

**Sonja Birr**

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**From:** Chad Scheinoha  
**Sent:** Monday, January 16, 2017 12:22 PM  
**To:** Sonja Birr  
**Cc:** Dan Koski  
**Subject:** Parks Comp Plan

Sonja,

Can you add the Parks Comp Plan as a standing agenda item for PI Committee until it is complete (Probably around July).

***Chad J. Scheinoha***

City of Manitowoc, Dept. of Public Infrastructure  
(Park, Cemetery, Lift Bridge and Electrical Operations)  
Mobile (920)374-0402  
Office (920)686-6512  
[www.manitowoc.org](http://www.manitowoc.org)

## Sonja Birr

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**From:** Chad Scheinoha  
**Sent:** Monday, January 16, 2017 1:21 PM  
**To:** Sonja Birr  
**Subject:** FW: Parks Comp Plan  
**Attachments:** 20170104152746267.pdf

fyi

### ***Chad J. Scheinoha***

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**From:** Chad Scheinoha  
**Sent:** Monday, January 16, 2017 1:20 PM  
**To:** Mike Howe; Scott McMeans - D2; Christopher Able - D3; James Brey - D4; Eric Sitkiewitz - D6; David Soeldner; Steven Czekala - D9; Jason Sladky  
**Cc:** Lee Kummer - D5; Dan Koski; Justin Nickels  
**Subject:** FW: Parks Comp Plan

To all,

I just wanted to let all of you know that we are beginning to work on updating our Parks Comprehensive Plan. Below are notes from our first team meeting in-house. We have hired the Consultant, Martensen and Eisele as many of you may know to assist with this update. Our team would request that you add this to The Public Infrastructure Committee Agenda as a standing agenda item until it is complete (June-July 2017). The Council will be asked to not only approve the final plan, but also fund it and oversee the implementation of it. Much hard work will go into the plan and for the good of the city, we need to see the plan through. We have named Alderman Kummer as the liaison between the team and council. Any questions could go to him or if you wish to contact me that is fine as well.

I look forward to working with all on the plan and will send updates as I have them and also bring information to the PI Committee meetings.

### ***Chad J. Scheinoha***

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**From:** Chad Scheinoha  
**Sent:** Friday, January 06, 2017 4:25 PM  
**To:** Lee Kummer - D5; Dan Koski; Greg Minikel; Jim Muenzenmeyer; Denise Larson; Paul Braun; Tyler Caulum; Nicolas Sparacio; Justin Nickels  
**Subject:** Parks Comp Plan

Thanks for all of the input on the plan update this week. I look forward to getting this going with everyone! This will be our project team moving forward, with Lee as our liaison between our team and council. Lee, feel free to pass any and all notes on to council and I will work to get this on PI Committee as a standing agenda item until we are finished.

Attached is the consultant contract for your review. If you have more comments to add before the meeting on the 20<sup>th</sup> please get them to me or bring them to the meeting. Below are brief meeting minutes for review as well. We can communicate via e-mail over the next two weeks and then will meet with M & E on the 20<sup>th</sup>. I also started a list of Friends groups that contribute "significant" time or money to the city (requested by M & E). Please add to it as you see fit and we can get this info to M & E. I think contacts attached to each may be good to have as well. If you know of more than I have listed please add them, I am sure I am forgetting some.

#### Meeting minutes:

1. Intro to M & E proposal
  - a. Went over phases
  - b. Discussed meeting schedules and additional meeting costs
    - i. Considered Indv. stakeholder meetings (friends groups/schools/etc.)
    - ii. Focus group/public meeting may work but would need to be well organized to gather all info (stations)
  - c. Discussed city and consultant responsibilities
    - i. Mapping
      1. Our current maps cannot be altered, they are PDF and there are no shape files
      2. Chad to contact M & E to look at designing all new maps, obtain quote for an addition to the contract. Then group will need to decide on having M & E do this or doing it in house (Tyler).
      3. Could possibly start from aerial photos
    - ii. Meeting documentation
      1. Denise will document minutes from future meetings other than committee and council meetings
    - iii. Surveys
      1. Look at other possibilities other than online
        - a. Door hangers
        - b. Possible alderman distribution
        - c. MPSD Friday folders
        - d. Parent e-mails
        - e. Parks kiosk/signs directing them to website
        - f. Recreation summer brochure
      2. One possible question could be; do we need more parks?
  - d. Discussed vision for the plan itself and new ideas
    - i. Mayor commented to concentrate on three main areas
      1. Maintenance and upgrades of current parks and amenities
      2. New items/ideas for future 5-10 years
        - a. 3-d pics
        - b. Design concepts
        - c. Explanations to show to council/others
    3. Wish List items
    - ii. Others comments
      1. No new parks
      2. Connectivity between current parks should be a priority
        - a. Lincoln Park – Indian Creek as example

- b. Current LNRP project connecting Little Manitowoc River and the Lakeshore to Lincoln Park and Indian Creek Park
3. Proposed pond at Indian Creek should be accounted for
4. If we add new parkland to wish list where should it go
5. Possible don't include any new parkland acquisition in this plan
6. Financial strategy including table and charts illustrating dollar amounts would be great
7. BayLakes is updating its regional plan at this same time

#### Friends Group Listing

- FOMT (Friends of Mariners Trail)
  - John Brunner – [marinerstrail@gmail.com](mailto:marinerstrail@gmail.com)
- Lincoln Park Zoo Society
  - Ali - [manitowoclpzs@gmail.com](mailto:manitowoclpzs@gmail.com)
- LNRP (Lakeshore Natural Recourses Partnership)
  - Jim Kettler - [jkettler@lakefield.net](mailto:jkettler@lakefield.net)
- FOMRW (Friends of the Manitowoc River Watershed)
  - Kim Kettner - [kkettnerm@gmail.com](mailto:kkettnerm@gmail.com)
- Discover Eastern Wisconsin Disc Golf
  - Jim VanLanen - [jamesevanlanen@gmail.com](mailto:jamesevanlanen@gmail.com)
- Friends of the Aquatic Center
  - Amy Weigel - [amy@frickeprinting.com](mailto:amy@frickeprinting.com)
- MYBA (Manitowoc Youth Baseball Association)
  - Randy Heinzen - [randy.heinzen@outlook.com](mailto:randy.heinzen@outlook.com)
- MCTA (Manitowoc County Tennis Association)
  - Eric Volcheff - [evolcheff@gmail.com](mailto:evolcheff@gmail.com)
- NEWOM (Northeast Wisconsin Offroad Mountain Bikers)
  - Wade Marks - [wade@ceaserobot.com](mailto:wade@ceaserobot.com)
- Grow it Forward
  - Amber Daus - [growitforward.wi@gmail.com](mailto:growitforward.wi@gmail.com)
- Goodwill Industries of Northcentral Wisconsin and Miracle League of the Lakeshore
  - Laura Zeimer - [miraclaleaguelakeshore@yahoo.com](mailto:miraclaleaguelakeshore@yahoo.com)

#### ***Chad J. Scheinoha***

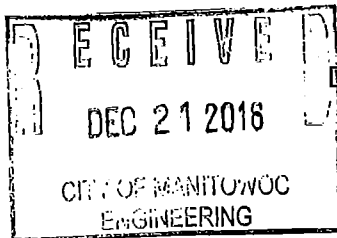
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# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

17 - 0136



December 20, 2016

| ENGINEERING |    |   |  |
|-------------|----|---|--|
| 1           | DL | 5 |  |
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| 4           |    | 8 |  |

Martenson & Eisele, Inc.  
1377 Midway Rd.  
Menasha, WI 54952-0381

RE: Contract

Gentlemen:

Enclosed is a fully executed contract to generate an updated planning document that will further strengthen the park system and enhance resident and visitor experiences.

This contract was acted upon by the Common Council at the meeting of Monday, December 19, 2016, at which time the Council unanimously recommended entering into contract.

Please submit your request for payment to the attention of Director of Public Infrastructure Dan Koski.

Your certificate of insurance is on file.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Jennifer Hudon  
City Clerk

JH:dan

Enclosure

cc: Director of Public Infrastructure Dan Koski

Jennifer Hudon, MPA, City Clerk/Deputy Treasurer  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543  
Phone (920) 686-6950 • Fax (920) 686-6959 • [jhudon@manitowoc.org](mailto:jhudon@manitowoc.org)



**CONTRACT**

This contract is made and entered into this 20 day of Dec., 2016, by and between Martenson & Eisele, Inc. (hereinafter "Consultant"), located at 1377 Midway Road, Menasha, WI 54952-0381 and the City of Manitowoc, Wisconsin, a Wisconsin municipal corporation (hereinafter "City"), located at 900 Quay Street, Manitowoc, Wisconsin 54220.

**RECITALS**

**WHEREAS**, Martenson & Eisele, Inc. located at 1377 Midway Road, Menasha, WI 54952-0381 intends to provide updating to the City of Manitowoc Parks Comprehensive Plan, as outlined in "Exhibit A", Martenson & Eisele, Inc. Proposal.

**WHEREAS**, Martenson & Eisele, Inc. intends to generate an updated planning document that will further strengthen the park system and enhance resident and visitor experiences, as outlined in "Exhibit A".

**NOW, THEREFORE**, in consideration of the mutual covenants and representations of the parties hereinafter set forth, the undersigned parties hereby agree as follows:

1. Recitals. The above recitals are deemed to be true and correct.
2. Scope of Work. The Consultant agrees to perform the following work and/or furnish the following labor and materials in accordance with the terms of this contract:

**All work shall be performed in accordance with the City of Manitowoc's Standard Specifications for Public Works Construction.**

**See listing of tasks for this project. (Attached is "Exhibit A", and it is incorporated into this Contract by reference).**

3. Contract Price. The City agrees to pay to the Consultant for the performance of this contract the sum of **\$14,894.00**.
4. Schedule. Consultant agrees to commence work under this Contract upon its execution and complete performance of this contract in accordance with the City of Manitowoc's Standard Specifications, which are made part of this Contract and are incorporated by reference. The contract completion date shall be **August 31, 2017**.
5. Sales Tax Exemption. The Consultant shall be required to comply with Chapter 77 of Wisconsin State Statutes and more specifically Section 77.54(9m) as it relates to the sales tax exemption for building materials that become part of a facility for a local unit of government. (This is also known as 2015 Wisconsin Act 126).
6. Payment Schedule. Requests for payment shall be made to the Director of Public Infrastructure. The Director of Public Infrastructure shall make a recommendation on the payment request and submit the same to the City's Board of Public Works when applicable. Consultant shall be entitled to payment within 30 days following approval by the Director of Public Infrastructure.

7. Assignment and Subcontracting. Consultant shall not be permitted to sign or subcontract any of the work hereunder without the prior written consent of the City.
8. Insurance and Bonding. None required.
9. Applicable Statutes. Any provisions of the Wisconsin Statutes, Federal Law or local ordinances applicable to the work performed hereunder are deemed to be incorporated by reference and made a part of this contract.
10. Contract Notice. Per Wisconsin State Statutes 62.15, a Class I Notice had been executed and published for this work on December 14, 2016.
11. Other Indebtedness to City. It is understood and agreed by the parties hereto that whenever a Consultant is for any reason indebted to the City of Manitowoc, the Consultant consents that the City of Manitowoc through its officials shall and may, deduct and retain, any such balance out of the money or monies which may be due or become due to the Consultant under this contract.
12. Indemnify. Consultant shall defend, indemnify and hold harmless the City of Manitowoc, its officials, officers, employees, representatives and agents against any and all liability, claims, costs, demands, losses, damages, expenses and attorney fees of any kind on account of any injury, damage, or death to any person or property that may arise directly caused by or resulting from the work performed under this Contract where the injury, damage, or death is caused by negligence or willful misconduct on the part of the Consultant or agents.
13. Default. In the event of default or breach in the performance of any of the obligations, covenants, representations or duties under the terms of this Contract by either party, the non-defaulting party shall forward written notice to the defaulting party outlining such default. The defaulting party shall cure such default within thirty (30) days of receiving written notice from non-defaulting party, except that the cure period may be extended to a reasonable time to cure any default that cannot reasonably be cured with the thirty (30) day period, provided that the defaulting party has commenced to cure within the thirty (30) day period and diligently pursues a cure at all times thereafter until the default is cured. The defaulting party shall be responsible for the payment to the non-defaulting party of any outstanding fees, charges or expenses that were incurred by the non-defaulting party on behalf of the defaulting party.
14. Permits. None Required.
15. Termination. Either party may terminate this Contract with ten (10) days written notice to the other party. Any labor and/or expenses incurred prior to cancellation will be billed at standard retail rates and will be due in full and billed immediately.
16. Notice and Demands. A notice, demand or other communication under this Contract by any party to the other party shall be sufficiently given or delivered and deemed delivered as of the date such notice is delivered to the party intended, if it is dispatched by

registered or certified mail, postage prepaid, return receipt requested, or delivered personally and addressed to or personally delivered to:

**CITY:** City Clerk  
900 Quay Street  
Manitowoc, WI 54220

**CONSULTANT:** Martenson & Eisele, Inc.  
1377 Midway Road  
Menasha, WI 54952-0381

Notice and demand given shall be effective only if and when received by the party intended and acknowledged by receipt. The above addresses may be changed at any time by any party by giving written notice in the manner provided above.

17. Assignment. This Contract is not assignable without prior written consent of City.
18. Severability. If any provision of this Contract is deemed by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected thereby, and such remainder would then continue to conform to the requirements of applicable laws.
19. Amendments. This Contract can only be amended or modified in writing and signed by the parties involved.
20. Integration. This Contract represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to matters covered hereunder, unless documented in writing and signed by the parties involved.
21. Survival of Provisions. All indemnification and hold harmless obligations shall survive the expiration or termination of this Contract.
22. Choice of Law. This Contract shall be governed by and construed in accordance with the laws of the State of Wisconsin. All actions or proceedings relating directly or indirectly, to this Contract, whether sounding in contract or tort, shall be litigated only in the circuit court located in Manitowoc County, Wisconsin. All parties to this Contract hereby subject themselves to the jurisdiction of the circuit court for Manitowoc County, Wisconsin.
23. Heading. The section titles have been inserted in this Contract primarily for convenience, and do not define, limit or construe the contents of such paragraphs. If headings conflict with the text, the text shall control.
24. Remedies Cumulative. All rights and remedies hereunder are cumulative, and not exclusive, and shall be in addition to all other rights and remedies provided by applicable law. Failure to exercise or delay in exercising any right or remedy hereunder shall not operate as a waiver thereof, nor excuse future performance. No waiver discharge or renunciation of any claim or right arising out of a breach of these terms and conditions shall be effective unless in writing signed by the party so waiving. Any waiver of any breach shall be a waiver of that breach only and not of any other breach, whether prior to subsequent thereto.



25. Engineering/Design. All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity of enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party whatsoever by virtue of that party having drafted the document or any portion thereof.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties hereto have made and executed this Contract as of the day and year first above written.

**SOLE PROPRIETORSHIP OR  
PARTNERSHIP**

\_\_\_\_\_  
Name of Proprietor or Partnership

\_\_\_\_\_  
(Seal)

Sole Proprietor or Partner

\_\_\_\_\_  
(Seal)

Partner

\_\_\_\_\_  
(Seal)

Partner

**CORPORATION**

Martenson & Eisele, Inc.  
Name of Corporation

By: [Signature] (Seal)  
President

Attest: [Signature]  
Vice President  
Treasurer  
CORPORATE SEAL

**CITY OF MANITOWOC**

By: [Signature]  
Justin M. Nickels, Mayor

Attest: [Signature]  
Jennifer Hudon, City Clerk

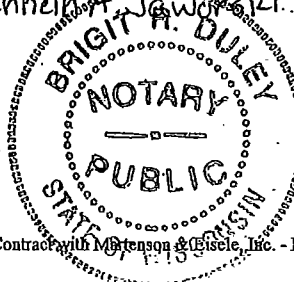
STATE OF WISCONSIN )  
) ss.  
MANITOWOC COUNTY )

Personally came before me, this 20 day of Dec., 2016, the above named Justin M. Nickels and Jennifer Hudon, known to me to be the Mayor and City Clerk/Deputy Treasurer of the City of Manitowoc and acknowledge they executed the foregoing instrument.

[Signature]  
Deborah A. Neuser  
Notary Public Manitowoc County, WI  
My commission (expires) 8-17-18

STATE OF WISCONSIN )  
) ss.  
WINNEBAGO COUNTY )

Personally came before me, this 8 day of December, 2016, the above named Michael Siewert, President, and Gary Zahring, Vice President of Martenson & Eisele, Inc. and acknowledge they executed the foregoing instrument. Kenneth A. Jaworski, Treasurer



[Signature]  
Brigit R. Duley  
Notary Public Manitowoc County, WI  
My commission (expires) 2-19-17

Exhibit A

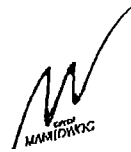
Proposal

Parks Comprehensive Plan  
Update

City of Manitowoc, WI  
October 7, 2016



**City of Manitowoc  
Request for Proposal  
Parks Comprehensive Plan Update**



October 7, 2016

Chad Scheinoha  
City of Manitowoc Engineering Office  
900 Quay Street  
Manitowoc, WI 54220

**RE: Request for Proposal (RFP)  
Consultant Services for Parks Comprehensive Plan Update**

Dear Mr. Scheinoha,

Thank you for inviting Martenson & Eisele to submit a proposal for updating the City of Manitowoc Parks Comprehensive Plan. As you are aware, our firm worked with the City on developing the current plan. We were proud of that accomplishment and look forward to working with the City again to generate an updated planning document that will further strengthen the park system and enhance resident and visitor experiences.

Our Project Team has reviewed the requirements of the RFP and have assembled a Project Approach that will meet the overall goals and objectives outlined in your proposal. Specifically, our approach will revise and update information, include public input, identify key opportunities/projects and recommend funding sources to achieve results.

Please read on with confidence knowing that the Martenson & Eisele Team of professionals is dedicated to work with your staff, partners and leaders on an efficient, responsive and ultimately successful park planning effort. We are committed, willing and excited to perform the tasks outlined in this proposal.

Sincerely,

Martenson and Eisele, Inc.

Ken Jaworski  
Vice President of Planning and Environmental Services



Planning - Environmental - Surveying - Engineering - Architecture

City of Manitowoc  
Request for Proposal  
Parks Comprehensive Plan Update



| Table of Contents         | Section |
|---------------------------|---------|
| Executive Summary.....    | 1       |
| Project Approach.....     | 2       |
| Firm Qualifications ..... | 3       |
| Team Qualifications.....  | 4       |
| References .....          | 5       |
| Fee Proposal .....        | 6       |



Planning - Environmental - Surveying - Engineering - Architecture



## Executive Summary

The Parks Comprehensive Plan update process will be led by Mr. Ken Jaworski. Ken achieved Certified Leisure Professional (CLP) status through the Wisconsin Park and Recreation Association. He has authored 12 Comprehensive Outdoor Recreation Plans and numerous park site master plans over his career and will be the primary author of this planning effort.

Our Project Approach and Scope of Work, will include the three fundamental components requested by the City:

1. A Needs Assessment and Review including Recommendations for Park Modifications
2. Recommended Improvements and Additions to Parks and Facilities to meet current and future needs
3. A Financial Implementation Strategy

The Park Comprehensive Plan update process will include a total of (5) meetings. The proposed meetings are as follows:

- 2 City Staff Meetings
- 1 Public Workshop
- 2 Oversight Committee Meetings

Meetings will include discussion on goals & objectives, recreation opportunities, developing trends, future needs (park facilities/future sites), level of service standards, connectivity, park safety, implementation and funding opportunities. More detail on the content of each meeting will be explained within the Project Approach section. In addition, Martenson and Eisele proposes the use of a Survey Monkey tool to gather public input. The survey process will be introduced at the Public Informational Meeting.

Meetings will also be used as an opportunity to review plan documents in their various stages. A Draft version of the plan will be generated during the planning process. Once recommended by the selected Oversight Committee, The Pre-Final Plan will be presented at a public hearing for eventual adoption by resolution.

It should be noted that Martenson and Eisele staff will conduct site visits to all existing and proposed City park sites to have the fullest understanding of each park's potential. The following phased approach shows more detail to each planning task. This phased approach is also captured within the Project Timeline which is included in this proposal.



## Project Approach

### Phase 1: Needs Assessment

- o **Meeting 1** with City Staff to collect data on changes from prior plan. Gather staff insights on park system needs and opportunities.
- o Conduct site visits to all existing and proposed City park sites. Note concerns and opportunities.
- o Update park inventory
- o Collect and review most recent population, housing and development trend data
- o Review State CORP for regional trends that could impact City Park System
- o Outreach to School District to determine potential park impacts and/or opportunities
- o **Meeting 1** with Oversight Committee (**Meeting 2 overall**) to discuss new data, trends, plan directives and details of the public outreach effort
- o Develop survey questions. City Staff to review and sign off before release
- o Hold **Public Informational Meeting (Meeting 3 overall)** on existing park system. Introduce On-Line park system survey tool and protocol.
- o Review survey responses, discuss with City Staff and report to Oversight Committee
- o Per the above input, begin development of the Draft Plan

### Phase 2: Recommendations, Modifications and Improvements

- o **Meeting 2** with City Staff (**Meeting 4 overall**) to generate park project list and priorities. The discussed priorities will determine the suggested Implementation Plan and Schedule component of the plan.
- o Incorporate recommendations and proposed improvements into the Draft Plan
- o Present highlights to Oversight Committee (**Meeting 5 overall**)
- o Incorporate any suggestions by the Oversight Committee into the Draft Plan

### Phase 3: Develop a Financial Implementation Strategy

- o Develop the Financial Implementation component of the plan, including fundraising strategies.
- o Electronic review of this plan component (over e-mail) with City Staff.
- o Incorporate any changes into the Draft Plan.

### Phase 4: Final Document Preparation and Release

- o Complete the Draft Plan document in its entirety
- o Request Electronic review (over e-mail) with City Staff
- o Post the Draft Plan document for public review on City Web Site
- o Review public comments and incorporate any changes requested by Consultant and City Staff
- o Prepare Pre-Final Plan for public hearing
- o Make revisions (if any) to Pre-Final Plan per public hearing
- o Prepare and deliver the Final Plan as adopted by resolution

### Tasks Occuring Throughout all Phases

#### Meetings

Martenson & Eisele staff will include five (5) meetings as part of the planning process. The role of each meeting is noted above in the Phased Project Approach. Please note that the City can request

**City of Manitowoc  
Request for Proposal  
Parks Comprehensive Plan Update**



adjustment to the types and roll of each meeting. However, additional meetings are not part of the Fixed Cost Fee and would be classified as Additional Services.

**Project Management**

- Continuing communication (emails and phone calls) with City Staff
- Project set-up and close out
- Monitor project schedule
- Contributing agency communication and correspondence
- Resolve project challenges

**Expectation of City Staff**

- The City will provide all special meta data necessary to complete the Parks Comprehensive Plan. This data should include but is not limited to the following:
  - All Park Site Maps (as shown within existing plan)
  - All Mapping of Park Locations & Service Areas
  - Comprehensive Plan Future Land Use Map
  - Transportation Maps Showing Existing Trails and Trailheads
- City Staff will attend all meetings involved with the Consultant and will serve as liaison between the Oversight Committee and the Consultant
- Announce On-Line survey option to residents
- Host the On-Line survey on the City's web site
- Staff will coordinate and schedule all meetings involving the Consultant. Staff will mail/distribute all agendas, meeting minutes, and meeting informational packets.
- Staff will document all meetings and public hearings relevant to the plan update process, taking detailed minutes when necessary
- City Staff shall maintain any web page or social media site determined necessary for the planning effort
- City Staff will be responsible for the distribution of the Final Parks Comprehensive Plan

**Consultant Deliverables**

- Attendance at five (5) project meetings to develop the Parks Comprehensive Plan as Identified in the Project Approach
- Conduct an on-site tour and review of all City Parks
- Conduct an on-line survey of City Park users. (SurveyMonkey format)
- Provide recommendations to improve existing facilities and address future park needs within the updated plan document
- Update park maps based on changes since the last plan for inclusion within the updated plan document
- Provide a Financial Implementation Strategy within the updated plan document
- Generate a completed Draft Plan document for public, City Staff and Oversight Committee review
- Generate a Pre-Final Plan document for the public hearing
- Provide 3 hard copies and a final PDF digital copy of Final Plan written and adopted Parks Comprehensive Plan

A Project Timeline has been developed to incorporate the tasks as identified in the Project Approach. The Project Timeline contains key meeting dates and identifies the dates for deliverables.



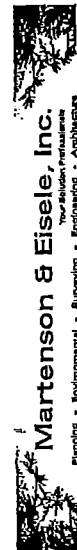
**Martenson & Eisele, Inc.**  
Your Solution Professionals



Planning - Environmental - Surveying - Engineering - Architecture



2016-2017



Survey  
Public Hearing  
Documents

Martenson & Elsele Task  
 City Staff or OSC Mtg  
 Public Info Mtg

[illegible]



## Firm Qualifications

### Martenson and Eisele, Inc.

*Professionals dedicated to serving people committed to improving their communities.*

Located in Menasha, Wisconsin with a branch office in Omro, Wisconsin, Martenson & Eisele, Inc. offers a comprehensive range of planning, environmental, surveying, engineering, and architectural services.

#### Our History

When we established Martenson & Eisele, Inc. in 1977, we had a vision of being the best civil engineering and land surveying firm in the Fox Cities. Today, that vision has been expanded to include five Professional Engineers, six Professional Land Surveyors, two Licensed Architects, two Senior Community Planners, and a Wetland Specialist. They are supported by a full contingent of knowledgeable and experienced technicians.

The growth of the firm is the result of paying close, personal attention to the needs of our clients, and the good fortune we have had in attracting exceptional professionals and support staff. Over the years we have relied on our mission statement, our values, and our philosophy to guide us in our relationships with our clients and with each other, and to create a culture in which our clients and employees succeed. Because we are now an employee-owned company, our relationships with our clients and with each other have taken an on an even higher level of significance and importance.

#### Our Philosophy

We firmly believe the most important aspect of Martenson & Eisele, Inc. is service. We take the time needed to be sure we completely understand the special requirements of your particular project, and that our team is precisely aligned with your objectives. Based on our experience, we develop a specific plan to meet those needs and accomplish your goals. Through each step of your project, we pay strict attention to keeping you informed. We are also solidly committed to being accessible to you.

At Martenson & Eisele, Inc., our measure of quality extends far beyond the technical nature of the work we do. We believe that quality is equally measured by how well we work with our clients and by how well we serve their needs.

#### Firm Contact Information

Martenson & Eisele  
1377 Midway Road  
Menasha, WI 54952-0381  
920-731-0381  
[www.martenson-eisele.com](http://www.martenson-eisele.com)

Project Contact: Ken Jaworski, Vice President of Planning and Environmental Services  
[ken@martenson-eisele.com](mailto:ken@martenson-eisele.com)

No subconsultants to Martenson & Eisele, Inc. will be included in this proposal or assigned to this project.

#### Similar Projects

The following projects are presented to demonstrate the qualifications of the selected Martenson & Eisele Team Members who will lead the development of the Parks Comprehensive Plan update effort.



# Village of Suamico

## Outdoor Recreation and Open Space Plan, 2013-2017



**Project Need:** Martenson & Eisele, Inc. was hired by the Village to update the Outdoor Recreation and Open Space Plan. The update was required to allow the Village to maintain eligibility in applying for funding assistance through the Wisconsin Department of Natural Resources Stewardship Fund Program. The planning effort was also designed to accommodate growing recreational programs, maximize recreation partnerships and to improve the cost effectiveness of serving the village park system.

**Project Approach:** M&E worked closely with the Village of Suamico Recreation, Park, Forestry, & Trails Committee, Village Park Staff and Village residents during the summer of 2012 and winter/spring of 2013. Due to the recent recession, operational budgets were strained due to lost revenue from the lack of development. This caused cut backs in required public facility improvements and expansion projects leaving only the highest priorities to receive funding. It was the intent of this planning effort to recognize the resultant budgetary impacts.

**Project Result:** This report represents an update to Suamico's ongoing park and recreation planning efforts and is a comprehensive update of the Village's park, outdoor recreation, and open space needs. It is intended to serve as a guide for the Village in its provision of park, outdoor recreation, and open space sites and facilities for at least the next five years. Any request for park, open space, or outdoor recreation funding must be consistent with the recommendations of this plan to be eligible for that funding.

**Plan Author and Manager:** Ken Jaworski

**Plan Mapping:** Brigit Duley

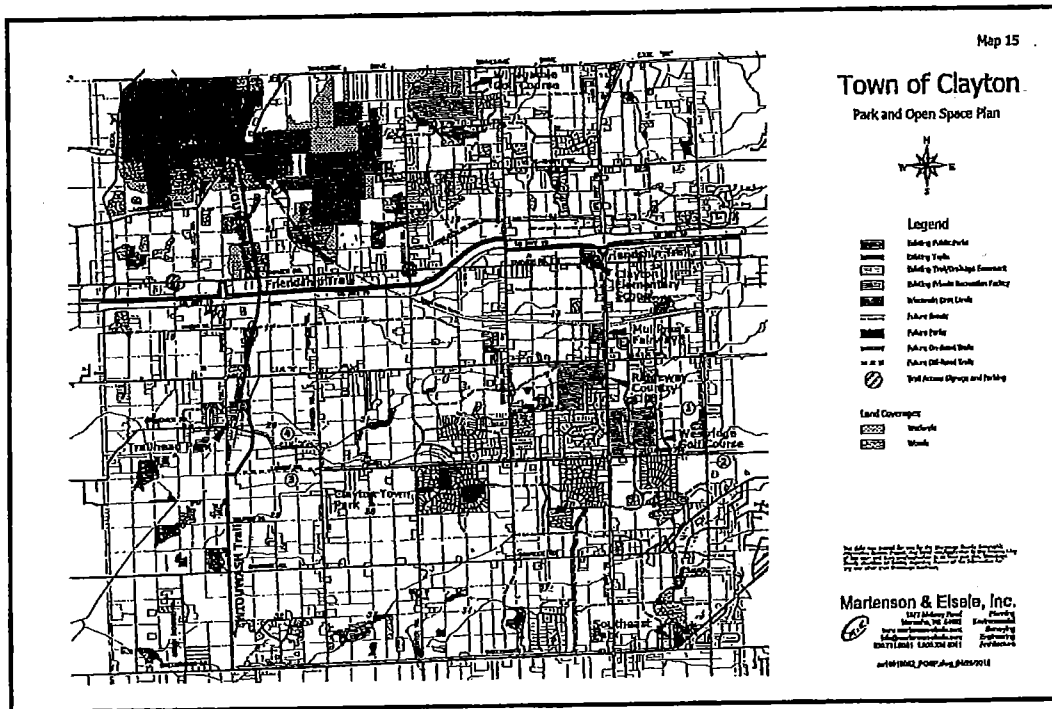
**Budget:** \$8,500

**Timeline:** Eight (8) Months

**Project Contact:** Steve Kubacki, Village Administrator  
920-434-2212. [stevek@suamico.org](mailto:stevek@suamico.org)



# Town of Clayton Park, Trail and Open Space Plan 2016-2020



The Town of Clayton Park and Open Space Plan, 2016-2020, is an update of the Plan adopted in 2009. This Plan inventoried and analyzed the Town's existing recreation activities and facilities. The planning process will identified distinctive recreation and open space opportunities that make Clayton special, and establish a vision of recreation services in the future. Potential projects were listed, along with approximate costs to implement them.

## Services Provided:

- Reviewed the 2009 Park and Open Space Plan (POSP) with the Parks Committee. Reviewed recommendations and proposed improvements in the POSP. Discussed potential revisions for 2016 update.
- Updated the inventory and analysis of existing park and trail facilities, and population and land use trends in the town, and presented findings to Parks Committee as well as reviewed the revised recommendations.
- Discussed draft text and map updates. Discussed revised Capital Improvement Plan. Established project prioritization. Presented of final draft of the Park and Open Space Plan to the Plan Commission and Town Board for approval. Updated all maps in the POSP.

**Plan Author and Project Manager:** Ken Jaworski

**Plan Mapping:** Brigit Duley

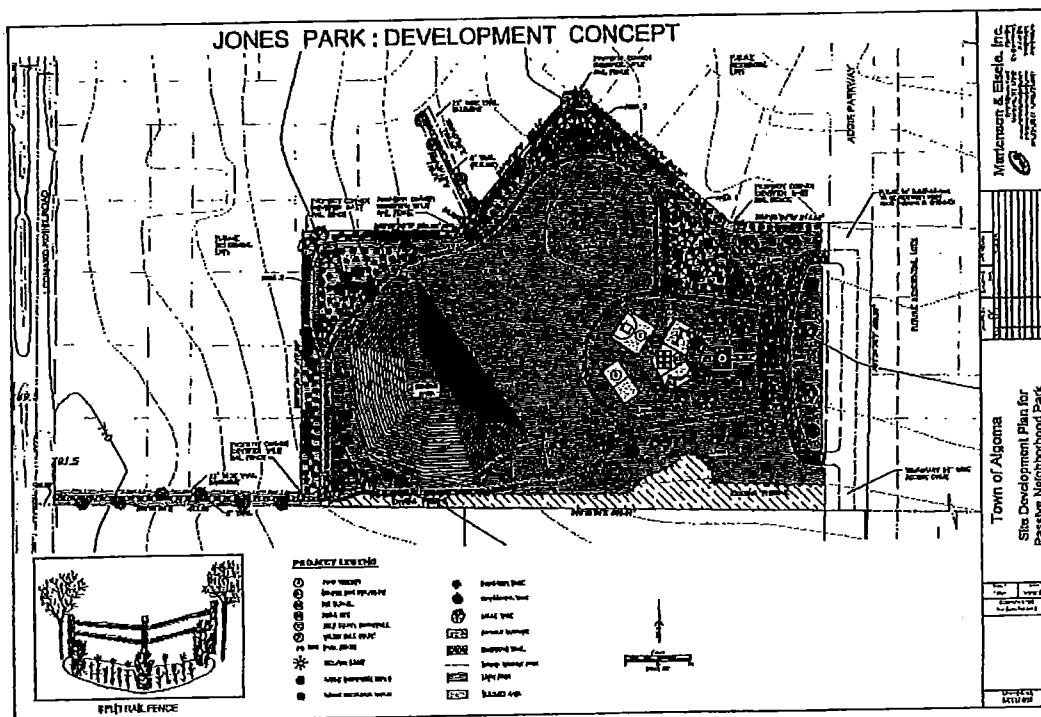
**Budget:** \$3,500

**Timeline:** Three (3) Months

**Project Contact:** Richard Johnston, Town Administrator  
920-836-2007. [tocadmin@new.rr.com](mailto:tocadmin@new.rr.com)



# Town of Algoma Jones Park Development Alternatives Study



**Project Need:** Martenson & Eisele, Inc. was hired to assist with the siting, funding, conceptual layout and ultimate design of the Town's first park. After securing a WDNR Stewardship Grant to fund the acquisition of land for the 9.5 acre park, M&E staff embarked on Phase 2 of the project which investigated the cost feasibility of several design options. The "Alternatives Report" was needed to help establish future park development budgets and to lay the foundation for an aggressive fundraising campaign.

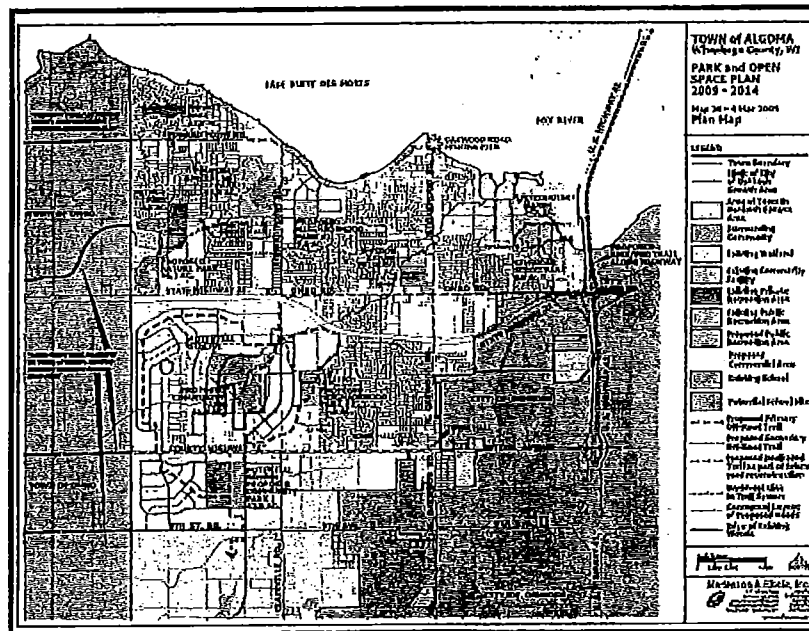
**Project Approach:** M&E worked closely with the Town of Algoma Park Committee during the summer and fall of 2012 to review numerous park concepts based on requested facilities. The study went into great detail relative to cost comparisons for park amenities. The report also went into great detail on how a fundraising campaign could be implemented. Projects were phased over a three year period for implementation.

**Project Result:** This report was used to launch an aggressive fundraising campaign. It also laid the foundation for the development of bid documents to initiate site preparation work and the construction of the park main feature: a 20' foot winter sledding hill. Park construction began in 2014.

**Plan Author and Manager:** Ken Jaworski  
**Plan Mapping:** Brigit Duley  
**Budget:** \$10,000  
**Timeline:** Four (4) Months  
**Project Contact:** Deborah Stark, Town Clerk  
 920-235-3789. [townoffice@townofalgoma.org](mailto:townoffice@townofalgoma.org)



# Town of Algoma Park, Trails and Open Space Plan 2009-2014



The Town of Algoma Park and Open Space Plan, 2009, inventoried and analyzed the Town's existing recreation activities and facilities. The planning process identified distinctive recreation and open space opportunities that make Algoma special, and established a vision of recreation services for the future.

**Services Included:**

- Inventory including a complete on-the-ground inventory of what is considered parkland, trails and other open spaces to assess the services they provide to the public, and the condition of these grounds and facilities
- Analyze the Comprehensive Plan to revisit sites identified as future parkland and open space, and identify future land uses and transportation facilities that might impact parks, trails, and other open space; population projections to determine future demand for parks; determine the strengths and weaknesses of the existing park and open space system.
- Cost Estimate improvements included in the final Plan, prioritization of the improvements, inclusion in future Town budgets, and identifying applicable state and federal grants.
- Recommendations for acquisition and construction of park facilities that should occur over the next six years and beyond.
- Mapping of existing parks and other open spaces, existing land uses, traffic corridors, and environmentally sensitive areas. As well as mapping the improvements recommended in the new Park and Open Space Plan





## Team Qualifications

Based on our project understanding, the Project Team assembled by Martenson & Eisele will include Ken Jaworski, Vice President of Planning and Environmental Services. Mr Jaworski will serve as the Project Manager, Technical Advisor, Meeting Facilitator and will be primary plan author. He will serve these functions throughout the duration of the planning process.

Ken will be supported by Brigit Duley, who will assist with all plan mapping functions and responsibilities. She will also assist in document formatting and assembly.

Futhermore, our proposal assures that members assinged to your project will perform their assigned rolls through the duration of the project. More detailed descriptions of each staffs credentials are listed below.

### Ken Jaworski, VP of Planning and Environmental Services

Project Role: Project Manager, Technical Advisor, Meeting Facilitator, Plan Author

Ken has been a practicing land use and natural resource planner for over 28 years. Mr. Jaworski specializes in natural resource based planning, which includes land use, recreation, forestry and water quality. He has been involved in the development of over 75 comprehensive plans for towns, villages, cities and counties throughout Wisconsin. Ken has led or assisted in the development of five county comprehensive planning efforts, (Dodge, Clark, Waupaca, Vilas and Calumet) and two Farmland Preservation Plans (Fond du Lac & Green Lake).

Mr. Jaworski's public meeting facilitation and outreach skills have been utilized in many state, regional and county planning efforts. He has conducted and facilitated public workshops on various land use and recreation planning topics, and has coordinated or assisted in the facilitation of over 350 public meetings and/or hearings over his career.

Recently, Ken developed two Dog Park Master Plans for the Friends of Winnebago County Dog Parks. He also developed the Master Plan for Jones Park in the Town of Algoma which included the incorporation of a regional stormwater management pond. His most recent comprehensive park planning effort included the development of a Comprehensive Park and Outdoor Recreation Plan for the Village of Suamico which is referenced in this proposal.

Mr. Jaworski is a long standing member of the American Planning Association. Mr. Jaworski achieved Certified Leisure Professional (CLP) status through the Wisconsin Park and Recreation Association. He has authored 12 Comprehensive Outdoor Recreation Plans and numerous park site master plans.

Finally, Ken also worked for six years as a Regional Director for a 501(c)(3) conservation organization raising over 1 million dollars during his tenure.



**City of Manitowoc  
Request for Proposal  
Parks Comprehensive Plan Update**



**Brigit R. Duley**

**Project Role: GIS Specialist & Mapping, Document Formatting**

Brigit Duley brings experience and knowledge to this project having worked with over 50 municipalities, in completing their comprehensive plans and park & recreation plans. Ms. Duley's role in this project will be to coordinate digital data exchange with the City of Manitowoc staff for the preparation of maps within the park comprehensive plan. Ms. Duley will also be involved in document formatting including mapping and any graphics and photo insertions. Other responsibilities and experience she has are gathering of census data from several websites, including American Fact Finder, Wisstat and WI Department of Work Force Development.

Ms. Duley has over 16 years of experience with the Geographic Information Systems computer programs. This experience includes the coordination and assembly of all this digital data including working with other institutions such as the East Central Wisconsin and Bay Lake, Regional Planning Commissions, various counties and municipalities, the Wisconsin DNR, DOT and FEMA.



Planning - Environmental - Surveying - Engineering - Architecture





## References

Martenson & Eisele submits the following references:

**Project:** *Village of Suamico Outdoor Recreation and Open Space Plan: 2013-2017*

**Project Author and Manager:** Ken Jaworski

**Project Contact:** Steve Kubacki, Village Administrator

920-434-2212

[stevek@suamico.org](mailto:stevek@suamico.org)

**Project:** *Town of Clayton Park and Open Space Plan 2016-2020*

**Project Author and Manager:** Ken Jaworski

**Project Contact:** Richard Johnston, Town Administrator

920-836-2007

[tocadmin@new.rr.com](mailto:tocadmin@new.rr.com)

**Project:** *Green Lake County Comprehensive Plan*

**Project Author and Manager:** Ken Jaworski

**Project Contact:** Matthew Kirkman, Director, Land Use Planning & Zoning

920-294-4027

[mkkirkman@co.green-lake.wi.us](mailto:mkkirkman@co.green-lake.wi.us)

**Project:** *Village of Little Chute Comprehensive Plan 2016-2036*

**Project Author and Manager:** Ken Jaworski

**Project Contact:** James E Moes, Director of Community Development

920-423-3870

[jim@littlechutewi.org](mailto:jim@littlechutewi.org)



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## Fee Proposal

The cost estimate includes **all the tasks** associated with the Project Approach.

|                         |              |
|-------------------------|--------------|
| Professional Labor Fees | \$14,400     |
| Reimbursable Expenses   | <u>\$494</u> |
| Firm Fixed Price        | \$ 14,894    |

Please note that the fixed price includes the cost of labor and services, materials, equipment, supplies, tools, plant and other facilities, travel and other expense, duties, license or other fees, royalties, assessments, insurance costs, taxes, management, supervision, administration, overhead and profit.

### Project Team Member Responsibilities

#### Ken Jaworski

Mr. Jaworski will be involved in all phases of the Parks Comprehensive Plan Update project. He will visit all park sites, facilitate all project meetings, conduct the needs assessment with City Staff, recommend park modifications/additions and financial funding methods. Ken will serve as the primary plan author.

#### Brigit Duley

Ms. Duley will update all the maps required as part of the update project. She will also perform document formatting and editing.

#### Labor Costs

The hourly billing rates utilized for the Project Team to assemble the above cost estimate are as follows:

| Staff and Position Title             | Hourly Rate |
|--------------------------------------|-------------|
| Ken Jaworski, PM, TC & Plan Author   | \$130       |
| Brigit Duley, GIS/Mapping Technician | \$80        |

#### Additional Meetings

The time involved in traveling, preparing for and attending additional meetings requested by the City of Manitowoc will be billed at a per hour rate plus mileage. A rough estimate would be a meeting requiring 4 hrs. @ \$130 rate = \$520 per meeting for labor. Mileage is charged at a .55/mile rate.

Any time for the additional meetings will be charged to an additional project phase titled: **Additional Services/Scope Change** to allow you to monitor the fees for the additional services.



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