



COMMUNITY DEVELOPMENT DEPARTMENT

222 Lewis Street
River Falls, WI 54022

Phone (715)425-0900
FAX (715)425-0915

AGENDA
PARKS AND RECREATION ADVISORY BOARD
Wednesday, February 17, 2016
City Hall-Training Room

5:15 p.m. CALL TO ORDER/ROLL CALL

APPROVAL OF AGENDA/MINUTES

Minutes of January 20, 2016 Meeting

PUBLIC COMMENTS – Non-Agenda Related Topic

NEW BUSINESS

1. Draft RFP for Kinnickinnic River Corridor Plan review-Buddy Lucero
2. 2016 Programs and survey results
3. Glen Park Pool Employee Handbook update

OLD BUSINESS ITEMS

4. St. Croix Bike Plan Update

Agenda Items for March 16, 2016 Meeting:

ADJOURNMENT

*Council members may be in attendance for informational purposes only.
No official Council action will be taken.*



222 Lewis Street
River Falls, WI 54022

Phone 715.425.0900
Fax 715.425.0915

MINUTES

PARK AND RECREATION ADVISORY BOARD

Wednesday, January 20, 2016

City Hall Training Room

5:15pm CALL TO ORDER/ROLL CALL – Meeting convened at 5:15pm

Members Present: Susan Reese, Jim Nordgren, Brandon Dobbertin, and Patricia LaRue

Members Absent: Brenda Gaulke and Dennis Zielski

Staff Present: Cindi Danke, Recreation Manager and Amy M. Peterson, Assistant Community Development Director

Others Present: Marian and Jim Webber representing the St. Croix County Bicycle Advisory Committee, Prairie Enthusiasts Evanne Hunt, Greg Korman, and Wayne Huhnke, members and parents of Girl Scout Troop 53727, and Ben Fochs, citizen.

APPROVAL OF AGENDA/MINUTES

MSC Nordgren/Dobbertin to approve the minutes of the December 9, 2015 Park and Recreation Advisory Board. Motion passed 4-0.

PUBLIC COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

Girl Scout Troop 53727 is working on a silver award. They would like to post 3 signs on the Kinnickinnic Trailway System. Each 4"x 6" or 5"x 8" metal sign will contain a picture and provide information about a different bird that can be found in the area and what to feed or not feed them. The featured birds will be Great Blue Herons, Baltimore Orioles, and Belted Kingfishers. The signs will be on a post off the mowed area, about 3' or 4' off the ground. The scouts will receive quotes for aluminum signs from two printers. The exact location will be determined by park staff, then Digger's Hotline will be called. The scouts were asked return to Park Board meeting in a month or two with sign mock-ups, a map of locations where they would like the signs, and the cost of the signs.

Evanne Hunt, Chair of the St. Croix Valley Chapter of Prairie Enthusiasts, spoke about how her organization works to reclaim, manage, and protect prairies. Prairies are rare and endangered. Oak Savannas are even more so. Prairie Enthusiasts try to buffer and re-connect these areas, remove invasive species, use prescribed burns, and re-seed. A video was shown about prairie remnants, which are only fragments of original native prairies. This group has worked on the Foster conservation Area since 2003.

This group and the City of River Falls recently received a \$5,000 grant from U.S. Fish and Wildlife to improve monarch habitat in Foster Conservation Area. Most of the money will be used to pay contractors to remove large trees. The chapter will provide \$965 in volunteer hours. This chapter also works with UW-RF to monitor native plants at the Foster site. Reese thanked the group for all their work. The group would like to see DeSanctis prairie burn supervised by the city. They are working with the bird club to add prairie plant informational signs in the kiosks at DeSanctis Park. They would love to have people that live in that area, help maintain the prairie. They had to stop working on the Rocky Branch remnant, due to lack of volunteers.

Marian Weber is president of River Valley Trails and she came to the Park Board meeting representing the St. Croix County Bicycle Advisory Committee. There is a St. Croix Bicycle and Pedestrian Plan in progress. She showed maps which included proposed trails connecting Hudson and River Falls. Citizens in Hudson have been able to attend meetings and open houses and informally vote for their preferences using stickers on a large poster board. There will be another open house in March. A cost estimating tool and a model of policies and ordinances will be developed. They will also prepare guidelines for wayfinding signs. The proposal is due this August or September. Then it will be presented to the City of Hudson. River Falls needs to add their recommendations to the map as soon as possible. Marian offered to help lead meetings or open houses in River Falls if needed.

ADJOURNMENT

MSC Nordgren/LaRue to adjourn. Meeting adjourned at 6:42pm.

Respectfully submitted,



Brenda Rundle, Recreation Assistant



COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

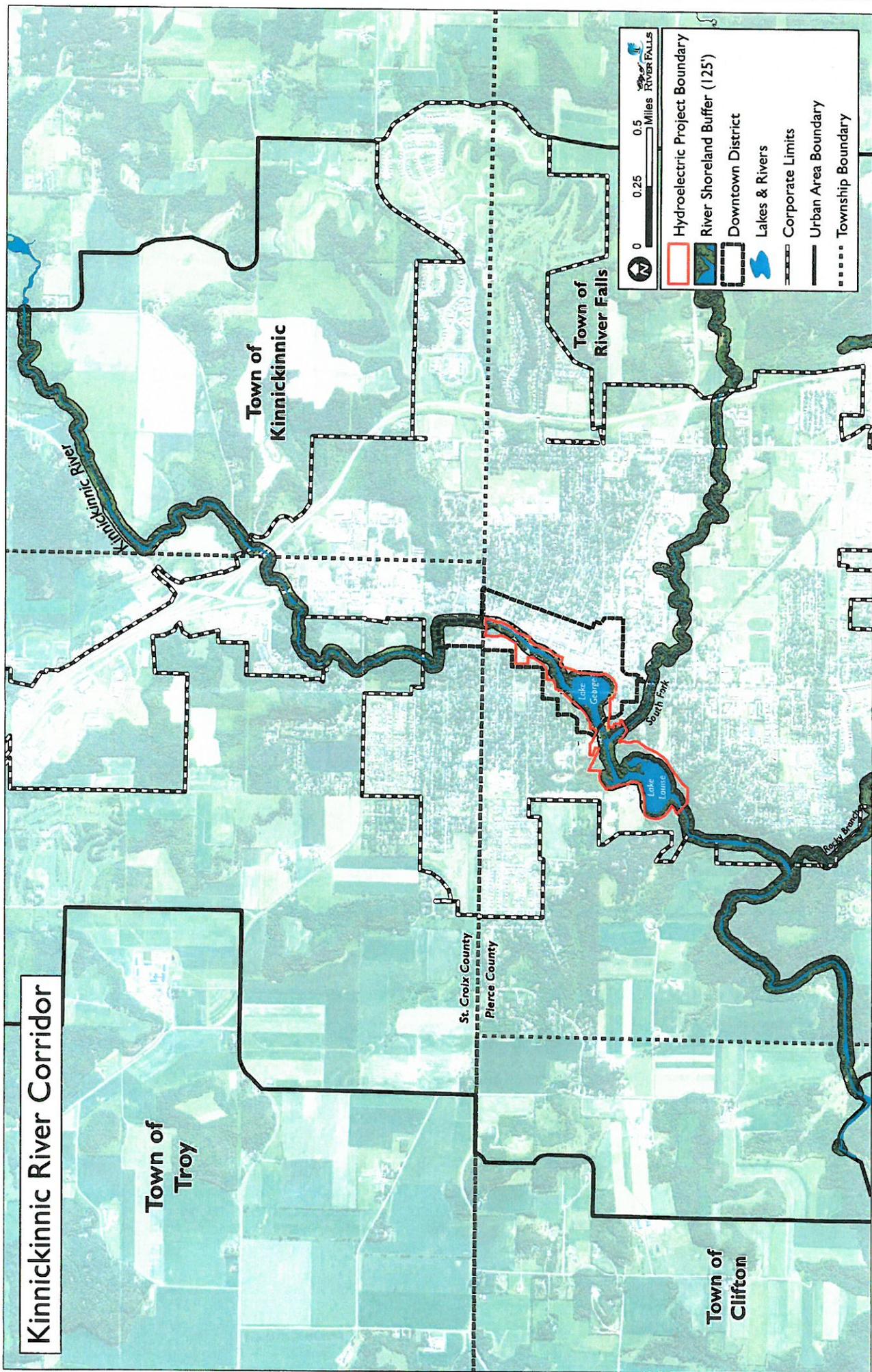
TO: Park Board Members

FROM: Buddy Lucero, Community Development Director

DATE: February 15, 2016

Subject: RFP for Kinnickinnic River Corridor Plan

At this week's meeting I would like to provide an update on the Hydro relicensing and the Request for Proposals (RFP) for the Kinnickinnic River Corridor Plan. This presentation will be approximately 5 minute followed by questions and answers.



Kinnickinnic River Corridor

Town of Troy

Town of Kinnickinnic

Town of River Falls

Town of Clifton

**St. Croix County
Pierce County**

0 0.25 0.5 Miles
 RIVER FALLS

Hydroelectric Project Boundary (Red outline)

River Shoreland Buffer (125') (Blue shaded area)

Downtown District (Black dashed outline)

Lakes & Rivers (Blue area)

Corporate Limits (Black solid outline)

Urban Area Boundary (Black solid outline)

Township Boundary (Black dashed outline)

Kinnickinnic River

South Fork

Lake George

Lake Louise

Rocky Branch

KINNICKINNIC RIVER CORRIDOR PLANNING STRATEGY

The River Falls City Council has identified the Kinnickinnic River Corridor as a strategic priority in the coming years through the adoption of the City's first Strategic Plan. They have also adopted a timeline and strategy that results in the creation of a Kinnickinnic River Corridor Plan, which will guide the protection and development of the City's greatest natural resource.

The Council's timeline and strategy continues to be updated as reflected in this document and following stakeholder input. As the planning process comes into focus, funding will be planned to ensure a comprehensive study and education process for the community.

To date, the City of River Falls has budgeted for the hydroelectric licensing process through 2016. Additional funds to support the study and planning processes will be budgeted in the City's 2017-2018 and 2019-2020 biennial budgets. Opportunities also exist for funding options in addition to the City's resources and every effort will be made to identify and work with partners on supplemental funding sources from other public and non-profit sources.

Interim Licensing and Corridor Planning Period (2015)

Spring/Summer

In response to the input from stakeholders, the City is working in consultation to develop a list of studies agreed upon for early implementation and to be completed prior to the start of the planning process. The goal of these studies will be to inform the initial body of knowledge that will be drawn from by the future Corridor Planning Group.

Sediment Studies – Following the alternatives analysis recently completed by the City's consultant at the end of 2014, there remained the question of the potential costs of dam removal regarding the character and volume of sediment in the impoundments. This area of study will most greatly inform the planning process by identifying the potential costs associated with sediment management. A consultant will be selected in July, in consultation with stakeholders, to complete the studies related to the character and volume of sediment.

Recreational Use – The City is also collecting baseline recreational use data to meet current reporting requirements and to inform the corridor planning process. Data is being collected over a course of days and peak weekends of the number of users in various locations and their activities. Data will also be collected from the fishing and kayak outfitters that provide recreational opportunities in the project area.

NOTE: The studies listed above are not exhaustive of all the information that will be collected prior to the beginning of the River Corridor Planning Process. The City also acknowledges the experience and expertise of many stakeholders in evaluating the environmental impacts of hydroelectric facilities on the nation's waterways. The City will continue to work with stakeholders through the summer on developing additional study plans to inform the Kinnickinnic River Corridor Planning Process to be completed through the Fall and Winter of 2015/2016.

Fall

City staff will be working with a consultant with experience in river corridor planning and their technical firm to draft the Request for Proposals (RFP) for the Kinnickinnic River Corridor Plan. Stakeholders and the public will have an opportunity to provide input on the RFP prior to it being issued and again on the proposals that are received. The contract will be awarded by the City Council.

The City will continue to work with stakeholders on information gathering and continuing the directed studies agreed upon for early implementation.

Kinnickinnic River Corridor Planning (2016-2019)

The following outline is intended to guide expectations for components of the corridor planning process. It is subject to change based on the experience and expertise of the planning consultant; however, the process will be built around the decision point in fall 2017 on the future of hydrogenation at either or both facilities.

2016

Winter

After the planning firm is hired, a Corridor Planning Group will be formed. The Planning Group will direct much of the continued study and will build on the work of City staff and stakeholders. Information gathering will continue through 2016 and 2017 and integrated into the community input process on the question of whether to continue with hydro generation at the Project.

Selecting the planning consultant will begin the first stage of the planning process, which will end with an adopted Corridor Plan. Later stages will consist of the implementation activities.

Spring/Summer/Fall

The Corridor Planning Group begins work on:

- Identifying the Vision, Mission, and Goals of the Corridor Plan
- Engaging in issue-identification
- Assessing existing conditions and reviewing available information
- Establishing Plan objectives
- Identifying gaps in information that will be needed in order for a decision on the future of hydroelectric facilities

The Corridor Planning process will likely be divided into phases based on the section of the River through the City. Planning surrounding the River Falls Hydroelectric Project Boundary will be the first phase of the process, and the upstream and downstream sections will occur afterwards. The Project Boundary area will be planned for first because of the necessity to come to a decision on the future of the hydro facilities by Fall, 2017.

2017

Winter/Spring

At this time, the City, stakeholders, and planning firm will begin community education efforts on the various aspects of the Plan. Issue categories may be centered on hydroelectric generation and operations, future maintenance of the dams, storm water issues (Lake George Management Plan,

downtown runoff, etc.), recreation opportunities (fishing, kayaking), trail systems (connections, types of trails), and natural resource concerns (species identification).

This part of the process will involve an extensive public outreach campaign that can include community meetings, open houses, surveys, and established working groups.

Summer

The final stage of data gathering will be completed at this time. The results will be published online and provided to the Corridor Planning Group.

Fall

After reviewing all of the available information and receiving recommendations from the Corridor Planning Group and others, the City Council will decide on whether to continue with hydroelectric generation and one or both of the facilities.

2018

Winter/Spring

The planning firm and City staff will begin preparing summary reports and drafts of the Plan to the Corridor Planning Group. The drafts will be prepared in sections based on each area of the Plan for their review.

Spring-Fall

Public input meetings will continue throughout the year on the drafts of the Plan. Public input and the Corridor Planning Group will continue to shape the final Plan. A comprehensive draft of the final Kinnickinnic River Corridor Plan will be available by the end of 2018.

2019

Winter/Spring

The Corridor Planning Group, in consultation with the public, City Staff, and the planning firm, will draft an action and funding plan for the implementation of the final Kinnickinnic River Corridor Plan. Pending review and approval by the appropriate public boards and commissions, the City Council could adopt the Kinnickinnic River Corridor Plan as early as the Summer, 2019.

FUTURE FERC LICENSING REQUIREMENTS

The following table illustrates the licensing processes following the community decision of whether to continue hydro generation or remove one or both facilities. With license expiration on August 31, 2023, notice to FERC of intent to relicense or surrender would occur in mid-2018. Following approval of the Kinnickinnic River Corridor Plan and related implementation and funding plans, activities may commence in accordance with those plans.

In response to the input from stakeholders, the City of River Falls is requesting only a five-year extension of its hydroelectric license to August 31, 2023. That should provide adequate time for the study of the corridor and a comprehensive public engagement and education process.

Year	FERC Licensing Requirements Relicense	FERC Licensing Requirements Surrender
2017	End of Fall: Community decision to support continuation of hydro generation at one or both of the facilities.	End of Fall: Community decision to discontinue hydro generation and remove dams at one or both facilities.
2018	Between March 1 and August 31, 2018: 1) Must notify FERC whether licensee intends to file or not to file an application for a new license 2) Must submit Pre-Application Document at time of notice of intent (more comprehensive information generated from studies that guided the Corridor Plan)	Between March 1 and August 31, 2018: 1) Must notify FERC whether licensee intends to file or not to file an application for a new license 2) Within 90 days from notice, must file a schedule for the filing of a surrender application
2019	[Integrated Licensing Process]	[Once the Kinnickinnic River Corridor Plan is adopted, actions may commence towards its implementation. Activities for surrender and dam removal will be contingent upon FERC surrender requirements and guided by the approved Corridor Implementation and Funding Plan.]
2020		
2021		
2022		
2023	License expires August 31, 2023	License expires August 31, 2023



REQUEST FOR PROPOSALS

Kinnickinnic River Corridor Plan

Phase I – Analysis, Feasibility, and Preliminary Concept Plans

RFP Issue Date: , 2016
Proposal Due Date: , 2016

CONTENTS:

- I. General Information
 - Background and Purpose
 - River Corridor Plan Objectives
 - General Deliverables
- II. Scope of Work
- III. Proposal Requirements
- IV. Exhibits and References
- V. Contract

CONTACT PERSON:

Buddy Lucero
Community Development Director
City Hall, 222 Lewis Street
River Falls, WI 54022
(715) 426-3423
blucero@rfcity.org

I. GENERAL INFORMATION

A. Background and Purpose

1. City of River Falls Background

River Falls is a growing community of approximately 15,000 people in the eastern part of the Twin Cities Metropolitan Region. The Kinnickinnic River cuts a scenic central route through the city and has long been considered an integral heart of the community. The City and the surrounding region face many pressing planning challenges—from protecting a rich cultural heritage and magnificent physical setting to meeting the demands of growth, providing services, recreation facilities and enhancing the natural and built environments.

2. Purpose of Request / Need for a River Corridor Plan

The City is currently in the midst of a relicensing process for two hydroelectric dams on the Kinnickinnic River within the City's central area. After thoughtful community engagement, the City Council has determined that now is the appropriate time to begin a carefully thought out multi-phased process that leads to a comprehensive long term plan for the broader Kinnickinnic River Corridor. Relicensing of the two hydroelectric facilities will occur in a separate process.

There are many stakeholders with varying interest in how the Kinnickinnic River and its surrounding corridor should be planned for and managed. A holistic plan is needed that considers the river's role—and its relationship to the two hydro-electric dams and their impoundments (Lake George and Lake Louise)—in balancing demand from user groups and promoting sensitive land use that is in the best interest of the community.

The purpose of this request is to evaluate proposals from qualified consultants (or teams of consultants) experienced in multi-phased land planning based on comprehensive community engagement and support. A fully-implemented plan for the river corridor is envisioned to comprise three phases:

Phase 1 – Analysis, Feasibility, and Preliminary Concept Plans

Phase 2 – Final Design and Permitting

Phase 3 – Design Implementation and Construction

This RFP is for completion of Phase 1. The consultant will be expected to perform appropriate site analysis and background research, facilitate community and stakeholder engagement, and develop preliminary concept plans for the river corridor

area. (See Section I.C. General Deliverables.) A successful process will result in adoption of a Kinnickinnic River Corridor Plan Phase I plan document.

3. Study Area and Planning Framework

a) Kinnickinnic River Corridor within the Urban Area Boundary:

The study area for the corridor plan includes the Kinnickinnic River Corridor within the identified Urban Area Boundary, which extends beyond the corporate limits of the City of River Falls. Please see the attached maps of the River Falls area and identified study area for the river corridor plan (see Exhibits A).

b) Community Engagement:

It is important to the City that the river corridor plan integrates thoughtful community engagement, necessary transparency, and essential input from residents, user groups, and stakeholders throughout the planning process. The City will convene a Corridor Planning Group to include volunteer community members interested in guiding development and facilitation of the planning and engagement processes.

c) Hydroelectric Relicensing Consultation:

The City is also engaging in a separate process for the relicensing of the hydroelectric facilities, which will be developed under a separate Request for Proposals. That process will include environmental and physical dam studies, among others, within the hydroelectric boundary. While the relicensing of the facilities is separate, there will be some overlap in the study and consultation requirements for both projects that the selected consultants will need to coordinate. Details on the hydroelectric relicensing project can be found online at <http://www.rfcity.org/hydrorelicensing>.

d) Timing, Schedule, and Implementation:

The Kinnickinnic River Corridor Planning Strategy was approved by the City Council and prepared in consultation with the stakeholders to the relicensing process. This process contemplated an extension of the City's current hydroelectric license to accommodate Corridor planning, which has since been denied, leading to the necessity of continuing with two separate processes. The Planning Strategy is attached (Exhibit B) and should be a guide for the timing, schedule, and implementation of the Kinnickinnic River Corridor Plan.

B. River Corridor Plan Objectives

1. The Kinnickinnic River Corridor Plan will:

- a) Address how best to integrate the Kinnickinnic River into future land use planning and economic development for the community
 - b) Outline a vision for the corridor that represents the community's vision for recreation and tourism
 - c) Propose strategies to manage the City's impact on the Kinnickinnic River and improve its ecological quality
 - d) Establish a base for judging whether development proposals and public projects are consistent with the Plan
 - e) Provide for projects that will enhance the character of the community, minimize hazards and preserve critical environmental resources
 - f) Outline a vision through the Plan goals and reflects the aspirations of the community
 - g) Evaluate community sentiment for hydro integration/removal and define options
2. Key Issues: Through a collaborative effort between the city, stakeholders and community members, the following key issues will be addressed:
- a) Study of hydrologic conditions for the Kinnickinnic River, Lake George, and Lake Louise
 - b) Ecological value and best practices for resource preservation and management
 - c) Floodplain preservation/restoration and flood control
 - d) Road and bridge protection
 - e) Economic development opportunities relative to other goals
 - f) Recreational opportunities
 - g) Acquisition and/or development planning for land adjacent to the river
 - h) Historic preservation and enhancing cultural resources
 - i) Conceptual design and program frameworks
 - j) Implementation strategies

C. General Deliverables

Contents of the final Kinnickinnic River Corridor Plan will be guided and confirmed by the Corridor Planning Group, but are preliminarily identified to incorporate:

- Ongoing community and stakeholder engagement
- An understanding of ecosystem and land use impacts of dam removal and changes to flood management strategies
- Planning for comprehensive open space and recreation network expansion and improvements, including trail and river access
- Future land use and open space plans

- Community and economic development strategies that integrate the river and reflect the City's commitment for progressive resource management
- Infrastructure needs
- Implementation strategies (phasing/prioritization, funding, marketing)

II. SCOPE OF WORK

Task 1 – Project Kick-off

Goal: Initiate the corridor planning process with the City of River Falls and identified representatives forming the Corridor Planning Group.

- A. Initiate project with Corridor Planning Group
- B. Determine vision, mission and goals for the River Corridor Plan
- C. Confirm project boundaries and schedule
- D. Identify issues / opportunities
- E. Review work to-date
- F. Determine distribution of work between staff and consultant

Deliverables:

- Summary Meeting, Memo and boundary map.

Task 2 – Community Engagement

Goal: Conduct an inclusive, collaborative and meaningful community engagement process that seeks to build consensus and reflects community values and desires for the future vision of the river corridor.

- A. Establish a plan for a consistent and collaborative engagement process that promotes support from the community for the River Corridor Plan.
 - Identify existing stakeholders
 - Identify stakeholders yet to be engaged
 - Review techniques for community engagement for full phased process
 - Write community engagement plan for review and adoption by Mayor and City Council
- B. Conduct Project Management Team (PMT) meetings
- C. Conduct Corridor Planning Group meetings

- D. Conduct stakeholder meetings
- E. Conduct agency coordination and meetings
- F. Conduct public open house meetings
- G. Prepare project newsletters and project website updates

Deliverables:

- Community Engagement Plan
- Graphic materials
- Public meeting comment summaries
- Online survey tool
- Meeting minutes
- Public comment summary memos

Task 3 – Existing Data Collection and Study Review

Goal: Develop a full understanding of what the city and stakeholders have compiled for existing knowledge of the ecological health of the Kinnickinnic River and its recreational uses. Build on this knowledge with addition of existing data from various agencies and site analysis and survey work.

- A. Convene Environmental Task Force to inform data collection and study review of Task 3, and guide the development and parameters of environmental assessments in Tasks 4 & 5

- B. Review studies conducted by the City
 - Sediment Study
 - Recreational Use Study
 - Dam Inspections
 - Lake George Area Storm Water Treatment Concept Plan Report, 2005
 - City of River Falls Water Management Plan for the Kinnickinnic River and Its Tributaries
 - DNR Priority Watershed Plan
 - Others – to be determined

- C. Collect, review and analyze available background data, including land use, property data, environmental, and historical resource data provided by the City

- D. Field survey and base mapping
 - Site visit

- Existing conditions inventory of river
- Analysis of existing land use and conditions within project boundary
- GIS data
- Topographical survey of identified areas

Deliverables:

- Technical memo of findings
- Base mapping
- Survey data
- Mapping of the existing zoning, environmental and land use of adjacent properties
- Issues and opportunities plan

Task 4 – Hydrologic and Geomorphic Impact Assessment

Goal: Determine the hydrologic and geomorphic impacts of future management of the river with and without the dams, and up- and down-stream of the hydroelectric project. Consultation on activities with Environmental Task Force and Relicensing consultant.

- A. Conduct a hydrologic analysis to predict water surface and velocity profiles for both continued presence of the dams and post-removal conditions.
- B. Determine impacts to geomorphology of impoundment areas for both continued presence of the dams and post-removal conditions and their management
- C. Perform a scour analysis on bridges, other infrastructure, and impacted utilities
- D. Assess the impact of dam removals on the FEMA designated floodway
- E. Coordinate with Army Corps of Engineers and other necessary agencies.

Deliverables:

- Summary report of findings

Task 5 – Other Impact Assessment

Goal: Determine impacts to additional ecological and land use features of the river corridor in relationship to future management of the river with and without the dams, and up- and down-stream of the hydroelectric project. Consultation on activities with Environmental Task Force and Relicensing consultant.

- A. Wildlife Assessment – Study impacts of dam removal on fish passage, threatened or endangered species, and key existing species Coordinate assessment with relicensing consultant and related process.

- B. Biodiversity Assessment – Study impacts of dam removal to plant populations within the corridor, specifically for exposed land in impoundment areas post-removal. Coordinate assessment with relicensing consultant and related process.
- C. Recreational Assessment – Study impacts of removal on recreational usage – boating, angling, swimming, parks and trails and other potential uses Coordinate assessment with relicensing consultant and related process.
- D. Land Use and Economic Development Assessment – Study impacts of dam removal on land use and economic activities of the study area, including potential development sites, land value, tourism, etc.
- E. Water Quality Assessment (Total Maximum Daily Load Allocations) – Study impact of dam removal as it relates to ongoing TMDL allocations for Lake St. Croix and Lake Pepin TMDL's.

Deliverables:

- Summary report of findings

Task 6 – Feasibility Report for Hydro Generation and Dam Management Determination

Goal: To advise the city and stakeholders with objective and comprehensive study on the determination whether to continue hydro-electric generation at one or both sites and whether to continue management or remove one or both dams.

- A. Compile material collected through Tasks 1-5 as interim report and Feasibility Study
- B. Identify agency coordination, permitting, and procedures required for dam management and potential removal
- C. Estimate costs of continued dam management and potential removal

Deliverables:

- Feasibility Study summarizing:
 - Existing Conditions and Analysis
 - Hydrologic/Geomorphic and Other Impact Assessments
 - Identification of necessary permitting
 - Cost Estimates

Task 7 – Upper and Lower River Assessments

Goal: Determine impacts to ecological and land use features of the river corridor in relationship to future management of the river up-stream and down-stream of the hydroelectric project.

- A. Existing conditions: Evaluate existing wildlife, biodiversity, recreation, land use, and economics of these areas.

- B. Community visioning: Collecting data on community attitudes and vision, to be tied to the vision of the central corridor (hydroelectric project).
- C. Identify partners for achieving ecological, land use, and economic goals

Deliverables:

- Summary report of findings

Task 8 – Preferred Concept Plan

Goal: After determination of hydro-electric generation and dam management is made, the River Corridor Plan will identify preliminary design for the resulting river condition, adjacent land uses and resource management strategies, recreation planning and programming, and economic development opportunities within the study area.

- A. Summary of issues and opportunities for resulting river condition, including future of bridge structures, species protection or management, sediment management, channel and riparian habitat restoration, preliminary land use plans and recreational amenities, etc.
- B. Conduct precedent analysis – example river cities/towns
- C. Prepare land use, infrastructure and open space concept alternatives
- D. Prepare preliminary design for preferred concept plan
- E. Preliminary costs and potential benefits associated with the preferred concept plan, including cost of design, permitting, construction, and construction administration

Deliverables:

- Preferred Concept Plan and Recommendations (narrative, plan graphics, diagrams, sketches)
- Design guidelines (photo images, narrative)
- Preliminary Cost Estimates

Task 9 – Implementation Strategies and Project Prioritization

Goal: Advise the city and stakeholders on how the preliminary preferred plan for the river corridor can be achieved.

- A. Conduct prioritization identification
- B. Identify project partnerships and grant funding opportunities
- C. Develop phasing plan
- D. Identify other implementation strategies and best practices
- E. Identify plan components that are prerequisite to implementing other plan components
- F. Include matrix of possible funding and grant sources for various plan components

- G. Identify marketing strategies

Deliverables:

- Implementation Plan

Task 10 – Kinnickinnic River Corridor Plan – Phase 1 Report

Goal: Provide the city and stakeholders with a comprehensive report of analysis and findings that lead to a plan for future management and growth for the City of River Falls and its valued relationship with the Kinnickinnic River.

- A. Draft report
- B. Final report

Deliverables:

- Draft report
- Final report

III. PROPOSAL REQUIREMENTS

A. General Requirements

Qualifications important to the City include park/trail/recreation/open space planning and design experience, land use and redevelopment planning experience, graphic presentation skills, public participation experience and success, experience with cultural resources, natural resource planning and stewardship, water resource engineering, and track record of delivering outstanding planning products with community support.

Responses submitted to this RFP shall include:

1. General Information:
 - Name, address, phone number of the firm(s)
 - Name, title, address, telephone and email address of contact person during period of proposal evaluation
 - Acknowledgment of receipt of RFP addenda, if any
 - A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal; and
 - Signature of a person authorized to bind the offering firm to the terms of the proposal
2. Firm Profiles:
 - Office location, history, size, professional disciplines in the firm, operating officers and principals for each of the firms proposed to do work

3. Project Approach and Understanding:
 - An outline of the consultant preferred approach, including community engagement and issues understood to be most significant to the project
 - Proposed work plan. The work plan provided in the RFP is intended to provide guidance, however, the city is open to considering alternative consultant approaches proposed.
 - Project schedule. The project schedule should reflect the general expectations of the community as developed in the Planning Strategy in Exhibit B, although the licensing-related dates will be adjusted by the concurrent licensing process.

4. Project Team:
 - Consultant team composition, including sub-consultants.
 - Team members, including resumes, expertise, and proposed role in the project
 - Project Manager and related qualifications for this project

5. Relevant Experience:
 - Provide examples of project experience completed by the team that demonstrates expertise relevant to the project requirements.

6. Fee Proposal:
 - Provide a fee estimate of the costs to perform the work required and broken into work tasks. Any allowances for project costs, such as mileage or indirect office costs should be identified. The fee structure shall be based on a total cost-not-to-exceed agreement/contract amount, including reimbursable.

B. Evaluation Criteria

A selection committee will review each proposal to determine how well it meets requirements outlined in the RFP. Top ranked applicants will be invited to interview the week of _____, 2016. The selection committee will make a recommendation to the City Council, which will be requested to approve the recommendation and authorize a contract.

Factors to be considered in evaluation will include but not be limited to the following:

1. Qualifications and experience of previous similar projects
2. Project team – qualifications and experience of the Project Manager, key staff, and sub-consultants proposed to work on the project
3. Project approach/methodology
4. Fee estimate

C. Submission Deadline

Three (3) paper copies of the proposal and a compatible digital format (e.g., pdf) **must be received by 4:00pm on _____, 2016** for consideration. Send proposals to:

Buddy Lucero
Community Development Director
City Hall, 222 Lewis Street
River Falls, WI 54022
(715) 426-3423
blucero@rfcity.org

Any questions regarding this RFP must be submitted in writing (email is acceptable) to Buddy Lucero on **before Friday, _____, 2016**. The City will compile and distribute responses to questions and any addenda to this RFP to all proposers no later than **4:00pm on Friday, _____, 2016**.

IV. EXHIBITS AND REFERENCES

- River Falls Context Area Map (Exhibit A)
- Kinnickinnic River Corridor Planning Strategy, *City of River Falls* (Exhibit B)
- Hydroelectric Facilities Planning
<http://www.rfcity.org/hydrorelicensing>
- River Falls Comprehensive Plan – 2005
<http://www.rfcity.org/index.aspx?nid=239>
- River Falls Strategic Plan – 2015
<http://www.rfcity.org/strategicplan>

V. CONTRACT

The city will prepare a contract with the selected consultant(s) using the city's standard terms and conditions (available upon request). Where two or more consultants are part of the consultant team selected, they shall organize their team on a prime-subcontractor basis. The City intends to contract with a single (prime) firm.

EXHIBITS

RIVER FALLS CONTEXT AREA MAP (EXHIBIT A)

KINNICKINNIC RIVER CORRIDOR PLANNING STRATEGY (EXHIBIT B)