



**TO:** Plymouth District Library Board      **DATE:** July 21, 2022  
**RE:** Landscape Architect Quote,      **FROM:** Shauna Anderson,  
Approval      Director

In the upcoming fiscal year, I propose working on a plan for the library grounds that will allow us to make use of our outdoor spaces in service to the community.

Planting beds will be redesigned to include native, pollinator-friendly perennials that provide year-round interest. This aligns with the interests of a number of community organizations (such as Plymouth Pollinators, Keep Plymouth Leafy, etc.) and dovetails with sustainability priorities outlined in the City of Plymouth Strategic Plan.

We also propose to create improved spaces within this project that can be used for public programs on the Main Street Lawn/Patio along with the green space on the north side of the library.

Facilities Supervisor, Yong Heo, collected three quotes (attached) for the design services. Of the three quotes, we prefer the plan presented by InSite Design Studio.

InSite Design Studio has an extensive portfolio that include public library grounds improvement and specialize in native plantings. They also acted as the local design team for the gardens designed by famed landscape designer Piet Oudolf on Belle Isle in Detroit.

The total cost for their services related to this project are projected at \$19,850. This is under my original budget of \$24,000 for the design aspect of the grounds improvement project.

Company Name	Project Total	Portfolio Website
Insite Design Studio	\$19,850	insite-studio.com
Johnson Hill Land Ethics Studio	\$20,950	jhles.com
Natural Community Services	\$5,000	naturalcommunityservices.com

RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE HIRING INSITE DESIGN STUDIO TO DESIGN THE CENTENNIAL GROUNDS IMPROVEMENT PROJECT AT A COST OF \$19,850.

ROLL CALL:

AYES:

NAYS:

ABSENT:

RESOLUTION:



InSite Design Studio, Inc  
Landscape Architecture  
412 Longshore  
Ann Arbor, MI 48105

June 10, 2022

**To: Yong Heo and Shauna Anderson  
Plymouth District Library**

**Re: Plymouth District Library Site Improvements**

Dear Yong and Shauna,

It was so nice to meet with you earlier this spring to review your site and hear about your exciting new thoughts for site improvements. It is not often we meet clients that are so enthusiastic about native plantings—what a pleasure it will be to work on your project!

As we discussed on the phone, we are taking this proposal from Site Inventory and Analysis through Preliminary Concepts and into Design Development, where we explore materials options for the various site improvements—mostly it will be planting, but some information will be included for the amphitheater and any necessary walkways as well. This allows us to get to a place in the design process where we can start to get a sense of costs, which should help guide your decisions for next steps. Construction Drawings, Bidding, Permitting and Construction Observation are not part of this scope.

This document responds to your request for Professional Landscape Architectural Services for improvements for the Plymouth District Library. This scope will describe necessary services and related fees for Site Inventory and Analysis through Design Development.

### **Agreement**

This letter along with Attachment 'A' will serve as our Consulting Agreement. InSite Design Studio, Inc., herein referred to as the Consultant, has a background in Landscape Architecture and is willing to provide services for the Plymouth District Library (PDL), herein referred to as the Client, based on this background. Based upon our recent discussions with you and our experience with similar projects, we suggest the following services to be provided by InSite Design Studio:

## **WORK PLAN**

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### **Landscape Architectural Services: Site Improvements for Plymouth District Library**

#### **Step 1. Review Existing Conditions / Site Inventory & Analysis--**

This step gathers all the pertinent information needed for later design steps.

As part of **1.1 Project Administration and Control** InSite Design Studio will:

- Obtain and review project start-up information
- Finalize contracts

As part of **1.2 Meetings** InSite Design Studio will:

- With new site data in hand, visit the site with Plymouth District Library (PDL) representatives and Design Team to more deeply review program for project and meet with any other pertinent stakeholders (meeting #1).
- Review visual preferences document with PDL representatives (meeting #2).

As part of **1.3 Review Existing and New Site Information** InSite Design Studio will review:

- Electronic survey base data provided by PDL.
- Visit the site and generally identify significant natural features: soil texture, slopes, vegetation, views, access, surrounding conditions, hydrology, circulation (pedestrian, bicycle, scooter, vehicular), etc.
- Update any new as-built information into base data.
- Review any local ordinances that would affect site improvements and design.
- Record site analysis information

As part of **1.4 Deliverables: Site Inventory/Analysis and Visual Preferences** InSite Design Studio will:

- Provide updated Site Base with Site Analysis information.
- Provide Visual Preferences documents.

## Step 2. Preliminary Design

This step takes information gathered in step one and incorporates it into a preliminary design in a conceptual, hand-drawn format.

As part of **2.1 Preliminary Design** InSite Design Studio will:

- Create layout, grading, and planting for amphitheater, any new required circulation, and new planting bed design—up to 2 alternatives (planting species are not part of this stage).

As part of **2.2 Meetings** InSite Design Studio will:

- Meet with representatives of PDL to present Preliminary Plans (meeting #3).

As part of **2.3 Deliverables: Preliminary Design** InSite Design Studio will provide:

- Loose, hand-drawn site design alternatives.

## Step 3. Design Development

This step takes information gathered in steps one and two to further refine the design into one concept and defines materials for the renovated areas.

As part of **3.1 Design Development** InSite Design Studio will:

- Provide revised grading, layout and planting plan based on feedback from last meeting.
- Provide general list and images of potential plant species for the various areas and materials choices.
- Provide costs related to the proposed development for items in the design scope.\*

As part of **3.2 Meetings** InSite Design Studio will:

- Meet with representatives of PDL to present and review refined design, materials choices and related costs (meeting #4).
- Meet with representatives of PDL to review their decision on a first phase construction scope to inform the next stage of the design process (meeting #5).

As part of **3.3 Deliverables: Design Development** InSite Design Studio will provide:

- Refined site design, now digitized.
- Materials options for plantings
- Materials options for amphitheater and any other necessary hardscape surfaces

## **Additional Services**

### **General Meetings and Revisions**

Services, meetings or on-site visits in addition to those listed above will be performed on an hourly basis. Time required to perform services necessary due to changing, insufficient or missing program or base data or as a result of others failure to provide information in a timely manner is not part of the scope of services. Such changes or insufficiencies will change any anticipated schedule and will be considered an extra service. Plan alterations due to unclear or changing concept, scope, program or cost limitations is considered an extra service. Revisions beyond those listed that have ramifications on multiple site elements, as well as revisions to approved plans will be considered an extra service.

### **Exclusions to Scope of Service:**

To aid in the organization of this project, we have included the following list of additional responsibilities and services that if applicable will be considered an additional service and or shall be provided by others. Should IDS be required to provide services in obtaining or coordinating compilation of this information, such services shall be charged as an Additional Service.

- Official Site Plan submissions to City that goes through full staff review and Planning Commission
- Required topographic and boundary surveys and legal descriptions (including accurate streets, easements, utilities serving the site, wetland and floodplain)
- Adjacent site conditions including property owners and zoning, location of existing structures, drives, utilities etc.
- Lighting Design
- Wetland and Floodplain Delineation
- Area wide storm water drainage, road network and utility map
- Phase 1 and Phase 2 environmental reports
- Soils investigations, soil borings and related pavement sections relative to use and findings
- Coordination with utility companies, (Detroit Edison, Michcon etc.)
- Dimensioned layout plan tied to actual survey
- Irrigation Plan
- Site signage

- Vegetation Management Plan
- Utility plan, profiles and specifications
- General Conditions of specifications (provided by SME)
- Construction management/supervision, Construction Staging
- Materials testing
- Surveyed as-built documents

\*The Cost Opinions performed by InSite Design Studio represent the Landscape Architect's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Landscape Architect nor the Client has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. InSite Design Studio, Inc. therefore cannot and does not warrant or represent that the actual costs of construction will not vary from the cost opinion provided by our firm.

### **Compensation**

The Consultant proposes to perform the above Scope of Services on an hourly-not-to-exceed basis, using the following schedule of Hourly Rates and description of Reimbursable Expenses, with the total fee for these services:

**Steps 1-3: \$19,850.00**

### **Schedule of Standard Rates**

Work beyond the agreed to scope and additional services or meetings as described herein will be provided on an hourly basis to be paid for by the Client in accordance with our following hourly rates:

Principal	\$120.00 / hour
Landscape Architect	\$85.00 / hour
Draftsperson/Intern	\$65.00 / hour

### **Reimbursable Expenses**

Reimbursable expenses, such as printing, plotting, copies, postage, and mileage etc., will be billed at 1.2 times direct cost and are included in the fee. Application/filing fees and permit fees are the Client's responsibility.

### **Invoices and Payment Provisions**

Professional services and reimbursable expenses are invoiced monthly. Interest will be charged at the rate of 1.5% monthly after 90 days on all past due invoices.

The Consultant may suspend services if the Client is delinquent in payment or payments are not being made according to this agreement.

If this agreement is acceptable to you, please sign below and keep one of these two originals for your files. This proposal for services is valid for 60 days. Please give me a call or email if you have any questions or would like to discuss this proposal further.



By: \_\_\_\_\_  
Shannan Gibb-Randall, PLA  
Principal  
InSite Design Studio, Inc.

Date: June 10, 2022

By: \_\_\_\_\_  
Shauna Anderson  
Executive Director  
Plymouth District Library

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

## **Attachment 'A'**

### **Relationship of Parties**

It is understood by the parties that the Consultant is an independent Contractor and not an Employee of the Client.

### **Hazardous Waste**

The Consultant is not responsible for the identification, locating, discovering, removal and treatment (remediation) of any hazardous waste, known or unknown at the site under this Agreement. The Consultant is not responsible for the consequences of any hazardous waste materials of any kind at the site studied under this Agreement, including but not limited to asbestos and PCB's, as well as materials not yet known as hazardous.

### **Injuries**

Consultant acknowledges Consultant's obligation to obtain and maintain for the duration of this contract appropriate insurance coverage for the benefit of Consultant (an Consultant's employees, if any). Consultant waives any rights to recovery from Client for any injuries that Consultant (and/or Consultant's employees) may sustain while performing services under this Agreement.

### **Indemnification**

Consultant agrees to indemnify and hold Client harmless from claims, losses, expenses, fees, including reasonable attorney fees, costs and judgments to the extent they are caused by the negligent acts, errors or omissions of the Consultant, Consultants employees, if any and Consultants agents. Client agrees to indemnify and hold Consultant harmless from claims, losses, expenses, fees, including reasonable attorney fees, costs and judgments to the extent they are caused by the negligent acts, errors or omissions of Client, Clients employees, if any, and Clients agents.

### **Construction Means, Methods**

Consultant shall not be responsible for the Construction Means, Methods, Sequences, Techniques or procedures, nor for job site safety since these are the sole responsibility of the Contractor.

### **Implementation of Plans**

The Consultant is not responsible for the final design, means and methods of implementation of the documents, or observation of the execution of the contract documents and specifications unless the consultant is contracted to provide additional said services.

### **Products**

All products of this agreement, drawing, designs, and written documents are the property of the Consultant. The Client may use the products of this agreement for the specified project, i.e., **Plymouth District Library Site Improvements**, but may not use or distribute written or drawn material for any other project without written consent of the Consultant.

### **Applicable Law**

This Agreement Shall be governed by the laws of the State of Michigan.



Mr. Yong Heo  
Facilities Manager  
Plymouth District Library  
223 S. Main Street  
Plymouth, Michigan 48170-1637

Re: Plymouth District Library – Proposal for Landscape Architectural Services

Dear Mr. Heo,

Thank you for inviting Johnson Hill Land Ethics Studio to prepare this proposal for landscape architectural services for the grounds surrounding the library. You identified several very specific objectives to be accomplished through this work, described as follows:

- All proposed changes should work independently and in harmony with one another to bring a significantly higher degree of visibility to the library.
- Native plants should be used to the greatest reasonable extent to create a rich aesthetic experience, an environmentally sustainable landscape, and learning opportunities regarding the complex interactions between the many forms of life that dwell within such landscapes.
- The frontage along Main Street should become a distinct, interactive landscape as part of the city streetscape.
- The area outside the lower level of the building should be transformed into a unique gathering space that accommodates a variety of learning and small group activities.

The project can easily be divided into six distinct spaces. These can be identified as follows:

- South Entry
- West Border
- Main St. Frontage
- Courtyard Amphitheater
- East Stone Garden
- South Parking Islands (2 pairs of two)

### **Scope of Work**

For each space, we will prepare conceptual design alternatives and refined design development of concepts that have been thoroughly reviewed with the Client Team.

For the South Entry, West Border, East Stone Garden (including the spaces around the utility structures and the small island in the drop-off loop), and the South Parking Islands, the final product will be complete planting plans and specifications.

For the Main St. Frontage, we will prepare hardscape construction details and a planting plan, excluding a water feature if this option becomes a desired element.

For the Courtyard Amphitheater, we will prepare a detailed site plan at the design development level, including conceptual plantings. Construction documents will be provided as an additional service once the full scope of work is more fully understood.

We will work closely with the Client Team to clearly understand project objectives, to fully review and discuss design alternatives and iterations, and to review and discuss maintenance implications associated with design objectives and preferences. Cost estimates will be included for each space.

The basic scope of work includes an overall plan rendering and individual plan renderings of the six primary spaces.

Three-dimensional digital images can also be prepared as an additional service. Such images could be used to better convey the proposed character of individual spaces, be used as promotional materials, and be used for fund-raising campaigns. We propose that four images, one for each space except the East Stone Garden and the South Parking Islands, be prepared as an additional service.

Irrigation design can be prepared as an additional service.

Lighting design, at the conceptual level, is included in the primary scope of work. Electrical construction documents would be an additional service.

Construction administration services can be provided as an additional service.

### **Proposed Fees**

Fees for the Primary Scope of Work as described can be itemized as follows:

• South Entry	\$3,400
• West Border	\$4,400
• Main St. Frontage	\$4,400
• Courtyard Amphitheater	\$3,200
• East Stone Garden	\$1,800
• South Parking Islands	\$800
• Plan Renderings	\$2,700
• Associated Expenses	<u>\$250</u>
Primary Scope of Work – Total Fee:	\$20,950

Fees for Additional Services as described can be itemized as follows:

• 3D Digital Character Images (4)	\$6,000
• Construction Documents for Courtyard Amphitheater	TBD
• Irrigation Design	\$3,500
• Electrical Construction Documents for Lighting	TBD
• Construction Administration Services	TBD

We trust that this proposal provides the information that you need. It is important that this process fits with your expectations. Please feel free to call with any questions that you have. If this proposal meets with your approval, please sign and return a copy. A more standardized contract form can be used in addition to the proposal if so desired. We look forward to hearing from you.

Sincerely,

JOHNSON HILL LAND ETHICS STUDIO

A handwritten signature in black ink, appearing to read 'Mark Robinson', written in a cursive style.

Mark Robinson, PLA, Principal

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Request for Bids for Native Landscapes on Grounds**

For: Native Landscape Design-Build Restoration & Maintenance

At: **PLYMOUTH LIBRARY, MI**

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environmental assessment, planning, design, and ecological restoration philosophy approaches ecosystem and land manager concerns by:

- Leading Sustainable Design process for Plymouth LIBRARY featuring native plant-facilitated low-maintenance load and biodiversity
- Selecting optimal restoration locations & native groundcover for each location
- Strategizing cost-efficient restoration actions
- Controlling Invasive Species and re-introducing attractive native plants
- Native, sustainable landscape management for maximum visual appeal and nature values
- Native landscape maintenance and design experience – 12 years as a firm, 50 combined

NCS proposes to assist Plymouth Library in the maintenance, transplanting and restoration of the landscapes in the downtown area through site assessment preparation, restoration planting, and maintenance activities and other items as needed (design, site preparation, revegetation, and establishment) to create beautiful, color-blocked, sustainable, pollinator-friendly, and functional landscape ecosystems.

NCS Proposes to address all items in the RFP scope, as well as giving options, for enhanced services:

- Site assessments
- Native Landscape Restoration
- Maintenance
- Landscape Design
- Revegetation and Establishment

Plymouth Library will have Mr. John DeLisle, Principal Ecologist, Nick Longbucco, Restoration Ecologist, Laura Gumpfer, Landscape Designer, and Mike McClintock, Operations Manager of NCS - other key staff members - at its disposal. Our team is uniquely qualified to address the requirements of the project and to implement native garden stewardship as an integral part of ecological restoration establishment work that restores wildlife sustainable landscapes, visually blended municipal areas with a sense of place - establishing methods for maintenance and site sustainability. Our team has been involved in the evaluation, planning, site design and implementation of natural areas for over 50 years of combined landscape and ecosystem restoration experience.

**We are located at:**

57835 8 Mile Rd.

Salem Library., MI

&

6410 Upper Straits Blvd.

West Bloomfield, MI 48324



## Proposed Plan

### 1. Native Landscape Design

We call our method Native Plant Community Modeling. NCS staff have spent a decade creating and refining the method, from the ground up. It was created to serve as a bridge between restoration ecology and landscape design, and between science and artful application. The method is also finely tuned to meet and reflect the ecological nuance and demands of unique and varied local landscapes. When these designs are put to action, landscapes are spawned that are not only functional combinations of cultural and natural elements, but also bastions of biodiversity renewal. We aim to maximize your landscape's ability to support pollinators, birds, bees, amphibians, and other wildlife by giving them the local ecological context they are adapted to. We are encouraging people to embrace the ecological beauty and wisdom apparent in natural plant communities. Where needed with owner-cost and scope negotiation, NCS will compose a detailed landscape design and ecological maintenance plan for revegetation of turfgrass areas converted to gardens:

- Amphitheater type sitting areas
- The aesthetic, low- maintenance and cost-benefit goals of the will be considered – design, implement, maintain
- Oudolf-garden inspired area
- Native groundcovers for pollinators around building
- Lawn elimination – conversion to butterfly-bird gardens, and rain gardens
- Retrofit rock area

This approach is like other local successful and local experience - native groundcovers are the best low maintenance perennials for edges and can be incorporated into existing designs where edges need visual appeal, access, and stormwater management. NCS has worked with many Washtenaw communities performing native landscape design and maintenance. This includes designing and maintaining natural and formal green infrastructure landscapes. Our design-build-monitor-maintain native landscape work at parks across SE MI speaks for itself – we encourage visits and reference calls by proposal reviewers. While more extensive than this RFB, we are including our recent planting plan for Royal Oak's Normandy Oaks project, and the township should review our example maintenance plan, done last year for Van Buren & Clinton Township, here: [Riggs Park Management Plan 080321.docx](#) [Wetland Buffers and Green Infrastructure Site Maintenance Plan Clinton Township DPW.docx](#)

### 2. Installation Plan and Maintenance

In order to professionally install a retrofit landscape like the library, NCS aims to improve the appeal of your property while implementing as many sustainable solutions as possible. During the installation process, we carefully inspect the plants and implement construction management that oversees the proper installation of green infrastructure. We manage new beds through establishment, using sustainable landscape restoration, proposing low-impact horticultural methods catered to site needs:

- Plan color blocking and re-grouping of plants in township hall island bed
- Address height and establishment concerns – using drought-tolerant native groundcovers
- Add wood chips to keep weeds down and consistency
- Bi-weekly maintenance schedule
- Fall Clean up in later in October (after seeding)
- Summer and fall maintenance actions in new prairies and beds

**We create designs that are built of communities of native plants that occur naturally, and locally, together.** Our methods are new and quite rigorous, as they bridge traditional landscape design with conservation biology using local ecological data. Considering natural flora within the landscape design arena is an exciting proposition, as

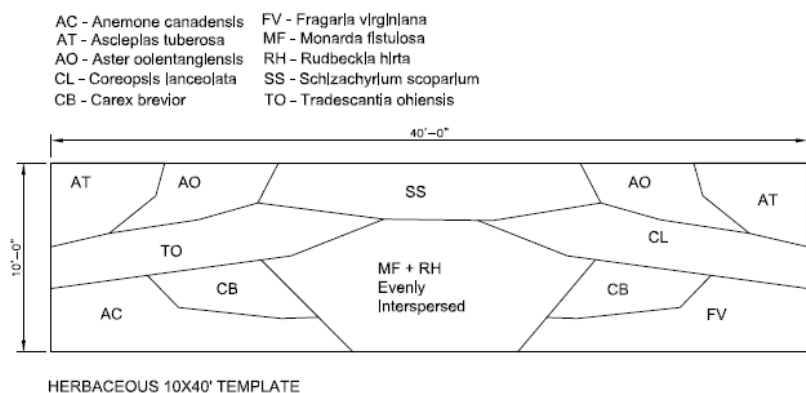
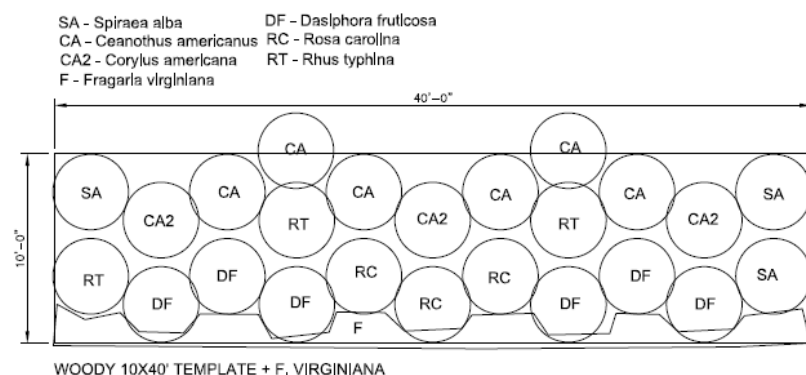
resilient solutions can be found in their adaptations, structure, relationships, and population dynamics. They also offer an elegant ecological beauty that is unique to

#### Maintenance includes

1. Weeding/cleaning each flowerbed five (5) times a year May thru September. Specifically, before Memorial Day, before 4th of July, late July, before Labor Day, and Oct/Nov.
2. Timed cutting to remove exotic species seed heads
3. Invasive species spot-spraying
4. Mulching each flowerbed if needed one (1) time per year.
5. Transplanting in fall to re-establish color blocks
6. Mowing prairies when flowers/weeds reach 12" back to 6" until 9/7
7. Watering of plug plantings

NCS will compose a full maintenance plan during the project planning process, with reporting forms - based on site, township needs and objectives. Design integration with PLYMOUTH LIBRARY, and additional plants to replace voids and alien species, are options.

#### POLLINATOR BED PLANTING PLANS



#### TREE AND SHRUB SCHEDULE

##### Normandy Oaks Woody Plant Lists

Live stakes	1-2"
Cornus amomum	400
Cornus sericea	400
Salix discolor	100
Salix nigra	100
	1000

##### NOTES:

70 1-2" trees + 96 shrubs

Bareroot woody plants are options - include Sassafras, serviceberry

##### PER POLLINATOR-SHADY GARDEN

Shrubs	1-3gal
Spiraea alba	3
Ceanothus americanus	6
Corylus americana	3
Dasiphora fruticosa	6
Rosa carolina	3
Rhus typhina	3
	24

##### NOTES:

400 sqft plots, roughly 40x10

Include strawberry groundcover to reduce maintenance if desired

3" topsoil, corn-starch fabric & mulch or erosion blanket

Also willow & dogwood live stakes along ponds, swales, & vernal pool

3-6' spacing, depending on spp

Trailside-border trees	1-2"
Carya ovata	15
Prunus serotina	16
Quercus alba	15
	46

##### NOTES:

Trailside and western border trees

3" x 3ft mulch rings

Gator bags

Savanna Potted Trees	5gal
Quercus muehlenbergii	16
Quercus palustris	8
Quercus shumardii	10
	34

Potted trees within Savanna-loop

3" x 3ft mulch rings

Gator bags





Left: Normandy Oaks Park design

Right: Heritage Pk. before, during, and after design-build-maintain services

Public gardens may need management for flooding, erosion, predation, weed competition, improper maintenance, vandalism, or other factors, and experienced designers knowledgeable in rhizomatous native plant materials mitigate those risks. Monitoring, water, transplants, invasive species control, and cultivation can be useful to address stress while guiding management. NCS is here to lead Plymouth Library native landscape projects - with decades of experience doing so. Nature abhors a void - a little bare ground in your garden and some plant, often weeds, will grow. We suggest filling the void, including ones created by transplanting - by creating a continuous vegetative carpet using native groundcovers. By completely covering the soil surface, these groundcovers reduce weed problems by eliminating the conditions in which weeds germinate best - on bare mineral soil and with little competition.

We offer a suite of beautiful low growing groundcover species to be designed in combinations that suit a particular site. Included are plants that tolerate a wide range of conditions. These species include Wild Strawberry (*Fragaria virginiana*), Common Cinquefoil (*Potentilla simplex*), Canada Anemone (*Anemone canadensis*), Virginia Creeper (*Parthenocissus quinquefolia*), Virginia Waterleaf (*Hydrophyllum virginianum*), Wild Geranium (*Geranium maculatum*), Creeping Strawberry Bush (*Euonymus obovata*), Roundleaf Ragwort (*Senecio obovatus*), Virgin's Bower (*Clematis virginiana*) and others. They all establish and spread quickly, are less than 18" tall, require no supplemental water after the first season, never require fertilization or mowing, and outcompete most weeds.

### 3. Work Plan and Task Description- SITE PREPARATION & REVEGETATION

If NCS and the PLYMOUTH LIBRARY determine bed overhaul is needed in certain garden areas due to weed cover or other factors, NCS would remove exotic vegetation through a combination of well-devised cultivation, fabric application, prescribed burning, cutting and herbicide-based preparation activities. We tailor site prep work to meet real field conditions, and use best management practices, summarized below as appropriate for the particular location:

- Chemically or physically remove and replace existing turf vegetation
- Import topsoil, mulch and other erosion control materials as needed
- Smothering with fabric or where appropriate – prescribed burn
- Cut and spray prep rotation for overgrown areas to restore planting as follows



## **RESTORATION ACTIONS**

Ecological landscaping in public areas like streetscapes is intentional vegetative enhancement that initiates or accelerates visual pleasure, function, and sustainability with respect to its visual and plant health, diversity, and vitality. For all these items, NCS will compose a planting plan, details, and as needed establishment specifications:

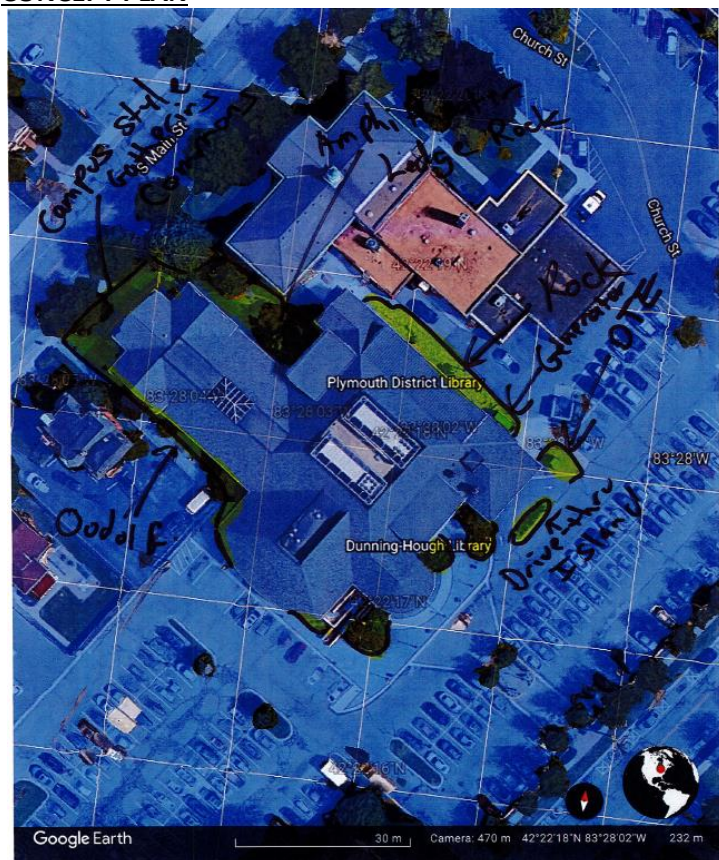
*Quart Landscape:* The sites will be mechanically, chemically, or cutting-prepared and then be re-vegetated using groundcovers - transplants, and/or plugs, quarts, and seed mixes of more desirable species. Plan for establishment maintenance watering, cultivation and spot-treatment of invasive species performed over the year; consider birds & other wildlife with species selection for insect and seed food production!

*Stormwater and Erosion Control:* NCS will redo the rock swale: design, install **retrofit** and maintain a variety of GSI, including: Constructed Wetlands: Constructed Surface **Stormwater** Wetlands are a modified version of traditional ponds that can support beautiful and dense wetland vegetation. Bioswales: Channels or trenches usually filled with vegetatio

*Cultivation and Watering.* Watering plugs, & weeding/spot praying is essential during establishment. Because native plants are adapted to local environmental conditions, they require far less water, saving time, money, and resources – prairie-savanna seed mixes require no water if installed early in spring!

*Oudolf and Council Ring Amphitheater* - Both artistic and ecological by design, NCS has designed and maintained Oudolf Garden wet-meadows for 2 years, and brings this knowledge to Plymouth! By choosing perennials, grasses, shrubs, and trees for their hardiness, durability, and ever-changing textures and colors – we make enjoyment in all four seasons.

## **CONCEPT PLAN**



#### 4. Qualifications

##### Company Resume

Natural Community Services (NCS), LLC – Owned by Elizabeth and John DeLisle. We are an interdisciplinary landscape design, consulting, and ecological restoration firm with expertise in biological assessment, green infrastructure, ecological restoration, and maintenance throughout Michigan, with offices in Washtenaw & Oakland County. We have municipal herbaceous and woody landscape and invasive species control experience, as well as diverse planning and management experience. As a design-build-maintain contractor, we typically optimize proper assessment and restoration of gardens in a timely fashion, present findings and plans effectively orally and in writing, and give clients on-time field services. NCS is a diversified ecological restoration firm with demonstrated experience in working effectively with communities to resolve issues and develop green infrastructure programs with the following asset

- Woman-owned small business (WBE, certified by SBA and Wayne Co), equal opportunity employer (EEO)
- Has multi-disciplinary professionals specializing in biological assessment, restoration ecology, invasive species management, & sustainable landscape design-build
- Local knowledge of ecosystems and plant communities
- Measuring and improving values of biodiversity and enhancing system integrity by designing, restoring, and monitoring and landscapes
- Sustainable landscape and soil bioengineering design
- Full suite of equipment

##### Staff and Experience

NCS strives to provide the best possible assessment, design, restoration, monitoring, and native landscape services for our clients. We perform ecological services for municipal, state, and federal government agencies, non-profits, private residences/HOAs, corporations, and schools. All staff is educated in ecological and environmental sciences. NCS has demonstrated capability to perform the work specified- please see the reference sheets, and employees dedicated to this project.

##### Description of BMPs we use

- Assess biological, ecological, soil and hydrologic features
- Mapping and planning invasive species projects
- Complete develop management plans
- Manage remnant or created natural areas and landscapes;
- Design and install landscapes using native plant species;
- Conduct plant and animal inventories;
- Map existing ecosystems and natural communities;
- Coordinate volunteer groups for planting or restoration work;
- Conduct training for all aspects of natural area restoration;
- Develop brochures and signage to help people understand and appreciate the natural features around them.
- Maintain native landscapes
- Integrated invasive species and vegetation management practice development and implementation

##### Relevant Highlights

- ✓ Sustainable landscape & restoration design
- ✓ Assessment, design, and construction of wetlands
- ✓ Biological survey specialists
- ✓ Bioswale & bioengineering design experience

**Years of Experience:** 75 combined

##### Education

All degreed professionals in environmental fields

##### Registrations/

##### Certifications/Training

- Natural Shoreline Professional
- Certified Ecological Restoration Practitioners
- DNR Forest Division and USDA NRCS Certified TSP
- Licensed Landscape Architect

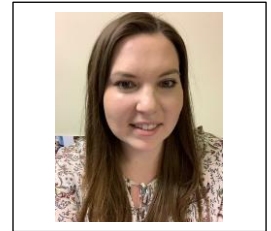
## Staff Resumes

### Liz DeLisle

#### CEO and Owner

Liz is the CEO and owner of NCS, which is an SBA certified woman-owned small business. She takes charge of finance, bidding, grants, government contracting, client communications, materials costing, procurement, quality control, human resources and is our problem-solver. She has a master's in management from Davenport University. Liz is passionate about

protecting ecosystems through personal and professional endeavors. She works with clients to help them understand how NCS can take care of and protect our natural resources; and building relationships and projects that consider wildlife and aesthetics. Liz sets the business goals in restoring ecosystems to wildlife habitats, procures sustainable materials, and helps staff develop their skills with native plants, birds, bees, butterflies, frogs, and more, so they, and wildlife can flourish.



## Project Experience

- Composes plans and schedules
- Schedules and supervises staff
- Communicates with clients and cooperators
- Procures materials and equipment

## Experience

Consultant, relationship-builder and administrative project scoping lead for property owners, non-profits, construction managers/general contractors, architects, and engineers. Liz is a solution driven leader with integral visual-spatial, communications, estimating, human resources, accounting, and other business skills. She's detail-oriented, an excellent ear for helping clients refine their goals into practical and beautiful site plans. Provides a planning and supportive role to projects requiring special care and detail, manages human resources, project development and related insight for project and design considerations, coordination between stakeholders, achieving local review approval, and construction phase support.

### Education

#### **M.S. in Management**

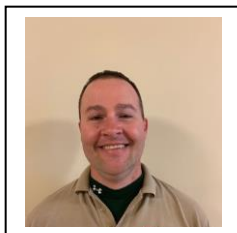
- Concentration in Project Management
- Davenport University, MI

### Registrations/ Certifications/Training

- WBENC
- Foster Closet of MI
- QuickBooks ProSeries

**John DeLisle****Principal Ecologist, CERP**

Mr. DeLisle is a botanist, entomologist, and ecologist with over 20 years of experience in biological assessments, habitat restoration and bioswale design, site restoration, bioretention, invasive species, soil and landscape management, forestry, and natural resources projects for various NGO/private, commercial, agricultural, and government clients. John is dedicated to restoring the diversity, vitality, integrity, and beauty of our clients' land and water resources. John manages a staff educated and experienced in planning, designing, installing, monitoring, and maintaining native ecosystems, and well-versed in the range of native plants suitable to natural features. Natural Community Services accomplishes restoration, consulting, and native plant and food-web based scientific and sociological goals using survey, design and management methods proven to ameliorate disturbed soils, hydrology, wildlife, and vegetation, while establishing local flora adapted to site conditions.

**Relevant Highlights**

- Habitat Restoration Design
- Assessment, design, and construction of wetland
- Biological surveys for plants and animals
- 22 years of experience
- 11 years with NCS

**Education**

- M.S. University of Michigan; Environmental Science
- B.S. Michigan State University, Natural Resources/Horticulture

**Registrations/  
Certifications/Training**

- Natural Shoreline Professional
- Professional Wetlands Scientist
- DNR Forest Division and USDA NRCS Certified TSP
- Certified Ecological Restoration Professional

**Project Experience**

John DeLisle supervised habitat-driven landscape design and field biology research programs for 10 years for governmental agencies before starting NCS. John has participated in many ecological survey, design, and GIS projects, including over 10 GLRI-funded projects for governments and NGOs in southeast Michigan. He served as the team leader for DNR ecological survey on Belle Isle, Sterling and almost 10 other State Parks, led the implementation of SEMCOG and Macomb County (MI) green infrastructure program and similar initiatives for Wayne County and Southfield. John was the biological survey and ecological design lead for Detroit's Maheras-Gentry Park Coastal Habitat Feasibility study and served as the biological assessment lead for Chesterfield Township's Brandenburg Park Coastal Habitat Restoration, as well as restoration practice lead for Stony and Celeron Islands in the Detroit River.

At Maheras-Gentry, John led extensive green infrastructure, aquatic, wetlands, wildlife, and natural history studies, having performed and reported on data collection, analysis, and basis of design, shoreline, waterway, soil investigation, and floristic quality inventories for the park oxbow backwater marsh, Detroit River frontage, and remaining natural swales and buffer in the southwest River margin and along the western fenceline. John categorized and prioritized plant and animal species and habitats for conservation and restoration. He directed NCS biologists for specific taxa-based studies and interfaced with the city and partners in coordinating public engagement, key stakeholder reviews, and analysis of site-scale, AOC-BUI based watershed analysis.

John led planning, design, and implementation services for savanna and wetlands restoration at City of Detroit Eliza Howell Park and Royal Oak's Normandy Oaks Parks, oversight of contractor restoration of Belle Isle's Flatwoods, prairie restoration projects at Heritage Park in Farmington Hills, Beverly Park in Beverly Hills, and several parks for the cities of Southfield – and still maintains these sites. John personally leads biological assessments, and map data products, basis of design, client interaction, design and implementation quality control, and overall leadership as part of this project, involving and enriching value for city staff, compiling data analysis summaries and reports, and performing field evaluation QA/QC. John is co-leading complex ecological restoration construction, landscape, and green infrastructure maintenance projects for Washtenaw County.



## Nick Longbucco

### Senior Restoration Ecologist

Nick Longbucco is NCS lead ecologist, client representative, chief manager, and carries a wealth of knowledge in planning restoration ecology. After working in restoration planning in his native Michigan, Nick spent six years working on conservation issues in Illinois and with The Nature Conservancy in Iowa working on watershed level water resource issues, which included managing a million dollar plus wetland restoration program and working with watershed and supply-chain partners to secure support for conservation throughout the watershed. Born and raised in Michigan, Nick also worked for the Oakland County SCWD working with local landowners on a variety of BMPs to address water and soil resource concerns. He is a proud MSU Spartan (Go Green) and holds a M.S. in Environmental Resource Management from Southern Illinois University. With a strong appreciation for the soil and water resources that bless the Great Lakes, Longbucco is passionate about finding solutions that benefit local communities and protects and improves these invaluable resources. Nick coalesces cross-functional teams by streamlining information distribution and analysis. Nick is a certified forester and has interdisciplinary restoration ecology skills.



### Relevant Highlights

- Certified Conservation Planner, TSP
- Master rain gardener
- Soil survey and mapping expert
- Certified Arborist
- Certified Stormwater Operator
- 15 years of experience

### Education

- B.S. Michigan State University; Fisheries and Wildlife.
- M.S. Wayne St. Southern Illinois University; Environmental Planning.

### Registrations/ Certifications/Training

- Certified Arborist
- Conservation Planning certifications
- CERPIT
- MDARD Applicator

### Project Experience

Mr. Longbucco is a professional restoration ecologist with extensive experience in organization management and development, project oversight, design and implementation of wetland construction, soft shoreline engineering, prairie planting, natural areas management and best management practice (BMP) design projects with more than 17 years of experience throughout the United States. He has given presentations and workshops throughout the country on a variety of topics related to ecological restoration, including natural shoreline design and wetland restoration. He has led restoration operations, including scheduling, planning, and field implementation for greater than 20 projects in the Southeast Michigan region. He has in-depth experience with invasive species biology, forest and restoration methodology, implementation, and statistical analysis.

## Laura Gumpfer

### Landscape Designer & Ecologist

Laura Gumpfer is a Detroit based ecological landscape designer and environmental planner with over 5 years of environmental planning, design, ecological survey, construction, and project management experience. Her diverse portfolio of work demonstrates his ability to thoughtfully engage and collaborate with a broad range of clients and community stakeholders in projects ranging from: flora and fauna surveys, residential design/build, community open space and vacant land development, urban agriculture, water harvesting and re-use, green stormwater infrastructure, public space, and park development. Her combined work experiences exemplify an interdisciplinary approach to project development from site inventory, environmental review, concept through construction administration. Furthermore, Laura's work underscores a personal belief that the landscape is a powerful tool for change that can support social and environmental cohesion while transforming and shealing, land, people, and communities.



### Relevant Highlights

- Concept and Design Development
- Site Planning
- Park and Public Space Planning
- Green Stormwater Infrastructure
- Urban Agriculture
- Project Management
- Proposal and Contract Development
- Estimating and Scheduling
- Construction Documentation and Administration
- Project Implementation and Oversight

### Education

B.S. Engineering MSU  
Northern Michigan University  
M.S. Landscape Ecology, U-M

### Registrations/

### Certifications/Training

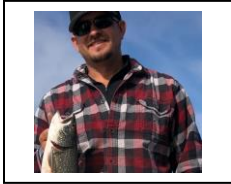
- Certified Natural Shoreline Professional
- CERPIT
- Student ASLA Chapter President

### Project Experience

Laura recently designed and oversaw installation of Normandy Oaks Park Habitat Restoration and Green Stormwater Infrastructure project in Royal Oak as well as . The modestly budgeted re-development effectively combines essential community programmatic elements alongside practical GSI applications. Laura's portion of the design manages the spaces internal storm water while additionally accepting adjacent watershed runoff. Native plant species provide beauty while adding additional layers of ecological continuity. Laura has experience as a natural shoreline professional, with bioengineered erosion control design and implementation expertise. Additional experience includes implementation of invasive species control, habitat restorations, design and construction of many non-profit stormwater, native garden, and education sites. Laura would contribute to survey, data, and spatial analysis, as well as implementation for this project.

**Mike McClintock**

Operations Manager



Mr. McClintock has been running and maintaining NCS' marine, environmental, civil, and agricultural equipment and has been involved with all aspects of ecological restoration for 5 years. Michael plays an active role in managing all aspects of NCS field work and provides unique skills and leadership in a wide range of mechanical and electronic equipment operations and maintenance: marine vessel captain, expert angler, certified welder, burn boss, construction operator, drainage/pump management, mobile irrigation technician, and sawyer. For several years, he owned and operated his own specialty construction business. His skill set includes creative problem solving, aquatic resources and industrial technology expertise, and customized design of specialized equipment for native plant seeding, planting, and other specialized restoration ecology tasks. If there's a mechanized option, he's likely used it or engineered something better. He is extremely well-versed in equipment operation, instructional safety plans for staff, maintenance, herbicide application and mixing, prescribed fire, erosion, and sediment control as well as terrestrial and aquatic planting. He has provided daily construction oversight for activities including equipment inspection, sub and final grade approvals, compaction standards inspection, and approval. He also has conducted oversight of soil placement and grading of over one million cubic yards of material. Mike has performed underwater, subsurface, and aerial implementation of various aquatic and heavy civil construction tasks, managed crews of up to 18 while performing such tasks as mitigation dives, fisheries studies, geotechnical investigation, wetland site preparation, seeding, planting, erosion control, invasive species management, and brushing. Michael is the grounds, landscape, civil and marine methods expert, ready to help your project finish on-time, safely, and on-budget.

**Relevant Highlights**

- Agriculture and marine operations expert
- Mechanized Equipment manager
- Biological control
- Intimate personal experience with Great Lakes waters
- CWD woody and aggregate habitat construction expert

**Registrations/  
Certifications/Training**

- Certified Welder
- OSHA Hazwoper
- Safety Lead
- MDARD applicator

**Project Experience**

Michael has led field restoration and site investigation work at all NCS work locations in the last 5 years Michael led technical equipment planning for Detroit's Maheras-Gentry Park Coastal Habitat Restoration Design and served as the vessel and equipment operations and maintenance manager for Chesterfield Township's Brandenburg Park Coastal Habitat Restoration, Normandy Oaks Savanna, Stony and Celeron Islands, our Washtenaw County and Eliza Howell Park Habitat Restorations. Michael has spent his adulthood auditing, analyzing, and retrofitting equipment for various civil construction genres.

## 6. References

NCS has designed, built, maintained, and monitored landscapes for many municipal clients in Southeast Michigan, including woody and herbaceous services for Farmington Hills, Southfield, Ferndale, Royal Oak, Wayne and Macomb Counties.

- **City of Royal Oak**

*Native Landscape Design, Oak savanna & habitat restoration, including rain garden installation and invasive species control*

Contact: John Fedeles, Director Office: 248.246.3180 [johnf@romi.gov](mailto:johnf@romi.gov)

- **Washtenaw Co Water Resources Commission**

*Vegetation Survey, Erosion Control & Monitoring, Methods Design, Maintenance Plan, Invasive Species Control*

Contact: Harry Sheehan, Chief Deputy (734) 222-6851 [sheehan@washtenaw.org](mailto:sheehan@washtenaw.org)

- **Van Buren Township**

*Park Consulting, Ecological restoration, Native Landscape Design-Build-Maintain, invasive plant control*

Contact: Elizabeth Renaud, Director [erenaud@vanburen-mi.org](mailto:erenaud@vanburen-mi.org) 734-699-8913

- **Friends of Oudolf Garden**

*Wet-Meadows Ecological Restoration*

Contact: Duncan Campbell, Director [duncan@oudolfgardendetroit.org](mailto:duncan@oudolfgardendetroit.org)

- **Royal Oak Nature Society**

*Native Landscape Design, Oak savanna & habitat restoration, including rain garden installation and invasive species control*

Contact: Don Drife : (248) 528-0479, [donalddrife@comcast.net](mailto:donalddrife@comcast.net)

- **Clinton Township**

*Native landscape design-build-maintain, site assessment, natural resource maps and plans, Invasive species control*

Contact: Mary Bednar, Director [DPW@clintontownship.com](mailto:DPW@clintontownship.com) 586-286-9465

- **West Bloomfield Township**

*Wetland Assessments, Bioswale designs, Ecological restoration*

Contact: John Roda, [jroda@wbtownship.org](mailto:jroda@wbtownship.org) (248) 451-4829

- **City of Farmington Hills**

*Native Landscape Design, Heritage Park Planning, and Management*

Contact: Ashlie Smith, 248.477.1135, [asmith@fhgov.com](mailto:asmith@fhgov.com)

- **City of Southfield**

*Rain garden and landscape planning, design, invasive species assessment/mapping and control*

Contact: Brandy Siedalczyk, Stormwater Manager: [bsiedalczyk@cityofsouthfield.com](mailto:bsiedalczyk@cityofsouthfield.com)

- **City of Detroit**

*Habitat Restoration and Native Landscape Design-build-maintain, green infrastructure planning*

Contact: Arianna Zannetti, Landscape Designer (313) 628-4307 [zannettia@detroitmi.gov](mailto:zannettia@detroitmi.gov)

- **City of Huntington Woods**

*Native Landscape Design-build-maintain, green infrastructure planning*

Contact: Tracy Shanley, Parks Manager [tshanley@hwmi.org](mailto:tshanley@hwmi.org)



## 7. Project Implementation Schedule

Natural Community Services (NCS) is uniquely qualified to address the requirements of the project and to develop a plan to guide landscape restoration with vegetation inventory, assessment/planning, design, maintenance execution for best restoration and stewardship, and we will use this experience to plan native plantings for the gardens. In order to produce a sustainable and efficient project, environmental planning approaches, which also guide scheduling, include:

- Plant selection for low-maintenance, more attractive cover, and other city-objectives
- Create a colorful landscape with consistent textures, without constraining maintenance efforts.
- Foster diversity of plant form and character, with a high degree of biological diversity
- Establish a clear and understandable landscape organization – experience with the Oudolf native style
- Achieve authenticity, simplicity, and low-maintenance gardens using local-adapted native plants
- Project management professionals experienced in coordinating native landscaping
- Feed birds by producing butterfly caterpillars with host plants
- Experience and education in plant community quality assessment and vegetative performance improvement
- Use of Tractors, UTV, other tools & tanks, to water plants & treat invasives for establishment
- Staff with intimate knowledge and college-education in ecology, botany and ID of Michigan native plants and weeds
- Maintenance methods & biomass removals for the aesthetics, plant community health, and environmental excellence

We look forward to the opportunity to work with the library to fulfill native habitat/natural areas context blending and low-maintenance goals. We will provide field services solutions that will guide Plymouth Library toward creating sustainable sites that foster biodiversity, reduction of long-term maintenance costs, and beauty that fosters continued adoption of native landscaping in the township. Should you have any questions or need clarifications, please feel free to contact us at 248-672-7611.

### Schedule

Proposed items and timing below, categorized by completed and projected schedules of services. Consulting services are anticipated to be sequenced in summer, with survey, including site conditions investigation, and design drawings – then edit and review in fall, with some site prep done in fall/winter, and some in spring. Adjustments will be made as needed, and individual item approvals, schedule may evolve with real conditions

			Apr Week Ending			May Week Ending			Jun Week Ending			July Week Ending			Aug Week Ending			Sep Week Ending			Oct Week Ending			Nov Week Ending			Dec Week Ending									
Task	Activity	Assignment	4	11	18	25	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23
	Phase: Preliminary Investigation	Scheduled Time																																		
ALL	Plan																																			
1	A-1 Plan Internally	John, Mike	Monthly																																	
2	A-2 Planning w/ Township	Team	Monthly																																	
3	A-3 Finalize Equipment	John, Mike	Monthly																																	
4	A-4 Review Maps & Schedule Field Work for	John, Mike	Monthly																																	
RAIN GARDEN	Maint																																			
9	B-5 1st day monitor w/ Township re: procedures, equip	John, Mike	Weekly																																	
11	B-7 Cultivate/remove/mow weeds	Staff	Monthly																																	
12	B-8 Spot-spray weeds	Staff	Weekly																																	
8	B-4 Water if needed	Staff	Weekly																																	



Plymouth Library Proposal Assumptions

- » All information will be provided to the team in a timely manner in accordance with the schedule, and delays in reviews and delivery of materials from the stakeholders could result in the need for schedule modification.
- » We offer one set of revisions and if more are required that is on a T&M basis
- » The scope of work does not include topographic or utility survey, irrigation design-build
- » We offer perspective drawings in the base scope. More would be an extra \$2,000 per
- » Other optional additional services are available – such as enhanced maintenance if using more/larger plants etc.

## 8. Price Proposal

NCS proposes the site preparation and planting, and maintenance tables of prices below for listed work areas and type of work, with total sum at bottom.

### Plymouth Library

Name of Applicant: Natural Community Services, LLC

Address: 6410 Upper Straits Blvd.

West Bloomfield, MI 48324

Telephone: 248-672-7611

Email:

john@naturalcommunityservices.com

### 2022-23 Base Bid Price:

Consulting & Design: \$5,000.00

Construction & Restoration: \$35,000.00

Annual Maintenance: TBD, based on design – anticipate \$10,000.00+

Total: \$59,900.00

I certify that all information contained in this RFP is true: and I further certify that this RFB is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion. I agree to abide by all the terms and conditions of the RFB and certify that I am authorized to sign for the Proposer.

_____	Signature
<u>John DeLisle, Principal Ecologist</u>	Print Name / Title
<u>Aug 1, 2022</u>	Date

## ACCEPTANCE AND NOTICE TO PROCEED

Natural Community Services, LLC is pleased to be given the opportunity to submit our proposal for sustainable **LANDSCAPE DESIGN-BUILD SERVICES** to “Plymouth Library”. Please sign and date two (2) copies of the agreement in the space provided below. Keep one for your files and return the other signed to NCS. Should you prefer to issue a purchase order, or attach additional agreement forms, please reference or attach to this proposal and its contents.

NCS will not be held responsible for alterations to the proposed schedule due to events beyond our direct control. Delays caused by the owner, other consultants/contractors, inclement weather, or other alterations not attributed to NCS shall not constitute default by NCS.

This signature page and the preceding terms and conditions are the only instruments within this agreement. Any change or alterations may be written, signed and dated by both parties to constitute a change to this agreement.

**AUTHORIZATION AND NOTICE TO PROCEED:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Please Print Name and Title**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**

