

REQUEST FOR PROPOSALS (RFP)

Village of Suring

Oconto County, Wisconsin

REQUEST FOR PROPOSALS (RFP)

For

Planning Services

**Suring Comprehensive Plan and Comprehensive Outdoor
Recreation Plan Update**

A Community Development Block Grant

Planning (CDBG-PLNG) Project

7/24/2024

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Invitation to Submit Proposal

Introduction

The Village of Suring, Wisconsin, and/or its designated representative is seeking proposals for consulting services for the Comprehensive Plan Update, CORP Update and Mini-housing study. Project, for which the Village of Suring has secured Community Development Block Grant (CDBG) Planning (CDBG-PLNG) funding. Proposals will be accepted for planning services to update the Village of Suring Comprehensive Plan, the Comprehensive Outdoor Recreation Plan and complete a Mini-housing study.

Minimum requirements include previous experience in Comprehensive or CORP planning on CDBG or similar state/federally funded projects and experience in conducting housing studies. 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 Kim Gruetzmacher, Village Clerk, between the hours of 9:00 am to 4:00 pm, Monday-Friday at 920-842-2333 or kgruetzmacher@ci.suring.wi.us 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 Suring 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 Suring persons/firms that is specifically created for this RFP. Those who the Village of Suring 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 Suring prior to the RFP submission deadline. The Village of Suring 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 Kim Gruetzmacher, Village Clerk, at kgruetzmacher@ci.suring.wi.us on or before Friday, Aug. 5, 2024. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Kim Gruetzmacher, 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 Suring 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 Suring 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 Suring 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 Suring 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 Kim Gruetzmacher, Village Clerk, Village of Suring, labeled "ATTN: Comp. Plan and CORP Project RFP Review Committee", Suring, WI 54174; or via email to kgruetzmacher@ci.suring.wi.us, with the Subject of "ATTN: Leslie Steffek, Comp. and CORP Planning Project RFP Review Committee", no later than 2:00 pm on Friday, 8/12/2024. The Village of Suring 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 Kim Gruetzmacher, Village Clerk/Treasurer at 920-842-2333 or kgruetzmacher@ci.suring.wi.us.

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 Suring 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 Suring.
4. Project coordination plan indicating mechanisms proposed to coordinate the work effort with the Village of Suring.
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 Suring.
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 Suring anticipates authorizing a contract for this work in August 2024 with a notice to proceed no later than August 23, 2024. The scope of services will take place over 10-month period. The Village of Suring's goal is to have the Comp. Plan and CORP update project completed no later than 5/30/2025. 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 5/30/2025.

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 Suring, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village of Suring Village Board or Village of Suring 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 Suring, Oconto County, Wisconsin has been awarded federal funding from the Community Development Block Grant (CDBG) Program for the Comprehensive Plan, Comprehensive Outdoor Recreation Plan and housing study.

The focus of the planning project will be to update the Village's Comprehensive Plan and the Village CORP that will include a full update of each document for the Village of Suring in Oconto County, Wisconsin. As part of the focus a mini-housing study for the Village of Suring will be included in the planning work.

Village of Suring Community & Project Area Description:

Suring is a village in Oconto County, Wisconsin, United States, along the 45th parallel. The population was 544 at the 2010 census.

Suring is located at 45°0'0"N 88°22'28"W (45.000016, -88.374481). Suring, Wisconsin, is located 50.5 miles northwest of Green Bay, Wisconsin.

According to the United States Census Bureau, the village has a total area of 1.01 square miles (2.62 km²), all of it land. The Oconto River and Peshtigo Brook define its boundaries on the Southwest.

The village stresses its location on the 45th parallel north with a marker, placing it halfway between the equator, and the north pole.

Wisconsin Highway 32, conjoined with County highway M, passes through the village.

As of the [census^{\(3\)}](#) of 2010, there were 544 people, 232 households, and 133 families living in the village. The [population density](#) was 538.6 inhabitants per square mile (208.0/km²). There were 268 housing units at an average density of 265.3 per square mile (102.4/km²). The racial makeup of the village was 90.4% [White](#), 6.4% [Native American](#), 0.9% from [other races](#), and 2.2% from two or more races. [Hispanic](#) or [Latino](#) of any race were 1.7% of the population.

Project Background:

The Village of Suring's Comprehensive plan was originally created in 2008. A minor freshening of the plan was completed in 2019. 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 at: [Microsoft Word - Village of Suring Comp Plan Text.doc \(oconto.wi.us\)](#). The Village CORP's last full update was in 2014.

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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.

The update of both plans shall include:

- Establishing a work plan and budget for the Project
- Conducting the Comp. and CORP updates concurrently
- Soliciting resident and public input
- Coordinating meetings for the Project, including a kick-off meeting; community member/public and stakeholder meetings; regular progress meetings with the Village of Suring Village Board and/or Planning Committee; 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 Suring 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 Suring as requested
- Developing and providing to the Village of Suring 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 Suring
- Providing 2 printed copies and a pdf copy of the final Comp. and CORP plans to the Village of Suring
- Complying with CDBG regulations and policies applicable to the Project.

The final Plans must be completed by May 30, 2025.

- Complete a housing study for the entire village that will result in a 4-to-6-page brochure that the village can use as a handout to interested developers and people interested in moving to the village. The brochure will list the present conditions regarding housing in the village, spaces and areas available for home construction, and the types of housing needed by and/or sought by the study's findings.

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 Suring reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

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

Kim Gruetzmacher
Village Clerk/Treasurer
kgruetzmacher@ci.suring.wi.us
920-842-2333.

EXHIBIT I

Project Background and Project Area/Service Area Maps

REFER TO ATTACHMENTS FOR:

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. 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 providing 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 and CORP work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number). Along with the references specified above please include one reference for a previously conducted Housing Study.

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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 Suring, Its projects, and its needs	40 Points
B. Firm is somewhat familiar with the community of Suring, Its projects, and its needs.	20 Points
C. Firm is unfamiliar with the community of Suring, 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 Suring's capacity as proposed	10 Points
B. Budget slightly above Village of Suring 's capacity as proposed but potentially feasible with modest adjustment	5 Points
C. Budget not reasonably within Village of Suring's capacity as proposed; would require extensive adjustment to be feasible	0 Points
8. Minority or Women Business Enterprise or Disadvantaged Village of Suring	<u>Maximum 5 Points</u>

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- Business Enterprise firm*
- 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 Maximum 5 Points
- A. Firm is a small business 5 Points
 - B. Firm is not a small business 0 Points
10. Tie Breaker Vote Maximum 1 point
- A. The board reserves the right to award 1 additional point should the scoring end up in a tie among 2 or more proposers 1 Point

MAXIMUM TOTAL POINTS: 151 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>)

Village of Suring, Project Area, LMI 58.33



2/25/2024, 2:49:55 PM

- LMISD by Block Group
- LMISD by County Subdivision
- LMISD by Place & Consolidated City
- LMISD by County

1:18,056

0 0.1 0.2 0.35 0.4 mi

0 0.17 0.35 0.7 km

Source: Esri, USDA FSA, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, Esri Community Maps Contributors, Esri, TomTom, U.S. Department of Housing and Urban Development, Web AppBuilder for Esri, Esri, Maxar, Earthstar Geographics, and the GIS User Community | Source: Esri, USDA FSA | Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US

Division of Energy, Housing and Community Resources (DEHCR)

Community Development Block Grant – Potential Conflict of Interest Disclosure

ATTACHMENT 3-B2: POTENTIAL CONFLICT OF INTEREST DISCLOSURE FORM – INSTRUCTIONS FOR DEVELOPING THE FORM FOR UGLG’S / GRANTEE’S PROJECT

INSTRUCTIONS TO UGLG / GRANTEE OR SUBRECIPIENT **[These Are Not Instructions for a Prime Contractor]**

The conflict of interest provision applies to any individual who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a Unit of General Local Government (UGLG), or of any designated public agencies, or subrecipients. UGLGs are required to have measures in place to identify and review potential conflicts of interest for the UGLG’s contracting with entities (i.e., **prime contractors, including construction and non-construction/professional services contractors**) for the CDBG project. **The Disclosure of Potential Conflict of Interest form (or similar type of form developed by the UGLG) may be used as part of the process.** [NOTE: When the Grantee’s subrecipient is initiating the contracting (instead of the UGLG/Grantee), this form should be modified for use to include the subrecipient organization name, organizational executive board members, owners, administrative staff, etc.]

1. Enter the title of the CDBG project and the name of the UGLG.
2. Check the appropriate box regarding the **prime** contractor’s relationship (family and/or business) with the individuals listed.
3. *Elected Officials*: The UGLG should enter the names and titles of all elected officials **involved in approving the contract and/or the prime contractor’s future payment requests**. This should include the chief elected official as well as elected members of the governing body, and other elected officials (e.g. municipal Clerk/Treasurer, etc.) that will be **involved in approving the contract and/or the prime contractor’s future payment requests**. The contractor must note any family or business ties with any of the listed elected officials and briefly describe the relationship.
4. *Administration, Department Heads and Legal Counsel*: The UGLG should enter the names and titles of any appointed officials that will be **involved in approving the contract and/or the prime contractor’s future payment requests**. The contractor must note any family or business ties with any of the listed appointed officials and briefly describe the relationship.
5. *Professional Services*: If the UGLG has contracted with a firm for professional services such as engineering, grant administration or planning, and the firm will be **involved in approving the contract and/or prime contractor’s future payment requests**, the UGLG should list the contracted firm(s) information, including the primary contact’s name, title and firm name. The contractor must note any family or business ties with any of the listed professional services firms and briefly describe the relationship.
6. *Potential Conflict of Interest Review*: Enter the location, date and time of the meeting in which the review of any potential conflicts of interests disclosed by the potential **prime** contractor will occur.
7. The **prime** contractor is to sign and date the *Potential Conflict of Interest Disclosure* form and submit the form to UGLG when submitting the bid or proposal.
8. The UGLG is to maintain documentation of measures in place and any efforts made to identify and review potential conflicts of interests, which may include signed *Potential Conflict of Interest Disclosure* forms.

NOTE: The UGLG must follow the guidance in *Chapter 3: Procurement & Contracting of the CDBG Implementation Handbook* for reviewing potential conflicts of interest that are disclosed prior to awarding a contract to the disclosing entity.

**24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

Code of Federal Regulations Title 24 570.489(h) Program Administrative Requirements

(h) Conflict of interest: (1) *Applicability.* (i) *In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.*

(ii) *In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.*

(2) *Conflicts prohibited.* *Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.*

(3) *Persons covered.* *The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.*

(4) *Exceptions: Thresholds requirements.* *Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:*

(i) *A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and*

(ii) *An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.*

(5) *Factors to be considered for exceptions.* *In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:*

(i) *Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;*

(ii) *Whether an opportunity was provided for open competitive bidding or negotiation;*

(iii) *Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;*

(iv) *Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;*

(v) *Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;*

(vi) *Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and*

(vii) *Any other relevant considerations.*

Fill out only if you have activities to disclose.

DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013

Expiration Date: 2/28/2025

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Review Public Burden Disclosure Statement

1. * Type of Federal Action: <input type="radio"/> a. contract <input checked="" type="radio"/> b. grant <input type="radio"/> c. cooperative agreement <input type="radio"/> d. loan <input type="radio"/> e. loan guarantee <input type="radio"/> f. loan insurance	2. * Status of Federal Action: <input type="radio"/> a. bid/offer/application <input checked="" type="radio"/> b. initial award <input type="radio"/> c. post-award	3. * Report Type: <input checked="" type="radio"/> a. initial filing <input type="radio"/> b. material change For Material Change Only: year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
4. Name and Address of Reporting Entity: <input checked="" type="radio"/> Prime <input type="radio"/> SubAwardee Tier if known: <input type="text"/> * Name <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: * Name <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
6. * Federal Department/Agency: <input type="text"/>	7. * Federal Program Name/Description: <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: <input type="text"/> * Name: Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text"/>		
Federal Use Only:		STANDARD FORM LLL (REV. 7/1997) Authorized for Local Reproduction

REQUEST FOR PROPOSALS (RFP)

PLANNING SERVICES PROVIDER SELECTION CERTIFICATION BY Village of Suring

Comp. Plan Update, CORP Update, and Housing study Project
Village of Suring
Oconto 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 Suring, Oconto 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.

The Village Board of the Village of Suring agrees to award the Planning Consultant project to

_____.

Steve Reinert, Village President
Village of Suring

Date _____