1. 6:00 P.M. 03.16.2020 - PR Agenda

   Documents:

   03.16.2020 - PR AGENDA.PDF

2. March 16, 2020

   Documents:

   MARCH 16, 2020 - PRC PACKET.PDF

Parks/Recreation Committee

Regular Meeting Notice and Agenda

Village of Cross Plains

Village of Cross Plains
2417 Brewery Road
Cross Plains, WI 53528
(608) 798-3241

Monday, March 16, 2020
6:00 pm

I. Call to Order, Roll Call, and Pledge of Allegiance

II. Public Comment – This is an opportunity for anyone to address the Committee on any issue NOT on the current agenda. *Please observe the time limit of 3 minutes.* While the Committee encourages input from residents, it may not discuss or act on any issue that is not duly noticed on the agenda.

III. Reports

1. Committee Chairperson

2. Committee Members

3. Parks and Recreation Director

IV. Committee Discussion

1. Discussion and possible action to approve the minutes of January 20, 2020.

2. Discussion and possible action regarding a proposal for the selection of playground equipment at Glacial Valley Park.

3. Discussion and possible action regarding a proposal for conceptual design and engineering services for an open-air structure in H.M. Zander Community Nature Park.

4. Discussion and possible action regarding policy on naming rights for Parkland, Conservation Land, Regional Trails and/or Facilities.

V. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related 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 Village Hall at (608) 798-3241 or bchang@cross-plains.wi.us

Parks/Recreation Committee

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Village of Cross Plains

Parks and Recreation Department

Memorandum

To: Parks, Recreation and Conservancy Committee
From: Michael Axon, Village of Cross Plains Parks, Recreation and Conservancy Director
Date: March 9, 2020
Re: Agenda Memo

1. ***Discussion and possible action regarding a proposal for the selection of playground equipment at Glacial Valley Park.***
   - *Staff recommends Option 3 (Option Green) at a price not to exceed $141,199.00 for the Glacial Valley Park Playground Update.*
     - *Capital Fund: $105,000.00 (Earmarked)*
     - *Parks and Recreation Fund Balance: $36,199.00 (Currently: $168,665.00)*
     - *Grand Total: $141,199.00*

The Village of Cross Plains Parks, Recreation and Conservancy Committee held an "Glacial Valley Park Visioning Session" on Monday, August 19, 2019 asking residents to provide input on new playground equipment slated for Glacial Valley Park. After compiling residents' feedback, a large number of residential requests surrounded Miracle Recreation, a local vendor of playground equipment.

Miracle Recreation offered a national program called, "Sourcewell Pricing", a cooperative government sourcing program that assists public agencies with costs on equipment purchasing, pooling all governmental units together to receive competitive pricing. We requested 3 separate conceptual designs with the following elements to be included:

- Encompass structures for 2-5 and 5-12
- Dinosaur Theme (If Possible)
- Minimum two Mega-towers with bridge connection
- Three-Four (3-4) slides
- Netting/webbing connections
- Generation Swing
- Gravity Rail

Boland Recreation, a Miracle Playground supplier, provided the Village of Cross Plains with three (3) design concepts for potential placement. Staff compiled these concepts and showcased them to the community. Village residents were given the opportunity to vote for their favorite concept by sending an email to maxon@cross-plains.wi.us with their name, address and favorite concept. (Online voting: March 2 – March 12) We added that voting in person at the Parks, Recreation and Conservancy Committee meeting on Monday, March 16, 2020 would also be available.

To date, we've received a total of forty (48) votes for the playground at Glacial Valley Park. These votes consist of:

A. Option Orange: 2
B. Option Purple: 7
C. Option Green: 39

The costs for each option:

A. Option Orange: $114,828.00 (Exhibit A)
B. Option Purple: $122,684.00 (Exhibit B)
C. Option Green: $128,989.00 (Exhibit C)

Other pieces of the puzzle:

D. Mommy and Me Swing: $866.00
E. Border (363 linear feet.): $5364.00
F. Wood fiber (259 Cubic Yards: $5980.00

2. Discussion and possible action regarding a proposal for conceptual design and engineering services for an open-air structure in H.M. Zander Community Nature Park.

- *Staff recommends moving forward with the proposal from Snyder and Associates in the amount of $12,515.00 (Phase 1).*
    - *Parks and Recreation Fund Balance: $6257.50 (*Currently: $132,466.00; if PRC approved use of funds for playground)*
    - *Lions Club: $6257.50 (*Pending Lions Club Meeting April 2, 2020)*

A request for proposals was sent out on February 4, 2020 to solicit conceptual design and engineering services for an open-air structure in H.M. Zander Community Nature Park. The Village of Cross Plains received three (3) proposals by the deadline: Friday, March 6, 2020. Proposals were received as follows:

A. Strand and Associates (Exhibit D) – Phase 1: $18,200; Phase 2: $21,750 = **Total: $39,950**
B. Parkitecture + Planning, LLC (Exhibit E) – Phase 1: $9,945; Phase 2: $9,940 = **Total: $19,885**
C. Snyder & Associates (Exhibit F)– Phase 1: $12,515; Phase 2: $10,250 = **Total: $22,765.00**

All three of the consultants offer exemplary experience and expertise in the services desired by the Village. Proposals have been included for your review.

3. ***Discussion and possible action regarding a policy on naming rights for Parkland, Conservation Land, Regional Trails and/or Facilities.***

As new land for parks, conservation and facilities is created by development, (83.12 Reservation and Dedication of Land and Park Improvement) there aren't any current standards or parameters for the naming of such space, leaving it open for debate. Staff would like the committee to discuss and provide standards to include within this policy, and recommend it to the Village Board. Staff has provided the committee with a policy to discuss and is asking for adoption and/or any changes.

The Village of Cross Plains currently has an ordinance in place, *Section 83.12 Reservation and Dedication of Land and Park Improvement*, derived from the adopted 2018-2023 Parks and Open Space Plan, making 1416 square feet per dwelling unit (Active Parkland) and preserving 4247 square feet per dwelling unit (Passive/Conservation) available. A policy is attached to this email for further discussion. (Exhibit G)

Sincerely,

Michael Axon
Parks and Recreation Director
Village of Cross Plains

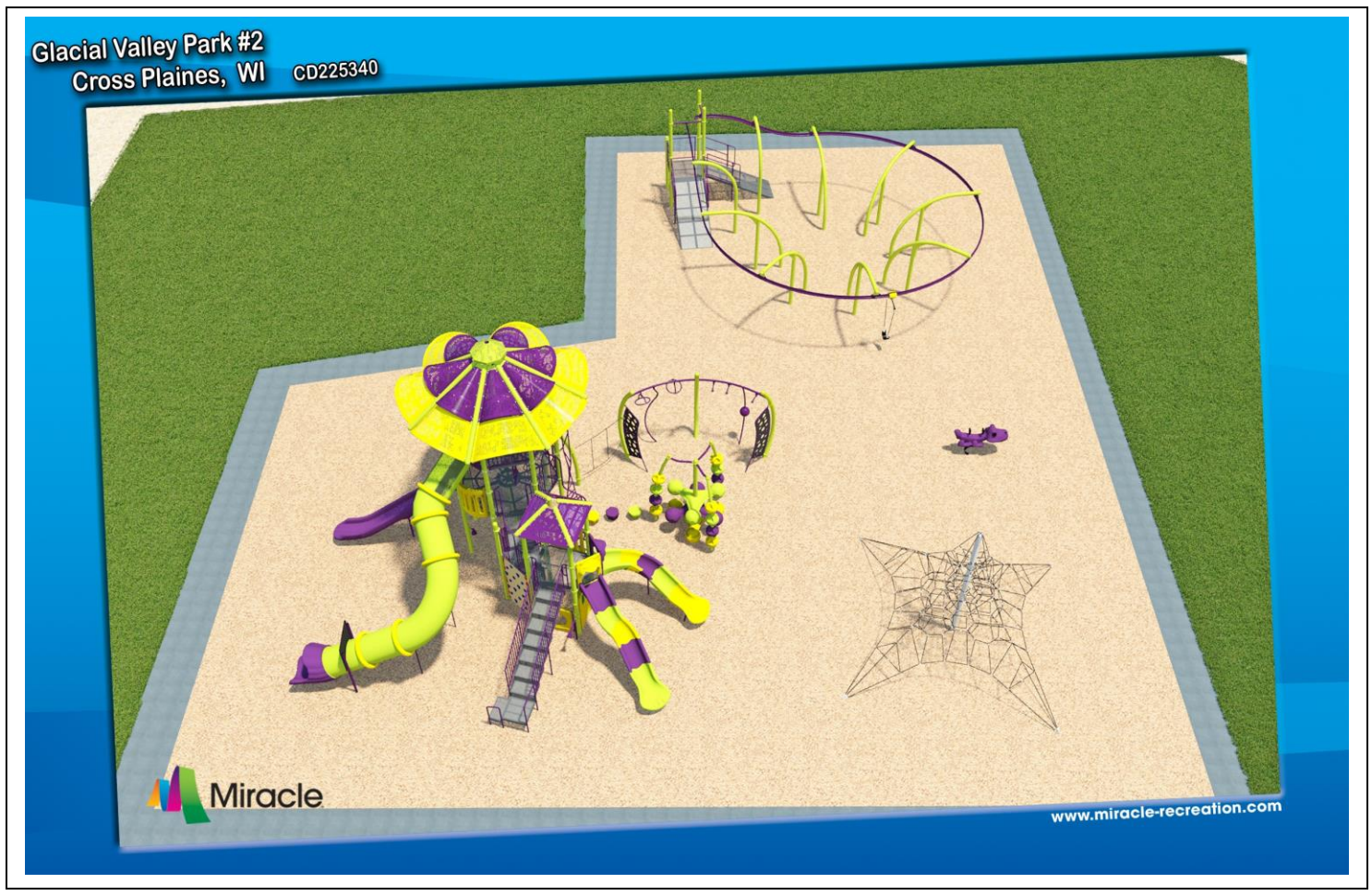
EXHIBIT A

Glacial Valley Park #1
Cross Plaines, WI
CD225339
Miracle
www.miracle-recreation.com

Glacial Valley Park #1
Cross Plaines, WI
CD225339
Miracle
www.miracle-recreation.com

Glacial Valley Park #1
Cross Plaines, WI
CD225339
Miracle
www.miracle-recreation.com

EXHIBIT B


Glacial Valley Park #2
Cross Plaines, WI
CD225340
Miracle
www.miracle-recreation.com

Glacial Valley Park #2
Cross Plaines, WI
CD225340
Miracle
www.miracle-recreation.com

Glacial Valley Park #2
Cross Plaines, WI
CD225340
Miracle
www.miracle-recreation.com

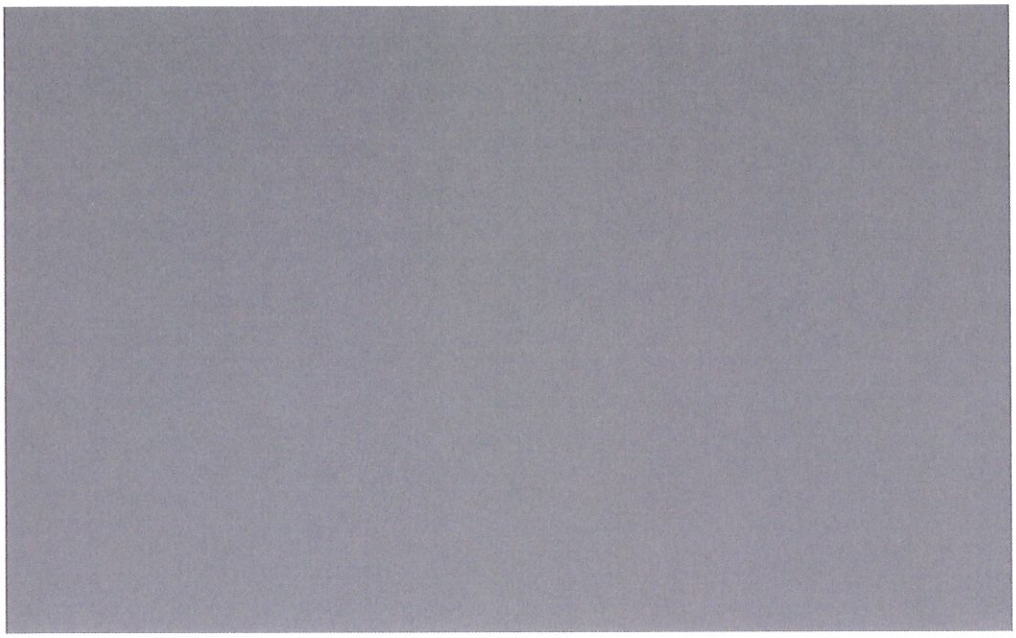
EXHIBIT C

Glacial Valley Park #3
Cross Plaines, WI
CD225341
Miracle
www.miracle-recreation.com

Glacial Valley Park #3
Cross Plaines, WI
CD225341
Miracle
www.miracle-recreation.com

Glacial Valley Park #3
Cross Plaines, WI
CD225341
Miracle
www.miracle-recreation.com

EXHIBIT D



Engineering and Design Services: H.M. Zander Community Nature Park Open-Air Structure

Proposal

Village of Cross Plains, WI

March 6, 2020

STRAND ASSOCIATES®

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608-251-4843

March 6, 2020

Mr. Michael Axon
Parks and Recreation Director
Village of Cross Plains
2417 Brewery Road
Cross Plains, WI 53528

Re: Request for Proposal (RFP) – Engineering and Design Services: H.M. Zander Community Nature Park Open-Air Structure

Dear Mr. Axon:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to submit our proposal for the Village of Cross Plains' H.M. Zander Community Nature Park Open-Air Structure project. We have a great understanding of the project area and site complexities, having designed the Zander Park Trail project immediately south and west of the proposed structure site. We appreciate that an in-depth understanding of the adjacent floodplain and site's geotechnical makeup is pivotal to a successful project. Additionally, we have Vandewalle & Associates on our team to provide conceptual site plan overviews as well as landscape architectural site components.

Our project team has worked collaboratively with municipal clients across Wisconsin and the Midwest to develop unique, successful solutions for park and recreational project needs. This includes projects with a variety of open-air structures. We have also successful completed projects in which structures have been installed within floodplains and associated wetland-type soils. The adjacent Zander Park Trail project is one such project that dealt with the same floodplain and soil constraints that will challenge the open-air structure site. We look forward to continuing to provide the Village with professional planning and engineering services and providing a successful park amenity that the community can enjoy for years to come.

We believe that our team can provide excellence to the Village because:

- **Comprehensive, strategic project approach maximizes value to the Village.**
- **Experienced team with park and Poligon structure experience results in efficient, cost-effective project delivery.**
- **More than 74 years of service signifies organizational strength and commitment to quality.**
- **Project experience demonstrates ability to deliver creative, lasting solutions.**
- **Full-service familiar team provides added value to the Village.**

We are excited to partner with the Village of Cross Plains on this important project. If there are any questions, please call.

Sincerely,

STRAND ASSOCIATES, INC.®

Thomas G. Stetzer, P.E., ENV SP
Project Manager

Jon P. Solan
Design Engineer

Table of Contents

Section
Page No.

Cover Letter

Project Approach

Accurate Understanding of Project Scope and Village Expectations Provides Highest Project Value for Residents and Staff 1

Project Team

Experienced Team with Cross Plains Experience Results in Efficient, Cost-Effective Project Delivery 1

Firm Experience, Project Team's Past Record of Performance, and Associated References

Project Experience Demonstrates Ability to Deliver Creative and Diverse Solutions.... 1

- Form C: Vendor Profile/References

Proximity and Familiarity to Cross Plains

Nearby Full-Service Office Results in Swift and Effective Response to the Village..... 1

Accurate OPCC and Change Order Record

An Accurate OPCC is Critical for Project Execution 1

Additional Information

True Partnership is Made Possible Because of Our Vested Interest in the Community We Serve 1

Appendix

- Form A: Signature Affidavit
- Form B: Receipt of Forms and Submittal Checklist
- Resumes

Fee Information – IN SEPARATE ENVELOPE

Excellence-Oriented Firm with Culture of Cost Control Provides Competitive Option for the Village 1

Project Approach and Scope of Services

Accurate Understanding of Project Scope and Village Expectations Provides Highest Project Value for Residents and Staff

Project Understanding

The Village of Cross Plains plans to engage a consultant project team to assist with the conceptual planning and cost estimating of an open-air amphitheater structure to be incorporated within the H.M. Zander Community Nature Park (Zander Park) as key components of Phase 1 services. As part of Phase 2 services, the Village of Cross Plains plans to engage the same consultant project team to assist with the final design and bidding of the project based off evaluations and stakeholder feedback garnered through Phase 1 input.

We understand that the Zander Park is jewel for the Village. The recent extensive investments into the park allow for residents and visitors alike to enjoy all the features the park has to offer. The number of ADA compliant trails, boardwalks, and creek crosses allow users with mobility limitations to equally enjoy the park which is a unique attribute of Zander Park. The Park in one of the few locations in the state where visitors with disabilities have unobstructed access to a quality trout fishery.

We understand the level of effort and foresight put into previous Zander Park projects and are fortunate enough to have been involved with the 2017 and 2018 Zander Park Trail projects. We realize that this same level of effort and foresight will be required in both Phase 1 and Phase 2 of the open-air amphitheater project. With funding for the project coming from a number of donated sources, we understand that effectively illustrating the conceptual plan as well as providing accurate detailed cost estimates are critical for acquiring and maintaining stakeholder buy in and support. We understand that the proximity of the structure to a floodplain will require a final design that minimizes floodplain impacts without sacrificing structure accessibility or resilience from flood damage.

Existing trail bridge crossing in Zander Park; open-air structure site visible in background.

Project Approach

Our team's approach on all projects is to fully understand as many of the constraints or challenges as possible, develop a logical strategy, and assist the owner with implementation. We have provided services to successful park structure projects in the past and will utilize a similar approach for Phase 1 and Phase 2 of this project.

Our anticipated project approach for the Zander Park open-air amphitheater includes the following elements:

- **Utilize Existing Survey Information and Floodplain Modeling** – Through providing design services for 2017 Zander Trail Project, both survey and existing floodplain modeling for the open-air amphitheater site have already completed by Strand. By utilizing this information, we plan to be able to cost quickly evaluate the existing site for the proposed improvements. This will provide increase value for the Village and allow for more evaluation time within Phase 1 of the project.

- **Complete Our Understanding of the Existing Site Constraints** – Anytime a structure is anticipated to be placed within a floodplain, additional constraints need to be evaluated during the preliminary design stage. We will focus our efforts on evaluating the maximum allowable fill within the plain and using this as a starting point to evaluate the planned structure size, ground elevation height, and set back from the creek. We will also coordinate with the WDNR to verify minimum proposed structure offset distance from Black Earth Creek. Knowing these constraints early in Phase 1 will enable Village review and collaboration to narrow in on some of these parameters. Following this understanding, a more representative conceptual plan and cost estimate can be established for distribution to stakeholders.

- **Develop a Comprehensive Cost Opinion for the Conceptual Plan** – Going hand-in-hand with an understanding of site limitations, a complete cost opinion for the conceptual plan will be crucial for understanding financial constraints for the project. Understanding anticipated funding levels compared to the cost of the initial structure and site improvements will allow for better evaluations of additional amenities prior to stakeholder engagement. It will also allow for a more tailored approach during meetings with stakeholders to described what funds are needed for certain site amenities.

- **Gather Stakeholder Support, as it is Imperative to Project Success** – With funding for the project being dependent on stakeholder support, we understand that effectively conveying design ideas and thoughtfully considering stakeholder opinions will be pivotal to assisting the Village in gathering funding. We plan to team with Vandewalle & Associates to help generate illustrations of the conceptual plan that can be utilized during meetings with stakeholders to better illustrated the planned improvements and help convey the vision for the open-air structure site. Examples of similar renderings are included at the end of this proposal.

- **Create Final Site Design to Balance Site Accessibility and Floodplain Disturbance** – The final ground elevation of the open-air structure will be a compromise that needs to be determined. We plan to present a final site improvements plan that maximizes the allowable disturbance to the floodplain that can be compensated by on-site grading, but that keeps the amphitheater high enough to have proper ADA access and be less susceptible to flooding.

Phase 1 – Design and Engineering

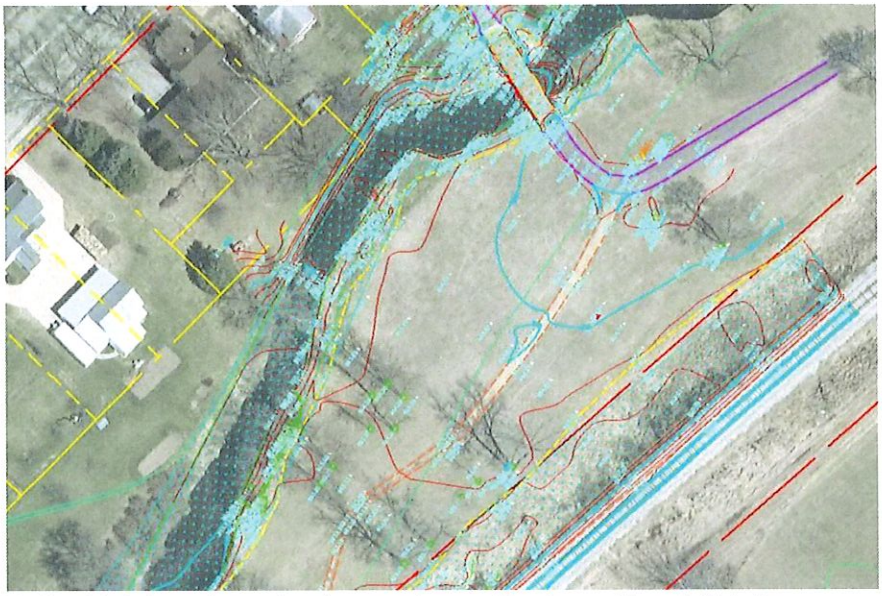
We obtain a variety of data to fully understand the engineering environment and constraints, eliminating design changes later in the process.

Conceptual Site Plan – Preliminary Engineering Report

- **Survey and Site Conditions** – The topographic survey our firm conducted for the 2017 Zander Park Trail project incorporates the open-air structure site. Having this information on hand, we are in a position to provide an initial site condition review economically and quickly. Additionally, having the survey will enable immediate site condition evaluation upon Village Board project approval. This sooner evaluation can expediate all proceeding Phase 1 task, which may provide the Village more time to acquire project funding and seek community support.

Having the survey will enable immediate site condition evaluation upon Village Board project approval.

Existing Survey of Proposed Open-Air Structure Site



Having this information on hand, we are in a position to provide an initial site condition review economically and quickly.

- **Geotechnical Assistance** – Assist the Village of Cross Plains with acquiring geotechnical services for the structure site or teaming with a geotechnical consultant as a subconsultant. This will be dependent on the Village's preferences. Services will involve one new boring under the anticipated structure location as well as preparation of a soil report. The report will be instrumental for the structured design of the foundation as well as for any site retaining walls that may be incorporated within final design to minimize floodplain fill. Additionally, we can assist with the review of environmental conditions and discuss the project with regulatory agencies.

- **Preliminary Floodplain Assessment** – An initial analysis will serve to evaluate the hydraulic impacts of the proposed site improvements to adjacent Black Earth Creek floodplain and floodway. Similar to the site survey, our firm already has the floodplain modeling for Black Earth Creek area and can readily begin evaluation upon Village approval. The goal through the preliminary assessment will be to review the proposed open-air structure size, desired location, elevation, and overall grading surrounding the structure. It is anticipated that the size and location of the structure may have minor impacts on the floodplain, which can easily be offset by minimal on-site grading adjacent to the creek. This evaluation will aid in developing project cost opinions, generating thoughtful and accurate conceptual site plans, and determining the anticipated funds needed to be raised for project construction.

- **Analysis of Structure Constructability** – The evaluation of the proposed open-air structure will occur early in Phase 1. We have worked with Poligon in the past and incorporated several of their structures into successful projects. The goal through this initial analysis will be to determine major structure characteristics such as model type, material type, and major additional amenities. It is anticipated that the structure will have both lighting and outlets, but no water service or sewer laterals. While we are comfortable working with Poligon structures, similar manufactures can also be explored in order to work with the Village in selecting the most appropriate structure for the site. A comprehensive understanding of the major structure characteristics will better enable an accurate cost estimate. The understanding will also allow conceptual sites plans to show a structure that accurately reflects the final structure installed on site.

Example Poligon Model with Similar Dimensions

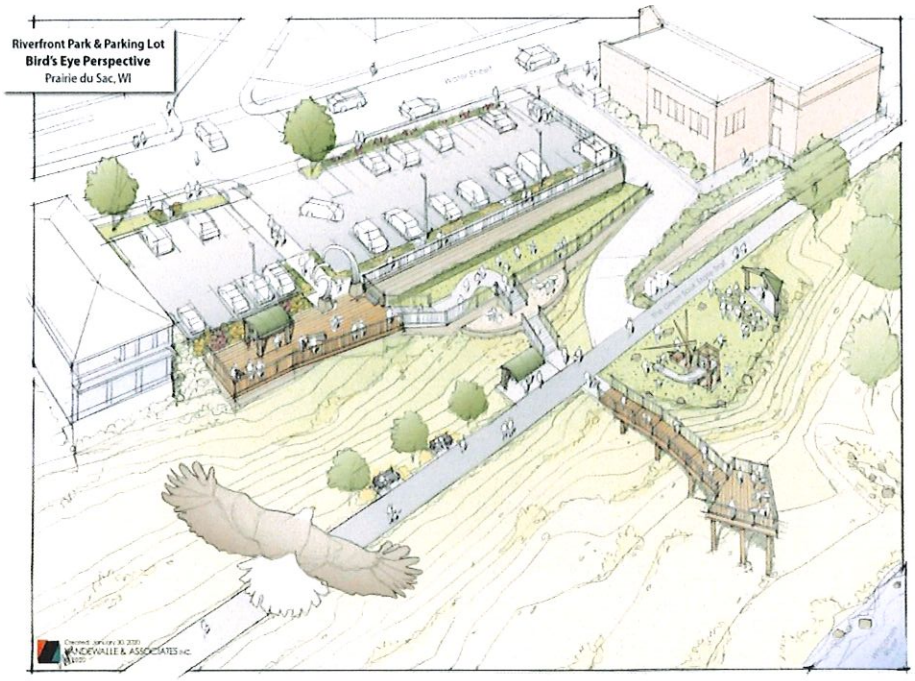
A comprehensive understanding of the major structure characteristics will better enable an accurate cost estimate.

We fully understand that a thoughtful and professional conceptual plan will be required to effectively gather stakeholder support.

- **Conceptual Site Plan with Amenities** – Our team will garner the above information and decisions to work to generate a reflective conceptual site plan and amenities that can be used to illustrate the planned improvements. This visual will be effective during meetings with the community and prospective project stakeholders for funding. As stated in the request for proposals, the Zander Park is a jewel for the community and we fully understand that a thoughtful and professional conceptual plan will be required to effectively gather stakeholder support. To provide a plan with a great level of detail and appeal, we plan to team with Vandewalle & Associates to create the conceptual site plan. This team has been successful in past projects in collaborating to transform two-dimensional engineering design into three-dimensional representative exhibits that allow the engineering design to best be conveyed to and understood by the community. Examples of some Vandewalle creations have been included in the *Additional Information* section of the proposal.

- **Impact to Existing Mapped Wetlands** – Upon review of the existing mapped wetlands per the WDNR Surface Water Data Viewer Application, it is not anticipated that there will be any impact to existing mapped wetlands. If it is found through the final design phase that the site footprint will impact known wetland areas, measures may need to be taken, including additional permitting and correspondence to the WDNR pertaining to the impact. No scope items or fee line items have been included pertaining to the wetland disturbance as it appears a low probability of impact.

Conceptual Site Example prepared by Vandewalle



This plan was prepared and utilized to gather stakeholders for recent park project that was bid in Prairie Du Sac. Project included as an example for Accurate Opinion of Probable Cost vs bid result.

Detailed Cost Estimate for Project

- **Structure and Amenities Cost Component** – As stated in the previous section, a comprehensive initial understanding of the major open-air structure components will be critical in developing an accurate cost estimate. Our structural staff will team with the structure manufacturer to best generate a cost estimate for the structure's fabrication, installation, floor material, foundation, and additional amenities. Our lighting and electrical staff will estimate cost to run power to the structure as well as installing light fixtures, conduit, and outlets within the structure. The geotechnical consultant will provide a cost estimate for the boring and report. Our site civil and stormwater staff will work to add a cost component for the sites grading to accommodate the structure as well as any additional on-site grading to offset the structure's footprint within the floodplain. Again, the agreed upon ground elevation of the structure will dictate the cost for this grading, which may become more substantial as the structure moves higher above the 100-year flood elevation.

- **Site Improvements and Landscaping Component** – We understand that while the open-air structure will be the focal point of the project, additional site improvements could be incorporated to complement the structure. It is anticipated that there will be an asphalt path leading to the structure. This path, however, could be explored for use with a different material. Also, plantings or a short retaining wall to minimize grading may be utilized on the site with considerations to the floodplain elevations. All these additional components can be incorporated within the detailed cost estimate and will provide a more comprehensive detailed estimate for funding and budgeting activities.

- **Basis for Determination** – Having worked on several similar project types over the past several years, we have a number of resources in-house pertaining to bid item unit prices. These similar projects are discussed in detail in the frim experience section of this proposal. Utilization of past unit prices will allow us to best present unit cost for estimating the project based on current industry examples.

Village Meetings

- **Meetings Type and Frequency** – It is understood that along with two regular progress meetings, the firm may be required to make one presentation to the Cross Plains Parks and Recreation Committee to present the design, anticipated cost, and scheduling. We have also budgeted to attend one public information/stakeholder meeting. We understand that a major portion of a successful design will be the selection of the appropriate structure type and amenities and that to come to the best resolution, multiple meetings with and presentations to stakeholders may be required. We will structure our fee portion of this proposal so that time and fees allocated towards meetings are appropriately broken out for review.

Phase 2 – Final Design, Plans, Bidding

After an approved Conceptual Site Plan and Preliminary Engineering Report has been established in Phase 1, the next step is the completion of design.

Final Site Plan – Final Engineering Report

Design development and construction document preparation go hand-in-hand and will take the Phase 1 approved concept and preliminary design and advance it. Phase 2 will culminate with a set of contract documents, developed with Villages input, that will guide the contractor throughout construction.

Civic Park Example Landscaping near Amphitheater

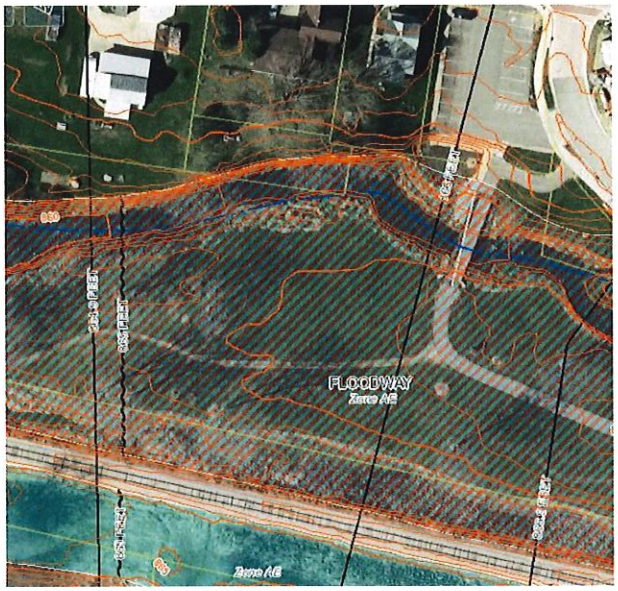
Landscaping components from previous amphitheater project. Components such as decorative boulders, benches, moisture tolerant trees and plants, as well as up lighting could be incorporated within the final landscaping plan.

The following is a summary of anticipated tasks that will be completed during Phase 2.

- **Structure and Site Amenities** – Select final materials, colors, and features/fixtures that will be incorporated into the structure design. This selection will be based on feedback and collaboration with Village of Cross Plains staff and driven by project funding. Additionally, the pavilion's approach layout and landscaping components will be selected for incorporation within the final site plan. The layout and landscaping improvements will be selected with considerations to park aesthetics, functionality, and amenity maintenance.

- **Final Floodplain Assessment and Compliance** – Working off the preliminary modeling utilized in the Phase 1 conceptual layout, a final analysis of the proposed impact of the structure on floodplain will be analyzed. The successful design will be a union of minimizing floodplain impacts while maximizing structure accessibility pertaining both to access during flooding as well as ADA access from the adjacent trails and bridges. It is anticipated that there may be compromises through this final layout that will need to be reviewed with the Village. A final structure pad and approach grade may be agreed upon that is subject to occasional flooding and periods of inaccessibility in order to minimize floodplain impacts and allocate costs to offsetting storage within the floodplain.

Site Floodplain Evaluation



Existing site showing mapped floodway and floodplain.

- **60 Percent Drawings** – Develop drawings for the site, electrical, and structural improvements, technical specifications, and opinion of probable construction cost at the 60 percent level and review with the Village.

- **Permits** – Assist the Village with preparation and submittal of regulatory project permits.

- **90 Percent Drawings** – Develop drawings for the site, electrical, and structural improvements, project manual, and opinion of probable construction cost at the 90 percent level and review with the Village.

- **Bidding Documents** – Prepare final construction documents based on Village feedback.

The Phase 2 deliverable will be a set of final contract documents that will have been developed through a comprehensive approach, utilizing input from all project stakeholders. The Village will find value in our thorough approach that will result in minimal change orders.

Construction Procurement – Bidding the Project

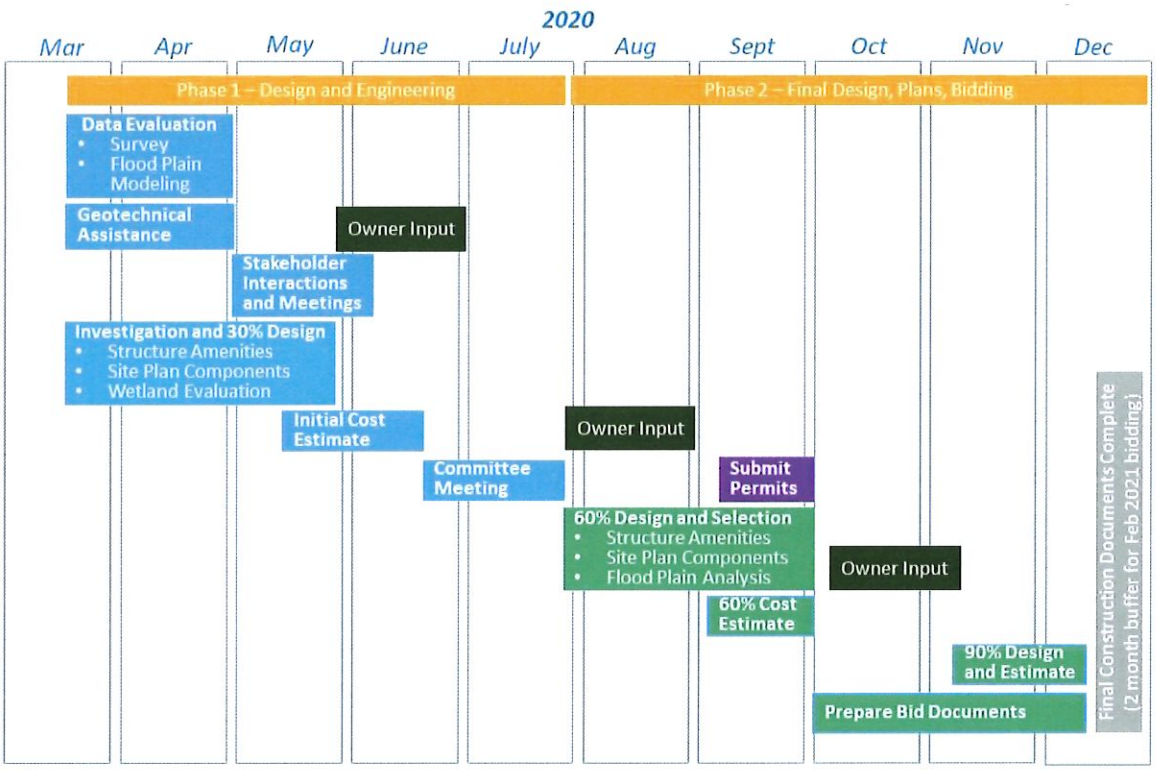
Once construction drawings and the project manual are finalized, we will advertise and assist with the bidding process for the Village. The scope of services will include:

- Producing and distributing plans and specifications in coordination with the Village
- Responding to bidders' inquiries
- Assisting in the bid evaluation process
- Arranging and hosting a prebid conference and site tour with potential bidders, as needed
- Preparing and issue addendums to bids
- Attending bid openings and participating in the review and evaluation of bids

It is our understanding that upon the completion of evaluation of bids, our scope of services as identified in this proposal will be completed. We do anticipate providing construction administration services.

Schedule

The proposed schedule below is broken into Phase 1- and Phase 2-type activities. The schedule concludes at the end of the calendar year and, therefore, has some built in buffer time in the event that earlier activities take longer than anticipated. A February 2021 bidding and opening is proposed in the schedule. If the Village desires a more aggressive schedule with a fall 2020 construction, schedule modifications can be made.



Zander Park open-air structure example schedule.

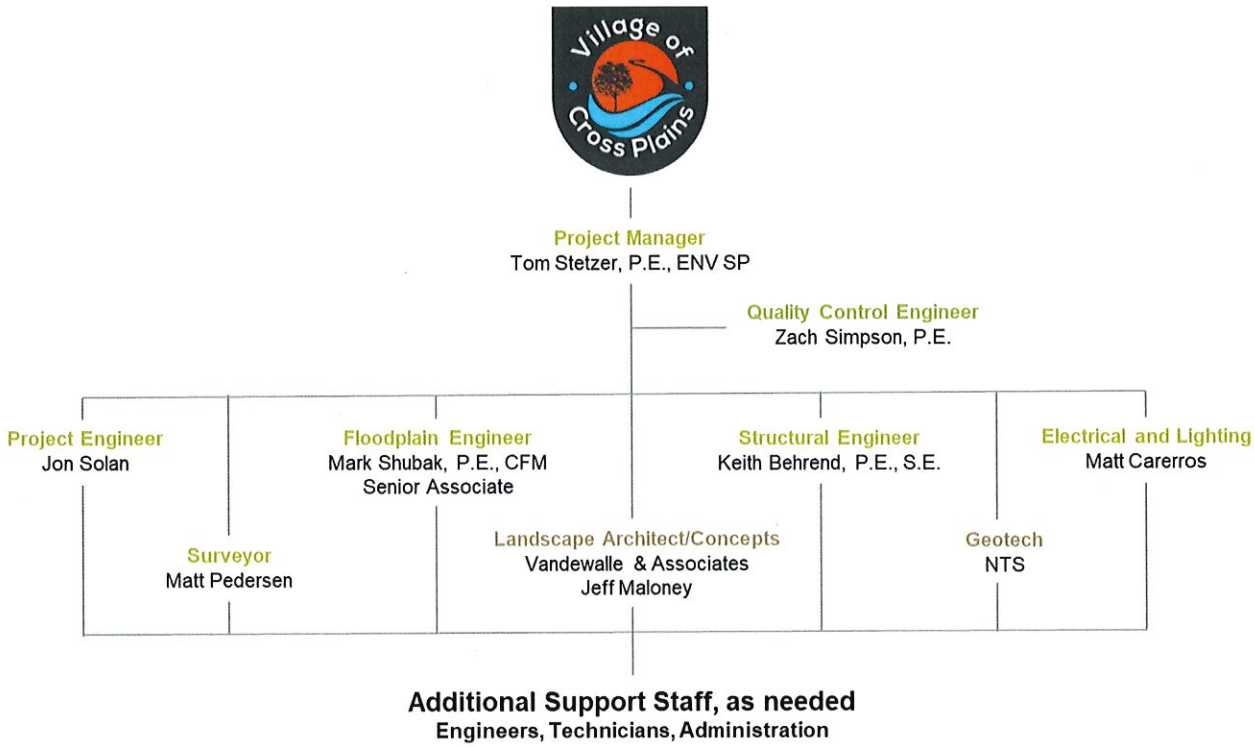
Project Team

Experienced Team with Cross Plains Experience Results in Efficient, Cost-Effective Project Delivery

This section demonstrates the experience and designated responsibilities of the engineers and staff who will lead our project team. As an organization, we have the highest commitment to our clients and, therefore, will provide the resources necessary to make sure the City's goals for this project are successfully met. On similar projects, we have partnered with Vandewalle & Associates (V&A), a firm that has proven to add value, creativity, and momentum on special projects such as the H.M. Zander Community Nature Park Open-Air Structure project. V&A completed the City's Park and Open Space Plan and provided the original concept design for Tower Park.

Our project team has the combination of Village experience, knowledge, and credentials to make this project a success.

The chart below outlines the organization of our proposed team and summarizes the relevant experience of each team member.



Project Manager

Thomas G. Stetzer, P.E., ENV SP, has 15 years of experience and will serve as the Project Manager responsible for communication with the Village, staff coordination, and project administration throughout the project. Tom is a professional engineer in Wisconsin, has led a diverse range of municipal and park projects, and has recently worked closely with the Village of Cross Plains on the two phases of the Zander Trail Project. Tom has managed multiple projects that have incorporated Poligon shelters and is very familiar with their product and design process.

Tom's long-term history with the Village assures consistency and a high level of service.

Tom has provided engineering design and construction-related services for several rural and urban municipal facilities. His engineering experience includes the development of plans, surveys, and designs, and provision of construction-related services for parks, sanitary sewers, water mains, stormwater management improvements, curb and gutters,

sidewalks, and rural and urban streets. Tom has also been involved in utility and railroad coordination, agency and public participation and right-of-way plats and acquisition. Tom's overall experience and his success completing complex and multiyear engineering projects on time and on budget, with a high level of service to the client, will be invaluable to the success of the Village's upcoming project.

Quality Control Engineer

Zachary R. Simpson, P.E., has 15 years of practical experience in the municipal engineering field and will serve as our team's Quality Control Engineer. Throughout his career, Zach has focused on serving municipal clients with a wide variety of infrastructure needs, including many waterfront park projects. Zach's specialty is completing projects in challenging locations, often in complex urban environments or where a balance of impacts and regulatory requirements generate the need for creative solutions.

Zach has 15 years of engineering experience, including implementation of many waterfront park projects.

Zach is well-versed in design, regulatory permitting, grant assistance, construction administration, and construction-related activities. His experience and attention to detail with both design and construction issues provides a crucial resource for the communities and clients he serves. He brings hands-on field experience to the design phase, which aids in avoiding costly constructability issues during the construction phase of a project. Zach is a great technical resource for our staff and will prove to be an asset to this project team.

Project Engineer

Jon P. Solan has been with our firm for 7 years and has provided both design and field services for a variety of projects. Jon works alongside clients from the earliest planning stages to develop an understanding of project objectives and to implement plans to accomplish these objectives most efficiently and cost effectively. He works through the design phase of projects, combining client's goals and feedback with his own ideas to produce the most comprehensive plan possible. Jon has gained valuable experience with park design, having participated in the design of several recent successful park projects, including the Monona Riverfront Park in Monona, Wisconsin, and the Terrace Avenue Reconstruction in Middleton, Wisconsin.

Jon has provided both design and field services for a variety of park projects.

Additionally, Jon served as Resident Project Representative on the Terrace Avenue project where he monitored the installation of a large open-air structure. Through this, he was able to appreciate field constraints and concerns associated with open-air structure installation. He brings this appreciation into structure site design in order to provide a layout that is not only functional but also constructible.

Floodplain Engineer

Mark K. Shubak, P.E., CFM, Senior Associate, has 27 years of practical experience as a stormwater and water resource engineer. His background includes H&H analyses using a variety of software packages; watershed master plan development; design and construction-related services of stormwater conveyance and storage facilities; stormwater utility plan development and implementation; floodplain and floodway studies/mapping; Phase 1 and 2 National Pollutant Discharge Elimination System/Wisconsin Pollutant Discharge Elimination System stormwater permitting; stormwater grant writing; municipal plan reviews; and floodplain and stormwater ordinance development and enforcement.

Mark has 27 years of practical experience as a municipal stormwater and water resource engineer.

Mark is a Certified Floodplain Manager (CFM) and has served as a senior technical advisor on many of our projects that required floodplain and floodway analyses and compliance with floodplain zoning requirements. Mark assisted with the floodplain and floodway analyses for both phases of the Zander Trail project for the Village, including hydraulic modeling of Black Earth Creek.

Structural Engineer

Keith R. Behrend, P.E., S.E., has 16 years of experience in structural design and is a registered Professional Engineer in Wisconsin. Keith provides extensive experience with unique structures including many Poligon shelter and other miscellaneous park shelter projects. Keith has worked on park shelter projects for the City of Madison, City of Middleton, Village of Waunakee and Village of Prairie Du Sac. Keith brings valuable experience to the team from serving as the lead structural designer on these past park shelter projects. He understands the importance of working with the pre-engineered park shelter manufacturer early-on and throughout the project design duration.

Keith has provided detailed structural design for multiple Poligon structure projects.

Surveyor

Matthew W. Pedersen will be responsible for construction staking, topographic survey, and structure inspections, as necessary. Matt has an Associate Degree from Madison Area Technical College with an emphasis in Civil Engineering Technology and 6 years of experience with our firm. Matt has extensive topographic survey and construction staking experience, including evaluation of existing utilities, data collection, and property surveys.

Matt has 6 years of surveying experience.

Electrical and Lighting

Matthew D. Carerros has been with our firm for 19 years. Matt will design the power distribution, lighting, and control systems needed for this project. Matt is experienced in streetscape and parks designs, including City of Waunakee – Ripp Park Shelter, City of Monona Riverside Park and City of Janesville Town Square. In addition, Matt has completed baseball field lighting design for the City of Waunakee Centennial Park and the City of Madison Bowman Field. His past engineering design projects have included electrical power distribution systems, interior and exterior lighting design, access control and security system design, and network infrastructure design.

Matt has provided detailed electrical and lighting designs for numerous municipality buildings and parks.

Landscape Architect/Concepts – Vandewalle & Associates, Inc.

Jeff Maloney is a Principal Urban Designer specializing in park- and open-space design, streetscape/riverwalk design, urban redevelopment, and mixed-used neighborhood design. Jeff has more than 20 years of experience leading design and public processes for public park and waterfront projects. From conceptual design and community consensus building to detailed design and specifications, Jeff has led public park design projects throughout the Midwest.

Jeff's previous experience in Cross Plains included preparing the redevelopment analysis for the Black Earth Creek/Lagoon Street Project and leading the Civic Campus Plan. Jeff is currently preparing a concept plan for the expansion of Baer Park and assisting Village Staff with community logo updates. Vandewalle & Associates has also completed Cross Plains current Comprehensive Plan, Parks and Open Space Plan, and sign ordinance.

Jeff specializes in urban redevelopment and design for park space, open space, mixed-used neighborhoods, streetscape, and riverwalks.

Vandewalle & Associates, Inc., (V&A) has provided land use planning and design services for more than 40 years and has offices in Madison and Milwaukee, Wisconsin. The firm is led by Brian Vandewalle, with the mission of creating and implementing a dynamic vision for sustainable growth throughout the Great Lakes, Midwest, and Front Range regions. The multitalented and multidisciplinary firm includes urban designers, landscape architects, community planners, economic development specialists, and community redevelopment specialists. We have worked with V&A on a number of sustainable design projects to deliver successful plans and designs. Recent teaming efforts include the Yahara Commons in Monona, Wisconsin; Janesville Town Square in Janesville, Wisconsin; and the Terrace Avenue Reconstruction Project in Middleton, Wisconsin.

VANDEWALLE & ASSOCIATES INC.
Madison . Milwaukee

Geotechnical – NTS (Nummelin Testing Services, Inc.)

Established in 1987, **NTS, Inc.**, has provided geotechnical engineering, subsurface exploration (soil borings), construction materials testing, and environmental site assessments in Wisconsin for more than 20,000 projects, including buildings, roads, bridges, towers, site developments, and utilities. NTS provided borings for the trail project adjacent to H.M. Zander Park and are familiar with the area.

Firm Experience, Project Team's Past Record of Performance, and Associated References

Project Experience Demonstrates Ability to Deliver Creative and Diverse Solutions

As a civil engineering firm that has been in business for more than 74 years, we have had the opportunity to complete many projects for municipalities, park districts, forest preserve districts, and other recreation entities. Our services for these clients included plan development, design, and construction of new facilities; improvements and repairs to existing sites; and upgrades to specific site elements such as underground utilities, roadways and parking lots, bike and pedestrian paths, bridges, underpasses, site drainage, and lighting. A sampling of our park and recreational facilities experience is presented in the table below, followed by detailed descriptions of a sampling of similar or adjacent projects.

Strand Associates, Inc.® Parks and Recreational Facilities Experience																
Project	Access Roadways	Vehicle / Trailer Parking Lots	Pedestrian Bridges	Boardwalk	Lighting Design	Playgrounds/Ball Fields	Fishing/Boating Facilities	Site Grading	Shoreline Erosion Protection	Stormwater Management	Site Infrastructure	Wetlands	Streambank Stabilization	Ecological Restoration	Restroom/Pavilion	Shared Use Trails
Riverfront Park – Prairie du Sac, WI		●		●	●	●		●		●	●				●	●
Fieldstone Park Improvement and Pedestrian Bridge – Prairie du Sac, WI			●					●		●	●	●	●		●	●
Terrace Avenue Reconstruction – Middleton, WI	●	●			●	●		●		●	●				●	
Zander Park Trail – Village of Cross Plains, WI			●	●			●	●	●	●	●	●	●			●
Riverfront Park – City of Monona, WI	●	●			●		●	●		●	●		●			●
Civic Park – Lawrenceburg, IN	●	●			●			●		●	●				●	●
Town Square Implementation – Janesville, WI	●	●	●	●	●			●		●	●				●	●
Bee Branch Channel Restoration – Dubuque, IA	●	●		●	●	●	●	●	●	●	●			●	●	●
Ahuska Park – Monona, WI	●	●			●	●		●		●	●				●	●
Steven J. Miller Recreational Area – Marshfield, WI	●	●			●	●		●			●				●	●
Goodman Field – University of Wisconsin-Madison, WI		●				●		●			●					
Reid Park Lift Station, Pavilion, and Restroom – Fontana, WI		●			●	●		●			●				●	
Starin Park/Treyton's Field of Dreams - Whitewater, WI	●	●			●	●		●		●	●					●
Ripp Park Infrastructure Improvements - Waunakee, WI	●	●				●		●								●
Ernie Lapointe Public Boat Launch Improvements - Bayfield, WI	●	●			●		●	●		●	●					
Veterans Memorial Park Improvements - Prairie Du Sac, WI	●	●					●	●	●	●	●				●	
Wauponsee Glacial Trail – Forest Preserve District of Will County, IL	●	●	●					●		●	●	●	●			●
Goodenow Grove Nature Preserve Improvements – Forest Preserve District of Will County, IL	●	●	●	●		●		●				●				●
Indian Boundary Park – Bolingbrook Park District, IL		●				●		●		●	●					

** Project's highlighted in bold are described in more detail below and had involvement by members of the proposed project team for the Zander Park open-air structure project.

Riverfront Park – Prairie du Sac, WI

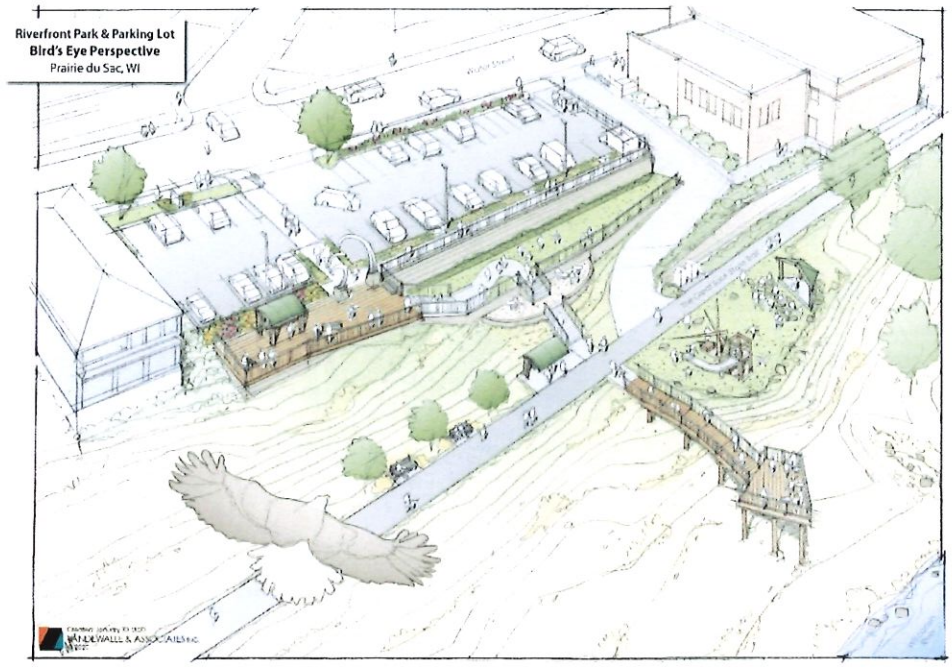
Reference: Alan Wildman II, Village Administrator
Village of Prairie Du Sac, 608-643-2421

The Riverfront Park project was designed during the fall of 2019 by the Strand Associates, Inc.® and Vandewalle & Associates, Inc. team. The construction start date for this project is spring 2020. The project consists of the construction of a park overlook with synthetic decking that includes multiple staircases, a raised boardwalk, and three prefabricated Poligon shelter structures overlooking the Wisconsin River. The project is adjacent to the Great Sauk Trail and features an eagle viewing overlook as well as local artwork. The project also includes the reconstruction of an asphalt parking lot, new concrete sidewalk, a bioretention basin, and removal and replacement of existing retaining walls.

Similar to Zander Park, this look out park is a jewel for the Village of Prairie du Sac. The location was underserving the number of visitors to the park and it was the desire of the Village to provide more site amenities to cater to user needs. The Village also incorporated pavilion structures and other structural components to enhance the utilization of the park, similar to the open-air structure proposed for Zander Park. Upon successful construction completion, awards for the riverfront park project will be pursued.

Similar Components

- Incorporates Poligon Open-air Structures
- Access to Structure off Trail
- Potential Construction Access Constraints
- Construction Near Waterway



The Riverfront Park project contains many site and amenities similar to those proposed for Zander Park structure project. The Riverfront Park project is also current and has similar site constraints.

Project Team Involvement

- Tom Stetzer, Project Manager
- Jon Solan, Quality Control
- Mark Shubak, Stormwater Engineer

Fieldstone Park Improvement and Pedestrian Bridge – Prairie du Sac, WI

Reference: Alan Wildman II, Village Administrator,
Village of Prairie Du Sac, 608-643-2421

We provided engineering services to the Village of Prairie du Sac for improvements to one of the newer parks on the north side of the Village. Improvements included new sidewalks, drinking fountain, steel truss pedestrian bridge and foundations, and two new open-air canopy shelters (one- six-sided structure and one eight-sided structure). We worked with the canopy shelter manufacturer, Poligon, during design to coordinate foundation load and connection requirements for design of the cast-in-place concrete foundations. Foundations were designed for a six-sided structure and an eight-sided structure.

Similar Components

- Incorporates Poligon Open-air Structure
- Access to Structure off Trail
- 100-year floodplain modeling and analysis

Eight-sided Poligon structure was one of two structures included in the project.

Spread footing abutments designed to support prefabricated bridge structure.

We also completed the design of a 30-foot-long by 8-foot-wide, single-span prefabricated steel pedestrian bridge over an inlet to a storm detention basin at Fieldstone Park for the Village of Prairie du Sac. Reinforced concrete abutments were designed as spread footings to support the new steel bridge. The abutment design was coordinated with a soils investigation and report provided by Chosen Valley Testing. Approaches to the bridge were designed to connect with existing sidewalks at the site. The profile for the new bridge was designed to minimize additional fill required at the approaches, yet still keep the bridge above the 100-year flood elevation. Preliminary and final cost estimates were provided during project design. We provided assistance during construction, including shop drawing review and construction observation.

Project Team Involvement

- Tom Stetzer, Project Manager
- Keith Behrend, Structural Engineer
- Mark Shubak, Stormwater Engineer

Similar to the Zander Park proposed structure project, coordination with the Poligon manufacture was a large component of the project. While the final structure was of different dimensions than the structure anticipated for Zander Park, the same level of coordination with the manufacturer as well as amenity selection was required. Additionally, the pedestrian bridge installation required the analysis of the 100-year floodplain and the associated modeling for such analysis.

Terrace Avenue Reconstruction – Middleton, WI

Reference: Shawn Strauske, City Engineer
City of Middleton, 608-827-1070

We were part of the plan development and design process for the reconstruction of Terrace Avenue between the Greenway Center Development area and the Downtown Business District. Terrace Avenue now consists of integrated and established community architectural themes, in addition to functioning as an efficient multimodal transportation connection. This project included reconstruction of the existing street and utilities. Several unique features were incorporated along Terrace Avenue, including porous brick terraces, pedestrian and roadway lighting, trees, green infrastructure elements, Poligon farmer's market pavilion, and other miscellaneous terrace-area amenities.

The first step of the project required complete utility relocation. Terrace Avenue had some of the oldest utility infrastructure in the city and drastically needed an update. The City, our firm, and the entire project management team worked closely with Utilities to properly relocate all overhead utility infrastructure underground to make room for planned and future improvements. Underground utilities, including sanitary sewer, water main, and storm sewers, were also replaced.

Poligon canopy structure with solar panels creates aesthetically pleasing spot for farmer's markets and other community events.

The City had long desired a downtown farmers' market to add to its image of sustainability and support of local businesses. With help from one such local business, Capital Brewery, our project team designed a market arcade canopy to serve farmer's markets, as well as brewery and other community events. To provide ample parking for these new events, the team added additional street parking and a new 28-stall parking lot along Terrace Avenue with a gravity block retaining wall to protect the existing steep banks. A limestone patterned gravity block wall was chosen to match the natural limestone outcroppings that can be found throughout the city.

To ensure that Terrace Avenue served all possible users, we also designed the corridor to be more pedestrian- and bike-friendly. On the roadway, bike sharrows were added to alert vehicles to share the road with cyclists and bike parking was added near Capitol Brewery. Sidewalks were widened and designed to comply with ADA standards, and new energy-efficient LED light poles were added to replace street lighting. The light poles have hanging flower baskets that are automatically watered with an innovative Rain Bird irrigation system. The Rain Bird system collects stormwater from the market canopy roof and stores it in an underground holding tank. The collected water is then pumped from the tank through irrigation piping in the light poles to automatically water the 70 hanging baskets twice a day.

Effectively communicating with the community resulted in a finished product that extended beyond the original limits of the project. This project earned the American Society of Civil Engineers (ASCE)-Wisconsin Section 2015 Engineering Achievement Award in Category B – Construction Cost over $2 million and under $10 million.

Similar Components

- Incorporates Poligon Open-air Structure
- Stakeholder support important
- Large number of amenities associated with structure

Project Team Involvement

- Tom Stetzer, Project Manager
- Jon Solan, Project Engineer and Resident Project Representative
- Keith Behrend, Structural Engineer

"It wasn't difficult to detect the team's commitment to quality and enthusiasm to deliver a signature project in a timely manner and as under budget as possible."

– Mark Opitz, City of Middleton Assistant Planning Director and Terrace Avenue Project Manager

Zander Park Trail – Cross Plains, WI

Reference: Mike Axon, Parks and Recreation Director
Village of Cross Plains, 608-798-3241

This project involved the installation of a new bike and pedestrian trail in H.M. Zander Park in Cross Plains, Wisconsin. The new crossing extends the current off-road pedestrian and bike trail system in Zander Park to connect to County Highway KP to the west and Highway P to the east, as well as create an off-road connection to neighborhoods, schools, and businesses. The trail provided a critical railroad crossing over existing Wisconsin and Southern Railroad mainline railroad tracks to connect existing bike trail facilities previously installed along the north side of the tracks and offer pedestrians and bicyclists a safe mode for crossing. The project included sections of asphalt trail, boardwalk trail, and two pedestrian bridges with concrete abutments.

An extensive amount of coordination with project stakeholders was necessary, including the WisDOT, Wisconsin and Southern Railroad, WDNR, and adjacent property owners. The construction phase of the project was split up into two phases to accommodate the Village's budget cycle. Phase 1 was completed by spring 2018, with completion of Phase 2 in late 2018.

Similar Components

- Connection to same trail as proposed pavilion
- Floodplain modeling of Black Earth Creek
- Sensitive environmental corridor
- Involvement with Village of Cross Plains stakeholders

Wooden boardwalk minimizes impacts to wetlands adjacent to the Black Earth Creek. The expanded trail also created safer routes for neighborhoods in the Cross Plains community and enabled members of the community to more fully utilize and enjoy the Black Earth Creek watershed.

This project expanded bike trail interconnectivity in Dane County by helping to provide a link between the greater Madison metro area and the Wolf Run Trail in Mazomanie. The expanded trail also created safer routes for neighborhoods in the Cross Plains community and enabled members of the community to utilize and enjoy the Black Earth Creek watershed more fully.

This project has been referenced frequently throughout this proposal as a source for familiarity with the project area. Previous work on this project was also the source of our floodplain modeling and survey information for the proposed open-air structure site location. Through this project we can appreciate the level of care on commitment the Village is placing in Zander Park projects and we understand that this same level of attention will be expected on the pavilion project.

Project Team Involvement

- Tom Stetzer – Project Manager
- Keith Behrend – Structural Engineer
- Mark Shubak – Stormwater Engineer

Riverfront Park – Monona, WI

Reference: Jake Anderson, Parks and Recreation Director, City of Monona, 608-222-4167

Similar Components

- Floodplain modeling
- Multiple site amenities
- Project to enhance community recreation center "jewel"

The City of Monona faced an issue in that it had nearly full development within its city limits and no downtown or public space was currently available for residents. To address this issue, the City embarked on an ambitious multiyear (2017-current) and multi-phase plan to transform an older commercial area of the city into this hub the city was lacking. Main components of this plan included the rerouting of a major sanitary sewer interceptor, the demolition of the existing commercial buildings, complete reconstruction and rerouting of existing area roadways with heavy streetscaping components, and the addition of a riverfront park for public enjoyment.

View of park looking from the dock towards stage area.

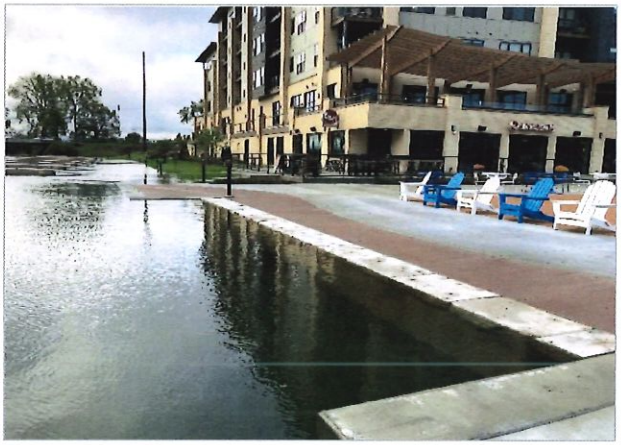
View of park near road looking towards dock.

The riverfront park incorporates and number of amenities for public use and enjoyment. Key component of the park include: a permanent dock on the Yahara River to be used for kayak and canoe launching; a low deck/stage area with composite decking that can be used as a stage; a large green space that doubles in the winter as an ice rink with chiller equipment and lines to allow for less weather-dependent enjoyment; a gas fire pit and seating; costume bench seating following the angles and curvature of the parks many elevated planter beds; hundreds of native plantings; custom overhead and up lighting to accentuate the park's features; and an ADA-compliant pathway throughout the park utilizing colored concrete, stamped concrete, and decorative pavers.

Project Team Involvement

- Zach Simpson – Project Manager
- Jon Solan – Project Engineer
- Mark Shubak – Stormwater Engineer
- Matt Carerros – Electrical Engineer

One big challenged faced was dealing with the 100-year floodplain of the Yahara River. With the investment the City had placed in park amenities, it was pivotal to have the amenities useable at all times as well as protected from damage from river floodwater. Modeling and understanding the stormwater issues enabled these goals to be met. The river levels towards the end of project construction tested established park elevations. Adjacent development established lower elevations and, as such, amenities were unavailable to users during the several days of high water.



Foreground: Elevated seawall cap protects park during river flooding. Background: Lower seawall elevation floods boat slip access for private development.

Civic Park – Lawrenceburg, IN

Reference: Bryan Messmore, Redevelopment Director, or Mayor Kelly Mollaun
812-532-3552

In an area that used to be two paved parking lots, the City of Lawrenceburg has created its new Civic Park, complete with a state-of-the-art performance stage and sound system, screen and rear-projection television, public family restroom and green room, splash pad, and large green spaces for outdoor entertainment and relaxing. The park and stage serve as the signature piece for the City's *Music on the River* concert series. The park also enhances and activates the City's unique downtown district, drawing crowds from the tri-state area. It was strategically placed to connect and revive the areas near Short and High Streets.

The two principle goals of the project were to meet the opening date of the 2019 Lawrenceburg Music on the River Concert Series on June 1 and to support the local economy by using personnel and materials from the area. The Construction Manager at Risk (CMAR) project delivery method was selected to accelerate the project schedule to meet the June 1 deadline. This delivery method required careful coordination among many parties – the owner and its various groups, engineer, contractors, and review agencies – because it is based on construction proceeding while design is still underway, which resulted in expedited completion. Through the City Council and with help of the design team, the CMAR was selected when the design was only 30 percent complete, providing significant opportunities for the CMAR to recommend time- and cost-saving construction measures. These measures included bidding the project in 11 separate bid packages to allow demolition and underground utility work to progress while final design was still in progress. It also gave the City's steering committee ample time to evaluate various materials to be used in the park.

Similar Components

- Pavilion structure
- Multiple site amenities
- Stakeholder support important
- Project to enhance community recreation center "jewel"

Project Team Involvement

- Matt Carerros – Electrical Engineer

Large pavilion structure utilizing elevated stage, structure lighting, audio capabilities, and multiple additional features.

One of the City's goals was to use as much locally sourced and sustainable material as possible. The City opted to go with durable materials like granite curbs, locally sourced limestone boulders, brick pavers, and whiskey barrel staves for the ceiling of the stage. Sustainability elements include:

- Durable materials and low maintenance landscaping provided to keep operation and maintenance costs low.
- Significant amounts of green spaces to not only reduce stormwater runoff, but also to reduce the heat island effect that was so oppressive during past concerts when the area was two paved lots.

Low natural stone retaining wall. Similar could be used for Zander Park pavilion to minimize floodplain impact.

Landscaping components that could also be utilized around Zander Park structure site.

The City also partnered with the Lawrenceburg Municipal Electric Utility to provide fiber optic cabling throughout the park to link the site lighting, stage lighting and sound, and splash pad lighting, allowing every facet of the park to be wirelessly controlled. The City also plans on providing free Wi-Fi throughout the park in the near future.

This project created a positive impression on the public through its careful attention to create a space for all residents of Lawrenceburg. Requirements of the Americans with Disabilities Act (ADA) were made a priority throughout design. The City wanted the park to be accessible to everyone, including access to the splashpad and the stage. A space study was conducted to determine how patrons may utilize and enjoy the park. Items such as shade for concert attendees, stage visibility, and future development adjacent to the park were discussed in great detail and incorporated into the final design. Design of and materials used for the park's centerpiece stage were also discussed in great detail with the steering committee. The City sought a stage that would balance and complement the existing downtown architecture, while being unique and provide a "sense of place" within the downtown. The design achieved this by incorporating the well-known and much-loved steel-truss bridge appearance into the stage columns and canopy and integrating locally sourced whiskey barrel staves into the ceiling, highlighting the City's rich history of distilleries. The stage was accented by a vibrant Lawrenceburg, Indiana, sign that contributes to a true sense of place.

The park provides a year-round gathering space for families; the splashpad is used from sunrise to sunset during the warmer months, as both children and adults enjoy frolicking in the water; and the Music on the River Concert Series has drawn the largest crowds in its history. The City wished the park to be an anchor between the City's events center and the Hollywood Casino, encouraging renewed economic activity and investment in the downtown area. Since opening of the park, two new restaurants are planned adjacent to the park and local businesses are experiencing peak influx of customers during concerts and movie nights.

Since the park's opening on June 1, 2019, through the end of August, almost 50 events have been held in the park, including the Music on the River Concerts, the Special Olympics fire truck pull, the Whiskey City bike race, Library in the Park, art shows, night movies, and exercise in the park, among others. It has definitely become the community gathering place! As stated by the Mayor, "I have heard nothing but positive comments from the residents of Lawrenceburg since the park opened."

Complexities of this project include poor and hazardous site conditions. Prior to the park and parking lots, downtown buildings occupied this area. This became significant when old building foundations and buried fuel oil tanks were uncovered during construction. Soil borings completed prior to design indicated brick and concrete fill, but not to the extent encountered during construction. Initially, geopiers were proposed to support the stage, but full excavation of the area was needed because of the large amount of foundations and concrete walls and steps. With the CMAR as part of the project team, changes to design were made concurrent with construction to address these developments without adversely impacting the overall schedule.

The intricate steel layout of the stage columns and canopy added to the complexity of the overall stage design. The design team and the CMAR worked closely with a local steel supplier, the local audio/visual contractor, and a local woodworker to make sure that every detail of the steel design worked seamlessly with the complex sound and light system, including the rear projection television and screen and the barrel stave ceiling. The sound system provides more than 22,000 watts of power to the speakers and the local woodworker installed more than 2,000 pounds of barrel staves. The end result is a beautiful, multi-purpose stage that is the centerpiece of the park and an outstanding community gathering space for generations to come.

FORM C: Vendor Profile/References

This form must be returned with your response.

Company Information

Company Name Strand Associates, Inc.®			
Contact Name Tom Stetzer, P.E.		**Title** Project Manager	
Telephone Number 608-251-4843		**Fax Number** 608-251-8655	
Email Tom.Stetzer@Strand.com			
Address 910 W. Wingra Dr.	**City** Madison	**State** WI	**Zip** 53715

References

List contracts for similar services or materials that have been completed within the last five years. Reference 1 – Client Information			
Company Name Village of Prairie du Sac, WI			
Contact Name Alan Wildman, Village Administrator			
Address 335 Galena Street	City Prairie du Sac	State WI	Zip 53578
Telephone Number 608-643-2421		Email awildman@wppienergy.org	
Contract Period Oct. 2012	Year Completed July 2013	Total Cost $933,524.50	
Description of Work Performed Construction of a park overlook with synthetic decking that includes multiple staircases, a raised boardwalk, and 3 pre-fabricated shelter structures overlooking the Wisconsin River.			

FORM C (continued): Vendor Profile/Qualifications

This form must be returned with your response.

Reference 2 – Client Information			
Company Name: City of Monona, WI			
Contact Name: Jake Anderson, Parks and Recreation Director			
Address: 5211 Schluter Road	City: Monona	State: WI	Zip: 53716
Telephone Number: 608-222-2525	Email:		
Contract Period: July 2017	Year Completed: November 2019	Total Cost: $3,451,820.00	
Description of Work Performed: Rerouting of a major sanitary sewer interceptor, the demolition of the existing commercial buildings, complete reconstruction and rerouting of existing area roadways with heavy streetscaping components, and the addition of a riverfront park for public enjoyment.			

Reference 3– Client Information			
Company Name: City of Middleton, WI			
Contact Name: Shawn Strauske, DPW/City Engineer			
Address: 7426 Hubbard Ave.	City: Middleton	State: WI	Zip: 53562
Telephone Number: 608-827-1070	Email: sstauske@ci.middleton.wi.us		
Contract Period: November 2012	Year Completed: May 2015	Total Cost: $3,019,654.70	
Description of Work Performed: Downtown business district planning and design including utility relocation, porous brick terraces, pedestrian & roadway lighting, trees, green infrstructure elements, Poligon farmer's market pavilion, & other amenities.			

Proximity and Familiarity to Cross Plains

Nearby Full-Service Office Results in Swift and Effective Response to the Village

We have been providing exceptional civil and environmental engineering services to our clients since 1946. We attribute our organizational strength to our talented engineers, effective management, and, most of all, commitment to nurturing long-term client relationships.

Corporate office in Madison, Wisconsin.

The Village of Cross Plains is a short drive to our corporate office in Madison. If necessary, we can quickly and effectively respond to any and all of Cross Plain's needs. We have selected key individuals from this office for this project team because their particular capabilities and experiences match well with the needs of this project and the Village. The Project Manager Tom Stetzer is specifically familiar with the area and lives less than 8 miles from the site.

Continuous communication is a key element in any successful project. This is not only true between our firm and the Village of Cross Plains, but also with property owners and businesses in the area. Keeping Cross Plains and the local community well informed is the best way to gather stakeholder support and community interest.

Reliable Consulting Service Has Cultivated Long-Standing Client Relationships

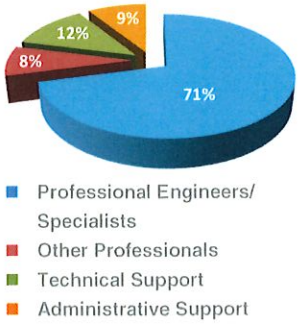
Our clients rely on us as a partner in addressing their engineering and science needs. We develop and maintain long-standing affiliations, many extending into several decades of service. Our service is flexible and tailored to the unique needs of each of our clients. For some, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis.

Our commitment to long-term client relationships is a major factor in our success.

We understand the value our clients place on *consistency* of personnel and *continuity* in project development. Accordingly, we expend every effort to make sure that the team initially chosen is involved with a project from beginning to end.

High Level of Service Made Possible Because of Dedicated, Results-Oriented Staff

Clients find reassurance in the fact that each of our engineers is supported by the expertise of a multidisciplined engineering firm. This approach enables use of all our firm's resources while maintaining the personal involvement associated with a single point of contact; a person who has been trained to provide assistance through plan development, design, and implementation.



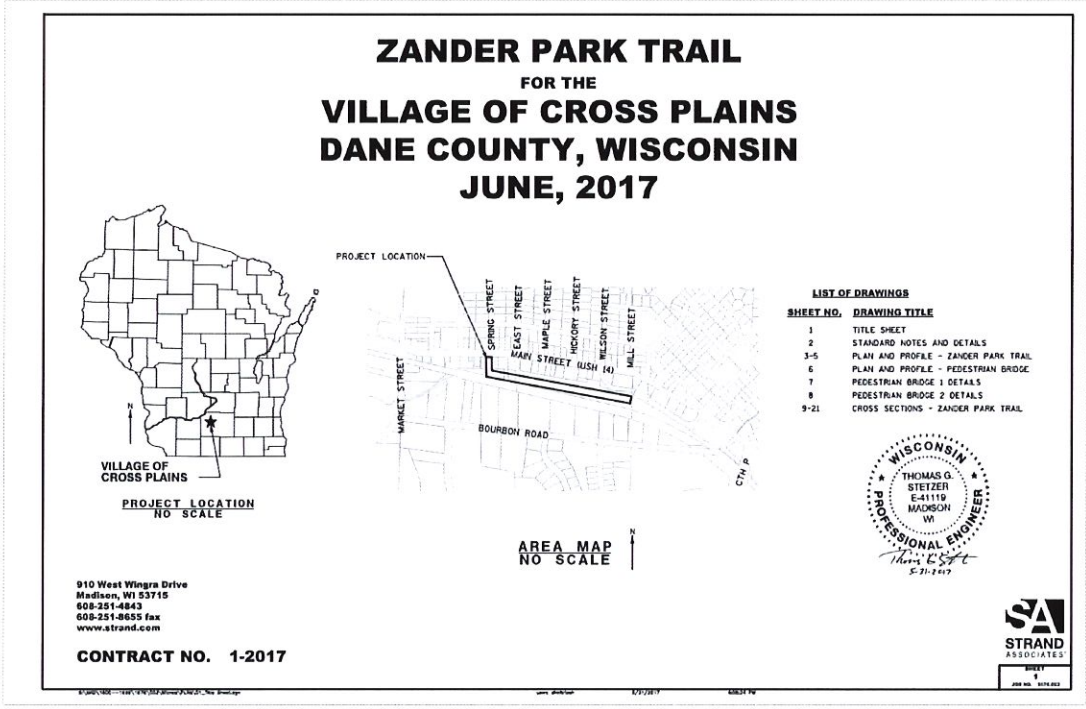
Our expert staff of 435 employees embody the academic backgrounds and experience of all disciplines normally necessary to complete a project successfully. More than 60 colleges and universities are represented on our staff. Our engineers average more than 12 years of experience and the majority are licensed or have advanced degrees. We are owned and operated by our active engineering staff.

Project Team's Familiarity with Area and Project-Type

Core members of our project team have familiar knowledge of the project site due to the multiple years of work related to other projects in Zander Park. Our Project Manager Tom Stetzer, Stormwater Engineer Mark Shubak, as well as our Structural Engineer Keith Behrend, were key project team members of the adjacent 2017 and 2018 Zander Trail projects. Our proposed Project Engineer Jon Solan has participated in the site design and construction of several open-air-type structure sites in neighboring communities, including the City of Middleton. Zach Simpson has been a project manager and project designer for a number of park projects with structural and floodplain components. He will be able to bring this expertise in providing an in-depth review of the design during several milestones as the project's quality control engineer. Our electrical engineer Matt Carerros has collaborated with Poligon on past structures to coordinate and incorporate lighting and electrical components. Vandewalle & Associates has previously provided planning and concept visions for the Black Earth Creek area through Zander Park. Nummelin Testing Services performed the soil borings for the adjacent pedestrian bridges in the park.

Our core project team has completed adjacent projects in this park.

Additionally, our project team has the floodplain modeling and topographic site survey for the site on hand from the previous trail project. Upon council approval, we can quickly provide a preliminary project analysis, which could be very advantageous if stakeholders are looking for concepts and estimates in a short timeframe. **We do not have to wait for snow melt or spring creek elevations to subside and can swiftly provide the Village with pertinent information to share with the community while interest in the project is at a high level.**



Our recent Zander Park Trail projects are located directly adjacent to the proposed amphitheater site.

Accurate Opinion of Probable Construction Costs and Change Order Record

An Accurate OPCC is Critical for Project Execution

With project funding coming primarily from stakeholder support, a detailed, accurate cost opinion will be critical in order to ensure that enough funding is collected to insure the actuality of the project. Below is a table illustrating past park projects with structural components where the final project cost estimate was within the median range of competitive bid tab results.

Accurate cost opinion will be critical to ensure that enough funding is collected.

Park Type Project Name and Location	Final Cost Opinion	Low Bid	High Bid	Number of Bidder
Downtown Riverfront Park and Parking Lot – Village of Prairie Du Sac, Wisconsin	$1,149,350.00	$933,524.50	$1,335,147.65	3
Fieldstone Park Improvement and Pedestrian Bridge – Village of Prairie Du Sac, Wisconsin	$137,500.00	$116,411.00	$160,120.00	6
Monona Riverfront Park and Roadway – City of Monona, Wisconsin	$3,481,104.00	$3,451,820.00	$5,526,547.80	3
Terrace Avenue Reconstruction – City of Middleton, Wisconsin	$3,501,800.00	$3,019,654.70	$3,732,411.17	3
Zander Park Trail – Village of Cross Plains, Wisconsin (Phase 2)	$583,000.00	$545,289.00	$675,564.00	3

****The Monona Riverfront Park and Roadway were bid out together. We can provide a breakout for just the park items if requested, however, the above numbers represent the complete project.**

Our Culture of Cost Control Results in Low Change Orders

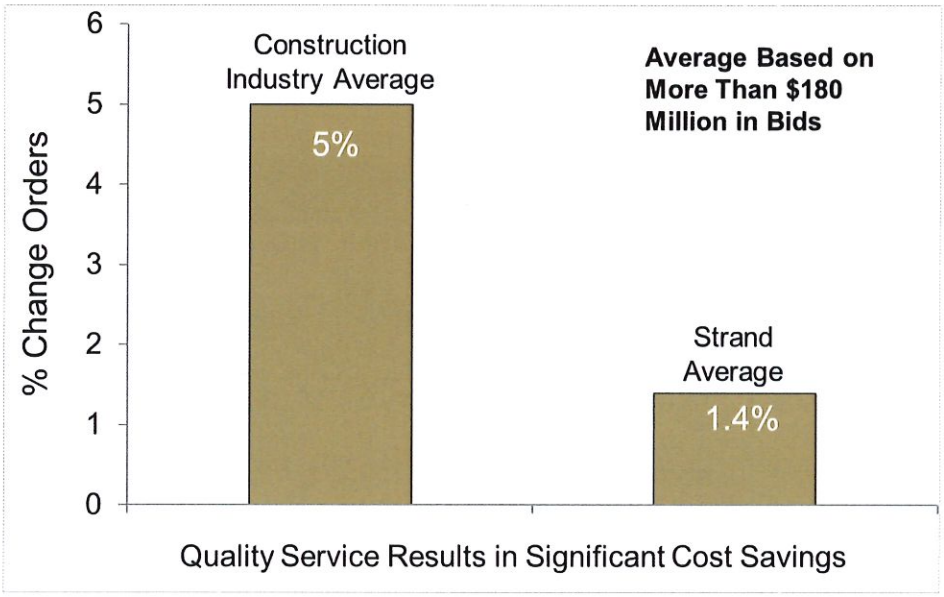
As projects are developed, anticipated construction costs are put together to make certain that the scope of the project is within our client's budget. Our firm has developed estimating procedures that are based on a database of experience with similar projects to provide our clients with accurate opinions of probable project costs. These procedures employ a computer spreadsheet format to easily evaluate project alternatives, while producing a neat, concise record for our client to review. We remain conscious of the effort and level of detail necessary, from preliminary plan development through construction completion, to complete each project within our client's budget and time parameters.

Quality service results in cost savings for the Village.

Management of the processes that affect the cost of the services to deliver a project and the cost of construction is necessary to stay within an approved budget. Our cost-management program not only concerns itself with the cost of the resources to deliver the project, but also monitors the effect of key project decisions that are often made during the planning/study phase on both design and construction costs. We identify key project decisions and show how various choices could affect the ultimate project cost (i.e., sensitivity analysis).

This sensitivity analysis helps to focus decision-makers on those issues that may have the greatest overall impact, thereby seemingly reducing the complexity of the project. We employ sensitivity analyses particularly in the planning/study phase when changes to project development are easier to implement and are more cost-effective with respect to the final project cost.

Our projects average change orders of 1.4 percent compared to the industry average of 5 percent. This results from thorough, concise designs that provide for lower bid results and fewer cost change orders during construction.



Our history of low change orders enables communities to budget projects with confidence.

We track and compare the bid costs of our projects with the final construction costs to show clients the value that we provide. The percent change from bid amount to final constructed cost is naturally a direct measure of the quality of drawings and specifications. Our records on several recent Village of Prairie du Sac, City of Middleton, and Village of Plain projects are shown below:

Village of Prairie du Sac Project Name	Bid Cost	Percent Difference Between Final Construction Cost and Bid Cost
2019 Local Street Improvements	$1,161,283	(-3.0%)
2018 Public Works Improvements	$1,073,375	0.2%
2017 Public Works Improvements	$659,194	3.1%
2016 Local Street Improvements	$990,656	(-5.5%)
2015 Public Works Improvements	$1,468,907	1.4%
Total	**$5,353,415**	**(-0.8%)**

Accurate bidding documents resulted in real value for these communities.

City of Middleton Project Name	Bid Cost	Percent Difference Between Final Construction Cost and Bid Cost
Pleasant View Golf Course Parking Lot and Hy Cite Turn Bay	$283,187	0.2%
Market Street Parking Lot and ETC Turn Bay	$328,571	2.0%
Valley Ridge Road Reconstruction	$929,170	(-6.0%)
Downtown Brick Terrace Construction	$835,114	0.4%
Terrace Avenue Reconstruction	$3,051,483	0.7%
Total	**$5,427,525**	**(-0.4%)**

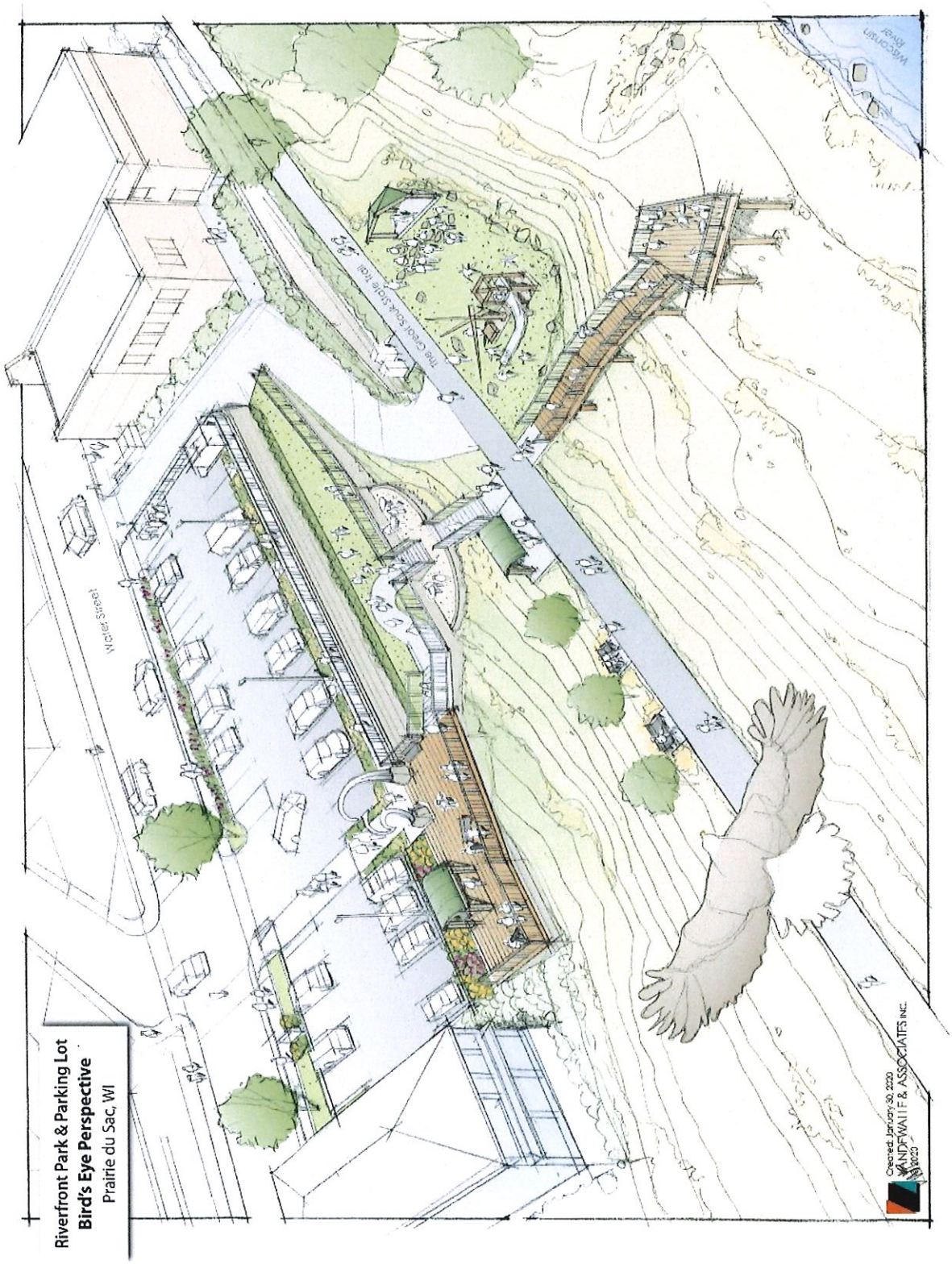
Village of Plain Project Name	Bid Cost	Percent Difference Between Final Construction Cost and Bid Cost
Cedar Street Phase 2	$255,843	(-1.5%)
Honey Creek Business Park	$1,355,478	0.50%
Cedar Street Phase 1	$152,128	(-0.80%)
Total	**$1,763,449**	**0.1%**

All three examples show averages well below the industry standard of 5 percent, which resulted in real value for Prairie du Sac, Middleton, and Plain.

Additional Information

True Partnership is Made Possible Because of Our Vested Interest in the Community We Serve

Following are examples of renderings from Vandewalle & Associates.



FORM A: Signature Affidavit

This form must be returned with your response.

In signing the Proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Proposals, that Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Proposals have not been knowingly disclosed prior to the opening of Proposals to any other Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Proposal, herby agrees with all the terms, conditions, and specifications required by the Village in this Request for Proposal, declares that the attached Proposal and pricing is in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Proposers shall provide the information requested in this request, along with all information requested in the forms included in this request. Include the legal name of the Proposers and signature of the person(s) legally authorized to bind the Proposers to a contract.

Strand Associates, Inc.®

COMPANY NAME

Joseph M Bunker 3/5/2020

SIGNATURE DATE

Joseph M. Bunker, Corporate Secretary

SIGNOR NAME

FORM B: Receipt of Forms and Submittal Checklist

This form must be returned with your response

Forms	Initial to acknowledge SUBMITTAL	Initial to acknowledge RECEIPT
Description of Services	N/A	JMB
Form A: Signature Affidavit		JMB
Form B: Receipt of Forms and Submittal Checklist		JMB
Form C: Vendor Profile/Refences		JMB
Form D: Fee Proposal		JMB
Addendum #		
Addendum #		
Addendum #		

Strand Associates, Inc.®

Company Name

Joseph M Bunker

Signor Name

Thomas G. Stetzer, P.E., ENV SP

AREAS OF EXPERTISE

- Municipal Engineering
- Project Management
- Transportation Engineering
- Construction Administration
- Public Involvement
- Urban Roadway and Streetscapes

PROFESSIONAL EXPERIENCE

Municipal Project Management experience throughout all phases from conceptual design to project closeout. Duties include scope development, budgeting, scheduling, contract execution, shop drawing and payment request reviews, construction admin, and project closeout.

Municipal Engineering experience includes the design of site plans, parks, urban roadway streetscaping, pedestrian bridges, rehabilitation, storm sewer, pumping stations, sanitary sewer, water main, street, bike path, and parking lots on local and WisDOT projects.

- **Village Engineer – Prairie du Sac, Wisconsin** – Village Engineer experience includes acting as the primary client contact, attending Village Board/Public Works Committee/Plan Commission meetings, capital improvements planning, site plan review, project manager for municipal and facilities improvement projects, contract development, funding applications, agency coordination, and public involvement facilitation.
- **Village of Prairie du Sac, Wisconsin** – 2019 Local Street Improvements, 2018 Public Works Improvements, 2017 Public Works Improvements, 2016 Local Street Improvements, 2015 Public Works Improvements, Public Works Cold Storage Building Addition, Washington Street Parking Lot, Fieldstone Park Improvements, 4th Street Reconstruction, 9th Street Reconstruction, 15th and 17th Street Reconstruction, Prairie Street Path Extension, 2014 Public Works Improvements, Veterans Memorial Park Boat Launch, 2012 CTH PF and Broadway Street Water Main Extensions, Village Hall Parking Lot Improvements, 2011 Local Street Improvements, Library Site Improvements, 2008 Public Works Improvements.
- **City of Middleton, Wisconsin** – University Avenue Reconstruction, Hy Cite Turn Bay, Golf Course Parking Lot, Market Street Parking Lot, Bishops Bay Pump Station and Force Main, Valley Ridge Road Improvements, Terrace Avenue Reconstruction, Downtown Terrace Brick Replacement, Deming Way Bike Path and Intersection Improvements, Parmenter Street Water Main Extension, Park Street Reconstruction.
- **Village of Waunakee, Wisconsin** – Peaceful Valley Parkway and CTH Q Improvements, Ripp Park South Shelter, Ripp Park Planning.

Construction experience includes surveying, construction observation, scheduling, budgeting and payment process, quantity takeoffs, change orders, scope review, and progress meetings on highway, bridge, utility, and building projects.

Transportation Design and Project Management for WisDOT municipal urban projects including roadway design, public involvement, horizontal and vertical alignments, roadway geometry, plans, plat preparation, incorporation of municipal utility plans, preparation of estimates and utility coordination.

CAD experience using AutoCAD, Microstation, Eagle Point, Geopak, and Power Civil.

OSHA – 10-hour certified.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Council of Engineering Companies of Wisconsin

YEARS OF EXPERIENCE

14

YEARS WITH FIRM

14

EDUCATION

B.S. Civil Engineering – University of Wisconsin-Platteville, 2005

REGISTRATION

Professional Engineer in Wisconsin

Institute for Sustainable Infrastructure Envision Sustainability Professional

STRAND ASSOCIATES®

Zachary R. Simpson, P.E.

AREAS OF EXPERTISE

- Project Management
- Project Permitting
- Street Design and Reconstruction
- Utility Design
- Construction Management

PROFESSIONAL EXPERIENCE

Municipal Project Management experience throughout all phases from conceptual design to project closeout. Duties include scope development, budgeting, scheduling, public involvement, contract execution, shop drawing review, payment request reviews, construction administration, and project closeout.

Municipal Engineering experience includes design of urban roadways, shared-use paths, parking lots, site layout and grading, sanitary sewer, water main, and storm sewer; preparation of contract documents and opinions of probable cost.

A select list of Wisconsin communities where Zach has provided services, includes:

- City of Janesville
- City of Monona
- City of Whitewater
- City of Stoughton
- City of Arcadia

Additional experience includes agency coordination and project permitting.

Transportation Engineering experience includes design of urban and rural roadways and related infrastructure conforming to Wisconsin Department of Transportation (WisDOT) standards. Additional experience includes involvement with right of way plat development, utility coordination, and federal project implementation process.

Design Software experience using MicroStation, Geopak, Corridor Modeler, Power Civil, AutoCAD, and Civil 3D for design and creation of construction drawings. Specific design software expertise includes design project management, software-based solutions, and surface generation and modification.

Construction Management experience includes staking, observation, and construction administration for numerous urban street, sanitary sewer, water main, and storm drainage projects. Additional tasks include progress meetings, notifications, and quantity tracking.

PROFESSIONAL AFFILIATIONS

- American Council of Engineering Consultants
- American Society of Civil Engineers

YEARS OF EXPERIENCE

13

YEARS WITH FIRM

13

EDUCATION

B.S. Civil Engineering – University of Wisconsin-Madison, 2006

REGISTRATION

Professional Engineering
Wisconsin and Texas

STRAND ASSOCIATES®

Jonathan P. Solan, E.I.T.

AREAS OF EXPERTISE

- Municipal Project Engineering
- Land Surveying
- Roadway Design
- Construction Administration and Observation
- Public Involvement

PROFESSIONAL EXPERIENCE

Municipal Engineering experience includes design of urban and rural roadways, shared-use paths, parking lots, site layouts, detention ponds, porous pavement, and permeable terraces. Additional experience includes preparation of contract documents, opinions of probable cost, and project permitting.

Design Software experience using MicroStation, Geopak, Corridor Modeler, and AutoCAD for project design and construction layout.

Construction experience includes surveying, construction observation, scheduling, payment request processing, quantity takeoffs, change orders, project scope reviewing, and public outreach and involvement.

Construction Management experience includes progress meetings, public notification, meetings with impacted business owners and residents, and in field design modifications when necessary.

Utility Engineering experience includes design of sanitary sewer systems, water main systems, and storm sewer systems. Previous projects in Lake Mills, Middleton, Fitchburg, Brookfield, Brooklyn, Shawano, and Lindenhurst Illinois.

SPECIFIC PROJECTS

Design Services – Designed or was part of the design team on the following projects:

- Cass and Gladstone Roadway Reconstruction, Lake Mills, Wisconsin
- Verona Road US 12/18/14/151, Madison, Wisconsin (WisDOT)
- Catlin Drive Reconstruction, Lake Mills, Wisconsin
- Grey Fox Drive Reconstruction, Brookfield, Wisconsin
- Birch Street Extension, Lake Mills, Wisconsin
- Terrace Avenue Reconstruction, Middleton, Wisconsin
- Chief Kuno Trial Pigging Station, Fox Lake, Wisconsin
- Lake Water Supply Water Main-Phase 1, Lindenhurst, Illinois
- Lake Water Supply Water Main-Phase 2, Lindenhurst, Illinois
- Department of Public Works Building Addition and Renovation, Lake Mills, Wisconsin
- 2015 Street and Utility Reconstruction, Shawano, Wisconsin
- 2015 Street and Utility Reconstruction, Lake Mills, Wisconsin
- American Way and CP Avenue Water Main, Lake Mills, Wisconsin
- Elm Street Extension, Lake Mills, Wisconsin
- East Cheryl Parkway and Lacy/Syene Road Railroad Crossings, Fitchburg, Wisconsin

Construction-Related Services – Served as the Resident Project Representative (RPR) for the following projects:

- Wallace Park Construction, Lake Mills, Wisconsin
- Cass and Gladstone Roadway Reconstruction, Lake Mills, Wisconsin
- Brooklyn Business Park Development ,Brooklyn, Wisconsin
- Downtown Terrace Brick Replacement, Middleton, Wisconsin
- Terrace Avenue Reconstruction, Middleton, Wisconsin
- Lake Water Supply Water Main- Phase 1, Lindenhurst, Illinois

YEARS OF EXPERIENCE

6

YEARS WITH FIRM

6

EDUCATION

B.S. Civil Engineering – Purdue University, West Lafayette, 2012

REGISTRATION

Engineer-in-Training

STRAND ASSOCIATES®

Mark K. Shubak, P.E., CFM
Senior Associate

AREAS OF EXPERTISE

- Stormwater Management and Permitting
- Floodplain and Floodway Studies
- Hydrologic and Hydraulic Modeling
- Highway Drainage Engineering
- Municipal Engineering
- Site Civil Planning and Design

PROFESSIONAL EXPERIENCE

Stormwater Management and Permitting experience includes stormwater master planning, conservation and sustainable site design, stormwater conveyance and storage facility design for residential and commercial developments, soil erosion control design and monitoring, stormwater review engineer for municipal and county governments, and permitting experience with various municipalities, counties, and regulatory agencies. Performed permitting/planning services that included stormwater system mapping, stormwater and erosion control ordinances, public information and education programs, illicit discharge detection and elimination, stormwater pollution prevention plans (SWPPs), annual reporting and stormwater quality management planning including Stormwater Best Management Practice (BMP) alternatives analysis and design.

Stormwater Utility experience includes assisting municipal clients with development of stormwater utility feasibility studies and implementation plans, performing stormwater utility rate studies and cash flow analyses, leading and facilitating stormwater utility task force groups and technical advisory committees, generating public education and information programs, drafting stormwater utility ordinances and credit policies.

Best Management Practice Evaluation and Design experience includes managing wet weather with various stormwater green infrastructure technologies such as wet detention basins, bioretention ponds, constructed wetlands, infiltration basins, vegetated swales, rain gardens, green roofs, rain harvesting, downspout disconnection, permeable pavements, and establishment of riparian buffers.

Floodplain and Watershed Management experience includes hydraulic and hydrologic modeling, watershed planning, shoreline and streambank stabilization/restoration, bridge hydraulics, floodplain and floodway analysis, floodplain mapping, and FEMA NFIP requirements and standards.

Streambank Restoration Project experience includes several projects in Wisconsin, Illinois, Iowa, and West Virginia to restore highly degraded urban streams. These projects incorporated the following streambank restoration techniques: vegetated geogrids, vegetated boulder revetments, sack gabions, gabion mattress, instream ledge rock drops, coir fiber rolls, riprap, erosion mat (temporary and permanent), articulated concrete blocks, and in-line stormwater treatment devices. Project highlights have included serving as the lead stormwater and hydraulic engineer on the $25 million Bee Branch Creek Restoration project in the City of Dubuque, Iowa.

Highway Drainage Engineering experience includes comprehensive stormwater drainage analysis and design for major highway and bridge projects for Wisconsin Department of Transportation (WisDOT), Illinois Department of Transportation (IDOT), and Illinois State Toll Highway Authority. Projects have included stormwater master planning and design for the Highway 51/29 corridor in Marathon County, Wisconsin, Highway 12 between Baraboo and Lake Delton, Wisconsin, Verona Road/West Madison Beltline in Madison, Wisconsin, and Open Road Tolling Plazas in DeKalb and Dixon, Illinois.

Municipal Engineering experience includes design and construction of urban and rural streets, sanitary sewers, water mains, and stormwater conveyance and storage facilities as well as intercepting sewers and separation of combined sewers, construction observation and contract administration, and review of new development site plans and improvement plans for municipalities.

YEARS OF EXPERIENCE
25

YEARS WITH FIRM
18

EDUCATION
B.S. Civil Engineering – University of Wisconsin-Platteville, 1993

REGISTRATION
Professional Engineer in Wisconsin, Illinois, Iowa, Ohio, and Texas

Certified Floodplain Manager

Mark K. Shubak, P.E., CFM
Senior Associate

Site Civil Planning and Design experience with major site development projects involving parking, grading, soil erosion and sedimentation control, stormwater drainage and management, lighting, traffic, permitting, landscaping, utilities, and roadway systems with commercial, industrial, institutional, and/or retail developments.

Specific Project experience:

- **Lick Run Valley Conveyance System Planning and Design – Metropolitan Sewer District of Greater Cincinnati, Ohio** – Lead stormwater and hydraulics engineer during our planning and design phases to develop wet weather control strategies for stormwater conveyance as an alternate approach for CSO control within the Lick Run watershed. Mark has performed the hydrologic and hydraulic modeling, for both planning and design, of approximately 55,000 feet of storm sewer conveyance facilities, 5,600 feet of restoration to the historic Lick Run corridor, and numerous stormwater green infrastructure techniques throughout the watershed. Mark is serving as the Channel Team Leader for the design of the Lick Run Valley conveyance channel. In addition, he oversaw the water quality analysis for the proposed Lick Run solution utilizing WinSLAMM.
- **Bee Branch Channel Restoration – City of Dubuque, Iowa** – Lead stormwater and hydraulic engineer for the $45 million Bee Branch Creek Restoration Project. This flood mitigation project provided flood relief for 1,155 properties and included construction of 4,500 feet of open waterway. Tasks included performing dynamic hydrologic and hydraulic modeling using XPSWMM-2D, planning and design of the open waterway, development of flood profiles and floodplain mapping, implementation of stormwater green infrastructure measures, and permitting coordination with IDNR, USACOE, and FEMA.
- **Rapid Run Sustainable Watershed Evaluation – Metropolitan Sewer District of Greater Cincinnati, Ohio** – Lead technical advisor and QC engineer for our planning and preliminary engineering analysis for stormwater and flood control strategies within the Rapid Run watershed. Mark provided technical oversight for the hydrologic and hydraulic modeling and preliminary design of 16,000 feet of storm sewer conveyance facilities and 4,300 feet of stream restoration on 35 properties acquired as part of a FEMA Hazard Mitigation Grant.
- **Master Stormwater Services Contract – WisDOT** – Project Manager and lead stormwater engineer for numerous on-call stormwater and hydraulic planning and engineering projects that have included MS4 stormwater permit compliance, Illicit Discharge Detection/Elimination program development, stormwater system mapping, and hydrologic and hydraulic planning and design.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Illinois Association of Floodplain and Stormwater Management
- Wisconsin Association of Floodplain Stormwater, and Coastal Management

Keith R. Behrend, P.E., S.E.

AREAS OF EXPERTISE

- Structural Engineering
- Structural Design of Bridges
- Structural Design of Water/Wastewater Facilities
- Project Management
- Structural Design of Industrial Structures
- Structural Design of Nonbuilding Structures

PROFESSIONAL EXPERIENCE

Consulting experience in the field of structural engineering with emphasis on industrial facilities, wastewater and water treatment facilities, and bridge design and inspection.

Project Management experience for numerous projects has included industrial, bridge, and site/civil projects.

Municipal Wastewater and Potable Water Design experience includes structural design of wastewater and potable water treatment facilities utilizing cast-in-place concrete, prestressed concrete, masonry, light-framed wood, and structural steel building components. Design experience includes projects ranging from small to $50 million plus construction cost in Illinois, Indiana, Iowa, Ohio, Texas and Wisconsin.

Industrial Design experience includes structural design of single and multistory additions, secondary containment structures, mezzanines, catwalks, overhead cranes and piping supports utilizing cast-in-place concrete, prestressed concrete, masonry, structural steel, and aluminum building components. Design experience includes analysis of existing structures for new use requirements.

Field experience includes construction observation of slab and prestressed girder bridges, highway sign structures, industrial structures, and municipal water and wastewater structures.

Bridge Design experience includes utilizing Load and Resistance Factor Design (LRFD) methodology to prepare preliminary and final structure plans for single and multi-span new and rehabilitated structures. Substructure design experience includes designing cast-in-place concrete abutments and piers supported by shallow and deep foundation systems including cast-in-place pipe piles, steel H-piles and augered helical anchors. Superstructure design experience includes concrete flat and haunch slab structures, prestressed concrete girder structures, hot-rolled steel girder structures, and built-up steel plate girder structures. Culvert design experience includes single and multicell cast-in-place box culverts and three-sided precast arch structures. Pedestrian bridge design experience includes steel truss, timber and concrete structures.

Bridge Load Rating experience includes performing Load Factor Ratings (LFR) and Load and Resistance Factor Ratings (LRFR) for single and multispan structures, including concrete flat and haunch slab structures, prestressed concrete girder structures, hot-rolled steel girder structures, and built-up steel plate girder structures.

Bridge Inspection experience includes inspection of slab and prestressed girder highway bridges and cast-in-place box culverts, and preparation of assessment and rehabilitation recommendation reports.

YEARS OF EXPERIENCE

16

YEARS WITH FIRM

11

EDUCATION

M.S. Civil and Environmental Engineering – University of Wisconsin-Madison, 2008

B.S. Civil Engineering – University of Wisconsin-Madison, 2004

B.S. Wildlife Ecology – University of Wisconsin-Stevens Point, 2000

REGISTRATION

Professional Engineer in Wisconsin and Texas

Structural Engineer in Arizona and Illinois

Matthew W. Pedersen

AREAS OF EXPERTISE

- Land Surveying
- CADD Drafting
- Construction Layout

PROFESSIONAL EXPERIENCE

Surveying and Data Collection experience includes the use of GPS and Total Station equipment to accomplish the following:

- Construction staking and layout
- Construction staking verification
- Topographic surveys
- Boundary surveys
- Bridge Surveys
- Final cross-sections
- Appraisal staking

CADD experience includes the use of MicroStation, Geopak, AutoCAD Civil 3D, Trimble Business Center office for the following:

- Importing survey data into computer
- Use survey data to create base map
- Use survey data to create TIN/Contours
- Use of MicroStation and AutoCAD
- Civil 3D for a variety of drafting purposes

YEARS OF EXPERIENCE

6

YEARS WITH FIRM

6

EDUCATION

A.S. Civil Engineering Technology – Madison Area Technical College, 2013

STRAND ASSOCIATES®

Matthew D. Carerros

AREAS OF EXPERTISE

- Design of Lighting and Power Systems
- Design of Buildings using LEED® Standards
- Design of Fire Alarm Security and Video Surveillance
- Design of Buildings using City and State Lighting Codes
- Design of Commercial and Industrial Buildings

PROFESSIONAL EXPERIENCE

Ten years of electrical experience in design and construction observation of various facilities, including educational, municipal, industrial, and water and wastewater treatment facilities.

Streetscape and Park Designs – Design of streetscape lighting, power and park shelter facilities at various facilities throughout the State of Wisconsin.

Lighting and Power Systems – Design of a wide variety of facilities including offices, schools, fire and police stations, libraries and athletic field lighting. Design of low voltage lighting control systems and energy efficient lighting systems. Design of main distribution power for various facilities.

Fire Alarm, Security and Video Surveillance Systems – Design of systems for commercial, municipal, industrial, and water and wastewater treatment plants.

Analysis of Building Lighting, Power and Control Systems to determine options for a more energy-efficient building.

Use of AutoCAD to develop plans for wastewater treatment plants, commercial, and industrial buildings.

Use of Revit MEP to develop 3-D models for municipal, commercial, and industrial buildings. In this capacity, project layout and development is completed checking for system conflicts and aiding in system design and layout.

YEARS OF EXPERIENCE

19

YEARS WITH FIRM

19

EDUCATION

B.S. Electrical Engineering – University of Wisconsin-Madison, 2009

A.S. Electrical and Mechanical CAD Drafting – Herzing College, Wisconsin, 2000

STRAND ASSOCIATES®

JEFF MALONEY

Principal Designer

Jeff Maloney is a Principal Urban Designer specializing in urban redevelopment, mixed-use neighborhood design, and streetscape/riverwalk design. Jeff has over twenty years of experience leading design and public processes for redevelopment projects by envisioning site reinvestment opportunities through place-based assets, preparing site plans, and recommending and designing associated public improvements. He also has experience guiding private projects through the entitlement process, focusing on site design, landscape architecture, and site rezoning.

As the lead designer, project manager, and implementation specialist for communities of various populations throughout the Midwest, Jeff is able to prioritize community needs to create a revitalization strategy and associated public improvement program.

Jeff's work in Racine's RootWorks and Uptown areas include detailed urban design strategies for public and private space development within areas fraught with disinvestment and higher than average unemployment and poverty rates as well as a disproportionate level of brownfield sites. Plans and implementation focus on creating a sense of place that complements planned new investment, while also honoring the existing urban fabric and meeting the needs of residents. In his work in urban redevelopment planning and design, Jeff has led public meeting outreach and interactive discussions.

Jeff has worked in recent years with public and private sector clients throughout the Midwest including Middleton, Racine, Hartford, Sussex, Wauwatosa, Milwaukee Regional Medical Center, and the Milwaukee County Research Park.

In addition to both design work and redevelopment projects, Jeff holds a keen awareness of visual communication. He possesses the ability to visually explain complex planning concepts and continuously develops new methods in graphic communication. Jeff also oversees design team workflow and daily graphic production.

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EDUCATION

- B.S. Landscape Architecture
  University of Wisconsin - Madison, Wisconsin

PROFESSIONAL LICENSES & MEMBERSHIPS

- Associates, American Society of Landscape Architects

Project Fees

Excellence-Oriented Firm with Culture of Cost Control Provides Competitive Option for the Village

Our understanding of the project and our efficient approach will result in a successful project.

Controlling project costs, including engineering and construction costs, is one of the most important aspects of project management. As such, we continuously track engineering costs for each project and include cost control measures as part of our culture. We understand that engineering fee adjustments can be difficult to justify and, therefore, we are careful to establish a fair fee up front and then commit to getting the engineering project done for that fee. Timesheets are completed daily and project reports are reviewed each week to compare engineering effort expended to the value of services accomplished in that week. Adjustments can then be made to maintain the overall project engineering budget.

Engineering is consistently a small percentage of overall project cost (typically 2 to 3 percent of the life cycle of a project) and thorough engineering provides value to the client in the long run by saving money during and after construction. Please note that in this case, the percentage of engineer fee compared to the overall project may be slightly higher (between 5 to 10 percent) because of the amount of engineering required for exhibit generation, meetings, and amenity design and selection.

For this project, we prepared the following budget numbers based on the Scope of Services identified in the Village's RFP, as well as our conversations with Mike Axon; this fee includes time and expenses. The tables represent Phase 1 and Phase 2 services and included subconsultant fees that we sought as part of this proposal. Also, we decided to present the electrical components as separate tables as part of the Phase 1 and Phase 2 services. As requested in the RFP, the complete schedule of fees for each phase spreadsheet has been attached and sealed within this envelope.

While the scope and associated tasks for other components were well defined in the RFP, we were unsure to what degree electrical improvements will be required for the project. Our electrical scope and fee assume running power to the structure, incorporating lighting fixtures and electrical outlets within the structure, and providing audio capabilities for the structure. If some or all of these assumptions pertaining to the electrical components are not desired, please be aware that our not-to-exceed fee will decrease. As illustrated on the following pages, the electrical component of our proposed fee represents a large percentage of the total, which is why we want to clearly show the electrical components separately. If comparison is made to other proposal fees, we hope this separation of items allows for a fair comparison to be made.

Phase 1 Breakdown

Phase 1 – Prime Consultant Fee (Structural and Site)		
Scope Task	**Hour**	**Fee**
Project Administration	18	$2,550
Topographic Survey	3	$375
Initial Structure and Site Coordination and Design	12	$1,600
Initial Floodplain and Wetland Analysis	6	$1,150
Initial Opinion of Probable Cost	6	$875
Attendance and Village Progress and Committee Meetings	20	$2,750
Total Not-to-Exceed Fee	**65**	**$9,300**

Phase 1 – Prime Consultant Fee (Additional Electrical if Authorized)		
Scope Task	**Hour**	**Fee**
Electrical Utility Coordination	8	$1,075
Initial Electrical Coordination and Design for Structure	8	$1,075
Initial Opinion of Probable Cost for Electrical Items	4	$550
If Authorized Total Additional Not-to-Exceed Fee	**20**	**$2,700**

Phase 1 – Sub Consultant Fees		
Scope Task	**Lump Sum**	**Fee**
Initial Landscaping Plan and Plantings	1	$1,500
Conceptual Site Renderings and Exhibits for Meetings	1	$2,000
Geotechnical Services, Report, and Evaluation	1	$2,700
Total Subconsultant Not-to-Exceed Fee	**NA**	**$6,200**

Phase 1 – Total Not-to-Exceed Fees		
Section	**EACH**	**Fee**
Phase 1 – Prime Consultant Fee (Structural and Site)	1	$9,300
Phase 1 – Prime Consultant Fee (Additional Electrical if Authorized)	1	$2,700
Phase 1 – Subconsultant Fees	1	$6,200
Total Subconsultant Not-to-Exceed Fee	**NA**	**$18,200**

Phase 2 Breakdown

Phase 2 – Prime Consultant Fee (Structural and Site)		
Scope Task	**Hour**	**Fee**
Final Structure and Site Coordination and Design	18	$2,300
Final Drawing Preparation	33	$4,300
Final Bidding Document Preparation	28	$3,500
Final Floodplain Evaluation and Permitting	6	$1,000
Final Opinion of Probable Cost	6	$900
Bidding Services	15	$2,000
Total Not-to-Exceed Fee	**106**	**$14,000**

Phase 2 – Prime Consultant Fee (Additional Electrical if Authorized)		
Scope Task	**Hour**	**Fee**
Final Electrical Coordination and Design for Structure	16	$2,200
Final Electrical Drawing Preparation	26	$3,550
Final Electrical Bidding Document Preparation	12	$1,700
Final Opinion of Probable Cost for Electrical Items	2	$300
If Authorized Total Additional Not-to-Exceed Fee	**56**	**$7,750**

Phase 2 – Total Not-to-Exceed Fees		
Section	**EACH**	**Fee**
Phase 2 – Prime Consultant Fee (Structural and Site)	1	$14,000
Phase 2 – Prime Consultant Fee (Additional Electrical if Authorized)	1	$7,750
Total Subconsultant Not-to-Exceed Fee	**NA**	**$21,750**

Hourly Rates

Fees for services provided are based on actual time spent and in accordance with the following standard fee schedule, which is revised each July 1. The rates shown are applicable through **June 30, 2020**. Expenses incurred on a project are billed at actual cost, plus 10 percent to cover processing costs. **The not-to-exceed fees listed above incorporate both the Hourly Billing Rates as well as the Project Expenses into the not-to-exceed value.**

Staff Classification	Hourly Billing Rates
Senior Project Manager	$179 to $267
Project Manager	$114 to $192
Project Engineers and Scientists	$84 to $123
Engineering Technicians and Draftspersons	$48 to $149
Administrative	$89 Average

Project Expenses

Our philosophy regarding billing for equipment and direct reimbursables is to track the costs associated with each and bill the client for only those costs attributable to their project or services performed. We feel this is an equitable approach and eliminates using overhead to cover such expenses where the client may end up paying more than their fair share. Below is a list of reimbursables that may be needed throughout the course of this project. These expenses are already built into our not-to-exceed fee provided above.

Expense Name	Expense Cost
Reimbursed Employee Expense	@ cost
Telephone	@ cost
Copies	$0.15 per copy
Accounts Payable	@ cost
Stakes and Lath	$.40 per piece; 50 pieces per bundle $35 per bundle
Equipment Rental	@ cost based on rental rates
Covers and Bindings	@ cost per items used
Other Consultants	@ cost
Postage/UPS	@ cost
Field Expense	@ cost based on items used (paint, etc.)
Computer Expense	$16.00 per hour
Meals Expense	@ cost
Facsimile	$1.50 per page
Color Copies	$1.00 per copy
Wide Format Printing	$0.35 per square foot/$2.05 per-square-foot Mylar
Mileage	@ $0.58 per mile

Village of Cross Plains - Zander Park Open-air Structure Project
Engineering Fee
March 6, 2020

Phase 1 - Prime Consultant Work Elements

Classification	Principal	Project Manager	Quality Control Engineer	Project Engineer	Structural Engineer	Storm Water Engineer	Electrical Engineer	Technician/ Survey	Secretary	Total Task Hours	Task Fee
Agreement	1	1		2					2	6	$ 823.90
Project administration		4							4	8	$ 1,012.32
Supplemental Survey and Site Conditions		1						2		3	$ 316.14
Geotechnical services letter and assistance				3	1				2	6	$ 678.15
Preliminary Floodplain Assessment						4				4	$ 745.56
Open Air Structure Selection Initial Amenities (Sub Categories Below)											
Consult with shelter vendor - Structural					2					2	$ 293.34
Electrical Utility Coordination - Power feed to shelter area							8			8	$ 1,000.00
Consult with shelter vendor - Electrical							8			8	$ 1,000.00
Conceptual Site Grading Plan with initial site amentities		1	1	6						8	$ 1,031.73
Existing Wetland Impact Evaluation						2				2	$ 372.78
Initial Detailed Cost Estimate for Project (Sub Categories Below)											
Structure and Amenity Cost Evaluation					2		4			6	$ 793.34
Site Improvements and Landscaping Component Cost Evaluation		1		3						4	$ 528.06
Village Meetings (2 regular progress, 1 committee presentation, and 1 additional public information meeting)		6		10					4	20	$ 2,545.08
Hours:	1	14	1	24	5	6	20	2	12	85	
Fee:	$250	$2,388	$146	$2,860	$733	$1,118	$2,500	$146	$990		$11,131

Total Fee: $11,100

Expenses

Phase 1 - Sub Consultant Work Elements

Classification	Lump Item	Lump Sum
Vandewalle & Associates Inc.		
Initial Landscape Plantings Plan & Schedule	1	1,500
Conceptual Site Rendering and Exhibit	1	2,000

Classification	Lump Item	Lump Sum
NTS Nummelin Testing Service, Inc.		
Soil Boring and Soils Report	1	2,695

Total Expenses:	**$979**
Prime Consultant Total Fee:	**$12,079**
Sub Consultant Total Fee:	**$6,195**
Total Fee:	**$18,200**

Phase 2 - Prime Consultant Work Elements

Classification	Principal	Project Manager	Quality Control Engineer	Project Engineer	Structural Engineer	Storm Water Engineer	Electrical Engineer	Technician/ Survey	Secretary	Total Task Hours	Task Fee
Final Structural and Site Amenity Design		1	1	10	5		12	4		33	$ 4,267.96
Final Floodplain Assessment for Compliance						6				6	$ 1,185.44
Prepare Drawing Documents (Sub Categories Below)										0	
Grading plan / Title Sheet / Standard Notes			2	10				6		18	$ 2,035.90
Prepare shelter foundation details and shelter plans					4			4		8	$ 930.47
Prepare shelter electric details and site electric plans							16	10		26	$ 2,883.47
Prepare Landscping and Planting Schedule plan			2	4						6	$ 815.16
Prepare Project Specifications		1		8	4		8		15	36	$ 4,143.32
Permit Prepare				4					2	6	$ 675.24
Final Detailed Cost Estimate for Project (Sub Categories Below)										0	
Structure and Amenity Cost Evaluation					2		2			4	$ 574.94
Site Improvements and Landscaping Component Cost Evaluation				4						4	$ 505.24
Respond to contractors Questions during bidding		2		2						4	$ 612.54
Bidding Services (Distribution, Bid Opening, Bid Tab)				4	2				5	11	$ 1,241.18
Hours:	0	4	5	46	17	6	38	24	22	162	
Fee:	$0	$720	$775	$5,810	$2,643	$1,185	$5,016	$1,852	$1,870		$19,871

Total Fee:	**$19,900**

Expenses

Total Expenses:	**$1,826**
Prime Consultant Total Fee:	**$21,726**
Sub Consultant Total Fee:	**$0**
Total Fee:	**$21,750**

FORM D: Fee Proposal

This form must be returned with your response.

Prepare the Fee Proposal to include the following:

1. All Inclusive – Covers all direct and indirect necessary expenses for each section.

2. Not to Exceed – The actual fees shall not exceed the amount specified on each line of the fee proposal.

a. Phase 1 (not to exceed) $ 18,200.00

b. Phase 2 (not to exceed) $ 21,750.00

The above fees shall be compensation for all the services provided pursuant to this agreement. The cost for project deliverables shall be included as part of the costs above. This fee includes all necessary meetings with the Village Board, Committees, and community as required. All costs incurred by the contractors and all sub-contractors are included herein.

Any additional services over and above the services described in this agreement shall be provided only when authorized in writing by the Village's designated representative. For additional services, provide the hourly rate for all staff positions (ie – Engineer Technician, Project Engineer, etc.) that may be designated for this project and any overhead rates that would apply:

EXHIBIT E

March 3, 2020

Village of Cross Plains
ATTN: Michael Axon
2417 Brewery Road
Cross Plains, WI 53528

Dear Mike and members of the selection committee,

Thank you for the opportunity to provide this proposal for design and bidding assistance in the development of a new open air structure in H.M. Zander Park. This project will add a new asset to the already well used and loved park. This location poses challenges as well as offers opportunities for the community. With the flooding event that occurred in August of 2018, special care must be taken on sites such as this to protect the investments for long term sustainability should such an event repeat itself. The proximity of Black Earth Creek is a natural draw for the public, but also creates pause for certain design considerations. The soils must be studied and proper footing design implemented to withstand lateral and upheaval forces for this site.

We are a strong believer in creating attainable goals and finding small successes with the communities in which our design team engages. With constant and consistent outreach and messaging of our process, we create public buy-in and consensus in the outcomes. In the 16 years of successful park planning projects in Wisconsin and more than 20 years in my Midwest career, I have experience working with many communities on park projects large and small. The lessons learned from the countless park projects we have facilitated will offer Cross Plains a proven process, excellent track record, and the confidence that the community will grow with vibrant new recreational open spaces. We are as local as you can ask for. Our office is located on the edge of Middleton, less than 15 minutes from the project site.

While Parkitecture + Planning has only recently been launched as a business, our two principal owners have been inseparable design partners for more than 10 years. Our blend of Landscape Architecture and Civil Engineering theories gives us a creative and grounded approach towards our design solutions. We look forward to the opportunity to share our perspectives with you and the residents of Cross Plains.

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

Parkitecture

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.

TEAM ETHOS AND APPROACH

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 firm 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 advise you on a suitable location for the shelter. Soil borings will be ordered and the results analyzed for structural suitability and footing design. Connectivity within the site and to adjacent areas is very important and our concept plan will highlight trail intersections and activity nodes.

We will produce a concept of the site for review and discussion with the project team. In order to make educated decisions on design preference, these concepts will be accompanied by an opinion of probable construction costs. Our group is partnered with Iconica, a local design build contractor who has a long resume of similar projects including six large scale park projects with us currently. Their in-house structural engineers and cost estimators provide our team with accurate condition analysis and up to date construction cost forecasting. Iconica performed the design of the multi-family development on the north side of this park three years ago and is very familiar with the soil conditions, and effects of the seasonal fluctuations of Black Earth Creek.

This location along the creek provides an opportunity to make an architectural statement that invokes the motion of the water, presence of the bluffs, and heritage of the prairie. We have a reputation for adding unique and customized appearances to our park buildings, and have an excellent working relationship with the major structure manufactures such as Poligon. We work with their designers to bring the catalog structures to life for our clients. 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 staff. This tool can be very useful when seeking to secure funding for the plan recommendations.

In preparation for public bidding, we will assemble the layout, grading, and structural design plans as well as construction details. Our bid package includes front end contracts and special provision technical specifications which allows the Village to bid as a unit price project, thus having cost control of any change order pricing should it be necessary. Our staff will continue assistance through the bid process and facilitate bid opening and recommendations for contractor selection.

SCOPE OUTLINE

Task 1 - Engagement

- Facilitate kick-off Meeting with Village staff and design team.
- Complete conceptual layout of trail and open air structure locations on the site.
- Work with Village staff to order soil borings. Conduct a review of findings and issue summary of structural recommendations.

Task 2 - Visioning

- Refine conceptual plan if required to establish final amenity locations..
- Compile opinion of probable construction costs.
- Present initial concepts to Village staff and Park Committee.

Task 3 - Action

- Produce final engineering drawings, details, and bid specifications for the project.
- Update opinion of probable construction cost to reflect the final quantities.
- Assist the Village in soliciting public bids for the implementation of the project. In addition to utilizing Quest online bidding, we have a large network of local contractors in western Dane County that we will personally contact.
- Complete local land disturbance permit.
- Facilitate a pre-bid conference and site walk with interested contractors.
- Respond to bidding questions and issue addenda if needed.
- Attend bid opening and prepare recommendation memo of results for the Village Board Consideration

Outcomes and Deliverables

- Meeting minutes from each review meeting.
- 11x17 Conceptual Plans.
- Opinion of Probable Construction Costs in itemized table format.
- PDF of final bidding documents (plans and specifications).

Should the Village desire, our team is prepared to assist with Construction Administration. We routinely perform these services post design and bidding.

TEAM ORGANIZATION

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**.

As need arises, we supplement our internal team with trusted partners from all disciplines. For this effort, we will be including the structural engineers from **Iconica**. We are collaborative in nature and run our projects the same way. Parkitecture and Iconica share an office and are in constant contact and communication with each other. In addition to weekly project coordination meetings, we share time together on a daily basis. This team has worked together for more than 10 years on similar projects.

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

Katie MacDonald will provide site assessment, planning assistance and design/operations clash analysis.

Patrick Eagan will provide structural engineering and quality control review.

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 aquatic recreation facilities, she has become one of the leading experts in Wisconsin and the upper Midwest in pool and splashpad design.

Registered: WI, IL, IA, MN, CO, WY
Certified: CPO
Member: WPRA, NASECA

Patrick Eagan, PE - Architect and Structural Engineer

Patrick has an extensive resume in the design of support buildings for municipal parks in Wisconsin. He drives the programming and layout of spatial relationships in these facilities while finding a blend of contextual style and maintenance conscious durability.

His park resume includes community centers, aquatic centers, public restrooms, and outdoor performance amphitheater structures.

Registered: WI, IL
Certified: CPO

Firemans Park

DeForest, WI

The Village of DeForest and Parkitecture + Planning continue collaboration on the development of the long range master plan for Firemans Park, the central community park and heart of the Village. Currently, Parkitecture is assisting with implementation of the second phase of project development and schematic design for the third and final phase. Once complete, the team will have worked with the Village from initial concept through full construction over a period of five years.

Services: Master Planning, Construction Documents, Cost Estimation, Construction Management

Year: 2020-present (since 2017 under prior employment)

Contact: Kelli Bialkowski, Dir. of Community Services
Village of DeForest
bialkowskik@vi.deforest.wi.us
608.846.6751

Franklin Park

Shawano, WI

The City of Shawano retained the Parkitecture + Planning staff to assist with development of several park improvement projects in the City (under prior employment). The Franklin Park project included a full redevelopment effort adding a splashpad, pathways, open air shelter and amphitheater structure, and great lawn area. The design team worked with the City to identify a custom look to the main structure and incorporate local artwork into the project.

Services: Master Planning, Schematic Design, Cost Estimation, Construction Management

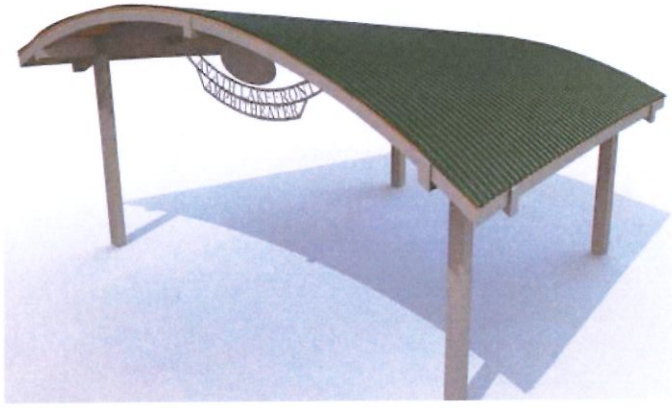
Year: 2020-present (since 2018 under prior employment)

Contact: Matt Hendricks, Dir. of Parks and Recreation
City of Shawano
mhendricks@cityofshawano.com
715.526.6171

Cravath Lake Park

Whitewater, WI

Drone photo taken during construction



The Parkitecture + Planning staff worked with the City of Whitewater to develop plans for a new open air shelter and performance space within the existing Cravath Lake Park. Situated adjacent to the downtown core, this park experiences high patron traffic during the day for casual picnic use, as well as various programming during evenings and weekends. The design includes an elevated platform for performances, ADA ramping, lighting, and a sound system.

Services: Master Planning, Construction Documents, Cost Estimation, Construction Management

Year: 2020-present (since 2019 under prior employment)

Contact: Eric Boettcher Dir. of Parks and Recreation
City of Whitewater
eboettcher@whitewater-wi.gov
262.473.0122

Park Shelter Projects Completed by the Team

(some during prior employment)

Turtle Creek, Turtle Island Play Area, Beloit, WI
Bushnell Park, Burlington, WI
Devor Park, Burlington, WI
Riverside Park, Burlington, WI
Whemhoff Jucker Park, Burlington, WI
Governor Thompson State Park, Crivitz, WI
Conservancy Commons Park, DeForest, WI
Fireman's Park, DeForest, WI
Frazier Point, Lakeside Park, Fond du Lac, WI
Anunson Park, Fox Crossing, WI
Firemans' Park, Germantown, WI
Conservancy Park, Johnson Creek, WI
Horizon Park, Kenosha, WI
Poerio Nature Center, Kenosha, WI
Simmons Island Park, Kenosha, WI
Strawberry Park, Kenosha, WI
Sunrise Park, Kenosha, WI
Petzke Park, Kenosha, WI
Straight Lake State Park, Luck, WI
Central Park, Madison, WI
Firemens Park, Marshall, WI
Hefko Park & Aquatic Center, Marshfield, WI
Village Park, Menomonee Falls, WI
Library Park, Mercer, WI
Firemans Park, Middleton, WI
Lakeview Park, Middleton, WI
Penni Klein Park (Quisling Park), Middleton, WI
Taylor Park, Middleton, WI
Calvin Moody Park, Milwaukee, WI
Johnsons Park, Milwaukee, WI
Washington Park, Neenah, WI
Ingram Park, Pleasant Prairie, WI
Neighborhood Commons Park, Pleasant Prairie, WI
Village Square Park, Pleasant Prairie, WI
Community Athletic Park, Sauk City, WI
Franklin Park, Shawano, WI
Memorial Park, Shawano, WI
Smalley Park, Shawano, WI
Wanick Choute Park, Sherwood, WI
Wetmore Park, Sun Prairie, WI
Village Park, Thiensville, WI
Buchner Park, Waukesha, WI
Cravath Lake Park, Whitewater, WI
Village Green Park, Wind Point, WI

LABOR HOURS

Our projected hours are summarized by task and staff member in the following tables.

Community Park

TASK	Theisen	MacDonald	Eagan
Engagement	22	18	0
Visioning	24	19	4
Action	31	45	12
TOTAL	**77**	**82**	**16**

HISTORIC PERFORMANCE

Due to the recent formation of Parkitecture, we do not have a long list of completed bid projects yet. However, our track record of successful cost estimating and bidding under prior employment is exceptional and will be confirmed by any of our clients. Here are a few examples from the 2018/19 seasons:

Project	Est.	Bid
Jefferson Park, Menasha	$493,001	$492,868
Wyldhaven Park, Monona	$140,701	$128,915
Village Park, Menomonee Falls	$2,189,898	$2,069,978
Cravath Lake Park, Whitewater	$170,033	$201,507
Franklin Park, Shawano	$757,564	$650,535
Smalley Park, Shawano	$629,718	$587,000
Veterans Mem. Pool, LaCrosse	$3,150,000	$3,140,972
Washington Park, Neenah	$1,396,511	$1,231,443

TEAM LOCATION

The Parkitecture/Iconica office is less than 15 minutes from the project site. In addition, the project manager lives on the west side of Middleton and is 10 minutes from the site.

PROJECTED SCHEDULE

We anticipate a 4-5 month process to complete the design effort for the project. A tentative schedule is proposed as follows:

TASK	TIME FRAME
Kick-off Meeting	May 1, 2020
Site Assessment	May, 2020
Conceptual Design	May, 2020
Cost Estimation	June, 2020
Village Review Meeting	June, 2020
Refinement of Concept	July, 2020
Construction Documents	Aug, 2020
Bidding	Sept, 2020
Construction	Sept-Dec, 2020

"The City of Kenosha has worked with Blake Theisen over the past 10 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

"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."

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

"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

FORM A: Signature Affidavit

This form must be returned with your response.

In signing the Proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Proposals, that Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Proposals have not been knowingly disclosed prior to the opening of Proposals to any other Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Proposal, herby agrees with all the terms, conditions, and specifications required by the Village in this Request for Proposal, declares that the attached Proposal and pricing is in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Proposers shall provide the information requested in this request, along with all information requested in the forms included in this request. Include the legal name of the Proposers and signature of the person(s) legally authorized to bind the Proposers to a contract.

Parkitecture + Planning, LLC

COMPANY NAME

SIGNATURE

3/5/2020

DATE

Blake Theisen

SIGNOR NAME

FORM B: Receipt of Forms and Submittal Checklist

This form must be returned with your response

Forms	Initial to acknowledge SUBMITTAL	Initial to acknowledge RECEIPT
Description of Services	N/A	
Form A: Signature Affidavit	BT	
Form B: Receipt of Forms and Submittal Checklist	BT	
Form C: Vendor Profile/Refences	BT	
Form D: Fee Proposal	BT	
Addendum #		
Addendum #		
Addendum #		

Parkitecture + Planning, LLC

Company Name

Blake Theisen

Signor Name

FORM C: Vendor Profile/References

This form must be returned with your response.

Company Information

Company Name Parkitecture + Planning			
Contact Name Blake Theisen		**Title** Owner	
Telephone Number 608.886.6808		**Fax Number**	
Email blake@parkitecture.org			
Address 901 Deming Way, #102	**City** Madison	**State** WI	**Zip** 53717

References

List contracts for similar services or materials that have been completed within the last five years. Reference 1 – Client Information			
Company Name Village of DeForest			
Contact Name Kelli Bialkowski			
Address 120 S. Stevenson Street	City DeForest	State WI	Zip 53532
Telephone Number 608.846.6751		Email bialkowskik@vi.deforest.wi.us	
Contract Period 2017-2019	Year Completed 2019	Total Cost $1.2 Million	
Description of Work Performed Master planning, public engagement, construction documents for Firemans Park. Project included open air shelter, playground, trails, community building, parking lots, stormwater management.			

FORM C (continued): Vendor Profile/Qualifications

This form must be returned with your response.

Reference 2 – Client Information			
Company Name: City of Shawano			
Contact Name: Matt Hendricks			
Address: 127 South Sawyer Street	City: Shawano	State: WI	Zip: 54166
Telephone Number: 715.526.6171	Email: mhendricks@cityofshawano.com		
Contract Period: 2018-2019	Year Completed: 2019	Total Cost: $757k	
Description of Work Performed: Master Planning, public engagement, construction documents. The project included an open air shelter, splashpad, trails, great lawn, farmers market, etc.			

Reference 3– Client Information			
Company Name: City of Whitewater			
Contact Name: Eric Boettcher			
Address: 312 W. Whitewater Street	City: Whitewater	State: WI	Zip: 53190
Telephone Number: 262.473.0122	Email: eboettcher@whitewater-wi.gov		
Contract Period: 2019-present	Year Completed: ongoing	Total Cost: $205k	
Description of Work Performed: Master planning, construction documents, construction administration. Project included a new open air shelter, pathways, and site improvements.			

FORM D: Fee Proposal

This form must be returned with your response.

Prepare the Fee Proposal to include the following:

1. All Inclusive – Covers all direct and indirect necessary expenses for each section.

2. Not to Exceed – The actual fees shall not exceed the amount specified on each line of the fee proposal.

a. Phase 1 (not to exceed) $ 9,945

b. Phase 2 (not to exceed) $ 9,940

The above fees shall be compensation for all the services provided pursuant to this agreement. The cost for project deliverables shall be included as part of the costs above. This fee includes all necessary meetings with the Village Board, Committees, and community as required. All costs incurred by the contractors and all sub-contractors are included herein.

Any additional services over and above the services described in this agreement shall be provided only when authorized in writing by the Village's designated representative. For additional services, provide the hourly rate for all staff positions (ie – Engineer Technician, Project Engineer, etc.) that may be designated for this project and any overhead rates that would apply:

The cost of soil borings shall be an additional expense or could be paid directly by the owner. Parkitecture will assist with placement and ordering of this work.

Parkitecture hourly rate for additional services shall be $115/hour.

EXHIBIT F

SNYDER & ASSOCIATES

PROPOSAL FOR

Village of Cross Plains

H.M. Zander Community Nature Park Open-Air Structure Proposal

March 6, 2020

SNYDER & ASSOCIATES
Office: 608.838.0444
5010 Voges Road | Madison, WI 53718
www.snyder-associates.com

COVER LETTER

Dear Review Committee,

It is with great pleasure and enthusiasm that Snyder & Associates and our geotechnical sub-consultant, Giles Engineering, present the following proposal for an open-air structure and site improvements at H.M. Zander Community Nature Park.

We're excited about this project for many reasons. First, we have designed numerous open-air shelters and sites within parks across the Midwest and our team is well versed in the efforts and dedication needed to complete this level of public work. Second, we see great potential for an open-air structure within Zander Park and believe this space can become a prized community venue for the Village of Cross Plains. Last, and we know this from experience, park space and venues such as the proposed shelter and site improvements can add value and worth to the community. These spaces matter for users and our passion as landscape architects and civil engineers carries through our desire to create rich and lasting public projects.

Our process as designers of built space is based on our ability to ask questions, comprehend users' requests, and apply these ideas to a site. As designers, we believe the most important component of project success is our engagement with the community and our ability to balance ideas into buildable work that aligns with project goals and budgets.

We have visited the site for this proposal and have also explored the park out of pleasure and interest several times in the past. The previous efforts by the Village and Parks and Recreation Committee are evident in Zander Park and we want to add this level of commitment and value with a collaborative and creative design for an open-air structure and site improvements.

We're excited to submit this proposal and welcome the opportunity to contribute to the future success of Zander Park and enhance the overall community of Cross Plains.

Sincerely,

Andy Meessmann, PLA
Project Manager
Snyder & Associates

Andy Meessmann, PLA
Project Manager
Cell: 515.249.8371
ameessmann@snyder-associates.com
5010 Voges Road
Madison, Wisconsin 53718
Office: 608.838.0444

TABLE OF CONTENTS

SECTION PAGE #

COVER LETTER
TABLE OF CONTENTS
SECTION 1: FIRM BACKGROUND.....1
SECTION 2: PROJECT APPROACH.....2-6
SECTION 3: PROJECT TEAM.....7-13
SECTION 4: PROJECT EXPERIENCE.....14-19
SECTION 5: COMPANY PROXIMITY.....20-21
SECTION 6: OPINION OF PROBABLE COST.....22-23
SECTION 7: PROJECT SCHEDULE.....24-25
SECTION 8: PRECEDENT IMAGERY.....26-27
APPENDIX - FORMS A-C
PROJECT FEES AND FORM D (SEPARATE DOCUMENT)

SECTION 1 - FIRM BACKGROUND

OUR STORY

Snyder & Associates is a multidisciplinary planning and engineering firm serving clients throughout the Midwest and nationwide. An enduring philosophy of responsive, personal service tailored to individual client needs has guided us for over 40 years. As a community of problem solvers, we excel at pioneering sustainable, efficient solutions that help our clients achieve growth and resilience.

250+	1,350	20+	95%
EMPLOYEES	PROJECTS	STATE LICENSURES	REPEAT BUSINESS

2018 Data

From historic preservation to new construction, we're committed to bringing your vision to life through creative, dependable solutions. Together, we'll explore new design, reconstruction, and repair options so you can make informed decisions. From concept through construction, we'll advocate on your behalf, working to minimize your administration and coordination need with comprehensive services spanning six sectors.

WATER

TRANSPORTATION

LAND DEVELOPMENT

PUBLIC SPACES

MUNICIPAL SERVICES

STRUCTURAL

We're driven by possibility and take pride in our ability to guide project success.

Complex challenges and constrained resources don't break our stride—they inspire us.

IMPROVING THE WORLD AROUND US

At Snyder & Associates, forward-thinking, experienced people are one of our greatest strengths. They're a catalyst for positive change, pushing the boundaries of possibility to improve the communities we serve and call home. With your immediate and future needs in mind, we'll help you proactively address infrastructure challenges.

For us, it's about more than just the project at hand. It's about building long-term relationships with the people we serve and improving community quality of life.

MADISON, WISCONSIN OFFICE

Our Madison office is staffed with landscape architects, civil engineers, surveyors, and market experts that will contribute to improvements at H.M. Zander Community Nature Park. Our project experience spans the state of Wisconsin, giving us valuable insight into project costs, along with state, county, and city regulations. Over the past decade, we've worked with a variety of clients and project types throughout the Midwest that have allowed us to gain experience with the most innovative park planning techniques and designs.

From our Madison office, we're capable of providing:

- Master Planning
  - Community & stakeholder organization
  - Park design
  - Phased development plans
  - Grant writing
  - Site inventory and analysis
- Landscape Architecture
  - Site Design
  - Custom Shelter Design
  - Graphics
  - Cost estimation
- Civil Engineering
  - Stormwater and erosion control design
  - Cost estimation
  - Jurisdictional permitting
- Surveying

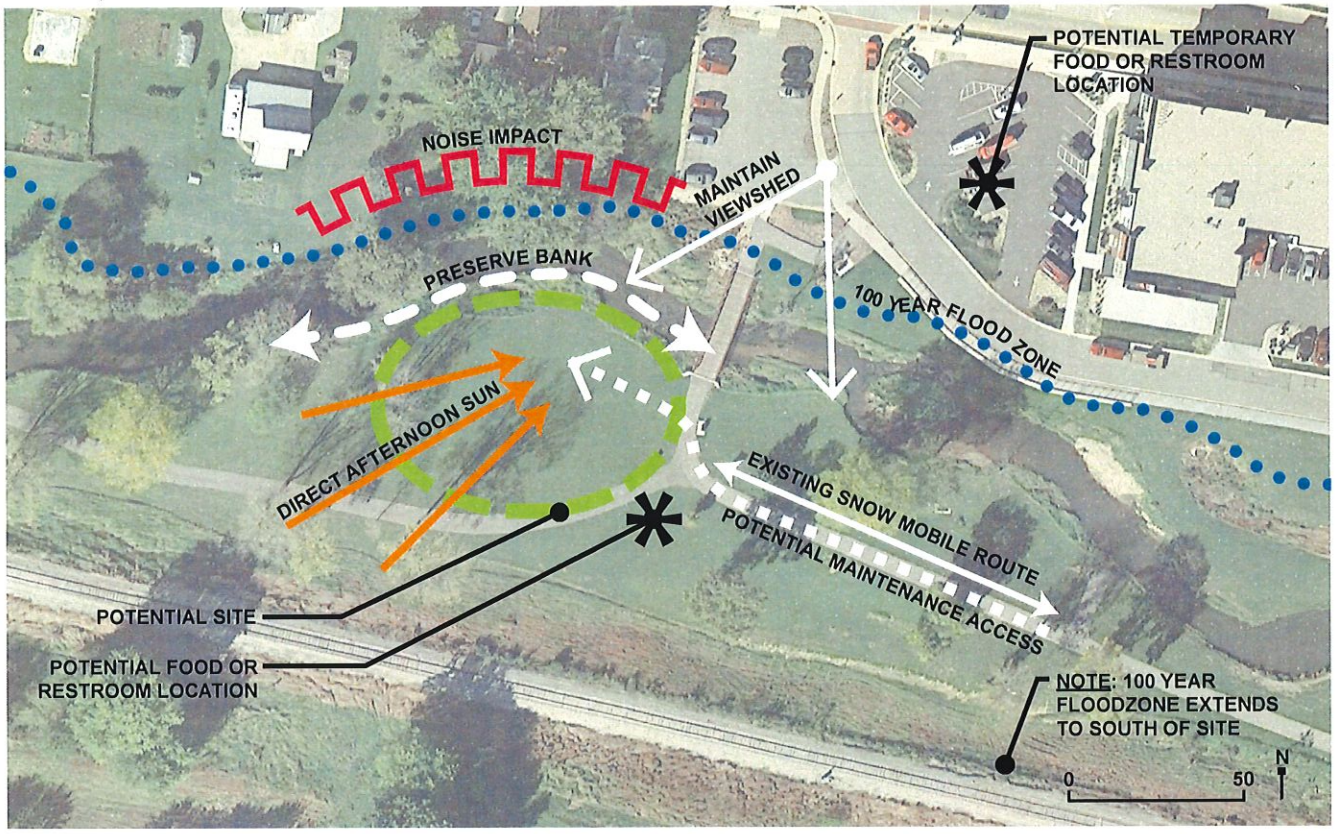
SECTION 2 - PROJECT APPROACH & SCOPE

PROJECT APPROACH AND SCOPE

SITE INVENTORY + ANALYSIS

Prior to writing the project approach and scope detailed on the following pages, we met with Mr. Axon on site to understand the approximate site boundaries, existing constraints, opportunities, and Village goals for the open-air shelter and surrounding site improvements. The preliminary analysis graphic below helps us understand scope items and important existing conditions that might impact site use, maintenance and appearance of the site once built. For instance, we noted heavy use from an active snow mobile route. This use should be minimized in and around a proposed open-air shelter to limit any detrimental impacts caused by erosion or potential damage to the structure. Other items called out in the graphic such as direct afternoon sun, noise impacts, etc. should also be considered.

In addition to the site analysis, we also read through meeting minutes and the 'Pavilion Visioning Session' conducted by the Village. This information should be used throughout the life of the project to inform site design and help resonate with the public.



PHASE 1: CONCEPTUAL SITE PLAN

The overarching goals of the following tasks will help ensure the development of a master plan and construction design drawings that will lead to a built site and open-air structure for H.M. Zander Community Nature Park. Tasks below highlighted in BLUE represent meetings with Village Staff and necessary team members.

TASK 1: KICK OFF MEETING

The Village Staff and Snyder & Associates will meet to determine communication processes, finalize schedules, and highlight team responsibilities. Additionally, the meeting will determine appropriate stakeholders that need to be involved in the conceptual site planning process and the necessary means to contact each stakeholder and how to gain feedback and opinions. We will also tour the site at this time to ensure the team understands boundaries, constraints, and significant site features to consider during the planning and design phase of the project.

TASK 2: SITE SURVEY AND INVENTORY + ANALYSIS

A topographic survey of the property will done at the onset of the project. A Digger's Locate will be called for the property, so underground utilities can be marked and picked up as part of the survey. The survey will gather details of all existing site features.

A geotechnical report will also be conducted by our assembled team to determine soil suitability to support an open-air shelter and other proposed site improvements.

Snyder & Associates will develop site analysis diagrams that will inventory and analyze existing site amenities, infrastructure conditions, streambank erosion, wetland and floodplain constraints, site circulation, views, and shadow studies that will help determine appropriate site location for an open-air shelter.

TASK 3: CONCEPT SITE DEVELOPMENT PLANS (2 PLANS)

Based on the site inventory and analysis, we will develop two (2) concept designs of the site. The plans will include:

- Site plan rendering showing all proposed features on the site
- Elevation of the proposed open-air structure in relationship to Black Earth Creek
- Precedent imagery of proposed improvements
- Estimate of probable costs for improvements

TASK 4: CONCEPT SITE DEVELOPMENT PLANS REVIEW

The Village, Parks and Recreation Committee, stakeholders, and Snyder & Associates will meet to review and select a final concept site development plan.

TASK 5: MASTER PLAN DEVELOPMENT

Based on a selected concept plan and comments and revisions by the Village, we will develop a master plan of the site. The master plan will include:

- Rendered site plan showing all proposed features
- Elevations of the proposed open-air structure in relationship to Black Earth Creek and surrounding significant existing elements
- Perspectives of proposed improvements
- Detailed cost estimate of all proposed site improvements

TASK 6: MASTER PLAN REVIEW AND PRESENTATION

We will meet with the Village, Parks and Recreation Committee to review the final master plan. All comments and revisions by the team will be updated in a final master plan. At this time, we can assist with publication of the master plan via social media platforms that the Village requests in order to gain public support and potential funding donations.

Upon approval by the Village review team, we will present the plan to the Plan Commission and any other regulatory agencies for final approval.

TASK 7: PUBLIC MASTER PLAN PRESENTATION AND REPORT

We will present the final master plan to the public. We will create a hard copy printed (8.5 x 11) master plan (and digital) that will include:

- Site inventory and analysis reports and graphics
- Concept development plans to document the process
- Final rendered master plan of the site showing all proposed features
- Elevations of the proposed open-air structure in relationship to Black Earth Creek and other significant proposed and existing features
- Perspectives of proposed improvements
- Detailed cost estimate of all proposed improvements

In addition to the master plan report, we will provide mounted 22x34 boards for the presentation that include:

- Rendered final site plan
- Elevations of the site showing the open-air structure
- Perspectives of proposed improvements

TASK 8: MARKETING THE PROJECT

We will assist the Village by utilizing previously produced graphic images of the park site to develop digital marketing images, hard copy fliers, and social media posts to help secure funding donations.

PHASE 2: CONSTRUCTION DOCUMENTATION DESIGN DRAWINGS

To ensure a buildable project, we will develop two phases of design drawings for Village Staff review. This approach will allow Village Staff to review drawings and documentation incrementally to ensure clarification, costs, and design intent. Each phase will include drawings (CAD and printable plans) and documentation covering:

- General construction notes
- Existing conditions
- Demolition and construction access
- Site layout
- Grading and erosion
- Site utilities (including schematic electrical design to be coordinated with the contractor)
- Planting design
- Site details
- Cost estimates
- Permitting documentation
- Specifications

TASK 1: DESIGN DRAWINGS DRAFT 1

Snyder & Associates will develop draft design drawings for review by the Village. The Village will review the drawings and provide written comments and revisions.

TASK 2: DRAFT 1 MEETING REVIEW

We will meet as a team to review the draft design level drawings and comments from the Village.

TASK 3: DESIGN DRAWINGS DRAFT 2

Snyder & Associates will develop draft design drawings for review by the Village. The Village will review the drawings and provide written comments and revisions.

TASK 4: DRAFT 2 MEETING REVIEW

We will meet as a team to review the Draft 2 design level drawings and update any final changes to the plan set. Once approved we will move on to Task 5.

TASK 5: PRE-BID MEETING AND SITE TOUR

Snyder & Associates will coordinate a pre-bid conference and tour of the site with potential bidders. We will answer questions and update addendum items based on the site tour.

TASK 6: CONSTRUCTION BIDDING

We will assist the Village with the bidding process by providing the following services:

- Distribute plans and specifications that include updated addendum items from the pre-bid site tour
- Respond to bidders' questions and provide addenda if needed
- Assist with bid evaluation processes
- Facilitate bid opening and review and evaluation of bids

TASK 7: PRE-CONSTRUCTION MEETING AND CONSTRUCTION STAKING

Snyder & Associates will arrange a pre-construction meeting with the selected contractor and Client to verify schedules, contacts, and assignments. Snyder & Associates will stake site improvements one (1) time on the site. Final staking coordination will be determined by Snyder & Associates and the contractors at the pre-construction meeting.

TASK 8: CONSTRUCTION ADMINISTRATION

Throughout the construction process we'll provide the following services:

- Answer RFIs
- Review shop drawings
- Perform three (3) site visits
- Produce field reports and punch lists
- Conduct a final walkthrough of the project with the Contractor and Client to determine project acceptance.

ADDITIONAL SCOPE OPTIONS:

If the Village requests, we can provide the following scope items discussed below with additional fee (refer to project fee section for detailed costs). Snyder & Associates has assisted municipalities with securing grants, as well as providing 3D animation to help gather support and raise funding for construction.

GRANT FUNDING

Assist in gathering grant funding options in order to help secure funding. We can provide mapping diagrams, cost estimates, and rendered graphics and other exhibits to support potential grant opportunities.

3D ANIMATION

An additional item we can provide would include a custom 3D animation 'walk through' of the proposed site improvements that the Village can use on their website and social media to help garner fundraising donations.

SUMMARY - FINAL DOCUMENT DELIVERABLES:

PHASE 1

Site survey	CAD
Geotechical Report and Recommendations	8.5x11 report PDF
Site Inventory and Analysis	8.5x11 report PDF
Concept Site Development Plans	11x17 prints and PDF
Estimate of Probable Costs	8.5x11 prints and PDF
Master Plan and Supporting Graphics	11x17 and 22x34 prints and PDF
Social Media Updates	Online updates
Master Plan Report and Supporting Graphics	8.5x11 bounded print and PDF
Marketing	Prints and digital images

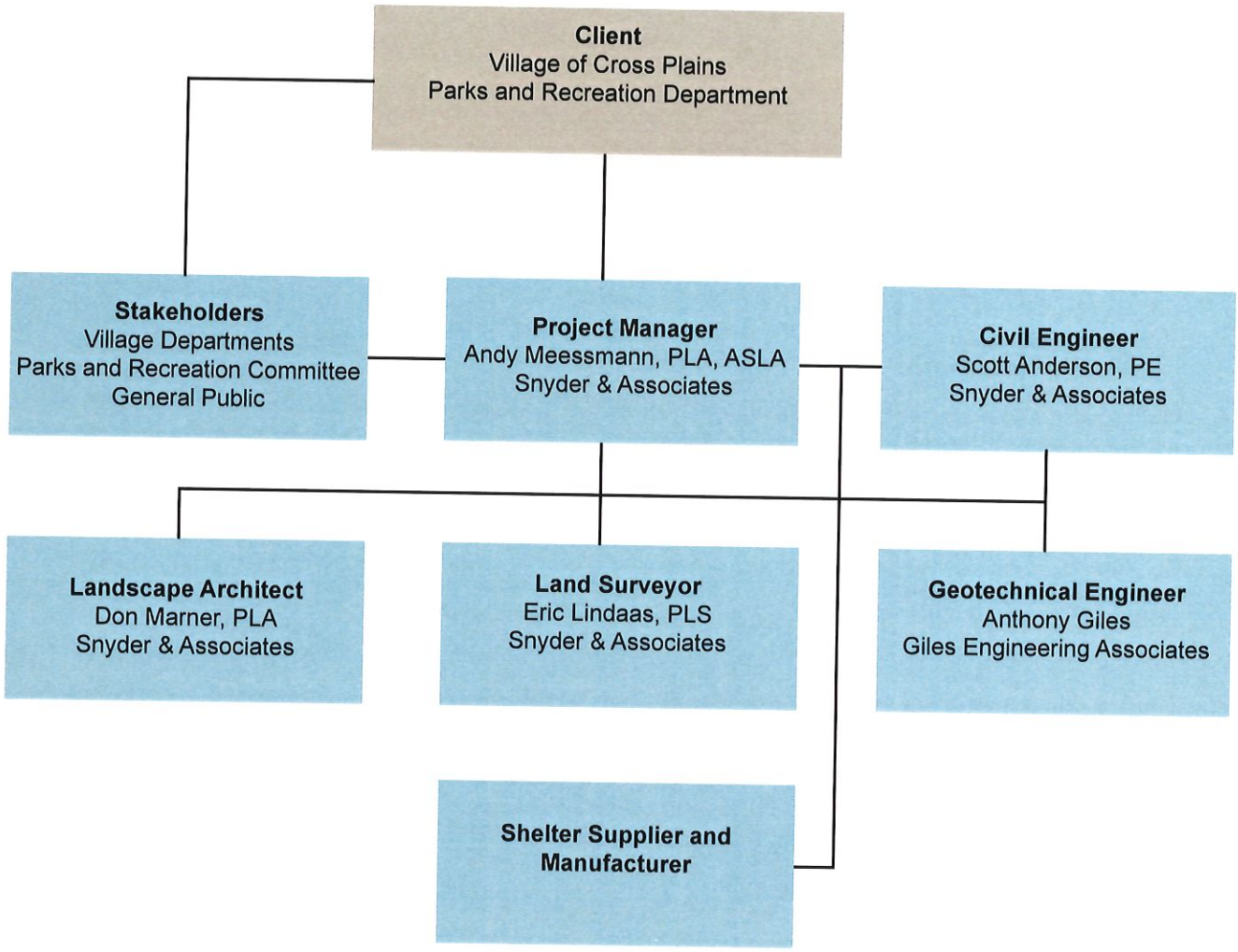
PHASE 2

Construction Plan Set for Review and Approval	11x17 prints and PDF
Estimate of Probable Costs	8.5x11 prints and PDF
Specifications	8.5x11 prints and PDF
Permitting	8.5x11 prints and PDF
Bidding and Construction agenda and meeting minutes	8.5x11 prints and PDF
Shop Drawing Submittals and Approvals	PDF
Field Reports	PDF
Final Closeout Documents	PDF

SECTION 3 - PROJECT TEAM

STAFF QUALIFICATIONS

The diagram below provides an overview of the project staff and workflow between each individual and organization. The pages following this diagram document key personnel who will be working closely with Village Staff, along with their project experience and educational background.



Education
MLA, Kansas State University, 2009

BSCRP, Iowa State University, 2006

Professional Registration
Professional Landscape Architect

Technical Specialties
- Conceptual Design through Construction Drawings
- Park Design
- Multi-use Trail Design
- Site Planning
- Landscape Grading Plans
- Planting Design
- Site Detail Design & Construction Coordination
- Cost Estimation
- Bid Processing
- Project Management
- Project & Marketing Photography

Affiliations
- ASLA
- Downtown Madison, Inc.

ANDY MEESSMANN, PLA, ASLA

Project Manager, Snyder & Associates

QUALIFICATIONS

Andy's range of design experience includes master planning for large and small scale parks as well as detailed design and construction coordination. His park experience has included working with neighborhood associations, the general public, minority groups, and city staff. Features within his park designs have included shelters, playgrounds, restroom structures, custom play features, water amenities, trails, boat launches, nature play components, pedestrian bridges, and sustainable plantings. He's worked with both the public and private sectors to design and coordinate landscape projects in Wisconsin, Nebraska, Iowa, Ohio, and the Front Range of Colorado.

SELECT PROJECT EXPERIENCE

Miracle League Field at Bakken Park, Cottage Grove, Wisconsin
Andy has worked closely with the Village of Cottage Grove Parks and Recreation Staff as well as volunteers with the Miracle League of Dane County to develop a master plan and supporting construction documentation for a Miracle League Field. The baseball field is intended to provide opportunities for children and adults with disabilities to play baseball unencumbered on a field specifically designed to meet their unique needs. Construction is targeted for the spring of 2020 with over 1 million dollars of improvements for the field and additional improvements surrounding the site.

Stapleton - Beeler Park Neighborhood, Denver, Colorado
Andy worked with the City, residents, and the development team to design five pocketparks, over 3,900 linear feet of landscape medians, and restored native open space adjacent to the overall Beeler Park Neighborhood. Two of the parks included custom designed wood and metal shelters to function as gathering space and picnic areas. The parks are heavily used by residents and required careful consideration in material selection as well as planting design that would withstand year-round use. The "Front Porch" Park included a pitched roof custom design, 500 square foot shelter with two porch swings and picnic tables. "The Clearing" Park included a custom open roof 400 square foot shelter as well as two custom bench swings and custom water play amenities.

Mariner's Cove Shoreland Landscape Improvements, Westport, Wisconsin
This 1/2 acre multi-family residential site, situated on the Yahara River, has experienced significant high water events in the summer of 2018 and fall of 2019. Andy provided landscape architecture services and overall project management to help create a plan that would limit flooding, enhance aesthetics, and provided the approval documents for Dane County. Snyder & Associates also helped facilitate Home Owner Association (HOA) meetings, provided colored conceptual renderings, and created detailed preliminary construction documents and cost estimates for varying designs.

The plan included enhancing pedestrian paths to existing features such as docks and kayak slips and launch sites. Proposed plantings were methodically selected to maintain existing views of the Yahara River from ground floor condo units. Additionally, detailed planting design was required at high water areas to properly select plant species that could be inundated for long durations.

Education

BSCE, University of Wisconsin – Platteville, 2002

Professional Registration

Professional Engineer, Wisconsin E-38818

Technical Specialties

- Site Feasibility Plans
- Site Planning
- Stormwater Management
- Grading Plans
- Infrastructure Improvements
- Pavement Management
- Drainage Correction
- Land Development
- Project Management
- Municipal Engineering
- Permitting

Affiliations

- American Public Works Association
- North American Stormwater & Erosion Control Association
- Society of American Military Engineers

SCOTT ANDERSON, PE

Civil Engineer, Snyder & Associates

QUALIFICATIONS

Scott is a licensed professional engineer in the State of Wisconsin with over 18 years of engineering and project management experience. Scott has had the opportunity to work on numerous public projects throughout the state that have allowed him to gain valuable understanding of permitting, construction costs, and environmental design. His civil work entails trail design, water quality management, utility design, and overseeing construction activities.

SELECT PROJECT EXPERIENCE

Waunakee Public Library, Waunakee, Wisconsin
Scott performed civil design services including site planning, design, layout, permitting, erosion control, stormwater management, and construction administration for the built $12 million Waunakee Public Library. Part of the project included the design and permitting for a pedestrian bridge and 900 feet of multi-use path along Six Mile Creek south of the library building. The built trail and bridge connects to nearby downtown Waunakee and completes a vital link for pedestrian and cyclists between downtown and the library. The project was complex and included permitting for additional wetlands, contaminated soils, stormwater, and endangered species.

Fire Station #14, Madison, Wisconsin
Scott worked closely with the architect, City of Madison, and fire department staff to ensure the site, in combination with the building, would achieve maximum sustainability standards and results. The site included permeable paving to help infiltrate water and newly designed and constructed wetlands to absorb runoff. Scott performed site planning, design, layout, permitting, erosion control, stormwater management, and construction administration for the fire station. The project was completed in December 2018 and recently received LEED platinum certification.

Goodman Community Center Expansion, Madison, Wisconsin
A former blighted building in the neighborhood, but a source of pride for those who worked there, this site included the renovation of the former Madison Brass Works Building into a community center. Scott designed site improvements that included expanded parking, replacement of dated utilities, and improved area drainage. The design also included improved connections to Madison's Capital City Bike Trail. The project recently received a 2019 Commercial Design Award from *In Business Madison* for best new renovation-mixed use.

Public Library Maintenance & Support Center, Madison, Wisconsin
This project included the rehabilitation of an old Graybar location on West Badger Road and full site redevelopment to accommodate a maintenance facility for the City's growing library system. Activities included design, layout, permitting, stormwater management, erosion control, and construction administration. The facility was open and turned over to the City in 2017.

Electronic Theater Controls, Madison, Wisconsin
Scott oversaw the design and development for a new building addition and 300 parking stalls to the existing ETC site in Madison. Multiple bid packages and construction plans were developed to ensure that no disruption to company employees or operations were created during construction. Use of wet ponds and infiltration basins satisfied stormwater management requirements, while grading and erosion control were used to protect sensitive environmental areas. The project was successfully designed and withstood an August 2018 flood event that brought over 11 inches of rain in 24 hours.

Education

BLA, Iowa State University, 1988

Registration

Professional Landscape Architecture licensed in Iowa, Wisconsin, Missouri, Nebraska, South Dakota, and Minnesota

Technical Specialties

- Site Analysis
- Master Planning
- Design Development
- Construction Documents
- Construction Administration
- Public Meetings
- Green Infrastructure & Native Plantings
- Sustainable Stormwater Practices
- Specialty Pavement Design

DON MARNER, PLA

Landscape Architect, Snyder & Associates

QUALIFICATIONS

Don is a licensed landscape architect with 28 years of experience in the profession and with Snyder & Associates. Don has worked with more than 20 communities on park design and construction. His experience includes park studies, analysis, master planning, design, construction documents, cost estimating, graphic presentations, public meetings, phasing and grant funding assistance. Features included in his park designs include shelters, restrooms, kiosks, picnic areas, playgrounds, trails, wayfinding, fishing piers, boat ramps, lighting, irrigation, outdoor classrooms, pedestrian bridges, scenic overlooks, interpretive signs, rain gardens, and native plantings.

SELECT PROJECT EXPERIENCE

Hickory Hill Park Master Plan, Iowa City, Iowa
Snyder & Associates was selected in 2016 to provide design and master planning services for a 185-acre park in Iowa City. This natural park included wooded hillsides, established prairie, open fields, trails, and streams. The project goals and objectives focused on park programming, trail improvements, accessibility, stream crossing improvements, and wayfinding. The design process involved site analysis, concept development, a steering committee, public input meetings, master planning, cost opinions, and phasing. A final report was prepared to summarize the entire design process with proposed recommendations for implementation over the next 15 years.

Prairie Heritage Civic Plaza, Altoona, Iowa
Snyder & Associates provided master planning, design, and construction documents for this 14-acre City park and community civic center. The Civic Center is designed to accommodate events such as art fairs, farmers markets, music events, and holiday events. Improvements include an entry fountain, splash grounds, waterfall, colored concrete, permeable pavers, pond, wetlands, trails, boardwalk, lighting, and plantings.

Terry Trueblood Recreation Area, Iowa City, Iowa
The project is a 207-acre site that includes a 95-acre lake adjacent to the Iowa River. Snyder & Associates designed the park master plan, which included a lodge, marina, shelters, boat ramp, canoe landing, fishing jetties, natural play area, parking, and trails. Construction documents were prepared and three phases of construction were completed. This park is linked to the community trail system and is used by citizens throughout all four seasons.

Education
Madison Area Technical College, 1998

Registration
Professional Land Surveyor, State of Wisconsin S-2919

Technical Specialties
- Topographical & Legal Surveys
- Boundary Surveys
- Subdivisions, Plats, & Certified Survey Maps
- Legal & Boundary Research
- ALTA Surveys
- Floodplain Surveys
- Construction Staking
- Project Management

Affiliations
- Wisconsin Society of Land Surveyors
- National Society of Professional Surveyors

ERIC LINDAAS, PLS

Land Surveyor, Snyder & Associates

QUALIFICATIONS

Eric has over 20 years of land survey experience in the State of Wisconsin and across the Midwest. He's successfully surveyed and managed numerous plats, certified survey maps, right-of-ways, county monumentation, and all types of construction staking. Eric's experience includes the management of various short and long-term survey projects with local municipalities, counties, the Wisconsin DOT, and private clients. He's also served as County Surveyor for Pepin County, Wisconsin.

SELECT PROJECT EXPERIENCE

Lower Yahara River Bike Trail, Dane County, Wisconsin
Project included a .8-mile topographic survey from McDaniel Park to Lake Farm County Park for the design of a new multi-use path linking the Village of McFarland with the Capital City Trail.

Shoreland Restoration Surveys, Madison, Wisconsin
Topographic survey Brittingham Park, Olbrich Park, Olin-Turville Park, and James Madison Park for the City of Madison to update shoreline erosion issues. Duties included field and utility coordination, field survey, mapping, and deliverables.

Fox Point North Plat, Sun Prairie, Wisconsin
A 10.9-acre parcel plat with 37 lots and street dedications in the City of Sun Prairie. Duties include land research, survey, mapping, and project coordination.

Spaanems Ridge Plat, Mt. Horeb, Wisconsin
A 5.1-acre parcel plat with 13 lots and street dedications in the Village of Mt Horeb. Duties include, land research, survey, mapping, and project coordination.

Monroe Street Topographic Survey, Madison, Wisconsin
Topographic design survey for the City of Madison Engineering. Project started at Nakoma Road and continued to Regent Street and all adjacent streets for a total of 1.7 miles of survey. Duties included project management, 25 foot cross sections, locating right-of-way, utilities, mapping, and deliverables.

City of Madison Mid-Town Police Station, Madison, Wisconsin
Certified survey map and topographic survey for a new City of Madison Police Station on Mineral Point Road. Duties included project management, boundary survey, topographic survey, mapping, and deliverables.

Education
B.S. Biological Sciences, University of Wisconsin-Milwaukee, 1994

B.S. Civil Engineering, University of Wisconsin-Milwaukee, 2002

Registration
Registered Professional Engineer (State of Wisconsin)

40-Hour OSHA Health and Safety Waste Site Worker

Technical Specialties
- Property Condition Assessments Course (ASTM Technical and Professional Training)
- RocTest Pressuremeter Training Course

DAVID M. CORNALE, P.E.

Project Manager, Giles Engineering Associates

QUALIFICATIONS

Mr. Cornale has more than 30 years of experience in multiple areas of geotechnical engineering project work. His experience includes directing and coordinating geotechnical engineering investigations, performing in-situ field testing and site characterizations, performing foundation and other geotechnical analyses and preparation of geotechnical engineering reports.

SELECT PROJECT EXPERIENCE

David's project experience includes:

- Performing and supervising geotechnical engineering investigations and the preparation of geotechnical engineering reports for more than 300 commercial, industrial, government, and residential projects throughout the United States
- Conducting field pressuremeter testing and evaluation of pressuremeter data for foundation design on several dozen multi-story building projects
- Inclinometer installation, data collection and evaluation of inclinometer data for tunnel and slope construction and other construction projects
- Vibrating wire piezometer installation and data evaluation for monitoring of pore water pressures during construction
- Field supervision of successful cement and bitumen grouting operation to mitigate a massive groundwater inflow into a quarry within a karst environment
- Site and soil characterization and specialized field testing for stormwater management design and construction
- In-situ field testing for pavement and geosynthetic material design applications
- Performing forensic investigations of distressed structures and failed pavements including both commercial and residential properties
- Geotechnical design of shallow and deep foundation systems including H-piles, CIP and timber piles, auger cast piles, helical piers and drilled piers, for railroad and highway bridges, multi-story buildings and other structures
- Performing and supervising construction materials testing (CMT) services, including foundation soils, reinforced concrete, masonry, structural steel and pavements
- Providing on-site supervision of subsurface investigations, rock coring, well installation and geotechnical field testing
- Timber pile condition assessments on several historic timber pile supported structures

SECTION 4 - PROJECT EXPERIENCE

TERRA LAKE PARK

Snyder & Associates began working with the City of Johnston, Iowa in 2005 on the planning and development of a regional community park to serve residents and visitors to the City of Johnston. The park consists of the construction of an 8 acre lake with a 3 acre wetland enhancement area, a civic area with an open-air shelter and amphitheater, a custom lake-side shelter and terrace area, and a large custom picnic shelter with restroom facilities.

Other amenities include trail connections to regional recreation trails to the south, a fishing pier, a great lawn passive recreation area, and a linear play structure system. Snyder & Associates has assisted the City in establishing project relationships with Polk County Conservation and the DNR to establish wildlife and environmental education programming for the park.

We also provided graphics and marketing material to help raise support and financial backing for the construction of the park.

CLIENT
City of Johnston, Iowa

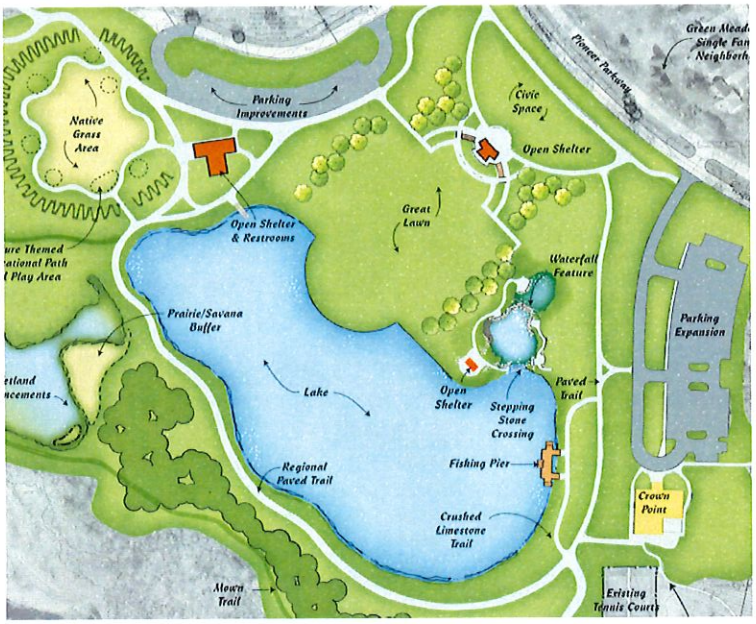
CONTACT
John Schmitz
Director of Parks and Recreation
(515) 727-8091

TEAM
Snyder & Associates

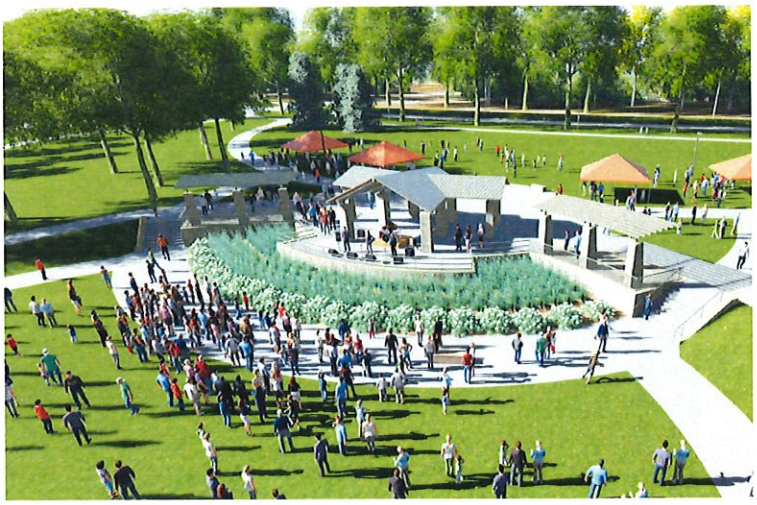
COMPLETION DATE
2018

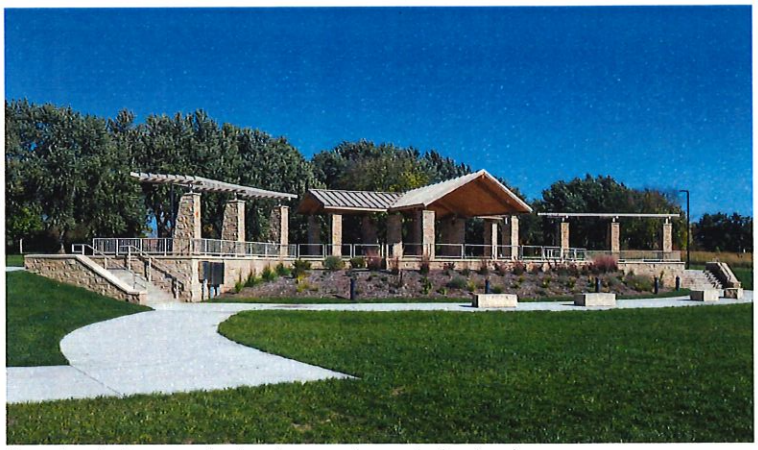
SERVICES PROVIDED
Landscape Architecture
Civil Engineering

DETAILED SERVICES
Construction Administration
Construction Observation
Environmental Permitting
Master Planning
Park Design & Planning
Structural Engineering
Trail Design & Planning
Marketing Graphics



Master plan of the park.


3D rendering of the stage, open-air structure and adjacent viewing area.


Constructed open-air structure and event viewing lawn.

TERRY TRUEBLOOD RECREATION AREA

This project transformed an abandoned quarry located along the Iowa River on the southern edge of Iowa City into a recreational amenity. Snyder & Associates conducted meetings for project input and prepared the park master plan. Funding was applied for and grants were secured through Vision Iowa and Resource Enhancement and Protection (REAP).

Featuring 207-acres, the park is designed as a passive natural area. Attractions and features include a lodge, marina, open-air shelters, a boat ramp, canoe landing, fishing jetties, natural play area, and a two-mile multi-use trail encircling Sand Lake.

Implementation of the master plan resulted in three phases of design and construction. Challenges faced during the project were tied to the sand foundation of the area and miscellaneous debris that had been buried over time. The discovery of the debris during construction required plan revisions. A reinforced pier system was used to create a stable foundation for the lodge and patio. Through collaboration with a seed supplier, custom native seed mixes were created that flourish amidst the soil's sand structure.

CLIENT
City of Iowa City, Iowa

CONTACT
Zachary Hall
Superintendent of Parks & Forestry
319.356.5093

TEAM
Snyder & Associates

COMPLETION DATE
2013

SERVICES PROVIDED
Landscape Architecture
Civil Engineering

DETAILED SERVICES
Construction Administration
Construction Observation
Environmental Permitting
Master Planning
Park Design & Planning
Topographic Survey & SUE
Trail Design & Planning

An aerial view of the new Terry Trueblood Recreation Area.

Looking out at Sand Lake from one of the open-air shelters.

Native plants bloom near the lodge at the Terry Trueblood Recreation Area.

WAUNAKEE PUBLIC LIBRARY

This previously contaminated site is now home to the Village of Waunakee's Public Library campus, which includes a 40,000-square-foot building, parking lot, large open space, and 900-feet of multi-use trail. A single-span 90-foot-long by 10-feet wide pre-fabricated steel Pratt Truss bridge provides access across Six Mile Creek to additional parking and downtown Waunakee.

Snyder & Associates performed civil engineering design services including site planning, design, layout, permitting, erosion control, stormwater management, and construction administration for the built $12 million project. The project was complex and included permitting for additional wetlands, contaminated soil reclamation and analysis, stormwater management, and endangered species documentation.

Snyder & Associates and Shuck-Britson collaborated on the approach trail and bridge crossing. The trail profile was established to achieve freeboard clearance above the 100-year storm event. Cast-in-place concrete abutments supported on steel shell pipe piles were designed to support the new bridge. Required truss dimensions and truss parameters were specified for compatibility with abutments.

CLIENT
Village of Waunakee, WI

CONTACT
Todd Schmidt
Village Administrator
608-850-5227
tschmidt@waunakee.com

TEAM
Snyder & Associates

COMPLETION DATE
Fall 2019

SERVICES PROVIDED
Civil Engineering
Structural Engineering

DETAILED SERVICES
Approach Trail
Bridge Design
Hydraulic Analysis
FEMA Permitting
WisDNR Permitting

Site conditions prior to construction.

Restored creek, constructed wetlands, and bridge.

Multi-use trail at the south side of the library and adjacent to the creek.

STAPLETON NEIGHBORHOOD PARKS & OPEN SPACE

Stapleton is the largest urban infill site in North America, residing on the former Denver International Airport site. A core focus of this project was the development of an open space theme that exhibits a rural and bucolic character. To achieve this goal, custom shelters and adjacent open space were designed to include the use of wood, metal and site amenities that resemble rural details and character. Additionally, native plants were selected that tolerate harsh winds, extreme temperatures, and little precipitation to reduce maintenance while promoting natural beauty and sustainability.

Andy worked with the City, residents, and the development team to design five pocketparks, over 3,900 linear feet of landscape medians, and restored native open space adjacent to the overall Beeler Park Neighborhood. Two of the parks included custom designed wood and metal shelters to function as gathering space and picnic areas. The parks are heavily used by residents and required careful consideration in material selection as well as planting design that would withstand year-round use. The "Front Porch" Park included a pitched roof custom design 500 square foot shelter with two porch swings and picnic tables. "The Clearing" Park included a custom open roof 400 square foot shelter as well as two custom bench swings.

Andy Meessmann led the overall project design and landscape architecture while at Dig Studio.

CLIENT
Stapleton Neighborhood HOA, Forest City Realty Trust, and the City of Denver.

TEAM
Dig Studio and Matrix Design

COMPLETION DATE
2016

SERVICES PROVIDED
Landscape Architecture

DETAILED SERVICES
Master Planning
Conceptual Plans
Construction Documents
Cost Estimation

Custom wood and metal shelter at Front Porch Park.

Custom shelter and a well pump used as a play water feature within Clearing Park.

Custom designed bench swings within Clearing Park.

CREEKSIDE PARK MASTER PLAN

Snyder & Associates provided Master Plan design services for the 5 acre neighborhood park. The design process included site analysis, concept designs, neighborhood meetings for input and final master plan with cost opinion. Proposed improvements included a restroom building, shelter, utilities, play equipment, community garden, basketball court, street modifications, parking stalls, trails and landscaping.

CLIENT
City of Iowa City, IA

CONTACT
Juli Seydell Johnson
Director of Parks & Recreation
P: 319.356-5104
E: juli-sjohnson@iowa-city.org

TEAM
Snyder & Associates

COMPLETION DATE
2018

SERVICES PROVIDED
Landscape Architecture
Civil Engineering

DETAILED SERVICES
Park Master Planning
Land Use Recreation Analysis
Budgetary Costs Estimating
Public Participation Organization
Graphic Services

Custom shelter adjacent to basketball courts.

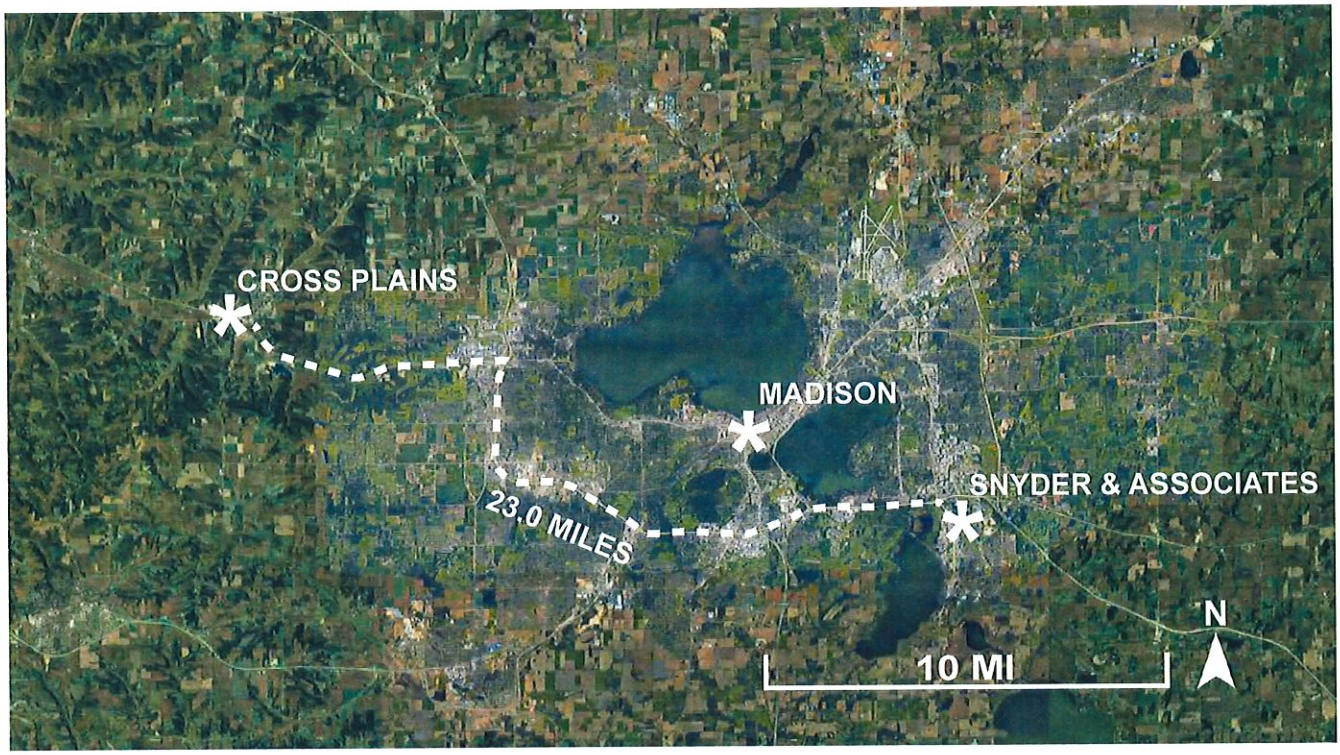
Custom shelter and restroom structure layout.

Semi-custom restroom structure.

SECTION 5 - COMPANY PROXIMITY

COMPANY PROXIMITY

Our Madison, Wisconsin office will be producing all plans and construction services for this project. We are familar with the site and have visited H.M. Zander Community Nature Park both for site investigation for this project and several times for pleasure. We understand the environmental importance of Black Earth Creek, its draw for a variety of users, and the park's unique relationship with downtown and the overall community. We've also worked on a varitey of development projects in Cross Plains and are familiar with the community.



SECTION 6 - OPINION OF PROBABLE COSTS V. BIDS

OPINION OF PROBABLE COSTS V. BIDS

The following bid tabs represent recent work we've completed that have been publicly bid. We've worked on several public improvement projects and have developed relationships with contractors, suppliers, and manufacturers within the Madison area to help ensure our estimates are accurate.

YOUNG'S PARK

TABULATION OF BIDS
Young's Park Improvements
City of Knoxville
117.1135.01
March 27, 2018 2:00 p.m.

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		1 JOINER CONST CO INC		2 BUSHONG CONST CO INC		3 LANSINK CONST INC		4 TK CONCRETE INC		5 MINTURN INC		6 CALIBER CONCRETE LLC	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
	BASE BID IMPROVEMENTS																
1	Demolition	LS	1	$ 160,000.00	$ 160,000.00	$ 50,000.00	$ 50,000.00	$ 95,575.00	$ 95,575.00	$ 333,000.00	$ 333,000.00	$ 100,000.00	$ 100,000.00	$ 247,500.00	$ 247,500.00	$ 127,323.00	$ 127,323.00
2	Earthwork and Drainage	LS	1	$ 83,000.00	$ 83,000.00	$ 157,000.00	$ 157,000.00	$ 109,847.00	$ 109,847.00	$ 51,000.00	$ 51,000.00	$ 130,000.00	$ 130,000.00	$ 90,000.00	$ 90,000.00	$ 141,300.00	$ 141,300.00
3	Sanitary Sewer Services	LS	1	$ 65,000.00	$ 65,000.00	$ 85,000.00	$ 85,000.00	$ 89,707.00	$ 89,707.00	$ 58,000.00	$ 58,000.00	$ 87,500.00	$ 87,500.00	$ 75,000.00	$ 75,000.00	$ 101,090.00	$ 101,090.00
4	Water Service	LS	1	$ 22,000.00	$ 22,000.00	$ 19,500.00	$ 19,500.00	$ 26,136.00	$ 26,136.00	$ 20,500.00	$ 20,500.00	$ 30,000.00	$ 30,000.00	$ 25,000.00	$ 25,000.00	$ 26,400.00	$ 26,400.00
5	Site Electrical	LS	1	$ 26,000.00	$ 26,000.00	$ 45,000.00	$ 45,000.00	$ 10,038.00	$ 10,038.00	$ 9,500.00	$ 9,500.00	$ 35,000.00	$ 35,000.00	$ 12,000.00	$ 12,000.00	$ 19,000.00	$ 19,000.00
6	Pavements	LS	1	$ 135,000.00	$ 135,000.00	$ 160,000.00	$ 160,000.00	$ 130,723.00	$ 130,723.00	$ 130,000.00	$ 130,000.00	$ 145,000.00	$ 145,000.00	$ 174,000.00	$ 174,000.00	$ 118,837.00	$ 118,837.00
7	Play Structure and Bike Racks	LS	1	$ 82,000.00	$ 82,000.00	$ 62,500.00	$ 62,500.00	$ 78,036.00	$ 78,036.00	$ 73,000.00	$ 73,000.00	$ 100,000.00	$ 100,000.00	$ 72,000.00	$ 72,000.00	$ 88,716.00	$ 88,716.00
8	Skate Park	LS	1	$ 400,000.00	$ 400,000.00	$ 370,000.00	$ 370,000.00	$ 402,918.00	$ 402,918.00	$ 385,000.00	$ 385,000.00	$ 450,000.00	$ 450,000.00	$ 360,000.00	$ 360,000.00	$ 403,656.00	$ 403,656.00
9	Restroom Shelter	LS	1	$ 170,000.00	$ 170,000.00	$ 125,000.00	$ 125,000.00	$ 166,943.00	$ 166,943.00	$ 132,500.00	$ 132,500.00	$ 80,000.00	$ 80,000.00	$ 165,000.00	$ 165,000.00	$ 165,625.00	$ 165,625.00
10	Storage Building	LS	1	$ 350,000.00	$ 350,000.00	$ 180,000.00	$ 180,000.00	$ 233,735.00	$ 233,735.00	$ 213,000.00	$ 213,000.00	$ 240,000.00	$ 240,000.00	$ 275,000.00	$ 275,000.00	$ 331,250.00	$ 331,250.00
11	Site Restoration	LS	1	$ 7,000.00	$ 7,000.00	$ 25,000.00	$ 25,000.00	$ 27,400.00	$ 27,400.00	$ 9,000.00	$ 9,000.00	$ 55,000.00	$ 55,000.00	$ 25,000.00	$ 25,000.00	$ 14,000.00	$ 14,000.00
				TOTAL BASE BID:	$ 1,500,000.00		$ 1,279,000.00		$ 1,371,058.00 *		$ 1,414,500.00		$ 1,452,500.00		$ 1,520,500.00		$ 1,537,197.00
				BID SECURITY:			10%		10%		10%		10%		10%		10%
	ADD ALTERNATE NO. 1																
ALT 1	Poured-in-Place Playground Surfacing	LS	1	$ 84,000.00	$ 84,000.00	$ 85,000.00	$ 85,000.00	$ 61,827.00	$ 61,827.00	$ 70,000.00	$ 70,000.00	-	Not Bid	$ 60,000.00	$ 60,000.00	$ 49,131.00	$ 49,131.00
	ADD ALTERNATE NO. 2																
ALT 2	Install Trees and Shrubs	LS	1	$ 4,500.00	$ 4,500.00	$ 6,500.00	$ 6,500.00	$ 6,264.00	$ 6,264.00	$ 7,000.00	$ 7,000.00	$ 8,000.00	$ 8,000.00	$ 6,000.00	$ 6,000.00	$ 8,590.00	$ 8,590.00
	ADD ALTERNATE NO. 3																
ALT 3	Deduct Owner Demolition (Trees, Equipment, Lighting, Fencing, Building)	LS	1	$ (30,000.00)	$ (30,000.00)	$ (20,000.00)	$ (20,000.00)	$ (12,000.00)	$ (12,000.00)	$ (12,500.00)	$ (12,500.00)	$ (15,000.00)	$ (15,000.00)	$ (18,500.00)	$ (18,500.00)	$ (12,000.00)	$ (12,000.00)

Notes
* Total Base Bid amount adjusted based on Total Prices

PETER MELENDY PARK

2019 Peter Melendy Park Renovation Project
CITY PROJECT NO. PI - 039 - 3208
Bid Tab
Bid Opening: 2:00 p.m., Tuesday, August 27, 2019

ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS
CITY OF CEDAR FALLS

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	Engineering Estimate UNIT PRICE	Engineering Estimate TOTAL COST	Veith Construction Corporation UNIT PRICE	Veith Construction Corporation TOTAL COST	K. Cunningham Const. Co., Inc UNIT PRICE	K. Cunningham Const. Co., Inc TOTAL COST
1	Peter Melendy Park Renovation	LS	1.0	$ 264,000.00	$ 264,000.00	$ 224,575.00	$ 224,575.00	$ 356,000.00	$ 356,000.00
	TOTAL PROJECT ESTIMATE			**$264,000.00**		**$224,575.00**		**$356,000.00**	

DOWNTOWN PARKADE STREETSCAPE

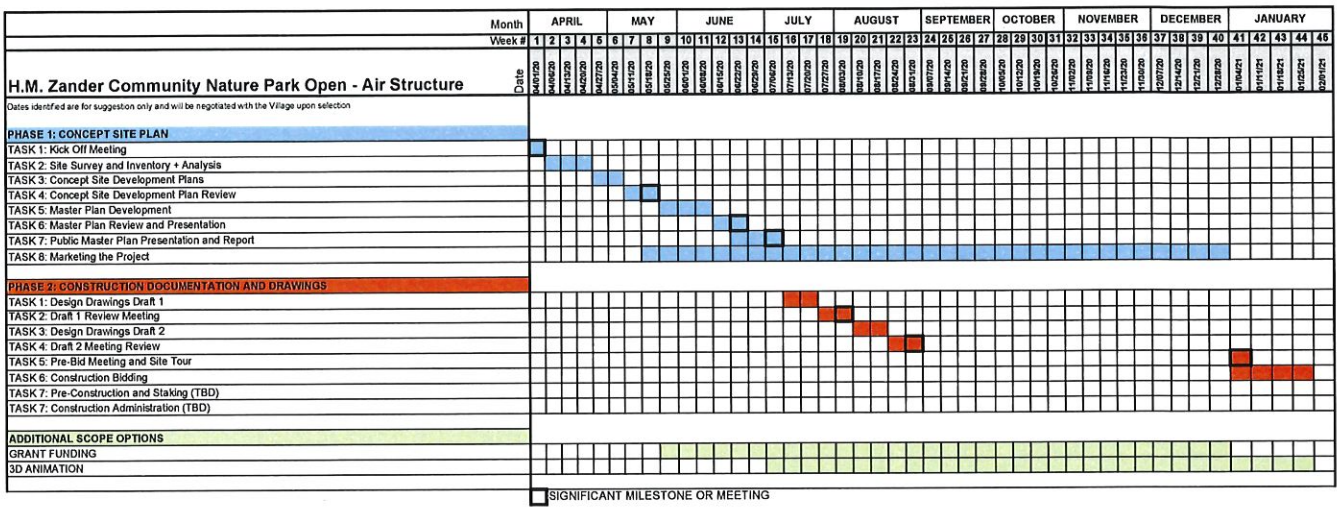
January 21, 2020 at 2:00 PM — **BASE BID**

ITEM	ITEM CODE	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE UNIT PRICE	ENGINEER'S ESTIMATE TOTAL PRICE	1 K. Cunningham Construction Co., Inc. UNIT PRICE	1 K. Cunningham Construction Co., Inc. TOTAL PRICE	2 Peterson Contractors, Inc. UNIT PRICE	2 Peterson Contractors, Inc. TOTAL PRICE	3 Hardscape Solutions of Iowa, Inc UNIT PRICE	3 Hardscape Solutions of Iowa, Inc TOTAL PRICE	BID AVERAGE UNIT PRICE	BID AVERAGE TOTAL PRICE
67	9040-108-T-1	Inlet Protection Device	EA	26	$ 150.00	$ 3,900.00	$ 145.00	$ 3,770.00	$ 175.00	$ 4,550.00	$ 100.00	$ 2,600.00	$ 140.00	$ 3,640.00
68	9040-108-T-2	Inlet Protection Device, Maintenance	EA	12	$ 50.00	$ 600.00	$ 50.00	$ 600.00	$ 60.00	$ 720.00	$ 125.00	$ 1,500.00	$ 78.33	$ 940.00
69	9071-108-C-0	Granular Backfill Material	TON	395	$ 25.00	$ 9,875.00	$ 20.00	$ 7,900.00	$ 35.00	$ 13,825.00	$ 40.00	$ 15,800.00	$ 31.67	$ 12,508.33
70	9072-108-A-0	Concrete Wall	CY	35	$ 4,250.00	$ 148,750.00	$ 1,098.00	$ 38,430.00	$ 2,500.00	$ 87,500.00	$ 2,650.00	$ 92,750.00	$ 2,082.67	$ 72,893.33
71	10.010-108-A-0	Demolition Work	CY	26	$ 2,500.00	$ 65,000.00	$ 495.00	$ 12,870.00	$ 600.00	$ 15,600.00	$ 400.00	$ 10,400.00	$ 498.33	$ 12,956.67
72	11.020-108-A-0	Mobilization	LS	1	$ 150,000.00	$ 150,000.00	$ 290,000.00	$ 290,000.00	$ 325,000.00	$ 325,000.00	$ 625,800.00	$ 625,800.00	$ 413,600.00	$ 413,600.00
73	11.030-108-A-0	Maintenance of Postal Service	LS	1	$ 2,000.00	$ 2,000.00	$ 5,000.00	$ 5,000.00	$ 25,000.00	$ 25,000.00	$ 5,000.00	$ 5,000.00	$ 11,666.67	$ 11,666.67
74	11.030-108-B-0	Maintenance of Solid Waste Collection	LS	1	$ 500.00	$ 500.00	$ 5,000.00	$ 5,000.00	$ 25,000.00	$ 25,000.00	$ 5,000.00	$ 5,000.00	$ 11,666.67	$ 11,666.67
75	11.040-108-A-0	Temporary Commercial Access	LS	1	$ 65,000.00	$ 65,000.00	$ 140,000.00	$ 140,000.00	$ 160,000.00	$ 160,000.00	$ 127,000.00	$ 127,000.00	$ 142,333.33	$ 142,333.33
76	11.040-108-A-0	Temporary Commercial Access, Black Hawk Hotel	LS	1	$ 1,500.00	$ 1,500.00	$ 2,500.00	$ 2,500.00	$ 25,000.00	$ 25,000.00	$ 6,000.00	$ 6,000.00	$ 11,166.67	$ 11,166.67
77	11.040-108-A-0	Temporary Commercial Access, US Bank	LS	1	$ 2,500.00	$ 2,500.00	$ 2,800.00	$ 2,800.00	$ 25,000.00	$ 25,000.00	$ 4,500.00	$ 4,500.00	$ 10,766.67	$ 10,766.67
78	11.060-108-A-0	Electrical Outlets	EA	31	$ 250.00	$ 7,750.00	$ 450.00	$ 13,950.00	$ 500.00	$ 15,500.00	$ 450.00	$ 13,950.00	$ 466.67	$ 14,466.67
79	11.060-108-A-1	Light Poles, Installation	EA	26	$ 2,500.00	$ 65,000.00	$ 1,600.00	$ 41,600.00	$ 2,000.00	$ 52,000.00	$ 1,600.00	$ 41,600.00	$ 1,733.33	$ 45,066.67
80	11.060-108-A-2	Light Poles, Removal	EA	23	$ 500.00	$ 11,500.00	$ 600.00	$ 13,800.00	$ 550.00	$ 11,500.00	$ 1,500.00	$ 34,500.00	$ 866.67	$ 19,933.33
81	11.060-108-A-3	Electrical Circuits	LF	4600	$ 21.00	$ 96,600.00	$ 19.00	$ 87,400.00	$ 20.00	$ 92,000.00	$ 19.00	$ 87,400.00	$ 19.33	$ 88,933.33
82	11.065-108-B-0	Amenities	LS	1	$ 92,000.00	$ 92,000.00	$ 185,000.00	$ 185,000.00	$ 300,000.00	$ 300,000.00	$ 184,698.00	$ 184,698.00	$ 223,232.67	$ 223,232.67
83	11.070-108-A-0	Vibration Monitoring	EA	5	$ 15,000.00	$ 75,000.00	$ 17,000.00	$ 85,000.00	$ 20,000.00	$ 100,000.00	$ 20,000.00	$ 100,000.00	$ 19,000.00	$ 85,000.00
				TOTAL BASE BID:		$ 2,182,134.00		$ 2,219,154.80		$ 2,797,364.75		$ 2,929,020.92		$ 2,648,513.49
				BID SECURITY:				10%		10%		10%		
							Addenda 1	x		x		x		
							Addenda 2	x		x		x		
							Bid Security	x		x		x		
							Bidder Status Form	x		x		x		
							Non-Collusion Affidavit	x		x		x		

SECTION 7 - PROJECT SCHEDULE

PROJECT SCHEDULE

The schedule detailed below is preliminary and can be adjusted per the Village request. We would recommend bidding the project in January as the Village might receive more and lower bids at the start of the New Year. Additionally, this will allow more time for potential fundraising (marketing) of the project.

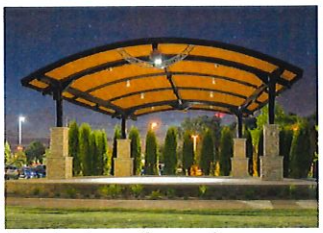


SECTION 8 - PRECEDENT IMAGERY

PRECEDENT IMAGERY

After visiting the site, reviewing the Pavilion Visioning Session conducted by the Village, and discussing the site with Mr. Axon, we have compiled precedent images of site components that might be appropriate for Zander Community Nature Park. If we are selected for this project, we would expand on these site features and garner Village support for the appropriate amenities and details.

PAVILION EXAMPLES



Steel, stone, & wood 'amphitheater' style pavilion

Stone & Steel 'amphitheater' style pavilion

Wood and Steel 'amphitheater' style pavilion

Custom stage during performance

PERMANENT SEATING EXAMPLES - CONTROL CROWDS AND LIMIT SNOW MOBILE USE AROUND PAVILION

Seatwall with natural stone

Retaining wall with natural stone and cap

Monolithic stone bench, splitface finish

Concrete seat wall

PERMEABLE PAVING EXAMPLES - ACCESS / MAINTENANCE ROUTE TO 'BACK STAGE' OF PAVILION

Grass paver system

Porous paving block system

Permeable interlocking concrete pavement

Porous concrete

FACILITY EXAMPLES - POTENTIAL DESIGN BASED ON FEEDBACK FROM VISIONING SESSION

Screened enclosure

Double enclosure

Fenced enclosure

Modular Stand-alone facility

FORM A: Signature Affidavit

This form must be returned with your response.

In signing the Proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Proposals, that Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Proposals have not been knowingly disclosed prior to the opening of Proposals to any other Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Proposal, herby agrees with all the terms, conditions, and specifications required by the Village in this Request for Proposal, declares that the attached Proposal and pricing is in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Proposers shall provide the information requested in this request, along with all information requested in the forms included in this request. Include the legal name of the Proposers and signature of the person(s) legally authorized to bind the Proposers to a contract.

SNYDER & ASSOCIATES

COMPANY NAME

SIGNATURE

3-05-2020

DATE

ANDY MEESSMANN

SIGNOR NAME

NOTICE FOR PROPOSALS

FORM B: Receipt of Forms and Submittal Checklist

This form must be returned with your response

Forms	Initial to acknowledge SUBMITTAL	Initial to acknowledge RECEIPT
Description of Services	N/A	M.A.
Form A: Signature Affidavit	AM	M.A.
Form B: Receipt of Forms and Submittal Checklist	AM	M.A.
Form C: Vendor Profile/Refences	AM	M.A.
Form D: Fee Proposal	AM	M.A.
Addendum #	AM - ELECTRICAL	M.A
Addendum #		
Addendum #		

SNYDER & ASSOCIATES

Company Name

ANDY MEESSMANN

Signor Name

FORM C: Vendor Profile/References

This form must be returned with your response.

Company Information

Company Name Snyder & Associates			
Contact Name Andy Meessmann		**Title** Project Manager, PLA	
Telephone Number 608.838.0444 ex. 232		**Fax Number** 608.838.0445	
Email ameessmann@snyder-associates.com			
Address 5010 Voges Rd.	**City** Madison	**State** WI	**Zip** 53718

References

List contracts for similar services or materials that have been completed within the last five years. Reference 1 – Client Information			
Company Name Miracle League of Dane County, and the Village of Cottage Grove Parks, Recreation and Forestry			
Contact Name Bill Schultz & Greg Sweeney (Miracle League of Dane County), and Sean Brusegar (Village of Cottage Grove Parks, Recreation and Forestry)			
Address 105 North High Point Rd., and 210 Progress Dr, Suite 2	City Madison, and Cottage Grove	State WI	Zip 53717, and 53527
Telephone Number bschultz7782@gmail.com greg.sweeney435@gmail.com sbrusegar@village.cottage-grove.wi.com		Email 608.836.5566 (Bill Schultz) 608.301.7946 (Greg Sweeney) 608.839.8968 (Sean Brusegar)	
Contract Period 2019-present	Year Completed Ongoing	Total Cost $1 million	
Description of Work Performed Snyder & Associates is working with the Miracle League of Dane County and the Village of Cottage Grove to develop a master plan and supporting bid documentation for a Miracle Field and other site improvements at Bakken Park in Cottage Grove. Construction is expected to begin in spring 2020.			

NOTICE FOR PROPOSALS

FORM C (continued): Vendor Profile/Qualifications

This form must be returned with your response.

Reference 2 – Client Information			
Company Name: Village of McFarland School District			
Contact Name: Paul Ackley			
Address: 5101 Farwell St.	City: McFarland	State: WI	Zip: 53558
Telephone Number: 608.838.4568	Email: ackleyp@mcfsd.org		
Contract Period: 2017-2018	Year Completed: 2018	Total Cost: $3.7 million	
Description of Work Performed: Snyder & Associates developed master plans and construction documents, and provided construction adminstration for the renovated stadium, field, and adjacent site improvements to McFarland High School Stadium, and two baseball fields. Other services provided include environmental permitting, cost estimation, and marketing photography.			

Reference 3– Client Information			
Company Name: City of Johnston, Iowa			
Contact Name: John Schmitz			
Address: 6400 NW Beaver Dr. PO Box 410	City: Johnston	State: Iowa	Zip: 50131
Telephone Number: 515.727.8091	Email: jschmitz@cityofjohnston.com		
Contract Period: 2005-2018	Year Completed: 2018	Total Cost: 4,500,000	
Description of Work Performed: Snyder & Associates worked with the City of Johnston, Iowa from 2005-2018 planning a regional park. Construction included the creation of an 8 acre lake with a 3 acre wetland enhancement area, a civic area with an open-air shelter and amphitheater, a custom lake-side shelter, restroom facilities, trails, and other amenities. Services provided include construction administration, permitting, master planning, engineering, and graphic production.			

PROJECT FEES - SNYDER & ASSOCIATES

The table below represents the overall cost per task based on the proposal documented within the previous pages. The costs shown below are inclusive of all labor, delivery, and other expenses that are necessary for plan completion and successful project installation according to this proposal.

A grand total fee assuming the maximum time and materials fee for Task 8 (construction administration) would be $22,765.

We would encourage the Village to consider the "Additional Scope Options" below to help secure additional funding for construction.

	FEE
PHASE 1: CONCEPT SITE PLAN	
TASK 1: KICK OFF MEETING	$500
TASK 2: SITE SURVEY AND INVENTORY + ANALYSIS	$4,700
TASK 3: CONCEPT SITE DEVELOPMENT PLANS	$2,000
TASK 4: CONCEPT SITE DEVELOPMENT PLAN REVIEW	$800
TASK 5: MASTER PLAN DEVELOPMENT	$1,250
TASK 6: MASTER PLAN REVIEW AND PRESENTATION	$950
TASK 7: PUBLIC MASTER PLAN PRESENTATION AND REPORT	$2,000
TASK 8: MARKETING THE PROJECT	$315
PHASE 1 FEE TOTAL	$12,515
PHASE 2: CONSTRUCTION DOCUMENTATION AND DRAWINGS	
TASK 1: DESIGN DRAWINGS DRAFT 1	$3,000
TASK 2: DRAFT 1 REVIEW MEETING	$300
TASK 3: DESIGN DRAWINGS DRAFT 2	$1,000
TASK 4: DRAFT 2 MEETING REVIEW	$500
TASK 5: PRE-BID MEETING AND SITE TOUR	$550
TASK 6: CONSTRUCTION BIDDING	$400
TASK 7: PRE-CONSTRUCTION MEETING AND STAKING	$1,000
TASK 8: CONSTRUCTION ADMINISTRATION TIME AND MATERIALS NOT TO EXCEED	$3,500
PHASE 2 FEE TOTAL	$10,250
GRAND TOTAL WITH MAXIMUM CONSTRUCTION ADMINISTRATION FEE	$22,765
ADDITIONAL SCOPE OPTIONS	
GRANT FUNDING	$1,000
3D ANIMATION	$5,000

NOTICE FOR PROPOSALS

FORM D: Fee Proposal

This form must be returned with your response.

Prepare the Fee Proposal to include the following:

1. All Inclusive – Covers all direct and indirect necessary expenses for each section.

2. Not to Exceed – The actual fees shall not exceed the amount specified on each line of the fee proposal.

a. Phase 1 (not to exceed) $ *$12,515*

b. Phase 2 (not to exceed) $ *$10,250*

The above fees shall be compensation for all the services provided pursuant to this agreement. The cost for project deliverables shall be included as part of the costs above. This fee includes all necessary meetings with the Village Board, Committees, and community as required. All costs incurred by the contractors and all sub-contractors are included herein.

Any additional services over and above the services described in this agreement shall be provided only when authorized in writing by the Village's designated representative. For additional services, provide the hourly rate for all staff positions (ie – Engineer Technician, Project Engineer, etc.) that may be designated for this project and any overhead rates that would apply:

See following page.

SNYDER & ASSOCIATES, INC.
2019-20
STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate	
Professional		
Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way, Graphic Designer		
Principal II	$208.00	/hour
Principal I	$197.00	/hour
Senior	$177.00	/hour
VIII	$163.00	/hour
VII	$155.00	/hour
VI	$148.00	/hour
V	$138.00	/hour
IV	$128.00	/hour
III	$116.00	/hour
II	$106.00	/hour
I	$93.00	/hour
Technical		
Technicians--CADD, Survey, Construction Observation		
Lead	$125.00	/hour
Senior	$119.00	/hour
VIII	$111.00	/hour
VII	$103.00	/hour
VI	$92.00	/hour
V	$82.00	/hour
IV	$76.00	/hour
III	$64.00	/hour
II	$56.00	/hour
I	$48.00	/hour
Administrative		
II	$64.00	/hour
I	$52.00	/hour
Reimbursables		
Mileage	*Current IRS standard rate*	
Outside Services	*As Invoiced*	

EXHIBIT G

Village of Cross Plains

Parks and Recreation Department

March 10, 2020

Re: Park, Conservation Land and Facility Naming Policy

Parks, Conservation Land and/or Facility Naming Policy

I. PURPOSE

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parkland, conservation land, regional trail and/or facilities operated by the Village of Cross Plains.

II. AUTHORIZATION

The naming of sites shall be the function of the Parks, Recreation and Conservation Committee. Through this group, diversity, balance and creativity will be sought during the adoption of names. These names will be recommended to the Village of Cross Plains Board of Trustees for final approval.

III. OBJECTIVES

A. Provide name identification for parks, conservation and/or facilities.
B. Provide criteria for citizen input into the process of naming parks, conservation land and/or facilities.
C. Ensure that the naming of parks, conservation land and/or facilities is controlled by the Village of Cross Plains Board of Trustees through recommendations from the Parks, Recreation and Conservancy Committee with advice from staff.

IV. QUALIFYING NAMES

Names submitted for consideration should provide some form of individual identity in relation to the following:

A. The geographic location of the space or facility.
B. An outstanding feature of the space or facility.
C. An adjoining subdivision, street, school or natural feature.
D. A commonly recognized historical event, group, organization or individual (living or deceased)
E. An individual or organization that contributed significantly to the acquisition or development of the space or facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual- this to be fully substantiated by person making recommendation.
G. An individual who provided exceptional service in the interest of the park system as a whole. Typically, while serving in public office; public officials should not be considered as a candidate for naming.

V. OTHER NAMING ALTERNATIVES

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A. Parks, Conservation Land and/or Facilities that are donated to the Village, outside of the land dedication, can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Village Board.
B. Facilities within a park can be named separately from the park, conservation land, regional trail and/or facility in which are located, subject to the general guidelines outlined in this policy.

VI. NAMING PROCESS – EXISTING UN-NAMED FACILITIES

A. Individuals, groups and/or organizations interested in proposing a name for an existing un-named park area or facility must do so in writing, presented to the Parks and Recreation Director, for consideration by the Parks, Recreation and Conservancy Committee.
B. The Parks, Recreation and Conservancy Committee will conduct a public meeting on the request and allow 30 days following the public meeting for public comment.
C. The Parks, Recreation and Conservancy Committee will recommend to the Village of Cross Plains Board of Trustees action on the request following appropriate publication and discussion.

VII. NAMING PROCESS – NEW FACILITIES

A. A temporary name will be designated by Village Staff for identification during acquisition and/or development of the parkland, conservation land and/or facility.
B. Individuals, group and/or organization may suggest names for the parkland, conservation land and/or facility in writing, presented to the Parks and Recreation Director, for consideration by the Parks, Recreation and Conservancy Committee.
C. The Parks, Recreation and Conservancy Committee will conduct a public meeting on the suggested name and allow a minimum, 20 days following the public meeting for public comment.
D. The Parks, Recreation and Conservancy Committee will recommend to the Village of Cross Plains Board of Trustees action on the request following the 20 days for public comment.

VII. PARK RENAMING

Critical examination will be conducted to ensure that renaming parkland, conservation land and/or facilities will not diminish the original justification for the name or the prior contribution. Renaming will follow the same procedures as naming the park.

A. Parkland, Conservation land, regional trails and/or facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

IX. PLAQUES, MARKERS AND MEMORIALS

The Parks, Recreation and Conservancy Committee, or its designee, must approve any plaques or markers, not currently part of the Parks Memorial Bench and Tree Program. All parties involved must agree upon a written maintenance agreement for each plaque or marker before they're installed.

All plaques and markers must be designed to blend with and complement the existing parks and Recreation Department signs, plaques, markers and memorials.

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