



## **VILLAGE OF FOX CROSSING, WISCONSIN**

### **REQUEST FOR PROPOSALS**

*Earl Street Athletic Complex  
August 2025*

#### **INTRODUCTION**

The Village of Fox Crossing (Village) is the owner of 10.0 acre parcel of municipal property, currently known as the Earl Street Athletic Complex (Complex). The Complex is located at 1251 Earl Street in the Village of Fox Crossing. At this present time, there are athletic fields and a storage/restroom/concession building located within the boundaries of the Complex. These facilities have traditionally been used for organized youth athletic activities.

The purpose of this Request for Proposals (RFP) is to select a Lessee to operate and maintain the Complex. The Village's intent in awarding this operation to a private operator is to provide high quality youth athletic services to the public while contributing to the sustainable management of this valuable Village asset.

The Village will review all submitted proposals (Proposals) pursuant to the process discussed therein. If the Village can reach an agreement with any of the qualified parties (Respondents), the specific terms and legal considerations of the lease agreement will be documented in a formal agreement to be entered into by the Village and the successful Respondent. The performance period of this contract is anticipated to run from January 5, 2026 – December 31, 2035.

#### **ISSUING AGENCY**

This request is being issued by the Village of Fox Crossing Parks and Recreation Department.

#### **CONTACT PERSON**

Questions for clarification concerning this document should be directed to:

Amanda Geiser, Director of Parks and Recreation  
Fox Crossing – Parks and Recreation Department  
2000 Municipal Drive  
Neenah, WI 54956  
P: (920) 720-7143  
E: [ageiser@foxcrossingwi.gov](mailto:ageiser@foxcrossingwi.gov)

## **THE PROPERTY**

As noted above, the Complex is 10.0 acres in size and located at 1251 Earl Street, Menasha, WI 54956 in the Village of Fox Crossing. The Complex consists of approximately 9 acres of greenspace, a building facility and a 63-stall paved parking lot. The building is a seasonal facility (not heated) and includes restrooms, a concession area and storage space.

## **GENERAL QUALIFICATIONS AND REQUIREMENTS**

All Respondents seeking to enter into an agreement for the Complex must provide the following information:

### **1. ORGANIZATION INFORMATION**

- a. Name and contact information
- b. Current organizational structure
- c. Date organization was established along with a brief history
- d. Current Mission and Vision Statement(s)
- e. Summary of experience related to the operation of youth sports programs and/or facilities
  - i. Detail the current service area (*what communities are served by current programming*)
  - ii. Detail the age groups primarily served

### **2. OPERATIONAL AND PROGRAM PLAN**

- a. Describe in detail the anticipated use of the complex
  - i. Description of what sports will be offered and what age groups will be served
  - ii. Describe policies for inclusion, access and affordability (*financial aid*)
- b. Identify in detail all changes and improvements that would be made to the Complex
  - i. Respondents should identify how the Complex will be returned to the Village at the end of the lease term
- c. Describe how the intended use of the Complex will impact the surrounding neighborhood

### **3. DOCUMENTATION**

- a. IRS nonprofit determination letter (if applicable)
- b. Proof of Insurance

### **4. OTHER FACTORS TO CONSIDER**

- a. Describe any other factors not previously listed which are in the Village's best interest to consider. Respondent's proposals will be evaluated against the specifications presented in this RFP. A Respondent may be eliminated from consideration for failure to comply with any of the requirements.

## **REQUESTS FOR ADDITIONAL INFORMATION**

Respondents should familiarize themselves with the Complex and its surroundings. To schedule a time to view the inside of the building, or request additional information, Respondents should contact Director of Parks and Recreation, Amanda Geiser, as noted above.

## **IF AWARDED A CONTRACT THE SUCCESSFUL RESPONDENT WILL BE REQUIRED TO**

1. Enter into a lease agreement with the Village, which assumes full responsibility for all operational, financial, and legal obligations associated with the Complex. This includes, but is not limited to:
  - a. Responsibility for initiating and completing capital improvement projects, as needed, for all areas of the Complex
    - i. Parking lots and sidewalks
    - ii. Grounds and landscaping
    - iii. Restroom, storage, and concession facilities
  - b. Payment of all utility services related to the Complex

- c. Responsibility for the repair, maintenance, and, when necessary, replacement of all appliances, plumbing fixtures and systems, electrical systems, and any other mechanical or operational infrastructure within the Complex, ensuring they are kept in good working order and compliant with applicable codes and regulations
2. Remit a payment to the Village annually for the duration of the agreement term. Years 1-5: \$1,000 annually. Years 6-10: \$1,500 annually.

#### **PROPOSAL PROCESS**

1. The Village will begin accepting Proposals upon the issuance date of this RFP and will continue to accept Proposals until the deadline as set forth above.
2. Respondents should submit ten (10) paper copies of the Proposal, along with one electronic copy, to the Fox Crossing Parks and Recreation Department, as identified below. Both the paper copies and electronic copy must be received by the deadline to be considered a completed Proposal.
3. Costs incurred by the Respondent related to RFP submittal are the sole responsibility of the Respondent.
4. Proposals should be proofed and verified before submission. Adjustments may not be permitted after submission to the Village. The Village will not be held responsible for any errors or omissions on the part of the Respondent in preparation of their Proposal.
5. During the evaluation process, the Village reserves the right to request additional information or clarifications from Respondents.
6. The Village may choose to interview any or all Respondents. The Village may select solely on the basis of the written Proposal.
7. The Village reserves the right to reject all Proposals and/or to accept the Proposal deemed most advantageous to the Village.

#### **DIRECTIONS FOR SUBMITTAL**

Sealed proposal materials must be received by **4:00PM on August 28, 2025**. Proposals should be submitted to:

Paper copies (10) delivered to:

Village of Fox Crossing  
Parks & Recreation Department  
Attn: **Earl Street Athletic Complex Proposal**  
2000 Municipal Drive  
Neenah, WI 54956

Electronic copy delivered to:

ageiser@foxcrossingwi.gov  
Subject: **Earl Street Athletic Complex Proposal**

#### **SCHEDULE**

- Request For Proposals published July 29, 2025
- Requests for Clarifications, Questions and/or a Site Visit must be received no later than 4:00PM on August 21, 2025
- Proposals must be received no later than 4:00PM on August 28, 2025
- Park Commission initial review of proposals will take place on September 10, 2025
- If needed, Park Commission will interview Respondents on October 8, 2025
- Village Board Approval on October 27, 2025 (tentative)
- Lease of the Complex begins on January 5, 2026

## PHOTO ATTACHMENTS

