



CITY OF APPLETON

Community Development

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https://www.appletonwi.gov/government/departments/community_development/index.php

October 24, 2025

Re: ADDENDUM #1 – City of Appleton, Brownfield Grant Writing & Implementation

Dear Proposer,

Attached is Addendum #1 adjusting Section 2.2 (A) - Project Approach and Scope, adjusting Section 3.3 - RFQ Time Schedule, and answering questions that were received so far about the City of Appleton Brownfield Grant Writing & Implementation RFQ dated October 13, 2025.

Please acknowledge receipt of this addendum by completing the information below and include this signature page within the submittal SOQ.

Vendor Name: _____

Official: _____

Name & Title of Vendor's Authorized

Signature: _____

Date: _____

Section 2.2 (A) - Project Approach and Scope

SOQs will be evaluated and scored by the project selection team using the following criteria:

A. Project Approach and Scope

1. 10% - Project and Community Understanding
2. 40% - Experience and Project Examples
3. 25% - Proposal Quality and Timeline
4. 25% - Cost: We are anticipating ~\$190,000 in grants for the identified parcel

Section 3.3 RFQ Time Schedule

DATE	EVENT
October 13, 2025	Issue Request for Proposals
October 27, 2025	Question Period End Date – Submit questions to Lily Paul
October 31, 2025	Addendum for Question Period sent by email
November 12, 2025	SOQs due on or before 4:00 PM CST
November 13 & 14, 2025	Internal review of RFQs
November 17 – 19, 2025	Interviews (if necessary)
December 3, 2025	City Council Approval of Contract
December 4, 2025	Contract Start Date – Enter into contract for services with selected QEC

Questions

1. Has the City identified specific grants for the site identified in the RFQ (Parcel 31-5-1056-00)
Yes. Including by not limited to USEPA Brownfields Coalition Assessment Grant via Calumet County's Regional award, USEPA Brownfields Cleanup Grant, WEDC Brownfield Site Assessment Grant, and/or WEDC Brownfield Grant.
 - a. Are there any redevelopment plans associated with this parcel? If so, have these been approved by the council? No definitive plans at this time. We have an accepted offer from the adjoining property owner to the south (the current tenant for the site), the Fox Cities Performing Arts Center. It would be our intention for the vendor to collaborate with them on their potential redevelopment plans to ensure environmental testing and remediation would accomplish their goals for a ready-to-develop site
 - b. Has there been any recent environmental work completed on this parcel (i.e. Phase 1, Phase 2)? No.
2. Has the City identified any additional brownfields sites for grant consideration? Not at this time.
3. Has the City previously pursued grant funding for the site identified in the RFQ (Parcel 31-5-1056-00) or other sites being considered for a grant pursuit? The City currently has a nomination with the USEPA Brownfields Coalition Assessment Grant via Calumet County and has applied for WEDC Brownfield Site Assessment Grant.
4. Is the City willing to add additional funds to support cleanups outside of awarded grant funds (funding match, etc.)? No.

5. Are there any circumstances whereby the City would decide and/or be obligated to use a QEC other than the one who prepared a successful grant application? **For redevelopment projects related to the City of Appleton's Community Development Department, not anticipated unless state or federal law would require it. Note that our Public Works, and Parks & Recreation, and Utilities departments do engage consultants for environmental-related assessments for public works & facility related projects. They could continue to use their existing vendors if they so choose.**
6. How many consultants have been offered an opportunity to participate in this RFP process?
Four (4).