



## REQUEST FOR PROPOSALS

### Comprehensive Outdoor Recreation Plan

The Town of Algoma has a population of ~7,000 and is conveniently located along Highways 41 and 21. The town is the City of Oshkosh's western border and Lake Butte des Morts serves as the town's northern border and public landing with fishing pier provides access to nearby Fox River and Lake Winnebago. Primarily residential and agricultural in composition, the town offers recreational opportunities with community parks and recreation areas. With the town's close proximity to Oshkosh, residents can enjoy quieter living with access to large city amenities including outstanding public and private schools, churches of most denominations, excellent medical facilities, a wide range of services, shopping and a wide variety of restaurants.

The Town is governed by a five (5) member Town Board, all elected at large. The 2025 general fund budget is just over \$3.0 million.

#### **PROJECT SUMMARY**

The Town of Algoma is seeking professional planning services to create a five-year Comprehensive Outdoor Recreation Plan (CORP). The current Parks and Open Space Plan was completed in 2009.

Completion of an updated CORP will allow the town to establish a plan to identify and prioritize future use of parkland, pathways and open spaces. Completion of the CORP will serve as a tool and resource in seeking grant funding as well as forecasting future projects that maintain current park infrastructure and add amenities to meet community needs.

#### **PROJECT SCOPE**

The consultant would be expected to address as best possible the following:

1. Development of the CORP
  - a. Meet the primary purpose of the CORP, which is to guide the acquisition, preservation, and development of land for park, recreation and related open space purposes as needed to satisfy the active and passive recreational needs of town residents, and to enhance the underlying and sustaining natural resource base of the community.
  - b. Develop a CORP to serve the community for a five-year period, 2026-2030.
  - c. Prepare the CORP in accordance with guidelines that make it certifiable by the State of Wisconsin Department of Natural Resources (DNR) as well as other state and federal grant and funding opportunities.
  - d. Compile all research and findings in a comprehensive plan report to be shared initially with town staff followed by formal presentation(s) with town officials and committees.
  - e. Provide a project timeline and routinely update town staff on CORP progress.
  - f. Attend meetings of the town governing body as requested.
2. Document and Evaluate Existing Conditions
  - a. Identify the Town's current parkland, pathways and open space. Indicate the quantity of amenities, acreage, property owner, and types of usage in these areas.

- b. Discuss social factors that are important to understanding our community and its recreation needs and potential. Discuss population trends and projections over the planning period.
  - c. Provide a discussion of the physical factors in the community and region that are important to understanding this community and its recreation needs and potentials such as topography, water resources, climate, soils, environmental problems or concerns, and transportation systems.
3. Public Engagement and Visioning
- a. Engage with community and stakeholders such as staff, elected officials, community partners, and residents throughout the CORP process. These meetings can occur in person or virtually depending on town staff's approval of the meeting setup. Some of the meetings with staff and officials will need to be established on a one-to-one basis.
  - b. In coordination with town staff, engage the public using various methods of outreach that aim to reach residents from all demographic groups within the town. Ensure public input is documented, evaluated and incorporated into various elements of the CORP.
4. Outline Issues and Opportunities: Vision, Goals, and Objectives
- a. Identify goals specific to the Town of Algoma and establish realistic and sustainable strategies to continue to enhance the current and future active and passive recreational needs of the community.
  - b. Create a list of potential future uses, programs and capital projects to enhance the park, pathways and open space based on industry best practices, community input, and perspectives shared from staff, officials and stakeholders.
5. Identify Priority Projects, Improvements and Enhancements
- a. Create a priority-based scheduling of park, open space, and pathway assets based on conditions and useful life.
  - b. Identify opportunities to reduce maintenance and operation costs while providing a high-quality park and recreation system.
  - c. Create a maintenance plan of current park, open space and pathway assets that include sustainable best practices.
  - d. Address any barriers to accessibility to increase equity as it relates to outdoor recreation in the town.
  - e. Include a summary of current and potential future policy decisions for the town to consider for planning and maintaining the parkland, pathways, and open spaces.
6. Funding
- a. Identify current and new funding sources for the town to fund ongoing maintenance needs and future projects.
  - b. Provide the information necessary to update the town's parkland impact fee.
  - c. Based on evaluation of existing funding programs, determine what methods of alternative funding may be feasible in the town.

## **RESOURCES**

The Town's current planning documents are available here: <https://townofalgoma.org/planning/> and include:

- 2009 Park and Open Space Plan
- Comprehensive Plan Update 2040
- Town and City of Oshkosh Boundary Agreement
- 2005 Steinhilber Wetland Master Plan
- 2015 Citizen Survey

Annual budget and capital improvement plan can be found here: <https://townofalgoma.org/budgets-financials/>

## **PROPOSAL REQUIREMENTS**

Submittals should include responses to each of the following items. Include other information as appropriate to address this CORP project.

1. Cover Letter
  - a. Include the name, address and telephone number of the firm/company.
  - b. Include the name and email of the direct contact person for this proposal.
2. Company Overview
  - a. A brief description of the qualifications and experience of your firm/company.
3. Relevant Experience
  - a. Your current and past experience as it relates to the scope of this request for proposal.
  - b. References from other municipalities/organization for which your firm has provided this type of work or work related to this project request for proposal.
4. Support Team
  - a. Identify the individuals comprising the support team, experience/biography, and what specific role each will take in completing the work.
5. Proposed Approach
  - a. Provide a proposed work plan to meet the items listed in the project scope. Specifically provide key activities, timing, and information/resource requirements.
6. Provide the total cost to provide the project deliverables as stated in the project scope.

## **SUBMITAL INSTRUCTIONS:**

**Please provide (1) pdf digital copy and (7) physical copies of the proposal.**

The digital copy must be submitted by 5:00pm CST, Monday February 24 by email with the subject "Town of Algoma – CORP proposal" to [townadmin@townofalgoma.org](mailto:townadmin@townofalgoma.org).

The physical copies may be provided by mail or in person up to 72 hours after the digital deadline listed above to:

Town of Algoma  
Attn: Town Administrator  
15 N Oakwood Road  
Oshkosh, WI 54904

If further information is required, contact Maggie Mahoney, Town Administrator, at 920-235-3789 or [townadmin@townofalgoma.org](mailto:townadmin@townofalgoma.org).

**PROCESS**

The Town of Algoma will conduct the review, screening and selection of a professional firm to provide the project as required. The firm is encouraged to suggest or incorporate additions or modifications to the scope into the proposal that will enhance or clarify the deliverables to better ensure success for the Town.

**EVALUATION CRITERIA**

Staff will evaluate the proposals. If there is no clear choice, a short list of firms will be invited for an interview. The proposals and interview results shall be the basis of selection. The selection criteria are as follows:

- Demonstrated understanding of the scope of work in the request for proposal.
- Industry expertise and experience.
- Past record of performance as determined from all available information, including direct communication by the Town with current and former clients.
- The quality of the proposal and adherence to the proposal requirements.
- The quality of interviews, if necessary.
- Cost

**SCHEDULE:**

Action items in the estimated timeline are at the discretion of the project manager and are meant to provide a clear understanding of the proposal steps; the schedule is subject to change. The estimated schedule for the RFP process is:

<u>Action Step</u>	<u>Date</u>
RFP issued	January 20, 2025
Deadline for firm questions/to conduct pre-meeting (if needed)	February 3, 2025
Final Addendum Issued (if needed)	February 10, 2025
Proposals Due	February 24, 2025
Town evaluation/firm Interviews (if needed)	February 25 – March 10, 2025
Town Board consideration	March 19, 2025

**TERMS AND CONDITIONS:**

1. The Town of Algoma reserves the right to accept or reject any or all proposals. The Town of Algoma reserves the right to award a contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after award of the proposal.
2. The Town of Algoma reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
3. This RFP may be cancelled. Any or all proposals may be rejected in whole or in part. Proposals that do not comply with all criteria set forth in this RFP are subject to disqualification.
4. It is the sole responsibility of the vendor to ensure that the proposal is received by the Town of Algoma by the stated deadline.