



City of Menasha Request for Proposals for Native Vegetative Management Services

I. GENERAL

The City of Menasha is requesting proposals to be submitted for the development of a Storm Water Detention Basin Vegetation Maintenance Program for the many City-owned detention basins. The plan will guide future contracting of services that will implement the recommendations developed in the plan.

The maintenance of native vegetation is a critical part of the operation and maintenance of all the City's storm water detention basins. The intent of the native vegetation is to promote water quality, provide habitat for wildlife, protect the shoreline from erosion, and improve the aesthetics of the storm facilities so they blend into the fabric of our community. Maintenance and removal of undesirable, invasive species is required to achieve the desired appearance and function of the City's basins.

The goal of this agreement is to develop a multi-year program to reduce or eliminate undesirable plant species and encourage the growth and propagation of desirable "native" vegetation at the City's storm water detention basins. The work covered by this proposal shall include the furnishing of all labor, equipment, and materials to inspect, delineate, and make recommendations for a three-year plan that will achieve the vegetation objectives established for each basin.

The plan, at a minimum, should cover:

- For each facility, the plan should assess the vegetation that is observed in the field. The assessment shall not be an inventory of the number of each species present, but rather a qualitative description of the amount of "native" vegetation present.
- For each facility, the plan should provide a schedule and an estimated budget for specific maintenance activities that the City may rely on for budgeting and procuring of services.
- The plan and the Consultant should provide guidance as to how the City will be able to measure annual progress.
- Based on field observations conducted over the course of development of the plan, the Consultant should recommend plant species that promote germination and survivability.

The proposal submittal deadline for this project is **Friday, March 1, 2024 at 2:00 pm.**

II. PROPOSAL AWARD, PROCESS, AND PROJECT COMPLETION

The proposals will be reviewed for completeness and how well it is demonstrated the needs of the City of Menasha can be met. The award for the project work will not be based solely on the cost of the proposal. Please submit the proposal via email to ljungwirth@menashawi.gov no later than **2:00 pm on Friday, March 1, 2024**.

The proposal shall include, at a minimum:

- A breakdown of the planned project team and their related project experience.
- Anticipated timeline to complete the project.
- Breakdown of anticipated hours and costs to complete each of the major tasks listed in the scope of services.

An estimated annual cost for vegetative management shall be provided to the City by August 5, 2024 to ensure inclusion in the 2025 budget process.

An accepted proposal shall be presented to the Board of Public Works on **Monday, March 18, 2024** followed by Common Council final consideration on **Monday, April 1, 2024**.

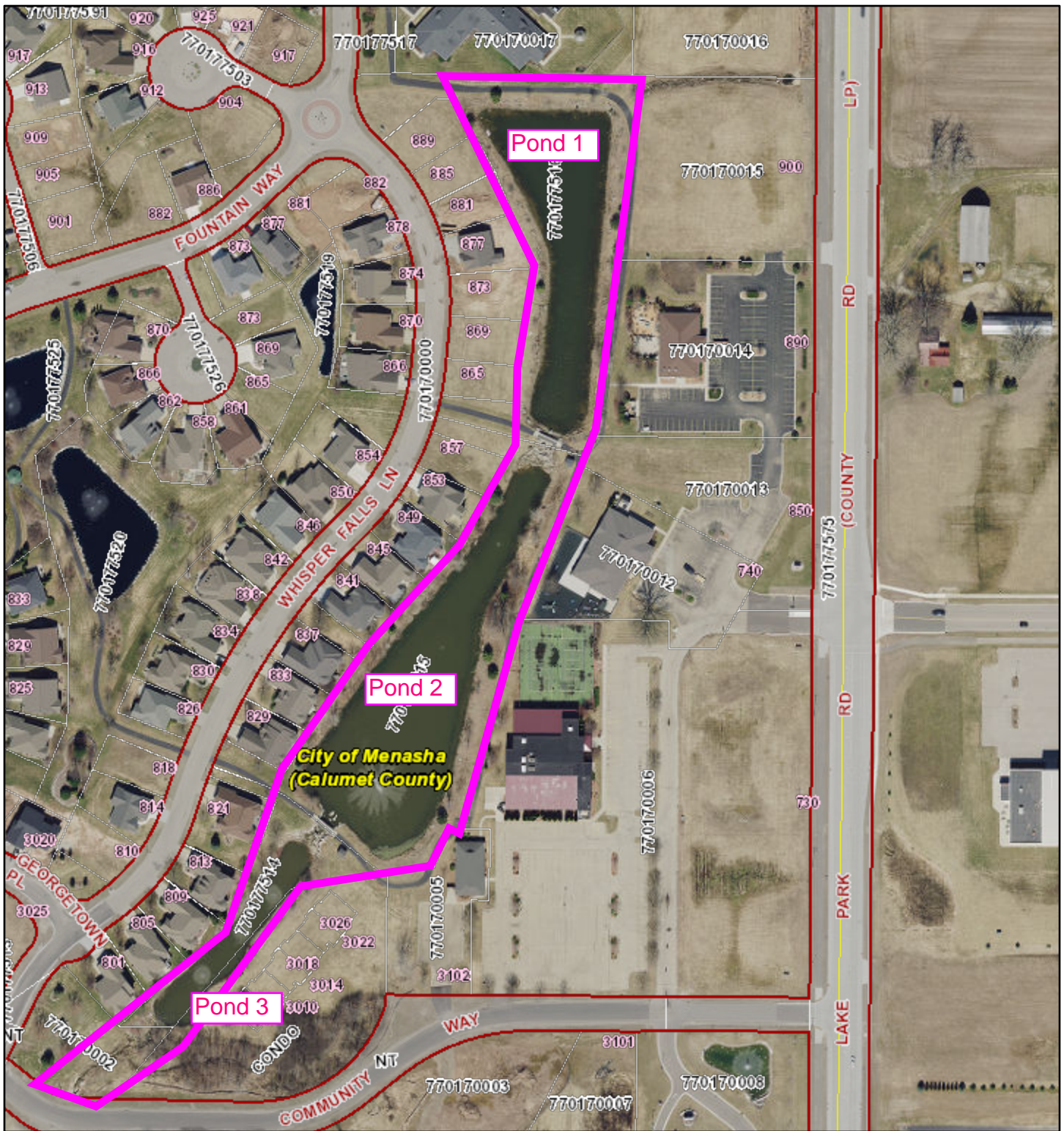
III. SCOPE OF SERVICES

1. The Consultant shall provide the following scope of services for this agreement:
 - A. Meet with the City's Project Manager prior to conducting field reconnaissance of the stormwater detention basins to review goals for the type of vegetative cover the City would like to achieve and maintain at each basin.
 - B. Assess the degree that the existing vegetation at each facility conforms to the established vegetative goals for the basin.
 - C. Assess the degree that the existing vegetation at each facility is made up of native seeds and plants. The assessment shall not be an inventory of the number of each species present, but rather a qualitative description of the amount of "native" vegetation is present.
 - D. Develop a multi-year program to manage the vegetation at each basin that will limit the presence of undesirable plant species and encourage the growth of desirable plant species. The multi-year program shall include cost estimates the City will use for budgeting of the activities, a description of the services to be contracted, a schedule of the year(s) the activities will be undertaken, and the time of year the activities should occur. The Consultant shall provide an aerial photograph(s) or a map(s) for each basin, delineating the areas of where activities are to occur.
 - E. Provide instruction and written criteria the City may use to determine actual progress toward achieving the vegetative goals.
 - F. Review the findings and recommendations of the Vegetative Maintenance Program with the City Project Manager. Consultant shall revise the multi-year program based on comments from the City.
 - G. Provide an evaluation of and recommendations for the seeds and plants the City should use in the design of storm water detention basins. The evaluation and recommendations should be based on the Consultants' field observations of seeds and plants that have successfully germinated at the City's stormwater detention basins and the Consultant's professional experience and judgement.
2. Locations: The Consultant shall develop a vegetation management program for the following City-owned detention basins. Location Maps for each detention basin have been included with this proposal for reference.
 - A. Lake Park Villas Phase 1 Ponds 1-3
 - B. Lake Park Villas Phase 1 Ponds 4-5
 - C. Manitowoc Road Pond
 - D. Midway Business Park Pond
 - E. Southfield West Subdivision Pond
 - F. Nature's Way Subdivision Pond
 - G. Grassy Fields Subdivision West Pond

Proposal Summary of Cost Breakdown












Cost of Service Summary by Task		
Task	Estimated Total Hours	Estimated Cost
Review Management Goals		
Assess Conformance to Established Goals		
Assess Success of Design		
Develop Multi-Year Program		
Provide Criteria for Measuring Success		
Review Multi-Year Program with City		
Project Management		
Total Cost for All Tasks		

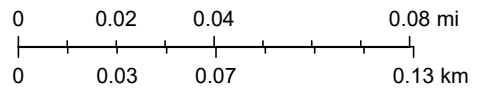
Lake Park Villas Ponds 1-3



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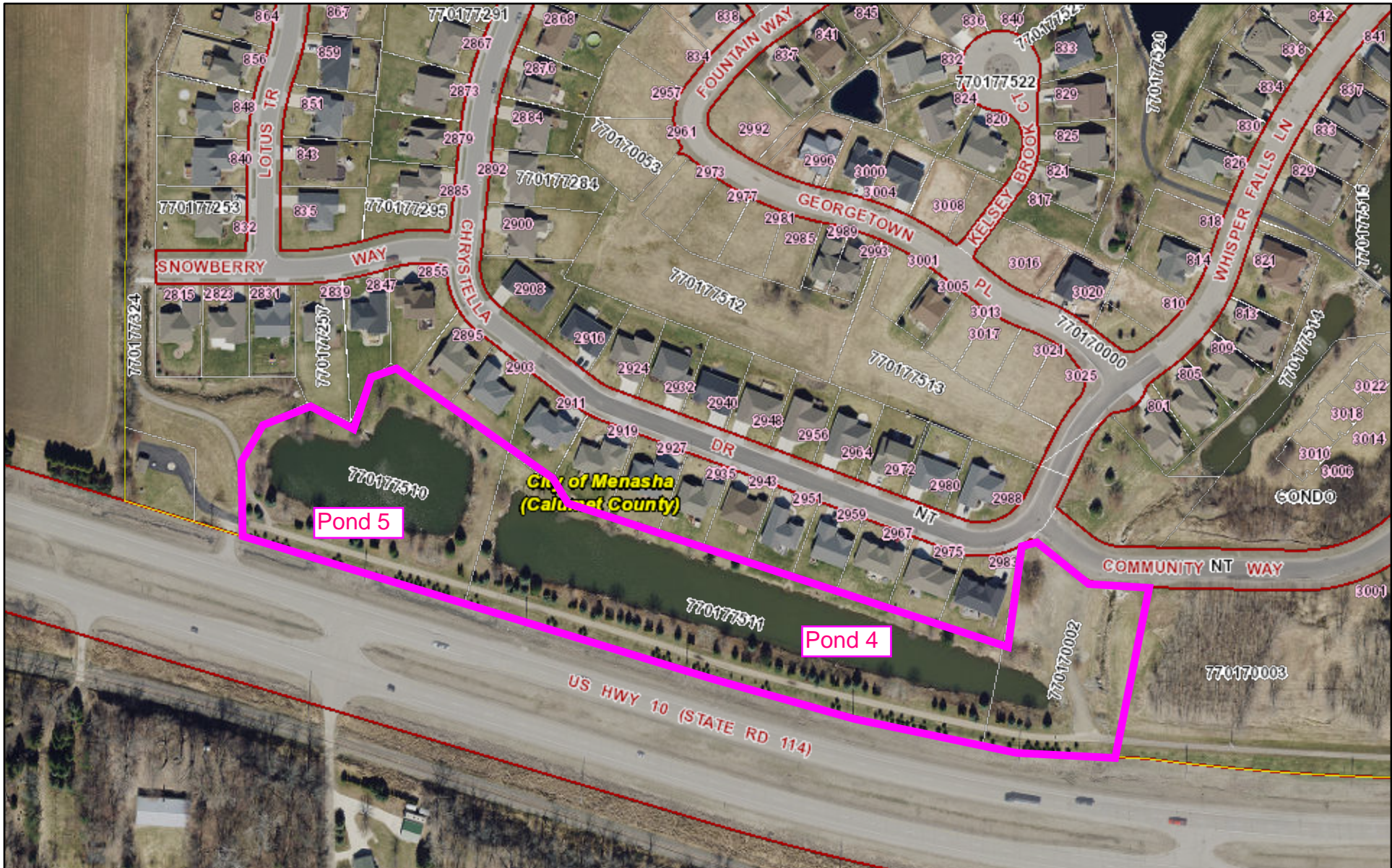
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|  Navigable Waterways |  Navigable - Stream (checked) |
|  Navigable - Permanent (unchecked) |  Tax Parcel Boundary |
|  Navigable - Intermittent (unchecked) |  Road ROW |
|  Navigable - Stream (unchecked) |  Municipal Boundary |
|  Navigable - Permanent (checked) | |



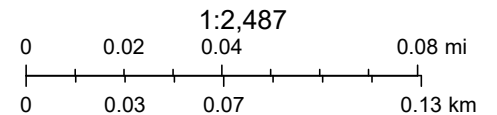
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Lake Park Villas Ponds 4-5



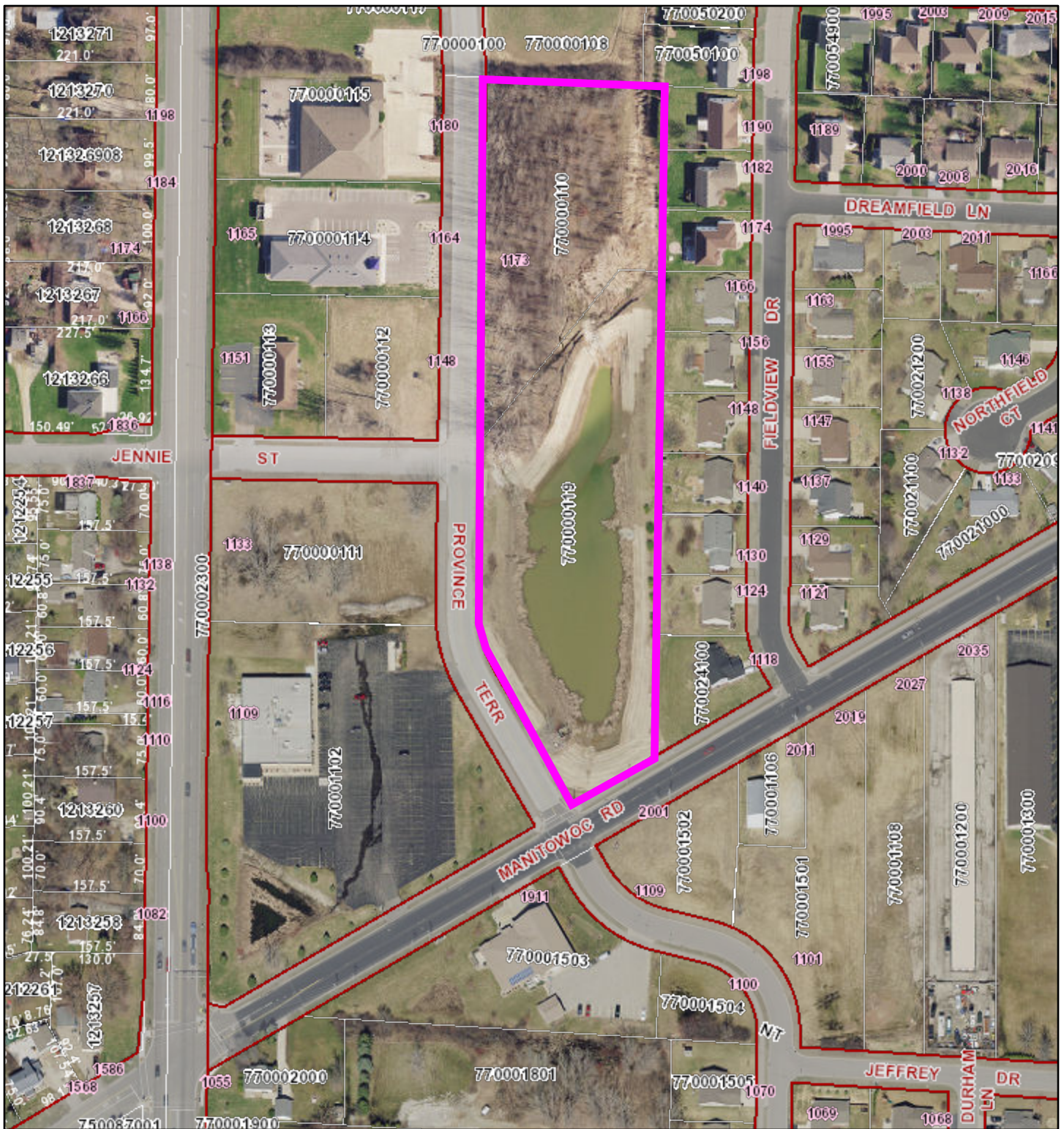
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- Tax Parcel Boundary
- Road ROW



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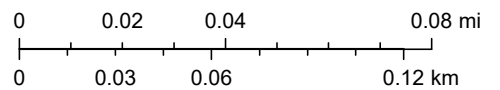
Manitowoc Road Pond



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|  Navigable - Stream (unchecked) |  Road ROW |



Winnebago County GIS, Imagery Date: April 2020

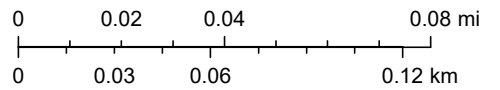
Midway Business Park Pond



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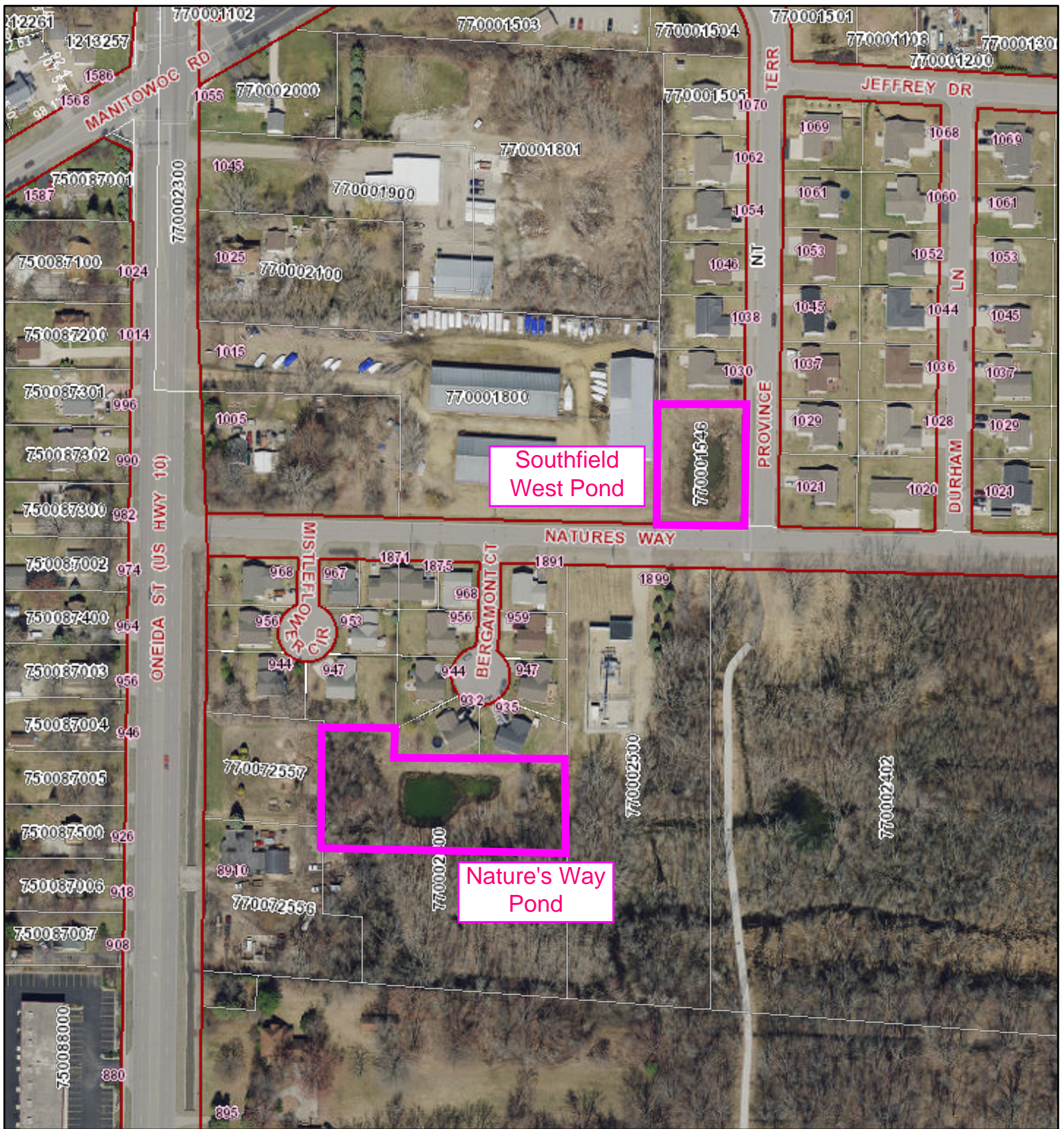
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- Navigable - Stream (checked)
- Tax Parcel Boundary
- Road ROW
- Municipal Boundary



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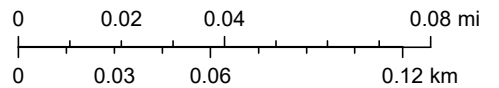
Southfield West & Nature's Way Subdivision Ponds



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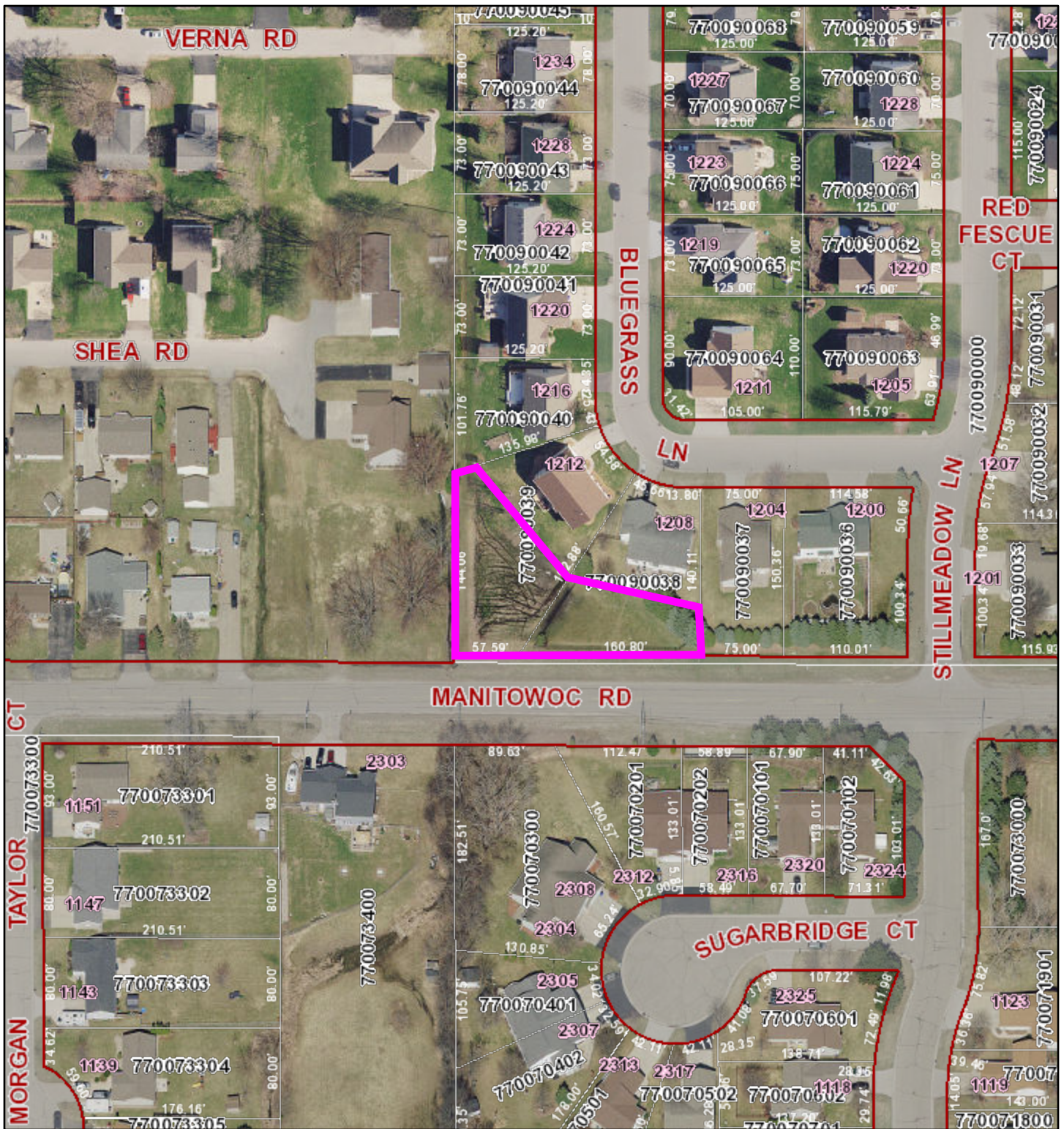
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- Lakes, Ponds and Rivers
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- Tax Parcel Boundary
- Road ROW



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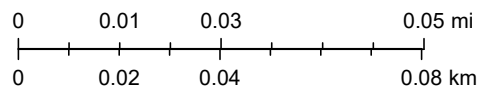
Grassy Fields West Subdivision Pond



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- Lakes, Ponds and Rivers
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- Navigable - Stream (unchecked)
- Tax Parcel Boundary
- Road ROW



Winnebago County GIS, Imagery Date: April 2020