



## **Prairie Island Habitat Management Plan Request for Proposals & Scope of Work**

April 2025

Habitat Management Plans (HMPs) are tools typically used as part of the Minnesota Land Trust's private lands conservation easement program. These documents are intended to provide landowners with a comprehensive and over-arching set of recommendations for managing the conservation values (natural communities, water resources, and species) of their property. Habitat Management Plans also have utility for public agencies seeking to guide the management of the natural resources on their land. An example of a typical HMP can be viewed [here](#).

The City of Winona ("City") and the Minnesota Land Trust ("Land Trust") are partnering to request proposals to write a HMP for Prairie Island Park, a floodplain ecosystem located along and on an island in the Mississippi River. This park is mostly open space with about 30 acres utilized for walking paths and other municipal uses. Prairie Island is an important cultural and natural resource for the people of Winona and has a rich historical and ecological legacy.

Attachment A shows a map of the park area. There are about 870 acres contiguous to the main roadway and another 230.5 acres that are located on an island in the Mississippi River.

### **HMP Content Requirements:**

- The HMP should contain at least a basic description of the history, soils, and topography of the Project Area.
- The HMP should include an ecological community inventory of the Project Area using Minnesota's Native Plant Community Classification system, classified to NPC type at minimum. Areas not qualifying as native plant communities do not need to be classified, per the standards of the classification system. Existing NPC data, collected by the Minnesota Biological Survey in the 1990s, is present for portions of the Project Area, but will require ground-truthing to determine whether these data remain accurate. Each native plant community should be assigned a condition ranking.
- The HMP should specifically identify any areas of habitat that are of particular importance to state and federally-listed species observed in the Project Area. Any species classified as Species in Greatest Conservation (SGCN) in Minnesota should be noted if observed in the Project Area.
- The HMP should identify whether the current recreational uses occurring in the Project Area are consistent with the provided management recommendations. For example, the HMP may recommend removal of foot paths in a rare or fragile native plant community.

- The HMP should provide a broad overview of needs and recommendations for the Project Area. It is not intended to provide specific, highly detailed action plans such as a prairie restoration plan, prescribed burn plan, or a timber cutting plan.
- Habitat management recommendations should be outlined in the context of the native plant communities currently existing on or intended for the Project Area. Recommendations should reflect the condition ranking of each community, outlining specific actions to either maintain high quality or enhance degraded habitats from current to desired state.

### **Other General Requirements:**

- The Contractor will meet with staff from the City and the Land Trust on site to discuss the work.
- The Contractor will meet or speak over the phone/video call with four local experts determined by the City including a representative of USFWS, a staff member with Prairie Island Campground, a local member of the Ikes League, and a member of the local birding club. The City will provide the contact information for the specific individuals to be consulted.
- The Contractor will provide a zipped GIS shapefile of native plant communities, management areas, and other relevant shapefiles to the Land Trust and the City.
- The Contractor will provide a draft plan to the Land Trust and the City at least one month prior to the final deadline. This is intended to provide sufficient time for the HMP to be reviewed by Land Trust staff and the City, and for comments to be integrated back into the final HMP.
- The final Habitat Management Plan includes all required elements including maps and photos.
- Submitted bids should reflect an understanding of the amount of time, effort and cost required to meet this target.
- The City and the Land Trust reserve the right to withdraw from the HMP at any time – either prior to or after awarding it to a subcontractor. If work has commenced, the contractor will be paid on a pro rata basis for work or services satisfactorily performed.
- The Land Trust and the City desire that the plan will be completed by August 15, 2025.

### **Provided to the Contractor:**

- The Land Trust & City will provide GIS shapefiles of the Project Area to the Contractor.
- The City will provide the Contractor with other relevant documentation, including past management plans, woodland stewardship plans, park plans, etc.
- Upon request, the Land Trust will provide the Contractor GIS shapefiles of existing native plant community and Minnesota Biological Survey data for the Project Area.
- Upon request, the Land Trust will provide the Contractor with a summary of NHIS Rare Features on or in the general vicinity of the Project Area.

### **Submission Instructions:**

Please submit:

- Completed bid and any associated notes or assumptions you believe important to reviewers. Include bid amount (cost), your name, affiliation and date.

- Summary of qualifications that illustrates your ability to perform the work described above. Include copies of any relevant previous work to support your application.

All proposals are due in hand by the end of the day on **April 30, 2025**. We encourage you to contact us with any questions you might have. Electronic submissions are preferred. Please direct any questions pertaining to this RFP or its requirements, and submit your complete application to:

Mark van der Linden  
SE Blufflands Program Manager  
Minnesota Land Trust  
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605-595-5251

Thank you for your consideration of this request.