



REQUEST FOR PROPOSALS

Municipal Complex Needs Analysis

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 proposals from qualified and experienced consultants to perform an analysis of the town's municipal complex (town hall) located at 15 N. Oakwood Rd, Oshkosh. The town is seeking an analysis of present and future needs, and fiscal realities of maintaining, renovating, expanding, and/or building new facilities to house the town operations and meeting spaces. Moreover, a new location within the town should be considered. Currently, the departments that operate out of the town hall are the Clerk-Treasurer, Public Works, and Administration. The town hall is the site of regular public meetings and is rented by the public for private events. This analysis should include the option of adding fire department operations to the municipal complex. The fire department currently operates in a separate building located at 2622 Omro Road, Oshkosh.

PROJECT BACKGROUND

The town hall operates from the building located at 15 N. Oakwood Road, Oshkosh. The original building was a school. It appears that the building was expanded in 1979 (Exhibit A). The town has some building records including the plans for the 1979 building alteration and new roof configuration in 1985. Since that time, the building has been remodeled to adapt to office/workspaces. The successful candidate will analyze the facility from both a function and fiscal view and make recommendations as to whether these facilities should be renovated, expanded, relocated, newly constructed, or a combination of the aforementioned to meet the needs of a Town Municipal Complex.

PROJECT SCOPE

The project consists of identifying options and providing recommendations on the options for the town to consider in determining how to proceed. The successful candidate will be asked to identify, review, and provide costing for all options and provide a recommendation.

The awarded candidate must:

1. Meet with town staff to review study objectives and facilities, and obtain staff observations and insight on the present facilities, operations, functions, and duties;
2. Conduct a field review of the subject buildings and properties;

3. Provide a detailed analysis of the following in order to assist the Town in determining the most appropriate plan to meet its future needs:
 - a. Location;
 - b. Office space needs;
 - c. Operations, functions, duties and service space needs;
 - d. Public use spaces including meetings, events, and recreational/greenspace;
 - e. Parking, maneuvering and storage space needs;
 - f. Mechanical, Electrical, and Plumbing systems needs.
4. Provide a report and summary including cost evaluations and projected annual fiscal analysis of all identified options (including doing nothing/maintaining status quo), recommend priorities and costs for completion of proposed renovations, expansions, and/or replacements.
5. Present the report and spreadsheet at a meeting with the town's management team and the Town Board.

RESOURCES

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

- Comprehensive Plan Update 2040
- Town and City of Oshkosh Boundary Agreement

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 Municipal Complex Needs Analysis 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.
 - b. Discuss proposed additions or modifications to the scope presented.

6. Timeframe and schedule for completion
 - a. The timeframe and schedule for completion of the project will be evaluated. The consultant shall also demonstrate the ability to commit time and resources to the town's project relative to its other commitments.
7. Assistance from the Town
 - a. To the greatest extent possible, identify the types of information, data and assistance expected from the town in order to complete this project.
8. Project Cost
 - a. Identify the cost to complete the scope of the project.
 - b. Any additional costs/charges (such as travel expenses) must be clearly defined in the proposal.
 - c. Complete summary of costs – cost by tasks, by staff person, components, optional work, taxes, etc.

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–Municipal Complex Needs Analysis proposal" to 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.

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 consultants will be invited for an interview. The proposals and interview results shall be the basis of selection. The selection criteria are as follows:

- Consulting firms that are the most qualified and experienced to perform the work specific in this request for proposal.
- The quality of the proposal and adherence to the proposal requirements.
- Demonstrated understanding of the scope of work in the request for proposal.

- The experience of the project manager and work team.
- Past record of performance as determined from all available information, including direct communication by the town with current and former clients. Factors to be considered include but are not limited to experience and familiarity with similar types of projects, cost control, work quality, and completion of work on schedule.
- Ability to perform work in a timely manner.
- 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, to waive any irregularities, informalities or defects in any proposal, to accept any proposal in whole or in part which shall be deemed in the best interest of the Town of Algoma, and to negotiate with the successful proponent.
2. 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.
3. The Town of Algoma reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
4. 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.
5. It is the sole responsibility of the vendor to ensure that the proposal is received by the Town of Algoma by the stated deadline.

EXHIBIT A

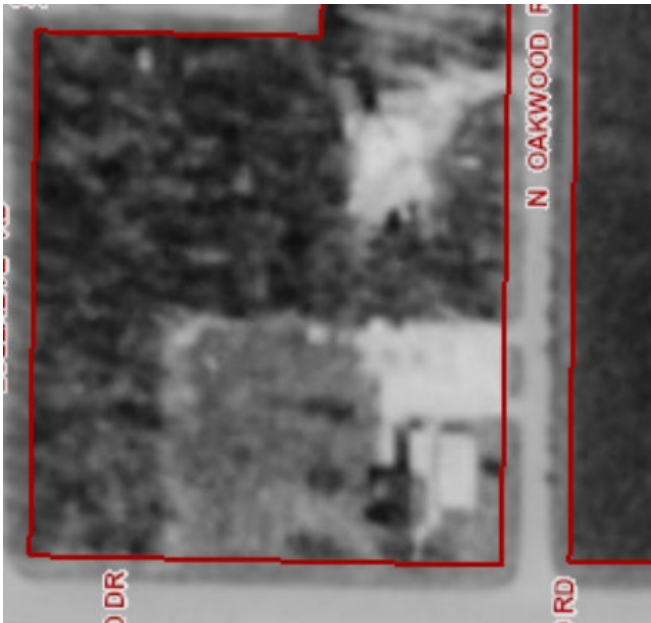
Aerial view of current building (parcel 0020223)



1981 aerial view of corner of future parcel 0020223



1976 aerial view of corner of future parcel 0020223



1957 aerial view of corner of future parcel 0020223

