



TOWN OF LA POINTE
MADELINE ISLAND
240 Big Bay Road
PO Box 270
LA POINTE, WI 54850
715-747-6913

Request for Proposal La Pointe Community Center Feasibility Study

1. Summary and Background

The Madeline Island Library Board is accepting Proposals for a feasibility study to determine the need for a “community center” on the island. Key questions include assessing the community’s actual need for this type of space, determining the most important unmet activities or uses, the types of space needed for those activities or uses, possible new or repurposed locations, and funding strategies.

2. Proposal Guidelines

2.1. Proposal Deadline

Proposals will be accepted until 4 p.m. Central Time on Friday August 13th, 2024.

2.2. Submission Requirements

Proposals must be sealed, marked with the Respondent’s name and address, labeled **“RFP 24-25,”** and delivered by the Proposal deadline to:

Town Clerk
Town of La Pointe
PO Box 270
240 Big Bay Road
La Pointe, WI 54850

Hand-delivered copies will be accepted at the above address only between the hours of 8 a.m. and 4 p.m. Central Time, Monday through Friday, excluding holidays observed by the Town. Respondents are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the delivery service includes the required labeling information on the outer wrapper or envelope. Respondents should be aware that delivery to the island may be affected by ferry schedules and other conditions beyond the Town’s control.

2.3. RFP Timetable

The anticipated schedule for the RFP is:

- RFP Available July 13th, 2024
- Proposal deadline August 13th, 2024, 4:00 p.m. Central Time
- Proposals opened August 14th, 2024, 5:00 p.m. Central Time
- Review of proposals August 14th-17th, 2024
- Library Board vote on recommended proposal August 20th, 2024
- Contract developed August 21st, 2024
- Library Board approves contract August 22nd, 2024
- Initial draft of study Sept. 27th, 2024

2.4. Content of Proposal

To facilitate evaluation of proposals, please submit the following:

- 2.4.1. The Submittal Form (see last page of this RFP)
- 2.4.2. A Proposal prepared with a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of this RFP.
- 2.4.3. Two (2) printed versions of the Proposal.
- 2.4.4. A flash drive with one (1) fully executable electronic copy of the Proposal (signatures included) in PDF format.
- 2.4.5. An outline of the work proposed to complete the project, including a proposed timeline and progress meetings.
- 2.4.6. The proposed fee – a fixed price that includes all reimbursable expenses.
- 2.4.7. Two recent examples of comparable projects.
- 2.4.8. Personnel assignments, noting the percentage of time that each member will devote to the project and a description of relevant experience.
- 2.4.9. Three (3) references of previous clients; please provide name, address, date of project, email, and telephone of all references on a separate page.
- 2.4.10. The Proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the Respondent. Proposals must remain valid for a period of 60 days from the Proposal deadline (see Submittal Form on last page of this RFP).

2.5. Additional Proposal Information

- 2.5.1. The Madeline Island Library Board ("Library") will not change or supersede the written requirements in this Request for Proposal (RFP) except by written addendum.
- 2.5.2. Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the proposal.
- 2.5.3. All expenses involved with the preparation and submission of the RFP to the Library are the responsibility of the Respondent.

- 2.5.4. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Law and related laws and policies of the State of Wisconsin and of the Town of La Pointe. All such materials shall remain the property of the Town and will not be returned to the respondent.
- 2.5.5. A list of names of Respondents responding to the RFP may be obtained from the Town Clerk after the Proposal deadline.
- 2.5.6. Inquiries to clarify any requirements of this RFP are encouraged to contact Library Director Lauren Schuppe at director@madislandlibrary.org.
- 2.5.7. The issuance of this RFP constitutes only an invitation to present a Proposal. The Library reserves the right to determine, at its sole discretion, whether any aspect of a respondent's Proposal meets the criteria in this RFP. The Library also reserves the right to seek clarifications, to negotiate with any respondent submitting a response, to modify the procurement process and schedule, to waive any technicalities or irregularities, to reject any or all responses with or without cause, and to accept the response that is determined to be in the best interest of the Town.
- 2.5.8. In the event that this RFP is withdrawn or the project canceled for any reason, the Library shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise. All respondents to this RFP shall hold harmless the Library and any of their officers and employees from all suits and claims alleged to be a result of this RFP.

3. Project Purpose and Scope

This request seeks Proposals for a feasibility study for a “community center” in La Pointe. The Library will contract and partner with Respondent to explore and develop the report

3.1. Background

The Town of La Pointe encompasses Madeline Island, the only Apostle Island that is inhabited year-round. La Pointe’s population grew 64% in the last decade -- to 427, according to the 2020 US Census. The year-round count does not include the estimated 3,000 seasonal residents, or thousands more tourists who visit during a typical summer week. La Pointe saw the largest growth (in numbers and in percentage) of any community in Ashland County. This growth, especially of year-round residents, brings increasing desire for more amenities – especially indoor space, and space for indoor winter activities.

The concept of a “community center” has been pursued on and off in La Pointe since at least 2004. A Library work group issued the most recent summary of ideas in 2021. But reviewing the history makes clear that a community center means different things to different people. Among amenities that have been discussed: a fitness facility, performing

space, a community food hub, event and self-enrichment space, as well as dedicated space for nursery and child care, teens, seniors, and other affinity groups. Most importantly, none of the work to date makes a clear distinction between a community center as a physical space and a community center as a coordinated set of activities that could improve quality of life for island residents, individually and collectively.

The Town Board has charged the Library with executing this feasibility study. The Town's new Comprehensive Plan outlines a framework to follow. Further, the school district is exploring a new building for the island's elementary-age pupils. This creates the possibility of a shared multi-use space that could meet the needs of the school district and the wider La Pointe community.

3.2. Scope of Work

The scope of the feasibility study will include:

- 3.2.1. Prioritizing community needs based on realistic space and service assessments; previous surveys; and this guidance from the Town's Comprehensive Plan:
 - 3.2.1.1. What purpose does a community center serve? Is it a physical place (or places)? Is it a coordinated schedule of activities or programming? Who pays for it and coordinates it, including ongoing staff and operations costs?
 - 3.2.1.2. Which activities are "needs," which are "wants," which are available (and who provides them), and which are not available?
 - 3.2.1.3. Which activities take place in existing space and which require new space?
 - 3.2.1.4. Is a partnership or multi-use project with the La Pointe School or other entity possible?
- 3.2.2. Assessing existing conditions, including assessing how well existing buildings could serve priority activities and uses, and how much renovation would be required to serve those uses.
- 3.2.3. Reviewing models of operation in other communities, especially cooperative ventures, [shared use spaces such as gyms](#) between a municipality and a school district and intermunicipal spaces.
- 3.2.4. Identifying desired amenities, possible locations (including part of a new school building), and projected costs.
- 3.2.5. Exploring funding strategies for constructing, operating and maintaining a prospective facility, including consideration of public/private opportunities.

4. **Information for Selected Respondent**

4.1. Required Documentation

- 4.1.1. The Library will sign a contract with the selected Respondent.
- 4.1.2. The selected Respondent will be required to provide a current W-9.
- 4.1.3. The selected Respondent shall be an independent contractor in regard to

the Town, not an employee of the Town; as such, the selected Respondent will be required to complete a 9-Point Test.

4.2. Taxes

The Town is exempt from sales and use taxes. Upon request, the selected Respondent will be provided with the Town's Sales and Use Tax Exemption Certificate and CES Number.

4.3. Insurance

4.3.1. The selected Respondent (Consultant) will be required to provide proof of liability and workers compensation insurances before work can begin on this project.

4.4. Jurisdiction

Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Wisconsin and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin. Then contractor shall comply with applicable federal, state, and local laws and regulations.



Submittal Form

In compliance with the Town of La Pointe's **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this Proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the anticipated timeframe.

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

Respondent's Name: _____

Federal EIN: _____

Business Address: _____

Business Contact Representative: _____

Phone: _____ Email: _____