



Request for Proposals  
Agreement for Village Planning Services

**Proposal Due Date: Friday, September 25, 2020**

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The Village of Fontana-on-Geneva Lake is requesting proposals from professional planning and design firms. Proposals are due to the Village Administrator no later than Friday, September 25, 2020.

There is no expressed or implied obligation for the Village of Fontana-on-Geneva Lake to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals may be mailed, faxed, e-mailed, or hand-delivered to the Village of Fontana-on-Geneva Lake Administrator at:

Village of Fontana-on-Geneva Lake  
Theresa Loomer  
175 Valley View Drive  
P.O. Box 200  
Fontana, WI 53125  
E-mail: [administrator@villageoffontana.com](mailto:administrator@villageoffontana.com)  
Fax: 262-275-8088

In the event you are mailing or hand-delivering, please provide twelve (12) copies.

During the evaluation process, the Village of Fontana-on-Geneva Lake reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village of Fontana-on-Geneva Lake also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the Plan Commission, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village of Fontana-on-Geneva Lake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the

proposal submitted and confirmed in the contract between the Village of Fontana-on-Geneva Lake and the firm selected.

## **RFP Overview**

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For additional information about the Village of Fontana, visit [www.villageoffontana.com](http://www.villageoffontana.com).

The Village of Fontana-on-Geneva Lake is located on the western edge of Geneva Lake in Walworth County. With a year-round population of about 1,800 residents, Fontana offers the peace and serenity of small-town life, but with easy accessibility from the Milwaukee, Chicago, and Rockford areas. It is a weekend destination for another 5,000 to 8,000 property owners and guests at any given time. Geneva Lake and the surrounding area offer a wide variety of services and recreational opportunities.

### **Scope of Proposal**

- Provide guidance and assistance to the Plan Commission, Village Board, Village committees, and Village staff.
- Prepare Plan Commission, Village Board, Site Plan Review Committee, and Zoning Board of Appeals related staff reports.
- Attend Plan Commission meetings and other related public meetings and hearings. When appropriate, the Consultant will make presentations at these meetings.
- Review, analyze, and write reports on site plans, subdivision plats, zoning requests, conditional use permits, annexation petitions, and other related petitions to determine their conformance with Village Ordinances and adopted Plans and Policies. The planner will be available to meet with developers and petitioner as scheduled.
- Complete any necessary community speaking engagements.
- Provide expert witness testimony on an as needed basis.
- Review existing community development related ordinances, including but not limited to the Village Zoning Ordinance, Subdivision Ordinance, sign regulations, site plan standards and landscaping standards. Where deemed necessary by the Client, the Consultant would make recommendations, in memorandum form, regarding revisions needed to make the existing codes and ordinances more effective at achieving a high-quality development pattern.
- Provide information related to interpretation of the Village's Zoning and Subdivision Codes.
- Review and make recommendations for changes to the Master Plan and detailed plans, where appropriate.
- Assist the Municipality in preparing updates of existing plans and studies.
- Work with the Village staff to prepare various community development related grant applications at the federal, state, county and local level.
- Coordinate and lead work related to property acquisition and relocation orders.

### **Contract Term and Subcontracting**

A three-year contract is contemplated, subject to an annual review, the satisfactory negotiation of terms (including a price acceptable to both the Village of Fontana-on-Geneva Lake and the selected firm), the concurrence of the Village Board of Trustees, and the annual availability of a budget appropriation.

If firms are considering subcontracting portions of the engagement to other firms, the name of the proposed firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting shall be allowed without the express prior written consent of the Village of Fontana.

### **Insurance**

Bidder shall maintain full insurance coverage to protect and hold harmless the Village of Fontana-on-Geneva Lake. An insurance certificate from the carrier attesting to coverage and naming the Village of Fontana as third-party insured shall be provided to the Village prior to commencement of work. Coverage must include Worker's Compensation and General Liability. Bidder agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Village by the bidder for its use as well as records created under this agreement.

### **Timeframe**

The following is a list of key dates up to and including the date proposals are due for submission:

RFP Issued:	Friday, August 28, 2020
Due Date for Proposals:	Friday, September 25, 2020
Selected Firm Notified:	Tuesday, December 8, 2020
Contract Date:	January 1, 2021

## **Response**

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### **Firm Experience and Reference List:**

Provide a narrative description of the firm

- Describe the general experience of the firm
- Identify other clients
- Provide a Certificate of Insurance
- List of sub-consultants and resumes thereof

### **Proposed Fee Structure**

- Provide an hourly rate including all reimbursable items, including printing fees and services

### **References**

- Provide at least Three references where similar work has been completed

## **Evaluation and Selection**

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### **Evaluation Process**

The Village reserves the right to award the contract to the proposal that best meets the needs and interest of the Village. The following steps are anticipated:

- Receipt and review RFP
- Initial reference and information review
- Plan Commission recommendation to the Village Board
- Village Board confirmation