

REQUEST FOR PROPOSALS (RFP)

**Village of Wittenberg
Shawano County, Wisconsin
REQUEST FOR PROPOSALS (RFP)
For
Planning Services**

**Wittenberg Comprehensive Plan Update, CORP Update and
a Park Master Plan for Washington Park
A Community Development Block Grant
Planning (CDBG-PLNG) Project**

3/10/2026

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Invitation to Submit Proposal

Introduction

The Village of Wittenberg, Wisconsin, and/or its designated representative is seeking proposals for consulting services for the Comprehensive Plan, CORP Update and a Park Master Plan for Washington Park, for which the Village of Wittenberg has applied for a Community Development Block Grant (CDBG) Planning (CDBG-PLNG) funding. Proposals will be accepted for planning services to update the Village of Wittenberg Comprehensive Plan, the Comprehensive Outdoor Recreation Plan and create a Park Master Plan for Washington Park.

Minimum requirements include previous experience in Comprehensive or CORP planning on CDBG or similar state/federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

Contact Information

All interested persons and firms should contact Traci Matsche, Village Clerk, between the hours of 7:30 am to 5:00 pm, Monday-Thursday at 715-253-6063 or clerk@vofwittenbergwi.gov to request the RFP packet or additional information, as needed.

Persons/firms that intend to submit a proposal should send notification of intent to the Village of Wittenberg with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the Village of Wittenberg persons/firms that is specifically created for this RFP. Those who the Village of Wittenberg has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the Village of Wittenberg prior to the RFP submission deadline. The Village of Wittenberg shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via email to Traci Matsche, Village Clerk, at clerk@vofwittenbergwi.gov on or before Thursday, March 26, 2026. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Traci Matsche, Village Clerk, in writing via email, and provided to all parties requesting an RFP for which the UGLG has the contact information will receive copies of the UGLG's responses to questions via email, and treated as an addendum to the RFP packet.

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The Village of Wittenberg makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Wittenberg has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the Village President, any Village Board members, any committee members, or any other Village of Wittenberg staff for clarification on this RFP.

Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Village is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Village of Wittenberg will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

Proposal Requirements

Directions for Submittal

Proposals must be received at the Village Hall. Direct submittals to Traci Matsche, Village Clerk, Village of Wittenberg, labeled "ATTN: Comp. Plan and CORP Project RFP Review Committee", P.O. Box 331, Wittenberg, WI 54499; or via email to clerk@vofwittenbergwi.gov, with the Subject of "ATTN: William Switalla Comp. and CORP Planning Project RFP Review Committee", no later than 4:00pm on Thursday, April 2, 2026. The Village of Wittenberg reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Traci Matsche, Village Clerk/Treasurer at 715-253-6063 or clerk@vofwittenbergwi.gov.

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with the Village of Wittenberg for consulting services.

Exhibit III, attached to this RFP, represents the qualifications sought for the Planning consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints.

Exhibit IV, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this RFP.

Proposal Contents

1. Cover Letter.

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2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the planning consulting services.
3. Project work plan indicating mechanisms proposed to coordinate the work effort with the Village of Wittenberg.
4. Project coordination plan indicating mechanisms proposed to coordinate the work effort with the Village of Wittenberg.
5. Proposer's profile and a clear concise statement with:
 - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
 - b. Examples of implementation of the Proposer's work/services in other communities and noted successes
 - c. A list of client references for which Proposer provided similar services as described in the RFP.
 - d. A statement indicating the Proposer's familiarity and past work experience with the Village of Wittenberg.
6. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project and their responsibilities within the Scope of Services. Resumes for key personnel should be included in the proposal appendices.
7. Project budget estimate.
8. Fee schedule for personnel involved with the project.
9. Copy of professional services agreement.
10. Completed Exhibit II CDBG forms

Proposal Format

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.

Selection Process Schedule

The Village of Wittenberg anticipates authorizing a contract for this work in April 2026, contingent upon a CDBG PLNG award, with a notice to proceed no later than April 21, 2026. The scope of services will take place over 22-month period. The Village of Wittenberg's goal is to have the Comp. Plan, CORP Update and Park Master Plan project completed no later than 9/15/2027. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by 9/15/2027.

Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm, or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the Village of Wittenberg, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village of Wittenberg Village Board] or Village of Wittenberg staff.

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3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with Conflict of Interest and Lobbying regulations apply to this project. Refer to **Exhibit II** attachments for the CDBG project requirements.
5. All activities for the project must comply with the CDBG program regulations and policies set forth in [24 CFR 570](#) and the State of Wisconsin CDBG Program *Implementation Handbook* referenced in **Exhibit II**.

Scope of Services & Deliverables

The Village of Wittenberg, Shawano County, Wisconsin has applied for federal funding from the Community Development Block Grant (CDBG) Program for the Comprehensive Plan, Comprehensive Outdoor Recreation Plan and Park Master Plan for Washington Park.

The focus of the planning project will be to update the Village's Comprehensive Plan and the Village CORP, and create a Park Master Plan for Washington Park, that will include a full update of each document for the Village of Wittenberg in Shawano County, Wisconsin.

Village of Wittenberg Community & Project Area Description:

Wittenberg is a village in [Shawano County, Wisconsin](#), United States. The population was 999 at the [2010 census](#).

Additional information can be found in the CDBG Grant Application found in **Exhibit I** attachments.

Project Background:

The Village of Wittenberg's Comprehensive plan was originally created in 2008. The Village is completing the plan update to comply with the State of Wisconsin's statute regarding Comp. Plan updating. A copy of the plan can be found on our website at [villageofwittenberg.com](#).

Our outdoor recreation plan was last completed in 2009.

A Project Area/Service Area Map for the proposed Planning Project location is provided in **Exhibit I** attachments.

Planning Services Required:

The selected person(s)/firm(s) will conduct activities for and complete a Planning Project, including the following:

An update of both the Village Comprehensive Plan and the Village's Comprehensive Outdoor Recreation Plan, and creation of a Park Master Plan for Washington Park.

The update of both plans shall include:

- Establishing a work plan and budget for the Project
- Conducting the Comp., CORP and Park Master Plan updates concurrently
- Soliciting resident and public input

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- Coordinating meetings for the Project, including a kick-off meeting; community member/public and stakeholder meetings; regular progress meetings with the Village of Wittenberg Village Board; and a final presentation meeting
- Communicating on an ongoing and periodic basis with residents, constituents and other stakeholders during the Project
- Regularly interfacing with members of the Village Board and Village of Wittenberg staff concerning approaches and tasks through the Project, through meetings, telephone calls, remote meetings, and emails
- Maintaining electronic copies of all records, data collected, maps, photos, analyses, and documentation generated for the Project; providing them to the Village of Wittenberg as requested
- Developing and providing to the Village of Wittenberg a formal typed report, which includes an Executive Summary and full reporting of the Plan process and findings/recommendations.
- Presenting the findings and recommendations from the Plan (in a Microsoft PowerPoint presentation) to the public at a scheduled meeting of the Village of Wittenberg.
- Providing 2 printed copies and a pdf copy of the final Comp., CORP and Park Master Plan to the Village of Wittenberg
- Complying with CDBG regulations and policies applicable to the Project.

The final Plans must be completed by September 15, 2027.

Evaluation and Selection

Final selection of the planning and grant administration provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit IV**.

The Village of Wittenberg reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The Village of Wittenberg, Shawano County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

Traci Matsche
Village Clerk/Treasurer
715-253-6063

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EXHIBIT I

Project Background and Project Area/Service Area Maps

REFER TO ATTACHMENTS FOR:

CDBG GRANT APPLICATION

SERVICE AREA MAP

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EXHIBIT II

State and Federal Regulatory Requirements for CDBG-Assisted Projects

REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE
2. CONFLICT OF INTEREST CLAUSE
3. LOBBYING CERTIFICATION
4. DISCLOSURE OF LOBBYING ACTIVITIES

THE CDBG ATTACHMENTS LISTED ABOVE ARE FROM THE CDBG IMPLEMENTATION HANDBOOK AND HANDBOOK CHAPTER ATTACHMENTS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:

<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>

Also refer to [24 CFR 570](#).

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EXHIBIT III

Minimum Qualifications

- A. The person(s)/firm(s) must have successfully provided Comp. and CORP Plan update services, for a minimum of 3 similar type projects, along with experience in Master Plans for Parks. The person/firm may not be selected if there have been any unresolved issues or negative experiences relative to the services provided.
- B. The principal responsible for coordination of the Planning services must have a minimum 10 years of experience with this specific type of work.
- C. The principal responsible for provided Planning services must have a minimum of 10 years of experience with the CDBG Program **or** other federal/state funded programs or projects.
- D. The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of 3 previous clients for which the person(s)/firm(s) has/have performed Comp Plan, CORP work and Park Master Plans (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

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EXHIBIT IV Selection Rating System

- | | |
|--|--------------------------|
| 1. Project Coordinator/Lead's Experience | <u>Maximum 20 Points</u> |
| A. 10 or more years' experience with CDBG or other federal/state programs | 20 Points |
| B. 5 years' experience | 10 Points |
| C. 1 year experience | 5 Points |
| D. No experience | 0 Points |
| 2. Firm's Project Completion Background | <u>Maximum 20 Points</u> |
| A. Completion of 3 or more previous, similar type projects within proposed time frame & budget | 20 Points |
| B. Completion of 2 similar projects | 10 Points |
| C. Completion of less than 2 similar projects | 0 Points |
| 3. References from Similar Projects | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| B. Respondent lists less than 3 previous similar clients projects and all references give excellent response on quality of service | 5 Points |
| C. Respondent lists no previous references | 0 Points |
| 4. Firm's Familiarity with Community, Community Projects, and Community Needs | <u>Maximum 40 Points</u> |
| A. Firm is thoroughly familiar with the community of Wittenberg, Its projects, and its needs | 40 Points |
| B. Firm is somewhat familiar with the community of Wittenberg, Its projects, and its needs. | 20 Points |
| C. Firm is unfamiliar with the community of Wittenberg, its projects, and/or its needs | 0 Points |
| 5. Responsiveness to Specifications of Project/RFP | <u>Maximum 20 Points</u> |
| A. Needs of project are fully addressed in Proposal | 20 Points |
| B. Needs of project are somewhat addressed in Proposal | 5 Points |
| C. Needs of project are not addressed/resolved in Proposal | 0 Points |
| 6. Cost Effectiveness | <u>Maximum 10 Points</u> |
| A. Budget/proposal includes 3 or more cost effectiveness components | 10 Points |
| B. Budget/proposal includes 1-2 cost effectiveness components | 5 Points |
| C. Budget/proposal does not include cost effectiveness components | 0 Points |
| 7. Budget | <u>Maximum 10 Points</u> |
| A. Budget within Village of Wittenberg's capacity as proposed | 10 Points |
| B. Budget slightly above Village of Wittenberg's capacity as proposed but potentially feasible with modest adjustment | 5 Points |
| C. Budget not reasonably within Village of Wittenberg's capacity as proposed; would require extensive adjustment to be feasible | 0 Points |

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|---|-------------------------|
| 8. Minority or Women Business Enterprise or Disadvantaged Business Enterprise firm* | <u>Maximum 5 Points</u> |
| A. Firm is MBE, WBE or DBE firm | 5 Points |
| B. Firm is not MBE, WBE or DBE firm | 0 Points |
| 9. Small Business Firm | <u>Maximum 5 Points</u> |
| A. Firm is a small business | 5 Points |
| B. Firm is not a small business | 0 Points |
| 10. Tie Breaker Vote | <u>Maximum 1 point</u> |
| A. The board reserves the right to award 1 additional point Should the scoring end in a tie among 2 or more proposers | 1 Point |

MAXIMUM TOTAL POINTS: 141 POINTS

Note to Responders of RFP:

Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.

**MBE/WBE/DBE Firms are Defined As Follows:*

Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).

Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

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PLANNING SERVICES PROVIDER SELECTION CERTIFICATION BY Village of Wittenberg

Comp. Plan and CORP UPDATE PROJECT
Village of Wittenberg
Shawano County, Wisconsin

TOTAL POINTS

CRITERIA		POINTS AWARDED			
		Firm A	Firm B	Firm C	Firm D
1.	Project Coordinator's/Lead Person's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community, Projects, and Needs				
5.	Responsiveness to Project/RFP Specifications				
6.	Cost Effectiveness				
7.	Budget				
8.	MBE/WBE/DBE Firm				
9.	Small Business Firm				
TOTAL POINTS:					

Certification: I hereby certify that the Village of Wittenberg, Shawano County, Wisconsin selection committee reviewed all proposals from eligible responders/submitters of proposals. The proposals were evaluated and ranked based on the information provided in the proposal documents and the criteria set forth above.

William Switalla, Village President
Village of Wittenberg

Date _____