

## REQUEST FOR PROPOSALS

Village of Elkhart Lake, Wisconsin

### Village Gateway Property



Contact:

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Village of Elkhart Lake  
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## **Disclaimer**

The Village of Elkhart Lake, as an Equal Opportunity Employer, requires all proposers to affirm that they do not discriminate against individuals or firms because of their race, color, marital status, age, sex, national origin, disability, creed, or sexual orientation.

- A. All proposals submitted will become public information and may be reviewed by anyone requesting to do so at that time.
- B. All proposals received by the Village of Elkhart Lake ("Village") in response to this RFP shall remain valid for ninety (90) days from the date of submittal.
- C. The Village reserves the right to cancel or reissue the RFP, or to revise the timeline at any time. The Village reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. The Village also reserves the right to negotiate with any proposers. The Village may accept any proposal if such action is believed to be in the best interest of the Village.
- D. The Village is not liable for any cost incurred by the proposer prior to the execution of a contract.
- E. Any contract between the successful proposer and the Village shall include all documents mutually entered into specifically, including the contract instrument, the RFP, and the response to the RFP. The contract must include, and be consistent with, the provisions stated within the RFP. Any property transfer associated with the RFP shall be separately negotiated between the successful proposer and the Village.
- F. The project team shall be approved by the Village. The Village must approve any changes to the project or the project team.

## **1.0 Overview**

The Village of Elkhart Lake (“Village”) is a community of 1,110 located in Sheboygan County. The Village was incorporated in 1894, where early hard-working settlers from Germany came to use the area for its farming potential. Soon after, visitors came by stagecoach, then train and drawn to the lake, the charming resorts around its shores and the abundance of recreation. Though the physical landscape today looks different, the community carries on the friendly, hardworking spirit that first built the Village of Elkhart Lake. The community continues to thrive as a place to live, work and recreate year-round.

The Village currently controls property located on State Highway 67, directly next to the former Sheboygan County highway department facility at 604 South Lincoln Street, as shown on Exhibit A and further identified as Tax Key #59121584321. The Village recognizes this location as a key gateway into the community and desires to leverage future development to improve the visibility and welcoming nature of this entrance into the Village.

## **2.0 Village Gateway Opportunity**

The Village is seeking interested developers to accentuate this location with signage and/or other gateway features to identify the entrance into the Village and to promote events and happenings throughout the year. The Village currently maintains two small gateway signs on the subject property as well as the former county highway department site. The Village seeks to renew this signage and produce an attractive welcome sign and gateway feature as part of the Village’s plans to promote the Village as a year-round place to live and do business, not just to visit. The successful proposer will obtain site control of the subject parcel in exchange for the gateway improvements contemplated by the Village. The proposer will enter into a development agreement with the Village prior to closing on the property.

High-level of consideration will be provided to proposer with current or future site control of nearby property, a larger redevelopment concept and/or intends to implement the project as part of a larger development strategy at or near this location.

The Village is requesting interested parties to submit a response to this Request for Proposals (“RFP”) with following general requirements. Those interested in submitting proposals may submit additional supporting materials to help the Village understand the proposal.

### **3.0 Request for Proposals**

The Village is seeking proposals to develop the gateway feature as part of a larger development concept that could include additional development, pedestrian amenities and the like. A successful proposal will include:

- a. A narrative outlining relevant experience, as specific as possible, of the firm submitting the proposal. Specific experience of the respondent in property development, property management, and previous public/private partnerships should be identified as part of the narrative and overall proposal.
- b. Ability of the firm to accommodate the Village's request for the design and construction of the proposed gateway.
- c. Schedule for purchase and implementation of the proposed gateway. It is the Village's desire to create the gateway feature in a timely fashion.
- d. Cost to the Village, if any, for construction of the gateway feature.
- e. Firm's statement accepting that they are willing to enter into an agreement/contract outlining specific requirements and timelines agreed to by all parties.
- f. A statement indicating that the property will be transferred to the developer once all conditions of the agreement/contract have been met.

Each proposal should contain the following information and be organized in a manner that allows for complete review of the proposal:

#### **1. Letter of Interest**

- a. Must include contact information and signature.

#### **2. Summary of Qualifications, Experience and Availability**

- a. Summarize qualifications, relevant experience, and availability to participate in the RFP process, including interviews, and provide services to the Village.
- b. Identify key personnel assigned to the project, responsibility of each member, and expertise and related experience of the team.
- c. Proposer must identify if the proposed project is part of a larger redevelopment concept.

#### **3. Proposed Gateway Concept**

- a. Concept sketches or narrative description of the proposed gateway feature.
- b. Summarize method and approach to creating the gateway feature to the Village. This should include a proposed schedule and description of proposed improvements.

**4. Proposed Budget**

- a. Include detailed project costs and any costs expected to be covered by the Village.

**5. List of Professional References**

- a. Provide three (3) recent relevant professional references and their contact information.

**6. Relevant Work/Experience**

- a. Provide information on previous work and experience as it relates to this RFP

**7. Insurance Requirement**

- a. If successful, proposer should expect to provide proof of ability to meet the Village’s insurance requirements. Commercial general liability insurance and professional (errors and omissions) insurance may be required.

**3.0 Submission of Proposals**

Proposals must be submitted via email by:

**2:00 PM on December 3, 2021**

Proposals should be submitted in PDF format to [jreilly@elkhartlakewi.gov](mailto:jreilly@elkhartlakewi.gov)

**4.0 Questions Regarding the Request for Proposals**

All questions related to this RFP shall be submitted in writing to:

Jessica Reilly, WCMC  
Administrator/Clerk-Treasurer  
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EXHIBIT A  
PROPERTY

