and design projects; many in Wisconsin. John's experience includes native prairie, wetlands, and woodlands habitat assessment and management planning, floristic analysis, land cover type mapping, threatened and endangered species investigations, ecological design, construction oversight, and wetland 404/401 permitting and mitigation in Wisconsin, Illinois, and many other states. John led a two hundred thousand+ acre survey for prairie remnants in southwest Wisconsin in the early 2010's. John has performed over 300 wetland delineations (Many of those being in Wisconsin and Dane County) throughout the U.S. and has prepared hundreds of annual monitoring reports for 404/401 wetland compliance. He has been involved with a variety of activities, including design, permitting, construction oversight, and ecological monitoring in over two dozen wetland mitigation bank projects throughout the U.S. He served as an Ecologist for two large native wetland mitigation permitting projects that required ecological management planning for the 585-acre Seneca Meadows wetland mitigation project and a 100-acre wetland and prairie mitigation design and permitting project and he prepared an invasive species management plan for the Monroe County's Mill Seat Landfill in New York. He designed, assisted with permitting, provided construction oversight, conducted invasive species monitoring, and provided invasive species management recommendations at the Flambeau Mine's bio-filter outlet wetland and surrounding native prairie in Ladysmith, WI. John has worked with private landowners to help them evaluate what they have and how to restore and manage their lands. He applies this experience to restoration design, natural resource inventories, management plans, wetland determinations, wetland mitigation, wetland design, and permitting.

- QA/QC, baseline assessment field work, plant identification head, Draft CMP, and Final CMP

Stacey Libra | Landscape Architect

Stacey Libra is RES' landscape architecture practice leader whose primary roles are leading design efforts and working with clients to incorporate aspects of ecological design into all open space. Stacey is a Professional Landscape Architect with a graduate degree in environmental science with a passion for creating beautiful, resilient spaces that are responsive to a changing climate, provide habitat for wildlife, and benefit the health and well-being of people. Stacey has led public open houses, pop-up spaces at community events, and designed charettes with groups of varying sizes to listen and pull together ideas into comprehensive ecological plans for clients across the country.

- Baseline assessment
- Public participation



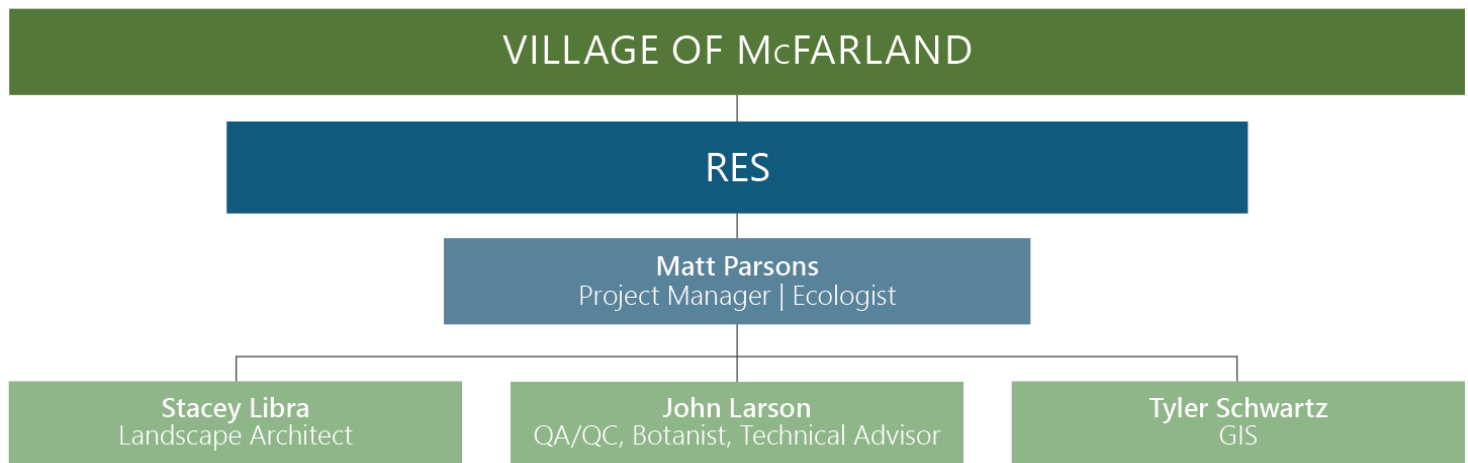
Tyler Schwartz | Geospatial

Tyler Schwartz is a Geospatial Analyst with extensive experience performing GIS analyses, data production, remote sensing-related work, and graphic design. Tyler works closely with RES ecologists and restoration contractors to support the mapping needs of RES' Consulting and Operations Services. He is passionate about cartography and the many ways that maps can convey spatial relationships within data. Among numerous other projects, Tyler played an integral role in the development of the Havenwoods State Forest Ecological Restoration and Management Plan by creating maps that effectively communicated the spatial arrangement of the various resources onsite. This included existing cover types, rare plant and animal species, invasive species, wetland delineation, and conceptual restoration plan maps. Tyler also produced the maps required for the 25-acre Sugar River Wetland Mitigation Bank Compensation Site Plan in Green County, Wisconsin and the 80-acre Oak Crest Hill Road Wetland Mitigation Bank Draft Mitigation Bank Instrument in Johnson County, Iowa.

- ArcGIS Collector map set up
- CMP maps
- GIS data compilation and submittal

Key Personnel Organizational Chart

Please see chart below for key members and their roles within the Project.



Interface Plan

The primary point of contact between the RES team and the Village will be Matt Parsons. Matt will coordinate all work within the scope, provide periodic updates to the Village, organize and lead meetings and presentations, prepare agendas and meeting minutes, and deliver all work products to Village staff.

RES will work with the Village to develop a list of potential stakeholders and create communication materials such as a meeting advertisement, project overview, or survey. We will, however, rely on the Village to reach out to community members and distribute materials through their own communication network.



Quality Control

RES will ensure that the quality of the deliverables meets the Village's criteria and the standard of ordinary professional care. RES senior ecologists will assist with vegetation data collection methodologies and review documents at major project deliverable stages including, but not limited to: (1) data compiled during baseline assessments and (2) Draft and Final Ecological Restoration Management Plan. Consultant QA/QC will cover all associated planning reports, calculations, and data collected as part of this work.

John Larson will serve as technical advisor pertaining to the identification of all plant species found in surveys. Dr. Larson is well versed in the vegetation and plant communities of Wisconsin and other regions of the Midwest. Some plant material collection for later identification may be required. Dr. Larson will be responsible for the handling/storage of plant material requiring later identification.

Village Commitments

As stated in the RFP, Village staff will serve as the point of contact for public inquiries 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. The Village will also provide all relevant existing background material and data at their disposal.





Project Schedule

Please see the table below for a task-by-task timeline.

Table 1. Anticipated Project Schedule

Task Number	Task Description	Target Date(s)
1	Kickoff Meeting	June 1, 2022
2	Data Gathering	June 1, 2022-July 1, 2022
3	Summer 2022 Field Survey	June 26, 2022-July 15, 2022
1	Progress Meeting	July 15, 2022-July 22, 2022
4	Draft CMP Submittal	October 7, 2022
4	Draft CMP Presentation	October 14, 2022
1	Stakeholder Engagement Meeting	October 31, 2022-November 18, 2022
3	Spring 2023 Field Survey	April 10, 2023-April 14, 2023
4	Final CMP Submittal	May 5, 2023
4	Final CMP Presentation	May 12, 2023
-	Final Invoice Submittal	May 31, 2023



Project Cost

RES Proposes a lump sum fee of **\$44,380** for preparation of the CMP for the 10 sites requested by the Village of McFarland. Our lump sum cost is based on the cost and labor hour for the four tasks listed below.

Table 2. Project Cost

Task	Labor	Expenses	Total
Task 1. Meetings	\$12,640.00	\$775.00	\$13,415.00
Task 2. Data Gathering	\$4,960.00	\$0.00	\$4,960.00
Task 3. Field Surveys	\$8,830.00	\$495.00	\$9,325.00
Task 4. Management Plan	\$16,680.00	\$0.00	\$16,680.00
Total Project Cost	\$43,110.00	\$1,270.00	\$44,380.00

Estimated Labor Hours

Please see table below for a summary of labor hours by task.

Table 3. Estimated Labor Hours

	Matt Parsons	John Larson	Stacey Libra	Tyler Schwartz	Total Labor Hours
Billing Rate (\$/hour)	\$110	\$160	\$115	\$100	
Task 1. Meetings	38	20	44	2	104
Task 2. Data Gathering	16	0	0	32	48
Task 3. Field Surveys	32	16	10	16	74
Task 4. Management Plan	76	9	32	32	149
Total Labor Hours	162	45	86	82	375



Safety

To minimize potential health and safety risks related to field sampling, surveyors need to be physically able to conduct fieldwork under demanding conditions and be well prepared to handle contingencies or emergencies. The following are suggested requirements for all field survey personnel:

- Recent CPR training,
- Recent first aid training,
- Completion of a satisfactory interview about health and safety aspects of the project with the Project Manager, including routine safety precautions and a discussion of actions to be taken in the event of an emergency.

RES will provide safety awareness training and a site-specific safety plan as a reference for field personnel.

Additional Scope and Fees

RES is proposing an optional task (not included in our total lump sum cost estimate) designed to further engage the public and other stakeholders with an opportunity for hands-on learning in the field. RES ecologists and landscape architects would lead groups of interested participants on nature walks throughout one or several of the conservancies that are the subject of this CMP. Participants would explore the various habitats onsite, identify common native and non-native plant and animal species, learn the roles the various plants and animals play in the ecosystem, and learn how ecological professionals restore and manage these systems. Our hope is that this effort will raise awareness and get more people interested and involved with management and protection of their local resources. RES would prepare and distribute handouts with photographs and descriptions of the common plant species they may encounter on these hikes.

Table 4. Additional Scope and Fees

Task	Labor	Expenses	Total
Optional Task 5. Guided Field Tours	\$3,600.00	\$200.00	\$3,800.00



Appendix A / Previous Relevant Projects



Havenwoods State Forest Rehabilitation Project

WDNR | Milwaukee, WI



RES was hired by the Wisconsin Department of Natural Resources (WDNR) to prepare a comprehensive Ecological Restoration and Management Plan (ERMP) for Havenwoods State Forest (HSF) in Milwaukee, Wisconsin. HSF is a 237-acre urban state forest with a long history of disturbance and is part of the Milwaukee Estuary Area of Concern (AOC). The project was funded by a U.S. Environmental Protection Agency (EPA) Great Lakes Restoration Initiative (GLRI) grant. To support ERMP development, RES performed several subtasks including preparing a Quality Assurance Project Plan (QAPP); evaluating data gaps and preparing a Data Gap Analysis Report; collecting baseline data which included a wetland delineation, cover type and invasive species mapping, vegetation surveys, rare plant surveys; and presenting to and soliciting feedback from Milwaukee residents, volunteer groups, and technical advisory stakeholders. EPA-funded projects require strict Quality Assurance/Quality Control (QA/QC) procedures, including development of a QAPP, which outlines the rigorous QA/QC methodology that will be implemented to ensure production of reliable data and deliverables. RES maintained close communication with the WDNR by holding monthly progress meetings throughout the life of the project. RES presented the results of the ERMP at three separate stakeholder meetings to solicit feedback on the draft plan, inform the general public of our recommendations, and address any questions or concerns. The Final ERMP directly addresses environmental impairments within the AOC and establishes quantitative baseline ecological metrics that can be re-assessed after restoration implementation to quantify ecological lift.

AT A GLANCE

Client Contact

Brennan Dow, Water Resources
Management Specialist
Brennan.Dow@wisconsin.gov |
920.366.1371

Contract Value

\$53,680

Project Size

237 acres

Project Type

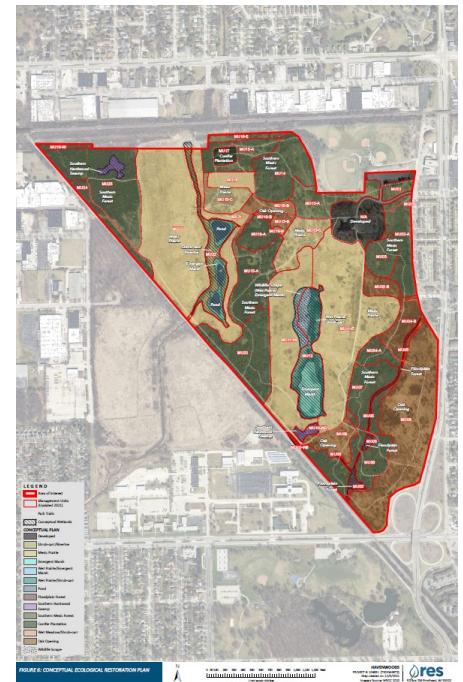
Ecological Restoration and Management
Planning

Contract Period

February 2021-December 2021

Project Highlights

- Quality Assurance Project Plan approved in record time
- Documented over 360 plant species during spring and summer plant surveys
- Documented and mapped 3 plant species of special concern, 1 wildlife species of special concern, and 1 new invasive plant species not previously documented on the property.





School Milwaukee Schools: Master Planning - Ecological Restoration & Maintenance

South Milwaukee School District | South Milwaukee, WI



AT A GLANCE

Client Contact

Jeff Siegman, Buildings & Grounds Mgr.

Project Size

6 Acres

Contract Period

2003 - 2014

Project Highlights

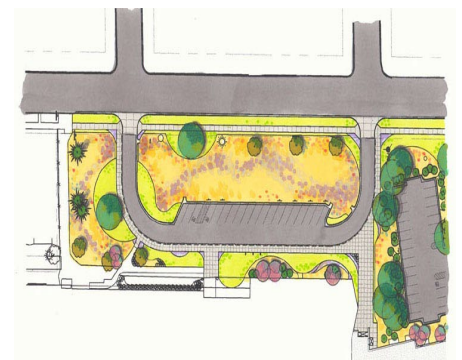
- Used alternative storm water management strategies to increase infiltration, decrease runoff pollutant loads and decrease infrastructure costs.
- Restoration and enhancement of degraded Rawson Woods and protection of endangered species.
- Used formal native plantings to beautify new building expansion and decrease maintenance costs.
- Recipient of the EPA's 2006 Conservation and Native Landscaping Award.

The South Milwaukee School District retained RES to prepare a master landscape plan, including an ecological restoration plan and a planting plan—and install all native plants for the new South Milwaukee Middle School and High School Campus.

The site is unique because a state endangered perennial—bluestem goldenrod—as well as the state threatened Butler's garter snake is known to exist at the site. These two species' populations directly affected development plans for the site.

We worked with the Wisconsin Department of Natural Resources and the school district to develop a Stormwater Treatment Train™ stormwater management system and restoration plans for the site as well as the adjacent Rawson Woods, a high-quality woodland.

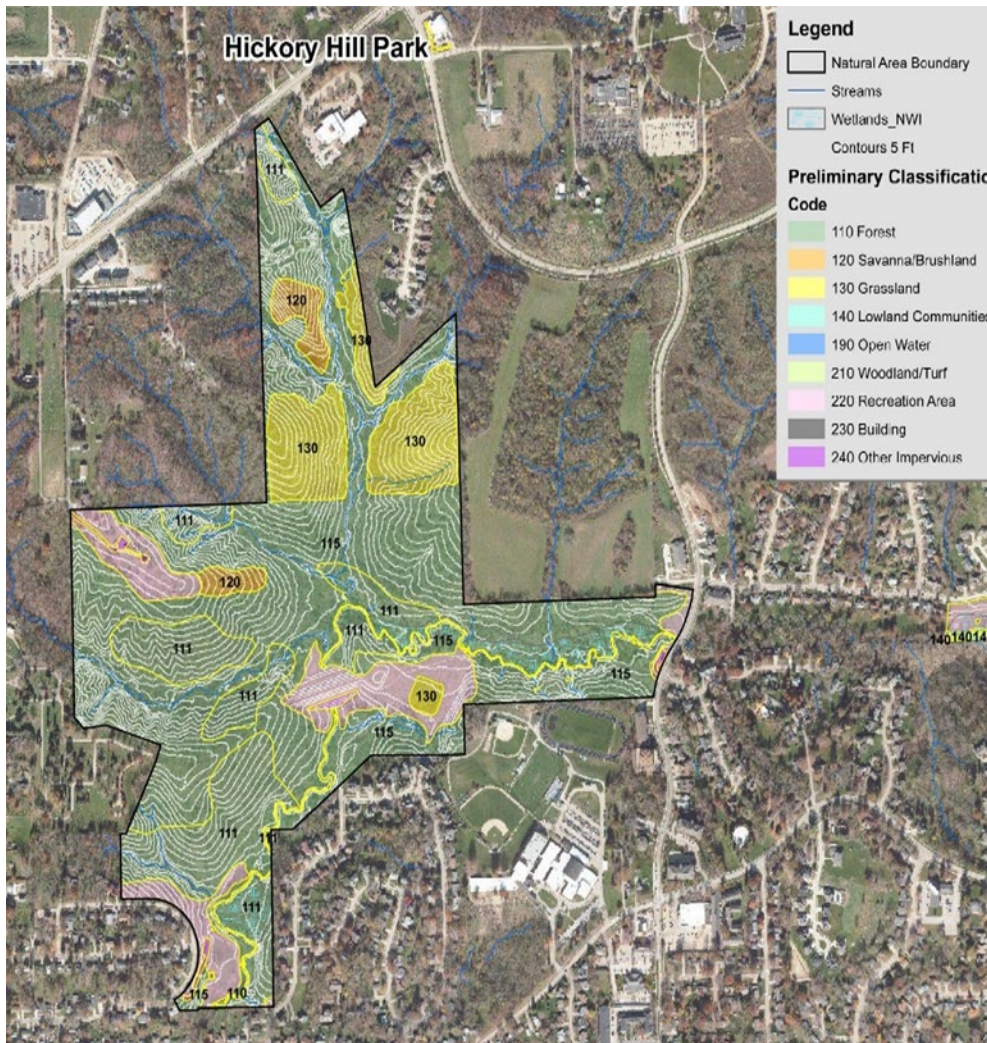
Our design team worked to develop a highly detailed planting plan that would complement the new architecture of the school building while providing an aesthetically pleasing landscape interest throughout the year. Our Field Services completed all of the installation and continues to maintain natural areas and formal landscapes.





Iowa City Ecological Plan – System-Wide Natural Areas Inventory & Management Plan

City of Iowa City | Iowa City, IA



AT A GLANCE

Client Contact

Juli Seydell-Johnson
Director of Parks and Recreation

Project Size

42 City Parks

Contract Period

2016 - Present

Project Highlights

- Built an ArcGIS™ geodatabase for long-term management of Iowa City's natural areas.
- Created a system-wide ten-year restoration and management budget within the city's funding categories.



Iowa City sought a systematic, scientific approach to management of 42 city-owned natural areas in its parks, greenways, and stormwater management areas. The City retained RES to conduct a detailed natural resources inventory of each natural area and create a system-wide management plan with specific management briefs for each area.

As a platform for long-term management of Iowa City's natural areas, we built an ArcGIS™ geodatabase. Our geospatial specialists began the process by collecting high-resolution, multi-spectral aerial imagery under leaf-off conditions for the entire city. We then digitized detailed land cover boundaries in each natural area, classified them using a customized system, and used the data for on-ground field inventory.

Through monthly meetings, RES and Iowa City staff worked together to refine the inventory and develop a brief management plan for each natural area that described current conditions and prioritized management actions with associated estimated costs. We aggregated these costs to create a system-wide ten-year restoration and management budget within the city's funding categories. We also reviewed city ordinances using the Center for Watershed Protection's metrics, evaluated the city's STAR Community certification rating, and recommended ways to improve performances of both.



Four Mounds Savanna Restoration

Four Mounds Foundation | Dubuque, IA



RES Field Services completed foliar herbicide application of oriental bittersweet in fall of 2019, then spent the winter of 2019 brushing out about 30 acres of invasive woody species (mostly oriental bittersweet, honeysuckle, and buckthorn). In the Spring of 2020, the crew planted a one-acre prairie and completed foliar application of herbicide of woody invasive resprouts from the brushing work. We plan to complete a prescription burn of the 30-acre plot in April of 2021 and subcontract a sign company to design, fabricate, and install informative signage by June of 2021.

AT A GLANCE

Client Contact

Jay Potter, Parks Recreation Manager

Contract Value

\$150,285

Project Size

~30 Acres

Contract Period

September 2019 – June 2021

Project Highlights

- Brushed out 30 acres of invasive woody species.





Eagle Point Park Environmental Restoration and Management Plan

City of Dubuque | Dubuque, IA



AT A GLANCE

Client Contact

Steve Fehsal, Park Division Manager

Contract Value

\$326,225

Project Size

12 Acres Native Install

16 Acres Restoration

Contract Period

2019 - 2022

Project Highlights

- 12 acres of turf restoration to native landscape.

Eagle Point Park is a cherished destination for citizens of Dubuque and the region beyond. In 1908, the City of Dubuque obtained the deed to the first 100 acres; within a few years, streetcar traffic began to serve the Park. In the 1930s, the City received a Works Progress Administration grant that permitted them to hire a landscape architect to design park buildings and gardens in the Prairie School architectural style. Over time, the City added additional park amenities, even as the park still maintained areas of significant natural vegetation of the Mississippi River bluff lands as well as the historic buildings.

Over 100 years of use took a toll on the Park's natural resources. In 2019, res was brought in to repair the site. This included herbicide site prep and drill seeding of 12 acres of turf to native ecotypes (prairie, savanna, woodland) and hydromulched on top of the seed. RES also subbed out 16 acres of soil quality restoration work (SQR) to reestablish and invigorate existing turf. There is currently ongoing management of the native areas.





Sunset Park Master Plan: Three-Phased Plan Incorporating Bradley Lake Improvements

City of Sturgeon Bay | Sturgeon Bay, WI



AT A GLANCE

Client Contact

Staci Goetz, Project Geologist

Foth Infrastructure & Environment

920.562.9094

Contract Period

2018 - 2019

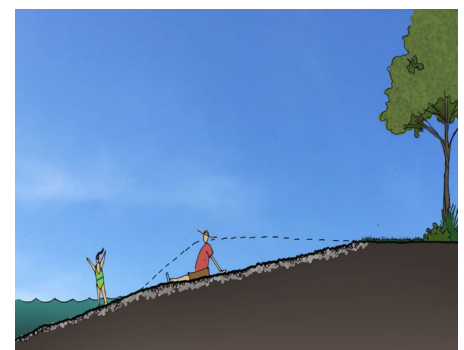
Project Highlights

- The master plan looks at future park improvements that capitalize on the dredging project while improving circulation, landscape aesthetic, wildlife habitat, stormwater treatment, and recreational amenities.

The master plan for Sunset Park followed plans to remove sediment accumulation and creation of additional aquatic habitat for native species by dredging Bradley Lake. RES teamed with Foth to create a three-phased park master plan incorporating the Bradley Lake improvements of shoreline remediation, fish spawning habitat, and natural area restoration. The master plan looks at future park improvements that capitalize on the dredging project while improving circulation, landscape aesthetic, wildlife habitat, stormwater treatment, and recreational amenities for the residents and visitors to Sturgeon Bay.

Public participation was a vital element in providing a complete master plan vision for Sunset Park. In collaboration with the City of Sturgeon Bay, RES and Foth held two public meetings at City Hall to present ideas and gain feedback for the park's future.

These meetings included an open charrette where attendees voted on ideal amenities and a public presentation of the draft master plan to City Council, Parks and Recreation Board, and community members. RES and Foth finalized the plan based on public feedback and review.



Pebble Beach Render



Picnic Shelter Render



Stepped Stone Revetment Render



Boardwalk Render



Swarthmore College – Crum Woods Stewardship Plan: Ecological Master Plan

Swarthmore College | Swarthmore, PA



AT A GLANCE

Client Contact

Jeff Jabco, Director of Grounds and
Coordinator of Horticulture

Project Size

200 Acres

Contract Period

Summer-Fall 2017

Project Highlights

- **Top Photo:** Bloodroot (*Sanguinaria canadensis*), an increasingly rare woodland wildflower, persists in the Crum Woods, amongst invasive English ivy.
- **Goals:** Increase use of Crum Woods by the campus community, use as a learning tool, improve quality of native plant communities and overall habitat quality, and water quality.

In 2017, RES ecologists worked with staff, faculty, and students of Swarthmore College in eastern Pennsylvania to create a 10-year ecological restoration and stewardship plan for the prized 200-acre Crum Woods on the college campus.

The campus in Swarthmore, PA harbors a stunning mosaic of woodlands, meadows, wetland, and stream resources. Unplowed forest remnants support increasingly rare spring ephemeral wildflowers (trilliums, bloodroot, bellflowers) alongside regionally rare and declining trees such as the state-endangered southern red oak and eastern hemlock.

Over time, these resources have experienced stressors that have upset the ecological balance. In an ongoing effort to restore the balance, the College's Crum Woods Stewardship Committee invited RES ecologists, biologists, and landscape architects to conduct a rapid field assessment to explore the entire site, noting ecological assets and impairments using ArcCollector to create GIS mapping and data layers.

To stay well aligned with educational objectives, we held several meetings with the Crum Woods Stewardship Committee where the team shared project findings and gathered input to help prioritize the restoration initiatives identified by the process.

In all, the team identified 41 individual projects within Crum Woods, which were prioritized in one of four priority rankings. Each project or recommended action was described and mapped. Restoration specifications, maintenance plans, and costs were developed for each project. The team identified a comprehensive list of potential funding sources, and volunteer opportunities were highlighted to engage the campus community and other interested stakeholders.





Appendix B / Personnel Resumes



Matthew C. Parsons

Ecologist

Matthew Parsons has worked as an Ecologist since 2009. Joining RES in 2018, his primary role is the conceptual design, implementation oversight, and long-term monitoring and reporting of ecological restoration projects with a focus on plant and soil ecology. He is a Wisconsin Department of Natural Resources Assured Wetland Delineator and has led numerous large- and small-scale jurisdictional wetland delineations throughout Wisconsin, Illinois, Minnesota, Tennessee, Iowa, and California. Matthew excels at conducting natural resource inventories, soils investigations, botanical surveys, and habitat impact analyses; preparing and implementing mitigation and monitoring plans; and applying for and negotiating terms of regulatory permits.

At RES, Matthew manages wetland delineation, resource inventory, and ecological design/restoration/monitoring projects located throughout the Country. He also manages wetland mitigation bank projects from the feasibility and planning phase through the monitoring phase.

Matthew received his Bachelor's in Forestry from the University of Wisconsin-Stevens Point and his Master's at Utah State University in Plant Ecology.

SELECT WORK EXPERIENCE

Havenwoods State Forest Rehabilitation Project, Milwaukee, WI

Ecological assessment, wetland delineation, plant survey, cover type and invasive species mapping, and restoration plan for a 237-acre nature preserve in Milwaukee, WI.

Von Tobel Wetland Natural Resources Assessment, LaPorte County, IN

Natural resources inventory and restoration plan.

Oak Crest Hill Rd Wetland Mitigation Bank, Johnson County, IA

Wetland mitigation bank feasibility analysis and ecological restoration planning for the 80-acre site in Iowa City, IA.

HMS Wetland Delineations, Will County, IL

Wetland delineation field manager and lead investigator for a 700-acre site along the Des Plaines River near Chicago, IL.

Tom Lee Park Renovation Project, Ecological Consulting, Project Manager, Memphis, TN

Natural resource inventory, wetland delineation, and ecological restoration and stormwater design for Tom Lee Park in Memphis, TN.

Sugar River Wetland Mitigation Bank, Project Manager, Green County, WI

Ecological restoration planning, implementation, and vegetation monitoring and reporting.

New Buffalo Shoreline Stabilization Project, New Buffalo, MI

Natural resource inventory and report.

RECENT PUBLICATIONS

Parsons, M.C. 2018. Unearthing Remnant Sedge Meadow Restores Lost Wetland Functions. Restoration News Midwest Blog – Society for Ecological Restoration Midwest Great Lakes Chapter. Dated 27 March 2018.

Jones, T.A., Parsons, M.C., Larson, S.R., & I.W. Mott. 2014. Notice of release of Antelope Creek and Pleasant Valley germplasms of bottlebrush squirreltail. Native Plants Journal 15(1):57-64.

AT A GLANCE

Contact

mparsons@res.us | 630.204.6723

Years' Experience

15 years

Education

- M.S., Plant Ecology, Utah State University, 2008
- B.S., Forestry (Ecosystem Restoration and Management option), Minor: Soil Science, University of Wisconsin-Stevens Point, 2005

Certifications and Training

- WDNR-Assured Wetland Delineator, WDNR and Wetland Training Institute, Inc.
- Certified Ecological Restoration Practitioner, Society for Ecological Restoration
- Certified Senior Ecologist, Ecological Society of America
- Certified California Rapid Assessment Method Practitioner, CRAM Central Coast Regional Team and San Francisco Estuary Institute

Recent Conference Abstracts

- Parsons, M.C. 2018. The Benefits of Native Vegetation in Stormwater Management. Wisconsin Nursery and Landscape Association CONEXSHOW Educational Sessions.
- Hjort, S.J., Frazer, C.M., & Parsons, M.C. 2017. Restoring remnant sedge meadow along Sucker Creek – B. Bruce Krier Conservancy, Ozaukee County, WI. 23rd Annual Wisconsin Wetlands Association Conference: Wetland Resilience, Lake Geneva, WI.
- Lowe, S., Titus, D., Porcella, L., Pearce, S., Robinson, A., Salomon, M., Kauhanen, P., Shusterman, G., Collins, J., Grosso, C., & Parsons, M. 2015. Survey of stream health for the Coyote Creek and Guadalupe River Watershed using WRAMP. 12th Biennial State of the San Francisco Estuary Conference, Oakland, CA.



John Larson, Ph.D.

Principal Ecologist

Dr. John Larson has over 25 years of experience working on several projects in ecological restoration and management planning and design, as well as in wetland delineations. John's experience includes floristic analysis, land cover type mapping, threatened and endangered species investigations, ecological design, construction oversight, and wetland 404/401 permitting and mitigation. He applies this experience to restoration design, natural resource inventories,

wetland determinations, wetland mitigation, wetland design, and permitting.

John has performed over 300 wetland delineations throughout the U.S. and has prepared hundreds of annual monitoring reports for 404/401 wetland compliance. He has been involved in a variety of activities, including design, permitting, construction oversight, and ecological monitoring in over two dozen wetland mitigation bank projects throughout the U.S. John has worked on a number of linear corridor projects that include roadways, pipelines, powerlines, and railroads.

SELECT WORK EXPERIENCE

Constitution Pipeline through NY and PA.

Ecological Planning and Restoration, Management, and Monitoring Planning.

ATC (137) Powerline Corridor near Appleton, WI.

Environmental Review for Clean Wisconsin.

Cedar River Crossing Wetland Mitigation Bank, Board, Iowa.

Design and Permitting for Johnson County Conservation.

Mossy Creek Wetland Mitigation Project, Verdigris, OK.

Restoration Design and Construction Oversight.

Consumer Energy's 1200B Pipeline Corridor, Branch and St. Joseph Counties, MI.

Vegetation Monitoring.

Mill Seat Landfill, Monroe County, NY.

Ecological Designer and 404/401 and NYSDEC Article 24 Wetland Permit Assistance.

Pennsauken Outfall Repair, Pennsauken Township, NJ

Design/Permitting.

Seneca Meadows Landfill Mitigation, Wetland Restoration, Waterloo, NY

Mississippi River Museum, Dubuque, IA

Lead Ecologist for Outdoor Wetland Exhibit Design.

Seneca Lake State Park Restoration. Geneva, NY

First Energy Little Blue Run Dam Impoundment Closure, Shippingport, PA

Site Assessment & Re-Use Plan.

Cherry Valley Wetland Mitigation Bank, Cherry Valley, IL

Design/Permitting for Northern IL Wetland LLC.

AT A GLANCE

Contact

jlarson@res.us | 608.328.2312

Years' Experience

25+ years

Education

- Ph.D., Biological Sciences: Wetland Ecology & Restoration, University of WI-Milwaukee
- M.S., Biology, University of WI-Eau Claire
- B.S., Biology, University of WI-Eau Claire

Certifications and Training

- Certified Wetland Scientist, Lake County, IL
- Certified Wetland Delineation Training, State of WI Coastal Management Program

Affiliations

- Certified Senior Ecologist, Ecological Society of America
- American Institute of Biological Science
- Society of Wetland Scientists
- Ecological Society of America
- Society for Ecological Restoration



Stacey Libra, PLA, MS

Landscape Architect

Stacey Libra is RES' landscape architecture practice leader whose primary roles are leading design efforts and managing projects across the country. Stacey is a Professional Landscape Architect with a graduate degree in environmental science with a passion for creating beautiful, resilient spaces that are responsive to a changing climate, provide habitat for wildlife, and benefits the health and well-being of people. She excels at understanding client needs, creating plans that are

innovative yet implementable, and integrating an ecological framework at all stages of design.

Stacey served as Project Manager and Landscape Architect for the site design and landscape development for 12 park spaces within the 2,000- acre Viridian conservation development in Arlington, Texas. Each park includes restored prairie, recreational trails, wetland features, and public gathering spaces. She prepared renderings, cost estimates, and detailed construction documents for each project. Her construction oversight has been key to helping construction move smoothly and has helped maximize restoration outcomes in a region where ecological restoration is still new.

Stacey is also skilled at public facilitation, leading design charrettes, ecological master planning, and creating visualizations of complex ecological concepts. Her leadership is in high demand due to her ability to deliver projects on time and on budget, her willingness to tackle complex problems, and overall positive attitude.

SELECT WORK EXPERIENCE

Viridian Development Open Space Design, Arlington, TX

Planning and design of 1,200 acres of park open space within a conservation development. The park design consists of recreational trails, public gathering spaces, native landscape design, and wetland and upland ecological restoration.

Crum Woods Restoration and Stewardship Plan, Swarthmore College, PA

Site assessment and restoration project prioritization of the Crum Creek and nearly 200 acres of forest used by the college for teaching, research, and recreation. Students, faculty, and staff were involved in the development of the plan and its integration into the curriculum.

Generation Park Green Framework Master Plan, Houston, TX

Preparation of an ecological framework master plan for a 4,000-acre industrial, commercial, residential, and institutional development utilizing the Natural Resources Assessment prepared by RES.

Sunset Park Master Plan, Sturgeon Bay, WI

Three-phased park master plan incorporating shoreline remediation, fish spawning habitat, natural area restoration, and park amenities. Design process included a working charrette with the parks department as well as a public open house.

River Hills Conservation Development Design, WI

Development with housing types ranging from single-family to apartments to an assisted living facility with agricultural food production as a key element connecting the community.

Flint Creek Dreamway Stream Restoration and Bank Stabilization Design, Barrington, IL

The Flint Creek Watershed Plan identified this stream section as a high-priority area for restoration to improve ecological value, water quality, wildlife habitat, and amenities for public use. A 319 grant through the EPA was awarded to the City to complete this work. Stream design consists of sections of bank shaping and seeding, stone toe protection, and a series of grade control structures to direct water flow and reduce erosion.

AT A GLANCE

Contact

slibra@res.us | 810.923.6585

Years' Experience

10 years

Education

- M.S., Natural Resources and Environmental Science, University of Illinois at Urbana Champaign
- B.L.A., Landscape Architecture, Michigan State University

Certifications and Training

- Professional Landscape Architect: IL, TX

Affiliations

- Illinois American Society of Landscape Architects (IL-ASLA), External Communications Committee Chair, 2012 – 2014
- IL-ASLA Member at Large, 2021-2022



Tyler Schwartz, B.S., GISP

GIS Analyst

Tyler Schwartz is a Geospatial Analyst with prior experience performing GIS analysis, data production, and remote sensing-related work, and as a graphic designer.

Tyler works closely with RES field ecologists and restoration contractors to support the mapping needs of RES' Consulting Services. He is passionate about

cartography and the many interesting ways that maps can convey spatial relationships within data.

Prior to RES, Tyler performed GIS analysis to support business intelligence and consulting services for the healthcare industry as well as creating and compiling digital terrain and planimetric models to support utility and transportation projects. He also has experience in the production of high-resolution aerial imagery and Lidar data. One of his largest projects was working on the 2015 WROC (Wisconsin Regional Ortho Consortium) state-wide initiative, processing and producing high-resolution four-band ortho imagery and Lidar data for over 40 counties within the state of Wisconsin.

SELECT WORK EXPERIENCE

Milwaukee Metropolitan Sewerage District, Wetland Mitigation Bank Study, 2019 - Present.

Worked with MMSD to identify properties within the Milwaukee River watershed to serve as potential wetland mitigation banks. Worked with Ecologists to identify ideal characteristics of wetland bank. Phase One analyzed over 400,000 individual parcels within the watershed to identify five potential sites with priority given to sites connected to current green space infrastructure. Prioritization took the form of a decision matrix where desirable characteristics were scored and tallied. Phase Two took a more detailed analysis for the five potential sites to determine drainage and hydrological characteristics, proximity to protected/restored land, nutrient load reductions, opinion of probable cost, proforma timeline, and steps to implementation.

South Branch Kishwaukee River, Nine Element Watershed Planning, 2019.

Support the production of a nine element watershed plan for the South Branch Kishwaukee River required to apply for EPA 319 funding. Collected data and performed GIS analysis to assist in the determination of the current state, key findings and recommendations for the watershed including green infrastructure, and stream restoration prioritization.

Hanson Material Services Habitat Conservation Plan, 2019.

Assisted project manager in field data collection and set up to support wetland delineation mapping, landcover determination and HCP update for a project area over 500 acres in size. Performed fieldwork and GIS analysis to identify sensitive habitat for Heinz Emerald Dragonfly, Spotted Turtle, and Blanding's turtle. Compiled and assimilated field data, summarized findings and produced maps for final HCP and Wetland Delineation reports as well public comment and outreach.

AT A GLANCE

Contact

tschwartz@res.us

Years' Experience

8 years

Education

- B.S., Geography, with a minor in Political Science, University of Wisconsin-Eau Claire, 2012
- A.S., Graphic Design Media, Duluth Business University, 2002

Professional Information

- Geospatial: ArcGIS Desktop 10.6 (Spatial Analyst, Network Analyst, Business Analyst), ArcGIS Pro 2.1, ArcGIS Online, MapBox, Bentley, Microstation, Hexagon Products
- Certifications: GISP; Creating and Editing Geodatabase Topology; Creating, Editing, and Managing Geodatabase; Managing and Using LIDAR Data; Deriving Rasters for Terrain Analysis
- Cartography: Adobe Creative Cloud
- Misc: HTML/CSS, MS Access,

Affiliations

- Participant, ESRI USER CONFERENCE 2017 WLIA, Planning Committee 2016, Member 2013 - 2015, 2018

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 9, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Update regarding Native American mounds plan

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Public Works Department received an email response from Bill Quackenbush of Ho-Chunk Nation regarding his review of the existing policy. The department plans to take his recommendations, incorporate them into the plan, and then the Parks Superintendent will be going onsite to review how Ho-Chunk maintains their burial mounds.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

[Indian Mound Policy for Preservation](#)

[Indian Mounds Maintenance Plan](#)

[Tree Inventory in regards to Indian Mounds](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This is an update only. No action at this time.

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 9, 2022

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Kong Thao, Intern

AGENDA ITEM: Discussion regarding the Village's Sustainability Plan

PREVIOUS ACTION:

ISSUE SUMMARY:

At their July 26, 2021 meeting, the Village Board accepted the Village's Sustainability Plan that was created by the former Ad-Hoc Sustainability Committee after a year-long planning effort.

For the May S&NR Committee meeting, staff plan to briefly introduce the Sustainability Plan with a request that committee members review the plan before the June 13th meeting where we will discuss the plan in greater detail. The link for the file can be found here:

www.mcfarland.wi.us/399/Sustainability-Planning

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

[Sustainability Plan - Village of McFarland, 2021](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is presented for discussion only.

ATTACHMENTS:

None