



Stantec Consulting Services Inc.  
 1165 Scheuring Road  
 De Pere, WI 54115-1001  
 Phone: 920-592-8400  
 Fax: 920-592-8444

December 6, 2017

Matt Rehbein, Economic Development Specialist  
 City of Appleton  
 Community and Economic Development Department  
 100 North Appleton St.  
 Appleton, WI 54911  
[Matthew.Rehbein@Appleton.org](mailto:Matthew.Rehbein@Appleton.org)

**REFERENCE: PROPOSAL FOR CONSULTING SERVICES – AMENDMENT 1  
 WETLAND MITIGATION BANK PROSPECTUS  
 APPLETON, WISCONSIN  
 APPLETON CONTRACT NUMBER 66-17  
 STANTEC PROPOSAL NO. 629173**

Dear Matt;

Stantec Consulting Services Inc. (Stantec) is pleased to provide this proposal for continued services associated with developing a wetland mitigation bank site for the City of Appleton (City). Based on the results of Stantec’s December 6, 2017 report entitled “*Wetland Mitigation Banking Feasibility Analysis*”, we understand the City intends to evaluate the approximate 60-acre parcel (herein referred to as the Site) in the Southpoint Commerce Park (northwest of the Midway Road and Coop Road intersection) as a potential Single-client wetland mitigation bank.

This next phase will require the City to prepare a draft wetland mitigation bank prospectus. The draft prospectus document introduces the project to the Interagency Review Team (IRT). The IRT will provide comments to be incorporated into the final prospectus document which will be distributed for Public Notice by the U.S. Army Corps of Engineers (USACE). Members of the IRT include representatives from the following agencies:

- USACE (lead agency)
- Wisconsin Department of Natural Resources (WDNR)
- U.S. Environmental Protection Agency (USEPA)
- Natural Resource Conservation Service (NRCS)
- U.S. Fish and Wildlife Service (USFWS)

This proposal includes our understanding, scope of services, cost estimate, project schedule, extra services, and terms and conditions. Stantec will initiate this project as an amendment to our existing contract (Contract Number 66-17) immediately upon receipt of your written authorization to proceed.

**SCOPE OF SERVICES**

The following presents specific tasks to complete this project phase.

**Task 1: Wetland Mitigation Bank Planning**

- Review historic aerial photographs to evaluate historic land use, farmed wetlands, and potential drain tile signatures on the parcel.
- Complete a field reconnaissance of the property to evaluate site conditions, plant communities, drainage features, drain tile outlets, and potential problematic non-native invasive plants.

Design with community in mind



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- Complete a conceptual wetland mitigation plan to identify probable restoration techniques, anticipated plant communities, and potential wetland bank credits.
- Update current GIS mapping with new information to further evaluate wetland restoration opportunities within the Site.
- Prepare a Draft Wetland Mitigation Bank Prospectus in accordance with current guidelines. Submit one e-copy of the draft document to the Interagency Review Team (IRT) for review and comment. Provide one hard copy of the prospectus to the City.
- Prepare a Final Wetland Mitigation Bank Prospectus that addresses IRT comments to the extent practicable. Submit one e-copy of the final document to the IRT for review and approval. Provide one hard copy of the prospectus to the City.
- Participate in two project meetings, one meeting with the City of Appleton and one meeting with the IRT, prior to submittal of the draft prospectus. Stantec will prepare and distribute meeting minutes from the IRT meeting.
- Participate in one project meeting with a potential partner organization to review wetland mitigation banking teaming opportunities.

**COST ESTIMATE**

Stantec will complete the tasks outlined in the Scope of Services on a time and materials, not to exceed basis, for an estimated fee of \$10,000 including reimbursable expenses (mileage, copying charges, etc.).

Stantec will complete other tasks, extra services, and/or attend meetings in addition to the outlined scope of services, as authorized by the Client, on a time and materials basis at the following hourly billing rates\*:

Associate/Senior Scientist/Engineer	\$133 - 153 / Hour
Staff Scientist/Engineer	\$ 95 - 125 / Hour
Technician/Administrative	\$ 73 - 88 / Hour
Reimbursable Expenses	Cost + 10%
Mileage	Current IRS Mileage Rate** + 10%

\*Hourly billing rates are subject to annual adjustments.

\*\*Due to unstable fuel costs, this rate is subject to application of a surcharge pending IRS rate revisions.

If there are changes to the scope of services that would cause the estimated fees to be exceeded, Stantec will contact the Client for approval to proceed. Stantec will furnish extra services upon request and under separate terms as described below.

Task budgets are estimates and we reserve the right to reallocate budget between tasks but will not exceed the total contract without approval.

**PROJECT SCHEDULE**

We recognize the expedited schedule associated this project and will initiate our work immediately upon receipt of a signed agreement. We anticipate submitting the draft Prospectus to the IRT within approximately 45 days following receipt of your authorization to proceed. A Stantec representative will contact you to coordinate and schedule a time to proceed with any additional fieldwork. Fieldwork schedules are dependent upon site access, weather conditions and growing season. We will continue to work closely with you and project team members to prepare the deliverables in a timely manner and will work to meet your project's schedule.



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### EXTRA SERVICES

Extra services are those services that are not part of the base scope of services provided above, but could potentially be needed for a project of this type. Extra services vary by option and may include, but are not limited to the following:

- Fieldwork not mentioned in the scope of services for the selected option
- Wetland and Waterway Permitting
- Flora and Fauna Surveys
- Collecting and/or providing additional information requested by regulatory agencies
- Project team and regulatory agency meetings/coordination

### PAYMENT TERMS & CONDITIONS

**Payment for services and expenses will be due immediately upon receipt of invoices. Final reports will be withheld until all payments are made in full.** Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis. Refer to the attached Agreement for additional terms and conditions.

***Please send executed Agreement to:***

**STANTEC CONSULTING SERVICES INC.  
1165 Scheuring Road  
De Pere, WI 54115  
United States**

***Please remit payments to:***

**STANTEC CONSULTING SERVICES INC.  
13980 Collections Center Drive  
Chicago, IL 60693  
United States**

The above-stated fee and specified hourly rates proposed for this scope of services are valid for 30 days from the date of this proposal and are subject to annual adjustments. Upon review and acceptance of the proposal and attached Agreement, please return a signed copy of the Agreement to the address shown on the letterhead.

If you have any questions, or require any additional information, please call me at (920) 980-2800. We look forward to working with you on this project.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in black ink, appearing to read "Jon H. Gumtow".

Jon H. Gumtow, PWS, PSS  
Senior Associate, Scientist  
Phone: 920-980-2800

[jon.gumtow@stantec.com](mailto:jon.gumtow@stantec.com)



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**The referenced Proposal scope of services and fees are agreed upon:**

Consultant: Jon Gumtow

Jon Gumtow, PWS, PSS  
Senior Associate Scientist  
Stantec Consulting Services Inc.  
1165 Scheuring Road  
De Pere, WI 54115

Date: December 6, 2017

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Client Name (Printed): \_\_\_\_\_

Client Address: \_\_\_\_\_

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