



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

ANNOUNCEMENT

FROM: Monica Stage, Deputy Director
DATE: November 4, 2015
RE: Request For Proposals - Rewrite Downtown Plan & Five Year Comprehensive Plan Update, Appleton, WI

The City of Appleton is seeking proposals 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 Request for Proposals (RFP). The attachments referenced in this RFP can be downloaded from our website: www.appleton.org.

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

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| • 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 (as needed): | December 7, 2015 |
| • Finalist notified: | December 7, 2015 |
| • Committee approval: | December 9, 2015 |
| • Council approval: | December 16, 2015 |

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

Thank you for your consideration.