



CITY OF APPLETON

MEMORANDUM

Date: July 10, 2024
To: Community Development Committee
From: Olivia Galyon, Community Development Specialist
Subject: Request to Award Contract to NeighborWorks Green Bay for ARPA
Neighborhood Leadership Academy Project

Background & Analysis: On April 3, 2024, the Common Council allocated \$100,000 of American Rescue Plan Act (ARPA) funding for Neighborhood Leadership Academy programming. This programming will empower Appleton's residents to strengthen their neighborhood organizations, provide an educational leadership development opportunity, and increase the self-sufficiency of Appleton's neighborhood organizations to pursue improvement projects, funding opportunities, and increase community connections. The City issued a Request for Proposals (RFP) to complete and coordinate services for the Neighborhood Leadership Academy on April 12, 2024 (attached). Proposals were solicited in accordance with City's Procurement and Contract Management Policy and ARPA regulations. The City received three proposals in response to the RFP.

The three received proposals were evaluated by Community Development Department staff and a neighborhood leader in Appleton's Erb Park Neighborhood. The evaluation consisted of internal technical review of the proposals and interviews of all three respondent organizations on May 23, 2024.

After internal review and determination of the firm's qualifications and ability to perform the desired work, the evaluation team selected NeighborWorks Green Bay. Following proposal refinement and revisions, NeighborWorks submitted a final project scope in the amount of \$76,250 and staff is recommending a contingency of \$3,750 for a project total of \$80,000.

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.

Staff Recommendation: In accordance with City policy, staff recommends approval to award a contract to NeighborWorks Green Bay in an amount of \$76,250 with a \$3,750 contingency for a project total not to exceed \$80,000 to perform the scope of services outlined in the attached Neighborhood Leadership Academy proposal.