



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING /COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN, PLANNER
SUBJECT: SELECT CONTRACTOR FOR DNR GRANT FUNDED SETTLERS PARK PRAIRIE RESTORATION PROJECT
DATE: APRIL 11, 2024

In 2023, New Prague was awarded \$40,475 through the DNR Conservation Partners Legacy Grant Program for the Settlers Park Prairie and Wetland Restoration project. Of the awarded funds, \$39,875 may be allocated to contracted work and native prairie seeds. The remaining amount of the project funds will go towards signage. The objective of the project is to convert the western portion of Settlers Park into native prairie land as it was originally intended when the park was founded.

Proposals were solicited by posting the RFP on the League of Minnesota Cities website, New Prague Times notices, and the City Website during the month of February with a due date of March 8th. A total of 3 proposals were received. Planning/Community Development Director Ondich, Park Maintenance Supervisor Calliguri, and Planner Chapman reviewed the proposals during the weeks of April 1st and April 8th.

According to the grant contract, the proposals must be subject to prevailing wages. Of the three firms, only two provided prevailing wages.

<u>Firm</u>	<u>Fee</u>
MNL Heal the Earth	\$46,520
Rock Leaf Water Environmental	\$35,362
RES	\$38,934

After considering the firms' proposals, project estimates, and references, staff recommend the selection of Rock Leaf Water Environmental. Rock Leaf Water Environmental had good references from other organizations and had the lowest budget request. Furthermore, they are a DBE (Disadvantaged Business Enterprise) certified woman-owned business.

Staff Recommendation

Staff recommends that the City Council approve the selection of Rock Leaf Water Environmental to complete the Settlers Park Native Prairie and Wetland Restoration project and to approve the contract in an amount not to exceed \$35,362.

Settlers Park –
Prairie & Wetland Restoration, 2024-2026



**ROCK LEAF WATER
ENVIRONMENTAL**
833-762-5532

1.0 COMPANY BACKGROUND INFORMATION

- **Business name** - Rock Leaf Water Environmental LLC
- **Mailing Address** - 13230 Island View Drive NW, Elk River, MN 55330
- **Office Location** - 281 Commerce Circle, Fridley, MN 55432
- **DBE/TG/CERT** - Certified Woman-Owned Business

2.0 KEY PERSONNEL

Rock Leaf Project Manager: Gabe Vasquez, Interim Natural Resources Specialist
Phone: 218-310-4295

Email: Gabe.Vasquez@rlwenvironmental.com

- Ecology & Field Biology B.S.
- Experience seeding native prairies using various techniques, including operation of no-till seed drilling.
- Licensed MN Pesticide Applicator.
- Knowledge and understanding of techniques to effectively use herbicide, including techniques to decrease herbicide drift.
- Maintained native prairies by spot mowing and herbicide treatment of non-native species.
- Four years of experience identifying and managing invasive species.
- Four years of experience removing and thinning trees.
- Four years of experience safely using equipment needed to fell, move, and chip trees.
- Maintained native woodlands by removing and thinning invasive tree and shrub species.
- Knowledge and understanding of principles that will ensure a decrease in the potential of spreading invasives in or out of the project area.

Nate Gillett, Natural Resource Crew Supervisor

Email: Nate.Gillett@rlwenvironmental.com

- Water Resources B.S. from Stevens Point, Watershed Science A.S.
- Licensed MN & WI Pesticide Applicator.
- BWSR Wetland Professional in Training Certification with two years of delineation experience.
- MNDOT Landscape Specialist Certification.
- Experience seeding native prairies using different techniques.
- Maintained native prairies by spot mowing and spot herbicide treatment of non-native species.
- Three years of experience identifying and managing invasive species.

Rock Leaf Admin: Nicole Schwartz, Business Assistant

Phone: 833-762-5532 x701

Email: Nicole.Schwartz@rlwenvironmental.com

Additional Rock Leaf environmental technicians will assist with site prep, seeding and management throughout the project.

Settlers Park –
Prairie & Wetland Restoration, 2024-2026



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3.0 PRICE QUOTE

Rock Leaf understands that this contract is subject to Minnesota prevailing wage rates.

Contracted Task	Qty	Unit	Unit Cost	Total
Site Prep Herbicide	3	Trips	\$2,035.00	\$6,105.00
Site Prep Mow	1	Trip	\$1,975.00	\$1,975.00
Native Seeding: Wet Prairie	1.5	Acres	\$1,555.00	\$2,332.50
Native Seeding: Mesic Prairie	5	Acres	\$1,190.00	\$5,950.00
Management Mow	4	Trips	\$1,975.00	\$7,900.00
Management Spot Herbicide	3	Trips	\$3,700.00	\$11,100.00
PROJECT TOTAL				\$35,362.50

Settlers Park –
 Prairie & Wetland Restoration, 2024-2026



4.0 EQUIPMENT & SCHEDULE

Rock Leaf understands that all work must be completed before the end of June, 2026.

Contracted Task	Equipment	*Tentative Schedule
Site Prep Herbicide	UTV with broadcast sprayer Herbicide backpacks	Week of May 20th, 2024 Week of June 3rd, 2024 Week of May 19, 2025
Site Prep Mow	Zero turn ride-on mower Hand tools as necessary	Week of June 24, 2024
Native Seeding: Wet Prairie	Dew Drop No-Till Drill, UTV, Harrow Rake	Week of October 7, 2024
Native Seeding: Mesic Prairie	Dew Drop No-Till Drill, UTV, Harrow Rake	Week of October 7, 2024
Management Mow	Zero turn ride-on mower Hand tools as necessary	Week of May 19, 2024 Week of July 21, 2025 Week of September 22, 2025 Week of May 4, 2026
Management Spot Herbicide	Herbicide Backpacks	Week of June 16, 2025 Week of September 8, 2025 Week of May 18, 2026

*Exact days are subject to change

Settlers Park –
Prairie & Wetland Restoration, 2024-2026



5.0 VALUE ADDED ITEMS

Rock Leaf prides itself on being responsive and accessible to our clients. We keep clear, concise reports and/or maps on all projects and communicate frequently with clients to make sure they are receiving the highest level of service possible.

Rock Leaf Water Environmental has an all-encompassing insurance package of \$10,000,000, including pollution insurance.

We have a history of following through on our projects to completion and are readily available to continue the work for a fee after the completion of the proposed project.

We are also an emergency response company, which allows us flexibility in scheduling. If the weather or something else interrupts the project, we will be able to find another time to complete the project.

The restoration and maintenance of our natural resources are critical to the health of ourselves, our ecosystem, and our society. At Rock Leaf, we strongly agree with this statement, and we want to do all we can to improve our natural resources. Rock Leaf staff has the knowledge and experience to complete this project effectively and efficiently. Rock Leaf would be excited to be a resource for your current and future natural resource project needs.

Certified Woman Owned - We are a DBE, MN Targeted Vendor, and CERT certified company.

6.0 CERTIFICATIONS

*Copies of licenses and certifications are available upon request.

HAZWOPER 40
MN & WI Pesticide Applicators
MNDOT Landscape Specialists
BWSR MN Wetland Professionals in Training
UMN Ecological Restoration Certifications
National Environmental Trainer
Resource Conservation & Recovery Act (RCRA) Training
Environmental Safety Specialists
Stormwater Management Inspector
Industrial Safety Specialists
Wildland Firefighter Red Card

Settlers Park Prairie and Wetland Restoration Work RFP

Background

Settlers Park is a 10-acre park located in southeastern New Prague. The eastern half of the park consists of several amenities such as a playground, sun shelter, and two baseball fields. The western half of the park is designated as the “Green Meadow” (or “Zelena Louka” in Czech language), comprising of a stormwater pond, two natural wetland areas, and a paved path connecting to the sidewalk along 10th Ave SE. When Settlers Park was first founded in 2001, the western (“Green Meadow”) section of the park was intended to become native prairie land. Since then, woody vegetation including several invasive plants such as buckthorn, reed canary grass, and brome grass have grown in the park, negatively impacting the ecosystem. As a result, staff have cut down most invasive vegetation and undesirable trees.

In 2023, the City of New Prague received grant funding through the DNR ECP (Expedited Conservation Project) for the Settlers Park Prairie and Wetland Restoration project. The purpose of the project is to convert the western section of the park into a prairie as it was originally intended. The City is looking for contractors to conduct the remainder of the grant funded project. The following contracted work is needed: site prep herbicide, site prep mow, native seeding, management mow, and management spot herbicide.

Methods

Late last year and early 2024, the city has removed a majority of invasive and undesirable plants and trees. Some native trees were salvaged. The first phase of contracted work will begin in the spring of 2024 and consist of herbicide treatments to prevent regrowth of invasive species. Mowing will also be utilized with the herbicide treatments to reduce vegetation and encourage regrowth before another application. Preparation will ensure non-native vegetation is controlled prior to installing native seed. This process will occur over the growing season and may go into the next growing season.

Once adequate control is obtained, native seed will be installed, using a combination of equipment and hand seeding, depending on site access. Equipment will include a tractor and no till seed drill or broadcast seed spreader. Any hand seeding will be raked to ensure soil to seed contact. No straw mulch or other erosion control is expected to prevent any disruption to the soil. Tilling or discing will be avoided to prevent erosion and bringing weed seeds to the surface. Seed mixes will be a combination of mesic prairie in the upland areas and wet prairie around the existing wetlands. BWSR state mixes (Board of Water & Soil Resources) for mesic and riparian (35-241 and 34-262) will be used.

Location

Settlers Parks is located at 1114 9th St SE, New Prague MN 56071. All contracted work will occur in the western section of the park (6 acres), stretching from the west property line along 10th Ave SE to the end of the path near the parking lot.

Timeline

Contracted Task	Unit	Timeframe
Site Prep Herbicide	3 trips	Spring 2024, Summer 2024 (Possibly Spring 2025)
Site Prep Mow	1 trip	Between Spring 2024, Summer 2024, and Fall 2024
Native Seeding (Wet Prairie and Mesic Prairie)	Mesic Prairie Seed – 5 acres Wet Prairie Seed – 1.5 acres	Fall 2024/Winter 2025 (Possibly 2025 if needed)
Management Mow	4 trips	Spring 2025, Summer 2025, Fall 2025, Spring 2026
Management Spot Herbicide	3 trips	Summer 2025, Fall 2025, Spring 2026, Summer 2026

- All contracted work must be completed before the end of June 2026

Fees

The proposal shall contain “not to exceed” cost for the project. Proposals that do not include a “do not exceed” cost will not be accepted. It’s the responsibility of the contractor to estimate the amount of time needed to complete the work.

As a requirement of grant, the project is subject to prevailing wage rules per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Information on prevailing wage requirements can be found on the Department of Labor and Industry (DOLI) website at <https://www.dli.mn.gov/business/employment-practices/prevailing-wage-information> or call DOLI at 651-284-5091.

Requested Information

In a PDF document, please write an estimate of how much each contracted task will cost and provide an anticipated timeframe (specific weeks) to complete these tasks. Please also list all

materials or equipment that you will utilize to conclude the work. In addition to the RFP, please fill out the prevailing wage form.

Proposal Due

Proposals must be submitted no later than 4:30pm on Friday, March 8th, 2024.

Submittal of Proposal

Please email your submission to both contacts below:

Kyra Chapman / Planner

Email: kchapman@ci.new-prague.mn.us

AND

Jim Calliguri / Parks Department Supervisor

E-mail: jcalliguri@ci.new-prague.mn.us

If you have specific questions, please call 952-758-4401.

Settlers Park Native Seeding Zones Plan

