



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	2018-2019 Wetlands Management Services for the Eagle Brook and on Brentwood's Pond Subdivisions		
Presenter & Title:	Richard Babica, Director of Public works		
Date:	May 24, 2018		
Please Check Appropriate Box:			
☒	Committee of the Whole Meeting	☐	Special Committee of the Whole Meeting
☒	City Council Meeting	☐	Special City Council Meeting
☐	Public Hearing	☐	Other -
Associated Strategic Plan Goal/Objective: Vision 5, Letter L Maintain high quality public services that serve and protect our residents and businesses.			
Estimated Cost: \$81,200		Budgeted? ☒ Yes ___ No	Other Funding? ___ Yes ___ No
If "Other Funding," please explain how the item will be funded:			
Executive Summary:			
The FY2019 Budget provides \$56,000 within SSA#11, Eagle Brook and SSA #32, On Brentwoods Pond, to perform Wetland Management Services. The current provider's, Hampton Lenzini and Renwick, Inc. (HLR), contract expired in the spring of 2018. In preparation of that, staff conducted a Request for Proposals (RFP) with a submittal date of May 22, 2018. The City received two – (2) proposals, and following a review, staff is recommending that the City issue the 2018-2019 Wetlands Management Services Contract to HLR. Their proposal, while not the lowest, is within the budgeted amount and was consistently ranked the highest amongst all proposals received. HLR has performed this service for the City since this maintenance activity was assumed by the City in 2011. Finally, the proposal from HLR allows for a minimum of four-(4) and up to eight-(8) site visits to perform maintenance activities. The other proposal allowed for four-(4) site visits. Staff, local homeowners and the Eaglebrook Golf Course owners have been pleased with their previous work and their responsiveness to issues. The proposal includes costs for a two-year period with each year totaling \$40,600. The second-year contract would be dependent upon budgetary approval by the City Council.			
Attachments: (please list)			
- Summary of Bids/Proposals - Resolution - HLR Proposals			

Recommendation / Suggested Action: *(how item should be listed on agenda)*

Respectfully recommend that the City Council to authorize the City Administrator to execute the proposal from Hampton, Lenzini and Renwick, Inc. of Elgin, Illinois to complete the 2018-2019 Wetlands Management Services for the Eagle Brook and On Brentwoods Pond Subdivisions.

Summary of Bids

Recorded By: Richard Babica

Date/Time: May 22, 2018 at 4 pm

[illegible]

RESOLUTION NO. 2018-51

**RESOLUTION AUTHORIZING EXECUTION OF
A PROFESSIONAL SERVICES AGREEMENT TO PERFORM THE 2018-2019
WETLANDS MANAGEMENT SERVICES FOR THE EAGLE BROOK AND ON
BRENTWOODS POND SUBDIVISIONS**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, a Proposal to complete the 2018-2019 Wetlands Management Services for the Eagle Brook and On Brentwoods Pond Subdivisions, in the form attached hereto at Exhibit "A."

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this ____ day of _____, 2018

AYES: __ NAYS: __ ABSENT: __ ABSTAINING: __ HOLDING OFFICE: __

Approved by me this ____ day of _____, 2018.

Mayor

ATTEST:

City Clerk



Proposal

2018-2020 Wetland Vegetation Management Environmental Services

Tuesday, May 22, 2018, 4:00 PM

**Prepared for:**

Mr. Rich Babica
Public Works Director
City of Geneva
1800 South Street
Geneva, Illinois 60134

Submitted by:

Hampton, Lenzini and Renwick, Inc. (HLR)
380 Shepard Drive
Elgin, Illinois 60123
Ph. (847) 697-6700
Fax (847) 697-6753

Questions may be directed to:

Karen Kase, PWS
Natural Resources Manager
Ph. (847) 697-6700
kkase@hlreng.com



Work Hard • Have Fun • Give Back.





Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hltrengineering.com

May 21, 2018

Mr. Rich Babica
Public Works Director
City of Geneva
1800 South Street
Geneva, IL 60134

RE: Request for Proposal (RFP) – 2018-2020 Wetland Vegetation Management Environmental Services

Dear Mr. Babica:

The City of Geneva has been proactive in maintaining native sites throughout the City. This focus has provided benefits such as flood control, storm water management, promotion of ecological diversity, and associated educational opportunities that can be achieved. Woods, wetlands, ponds, and other natural areas benefit the residents and community every day, but these seemingly “natural” areas take time, effort, and money to maintain.

Our team is committed to providing a high level of care to the ecosystem and its stakeholders. The Eagle Brook ecosystem has made a lot of progress in the past 7 years since we began maintaining the site. Enhancing Eagle Brook with flowering pollinator plants provides needed habitat for bumblebees, as well as aesthetically pleasing landscapes for Geneva residents and visitors. In addition to creating and maintaining healthy ecosystems, our team strives to create and maintain positive relationships with stakeholders. Residents are comfortable speaking with our knowledgeable crew leaders on site and have expressed their gratitude for the improvements, as stated by Steven H. Burchett of 2219 Kings Court, *“The improvement has been dramatic and is critical to all of us who border the Eagle Brook wetlands. We all appreciate the hard work and excellent results and look forward to your continued involvement at Eagle Brook in the years to come.”*

Thank you for the opportunity to submit our proposal. We have enjoyed managing the Eagle Brook County Club Subdivision in the past and hope that our team can continue to show our commitment for many years to come. If you should have any questions or comments regarding our proposal, please feel free to contact me at (847) 697-6700 or kkase@hlreng.com.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

Karen Kase, PWS
Natural Resources Manager



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The City of Geneva has approximately 2,750-acres of open space consisting of parks, schools, forest preserves, detention basins, a partially-retired landfill, County fairgrounds, public and private golf courses, and other open areas. Of that space, nearly 600-acres is open to residents, creating a large and visible component of the community. This makes it important for City leaders to pilot efforts in the stewardship of the community's natural resources.

To continue preserving, protecting, and enhancing natural areas within the community, we understand the City of Geneva is seeking a firm to provide wetland vegetation management services for the Eagle Brook and On Brentwoods Pond sites. Both sites are surrounded by development and require an additional aesthetic standard of care not required with other native management sites, including: frequent inspections, prevention of invasive species, a high level of awareness and professionalism while on-site, and close attention to detail. Our team is ready, capable, and eager to continue assisting the City making these projects a success.

Hampton, Lenzini and Renwick, Inc. (HLR) understands the terms and conditions in the bid documents and they are acceptable for inclusion in the general contract form.

General Project Approach

HLR provides a full spectrum of natural area management services, with extensive experience in site assessment, natural ecosystem construction, erosion control, weed management, site-specific plant propagation, and long-term maintenance.

HLR has managed the Eagle Brook site since 2011 and has managed On Brentwoods Pond site since 2016. We are familiar with the needs of each site and have developed custom, comprehensive management programs for each location. Eagle Brook has improved dramatically since we first began management, with significantly reduced coverage of noxious invasive species and increased coverage of natives.

Our goal is to further expand the function of the native areas by providing pollinator habitat. Pollinators are responsible for assisting over 80% of the world's flowering plants and contribute substantially to the economy of the United States. They need flowering plants and shrubs that bloom throughout the growing season to thrive. A planting plan for the pollinators will be provided that provides nectar sources throughout the growing season.

Our team understands and is highly capable of performing the scope of services requested by the City, including but not limited to the following:

- Invasive Species Control
- Maintenance of Native Plant Ecosystem
- Maintenance of Existing Drainage Ways
- Attendance at a City Council or Homeowners Association Meeting
- Installation of Native Plants (seeds or plugs)
- Year-End Project Report
- Management Service Plan for 2018-2020
- Debris Removal



"We want to take a quick moment to recognize the quality work being performed by the HLR environmental consultants. We are so pleased to have had those invasive boxelders removed, and we are seeing the progress as the prairie seeds start to take root and even flower! In addition, their crews are always respectful of the homeowners, and they really work hard!"

Thank you,

Cindy and Rick Rodriquez, 1618 Fairway Circle, Eagle Brook Subdivision





Our approach to native area management projects, including Eagle Brook and On Brentwoods Pond in past years, sets us apart and results in successful projects and satisfied clients:

Communication and Coordination

We understand the importance of accurate and thorough communication with the client and surrounding community during native management projects. This is especially vital during projects that incorporate prescribed burns. We distribute notices to adjacent residents that include the project manager's cell phone number for direct contact. In addition, we have a dedicated email address (eaglebrook@hleng.com) that is used to distribute schedule updates and field questions from concerned residents.

This constant communication also involves regular contact with our clients via phone and email to discuss schedule and status. On-site progress meetings are also used as needed.

For this coordination to be effective, it is important to have a highly-trained native area management team that understands how to properly represent the best interests of the community and environment. Our environmental staff has worked extensively in this capacity on similar projects and all hold four-year degrees. This allows them to communicate ecological principles to the public in an easy-to-understand manner.



HLR seasonally writes and submits articles to *Eagle Brook Life* regarding maintenance activities that occur on-site at Eagle Brook, as well as educational articles focusing on the plants and animals that inhabit Eagle Brook. We can also provide further community outreach to the City that includes developing newsletter articles, website postings, and coordinating volunteering events. It is our goal to educate the public to make them more aware of the many ecological benefits of maintaining native area sites.

Responsiveness

We take full responsibility for a project's success. At HLR, addressing the client's individual needs is our top priority. Our proposed team is always available by phone or email and has a proven track record of being responsive to the needs of the residents. Several of the most active residents contact our project manager by cell phone to give and receive updates throughout the year. We also meet on-site with residents to discuss the projects being completed. This reduces the questions and workload for Geneva staff.

Experience

All team members are qualified biologists with significant experience in plant and tree identification, invasive species control, maintenance techniques, erosion control measures, and permitting requirements.

Existing Relationships

Our relationships with agencies, including City of Geneva staff, Eagle Brook residents, the U.S. Army Corps of Engineers, Illinois Environmental Protection Agency, Illinois Department of Natural Resources, DuPage County, and Kane-DuPage Soil and Water Conservation District will ensure that permits are obtained in a timely manner, so construction and/or maintenance projects are not delayed.

In the following sections, we have delineated our understanding of each project site and included estimated fees.



Eagle Brook is a 72-acre site that includes a main wetland with two channels – one on the north side and one on the west side. Our team has had the opportunity to manage the Eagle Brook site since 2011, giving us detailed insight and understanding of the challenges including invasive species, beaver activity, and drainage concerns.

Our objective for managing this ecosystem is to stop the invasive spread, reduce total coverage of invasives, and establish a self-sustaining ecosystem of native plants that can compete in the habitat. Although it is a continual process, since 2011 we have made significant progress toward reducing invasive species coverage and have significantly increased the amount of native coverage and diversity in the site. We will focus on introducing plants and shrubs to support a pollinator habitat for the next few seasons.

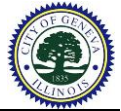
At the beginning of 2011, the Eagle Brook wetland was almost exclusively a cattail marsh. Common cattail was prolific throughout the site, fully inundating the north and west channels. There were two patches of diverse vegetation: a small prairie located at the far southern portion of the wetland, southeast of King's Court, and a small wet prairie located north of the Hole 15 tee. When we started, our main goal was to remove built-up vegetation and clear the channels to allow for better water flow through the site. Many techniques were used to reach these goals, including: mechanical and chemical control, prescribed burning, seeding, and installation of plugs. Prior to management activities, the Floristic Quality Index (FQI) of the Eagle Brook site was 8.9. It has since increased to 26.7. This is a significant increase in the overall native character of the site resulting from a proactive management plan since HLR began management activities.

Additionally, our team cleared the drainage ways, eliminating excessive vegetation from the north and west channels, and provided optimum setbacks for the prescribed burns. Site drainage improved significantly due to management efforts, with water levels in the wetland dropping several feet from pre-management levels.

Going forward, our goals will include continuing to reduce total coverage of invasives and prevent their return, as well as creating an ecosystem of native plants that can compete in the habitat with minimal assistance. We have been successful in removing invasive species and installing aggressive native species that can compete with the invasives. We will continue targeting high-profile invasive species areas spread throughout the site, ensuring all stakeholders can benefit from management activities. Prescribed burns or wetland mows will be completed annually to prevent biomass buildup, prevent drainage issues, and minimize the risk for a wildfire.

HLR will continue to expand native buffers and burn lines around the perimeter of the site. We will also focus on the newly cleared woodland areas adjacent to Kings Court and Fairway Circle, the sedge meadow east of Arrowhead Court, the area north of the southeast prairie. We will continue to increase the floristic quality index of the designated areas in each year of management.

In addition to expanding the native buffers, we would introduce some shrub-land habitat areas along the west corridor where residential dumping has been an issue, and in sections within the newly cleared woodlands. Shrub habitats play an important role in native ecosystems. They provide food, shelter, and nesting habitats for wildlife. Introducing native shrubs to the Eagle Brook Wetland will also help support the variety of pollinators within the ecosystem. Some species that would do well in the areas mentioned are black-haw viburnum (*Viburnum prunifolium*), common ninebark (*Physocarpus opulifolius*), buttonbush (*Cephalanthus occidentalis*) and nannyberry (*Viburnum lentago*).



SECTION II: EAGLE BROOK – SCOPE OF WORK + FEES

A combination of maintenance techniques will be used on the site. The most effective treatment will be implemented based on ecological and economic factors. HLR is proposing a combination of mechanical removal, herbiciding, and wetland mowing to enhance the native ecosystem and wetland vegetation quality.

From our work on this site, we have established relationships with several of the residents that about the Eagle Brook site and parks and have worked hard to provide education through regular articles in the *Eagle Brook Life* publication, meetings, and talking with them to discuss their concerns and answer any questions regarding our maintenance activities. We have also worked closely with the Eagle Brook Country Club and Golf Course to ensure our maintenance activities do not interfere with their patrons. Our team has even scheduled volunteer events to help clean up garbage and debris specifically adjacent to the channels.

The following tables include the 2018-2019 estimated costs for the Eagle Brook site.

Eagle Brook – 2018-2019 Maintenance Activities	
Conduct a Floristic Quality Assessment (FQA) along 4 transect areas prior to maintenance work	\$1,000
Monitoring report	\$2,500
Invasive control along 2 drainage ways	\$2,600
Invasive control within main wetland area, Fairways Circle berm mow	\$11,500
Native Wetland Seed Install	\$4,000
Native Wetland Plug Install (approximately 800 plugs)	\$3,000
Native Pollinator Live Plant Install (approximately 1,050 plugs)	\$4,000
Native Pollinator Shrub Install	\$3,000
Drainageway Maintenance – 10 treatments with hand tools	\$6,000
Total	\$37,600

Eagle Brook – 2019-2020 Maintenance Activities	
Conduct a Floristic Quality Assessment (FQA) along 4 transect areas prior to maintenance work	\$1,000
Monitoring report	\$2,500
Invasive control along 2 drainage ways	\$2,600
Invasive control within main wetland area, Fairways Circle berm mow	\$11,500
Native Wetland Seed Install	\$4,000
Native Wetland Plug Install (approximately 800 plugs)	\$3,000
Native Pollinator Live Plant Install (approximately 1,050 plugs)	\$4,000
Native Pollinator Shrub Install	\$3,000
Drainageway maintenance and debris removal – 10 treatments with hand tools	\$6,000
Total	\$37,600

Optional Tasks	
Tree Felling – Per Hour – Tree Removal Crew – Fell trees and Clean-Up – Minimum 8 hours	\$425
Log Removal – Per Load	\$570
Wetland Mow	\$16,500
Presentation to City Council or Homeowner's Association	\$360
Drainageway maintenance and debris removal- 1 treatment- 5 hours for 2 people	\$600



On Brentwoods Pond is an approximately 1.5-acre naturalized basin located at the southwest corner of Peck Road and Keslinger Road. HLR has been managing this pond since November 2016. Our first priority was cleaning out the built-up vegetation within the outlets and inlets since the site was experiencing drainage issues. Woody removal has been our focus for the 2017 season, removing invasives such as buckthorn, mulberry, honeysuckle, and willows. This helped open the pond for adjacent residences. Our focus going forward will be removing all undesirable woody species around the pond, increasing the functionality and aesthetics of the site.

Continual buildup of vegetation and debris at the outlet and inlet locations will affect proper drainage, disrupt the original flow path, and lead to flooding issues for adjacent homeowners. These will need to be monitored on a regular basis and cleaned out as needed.

The pond and buffer area are in fairly good vegetative condition. Healthy and thriving stands of pickerelweed are growing within the pond. There are also solid stands of native plants, including broad-leaved arrowhead, ironweed, pickerelweed, wild bergamot, chairmaker's rush, yellow coneflower, tall coreopsis, and little bluestem. Invasive species to be treated include: sandbar willow, reed canary grass, crown vetch, cattail, and Canada thistle. It is important to manage the invasive species in a natural, like this site, because they are very aggressive and can overtake areas, out-competing the more desirable native species that encourage ecosystem diversity, attract wildlife, and improve water quality. This is very important in the newly cleared areas. We recommend managing the invasives with the application of herbicide. The sandbar willows will be managed by a combination of cutting and applying herbicides.

The pond has significant algal growth. Algae thrives when nutrient levels are high. This is most likely a result of fertilizers washing from lawns into the pond via the storm sewer and surface runoff. Algae, though not usually detrimental to the environment, may be visually undesirable. The majority of the pond also contains rooted pond weeds. The most effective way to remove the algae and pond weeds without affecting the native aquatic plants growing in the pond is to manually remove them by hand-raking.

Estimated 2018-2020 costs for the On Brentwoods Pond site are outlined in the tables below.

On Brentwoods Pond – 2018-2019 Maintenance Activities	
Invasive control for spillway	\$ 1,000.00
Inlet and outlet cleaning	\$ 600.00
Invasive tree removal	\$ 1,400.00
Total	\$ 3,000.00

On Brentwoods Pond – 2019-2020 Maintenance Activities	
Invasive control for spillway	\$ 500.00
Inlet and outlet cleaning	\$ 600.00
Invasive tree removal	\$ 1,400.00
Native Wetland Seed/Shrub/Plant Install	\$ 500.00
Total	\$ 3,000.00



A combination of maintenance techniques will likely be used on each site. The most effective treatment will be implemented, based on ecological and economic factors. HLR proposes a combination of mechanical removal, herbiciding, and prescribed burning to enhance the native ecosystem and wetland vegetation quality as techniques to manage the site.

- **Site Assessments and Reporting:** Each site will have all work memorialized in an annual report, detailing site conditions, activities conducted, and future recommended activities. Monthly updates will be provided with invoicing, and any issues will be discussed with the City of Geneva staff as they occur.
- **Site Visits:** Eagle Brook will be assessed a minimum of four, and up to eight times, throughout the season to determine a course of action to continue the restoration of the sites indicated. Inspections will include removal of any trash or debris, an inspection of the overflow structure, and removal of any impediments to stormwater flow. If weedy plant species are present, visits may include hand-removal of undesirable plants, installation of seed, some woody plant or branch removal, or any of the services listed below. On Brentwoods Pond will have two visits. The first will be to complete woody removal activities. The second will be to evaluate the site to provide recommendations at the end of the season.
- **Enhancement:** Enhancement by the addition of live plants or seed can be very effective in increasing the native character of a site. We emphasized consistent species in the mixes to contribute to each sites identity so that adjacent residents and stakeholders can start to recognize some native species. High-traffic and high-profile areas had an emphasis on aesthetics, including many colorful, flowering species with long blooming periods. Enhancement will be influenced on several factors, including increasing floristic diversity, salt tolerance, erosion control and stabilization, stormwater filtration, and aesthetics.
- **Mechanical Invasive Control:** Mechanical control includes cutting, mowing, and/or digging up individual plants by hand with the intention of impeding a plant from reproducing by seed. Cutting or mowing close to the ground (weed-eater or hand-scythe) is an effective means of control for annual species that may be implemented in select areas of the site. Prairie mowing will only be conducted if it is necessary for invasive species control. The mowers will be set to a height of 8 to 12 inches above the ground surface which allows annual invasive seed heads to be cut off without causing damage to native plants.
- **Chemical Invasive Control:** Herbicide can be a very effective means of controlling invasive species. The plant communities will be monitored for invasive species including, but not limited to: purple loosestrife, reed canary grass, garlic mustard, crown vetch, burdock, and common reed. If populations of these species appear or begin to increase, they will be controlled by “wick” or directed (shielded spray) application of an approved systemic herbicide when the plants reach leaf/flowering stage, but preferably prior to seed head formation in early summer, with the following exceptions: common reed is best controlled during the flowering stage in late summer, and reed canary grass is best controlled in spring just prior to flowering (around May 15) or in fall. Inspections for invasive species will be conducted early in the growing season (between May 1st and June 1st).

The Illinois EPA requires a permit for the application of pesticides on or near bodies of water. HLR already maintains a National Pollutant Discharge Elimination System (NPDES) permit for the Eagle Brook site and will add On Brentwoods Pond upon award of the contract. All herbicide applications will be conducted under the supervision of a wetland specialist. A water-safe, systemic herbicide will be utilized for this site. The application of herbicides will be performed only by persons licensed or certified in the State of Illinois for pesticide/herbicide application. Herbicide will be used in strict compliance with all application rates, procedures, warning labels and applicable codes, standards, and best management practices.

The Illinois EPA requires a permit for the application of pesticides on or near water bodies. HLR will apply for the required pesticide NPDES permit. All herbicide applications will be conducted under the supervision of a wetland specialist. A water-safe, systemic herbicide will be utilized for this site. The application of herbicides will be performed only by persons licensed or certified in the State of Illinois for pesticide/herbicide application. Herbicide use will be in strict compliance with all application rates, procedures, warning labels, and applicable codes, standards, and best management practices.

- **Optional Task – Wetland Mow:** The wetland mow will typically be conducted in late fall, winter, or early spring, depending upon weather conditions. The wetland mow may reduce potential for fire conditions in the wetland by limiting the amount of built up dead vegetation above the water line.



SECTION IV: NATIVE AREA MANAGEMENT TECHNIQUES

Sometimes it's best to hear from the stakeholders regarding improvements to their area:



"I just wanted to thank you and your team for the excellent work you have done in the Eagle Brook wetlands over the last few years. We have been on Kings Ct. for 23 years and bought this lot specifically because it backed up to the wetlands. Initially it was beautiful in all seasons, and especially in the fall when the prairie grasses and wildflowers were at their peak. We also enjoyed all of the trees on our property and in the adjacent wetland areas.

Sadly over the years the wetlands had deteriorated badly without any maintenance. The beaver and muskrat blockages in the creek and tributaries had caused perpetual flooding that destroyed the vegetation, killed 15-20 trees, and threatened flooding of our basement as the water back up was up well into our yard with every heavy rain.

We have been so very pleased with all of the work that has been done over the last several years to begin to remedy the years of neglect and to restore the beauty and functionality of the Eagle Brook wetlands. The water now flows again as intended, fire hazards eliminated with regular burns, and the natural vegetation is gradually becoming prevalent again thanks to all of the outstanding planning and effort your organization spent on this important initiative. While the trees obviously can't be brought back to life, the team even cut them all down to prevent them from falling and damaging neighboring properties.

The improvement has been dramatic and is critical to all of us who border the Eagle Brook wetlands. We all appreciate the hard work and excellent results and look forward to your continued involvement at Eagle Brook in the years to come. Please thank your entire team for a job well done!!"



Steven H. Burchett, 2219 Kings Court, Eagle Brook Subdivision



SECTION IV: NATIVE AREA MANAGEMENT TECHNIQUES

Equipment List

Chemical and mechanical invasive control will be provided by HLR. Prescribed-burning services will be provided by TGF Forestry. All of the equipment detailed below is available for use on both sites. If a certain project requires equipment that is not on this list, HLR will consider purchasing or renting the necessary equipment.

HLR Equipment List

- Artic Cat 366 4x4 (ATV)
- Swisher 52" Deck (Mower)
- John Deere 625i XUV 4x4 (Gator)
- 749 BCS tractor with brush mower and rototiller attachments
- 49818 Rondo trailer
- 48316 Rondo trailer
- STIHL FS 250-Z brush cutter
- 3 STIHL FS 130-Z brush cutters
- STIHL HS 45-Z hedge trimmer
- Pacific Hydrostar 1.5" gasoline-powered clear water pump
- Earthquake
- 2-seat Jon Boat
- 9 STIHL SG20 backpack sprayers
- Two 25-gallon tank sprayers
- Two 65-gallon water tanks

TGF Equipment List

- Type 6 Wildland Fire Engines, NWCG certified
- Type 7 Wildland Fire Engines
- Type 2 1000-gallon water tender
- 4-wheel-drive, 2-passenger Kubotas with 95-gallon water tank
- 4-wheel-drive, 1-operator ATVs with 35-gallon water tank
- 4-wheel-drive tractors with brush mowers for fire break/line construction
- Walk-behind brush mowers for fire break/line construction
- Skid loader with multiple attachments
- John Deere tractor with gill rake, aerator, rototiller, box blade, seed spreader
- Mini excavator on tracks
- UTV dump truck units - 4x4 with low-pressure tires
- Walk-behind equipment including rototillers, brush cutters, specialty brush cutter with sickle bar, rollers
- Tree planting equipment
- Trucks - dump, flatbed, and service vehicle
- Portable pumps and generators
- Hand brush cutters
- Chain Saws - all sizes
- 16" hydraulic feed wood chipper, diesel engine
- Stump grinder



All project personnel have worked at the Eagle Brook wetland, are familiar with residents, and highly attuned to the needs of the golf club. Staff members at HLR are assigned to the project based on their prior experience and technical expertise in the scope of work anticipated. Below we have included information about key personnel. HLR will utilize TGF Forestry and Fire as a subcontractor if needed during the proposed maintenance.



SECTION V: PROJECT TEAM



The Project Manager and Ecologist will be available to meet with the Geneva Project Manager and will be available for communication at any time.

Project Manager: **Karen Kase, PWS, CPESC, CA**

Experience: Karen is an environmental biologist with 13 years of experience managing native restoration sites. She has evaluated and inventoried potential natural resources for several sites including the presence of threatened and endangered species. She has designed, installed, and monitored compensatory mitigation sites. Karen is knowledgeable with identifying invasive species and the maintenance techniques most efficient for eradication including mowing, cutting, herbiciding, and controlled-burning practices.

She has experience conducting wetland delineations, soil sampling, floristic quality assessments, and compilation of wetland data sheets and delineation reports. She has assisted with wetland permitting on local, state, and federal levels, and has been involved with wetland mitigation bank design and planning.

Ecologist: **Pat Hickey, CA, PWS, CPESC**

Experience: Pat Hickey is a Senior Environmental Scientist with over 20 years of experience working on a wide array of both private and public land-development projects. Services include: wetland delineations, plant community monitoring, native landscape design, wetland permitting, mitigation design, floristic quality assessments, wetland permit reviews, stormwater best management practice design, natural area assessments, tree inventories, creek assessments, preparation of natural area restoration plans, sediment and erosion control inspections, threatened and endangered species surveys, and installation and management of native vegetation. Pat's training and experience in ecology, environmental regulations, native plant community management, and sediment and erosion control provide a diverse background for meeting clients' environmental consulting needs.

Restoration Coordinator: **Alicia Dyner, CWS, DECI, CA**

Experience: Alicia is an environmental scientist with seven years of experience controlling invasive plant species throughout the Chicagoland area, including plant identification, chemical and mechanical removal of invasive plants, seeding/collection, planting, matting, and prescribed burning.

Alicia also has experience conducting wetland delineations and completing wetland permitting, tree and threatened endangered species surveys, environmental assessments, erosion control inspections, and geographic information systems mapping.

SECTION V: PROJECT TEAM



Crew Leader: **Erin Cox**
Experience: Erin is an ecologist with three years of experience controlling invasive plant species throughout the State of Illinois, including plant identification, chemical and mechanical removal of invasive plants, plant and erosion control installation, and prescribed burning.

Crew Leader: **Kristin Dykema**
Experience: Kristin is an ecologist with three years of experience controlling invasive plant species throughout the State of Illinois, including plant identification, chemical and mechanical removal of invasive plants, plant and erosion control installation.

Crew Leader: **Caitlan Lange**
Experience: Caitlan is an ecologist with one year of experience controlling invasive plant species throughout the State of Illinois, including plant identification, chemical and mechanical removal of invasive plants, plant and erosion control installation.

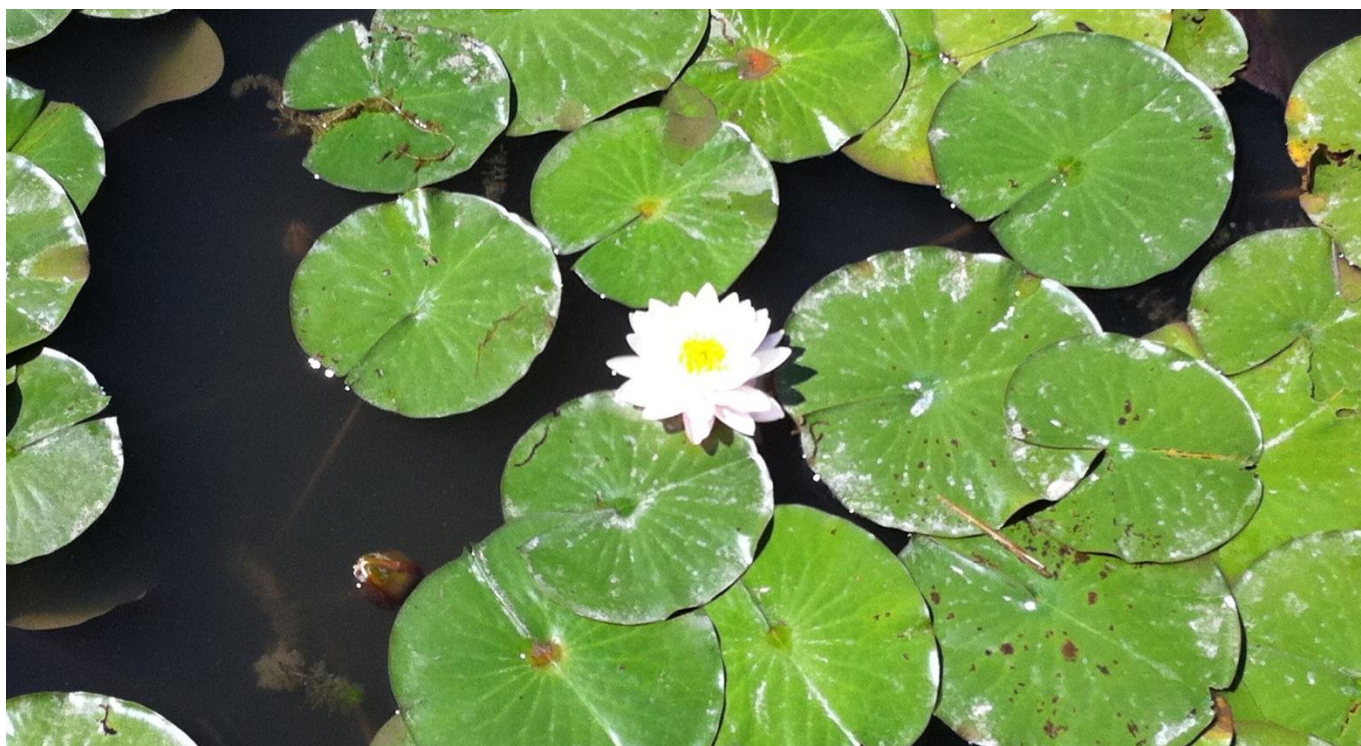
Burn Boss: **Tom Flader**
Experience: Tom brings over 20 years of prescribed-burning experience in Illinois as an Illinois Department of Natural Resources Certified Burn Manager. He has an AAS Fire Science Technology degree and is an Illinois Emergency Medical Technician Paramedic. Tom has Firefighter III and Instructor 2 firefighting certifications through the Illinois State Fire Marshall. He has numerous National Wildfire Coordinating Group Certifications, including Engine Boss, Squad Boss, S-130, S-190, S-212, S-290, S-390, S-234, S-215, Single Resource Qualified, and ICT 3.

Burn Crew: **TGF Staff**
Experience: TGF ensures that its employees exceed the requirements for completing safe and smart prescribed fire projects. Their firefighters are fully trained and certified based on the National Wildfire Coordination Group (NWCG) Wildland Fire Qualification System (PMS-310) and are equipped with all the required personal protective equipment.

NWCG and State Training and Certifications minimally include:

- Illinois Prescribed Burn Manager
- NIMS National Incident Management System
- S 130 Wildland Fire Training
- S 190 Wildland Fire Behavior
- S 211 Portable Pumps
- S 215 Wildland Fire in the Urban Interface
- Prescribed Burn Boss Training

All senior staff are trained in Illinois State Fire Marshall Structural Firefighter and Advanced Wildland Fire Fighting including: Ignition Operations, Air Operations, Advanced Fire Behavior, and Advanced Prescribed Burn Training. Many of the staff members also teach regional wildland fire certification courses through the state fire academy and local universities.



We have provided below brief descriptions of similar projects HLR has completed within the last five years. We encourage you to contact the references we have provided. We are proud of our contributions to these improvements and their many benefits to the community.

Project: Various Sites, Fox Valley Park District, Illinois

Project Manager:	Karen Kase, PWS, CPESC
Contract Amount:	\$130,000
Dates of Completion:	2012 to present
Reference:	John Kramer, <i>Director of Park Operations</i> (630) 897-0516 jkramer@fvpd.net

HLR developed and has been implementing a management and maintenance plan for eleven sites within the Fox Valley Park District. The most effective treatment, based on ecological and economic factors, was implemented based upon the needs of each individual site. The plan included invasive species removal using both mechanical and chemical techniques. The species focused on through most of the sites were: algae, purple loosestrife, thistles, teasel, cattails, reed canary, and common reed. Additional management techniques included a prescribed burn to enhance native character and stimulate native species growth.

Project: On-Call Maintenance Areas, DuPage County, Illinois

Project Manager:	Karen Kase, PWS, CPESC
Contract Amount:	\$95,000/year
Dates of Completion:	2014 - 2017
Reference:	Jenna Fahey, <i>Wetland Supervisor</i> (630) 407-6728 jenna.fahey@dupageco.org

HLR developed and has been implementing a management and maintenance plan for ten sites within DuPage County. The most effective treatment, based on ecological and economic factors of each individual site, was implemented. The plan included invasive species removal using both mechanical and chemical techniques in combination with overseeding with native species to introduce greater diversity and help stabilize steep slopes. The species focused on through most of the sites were: garlic mustard, purple loosestrife, thistles, teasel, cattails, reed canary, common reed, and sandbar willow. Additional management techniques used at the sites included winter brush removal to eliminate invasive saplings and woody sprouts.



SECTION VI: SIMILAR PROJECT EXPERIENCE

Project: Downers Grove Natural Areas Maintenance, Village of Downers Grove, Illinois

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$34,000/year
 Dates of Completion: 2014 to present
 Reference: John Welch, *Assistant Public Works Director*
 (630) 434-5461 | jwelch@downers.us

HLR developed and has been implementing a management and maintenance plan for the 2014-2016 growing seasons for the 2nd and Cumnor basin, Washington Street Raingarden, Grove Street Raingardens, and two wooded Village-owned parcels. The plan included site-specific management plans that address the individualized needs for each area including herbicide application, in addition to mechanical and manual means of treatment. Public education is primarily provided in one-on-one discussions with stakeholders while on-site, where our staff informs interested parties about maintenance activities and their purpose.

Project: Streamwood, Village of Streamwood, Illinois

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$75,000/year
 Dates of Completion: 2013 to present
 Reference: Matt Mann, *Village Engineer*
 (630) 736-3850 | mmann@streamwood.org

HLR developed and has been implementing a management and maintenance plan for 21 sites within the Village of Streamwood. The most effective treatment, based on ecological and economic factors of each individual site, was implemented. The plan included invasive species removal using both mechanical and chemical techniques. The species focused on through most of the sites were: garlic mustard, purple loosestrife, thistles, teasel, cattails, reed canary, and common reed. Additional management techniques used include a prescribed burn to enhance native character and stimulate native grass growth.

Project: Eagle Brook Development, City of Geneva, Illinois

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$44,500/year
 Dates of Completion: 2011 to present
 Reference: Rich Babica, *Public Works Director*
 (630) 232-7494 | rbabica@geneva.il.us

HLR developed and has been implementing a management plan and continuing maintenance since 2011 for the 70-acre Eagle Brook wetland complex. The plan included a strategic allocation of resources to provide the maximum benefit for the most stakeholders in the shortest amount of time. Public education is provided in one-on-one discussions with stakeholders, as well as periodic informational articles describing maintenance activities in *Eagle Brook Life*, a monthly publication mailed out to all residents. HLR writes seasonal articles about the maintenance progress and future proposed work, which has been a great tool for informing and educating the stakeholders.

Project: South Elgin Parks and Recreation Department, Village of South Elgin, Illinois

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$50,000/year
 Dates of Completion: 2011 to present
 Reference: Kim Wascher, *Superintendent of Parks and Recreation*
 (847) 622-0003 | kwascher@southelgin.com

HLR developed and has been implementing a management and maintenance plan for several sites in South Elgin that vary in size and consist of raingardens, detention ponds, and river buffers. The plan included site-specific management plans that address the individualized needs for each area including herbicide application and mechanical and manual means of treatment. The sites were selectively seeded and planted with aggressive native species in areas where the invasives were eradicated.



SECTION VI: SIMILAR PROJECT EXPERIENCE

Project: Water Treatment Plant, City of Geneva, Illinois

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$20,000/year
 Dates of Completion: 2012 to present
 Reference: Bob Van Gyseghem, *Superintendent of Water and Wastewater*
 (630) 232-7494 | bvangyseghem@geneva.il.us

HLR developed a management and maintenance plan for the natural area surrounding the Water Treatment Facility. The most effective treatment, based on ecological and economic factors, was implemented. The following management activities are being utilized: chemical removal of invasive species, mechanical removal of invasives via machine and hand-pulling, annual prescribed burn with applicable Illinois Environmental Protection Agency permitting, and overseeding with a native seed mix customized to the site-specific needs. The seed mixes were customized for future management activities, including the use of grass or broadleaf specific herbicides.

Project: Holmes Basin, City of Elgin, Illinois

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$30,182 to date
 Dates of Completion: 2012 to present
 Reference: Eric Weiss, *Director of Utilities*
 (847) 931-6159 | weiss_e@cityofelgin.org

HLR developed a one-year restoration plan (2012) and three-year (2013-2015) management and maintenance plan for the two-acre Holmes detention basin. The restoration plan included strategic topsoil importation, stabilization, and reseeding several degraded areas. The priority of this site was to restore severely eroded areas on the west side of the basin. This was done by depositing topsoil then seeding with a cover crop/native seed mix and installing erosion control matting. Increasing native plant diversity was another goal; this was accomplished by overseeding with a customized aggressive native seed mix and applying a variety of techniques to combat invasive plant species.

Project: Orchard Road Wetland Mitigation Site, Kendall County Highway Department

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$24,000 for six years
 Dates of Completion: 2011 to present
 Reference: Fran Klaas, *County Engineer, Kendall County Highway Department*
 (630) 553-7616 | fklaas@co.kendall.il.us

On behalf of the Kendall County Highway Department, HLR has developed and has been implementing a management and maintenance plan since 2010 for the 3.5-acre Orchard Road wetland mitigation site. The following management activities are being utilized: chemical removal of invasives species via herbiciding by an Illinois licensed pesticide applicator, strategic removal of invasive and undesirable species seed heads, biennial prescribed burn with applicable Illinois Environmental Protection Agency permitting, mechanical removal of invasives via machine and hand-pulling, and overseeding with a seed mix customized to the site-specific needs.

Project: Stonecrest Natural Basins, Stonecrest Homeowners Association

Project Manager: Karen Kase, PWS, CPESC
 Contract Amount: \$20,380 to date
 Dates of Completion: 2014 to present
 Reference: Pat Crawford, *Homeowners Association President*
 (847) 370-8179

HLR developed and has been implementing a management and maintenance plan for four sites within the Stonecrest Subdivision. The most effective treatment, based on ecological and economic factors, was implemented based on the individual site needs. The plan included invasive species removal using both mechanical and chemical techniques. The species focused on through most of the sites were: thistles, teasel, cattails, reed canary, common reed, and sandbar willow. Additional management techniques used for the sites included winter brush removal to combat aggressive sandbar willow populations.

**INDEPENDENT CONTRACTOR AGREEMENT
BY AND BETWEEN CITY OF GENEVA AND HAMPTON, LENZINI AND RENWICK**

This Independent Contractor Agreement (Agreement) is between City of Geneva, an Illinois municipal corporation (hereinafter referred to as "Geneva" or "City of Geneva") and Hampton, Lenzini and Renwick (hereinafter referred to as "HLR" or "Contractor"). In consideration for the mutual promises set forth below, the parties agree as follows:

1. **Business.** HLR is engaged in the independent business and occupation providing professional engineering services. HLR represents that the corporation is knowledgeable and skilled in the following:

2. **Services.** HLR agrees to provide the following services under this Agreement during the Contract Term, which shall commence on June 5, 2018 and terminate on May 1, 2019 as specified in their proposal dated May 21, 2018 as accepted by the City Council of Geneva on June 4, 2018, attached hereto. Furthermore, contingent upon approval by Geneva, the contract can be extended through May 1, 2020 as specified in their proposal dated May 21, 2018.

3. **Independent Contractor.** HLR acknowledges and agrees that HLR is an independent contractor and not an agent or employee of the City of Geneva. HLR has sole discretion to determine when, during regular business hours of 8 o'clock a.m. through 5 o'clock p.m., HLR will perform services as well as the methods and techniques which will best accomplish the services to be provided under this Agreement. However, HLR warrants that such methods and techniques will be in accordance with ethical and reputable business practices and that HLR has the requisite expertise, ability, and skill to render the service required by this Agreement.

4. **Conflicts.** Nothing in this Agreement is intended to preclude HLR from performing services for other entities and individuals. However, HLR agrees not to engage in any activity that conflicts with the Geneva's business interests or interferes with the independent exercise of HLR's judgment in the best interests of the Geneva.

5. Compensation.

a. For the services to be rendered under Paragraph 2 above, Geneva will pay HLR the sum of 40,600 Dollars per the terms of this contract.

b. HLR will submit his request for payment to Director of Public Works.

6. **Taxes.** Neither federal, state, nor local payroll taxes of any kind or state disability insurance will be paid or withheld on behalf of HLR. HLR will not be treated as an employee with respect to the services performed under this Agreement for federal or state tax purposes.

7. **Benefits.** Because HLR is engaged in their own independently established business, HLR is not eligible for, and shall not participate in, any employee fringe benefit plan provided by the Geneva to its employees, including but not limited to sick pay, vacation pay, group medical and dental coverage, pension, and profit-sharing. No workers' compensation insurance will be provided by the Geneva for HLR or any of its employees. HLR agrees to obtain workers' compensation insurance for all of his employees and to provide the Geneva with a certificate of workers' compensation insurance coverage, as permitted by applicable law.

8. **Agency.** HLR has no authority to bind the Geneva, to enter into any contracts or agreements on behalf of the Geneva, or to represent that it has the authority to do so. This Agreement does not create a partnership, joint venture, or loaned servant arrangement between the parties.

9. **Indemnification.** The Geneva shall not be responsible for any action or failure to act by HLR. HLR agrees to indemnify and hold harmless the Geneva, its officers, directors, employees, agents, assigns, and successors against any claims, demands, or liability related to or arising out of HLR's breach of any representation in this Agreement, failure to properly perform any obligations under this Agreement, and for any violations of law.

10. **City of Geneva Property.** Upon termination of HLR's relationship with the Geneva, HLR agrees to return all Geneva equipment to the Geneva.

11. **Statements.** HLR agrees to refrain from making any public or private statement about the Geneva or its officers, Members or employees that would be injurious to the Geneva's business or reputation or which would, directly or indirectly, interfere with the business of the Geneva.

12. **Termination.** Either party may terminate this Agreement upon 60 days' written notice to the other.

13. **Successors.** This Agreement shall be binding on and run to the benefit of the parties and their heirs, successors, and assigns.

14. **Applicable Law.** This Agreement shall be governed by and interpreted under Illinois law.

15. **Severability.** If any provision of this Agreement is held to be invalid or unenforceable, that provision shall be severable, and the remaining provisions of this Agreement will be fully enforceable.

16. **Nonwaiver.** The failure of either party at any time to require the performance by the other party of any provision of this Agreement shall in no way affect that party's right to subsequently enforce that provision.

17. **Survival.** The provisions of paragraph 11 of this Agreement shall survive the termination of the business relationship between the parties.

18. **Entire Agreement.** This Agreement embodies the entire agreement between the parties with respect to its subject matter, and it supersedes all prior agreements, whether written or oral. No amendment of this Agreement shall be effective unless in writing and signed by both parties.

CONTRACTOR:

By: Erica Spolar

Date: 6/11/18

CITY OF GENEVA:

By: Josephine Kl
City Administrator

Date: 6/13/2018

