

**VILLAGE OF WINDSOR
VILLAGE BOARD RESOLUTION 2022-68**

**AWARDING CONTRACT FOR PLANNING CONSULTING SERVICES FOR A
5-YR UPDATE TO THE VILLAGE'S COMPREHENSIVE OUTDOOR RECREATION PLAN**

WHEREAS, the Village of Windsor has a need for planning consulting services to complete a 5-year update to the Village's Comprehensive Outdoor Recreation Plan (the "Services"); and

WHEREAS, the Village has the opportunity to complete the Services, attached hereto as Exhibit A; and

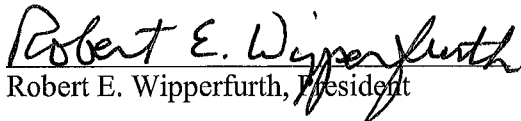
WHEREAS, upon completion of the Services the Village of Windsor will be eligible for federal, state, and local grant funding opportunities; and

WHEREAS, the Village of Windsor staff recommends the hiring of Vandewalle & Associates, Inc. to complete the Services.

NOW THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Windsor that it hereby awards the contract for the Services by Vandewalle & Associates, Inc. in the amount of \$12,105.00 in accordance with the proposal attached hereto as Exhibit A.

The above and foregoing Resolution was duly adopted at a meeting of the Village Board of the Village of Windsor on September 1, 2022, by a vote of 5 in favor and 0 opposed.

VILLAGE OF WINDSOR


Robert E. Wipperfurth, President

Attested by:



Christine Capstran, Clerk

Exhibit A: Vandewalle & Associates, Inc. – Comprehensive Outdoor Recreation Plan Proposal



VANDEWALLE & ASSOCIATES INC.

VILLAGE OF WINDSOR COMPREHENSIVE OUTDOOR RECREATION PLAN (CORP) SCOPE OF SERVICES AUGUST 24, 2022

Work Element 1 – Complete Draft #1 and Review

Task 1.1 – Review and Update Redline Draft CORP

V&A will review, update, and combine all materials either completed or in progress by Village staff. This will include:

- Update data and analysis
- Review parkland standards
- Input new park profiles into document and fill in any missing information
- Update NRPA standards
- Make the document more user-friendly by moving background info to an appendix

Task 1.2 – Conduct Parkland Dedication, Fee-In-Lieu, and Impact Fee Base Calculations

V&A will utilize the CORP's parkland standards, population and housing projections, and real park improvement costs to calculate base parkland dedication, fee-in-lieu, and park impact fee calculations. The calculations will be included within the Redline Draft CORP.

Task 1.3 – Implementation Action Item Matrix

V&A will develop an action plan with the steps needed to pursue implementation of the plan. This will include a set of action steps, roles, and timing based on the prioritized projects, opportunities, and initiatives as written in the plan. The draft version will be included within the Redline Draft CORP.

Task 1.4 – Complete Cost Estimates and CIP Update

V&A will review and provide cost estimates for all Park Profiles using real park improvement cost figures and update the proposed Capital Improvement Plan (CIP) schedule within the CORP.

Task 1.5 – Village Staff Worksession #1

V&A will provide the full draft document to Village staff and facilitate a meeting to review any changes made and plan for project next steps. This will also include a worksession with Baxter & Woodman to review any changes needed to the draft maps. (2-hour virtual meeting)

Task 1.6 – Create Draft #1 CORP

V&A will make any changes recommended by Village staff to produce the “clean” Draft #1 version (no mark ups) of the plan.

Task 1.7 – Parks Committee and Token Creek Conservancy Committee Review Meeting

V&A will provide summary materials and the draft document to Village staff for distribution to the groups. V&A will facilitate a joint meeting of the groups to review the draft plan and provide any changes needed. (1-hour in-person meeting)

Work Element 2 – Complete Final Draft CORP and Adoption

Task 2.1 – Create Final Draft CORP

V&A will make any changes recommended by the committees to produce the final draft plan that will include photos, formatting, and maps.

Task 2.2 – Create Plan Vision Graphic

V&A will develop and create a summary plan graphic that can be used at Village facilities, on the website, in various public documents, and on social media. The graphic will be included in the Final Draft CORP.

Task 2.3 – Village Staff Worksession #2

V&A will provide the final draft document to Village staff and facilitate a meeting to review any changes made and plan for project next steps. This will also include a worksession with Baxter & Woodman to review any changes needed to the draft maps. (1-hour virtual meeting)

Task 2.4 – Parks Committee and Token Creek Conservancy Committee Recommendation Meeting

V&A will provide summary materials and the final draft document to Village staff for distribution to groups. V&A will facilitate a joint meeting of the groups to seek a recommendation for adoption by the Village Board. (1-hour in-person meeting)

Task 2.5 – Village Board Adoption Meeting

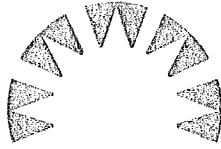
V&A will facilitate a Village Board meeting to review the final draft plan and seek adoption. (1-hour in-person meeting)

Comprehensive Outdoor Recreation Plan

Cost Proposal

		Vandewalle & Associates						
		Hourly Rate	\$135	\$85	\$70	\$130		
		Position	Project Manager	Assistant Planner	Admin.	Associate Designer	Travel Expenses	Total Cost
Work Element 1								
Task 1.1	Review and Update Redline Draft CORP		4	16				\$ 1,900
Task 1.2	Conduct Parkland Dedication, Fee-In-Lieu, and Impact Fee Calculations		2	4				\$ 610
Task 1.3	Draft Implementation Action Item Matrix		4	6				\$ 1,050
Task 1.4	Complete Cost Estimates and CIP Update					18		\$ 2,340
Task 1.5	Village Staff Worksession #1 (virtual)		4					\$ 540
Task 1.6	Create Draft #1 CORP		1	4				\$ 475
Task 1.7	Parks Committee and Token Creek Conservancy Committee Review Meeting		4	3			\$ 50	\$ 845
Work Element 2								
Task 2.1	Create Final Draft CORP		1	4	6			\$ 895
Task 2.2	Create Plan Vision Graphic		10	1	2			\$ 1,575
Task 2.3	Village Staff Worksession #2 (virtual)		2					\$ 270
Task 2.4	Parks Committee and Token Creek Conservancy Committee Recommendation Meeting		4	3			\$ 50	\$ 845
Task 2.5	Village Board Adoption Meeting		4	2			\$ 50	\$ 760
Total Cost								\$ 12,105

Prepared by Vandewalle & Associates
8.24.22



Windsor

Growing Forward

SUMMARY SHEET

Meeting Date:	Thursday, September 1, 2022
Presenter & Contact Information:	Jamie Rybarczyk Director of Economic Development jamie@windsorwi.gov 608-888-0066 Tina Butteris Administrator tina@windsorwi.gov 608-888-0066
Title:	#7.a. Award Contract for 5-Year Update to Comprehensive Outdoor Recreation Plan (CORP)
Previous Action:	N/A
Issue Summary:	<p>Village staff has been working on the 5-year update to the Village's Comprehensive Outdoor Recreation Plan (CORP) for the past two years. Due to staff's workload, the update to the CORP has not reached a high priority.</p> <p>Coincidentally, the Village received a marketing brochure from Vandewalle & Associated, Inc. offering planning services to complete updates to Comprehensive Outdoor Recreation Plans customized to the municipality's budget.</p> <p>Village staff has met with representatives of Vandewalle & Associates, Inc. to define a Scope of Services and Budget to complete the 5-year update to the Village's Comprehensive Outdoor Recreation Plan by the end of 2022. This would make the Village eligible for federal, state, and local grant funding opportunities.</p>
Budget Impact:	To be determined by the Village Administrator.

Staff Recommendation: Staff recommends the Village Board approve Resolution 2022-68 as presented.

Sample Affirmative Motion: (Village Trustee) make a motion to approve Resolution 2022-68 as presented.

Attachments: Resolution 2022-68