

PROPOSAL FOR CONSERVATION SERVICES



This proposal was created for:

City of Saugatuck - Saugatuck Harbor Natural Area
Oval Dr, Saugatuck, MI 49453

General Background and Scope of Work:

The purpose of this proposal is to address trail management and ecological restoration opportunities within the 173-acre Saugatuck Harbor Natural Area. The site is experiencing pressure from informal trail development and associated impacts to sensitive dune and interdunal wetland plant communities. Based on findings from the Trail Assessment Report, ODC Network recommends a focused approach that prioritizes trail system remediation, ecological restoration, visitor experience improvements, and long-term site resilience. The following scope outlines recommended work for 2026 and 2027:

1. Trail Remediation (Closures & Improvements)

- Based on the Trail Assessment Report, we will implement targeted trail remediation measures, including:
 - Closure of designated informal and redundant trail segments. This includes installation of natural deterrents available on site (downed logs, brush, and other natural materials), and small keep out signs to discourage re-entry
 - Coordination of field layout to confirm closure extents and sensitive habitat buffers
- The scope focuses on consolidating user activity into the existing primary trail loop while reducing fragmentation and protecting sensitive ecological areas.

2. Habitat Restoration of Closed Trail Sections

- On sections of closed trail (~20,000 ft), we are available to seed and/or plant native plant material to restore these sections and prevent discouragement of continued usage.
- Option 1 – Native Plugs**
 - High-establishment, high-visibility restoration approach
 - Immediate vegetative structure for reinforcing closure areas
 - Species may include marram grass, puccoon, prairie sand reed, sand coreopsis, spotted bee balm, and other regionally-appropriate native species
 - Installed at approximately 18" spacing (~10,000 plugs total)
- Option 2 – Native Seed Only**
 - Lower-cost approach
 - Longer establishment timeline
 - Less immediate visual deterrence compared to plugs
 - Suitable for broader, lower-priority restoration zones
- Option 3 – Hybrid Approach (Recommended)**
 - Combination of native seeding with targeted plug installation
 - Approximately 3,500 plugs placed in high-visibility or high-use pressure areas
 - Seed applied across remaining restoration zones
 - Balanced approach between cost, establishment speed, and ecological performance

3. Signage & Wayfinding Program (Design & Fabrication)

- ODC Network's Creative Team will develop a cohesive signage package that improves visitor orientation, protects sensitive habitats, and enhances interpretation of the site's unique ecological communities.
- The proposed signage package includes:
 - Welcome Kiosk and Map Development (x1)**
 - Two 24x36" signs on kiosk or upright board
 - Outlines welcome/rules and trail map

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- Creates a visual starting point for a visitor's park experience
- See Appendix B for example
- **Interpretive Signs (x5)**
 - Topics for each ecological community: Open Dunes, Great Lakes Marsh, Interdunal Wetland, Mesic Northern Forest, and Native Plant Benefits
 - 18x24" panels on angled post
 - See Appendix B for Example
- **"You Are Here" Map Signs (x6)**
 - Includes rules or other policy/wayfinding information
 - 18x24" panels on angled post
- **Boundary Signs (x50)**
 - Keep Off Dune, Private Property, Keep Off Pier
- This scope includes signage planning, interpretive content development, trail map development, graphic design, up to three (3) rounds of design and content revisions, and fabrication, procurement, and delivery of signage components. Additional revisions requested following the included three rounds, or changes to the approved scope, content, dimensions, or overall design direction, may be treated as additional work and billed separately.

4. Signage Installation (Optional Add-On)

- ODC Network can also provide complete field installation of all proposed signage. Installation includes:
 - Field verification of sign locations
 - Installation of trailhead kiosk
 - Installation of interpretive, wayfinding, and boundary sign posts
 - Final alignment and mounting of all sign panels

5. Establishment Maintenance (Optional Add-On)

- ODC Network can provide post-installation establishment support to ensure long-term success of restoration areas. This includes:
 - First-year vegetation establishment monitoring
 - Spot reseeding or planting adjustments as needed
 - Invasive species spot control within restoration zones
 - Seasonal site visits for adaptive management
- This scope is recommended to improve long-term restoration success and reduce re-establishment of informal trails.

Project Timeline:

- Signage design & fabrication: ongoing between Summer 2026 – Spring 2027
- Trail remediation: ongoing between Fall 2026 - Summer 2027
- Habitat restoration: Spring 2027 (weather and soil conditions dependent)
- Establishment maintenance: Ongoing throughout 2027 following installation (optional add-on)
- Invasive species management: Ongoing outside of this scope

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Project Budget:

Line Item	Budget	Installation Date	Billing Date
Trail Remediation (Closures & Improvements)	\$31,050	Ongoing	Spring 2027
Habitat Restoration – Native Plugs (Option 1)	\$50,000	Spring 2027	Spring 2027
Habitat Restoration – Native Seeding (Option 2)	\$8,250	Spring 2027	Spring 2027
Habitat Restoration – Hybrid Approach (Option 3)	\$25,750	Spring 2027	Spring 2027
Signage & Wayfinding Program (Design and Fabrication)	\$16,500	Ongoing	Spring 2027
Signage Installation (Optional Add-On)	\$25,500	Summer 2027	Summer 2027
Establishment Maintenance (Optional Add-On)	\$5,000	Ongoing in 2027	Summer 2027

****Total project cost will be determined based on selected restoration and signage options. All selections above \$10,000 will require a 50% deposit at the start of the project.***

Note: This proposal accounts for pricing of all labor, materials, and equipment necessary in order to perform the outlined work plan. If additional work is required beyond the scope of this proposal, we will provide written notification and pricing will be determined on a time and materials basis.

Project Delivery: ODC Network may utilize qualified subcontractors or specialty vendors for select components of the project, including fabrication or installation of specialty signage and trailhead kiosks, as appropriate. ODC Network will remain the primary point of contact and will oversee all project coordination, scheduling, and quality assurance.

Exclusions: This proposal does not account for:

- New construction of additional trail systems or redesign of the existing primary loop
- Invasive species management outside of restoration or closure areas.
- Long-term maintenance beyond the establishment period unless included as a separate scope.
- Ongoing maintenance, cleaning, refinishing, or replacement of signage, kiosks, posts, or hardware following installation.
- Damage to signage or trail infrastructure resulting from vandalism, weather events, flooding, erosion, fallen trees, or other causes beyond ODC Network's control.
- Utility locating, surveying, engineering, or permitting not specifically identified within this proposal.
- Future revisions to interpretive content or graphic design after final approval.

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Qualifications:

ODC Conservation Services is staffed by highly qualified conservation professionals with extensive experience in invasive species management, habitat assessment, and ecological restoration.

- ODC Network (and its subsidiaries) is a fully insured 501c3 and carries an extensive liability policy to conduct habitat improvement services in Michigan.
- State licensed herbicide applicators with certifications in Forest Pest, Right-of-Way, and Aquatic pesticide application.
- Manage 2,500+ acres of natural area annually across Michigan.
- Combined 30+ years' experience in invasive species management.
- Successfully restored over 250 acres of native prairie habitat.
- Experienced consultants in invasive species management, wetland delineation, habitat assessment, and ecological restoration.
- Experience overseeing prescribed burns on approximately 10-100 acres of natural area annually through qualified subcontractors, including coordination, planning, and post-burn evaluation.
- Experience designing, installing, and maintaining native gardens/landscape beds.
- Proficient in identification of native and non-native Michigan flora and fauna.
- Experienced GIS professionals.

We appreciate the opportunity to submit this proposal. We look forward to discussing the opportunity further with you. Please do not hesitate to ask questions or clarifications. If you choose to accept this proposal, please sign and return a copy.



Tanner Bricker, Conservation Services Director
ODC Network
517-398-7800

If you wish to accept this proposal, please initial each page, as well as sign and date below:

Signature of Authorized Property Owner/Manager

Date



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Appendix A: Map of New Trail Configuration & Signage Locations



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Appendix B: Kiosk, Wayfinding, and Interpretive Sign Examples



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Policy/Procedure: Park Rules

Date Adopted or Implemented: 11-10-2025

Revision Date: N/A

Resolution Number (if applicable): N/A

CITY OF SAUGATUCK

Purpose

The purpose of this policy is to establish rules governing the use of City of Saugatuck parks and public recreation areas to ensure the safety, enjoyment, and preservation of public property for residents and visitors.

Authority

Pursuant to § 95.06 of the City Code, the City Manager may establish additional park rules and regulations, subject to City Council approval, as necessary to ensure the safety, health, and welfare of the public and the proper management of City park properties.

General Park Rules

- No overnight sleeping or camping in any park, natural area, beach, or associated public parking area.
- The City Manager may restrict access or close any park or portion thereof when necessary for maintenance, habitat preservation, construction, safety, or public welfare. Entry into restricted or closed areas is prohibited.

Additional Park Specific Rules

Mt. Baldhead Park

- Park closes at 10:00 p.m.
- Stay on stairs and trails
- No dogs

Oval Beach and Saugatuck Harbor Natural Area

- Open 8:00 a.m. – 10:00 p.m.
- No dogs
 - From Memorial Day Weekend – September 30
- No fires
- No personal grilling
- No smoking
- No nudity
- Stay off dune grass
- Stay on trails

Saugatuck Wilds Nature Preserve

- Stay on trails
- No horses, bicycles, or motorized traffic

- Do not pick plants without permission
- No hunting or trapping
- Do not remove, collect, or harass wildlife
- Leashed dogs welcome

Village Square

- Playground closes at 10:00 p.m.

Additional Park Regulation

These rules do not encompass all park related regulations. For example, other regulations such as possession or consumption of alcohol, skateboarding, injury to park property, noise, fireworks, trash deposits in waste containers, ball game restrictions, hawking/peddling, hunting, Oval Beach parking passes, and motorized vehicle location and operation are currently established in the City Code of Ordinances.

Enforcement

Violation of this policy or any applicable City ordinance may result in:

- Removal from the park or public grounds; and/or
- Additional penalties as provided under City ordinance or State law.

Temporary Waivers

The City Council may, by motion or resolution, temporarily waive park rules for a designated period or special event.