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## **BACKGROUND**

The City of Green Bay is soliciting proposals for planning and design services for fish and wildlife habitat restoration within the Tank Farm Marsh, adjacent ditch, and southwest shoreline of the bay of Green Bay. Designs shall be based on information provided by the City of Green Bay (City), Wisconsin Department of Natural Resources (WDNR), and information collected by partners related to the Lower Fox River Area of Concern (AOC) projects. The City is seeking a consulting firm, or consulting team, who has experience with wetland restoration, aquatic habitat restoration, environmental assessment, and brownfield remediation.

An AOC technical advisory committee established restoration criteria (i.e., “BUI removal targets”) by evaluating broad conservation targets and identifying where these align with actions that complement the scope of the AOC program (i.e., “management actions”). The result was a list of management actions projects and measurable end goals these projects should achieve. Once all management actions are complete and BUI removal targets are met, the “Loss of Fish and Wildlife Habitat” and “Degradation of Fish and Wildlife Populations” beneficial use impairments (BUIs) will occur. Removal of these BUIs will contribute toward longer-term AOC delisting efforts. Fish and wildlife restoration efforts within the AOC will focus on restoring, enhancing, or protecting the quality and quantity of fish and wildlife habitat.

The Tank Farm Marsh and surrounding project area represents one management action within the AOC. WDNR received a Great Lakes Restoration Initiative (GLRI) grant to fund development of construction plans and specifications for habitat restoration activities, in partnership with the City of Green Bay. The purpose of the Tank Farm Marsh project is to improve fish and wildlife habitat in order to address fish and wildlife-related BUIs and support long-term AOC delisting efforts.

## **SITE & PROJECT DESCRIPTION**

The broader southwestern shoreline of the bay of Green Bay was once considered one of the highest-quality and largest coastal marshes in the Midwest. However, significant filling to create and expand an industrial park largely with dredge spoils from Green Bay and the Fox River for many decades reduced the original footprint to small, disjointed coastal and inland marsh remnants.

In 1978, a report on an approximately 40-acre marsh area in the Bay Port Industrial Tract located between the petroleum storage tank farms, or “Tank Farm Marsh”, described the importance of this remnant as a refugium for both plants and animals as the broader marsh footprint was gradually diked, filled, and shorelines hardened. This refugia function provided by the Tank Farm Marsh was particularly important under periods of sustained high-water levels in which coastal marsh extent and associated available habitat is significantly reduced.

Today, much of the shoreline areas of the Tank Farm Marsh have been heavily invaded by *Phragmites*, and eBird checklists total 71 species observed as compared to the 200 cited in Erdman (1978). Furthermore, black terns have not been observed to nest in the area for several years, though Forester’s tern was listed as a “probable” breeding status in 2018. However, several bird species are still observed annually at the Tank Farm Marsh, with

sightings of uncommon birds more recently such as osprey, American avocet, glaucous gull, white-faced ibis, and short-billed dowitcher. Additionally, the connection of the Tank Farm Marsh to the bay of Green Bay and Fox River has been altered as industrial expansion has occurred, which appears to have reduced the area's ability to serve as a more static refugia for wildlife under periods of sustained high-water levels.

The selected consultant will work with staff from the City and WDNR and selected technical stakeholders (i.e., Project Team) to develop preliminary and final engineering designs to restore habitat within the Tank Farm Marsh project area. Several habitat restoration elements have been proposed for this project area and will be considered in the development of a final design, including *removal of invasive wetland and nearshore species, incorporation of higher-quality native tree, shrub, and herbaceous nearshore and in-water species, evaluating the potential to control water levels within the marsh and designing cost-effective methods to carry out water level control, and improving rookery and wetland tern nesting habitat*. Priority habitats that are targeted for improvement at the Tank Farm Marsh and surrounding area include, but are not limited to: Hardwood Swamp, Inland and Coastal Emergent Marsh, and Open Water. These habitat restoration activities are expected to improve and support targeted fish and wildlife populations, including, but not limited to several species of Migratory and Resident Birds, Shoreline Fish, Frogs, Macroinvertebrates, and Wetland Mammals.

The Project Team will be actively involved in the project design development, and the consultant is expected to coordinate the design effort with the Project Team. The design will consider information collected by WDNR and partners on this project area and will achieve goals/metrics for priority fish and wildlife habitats and populations outlined in the [AOC Fish and Wildlife Metrics Plan](#). Community input will also be a component of the planning process and will be facilitated by the Project Team.

This project will include restoration of a large "Open Water Inland" wetland surrounded by an inland and roadside emergent marsh complex and developed "Wasteland" areas, and a small patch of upland hardwood swamp. A ditch spans the western area of the project site that appears to connect the open water wetland to the bay of Green Bay. The overall goal of this project is to improve existing and establish new critical fish and wildlife habitat within the Tank Farm Marsh project area, the adjacent ditch and southwest shoreline of the bay of Green Bay. This will not only benefit fish and wildlife but additional passive recreational activities for the community. Overall project goals include:

- Approximately 4 acres of **Hardwood Swamp** habitat suitable for colonial waterbird rookery habitat improved through removal of invasive woody species and establishment of shrub and tree species to provide adequate structure for Great Egret (threatened state status), Black-crowned Night Heron (special concern state status), and Blue Heron rookery nesting.
- Approximately 12 acres of **Inland Open Water** habitat improved through the removal of invasive *Phragmites* along the shoreline and potentially improved water level management for wetland tern and marsh breeding bird nesting (specific management emphasis on black tern and Forster's tern)
- Improving approximately 35 acres of **Inland Emergent Marsh** through removal of invasive *Phragmites* within the project area that will benefit many different wildlife groups. **Coastal emergent marsh** areas along the southwestern shoreline of Green Bay may also be targeted for invasive species removal and acreages will be better defined through coordination with additional landowners during the planning phase.

The following design elements are anticipated to achieve these goals include, but are not limited to:

- Vegetation management throughout the project area such as removal of invasive and/or aggressive nonnative and native species and the incorporation of native seeds/plantings (where appropriate).
- Installation of habitat structures for wetland terns, rookery nesting birds, bats, songbirds, coastal aquatic macroinvertebrates and fish.
- Installation of water level management infrastructure to support a seiche wetland with hydrological connection to the bay of Green Bay passable by aquatic organisms, where possible.
- Fish passage restoration and creation of fish-free areas to protect other target aquatic and semi-aquatic organisms (e.g. anurans), where possible.
- Preservation of habitat on site that support existing target fish and wildlife populations.
- Additional ADA compliant passive recreational opportunities (e.g. non-motorized, kayak and canoe access, wildlife viewing platform, etc.), where possible.

## **SCOPE OF SERVICES TO BE PROVIDED AND DELIVERABLES**

The selected design consultant shall complete all services specified below. Once the full site design has been completed, the contractor will provide permitting assistance and develop and administer a construction bid package for implementation of the project. Subsequent funding requests will be made to support project implementation and are not a part of this solicitation, but the City and WDNR reserve the right to continue the consultant's contract for these services. All deliverables will become the property of the City and WDNR for future use and modification, as necessary.

***Task 1: Project Communication and Planning:*** Provide design team management services under the direction of a Project Manager (PM) who shall have overall responsibility for coordination, management, and reporting of activities.

- Deliverable 1a: Prepare a Quality Assurance Project Plan (QAPP) for additional data collection, development of basis of design report, and final project deliverables. Coordinate with WDNR Green Bay Program Coordinator and Quality Assurance Coordinator to gain approval of the QAPP.
- Deliverable 1b: Schedule and facilitate a project design kickoff meeting and monthly meetings (at a minimum) to review project status with Project Team and other invitees as necessary to address planning and design issues. Provide a summary of findings and meeting minutes in a report format.
- Deliverable 1c: Provide outreach activities to solicit additional stakeholder and public input. Attend two Fish and Wildlife Technical Advisory Committee Meetings to present the project concept plan and incorporate feedback (as appropriate) and present the final design. In coordination with Project Team, schedule and facilitate a public involvement meeting to present concept design with a presentation and supporting exhibits and gather public input. Prepare a written summary of Project Team and stakeholder engagement (project team meeting minutes, public feedback/information summaries and electronic copies of meeting materials).
- Deliverable 1d: Submit monthly progress reports summarizing project status and expenditures due on the 10<sup>th</sup> of each month.

***Task 2: Documentation of Existing Conditions:*** Review and compile existing data, identify gaps, and determine what additional documentation of existing conditions is necessary. Communicate these findings to Project Team with plan to address gaps and mitigation efforts necessary to address concerns. Compile and summarize this data in appropriate format (e.g. maps, excel file). Establish existing conditions through appropriate surveys (e.g. topographic, soil quality, wetland delineation, stormwater etc.), where appropriate. Maps and photos will be submitted in an ArcGIS Database with appropriate spatial format and collected with GPS with 95% accuracy. The referencing system and datum must be documented for all data collected and consistent between deliverables.

- Deliverable 2a: Perform a topographic site survey and document stormwater management conditions.
- Deliverable 2b: Perform a wetland delineation and obtain concurrence of the boundary from WDNR.
- Deliverable 2c: Complete hydrologic and hydraulic analysis of the project site to evaluate water level influences on the marsh and potential connection to the bay of Green Bay as it relates to the project design. Prepare a report that documents the feasibility of alternatives and considerations for the concept planning process.
- Deliverable 2d: Complete updated habitat surveys following protocol for priority habitats present within the project area as described in the [AOC Fish and Wildlife Metrics Plan](#).
  - Evaluate the Coastal and Inland Emergent Marsh acreage and quality within the project area using protocol developed for the [Great Lakes Coastal Wetland Monitoring Program](#) (CWMP; e.g. Uzarski et al. 2018).
  - Evaluate the Inland Open Water acreage and quality within the project area using protocol established in the AOC Fish and Wildlife Metrics Plan (pg. 95)
  - Evaluate the Hardwood Swamp acreage and quality within the project area using protocol established in the [WDNR Provisional Wetland Floristic Quality Benchmarks for Wetland Monitoring and Assessment in Wisconsin](#) for assessing Tiered Aquatic Life Use (TALU) Category for Northern Hardwood Swamp (Marti and Bernthal, 2019).

**Task 3: Develop a Concept Plan and Basis of Design Report:** Develop concept plans for the project site in accordance with the project description and goals detailed in the above sections and AOC fish and wildlife habitat restoration goals. Coordinate review of the concept plan with the project team and stakeholders. Incorporate feedback into the final concept plan. Submit all deliverables in appropriate electronic formats. The referencing system and datum must be documented for all data collected and consistent between deliverables. Consultant will not proceed to final design until all task 3 deliverables are approved by the Project Team.

- Deliverable 3a: Prepare a basis of design report that reflects all data, analyses, results, and any additional work or information collection to achieve overall project goals with potential integrated public access.
- Deliverable 3b: Prepare an engineer's estimate of probable construction cost.
- Deliverable 3c: Schedule and facilitate regulatory review/permit application meetings with appropriate regulatory agencies.

**Task 4: Develop a Final Project Design:** Develop detailed engineered plans and specifications for the fish and wildlife habitat restoration that includes an ecological restoration plans, specifications and supporting documents suitable for bidding purposes. A long-term invasive species and vegetation management and maintenance plan should be developed for use by the property owner. Coordinate review of the final design with the project team and stakeholders. Submit all deliverables in appropriate electronic formats. The referencing system and datum must be documented for all data collected and consistent between deliverables.

- Deliverable 4a: Prepare final engineered plans and specifications suitable for construction bidding.
- Deliverable 4b: An updated basis of design report.
- Deliverable 4c: An updated engineer's estimate of probable construction cost.
- Deliverable 4d: A site-specific habitat monitoring and maintenance plan that can be implemented post-construction.
- Deliverable 4e: A stormwater management plan for the site to ensure that the habitat improvements, waterways and wetlands are not negatively impacted by runoff.
- Deliverable 4f: Complete bid form schedule of prices and itemized bid items.

**Task 5: Permitting, Regulatory Compliance and Approvals:** Prepare and submit all applicable federal, state and local permit applications and gain regulatory approval for the project as required. This includes preparing materials and ensuring compliance with, but may not be limited to, National Historic Preservation Act, National

Environmental Policy Act, Wisconsin Environmental Policy Act, Wisconsin State Statutes and Administrative Rules, and City of Green Bay Construction Site Erosion Control and Storm Water Management Permits.

- Deliverable 5a. Copies of all permit applications, documentation and regulatory correspondence.
- Deliverable 5b: Review NHI documentation provided by WDNR and coordinate applicable investigations and regulatory approvals related to endangered resources.
- Deliverable 5c: Perform cultural resource identification studies including archival/literature research and field investigations to identify archaeological sites and above ground historic structures located within the project APE. The results will be documented in a standalone technical report appropriate for a federal undertaking and submittal to the State Historic Preservation Office (SHPO).
- Deliverable 5d: Schedule and facilitate regulatory review/permit application meetings with appropriate regulatory agencies.

## **INFORMATION PROVIDED**

Information provided by City of Green Bay and/or WDNR shall include:

- WDNR will provide a desktop archaeological and NHI review for the site.
- Existing engineering plans, reports, and findings.
- Access to properties
- Base mapping
- Approvals from City committee and Common Council
- Any data collected, either previously or specific to this project, by WDNR or project partners

## **SELECTION PROCESS**

### **OVERVIEW**

The consultant will be selected based upon qualifications, experience, approach to the project, and anticipated cost. City and WDNR staff will evaluate all proposals according to the proposal ranking criteria and select two to five proposals for interviews. The firms selected for interview will be asked to deliver a presentation with follow-up question and answer by the Project Team. The Project Team will select the successful consultant based upon their proposal, interview, cost, reference checks, and experience in providing the requested services.

### **PROJECT SCHEDULE**

Proposal Due	April 22, 2022
Anticipated Interview	May 5, 2022
Contract Award	May 12, 2022
Services Completed	September 1, 2023

### **CONTRACT**

It is the intent of the City to negotiate a professional services agreement with the successful consultant. The basis for the contract will include this RFP and the successful proposal. The City reserves the right to negotiate or reject any and all proposals and award a contract that it deems is in the best interests of the City and WDNR.

### **PROPOSAL RANKING CRITERIA**

A panel of City and WDNR staff will evaluate and rank the proposals based largely on the criteria below.

1. Proposed approach to project (25%)
2. Experience with similar projects (20%)
3. Project staff qualifications (20%)

4. Capability of meeting project schedule (20%)
5. Cost (15%)

## **REQUIRED PROPOSAL SECTIONS**

- 1) Cover Letter
- 2) Project Approach and the required Scope of Services
- 3) Firm Background and Experience
  - i) Describe the organization of the consultant team that will complete the work. Identify all members of a multi-firm proposal. Identify management level team members and their role in the project. One page limit.
  - ii) Profile several similar projects completed by the firm/team, providing references with contact person name and phone number. One page limit maximum per project for 3-6 projects.
  - iii) Describe staff qualifications including experience in the appropriate disciplines for completion of the scope of work. Two-page limit per staff member.
- 4) Proposed Timeline
  - i) Provide a detailed breakout of the proposed timeline and how you will meet the completion date of September 1, 2023.
- 5) Cost Proposal
  - i) Cost for services should be submitted in spreadsheet format.
  - ii) Cost for services should be based on a lump sum rather than time and materials basis.
  - iii) Budget detail including preliminary design, final design, permitting, preparation of bid documents, and reimbursable expenses, at a minimum.

## **RESPONSE INSTRUCTIONS**

Proposals must be received by end of day, Friday, April 15, 2022. Seven hard copies of the proposal labeled "City of Green Bay Tank Farm Marsh Design Services Proposal" should be delivered to:

City of Green Bay Department of Public Works  
100 N. Jefferson Street, Room 300  
Green Bay, WI 54301

In addition to the hardcopies, one electronic version (PDF) of the proposal should be submitted to [steven.grenier@greenbaywi.gov](mailto:steven.grenier@greenbaywi.gov). The City of Green Bay shall not be responsible for late delivery of the proposals under any conditions.

## **INQUIRIES**

Questions regarding this request for proposals shall be made in writing up to April 4, 2022, by emailing Steve Grenier, Director of Public Works, at [steven.grenier@greenbaywi.gov](mailto:steven.grenier@greenbaywi.gov) and Brie Kupsky, Green Bay Program Coordinator, at [Brianna.Kupsky@wisconsin.gov](mailto:Brianna.Kupsky@wisconsin.gov).