



## MEMO

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*"...meeting community needs...enhancing quality of life."*

TO: Community & Economic Development Committee, City Plan Commission & ARA  
FROM: Monica Stage, Deputy Director  
DATE: December 3, 2015  
RE: Anticipated Contract Award for the Rewrite of Appleton's Downtown Plan & Five Year Comprehensive Plan Update

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The City of Appleton issued a Request for Proposals (RFP) for consulting services to complete an in-depth rewrite of the Downtown Plan and a Five-Year update to the City's Comprehensive Plan 2010-2030. The details for this project are contained in the RFP document. The attachments referenced in this RFP can be downloaded from our website: [www.appleton.org](http://www.appleton.org).

The City's intent is to contract for this project prior to the end of 2015; therefore, there was an abbreviated schedule for submission of proposals, evaluation and selection of the firm to complete this work. The timeline is as follows:

- |                                    |                                          |
|------------------------------------|------------------------------------------|
| • Closing date for RFP responses:  | November 24, 2015 at 12:00 PM (NOON) CST |
| • Evaluation Committee meets:      | December 3, 2015                         |
| • Proposers to Interview notified: | December 3, 2015                         |
| • Interviews:                      | December 7, 2015                         |
| • Finalist notified:               | December 7, 2015                         |
| • CEDC approval:                   | December 9, 2015                         |
| • Common Council approval:         | December 16, 2015                        |

The evaluation team includes Dave Kress, Principal Planner; Tom Flick, Deputy Director of Parks, Recreation & Facilities; Eric Lom, City Traffic Engineer; Jennifer Stephany, Appleton Downtown Inc. and me. Following interviews on December 7<sup>th</sup>, staff will bring a recommendation for contract award to the December 9<sup>th</sup> CEDC meeting.

Funding for this project is included in the 2015 Community & Economic Development Department budget (\$35,000), Community Development Block Grant Administration funds (\$63,017) and from Appleton Downtown Inc. (\$25,000).

Per the City's organizational structure, contracts for services by the Community & Economic Development Department fall under the jurisdiction of the Community & Economic Development Committee (CEDC). The content of this project falls under the statutory jurisdiction of the City's Plan Commission. This item is being included as an information item for Plan Commission to bring this project to their attention. CEDC must approve a contract for services prior to Common Council consideration.

Please contact Monica Stage, Deputy Director of Community & Economic Development at 920-832-3943 or email [monica.stage@appleton.org](mailto:monica.stage@appleton.org) with any questions.