



VILLAGE OF FOX CROSSING, WISCONSIN PARKS AND RECREATION DEPARTMENT

REQUEST FOR PROPOSALS

*Village of Fox Crossing Comprehensive Outdoor Recreation Plan Update
2027-2031 CORP
January 2026*

INTRODUCTION

The Village of Fox Crossing (Village) is seeking proposals from qualified consulting firms interested in providing professional services to update a Comprehensive Outdoor Recreation Plan (CORP). This updated plan will be a comprehensive guide for managing and improving the Village's parklands, trails, and recreational resources for the next 5 years and beyond. The plan will serve as a strategic document to support grant applications, guide capital improvement planning, and ensure that the Village continues to meet the recreational needs of its residents.

ISSUING AGENCY

This Request for Proposals (RFP) is issued by the Village of Fox Crossing Parks and Recreation Department. The firm selected through this process will enter into a contract with, and be directly accountable to, the Village of Fox Crossing for the satisfactory completion of the services outlined herein.

The Village of Fox Crossing maintains a diverse system of parks, trails, and recreational amenities that enhance the quality of life for residents and visitors alike. The Village's current CORP, adopted in December 2021, requires an update to ensure alignment with changing demographics, emerging recreation trends, and evolving community needs and priorities.

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

PROJECT OBJECTIVES

1. Update the CORP in compliance with Wisconsin DNR guidelines
2. Engage residents, stakeholders, and advisory bodies in meaningful public input
3. Evaluate existing parks, trails, and recreational facilities
4. Identify current and future recreational needs
5. Establish a prioritized action plan for the next five years
6. Position the community for state and federal recreation grant opportunities

SCOPE OF SERVICES

The selected firm will be responsible for providing the following services:

1. Project Management and Coordination

- Conduct a project kick-off meeting with staff
 - Define clear expectations and outcomes
 - Identify roles and responsibilities
 - Schedule public meetings, develop project timelines and schedules
- Conduct regular meetings and progress updates

2. Assessment and Review of Current Resources

- Conduct an in-depth review of the Village's current parks, trails, and open spaces, including facilities, amenities, accomplishments, and existing management practices
- Review and analyze existing plans, maps, and data, including but not limited to the Village's Comprehensive Plan and current CORP
- Review NRPA standards
- Review Wisconsin CORP
- Assess current and future recreational needs based on demographics and trends

3. Public and Stakeholder Engagement

- Facilitate a minimum of two (2) public input workshops
- Facilitate at least one (1) Park Commission/Village Board workshop
- Create and conduct a comprehensive online survey to help collect public input on the plan's direction, and current assessment of Village resources and quality of services

4. Development of the Updated Plan

- Provide a comprehensive updated Park and Outdoor Recreation Plan that addresses the current and future needs of the Village including recreational facility upgrades, parkland acquisition, land management strategies, policy priorities, and planning for emerging trends in outdoor recreation
- Develop a prioritized, actionable 5-year capital improvement plan, based on input from the public, staff, and elected officials
 - Plan should include cost estimates and possible funding sources
- Review draft plan with Village Staff and the Park Commission

5. Final Report and Presentation

- Prepare a final draft report documenting the planning process, public input, proposed improvements, and the capital improvement plan
 - Plan should meet Wisconsin DNR guidelines
- Present the final plan to the Village Board for approval
- Deliver twelve (12) printed and bound copies, and one (1) electronic copy

PROPOSAL REQUIREMENTS

1. Formal Proposal Contents

Proposals must include the following, in the order presented below:

1. Cover letter and executive summary
2. Firm's qualifications and relevant project experience of project team members
3. Description of proposed approach and methodology to complete Scope of Work
4. Describe any proposed deviations from proposed Scope of Work
5. Outline your firm's public engagement strategy
6. Proposed project timeline and milestones
7. Provide insight into your preferred method of communication with the Village
8. Other Information pertinent to the select of your firm
9. Provide references from at least three comparable projects
10. Budget and Fee Structure Form
 - a. A detailed budget proposal, including a breakdown of costs for each phase of the project
 - b. Any additional expenses, including travel and materials, should be clearly outlined

2. Format

1. The proposal should be submitted in written and bound form. Items to be included in the proposal should be placed in the same sequence as outlined above.
2. The enclosed *Budget and Fee Structure Form* shall be submitted separately in a sealed envelope.

DIRECTIONS FOR SUBMITTAL

Consultants should submit eight (8) copies of the proposal in a sealed envelope and one (1) copy of the *Proposed Fee Schedule Form* in a separate sealed envelope.

Proposal materials must be received by **11:00AM on February 18, 2026**. Proposals should be submitted to:

Village of Fox Crossing Parks & Recreation Department
Attn: CORP Update Proposal
2000 Municipal Drive
Neenah, WI 54956

Envelopes or packages containing proposals and related materials which are received after the date and time stated above will not be considered.

COSTS INCURRED IN RESPONDING TO THIS RFP

The Village of Fox Crossing shall not be liable for any costs incurred by the consultant in responding to this RFP, or for any costs associated with discussions required for clarification of items related to this proposal.

PRE-PROPOSAL MEETINGS

There are no scheduled pre-proposal meetings pertaining to this RFP. Consultants intending to submit formal proposals and who may wish to discuss the proposed project should contact the Fox Crossing Parks & Recreation Director at the email listed above.

ADDITIONAL INFORMATION

The Village of Fox Crossing reserves the right to reject all proposals and/or to accept the proposal deemed most advantageous to the Village. The Village also reserves the right to waive informalities and negotiate with the selected consultant. All submitted materials become the property of the Village of Fox Crossing.

SELECTION PROCESS

The Park Commission will consider the following in evaluation of the proposals:

- Experience and technical competence of firm and project staff
- Qualifications and experience on similar projects
- Approach to complete project scope, including public engagement
- Demonstrated knowledge of the Village of Fox Crossing and its opportunities and challenges
- Proposed timeline
- Cost and ability to complete operations within budget parameters
- Quality and content of written proposal

INTERVIEWS

Interviews may be required of selected finalists at the respondent's expense. However, an award may be made without a discussion with the respondents. Proposals must be submitted on the most favorable terms, from both a technical and cost standpoint.

SCHEDULE

- Request For Proposals published January 12, 2026
- Quotes must be received no later than 11:00AM on Wednesday, February 18, 2026
- Consultant selection to be made on March 11, 2026
- Draft plan due by November 2026
- Final plan completion and adoption timeline due by the end of 2026, beginning of 2027

**VILLAGE OF FOX CROSSING COMPREHENSIVE OUTDOOR RECREATION PLAN
PROPOSED BUDGET AND FEE STRUCTURE FORM**

PHASE	COST
Project Management and Coordination	_____
Assessment and Review of Current Resources	_____
Public and Stakeholder Engagement	_____
Development of the Updated Plan	_____
Final Report and Presentation	_____
All Additional Expenses (<i>Detail Below</i>)	_____
_____	_____
_____	_____
_____	_____
Total (Lump Sum) Project Cost \$	_____
_____	_____

Representative Name: _____

Title: _____

Company: _____

Address: _____

Phone Number: _____

Email: _____

Signed: _____ Date: _____