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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Library Board & City Common Council

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 12/15/2020

RE: Information Item: Request for Proposal for Architectural & Engineering Services for the Appleton Public Library

The 2021 Capital Improvement Budget provides funding for the design of the Appleton Public Library. We are pleased to share with you a draft Request for Proposal (RFP) to solicit proposals from qualified consultants and welcome your comments on the draft prior to distribution.

The preparation of this RFP includes feedback provided from a recent public listening session, input from various public meetings and workshops in recent years, the expertise of the library staff, the facilities and construction management staff and others. The input gathered details the Library's needs.

The RFP proposals received will allow our team to gauge how well a consultant understands our project needs to best serve our Community. RFPs also ensure transparency, ensuring project goals are being achieved.

We anticipate releasing the RFP late this week and are requesting a response by February 4, 2021. Review of RFP submissions will begin promptly after the deadline. Upon recommendation of a consultant, we anticipate seeking Library Board and City Common Council support on March 16th and 17th, 2021.

Please contact me at 832-5572 or dean.gazza@appleton.org with any questions or concerns.