



CITY OF APPLETON

MEMORANDUM

Date: November 19, 2025
To: Community Development Committee
From: Kara Homan, AICP, Community Development Director
Lily Paul, Economic Development Specialist
Subject: Request to Award Contract to Stantec Consulting Services, Inc. for Brownfield Grant Writing and Implementation Consulting Services

Background & Analysis:

The City has an approved offer to purchase from Fox Cities PAC, LLC (PAC) on parcel 31-5-1056-00 (property directly north of the PAC site). A contingency of the offer to purchase was that the City will initially conduct environmental assessments, which will be paid by state and/or federal grants (see action items [25-1055](#), [25-0915](#) and [25-0957](#)). The City has been approved for \$40,000 from Calumet County's portion of the USEPA Brownfield Coalition Grant, and has applied to the Wisconsin Economic Development Corporation (WEDC) Site Assessment Grant (SAG) which can award up to \$150,000.

To be proactive, the Community Development Department determined it would be prudent to choose a consultant to perform the Site Assessment Work if/once the City is awarded the WEDC SAG grant for parcel 31-5-1056-00. In addition to site assessment work, the consultant would aid the City in grant reporting and procurement of additional grants for parcel 31-5-1056 if necessary, and other brownfield sites throughout the City.

Given the complexity of the project/future projects and need for consultants, the City will negotiate with the consultant that any work will be performed within the grant funds awarded to the City.

The City issued a Request for Qualifications (RFQ) related to Brownfield procurement and implementation. Proposals were solicited in accordance with the City's Procurement and Contract Management Policy. The City received 3 Statements of Qualifications (SOQ) in response to the RFQ.

The 3 proposals were evaluated by a Community Development and Legal team consisting of Kara Homan, Director of Community Development; Chris Behrens, City Attorney; Amanda Abshire, Deputy City Attorney; and Lily Paul, Economic Development Specialist. The evaluation consisted of internal technical review of all proposals.

After internal review and determination of the firms qualifications and ability to perform the desired work, the evaluation team unanimously selected Stantec Consulting Services, Inc. (Stantec) to provide the services requested in the RFQ. For the initial phase of work (e.g. the PAC Parking Lot grant writing and site assessment work), Stantec proposes an amount

of \$0 for grant writing services; and implementation of environmental testing and remediation services to be funded by initial grants in the amount of \$190,000. Additional grants may be applied for after initial environmental testing and remediation phase, dependent on the findings of the initial investigations. This project and future projects have the potential to exceed \$25,000, with the understanding that funds will only come from grant awards.

Per the City's organizational structure and procurement policies, contracts for services in excess of \$25,000 by the Community Development Department fall under the jurisdiction of the Community Development Committee (CDC) for review and recommendation to Common Council for final award.

A related budget amendment will be forthcoming to the Finance Committee pertaining to accepting the potential \$190,000 in funding from USEPA Brownfield Coalition Grant and WEDC SAG.

RECOMMENDATION

Staff recommends the following:

- Approval to award the Community Development Department's Brownfield Grant Writing and Implementation Consulting Services to Stantec Consulting Services Inc., for an initial contract that stipulates grant writing services related to the PAC site will be provided at \$0 to the City; and initial grant-funded environmental testing and remediation services are not to exceed \$190,000, contingent on securing of USEPA and WEDC grants.