



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/25/2025

RE: **Informational: Sustainability & Resiliency Master Plan – Request for Proposals**

INFORMATION ONLY

This item is provided for information only. No action is requested at this time. The completed Request for Proposals (RFP) is attached for your reference.

BACKGROUND

The City has finalized the RFP to secure a consulting firm that will help us create Appleton's Sustainability and Resiliency Master Plan. This plan will serve as a roadmap to achieve our emissions goals, strengthen climate resilience, and coordinate projects across City departments.

The RFP will be released on September 5, 2025, with proposals due by October 2, 2025 at 2:00 PM CST. Consulting teams will be asked to provide strategies that identify high-value projects, recommend ways to reduce energy use and emissions, improve city and community resilience, and highlight opportunities for outside funding. Please see attached RFP for more in-depth details.

The planning process will also place a strong emphasis on public involvement. Consultants will engage with the Sustainability Advisory Panel, staff, and the broader community, with a focus on reaching underserved and climate-vulnerable residents.

NEXT STEPS

City staff with guidance from the Sustainability Advisory Panel will review the proposals after the October 2 deadline and conduct interviews with shortlisted firms later in the month. A recommendation for contract award will be brought forward to Finance Committee and City Council.

SUMMARY

With the RFP now complete, the City is positioned to take an important step in shaping its long-term sustainability and resiliency strategy. The attached RFP details the scope of work, evaluation process, and project timeline.

Please contact me at (920) 832-5572 or via email at dean.gazza@appletonwi.gov with any questions.