

A/E Services at Plamann Park
Vendor Questions & Answers
March 24, 2026

Design fees and pricing shall be based on and remain representative of the adopted program and project budget, with proposers expected to plan and prioritize the incorporation of biophilic and environmental design elements to the greatest extent practicable within the established construction budget.

1. Has the County established a target construction budget or funding cap for the project?

We anticipate forthcoming construction will be approximately \$20M.

- The Pre-Design Study includes a project budget showing a 5.75% A/E fee, which indicates \$821,000-\$930,000 budgeted for professional services. Could the County please confirm this amount range represents the anticipated fee allocation for the project, or should responders propose fees based on the requirements outlined in the RFP?

We have this budgeted as the project overall. The firms should price their services according to our service requirements as listed in the RFP.

2. Are there any funding dependencies or approval milestones that should be considered when developing the requested project schedule and management approach?

This project will be led by an Oversight Committee who will approve the staff recommended A&E firm. They must approve going out for bid for construction and approve moving forward with entering into the construction contract. Additionally, during construction the Oversight Committee will have regular meetings to be updated on the project progress (timeframe for these meetings has not been established). The Oversight Committee will also need to approve any construction change orders over \$40,000.

3. Does the County have a preferred construction start date or season, and is there a target for substantial completion?

We are looking for the architect to propose what they feel is a realistic timeframe to get construction out to bid and substantial completion.

4. Does the County have design milestone dates for design meetings and the project as a whole?

We are looking for the architect to propose what they feel is a realistic timeframe from the entire project through construction completion.

5. At what phases should cost estimating be provided?

As the firm knows various costs, that should be relayed onto the County, with the knowledge that estimate could change based throughout the design process. Ideally,

cost estimates should be provided by at least the 60% milestone so adjustments can be made if required to stay within the project budget.

6. Is there an anticipated project delivery method?

Construction will be publically bid. Construction documents shall be delivered in PDF format in the form of construction drawings and a project manual. If applicable, specifications can be included within the drawing documents. Selected firm shall also provide AutoCAD drawing to the owner and also to owner consultants when needed. The County will develop front end bid documents which will reference the construction drawings and manual. Selected firm shall also provide any required project closeout documents in PDF format.

7. Can the County confirm whether the project scope anticipates the full build-out shown in the conceptual materials, including all new construction totaling approximately 52,000 sf?

The pre-design study provides the space needs assessment, staffing/equipment data, and conceptual program for Site 2, Plans A+B+C totaling 53,344 SF. This is the adopted basis of design. Proposing firms must use this program for their fee proposals and design approach to enable even comparisons. Alternative conclusions or optimizations may be proposed in Section 9 (Design Approach and Conceptual Response) of the RFP, Where firms can demonstrate value engineering or efficiencies while meeting the County's functional requirements.

8. The building appears to have changed in size, but not updated at all locations within the study. Please confirm the size of the building. If an updated size is provided, would the project budget be updated to align with the updated building size?

Site 2, Plans A+B+C totaling 53,344 SF is the adopted basis of design.

9. What degree of flexibility is allowed in adjusting massing, program adjacencies, or square footage while remaining consistent with the basis of design?

Proposing firms have full flexibility to refine massing, program adjacencies, spatial organization, and square footage in their design approach, provided they meet the functional requirements documented in the pre-design study (staffing, equipment storage, operational needs, public programming) and stay within the County's construction budget target. The conceptual design represents the pre-design architects' interpretation of needs, not a fixed schematic. Section 9 (Design Approach and Conceptual Response) of the RFP is specifically designed for firms to demonstrate creative solutions, value engineering, and optimizations that improve functionality, user experience, or lifecycle costs while delivering the required program.

10. The RFP indicates a desire to incorporate green roofs, walls and other sustainable biophilic features, if these items are not accounted for in the existing pre-design budget will the selected team have the opportunity to collaborate with the County to align the budget with the stated project goals?

Proposing firms must design their proposals to incorporate project goals within the pre-design budget target. Section 2.1.2 explicitly requires value engineering to incorporate sustainable elements without exceeding the budget. The elements listed are meant as guidance and not all are expected to be included. Post-contract award, the selected team will collaborate with the County to explore design alternatives, cost optimization strategies, and potential funding bridges (grants, phasing, revenue projections) as needed.

11. Can the County confirm whether the area shown in the conceptual plan should be assumed as the full project boundary for design and site coordination purposes?

The area shown in the pre-design conceptual plans is the adopted project boundary for fee proposals, design development, and site coordination (including all calculations, borings, and stormwater analysis in the packet). This boundary was determined by the pre-design architects to fully achieve program goals. Proposals must be based on this area for comparable evaluation. Alternative site boundaries or layouts may be presented in Section 9 (Design Approach and Conceptual Response) with rationale and cost implications.

12. While the RFP references the County's 2027–2031 Comprehensive Outdoor Recreation Plan, is there a broader park master plan that outlines the long-term vision for the 'hub-and-spoke' system, the once-in-a-generation investment, and how the surrounding park is intended to evolve around the new front-door facility?"

There is a Master Plan for Plamann Park put together and adopted in 2018. While the general concepts in the plan are being followed, tweaks such as location and overall performance have evolved with community need since the date of plan adoption. "Master Plan" can be found in included documents.

13. Does the County have a list of anticipated permits that will be required for construction?
No.

14. Will the County be responsible for submitting the permits, or will that be the consultant's responsibility?

The Consultant shall coordinate all permits during the design process. The County will reimburse the firm for the actual cost only for the state plan review. All other permits will be the Consultant's responsibility. When the forthcoming construction bid is released, permits for construction will be the Contractor's responsibility.

15. Section 2.1.10.5 references integrating recognition of the land's history, including Indigenous connections, through "appropriate consultation".

- Does the County have existing historical context, relationships, or prior consultation efforts that the design team should build upon?
- Does the County have a vision or expectations for what "appropriate consultation" entails for this project?

Outagamie County acknowledges the land's Indigenous history, particularly the Menominee Nation's traditional territory encompassing Plamann Park (Wolf River watershed). The 2027-2031 CORP references "coordinated community/Tribal engagement approach". No formal prior consultations specific to this site, but general historical context available via Wisconsin Historical Society and local resources (e.g., Treaty of the Cedars site recommendations).

Appropriate Consultation Expectations: The County expects the design team to research local Indigenous history tied to the site, engage with tribal stakeholders, and propose integration concepts.

16. For narrative/interpretive design, should proposals include specialty consultants (interpretive planner, cultural advisor)?

We leave this up to the design firm to bring in any consultants they feel are needed.

17. Proposal Section 10 (Community Investment & Social Impact) and 11 (Project Management Philosophy) appear to be new additions compared to the prior RFP. Can the county share what prompted the inclusion of these sections, and how they will factor into proposal evaluation?

Sections 10 and 11 were added to identify a true partner, not just a vendor. This \$20M+ project is a community catalyst—a "third space" hub that must reflect Outagamie County's values, resolve competing priorities such as maintenance versus public access and budget versus sustainability, and deliver lasting impact. Section 10 (Community Investment) evaluates local understanding through past Wisconsin/outdoor rec projects and community engagement track record, post-occupancy commitment through POE data showing goal achievement such as percentage increase in programming, revenue, and attendance, and conflict resolution strategies for 20+ user groups including staff, public, and partners. Section 11 (Project Management) evaluates presence philosophy through local office/hybrid/remote models with mandated site visits such as weekly during construction and daily during key milestones, plus risk mitigation through Wisconsin DNR/county coordination experience.

18. Does the County have an initial vision for the public engagement process, and what role would you expect the consultant team to play in that effort?

The County has already completed robust public engagement through the 2027-2031 CORP process, which included park audits, task force input, stakeholder focus groups,

open houses, and online surveys gathering thousands of resident perspectives on park priorities and needs. The consultant team's primary role is to interpret this existing CORP data to inform design decisions, particularly around third-space activation, narrative elements, and program alignment, while collaborating with Parks staff to clarify technical questions or revisit relevant stakeholders such as Friends groups, user organizations, or municipal partners if specific design issues arise during schematic development. Public engagement beyond this baseline is not anticipated during design phase.

19. What level of community engagement is expected during design (number/type of events, virtual tools, accessibility accommodations)?
See question 18.
20. Are there any specific stakeholders or groups the County is planning to target for public feedback?
See question 18.
21. Does the County have an initial vision for the public engagement process, and what role would you expect the consultant team to play in that effort?
See question 18.
22. Is there a Phase 1 Environmental Site Assessment report available?
No.
23. It was mentioned during the 10/30 walk through that an existing site survey would be made available of the project area. Revised RFP has a site plan with contours and aerial image which does not assist. Is there an existing site survey that could be shared?
There is not.
24. Does the County have an existing topographic survey of the project area that will be available to the selected firm? Or should proposers assume additional survey work will be required?
Assume additional survey work.
25. Can you provide details on what surveying has already been completed for the site, and what additional surveying, if any, is expected to be needed?
Provided in information posted with this RFP release.
26. Is there an anticipated date the geotech report will be published?
Provided in information posted with this RFP release.

27. With borings now provided, should proposals include allowances for supplemental geotech (e.g. additional borings, infiltration testing, pavement section verification) once final buildings/surface layouts are advanced?

Do not include allowances for additional geotechnical work or testing. Geotechnical work was performed in accordance with Kueny's Recommendations. If it is determined additional geotechnical work or testing is required the County will contract and pay for the additional geotechnical work or testing.

28. Existing site utility information was described during 10/30 walk through as: City of Appleton for water service, City of Appleton for sanitary service, WE Energies for electric and gas service. Existing sanitary main, water main, gas main and existing electric are shown on the schematic site plan. Are these utility sizes known?

Architect would need to check with provider.

29. Confirm the County does not require tornado storm shelter design and construction compliant with ICC 500 and WI Storm Shelter Code.

Selected firm shall design to meet all current local building codes including codes relating to storm shelter requirements for a building of this type and use. The County is not requiring ICC 500 if not required by local code, however at minimum, hardened rooms such as locker rooms and bathroom shall be created to provide storm shelter locations.

30. Will an emergency backup generator be required for the facility?

A generator should be considered for basic functions such as heat, and opening doors and garages so staff can access equipment if needed for storm cleanup. Complete operation of the building is not required.

31. "2.1.3: The selected firm shall coordinate any work with the County's IT department in order to get a full understanding of the County's network systems and requirements including systems the County will be supplying for the new facility." Which specific low voltage systems are supplied by the County that is referenced in 2.1.3? Is the design firm to incorporate full design services for any of the following low voltage systems, or simply conduit pathways and blank boxes for LV systems?

- a. Data/voice
- b. Paging system
- c. Sound systems
- d. Individual room A/V systems
- e. Door access control
- f. Security cameras

The County's IT Department will provide full specifications on the components above for the A/E to incorporate.

32. Please describe if the following design elements are to be included or excluded in design scope of services
- a. Bid Phase: Preparing Invitation to Bid and Bid Form, Bid document distribution, preparation of Contractor bid summary, and review Contractor contract.
Review AIA contract documents posted with this RFP for details.
 - b. Construction Administration Phase: Review certificates of payment, as-constructed record drawings.
Review AIA contract documents posted with this RFP for details.
 - c. Construction Administration Phase: Weekly or monthly attendance at construction meetings (in person)
Review AIA contract documents posted with this RFP for details.
 - d. Special Inspections (new code requirement):
New IBC 2021 codes require third party special inspections. The architect shall provide schedule of special inspections within the project drawings and shall identify which special inspections are required for the project. The County will contract with a third party inspection company and pay for all special inspections. Construction specifications shall require the contractor to coordinate and work with the County's testing contractor. The architect shall review test results to assure project specification are met.
 - e. Building Design: Commercial Kitchen Design
See answer to question 33.
 - f. Surveying: If existing site survey data is partial or incomplete, would County hire this additional survey work?
See answer to question 24.
 - g. HVAC Commissioning (new code requirement): Confirm 3rd party hired direct by County:
The county shall be responsible for contracting with a third party commissioning firm and for paying for these services.
 - h. Fire Protection: Confirm scope fire protection plans and specifications included in design scope of services.
Fire protection plans and specifications shall be included in the scope of this project and shall be designed to meet all applicable local codes.
 - i. Electrical: Confirm scope fire alarm plans and specifications included in design scope of services.
Selected firm shall include general specifications for the fire alarm system. The General contractor fire alarm sub-contractor shall be responsible for the final design and installation of the fire alarm system.
 - j. Electrical: Confirm low voltage (data, paging, cameras, access control, sound, AV, conference technology) plans and specifications included in design scope of services.
See answer to question 31.

33. For the café/restaurant/cantina space/concessions, should teams include commercial kitchen consultant for programming, health-department coordination and tenant fit-out criteria?

No. The restaurant design will be completed at a later date, outside of this solicitation, with input from the restaurant group managing the restaurant. Design under this RFP would incorporate ease of access to building utilities.

34. Can the County specify the scope, operational requirements, and/or staffing expectations for the kitchen/restaurant?

- a. What is the type of food service operation? (casual, formal, quick service, outdoor dining, bar/liquor service, concession style, etc.)
- b. Estimated special function / event types and group sizes?
- c. Number of food service staff?
- d. Any specialty utility requirements? (gas - natural or propane; electric - voltage or phase; steam - potable or non-potable)
- e. Bulk refrigerated storage requirements?
- f. Special needs for food preparation?

The restaurant space (670 SF + support) is planned for lease to a professional restaurant group, providing consistent casual dining service to park patrons while also offering exclusive catering for events at The Hillside at Plamann wedding venue accommodating up to 200 guests. This lessee will handle all staffing (2-4 FTE plus part-time), operations, and Health Department compliance under County lease terms, with the kitchen designed for flexible daily service (coffee, sandwiches, salads, local brews) serving 50-75 seated/standing customers. See answer to question 33.

35. Is it acceptable to exclude the kitchen design from the lump sum basic services and include the kitchen/restaurant design as an additional service to be confirmed once the scope of the restaurant requirements is reviewed and approved by the County?

See answer to question 33.

36. Does the County have any direction on what types of HVAC systems are desired (e.g. geothermal, hydronic heating, snow melt, etc.)?

The County's objective is to design to LEED silver standards without certification where applicable and where it makes sense from a return on investment standpoint. Priority shall be placed on energy efficient HVAC equipment and the utilization of co sensors and energy recovery ventilators where applicable. Heat tape shall be considered for roof gutters and downspout areas.

37. Does the County have any direction on whether the HVAC controls systems will be stand-alone or centralize building automation system (i.e. BAS, BMS, etc.)?

Stand Alone

38. Is a certified landscape architect required on the project team?
Site landscaping will be required to meet local codes. Selected A&E firm shall have qualified staff or consultant to meet all local codes and landscape requirements.
39. Is a LEED certified professional required on the project team?
LEED Certified professional if preferred but not required for this project. At minimum, firm shall have qualified staff that can design towards LEED Silver standards.
40. In addition to a LEED Silver design approach, does the County anticipate pursuing any other energy incentives (e.g. Focus on Energy, Inflation Reduction Act, etc.)?
The County will create a project with Focus on Energy for this project. The architect shall assist the County in providing project information to our FOE representative. The general contractor shall provide receipts and documentation to FOE to show installed lighting and equipment.
41. The RFP notes that LEED Silver standards may inform the design, but certification will not be pursued. Can the County confirm that formal LEED certification is not anticipated as project of the project?
Correct, LEED certification is not part of this project.
42. From the building renderings, it seems that roof mounted equipment would be objectionable. Will there be a basement or other dedicated space for mechanical equipment?
The County would prefer to avoid roof mounted equipment if possible due to aesthetics, accessibility and requirements for additional fall protection. Ideal locations would be mezzanine or ceiling mounted equipment within the garage area if possible. Other internal mechanical spaces should be consider and rooftop mounted equipment shall only considered if there are no other feasible options.
43. Are there any salvage materials on-site that could potentially be reused or upcycled in the project and should the County wish to incorporate them?
Potential use of Ash wood from park trees.
44. Will the evaluation criteria be weighted, and if so, can the percentage weighting for each category be shared?
All aspects of your proposal will be evaluated with cost being 20% of the weight.
45. Does the County anticipate a shortlist and/or interview process following the initial proposal review?
Yes.

46. With the release of the new RFP, will any of the answers to previously submitted questions be revised or updated based on the changes in the updated RFP?

The prior RFP was canceled and everything published under this RFP takes precedence.

47. If we have a construction manager as part of our team for cost estimating, would this preclude them from submitting a bid on the project in the future?

If the company only does cost estimating, that would not prohibit them from bidding the forthcoming building construction.

48. Does the County have expectations for the frequency of site visits and progress meetings during construction?

We look to the awarded firm to determine the frequency of site visits needed to adequately oversee the work progress. Additionally, we look to them to determine how often progress meetings are needed.